

Lesson: Control and Use of Procedures

Conduct of Operations Course

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Time Required: 60 minutes

Reference:

- (a) DOE 5480.19, Conduct of Operations Requirements for DOE Facilities, Chapters 16, 17
- (b) DOE-STD-1029-92, Writer's Guide for Technical Procedures
- (c) DOE-STD-1043-93, Guide to Good Practices for Operator Aid Postings
- (d) DOE-EM-STD-5505-96, Operations Assessment

Objectives: Upon completion of this lesson:

(VG-8-1)

1. Understand the requirements of DOE 5480.19 regarding control and use of procedures and operator aids at DOE facilities and associated impact on safety and efficiency of operations. (1.b)
2. Refer to a copy of DOE 5480.19 and locate applicable guidelines and requirements for specific activities. (1.a)

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Instructional Aids/Materials:

1. Overhead projector, projection screen and viewgraphs
2. Instructor Guide and Student Workbooks
3. DOE-EM-STD-5505-96, Operations Assessments

Presentation Method: Lecture, Class Discussion

Instructor Notes:

1. Instructors should read the contents of this instructor guide and the student workbook, and review applicable portions of the listed references (as needed) when preparing for the lecture. Instructors are free to personalize, however, the key points made in the instructor guide must be covered.
2. The student guide is designed to promote note taking. There are many items in the student guides which do not have the corresponding information filled in, particularly, areas where guidelines are reviewed. The instructor should cover the corresponding information during the lecture and encourage students to take sufficient notes.
3. The italicized words are for instructors only and do not appear in the student workbook.
4. **VG** indicates that there is a viewgraph associated with the information and it should be displayed on the overhead projector.

I. Guidelines

A. Components: DOE 5480.19, Chapters 16, 17

(VG-8-2)

1. Operations Procedures: Provide specific direction for operating systems and equipment during normal and postulated abnormal and emergency conditions; and provide appropriate direction to ensure that facilities are operated within their design bases.

- Development:

To ensure consistency among operations procedures, the methods for developing new procedures, including procedure formats, are clearly defined. Procedures are developed for all anticipated operations evolutions, tests, and abnormal or emergency situations. All procedures provide administrative and technical direction to conduct the intent of the procedure effectively. The extent of detail in a procedure is based on the complexity of the task, experience and training of the user, frequency of performance, and significance of the consequences of error.

- Content:

To provide uniformity in operations procedures, the content of procedures should conform to prescribed guidelines. These guidelines include procedure aspects such as:

- *Prerequisites and initial conditions are detailed;*
- *Procedures are easily understood, and actions are clearly stated;*
- *Sufficient, but not excessive detail exists; and*
- *Warnings, cautions, and notes are easily identifiable and contain no action steps.*

Lesson: Control and Use of Procedures

- **Changes and Revisions:**
Procedure changes and revisions are necessary to ensure that procedures reflect current operating practices and requirements. The review and approval process for each procedure change or revision is documented.
- **Approval:**
Operating procedures should be approved by the operations supervisor. In addition, procedures that affect safety-related equipment and emergency procedures should be reviewed by the facility safety review committee or by another appropriate review mechanism. Procedure revisions should receive the same depth of review and level of approval as the initial versions. New and revised procedures should be approved prior to use.
- **Review:**
New and revised operations procedures should be reviewed prior to issuance and at periodic intervals to ensure that the information and instructions are technically accurate and that appropriate human-factor considerations have been included. During reviews, procedures should be compared to source documents to verify their accuracy. In addition, new procedures should be validated by walk-throughs in the facility or by operation on a facility-specific simulator to ensure workability.
- **Availability:**
A controlled copy of all operations procedures should be maintained in the control area for operator reference, and selected controlled procedures should be maintained at other appropriate locations.
- **Use:**
The requirements for use of procedures are clearly defined and understood by all operators.

2. Operator Aids: Provide information useful to operators in performing their duties.

What is an operator aid posting?

General Guidance: If a posting meets the following criteria, it should be considered an operator aid:

(VG-8-3)

a. The information is used by operators to perform their duties

AND

changes to the information would affect the quality of the operator's work

AND

the posting is not controlled or required by some other program (e.g. RCRA, RADCON, OSHA)

OR

b. The information is taken from or referenced in an operational procedure.

(VG-8-4)

- **Development:**
Operator aids are approved prior to posting. All facility personnel are aware of the importance of controlling posted information and procedures for posting information.
- **Approval:**
The Operations Supervisor (or higher authority) approves all operator aids. The approval authority ensures that the aid is necessary and correct, and does not alter a procedures.
- **Posting:**
Operator aids do not obscure instruments or controls. Aids are posted in close proximity to the area of expected use. Aids are properly protected and are securely fastened to the equipment to which they refer.
- **Use:**
Operator aids are used to supplement approved procedures, but are not used in lieu of approved procedures.
- **Documentation:**
A listing of all approved operator aids, which details references, control numbers, and approval dates, is maintained along with a copy of each posted aid in the control area or other appropriate location. This list is used during periodic reviews of operator aids.
- **Review:**
Posted operator aids are reviewed periodically to ensure that they are still correct and necessary.

NOTES