

OPERATOR AIDS	Identifier: MCP-2986 Revision*: 4 Page: 1 of 5
----------------------	--

Companywide	Management Control Procedure	For Additional Info: http://EDMS	Effective Date: 07/31/12
-------------	------------------------------	--	--------------------------

Manual: 9 - Operations

USE TYPE 3

Change Number: 337008

*The current revision can be verified on EDMS.

1. PURPOSE

This chapter provides the minimum standards to ensure *operator aids* (see def.) are current, correct, and useful.

2. SCOPE

This chapter applies to the identification, approval, control, and use of operator aids that are used by operators.

3. RESPONSIBILITIES/PREREQUISITES

3.1 Responsibilities

Performer	Responsibilities
Operations Personnel	Develop operator aids as appropriate. Periodically review operator aids as appropriate. Remove operator aids that are no longer necessary/appropriate.
Cognizant Manager/ Supervisor	Review and approve operator aids as appropriate.

3.2 Prerequisites

None

4. INSTRUCTIONS

4.1 Operator Aid Development and Approval

NOTE: *Any employee may develop an operator aid where the information would be beneficial to the operation of the facility.*

NOTE: *Operator aids that alter procedures should not be approved; instead, appropriate procedures should be changed to incorporate the necessary information.*

4.1.1 Cognizant manager or supervisor: Review any proposed operator aid and ensure it is necessary, correct, and does not conflict with approved procedures or other approved documents.

OPERATOR AIDS	Identifier: MCP-2986 Revision*: 4 Page: 2 of 5
----------------------	--

- 4.1.1.1 If the aid is considered beneficial, approve the operator aid by signing and dating the aid and the approval block in the operator aid log.
- 4.1.1.2 Place a signed copy of the operator aid or an appropriate description in the operator aid log.
- 4.1.1.3 Ensure that appropriate document control personnel are informed of operator aids that are derived from procedures or drawings.

4.2 Operator Aid Posting

- 4.2.1 Cognizant manager or supervisor: Post operator aids so that they:
 - A. Do not obstruct instruments, panels, or other posted material.
 - B. Are securely fastened to the wall, door, or equipment as applicable.
 - C. Are protected (laminated) when possible.
 - D. Are in close proximity to the area of their intended use.

4.3 Use of Operator Aids

NOTE: *Operator aids are a convenience to the person using them, not a requirement. Operator aids should remind users of information that might otherwise be overlooked or to provide guidance that is not procedural in nature. They may supplement approved procedures, but are not used to replace approved procedures.*

- 4.3.1 Operations personnel: Bring to the immediate attention of the cognizant manager or supervisor any posted operator aid that is not current.

4.4 Documentation

NOTE: *The operator aid log book provides a tool that may be used during periodic reviews to help ensure that the posted aids are current and to provide a reference copy should an operator aid be missing.*

- 4.4.1 Cognizant manager or supervisor: Establish an operator aid log book that contains the operator aid index sheets and all approved operator aid log sheets.
- 4.4.2 Maintain the operator aid log with copies or detailed descriptions of each operator aid approved and in use in the facility.

OPERATOR AIDS	Identifier: MCP-2986 Revision*: 4 Page: 3 of 5
----------------------	--

- 4.4.3 Ensure the operator aid log is kept in locations such as the control area, the operations supervisor's office, or other appropriate location.
- 4.4.4 Ensure that the source or reference document for each operator aid, such as a procedure, letter, engineering design file, technical manual, etc., including the date issued, or revision, is referenced on the Operator Aid log sheet.

4.5 Review

- 4.5.1 Cognizant manager or supervisor: Periodically review operator aids to ensure:
 - 4.5.1.1 The operator aid is still necessary and correct.
 - 4.5.1.2 Each operator aid continues to reflect the most current revision of the source or reference document.
 - 4.5.1.2.1 Annotate and initial the log book or index to document the reviews.
- 4.5.2 Operations personnel: Compare the listing of operator aids in the log book to ensure that only currently posted aids are recorded in the log book.
 - 4.5.2.1 Compare the index of approved operator aids to operator aids posted in the facility to ensure missing operator aids are replaced and that unapproved operator aids are submitted for approval or removed.
- 4.5.3 Cognizant manager or supervisor: Remove the operator aid from the logbook and posted area when an operator aid is no longer necessary.
- 4.5.4 Operations personnel: Review operator aids during routine facility inspections to ensure that they are approved.
 - 4.5.4.1 Submit unapproved operator aids for approval or removal.

OPERATOR AIDS	Identifier: MCP-2986 Revision*: 4 Page: 4 of 5
----------------------	--

5. RECORDS

Operator Aid Logbook
Operator Aid Logbook Index Sheets
Operator Aids

NOTE: *The Records Schedule Matrix, located on the intranet at 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

Operator Aid. Controlled, posted information that is useful to operators as instructions for operation of equipment or systems. For example, posted charts, notes, graphs, valve alignments, attachments or portions of procedures which are posted for operator reference, or drawings that are meant to be referenced by operators. Not included are informational signs that do not include instructions for operation of equipment.

7. REFERENCES

DOE Order 422.1, “Conduct of Operations”

8. APPENDICES

Appendix A, Procedure Basis

OPERATOR AIDS	Identifier: MCP-2986 Revision*: 4 Page: 5 of 5
----------------------	--

Appendix A

Procedure Basis

Step	Basis	Source	Citation
4.1	Technical evaluation and management approval of operator aids	DOE Order 422.1	Attachment 2, Appendix A, 2.q.(1)
4.3	Operator aids serve as conveniences, not operational requirements	DOE Order 422.1	Attachment 2, Appendix A, 2.q.(2)
4.2	Operator aids do not obscure equipment	DOE Order 422.1	Attachment 2, Appendix A, 2.q.(3)
4.4, 4.1.1.3	Administrative control of installed operator aids	DOE Order 422.1	Attachment 2, Appendix A, 2.q.(4)
4.5	Periodic review for adequacy and correctness	DOE Order 422.1	Attachment 2, Appendix A, 2.q.(5)