

ISMS Training Document
Track 2, Activity 2 – July 2008
Functions, Responsibilities, and Authorities Manual (FRAM)

Activity

Describe the significant safety requirements and responsibilities for Oak Ridge Office (ORO) Federal employees, as described in ORO M 411.1-1, *Manual of Safety Management Functions, Responsibilities, and Authorities, Level III, for Oak Ridge Office*, (known as the FRAM) and ORO M 110, *Oak Ridge Office Organization Manual*.

At the completion of this activity, fill out the Self-Certification Form certifying that you have read this activity sheet.

Note: When regulations, Department of Energy (DOE) directives, or other industry standards are referenced in this ISMS activity, please use the most recent version.

Key Documents

- ORO M 411.1-1, *Manual of Safety Management Functions, Responsibilities, and Authorities, Level III, for Oak Ridge Office*
 - DOE M 411.1-1, *Safety Management Functions, Responsibilities, and Authorities Manual*
 - DOE P 411.1, *Safety Management Functions, Responsibilities, and Authorities Policy*
 - ORO O 110, *Organization and Structure*
 - ORO M 110, *Oak Ridge Office Organization Manual*
 - ORO O 250, *Standards Management Program*
-

What's In the Level III FRAM

A Level I FRAM addresses DOE's safety functions, responsibilities, and authorities. The Level II FRAM addresses Cognizant Secretarial Office's (e.g., Science, Environmental Management) safety functions, responsibilities, and delegations of authority, and drivers (DOE and ORO directives) for each functional area. The Level III FRAM contains the assignment of functions, responsibilities, and authorities that flow from the Level I and Level II FRAMs to the appropriate organization and/or individual in ORO—hence the “Level III.” The Level III assignments are captured in ORO directives and program documents that are listed in the table.

These standards and requirements represent the significant requirements for the Federal employees for oversight of their own and the contractor's implementation of environment, safety, and health programs. Some of these standards and requirements are contractually binding on the contractors, while others are for Federal employees only. In addition, some officially canceled DOE Directives are still used as the basis for environment, safety, and health requirements and are retained in the requirements baseline of the contractor's contract.

The FRAM is a living document that will undergo change and be reviewed and updated periodically.

ISMS Training Document
Track 2, Activity 2 – July 2008
Functions, Responsibilities, and Authorities Manual (FRAM)

What's In It For Me The FRAM “documents ORO’s functions, responsibilities, and authorities for ORO staff to comply with and adhere to ISMS functions while executing their work activities.” The completion of this activity will help you gain an understanding of the FRAM so that you are better able to apply the safety requirements outlined in the FRAM to your job.

Key Safety Responsibilities and Authorities

The FRAM describes safety management functions (or mechanisms), responsibilities, and authorities for ORO’s organizations engaged in the management and oversight of the performance of work in the Oak Ridge Reservation. This includes the planning, funding, performing, assessing, improving, and enforcing the safety requirements.

Specifically, reflecting the principles of ISMS, the FRAM identifies ORO’s functions, responsibilities, and authorities for the major ISMS activities:

1. Define the scope of work.
2. Analyze the hazards.
3. Develop and implement hazard controls.
4. Perform work within the controls.
5. Provide feedback and continuous improvement.

Other key safety mechanisms called out in the FRAM include safety basis, quality assurance, radiation protection, accident investigation, beryllium disease prevention, and start-up and restart of nuclear facilities.

Oversight of Safety

The safety of those performing work is ultimately in the hands of the workers themselves. However, each and every aspect of the preparation and planning for that work must be performed in a manner that ensures the worker has all materials, training, equipment, supervision, and technical support necessary to complete the assigned task successfully, safely, and efficiently. No activity should begin or facility started unless the consequences of operation to the worker, public, and environment are understood. Further, this includes identifying responses to high-probability events such that operations can be safely shut down.

Although ORO employees do not directly perform the work, the Department must be aware of, and contribute to, the conditions under which work is performed. The Department must be able to recognize and respond to significant enhancements or detriments in the work environment. Primary methods include appropriate levels of readiness review, direct observation of contractor operations, and monitoring for significant events, followed by analysis to understand impacts on agreed to conditions of operation and performance measures. The Department reserves the right to approve operations for certain categories of hazardous activities prior to startup. Less hazardous operations are approved through contract terms and conditions and an assurance that the contractor has an appropriate infrastructure for safe operations.

ISMS Training Document
Track 2, Activity 2 – July 2008
Functions, Responsibilities, and Authorities Manual (FRAM)

The Department has a vital role in assessing the safe conduct of work, a role that stems from its unique responsibilities as owners of the facilities and trustees of the Federal and public interests. DOE has responsibility to conduct assessments of contractor compliance. DOE, like the contractor, must feel confident that all agreements are being fulfilled, and retains—at all times—the authority to stop work should it identify violations of the agreement that significantly diminish the safety of workers, the public, or the environment. To ensure the safe conduct of work and continuous improvement, DOE must assure and maintain the competence of those personnel who perform and assess the work.

To Learn More

Click on these documents for more information about how the FRAM is applied at ORO.

- [DOE M 411.1-1, *Safety Management Functions, Responsibilities, and Authorities Manual*](#)
 - [DOE P 411.1, *Safety Management Functions, Responsibilities, and Authorities Policy*](#)
 - [ORO O 110, *Organization and Structure*](#)
 - [ORO M 110, *Oak Ridge Office Organization Manual*](#)
 - [ORO O 250, *Standards Management Program*](#)
 - [ORO M 411.1-1, *Manual of Safety Management Functions, Responsibilities, and Authorities, Level III, for Oak Ridge Office*](#)
-