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1. INTRODUCTION

1.1 Purpose

This chapter provides the minimum standards for professional conduct and good watchstanding practices at operations facilities that result in appropriate attention to *facility* (see def.) conditions. It also emphasizes effective equipment monitoring that is necessary to detect abnormal conditions or adverse trends so that appropriate action can be taken before equipment malfunction occurs.

1.2 Scope and Applicability

This chapter applies to watchstanding activities at all Idaho Cleanup Project (ICP) facilities, projects, and subprojects. This chapter also applies to other important aspects of routine activities performed by *operations personnel* (see def.).

2. RESPONSIBILITIES

Performer	Responsibilities
All Employees	Adhere to all safety requirements, including personal protective equipment requirements.
Operations Personnel	Conduct inspection tours as applicable. Maintain round sheets/logs as required. Keep cognizant manager/supervisor informed.
Cognizant Managers/Supervisors	Determine inspection tour requirements. Establish tour inspection sheets. Delegate authority to operate equipment.

3. PREREQUISITES

None

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4. INSTRUCTIONS

4.1 Status Practices

4.1.1 Operations Personnel: Promptly notify the shift supervisor (or other cognizant manager or supervisor) and, if applicable, the control area *operator* (see def.) responsible for the facility or activity of all changes in facility status, abnormalities, difficulties encountered in performing assigned tasks, or other unexpected situations.

4.2 Safety Practices

4.2.1 All Employees: Adhere to the requirements of the facility industrial safety program and:

4.2.1.1 Observe facility safety standards and guides such as wearing proper hearing, eye, head, respiratory and foot protection in designated areas.

4.2.1.2 Use ladders or other approved means to access equipment located above the operator reach. Personnel shall not routinely climb or walk on facility *components* (see def.), equipment, and insulation.

4.2.1.3 Exercise prescribed electrical safety precautions when working in or around energized panels or equipment.

4.3 Operator Inspection Tours

NOTE: *Facility security concerns should not override safety assessment duties.*

4.3.1 Operations Personnel: Conduct a tour of the areas within your responsibility as instructed by management and in accordance with the following:

4.3.1.1 Make appropriate equipment inspection tours at designated times and at least once per shift.

4.3.2 Cognizant Manager/Supervisor: If conditions warrant conducting operator inspection tours at a frequency other than once per shift, establish an alternate schedule for operators to conduct inspection tours in accordance with at least one of the following guidelines:

A. Schedule tours less frequently in specific rooms or areas that have adverse radiological or safety conditions.

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- B. Schedule tours more frequently if problems have been encountered or other needs arise.

NOTE: *Unexpected conditions such as equipment vibrations, unusual noises or smells, or excessive temperatures should be reported to the cognizant manager or supervisor.*

4.3.3 Operations Personnel: Conduct tours early in the shift with sufficient detail to:

- A. Determine the status of equipment (operating, standby, out of service, or work in progress) to respond to problems encountered during the shift.
- B. Inspect equipment for proper operation and inspect standby equipment as needed to determine that it is fully operable.
- C. Inspect components such as electrical panels, alarm panels, auto-start standby equipment, and breakers for abnormal or unusual conditions.
- D. Check equipment panel alarm light bulbs and annunciators as needed to ensure satisfactory operation of visual and audible abnormal condition indicators.
- E. Inspect areas for deficiencies such as:
 - 1. steam, oil, and water leaks
 - 2. fire and safety hazards
 - 3. radiological problems
 - 4. seismic concerns such as open electrical panels and unsecured mobile objects
 - 5. clogged floor drains and other housekeeping or cleanliness problems
 - 6. building deficiencies such as inoperative lighting, roof leaks, and doors that do not close properly.
- F. Take appropriate action to correct and/or report deficiencies found
- G. Document equipment deficiencies in accordance with the maintenance work request system.

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4.4 Round/Tour Inspection Sheets

- 4.4.1 Cognizant Manager/Supervisor: Establish tour inspection sheets to indicate to operators the extent that equipment and areas should be inspected during routine tours.
- 4.4.1.1 Obtain review and concurrence by the system engineer that minimum operability/functional requirements and specific surveillance requirements contained within the facility-specific documented safety analysis (DSA)/technical safety requirements (TSR) are clearly documented and contained within the tour inspection sheet or other applicable operating and surveillance documentation.
- 4.4.2 Establish tour inspection sheets in accordance with the following:
- 4.4.2.1 Determine which areas should be inspected and which key equipment or other parameters should be recorded during the tours. Consider the following when making the determinations:
- A. ensuring safe operation
 - B. providing a record of equipment performance
 - C. reconstructing events leading up to occurrences, or system malfunctions.
- 4.4.2.2 Where appropriate, include maximum and minimum values or expected operating ranges for equipment parameters to enable operators to quickly recognize abnormal readings.
- NOTE:** *Parameters on tour inspection or round sheets that are derived from Technical Specifications, Operational Safety Requirements, or TSRs should be highlighted or otherwise marked to draw attention to their importance.*
- 4.4.2.3 Include equipment parameters derived from Technical Specifications (TSs), Operational Safety Requirements (OSRs), or TSRs, as applicable.
- 4.4.2.4 List equipment on the tour inspection sheets in an efficient order (for example, the same order encountered during a normal tour).

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NOTE: *A narrative logbook may be substituted for the narrative section in the tour inspection sheets.*

4.4.2.5 Include a narrative section in the tour inspection sheets.

4.4.3 Cognizant Manager/Supervisor: Review tour inspection sheets each shift to identify trends or abnormal readings and to verify that data is properly recorded.

4.4.3.1 Initial or sign the tour inspection sheets, including any required times or dates, as appropriate.

4.4.4 Cognizant Manager/Supervisor: Periodically monitor operator tours to ensure comprehensive tours are conducted including, as necessary, periodic inspection of equipment and areas not listed on the tour inspection sheets.

4.4.5 Operations Personnel: Periodically conduct inspection tours of their area of responsibility in accordance with the following:

4.4.5.1 Record data on the tour inspection sheets at the times specified on the sheets. Record the actual time data was obtained if not recorded within 1 hour of the specified time on the tour inspection sheets.

4.4.5.2 Circle or highlight parameters exceeding the specified maximum or minimum values on the tour inspection sheets. Report these parameters to the cognizant manager or supervisor, and if applicable the control room operator. Take prompt action to correct out of specification readings as dictated by procedures or cognizant manager or supervisor.

4.4.5.3 Use the narrative section of the tour inspection sheets or narrative logbook to document major events, causes of abnormal conditions, actions taken to correct abnormal conditions, and to explain any parameters outside the established ranges.

4.4.5.4 Correct errors made to an operations record entry by drawing a single line through the error, initialing and dating the error, and adding the correct entry.

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4.5 Personnel Protection

4.5.1 All Employees: Follow good safety, industrial hygiene, and radiation protection practices and procedures to maintain personal exposure as low as reasonably achievable (ALARA) to radiation, chemicals, electromagnetic fields, toxic materials, and other personnel hazards.

4.5.1.1 Adhere to posted personnel protection requirements and observe proper practices and precautions.

4.5.1.2 Correctly utilize appropriate monitoring instruments.

4.5.1.3 Be cognizant of your own exposure levels and take appropriate action to minimize exposures.

4.5.1.4 Be knowledgeable of the proper use of work control documents, such as, maintenance work orders, Safe Work Permits, Radiological Work Permits, and Confined Space Permits.

4.5.1.5 Promptly report protection deficiencies and hazards to their immediate supervisor, control personnel, or appropriate protection personnel.

4.5.1.6 Take appropriate immediate actions to reduce or correct the hazards.

4.5.1.7 Inform appropriate protection personnel before evolutions or activities that could significantly change conditions.

4.5.2 Cognizant Manager/Supervisor: Periodically review exposure trends of personnel under your supervision.

4.5.2.1 Place emphasis on determining and minimizing adverse factors to keep exposure as low as reasonably achievable.

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4.6 Response to Indications

4.6.1 Operations Personnel: Believe the information displayed by instruments, charts, printouts, valve indications, and alarms and act accordingly until indications are proven inaccurate.

NOTE 1: *Decisions should be based on safety considerations, not on production or schedule considerations.*

NOTE 2: *If the status of the indication or device cannot be determined until conditions change, the cognizant manager or supervisor should determine if those changes can be made safely without the suspect device or indication.*

4.6.2 If there is doubt concerning the accuracy or appropriateness of a display, take the following actions promptly:

4.6.2.1 Determine if conditions should be stabilized or limits established on operations until all aspects of the suspect display are understood and compensatory actions are established.

4.6.2.2 Compare (if possible) the information that is being displayed by the suspect device to another device monitoring the same parameter.

4.6.2.3 Investigate the cause for the unusual, abnormal, or suspected inaccurate information.

4.6.2.4 If the display is proven to be inaccurate or malfunctioning, identify the deficient device and initiate corrective action.

4.6.2.5 Promptly report inaccurate or malfunctioning instruments to supervision.

4.6.2.6 Identify the deficient device through tags, narrative logs, operator tour inspection sheets, or shift turnover briefings to prevent any subsequent confusion.

4.6.2.7 Achieve plant, personnel, public, and environmental safety above plant production.

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4.7 Resetting Protective Devices

NOTE: *When protective devices (for example, circuit breakers or fuses) actuate, an attempt must be made to understand the cause of the trip before the device is reset.*

4.7.1 Operations Personnel: Before action is taken, ensure that no abnormal condition exists that precludes resetting the protective device.

4.7.1.1 Apply good judgment in resetting protective devices.

4.7.2 Obtain specific guidance from the cognizant manager or supervisor.

4.7.3 Cognizant Manager/Supervisor: When major trips and unplanned forced shutdowns occur, conduct a thorough investigation in accordance with MCP-190, “Event Investigation and Occurrence Reporting.”

4.8 Authority to Operate Equipment

NOTE: *Non-routine operation of controls is not made without specific approval of the cognizant manager or supervisor, except in emergencies.*

4.8.1 Cognizant Manager/Supervisor: Designated supervisors direct the overall operation of the facility.

4.8.2 Cognizant Manager/Supervisor: Delegate the authority to operate equipment in accordance with the following:

4.8.2.1 Allow only trained and qualified personnel or trainees under the direct supervision of a qualified operator to operate equipment.

4.8.2.2 Specify activities that may normally be performed without informing the cognizant manager or supervisor (such as routine minor adjusting of controls necessary for maintaining stable process conditions).

NOTE: *Operators and cognizant managers or supervisors should be aware of all activities affecting facility equipment. Facility safety takes precedence over production for normal, abnormal, and emergency conditions.*

4.8.3 Operations Personnel: In emergencies, take immediate actions required for personnel, facility, public, and environmental safety without prior approval if necessary. Promptly inform appropriate management or supervision of the emergency actions taken.

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4.9 Shift Operating Bases

NOTE: *A shift operating base is a convenient location within the area of responsibility for a particular shift position where an operator returns when not performing in-plant duties. Shift turnovers should be conducted within those facility areas assigned to the operations department and are normally conducted at the shift operating base.*

4.9.1 Cognizant Manager/Supervisor: Establish a shift operating base, as appropriate, for operations personnel.

4.9.2 Equip the operating base with appropriate office equipment for assigned work activities, reference material, communications equipment, and administrative procedures.

4.10 Potentially Distractive Written Materials and Devices

NOTE: *Written material that does not relate to operation, personal telephone calls, and entertainment devices (such as radios, televisions, music players, and computer games) should be prohibited from use by on-duty operations personnel in order to minimize distractions from responsibilities.*

4.10.1 Operations Personnel: Review training bulletins, technical manuals, operating experience information, or other written, audible, or visual materials that relate to operator duties, as appropriate, at work stations, control areas, or at-the-controls areas.

4.10.1.1 Studying, reading, and reviewing job-related, technical material is permitted while on duty if operations are not jeopardized.

4.10.1.2 Use judgment to ensure your primary duties are not compromised.

4.10.2 Cognizant Manager/Supervisor: Provide guidance to the shift crews for the use of potentially distracting materials and devices.

5. RECORDS

None

6. DEFINITIONS

Component. An item of equipment such as a vessel, instrument, pump, or valve that will be combined or is combined with other components to form a subsystem.

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Facility. Any equipment, structure, system, process, or activity that fulfills a specific purpose. Examples include accelerators, storage areas, fusion research devices, nuclear reactors, production or processing plants, utility and power transmission systems, fire protection systems, radioactive waste disposal systems and burial grounds, environmental restoration activities, testing laboratories, research laboratories, transportation activities, and accommodations for analytical examinations of irradiated and unirradiated components.

Operations Personnel. All managers, supervisors, staff, and operators whose work activities include the operation of facility safety, experiment, process, or utility systems, manipulate facility controls, or monitor facility instrumentation.

Operator. Broadly defined as anyone authorized to operate equipment and systems.

7. REFERENCES

DOE Order 420.1B, “Facility Safety”

DOE Order 422.1, “Conduct of Operations”

MCP-190, “Event Investigation and Occurrence Reporting”

8. APPENDIXES

Appendix A, Procedure Basis

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Appendix A**Procedure Basis**

Step	Basis	Source	Citation
4.1	Prompt notification to operating personnel and supervisors of changes in the facility status, abnormalities, or difficulties encountered in performing assigned tasks.	DOE Order 422.1	Attachment 2, Appendix A, 2.b.(1)
4.2	Adherence by operating personnel and other workers to established safety requirements	DOE Order 422.1	Attachment 2, Appendix A, 2.b.(2)
4.3	Awareness by operating personnel of the status of equipment through inspection, conducting checks, and tours of equipment and work areas	DOE Order 422.1	Attachment 2, Appendix A, 2.b.(3)
4.4	Procedures for completing round sheets or inspection logs, responding to abnormal conditions, and periodic supervisory reviews of round sheets or inspection logs	DOE Order 422.1	Attachment 2, Appendix A, 2.b.(4)
4.4.1.1	System engineer support for operations	DOE Order 420.1B	Attachment 2 CH V, Sect 3.d
4.5	Procedures for protecting operators from personnel hazards, e.g. chemical, radiological, laser, noise, electromagnetic, toxic or nano-scale materials	DOE Order 422.1	Attachment 2, Appendix A, 2.b.(5)
4.6	Prompt response to instrument indications, including the use of multiple indications to obtain parameters	DOE Order 422.1	Attachment 2, Appendix A, 2.b.(6)
4.7	Procedures for resetting protective devices	DOE Order 422.1	Attachment 2, Appendix A, 2.b.(7)
4.8	Authorization to operate facility equipment	DOE Order 422.1	Attachment 2, Appendix A, 2.b.(8)

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4.9	Designating shift operating bases and providing equipment for them	DOE Order 422.1	Attachment 2, Appendix A, 2.b.(9)
4.10	Professional and disciplined operator performance of duties	DOE Order 422.1	Attachment 2, Appendix A, 2.b.(10)