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OWNER: Work Control, Engineering, Facilities & Training	PRS-WCE-0021	REV. NO. 2
SUBJECT MATTER AREA: Work Control	PREPARER: T. Fralix	Page 1 of 21
DOC TYPE: <input checked="" type="checkbox"/> PROCEDURE <input type="checkbox"/> POLICY	APPROVED BY/DATE: Timothy Fralix 2/6/2008	
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REVISION LOG		
Revision Number	Description of Changes	Pages Affected
0	Initial Release. Replaces PA-1001.	All
1	Revision to incorporate feedback received from users during initial implementation and in response to assessment observations. Adds guidance on use of work package history logs. Identifies 3 procedural steps that may be performed out of sequence as appropriate. Revised Process Flowcharts in Attachment B. Revises WCE-F-0043 and WCE-F-0053 to Revision 1. Eliminates use of the STARRT card or project-generated forms for pre-shift briefings. Provides additional clarification of pre-work and pre-shift briefing requirements.	All
2	Revision to add pre-shift briefing requirements for work oversight activities. Change also incorporates editorial revisions to forms. Added requirement to incorporate newly identified lessons learned to work packages during work performance. Revised definition of "Holdpoint".	5, 7, 8, 9, 10, 11, 12, 18, 19, 20, 21

CAUTION

This procedure describes specific safety basis requirements for safety significant items used by the Paducah Project. Any proposed changes must be processed in accordance with the procedure change control process defined in PRS-DOC-1107 and all changes shall be reviewed by the USQD process and approved by PRS Nuclear/Facility Safety. Specific safety basis requirements are noted in this document in the following format: **<SB DOCUMENT REFERENCE>**.

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1.0 PURPOSE

This procedure is intended to provide specific requirements for the implementation of guidance provided in Paducah Remediation Services (PRS) Program Document PRS-WCE-0018, *Work Management Program for the Paducah Environmental Remediation Project* in the area of work execution. This procedure is part of a formal system of work authorization, planning, execution, and closeout established to implement Integrated Safety Management System (ISMS) methodology, and PRS EMS elements, as described in PRS Document PRS-CDL-0061, *Integrated Safety Management System Plan for the Paducah Environmental Remediation Project*.

Flowcharts to assist in decision making and to guide users through the work execution process are provided in Attachment B of this document. The flowcharts are intended to provide guidance but to not replace the procedure

2.0 SCOPE

This procedure applies to all authorized work performed by PRS or PRS subcontractors planned in accordance with PRS Procedure PRS-WCE-0020, *Work Planning*.

This document establishes the **minimum** requirements for execution of work planned in accordance with the guidance provided in PRS Program Document PRS-WCE-0018, *Work Management Program*. This document also provides a deliberate method of change control for PRS work control documents. Specific project or functional procedures and/or other documents may increase the rigor of these work control requirements, but shall **not** make them less restrictive.

This procedure is written such that **portions that apply may be adopted for direct use by PRS subcontractors** working at the Paducah Project. The subcontractors may either adopt this procedure or, at the request of PRS, develop their own provided it has the required PRS review and concurrence and a negative Unreviewed Safety Question Determination (USQD) or Unreviewed Change Determination (UCD).

3.0 TRAINING

This procedure is mandatory required reading for employees and subcontractors involved in the developing, planning, reviewing, approving, or supervising PRS field work activities. Required Reading of the procedure will be added to the PRS Required Reading Program as defined in PRS Procedure BJC-HR-0750, *Required Reading Program* [PRS-TRN-0750].

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4.0 PROCEDURE

Performer **Activity/Work Step** (Perform steps sequentially unless otherwise noted)

4.1 Pre-start Logistics Requirements

Responsible
Project Manager
or Designated
Front Line
Manager or
Supervisor

- 4.1.1** Prior to execution of work, verify that the work is still authorized for performance in accordance with PRS procedure PRS-WCE-0019, *Work Authorization*. If the work is no longer authorized due to changes in PRS priorities, funding, or management revocation of authorization, **do not proceed**. The work must be re-authorized prior to execution.
- 4.1.2** Verify that Work Execution Team members are properly trained and qualified to perform their respective work assignments or arrangements to complete the training prior performance of activities requiring training. For subcontracted work, verify that subcontractors are trained based on established pro-forma requirements.
- 4.1.3** Verify that required materials, equipment, replacement parts, or other items required for the performance of the work are procured and properly staged or arrangements have been made to obtain the items prior to need.
- 4.1.4** Verify that required personnel, including project support personnel and subcontractors are mobilized to the project location, as appropriate, and ready to start work.
- 4.1.5** For subcontractor performing work under their own work control procedures, verify that procedures are reviewed and approved by PRS, including Unreviewed Safety Question Determinations or Unreviewed Change Determinations.

4.2 Work Execution

The requirements below are for work conducted under the work management process as defined in the PRS Work Management Program (WCE-PRS-0018) and its implementing procedures. Work conducted in compliance with approved subcontractor work control procedures is not subject to these specific requirements.

NOTE: Work activities to be conducted in the C-746-Q Facility must be evaluated to ensure that annunciation of the USEC Criticality Accident Alarm System (CAAS) can be heard by the workers assuming that work activities are in process.
<BJC/PAD-498 – Section 5.5.2.10>

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NOTE: Work activities to be conducted in that portion of the C-410 Complex within the Demarcated Immediate Evacuation Zone emanating from the C-331 to C-335 Tie-Line must be evaluated to ensure that annunciation of the Portable CAAS can be heard by the workers assuming that work activities are in process.
<BJC/PAD-500 – Section 5.5.2.10>

Front Line
Manager or
Supervisor

4.2.1 For non-routine project work, and all work performed using an approved work package, conduct a Pre-Work Briefing with the supervisors, support staff (H&S, Radiological Controls, etc.), and workforce performing the work and document the briefing using WCE-F-0043, "Work Package Pre-Work Briefing and Training Verification". This briefing will include all aspects of the work including:

- The work scope to be performed
- Project performance expectations (established goals, completion requirements, performance measures)
- Hazards associated with the work scope, work locations, or facility equipment and systems
- Significant environmental aspects and potential environmental impacts associated with work performance
- Hazard and environmental impact elimination and mitigation, including engineering controls, administrative controls, and protective equipment requirements
- Site Control and access requirements for all work locations
- Interface requirements (DOE, USEC, SST, other PRS work, PRS Project support)
- Project/task Organization
- Stop/Suspend Work Authority
- Other project/task specific information necessary for safe performance of assigned work tasks
- Verification of Training for task workforce and support personnel
- Opportunity for Worker Feedback

NOTE: Notify the appropriate representative from the DOE Site Office of the time and location of the Pre-Work Briefing in event DOE chooses to attend. Additional notification should be made to DOE site office for any subsequent activity-specific pre-evolutionary briefings. (It is not necessary to specifically invite DOE representation to pre-shift or other routine briefings.)

For routine and "excepted" work activities, ("excepted" work is defined in the PRS Work Management Program PRS-WCE-0018) the intent of this pre-work briefing requirement may be met by the daily Pre-Shift briefing. Pre-Shift briefings should be documented using WCE-F-0053, "Pre-Shift Briefing and Worker Feedback."

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No formal documented pre-work briefing is required for activities such as tours, inspections, work planning walk-downs, or oversight activities conducted by managers, supervisors, members of the project support staff, or Work Planning Team members who are knowledgeable of the hazards present and the controls in place to mitigate those hazards.

NOTE: Managers, supervisors, support staff and Planning Team members are not exempted from access requirements identified in facility-specific procedures or identified in applicable Health and Safety documents and procedures.

NOTE: Completed briefing forms are retained as project records in accordance with Section 5.2 to document worker feedback and as evidence of the briefing.

4.2.2 If the pre-work briefings identify additional hazards, worker concerns, or improvement to work processes, evaluate the need to make field changes, or to revise, the work control documents or procedures based on feedback. Changes and revision to approved work control documents will be in accordance with Section 4.3 of this document. If changes to work control documents are required, complete required changes **before proceeding** with work execution.

Steps 4.2.3 and 4.2.4 need not be performed sequentially, but are performed as required during work execution.

4.2.3 Execute work in accordance with approved work control documents. During execution of non-routine project work, use the "Work Package History Log" (WCE-F-0049) as needed to document activity completion, anomalous conditions, shift turnovers, or other events or activities that may provide lessons learned for future performance of similar work activities. Entries on the form shall be in ink and shall be signed by the individual making the entry. Corrections to the log shall be done with a single line through the material being corrected. The person making the correction shall write their initials and the date of the correction near the correction. Make at least one entry at the end of each shift whenever work is performed to identify work completed during that shift of operations. Completed log forms are retained, with the work package, as a project record.

4.2.4 Conduct pre-shift briefings daily, and as necessary during work execution, to: maintain worker awareness of hazards and hazard controls (including PPE requirements) associated with the day's planned work; discuss and obtain feedback from the previous shift's work activities; identify changes in working conditions or locations; or, inform the workforce of other issues that may impact execution of the day's scheduled work. Document Pre-Shift briefings on form WCE-F-0053, "Pre-Shift Briefing and Worker Feedback." At a minimum, additional briefings are required when

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work is moved to a new location not covered in the daily brief, or when changes in radiological conditions or postings occur in a work area during the course of the a day's work activities.

NOTE: Completed briefing forms are retained as project records in accordance with Section 5.2 to document worker feedback and as evidence of the briefing.

NOTE: One briefing form may be used work activities covered by more than one Work Release (WCE-F-0040 or WCE-F-0041) if the work is categorized as "Routine" and "Excepted".

4.2.5 Summarize and document "lessons learned" as they are identified from performance of work, or as applicable lessons learned are added to the PRS lessons learned program in accordance with PRS-QAP-1240, Lessons Learned Program.

Steps 4.2.5 and 4.2.6 are non-mandatory steps that are performed at the discretion of the Project Manager and need not be performed sequentially.

Project
Manager/Front
Line Manager or
Supervisor

4.2.6 The project manager may, at his/her discretion, establish post-shift feedback meetings with the execution team to augment pre-shift briefings. If established, these feedback meetings shall be documented using WCE-F-0053, "Pre-Shift Briefing and Worker Feedback."

4.2.7 For routine and excepted work, the project manager may, at his/her discretion, require front line managers and supervisors to maintain logbooks of daily activities. When required, the project manager will provide logbooks that are hardbound with sequentially numbered pages. When used, logbooks will document activity completion, anomalous conditions, shift turnovers, or other events or activities that may provide lessons learned for future performance of similar work activities. Entries into logbooks must be in ink and signed by the individual making the entry. Corrections to the log shall be done with a single line through the material being corrected. The person making the correction will legibly initial and date the correction. When logbooks are used, at least one entry shall be made at the end of each shift whenever work is performed to identify work completed during that shift of operations. Logbooks may cover multiple projects and work releases (WCE-F-0040 or WCE-F-0041) but entries must indicate the work release to which the entry is applicable. Logbooks, when filled or no longer needed, are returned to the project manager and retained as a project record.

NOTE: Completed briefing forms and logbooks (if used) are retained as project records in accordance with Section 5.2 in order document worker feedback and as evidence of the briefing.

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4.3 Revisions to Work Control Documents

This section describes procedures for making field changes and revisions to work control documents included in work packages. Changes to procedures and PRS Performance Documents are made in accordance with PRS Procedure PRS-DOC-1107, *Performance Document Process*.

Renewal or revision of permit documents included as attachments to work packages do not constitute revisions of Work Control Documents unless the permit change results in the need to change other documents as described in Section 4.3.1 below.

Front Line
Manager or
Supervisor

- 4.3.1** If an unexpected condition, hazard, or other change is identified that warrants a modification to work control documents, evaluate the need to change or revise the applicable work control documents.
- 4.3.2** If the change is a minor editorial change to an approved work control document, make a field change and document the change in the “Work Package History Log.”
- 4.3.3** If the change is not a minor editorial change, evaluate the proposed change to determine if any of the following is true:
- The needed change introduces, or results from identification of, previously unanalyzed hazards.
 - The needed change introduces, or results from the identification of, previously undefined holdpoints (inspections, surveys, or data collection/analysis events).
 - The needed change introduces, or results from the identification of, design or configuration changes or change requirements, for affected systems or processes.
 - The needed change identifies, or could result in, an Unresolved Safety Question or Unreviewed Change related to the effected facility’s safety authorization basis.

NOTE: Previously undefined holdpoints refers to holdpoint for which acceptance criteria, quality objectives, or performance requirements were not previously defined within the work package. This requirement does not include the need for additional performances of previously defined holdpoint steps.

- 4.3.4** If any of the four statements above are evaluated as “true” a revision to the work control document is required. Provide a copy of the work package to the Owner/Planner responsible for development of the work package for the needed revision. If all are evaluated as “false” make a field change to the document and document the change in the “Work Package History Log.”

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Owner/Planner **4.3.5** Make needed revision to the work package, including incorporating all previous field changes, in consultation with the appropriate members of the original work package planning team and approvers. Once the revision is completed, prepare a new “Work Package Cover Sheet” (WCE-F-0042). Document the revision of the work package in Part A, Block 11, of the new form, and obtain required approvals

NOTE: If members of the original planning team, or original approvers, are unavailable, they may be replaced by an individual with equivalent qualifications or expertise as needed to complete the revision.

NOTE: Do not remove the original “Work Package Cover Sheet.” Retain cover sheets for each revision as part of the package to document revision history.

4.3.6 Copy the revised work package and provide a copy to the PRS Document Control Center (DCC) to establish a record of the revision for future use. Retain a record copy for future use and Return the revised working copy of the work package to the front line manager or supervisor for execution.

PRS DCC **4.3.7** Replace the record copy of the previous revision of the work package with the current revision. Maintain the previous version as a project record in accordance with Section 5.0.

Front Line Manager or Supervisor **4.3.8** Brief the Execution Team on the revision in accordance with section 4.2.1 or 4.2.2 of this document, as applicable.

4.4 Additional Briefing Requirements

Front Line Manager or Supervisor **4.4.1** Whenever a change of work locations or work area radiological conditions is noted, or when changes or additions are made to the Work Execution Team, team members must be briefed, and briefings documented, as required in Attachment C, “Execution Team Briefing Requirements.”

NOTE: Completed briefing forms shall be retained by the project to document worker feedback and as evidence of the briefing. Retention should be in accordance with project-specific document retention requirements.

4.4.2 Prior to performance of activities identified by the Work Planning Team to be high risk due to potential for exposure to hazards or complexity, conduct a pre-evolution briefing with all workers involved in the evolution/activity.

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4.4.3 For pre-evolution briefs, in addition to the topics specified in Section 4.2.1, increased emphasis is placed on hazard awareness, controls and mitigation, and on the specific work steps involved in completing the specific high risk evolution/activity.

4.4.4 Document the pre-evolution brief using a “Pre-Shift Briefing and Worker Feedback” form.

NOTE: Notify the appropriate representative from the DOE Site Office of the time and location of the invited to the briefing. (It is not necessary to specifically invite DOE representation to pre-shift or other routine briefings.

NOTE: Completed briefing forms shall be retained by the project to document worker feedback and as evidence of the briefing. Retention should be in accordance with project-specific document retention requirements.

4.5 Suspension of Work

Front Line
Manager or
Supervisor

4.5.1 If, during performance of work, an unexpected delay in the work schedule requires that work be suspended or delayed for greater than seven calendar days performance of work, coordinate the work suspension with the Facility Manager(s) of the affected facility, or facilities, to ensure that the facility and all facility systems are placed in a safe condition prior to demobilization of the execution team. For work being performed using a work package, note the work suspension in the Work Package History Log (WCE-F-0049). In the log entry, document the reason for the suspension, status of all work activities, and a summary of actions taken to place the facility in a safe condition.

4.5.2 Prior to resumption of work, conduct a pre-shift briefing to reestablish worker awareness of hazards and hazard controls (including PPE requirements) associated with the work and to identify any changes in working conditions since the work suspension. Document the briefing on form WCE-F-0053, “Pre-Shift Briefing and Worker Feedback.” For work being performed using a work package, note the resumption of work activities in the Work Package History Log (WCE-F-0049).

5.0 RECORDS

5.1 Records Generated

Records generated include completed briefing forms, revised work packages, completed work package forms (retained as part of the work package), USQD/UCD screening forms with applicable attachments, and logbooks (if used).

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5.2 Records Requirements

Generate, control, and maintain records in accordance with requirements of PRS-DOC-1009, *Records Management, Administrative Record, and Document Control*.

6.0 SOURCE DOCUMENTS

NOTE: The PRS blue-sheeted BJC procedures referenced in this document are the active procedures as the date of issuance of this procedure. Procedures noted in the parentheses [brackets] will become the reference procedures once these procedures are approved and implemented by Paducah Remediation Services, LLC.

- Paducah Remediation Services, LLC, Prime Contract No. DE-AC30-06EW05001
- PRS-WCE-0018, *Work Management Program for the Paducah Environmental Remediation Project*.
- PRS-WCE-0019, *Work Authorization*
- PRS-WCE-0020, *Work Planning*
- PRS-WCE-0022, *Work Closeout*
- PA-1019, Paducah Project Facility Management Program [PRS-WCE-0016, *Facility Management Program for the Paducah Environmental Remediation Project*]
- PRS-QAP-1240, *Lessons Learned Program*
- BJC-EH-2010, *Hazard Assessment* [PRS-ESH-2010, *Hazard Assessment*]
- PRS-CDL-0061, *Integrated Safety Management System Description and Environmental Management System Description for the Paducah Environmental Remediation Project Paducah, Kentucky*.
- BJC-NS-1001, *Unreviewed Safety Question Determinations for Nuclear Category 2 & 3 Facilities* [PRS-WCE-1001, *Unreviewed Safety Question Determinations for Nuclear Category 2 & 3 Facilities*]
- BJC-NS-1008, *Unreviewed Change Determinations for Radiological and Non-Nuclear Facilities* [PRS-WCE-1008, *Unreviewed Change Determinations for Radiological Facilities*]
- PRS-DOC-1009, *Records Management, Administrative Record, and Document Control*
- PRS-DOC-1004, *Document Numbering and Issuance*
- PRS-DOC-1107, *Development, Approval, and Change Control for PRS Performance Documents*
- BJC-HR-0750, *Required Reading Program* [PRS-TRN-0750, *Required Reading*]

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Attachment A
DEFINITIONS/ACRONYMS
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DEFINITIONS

Engineering – The PRS project support group responsibility for project engineering support and the overall engineering discipline.

Health and Safety (H&S) – The PRS project support group responsible for the implementation of the PRS Worker Health and Safety Program including individuals from the occupational health and industrial hygiene disciplines.

Execution Team or Work Execution Team – All personnel identified by the Front Line Supervisor as being required to perform the work activities identified in the work package.

Field Change – A change made to a work control document on the authority of the Front Line Manager. The change does not require a formal revision of the work package and is documented in the work package “Work History Log.”

Front Line Manager, Front Line Supervisor, or Supervisor – An employee assigned the responsibility of ensuring the workers have a clear understanding of the work scope and work requirements in accordance with the approved work package. Provides the main communication between the Owner/Preparer and workers.

Hold Point – Activities, particularly inspection, data collection, or permitting activities, defined by a work control document, requiring completion and documentation (including any necessary authoritative interpretation of data or inspection results) prior proceeding to the next activity defined by the work control document. Such activities may include: non-routine radiological or geotechnical survey or sampling events, obtaining a required permit, completing a lock-out/tag-out requirement, performing and documenting an inspection, or other data collection activity or event.

Nuclear/Facility Safety – The functional group that is responsible to establish and maintain the safety basis for PRS-managed facilities and to verify that planned work or work documents do **not** violate Safety Basis requirements.

Owner/Planner – The person assigned by the responsible Project Manager, who is responsible for the implementation of the PRS work planning process including: ensuring that the makeup of the work planning team is consistent with the requirements of the scope of work; overseeing planning activities; assembling the final work control document package, and gaining required approvals, prior to work execution. During work execution, the Owner/Planner is responsible to support the execution team in the preparation, review, and approval, of work package revisions.

Planning Team – Personnel identified by the Owner/Preparer as being required to determine applicable portions of the work requirements for the defined work scope.

Quality Assurance – The PRS project support group that is responsible to define and verify the implementation of Quality Assurance requirements specified in applicable standards and procedures including the establishment of applicable quality objectives and performance measures.

Radiological Controls or Radcon – The PRS project support group responsible for the implementation of radiological controls requirements, including Health Physics Technicians, Radiological Engineers, and Health Physicists.

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Responsible Project Manager – The person responsible for the authorization of planned work and the assignment of project personnel (Owner/Planner, Front Line Manager or Supervisor, etc.) to the work planning, execution and close-out processes

Revision – A formal change to a work package prepared under the authority of the Owner/Preparer and approved by representatives of the organizational entities that approved the original work package.

Self-Performed Work – Work activities that are developed, planned, funded, approved, executed, supervised, and managed primarily by PRS employees or one of the PRS Team subcontractors. Loaned service employees from other companies may execute work while under the direction and supervision of the Paducah Remediation Services, LLC (serves as the prime remediation contractor to DOE).

Subcontracted Work – Work performed for PRS by a “non-Team” subcontractor.

Work Package – An assembly of work control documents dedicated to the safe and successful completion of an identified work scope that is not routine or for which there are no approved performance procedures.

Work Scope – Information needed for a clear understanding of everything expected to complete a work activity.

ACRONYMS

AHA – Activity Hazard Analysis
CAAS – Criticality Accident Alarm System
DCC – Document Control Center
DOE – Department of Energy
DSA – Documented Safety Analysis
H&S – Environment, Safety and Health
FM – Facility Manager
GVWR – Gross Vehicle Weight Rating
ISM – Integrated Safety Management
ISMS – Integrated Safety Management System
N/A – Not Applicable
NCS – Nuclear Criticality Safety
NEPA – National Environmental Policy Act
PM – Project Manager
PRS – Paducah Remediation Services, LLC
PSS – Plant Shift Superintendent
RCRA – Resource Conservation and Recovery Act
RWP – Radiation Work Permit
SB – Safety Basis
SSAS – Shared Site Activity Screening
SWMU – Solid Waste Management Unit
TSR – Technical Safety Requirements
UCD – Unreviewed Change Determination
USEC – United States Enrichment Corporation
USQD – Unreviewed Safety Question Determination

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Attachment B
Work Execution Process Flow
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Self-Performed Work

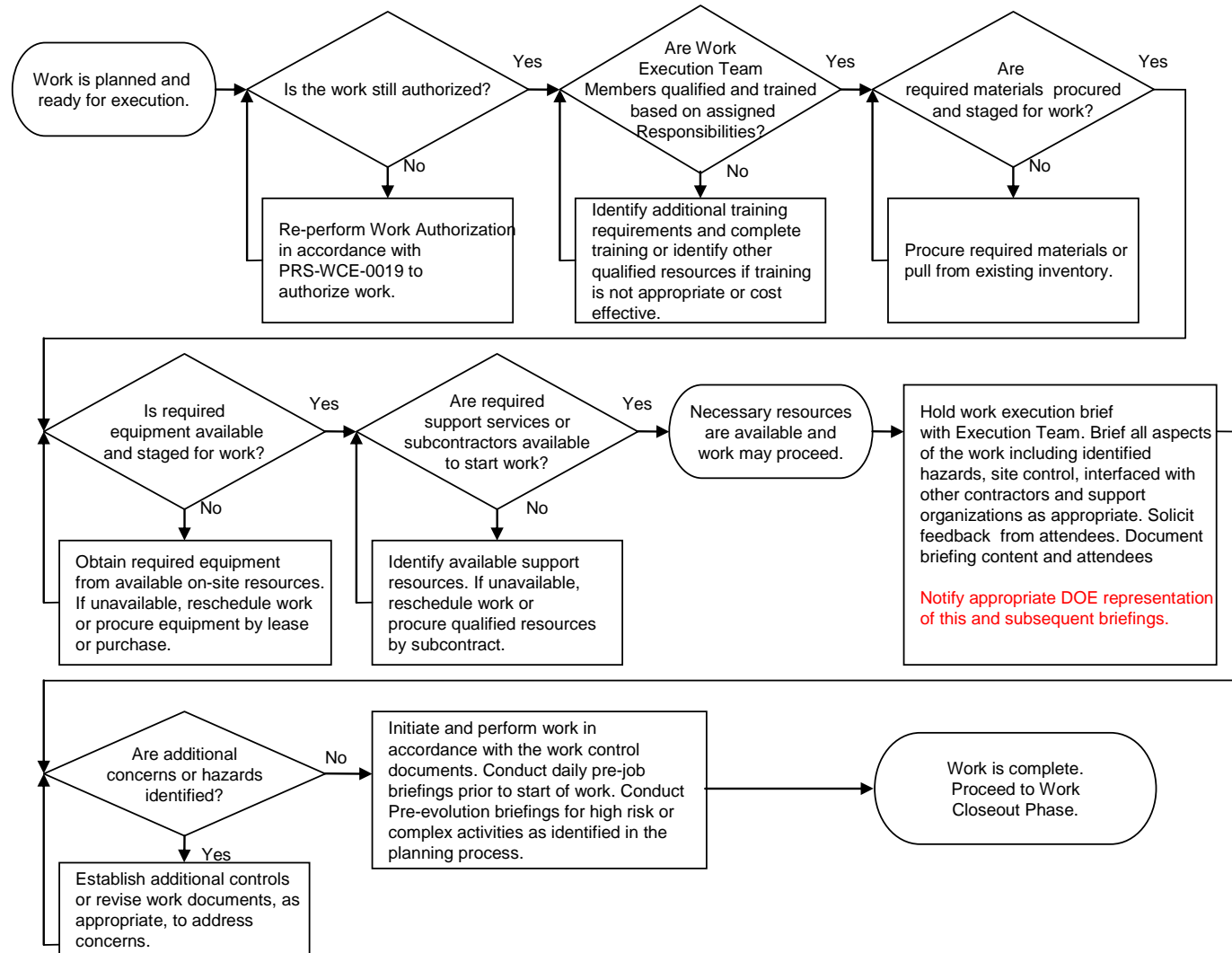


Chart 1 - Self Performed Work

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Attachment B
Work Execution Process Flow
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Subcontracted Work

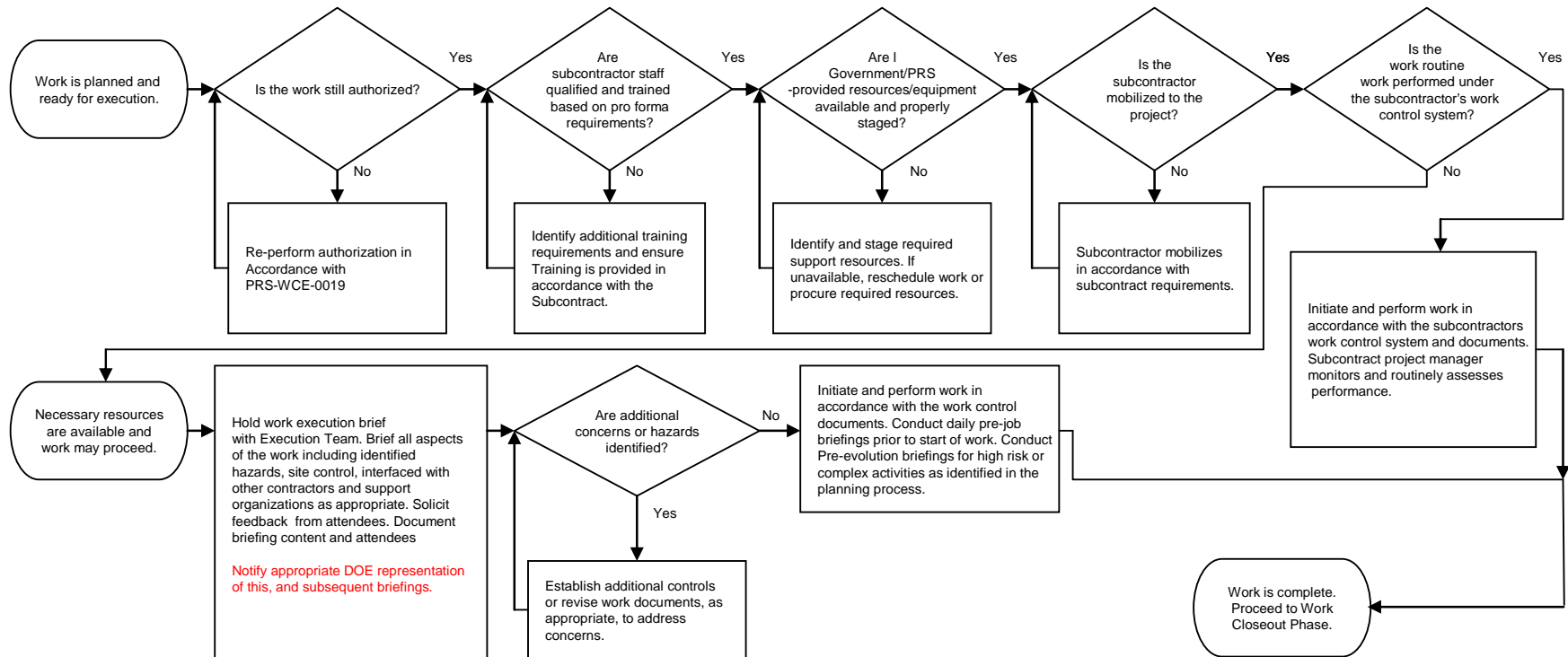


Chart 2 - Subcontracted Work

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**Attachment B
Work Execution Process Flow
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Document Revision Process**

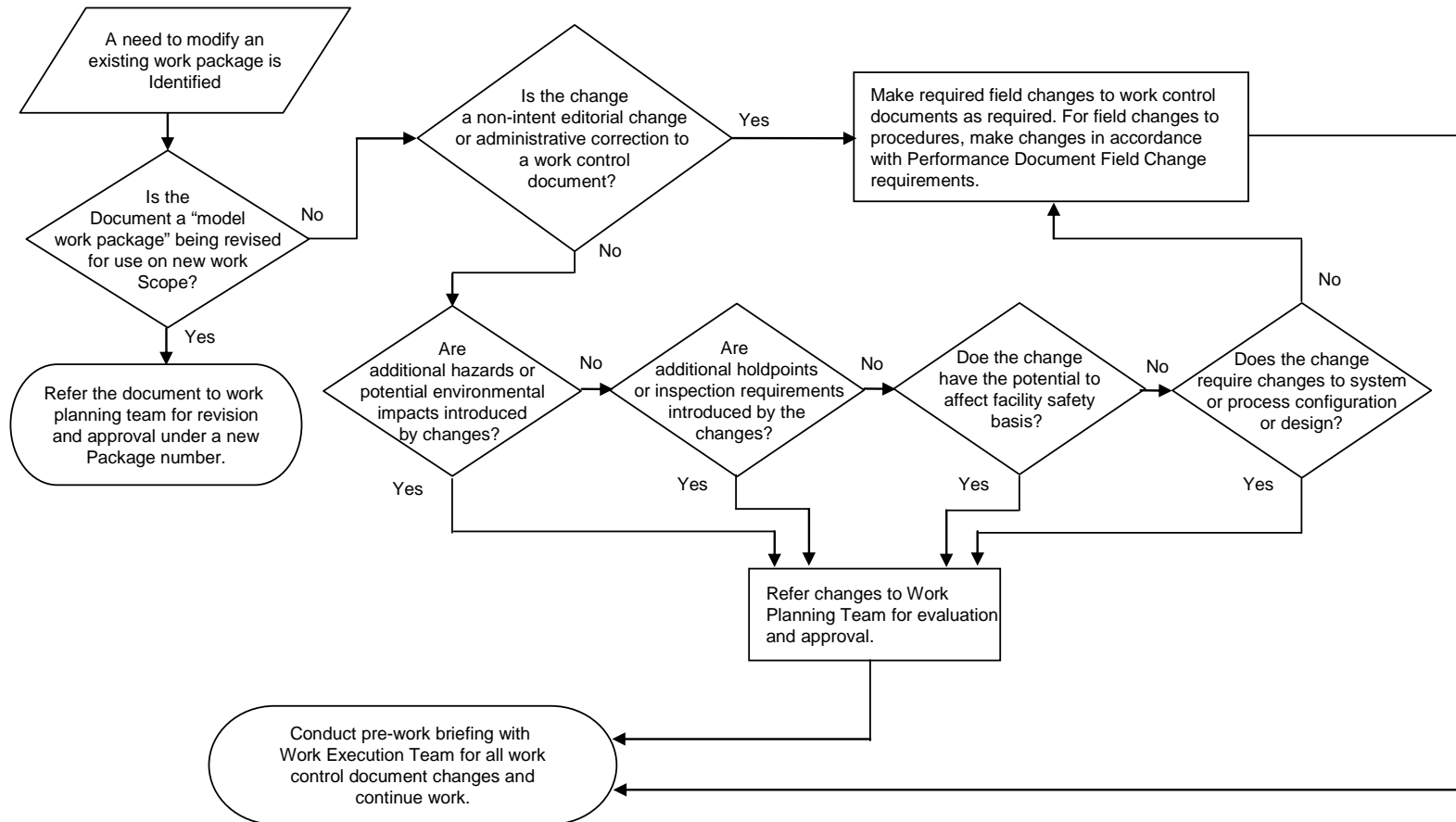


Chart 3 - Document Revision Process

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**Attachment C
Execution Team Briefing Requirements
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Reason for Briefing	Briefing Required	Documentation
Supervisor, Craft Labor, or Support Staff assigned to Non-Routine Work for greater than one shift	Full Pre-Work Briefing and Training Verification (Briefing Topics identified in PRS-WCE-0021, Section 4.2.1)	Pre-Work Briefing and Training Verification (WCE-F-0043)
Temporary Craft Labor assigned for to specific task (equipment operations, waste loadout, etc.) no greater than one shift in task duration	Task-Specific Briefing and Training Verification	Pre-Shift Briefing and Worker Feedback
New Supervisor, Craft Labor, or Support Staff assigned to Routine Project Work	Pre-Shift Briefing	Pre-Shift Briefing and Worker Feedback
Change in radiological conditions or work location	Changed Conditions Briefing	Pre-Shift Briefing and Worker Feedback

OWNER: Work Control, Engineering, Facilities & Training	PRS-WCE-0021
TITLE: WORK EXECUTION	REV. NO. 2
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**Form WCE-F-0042
WORK PACKAGE COVER SHEET**

Page 1 of 1

This is an only an example of the form. See Document Control Center for usable form.



WCE-F-0042

Work Package Cover Sheet

Part A - Work Scope Description	
¹ Work Package Title:	² Revision No.
³ Facilities/Work Locations:	⁴ Work Package Number: <small>(For New Work Packages, Obtain From Document Control)</small>
⁵ Facility Type: <input type="checkbox"/> Nuclear <input type="checkbox"/> Radiological <input type="checkbox"/> Industrial <input type="checkbox"/> N/A	⁶ Facility Manager:
⁷ Type of Work (Check one): <input type="checkbox"/> Routine <input type="checkbox"/> Non-Routine <input type="checkbox"/> Maintenance	
⁸ Project: <input type="checkbox"/> Facility Disposition <input type="checkbox"/> Material Disposition <input type="checkbox"/> Environmental Restoration <input type="checkbox"/> Environmental Monitoring	
⁹ Work Authorization:	
¹⁰ Work Scope (for new packages only):	

¹¹Description of Revision (for revisions only):

¹²Work Instructions Included in this Package (List all Titles and required sequence of performance if any):

¹³USQD/UCD Number(s): N/A ¹⁴ USQD/UCD Screener (Sign if USQD/UCD is N/A):

Part B - Required Approvals			
Position	Printed/Typed Name	Signature	Date
Work Scope Owner/Planner			
Front Line Supervisor			
ES&H Representative			
Nuclear Safety Engineer			
Quality Assurance			
Other required approvals as specified on Form WCE-F-0056 for this work package.			
Facility Manager (for work in Nuclear or Radiological Facilities)			
Radiological Controls (for radiological work)			
Nuclear Criticality Safety (for work with fissile material)			
Other:			
Other:			
Other:			
Other:			
Project Manager:			

OWNER: Work Control, Engineering, Facilities & Training	PRS-WCE-0021
TITLE:	REV. NO. 2
WORK EXECUTION	Page 21 of 21

Form WCE-F-0053
PRE-SHIFT BRIEFING AND WORKER FEEDBACK
Page 1 of 1

This is an only an example of the form. See Document Control Center for usable form.



WCE-F-0053

**Pre-Shift Briefing
& Worker Feedback**

WORK RELEASE NUMBER(S):	SUPERVISOR (Name):	DATE:
SAFETY TOPIC:	NEW LESSONS LEARNED (if applicable):	
CHANGED CONDITIONS (Work Locations, Hazards, Anomalous Conditions, Incidents, etc.):	APPLICABLE WORK CONTROL DOCUMENTS (Work Instructions, Procedures, AHAs):	PERMITS IN PLACE or NEEDED:

PLANNED WORK ACTIVITIES FOR THIS SHIFT				
Work Activity/Task	Hazards	Engineering/Admin Controls	PPE Level (A,B,C, or D)	Hold Point? (Check if Yes)
1)				<input type="checkbox"/>
2)				<input type="checkbox"/>
3)				<input type="checkbox"/>
4)				<input type="checkbox"/>
5)				<input type="checkbox"/>
6)				<input type="checkbox"/>
7)				<input type="checkbox"/>
8)				<input type="checkbox"/>

NOTES (include modifications to Standard PPE Requirements):

WORKER FEEDBACK:

Attendees (By initialing this form, attendees indicate that they have been briefed on the indicated task(s) and have had an opportunity to provide feedback regarding task performance, potential hazards, and controls. By initialing, attendees indicate an understanding of their responsibility to stop or suspend any work activity that they feel is unsafe, or as required to correct unsafe conditions in the work environment and that they are physically able to perform assigned activities without impairment or medical restriction, unless otherwise noted.)

Printed Name	Initials	Printed Name	Initials	Printed Name	Initials	Printed Name	Initials

BRIEFING PERFORMED AND FITNESS FOR DUTY¹ VERIFIED BY (Signature):	Pre-Shift Briefing and Worker Feedback - Page <input type="text"/> of <input type="text"/>
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¹Fitness for duty is the ability to perform tasks associated with assigned job responsibilities. Fitness for duty requirements address the physical rigor associated with workplace tasks and the ability to use assigned personal protective equipment. Management controls include hiring and retention practices that determine fitness for duty based upon position descriptions, pre-placement physical, occupational medical determinations, and supervisor observations of general readiness to perform work. Fitness for duty may be compromised as a result of occupational/non-work related injury, illness or the use of alcohol/drugs. It is the responsibility of the employee to self-declare impairments to fitness for duty and supervision to request formal determinations should observations or questions arise in the workplace.