

**Swift & Staley Team/DOE Paducah Site
Classification Office (CO)/Technical Information Office (TIO)
and Operations Security (OPSEC) Release Form**

To Be Completed by Person Requesting Release
(Required to be completed prior to submittal to CO/TIO/OPSEC)

Date 05/13/2009 Date Release is Required 05/13/2009
Person Requesting Release Teresa Overby Phone Number (270) 441-5188
Mailing Address 761 Veterans Avenue, Kevil, KY 42053
Organization Paducah Remediation Services, LLC, SPCI
Document Number _____ Number of Pages 2 pages
Accession Number (DMC only) _____
Document Title/Date PRS-WCE-0044, ADHERENCE TO PERFORMANCE DOCUMENTS, 07/08/2011

Author _____ Corporate Author _____

Media (Check all that apply)

Paper Photo Diskette Drawing Video CD Report/Letter Other _____

Project Subcontract/Task Order _____

Requestor/Purpose of Release public

DO NOT WRITE BELOW THIS LINE – CO/TIO/DC/OPSEC USE ONLY

Classified Yes No

UCNI Yes No

ECI Yes No

OUO Yes No

Type of Release (Check One)

Public Release Internal Release Only Limited Release

Reason (Check all that apply)

Circumvention of Statute Statutory Exemption Commercial/Proprietary
 Personal Privacy Privileged Information OPSEC

Other/Comments _____

DC *M Breneman* Date MAY 13 09

TIO *M Breneman* Date MAY 13 09

Reviewing Official _____ Date _____

OPSEC *M Breneman* Date MAY 13 09

OWNER: Work Control, Engineering, Facilities & Training	PRS-WCE-0044	REV. NO. 0
SUBJECT MATTER AREA: Work Control	PREPARER: Tim Fralix	Page 1 of 1
DOC TYPE: <input type="checkbox"/> PROCEDURE <input checked="" type="checkbox"/> POLICY	APPROVED BY/DATE: Russ Boyd 7/08/2008 signature on file in DCC	
<input type="checkbox"/> OPERATING PROCEDURE <input type="checkbox"/> FACILITY SPECIFIC PROCEDURE Facility: _____	EFFECTIVE DATE: 7/08/2008	
TITLE: Adherence to Performance Documents		
USQD <input checked="" type="checkbox"/> UCD <input checked="" type="checkbox"/> CAT EX <input type="checkbox"/>	REQUIRED REVIEW DATE: 7/08/2011	
USQD/UCD No: USQD-PH-SITE-0155, UCD-PH-SITE-0254	If an interim Procedure, Expiration Date:	
Mandatory Subcontractor Pro Forma Procedure? <input checked="" type="checkbox"/>		

ADHERENCE TO PERFORMANCE DOCUMENTS

Consistent with Integrated Safety Management System Core Function Four, “Perform Work Within Controls,” it is the policy of PRS to perform all project work in compliance with the standards and requirements established by DOE Prime Contract DE-AC30-06EW05001. These standards and requirements are interpreted by designated PRS Subject Matter Experts and implemented by approved PRS Performance Documents.

In order to effectively implement this policy, PRS managers and supervisors will promote and, if necessary, enforce the following requirements as performance objectives for all PRS projects and work activities:

1. PRS personnel, and subcontractors performing work on behalf of PRS, shall strictly adhere to the requirements established in approved PRS performance documents at all times.
2. If a performance document cannot be followed or clearly interpreted, the activity or process described will not be performed until a clear and operable document can be provided for the performance of the work.
3. If a document user, or activity performer, believes the documented work steps in a PRS performance document, or any omission of requirements or work steps, may represent a risk to worker safety, the environment, or quality, the activity or process will not be performed until all such concerns are appropriately resolved.
4. Prior to executing work using any performance document, document users or frontline managers/supervisors, as applicable, shall verify the validity of the document for work performance based on its approval by competent authority, the defined effective date of the document, and the mandatory review requirements specified for the document (annual for site/project-specific plans, triennially for all other performance documents).

Unless otherwise specified within the body of the performance document, PRS performance documents are “General Use” documents. This “level of use” requires that performers of work

activities have the ability to immediately reference the document, if needed, either directly (by maintaining the procedure in the immediate vicinity of the work activity) or indirectly (by maintaining contact with a competent front line supervisor who retains the document and issues verbal or written instructions to performers, from the performance document, as needed). The frequency with which the activity performers refer to the procedure or obtain instructions will vary depending on the training and experience of the activity performers, and the complexity of work to be performed. The reference frequency must be sufficient, however to ensure adherence to the requirements of the document. For "General Use" procedures, sequence of performance requirements are defined within the body of the performance document and will also be strictly adhered to.