

TIMELY ORDERS TO OPERATORS

1.0 Objective

The objective of this surveillance is to evaluate the laboratory's program and practices for timely orders to operators. This surveillance provides a basis for evaluating the effectiveness of the laboratory's timely orders to operators program and for establishing compliance with DOE requirements.

2.0 References

2.1 DOE 5480.19, *Conduct of Operations Requirements for DOE Facilities*

2.2 DOE-STD-1034-93, *Guide to Good Practices for Timely Orders to Operators*

3.0 Surveillance Activities

The Facility Representative or Environmental, Safety, and Health Support Specialist reviews the laboratory's and file of orders to operators and observes operator activities to evaluate whether the orders to operators are being followed.

**Surveillance Guideline
 TIMELY ORDERS TO OPERATORS**

Surveillance No.: _____

Facility: _____

Date Completed: _____

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
1. Are operator orders clearly written, dated, and maintained in an accessible location?	_____	_____	_____
2. Are operator orders segregated into daily and long-term orders?	_____	_____	_____
3. Do personnel review timely orders to operators within the specified periodicity?	_____	_____	_____
4. Are operator orders that are no longer applicable or outdated removed or cancelled by the cognizant manager?	_____	_____	_____
5. Do operator orders include short-term information related to the conduct of facility business including:			
Notification of work priorities?	_____	_____	_____
Special operations?	_____	_____	_____
Non-routine tests?	_____	_____	_____
Data collection programs?	_____	_____	_____
Upcoming events and audits?	_____	_____	_____
Announcements of administrative items, policies, procedure changes, or specific activities?	_____	_____	_____
Notice of documents requiring immediate review in the Required Reading File?	_____	_____	_____
6. Are operations orders updated as necessary to reflect changing plant conditions?	_____	_____	_____
7. Does the Operations Manager ensure that operations orders are not used to make temporary modifications to approved procedures?	_____	_____	_____
8. Does the Operations Manager ensure that operations orders are not used as procedures?	_____	_____	_____

Surveillance Guideline
TIMELY ORDERS TO OPERATORS (cont.)

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
9. Do operations personnel adhere to the guidance published in the operations orders?	_____	_____	_____
10. Are operators knowledgeable regarding current, approved operations orders?	_____	_____	_____
11. Are shift supervisors knowledgeable regarding current, approved operations orders?	_____	_____	_____
OTHER:			

NOTES/COMMENTS:

Surveillance Guideline
TIMELY ORDERS TO OPERATORS (cont.)

PERSONNEL CONTACTED: _____

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

FINDINGS:

Finding No.: _____

Description: _____

Finding No.: _____

Description: _____

Surveillance Guideline
TIMELY ORDERS TO OPERATORS (cont.)

Finding No.: _____

Description: _____

OBSERVATIONS:

Observation No.: _____

Description: _____

Observation No.: _____

Description: _____

Surveillance Guideline
TIMELY ORDERS TO OPERATORS (cont.)

Observation No.: _____

Description: _____

FOLLOWUP ITEMS:

Followup Item No.: _____

Description: _____

Followup Item No.: _____

Description: _____

Surveillance Guideline
TIMELY ORDERS TO OPERATORS (cont.)

Followup Item No.: _____

Description: _____

LABORATORY MANAGEMENT DEBRIEFED AND RESULTS: _____

Signature: _____ Date: _____

Facility Representative or
Environmental, Safety, and Health Support Specialist