

Ownership matrix	USQ # 20-0590-S
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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 communicates the processes, requirements, and expectations for work management at Washington River Protection Solutions, LLC (WRPS).

This procedure applies to all Tank Operations Contractors (TOC), including Facility and Property Management (F&PM), and Construction personnel, who plan, approve, schedule, release, and perform work, operations acceptance, post reviews, and final closure of work packages.

This procedure does not apply to activities such as operator rounds, equipment and system operations, radiological surveillances and industrial hygiene monitoring performed using plans or task instruction, or other activities performed solely 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, large water additions, and/or chemical additions to Double-Shell or Single Shell Tanks).

During performance of maintenance, testing, and operational activities conducted in accordance with TFC-OPS-MAINT-C-01, temporary changes to facility systems and configuration are controlled through the work control and release process. These changes are exempt from the requirements of TFC-ENG-DESIGN-C-06. This process is not to be used to circumvent approved modification control and design control practices, and procedures for permanent alterations, modifications, and changes.

As specified in Tank Operations Contract Section J.3, 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 and hazards analysis. However, as identified in the Hanford Mission Support Contract Nuclear Safety Protocol, these work activities are required to be evaluated for Unreviewed Safety Question (USQ) applicability as outlined in TFC-ENG-SB-C-03. Responsible manager pre-work review and work release is required for other contractor work as defined by this procedure. A list of other prime contractor activities performed in WRPS-controlled facilities, which have been USQ evaluated, is maintained by WRPS Nuclear Safety and is available on the Intranet on the Safety Basis Website under USQ List of Procedures and Activities Performed by Others.

This procedure defines processes that are credited as Defense-in-Depth controls as described in RPP-13033, "Tank Farm Documented Safety Analysis."

1.2 Work Management System (WMS)

Enterprise Asset Management (EAM) is the work management software application used at WRPS. All new work requests, work orders, and material requests are processed in EAM. Preventive Maintenance work orders that existed in Computerized History and Maintenance Planning Software to support the TOC will be processed in EAM until the work packages are closed and scanned into records. Preventive Maintenance work orders that existed in Job Control Software (JCS) to support the Effluent Treatment Facility (ETF) before transition into EAM will be processed in JCS until the work packages are closed and scanned into records.

The term “work order” refers to the validated work request in EAM. The term, “work package” refers to the hard copy (printed) work order and supporting documents (e.g., permits, plans, checklists) assembled to perform work.

Manual development, review, and approval of work packages is allowed so that work planning can continue in the event of temporary loss of electronic systems.

Every time a work package changes physical location or responsible party, the individual releasing custody of the work package will update the EAM “WO Location” field to include an easily traceable name and/or physical location of the work package.

2.0 IMPLEMENTATION

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

3.0 RESPONSIBILITIES

Pre-Work Reviewer/Approver:

- 222-S Facility Operations Manager
- ETF Shift Operations Manager
- General Purpose Facilities Release Authority
- Operations Engineer
- Shift Manager.

Release authority:

- 222-S Facility Operations Manager
- ETF Shift Operations Manager
- General Purpose Facilities Release Authority
- Shift Manager.

Other responsibilities are contained within Section 4.0.

4.0 PROCEDURE

This procedure provides requirements and guidance for the administration and performance of all WRPS work planning and control activities from task identification, planning, performance, post maintenance testing, and final document closure. DOE O 422.1 Conduct of Operations section 2.p.(1)a, “Management policies establish the expectation that operators will use written procedures for operations, will perform them as written, and will stop work and notify management when procedures cannot be executed as written.” This applies to personnel using work instructions generated within the planning process.

This procedure includes the following tables used in the development of work instructions:

- Attachment A – Level of Work Planning
- Attachment B – Review and Approval of Work Activities
- Attachment C - Priorities
- Attachment D – Forms and Permits, Cross Reference Table.

4.1 Levels of Work Planning

The determination of the level of detail required for a given work package considers the following:

- Nuclear, radiological, and industrial safety hazards associated with the task
- Complexity of the task
- Human factors and performance considerations
- Skill of the Craft/Skill Of the Worker (SOC/SOW) (See definitions)
- Risk to the worker, public, or the environment.

Approved activities determined to be “skill of the craft” are listed on the Work Planning and Control website. Refer to TFC-OPS-MAINT-STD-03 for information on skill of the craft activities. 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 also provides information to assist in determining the level of planning required.

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

- Level 1 – Generation of detailed work instructions required
- Level 2 – Approved procedures or previously 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 may be used if approved procedures or previously approved work instructions exist for the 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 meet the requirements outlined in Attachment A.

Similarly, the performance of mock-up activities should be carefully evaluated for complexity and hazards to ensure the appropriate level of planning is performed. Simple low hazard mock-ups within the skill of the craft could be performed as Level 3 or Level 4 activities, while highly complex mock-ups using cranes, facility equipment, or performed in hazardous areas warrant Level 1 planning.

4.2 Identification of Work

4.2.1 Define Scope of Work

Any Employee

1. Obtain information on the condition requiring work, noting locations, physical characteristics, instrument indications, component ID, etc.
2. Notify the Facility Owner/Designee to initiate a work request.

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 (i.e., work is covered on another work order, task meets the criteria of Level 4 work, or is a duplicate request), reject the work request and enter the reason.
 - b. If the work is valid, approve the work request and populate the required fields in EAM.

NOTE: Required fields such as level of work planning and work type are subject to change after planner review.

- 1) Enter the level of work planning in accordance with Attachment A.
- 2) Ensure the work type is accurate (refer to Section 5.0).
For example:
 - Construction
 - Corrective Maintenance
 - Modification
 - Operational
 - Specific
 - Troubleshooting.
- c. If the work request is created because of a Problem Evaluation Request (PER), populate the PER field in EAM.

NOTE: An e-mail notification will be sent from EAM to the requestor (identified on the work request) upon rejection or approval.

2. Determine and select the priority per Attachment C:
3. Notify the responsible organization if expedited work is needed.

4.3 Work Planning

Work planning includes identification of scope, tasks, hazards, interferences, controls, requirements, restoration, contingencies, and post maintenance testing requirements. Performance of field walkdowns is essential in understanding the scope and development of work instructions. TFC-OPS-MAINT-STD-02 provides specific guidance for work planning and work instruction development and is required to be used in the planning process. A hazard evaluation, 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 use. Repetitive work packages are developed following the Level 1, Level 2, or Level 3 work planning steps described in the following sections; however, the scope of work and intent to use on a repetitive basis must be clearly documented. Repetitive use work packages expire one year from the date the work package

status is “Ready For Work”. When planning repetitive work packages, a test/retest must be finalized with Engineering that covers all planned activities within the scope of the work package. The testing must occur before completion of the Testing and Restoration section of the work document. This is required to ensure an adequate test/retest is planned for each repetitive activity, an adequate hazard analysis has been performed for all planned activities including the test/retest activities, and all hazard controls have been evaluated and incorporated into the work package instructions where required.

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 used for activities involving systems, structures, and components (SSCs); that are high/medium complexity; that are high hazard/consequence and/or involve implementing complex hazard controls, but could be lower complexity/hazard activities that require basic detailed instructions beyond skill of the craft activity Level 3 Planning. Level 1 work packages employ a planning team unless waived in accordance with 4.3.1.7. Walkdowns are performed to define the scope, develop job hazard analysis, develop work instructions, and verify workability. Relevant Subject Matter Expert (SME) review and concurrence is required as outlined in Attachment B.

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.

- | | |
|-----------------------------|---|
| Planner | <ol style="list-style-type: none"> 1. Ensure the level of work planning per Attachment A. 2. Ensure the work type is accurate (refer to Section 5.0). For example: <ul style="list-style-type: none"> • Construction • Corrective Maintenance • Modification • Operational • Specific • Troubleshooting. 3. Ensure the remaining work order fields are populated in EAM. 4. Change the work order status to “IN PLANNING.” |
| PFWR Point-of-Contact (POC) | <ol style="list-style-type: none"> 5. Generate a Plant Forces Work Review (PFWR), if required by TFC-BSM-HR_EM-C-05. 6. Obtain input from the FWS to identify craft personnel necessary for the field work. |
| Planning Team | <ol style="list-style-type: none"> 7. Conduct field walkdowns and team planning meetings with the FWS, appropriate 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.

- If the activity requires some basic detailed instruction that is understood by those that would execute the activity, and a team planning meeting would not be of value, the team planning meeting may be waived by the planning manager and recorded in the Work Order Review and Approval (WORA) comments.

NOTE: The Planner leads the Hazard Analysis meeting/discussion and is responsible for implementing the finalized hazard controls into the work document.

Planner/FWS/SME

8. Determine if the work hazards and controls are addressed by the General Hazard Analysis (GHA) or a Standing JHA Checklist; if not, develop a JHA checklist in accordance with TFC-ESHQ-S_SAF-C-02

Planner

9. Determine if it is radiological work, and perform a screening as described in TFC-ESHQ-RP_RWP-C-01.

NOTE: If the work meets any criteria on the Joint Review Group (JRG) screening form for JRG Chairman review, a Risk Analysis for Work Activities is required even if the JRG chair waives the JRG review. See TFC-OPS-MAINT-STD-02.

10. Complete the JRG Screening Criteria form A-6006-262.
 - a. Review the criteria and complete the Screener/Planner section of the form.
 - b. Attach all positive JRG screenings and completed Risk Analysis for Work Activities form A-6006-958 in both WORA and the work package.
 - 1) If no criteria are met, attach the form in WORA.
11. In accordance with TFC-ENG-FAC SUP-P-17, complete Section 1 of A-6003-774, Ignition Source Control Requirements Screening of Work Activities and Equipment Used in Performing Work Activities Form.
 - a. If any box in Section 1 is checked "Yes," forward the form to engineering to complete.
 - b. Select "YES" in the Ignition Source Checklist drop-down box in EAM or "N/A" for exemptions listed in TFC-ENG-FAC SUP-P-17.
 - c. When additional controls are needed, verify the Ignition Source Control Evaluation Worksheet (A-6003-749) is completed and the controls are incorporated into the work package.

- d. Electronically attach the ISC form and Evaluation Worksheet in WORA.
 - e. Print out a copy and include in the work package for historical archive.
12. Review Lessons Learned to identify lessons applicable to the scope of the work to be performed.

NOTE: TFC-OPS-MAINT-STD-02 should be referred to for guidance/considerations for work planning, including information on the level of detail for the work instructions.

- 13. As applicable, use the information from the JHA checklist, ALARA Management Worksheet (AMW), Radiological Work Permit (RWP), Lessons Learned, SME, Operations Representative, and worker input to develop the work instructions.
- SMEs
- 14. Provide input for Lessons Learned, hold points, necessary quantitative or qualitative acceptance criteria, and requirements based on the area of expertise.
- Planner
- 15. Work with SMEs to initiate/obtain required forms and permits (see Attachment D).
 - 16. Add estimated resources and hours in EAM (this excludes work packages performed by construction forces).
 - 17. Assemble the work package, including the EAM cover page.

NOTE: Not all modifications require a Modification Traveler.

- Responsible Engineer
- 18. If the work package is a modification:
 - a. Ensure evaluation of the modification is performed in accordance with TFC-ENG-DESIGN-C-56.
 - b. If the modification fits the criteria for a facilities change package, refer to TFC-ENG-DESIGN-C-67.
 - c. If the modification fits the criteria for only an ECN, refer to TFC-ENG-DESIGN-C-06.
 - d. If the modification requires a Modification Traveler, ensure actions identified on the Modification Traveler are initiated.
- Responsible Engineer/Planner
- 19. Provide input on material needed, and ensure initiation of material procurement by creating a Material Request through EAM.
- Planner
- 20. If a JRG review/approval is required:

- a. Ensure work package documents are signature ready.
 - b. Route the work package for JRG-SME/FWS reviews, as identified in Attachment B, using the Work Order Review and Approval (WORA) application.
 - c. Disposition comments received during the JRG-SME/FWS review process.
 - d. Provide documents to support the JRG meeting to the JRG Coordinator.
 - e. Incorporate the work document changes identified on the JRG Meeting record form.
21. Ensure work package documents (i.e., Engineering Change Notices [ECNs], RWP, AMWs, Lift Plans) are approved.
 22. Route the work package for Planner/SMEs/FWS/Work Control Management approvals, as identified in Attachment B, using the WORA application.
- SME/FWS/Work Control Management
23. Complete the review and approval of the work package in WORA.
- Planner
24. Disposition any additional comments received during the review and approval process.
 25. Obtain concurrence from the appropriate SMEs for any changes made.
 - WORA
 - Email
 - Work Record Entry
 - Per Telecom.
- Planner/USQ Evaluator
26. Perform a USQ evaluation as required by TFC-ENG-SB-C-03.
 - a. If the work being performed is routine maintenance as defined by TFC-ENG-SB-C-03, 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: If an ECN is being incorporated into the work package, a USQ evaluation is required of the ECN implementation into the work package unless the work is in a facility exempt from the USQ process.

 - b. If a USQ evaluation has been performed and technical changes are made to the work order following the approval process, review and update the USQ evaluation.

- c. If the work being performed uses a document owned by another Hanford prime contractor, ensure the requirements of TFC-BSM-AD-C-04 are met.

4.3.2 Level 2 Work Planning

Level 2 Work Planning is performed using approved procedures or previously approved work instructions. Due to the repetitive nature of these work activities, team planning meetings are not required, rather field walkdowns are performed as necessary to ensure the scope, hazard controls, and work instructions are appropriate as the work package is assembled. For Preventive Maintenance (PM) work packages refer to TFC-OPS-MAINT-C-12 for specific packaging requirements.

Previously approved work instructions must be reviewed and revised accordingly to comply with current program requirements.

- | | |
|----------------------------------|--|
| Planner | <ol style="list-style-type: none"> 1. Ensure the work request has been validated, and the work order number is available in EAM, or a work order has been generated from a PM. 2. Ensure the level of work planning per Attachment A. 3. Ensure the work type is accurate (refer to Section 5.0). For example: <ul style="list-style-type: none"> • Construction • Corrective Maintenance • Modification • Operational • Specific • Troubleshooting. 4. Ensure the work order number of the previously approved work instructions is referenced in new work instructions for Level 2 work packages excluding PMs. 5. Change the work package state to “IN PLANNING.” |
| Planner/FWS | <ol style="list-style-type: none"> 6. Determine if changes to the existing work instructions are required for the approved procedure or previously approved work instructions. |
| Planner/Work
Planning Manager | <ol style="list-style-type: none"> 7. Determine if changes to the previously approved work instructions warrant Level 1 work planning. |
| Planner/FWS/SME | <ol style="list-style-type: none"> 8. Determine if the work hazards and controls are addressed by the General Hazard Analysis (GHA), existing JHA, or Standing JHA Checklist. <ol style="list-style-type: none"> a. If not, develop a JHA checklist in accordance with TFC-ESHQ-S_SAF-C-02. |

Planner

9. Determine if it is radiological work, and perform a screening as described in TFC-ESHQ-RP_RWP-C-01.
10. Complete JRG Screening Criteria form A-6006-262 (except for PMs).
 - a. Review the criteria and complete the Screener/Planner section of the form.
 - b. Attach all positive JRG screenings in both WORA and the work order.
 - 1) If no criteria are met, attach the form in WORA.
11. In accordance with TFC-ENG-FACSUP-P-17, complete Section 1 of A-6003-774, Ignition Source Control Requirements Screening of Work Activities and Equipment Used in Performing Work Activities Form.
 - a. If any box in Section 1 is checked “Yes,” forward the form to engineering to complete.
 - b. Select “YES” in the Ignition Source Checklist drop-down box in EAM or “N/A” for exemptions listed in TFC-ENG-FACSUP-P-17.
 - c. When additional controls are needed, verify the Ignition Source Control Evaluation Worksheet (A-6003-749) is completed and the controls are incorporated into the work package.
 - d. Electronically attach the ISC form and Evaluation Worksheet in WORA, or in EAM for PMs that do not require WORA review.
 - e. Print out a copy and include in the work package for historical archive.
 - f. If the work package is a PM, perform the following:
 - 1) Attach the ISC form and Evaluation Worksheet to the PM Schedule, and ensure that these are attached and printed out with the first performance of the PM.
 - 2) When the form/worksheet is modified, ensure that the newest revision is attached to the PM Schedule and printed out with the associated work order.
 - 3) For historical documentation, print, scan, and archive the form/worksheet with the first PM performance work document after a revision.
12. Review Lessons Learned to identify lessons applicable to the scope of the work to be performed.

13. Work with the SMEs to initiate/obtain required forms and permits (see Attachment D).
14. Ensure the work package documents (i.e., ECNs, RWPs, AMWs, and Lift Plans) are approved.
15. Add the estimated resources and hours in EAM (this excludes work packages performed by construction forces).
16. Assemble the work package (including the EAM cover page).

NOTE: Not all modifications require a Modification Traveler.

Responsible
Engineer

17. If the work package is a modification:
 - a. Ensure an evaluation of the modification is performed in accordance with TFC-ENG-DESIGN-C-56.
 - b. If the modification fits the criteria for a facilities change package, refer to TFC-ENG-DESIGN-C-67.
 - c. If the modification fits the criteria for only an ECN, refer to TFC-ENG-DESIGN-C-06.
 - d. Ensure the actions identified on the resulting Modification Traveler are initiated.

Responsible
Engineer/Planner

18. Provide input on material needed, and ensure initiation of material procurement by creating a Material Request through EAM.

Planner

19. If the work activity requires JRG review/approval:
 - a. Route the work package for JRG-SME/FWS reviews as identified in Attachment B, using the WORA application.
 - b. Disposition comments received during the JRG-SME/FWS review process.
 - c. Provide documents to support the JRG meeting with the JRG Coordinator.
 - d. Incorporate the work document changes identified on the JRG Meeting record form.
20. Route the work package to Planner/SMEs/FWS/Work Control management, as identified in Attachment B, for approval, using the WORA application.

SME/FWS/
Work Control
Management

21. For Level 2 work packages, use the WORA application to review and approve the work package for technical accuracy and completeness.

- Planner
22. Disposition any comments received during the review and approval process.
 23. Obtain concurrence from the appropriate SMEs for any changes made:
 - WORA
 - Email
 - Work Record Entry
 - Per Telecom.

- Planner/USQ
Evaluator
24. Perform a USQ evaluation as required by TFC-ENG-SB-C-03.
 - a. If work being performed is routine maintenance as defined in TFC-ENG-SB-C-03 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: If an ECN is being incorporated into the work package, a USQ evaluation is required of the ECN implementation into the work package unless the work is in a facility exempt from the USQ process.

- b. If a USQ evaluation has been performed and technical changes are made to the work order following the approval process, review and update the USQ evaluation.
- c. If the work being performed uses a document owned by another Hanford prime contractor, ensure the requirements of TFC-BSM-AD-C-04 are met.

4.3.3 Level 3 Work Planning

Level 3 Work Planning is used when no detailed work instructions are needed to perform the work activity. Approved skill of the craft activities are listed on the Work Planning and Control website. Level 3 work activities are subject to appropriate SME review/approval.

Level 3 work activities are planned using the WRPS Level 3 Work Control Document site form (A-6005-440). A work package number is obtained in EAM and assigned to the work package. If EAM is unavailable, Level 3 form (A-6005-440) can be completed and EAM number will be obtained when the system is available. The activity is planned and approved as described in the following steps.

- Planner/FWS
1. Ensure a work order is in EAM to perform the work.
 2. Verify the work activity is listed on the skill of the craft list (Reference Work Planning and Control website).
 3. Verify the work activity meets the criteria for Level 3 work as identified on Attachment A.

4. Ensure the work type is accurate (refer to Section 5.0). For example:

- Construction
- Corrective Maintenance
- Modification
- Operational
- Troubleshooting.

5. Ensure the work order fields are populated, including estimated resources, hours (excluding construction forces), and the “Repetitive Use” field (as applicable).

6. Change the work package status to “IN PLANNING.”

Planner/FWS/SME

7. Determine if the work hazards and controls are addressed by the General Hazard Analysis (GHA) or Standing JHA Checklist.

- a. If not, develop the JHA checklist in accordance with TFC-ESHQ-S_SAF-C-02.

Planner/FWS/
Responsible
Engineer

8. Determine if it is radiological work, and perform a screening as described in TFC-ESHQ-RP_RWP-C-01.

9. In accordance with TFC-ENG-FACSUP-P-17, complete Section 1 of A-6003-774, Ignition Source Control Requirements Screening of Work Activities and Equipment Used in Performing Work Activities Form.

- a. If any box in Section 1 is checked “Yes,” forward form to engineering to complete.

NOTE: If additional controls are identified on the Ignition Source Control Evaluation Worksheet (A-6003-749), these controls will require the work package to be a Level 1.

- b. Select “YES” in the Ignition Source Checklist drop-down box in EAM or “N/A” for exemptions listed in TFC-ENG-FACSUP-P-17.

- c. Print out a copy and include in the work package for historical archive.

10. Review Lessons Learned to identify lessons applicable to the scope of the work to be performed.

11. Work with the SMEs to initiate/obtain required forms and permits (see attachment D).

12. Complete the WRPS Level 3 Work Control Document site form (A-6005-440).

13. Assemble the work package (including the EAM cover page).
14. Identify the material needed to support the work, and initiate material procurement by creating a Material Request through EAM.
15. Obtain approvals on the WRPS Level 3 Work Control Document site form (A-6005-440), as identified in Attachment B.

Planner/USQ
Evaluator

16. Perform a USQ evaluation as required by TFC-ENG-SB-C-03.
 - a. If work being performed is routine maintenance as defined in TFC-ENG-SB-C-03, 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: If an ECN is being incorporated into the work package, a USQ evaluation is required of the ECN implementation into the work package unless the work is in a facility exempt from the USQ process.

- b. If a USQ evaluation has been performed and technical changes are made to the work order following the approval process, review and update the USQ evaluation.

NOTE: For level 3 work orders produced on backshift, weekends, or holidays, the On Call Planning Manager or Planning On Call Back-up will approve per telecom.

Planner/FWS

17. Obtain review and approval from Area Planning Manager or Alternate Planning Manager.
 - a. Document the approval in the work record.
18. Scan a copy of the approved WRPS Level 3 Work Control Document site form (A-6005-440), including all supporting documents, and attach the file(s) in EAM.
 - For FWS-generated Level 3 Work Orders, FWS shall forward the Level 3 form and supporting documents to a planner upon final approval for scanning into EAM.

4.3.4 Level 4 (Verbal)

Level 4 Work (verbal direction) is used for stand-alone work activities that are considered low hazard, simple, routine, frequently performed, and where facility postings, worker skills, knowledge, training, and standard industrial controls (gloves, safety glasses, hard hats, etc.) 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 the GHA or a Standing JHA. Activities may be self-performed or directed. For directed activities, an

informal pre-job briefing involving the workers and supervisor is performed to ensure the scope and applicable hazards are understood.

Level 4 work activities must meet the criteria identified in Attachment A of this procedure, and identified on the Authorized Level 4 Activities List located on the Work Planning & Control Website.

If Level 4 activities are required within the scope of a Level 1, 2, or 3 planning activity the Level 4 activities will be directed via action steps in the instructions to ensure an appropriate hazard analysis has been performed on the entire scope of the Level 1, 2, or 3 planning activity and appropriate controls implemented.

4.3.5 Urgent Work/Recovery Action Work Planning

Urgent Work/Recovery Action Plans are Level 1 planning activities, which use a dedicated planning team of appropriate Supervisors, SMEs, and workers that have been assigned to plan and execute recovery work activities without delay or interruption.

This type of planning activity is used to plan and perform subsequent activities following stabilization of an emergency condition, or to restore a facility/activity to a stable configuration following an upset condition. For anticipated upset conditions, recovery plan templates may be developed to be used as a draft set of instructions for the planning team.

Required SME team members are determined using selection criteria in Attachment B.

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.

- | | |
|---------------------------------|---|
| Facility Management | 1. Direct that urgent/recovery action planning is to be performed, and assist in assigning dedicated resources to the activity. |
| Planner/FWS/Facility Management | 2. Assemble the dedicated planning team.
a. Identify the SMEs required to participate in urgent/recovery planning (as outlined in Attachment B).
b. Obtain input from the FWS to identify craft personnel necessary for the field work. |
| | 3. Determine if it is radiological work, and perform screening as described in TFC-ESHQ-RP_RWP-C-01. |

NOTE: If work meets any criteria on the JRG screening form for JRG Chairman review, a Risk Analysis for Work Activities is required, even if the JRG chair waives the JRG review. See TFC-OPS-MAINT-STD-02.

4. Complete JRG Screening Criteria form A-6006-262.

NOTE: Steps 5 and 6 may be performed as one evolution, as long as required information is obtained and a thorough job hazard analysis is performed.

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| | 5. | Conduct field walk downs and team planning meetings with the planning team members, as required, to understand the scope, determine tasks, critical tasks, interferences, controls, requirements, instructions, LOTO boundaries, and workability. |
| Planner/FWS/SME | 6. | Determine if the work hazards and controls are adequately addressed by the General Hazard Analysis (GHA) or a Standing JHA Checklist. <ul style="list-style-type: none"> a. If not, develop a JHA checklist in accordance with TFC-ESHQ-S_SAF-C-02. |
| Planner | 7. | Review Lessons Learned to identify lessons applicable to the scope of the work to be performed. |
| | 8. | Refer to TFC-OPS-MAINT-STD-02 for guidance/considerations for work planning, including information on the level of detail of work instructions. |
| | 9. | As applicable, use the information from the JHA checklist, AMW, RWP, Lessons Learned, SME, Operations Representative, and worker input to develop the work instructions. |
| SMEs | 10. | Provide input for Lessons Learned, hold points, necessary quantitative or qualitative acceptance criteria, and requirements based on the area of expertise. |
| Planner | 11. | Work with the SMEs to initiate/obtain required forms and permits. |
| | 12. | Assemble the work package. |
| Planning Team/
Work Control
Management | 13. | Review the assembled work package for technical accuracy and completeness. The following items shall be considered during the review: <ul style="list-style-type: none"> • 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

14. If the work activity requires a JRG review/approval:
 - a. Provide documents to support the JRG meeting with the JRG Coordinator.
 - b. Incorporate the work document changes identified on the JRG Meeting record form.
15. Disposition the comments received during the review process.

Planning Team/Work
Control Management

16. Document approval of the Urgent/Recovery Plan package in the work record.

USQ Evaluator

17. Perform a USQ evaluation as required by TFC-ENG-SB-C-03.

4.4 Operations Pre-Work Review and Final Approval of Level 1, Level 2, and Level 3 Work Packages

Pre-Work
Reviewer/Approver

1. Complete the work package pre-release review to confirm it is ready to be worked, and consider the complexity of the task, impacts on the facility system configuration, and the need to coordinate with other work groups.
 - a. Complete WORA for level 1, non-PM level 2 Work Packages, or PMs with unapproved work instructions.
 - b. During the work package review, consider the following items:
 - 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 risk assessment (ERA), etc.
 - Restoration and retest, including post-maintenance tests, operational functional testing, and applicable acceptance criteria, per TFC-OPS-MAINT-STD-02.

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

Pre-Work
Reviewer/Approver/
PM Planner

3. Change work order status to “Ready For Work.”

4.5 Scheduling and Work Order Release

(7.1.2, 7.1.3, 7.1.5, 7.1.6, 7.1.7)

Work Week
Manager/Scheduler

1. Develop the schedule as outlined in TFC-OPS-OPER-C-65.
2. Develop a daily release sheet 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 Release Authority with a work release form and any work orders requiring release.

Release Authority

4. Review work orders and the OE pre-release WORA as applicable.
5. Verify the facility can support the work, factoring in operability of redundant equipment, effect of work on other on-going activities, interrelated processes, and facility conditions required for equipment repair/work. (7.1.2, 7.1.6)

NOTE 1: Work packages may be released on a weekly basis by the Release Authority, and are identified on the release sheet by a week designation in the Facility Release column. Weekly released activities are still evaluated on a daily basis to ensure the facility can support the work, effect of work on other on-going activities, and that facility conditions required for equipment repair/work remain valid.

NOTE 2: Work performed in WRPS facilities by Other Hanford Site Prime Contractors is required to be reviewed, USQ evaluated (if applicable), and screened for any necessary radiological controls or waste generation impacts, prior to being released for work. A list of other prime contractor service organization procedures and activities that have been USQ evaluated is available on the WRPS Safety Basis webpage at the following location:

- USQ List of Procedures and Activities Performed by Others
- If the procedure or activity is not on the list, USQ evaluation per TFC-ENG-SB-C-03 is required before the procedure or activity can be released for work.

NOTE 3: Operational activities performed using technical procedures may be identified on the daily release sheet to assist in resource

planning, or documented in the facility logbook in accordance with TFC-OPS-OPER-C-17.

- a. Determine release requirements (e.g., Full release, partial release, or no release required [NRR]).
 - 1) If full release, sign release authorization in the work package.
 - 2) If a partial release is required, document release requirements on a partial release sheet (A-6005-826).
 - 3) 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 work order status to “Working” for Level 1, 2, and 3 work packages.

NOTE: The Release Authority’s release may be provided via telecom, e-mail, etc.

6. During the day, add any emergent work packages by:
 - Verifying the facility can support the work.
 - Adding emergent work to the work release form and initialing the work release form to approve the release.
 - Changing the state of the work to “Working” for Level 1, 2, and 3 work packages.

4.6 Field Work Execution

4.6.1 General Requirements

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| Any Employee | 1. If a safety concern is identified that requires immediate attention to resolve, stop the work activity, and use the DOE-0343, “Stop Work” process if applicable. |
| Field Work Supervisor | 2. Access the Integrated Change Document Notification Application (ICDNA) report from the daily report or from the link directly on the Work Planning and Control web page. |
| | 3. Review the ICDNA report daily to ensure the work package contains the current version of key supporting documents (e.g., Procedures, RWP, JHA, Tank Vapor Information Sheet [TVIS], etc.), and verify other non-ICDNA documents are also current. |

4. Ensure the work to be performed is within the skill set of the assigned workers.

NOTE 1: The Hanford Site Worker Eligibility Tool (HSWET) is the approved tool used to verify status of worker training and qualifications such as HGET, Respirator User, and FEHIC.

NOTE 2: The Sentinel Radiological Access Control System (RACS) is used to verify radiological training and qualifications prior to entry and work in radiological areas.

NOTE 3: Craft specific training requirements and certifications are to be verified by the worker's management during assignment to a work activity. Examples include:

- HPT certifications
 - IH certifications
 - NCO certifications
 - Rigger qualifications
 - Teamster commercial driver's license.
5. As applicable, verify the workers have special training or qualifications required for the work activity (e.g., Asbestos Worker, Beryllium Worker, and Confined Space).
 6. Prior to performing work, ensure the work package release and notification of applicable Release Authority has been completed.
 7. Conduct a pre-job briefing in accordance with TFC-OPS-MAINT-C-02.
 8. Ensure the prerequisites have been met or verified as complete.
 9. As required, coordinate with Shift Operations to establish prerequisite conditions.

NOTE: Place-keeping methods should be used for complex tasks, work that would logically be performed over more than one shift/day, or work steps that can be performed in any logical order.

Although individual place-keeping methods may be used, some examples of common methods include:

- Circling the step number denoting it "in progress," and slashing through the circle to indicate completion of the step
 - Checking by or slashing a step number when completed
 - Initialing step numbers completed to denote the last step performed.
10. Use place keeping for tracking and documenting the progress of a work activity as a best management practice.

11. Review the work performed with the crew daily to obtain feedback on issues and opportunities for improvement.
 - a. 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, and/or initiate a PER.

12. Manage contaminated equipment removed from TOC operational systems such as jumper, valves, pumps, analytical equipment, etc., as process equipment or reusable contaminated equipment, as required in TFC-OPS-WM-C-10.
 - Contaminated equipment that will be re-installed prior to completing the work package is managed as process equipment
 - Contaminated equipment planned for future use after the work package is completed is managed as reusable contaminated equipment.

4.6.2 Level 1/Level 2 Work Activities

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| FWS/Worker | <ol style="list-style-type: none"> 1. Perform a field condition hazard review to identify any additional hazards present as a result of current environment/field conditions, and implement appropriate controls, as necessary (see TFC-ESHQ-S_SAF-C-02). 2. Prior to performing work on the equipment: <ol style="list-style-type: none"> a. Notify the applicable Release Authority prior to placing equipment out of service. b. Notify the applicable Release Authority of any alarms that will be initiated. |
| FWS | <ol style="list-style-type: none"> 3. Provide field oversight of activities, placing emphasis/focus on work considered high risk, or when critical steps are being performed. |
| FWS/Worker | <ol style="list-style-type: none"> 4. Ensure work is performed in a safe manner, as outlined by the work package. 5. Maintain a current detailed status of work performed by recording equipment performance information, job status, and general feedback in the Work Record. <ol style="list-style-type: none"> 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.
 - c. Document use of Measuring and Testing Equipment (M&TE) belonging to other contractors as this information is not tracked in EAM.
6. If corrections are made to entries, perform the following:
 - a. Draw a single line through the incorrect information.
 - b. Enter the correct information adjacent to the entry or in space available with reference to the deleted information.
 - c. Initial and date next to the corrected entry.
 7. If information recorded is out of the minimum or maximum specification (spec), draw a red circle around the reading showing the out of the spec condition and notify the FWS.
- FWS
8. Notify the Release Authority of abnormal indications, out of specification readings, PM failures, or other technical concerns noted while performing the work activity.
- Release Authority
9. Evaluate information received, and notify Responsible Engineering, if determined necessary.
- NOTE: N/A (Not Applicable) may be used in place of a sign-off, if it is consistent with the following criteria:
- Being marked N/A is to identify steps that are not to be performed. This will REQUIRE documented justification and approval from affected SME organizations and supervisors
 - Work Steps that contain conditional statements or provide specific conditions for being marked N/A do not require additional written justification or supervisory approval
 - N/A is NOT to be used to bypass steps that are inadequately or improperly written and is NOT to be used in lieu of an approved change. Instead, stop work and seek the proper resolution before proceeding.
- FWS/Designee
10. Ensure all blank fields in the work package are legibly filled in with the appropriate information, or marked "N/A."
 11. If changes to a procedure or data sheet are required, contact the responsible engineer to ensure the changes are made.
 12. If a change to the work scope or work instructions is required, refer to

Section 4.7.

13. If suspension of the work activity is required due to issues, significant delays, etc., refer to Section 4.8.

4.6.3 Level 3 Work Activities

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|------------|---|
| FWS/Worker | 1. Perform field condition hazard review to identify any additional hazards present as a result of current environment/field conditions, and implement appropriate controls, if necessary (see TFC-ESHQ-S_SAF-C-02). |
| Worker | 2. Implement appropriate hazard controls. <ol style="list-style-type: none"> a. 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 4.7. <ol style="list-style-type: none"> 4. If suspension of the work activity is required due to issues, significant delays, etc., refer to Section 4.8. |

4.6.4 Level 4 (Verbal)

Routine, low hazard, and administrative work activities are performed independent of Level 1, 2, or 3 work packages by all WRPS employees and can be self-performed or Supervisor directed tasks. A list of authorized Level 4 work activities is identified and available on the Work Planning and Control website. Level 4 activities performed in the controlled areas of Tanks Farms and the 222-S Lab require authorization through the responsible Release Authority.

For definition of Controlled Area, see Section 5.0.

If Level 4 activities are required within the scope of a Level 1, 2, or 3 planning activity the Level 4 activities will be directed via action steps in the instructions to ensure an appropriate hazard analysis has been performed on the entire scope of the Level 1, 2, or 3 planning activity and appropriate controls implemented.

4.6.4.1 Self-performed Level 4 Work Activities

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| Employee | <ol style="list-style-type: none"> 1. Ensure the work activity is identified on the Authorized Level 4 Activity List and meets the criteria for Level 4 work identified on Attachment A. 2. Ensure you are knowledgeable of the scope of work to be performed, the hazards associated with the activity and location of the work, and how to control those hazards. 3. Perform field condition hazard review to identify any unanticipated hazards as a result of current environment/field conditions. |
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4. If hazards/controls specified on the GHA/Standing JHA do not align with the scope of work being performed, STOP, and notify your Supervisor or Manager for resolution.

4.6.4.2 Directed Level 4 Work Activities

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|------------|---|
| FWS | <ol style="list-style-type: none"> 1. Ensure work to be performed is identified on the Authorized Level 4 Activity List and meets the criteria for Level 4 work identified on Attachment A of this procedure. 2. Brief the worker(s) to ensure scope and applicable hazards are understood. |
| FWS/Worker | <ol style="list-style-type: none"> 3. Perform the field condition hazard review to identify any unanticipated hazards as a result of current environment/field conditions. |
| Worker | <ol style="list-style-type: none"> 4. If the 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

- | | |
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| FWS | <ol style="list-style-type: none"> 1. If the work activity is performed over multiple shifts, or a relief FWS is assigned to the activity, perform and document a turnover of the FWS responsibility. The turnover should consist of the following at a minimum: <ul style="list-style-type: none"> • Reviewing the work package instructions, work record entries, and present work activity status • Discussing the facility and equipment status at the time of relief, including but not limited to the following: <ul style="list-style-type: none"> – Lockout/Tagout status – Current status of the work activity and last work step completed – 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 the turnover and any issues discussed in the work record. |
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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 or delay has been resolved, if applicable.
 - b. Review the work record and work instructions to determine the appropriate starting point.
 - c. If the status of the work is unclear, contact the previous FWS/Workers for clarification.
 - d. Perform walkdowns, as necessary, to verify current facility configuration, equipment status, etc.
 - e. Verify the prerequisite conditions for the work activity are met, or can be established.
 - f. If required, coordinate with Shift Operations to establish the prerequisite conditions.
 - g. If the work instruction changes are required to properly reinitiate the work activity, refer to Work Order Changes, Section 4.7.

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 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 Work Order Changes, Section 4.7.

4.6.7.2 Delays in Accomplishment

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 4.8 of this procedure.

4.6.7.3 Missed Hold Points

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| FWS | <ol style="list-style-type: none"> 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: <ul style="list-style-type: none"> • Responsible Level 2 manager • Responsible Shift Operations Manager • Responsible Manager for the organization requiring the hold point (RadCon, Quality Assurance). 3. Document the missed hold point and the actions taken on the work record. 4. Notify the Release Authority of the missed hold point and work area conditions. |
| Release Authority | <ol style="list-style-type: none"> 5. Evaluate the need to initiate an event investigation. |
| FWS | <ol style="list-style-type: none"> 6. Write a Problem Evaluation Request (PER) that describes the problem, and record the PER number in the work record. 7. Identify actions that need to be completed before resuming work, and make corrective action assignments. 8. 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

Changes to the work instructions or supporting work documents (Level 1, 2, and 3) are performed as described in this section after the work order has been statused to “Working” in EAM.

Changes in accordance with this section may be made to the PM information in Level 2 PM work orders prior to the work order being statused to “Working” only if the work needs to be performed before the change can be accomplished in SPF.

There are two types of changes that may be made to a work document following approval:

- Inconsequential Change
- Technical Change.

Inconsequential changes are considered minor changes that do not affect the technical content or scope of the work document. These are changes such as correction of spelling and grammatical errors, or updating of organizational names.

Technical changes are considered major changes that do affect the technical content or scope of the work document. Any change that does not meet the definition of an inconsequential change is a technical change.

There are three methods for incorporating inconsequential and technical changes:

- Pen-and-ink
- Work Change Notice (WCN)
- PM Work Package Change.

The pen-and-ink method is used when the change can be made in a clear and legible manner by hand writing the change on the existing work document.

The WCN method is used when there are extensive changes or the proposed changes cannot be made to the work document in a clear and legible manner using the pen-and-ink method.

Changes to Level 2 PM work packages are performed in accordance with the PM Work Package Changes section, 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 PM performance.

If a change is required to a technical procedure used in a Level 2 work package, process a procedure change authorization (PCA) as outlined in TFC-OPS-OPER-C-13.

Scope changes are authorized for Level 3 work packages with appropriate reviews and approval by the Field Work Supervisor, Operations representative, and affected SMEs (RadCon, Engineering, QA, etc.). When scope of work is changed, verify work activity meets the criteria for Level 3 work per Attachment A, job hazards and controls are evaluated as outlined by TFC-ESHQ-S_SAF-C-02, and a USQ evaluation is performed per TFC-ENG-SB-C-03.

Changes to work packages are documented in the Work Control Tracking, Feedback and Reporting System (WCTFRS) by the planner or delegate. Changes shall be added to WCTFRS at the “time of the change,” or at closeout for Level 3 work packages complete by a FWS.

Approvals for technical changes are obtained in accordance with Attachment B.

4.7.1 Inconsequential Change

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.

Field Work
Supervisor/
Operations Engineer/
Planner

1. Verify the proposed change meets the definition of inconsequential change as defined in TFC-ENG-SB-C-03.
2. If the change can be written legibly in the work instructions or to

supporting documents, use the Pen-and Ink method.

3. If the change cannot be written legibly, perform the change using the WCN method.

4.7.2 Technical Change

Technical changes are considered changes that do affect the existing technical content and/or adds scope of any type to the initially planned work and document. This would include new scope viewed as “skill of the craft” and would require a technical change to be processed before proceeding. Any change that does not meet the definition of an inconsequential change is a technical change.

Field Work
Supervisor/
Operations Engineer/
Planner

1. If the change can be written legibly on the work instructions or on supporting documents, use the Pen-and-Ink method.
2. If the change cannot be written legibly, perform the change using the WCN method.

4.7.3 Pen-and-Ink Method

Field Work
Supervisor/
Operations
Engineer/Planner

1. Review changes for impacts to supporting documents, Ignition Source Screening (A-6003-774), and the job hazard analysis, and make changes to reflect the changes to work instruction steps, if necessary.
 - a. If the change impacts a supporting document (Ignition Source Screening [A-6003-774], lift plan, ECN, RWP, etc.), ensure the revision is performed in accordance with the applicable document requirements, and appropriate reviews and approvals completed.
 - b. If the change impacts the hazard analysis and relating controls, obtain SME support and initiate a change as described in TFC-ESHQ-S_SAF-C-02.
2. Draw a single line through the deleted or changed information.
3. Add new information, steps, notes, etc.
4. Print, sign, and date next to the changed area(s).
5. Document a description of the change in the work record.
6. Obtain the appropriate reviews and approvals for the change as outlined in Attachment B, excluding inconsequential changes. Approvals are to be documented on the work record with the change summary/description.
 - a. For approvals by telephone, document the name of the

Field Work
Supervisor/Planner

approver, the date, your name, and signature on the work record.

7. If the change meets the definition of routine maintenance as defined in TFC-ENG-SB-C-03, document this determination in the work record and write, “no USQ is required.”
 8. If the change does not meet the definition of routine maintenance as defined in TFC-ENG-SB-C-03, request USQ evaluation.
 9. If an ECN is revised, request a USQ evaluation of the work package, even if the work instructions are unchanged, unless the work is in a facility exempt from the USQ process.
- USQ Evaluator
10. Perform USQ review per TFC-ENG-SB-C-03, including both Technical and inconsequential changes.
- Field Work Supervisor
11. Ensure the Planner is notified of all changes made in the field by the next working day.
 12. Before the work is resumed, brief the workers on changes to the work package, as outlined in TFC-OPS-MAINT-C-02.

4.7.4 Work Change Notice Method

The WCN method is used for complex changes, or when changes cannot be legibly made using the pen-and-ink method. Depending on the extent and scope of required changes, it may be necessary to reconvene a planning team to review the extent of the changes and evaluate impacts on the job hazard analysis or other supporting documents. Changes to the scope require a new JRG screening to be completed.

- Field Work Supervisor/
Operations Engineer/
Planner
1. Review the changes for impacts to supporting documents, Ignition Source Screening (A-6003-774), and the job hazard analysis.
 - a. Make changes to reflect the changes to the work instruction steps, if necessary.
 - b. If the change impacts a supporting document (Ignition Source Screening [A-6003-774], lift plan, ECN, RWP, Tank Vapor Information Sheet [TVIS], etc.), ensure the revision is performed in accordance with the applicable document requirements, and appropriate reviews and approvals are completed.
 - c. If the change impacts the hazard analysis and relating controls, obtain SME support and initiate a change as described in TFC-ESHQ-S_SAF-C-02.
 - d. If the scope is changed, ensure a new JRG screening is completed.

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| | 2. | Document a description of the change in the work record. |
| Planner | 3. | Create a new WORA record to document the change and approvals. <ul style="list-style-type: none"> a. Modify the work document through the creation of new or revised work instruction steps. b. If the pen-and-ink changes were previously made to the work document on sections that had not yet been completed, incorporate the pen-and-ink changes in the WCN. c. Supersede the work instruction or document step(s), section(s) or page(s) by drawing a diagonal line through the changes and print, sign, and date. |
| Field Work
Supervisor/Planner | 4. | Route the work package for approvals as identified in Attachment B, excluding inconsequential changes, using the WORA application. |
| | 5. | For approvals by telephone, document the name of the approver, the date, your name, and signature on the work record. |
| | 6. | If the change meets the definition of routine maintenance as defined in TFC-ENG-SB-C-03, document this determination in the work record, and no USQ is required as defined by TFC-ENG-SB-C-03. |
| | 7. | If an ECN is revised, request a USQ evaluation of the work package, even if the work instructions are unchanged, unless the work is in a facility exempt from the USQ process. |
| USQ Evaluator | 8. | Perform USQ review per TFC-ENG-SB-C-03, including both technical and inconsequential changes. |
| Field Work
Supervisor | 9. | Before work is resumed, brief workers on changes to the work package as outlined in TFC-OPS-MAINT-C-02. |

4.7.5 PM Work Package

The PM Work Package change is used to make changes to PM information. This includes the datasheet, work instructions if applicable, and information listed on the EAM cover page.

4.7.5.1 Work Package That Have Been Released (Status of Working in EAM)

If the work package has been released (status of Working in EAM), the following applies:

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| Field Work
Supervisor/
Operations Engineer/
Planner/Engineer | 1. | Review changes for impacts to supporting documents, Ignition Source Screening (A-6003-774), and the job hazard analysis, and make changes to reflect the changes to work instruction steps, if necessary. <ul style="list-style-type: none"> a. If the change impacts a supporting document (Ignition Source Screening [A-6003-774], RWP etc.) ensure, the revision is |
|---|----|---|

performed in accordance with the applicable document requirements, and appropriate reviews and approvals completed.

- b. If the change impacts the hazard analysis and relating controls, obtain SME support and initiate a change as described in TFC ESHQ-S_SAF-C-02.

2. Draw a single line through the deleted or changed information.
3. Add new information, steps, notes, etc. on the document being changed.
4. Print, sign, and date next to the changed area(s).
5. Allow the following if the available space on the PM Data Sheet is not sufficient to contain the entire change:
 - a. Create a Word document (not the PM template).
 - b. Copy the current information into the document (exclude the PM header and footer information).
 - c. Line through the area/s to be changed.
 - d. Type the new information into the document (red ink may be used).
 - e. Print, sign your name and date on the document.
 - f. Do NOT remove the original PM data sheet, line through and make a comment (replaced with new document), and place the original data sheet in the back of the package.
6. Document a description of the change in the work record.
7. Obtain the appropriate reviews and approvals for the change as outlined in Attachment B, excluding inconsequential changes.
 - a. Document the approvals on the work record with the change summary/description.
8. For approvals by telephone, document the name of the approver, the date, your name, and signature on the work record.
9. If the change meets the definition of routine maintenance as defined in TFC-ENG-SB-C-03, document this determination in the work record and write, "no USQ is required."
10. If the change does not meet the definition of routine maintenance as defined in TFC-ENG-SB-C-03, request USQ evaluation.

Field Work
Supervisor/Planner

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| USQ Evaluator | 11. Perform USQ review per TFC-ENG-SB-C-03, including both technical and inconsequential changes. |
| Field Work
Supervisor | 12. Before the work is resumed, brief the workers on changes to the work package, as outlined in TFC-OPS-MAINT-C-02. |
| | 13. Ensure changes made are processed through SPF for future performances. |

4.7.5.2 Work Packages that have not been released by Operations (Status of Ready for Work in EAM)

If the work package has not been released by Operations (Status of Ready for Work in EAM), the following change process applies:

- | | |
|----------|---|
| Engineer | 1. Process the change request in Smartplant as identified in TFC-OPS-MAINT-C-12. |
| | 2. Return the package to the planner for incorporation of SPF changes. |
| | 3. If a change to a PM work package is needed, and cannot be completed in Smartplant before the work needs to be performed, then follow the PM Work Package Change process above. |
| Planner | 4. Obtain the appropriate reviews and approvals for the change as outlined in Attachment B, excluding inconsequential changes. Approvals are to be documented on the work record along with a summary/description of the change made. |
| | 5. For approvals by telephone, document the name of the approver, the date, your name, and signature on the work record. |

4.8 Work Suspension/Cancellation

Work suspension could range from a few days to several months depending on 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.

4.8.1 Work Suspension

- | | |
|------------------------------|--|
| Field Work
Supervisor | 1. Notify the operations representative. |
| Operations
Representative | 2. Change the work order status to "Suspended," and add suspension reason. |
| | a. Document the reason for suspension in EAM and on the work record located in the work package. |

- | | | |
|---|----|--|
| Field Work
Supervisor/
Operations
Representative | 3. | If a work package is 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. |
| Planner | 4. | Review/revise the modification work package, as required, to allow the restoration, retesting, and operation of the affected systems and components. |
| Engineering | 5. | Revise the ECN(s), as required, if work is not expected to be completed/resumed (reference TFC-ENG-DESIGN-C-06). |
| | 6. | Document the review results and the actions taken in the Work Record. |
| Field Work
Supervisor | 7. | Route the work package to the actionee for resolution of the suspension reason and/or re-scheduling. |

4.8.2 Work Cancellation

Work orders that have had any work performed must be closed. They cannot be cancelled. Work orders that have had no work performed may be cancelled as follows:

- | | | |
|---|----|---|
| Employee | 1. | Recommend to Operations, Projects, or Retrieval Closure the need for work order cancellation. |
| Operations/Projects/
Retrieval Closure
Representative | 2. | Verify no field work was performed. |
| | 3. | Notify the planner that the work order can be cancelled. |
| Planner/Planning
Manager | 4. | Perform cancellation actions as follows: <ul style="list-style-type: none"> a. Verify no documents/work record entries indicate that fieldwork was performed. <p style="margin-left: 40px;">NOTE: The work package cannot be cancelled.</p> <ul style="list-style-type: none"> 1) If work was performed, this work package must be closed. b. If ECN is open, notify engineering. c. Review PER field in EAM. <ul style="list-style-type: none"> 1) If PER is found, notify PER owner or owner's manager with the alternate resolution, if the work order will not be performed. d. Record cancellation reason in the "Cancel Reason" field in EAM and click Save. |

- e. Enter “No Hard Copy Retained (NHR) in the WO Location field.
 - f. Complete all other required fields in EAM.
 - g. Verify no materials are on order or received.
 - 1) If materials are identified, notify the FWS or Material Coordinator to resolve material issues prior to cancellation.
 - h. Notify scheduling that work order is being cancelled.
5. Notify Work Planning Manager that package is ready for cancellation.
6. Change the work order status to “Cancelled” in EAM.

Work Planning
Manager

4.9 Work Order Post Job Review

4.9.1 Field Work Complete and Operations Acceptance

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 the work package and in the work management system.

- FWS
- 1. When the work package is field work complete, print and sign field work supervisor’s name on the work package.
- FWS/Designee
- 2. Log into EAM:
 - a. Change the EAM work order status to “Field Work Complete.”
 - b. Enter the date field work was completed in “Date Completed” field.
 - c. Enter the number of trades and hours that were required to complete the work package.
 - d. Enter the measuring and test equipment (M&TE) used during the performance of the work activity.

NOTE: Other contractors are responsible for tracking their M&TE used in work packages to ensure traceability and control and it is not recorded in EAM.

- e. If the M&TE used belongs to other contractors, record it in the work package.

- FWS
3. Ensure that the ECN/SCR is signed for Modification Work Complete by Engineering or that Engineering has verified field work installation is complete and included justification for Operations acceptance in the Work Record.
 4. Review the work record for feedback comments, and ensure any identified issues are properly recorded.
 - a. If necessary, initiate a new work request to repair or replace failed components, and record the work request number in the work record.
 - b. Provide feedback to the worker on actions taken.
 5. Review the work package, and ensure:
 - Entries are accurate, complete, and legible
 - Forms and performance documents are present
 - Documents are appropriately signed and dated.
 6. Update EAM to indicate work has been completed, and reflect any excess materials or parts that will be returned to Material Services.
 7. Provide a copy of the MR to Material Services, and provide direction for the disposition of any returned materials in EAM (e.g., restock, excess, return).
- Material Coordinator
8. Process the returned materials in accordance with TFC-BSM-CP_CPR-C-18.
- FWS
9. Forward the work package to Operations for acceptance.
- Operations Engineer/
Release Authority
10. Complete the work package acceptance review as follows:
 - a. Ensure the Operations Work Package (WP) Acceptance Checklist (A-6003-676) is included for Level 1 and Level 2 work packages (excluding PMs).
 - b. Ensure the recorded data is within the tolerances specified in the procedure or work instruction steps.
 - c. Ensure post maintenance and operational testing is satisfactory, if applicable.

NOTE: Not all modifications require a Modification Traveler.

 - d. Determine if the work involves a modification.
 - 1) If the modification fits the criteria for a facilities change package, refer to TFC-ENG-DESIGN-C-67.

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- 2) If the modification fits the criteria for an ECN only, refer to TFC-ENG-DESIGN-C-06.
- 3) If the modification requires a Modification Traveler, review the Modification Traveler in SmartPlant¹ (SPF) 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.
- 4) Verify the ECN is signed for Modification Work Complete by Engineering, or that Engineering has verified field work installation is complete and included justification for Operations acceptance in the Work Record.

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. Verify work package information and signatures are complete.
- f. If the work is acceptable, sign Operations acceptance on the EAM cover page within the work package, and change the work order status to “Ops Acceptance” in EAM.
- g. If the work is NOT acceptable, complete the following:
 - 1) Make a work record entry to document the issues identified.
 - 2) Resolve issues, or generate a work request for correction or submit a PER for resolution.
 - 3) Evaluate operability of affected system and components.

4.9.2 Post Job Review and Feedback

NOTE: Completion of the post-job review should be performed as soon as practical following completion of the work activity.

FWS

1. Perform post job reviews as directed in TFC-OPS-MAINT-C-02.

NOTE: The initial ALARA review must be initiated no later than one week after completion of the high risk portion of the work. If an additional review is required, it should be performed in conjunction with the post-job review and must be performed within 30 days of work completion.

¹ SmartPlant® is a registered trademark of Intergraph, Corporation, of Madison, Alabama.

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- | | | |
|-------------|----|--|
| | 2. | If the work activity was high radiological risk, complete an ALARA review as directed in TFC-ESHQ-RP_RWP-C-03. |
| Rad Planner | 3. | Place a copy of the completed ALARA review in the work package, if generated. |

4.9.3 Planner Post Review and Feedback

Post review of the work package includes all documents used in support of the work activity including reference documents. Planner post reviews are expected to be completed within 45 days following Ops Acceptance of the work package.

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|--------------------------------|----|--|
| Planner | 1. | Change the work order status to “Post Review.” |
| | 2. | Complete a planner post review of the work package using the WORA planner post review checklist, or site form A-6006-345, also located on the Work Planning & Control page under Procedures and Forms. |
| | 3. | Ensure the disposition of items identified during the post job review, and record the disposition on the Work Record. |
| | 4. | Evaluate the feedback received, and determine the need for issuance of Lessons Learned. |
| | 5. | Provide feedback on the disposition of any issues to the FWS/workers. |
| | 6. | If longer term actions are required, initiate a PER in accordance with TFC-ESHQ-Q_C-C-01, and document in the work record. |
| | 7. | If a PM work package, perform additional post review actions as required by TFC-OPS-MAINT-C-12. |
| Planner/Expediter/
Designee | 8. | Change work order status to “Hold for Scanning,” and update WO Location field in EAM. |
| | 9. | Forward the Post Reviewed work package to the Work Control Records Specialist for work order closure and scanning. |
| | a. | Include an Active Records Transmittal (ART) form (A-6003-520) listing all packages being forwarded per TFC-BSM-IRM_DC-C-02. |

4.10 Lost Work Packages

If the work package is lost, determine the appropriate method for closing (re-assembling the work package for re-performance, or documenting successful completion of work) the work order. Successful completion of subsequent work packages may validate prior performances. The work package in which credit is attributed must contain enough scope and successful completion of steps in order to take full credit. In the event a work package cannot be re-assembled, a Lost Work Package worksheet will be used to document the lost package.

4.10.1 Re-assembling a Work Package

- | | |
|-------------------|--|
| Planner | 1. Assemble the work package with all required/approved documents (from WORA, EAM, Planners F drive, etc.), and as outlined in this procedure. |
| | 2. Record in the work record that the original package was lost. |
| Release Authority | 3. Complete the Work Release per Section 4.5 |

4.10.2 Documenting Completion of Work for a Lost Package

NOTE: Completed Lost Work Package worksheets shall be stored and searchable in IDMS Electronic Records and may also be attached to the Work Order in EAM.

- | | |
|--------------------------|---|
| Planner | 1. Complete the Lost Work Package worksheet found on the Work Planning and Control website. |
| | 2. If the package is a PM work package, complete the PM Lost Work Package worksheet also located on the Work Planning and Control website. |
| FWS/OE/Release Authority | 3. Assist the planner with the validation of work completion, as applicable. |
| | 4. Review documentation, and sign the Lost Work Package worksheet. |
| Planner | 5. Deliver the worksheet and any attached documents to the Lost Work Package POC, as designated by work control management. |
| Lost Work Package POC | 6. Enter a comment in EAM stating the work package was lost and the Lost Work Package worksheet will be available in IDMS Electronic Records. |
| | 7. Send the notification for the lost work package to the WRPS Records manager and Work Control Manager. |
| | 8. Change the WO Location and Status to “Hold for Scanning” in EAM and deliver the hard copy worksheet and any attached documents to Document Control for closure and scanning. |
| | 9. Include an Active Records Transmittal (ART) form A-6003-520 listing all packages being forwarded per TFC-BSM-IRM_DC-C-02. |

4.11 Work Order Quality Review

- | | |
|---------------------------------|--|
| Work Control Records Specialist | 1. Review the work package for completeness, and prepare the document for scanning into records. |
| | 2. If issues are identified, change the status to “Ready for Post Review,” |

notify the planner, and place in Work Control Center storage.

4.12 Work Order Closure

- | | |
|------------------------------------|--|
| Work Control
Records Specialist | 1. Archive the work package 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.

Controlled area. The Controlled area includes the area inside of the facility boundaries, including fence lines and building walls. Additionally, it includes areas directly outside of facility boundaries where the work is being performed in support of facility work or equipment, or a subcontractor is performing the work for the facility.

- Examples:
 - Performing work in a facilities parking lot on the facility equipment, or
 - Performing work just outside a facility fence line in support of the Facility equipment.

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, Level 2, 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.

Demolition. The permanent removal of facilities and/or equipment, using a variety of demolition techniques, which may involve heavy equipment and the planned and skillful use of explosives.

General purpose facilities. Facilities managed by the Facilities and Properties organization (e.g., administrative buildings, 218-A warehouse, etc.).

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. Refer to TFC-ENG-SB-C-03, Section 5.0 for definition.

Interrelated processes. Processes or activities that can affect operations but are under the control of persons other than the affected operators, such as shared support systems (e.g., electrical distribution, steam, cooling water, compressed air, potable water, fire suppression/alarm) or special testing. Interrelated processes are not limited to physically connected systems but can include activities such as exercises and drills, material movements, security activities, or instrument testing.

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

Modification traveler. Form generated in accordance with TFC-ENG-DESIGN-C-56 to document performance of the system modification, and completion of changes to facility impacted documents.

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, inspections etc.).

Partial work release. The act of authorizing personnel to accomplish a limited amount of work defined in the work order through a partial release sheet.

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 Planner in accordance with training course 350019 (latest revision). Requalification will take place every two years in accordance with training course 351019 (latest revision). Individuals performing planning of Level 3 work packages only must be qualified in accordance with training course 356125 or qualification card, which includes the content for planning of Level 3 work activities.

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.

Previously approved work instructions. A document approved by a defined approval process. These documents may be packaged in the WO to accomplish the work.

Repetitive work order. A WO that remains open for no more than one year and is developed to allow repeat performance of similar tasks on 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 Release Authority.

Reusable contaminated equipment. Refer to TFC-OPS-WM-C-10, Section 5.0 for definition.

Routine maintenance. Refer to TFC-ENG-SB-C-03, Section 5.0 for definition.

Skill of the craft/skill of the worker (SOC/SOW). The basic discipline specific skill sets that are defined for craft are referred to as the "skill of the craft" (SOC). Skill sets obtained through approved methods (i.e., Facility Training requirements) and accepted training/education and plant experience is defined as skill of the worker (SOW). SOC/SOW skills are evaluated based upon accepted industry practices, training and qualification, familiarity with tools and equipment, processes, and methods. SOC/SOW equals to a total of Skills, Knowledge, and Abilities (SKA) and is a factor in determining the level of detail in work documents required to appropriately

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control work activities with reasonable assuredness in the expected results. The introduction of tools and equipment, processes, and methods not previously used shall not be considered for inclusion as SOC/SOW until evaluated.

Specific. A type of work order that requires a task be performed during a specific timeframe not a regular identified frequency basis. This type of work requires a level of planning that falls outside of the PM requirements.

Temporary modification. Refer to TFC-OPS-OPER-C-11.

Troubleshooting. A systematic approach to testing 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.

Work Order Review and Approval Application (WORA). Electronic document routing and approval system used to route and perform check listed activities on work document.

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 records are generated during the performance of this procedure:

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

A work package becomes an in process record document at the time it is released and work is performed in the field. From this point, the work package must be retained in secure 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.

Working files generated during the development of the record work package are generally attached in the work management system or WORA during the review and approval process. These working files allow for reasonable re-creation of the record work package in the event of damage or loss. These files are not record and are only available for information purposes.

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.

7.0 SOURCES

7.1 Requirements

- 7.1.1 10 CFR 851, “Worker Safety and Health Program.”
- 7.1.2 DOE O 422.1, “Conduct of Operations.”
- 7.1.3 RPP-13033, “Tank Farms Documented Safety Analysis.”
- 7.1.4 TFC-ENG-SB-C-03, “Unreviewed Safety Question Process.”
- 7.1.5 TFC-PLN-02, “Quality Assurance Program Description.”
- 7.1.6 TFC-PLN-05, “Conduct of Operations Implementation Plan.”
- 7.1.7 TFC-PLN-29, “Nuclear Maintenance Management Program.”
- 7.1.8 TFC-POL-16, “Integrated Safety Management System Policy.”

7.2 References

- 7.2.1 ATS-310, Section 11.16, “Technical Procedure Control Process.”
- 7.2.2 ATS-310, Section 11.16.1, “222-S Laboratory Technical Procedure Writing and Formatting Guide.”
- 7.2.3 CPS-T-149-00012, “Criticality Prevention Specification for Hanford Tank Farms Facilities.”
- 7.2.4 DOE-0336, “Hanford Site Lockout/Tagout.”
- 7.2.5 DOE-0343, “Stop Work.”
- 7.2.6 DOE-0359, “Hanford Site Electrical Safety Program.”
- 7.2.7 DOE/RL-92-36, “Hanford Site Hoisting and Rigging Manual.”
- 7.2.8 HNF-5183, “Tank Farm Radiological Control Manual (TFRCM).”
- 7.2.9 HNF-IP-1266, “Tank Farms Operations Administrative Controls.”
- 7.2.10 HNF-SD-WM-TSR-006, “Tank Farms Technical Safety Requirements.”
- 7.2.11 MSC-PRO-ENG-2001, “Facility Modification Package Process.”
- 7.2.12 RPP-11192, “Tank Farms Chemical Compatibility Evaluation.”
- 7.2.13 RPP-16922, “Environmental Specification Requirements.”

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- 7.2.14 TFC-BSM-AD-C-04, "Documents Owned by Other Hanford Prime Contractors Used by WRPS."
- 7.2.15 TFC-BSM-CP_CPR-C-18, "Material Control."
- 7.2.16 TFC-BSM-FPM_PR-C-01, "Property Management."
- 7.2.17 TFC-BSM-HR_EM-C-05, "Plant Forces Work Review (Davis-Bacon Act Compliance)."
- 7.2.18 TFC-BSM-IRM_DC-C-02, "Records Management."
- 7.2.19 TFC-ENG-DESIGN-C-06, "Engineering Change Control."
- 7.2.20 TFC-ENG-DESIGN-C-09, "Engineering Drawings."
- 7.2.21 TFC-ENG-DESIGN-C-15, "Commercial Grade Dedication."
- 7.2.22 TFC-ENG-DESIGN-C-56, "Modification Traveler."
- 7.2.23 TFC-ENG-FAC SUP-C-02, "Operability Evaluations."
- 7.2.24 TFC-ENG-FAC SUP-C-23, "Equipment Identification and Data Management."
- 7.2.25 TFC-ENG-STD-08, "Post Maintenance Testing."
- 7.2.26 TFC-ESHQ-ENV_PP-C-07, "NEPA, SEPA, Ecological and Cultural Reviews."
- 7.2.27 TFC-ESHQ-IH-STD-33, "Implementation of DOE-0342, Chronic Beryllium Disease Prevention Program."
- 7.2.28 TFC-ESHQ-Q_ADM-C-02, "Nonconforming Item Reporting and Control."
- 7.2.29 TFC-ESHQ-Q_C-C-01, "Problem Evaluation Request."
- 7.2.30 TFC-ESHQ-Q_INSP-C-01, "Control of Inspections."
- 7.2.31 TFC-ESHQ-RP_ADM-C-30, "Radiological Access Control."
- 7.2.32 TFC-ESHQ-RP_RWP-C-01, "Radiological Risk Screening."
- 7.2.33 TFC-ESHQ-RP_RWP-C-03, "ALARA Work Planning."
- 7.2.34 TFC-ESHQ-RP_RWP-C-04, "Radiological Work Permits."
- 7.2.35 TFC-ESHQ-S_SAF-C-02, "Job Hazard Analysis."
- 7.2.36 TFC-OPS-MAINT-C-02, "Pre-Job Briefings and Post-Job Reviews."
- 7.2.37 TFC-OPS-MAINT-C-12, "Preventive/Predictive Maintenance Administration."
- 7.2.38 TFC-OPS-MAINT-C-16, "Joint Review Group."

- 7.2.39 TFC-OPS-MAINT-STD-02, “Work Planning and Work Instruction Development.”
- 7.2.40 TFC-OPS-MAINT-STD-03, “Tank Operations Contractor Skill of the Craft.”
- 7.2.41 TFC-OPS-OPER-C-11, “Equipment Temporary Modifications and Bypasses.”
- 7.2.42 TFC-OPS-OPER-C-13, “Technical Procedure Control and Use.”
- 7.2.43 TFC-OPS-OPER-C-22, “Control and Use of Administrative Locks.”
- 7.2.44 TFC-OPS-OPER-C-39, “Caution Tags.”
- 7.2.45 TFC-OPS-OPER-C-65, “Rolling Schedule Process.”
- 7.2.46 TFC-OPS-WM-C-10, “Contaminated Equipment Management Practices.”
- 7.2.47 TFC-PLN-33, “Waste Management Basis.”
- 7.2.48 TFC-PLN-41, “Integrated Safety Management System Description.”
- 7.2.49 URS Global Management & Operations Services Work Planning and Control Program Standard.

ATTACHMENT A – LEVEL OF WORK PLANNING

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
Approved Procedure/ Previously approved work instructions	Procedure/work instruction necessary.	Procedure/work instruction necessary.	NOT allowed	NOT allowed
Asbestos Work	Allowed	Allowed	Asbestos sampling/ Class IV, Picking up asbestos containing tile or other similar material	NOT allowed
Beryllium Activity	Allowed	Allowed	NOT allowed – Sampling performed by stand-alone operating procedure TF-OPS-IHT-010	NOT allowed – Sampling performed by stand-alone operating procedure TF-OPS-IHT-010
Lead(Pb) Work (Controls Required)	Allowed	Allowed	Not Allowed	Not allowed
Chemical Use	Allowed	Allowed	Allowed* *NOT allowed if JHA checklist requires specific work instructions to establish controls.	Allowed if meets GHA.
Complexity of the Task	Any level of complexity	Any level of complexity	No detailed work instruction. *Must be on Approved SOC List.	Skill based *Must be on Approved Level 4 Activities List
Confined Space	Allowed	Allowed	Allowed, Non-Permit Required	NOT allowed
Crane or Lifting Operations	Allowed	Allowed	Critical and Special Lifts NOT allowed	Critical and Special Lifts NOT allowed
Electrical Work (ERA)	Allowed	Allowed	Allowed	Visual Inspection of systems and components only
Elevated Work	Allowed	Allowed	Allowed	Allowed for Fall Protection Work Permit up to 10 feet
Energized Electrical Work (Requiring EEWP)	Allowed	Allowed	NOT allowed	NOT allowed

ATTACHMENT A –LEVEL OF WORK PLANNING (cont.)

Factor/Criteria	Level 1	Level 2	Level 3	Level 4
Hazard Analysis	GHA, Standing JHA, or job specific JHA	GHA, Standing JHA, or job specific JHA	GHA, Standing JHA* or job specific JHA* * Job Specific JHA NOT allowed if checklist requires specific work instructions to establish controls.	GHA, Standing JHA
Hazardous energy control LOTO	Allowed	Allowed	Allowed as prerequisite action.	NOT Allowed
Impact on Design Configuration	Modification work allowed	Modification work allowed	No impact on design configuration with the exception of modification work for labelling using an ECN Work allowed for like for like or equivalent replacements on GS SSCs NOT allowed for Construction Acceptance Testing	No impact on design configuration NOT allowed for Construction Acceptance Testing
Impact on Structures Systems, and Components (SSCs)	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	Allowed for low risk of single failure or errors causing impact on general services (GS) SSCs. NOT allowed for work on Safety Significant (SS) SSCs.	Allowed for low risk of single failure or errors causing impact on general services (GS) SSCs. NOT allowed for work on Safety Significant (SS) SSCs.
Performance of Hot Work	Allowed	Allowed	Allowed	Shop welding of general use tools and non-facility items with Quality Level 0 (GS0) is allowed
Radiological Considerations	High, medium or low risk	High, medium or low risk	Medium or low risk where no hold points are required	Low risk

ATTACHMENT A –LEVEL OF WORK PLANNING (cont.)

Factor/Criteria	Level 1	Level 2	Level 3	Level 4
Implements TSR Controls	Yes	Yes	No	No
Risk of impact on Environmental Requirements	Any level of risk of impact	Any level of risk of impact	No risk of impact	No risk of impact
Tank Waste	May have potential to disturb	May have potential to disturb	No potential to disturb	No potential to disturb
Unreviewed Safety Question (TFC-ENG-SB-C-03)	Required (unless routine maintenance)	Required (unless routine maintenance)	Required (unless routine maintenance)	Not required

ATTACHMENT B – REVIEW AND APPROVAL OF WORK ACTIVITIES

The following table identifies the required reviews/approvals for Level 1, Level 2, and Level 3 work instructions, and technical changes to approved work instructions.

Reviewer/Approver	Applicability
Cathodic Protection System Engineer	<ul style="list-style-type: none"> • Work activities that expose any underground piping systems either directly or indirectly affected by the Cathodic Protection System.
Criticality Safety Representative (not applicable to 222-S or ETF)	<ul style="list-style-type: none"> • Ensure Criticality Safety Engineer (CSE) / Criticality Safety Representative (CSR) review and approval of work instructions (CPS-T-149-00012) if: <ul style="list-style-type: none"> – Mixing, mobilization or retrieval of waste solids in tanks: A-105, AN-101, B-101, BX-101, S-107, S-108, SX-111, SX-114, SY-102, TX-101, TX-105, TX-109, TX-118, or 244-TX. – Activities in IMUST, Catch Tanks, 244-AR Vault Tank, 244-CR Vault Tank or DCRT. CSE / CSR review and approval not required for removal of intrusion water from 241-UX-302A Catch Tank. – Any potential for acids to contact waste. • CSE / CSR review and approval not required if the activity has a Waste Compatibility Assessment (WCA).
Environmental	<ul style="list-style-type: none"> • Work packages and work package changes involving or having the potential to affect: <ul style="list-style-type: none"> – Changes to air abatement equipment, emissions monitoring capability, processes or source term (CAA) – Corrective maintenance or project activities that use ALARCTs – Changes to systems that treat, store or dispose of dangerous waste (tanks, piping, pits, etc.) , monitor for leakage, monitor or control hazards, control access or intrusion (RCRA) – Changes to, or activities that impact, sanitary water and septic systems (CWA) – Activities with the potential to spill or release water or chemicals to the environment (CWA) – New or significantly modified work scope, process, and /or configuration (NEPA) – Activities that have the potential to use or dispose of PCBs (TSCA) – Activities with a potential to have biological/ecological impacts.

ATTACHMENT B – REVIEW AND APPROVAL OF WORK ACTIVITIES (cont.)

Reviewer/Approver	Applicability
Environmental (cont.)	<ul style="list-style-type: none"> • 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.* • Work that designs, fabricates, or modifies environmental equipment or facility access related to compliance with environmental regulatory requirements. • Activities involving asbestos or asbestos containing material <ul style="list-style-type: none"> – Activities that involve sampling for asbestos – Activities involving asbestos repair/disturbance – Activities involving direct contact with, removal and/or disposal of asbestos containing material – Visual Inspections do not require Environmental Review/Approval • Activities with the potential for generating hazardous and/or radiological waste and transporting or packaging waste. <ul style="list-style-type: none"> – Activities that have or may have impact on waste activities, including but not limited to, the following: <ul style="list-style-type: none"> – Radiological and chemical characterization of waste – Waste sample analysis – Waste designation – Treatment, storage and disposal (TSD) acceptance – Waste verification activities – Excavation activities including soil disturbing activities. <p>*Level 3 work activities at ETF/LERF that have environmental considerations limited to radioactive and/or hazardous waste generation, packaging, and/or transport from facility maintenance activities are addressed by Waste Services and do not require Environmental approval.</p>
Field Work Supervisor	<ul style="list-style-type: none"> • All work instructions and changes.
Fire Protection Engineer	<ul style="list-style-type: none"> • Activities, or modifications, which affect the safety functions of the fire protection systems or building fire protection features e.g., fire barriers. • Work instructions implementing hot work permit controls. • Any work to install, modify or repair stairs or ramps.
Hanford Site Utilities Water Purveyor	<ul style="list-style-type: none"> • Activities involving water system changes or connections. <p>NOTE: City of Richland is the water purveyor for the Cold Test Facility on Horn Rapids Road.</p>

ATTACHMENT B – REVIEW AND APPROVAL OF WORK ACTIVITIES (cont.)

Reviewer/Approver	Applicability
Industrial Hygiene Representative (IH)	<ul style="list-style-type: none"> All new and changes to work instructions.
Industrial Safety Representative (IS)	<ul style="list-style-type: none"> All new and changes to work instructions.
Joint Review Group Chair	<ul style="list-style-type: none"> Activities meeting the criteria specified on the JRG Screening Checklist (A-6006-262). Technical changes to JRG reviewed/approved work documents. Changes to work documents even if JRG is waived.
Pre-Work Reviewer/Approver	<ul style="list-style-type: none"> All new and changed Level 1, Level 2, or Level 3 work packages.
Planner	<ul style="list-style-type: none"> Level 1 Level 2 (excluding PM)
Process Engineering	<ul style="list-style-type: none"> Activities with a potential to impact underground storage tank chemistry, flammable gas production rates and/or fissile material inventories (CPS-T-149-00012) due to additions of water, chemicals, or waste. This excludes small water additions for equipment rinsing, hydrostatic testing, and flushing operations.
Quality Assurance	<ul style="list-style-type: none"> 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. Activities involving opening and closing of Safety Significant or General Service systems that interfaces with a Safety Significant plant system. Activities where engineering has required QA/QC witness, verification or hold points or changes to steps affecting QA/QC witness, verification or hold points.

ATTACHMENT B – REVIEW AND APPROVAL OF WORK ACTIVITIES (cont.)

Reviewer/Approver	Applicability
Radiological Controls Planner	<ul style="list-style-type: none"> • 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). • Activities that have a potential to release radioactive materials into the environment. • Work directing excavation within a posted Radiologically Controlled Area (RCA). • Performance of operations, maintenance, or repair of radiation generating devices. • 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.
Responsible Engineer	<ul style="list-style-type: none"> • New work instructions for Level 1 work packages associated with Structures, Systems, and Components (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. • Preventive Maintenance (PM) technical changes (e.g., procedure, test points, datasheets, frequency, etc.) • Level 3 work packages and changes to Level 3 work packages involving work on SSCs to ensure work meets technical requirements of the SSC. • 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 “Allowed Activities” per the Criticality Prevention Specification (CPS-T-149-00012; see Section 4.0). If the activity is not listed as allowed in the CPS then Criticality Safety Representative, approval of the document is also required. • 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 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.

ATTACHMENT B – REVIEW AND APPROVAL OF WORK ACTIVITIES (cont.)

Reusable Contaminated Equipment (RCE)	<ul style="list-style-type: none"> • Activities where radioactive contaminated items/equipment is removed, staged, or stored for re-use for greater than one shift.
Shift Manager/Release Authority	<ul style="list-style-type: none"> • Changes to Level 1, Level 2, or Level 3 work packages that have been released.
Test Director	<ul style="list-style-type: none"> • Work instructions and changes to work instructions used to perform construction acceptance testing.
Waste Technical Services	<ul style="list-style-type: none"> • Work package changes with a potential to affect original waste designation or packaging requirements. • Radioactive and/or hazardous waste generation, designation, packaging and transportation activities. • Radiological and/or chemical characterization of waste • Waste verification
Waste Technical Services Secondary Review	<ul style="list-style-type: none"> • Secondary Waste Technical Services review and approval identified on Waste Planning Checklist. <p>(When checked, add Waste Services secondary review in WORA)</p>
Work Control Management	<ul style="list-style-type: none"> • Level 1 Work Packages • Level 2 Work Packages (including PMs when required) • Level 3 Work Packages • Excludes WCNs and Pen-and-Ink changes

ATTACHMENT C - PRIORITIES

Priority	Description
Urgent	Requires immediate action to: <ul style="list-style-type: none"> • Prevent imminent danger to personnel, property, or the environment; • Prevent a significant breach in security. • It is worked without delay or interruption until the condition is stabilized. NOTE: Does not necessarily, but could, meet the conditions to declare at least an operational emergency.
1 (Rapid)	Does not meet conditions for urgent work, but requires rapid action to: <ul style="list-style-type: none"> • 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.
2 (High)	Does not meet conditions for immediate work, but requires responsive action to: <ul style="list-style-type: none"> • Correct a condition that will result in a permitted facility or other ES&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; NOTE: Priority may be adjusted up or down, depending on evaluation of safety or impact to mission. <ul style="list-style-type: none"> • Correct conditions resulting in the identification of a potential inadequate safety analysis (PISA); NOTE: 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. NOTE: Priority may be adjusted up or down, depending on LCO Required Action Completion Times, evaluation of safety, or impact to mission.
3 (Medium)	Does not meet conditions for high priority work, but requires action to: <ul style="list-style-type: none"> • 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.
4 (Low)	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.

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
Administrative Lock Establishment/ Removal	N/A	TFC-OPS-OPER-C-22	NO
ALARA Management Worksheet (AMW)	A-6003-904	TFC-ESHQ-RP_RWP-C-03	YES
Asbestos Work Permit	A-6003-870	TFC-ESHQ-IH-STD-19	YES
Attendance Roster	A-6003-211	TFC-OPS-MAINT-C-01	YES
Beryllium Work Permit	A-6006-202	DOE-0342-001	YES
Commercial Grade Dedication Form	A-6002-544	TFC-ENG-DESIGN-C-15	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
Confined Space Entry Permit	A-6005-717	DOE-0360	YES
Confined Space Hazard Identification	A-6005-724	DOE-0360	YES
Containment Tent Certification Checklist	A-6003-271	TFC-ESHQ-RP_RWP-C-02	YES
Dome Load Assessment and Route Map	N/A	TFC-ENG-FACSup-C-10	NO
Eight Criteria Checklist	A-6003-801	DOE-0336	YES
Energized Electrical Work Permit	A-6005-704	DOE-0359	YES
ETF Work Package Pre-Work Review Checklist	A-6006-744	TFC-OPS-MAINT-C-01	YES
Fall Protection Work Permit	A-6004-286	DOE-0346	YES
Glove Bag Certification Checklist	A-6003-272	TFC-ESHQ-RP_RWP-C-02	YES
Hanford Fire Marshal Permit Request form	N/A	TFC-ESHQ-FP-STD-01	NO
Hanford Permit Required Confined Space Entry Notification	A-6005-718	DOE-0360	YES
Hanford Site Electrical Risk Assessment	A-6607-595	DOE-0359	YES
Hanford Site Excavation Permit	Electronic Form on SEPA/SEPN webpage	DOE-0344	NO
Ignition Source Control Evaluation Worksheet	A-6003-749	TFC-ENG-FACSup-P-17	YES
Ignition Source Control Requirements Screening	A-6003-774	TFC-ENG-FACSup-P-17	YES
Industrial Hygiene Work Permit	A-6007-560	TFC-ESHQ-IH-C-69	YES
Job Hazard Analysis Checklist	A-6004-101	TFC-ESHQ-S_SAF-C-02	YES
Joint Review Group Screening	A-6006-262	TFC-OPS-MAINT-C-16	YES

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

Permit or Form	Form Number	Document No.	Site Form
Level 3 Work Package	A-6005-440	TFC-OPS-MAINT-C-01	YES
Lift Instructions Determination [To be used for fabricated items to be lifted including waste boxes, stairs, and platforms as well.]	A-6003-884	TFC-ENG-FAC SUP-C-25	YES
Lifted/Landed Lead Record	A-6003-876		YES
Lockout/Tagout Authorization Form	A-6004-460	DOE-0336	YES
Modification Traveler	Electronic form in SmartPlant	TFC-ENG-DESIGN-C-56	YES
NEPA Review Screening Forms <ul style="list-style-type: none"> Form 1 – Actions With Potentially Existing NEPA or CERCLA Coverage Form 2 – Actions Likely to Require an EA or EIS Form 3A – Actions Likely to Be Categorically Excluded Form 3B – Proposed Actions Not Clearly Covered By An Annual CX 	A-6006-948 A-6006-950 A-6006-949 A-6007-458	TFC-ESHQ-ENV_PP-C-07	YES
Operations Work Package (WP) Acceptance Checklist	A-6003-676	TFC-ENG-DESIGN-C-01	YES
Partial Release Sheet	A-6005-826	TFC-OPS-MAINT-C-01	YES
Performance and Functional Requirements/Evaluation for Special Tools or Test Equipment [Evaluation of fabricated stairs and platforms should meet 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
Plant Forces Work Review	A-6003-813	TFC-BSM-HR_EM-C-05	YES
Post Job Review	A-6005-438	TFC-ESHQ-RP_RWP-C-03	YES
Pre-Job Briefing	A-6002-893	TFC-OPS-MAINT-C-02	YES
Qualified Person for Fall Protection	A-6005-808	TFC-ESHQ-S-STD-29	YES
Radiological Screening Form	A-6003-910	TFC-ESHQ-RP_RWP-C-01	YES
Radiological Work Permit	A-6003-902	TFC-ESHQ-RP_RWP-C-04	YES
Risk Analysis for Work Activities	A-6006-958	TFC-OPS-MAINT-STD-02	YES
Tank Operations Contractor Hotwork Permit	A-6003-692	TFC-ESHQ-FP-C-01	YES
Tank Vapor Information Sheet	A-6004-063	TFC-ESHQ-IH-C-48	YES

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

Permit or Form	Form Number	Document No.	Site Form
Waste Planning Checklist - WRPS	A-6002-848	TFC-OPS-WM-C-01	YES
WRPS Caution Tag Installation/Removal	A-6003-108	TFC-OPS-OPER-C-39	YES
WRPS Skill of the-Craft Listing Change Form	A-6005-855	TFC-OPS-MAINT-STD-03	YES
WRPS Work Record	A-6003-243	TFC-OPS-MAINT-C-01	YES