

OPERATIONS TURNOVER

1.0 Objective

The objective of this surveillance is to evaluate the facility's practices for operations shift turnover. This surveillance provides a basis for evaluating the effectiveness of the contractor's operations turnover program and for establishing compliance with DOE requirements.

2.0 References

2.1 DOE 5480.19, *Conduct of Operations Requirements for DOE Facilities*

2.2 DOE-STD-1038-93, *Guide to Good Practices for Operations Turnover*

3.0 Requirements Implemented

This surveillance is conducted to implement requirements of the Functions, Responsibilities and Authorities Manual, Section 20, Operations, FRAM #s 4253, 4258, and 4261. These requirements are drawn from DOE 5480.19.

4.0 Surveillance Activities

The Facility Representative observes the operations turnover from one operations shift to another. Primary emphasis for the surveillance is on turnover for the operator and shift supervisor positions although turnover of other positions may be observed as time permits. The Facility Representative may wish to conduct this surveillance for each operations shift so that turnover practices from each shift can be evaluated and compared.

Surveillance Guideline OPERATIONS TURNOVER

Surveillance No.: _____

Facility: _____

Date Completed: _____

Yes No N/A

- ___ ___ ___ 1. Does each shift station use a check sheet or similar method to guide the turnover process?
DOE 5480.19, Attachment 1, Chapter 12, C. 1.
- ___ ___ ___ 2. If a turnover checklist is used, is the checklist controlled and is the most current version being used?
DOE 5480.19, Attachment 1, Chapter 12, C. 1. a.
- ___ ___ ___ 3. Does the shift turnover checklist include the following information, as applicable:
- Date and time?
 - On-going and off-going watch signature?
 - Facility status?
 - Technical safety requirements in effect, including time limits?
 - Status of important operating parameters?
 - Status of safety equipment and other equipment as appropriate?
 - Required chemistry or process sample times?
 - Equipment problems?
 - Time specific planned actions are required?
 - Changes in radiological or hazardous materials areas and conditions?
 - Temporary procedure changes in effect?
 - Facility support group activities (e.g., construction, radiation protection)?
 - Maintenance, testing, and evolution status?
 - Abnormal lineup or conditions?
 - Alarms, temporary procedures, safety documentation changes since last time on shift?
 - Status of temporary modifications, jumpers, lifted leads, bypasses, etc.?
 - Temporary set-point changes?
 - Disabled alarms or equipment?
- DOE 5480.19, Attachment 1, Chapter 12, C. 1.

Yes No N/A

- ___ ___ ___ 4. Do turnovers include walkdowns of appropriate control panels?
DOE 5480.19, Attachment 1, Chapter 12, C. 3.
- ___ ___ ___ 5. Do supervisor turnovers include a review of plant status and administrative records necessary to ensure an adequate transfer of equipment status information?
DOE 5480.19, Attachment 1, Chapter 12, C. 1. c.
- ___ ___ ___ 6. Does the oncoming shift review and understand the logs before accepting responsibility for their position?
DOE 5480.19, Attachment 1, Chapter 12, C. 2.
- ___ ___ ___ 7. When the oncoming crew is fully cognizant of the plant conditions, do oncoming operators and supervisors state that they are assuming responsibility for the shift position? Is an entry to this effect made in the applicable log?
DOE 5480.19, Attachment 1, Chapter 12, C. 4.
- ___ ___ ___ 8. Is a shift briefing conducted by the operations supervisor after he/she has accepted responsibility for the shift to review plant status, problems, and major shift evolutions both current and planned, support group activities, and shift objectives?
DOE 5480.19, Attachment 1, Chapter 12, C. 5.
- ___ ___ ___ 9. Do oncoming operators and supervisors review documents specified on their checklists and ask pertinent questions prior to assuming responsibility for their shift position?
DOE 5480.19, Attachment 1, Chapter 12, C. 2.
- ___ ___ ___ 10. Do offgoing supervisors or operators explain all items noted on the turnover checklist to oncoming operators?
DOE 5480.19, Attachment 1, Chapter 12, C. 4.
- ___ ___ ___ 11. Do the offgoing and oncoming shift personnel discuss facility status prior to transferring work station responsibility?
DOE 5480.19, Attachment 1, Chapter 12, C. 4.
- ___ ___ ___ 12. Do reliefs occurring during the shift (e.g., exchange of control supervisory function) have a turnover to ensure that the oncoming person is at least as knowledgeable of the conditions as he would have been had a complete shift turnover process been conducted?
DOE 5480.19, Attachment 1, Chapter 12, C. 6.

OTHER:

NOTES/COMMENTS:

PERSONNEL CONTACTED:

FINDINGS:

Finding No.:

Description:

OBSERVATIONS:

Observation No.:

Description:

