

WASHINGTON TRU SOLUTIONS MANAGEMENT CHARTER	Number/Rev. MC 6.13, Rev. 0 Page 1 of 2
TITLE: CONDUCT OF OPERATIONS CONTINUOUS USE PROCEDURE EVALUATION TEAM	

COGNIZANT SENIOR MANAGER:	APPROVED BY:
Approval on File 08/12/10	Approval by Pat Yocum on File 10/12/10
W. H. Bryan Date Site Operations and Disposal	M. F. Sharif Date WTS General Manager

1.0 ROLE

The Washington TRU Solutions LLC (WTS) Continuous Use Procedure Evaluation Team will provide WTS managers and other personnel a resource for evaluating procedures for classification as Continuous Use procedures, defining continuous use, classifying or reclassifying procedures as needed, identifying requirements to strengthen the verification and validation process, and revising procedures as needed to meet requirements established for Continuous Use Procedures. The team will be able to provide consistent interpretation and WTS-specific refinement of those procedures as defined in DOE Order 5480.19, Conduct of Operations Requirements for DOE Facilities.

The team’s objective is to define, develop, recommend, revise and sponsor effort to effect an attitude and culture of Continuous Use Procedure improvement based on Conduct of Operations principles by promoting disciplined and structured operations that support mission success.

2.0 MEMBERSHIP

The Continuous Use Procedure Evaluation Team will consist of the following members:

- A chairperson appointed by the Site Operations and Disposal Manager.
- One member from each participating WTS group, appointed by the Site Operations and Disposal Manager. All WTS organizations are encouraged to participate, as determined by cognizant organization managers.

All members should understand basic Conduct of Operations principles and be able to communicate those principles to others.

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3.0 RESPONSIBILITIES

3.1 CHAIRPERSON

- Accountable to the Site Operations and Disposal Manager for the output and productivity of the team.
- Arrange, prepare for, and attend scheduled meetings and, if needed, request additional meetings.
- Conduct the meetings.
- Ensure that topics relate to Continuous Use Procedures and are appropriate for committee discussion.
- Ensure that affected department managers are informed of activities and/or recommendations.

3.2 COMMITTEE MEMBERS

- Advocate and sponsor implementation of appropriate Continuous Use Procedures within the WTS organization.
- Contribute to the planning and development of training materials that will be used by WTS personnel.
- Identify the need for, and recommend, new procedure initiatives.
- Review incident reports, lessons learned reports, and root cause analysis reports involving procedure adherence issues.
- Participate in the development and review of WTS documents related to Continuous Use Procedure implementation.
- Provide recommendations for WTS managers to enhance procedure implementation.