

SRR Self-Assessment Scoring Form

Assessment #/Topic:		Assessment Planner/Assessor:	
Functional Area(s): Lead FA Manager:		Facility/Project:	
Scoring Performed By:		Assessment Report Date:	
Assessment Planning (Ref. 12Q, SA-1, Section 5.1 and 5.2) <small>("Where "No/Yes" is indicated in points column, No equals "0" and Yes equals max point shown)</small>		POINTS SCALE	EARNED POINTS
1	Assessment Basis/Criteria: The purpose/scope clearly states the subject and reason of the assessment. The scope clearly defines the objectives of the assessment such that the assessor(s) and management clearly understand what is being assessed. Scope includes a concise statement that covers the task, activity, process, established criteria or other measurement goals/objectives, organizations, or products that set the assessment requirements and boundary.	0-10	
2	Skill Level: Self-assessment assignments match skill requirement to individual's background, qualifications and expertise. Assessors have SA-1 training. Assessment team size adequate.	0-5	
3	Preparation: Materials used in preparing for self-assessments include historical information, performance trends, directives, and lessons learned as applicable. As a minimum , the LOIs verify procedural compliance and are clear, strong, and align with the assessment purpose, scope, and the identified requirements. Appropriate organizations have been notified. Breadth, depth, and content of SA is adequate to meet scope	0-15	
		Planning Score 0-30	
Performing and Documenting, and Communicating Assessments (Ref. 12Q, SA-1, Section 5.3 and 5.4)			
4	Quality of Execution: Complete listing of records reviewed, job titles of interviewees, activities observed, and acceptance criteria used. Document review was thorough, procedural compliance was verified , appropriate personnel were interviewed, sample size used was reasonable, appropriate work activities were witnessed as needed, and assessment was performed as planned.	0-10	
5	Evaluation is critical: Self-assessments identify performance gaps, procedural non-compliances , organizational issues such as departure from established criteria or other measurement goals/objectives, management expectations, nuclear safety culture expectations, personnel safety expectations, and human performance issues and desired behaviors reinforced, as applicable.	0-10	
6	Assessment Results are Clear: Summary includes brief overview of criteria evaluated and results including summary description of all Findings, Opportunities for Improvement (OFIs) and associated topical area for each. Findings, OFIs, and Noteworthy Practices (NPs) are written clearly and meet the criteria specified in Policy Manual 22Q, Procedure CAP-1 for classification as such including justification for non-compliances. Issues are clearly linked to supporting information and addressed by a corresponding OFI or Finding.	0-15	
7	LOIs complete: Report responds to purpose and scope as demonstrated by fully addressing all LOIs with justification provided if any not used.	0-10	
8	Assessment Results Communicated: Self-assessment results are communicated to affected groups and individuals to obtain consensus, approval, and ownership of the findings and OFI's.	No/Yes 0 or 10	
9	Assessment Timeliness: Assessment was completed before due date with the results, drafted, and ready for management approval.	No/Yes 0 or 5	
10	Bonus Points for Continuous Improvement – Self- assessment included members from multiple organizations, corporate sites or external organizations or exceptional performance in a particular area- 5 Points . Assessment includes multiple Functional Areas - 5 Points	0-10	
		Performance Section Score 0-70	
For any subtotal score less than 80, FAPM or FAM shall discuss with the Assessor for lessons learned and revision of assessment report as applicable. (Comments that relate to timelines cannot be addressed except as Lessons Learned.)		Subtotal	
Post-Performance Score (Ref. 12Q, SA-1, Section 5.4.2 and 5.4.3)			
11	Assessment Completion: Results have been approved by FAPM, FAM or assigned manager (final determination of Findings and OFIs) prior to due date (0-5 points). The SAC reviewed report for completeness and ensured Findings/OFIs were electronically transferred to the STAR CTS and closed the SA report by due date or within 5 days of FAPM/FAM approval (0-5 points).	0 - 10	
Comments and Total Score (Goal of 80 or better out of 110):			