

ISMS Training Document
Track 2, Activity 6 – September 2011
Facility Representatives

Activity

Describe the features and benefits of the Oak Ridge Office (ORO) Facility Representative Program. 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

- [DOE-STD-1063-2011, Facility Representatives](#)
 - [DOE-STD-1151-2010, Facility Representative Functional Area Qualification Standard](#)
 - DOE Facility Representative Home Page:
<http://www.hss.energy.gov/depref/facrep/>
 - ORO Office of Science Federal employees should also refer to the Office of Science Management System (SCMS): Environment, Safety, and Health, Subject Area: *Environment, Safety, and Health (ES&H) Oversight of Contractors*, <http://scms.sc.doe.gov/>
 - ORO Directives Management Group, Key Management Documents, http://www-internal.oro.doe.gov/dmg/oro_keymanagementdoc.htm
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What's In It For Me

The Facility Representative Program is designed to ensure that facility operations and projects are conducted within the safety envelope approved by the DOE, that facilities are maintained in a condition conducive to safe operation, that contractor performance continually meets minimum requirements and expectations, and that effective lines of communication are maintained between DOE and its contractors.

The completion of this activity will help you gain an understanding of how the ORO Facility Representative Program is implemented.

Program Background

The following describes the impetus for improving and standardizing the Facility Representative programs across the Complex.

DOE's management system recognizes the importance of these positions with regard to assuring adequate protection of the public health and safety at DOE defense nuclear facilities, the Defense Nuclear Facilities Safety Board (DNFSB) reviewed existing department-wide guidance on the selection, training and responsibilities of DOE Facility Representatives.

Concerning DOE Facility Representative duties and responsibilities, the DNFSB found no orders that prescribe any guidance for selection and training of DOE Facility Representatives, nor any effective guidance for establishing the duties and responsibilities associated with these positions. The DNFSB noted that the DOE managers for several facilities in the defense nuclear complex had begun to establish formal Facility Representative programs. However, these programs were operating without centralized direction. Generally, this resulted in widely differing qualifications, duties, and

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responsibilities for DOE Facility Representatives from facility to facility, even at the same site. This situation could result in failure by DOE to achieve the level of technical vigilance necessary to assure the safe operation of the department's defense nuclear facilities.

The DNFSB believed that the performance of the interrelated safety, technical, and management functions by DOE Facility Representatives would be enhanced if a formal qualification program for these positions, commensurate with their importance, were promulgated at the department level and implemented throughout the defense nuclear facilities complex.

Purpose of the Facility Representative Program

The purpose of the DOE Facility Representative Program is to ensure that competent DOE staff personnel are assigned to oversee the day-to-day contractor operations at DOE's most hazardous facilities. Oversight performed by Facility Representatives provides DOE line managers with accurate objective information on the effectiveness of contractor work performance and practices, including implementation of the integrated safety management system. The Department's experience has shown that when personnel are dedicated to this function, the information that they provide can be used proactively to ensure that work is completed in a safe and environmentally responsible manner.

Significant Duties of the ORO Facility Representative (FR)

The FR's significant duties include the following:

- a. Serves as the DOE primary point of contact with the contractor facility manager for day-to-day operations.
- b. Monitors and evaluates contractor performance associated with assigned facilities or operations to identify problems and initiate appropriate action through DOE line management and the contractor.
- c. Recommends the minimum requirements for the types and frequency of FR activities to FR supervisor.
- d. Periodically reviews logbooks and assessment reports to determine if a systemic or recurring problem exists with contractor activities.
- e. Provides input to the contractor performance evaluation (if applicable) with regard to the contractor's implementation of contractual requirements and contractor programs and procedures in assigned facilities.
- f. Meets regularly with contractor counterpart(s) to discuss planned or ongoing facility activities.
- g. Maintains general knowledge and operational awareness of all aspects of the assigned facility, utilizing other available technical staff as needed.
- h. Supports and participates in accident investigations, audits, appraisals, and visits to the assigned facility.
- i. Performs/participates in verification inspections.
- j. Performs reviews prior to Operational Readiness Reviews to help DOE line management ensure that facilities, staff, and operations are ready for start-up and for independent external review.
- k. Initiates stop work of an operation or process if imminent danger is deemed

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to exist.

- l. Ensures that the contractor's management system is effectively implementing Integrated Safety Management (ISM) into daily tasks.
 - m. Communicates/coordinates with other FRs.
 - n. Supports *Price-Anderson Amendments Act* (PAAA) enforcement activities.
 - o. Submits qualification-related documents to the Human Capital Assessment Group for inclusion in training records (e.g., position standards, qualification standards, qualification cards, Technical Qualification Records (TQRs), Individual Development Plans (IDPs), supporting documentation for equivalency credit, exemptions, and documentation of completion for developmental activities, such as course certificates).
 - p. Requests needed developmental activities through the Human Capital Assessment Group.
 - q. Submits completed evaluation forms to the Human Capital Assessment Group on completion of developmental activities.
 - r. Completes qualification activities.
 - s. Keeps DOE line management informed of operational and safety issues.
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**Facility Assignment
and Program
Oversight**

Coverage for facilities is based on an assessment of the hazards or risks to the public, workers, and environment, resulting from operating the facility, and on the operational status and activity level of the facility. FR coverage is typically determined by a graded system, with facilities that pose little hazard receiving modest coverage and those that pose a high hazard receiving frequent or dedicated coverage. Staffing is then established based on the coverage needed at a facility. Line management supervision is responsible for assigning appropriate Facility Representative coverage for facilities. The Assistant Manager for Environment, Safety and Health serves as the ORO Facility Representative Program Sponsor as designated by the ORO manager to provide oversight of the program.

To Learn More

Click on these documents for more information.

- [DOE-STD-1063-2011, *Facility Representatives*](#)
 - [DOE-STD-1151-2010, *Facility Representative Functional Area Qualification Standard*](#)
 - DOE Facility Representative Home Page:
<http://www.hss.energy.gov/deprep/facrep/>
 - ORO Directives Management Group, Key Management Documents,
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 - [Safety System Oversight \(SSO\) Program](#)
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