

Management System: Quality Assurance and Oversight

Subject Area: Quality Oversight and Assessment

Procedure 2: Stop Work

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1.0 Applicability

This procedure applies to all activities within the EMCBC and Participating Small Site areas of responsibility. This procedure meets the requirements of Title 10, Code of Federal Regulations, “Energy”, Chapter 3, “Department of Energy”, Part 851, “Worker Safety and Health Program” (10 CFR 851.20[b][8]) which specifically gives every worker the right to decline to perform an assigned task because of a reasonable belief the task poses an imminent risk of death or serious physical harm to the worker. Further, the worker has the right to stop work when they discover any exposure to imminently dangerous conditions or serious hazards. This procedure is used for either of these conditions.

This procedure is applicable in the event that a Stop Work Order is issued to a contractor by DOE personnel, or by support contractor staff working directly for DOE. This procedure defines the issuance of a Stop Work Order and the authorization to re-start work after the responsible party corrects the situation. Stop work authority does not apply to systems/equipment essential to safe operation of the plant.

Stopping unsafe work practices can also be accomplished by notifying the applicable contractor of the work in question and allowing them to use their stop work processes in lieu of this procedure.

2.0 Required Procedure

Step 1	If conditions exist such that any work activity must be stopped immediately to prevent danger to health and safety of workers or the public, damage to facilities, or environmental degradation, the Responsible Employee issues a verbal order to stop work to any DOE or Contractor participant.
Step 2	After a verbal order is issued, the responsible Employee shall immediately notify the Federal Project Director and/or Field Element Manager of the condition.
Step 3	The Responsible Employee shall initiate Attachment A, "Stop Work Order" by providing detailed information in Part A and forwarding the Stop Work Order (SWO) to the Field Office Manager.

Step 4	The Federal Project Director and/or Field Element Manager shall review Part A of the SWO and either “Concur” or “Deny”
Step 5	If work will not be stopped, the Federal Project Director and/or Field Element Manager shall mark the "DENIED" box, sign and date (with printed name) Part A, document justification and reasoning for rescinding the order , resolve the issue with the Responsible Employee, notify the contractor in writing that the SWO has been rescinded, and forward the SWO to the Site Records Coordinator for filing.
Step 6	If work is to be stopped, the Federal Project Director and/or Field Element Manager shall mark the "CONCUR" box, sign and date (with printed name) Part A, document the SWO information in the Stop Work Order Log (Attachment B) , and forward the SWO to the Contracting Officer.
Step 7	The Contracting Officer (CO) or designated representative shall review Part A of the SWO and acknowledge receipt of the SWO by indicating so on Part B of the SWO, and returning the SWO to the Field Office Manager.
Step 8	The Federal Project Director and/or Field Element Manager shall indicate issuance of the SWO by signature and date on Part B of the SWO and shall formally issue the approved SWO to the affected DOE or contractor participant via a letter or memorandum. The memorandum SHALL indicate the work activities to be stopped and the actions (such as corrective action plans, operational readiness reviews, readiness assessments, preventative action plans and root cause analyses) to be taken by the recipient in order for DOE to lift the SWO.
Step 9	Once the Contractor notifies they are ready to restart the work that had been stopped, the Federal Project Director and/or Field Element Manager, with the assistance of the appropriate Staff Member shall verify that where required corrective actions, operational readiness reviews, readiness assessments, preventative action plans and root cause analyses have been completed and in accordance with site procedures. If applicable, this evaluation must consider the impact of resumed activity with regard to significant conditions adverse to quality (SCAQ), DOE O 425.1C, Startup and Restart of Nuclear Facilities and the status of any other deficiency documents
Step 10	The Federal Project Director and/or Field Element Manager indicates the verification of satisfactory completion of corrective/preventative action, root cause analysis, and readiness review by signature and date in Part C of the SWO, indicating reason for verification, including objective evidence reviewed, and notifies the Contracting Officer that work is authorized to be resumed.
Step 13	The Federal Project Director and/or Field Element Manager issues the approved restart to the affected DOE or contractor participant via a letter or memorandum.
Step 14	The Federal Project Director and/or Field Element Manager forwards all related SWO documentation to the Site Records Coordinator for appropriate records maintenance.

3.0 References

Requirements

[DOE O 414.1DC](#), Quality Assurance

[DOE O 440.1B](#), Worker Protection Management for DOE Federal Employees

[DOE OP 450.24](#), Integrated Safety Management System Policy

[DOE-STD-1063-2000](#), "Facility Representatives"

[DOE Order 548.1 Chg 2](#), 00.5, Chg. 2, "Radiation Protection of the Public and the Environment"

[10 CFR 851](#), Worker Safety and Health

Forms

[Attachment A, Stop Work Order](#)

[Attachment B, Stop Work Order Log](#)

4.0 Records Generated

Records generated through implementation of this procedure are identified as follows, and are maintained by the Office of Technical Support and Asset Management in accordance with the EMCBC Organizational File Plan:

Records Category Code	Records Title	Responsible Organization	QA Classification (Lifetime, or Non-Permanent or N/A)
ENV 01-B-04-B	Safety Analysis – Stop Work Records	Office of Technical Support and Asset Management or applicable Field Office	Lifetime