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Companywide	Management Control Procedure	For Additional Info: <a href="http://EDMS">http://EDMS</a>	Effective Date: 08/23/12
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Manual: 9 - Operations

**USE TYPE 3**

Change Number: 336958

\*The current revision can be verified on EDMS.

## 1. PURPOSE

This procedure provides the minimum standards for establishing a uniform, formal required reading program for operations personnel.

## 2. SCOPE

This procedure applies to personnel that require essential information to safely operate a facility or process. Several processes have been put in place to ensure required information is reviewed and understood by appropriate personnel. One method for disseminating information is a formal required reading program which is the scope of this procedure.

## 3. RESPONSIBILITIES/PREREQUISITES

### 3.1 Responsibilities

Performer	Responsibilities
Operations Personnel	Complete and document required reading as required.
Cognizant Manager/ Supervisor	Identify appropriate documents to be included in the required reading program. Assign completion dates for reading assignments. Review required reading files and remove completed items as applicable.

### 3.2 Prerequisites

None

## 4. INSTRUCTIONS

### 4.1 Required Reading File Index

4.1.1 Cognizant manager or supervisor: Review *reading material* (see def.) and identify the appropriate documents to be included in a required reading file.

4.1.2 Place those documents important to the operation of a facility or process in a required reading program.

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**NOTE:** *A sample required reading file index that may be used is shown in Appendix B.*

4.1.3 List documents in a file index (see def.) and maintain information in an approved location available to affected employees. Examples of documents listed include:

- A. Company and organization goals
- B. Procedure changes
- C. Company manuals or revisions
- D. Operating manuals or revisions
- E. Equipment design changes
- F. Training requirements
- G. Temporary modifications to systems or equipment
- H. New or updated hazard communication (HAZCOM) information [material safety data sheets (MSDSs)]
- I. Changes in environmental requirements
- J. Technical specifications/operational safety requirements/technical safety requirements or revisions
- K. Occurrence reports relating to the facility
- L. Related industry and in-house operating experience information
- M. Other information necessary to keep operations personnel aware of current facility or process activities.

## 4.2 Reading Assignments

**NOTE:** *It is usually not necessary for a document to be read by all personnel.*

4.2.1 Cognizant manager or supervisor: Designate which documents need to be read by the individuals filling each position, utilizing the guidelines listed below.

- 4.2.1.1 If an electronic database is not utilized, facilitate documentation of required reading by attaching a review record sheet to the document.
- 4.2.1.2 Assign a required read number to the document (for example, 92-XXXX-02).

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**NOTE:** *The required reading document may be tracked either electronically or through the use of hard copies. Regardless of the means used, all affected employees should have access to the document(s).*

4.2.1.3 Include the required read number on the review record sheet and either route the document to the designated personnel or place the document in the appropriate section of a required reading binder (see def.) (for example, the immediate read or required section of the binder) and maintain the binder in an approved location.

4.2.1.4 For operational facilities, include a notification of the new required reading assignment in appropriate orders.

4.2.1.5 Ensure that new required reading entered since the last shift change is briefed in the operation turnover meetings.

4.2.1.6 Ensure the required reading file is readily available to personnel requiring access to assigned reading.

### 4.3 Completion Dates

4.3.1 Cognizant manager or supervisor: Assign a completion date to each document based on the urgency and nature of the document.

**NOTE:** *If an employee cannot complete an assigned required reading by the assigned date because of absence (for example, vacation or illness), then he or she should complete the assigned reading as soon as practicable upon return to work.*

4.3.2 Operations personnel: Complete assigned required reading material by the assigned completion date.

- Complete required reading of documents designated as “immediate read” before performing any affected evolution or assuming responsibility for the affected position.

### 4.4 Documentation

4.4.1 Cognizant manager or supervisor: Ensure completion of required reading is documented.

- Maintain documentation of completed reading assignments in accordance with the facility Records Management Program.

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#### 4.5 Review

- 4.5.1 Cognizant manager or supervisor: Review the required reading file periodically to ensure that all applicable personnel complete readings by the assigned dates.
- 4.5.2 Remove material that has been read by all applicable personnel from the active file.
- 4.5.3 Maintain required reading material as necessary for reference.

### 5. RECORDS

Required Reading File Index

Required Reading Review Record

**NOTE:** *The Records Schedule Matrix, located on the intranet at [http://edms.inel.gov/docs/matrix/mtx\\_menu.html](http://edms.inel.gov/docs/matrix/mtx_menu.html), and the applicable facility, organization, program, or project records management plan and record types list provide current information on uniform file codes, disposition authorities, and retention periods for these records.*

### 6. DEFINITIONS

*File Index.* An electronic database or hard copy list of required *reading materials* (see def.) that have been issued for review.

*Reading Materials.* Any relevant information that is important enough to require documentation that specific personnel have read the material.

*Required Reading Binder.* A binder containing documents that are required to be read within a specified time.

### 7. REFERENCES

DOE Order 422.1, “Conduct of Operations”

### 8. APPENDIXES

Appendix A, Sample Required Reading File Index

Appendix B, Sample Required Reading Review Record

Appendix C, Procedure Basis



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**Appendix B**

**Sample (not mandatory)**

Required Reading Review Record

Manual/Document \_\_\_\_\_ Review Start Date: \_\_\_\_\_

Section: \_\_\_\_\_ Revision \_\_\_\_\_ Req. Read No. \_\_\_\_\_

Date of Issue: \_\_\_\_\_

Manager's Name: \_\_\_\_\_ Review Priority: \_\_\_\_\_

\_\_\_\_\_ Immediate

Unit: \_\_\_\_\_ Org. No: \_\_\_\_\_ Required

Required Completion Date: \_\_\_\_\_

Personnel listed below are to review and, by their signature, acknowledge their understanding of the document identified above. If the document is not understood, questions should be directed to the cognizant manager/supervisor.

Employee	Employee ID No.	Signature	Date Reading Completed	Comments

When all employees have read the document, sign below and forward the form to the cognizant manager.

Supervisor Record Review: \_\_\_\_\_ Date: \_\_\_\_\_

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**Appendix C**

**Procedure Basis**

Step	Basis	Source	Citation
4.1	Identification of material to be distributed via required reading	DOE Order 422.1	Attachment 2, Appendix A, 2.n.(1)
4.2	Identification of which personnel are required to read specific required reading items	DOE Order 422.1	Attachment 2, Appendix A, 2.n.(2)
4.3, 4.4, 4.5	Distribution of required reading to appropriate personnel and documentation of their timely completion	DOE Order 422.1	Attachment 2, Appendix A, 2.n.(3)