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## **1.0 PURPOSE AND SCOPE**

### **1.1 Scope**

(7.1.1, 7.1.2, 7.1.3, 7.1.4, 7.1.5, 7.1.6, 7.1.7, 7.1.8)

This procedure defines work management from initiation of a work request through work order closeout.

This procedure applies to all Tank Operations Contractor (TOC) and Construction personnel, who plan, approve, schedule, release, perform field execution, perform operations acceptance and post review of work packages. It does not apply to operator rounds, radiological surveillances, Industrial Hygiene monitoring and/or sampling, administrative building maintenance governed by TFC-BSM-FPM\_PR-C-03 or operational activities performed with technical procedures developed in accordance with TFC-OPS-OPER-C-13; ATS-310, Section 11.16; or TFC-OPS-OPER-C-49 (e.g., waste transfers and/or chemical additions to Double-Shell or Single-Shell Tanks). This procedure defines processes that are credited as Defense-in-Depth controls as described in RPP-13303, "Tank Farm Documented Safety Analysis."

Construction shop fabrication is exempt from the Work Control process; however, work performed in site shops is subject to job hazard analysis (JHA) in accordance with TFC-ESHQ-S SAF-C-02.

Work packages within the work scope and responsibility of a prime contractor service organization (e.g., Fire Systems Maintenance, Refrigerated Equipment Service) are prepared in accordance with the prime contractor's work processes, however work is reviewed for unreviewed safety question (USQ) applicability as outlined in TFC-ENG-SB-C-03. Operations pre-work release review and work release is also required as defined by this procedure.

### **1.2 Computerized History and Maintenance Planning Software (CHAMPS)**

Computerized History and Maintenance Planning Software (CHAMPS) is the work management system (WMS) software used at Washington River Protection Solutions LLC (WRPS) to process work orders.

The term "work order" refers to the document validated for performance and managed through the CHAMPS database. The term, "work package" refers to the hard copy (printed) work order and supporting documents (e.g., permits, plans, checklists) assembled and contained in the package. Work order and work package may be used interchangeably in this procedure.

## **2.0 IMPLEMENTATION**

This procedure is effective on the date shown in the header.

### **3.0 RESPONSIBILITIES**

Responsibilities are contained within Section 4.0.

### **4.0 PROCEDURE**

This procedure is intended to provide general guidance for the performance of work planning and work control activities. It is not intended that this procedure be used in a step-by-step manner, and may be performed in any order as applicable to the work activity.

## **4.1 Levels of Work Planning**

Various factors are considered in determining the level of planning and work package assembly required. The determination of the level of detail required for a given work package considers the following:

- Nuclear, radiological, and industrial safety significance of the task
- Complexity of the task
- Human factors and performance considerations
- Skill and experience of the workers (e.g., skill of the craft).

Typical activities considered “skill of the craft” are listed on the Work Planning & Control Website. Refer to [TFC-OPS-MAINT-STD-03](#) for information on skill of the craft. Other factors for determining the level of planning and work package development are included in Attachment A of this procedure. [TFC-OPS-MAINT-STD-02](#) may also be referenced to assist in determining the level of planning required.

There are four levels of work planning primarily determined by complexity and risk. Each work activity must be evaluated separately to ensure the proper overall complexity and risk level are identified. Refer to Attachment A for specific criteria.

- Level 1 – Generation of detailed work instructions required
- Level 2 – Pre-approved procedures or pre-approved work instructions
- Level 3 – No detailed work instructions required
- Level 4 – Verbal directions, no work control document is generated for the work activity.

For troubleshooting activities, a Level 1 work package is typically warranted as a means to minimize risk associated with the troubleshooting or inadvertent disruption of plant operations. A Level 2 work package could be used if pre-approved procedures or work instructions exist for the specific troubleshooting activity. The specifics of each troubleshooting effort must be evaluated to determine the appropriate level of work package. A Level 3 work package may be used if the troubleshooting activity is within the skill of the craft and the hazards and other factors align with the requirements outlined in Attachment A.

## **4.2 Identification of Work**

### **4.2.1 Define Scope of Work**

- |           |  |
|-----------|--|
| Initiator | <ol style="list-style-type: none"><li>1. If an identified condition is unsafe, unstable, and/or may be urgent immediately notify Shift Manager.</li><li>2. Obtain information on the condition requiring work, noting locations, physical characteristics, and instrument indications.</li><li>3. Notify Maintenance/Shift Manager to initiate work request.</li></ol> |
|-----------|--|

Maintenance/Shift  
Manager

4. Determine if work is required to repair/restore the structure, system, or component (SSC);
  - a. If work is required, initiate a work request or direct verbal performance if Level 4 work.
  - b. If no work is required, inform initiator and no further action is required.
5. If CHAMPS is unavailable or a Level 3 activity is being initiated by the FWS, initiate a Level 1 (A-6005-439) or Level 3 (A-6005-440) work package site form and refer to Section 4.3.

NOTE: Following the expedited packaging process, CHAMPS is updated at the point of completion of the work.

PM Planner

6. For PM activities, generate a new PM (see [TFC-OPS-MAINT-C-12](#)) and refer to Section 4.3.2 of this procedure.

#### **4.2.2 Work Screening, Validation, and Prioritization**

Operations  
Representative/or  
designee

1. Review the work request to determine validity/need.
  - a. If the request is not needed or invalid, discontinue the CHAMPS work request and notify the initiator.
  - b. If covered by a Repetitive Use Work Order or the task meets the criteria of a Level 4, discontinue the CHAMPS work request and proceed to Step 5.
2. If the work valid, validate the work request in CHAMPS and populate the required fields.
3. Determine the level of work planning/work package using the criteria in Attachment A.
4. Assign the priority per Attachment C.
5. Communicate work that needs to be expedited to the responsible organization.

#### **4.3 Work Planning**

Work planning includes identification of scope, tasks, hazards, interferences, controls, requirements, instructions, and restoration testing requirements. Performance of field walkdowns play a key role in understanding the scope and development of work instructions. A JHA walkdown, as outlined in [TFC-ESHQ-S SAF-C-02](#), is performed to identify, evaluate, and control hazards associated with the work activity.

Work packages may be developed for repetitive or routine use. Repetitive and routine work packages are developed following the work planning steps described below; however the scope of

work and intent to use on a repetitive basis must be clearly documented. Standing repetitive/routine work packages are regenerated on a quarterly basis.

#### 4.3.1 Level 1 Work Planning

Level 1 Work Planning is used for tasks where detailed work instructions are needed to accomplish the activity. Level 1 work packages are routinely used for activities involving: safety SSCs, high/medium complexity, high hazard/consequence, and/or involves implementing complex hazard controls. Level 1 work packages employ a planning team. Walkdowns are performed to define the scope, develop work instructions, identify lock out tag out (LOTO) boundaries, verify workability, and develop job hazard analysis. Relevant Subject Matter Expert (SME) review and concurrence is required (as outlined in Attachment B) as well as Responsible Manager approval.

Steps in this section may be performed in any order as long as the scope is clearly defined and planned tasks are known prior to finalizing the job hazard analysis. For example, draft work instructions may be developed and routed for input from SMEs prior to conducting the walk down and job hazard analysis. The work instructions cannot be finalized until the process steps outlined in this section have been completed. The Work Order Planning Checklist (A-6003-707) is an optional tool available for use in the work planning process.

Engineering

1. Generate a Plant Forces Work Review (PFWR) if required by [TFC-BSM-HR\\_EM-C-05](#).

Planner

2. Obtain input from the FWS to identify craft personnel necessary for the field work.

NOTE: Steps 3 and 4 may be performed as one evolution as long as required information is obtained and thorough job hazard analysis is performed.

3. Conduct field walkdowns and team planning meetings with the FWS, craft, SMEs and Operations Representative as required to understand the scope, determine tasks, critical tasks, interferences, controls, requirements, instructions, LOTO boundaries, workability, and restoration testing requirements.

NOTE 1: The Team Review Meeting Checklist (form A-6003-746) is available for optional use.

NOTE 2: Refer to Attachment B for areas of SME applicability.

NOTE 3: The FWS is the individual responsible for confirming the workability of the work package.

Planner/FWS/SME

4. Determine if the work hazards and controls are adequately addressed by the General Hazard Analysis (GHA) or a Standing JHA Checklist:
  - a. If not, develop JHA checklist in accordance with [TFC-ESHQ-S\\_SAF-C-02](#).

- b. If the work hazards and controls are adequately addressed, continue to step 5.
- Planner
5. Determine if radiological work and perform screening as described in [TFC-ESHQ-RP\\_RWP-C-01](#).
6. Review Lessons Learned to identify lessons applicable to the scope of the work to be performed.
7. As applicable, use the information from the JHA checklist, AMW, radiological work permit (RWP), Lessons Learned, SME, Operations Representative, and worker input to develop the work instructions.
- NOTE: Refer to [TFC-OPS-MAINT-STD-02](#) for guidance/considerations for work planning including information on the level of detail of work instructions.
- SMEs
8. Provide input for lessons learned, hold points, necessary quantitative or qualitative acceptance criteria, and requirements based on the area of expertise.
- Planner
9. Work with SMEs to initiate/obtain required forms and permits.
- NOTE: Refer to Attachment D.
- Planner
10. Assemble the work package.
- Responsible Engineer
11. If the work package is a modification:
- a. Perform evaluation and document evaluation results on the Modification Impact Review form (MIRF) (A-6005-427).
- b. Ensure actions are initiated to make required changes.
12. Determine the need for Criticality Safety Representative (CSR) review/approval.
- NOTE: If the activity is not listed in the Criticality Prevention Specification (CPS) then CSR approval is required (not applicable to 222-S).
13. Provide input on material needed and ensure initiation of material procurement (e.g., submittal of Bill of Material).
- Planner
14. Route the work package to SMEs/FWS as identified in Attachment B for review/comment.
- NOTE: If routing the work package in CHAMPS, it shall be ensured that the documents necessary to support the SME review are attached.

SME Reviewers

15. Using the Work Order Review and Approval Checklist (A-6003-728), or equivalent review process, review the work package to ensure technical accuracy and completeness based on the SME area of expertise.

NOTE: The following items shall be considered during the review:

- The work instructions implement applicable requirements and hazard controls.
- The supporting documents (permits, evaluations, lift plans, etc.) are complete and applicable requirements are implemented through the work instructions.
- That parallel steps do not compromise safe or compliant performance of work.
- That step sequencing is logical and aligns with established hold points.
- The instructions provide sufficient detail to support safe execution of the work.

Planner

16. Disposition comments received during the review process.
17. Obtain concurrence from appropriate SMEs for any changes made.
18. Route the work package to the Work Control Management representative for review/comment.

Work Control  
Management  
Representative

19. Using the Work Order Review and Approval Checklist (A-6003-728) review to ensure requirements are met.

Planner

20. Disposition comments received.
21. If work requires JRG review/approval as outlined in Attachment B:
- a. Provide documents to support JRG meeting in accordance with [TFC-ESHQ-RP ADM-C-11](#).
  - b. Incorporate changes from JRG review/meeting.
22. If required, route package for final SME approvals as outlined in Attachment B.

NOTE: For approvals by telephone, the name of the approver, the date, your name and signature shall be documented on the work record (or in CHAMPS).

Planner/USQ  
Evaluator

23. Perform a USQ evaluation as required by [TFC-ENG-SB-C-03](#).

NOTE 1: If work being performed is routine maintenance, or performed in accordance with a procedure for which a USQ evaluation was already performed (i.e., the work package contains no additional work scope); no additional USQ evaluation is required.

NOTE 2: If a USQ evaluation has been performed and changes are made to the work order following the approval process, the USQ evaluation must be reviewed and updated if determined necessary.

#### 4.3.2 Level 2 Work Planning

Level 2 Work Planning is used when detailed work instructions are already available from previously approved work instructions or procedures. If pre-approved work instructions are deemed inadequate due to the need for significant changes work should be planned using the Level 1 process.

Due to the repetitive nature of these work activities, field walk downs are performed as required to ensure scope and hazards are adequately addressed as the work package is assembled. For PM work packages refer to [TFC-OPS-MAINT-C-12](#) for specific packaging requirements.

For Level 2 PM work packages, the change control process (Section 4.9) is used if additional scope of work is needed to complete minor or routine corrective maintenance activities identified during performance. Caution should be used to ensure scope added does not have a long duration for completion causing delay of closing out the Level 2 PM work package.

Planner/FWS

1. Determine if changes to existing work instructions are required for the pre-approved procedure/work instructions.

NOTE: If changes to existing instructions are necessary (change in location, interferences, additional JHA controls, etc.) appropriate SME reviews and approvals will be required.

Planner

2. Determine if the GHA, a Standing JHA or an existing JHA Checklist adequately addresses hazards and controls.

1. If not, develop a JHA checklist in accordance with [TFC-ESHQ-S SAF-C-02](#).

2. If the JHA checklist adequately address hazards and controls, continue to step 3.

3. Determine if radiological work and perform screening as described in [TFC-ESHQ-RP RWP-C-01](#).

Planner/Material  
Coordinator

4. Identify material needed to support the work and initiate material procurement (e.g., submit a Bill of Material), if needed.

Planner

5. Working with SMEs, initiate/obtain required forms and permits. Refer to Attachment D.

6. Assemble the work package.
7. Route the work package to SMEs as identified in Attachment B for review/comment.

NOTE: If routing the work package in CHAMPS, it must be ensured that documents necessary to support the SME review are attached.

SME Reviewers

8. For Level 2 work packages (excluding PMs), use the Work Order Review and Approval Checklist (A-6003-728) to review work package and ensure technical accuracy and completeness based on the SME area of expertise.

Planner

9. Disposition any comments received.
10. Obtain concurrence from appropriate SMEs for any changes made.

Planner/JRG  
Chairman

11. If work activity was previously approved by JRG:
  - a. Submit work package to JRG Chairman for JRG determination in accordance with [TFC-ESHQ-RP ADM-C-11](#).
  - b. If JRG meeting is required, provide documents to support JRG meeting in accordance with [TFC-ESHQ-RP ADM-C-11](#).
  - c. Incorporate changes from JRG review/meeting.

Planner

12. If required, route package for final SME approvals as outlined in Attachment B.

NOTE: For approvals by telephone, the name of the approver, the date, your name and signature, must be documented on the work record (or in CHAMPS).

Planner/USQ  
Evaluator

13. Perform a USQ evaluation as required by [TFC-ENG-SB-C-03](#).

NOTE 1: If work being performed is routine maintenance, or performed in accordance with a procedure for which a USQ evaluation was already performed (i.e., the work package contains no additional work scope); no additional USQ evaluation is required.

NOTE 2: If a USQ evaluation has been performed and changes are made to the work order following the approval process, the USQ evaluation must be reviewed and updated if determined necessary.

NOTE 3: If work being performed uses a document owned by other Hanford prime contractors, refer to TFC-BSM-AD-04.

### 4.3.3 Level 3 Work Planning

Level 3 Work Planning is used when a work scope can be communicated and performed without detailed work instructions. Tasks are generally skill of the craft (refer to [TFC-OPS-MAINT-STD-03](#)), performed frequently, routine, and low hazard. Hazards and controls are addressed by the GHA, Standing JHA Checklist, or new JHA Checklist for the specific scope of work. These work activities are subject to relevant SME review/approval of the work scope.

Planner/FWS

1. Determine if the GHA or an existing JHA Checklist adequately addresses hazards and controls. If not, develop a JHA checklist in accordance with [TFC-ESHQ-S SAF-C-02](#).
2. Factor in Lessons Learned (refer to TFC-OPS-MAINT-STD-02 for additional information on accessing/use of Lessons Learned).
3. If needed, identify the material needed to support the work and initiate material procurement (e.g., submittal of Bill of Material).
4. Determine if radiological work and perform screening as described in [TFC-ESHQ-RP RWP-C-01](#).
5. Working with SMEs, to initiate/obtain required forms and permits. Refer to Attachment D.
6. Assemble work package.
7. Obtain/document Field Work Supervisor approval.

Planner/USQ  
Evaluator

8. Perform a USQ determination as required by [TFC-ENG-SB-C-03](#).

NOTE 1: If work being performed is routine maintenance no additional USQ evaluation is required.

NOTE 2: If a USQ evaluation has been performed and changes are made to the work order following the approval process, the USQ evaluation must be reviewed and updated if determined necessary.

### 4.3.4 Level 4 (Verbal)

Level 4 Work planning is used for work activity that is considered low hazard, simple, routine, performed frequently and where facility postings and worker skills, knowledge, training and controls are satisfactory for the safe conduct of work. Work does not impact the safety-related functions critical to tank farm operations, and/or environmental requirements and is covered by GHA or a Standing JHA. A pre-job briefing involving the worker(s) and supervisor is performed. Refer to [TFC-OPS-MAINT-STD-03](#) for list of authorized Level 4 activities.

#### 4.4 Operations Pre-Work Review For Level 1, 2, and 3 Work Packages

Operations Engineer/  
Shift Manager

1. Complete the work package pre-release review to confirm it is ready to be worked. Consider the complexity of the task; impacts on the facility system configuration, and the need to coordinate with other work groups.

NOTE 1: Completion of the Work Release Checklist for Operations Engineer (OE) (A-6003-677) is required for Level 1 and Level 2 work packages (excluding PMs).

NOTE 2: During the review, the following items shall be considered:

- All required approvals have been obtained.
- The following supporting documents are prepared and included in the work package.
  - Referenced procedures/instructions
  - Engineering documentation such as design media, drawings, evaluations, and specifications.
  - Permits for excavation, confined space, etc.
  - Safety support documentations such as job hazard analysis, fall protection plans, electrical hazard analysis, etc.
- Restoration and retest, including post-maintenance tests, operational functional testing, and applicable acceptance criteria.

2. Ensure a Lockout/Tagout Form (A-6004-460) or Eight Criteria Checklist (A-6003-801) has been prepared if required.

#### 4.5 Scheduling and Work Order Release

(7.1.1, 7.1.2, 7.1.3, 7.1.4, 7.1.6)

Scheduler

1. Develop the schedule as outlined in [TFC-OPS-MAINT-C-09](#).

Work Week Manager

2. Develop a daily release form that reflects the work to be performed, ensuring identification of pre-requisite actions required based on current environmental or plant conditions (e.g., set up of rest tent).
3. Provide the Shift Manager with a work release form and any work orders requiring release.

Shift Manager

4. Review work orders and the Work Release Checklist for OEs as applicable.

NOTE 1: Work orders previously released are not required to be re-reviewed daily.

NOTE 2: Work orders that have been in a ready to work (RTW) or suspended status for six months or greater are required to be returned and refreshed by the planning organization prior to release.

5. Verify the facility can support the work factoring in operability of redundant equipment, effect of work on other on-going activities, and facility conditions required for equipment repair/work.
  - a. Determine release requirements (e.g., Full release, partial release, or no release required (NRR)).
    - If full release, sign release authorization in the work package.
    - If a partial release is required, document release requirements on a partial release sheet (A-6005-826).
    - If NRR, no additional action is required. Work activity may be identified on the work release form.
  - b. Initial the work package entries on the work release form to approve release for the day.
  - c. Change the state of the work to “Working” in CHAMPS for Level 1, 2, and 3 work packages.
  
- Shift Manager 6. During the day, add any emergent work by:
  - a. Verifying the facility can support the work.
  - b. Adding emergent work to the work release form and initialing the work release form to approve the release.
  - c. Changing the state of the work to “WORKING” in CHAMPS for Level 1, 2, and 3 work packages.

NOTE: The Shift Manager release may be provided via telecom, e-mail, etc.

- Work Week Manager 7. Ensure the cause for not releasing work has been identified prior to rescheduling work.

## **4.6 Field Work Execution**

### **4.6.1 General Requirements**

Field Work  
Supervisor

1. Review the work package to ensure all supporting documents are current (e.g., Procedures, RWP, JHA, Tank Vapor Information Sheet (TVIS), etc.).  
  
NOTE: General RWPs are inserted into the work package during the initial FWS review.
2. Prior to performing work, ensure work package release and notification of applicable Shift Manager has been completed.
3. Ensure work to be performed is within the skill set of the assigned workers.
4. Ensure workers have the necessary training and qualifications.
5. Conduct a pre-job briefing in accordance with [TFC-OPS-MAINT-C-02](#).
6. Ensure prerequisites have been met or verified as complete. Coordinate with Shift Operations to establish prerequisite conditions if required.
7. If required, coordinate with Shift Operations to establish prerequisite conditions
8. Review work performed with the crew daily to obtain feedback on issues and opportunities for improvement. If identified issues require follow-on action, or opportunities for improvement warrant consideration for development of a Lessons Learned, document feedback on the Work Record.

### **4.6.2 Level 1/Level 2 Work Activities**

FWS/Worker

1. Perform field condition review to identify any additional hazards present due to current environment/field conditions, and implement appropriate controls as necessary (see [TFC-ESHQ-S SAF-C-02](#)).
2. Prior to performing work on equipment:
  - a. Notify the applicable shift manager immediately prior to placing equipment out of service.
  - b. Notify the applicable shift manager of any alarms that will be initiated.

FWS

3. Use a graded approach in providing field oversight of activities, placing emphasis/focus on work considered high risk or when critical steps are being performed.

4. Ensure work is performed in a safe manner as outlined by the work package.
- NOTE: Refer to Section 4.6.7 for guidance on compliance and management of HOLD POINTS.
- FWS/Worker
5. Maintain a current detailed status of work performed by recording equipment performance information, job status, and general feedback in the Work Record.
- a. Include information of technical issues encountered, abnormalities noted and required follow-on or corrective actions required.
- b. When troubleshooting, include information on results/findings of the troubleshooting effort including recommendations for further action.
6. Ensure blanks in the work package are legibly filled in with information or "N/A," and print, sign and date.
- a. If information recorded is out of the minimum or maximum specification (spec), red circle the reading showing the out of the spec condition.
- b. If corrections are made to entries, perform the following:
- Draw a single line through the incorrect information.
  - Enter the correct information adjacent to the entry or in space available with reference to the deleted information.
  - Initial and date next to the corrected entry.
7. Notify the Shift Manager of abnormal indications, readings, or other technical concerns noted while performing the work activity (reference [TFC-OPS-MAINT-C-12](#) for PM activities).
- Shift Manager
8. Evaluate information received and notify Responsible Engineering if determined necessary.
- FWS
9. If a change to the work scope or work instructions is required, refer to Section 4.9, "Work Order Changes."
10. If suspension of the work activity is required due to issues, significant delays, etc. refer to Section 4.10.

#### 4.6.3 Level 3 Work Activities

- |            |   |
|------------|---|
| FWS/Worker | 1. Perform field condition review to identify any additional hazards present due to current environment/field conditions, and implement appropriate controls if necessary (see <a href="#">TFC-ESHQ-S SAF-C-02</a> ). |
| Worker     | 2. Implement GHA controls or controls specified by the JHA Checklist. If hazards/controls specified on the GHA/JHA checklist do not align with the scope of work being performed, STOP and notify the FWS.            |
| FWS        | 3. If a change to the work scope or work instructions is required, refer to Section 4.9.  |
|            | 4. If suspension of the work activity is required due to issues, significant delays, etc. refer to Section 4.10.  |

#### 4.6.4 Level 4 (Verbal)

- |            |   |
|------------|---|
| FWS        | 1. Ensure work to be performed is listed on the Authorized Level 4 Activity List provided on the Work Planning & Control Website.   |
| FWS/Worker | 2. Perform field condition review to identify any additional hazards present due to current environment/field conditions, and implement appropriate controls if necessary (see <a href="#">TFC-ESHQ-S SAF-C-02</a> ). |
| Worker     | 3. If hazards/controls specified on the GHA/Standing JHA checklist do not align with the scope of work being performed, STOP and notify the Field Work Supervisor for resolution.                                     |

#### 4.6.5 FWS Turnovers

1. If the work activity is performed over multiple shifts, or a relief FWS is assigned to the activity, a turnover of FWS responsibility must be performed and documented. The turnover should consist of the following at a minimum:
  - Review work package instructions, work record entries, and present work activity status
  - Discuss facility and equipment status at the time of relief including but not limited to the following:
    - Lockout/Tagout status
    - Scaffold inspections
    - Industrial Hygiene/environmental sampling
    - Radiological conditions/status
    - Permit status
  - Qualifications and training status of assigned personnel
  - Any anomalies or issues with the work activity.

2. Document turnover and any issues discussed in the work record.

#### **4.6.6 Resuming Work**

Field Work  
Supervisor

1. If resuming work after a work package was suspended, or field work was delayed for other reasons:
  - a. Ensure reason(s) for suspension have been resolved if applicable.
  - b. Review the work record and work instructions to determine the appropriate starting point.  
  
NOTE: If the status of the work is unclear, the previous FWS/Workers shall be contacted for clarification.
  - c. Perform walkdowns as necessary to verify current facility configuration, equipment status.
  - d. Verify prerequisite conditions for the work activity are met, or can be established. Coordinate with Shift Operations to establish prerequisite conditions if required.
  - e. If work instruction changes are required to properly reinitiate the work activity, refer to Section 4.9.

#### **4.6.7 Management of Hold Points**

When hold points are used in the sequence of work package instructions, work will not proceed to the next step until the hold point requirement is met, and the hold point signature has been recorded.

##### **4.6.7.1 Documentation of Hold Point Signatures**

Signatures shall be recorded on the work document to indicate satisfaction of the hold point.

FWS/SME

1. If the person conducting the hold point action is not in a position to sign the record copy of the work instruction, complete the following:
  1. Take a report from the person actually conducting the hold point action.
  2. Initial and date the hold point.

NOTE 1: Another qualified SME (e.g., health physics or quality assurance team member) may sign for the hold point action if they have direct knowledge that the hold point action has been completed.

NOTE 2: If field conditions preclude taking a copy of the work package to the job location, a Working Copy of the work instructions may be used for the initial field recording of the hold point signatures.

NOTE 3: If a copy of the work instruction is used, hold point signatures and dates shall be transcribed to the record copy of the work package instruction when the field activity is complete, or by the end of the shift, whichever comes first.

NOTE 4: Working copies of the work instructions shall be retained until hold point information is transcribed on the record document.

NOTE 5: Field work supervisors with overall responsibility for the job activity are responsible for ensuring the:

- Accurate and timely transfer of hold point signatures
- Special annotations from the Working Copy of the work instruction to the record document are complete
- Control of the copies until information is accurately and completely transcribed to the record document.

#### **4.6.7.2 Removal and Change of Hold Points**

FWS/Planner

1. If a hold point needs to be removed from the work package, follow the change control process outlined in Section 4.8 of this procedure.

#### **4.6.7.3 Delays in Accomplishment and Missed Hold Points**

FWS

1. If a hold point cannot be performed as planned, and the work has NOT progressed past the hold point work instruction step:
  - a. Place the work area in a safe condition if the problem cannot be resolved and work resumed within a timely manner.
  - b. Suspend the work package in accordance with Section 4.9 of this procedure.

#### **4.6.7.4 Missed Hold Points**

FWS

1. Stop work immediately if a hold point action or signature is not performed as planned, and work has progressed past the hold point work instruction step.
2. Place the work area in a safe condition and inform the:
  - Respective Level 2 manager
  - Respective Shift Operations Manager
  - Responsible Manager for the organization requiring the hold point (RadCon, Quality Assurance).

3. Document the missed hold point and actions taken on the work record.
4. Contact the Shift Manager to initiate an evaluation for need for event investigation team activation.
5. Write a Problem Evaluation Request (PER) that describes the problem and record the PER number in the work record.
6. Identify actions that need to be completed before resuming work and make corrective action assignments.
7. Obtain approval to resume the work activity from the shift operations manager and management of the organization responsible for the hold point, after the corrective actions are complete.

#### 4.7 Work Order Changes

Work Order changes may be made to the work document using three methods: inconsequential change, technical change, and work change notice (WCN). The type of change used will be dependent upon the scope, consequence, and type of change. For inconsequential changes the steps outlined in Section 4.7.1 apply.

Technical changes to Level 1 and Level 2 work packages are made in accordance with Section 4.7.2 or 4.7.3, depending on the extent of the change and ability to communicate the change in a legible manner. Changes to Level 2 PM work packages are processed in accordance with these sections however, additional action is required as outlined in [TFC-OPS-MAINT-C-12](#) prior to work order closeout to ensure update of the PMId prior to generating work orders for the next scheduled performance.

If a change is required to a procedure used in a Level 2 work package, it may also be necessary to process a procedure change authorization (PCA) as outlined in TFC-OPS-OPER-C-13. Scope changes are authorized to Level 3 work packages with concurrence from the field work supervisor, Operations representative, and RadCon representative (if radiological work). When scope of work is changed for a Level 3 work package, a review of the impacts listed on the job hazard analysis is required as outlined by TFC-ESHQ-S\_SAF-C-02, and a USQ evaluation per [TFC-ENG-SB-C-03](#) unless the work being performed is routine maintenance.

##### 4.7.1 Inconsequential Change

Field Work  
Supervisor/  
Operations Engineer/  
Work Planner

1. If change meets the definition of inconsequential change (refer to Section 5.0) write the change legibly on the work instructions and initial and date next to the changed area on the work instructions.

NOTE: Inconsequential changes are **not** allowed for changes that affect the technical content of the document, numbers associated with units of measure, changes in decimal points, numbers associated with components, or system/name plate information or data. This excludes number corrections to add a character inadvertently omitted where the new numbering structure represents the same number after the change is made such as the addition or deletion of a zero (e.g., MO-0493 vs. MO-493), hyphen instead of a slash, etc.

#### 4.7.2 Technical Change

Field Work  
Supervisor/  
Operations Engineer/  
Work Planner

1. If work scope or change cannot be written legibly within the work instructions, refer to Section 4.7.3.
2. If work can be written legibly, enter the change information in the work instructions and initial and date next to changed area.
3. Enter the date on the work record and summarize the change made providing reference to the work instruction step or paragraph.

Field Work  
Supervisor/  
Operations Engineer/  
Work Planner

4. Obtain approvals for the change as outlined in Attachment B. Approvals are to be documented on the work record with the change summary/description.
  - a. For approvals by telephone, document the name of the approver, the date, your name and signature on the work record.
5. Review changes for impacts to existing documents and the hazard analysis and controls. Make changes to reflect the work instruction step, if necessary.
  - a. If the change impacts a supporting document, ensure the document is updated as outlined by the document processing requirements.
  - b. If the change impacts the hazard analysis and relating controls, enlist SME support and initiate a change as outlined in [TFC-ESHQ-S SAF-C-02](#).
6. If the change is considered routine maintenance or if the change is to incorporate a document for which a USQ evaluation was already performed (e.g., ECN, Field Change Notice, procedure) as defined by [TFC-ENG-SB-C-03](#), go to Step 8. If not routine maintenance or if the change includes more than incorporating a document for which a USQ was already performed, proceed to Step 7.

USQ Evaluator

7. Perform USQ evaluation per [TFC-ENG-SB-C-03](#).
  - When the USQ process is applicable it must be performed to the work order with all applicable documents in their final approved status.

Field Work  
Supervisor

8. Before work is resumed, brief workers on changes to the work order.

#### 4.7.3 Work Change Notice Method

The Work Change Notice (WCN) method is used for more complex changes or when changes to the work package cannot be done in a legible manner. Depending on the amount of changes

required, it may be necessary to reconvene a planning team to review the extent of the changes to be made and obtain worker and SME input on impacts on the hazard analysis results.

Field Work  
Supervisor/  
Operations Engineer/  
Work Planner

1. Enter the reasons for the change and change summary information in the work record of the work order.
2. If pen and ink changes were previously made, and work has not been completed on the sections containing the pen and ink changes, incorporate the pen and ink changes in the Work Change Notice (WCN).
3. Create a new CHAMPS “step” to contain the WCN or generate a site form Work Change Notice (A-6005-644).
  - a. Modify the work order through the creation of new or revised work instruction steps.
  - b. Supersede the work instruction step(s) being replaced.

Field Work  
Supervisor/Work  
Planner

4. Obtain approvals for the change as outlined in Attachment B. For CHAMPS generated WCNs, approvals are documented on the work record or within CHAMPS with the change summary/description.
  - a. For approvals by telephone, document the name of the approver, the date, your name and signature on the work record.
5. Review changes for impacts to existing documents and the hazard analysis and controls. Make changes to reflect the work instruction step, if necessary.
  - a. If the change impacts a supporting document, ensure the document is updated as outlined by the document processing requirements.
  - b. If the change impacts the hazard analysis and relating controls, enlist SME support and initiate a change as outlined in [TFC-ESHQ-S\\_SAF-C-02](#).

USQ Evaluator

6. Perform USQ review per [TFC-ENG-SB-C-03](#).

NOTE: If work being performed is routine maintenance, or performed in accordance with a procedure for which a USQ evaluation was already performed (i.e., the work package contains no additional work scope); no additional USQ evaluation is required.

Field Work  
Supervisor

7. Before work is resumed, brief workers on changes to the work package as outlined in TFC-OPS-MAINT-C-02.

#### **4.8 Work Suspension/Cancellation**

Work suspension could range from a few days to several months depending on the reason for suspension (e.g., changes in field conditions, resource availability, work priorities, additional materials or parts required, work activity no longer required, etc.). Section 4.8.1 outlines actions to take for temporary suspension of work, Section 4.8.2 outlines actions to take to cancel a work package if no field work has been performed, and Section 4.10 outlines actions to take when determination is made that the work is no longer required after field work has been performed. If a safety concern is raised that requires immediate attention to resolve, the DOE-0343, "Stop Work" process applies.

##### **4.8.1 Work Suspension**

Field Work  
Supervisor/  
Operations  
Representative

1. Perform the following in CHAMPS if work cannot be continued.
  - a. If changes are required, and the change cannot be expedited to allow work to continue, return the work order to "Rework in Planning;" otherwise, return it to "Ready for Work."
  - b. Document the reason for suspension in the work record.
  - c. Update the work flow status in CHAMPS to show the suspension and reason.
2. If a modification work package or partially completed corrective maintenance on equipment where the equipment must be returned to service (lockout/tagout removed), obtain Engineering input on impacts of the suspension.

Engineering

3. Review suspended modification work packages and revise ECN(s) as needed if work is not expected to be completed/resumed (reference TFC-ENG-DESIGN-C-06).
4. Document review results and actions taken in the Work Record.

Field Work  
Supervisor

5. Route the work package to the actionee for resolution of the suspension reason and/or re-scheduling.

##### **4.8.2 Work Cancellation**

Work Planning cancels work orders that have not been worked, and are no longer required. The steps are as follows:

Employee

1. Determine that the work order needs to be canceled. Provide a reason for the cancellation for record purposes, ensuring the work order was not generated to support closure of a PER. If PER related, the PER originator must be notified with the alternate resolution if the work order will not be performed.

Operations  
Representative/ or  
designee

2. Verify no work was performed by the work order to be cancelled and change state to "CANCELLED" in CHAMPS.

Work Control

3. Enter into the work record the name of the operations representative or designee and the reason the work order is no longer needed (e.g., duplicate of another work package and include the work order number, work no longer needed).
4. Provide the Bill of Material number to Material Services indicating the work has been canceled.
5. Notify Engineering of cancellation actions as additional actions may be required by Engineering (e.g., stop work and cancel ECNs, USQs, and commercial grade items).
6. Notify Scheduling that the work order has been canceled to initiate removal from the schedule.
7. If no field work was performed, change location to "no hard copy retained," and change work order state to "CANCELLED."

Work Control

8. Advance the work order to the state of "CLOSED."

#### **4.9 Work Order Post Job Review and Closeout**

##### **4.9.1 Field Work Complete and Operations Acceptance**

FWS

1. When field work is complete, sign work complete in the work package, and if a CHAMPS work package was generated, status the work as "Field Work Complete" in CHAMPS.

NOTE: If the work package contains review signatures that will be performed following completion of the field work, the FWS may still document "Field Work Complete" in CHAMPS.

2. Ensure that the ECN is signed for Modification Work Complete by Engineering (not required for project ECNs) or that Engineering has verified field work installation is complete and included justification for Operations acceptance in the Work Record.
3. Review the work record for feedback comments and ensure any identified issues are properly recorded. If necessary, initiate a new work request to repair or replace failed components and record the work request number in the work record. Provide feedback to the worker on actions taken.

4. Review the work package and ensure:
  - Entries are accurate, complete, and legible
  - Forms and performance documents are present
  - Documents are appropriately signed and dated.
5. Return excess materials or parts not used to the material coordinator in accordance with [TFC-BSM-CP CPR-C-18](#) and update the Bill of Material, if used, or contact Construction point of contact for construction activities.

6. Forward the work package to Operations for acceptance.

Operations Engineer/  
Shift Manager

7. Complete the work package acceptance review as follows:

NOTE: Operations Work Package (WP) Acceptance Checklist (A-6003-676) is required for Level 1 and Level 2 work packages (excluding PMs).

- a. Ensure recorded data is within the tolerances specified in the procedure or work instruction steps.
- b. Ensure post maintenance and operational testing is satisfactory, if applicable.
- c. If the work involved a modification,
  - Review the MIRF (A-6005-427) to verify required actions (e.g., procedure revisions, spare parts adjustments, training updates) resulting from implementation of the ECN have been completed or dispositioned to allow restoration of the SSC.
  - Verify the ECN is signed for Modification Work Complete by Engineering (not required for project ECNs) or that Engineering has verified field work installation is complete and included justification for Operations acceptance in the Work Record.

- d. Verify applicable information and signatures are complete.

NOTE: If the work package contains review signatures that will be performed following completion of the field work, Operations may sign for operational acceptance review if work was satisfactorily completed with acceptance data within the specified tolerances.

- e. If the work is acceptable, sign Operations acceptance in the work package, and if a CHAMPS work package, status Operations acceptance in CHAMPS.

- f. If the work is NOT acceptable, complete the following:
- Make a work record entry document issues identified
  - Resolve issues or return the work order to the field work supervisor for resolution.

#### **4.9.2 Post Job Review and Feedback**

FWS

1. Post job reviews are expected to be performed for all activities on a graded approach, and may take place at the end of an entire job, or following a discrete part of a job.
  - a. Informal reviews are performed by the FWS soliciting feedback from work team members on observed problems, opportunities for improvement, and/or good practices identified during the work activity. The FWS is responsible for evaluating this feedback and documenting the post review and any recommendations in the work record.
  - b. Documented post-job reviews are required when:
    - Work was high radiological risk or an ALARA review is determined necessary by the Radiological planner.
    - 
    - As directed in [TFC-OPS-MAINT-C-02](#).

NOTE: Completion of the ALARA review is required within 60 calendar days from the field work complete date unless an extension is approved as outlined by [TFC-ESHQ-RP RWP-C-03](#).

Rad Planner

2. Attach a copy of the completed ALARA review to the work order, if generated.

#### **4.9.3 Planner Post Review and Feedback**

Planner

1. Review the work package for:
  - Accuracy and completeness
  - Appropriate signatures and dates
  - Legibility
  - Correct forms inserted
  - Signed completion of ECNs.
2. Ensure disposition of items identified during the post job review and record the disposition on the Work Record.
3. Provide feedback of the disposition to the FWS/workers.
4. If longer term actions are required, initiate a PER in accordance with [TFC-ESHQ-Q C-C-01](#) and document in the work record.

- PM Planner
5. If a PM work package, perform additional post review actions as required by [TFC-OPS-MAINT-C-12](#).
  6. Update the PM system with completion information and establish the next due date.

#### 4.10 Work Order Closure

- Work Control
1. Update the CHAMPS work order.  
  
NOTE: For expedited work packages using site forms, it may be necessary to generate a new CHAMPS work order to record the completion information.
- PM Planner
2. Evaluate changes made to preventive maintenance work packages and take actions as follows:
    - a. If change made requires an update to the (PM) data in CHAMPS, notify Engineering to process a change as outlined by [TFC-OPS-MAINT-C-12](#).
    - b. If change made requires an update to a technical procedure, process a procedure change request as outlined by [TFC-OPS-OPER-C-13](#).  
NOTE: The work order does not advance to the "CLOSED" state until the CHAMPS PMId or Technical Procedure has been updated with required information.
- Work Control
3. Prepare the work package for closure by:
    - a. If PM work package for Technical Safety Requirement (TSR) or environmental permit commitment (ENV), perform validation of last done and next due dates to ensure accuracy.
    - b. Scanning the cover page of the procedure and pages with hand written information with values or information filled in and attach to the work order.
    - c. Scan the JHA, and other supporting documents with hand written information recorded.
    - d. Remove reference documents that do not contain hand written information (e.g., collected data, signatures).
  4. Advance the work order state to "closed."
- Work Control Center  
Technical  
Specialist/Manager
5. Evaluate feedback received and determine need for issuance of Lessons Learned or incorporation of information on the Work Planning Resource Center web page.

Work Control Center      6.    Archive the work order in accordance with [TFC-BSM-IRM\\_DC-C-02](#).

## **5.0    DEFINITIONS**

Construction. Work designated to be Construction forces (building trades) following a Plant Forces Work Review as outlined by TFC-BSM-HR\_EM-C-05.

Corrective Maintenance. Restoration of plant process equipment or components that are materially degraded or substantially deficient in performing their intended functions. Corrective maintenance can be Level 1 or Level 3 work packages. As a rule, if the specific component requiring maintenance has degraded, affecting performance or has failed, the action required to restore it to its as-designed condition it is classified as corrective maintenance.

Hold point. A point in the specific work sequence beyond which work may not proceed until inspection has been performed and documented by Quality Assurance or Radiological Control representative. For additional guidance on management of hold points, refer to Section 4.6.7.

Inconsequential Change. Changes to documents that are:

- Correction of grammatical, typographical, or spelling errors that:
  - Do not affect numbers other than page, table, figure, title numbers, or obvious and demonstrable typographical errors. Changes in decimal points, units of measure or nameplate information/data are not inconsequential changes.
  - Do not affect units of measure other than obvious and demonstrable typographical errors.
  - Do not affect acceptance criteria other than obvious and demonstrable typographical errors.
  - That did not translate correctly from the original source document due to software issues.
- Updating of position or organization names or titles,
- Rewording of phrases, sentences, and paragraphs,
- Change the format of the document (e.g., rearrange unnumbered lists of items, rescale items, move details to new sheets, pagination, table, or figure title number changes, etc.),
- Add/update document references (provided changes to the references have already been appropriately USQ reviewed), or
- Add, change, delete or clarify notes or cautions that do not direct operator actions.

Modification. Work tasks that change the design configuration of the physical asset being maintained as defined in TFC-ENG-DESIGN-C-06.

Use of like-for-like or identical items, or temporary changes for performing routine repairs are not modifications. Temporary changes that are not considered modifications include performing a tie-in to a secured system or troubleshooting a system that is planned to be restored to its original configuration, before the system is placed back into normal operation. Temporary changes are to include configuration steps identified in a work package directing the tie-in and return of the system to normal, as designed configuration.

Modification Impact Review. A means of ensuring that each modification to the facility is carefully reviewed for any procedure changes, training required, etc., resulting from the modification. Results of the Modification Impact Review are documented on the Modification Impact Review form (MIRF) (A-6005-427).

No Release Required (NRR). A designation given to activities that do not affect the operation and configuration of the facility and do not require Release Authority approval prior to performing the work and does not require Acceptance Authority approval upon completion.

Operational Work Package. Routinely used to accomplish an operational scope of work that is unique or so infrequently performed that development of an operational technical procedure is not warranted (e.g. special waste packaging, camera operations, etc).

Partial Work Release. The act of authorizing personnel to accomplish a limited amount of work defined in the WO.

Planner. An individual assigned responsibility for facilitating the work planning process and other responsibilities outlined in this procedure. Individuals performing planning of Level 1 and Level 2 work packages must be qualified as a Work Planner in accordance with training course 350019 (latest revision). Requalification will take place every two years in accordance with training course 351019 (latest revision).

Post Maintenance Testing. Testing done to verify components will fulfill their design function when returned to service after maintenance. Verification of the affected equipment (including interfaces, controls, interlocks, and instrumentation) performs their intended functions following corrective maintenance, PM, modifications, new construction, and troubleshooting to ensure that the original deficiency was corrected, and no additional deficiencies were created.

Pre-Approved Work Instructions. A document approved by a defined approval process. These documents may be packaged in the WO to accomplish the work. Examples are maintenance procedures, CHAMPS work instructions/job plans and operations surveillance procedures.

Repetitive Work Order. A WO that remains open for an extended period, developed to allow multiple/repeat performance of similar tasks or multiple activities against a specific or group of similar equipment/instruments. A partial release is used for each task authorized for performance as required by the release expectations established by the Shift Manager.

Routine Maintenance. An activity is routine maintenance and does not require USQ review if the following criteria are met:

- a. The activity is limited to calibration; repair or maintenance work activities performed to restore facilities or SSCs to their original condition; replacement with an exact replacement part; in-service inspection; removal of out-of-service equipment; and housekeeping.

- b. The activity does not involve hot work permits, newly installed compressed gas cylinders (replacement of existing compressed gas cylinders is considered routine maintenance), or placing of vehicles and equipment onto waste tanks that could exceed analyzed limits.
- c. The activity does not involve inserting equipment into waste or removing equipment from waste.

Troubleshooting. A systematic approach to data collection, failure analysis, or a measurement plan developed and documented in the work scope or work instructions to determine the cause of system/equipment degradation.

Urgent. Conditions requiring immediate action due to the critical nature of the situation (e.g., stopping flooding or fire). Only initial stabilization of the emergency condition is allowed. Refer to Attachment C.

Working copy. A copy generated from the original work order used to allow performance of work in separate work areas or by multiple work groups. The working copy is duplicated to allow efficient and compliant performance of work. Data is recorded on the working copy and the completed working copy is merged, for records purposes, with the original work order prior to closeout.

## **6.0 RECORDS**

The following record is generated during the performance of this procedure:

- Work package (and supporting forms/permits, and other documentation with recorded information).

A work package becomes an in process record document at the time it is released and work was performed in the field. From this point, the work package must be retained in secured storage when not in actual use. All personnel should ensure hard copies of work packages that have had any work performed are placed in file/desk drawers when the work package is not being used. It becomes a record document when it is received at Work Control for closure and is required to be retained for 75 years.

The records custodian identified in the Company Level Records Inventory and Disposition Schedule (RIDS) is responsible for record management in accordance with [TFC-BSM-IRM\\_DC-C-02](#).

NOTE: Lost or damaged records are handled in accordance with [TFC-BSM-IRM\\_DC-C-02](#).

## **7.0 SOURCES**

### **7.1 Requirements**

1. DOE 422.1, "Conduct of Operations."
2. RPP-13033, "Tank Farms Documented Safety Analysis."
3. [TFC-POL-16](#), "Integrated Safety Management System Policy."

<b>OPERATIONS</b>	<b>Document</b>	<b>TFC-OPS-MAINT-C-01, REV Q-3</b>
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4. [TFC-PLN-01](#), "Integrated Environment, Safety, and Health Management System Plan."
5. [TFC-ENG-SB-C-03](#), "Unreviewed Safety Question Process."
6. [TFC-PLN-02](#), "Quality Assurance Program Description."
7. [TFC-PLN-29](#), "Nuclear Maintenance Management Program."
8. 10 CFR 851, "Worker Safety and Health Program."

## 7.2 References

1. AT5-310, Conduct of Operations, Section 11.16.1, "222-S Laboratory Technical Procedure Writing and Formatting Guide."
2. DOE-0336, "Hanford Site Lockout/Tagout."
3. DOE-0343, "Stop Work."
4. HNF-5183, "Tank Farm Radiological Control Manual (TFRCM)."
5. HNF-IP-1266, "Tank Farms Operations Administrative Controls."
6. HNF-SD-WM-TSR-006, "Tank Farms Technical Safety Requirements."
7. MSC-PRO-2001, "Facility Modification Package Process."
8. RPP-16922, "Environmental Specification Requirements."
9. [RPP-MP-003](#), "Integrated Environment, Safety, and Health Management System Description for the Tank Operations Contractor."
10. [TFC-BSM-AD-C-04](#), "Documents Owned by Other Hanford Prime Contractors Used by WRPS."
11. [TFC-BSM-CP\\_CPR-C-18](#), "Material Receipt, Storage, Issuance, Return, and Excess Control."
12. [TFC-BSM-FPM\\_PR-C-01](#), "Property Management."
13. [TFC-BSM-FPM\\_PR-C-03](#), "Work Control - General Purpose Facilities."
14. [TFC-BSM-HR\\_EM-C-05](#), "Plant Forces Work Review (Davis-Bacon Act Compliance)."
15. [TFC-BSM-IRM\\_DC-C-02](#), "Records Management."
16. [TFC-ENG-DESIGN-C-06](#), "Engineering Change Control."
17. [TFC-ENG-DESIGN-C-09](#), "Engineering Drawings."
18. [TFC-ENG-DESIGN-C-15](#), "Commercial Grade Dedication."

19. [TFC-ENG-FAC SUP-C-02](#), "Operability/Technical Evaluations."
20. [TFC-ENG-FAC SUP-C-23](#), "Equipment Identification and Data Management."
21. [TFC-ENG-STD-08](#), "Post Maintenance Testing."
22. TFC-ESHQ-ENV-PP-C-07, "NEPA, SEPA, Ecological and Cultural Reviews."
23. [TFC-ESHQ-Q ADM-C-02](#), "Nonconforming Item Reporting and Control."
24. [TFC-ESHQ-Q C-C-01](#), "Problem Evaluation Request."
25. [TFC-ESHQ-Q INSP-C-01](#), "Control of Inspections."
26. [TFC-ESHQ-RP ADM-C-11](#), "Joint Review Group."
27. [TFC-ESHQ-RP RWP-C-01](#), "Radiological Risk Screening."
28. [TFC-ESHQ-RP RWP-C-03](#), "ALARA Work Planning."
29. [TFC-ESHQ-RP RWP-C-04](#), "Radiological Work Permits."
30. [TFC-ESHQ-S SAF-C-02](#), "Job Hazard Analysis."
31. [TFC-ESHQ-S-STD-03](#), "Electrical Safety."
32. [TFC-OPS-MAINT-C-02](#), "Pre-Job Briefing and Post Job Reviews."
33. [TFC-OPS-MAINT-C-09](#), "Eight Week Rolling Schedule Process."
34. [TFC-OPS-MAINT-C-10](#), "Pre-Calibration and Staging."
35. [TFC-OPS-MAINT-C-12](#), "Preventive/Predictive Maintenance."
36. [TFC-OPS-MAINT-STD-02](#), "Work Planning and Work Instruction Development."
37. [TFC-OPS-MAINT-STD-03](#), "Tank Operations Contractor Skill of the Craft."
38. [TFC-OPS-OPER-C-11](#), "Equipment Temporary Modifications and Bypasses."
39. [TFC-OPS-OPER-C-13](#), "Technical Procedure Control and Use."
40. [TFC-OPS-OPER-C-22](#), "Control and Use of Administrative Locks."
41. [TFC-OPS-OPER-C-39](#), "Caution Tags."
42. [TFC-OPS-WM-C-10](#), "Contaminated Equipment Management Practices."
43. [TFC-ESHQ-S IH-C-49](#), "Chronic Beryllium Disease Prevention Program."

44. [TFC-PLN-33](#), "Waste Management Basis."
45. URS Global Management & Operations Services Work Planning and Control Program Standard.

## ATTACHMENT A – TYPE OF WORK PACKAGE DESIGNATION

The table below contains the factors/criteria used for selecting the level of work package.

Factor/Criteria	Level 1	Level 2	Level 3	Level 4
<b>Asbestos Work</b>	Allowed	Allowed	NOT allowed	NOT allowed
<b>Beryllium Work</b>	Allowed	Allowed	NOT allowed	NOT allowed
<b>Chemical Use</b>	Allowed	Allowed	NOT allowed if JHA checklist requires prerequisites/precautions/limitations, WARNINGS, or specific work instructions to establish controls for chemical hazards identified. *	Allowed if meets Consumer product safety act 15U.S.C.2051 criteria for household use
<b>Complexity of the Task</b>	Any level of complexity	Any level of complexity	Skill based task	Skill based task
<b>Confined Space – Permit Required</b>	Allowed	Allowed	NOT allowed	NOT allowed
<b>Crane or Lifting Operations</b>	Allowed	Allowed	Critical and Special Lifts NOT allowed	Critical and Special Lifts NOT allowed
<b>Elevated Work</b>	Allowed	Allowed	Allowed	NOT allowed if under a Fall Protection Plan
<b>Electrical Work (EHE)</b>	Allowed	Allowed	Allowed	Visual Inspection of systems and components only
<b>Energized Electrical Work (Requiring EEWP)</b>	Allowed	Allowed	NOT allowed	NOT allowed
<b>Hazard Analysis</b>	GHA, Standing JHA, or job specific JHA	GHA, Standing JHA, or job specific JHA	GHA, Standing JHA* or job specific JHA*  *Standing or Job Specific JHA NOT allowed if checklist requires prerequisites/precautions/limitations, WARNINGS, or specific work instructions to establish controls.	GHA, Standing JHA* or job specific JHA*  *Standing or Job Specific JHA NOT allowed if checklist requires prerequisites/precautions/limitations, WARNINGS, or specific work instructions to establish controls.
<b>Impact on Design Configuration</b>	Modification work allowed	Modification work allowed	No modification work allowed (exact replacement allowed for GS SSCs)	No impact on design configuration

## ATTACHMENT A - TYPE OF WORK PACKAGE DESIGNATION (cont.)

Factor/Criteria	Level 1	Level 2	Level 3	Level 4
<b>Impact on SSCs</b>	Any level of risk of single failure or errors causing impact on SSCs	Any level of risk of single failure or errors causing impact on SSCs	Low risk of single failure or errors causing impact on general services (GS) SSCs. Work on SS SSCs not allowed.	Low risk of single failure or errors causing impact on general services (GS) SSCs. Work on SS SSCs not allowed.
<b>Performance of Hot Work</b>	Allowed	Allowed	NOT allowed	NOT allowed
<b>Pre-Approved Procedure/Work Instruction</b>	Procedure/work instruction necessary but does not exist	Procedure/work instruction available and is sufficient	Work instruction unnecessary	Paperless – No procedure/work instruction
<b>Radiological Considerations</b>	High, medium or low risk	High, medium or low risk	Medium or low risk where no hold points are required	Low or no risk
<b>Reliance on Skill of the Craft</b>	Reliance on approved work instructions and skill of the craft	Reliance on approved work instructions/ procedure instructions and skill of the craft	Reliance on bounded scope statement and limitations along with skill of the craft as outlined in <a href="#">TFC-OPS-MAINT-STD-03</a>	Reliance on limitation of scope along with skill of the craft as outlined in <a href="#">TFC-OPS-MAINT-STD-03</a>
<b>Risk of entry into an Limiting Condition of Operation (LCO)</b>	Any level of risk of entry into an LCO	Any level of risk of entry into an LCO	No risk of entry into an LCO	No risk of entry into an LCO
<b>Hazardous energy control LOTO</b>	Allowed	Allowed	LOTO installed as prerequisite to performance of work scope	Use of LOTO not authorized
<b>Risk of impact on Environmental Permit Requirement</b>	Any level of risk of impact	Any level of risk of impact	No risk of impact	No risk of impact
<b>Tank Waste</b>	May have potential to disturb	May have potential to disturb	No potential to disturb	No potential to disturb
<b>Unreviewed Safety Question (<a href="#">TFC-ENG-SB-C-03</a>)</b>	Not required if routine maintenance	Procedure/pre-approved work instruction subject to USQ review or is routine maintenance	Not required if routine maintenance	Not required – only Routine maintenance allowed

\* With exception to a LOTO prerequisite, if a control method 1, 2, or 3 is selected on the JHA checklist, a Level 1/Level 2 work package is required.

**ATTACHMENT B – REVIEW AND APPROVAL OF WORK INSTRUCTIONS**

(7.1.2)

The following table applies to reviews/approvals required for Level 1 work instructions or technical changes to Level 1 or Level 2 work instructions. As the Approval Authority, the Field Work Supervisor's approval is the final approval obtained in the process.

<b>Reviewer/Concurrence</b>	<b>Applicability</b>
<b>Responsible Engineer</b>	<ul style="list-style-type: none"> <li>• New work instructions for Level 1 work packages associated with SSCs and technical changes to Level 1 and Level 2 work instructions involving work on assigned SSCs to ensure compliance with the safety basis, active Justification for Continued Operations (JCOs), and other technical requirements and recommendations.</li> <li>• Documents and applicable changes to documents that authorize disturbance of the waste (e.g., waste disturbing activities, waste intrusive activities, ultra-sonic activities affecting the waste, introducing fluids, sampling, etc.) for inclusion on the list of activities allowed per Criticality Prevention Specification (CPS). If the activity is not listed in the CPS then Criticality Safety Representative (CSR) approval of the document is also required.</li> <li>• Documents and applicable changes to documents that authorize the use of chemicals that may come in contact with or be added to tank waste to ensure they are listed in RPP-11192, Tank Farms Chemical Compatibility Evaluation. If chemicals are not listed in RPP-11192 are to be used, RPP-11192 must be revised to recognize use of the chemical prior to approving the work package or changes to the work package.</li> </ul>
<b>Criticality Safety Representative</b> (not applicable to 222-S)	<ul style="list-style-type: none"> <li>• Documents and changes to documents where activities are not listed in the CPS (when determined necessary by the Responsible Engineer).</li> </ul>
<b>Radiological Controls Planner</b>	<ul style="list-style-type: none"> <li>• Activities that control radiological work (including work with radioactive materials) or direct work in radiological areas (e.g., radiation area, high radiation area, very high radiation area, contamination area, high contamination area, airborne radioactivity area).</li> <li>• Activities that have a potential to release radioactive materials into the environment.</li> <li>• Work directing excavation within a posted Radiologically Controlled Area (RCA).</li> <li>• Performance of operations, maintenance, or repair of radiation generating devices.</li> <li>• Establish or modify radiological processes; describe control activities that prescribe the use or support of radiation monitoring or detection equipment; fabricate or change radiological monitoring equipment, and when documents include or should include radiological control steps or direction, radiological requirements, or radiological hold points or changes to these documents where Radiological Control steps, directions, or regulatory compliance is impacted.</li> </ul>

## ATTACHMENT B - REVIEW AND APPROVAL OF WORK INSTRUCTIONS (cont.)

Reviewer/Concurrence	Applicability
<p style="text-align: center;"><b>Environmental</b></p>	<ul style="list-style-type: none"> <li>• Work packages and work package changes involving or have the potential to affect: <ul style="list-style-type: none"> <li>• Changes to air abatement equipment, emissions monitoring capability, processes or source term (CAA)</li> <li>• Corrective maintenance or project activities that use ALARCTs</li> <li>• Changes to systems that treat, store or dispose of dangerous waste (tanks, piping, pits, etc.) , monitor for leakage, monitor or control hazards (RCRA)</li> <li>• Changes to, or activities that impact, sanitary water and septic systems (CWA)</li> <li>• Activities with the potential to spill or release water or chemicals to the environment (CWA)</li> <li>• New or significantly modified work scope, process, and /or configuration (NEPA)</li> <li>• Activities that have the potential to use or dispose of PCBs (TSCA)</li> </ul> </li> <li>• Activities with a potential for release of radioactive or hazardous material in excess of environmental protection limits and/or that affect hazardous or radioactive transportation and packaging activities.</li> <li>• Work that design, fabricate, or modify environmental equipment related to compliance with environmental regulatory requirements.</li> <li>• Activities that have or may have impact on waste minimization and pollution prevention activities.</li> <li>• Activities with the potential for generating hazardous and/or radiological waste and transporting or packaging waste.</li> <li>• Activities that have or may have impact on waste activities, including but not limited to, the following: <ul style="list-style-type: none"> <li>• Radiological and chemical characterization of waste</li> <li>• Waste sample analysis</li> <li>• Waste designation</li> <li>• Treatment, storage and disposal (TSD) acceptance</li> <li>• Waste verification activities.</li> </ul> </li> </ul>
<p style="text-align: center;"><b>Quality Assurance</b></p>	<ul style="list-style-type: none"> <li>• Activities affecting safety class and safety significant items including modification where the safety function or the margin of safety is affected or involves a design change.</li> <li>• Activities involving opening and closing of Safety Significant or General Service systems that interfaces with a Safety Significant plant system.</li> <li>• Activities requiring QA witness, verification or hold points or changes to steps affecting QA witness, verification or hold points.</li> </ul>

## ATTACHMENT B - REVIEW AND APPROVAL OF WORK INSTRUCTIONS (cont.)

Reviewer/Concurrence	Applicability
<b>Industrial Safety Representative (IS)</b>	<ul style="list-style-type: none"> <li>• Fire Hazard, Weld, Burn, Grind, Solder (Hot Work)</li> <li>• Hazardous/Stored Energy</li> <li>• Confined Space</li> <li>• Blind (e.g. Wall/Ceiling) Penetration</li> <li>• Electrical</li> <li>• Rotating/Moving Equipment (Pinch Points)</li> <li>• Hoisting &amp; Rigging</li> <li>• Heavy Equipment</li> <li>• Elevating Work Platforms</li> <li>• Contact w/ Overhead Utilities</li> <li>• Fall Hazards/Roof Work</li> <li>• Scaffold Use</li> <li>• Excavations</li> </ul>
<b>Industrial Hygiene Representative (IH)</b>	<ul style="list-style-type: none"> <li>• Respiratory Protection</li> <li>• Chemical Use</li> <li>• Potential Contact w/ Tank Waste</li> <li>• Tank Farm Vapors</li> <li>• Beryllium, Asbestos, Lead, Carcinogens</li> <li>• Fire Hazard, Weld, Burn, Grind, Solder (Hot Work)</li> <li>• Ergonomics</li> <li>• Noise &gt;80dB</li> <li>• Confined Space</li> <li>• Flammable/Explosive</li> <li>• Illumination</li> <li>• Thermal Stress</li> <li>• Biological Hazards</li> <li>• Disturbing building materials suspect of containing asbestos</li> </ul>
<b>Fire Protection Engineer</b>	Activities, or modifications, which affect the safety functions of the fire protection systems.
<b>Hanford Site Utilities Water Purveyor</b>	Activities involving water system changes or connections.  Note: City of Richland is the water purveyor for the Cold Test Facility on Horn Rapids Road.

## ATTACHMENT B - REVIEW AND APPROVAL OF WORK INSTRUCTIONS (cont.)

Reviewer/Concurrence	Applicability
<b>Joint Review Group</b>	<ul style="list-style-type: none"> <li>• Documents and changes to documents categorized as High Risk work (as defined in TFC-ESHQ-RP_RWP-C-03)</li> <li>• Documents and changes to documents to perform non-radiological activities considered higher risk when determined necessary by the subject matter experts or as directed by management (e.g., Hot work, confined space entry where permit is required and additional physical hazards are introduced, work requiring a fall protection plan, critical and special lifts, work requiring a beryllium, asbestos, or energized electrical work permit, work involving chemical use where an IH Monitoring plan is required or when chemical contains or is suspected to contain a carcinogen).</li> </ul>
<b>Field Work Supervisor</b> (Approval Authority)	<ul style="list-style-type: none"> <li>• New work instructions for Level 1 work packages and changes to Level 1 and Level 2 work instructions and approval of Level 3 work packages.</li> </ul>
<b>Shift Manager</b>	<ul style="list-style-type: none"> <li>• Changes to Level 1, Level 2, or Level 3 work packages that have gone beyond the OE/SM pre-work review.</li> </ul>

## ATTACHMENT C - PRIORITIES

Priority	Description
Urgent	<p>Requires immediate action to: Prevent imminent danger to personnel, property, or the environment; Prevent a significant breach in security.</p> <p>It is worked without delay or interruption until the condition is stabilized.</p> <p><b>NOTE:</b> Does not necessarily but could meet the conditions to declare at least an operational emergency.</p>
1 (Rapid)	<p>Does not meet conditions for urgent work, but requires rapid action to: Correct a condition that will result in a permit violation or regulatory compliance violation if not corrected immediately; Correct a significant personnel safety deficiency as determined by management; Correct problems deemed critical to sustain the current mission of a facility to include preventing programmatic impact, property loss, or financial impact; Recovery from a TSR violation; Correct conditions that cause major impacts to security response or mission; Place or maintain the facility/activity/site in a safe condition when a potential inadequate safety analysis (PISA) is identified.</p>
2 (High)	<p>Does not meet conditions for immediate work, but requires responsive action to: Correct a condition that will result in a permitted facility or other ES&amp;H regulatory compliance violation if not corrected (including compliance driven preventive maintenance); Support milestones required by a court-ordered settlement agreement or to prevent a significant negative impact to facility/programmatic mission; Correct a safety deficiency that requires immediate action and is likely to cause an injury to personnel that cannot be prevented by appropriate personal protective equipment (PPE) or barriers; Correct conditions that cause significant impacts to security response or mission; Correct conditions resulting in a USQ; <b>NOTE:</b> Priority may be adjusted up or down depending on evaluation of safety or impact to mission. Correct conditions resulting in the identification of a potential inadequate safety analysis (PISA); <b>NOTE:</b> Priority may be adjusted up or down depending on evaluation of safety or impact to mission. Correct deficient conditions for safety SSCs to restore operability. <b>NOTE:</b> Priority may be adjusted up or down depending on LCO Required Action Completion Times, evaluation of safety, or impact to mission.</p>
3 (Medium)	<p>Does not meet conditions for high priority work, but requires action to: Correct deficiencies, make repairs and modifications, or conduct preventive maintenance that has reasonably acceptable risk to property, programs, or compliance issues; Correct deficiencies for which the risks to human health or safety are minimal and are not of an immediate nature; Correct conditions that cause impacts to security response or mission; Project work to meet contract mission.</p>
4 (Low)	<p>Work that requires routine action to implement improvements or correct deficiencies not directly related to sustaining the mission of the facility or is to be deferred or is unfunded during the current fiscal year.</p>

## ATTACHMENT D - FORMS AND PERMITS, CROSS REFERENCE TABLE

This table provides a cross-reference from forms/permits to the manuals that control their use and provides the forms/permits and instructions for preparation.

Permit or Form	Form Number	Document No.	Site Form
ALARA Management Worksheet (AMW)	A-6003-904	<a href="#">TFC-ESHQ-RP_RWP-C-03</a>	YES
Asbestos Work Permit	A-6003-870	<a href="#">TFC-ESHQ-S_IH-C-52</a>	NO
Attendance Roster	A-6003-211	<a href="#">TFC-OPS-MAINT-C-01</a>	YES
Hanford Beryllium Work Permit	A-6006-202	<a href="#">TFC-ESHQ-S_IH-C-49</a>	YES
WRPS - Bill of Material	A-6002-729	<a href="#">TFC-BSM-CP_CPR-C-18</a>	YES
Commercial Grade Dedication Form	A-6002-544	<a href="#">TFC-ENG-DESIGN-C-15</a>	YES
Competent Person for Asbestos	A-6005-803	TFC-ESHQ-S-STD-29	YES
Competent Person for Excavation	A-6005-804	TFC-ESHQ-S-STD-29	YES
Competent Person for Fall Protection	A-6005-805	TFC-ESHQ-S-STD-29	YES
Competent Person for Ladders	A-6005-806	TFC-ESHQ-S-STD-29	YES
Competent Person for Scaffolds	A-6005-807	TFC-ESHQ-S-STD-29	YES
Qualified Person for Fall Protection	A-6005-808	TFC-ESHQ-S-STD-29	YES
Qualified Person for Scaffolds	A-6005-809	TFC-ESHQ-S-STD-29	YES
Hanford Confined Space Entry Permit	A-6005-717	DOE-0360	YES
Hanford Permit Required Confined Space Entry Notification	A-6005-718	<a href="#">DOE-0360</a>	YES
Confined Space Hazard Identification	A-6005-724	<a href="#">DOE-0360</a>	YES
Dome Load Assessment and Route Map	N/A	TFC-ENG-FAC SUP-C-10	NO
Eight Criteria Checklist	A-6003-801	DOE-0336	YES
Energized Electrical Work Permit	A-6003-873	<a href="#">TFC-ESHQ-S-STD-03</a>	YES
Electrical Hazard Evaluation	A-6005-432	<a href="#">TFC-ESHQ-S-STD-03</a>	YES
Hanford Site Excavation Permit	A-7400-373	DOE-0344	YES
Fall Protection Work Permit	A-6004-286	DOE-0359	YES
Tank Operations Contractor Hotwork Permit	A-6003-692	<a href="#">TFC-ESHQ-FP-C-01</a>	YES
Ignition Source Control Evaluation Worksheet	A-6003-749	<a href="#">TFC-ENG-FAC SUP-P-17</a>	YES
Ignition Source Control Requirements Screening	A-6003-774	<a href="#">TFC-ENG-FAC SUP-P-17</a>	YES
Level 1 Work Package	A-6005-439	<a href="#">TFC-OPS-MAINT-C-01</a>	YES
Level 3 Work Package	A-6005-440	<a href="#">TFC-OPS-MAINT-C-01</a>	YES
Lifted/Landed Lead Record	A-6003-876	<a href="#">TFC-ESHQ-S-STD-03</a>	YES

## ATTACHMENT D - FORMS AND PERMITS, CROSS REFERENCE TABLE (cont.)

Permit or Form	Form Number	Document No.	Site Form
Lockout/Tagout Authorization Form	A-6004-460	DOE-0336	YES
Hanford Fire Marshal Permit Request form	N/A	<a href="#">TFC-ESHQ-FP-STD-01</a>	NO
Modification Impact Review Form	A-6005-427	<a href="#">TFC-OPS-MAINT-C-01</a>	YES
NEPA Review Screening Form	RL-721	TFC-ESHQ-ENV_PP-C-07	YES
Operations Work Package (WP) Acceptance Checklist	A-6003-676	<a href="#">TFC-OPS-MAINT-C-01</a>	YES
Partial Release Sheet	A-6005-826	<a href="#">TFC-OPS-MAINT-C-01</a>	YES
Preventive Maintenance Deferral	A-6004-745	<a href="#">TFC-OPS-MAINT-C-01</a>	YES
Radiological Screening Form	A-6003-910	<a href="#">TFC-ESHQ-RP_RWP-C-01</a>	YES
Tank Vapor Information Sheet	A-6004-063	<a href="#">TFC-ESHQ-S_IH-C-48</a>	YES
Work Change Notice	A-6005-644	<a href="#">TFC-OPS-MAINT-C-01</a>	YES
Work Release Checklist for OE's	A-6003-677	<a href="#">TFC-OPS-MAINT-C-01</a>	YES
Confined Space Entry Permit	A-6005-717	DOE-0360	YES
Confined Space Hazard ID Form	A-6005-724	DOE-0360	YES
Hanford Permit Required Confined Space Entry Notification	A-6005-718	DOE-0360	YES
Fall Protection Work Permit	A-6004-286	DOE-0346	YES
Work Order Planning Checklist	A-6003-707	<a href="#">TFC-OPS-MAINT-C-01</a>	YES
Work Order Review and Approval Checklist	A-6003-728	<a href="#">TFC-OPS-MAINT-C-01</a>	YES
WRPS Work Record	A-6003-243	<a href="#">TFC-OPS-MAINT-C-01</a>	YES
WRPS Caution Tag Installation/Removal	A-6003-108	<a href="#">TFC-OPS-OPER-C-39</a>	YES
Administrative Lock Establishment/Removal	N/A	<a href="#">TFC-OPS-OPER-C-22</a>	NO
Plant Forces Work Review	A-6003-813	<a href="#">TFC-BSM-HR_EM-C-05</a>	YES
WRPS ALARA Review Form	A-6002-919	<a href="#">TFC-ESHQ-RP_RWP-C-03</a>	YES
Pre-Job Briefing	A-6002-893	<a href="#">TFC-OPS-MAINT-C-02</a>	YES
Radiological Work Permit	A-6003-902	<a href="#">TFC-ESHQ-RP_RWP-C-04</a>	YES
Job Hazard Analysis Checklist	A-6004-101	<a href="#">TFC-ESHQ-S_SAF-C-02</a>	YES
Performance and Functional Requirements/Evaluation for Special Tools or Test Equipment [Evaluation of fabricated stairs and platforms should be to requirements for walking and working surfaces.]	A-6003-129, or Engineering-provided design media	TFC-ENG-DESIGN-C-25 TFC-ENG-DESIGN-C-34	YES

**ATTACHMENT D - FORMS AND PERMITS, CROSS REFERENCE TABLE (cont.)**

<b>Permit or Form</b>	<b>Form Number</b>	<b>Document No.</b>	<b>Site Form</b>
Lift Instructions Determination [To be used for fabricated items to be lifted including waste boxes, stairs, and platforms as well.]	A-6003-884	<a href="#">TFC-ENG-FAC SUP-C-25</a>	YES
Waste Planning Checklist - WRPS	A-6002-848	<a href="#">TFC-OPS-WM-C-01</a>	YES
Team Review Meeting Checklist	A-6003-746	<a href="#">TFC-OPS-MAINT-C-01</a>	YES
WRPS Skill-of-the-Craft Listing Change Form	A-6005-855	<a href="#">TFC-OPS-MAINT-STD-03</a>	YES