

PROCEDURE CONTENT AND USE

1.0 Objective

The objective of this surveillance is to evaluate the effectiveness of the laboratory's program for development and use of procedures. The Facility Representative or Environmental, Safety, and Health Support Specialist reviews selected operating, surveillance or testing, and maintenance procedures and observes use of the procedures in the facility. This surveillance provides the basis for evaluating contractor performance and for establishing compliance with specific DOE requirements.

2.0 References

- 2.1 DOE 5480.19, *Conduct of Operations Requirements for DOE Facilities*
- 2.2 INPO 85-017 Rev 2, *Guidelines for the Conduct of Operations at Nuclear Power Stations*

3.0 Surveillance Activities

The Facility Representative or Environmental, Safety, and Health Support Specialist selects a sample of operations, testing, and surveillance and maintenance procedures and performs the following activities to complete this surveillance:

Activity 1 - The Facility Representative or Environmental, Safety, and Health Support Specialist reviews the selected procedures.

Activity 2 - The Facility Representative or Environmental, Safety, and Health Support Specialist observes the use of the procedures and evaluates the procedure user's knowledge of the facility process for use of procedures.

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Surveillance No.: _____

Facility: _____

Date Completed: _____

YES NO N/A

Activity 1 - Procedure Review

- | | | | | |
|-----|---|-------|-------|-------|
| 1. | Is the procedure the most current approved revision of the procedure? | _____ | _____ | _____ |
| 2. | Have procedure changes outstanding for longer than 6 months been incorporated as revisions? | _____ | _____ | _____ |
| 3. | Are procedure scope and applicability readily apparent? | _____ | _____ | _____ |
| 4. | Are emergency procedures distinguishable from other procedures? | _____ | _____ | _____ |
| 5. | Are prerequisites and initial conditions detailed? | _____ | _____ | _____ |
| 6. | Are definitions of any unique terms used in procedures provided? | _____ | _____ | _____ |
| 7. | Are procedures correct, easily understood, and actions clearly stated, with sufficient, but not excessive, detail? | _____ | _____ | _____ |
| 8. | Do procedures contain only one action per step? | _____ | _____ | _____ |
| 9. | Are procedures written for the skill and comprehension level of the user? | _____ | _____ | _____ |
| 10. | Are warnings, notes, and cautions easily identifiable and do they precede the appropriate action steps? | _____ | _____ | _____ |
| 11. | Are limits and/or tolerances for operating parameters specified and consistent with the readable accuracy of instrumentation? | _____ | _____ | _____ |

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12.	Are acceptance criteria for surveillance or test procedures easily discerned, including tolerances and units?	_____	_____	_____
13.	Are calculations that must be performed as part of the procedure clearly explained?	_____	_____	_____
14.	Are cleanliness requirements included in the procedure?	_____	_____	_____
15.	Do emergency procedures provide guidance in responding to single and multiple casualties?	_____	_____	_____
16.	Do procedures identify and have signature spaces for activities requiring independent verification?	_____	_____	_____
17.	Was the procedure signed by the preparer and reviewer?	_____	_____	_____
18.	Do equipment, instrument, or component designators in procedures match control panel, switch, instrument, breaker, or component nameplates or labels?	_____	_____	_____
19.	Are technical performance data in procedures such as instrument setpoints, relief valve setpoints, design pressure or temperatures, and points for operator action consistent with the authorization basis assumptions and safety analysis results?	_____	_____	_____
Activity 2 - Use of Procedures				
20.	Is the procedure in use the most current approved revision of the procedure?	_____	_____	_____
21.	If the procedure in use is a working copy, is it the most current approved revision of the procedure?	_____	_____	_____
22.	Does the procedure or working copy include all current procedure change notices?	_____	_____	_____
23.	Is the procedure user aware of the facility process for obtaining working copies of procedures? Did the procedure user follow		t h	a t

rocess?

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>	
24. Has the facility implemented a policy for use of procedures?	_____	_____	_____	
25. Does the procedure user understand the facility policy on use of procedures?	_____	_____	_____	
26. Did the procedure user verify completion or complete the required prerequisites and initial conditions?	_____	_____	_____	
27. Were references noted in the procedure available, if needed?	_____	_____	_____	
28. Did the procedure user use the measurement or test equipment specified in the procedure?	_____	_____	_____	
29. Was the calibration of the measurement or test equipment current?	_____	_____	_____	
30. Did the procedure user complete all the applicable steps of the procedure in the required order of completion?	_____	_____	_____	
31. Did the procedure user complete all information required by the procedure at the time that each step was completed or performed (if applicable)?	_____	_____	_____	
32. Does the procedure user understand the action to be taken when procedures are found to be inadequate for the intended tasks or when unexpected results occur?	_____	_____	_____	
33. Does the procedure user understand actions to be taken if procedures conflict or do not contain adequate guidance?	_____	_____	_____	
34. Does the procedure user understand the facility policy on deviating from written procedures if necessary to protect	_____	p e	r s	o n

nel and equipment, or to maintain a safe condition?

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
OTHER			

NOTES/COMMENTS:

PERSONNEL CONTACTED: _____

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PROCEDURES REVIEWED: _____

**IF MORE SPACE IS NEEDED FOR FINDINGS, OBSERVATIONS, AND FOLLOWUP
ITEMS - USE ADDITIONAL SHEETS**

FINDINGS:

Finding No.: _____

Description: _____

Finding No.: _____

Description: _____

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Finding No.: _____

Description: _____

OBSERVATIONS:

Observation No.: _____

Description: _____

Observation No.: _____

Description: _____

**Surveillance Guideline
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Observation No.: _____

Description: _____

FOLLOWUP ITEMS:

Followup Item No.: _____

Description: _____

Followup Item No.: _____

Description: _____

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Followup Item No.: _____

Description: _____

LABORATORY MANAGEMENT DEBRIEFED AND RESULTS: _____

Signature: _____ Date: _____

Facility Representative or
Environmental, Safety, and Health Support Specialist