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CP3-SM-1102 FRev. 6	**TITLE**: Activity Level Work Execution and Closeout	Page 1 of 35
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REVISION/CHANGE LOG

Revision/Change Letter	Description of Changes	Pages Affected	Date of Revision/Change
FR0	Bluesheet	All	10/18/2017
FR1	Intent revision from blue sheeted procedure.	All	12/19/2017
FR2	General Revision	All	05/22/2018
FR3	General Revision	All	06/14/2018
FR4	General Revision	All	08/23/2018
FR5	Changed to recognize USQ Pre-Screen, and add intent/non-intent definitions	All	03/19/2019
FR5A	Intent change to add references to the Readiness Review program in Sections 2.1 and 4.3, add bullet to Note above Step 6.2.8, add new Step 6.2.8, change Note above Step 6.6.7, change Step 6.6.7A, and change Appendix D.	3, 5, 12, 13, 16, 33	04/08/2019
FR5B	Administrative changes, added reference to CP3-SM-1101-F13 throughout, removed 2 bullets from Note above Step 6.4.1, removed all reference to “USQ Pre-Screener” Step 6.6.7, change Step 6.7.6, deleted a definition, changed Appendices B and D.	10, 13, 14, 16-19, 21, 22, 30, 31, 33	08/28/2019

FR5C	Non-intent change to add use reference, address wording clarification Step 6.6.3, Section 6.6 & 6.7 Notes and Engineering titles.	3, 5, 7, 15-17, 21	9/17/2019
FR6	Added NOTE prior to 6.2.5 and 6.2.7; changed Section 6.10 to further clarify for, and underscore importance of performing supervisor ensuring actual completion date from the PM work order cover page is entered into the CMMS prior to work order being status as finished (CA-002016); changed Appendix C for traceability.	All	12/30/19

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1.0 PURPOSE AND SCOPE

1.1 Purpose

This procedure defines the processes used by the Paducah Gaseous Diffusion Plant (PGDP) Deactivation & Remediation (D&R) contractor for execution and closeout of Activity Level Work (ALW).

1.2 Scope

This procedure applies to the field execution and closeout of PGDP D&R contractor ALW.

Any Work Instruction (**NOT** requiring changes) approved prior to the effective date of this procedure is considered "grandfathered" until either the next revision or the next required review date of that Work Instruction.

The requirements of this procedure **DO NOT** apply to the following:

- Activities defined as "exclusions" to work planning in CP3-SM-1101, *Work Package Development.*
- Subcontractor activities executed according to CP3-SP-0019, *Subcontractor Work Planning and Execution.*
- Training activities performed in accordance with CP3-TR-0102, *Conduct of Training.*
- Activities performed by subcontractors, vendors, or third parties at an off-site location.
- Performance documents used as work control that are developed and maintained in accordance with CP3-OP-0002, *Developing and Maintaining Performance Documents.*

2.0 REFERENCES

2.1 Use References

- CP1-NS-3000, *Documented Safety Analysis*
- CP2-OP-1119, *Readiness Review Program at the Paducah Gaseous Diffusion Plant, Paducah, Kentucky*
- CP3-EN-0307, *Engineering Procurement Specification*
- CP3-HS-2009, *Stop/Suspend Work*
- CP3-NS-2001, *Unreviewed Safety Question Reviews*
- CP3-OP-0004, *Readiness Applicability and Review Level Determination Process Startup Notification Report*
- CP3-OP-0025, *Document Control Process*
- CP3-OP-0201, *Tracking of Inoperable TSR Structures Systems and Components and Mode Changes*
- CP3-OP-0207, *Use of Procedures*
- CP3-QA-2004, *Material Receipt Inspection*
- CP3-QA-3001, *Issues Management*

- CP3-QA-3002, *Operating Experience/Lessons Learned*
- CP3-RD-0010, *Records Management Process*
- CP3-SM-1101, *Work Package Development*

2.2 Source References

- CP1-NS-3001, *Technical Safety Requirements (TSRs) for the U.S. Department of Energy Paducah Site Deactivation Project*
- CP2-ES-0101, *Paducah Deactivation Project Environmental Management System*
- CP2-HS-1000, *Integrated Safety Management System Description for the Paducah Gaseous Diffusion Plant, Paducah, Kentucky*
- CP2-HS-2000, *Worker Health and Safety Program for the Paducah Gaseous Diffusion Plant, Paducah, Kentucky*
- CP2-NS-1000, *Nuclear Criticality Safety Program Description Document at the Paducah Gaseous Diffusion Plant, Paducah, Kentucky*
- CP2-OP-1100, *Conduct of Operations Program*
- CP2-QA-1000, *Quality Assurance Program Description for the Paducah Gaseous Diffusion Plant, Paducah, Kentucky*
- CP2-SM-0018, *Paducah Deactivation Project Nuclear Maintenance Management Program*
- CP2-SM-1000, *Activity Level Work Planning and Control Program Paducah Gaseous Diffusion Plant Deactivation and Remediation Project*
- CP3-SP-0018, *Subcontractor Oversight*
- CP3-OP-0002, *Developing and Maintaining Performance Documents*
- CP3-OP-1118, *Facility Management*
- CP3-QA-1001, *Graded Approach*
- CP3-QA-2003, *Quality Inspection*
- CP3-QA-2005, *Nonconformance Control*
- CP3-SM-0006, *Technical Safety Requirements Implementation*
- DOE G 424.1-IB, *Implementation Guide for Use in Addressing USQ Requirements*

3.0 COMMITMENTS

Nuclear Safety (NS), Nuclear Criticality Safety (NCS), and other regulatory requirements incorporated into work packages must be identified and adhered to during work execution.

4.0 RESPONSIBILITIES

4.1 Craft Workers

4.1.1 Participates in pre-job briefings and post-work reviews and debriefs as applicable to the work type being performed.

4.1.2 Maintains a questioning attitude during execution of work.

4.1.3 Provides feedback and identifies concerns and issues associated with work execution.

4.1.4 Pauses or stops work, as required by CP3-HS-2009, *Stop/Suspend Work*, if concerns are identified that identify imminent hazard(s) or possible unsafe condition(s).

4.1.5 As assigned, maintains control of Work Package during work performance, including place keeping, and by neatly and correctly completing required forms and logs.

4.2 Facility Manager or Designee

4.2.1 Coordinates any new work planned with Readiness Review Program Manager, in accordance with CP2-OP-1119, *Readiness Review Program at the Paducah Gaseous Diffusion Plant, Paducah, Kentucky*, prior to authorizing start work.

4.2.2 Authorizes, or delegates authorization of, ALW in facilities under their control.

4.2.3 Maintains awareness of work in progress in assigned facilities.

4.2.4 Stays cognizant of the safety significant Structure, System, or Component (SSC) status in facilities under their authority.

4.2.5 Verifies completeness (for example: has necessary close-out signatures) and documents acceptance of completed Work Packages, including completion of required Post-Maintenance Testing (PMT) within assigned facilities.

4.2.6 Ensures Responsible Engineer reviews and accepts completed Work Packages that result in a modification.

4.2.7 Ensures Cognizant System Engineer reviews and accepts completed Work Packages after corrective maintenance (CM) work on an active Safety Significant SSC/System (for example: Criticality Accident Alarm System [CAAS], in accordance with CP1-NS-3000, *Documented Safety Analysis*).

4.3 Supervisor

4.3.1 Provides oversight for the overall execution and closeout of ALW.

NOTE:

- Revision controlled Type 2 Work Instructions will have an instruction and revision number in the upper right corner.
- Non-revision controlled Type 2 Work Instructions will have the Work Order (WO) number in the upper right corner.

4.3.2 **If** performing work per a revision controlled Type 2 Work Instruction, **then** ensures that the instruction is the most current revision.

4.3.3 Ensures that work is authorized prior to performance.

4.3.4 Conducts and documents briefings as applicable to their work type. Evaluates the need for additional briefings as appropriate to ensure worker awareness of hazards and controls.

4.3.5 During briefings, observes the general fitness for duty of work team members to verify, based on observations, that all team members are fit and ready to perform assigned tasks.

4.3.6 Identifies a location for briefings that, to the extent practical, promotes team member focus on the briefing information presented.

4.3.7 Ensures that support personnel are notified of time and location of briefings.

4.3.8 For work performed using Work Packages, documents work interruptions, pauses, stop work, and hold status of work using the status log provided with the Work Package.

4.3.9 Corrects errors and incomplete documentation identified in Work Package during closeout reviews to provide an accurate and complete record of the work performed.

4.3.10 Submits feedback and lessons learned information in a timely manner to capture information for process improvement.

4.3.11 Identifies unresolved feedback that needs to go back to planning for consideration during future planning activities.

4.3.12 Disseminates new lessons learned to work crews when identified.

4.3.13 Ensures proper turnover of work status when transferring responsibilities to another Supervisor.

4.3.14 Ensures good housekeeping practices are followed during the performance of work and that work areas are cleaned and restored after the completion of work or the work activity cycle.

4.3.15 Promotes a safety conscious work environment during work performance including promoting a questioning attitude and taking responsibility to stop work when appropriate.

4.3.16 Ensures revisions of documents will **NOT** affect in progress work control documents.

4.4 Responsible Manager (RM)

4.4.1 Provides oversight for all PGDP D&R contractor work scope and activities (for example, initiation, planning, training, execution, monitoring and control, and closure) performed under their cognizance.

4.4.2 Ensures all work is performed in strict adherence to site and facility safety basis requirements as defined in Documented Safety Analysis (DSA) and Technical Safety Requirement (TSR) documentation.

4.4.3 Supports and promotes a safety conscious work environment.

4.4.4 Ensures that the feedback process is implemented effectively for all work activities.

4.4.5 Directs, leads, and manages assigned personnel including contractors and contract labor resource personnel.

4.4.6 Ensures work scopes are executed in a safe, cost-effective, and compliant manner, while meeting project performance objectives and goals.

4.4.7 Serves as the focal point for both internal and external communication on the project.

4.4.8 Ensures that assigned resources are applied to execute the project successfully and meet project commitments.

4.4.9 Ensures that work does **NOT** begin until funding and the required work authorizations are in place and approval from the Facility Manager (FM) has been obtained.

4.4.10 Ensures that work is performed in strict adherence to work instructions and conduct of operations requirements.

4.4.11 Determines the need for the use of episode work packages.

4.5 Nuclear Facility Manager/Plant Shift Superintendent

4.5.1 For work involving a safety significant SSC, authorizes start work in addition to the FM.

4.5.2 Maintains awareness of work in progress that impact the approved TSRs.

4.5.3 Stays cognizant of the safety significant SSC status in facilities start work authorized in addition to the FM.

4.5.4 Reviews, verifies, and documents restoration of operability of active safety systems upon completion of work that affected operability of those systems consistent with PMT and return-to-service requirements defined in CP2-SM-0018, *Nuclear Maintenance Management Program,* and CP3-OP-0201, *Tracking of Inoperable TSR Structures Systems and Components and Mode Changes.*

4.6 Planning Manager

4.6.1 Ensures unaccounted for Work Packages are identified and Corrective and Preventive Action(s) (CAPA) are generated to resolve the unaccounted for Work Packages.

4.6.2 Monitors Feedback Log and enters CAPA into Issues Management when needed.

4.7 Unreviewed Safety Question (USQ) Preparer or Reviewer

Reviews and approves changes based on the applicable safety basis documents and controls.

4.8 Work Planner

4.8.1 **If** needed to support work execution, **then** leads the revision and approval of Work Packages and/or Work Instruction.

4.8.2 **If** needed to support work execution, **then** initiates procurement of parts and materials necessary to perform work tasks.

4.8.3 Enters items into Feedback Log for unresolved worker feedback.

4.9 Work Package Control Center

4.9.1 Closes and archives completed Work Packages in a retrievable location using the PGDP D&R contractor intranet.

4.9.2 Submits feedback and lessons learned identified during the closeout process to the Work Planner.

4.9.3 Maintains control of Work Packages in delay status and during extended work interruptions when returned by the Supervisor.

4.9.4 When requested by Supervisor, ensures work WO status is updated when work must be rescheduled, including identifying the reason for the hold status, if known, in the computerized maintenance management system (CMMS).

4.10 Preventive Maintenance (PM) Coordinator

Reviews PM work packages upon completion.

4.11 Designated Records Coordinator

Manages records according to Section 7.2.

5.0 GENERAL INFORMATION

5.1 Data, log, and place keeping entries (when necessary) in work packages and associated forms adhere to the following:

- Entries are made using DARK ink and are legible.
- Work status entries include the printed name and are signed and dated by the individual making the entry.
- Entries are made in the appropriate block or line provided on the form containing the appropriate data, or marked as not applicable or indicated by the use of N/A or NA, when appropriate.
- Work steps in sections that are not applicable to a task being performed may be marked N/A or NA and the reason documented in the CP3-SM-1101-F13, *Work Control Status Log Continuation Sheet*.
- No correction tape or white-out is used.

- Incorrect entries and deletions are crossed through using a single line, initialed, and dated by the individual making the correction.
- Insertions or notations made after initial form completion are initialed and dated.
- Data is recorded consistently and **NOT** covered by labels or stickers.
- At least one CP3-SM-1101-F13 entry during each shift that work is performed is made to document issues, work status, and work completed during that shift of operations.
- Unused sections and lines of forms and logs are voided by filling the unused area with a "Z" line, initials, and date.
- All entries, including calculations, measurements, figures, and tables, are accurate.
- Forms include a date and signature of the person(s) recording the information.
- Adequate entries are made in logs to recreate and describe work performed.

5.2 This procedure does **NOT** cover how ALW is scheduled or released. Scheduling and work assignments are the responsibility of the performing organizations, such as Stabilization & Deactivation (S&D), Surveillance & Maintenance (S&M), Environmental Services, or Operations. They are typically controlled by a CMMS, project schedule, or plan of the day or week (POD or POW) authorizations.

5.3 No documented briefing is required for any “excluded” activities, such as tours, inspections, work planning walk downs, or oversight activities.

5.4 By approving work start for a Work Package, the FM or designee indicates that all prerequisite conditions have been established. This includes permit protection and proper alignment of systems or equipment to meet any required prestart conditions and the work to be performed is within the facilities safety basis for performance.

5.5 **If** an unexpected condition, hazard, or other change (including new information such as lessons learned or worker feedback) is identified during work execution, **then** affected work scope shall be discontinued **and** the Supervisor notified.

5.6 Unapproved Work Packages shall **NOT** be used to perform ALW.

5.7 Any non-compliance issue shall be reported in accordance with CP3-QA-3001, *Issues Management.*

5.8 Supervisors are to ensure revisions of documents will **NOT** affect work control documents being worked.

5.9 Any work package may be used as an episode work package at the discretion of the RM by utilizing CP3-SM-1101-F06, *Episode Sheet,* to document multiple start work authorizations and work acceptances.

6.0 INSTRUCTIONS

6.1 Type 1: Work Package Initial Work Briefing

NOTES:

- This is a one-time briefing conducted at start-up of Type 1: Work Package work to familiarize personnel with the work scope, hazards, and controls to protect personnel from those hazards.
- The briefing process in this section may be utilized for work scopes of lesser performance risk at the discretion of the RM.

RM and/or Supervisor

6.1.1 Conduct a High Risk Work Briefing as follows:

A. Notify the U.S. Department of Energy (DOE) Site Office Facility Representative of the time and location of the initial briefing for Type 1 Work Packages to allow Site Office participation at their discretion.

B. Document the briefing using CP3-SM-1101-F04, *Pre-Job Brief and Status Log,* and CP3-SM-1101-F13, if needed.

6.1.2 Include in this briefing all relevant aspects of the work as follows:

- The work scope to be performed (including bounding conditions and locations).
- Anticipated initial conditions, pre-start requirements, and prerequisites to work scope performance.
- Performance expectations (established goals, completion requirements, and performance measures).
- Precautions and limitations associated with the work scope as defined in Work Instructions.
- Work Instruction adherence requirements.
- Major work steps (including quality hold points, critical or safety significant steps, and sequencing of Type 1 Work Instructions).
- 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 elimination and mitigation, including engineering controls, administrative controls, and protective equipment requirements.
- Required permits [for example, Radiological Work Permit (RWP) including the RWP number, scope listed on RWP, task, Personal Protective Equipment (PPE), and limiting conditions.]
- Site control and access requirements for all work locations.
- Interface requirements (DOE, other site contractors, and other PGDP D&R contractor work).

- Project or task organization and assignments.
- Anticipated error-likely situations and error prevention tools.
- Stop or suspend work authority, questioning attitude expectations, and response to unexpected conditions.
- Other task-specific information necessary for safe performance of assigned work tasks.
- Training and medical surveillance requirements for workers executing the work scope.
- Opportunity for worker feedback.

NOTE:

Section **6.9** provides actions required to respond to worker concerns or feedback.

6.1.3 **If** briefing feedback identifies additional hazards, worker concerns, or improvements to work processes, **then** evaluate the need to make changes, or to revise the Work Instruction or procedures based on feedback.

6.1.4 **If** changes or revisions to approved Work Instructions are required, **then** complete required changes according to Section **6.6** or **6.7** before proceeding with work execution.

6.2 Execution of All Types of Work Performed with a Work Package

Supervisor

NOTE:

It is permissible for more than one work crew to execute work under a shared Work Package.

6.2.1 Obtain any needed Work Package from the Work Package Control Center (WPCC) or other area, such as Deactivation Project Document Location or the Planner.

6.2.2 **If** the work activity is a Type 1 Work Package, **then** perform a briefing according to Section **6.1**.

NOTE:

Assistance or support from appropriate Subject Matter Expert (SME) should be obtained as necessary to perform positive identification of system, component, or location to be maintained or repaired.

6.2.3 Prior to beginning work, perform the following:

- Ensure that conditions have **NOT** changed since the work was planned (to ensure controls are still adequate).
- Confirm the work boundaries identified are correct.
- Positively identify the system, or component, or location to be worked on or in.

NOTES:

- Quality level (QL) and associated inspection requirements are defined in CP3-EN-0400, *Quality Level Determination*. Quality Control inspects QL-2, QL-3 and QL4 (as required by Engineering) parts in accordance with CP3-QA-2004, *Material Receipt Inspection*, and QC accepted/serviceable tags.
- CP3-SM-1101-F11, *Work Order Materials/Parts Worksheet*, includes parts and material and associated purchase requisition information for ordered parts for tracking purposes.

6.2.4 Prior to beginning work, confirm that all required parts are available, or will be available when needed, and that parts are inspected, accepted and tagged based on their QL as defined by the Work Package.

NOTE:

Appendix C, *Traceability, Storage, and Access Control of QL-2 and QL-3 Parts*, provides additional requirements for parts traceability, storage, and access control.

6.2.5 Ensure traceability, storage, and access control of QL-2, QL-3, and QL-4 (as required by Engineering) parts is maintained throughout work execution and closeout following the requirements of CP3-EN-0307, *Engineering Procurement Specifications*, and CP3-QA-2004, *Material Receipt Inspection*.

6.2.6 **If** work involves a safety significant SSC as identified on the WO or work package cover page, **then** obtain work start authorization from the Nuclear Facility Manager (NFM).

NOTES:

- Work in maintenance shops is authorized by the FM responsible for the facility where the shop is located.
- **If** work start authorization is obtained via email, **then** the email must be included in the work package.
- **If** work start authorization is obtained via telecom, **then** the authorization shall be documented in the work package.
- Approvals must be in the form of a physical signature and date by either the approver or authenticator (for example, Planner, Planning Manager, Responsible Manager, etc.)

6.2.7 Obtain work start authorization from the FM or designated authority.

NOTES:

- Supervisor requests the entire execution team including necessary support staff, such as, Industrial Hygiene, Radiological Controls and Safety, are present at the pre-job briefing. **If** a High Risk Work briefing was conducted in Section **6.1**, **then** that briefing may be used in lieu of the pre-job briefing for that day.
- By signing the form, execution team members acknowledge their participation in a briefing on the work scope to be performed, including a review of applicable job hazards and controls.
- By signing the form, supervisors acknowledge verification that the execution team members were briefed and have the training needed to perform assigned tasks.
- By signing the form, support personnel acknowledge their participation in a briefing on the work scope to be supported, including a review of applicable job hazards and controls.
- Questions/issues brought up during pre-job briefing should be addressed prior to starting work.

FM or NFM/PSS

6.2.8 Perform the following during start work authorization.

- Ensure that requirements of DSA or TSR will not be violated.
- Implement any required Limiting Condition for Operation (LCO).
- Remove equipment from service (issues lockout as needed to perform work).
- Ensure all prerequisite conditions have been established.
- Ensure requirements of CP3-OP-0004, Readiness Applicability and Review Level Determination, are met.
- Approve and/or sign for start work, if conditions met and work can be performed safely.

6.2.9 Perform pre-job briefing **and** document the briefing on CP3-SM-1101-F04, *Pre-Job Brief and Status Log,* and CP3-SM-1101-F13, if needed, for Type 1, 2, and 4 work packages or CP3-SM-1101-F02, *Type 3 Work Instruction,* for Type 3 work packages.

6.2.10 Using the process defined in Section **6.9**, resolve worker identified issues and concerns during work performance.

Craft Worker

NOTES:

- Work may **NOT** proceed past a Hold Point until that hold point step is completed and authenticated by the specified Hold Point representative (such as QC).
- A non-conditional Quality hold point may be waived with approval from Engineering and the Quality Manager and shall be documented in the Work Control Status Log.
- Performance expectations for each type of work package are defined in Appendix A, *Acronyms/Definitions*.

6.2.11 Obtain required permits **and** execute work in accordance with the Work Package.

Craft Worker and/or Supervisor

6.2.12 Document activities performed each shift and pertinent information regarding work completed using the Work Control Status Log to adequately describe and enable recreation of work performed.

6.2.13 Document instrumentation used as Measuring and Test Equipment (M&TE) to provide a record of traceability on the Work Control Status Log.

6.2.14 Document any parts or materials to be reordered or restocked on CP3-SM-1101-F11.

Supervisor

6.2.15 **If** there are problems or issues preventing work completion as scheduled, **then** notify the appropriate RM or FM.

6.2.16 **If** additional parts or materials are identified as necessary to complete work associated with WO, **then** complete CP3-SM-1101-F11 **and** return the form to the Work Planner.

6.2.17 **If** required by the Work Instruction, **then** upon completion of work, perform **or** confirm performance of required post-performance activities.

NOTE:

Episode work packages may remain open and should be executed as many times as authorized by the FM.

6.2.18 Upon completion of work and applicable post performance activities, begin work closeout as defined in Section **6.10**.

6.3 Execution of Operations Category Work

Supervisor

6.3.1 Obtain any needed Work Instruction for the work to be performed.

NOTE:

Supervisor requests the entire execution team including necessary support staff, such as, Industrial Hygiene, Radiological Controls and Safety, are present at the pre-job briefing.

6.3.2 Perform daily pre-job briefing **and** document the briefing on CP3-SM-1101-F04 and CP3-SM-1101-F13, if needed.

NOTE:

Work Instructions should be adhered to based on their identified “Level of Use”, in accordance with CP3-OP-0207, *Use of Procedures*.

6.3.3 Execute work according to the Work Instruction and implementing procedures.

6.4 Execution of Type 3: Work Instruction Not Contained in a Work Package

Supervisor

NOTE:

Work in maintenance shops is authorized by the FM responsible for the facility where the shop is located.

6.4.1 Obtain work start authorization from the FM or designated authority.

NOTES:

- The pre-job briefing is documented on the CP3-SM-1101-F02.
- Supervisor ensures the entire execution team including necessary support staff, such as, Industrial Hygiene, Radiological Control Technician and Safety, are present at the pre-job briefing.

6.4.2 Perform pre-job briefing.

6.4.3 Using the process defined in Section **6.9**, resolve worker identified issues and concerns during work performance.

Craft Worker or Supervisor

6.4.4 Obtain required permits **and** execute work in accordance with the Type 3 Work Instruction.

6.4.5 Document activities performed and pertinent information regarding work completed to adequately describe and enable recreation of work performed on CP3-SM-1101-F02.

6.4.6 Document instrumentation used as M&TE to provide a record of traceability on CP3-SM-1101-F02.

Supervisor

6.4.7 Upon completion of the activity, submit the completed Type 3: Scope of Work Instruction to the RM to be retained or dispositioned as a project or group record.

6.5 Execution of Episode Work Packages

Supervisor

6.5.1 Obtain work start authorization from the FM or designated authority **and** document on CP3-SM-1101-F06, *Episode Sheet*.

6.5.2 Execute work according to Section **6.2**.

6.5.3 Obtain Work acceptance from the FM or designated authority **and** document on CP3-SM-1101-F06, *Episode Sheet*.

NOTE:

Episode work packages may remain open and should be executed as many times as authorized by the FM.

6.5.4 At least annually, review the episode work package for continued use.

6.5.5 Upon completion of the episode work package, close the work package according to Section **6.10.**

6.6 Field Changes to Work Packages

NOTES:

- Changes to procedures and other performance documents which were **NOT** developed according to CP3-SM-1101 are developed according to CP3-OP-0002, *Developing and Maintaining Performance Documents*.
- Field Changes may be made on Type(s) 1, 2, or 3 Work Packages.
- Required reviews for field changes to Work Packages include those functional areas and/or SMEs affected by the changes made to the Work Instruction.

Supervisor

6.6.1 Discontinue work affected by the needed changes **and** document on the Work Control Status Log.

6.6.2 Ensure discontinued work is in a safe configuration.

6.6.3 Evaluate the proposed change to determine if any of the following criteria is true:

A. The change introduces a new hazard and/or control

NOTE:

Undefined hold points refer to a hold point for which acceptance criteria, quality objectives, or performance requirements were **NOT** previously defined within the Work Instruction. This requirement does **NOT** include the need for additional performance of previously defined hold point steps.

B. The change is associated with undefined hold point(s)

C. The change is associated with one of the following Engineering controls:

- Design
- Specification(s)
- System configuration requiring revised engineering document(s)
- The need for additional Engineering evaluation and/or approval

D. The needed change involves handling of fissile material, fissile material operations, or affects compliance with an NCS control.

6.6.4 **If** any of the statements in Step **6.6.3** are evaluated as “true,” **then** return the Work Package to the Work Planner so the work package may be revised according to Section **6.7**.

6.6.5 **If** all of the statements in Step **6.6.3** are evaluated as "false," **then** make a pen and ink field change to the document.

6.6.6 Obtain review **and** concurrence from RM.

Responsible Manager

6.6.7 Perform the following:

A. Request qualified USQ preparer to determine if the field change requires USQ documentation according to CP3-NS-2001, *Unreviewed Safety Question Review*.

B. **If** USQ process is **NOT** deemed applicable, **then** document with justification provided by qualified USQ preparer on CP3-SM-1101-F04 and CP3-SM-1101-F13, if needed.

6.6.8 **If** the field change does **NOT** require USQ documentation, **then** notify the Supervisor to proceed with the change **and** go to Step **6.6.12**.

6.6.9 **If** the Work Instruction change requires USQ documentation, **then** submit the Work Instruction to the USQ Preparer or Reviewer.

USQ Preparer or Reviewer

6.6.10 Review the change based on the applicable safety basis documents and controls.

6.6.11 Prepare **and** obtain approval of appropriate document according to CP3-NS-2001.

Supervisor

6.6.12 Brief the affected members of the execution team on the changes **and** document the briefing on CP3-SM-1101-F04 and CP3-SM-1101-F13, if needed.

NOTE:

Work scope that affects a safety-significant SSC will require start work authorization from both the FM and NFM.

6.6.13 Re-obtain start work from the FM or NFM.

6.7 Revisions to Work Packages

NOTES:

- Revisions to procedures and other performance documents which were **NOT** developed according to CP3-SM-1101 are made according to CP3-OP-0002.
- Revisions to Type 3 Work Instructions are **NOT** permitted.
- Required reviews for revisions to Work Packages include those functional areas and/or SMEs affected by the changes made to the Work Instruction.

Supervisor

6.7.1 Discontinue work affected by the needed changes **and** document on CP3-SM-1101-F04 and CP3-SM-1101-F13, if needed.

6.7.2 Notify the FM or NFM of the stoppage **and** ensure the work is placed in a safe configuration.

6.7.3 Return the Work Package to the Work Planner.

Work Planner

6.7.4 Revise the Work Package according to CP3-SM-1101.

6.7.5 **If** the revision is to a revision controlled Type 2 Work Instruction, **then** perform the following:

- Submit the approved Type 2 Work Instruction to Document Control according to CP3-OP-0025, *Document Control Process*.
- Submit the Type 2 Work Instruction revision history package to Records Management according to CP3-RD-0010, *Records Management Process*.

6.7.6 After the revision is completed perform the following:

A. Z-line the front title page of work instruction marking "SUPERSEDED BY REVISION #", initial, **and** date the line.

NOTE:

Placing the superseded work instruction in a separate part of the package is recommended. (For example, place behind the status log.)

B. Retain superseded work instruction with work package.

C. Document the revision of work instruction on CP3-SM-1101-F04 and CP3-SM-1101-F13, if needed.

D. Place revised work instruction in work package

Supervisor

6.7.7 Obtain authorization for restart of work by requiring that each position responsible for Approval to Start Work initial and date beside the original respective Approval to Start Work signatures.

6.7.8 After restart of work approval has been obtained, document the resumption of work in the Work Control Status Log.

6.7.9 Prior to continuing work, brief the execution team on the revision **and** document the briefing on CP3-SM-1101-F04 and CP3-SM-1101-F13, if needed.

6.8 Work Suspension or Delay

Supervisor

6.8.1 **If** during performance of work, the work is unexpectedly delayed, **then** perform the following:

A. Coordinate the work suspension or delay with the RM and/or FM(s) of the affected facility(ies) or project, to ensure that the facility or project and all systems are placed in a safe condition prior to demobilization of the execution team.

B. In the Work Control Status Log, document the reason for the suspension or delay, status of all work activities, and a summary of actions taken to place the facility or project in a safe condition.

6.8.2 Return Work Package to the WPCC or controlled location.

6.8.3 Prior to resumption of work, perform the following:

A. Obtain the Work Package from the WPCC or controlled location.

NOTE**:**

- **If** restart authorization is obtained via email, **then** the email shall be included in the work package.
- **If** restart authorization is obtained via telecom, **then** the authorization shall be documented in the work package.
- Approvals must be in the form of a physical signature and dated by either the approver or authenticator (for example, Planner, Planning Manager, Responsible Manager, etc.)

B. Obtain authorization for restart of work by requiring that each position responsible for Approval to Start Work initial and date beside the original Start Work signatures, or if by email or telecom, include documentation in the Work Package.

NOTE:

Supervisor requests the entire execution team, including necessary support staff such as Industrial Hygiene, Radiological Control Technicians and Safety, are present at the pre-job briefing.

C. Conduct a pre-job 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 **and** document the briefing on CP3-SM-1101-F04 and CP3-SM-1101-F13, if needed.

6.8.4 Document the resumption of work activities in the appropriate Work Control Status Log.

6.9 Worker Feedback and Concern or Issue Resolution

NOTE:

This section (**6.9)** describes required actions to be taken by managers when workers identify concerns or provide feedback to in-progress work processes. Appropriate and timely response to worker feedback promotes the safety culture and provides an opportunity to document worker involvement in continuous improvement processes.

Supervisor

6.9.1 **If** a worker concern or other feedback is identified as part of a required briefing, **then** document the feedback on the pre-job briefing form.

6.9.2 **If** the worker concern or other feedback can be resolved during the briefing through collaboration between the craft workforce and Supervisors, **then** resolve the issue or concern prior to proceeding with work activities **and** document the resolution on the pre-job briefing form.

6.9.3 **If** the worker concern or other feedback requires response or participation from PGDP D&R contractor management or an SME to facilitate resolution, **then** contact the appropriate managers or SME(s) to resolve the worker issue or concern **and** document the resolution on the pre-job briefing form.

6.9.4 **If** the worker concern or other feedback identifies the need to pause or stop work, **then** pause **or** stop work according to CP3-HS-2009, *Stop/Suspend Work*, **and** resolve the issue or concern according to that procedure.

6.9.5 Document **and** submit applicable lessons learned according to CP3-QA-3002, *Operating Experience Lessons Learned*.

6.10 Closeout of Work Packages

NOTE:

Appendix B, *Work Package Closeout Checklist*, provides guidance for documentation requirements in completed Work Packages.

Supervisor

6.10.1 Confirm required work identified in the Work Package has been completed and work is satisfactory **or** completion of Work Package is no longer required.

6.10.2 Confirm job site has been cleaned up and all equipment and/or supplies have been removed.

6.10.3 **If** the work closeout is for a Type 1 Work Package, **then** notify work execution team participants and DOE representatives of time and place of debriefing.

6.10.4 Debrief the execution work crew to obtain feedback and identify potential lessons learned for future work.

6.10.5 Document the debriefing for the work in the Work Control Status Log.

6.10.6 Assemble documentation of work performance or completion **and** review Work Package to ensure the following:

A. Work Control Status Log has adequate entries to recreate and adequately describe work performed.

B. All documents are attached, filled out properly, and complete.

C. All blanks are marked N/A or NA.

D. All unused sections and lines of forms and logs are voided by filling the unused area with a "Z" line, initials, and date.

E. Required inspections, surveys, data collection requirements, or other hold points associated with work scope completion are completed and appropriately documented.

F. Permits no longer required for other work have been released.

G. Ensure the “Parts Replaced” section of CP3-SM-1101-F11 is completed for all QL-2 and QL-3 parts replaced, including unique identifying information (such as stores/PO/serial number.)

H. Equipment tags no longer required are removed **and** closed out in the associated systems.

NOTE:

If serviceable tags are copied or information transposed from tags, **then** BOTH sides of tag(s) must be used or copied.

I. Serviceable tags for installed quality-related parts are attached or copied if available.

6.10.7 **If** the work activities were related to a modification, **then** initiate any required updates to facility and system drawings for the work activities through Engineering.

NOTE:

The date a preventive maintenance or surveillance task is performed or completed is important to record on the WO cover page in the designated space. For example, the potential lag between the performance date of a preventive maintenance NCS-related sampling task and the date the WO completion is recorded could cause a non-conservative next performance date establishment in the CMMS.

6.10.8 **If** the work activities were related to a PM task or surveillance (SUR), **then** record the date that the work or surveillance was performed and/or completed in the “Date PM/Surveillance Completed” space on WO cover page.

6.10.9 **If** any unresolved worker feedback is included in the work package, **then** identify it on the WO or work package cover page.

6.10.10 Record signature documentation of work completion on WO or work package cover page.

6.10.11 **If** the work package was used to perform a PM or SUR, **then** enter the Completion Date from the PM or SUR work order cover page into the CMMS.

NOTE:

FM may perform the Work Package review at a convenient location.

6.10.12 Submit Work Package to C-300 for FM review.

NOTE:

Steps **6.10.13** through **6.10.17** may be performed in any order provided all signatures are obtained for closeout.

FM or Designee

6.10.13 **If** corrective maintenance performed involves an active safety significant SSC or System (for example, CAAS, according to CP1-NS-3000), **then** ensure Cognizant System Engineer (CSE) signature documentation of work acceptance is obtained.

6.10.14 **If** the work activities performed resulted in a modification, **then** ensure Responsible Engineering signature documentation of work acceptance is obtained.

NOTE:

NFM completion review signature and date provides the official date used for determining the next TSR surveillance due date.

6.10.15 **If** the work was performed on, or affected operability of, a safety-significant SSC, **then** obtain NFM review of the completed Work Package for completeness and signature documentation of work acceptance on Work Order Cover Page.

6.10.16 Review the completed Work Package for completeness **and** record signature documentation of work acceptance on Work Order Cover Page.

6.10.17 Place completed work package in the appropriate C-300 bin for pick-up by WPCC or designee for closure **or** submit work package to WPCC.

WPCC or Designee

NOTE:

Assistance should be requested from the Supervisor responsible for the WO scope to correct any errors or complete any incomplete documentation

6.10.18 Retrieve closed work packages from C-300.

6.10.19 Route PM and SUR work packages to the PM Coordinator.

PM Coordinator or Designee

NOTE:

In accordance with CP3-SM-0006, *Technical Safety Requirements Implementation*, Surveillance work package completion date is based on the date of Work Acceptance by PSS/NFM, **NOT** the date the PM or Surveillance was completed.

6.10.20 **If** PM task, **then** verify the CMMS completion date entry matches the PM or Surveillance Completed date on the WO cover sheet **and** initial and date.

6.10.21 **If** SUR task, **then** verify the CMMS completion date entry matches the Work Acceptance by PSS/NFM date on the WO cover sheet **and** initial and date.

6.10.22 Submit PM or SUR work package to WPCC

WPCC or Designee

6.10.23 Review the Work Package for completeness **and** insert relevant records from the electronic planning file.

6.10.24 **If** unresolved worker feedback is identified, **then** forward the Work Package to the Work Planner.

Work Planner

6.10.25 Review the provided feedback **and** log the feedback into the Feedback Log

Planning Manager

6.10.26 Perform the Following:

A. Initiate a CAPA according to CP3-QA-3001 for provided feedback, as needed.

B. **If** any operating experience appropriate for development of a lesson learned is identified, **then** forward the information to the PGDP D&R contractor Lesson Learned/Operating Experience Coordinator for information or further action as defined in CP3-QA-3002.

Work Planner or WPCC

6.10.27 Forward the closed work package to the designated Records Coordinator.

Designated Records Coordinator

6.10.28 **If** approved procedures are included in the completed Work Package, **then** remove the body of the documents, leaving only the approval page and any completed forms, worksheets, or datasheets, as applicable.

6.10.29 Manage records according to Section **7.2**.

6.11 Unaccounted for Work Packages

Planning Manager

6.11.1 Document unaccounted Work Packages according to CP3-QA-3001 **and** initiate a CAPA according to CP3-QA-3001 for the RM.

6.11.2 Disposition in accordance with the resolution of issue.

7.0 RECORDS

7.1 Records Generated

The following records may be generated by this procedure:

Completed Work Control Work Execution and Closeout Package

Forms are to be completed in accordance with CP3-OP-0024, *Forms Control*.

7.2 Records Disposition

The records are to be maintained in accordance with CP3-RD-0010, *Records Management Process*.

Appendix A – Acronyms/Definitions

ACRONYMS

ALW – Activity Level Work

CAPA – Corrective and Preventive Action

CMMS – Computerized Maintenance Management System

D&R – Deactivation & Remediation

DOE – U.S. Department of Energy

DSA – Documented Safety Analysis

FM – Facility Manager

JHA – Job Hazard Analyses

LCO – Limiting Condition for Operation

M&TE – Measuring and Test Equipment

NCS – Nuclear Criticality Safety

NFM – Nuclear Facility Manager

NS – Nuclear Safety

PGDP – Paducah Gaseous Diffusion Plant

PM – Preventive Maintenance

PMT – Post-Maintenance Testing

PO – Purchase Order

POD – Plan of the Day

POW – Plan of the Week

PPE – Personal Protective Equipment

QL – Quality Level

RADCON – Radiological Control

RM – Responsible Manager

RWP – Radiological Work Permit

SME – Subject Matter Expert

Appendix A – Acronyms/Definitions (Continued)

SR – Surveillance Requirement

SSC – Structure, System or Component

SUR – Surveillance

TSR – Technical Safety Requirement

USQ – Unreviewed Safety Question

WO – Work Order

WPC – Work Planning and Control

WPCC – Work Package Control Center

DEFINITIONS

Activities Affecting Quality – The actions that affect the quality of an item or service to meet or demonstrate compliance to requirements. Examples of activities affecting quality include siting, designing, procuring, calibrating, handling, shipping, receiving, storing, cleaning, erecting, installing, inspecting, testing, operating, maintaining, refueling, modifying, decommissioning, fabricating, constructing, and repairing.

Activity Level Work – Any task, process, or work step performed where hazards are present; are introduced by the work; or are introduced by the work environment (regardless of who is performing the work or the organization with which they are affiliated). The hazards involved could be potentially adverse to worker health and safety, the public, the environment, or safeguards or security.

Activity Level Work Control Document – A document that defines authority, requirements, and appropriate processes to safely, compliantly, and efficiently perform a defined work scope, or a specific task included in a defined work scope.

Field Change – A change to a Work Instruction that doesn't meet the criteria for a revision as defined in Section **6.5** and may be executed in the field.

Complexity – A qualitative evaluation of a task or process based on capabilities, competencies and experience of the performers, defined performance expectations, potential consequence of deviation in method or sequence of performance, and proximity to other operations.

Critical Work Step – A work step that, if improperly performed or omitted, could significantly impact the ability to achieve desired results, or lead to unrecoverable consequences.

Delayed Work – Delayed work applies to Work Orders in CMMS that, for various reasons, have no plans to be worked. This can be determined by any personnel, but must be confirmed by the applicable Facility Manager.

Appendix A – Acronyms/Definitions (Continued)

Episode Work Package –Tasks that may be performed repetitively may be incorporated into an Episode Work Package. These Work Packages are developed by the Work Planner and used to eliminate the need for redundant planning of repetitive tasks or work scopes. CP3-SM-1101-F06, *Episode Sheet*, is utilized to document work start authorization and close out for each specific episode. Episode work packages are reviewed at least each calendar year.

Excluded Work – Work that is excluded from the requirements of the WPC Program. Specific exclusions are defined in Appendix E of CP3-SM-1101, *Work Package Development***.**

Execution Team or Work Execution Team – All personnel identified by the Supervisor who will perform the work activities specified in Work Packages. For pre-work walk downs of Work Packages, the "Execution Team" performing walk down activities must include representative of the craft work force classifications performing the work, functional project support personnel who will support the work (RADCON, Health & Safety, etc.) and work activity Supervisor.

Facility Manager (FM) – An individual possessing the required education, training, experience, and qualifications who has been authorized by PGDP D&R contractor Management to oversee all activities performed in a facility(s) and who verifies consistent performance in a safe manner and within the safety basis of the facility. Facility Managers are directly accountable for the safe execution of activities within their facilities.

Supervisor – An employee assigned the responsibility of ensuring the workers have a clear understanding of a defined work scope and work requirements in accordance with the approved work control documents. This individual is the primary medium of communication between the Planning Team and the Execution Team workforce.

Graded Approach – The process of ensuring that the level of analysis, documentation, and actions used to comply with a requirement are commensurate with: (1) the relative importance to safety, safeguards, and security; (2) the magnitude of any hazard involved; (3) the lifecycle stage of a facility; (4) the programmatic mission of a facility; (5) the particular characteristics of a facility; (6) the relative importance of radiological and non-radiological hazards; and (7) any other relevant factor.

Hazard – Any source of danger (for example: material, energy source, or operation) with the potential to cause illness, injury, or death to a person (workers or the public), or damage to a facility, or to the environment (without regard to the likelihood or credibility of accident scenarios or consequence mitigation). Evaluation and analysis of hazard for work can be divided into two primary components, general JHA, which defines hazards and controls based on the work location and environment, and activity-specific JHA, which defines hazards and controls based on the work steps that must be performed to complete the task.

Hazard Controls – Specifically tailored or identified controls that are established or verified to be in place to eliminate or mitigate a hazard associated with ALW. Hazard controls may be passive or active and may include engineering or administrative controls, or, if necessary, the use of PPE.

Hazardous Waste Operations and Emergency Response – Work activities meeting the definition of "Hazardous Waste Operations" in accordance with 29 CFR 1910.120 or 29 CFR 1926.65.

High Risk Work – ALW that is graded HIGH risk, using the grading system defined in CP3-SM-1101.

Hold Points – Work instruction steps at which the worker must wait for another person to do something or for some other event to occur to ensure protection of workers, facilities or the environment. Examples include radiological protection surveys, quality assurance inspections and industrial hygiene samples.

Appendix A – Acronyms/Definitions (Continued)

Intent Change – An intent change is any change to a performance document that, if approved, would result in any of the following. NQA-1 recognizes this type of change as a major change.

(1) Addition, deletion, or modification of requirements including requirement(s) from a source reference contained in the document.
(2) Addition, deletion, or modification of the purpose or scope.
(3) Change in the sequence of steps in a procedure, instruction, or other guidance provided.
(4) Deletion or modification of existing clarifications, prerequisites and notes.
(5) Addition or modification of roles and responsibilities.
(6) Addition, deletion, or modification acceptance criteria or limits for safety or regulatory items.
(7) Any other change that does not meet the definition of a non-intent change.

JHA – A documented analysis for specific ALW; identifies health and safety hazards specific to a process, work step or work environment or location, and defines controls to eliminate or mitigate hazards to protect personnel and the environment.

Level Of Use – A procedure classification that designates the minimum requirements for procedure use during an activity. All PGDP D&R contractor procedures and instructions used as Work Instructions will be "Reference Level," or "Continuous Use."

Low Risk Work – ALW that is graded LOW risk, using the grading system defined in CP3-SM-1101.

Maintenance Category Work – Work identified and performed to maintain facilities and equipment in a predefined operational condition. Maintenance category work includes both preventive and corrective maintenance activities and maintenance shop activities. Maintenance category work also includes minor maintenance, housekeeping, other activities defined as Work Planning Exclusions in Appendix E of CP3-SM-1101, and work approved as Type 3 Work Instructions in Appendix F of CP3-SM-1101.

Moderate Risk Work – ALW that is graded MODERATE risk, using the grading system defined in CP3-SM-1101.

Non-Intent Change – Any of the following changes to a performance document:
(1) Correcting grammar or spelling, without changing the meaning.
(2) Updating organizational titles without changing assigned responsibilities.
(3) Updating numbers or titles of other documents referenced in the document (does not include changing to a different referenced document).
(4) Updating contact information.
(5) Renumbering sections or appendices.
(6) Changing or reformatting forms, providing the original intent of the form has not been altered.
(7) Changes to appendices marked "Example," "Sample," or exhibits that are clearly intended to be representative only.
(8) Minor clarification changes ("clarification" cannot add or delete steps, change the step-by-step process of the work, or change the scope and/or applicability of any steps).

Nuclear Facility Manager (NFM) – The qualified on-duty individual responsible for operation of the facilities in accordance with approved TSRs. This role is accomplished by the watchstanding Plant Shift Superintendent (PSS).

Nuclear Safety (NS) – The PGDP D&R contractor functional group that is responsible for establishing and maintaining Safety Basis requirements for each facility and for verifying that planned work or work documents will not violate Safety Basis requirements.

Appendix A – Acronyms/Definitions (Continued)

Operable/Operability – A system, subsystem, train, component, or device shall be operable when it is capable of performing its specified function(s); and when all necessary attendant instrumentation, controls, electrical power, cooling or seal water, lubrication, or other auxiliary equipment that are required for the system, subsystem, train, component, or device to perform its specified function(s) also are capable of performing their related support function(s). The operability of a system, subsystem, component, or device shall be verified by performing surveillance requirements (SRs) at the identified frequency.

Operations Category Work – Facility Operations activities performed by approved performance documents and associated hazard analysis documentation to operate plant and facility systems and equipment (including routine laboratory, quality control, pump-and-treat, and waste operations activities). Operations category work consists of performance of programmatic safety, industrial hygiene, environmental monitoring and sampling, and radiological monitoring and sampling, including associated instrument calibration checks. Operations category work also includes routine activities performed to prepare, relocate, or otherwise set up facilities or equipment to perform maintenance or testing, activities defined as Work Planning Exclusions in Appendix E of CP3-SM-1101, and work approved as Type 3 Work Instructions in Appendix F of CP3-SM-1101.

Pause Work – A request by any employee for a pause in the work activity, including clarification or resolution on a potential problem, concern, or issue. Work is resumed upon satisfactory resolution of the identified issue.

Planning Team – The group of individuals, as determined by the level of risk, who incorporate all PGDP D&R contractor contract, programmatic and procedural requirements, quality standards, and operational efficiencies derived from the training and experience of the workforce, along with the principles and functions of ISMS, which are then incorporated into the work controls required to complete that work scope.

Plan of the Day (POD) – The authorized work activities for a specific work day or shift including any emergent work activities. Plan of the day is managed and determined by the Work Scheduler.

Plan of the Week (POW) – Schedule of planned work activities to be performed in the execution work week.

Post Work Review – A documented review of completed work activities performed to obtain performance feedback and identify any lessons learned from operating experience.

Priority – The level of urgency assigned to screening, scheduling, planning, and completing work scopes or tasks based on the critical nature of the affected structures, systems, or components and the potential for impact to safe operations.

Procedure – A performance document that provides a defined and user-friendly process, including all necessary work steps, with sufficient detail to allow the user to safely and compliantly achieve an anticipated end-state or other pre-established goal or result.

Project Category Work – Work defined as a project work scope in the task order work breakdown structure, which specifically does not include tasks that are part of the Operations and Maintenance work scopes. All project category work has a specifically defined duration and scope and a pre-defined end-state. Project category work also includes activities defined as Work Planning Exclusions in Appendix E of CP3-SM-1101, and work approved as Type 3 Work Instructions in Appendix F CP3-SM-1101.

Quality Assurance – The PGDP D&R contractor functional area that is responsible for incorporating the Quality Assurance requirements specified in applicable standards and procedures into the work planning process, including the establishment of applicable quality objectives and performance measures.

Quality Level – The level of rigor and controls to be imposed on items and activities based on the proposed use of an item, or the consequences of failure of an item or activity to achieve an outcome. Quality Levels (QL-1 through QL-4) are defined in CP3-QA-1001, *Graded Approach*.

Appendix A – Acronyms/Definitions (Continued)

Regulatory Compliance – The PGDP D&R contractor functional area that is responsible for defining applicable environmental regulations and standards, and defining requirements for implementation of the Environmental Management System during the work planning process. This includes the establishment of applicable environmental compliance performance measures.

Responsible Manager – A manager who is assigned and granted the responsibilities and accountability to appropriately control fieldwork based on individual experience and demonstrated performance commensurate with the role and responsibilities. This function is responsible for the adequate planning and readiness of activities performed by their personnel. They are accountable to the Planning & Optimization Director for understanding and proper execution of the WPC process.

Revision – A change to a Work Instruction that requires full review by the planning team.

Safety Significant Work Step – Work steps or groups of work steps that execute necessary actions resulting in planned impact on Documented Safety Analysis-credited safety systems, equipment, or applicable TSR controls, are required to be performed to meet a regulatory commitment; or if not performed, or performed improperly, could result in violation of a safety-basis, regulatory requirement, or NCS controls.

Safety Significant Structure, System, or Component – SSCs which are not designated as safety class SSCs but whose preventive or mitigating function is a major contributor to defense in depth and/or worker safety as determined from safety analyses. .

Screening – The process of reviewing a work scope to determine the planning requirements including planning participation requirements, level of rigor, and corrective maintenance urgency.

Special Tools – Any tools that must be procured or qualified for use specific for the work activities to be performed. Special tools include, but are not limited to, measuring and test equipment, heavy construction equipment, or any system of component-specific tooling.

Stop Work – Declared formal suspension of a work activity if a situation poses an imminent danger to the safety of workers, public, stakeholders, visitors, other site tenants, or the environment.

Structure, System, or Component (SSC) – Physical items designed, built, or installed to support the operation of the facility. A structure is an element or a collection of elements to provide support or enclosure such as a building, freestanding tank, basin, dike, or stack. A system is a collection of components assembled to perform a function such as piping; cable trays; conduits; or heating, ventilation, and air conditioning. A component is an item of equipment such as a pump, valve, or relay or an element of a larger array such as a length of pipe, elbow, or reducer.

Subcontracted Work – ALW that is managed and/or performed by another company for PGDP D&R contractor under a defined subcontract. Specific work planning and control requirements are defined under the terms and conditions of the subcontract documents, but must be substantially equivalent to the requirements of PGDP D&R contractor processes.

Subject Matter Expert – A person assigned to a system, program, project, discipline, equipment, or other topic, who has comprehensive knowledge and relevant expertise based on qualification, training, experience, and/or education. His/her responsibilities include serving as the authority for development and/or interpretation of performance documents within his/her subject matter area.

Task or Process – A sequence of work steps that have identifiable starting conditions and, if correctly performed, will achieve a specified endpoint result. Processes are the “building blocks” for completing activities.

Type 1 Work Package – For HIGH risk work scopes, an assembly of work control documents, specifically in the form of Type 1 Work Instructions and identified procedures developed to define the technical requirements, instructions, controls, and acceptance criteria necessary to ensure the safe and successful completion of an identified work scope.

Appendix A – Acronyms/Definitions (Continued)

Type 1 Work Instruction – An instruction included as part of a Type 1 Work Package that provides detailed work instruction for HIGH (Type 1) risk work activities. Type 1 Work Instructions are in hand, and performed step by step. If a step can't be performed as written, work should be stopped and the Supervisor notified.

Type 2 Work Package – ALW control documentation prepared by a Work Planner for a specific task or process for MODERATE risk work activities. Type 2 Work Packages are prepared by the planner with input/feedback from the appropriate craft performance and Subject Matter Experts.

Type 2 Work Instruction – An instruction included as part of a limited use work instruction package that provides general instruction for skilled craftspeople for MODERATE (Type 2) risk work activities. Type 2 Work Instructions are in hand and general steps followed. The steps are not intended to be detailed step-by-step for entire activity. If there is any doubt about what the intent of a step is, work should be stopped and the Supervisor notified.

Type 3 Work Package – ALW control documentation prepared by a Work Planner for a specific work activity of no greater than LOW risk. Type 3 Work Packages are prepared by the planner with input/feedback from the appropriate craft performance and RM.

Type 3 Work Instruction – Type 3 Work Instructions are work tasks that are recognized to be LOW risk from hazards when performed in a stable work environment (where location-specific hazards are expected to remain unchanged during work performance) by skilled craftspeople. Specific criteria for Type 3 Work Instructions are defined in Appendix F of CP3-SM-1101.

Type 4 Work Package – A Type 4 Work Package is prepared by a Work Planner for a specific task or process that will be performed using approved performance documents. Type 4 Work Packages are assembled by the planner with input/feedback from the appropriate craft.

Work Package – The assembled Work Instruction and ancillary documentation to perform ALW. This includes Type 1, 2, 3, or 4 Work Packages.

Waste Management – The PGDP D&R contractor functional area responsible for incorporating applicable waste management and hazardous materials transportation requirements into work control documents. Specific Waste Management functions may include establishing waste identification, characterization, packaging, manifesting, transportation, and disposition requirements based on the wastes being generated by the work scope.

Work Order (WO) – A unique number assigned to all work tasks entered into the CMMS. This number identifies the work task and is used to track tasks from initiation to closeout within the CMMS.

Work Scope – A defined project or group of work activities that must be performed to meet a defined end state or the sum total of all information needed for a clear understanding to achieve a defined end state.

Work Status Code – A code identified in the CMMS that equates to the current status of a specific WO in the CMMS.

Appendix B – Work Control Package Closeout Checklist

Use the following as a checklist to ensure all necessary documentation is completed and included when closing work orders:

WO or work package cover page	All signatures and boxes completed or marked "NA" or "N/A" as appropriate.
Completed Data Sheets and Forms	Data Sheets and Forms returned are completed or marked "NA" or "N/A" as appropriate.
Work Packages and Associated Forms	Work Packages and all "instruction specific" forms. This includes: CP3-SM-1101-F04, *Pre-Job Brief/Status Logs* CP3-SM-1101-F06, *Episode Sheet* CP3-SM-1101-F09, *Hold Point Completion Documentation Form* (if applicable) CP3-SM-1101-F11, *Work Order Materials/Parts Worksheet* (if applicable) CP3-SM-1101-F13, *Work Control Status Log Continuation Sheet* (if applicable) CP3-SM-1101-F17, *Work Package Attachments*
Technical Procedures Used	Include the title/approval pages of technical procedures used as work control.
Applicable Functional Directives	Include all functional directives used during the work package execution.
Engineering Documentation and Drawings	Include all applicable documents and drawings used in work packages or procedures.
Tags Removed	The actual tag or a copy of the tag is acceptable or tag information (for example, part number, quality level, PO number, line item number if available, etc.) is documented on the CP3-SM-1101- F04, *Pre-Job Brief/Status Logs* or CP3-SM-1101-F13, *Work Control Status Log Continuation Sheet*.
Job Hazard Analysis (JHA)	Include the title/approval page of each JHA document included in the package.

Appendix C – Traceability, Storage, and Access Control of QL-2 and QL-3 Parts

Traceability is established by maintaining the Green tag or PIT tag with the work package, or where necessary, accurately transcribing the Green/PIT tag information (front and back) into the work documents as prescribed in this procedure, and documenting actual parts/material used.

Once parts/material is drawn/checked out for installation, parts/material must be stored and controlled in accordance with respective storage level requirements as specified in procedure CP3-EN-0307, *Engineering Procurement Specification.* Work Instructions identify quality-related parts associated with work to be performed.

Part identification and traceability requirements are based on the specificity of the material identification, the end use, and the consequences of failure. Item identification is maintained and replaced as necessary to prevent loss due to degradation or weathering. When required, either by subcontract terms and conditions or PGDP D&R CONTRACTOR procedures, items are identified from initial receipt or fabrication up to and including installation or use. Physical identification is used to the maximum extent possible. When physical identification on the items is impractical or insufficient, physical segregation or other effective means are used.

Where specified, items having a limited shelf life, operating life, or cycle are controlled to preclude use when such limits are exceeded. Instructions are included in Work Packages to adequately identify, maintain, and preserve the integrity and applicable traceability of quality related parts, including indicating the need for special environments, controls, and/or safe handling requirements. Quality related tags on parts and other related part quality documentation are placed in the work control package at close out (whenever possible). Field storage requirements for quality related parts are based upon proper environmental conditions as required by classification level. Separation and control of parts, by quality level, is expected. If a concern is identified with the quality-related control of the item and/or part(s) (for example, unreadable acceptance tags, item is beyond shelf-life) then the questionable item is segregated and controlled until resolved, the next level manager is notified to provide further guidance, and QC is contacted if additional tagging (for example, Hold tag) or an item upgrade is necessary.

Appendix D – Forms Required

The approved forms listed below are required for implementation of the processes defined in this procedure. These forms can be found in the PGDP D&R contractor's Controlled Documents.

CP3-SM-1101-F04, Pre-Job Brief/Status Log

CP3-SM-1101-F06, *Episode Sheet*

CP3-SM-1101-F09, *Hold Point Completion Documentation Form*

CP3-SM-1101-F11, *Work Order Materials/Parts Worksheet*

CP3-SM-1101-F13, *Work Control Status Log Continuation Sheet*

CP3-SM-1101-F17, *Work Package Attachments*