



CONDUCT OF OPERATIONS COURSE

Lesson Title: Control and Use of Procedures

Reference:

- (a) DOE 5480.19, Conduct of Operations Requirements for DOE Facilities
Chapter 16 Procedures
Chapter 17 Operator Aid Postings
- (b) DOE-STD-1029-92, Writers Guide for Technical Products
- (c) DOE-STD-1043-93, Guide to Good Practices for Operator Aid Postings
- (d) DOE-EM-STD-5505-96, Operations Assessments

Objective: Upon completion of this lesson:

1. Understand the guidelines of DOE 5480.19 for control and use of procedures 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)

I. Guidelines

A. Components: DOE 5480.19, Chapters 16, 17

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:

- Content:

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

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- Changes and Revisions:

- Approval:

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- Review:

- Availability:

- Use:

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:

- 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.
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- Development:

- Approval:

- Posting:

- Use:

- Documentation:

- Review:

NOTES