

## **SHIFT ROUTINES AND OPERATING PRACTICES**

### **1.0 Objective**

The objective of this surveillance is to verify that standards for the professional conduct of operations personnel are established and followed so that operator performance meets the expectations of DOE and facility management. This surveillance provides a basis for evaluating watchstanding practices of operations personnel external to the control area in various plant locations.

### **2.0 References**

- 2.1 DOE 5480.19, *Conduct of Operations Requirements for DOE Facilities*
- 2.2 DOE-STD-1041-93, *Guide to Good Practices for Shift Routines and Operating Practices*
- 2.3 DOE-STD-1042-93, *Guide to Good Practices for Control Area Activities*
- 2.4 INPO 85-017 Rev 2, *Guidelines for the Conduct of Operations at Nuclear Power Stations*
- 2.5 INPO 84-021 Rev 1, *Good Practice, Conduct of Operations*
- 2.6 INPO 84-030 Rev 2, *Good Practice, Generic Round Sheets and Shift Operating Practices*
- 2.7 *Performance Objectives and Criteria for Technical Safety Appraisals*, June 1990

### **3.0 Surveillance Activities**

During this surveillance, the Facility Representative or Environmental, Safety, and Health Support Specialist observes operations activities external to the control area and accompanies operations personnel from at least two different shifts on their rounds. In conducting this surveillance, the Facility Representative or Environmental, Safety, and Health Support Specialist observes operations activities, reviews operations logs and round sheets, and interviews operations personnel. The Facility Representative or Environmental, Safety, and Health Support Specialist may choose to conduct this surveillance in conjunction with OPS 9.3, Control Area Activities, which evaluates similar operations activities for the control area.

**Surveillance Guideline**  
**SHIFT ROUTINES AND OPERATING PRACTICES**

Surveillance No.: \_\_\_\_\_

Facility: \_\_\_\_\_

Date Completed: \_\_\_\_\_

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
1. Are required staffing levels established and maintained?	_____	_____	_____
2. Are activities conducted in a businesslike and professional manner?	_____	_____	_____
3. Are only activities essential to supporting operation and activities authorized by management conducted?	_____	_____	_____
4. Do only qualified personnel or trainees under the direct supervision of qualified personnel operate equipment?	_____	_____	_____
5. Are consoles, instrument panels, and computer consoles uncluttered and instrumentation and control devices not obscured by equipment tags or other paraphernalia?	_____	_____	_____
6. Are computer and automated monitoring and control systems monitored for proper operation?	_____	_____	_____
7. Is the operations station free of distractions such as radios and non-work-related reading materials?	_____	_____	_____
8. Are operations station logs and status boards current and do they reflect current facility status?	_____	_____	_____
9. Are operators aware of and attentive to facility and equipment parameters and conditions, including alarms and other abnormal conditions?	_____	_____	_____
10. Are operators and supervisors aware of current plant conditions and of work and tests in progress?	_____	_____	_____
11. Are operators and supervisors notified promptly of all changes affecting systems or components under their cognizance?	_____	_____	_____

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**SHIFT ROUTINES AND OPERATING PRACTICES**

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
12. Do facility personnel receive all pertinent information at shift turnover, including the operating status of facility systems and equipment, maintenance and operations in progress or planned, and abnormal conditions?	_____	_____	_____
13. Do operations personnel adhere to the requirements of the industrial safety and radiation protection programs?	_____	_____	_____
14. Do operators conduct tours of those areas and components for which they are responsible?	_____	_____	_____
15. Are tours in radiation and hazardous material areas carefully reviewed, planned, and coordinated with ALARA program considerations to minimize personnel exposure?	_____	_____	_____
16. Are logs and round sheets used to record important equipment parameters? Do round sheets include minimum and maximum values or expected operating ranges?	_____	_____	_____
17. Do logs and round sheets highlight safety limits derived from Technical Safety Requirements?	_____	_____	_____
18. Do operators identify equipment parameters or instrument readings that are outside specified tolerances and equipment deficiencies, document those deficiencies, and report them to the appropriate supervisor?	_____	_____	_____
19. Are logs and round sheets reviewed by supervisory personnel each shift?	_____	_____	_____
20. Do supervisors and managers monitor operations to identify and correct problems and to ensure adherence to site and facility policies and procedures?	_____	_____	_____
21. Are operators attentive and responsive to facility and equipment parameters and conditions?	_____	_____	_____

**Surveillance Guideline**  
**SHIFT ROUTINES AND OPERATING PRACTICES (cont.)**

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
22. Do operators believe and respond to abnormal plant indications and can they adequately discuss proper responses to such indications?	_____	_____	_____
23. Do operators understand the cause for protective device trips before resetting such devices?	_____	_____	_____
24. Is appropriate approval obtained before bypassing or placing out of service safety systems and functions?	_____	_____	_____
25. Are the times that safety systems are bypassed minimized and within the limitations of Technical Safety Requirements?	_____	_____	_____
26. Are there procedures for using alternate measurements, reading, and backup instrumentation, as appropriate when normal instrumentation is found to be defective or out of tolerance?	_____	_____	_____
27. Are facility evolutions, maintenance, and testing authorized by management and controlled by operations personnel?	_____	_____	_____
28. Are limits established and followed for the amount of time personnel may stand watch in a given period?	_____	_____	_____
29. Are operating stations established for each shift position?	_____	_____	_____
30. Do the physical characteristics, environmental conditions and maintenance of operating stations support safe and reliable operation?	_____	_____	_____

**Surveillance Guideline**  
**SHIFT ROUTINES AND OPERATING PRACTICES (cont.)**

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
31. Are equipment and procedures needed for operational activities readily available to shift personnel?	_____	_____	_____
32. Is equipment accessible for operation and monitoring? Are local area ladders and work platforms provided as needed?	_____	_____	_____
33. Do supervisors consider the qualification status of shift personnel when making shift assignments?	_____	_____	_____
OTHER:			
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NOTES/COMMENTS:

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**Surveillance Guideline**  
**SHIFT ROUTINES AND OPERATING PRACTICES (cont.)**

PERSONNEL CONTACTED: \_\_\_\_\_

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

FINDINGS:

Finding No.: \_\_\_\_\_

Description: \_\_\_\_\_

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Finding No.: \_\_\_\_\_

Description: \_\_\_\_\_

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**Surveillance Guideline**  
**SHIFT ROUTINES AND OPERATING PRACTICES (cont.)**

Finding No.: \_\_\_\_\_

Description: \_\_\_\_\_

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**OBSERVATIONS:**

Observation No.: \_\_\_\_\_

Description: \_\_\_\_\_

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Observation No.: \_\_\_\_\_

Description: \_\_\_\_\_

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**Surveillance Guideline**  
**SHIFT ROUTINES AND OPERATING PRACTICES (cont.)**

Observation No.: \_\_\_\_\_

Description: \_\_\_\_\_

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**FOLLOWUP ITEMS:**

Followup Item No.: \_\_\_\_\_

Description: \_\_\_\_\_

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Followup Item No.: \_\_\_\_\_

Description: \_\_\_\_\_

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**Surveillance Guideline**  
**SHIFT ROUTINES AND OPERATING PRACTICES (cont.)**

Followup Item No.: \_\_\_\_\_

Description: \_\_\_\_\_

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LABORATORY MANAGEMENT DEBRIEFED AND RESULTS: \_\_\_\_\_

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Facility Representative or  
Environmental, Safety, and Health Support Specialist