

Clarification & Guidance
DOE-0342 Chronic Beryllium Disease Prevention Procedure

Proposed Reviewed Rejected Accepted Approved for Use Procedure Updated Complete N/A

ID Number: **Title/Subject: Use of Work Document Log Sheets With BWP's**

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Issue/Concern/Affected Step(s):

Clarification of expectations for completing Section 2 of the BWP in accordance with Section 4.3.1 of DOE-0342-001 when there are multiple work documents associated with the BWP.

Discussion:

In Section 4.3.1 of DOE-0342-001, it states that for Section 2 of the BWP:

List all work documents and/or procedures that the BWP supports. If more than one work document and/or procedure applies to the BWP, ensure that they all pertain to the work activity being performed under the BWP. If additional documents are needed once the BWP is in use, then an evaluation of the validity of the BWP must take place and determination made if a new BWP or a revision to the existing BWP must be completed.

In Section 4.3.1 of DOE-0342-001, it also states:

A review and update/revision of the BWP shall be conducted when changes occur in the field that could impact the validity of the Job Hazard Analysis (JHA) and/or the Beryllium Hazard Assessment the BWP supports.

It has been requested that the use of a log sheet be allowed to associate work documents to the BWP. This would allow configuration control to be maintained without having to issue a revision to the BWP every time a work document is added to a BWP. Several CHPRC projects have been successfully using log sheets to associate work documents with RWP's for several years.

The use of log sheets is consistent with the requirements of the DOE-0342 and DOE-0342-001 in that revisions to the BHA and associated BWP are required when changes in conditions or controls are identified. As part of adding work documents to a BWP an evaluation must be conducted to ensure that the BWP is still valid.

Recommended Resolution:

Contractors may use log sheets to associate work documents to BWP's so long as the following conditions are met:

1. The log sheet captures the following information:
 - a. BWP Number and Revision
 - b. The work document number for each work document associated with the BWP
 - c. Work document title for each work document associated with the BWP
 - d. Printed name and signature of the IH who evaluated the BWP to ensure that it is still valid when each work document was added
 - e. Date that the evaluation was completed when each work document was added
2. A copy of the current log sheet shall be kept with the BHA/BWP in each of the affected work packages.

