

Facility:

Liquid Waste Contractor SRMC / Savannah River Site

Best Practice Title:

Work Order Impact Review Sheet and corresponding Work Instructional step.

Point of Contact:

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Brief Description of Best Practice:

A tool for an independent review of work that impacts the facility to a point it needs to enter a Limited Condition of Operations (LCO). The review is to aid the Shift Operations Manager (SOM) at the time the work is performed and to eliminate Technical Surveillance Requirement (TSR) violations due to impactful maintenance work occurring without entering the proper LCO.

Why the best practice was used:

It was put into place because the SOM typically is required to make this decision in the middle of operating the facility and this provides an extra set of eyes that can look at the Proposed Activity (PA) at a time independent of operating the plant, thus, providing a Peer check.

What are the benefits of the best practice:

Less opportunity for human error due to perceived schedule urgency through a second review (peer check/first check) by focusing the SOM on any differences due to the current conditions. The work instruction step reduces the chance of the mechanic not communicating to the SOM also by providing a second prompt (work release would be the first).

What problems/issues were associated with the best practice:

It was quite a change since the SOM is ultimately responsible and is used to that. The reviewers viewed this as additional work initially. However, time was spent training each reviewer on the form and new process as well as the SOMs and Shift Technical Engineers (STE) and mechanics using the work packages.

How the success of the Best Practice was measured:

There have been no TSR violations due to a work package since this tool has been used when it's used correctly.

Description of process experience using the Best Practice:

The form is routed to ENGINEERING and OPERATIONS after planning is complete along with the work order. Each complete their respective review and submission of information. The planner will have included in the work instructions the following step for the mechanics to follow:

- 1.1. Maintenance or E&I: **ENSURE** the Shift Manager evaluates entry into any and all appropriate LCO(s), **AND**

ENTERS LCOs based on impact sheet and current plant status prior to starting work:

Shift Manager Signature: _____ Date: _____

Once the work order is approved, the completed form (OSR 46-742) is embedded in the approved work order less the STE and SOM signatures. When the work order goes to the SOM for release the STE and the SOM do their review and sign in agreement and enter the LCO into the LCO tracking database as well as making an entry in the logbook.

LW FORM
 WORK ORDER IMPACT REVIEW SHEET

Work Order Number: [REDACTED]

1. Scope of Work/Equipment Affected (Planner / Initiator): [REDACTED]											
2. System Impacts (Operations): [REDACTED]											
3. TSR Review (Engineering): <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 25%;">LCO Number</th> <th style="width: 15%;">Condition</th> <th style="width: 60%;">Comments (limited to 300 characters)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">[REDACTED]</td> <td style="text-align: center;">[REDACTED]</td> <td>[REDACTED]</td> </tr> <tr> <td style="text-align: center;">[REDACTED]</td> <td style="text-align: center;">[REDACTED]</td> <td>[REDACTED]</td> </tr> </tbody> </table>			LCO Number	Condition	Comments (limited to 300 characters)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
LCO Number	Condition	Comments (limited to 300 characters)									
[REDACTED]	[REDACTED]	[REDACTED]									
[REDACTED]	[REDACTED]	[REDACTED]									
4. Compensatory Measures (Operations): [REDACTED]											
5. Reviewers:	<u>printed name</u>	<u>signature</u>									
Engineer: [REDACTED]	[REDACTED]	Date: [REDACTED]									
Operations: [REDACTED]	[REDACTED]	Date: [REDACTED]									
STE: [REDACTED]	[REDACTED]	Date: [REDACTED]									
SOM: [REDACTED]	[REDACTED]	Date: [REDACTED]									

Section 2 – System Impacts (continued) █		
Section 3 – TSR Review (continued)		
LCO Number	Condition	Comments
█	█	█
█	█	█
█	█	█
█	█	█
Section 4 – Compensatory Measures (continued) █		

Instructions and Responsibilities for Completing the Impact Sheet for Work Packages

NOTE: A continuation sheet may be used if necessary.

1. Work Order Number to be completed by planner/initiator. Each task that has different impacts should have a separate review. If the sheet covers the entire Work Order then one sheet will suffice.
2. Block 1 to be completed by Planner/Initiator clearly depicting the scope and equipment (CLI) affected.
3. Block 2 to be completed by Operations Reviewer or designee and should specifically identify the impacts to all systems affected by the work.
4. Block 3 to be completed by Engineering as titled in each requested column. Any assumptions should be captured in the comments section.
5. Block 4 to be completed by Operations Reviewer or designee.
6. Block 5 to contain Engineer and Operations reviewer name (signature may be obtained by package approval). This identifies who completed the form. The STE and Shift Operations Manager (SOM) review signatures indicate they have reviewed the information and used it and the current plant status to take appropriate actions.