

EFCOG WP&C TASK GROUP BEST PRACTICE #246

Facility: Argonne National Laboratory

Best Practice Title: WPC Field Assist Visit

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Brief Description of Best Practice: (Provide a short, "abstract-like" description of the best practice)

The WPC Field Assist Visit checklist has provided a standardized approach to evaluating work activity readiness.

Why the best practice was used: (Briefly describe the issue/improvement opportunity the best practice was developed to address)

The WPC Field Assist Visit checklist is used to provide guidance and support to implement standard processes, approaches, and documentation to the Work Planning and Control (WPC) process. This checklist can be used for any new, restart, or revised work activity. The visit validates that the work activities have been evaluated, controls are in place, and workers are prepared to begin work. The visit aims to make all work simpler and safer for everyone involved.

What are the benefits of the best practice: (Briefly describe the benefits derived from implementing the best practice.)

The WPC Field Assist Visit results in engaged employees, prepared PIs, and quality documentation. Work is planned from multiple perspectives.

What problems/issues were associated with the best practice: (Briefly describe the problems/issues experienced with the initial deployment of the best practice that, if avoided, would make the deployment of this best practice easier the "next time".)

Work planners felt that this was an additional step in the process, which would slow the start of a work activity. Initially, there was a higher number of work control documents that required rework, but this was reduced as more field visits were conducted, which improved the quality of the work control documents.

How the success of the Best Practice was measured: (What data/operating experience is available to document how successful the best practice has been?)

Success was measured in the timely completion of the review and the successful completion of the work activity with no or minimal re-work of the work control document.

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Description of process experience using the Best Practice: (Describe the operating experience with the best practice with particular focus on the evolution of it's development, end user experience, and the role the practice plays in the Integrated Safety Management System or Integrated Safeguards and Security Management System of the Site.

The field assist form was initially viewed as an additional layer of approvals that slowed the start of work; however over time, teams began seeing the value it brought to their work planning and preparing staff for work execution. Divisions started integrating the use of this form into their divisional process even when it was not required by the Laboratory level WPC process.

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WPC Field Assist Visit				
Date:	Person In Charge:			
WCD #:	Job Title:			
Job Frequency:	WCD Review Interval:			
Division Approver:	Authorization:			
Documentation, Readiness, Authorization	Yes	No	N/A	Comments
Do the procedures and Work Control Documents (WCDs) match the scope of work?				
Are all hazards identified and controlled, including co-located hazards?				
Has the team walked the job-site to discuss critical steps and ask questions?				
Do the procedures and WCDs adequately address operating equipment/systems to support the activity?				
Is the PIC and/or supervisor prepared and equipped to lead the job?				
Have any support groups been notified and/or brought into the planning?				
Has final readiness to start work been verified (training/qualifications verified, tools and equipment functional, notifications made, resources on hand)?				
Is it clear who is providing final work authorization to proceed?				
Review and Conversations	Yes	No	N/A	Comments
Are any additional Subject Matter Expert reviews required?				
Were the hierarchy of controls (elimination, substitution, engineering, administrative controls, and PPE) considered during planning of the work?				
Are any additional outside Peer Reviews required?				
Have Design Reviews been completed and all actions addressed?				
Have Safety Reviews been completed and actions addressed?				
Are there any safety permits required?				

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What is the worst thing that could happen? What is the response?				
Have any process changes been made that could introduce new hazards?				
Is a pre-job brief required or recommended?				

Summary

Critical steps to focus on

Specific recommendations from team:

Comments or concerns from supervisor or workers:

Is the team ready, trained, and equipped to do the work

Review Team Lead:

Field Assist Visit Participants: