

CCP-PO-005

Revision 21

CCP Conduct of Operations

EFFECTIVE DATE: 05/26/2010

Larry Porter

PRINTED NAME

APPROVED FOR USE

RECORD OF REVISION

Revision Number	Date Approved	Description of Revision
3	02/14/2002	Revised Section 15, updated referencing procedures.
4	07/12/2002	Minor changes to Sections 4.7.1, 4.7.2, and 17.7; a complete rewrite of Section 15; a minor revision to Attachment 1; Added Attachment 2, 3, 4, 5, 6, and 7.
5	08/29/2002	Modified last sentence of step 4.1. Added step 6.2, Rewriting of Section 12.0; Clarification to step 15.2.4 and 17.7, Rewriting of step 15.2.5 and 15.3.4. Addition of Operational Logbooks to Section 20.0. Corrections to Attachment 3, 4, 6 and 7. Replaced Attachment 1.
6	09/12/2002	Revised the definition of a logbook in Section 12.1 based on comments from the ANLE Certification Audit.
7	09/30/2002	Addition to Attachment 2, 3, 4, 5, 6, & 7.
8	12/09/2002	Revised Attachment 3 and 7
9	03/26/2003	Added to Section 12.0, Changes to Attachment 5, 6 and 7
10	07/17/2003	Added Hanford, LANL and LLNL to required reading. Separated electronically fillable form and updated references in procedure.
11	12/08/2003	Updated Sections 2.0, 6.0, 12.0, 15.0, 16.0 and 18.0 for clarification. Deleted references to E-QA, Updated Attachment 8 and added additional records to 20.0.
12	02/25/2005	Change to Section 4.1 and 4.4. Changes to all Attachments. Incorporated changes per OSR Project.
13	03/07/2005	Minor revision to add signature line to Attachment 1. Signature line was inadvertently left out during last revision.
14	02/28/2006	Revised to include a new Section 6.3, Communication of Employee Concerns.
15	07/19/2006	Revised to incorporate the automation of the required reading program and to include the Remote-Handled Program.

RECORD OF REVISION

Revision Number	Date Approved	Description of Revision
16	11/16/2006	Revised to implement the Waste Isolation Pilot Plant Hazardous Waste Facility Permit requirements resulting from the Section 311/Remote-Handled (RH) Permit Modification Request (PMR).
17	03/04/2008	Revised to updated title of Section 14 to match DOE Order 5480.19 and to address the Corrective Action Report, ORNL-CCP-CH-RTR-001CR resulting from the CCP Oak Ridge National Laboratories Project Environmental Protection Agency Inspection (EPA-ORNL-CCP-CH-11.07-8).
18	10/30/2008	Revised in response to Department of Energy (DOE) Carlsbad Field Office (CBFO) Corrective Action Report (CAR)-08-023. Also, revised Section 16.2 to separate the Required Reading matrices in Appendix A from CCP-PO-005. They will be maintained by CCP Training in conjunction with responsible management, and the current versions will be posted on the CCP ftp site.
19	10/30/2008	Minor revision to Section 13.0 to clarify that the CCP Transportation personnel perform the independent verification of loading instead of the CCP Transportation Certification Official.
20	07/08/2009	Revised in response to recommendation from the Expert Review Team assessment of Central Characterization Project (CCP) Idaho National Laboratory (INL) Operations.
21	05/26/2010	Revised in response to Corrective Action Report (CAR)-CCP-0012-09. Also moved the controls for Lessons Learned to Section 6.2, and changed the scope of Section 12.0 to address operational logbooks exclusively.

TABLE OF CONTENTS

1.0 PURPOSE..... 7
1.1 Scope..... 7

2.0 REQUIREMENTS..... 8
2.1 References 8

3.0 RESPONSIBILITIES..... 9

4.0 SHIFT ROUTINES AND OPERATING PRACTICES..... 10
4.1 Status Practices..... 10
4.2 Safety Practices..... 11
4.3 Inspection Tours 13
4.4 Personnel Protection..... 15
4.5 Response to Indications..... 15
4.6 Resetting Protective Devices 15
4.7 Authority to Operate Equipment..... 15
4.8 Shift Operating Bases 17
4.9 Potentially Distractive Written Material and Devices 17

5.0 CONTROL AREA ACTIVITIES..... 18
5.1 Control Area Access 18
5.2 Monitoring the Main Control Panels..... 18
5.3 Control Operator Ancillary Duties 18
5.4 Operation of Control Area Equipment..... 18

6.0 COMMUNICATIONS 19
6.1 Emergency Communications Systems 19
6.2 Lessons Learned 19
6.3 Communication of Employee Concerns..... 20

7.0 CONTROL OF ON-SHIFT TRAINING 21
7.1 Adherence to Training Programs..... 21
7.2 Supervision and Control of Trainees..... 21
7.3 Operator Qualification Program Approval 22
7.4 Training Documentation..... 22

8.0 INVESTIGATION OF ABNORMAL EVENTS..... 23

9.0 NOTIFICATIONS..... 24

10.0 CONTROL OF EQUIPMENT AND SYSTEM STATUS 25
10.1 Status Change Authorization and Reporting..... 25
10.2 Equipment Locking and Tagging 26
10.3 Operational Limits Compliance 26
10.4 Equipment Deficiency Identification and Documentation 26
10.5 Equipment Post-Maintenance Testing and Return to Service..... 26

11.0 LOCKOUTS AND TAGOUTS 27

12.0	LOG KEEPING	28
12.1	Logbook	28
12.2	Logbook Entries	28
12.3	Logbook Corrections	29
12.4	Late Entries	30
12.5	Logbook Reviews	30
12.6	Annual Reconciliation of Operational Logbooks	30
13.0	INDEPENDENT VERIFICATION	31
14.0	OPERATIONS TURNOVER	32
14.1	Turnover Checklists	32
14.2	Document Review	32
14.3	Control Panel Walkdown	33
14.4	Discussion and Exchange of Responsibility	33
14.5	Shift Crew Briefing	34
14.6	Relief Occurring During the Shift	34
15.0	OPERATIONS ASPECTS OF FACILITY CHEMISTRY AND UNIQUE PROCESSES	35
15.1	Operator Responsibilities	35
16.0	REQUIRED READING	36
17.0	TIMELY ORDERS TO OPERATORS	37
17.1	Purpose of Timely Orders to Operators	37
17.2	Writing Standing Orders	37
17.3	Review and Approval of Standing Orders	38
17.4	Controlling Standing Orders	38
17.5	Reviews of Standing Orders	39
17.6	Submittal of Standing Order to Records	39
18.0	OPERATIONS PROCEDURES	40
18.1	Procedure Development	40
18.2	Procedure Content	40
18.3	Procedure Changes and Revisions	40
18.4	Procedure Approval	40
18.5	Procedure Review	40
18.6	Procedure Availability	40
18.7	Use of Procedures	40
18.8	Fillable Forms	42
19.0	OPERATOR AID POSTINGS	43
20.0	EQUIPMENT AND PIPING LABELING	44
21.0	RECORDS	45

LIST OF ATTACHMENTS

Attachment 1 – Standing Order Index	46
Attachment 2 – Quarterly Standing Order Review	47
Attachment 3 – Operator Aid Index	48
Attachment 4 – VPM Semi-annual Operator Aid Review	49
Attachment 5 – Site-Specific Standing Order Format.....	50
Attachment 6 – Project Office Standing Order Format	51
Attachment 7 – Lessons Learned Form	52
Attachment 8 – CCP Required Reading Documentation.....	53

1.0 PURPOSE

The purpose of this document is to provide specific guidance for implementation of the Conduct of Operations into Central Characterization Project (CCP) activities. This document allows the user to reference implementing documents and procedures applicable to the CCP.

1.1 Scope

The scope of this document is to assemble the good operating practices by which personnel in CCP organizations, including subcontractors, are expected to perform. The practices in this document supplement other instructions provided in CCP documents.

2.0 REQUIREMENTS

2.1 References

Referenced Documents

- U.S. Department of Energy (DOE) Order 5480.19, *Conduct of Operations Requirements for DOE Facilities*
- CCP-PO-002, *CCP Transuranic Waste Certification Plan*
- CCP-QP-008, *CCP Records Management*
- CCP-QP-010, *CCP Document Preparation, Approval and Control*
- CCP-QP-022, *CCP Software Quality Assurance Plan*
- CCP-TP-140, *CCP Equipment Maintenance*

3.0 RESPONSIBILITIES

Overall responsibilities and organizational interfaces are described in CCP-PO-002, *CCP Transuranic Waste Certification Plan*.

Memorandum of Understanding (MOU)/Agreement, Statements of Work (SOW), and/or Site Interface Documents specify remote site responsibilities, plans, and procedures.

The SOW outlines Host site's responsibilities as they apply to the CCP activities conducted at the Host site. Standing orders will be issued at each site to clarify specifics of this document and the SOW.

4.0 SHIFT ROUTINES AND OPERATING PRACTICES

4.1 Status Practices

CCP operations will be in accordance with approved procedures and will be performed by qualified personnel. The Vendor Project Manager (VPM) will verify daily that personnel are qualified to perform their assigned duties by reviewing the current List of Qualified Individuals (LOQI).

The VPM shall conduct a pre-shift meeting, as required in the Site Interface Documents, if the generator site is not working multiple shifts. (Section 14.5 of this document shall be followed if working multiple shifts). This meeting may be held separately or in conjunction with Host site pre-shift meetings. Pre-shift meetings may be tailored to fit the operation, as required by the VPM, but should address the following as a minimum:

- Plans and priorities for the shift
- Changes in facility conditions or site access requirements
- Status of equipment
- Maintenance activities and special evolutions
- Visitors (i.e., anyone requiring an escort) expected during the shift
- Waste stream(s) expected to be introduced for characterization
- New or revised procedures approved since the last day of operations
- New or revised Acceptable Knowledge (AK) Summary Reports approved since the last day of operations

The term Lead Operator (LO) is used to identify the person responsible to assist the VPM in completion of his duties associated with a specific piece or set of equipment. This individual will possess technical expertise for the specific equipment involved and will assist the VPM with duties such as ensuring assigned personnel are fit for duty, maintenance and review of equipment logbooks, preparation and review of standing orders, and preparation of operator aids. This position is assigned at the discretion of the VPM. The VPM shall notify affected personnel of any such assignments. This notification may be provided verbally during the daily Plan-of-the-Day (POD) meeting.

The VPM will be notified promptly of all changes in facility status, abnormalities, and difficulties or unexpected situations encountered when performing assigned tasks. The VPM shall promptly notify the CCP Project Manager of events impacting waste characterization activities.

When an unexpected event or series of events occurs or when the cause and consequences cannot be readily determined, the situation will be investigated and appropriate action taken before resuming operation.

An initial entry will be made in applicable logs stating the initiating event. Log entries will be clear, complete, and concise.

An on-shift assessment meeting will be held as soon as possible after an event to determine pertinent information relating to the event. If necessary, the shift will be held over to obtain this information.

Evidence regarding the cause of a problem will be safeguarded as sensitive information.

The LO and operators are responsible and accountable for the operations conducted during their shift. They will be cognizant of the status of all equipment and records of respective work areas.

All CCP personnel have the right and responsibility to STOP WORK. STOP WORK may be invoked any time anyone feels the safety, quality, or compliance of any CCP operation or maintenance activity has been or might be compromised. This is an individual right and responsibility and does not require the approval of supervision to invoke. STOP WORK is invoked without fear of reprisal in any form in the CCP program. The VPM will be immediately notified when STOP WORK authority has been invoked. The VPM will obtain the help of any resources necessary to respond to and correct the condition requiring the implementation of a STOP WORK order. Work may resume when the issue is resolved, the worker invoking STOP WORK is notified of the resolution, and authorization is given by the VPM to lift the STOP WORK.

STOP WORK shall **NOT** be ignored when invoked.

4.2 Safety Practices

Personnel assigned to CCP operations shall present and maintain themselves in a condition fit for duty.

The VPM or LO shall ensure that no employee is permitted to assume their duties and responsibilities, in support of CCP operations, if it is

obvious that the person is not alert, coherent, or capable of performing the requirements of the position.

Pre-job briefings will be conducted by the VPM or Designee before evolutions that are new or complex in nature, or where proficiency at the task is questioned. This will ensure the evolutions will be conducted properly and safely.

In all situations, employees will place personnel safety, facility safety, and environmental safety above CCP production. Work that violates prescribed safe work practices must be stopped and the situation immediately reported to the Host site manager and the VPM.

Planning for safety is the responsibility of all employees. Strict compliance with applicable safety standards and/or precautions will be maintained at all times. Safety precautions may be posted or be described, or referenced in job-specific procedures or work instructions.

Personnel will not climb or walk on components because this could result in personnel injury or damage to equipment. Applicable site procedures shall discuss the proper use of man-lifts, temporary scaffolding, and ladders.

Personnel will exercise appropriate precautions when entering or working in or around energized panels or equipment. Applicable site procedures shall discuss specific requirements for working around energized equipment.

Doors that serve as fire protection, security, and ventilation barriers will not be propped open for the passage of energized electrical leads or pressurized hoses, or for any other reason without the Host site manager's approval.

4.3 Inspection Tours

Operators will conduct a thorough tour of all areas within their responsibility at least once per shift or more often if directed by CCP management. The initial tour will normally be made early in the shift before the operator attends to other duties. Equipment will be inspected during area tours to ensure that the equipment is operating properly and, for standby equipment, to verify that it is fully operable (i.e., able to perform its intended function). Operators will operate the facility in a safe and deliberate manner, to ensure the following items have been evaluated during their tours:

Housekeeping

Areas around the equipment, At-the-Controls, and egress routes are clear/free of:

- Slip, trip, fall hazards (i.e., electrical cords, ice, or water).
- Combustible materials or trash.
- Tools or materials lying adrift.
- Excessive dirt, dust, or debris.

General Safety

- Communication equipment is operational.
- Equipment guards, bumpers, external optical/limit switches, and signs are in place and not degraded/damaged.
- Operator Personal Protective Equipment (PPE) is available, worn, or in use (i.e., safety vests, safety shoes, leather gloves).
- Barriers are intact, in place, with applicable postings (i.e., at-the-controls).
- Dosimetry and security badges are properly worn and clearly visible.
- Operators have signed the current Radiological Work Permit (RWP) or work document and understand the applicable radiological postings in the area.

- Emergency equipment in the area is accessible and not damaged (i.e., eye wash stations, spill kits, portable extinguishers).
- Chemicals and lubricants not in use are stored in the local chemical/flammable storage locker(s).
- Equipment safety interlocks are checked and documented appropriately.

CCP management will designate specific areas to be inspected more frequently due to such considerations as areas of high personnel activity, or where known problems exist (e.g., adverse weather conditions). They may also designate areas to be inspected less frequently due to existing personnel safety concerns. The CCP VPM will conduct a thorough tour of all areas within their responsibility to evaluate the attributes of the Operator's Inspection Tours and the following:

General Safety

- Status board(s) are current/up-to-date.
- Standing orders/operator aids are properly posted and clearly visible to the operator.
- Operators are alert and attentive at the equipment.
- Waste Handling Equipment/waste containers do not block or restrict egress routes.
- Radiological Warning Devices are operating.

Procedural Compliance

- Operating procedures are at the equipment, current, in good repair, and open to the step(s) being performed.
- Equipment logbooks are in use, entries are legible and adequate.
- Steps performed from the procedure were observed to have been performed in sequence, verbatim, and were documented appropriately, if required.

The CCP VPM will report the completion of their tours, at least weekly, to the CCP Operations Manager by e-mail.

4.4 Personnel Protection

CCP personnel shall adhere to the requirements of the Host site Industrial Safety Program. Proper hearing, vision, head, foot, and respiratory protection shall be worn in designated areas to reduce the potential for injury. Clothing will not be so tight as to restrict movement or so loose as to get caught in moving machinery. This information is specified within CCP operations procedures and posted appropriately throughout the area(s) where CCP activities will occur.

Emphasis will be placed on determining the adverse factors that contribute to personnel exposures and minimizing those factors to keep exposures within as low as reasonably achievable (ALARA) specifications.

4.5 Response to Indications

A fundamental principle of safe facility operation is to believe your indications. CCP personnel will:

- Assume that the alarm condition, gauge reading, meter reading, analytical result, etc., is accurate, unless proven otherwise.
- Take appropriate response action.

The results of the action will be reported to the appropriate facility personnel.

4.6 Resetting Protective Devices

The VPM is the only person who can authorize resetting tripped devices associated with the CCP-provided equipment downstream of the Host site utility interfaces.

The Host site manager is the only person who can authorize resetting tripped devices supporting CCP upstream of the Host site utility interfaces.

When a protective device trips, a visual inspection of the device and associated equipment will be performed prior to resetting the device.

4.7 Authority to Operate Equipment

4.7.1 The following requirements apply to the Host site, its equipment, and the interface with CCP characterization activities:

- The Host site manager is in charge of plant operations 24-hours-a-day. This judgment may be overruled only by the Host site manager's chain-of-command.

- The Host site manager's operational judgment will be considered definitive. This judgment may be overruled only by the Host site manager's chain-of-command.
- The Host site manager is responsible for maintaining the plant in a safe configuration during normal and abnormal situations.
- The Host site manager approves of operations and/or maintenance of plant equipment and systems.

4.7.2 The following requirements apply to the operation of CCP characterization activities:

The VPM will obtain approval from the Host site manager before performance of operations and maintenance of CCP equipment and systems.

The VPM's operational judgment will be considered definitive for the safe operation of CCP characterization activities. This judgment can only be overruled by the following:

- The Host site manager in matters of overall safe operation of the Host site.
- The CCP Operations Manager.
- The CCP Manager.
- Washington TRU Solutions (WTS) Senior Management, or designees, directly responsible for CCP operations.

CCP operations will be performed only by properly trained and qualified personnel as verified from the LOQI by the VPM.

Upon discovery of an emergency or non-routine event, CCP personnel shall:

- Take immediate actions to ensure their own safety.
- If appropriate, warn other employees who may be affected.
- Report the event to the VPM and the Host site manager as soon as possible.

Operators will establish plant safety conditions over facility production conditions for all off-normal and emergency facility situations.

4.8 Shift Operating Bases

Each operating base will be equipped with appropriate office equipment for the operator to maintain necessary procedures and references to conduct administrative duties.

Necessary communication equipment will be available at each operating base.

4.9 Potentially Distractive Written Material and Devices

Some devices, such as radios, are allowed in administrative work areas. Non-job-related written materials may be present in the administrative work areas, but personnel are not allowed to read these during work hours.

Written material that does not relate to operations and entertainment devices (e.g., radios, televisions, tape players, and computer games) are prohibited for use by on-duty operating personnel.

Non-work-related written materials and entertainment devices will not be brought to operator workstations.

Cell phones may be used by on-duty operating personnel to supplement other means of two-way communications as long as no Host site cell phone restrictions exist and no additional hazards are introduced by cell phone usage. On-duty operators shall not use text messaging for personal business or play games on cell phones. The VPM may authorize the use of text messaging as a means of communicating business related information within a project. Personal phone calls shall be minimized by on-duty operators.

5.0 CONTROL AREA ACTIVITIES

5.1 Control Area Access

Control Areas, when required, shall be established by the VPM.

Access to Control Areas will be limited to persons who need to be in Control Areas on official business.

The Control Area Operator will grant access to Control Areas. The one exception to this requirement is the on-duty VPM. The on-duty VPM may enter a Control Area without permission. The VPM will clearly announce when entering and when leaving the Control Area.

The "at-the-controls" area of Control Areas will be clearly identified with a boundary understood by all persons who are granted access to the area.

Only those activities essential to supporting operations and activities authorized by management will be conducted in Control Areas.

5.2 Monitoring the Main Control Panels

The Control Area Operators will be alert and attentive to control panel indications and alarms.

The Control Area Operators will frequently and closely monitor control panel indications to detect problem situations early.

The Control Area Operators will take prompt action to determine the cause and to correct abnormalities.

5.3 Control Operator Ancillary Duties

Duties assigned to operators should not interfere with their ability to monitor parameters.

If an operator is involved in administrative tasks, other qualified operators will assume responsibility to monitor the process.

The administrative work load of operators responsible for monitoring and operating Control Areas will be minimized.

5.4 Operation of Control Area Equipment

Only persons specifically authorized by CCP qualification programs will operate Control Area equipment.

Trainees, when allowed to operate Control Area equipment, will be supervised and controlled properly by the operator who would normally perform the evolutions.

6.0 COMMUNICATIONS

6.1 Emergency Communications Systems

When personnel are working in areas where emergency notifications cannot be heard, alternate methods for alerting these persons will be used:

- The Host site manager and the VPM will provide the appropriate notification methods for their responsible areas.
- Operators will ask for clarification of any communication that is not understood.

6.2 Lessons Learned

Lessons Learned are developed based on CCP's operating experience, or operating experience information provided by the DOE or other external sources, to ensure ongoing improvement of safety and reliability. Cognizant CCP managers will review Lessons Learned materials or events and determine the necessity to issue a lessons learned. The cognizant manager or designee will develop CCP Lessons Learned.

Lessons Learned will be developed using Attachment 7, Lesson Learned Form. The number for the Lessons Learned will be obtained from the Lesson Learned Log maintained by CCP Training. Once Attachment 7 is complete, the preparer will sign and forward Attachment 7 to the cognizant manager for review and approval. The approved Attachment 7 may be routed to the target audience as supplemental required reading or be provided as a briefing to the target audience. The approved Attachment 7 will be posted to the Lessons Learned folder on the CCP file transfer protocol (ftp). The record copy will be submitted to the CCP Records program for retention. Lessons Learned obtained from other DOE facilities or the DOE National Lessons Learned Database may be issued by obtaining a Lessons Learned number from CCP Training and determining a target audience. A copy of all CCP Lessons Learned will be provided by the cognizant manager to the WTS Lessons Learned Coordinator.

Lessons Learned provided to CCP by WTS Lessons Learned Coordinator will be forwarded to a target audience determined by the cognizant manager. These Lessons Learned do not receive a separate CCP number.

Cognizant CCP managers will also determine the applicability of CCP Lessons Learned to the Host sites. Lessons Learned of general interest

will be provided to the Site Technical Representatives (STRs) at CCP Host sites, as applicable.

6.3 Communication of Employee Concerns

6.3.1 When personnel wish to report an employee concern, they should follow existing processes (i.e., Open Door Policy, discussion with management). Documented employee concerns will be tracked in accordance with existing processes.

NOTE

This process **DOES NOT** take the place of STOP WORK for immediate safety issues. This process **DOES NOT** replace any other employee concern process.

6.3.2 When personnel identify an abnormal condition at CCP Host sites, formal notification should be made to the VPM:

- Notification can be made via telephone but will be followed with formal notification.
- Formal notification can be an e-mail, fax, or memorandum.
- Notification is to include the name of the person identifying the concern or abnormal condition and whether the issue is safety related.
- A copy of the notification shall be sent to the secretary for the CCP Project Manager by the VPM to allow tracking of issues in the WTS Commitment Tracking System (CTS).

7.0 CONTROL OF ON-SHIFT TRAINING

7.1 Adherence to Training Programs

Qualification training is based on training identified in CCP-QP-002, *CCP Training and Qualification Plan*.

7.2 Supervision and Control of Trainees

CCP personnel will receive indoctrination, training, and qualification necessary to achieve initial proficiency; maintain proficiency; and adapt to changes in technology, methods, job responsibilities, and quality implementing procedures, prior to performing operations.

CCP On-the-Job-Training (OJT) Instructors will be specifically designated in writing. Selection of OJT Instructors will take into account communication skills, technical knowledge, and ability to instruct trainees properly using hands-on experience.

Trainees will not be allowed to perform any tasks within their qualification areas unsupervised. The following requirements shall be met prior to allowing a trainee into the characterization activity to begin qualification:

- The LO shall provide the VPM with at least one week of advance notice prior to a trainee arriving at a Host site.
- The VPM shall verify that the trainee has the PPE required by the Health and Safety Plan, AHA, JHA, or other requirements document prior to allowing the trainee to proceed to the characterization activity to begin qualifications. As a minimum, this will include steel-toed or composite-toed safety shoes/boots.

The trainee has the following responsibilities during the time it takes to complete the qualification program and is accountable for these responsibilities:

- The trainee shall ensure that the PPE required to work in and transit to/from the characterization activity is available and worn at all times when under instruction.
- The trainee shall not leave the immediate supervised area of the OJT Instructor or other qualified operator while working on qualifications.
- The trainee shall not perform any task in the work area without the direct supervision of the OJT Instructor or a qualified operator until qualifications are complete and the trainee is listed on the LOQI.

The OJT Instructor or qualified operator has the following responsibilities any time a trainee is assigned to complete a qualification program and is accountable for these responsibilities.

- The OJT Instructor or qualified operator shall verify that the trainee has the required PPE to work in or around the characterization activity prior to transiting to the characterization activity.
- The OJT Instructor or qualified operator shall ensure that the trainee is supervised at all times. The OJT Instructor or qualified operator must be able to stop the trainee from performing tasks incorrectly or unsafely at all times.

The LO and the VPM will monitor the trainee qualification to ensure that the above requirements are met.

7.3 Operator Qualification Program Approval

The qualification program will be approved by the CCP Site Project Manager (SPM) in accordance with CCP-QP-002.

7.4 Training Documentation

CCP-QP-002 provides documentation guidance for qualification programs.

8.0 INVESTIGATION OF ABNORMAL EVENTS

All requirements of this section are covered by applicable Host site procedures.

9.0 NOTIFICATIONS

All requirements of this section are covered by applicable Host site procedures.

10.0 CONTROL OF EQUIPMENT AND SYSTEM STATUS

The Host site manager is tasked with maintaining a broad overview of operations.

10.1 Status Change Authorization and Reporting

Responsibility for maintaining proper configuration and authorizing changes of Host site equipment and systems rests with the Host site manager.

Responsibility for maintaining proper configuration, and authorizing changes of CCP equipment, rests with the VPM, as modified by specific site interface documents.

All maintenance activities conducted on CCP equipment shall be authorized under the Host site work control program. The VPM shall be aware of and approve any maintenance activities conducted by Host site maintenance personnel on CCP equipment. The VPM shall evaluate the impacts of maintenance conducted by Host site maintenance personnel and provide a briefing to affected CCP personnel prior to the start of the maintenance activity.

A specific pre-job briefing shall be conducted by the VPM for any maintenance on CCP equipment conducted by CCP personnel or technical representatives from CCP subcontractors. The Host site prescribed pre-job briefing format will be followed where it is required by the work control system. In any case, the briefing shall include technical, radiological safety, and industrial safety aspects of the work and address the following as a minimum:

- The scope of the approved work document.
- The hazards identified in the approved work document, AHA, JHA, and RWP (or equivalent documentation).
- The actions taken to mitigate the hazards.
- The control of subcontractor technical personnel and limitations on their performance of work within the approved scope.
- Responsibilities of support personnel (i.e., Industrial Safety Engineer, Radiological Controls Technician, etc).
- Response to alarm or unexpected conditions.

All CCP and support personnel involved in the maintenance activity, including vendor technical representatives, shall attend the pre-job briefing. The briefing, including a list of all personnel attending the briefing, shall be documented in the applicable Operational Logbook (OLB).

CCP personnel will monitor the equipment and systems of their assigned area frequently, especially after starting components, to assure proper operation.

When changing the operational status of equipment/systems and anticipated results are not received, the operator will:

- STOP WORK and inform the LO and the VPM.
- Take necessary action to restore the equipment/system to a proper operating status or place it in a safe operating condition.
- Place the equipment or system in a safe condition and obtain direction from the LO and the VPM before proceeding if an unexpected result occurs while performing an operating procedure.

10.2 Equipment Locking and Tagging

All requirements of this section are covered by applicable Host site procedures.

10.3 Operational Limits Compliance

Operational limits will be addressed in CCP Technical Procedures, as required.

10.4 Equipment Deficiency Identification and Documentation

All requirements of this section are covered by applicable Host site procedures.

10.5 Equipment Post-Maintenance Testing and Return to Service

Requirements of this section are addressed in CCP-TP-140, *CCP Equipment Maintenance*, where implemented, or are covered by applicable Host site procedures.

11.0 LOCKOUTS AND TAGOUTS

All requirements of this section are covered by applicable Host site procedures.

12.0 LOG KEEPING

OLBs shall be used at each CCP operation (e.g., Visual Examination [VE], Nondestructive Assay [NDA], Nondestructive Examination [NDE]). The OLB provides an accurate narrative log of the history and status of the facility operation. Log keeping will not take precedence over the safe operation of the facility. Completed OLBs will be managed in accordance with CCP-QP-008, *CCP Records Management*.

12.1 Logbook

The logbook shall be a hard bound book. The OLB is considered a Quality Assurance (QA) record. Control numbers are issued by the CCP Records Center. For record purposes, an OLB shall only be in service for one calendar year or until the logbook is full (if filled within calendar year timeframe). The primary users of the OLB will be the equipment operators. A new logbook shall be issued to characterization activities on the first working day following the first of January each year or the first working day after notified the current OLB is full. The full logbook or logbook from the previous year shall be closed out and turned in to the CCP Facility Records Custodian.

When not in use, the OLB shall be stored in a locked fire-rated cabinet.

12.2 Logbook Entries

Information will be recorded in a timely fashion to prevent incomplete or inaccurate entries. The first page shall identify the logbook as an OLB, control number, calendar year, description of the facility/equipment, including location (e.g., Idaho National Laboratory [INL], Savannah River Site [SRS]), and the printed name and initials of the personnel who will be making entries. Each page shall be dated (a new page for each date) and each entry shall include the person's initials and time of day.

Daily entries will be made in a manner that can be easily read and understood and contain as much significant information as possible to make event and history reconstruction possible. Log entries will be made in indelible, reproducible ink (black recommended). At the end of each calendar day, a single diagonal line will be drawn through the remaining blank lines on the page in use and the initials and date entered by the diagonal line to indicate no further entries for that day. At the end of the calendar year, a single diagonal line shall be drawn through the first blank page after the last page of OLB entries. No further entries this year, initial, and date shall be entered by the diagonal line.

Minimum daily entries, when equipment is operational, shall include the following:

- Safety walk-down of facility
- Facility mode conditions (e.g., operational or shutdown), if applicable
- Safety or security issues, if any
- Verification that operating procedures are current
- Verification that software in use is approved and current
- Entries required by CCP technical procedures

Other daily entries could include information such as:

- Equipment startup and shut down times
- Equipment deficiencies
- Lockout/tagout information
- Visitors
- Production throughput
- Performed maintenance activities
- Reference to the approved procedure describing the work, including control number and revision
- When multiple procedures are associated with the work (e.g., documenting calibration data), a statement of the objectives and a description of the work to be performed may be added.

12.3 Logbook Corrections

NOTE

OLBs shall **NOT** be corrected with correction fluid or correction tape.

Corrections to logbook entries will be made by placing a single line through the incorrect entry without obliterating the prior entry and writing the correct entry in a nearby available space. Corrections will be initialed and dated.

12.4 Late Entries

Entries made in a logbook out of chronological sequence are designated as late entries. Late entries are made in the logbook by documenting the time the late entry is made, entering (late entry), documenting the time the entry should have been made, documenting the entry, and initialing the entry.

IF the day the entry should have been made has been closed out,
THEN document the time and the date the entry should have been made.

12.5 Logbook Reviews

The VPM will review, sign, and date the logbook each operational week at a minimum. The reviews validate the entries are accurate and adequate.

The Transportation Certification Official (TCO) will review, sign, and date the Mobile Loading Operational logbook each operational week at a minimum. Should the TCO not be available to review the Mobile Loading Operational Logbook, the VPM may perform and document the review.

12.6 Annual Reconciliation of Operational Logbooks

CCP Records

12.6.1 At the end of each calendar year, reconcile assigned OLB numbers with the OLBs submitted to CCP Records, as follows:

- [A] Verify that an OLB has been submitted for each OLB number assigned during the previous year.
- [B] Resolve any discrepancies with the responsible VPM.

Following receipt of all required OLBs and resolution of discrepancies, file an Operational Logbook Annual Reconciliation Report documenting the reconciliation effort and listing the OLBs that were verified.

13.0 INDEPENDENT VERIFICATION

All requirements of this section are covered by applicable Host site procedures.

14.0 OPERATIONS TURNOVER

NOTE

This section is not applicable to CCP operations working only a normal day shift schedule. Turnover checklists will not be utilized unless the CCP operations extend to multiple shifts. Turnover checklists are otherwise not applicable to CCP personnel.

14.1 Turnover Checklists

Supervisory positions routinely conducting shift turnovers will use a turnover checklist for the process. These checklists will provide vital information about the site operational status. The managerial checklists will also require documenting the review of the equipment logbook.

Equipment logbooks, or other formal documentation, will be used to provide on-coming operators with an understanding of the operating status of their equipment.

A review of logbooks will be performed by on-coming shift personnel. Initials by watch station personnel after review of logbooks will signify review completion.

14.2 Document Review

On-coming personnel and CCP management will review documents specified on their turnover checklists before assuming responsibility for their shift position.

This document review will be as intensive as necessary for the on-coming personnel to understand important history, present status of the facility, and planned events.

Logbook entries for the previous 24-hour period, or since the relieving operator's last shift, will be reviewed.

Logbooks will be reviewed so that personnel and their management are familiar with all active entries, which emphasize changes that have occurred since the last shift.

14.3 Control Panel Walkdown

On-coming managers will walkdown main equipment areas during, or shortly after, shift turnover.

Control Area on-coming and off-going personnel will walkdown their main control panel(s) together.

14.4 Discussion and Exchange of Responsibility

The off-going manager or operator will explain all items noted on the turnover checklist at a time when facility conditions are stable.

When facility conditions are changing or unusually complicated conditions exist, watch relief will not occur until directed by the VPM.

Turnover communications will include the on-coming operator or management asking any pertinent questions.

Each unusual reading, significant log entry, or out-of-specification reading will be discussed, and reasons for any questionable entries resolved, before watch relief.

After reviewing the logs, the on-coming and off-going watch station personnel will discuss the current watch station status, using the turnover checklist (as applicable), noting the following (as appropriate):

- Work order/maintenance work in progress
- Work order/maintenance retest in progress or waiting retest
- Reason for equipment being out-of-commission
- Abnormal equipment conditions, system lineups, or alarm status
- Evolutions and tests in progress
- Potential problem areas.

On-coming operator or manager assumption of responsibility will be concluded with an entry into a logbook or operating log, as appropriate for the shift position.

14.5 Shift Crew Briefing

A crew briefing will be conducted by the VPM.

The crew shift briefing will include a review of facility and equipment status, problems with equipment, and evolutions in progress or planned during the shift.

Shift operators and personnel from support groups will attend shift briefings when their activities can directly affect facility operations.

Shift briefings will result in operating and support personnel understanding shift priorities and objectives.

14.6 Relief Occurring During the Shift

Shift relief occurring during the shift will result in a turnover that ensures that the on-coming person is at least as knowledgeable of the conditions as would have occurred had a complete shift turnover process been conducted.

Shift positions will not leave their assigned work areas without a formal relief by another qualified person if equipment is in operation.

The LO in charge may secure shift positions manned on a part-time basis.

15.0 OPERATIONS ASPECTS OF FACILITY CHEMISTRY AND UNIQUE PROCESSES

15.1 Operator Responsibilities

CCP has no systems dedicated to facility chemistry or unique processes as described in Chapter XIII, *Operations Aspects of Facility Chemistry and Unique Processes*, of DOE Order 5480.19, *Conduct of Operations Requirements for DOE Facilities*.

16.0 REQUIRED READING

The host site prescribed Conduct Operations required reading program will be followed where it is part of their safety Basis (SB) or Safety Management Program (SMP), or when otherwise required by a work control system. Required reading includes need-to-know corporate information, safety bulletins, lessons learned, or information that will add value to the operations but are not a prerequisite for indoctrination or performing work.

Required reading for personnel will be assigned by the cognizant manager. The cognizant manager will provide the reading material to assigned personnel. The cognizant manager will issue Attachment 8, CCP Required Reading Documentation with the required reading.

The completed Attachment 8 will be returned to the cognizant manager. Once the cognizant manager verifies and validates completion of Attachment 8, it will be forwarded to CCP records.

17.0 TIMELY ORDERS TO OPERATORS

17.1 Purpose of Timely Orders to Operators

Timely orders (normally technical or general information or direction), hereafter called standing orders, when used, provide a means to communicate direction to operators. This direction may be short-term or long-term depending on the situation as evaluated by the cognizant VPM or CCP Managers in Carlsbad. Information, such as special operations, data collection, plotting process parameters, special reviews, or other similar matters, may be included in standing orders. Standing orders shall not be used to deviate from approved procedures. However, standing orders may supplement approved procedures with new or additional requirements.

Standing orders may be technical or non-technical. Technical standing orders pertain to direction or clarification given to the physical operation of a characterization unit or activity. Non-technical standing orders pertain to direction or clarification given to data review, certification activities, or other non-operational reasons.

17.2 Writing Standing Orders

Standing orders will be written and issued at the appropriate level in the CCP Organization. Standing orders specific to field activity direction at a site or amplification of technical procedures at a specific site (i.e., amplification or change to a Host site technical safety requirement) shall be known as site-specific standing orders. Standing orders affecting Project Office documents or activities, Quality Assurance (QA) documents, SPM level or CCP-wide review of characterization data at the data generation level, or waste certification shall be known as Project Office standing orders. The Project Office may request or direct that a site-specific standing order be written. Any VPM may request that a Project Office standing order be written.

Standing orders shall be written by the person having final approval authority or by a person designated by that authority. Site-specific standing orders shall be written using Attachment 5, Site-Specific Standing Order Format. Project Office standing orders shall be written using Attachment 6, Project Office Standing Order Format.

17.3 Review and Approval of Standing Orders

Site-specific standing orders will be approved by the lead VPM. Site-specific standing orders that provide additional technical requirements to a characterization activity or technical procedure or clarify the implementation of existing requirements will be reviewed by the affected LO(s). Site-specific standing orders that are written for the implementation of new technical safety requirements or industrial safety requirements, or change the implementation of existing requirements, will be reviewed by the Host site technical representative (STR) and Facility Safety Representative (FSR) as required in the site-specific Interface Document. Site-specific standing orders that provide direction or additional guidance concerning implementation of compliance requirements will be reviewed by a currently qualified SPM.

Project Office standing orders will be approved by the cognizant Project Office manager in Carlsbad. In specific cases, Project Office standing orders may be approved by a Field Project Manager if assigned the responsibility for a Project Office document. Project Office standing orders that provide direction or additional guidance affecting data generation level reviews or field implementation of Project Office or QA documents will be reviewed by the Lead VPM for each active CCP characterization site. Project Office standing orders that provide direction or additional guidance concerning implementation of compliance requirements will be reviewed by a currently qualified SPM.

17.4 Controlling Standing Orders

Each approved standing order shall be assigned a unique number, including a designator for the issuing site (i.e., Oak Ridge National Laboratory [ORNL], Savannah River Site [SRS], Los Alamos National Laboratory [LANL], Idaho National Laboratory [INL], etc.). Project Office standing orders will not have a site designator in the unique number. Standing orders shall have a revision number. Standing orders may be revised as conditions warrant. Standing orders shall be entered in Attachment 1, Standing Order Index, when approved. Each authority approving standing orders shall maintain a folder/binder listing all approved, superceded, or cancelled standing orders. This folder/binder shall be kept in an approved records safe when not in use. Standing orders **DO NOT** need to be revised due to a revision of CCP-PO-005, *CCP Conduct of Operations*.

Affected CCP personnel will be briefed on new or revised standing orders. This may be performed during the daily pre-operations briefing, turnover meeting, or at a briefing session for the affected operators. CCP operators will also be notified when any standing order is cancelled.

All standing orders issued by CCP, site-specific or Project Office, shall be provided to CCP Training to post in the Standing Orders Folder on the CCP ftp site.

Site-specific standing orders containing technical direction or clarification shall be provided to the affected characterization activity LO for posting. The LO shall have the standing order posted in close proximity to the area in which the standing order will be used and securely fastened in a manner that will not obscure instruments, indicators, or alarms. LOs may choose to post other standing orders at their discretion.

Any data collected as instructed by a standing order will be dispositioned to records in accordance with CCP-QP-008, *CCP Records Management*.

17.5 Reviews of Standing Orders

Standing orders shall be reviewed on a quarterly basis to verify that the standing orders remain necessary and that the posted standing orders are current. Standing orders that remain current and necessary shall not be revised. Standing orders that are not current but are necessary shall be revised and reissued. Standing orders that are no longer necessary shall be cancelled and removed from the field.

Standing orders that supplement existing procedures shall be incorporated in the procedure at the next revision of the procedure. The one exception to this is supplemental direction to certified procedures. This supplemental direction shall remain in a standing order for as long as it is needed. The quarterly review shall be documented by the approving authority on Attachment 2, Quarterly Standing Order Review. Documentation of this review provides evidence that the remaining standing orders are necessary and that the posted standing orders are current. The completed Attachment 2 shall be filed in the controlled standing order folder/binder.

17.6 Submittal of Standing Order to Records

All site-specific standing orders, Standing Order Index forms, and Quarterly Standing Order Review forms will be submitted to CCP Records in accordance with CCP-QP-008 at the completion of characterization activities at the site.

Project Office standing orders and Quarterly Standing Order Review forms that have been superseded or cancelled will be submitted to CCP Records in accordance with CCP-QP-008. Project Office Standing Order Index forms will be maintained by the Project Office and submitted to CCP Records when all standing orders listed on a Standing Order Index form have been superseded or cancelled. They will be submitted in accordance with CCP-QP-008.

18.0 OPERATIONS PROCEDURES

Operating procedures are developed, reviewed, and approved to provide appropriate direction to ensure that the facility is operated safely. Approved procedures should be effectively used to support safe operation of the facility.

18.1 Procedure Development

CCP procedures are required to meet the format guidance in CCP-QP-010, *CCP Document Preparation, Approval and Control*.

18.2 Procedure Content

The uniformity of content is controlled in accordance with CCP-QP-010.

18.3 Procedure Changes and Revisions

Procedure revisions are controlled in accordance with CCP-QP-010.

18.4 Procedure Approval

New or revised procedures are approved in accordance with CCP-QP-010.

18.5 Procedure Review

New or revised procedures are reviewed in accordance with CCP-QP-010.

18.6 Procedure Availability

Procedures are made available to operators through compliance with CCP-QP-010.

18.7 Use of Procedures

Procedures will be adhered to at all times. As the sole exception to this requirement, operators may take whatever action is necessary during emergency conditions to place the facility in a safe condition and to protect equipment, personnel, and public safety without first initiating a procedure change.

Copies of operating procedures printed from the CCP ftp site, Controlled Documents folder, may be used to conduct operations.

Procedures and fillable forms will be verified current at the beginning of each shift. Procedure revisions will be verified against the current revision of the procedure posted in the Controlled Documents folder on the CCP ftp site. When the CCP ftp site is not accessible, the document may be verified by calling CCP Document Control. An entry will be made in the logbook to document the document number, current revision, effective date, and person contacted when verifying documents with CCP Document Control. Documents verified at the beginning of the shift will be considered current through the remainder of that shift.

For continual shift work (i.e., more than one shift per day), if an evolution is stopped for more than one shift, the operator will re-verify the document is the current revision prior to restarting the evolution.

Numbered procedure steps will be performed in the order written unless specifically stated otherwise.

If, in the opinion of the operator, a procedure cannot be performed as written, the system or component will be placed in a safe condition and CCP management informed so the discrepancy can be corrected. Procedures have been prepared anticipating facility condition. In the event of a situation not covered by an approved procedure, personnel will:

- Minimize risk of personnel injury and personnel exposure to hazards.
- Minimize hazardous material release to the environment.
- Protect facility equipment.
- Protect experimental data.
- Notify the LO and the VPM.

All CCP operations will be conducted with the procedure open and followed step-by-step. The reader/performer method may be used as long as the reader has the procedure open and follows step-by-step, verifying that each action is performed as read. NO other methodology is acceptable for performing operations in CCP.

Only controlled or working (a copy of a controlled copy that has been verified correct) copies of procedures will be used by operators. This ensures that the procedures are up-to-date with all procedure change notices and revisions.

The VPM will ensure operating staff are aware of revisions to technical procedures impacting applicable CCP equipment at their sites.

The CCP Transportation Manager will ensure that transportation personnel are aware of revisions to procedures impacting the operation of transportation equipment.

18.8 Fillable Forms

Fillable forms, when used properly, are a valuable tool for improving the quality of data. Fillable forms may be produced by CCP Document Services or the end user and must meet the following requirements.

A fillable form must contain a header with the procedure number, revision number, procedure title, effective date, and page number as displayed in the parent procedure.

The attachment number and title from the parent procedure attachment shall be documented immediately following the header.

All data fields from the parent procedure attachment shall be presented on the fillable form in the same order and identically worded.

The data fields should be made to expand to ensure that the data is appropriately captured, as necessary. Data fields should only be limited on expansion to prevent having additional pages created by the expansion of one or more of the fields. The LO or SPM should be contacted for direction when data will not fit onto a one page fillable form.

Signature blocks shall be included on the fillable form when included on the parent procedure attachment.

Fillable forms may include simple calculations (addition or subtraction). However, these calculations must be checked by hand during the review of the data. No complex calculations or operations may be imbedded within a fillable form without being approved in accordance with CCP-QP-022, *CCP Software Quality Assurance Plan*.

Fields in fillable forms must be blank each time the forms are opened. No pre-filled-in data, information, or checks may be present in any data field when these forms are opened.

Fillable forms must be verified current prior to use as discussed in Section 18.7.

19.0 OPERATOR AID POSTINGS

Operator Aids, when used, provide information useful to operators in performing their duties. Operator Aids may be in many forms, such as the latest revision of pages out of procedures, handwritten notes, and information tags. Operator Aids shall be viewed as a convenience to the operator, not administrative/technical requirements and/or direction. Specifically, Operator Aids may supplement approved procedures, but shall not be used in lieu of approved procedures. Operator Aids may be proposed by any CCP personnel. The LO shall review all Operator Aids to verify they meet the criteria identified herein before they are approved by the VPM and posted. The LO will obtain concurrence for an Operator Aid that affects Host site equipment or personnel from the appropriate equipment and/or personnel manager/supervisor prior to VPM approval. The LO review, Host site concurrence, if required, and VPM approval shall be documented on the Operator Aid. The Operator Aids shall be posted in close proximity to the area in which they will be used and securely fastened in a manner that will not obscure instruments, indicators, or alarms.

A Controlled Operator Aid folder/binder listing all currently approved, superseded, and canceled Operator Aids, including a copy of each, shall be maintained by the VPM. Each Operator Aid approved by the VPM shall be assigned a unique number and entered in Attachment 3, Operator Aid Index. The VPM shall review/verify, semi-annually, that the Operator Aids in use remain necessary and the posted Operator Aids are current. Operator Aids that are no longer applicable or outdated shall be promptly removed and canceled by the VPM. Those that are not current, but are still needed, will be revised and reissued. This review shall also be documented by the VPM on Attachment 4, VPM Semi-annual Operator Aid Review, and filed in the Controlled Operator Aid folder/binder. Operator Aids do not need to be revised due to a revision of CCP-PO-005.

All Operator Aids, Operator Aid Index forms, and VPM Semi-annual Operator Aid Review forms will be submitted to CCP Records, in accordance with CCP-QP-008, at the completion of characterization activities at the site.

20.0 EQUIPMENT AND PIPING LABELING

Equipment is labeled per equipment vendor specification.

21.0 RECORDS

Records generated during the performance of this document are maintained as QA records in accordance with CCP-QP-008. The records are the following:

21.1 QA/Nonpermanent

- Attachment 1, Standing Order Index
- Controlled standing orders
 - Site-specific
 - Project Office
- Attachment 2, Quarterly Standing Order Review
- Attachment 3, Operator Aid Index
- Controlled Operator Aids
- Attachment 4, VPM Semi-annual Operator Aid Review
- Formal Notification of Communication of Employee Reports of Abnormal Field Conditions (e-mail, fax, or memorandum)
- Turnover Checklists (when applicable)
- Attachment 5, Site-Specific Standing Order Format
- Attachment 6, Project Office Standing Order Format
- Briefing sheets (flows into CCP-QP-002)
- Attachment 7, Lessons Learned Form
- Attachment 8, CCP Required Reading Documentation
- Attachment 9, CCP New Operator (Trainee) Briefing Sheet (Training Record)
- Operations Log Books
- Operational Logbook Annual Reconciliation Report

Attachment 2 – Quarterly Standing Order Review

1. Site: _____ 2. Date: _____

3. Standing orders in effect:

4. Standing orders cancelled as a result of this review:

5. Standing orders revised as a result of this review:

6. Comments:

Printed Name **Signature** **Date**

Attachment 4 – VPM Semi-annual Operator Aid Review

1. Site: _____ 2. Date: _____

3. Operator Aids in effect:

4. Operator Aids cancelled as a result of this review:

5. Operator Aids revised as a result of this review:

6. Comments:

—

VPM Printed Name

Signature

Date

—

Attachment 5 – Site-Specific Standing Order Format

CCP Standing Order CCP-SO-____-____ Rev. _____

Title:

Applicability

Order

This order will remain in effect until:

Background

If you have any questions regarding this order, please contact _____ at
() - .

Lead Operator Printed Name/Signature/Date

SPM (if applicable) Printed Name/Signature/Date

STR (if applicable) Printed Name/Signature/Date

FSR (if applicable) Printed Name/Signature/Date

VPM Printed Name/Signature/Date

Attachment 6 – Project Office Standing Order Format

CCP Standing Order CCP-SO-__ Rev. ____

Title:

Applicability

Order

This order will remain in effect until:

Background

If you have any questions regarding this order, please contact _____ at
() - .

VPM (if applicable) Printed Name/Signature/Date

Safety (if applicable) Printed Name/Signature/Date

SPM (if applicable) Printed Name/Signature/Date

CCP Manager Printed Name/Signature/Date

Attachment 7 – Lessons Learned Form

CCP Lessons Learned	
Number:	Date:
Title:	Target Audience:
Lessons Learned Statement:	
Background:	
Impact Analysis:	
Recommended follow-up actions:	
Contact for additional information:	
Prepared by:	Management Approval:

