

U.S. DEPARTMENT OF ENERGY EAST TENNESSEE TECHNOLOGY PARK OPERATING MANUAL	NO: PSO-10.4 REV: 4 EFFECTIVE DATE: September 14, 1999
TITLE: EXTERNAL ASSESSMENTS	SUPERSEDES: NO.: _____ REV: <u>3</u>
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1.0 PURPOSE

To provide guidance for DOE East Tennessee Technology Park (ETTP) Site Office (PSO) personnel during the performance of an external assessment on PSO activities at the ETTP Site. Examples of these assessments include those performed by other Oak Ridge Operations organizations and DOE Headquarters on the PSO.

2.0 SCOPE

Applicable to all DOE ETTP Site Office personnel.

3.0 REFERENCES AND DEFINITIONS

3.1 REFERENCES

3.1.1 PSO Procedure PSO-8.2, *Corrective Actions*

3.2 DEFINITIONS

No definitions are needed for this procedure.

4.0 RESPONSIBILITIES

4.1 DOE ETTP SITE MANAGER

4.1.1 Shall designate the PSO Assessment Coordinator for the specific assessment.

4.1.2 Should receive briefings on pre-assessment activities and conduct of the assessment.

4.1.3 Shall approve the corrective actions needed as a result of the assessment team's final report.

4.2 PSO ASSESSMENT COORDINATOR

- 4.2.1 Shall coordinate PSO activities related to the external assessment.
- 4.2.2 Shall document important PSO activities.
- 4.2.3 Shall arrange for a pre-assessment discussion with the assessment team leader to obtain needed information.
- 4.2.4 Shall brief the DOE ETTP Site Manager on important pre-assessment activities, conduct of the assessment, and post-assessment activities.
- 4.2.5 Shall coordinate activities with any Oak Ridge Operations personnel who may be involved with the assessment.
- 4.2.6 Shall provide important updates on the assessment to the PSO staff.
- 4.2.7 Shall coordinate the PSO factual accuracy review of the assessment draft report.
- 4.2.8 Shall coordinate development of corrective actions and submit them to the DOE ETTP Site Manager for approval and transmittal to the assessing office.
- 4.2.9 Shall ensure that the corrective actions are tracked in accordance with Reference 3.1.1

4.3 DOE ETTP SITE OFFICE PERSONNEL

- 4.3.1 Shall perform the responsibilities of the PSO Assessment Coordinator when designated by the DOE ETTP Site Manager.
- 4.3.2 Shall support the activities of the person who is designated as the PSO Assessment Coordinator.

5.0 PROCEDURE

5.1 PRE-ASSESSMENT ACTIVITIES

- 5.1.1 The DOE ETTP Site Manager shall designate the PSO Assessment Coordinator for the specific external assessment.
- 5.1.2 The PSO Assessment Coordinator should arrange for a

pre-assessment briefing with the assessment team leader to cover the following areas, for example:

- Scheduled dates of the assessment
- Organization performing the assessment
- Scope of the assessment (e.g., programs, projects, operations, and if only PSO or both PSO and contractor)
- Expected team members
- Advance listing of documents needed by the assessment team
- Logistics for the team
- Clearances, training required, and other information for certain areas of the site

5.1.3 The PSO Assessment Coordinator shall brief the DOE ETPP Site Manager on pre-assessment activities.

5.1.4 The PSO Assessment Coordinator shall provide pre-assessment information to PSO staff involved in the assessment.

5.1.5 If the assessment team is unfamiliar with the ETPP, the PSO Assessment Coordinator should arrange for a tour.

5.2 LIAISON AND IN-BRIEFING FOR ASSESSORS

5.2.1 The PSO Assessment Coordinator should provide a briefing for the assessors upon their initial arrival at the site. The briefing may include:

- Listing of PSO personnel names, numbers, and locations for ease of contact
- Copies of any requested documentation, properly marked and in sufficient quantity for each of the assessors
- Training requirements for anticipated entry into restricted-access areas and points of contact
- Basic orientation and layout of the ETPP
- Welcome and introduction by the DOE ETPP Site Manager
- Time set aside for the assessment team to ask questions about PSO activities prior to the start of the assessment.

5.3 ASSESSMENT ACTIVITIES

5.3.1 The PSO Assessment Coordinator should provide support and liaison activities as requested by the assessment team leader.

5.3.2 The PSO Assessment Coordinator should brief the DOE ETPP Site Manager at least daily during the conduct of the assessment. The following may be included:

- Status of the content and scope of findings and concerns discovered by the assessment team
- Status of PSO personnel availability and activities related to the assessment team
- Any items found by the assessment team that require immediate PSO action
- Any changes in the assessment schedule or additional support requested.

5.4 POST-ASSESSMENT ACTIVITIES

5.4.1 The PSO Assessment Coordinator should request a copy of the assessment team's draft report for a PSO factual accuracy review.

5.4.2 The PSO Assessment Coordinator should distribute the draft report to each participating or affected member of the PSO for review and comment.

5.4.3 The PSO Assessment Coordinator should compile comments received from the PSO staff into a usable form for the assessment team to consider in their final report.

5.4.4 The PSO Assessment Coordinator shall coordinate the development of corrective actions which address the findings stated in the final assessment report and submit them to the DOE ETPP Site Manager for approval and transmittal to the assessing organization.

5.4.5 The PSO Assessment Coordinator shall track the corrective actions in accordance with Reference 3.1.1.

5.4.6 The PSO Assessment Coordinator shall perform follow-up liaison or support activities until all corrective actions are closed.

6.0 RECORDS

U.S. DEPARTMENT OF ENERGY
EAST TENNESSEE TECHNOLOGY PARK
OPERATING MANUAL

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6.1 Record documentation generated as a result of this procedure shall be maintained in accordance with the Site Office Administration Manual.

7.0 **ATTACHMENTS**

None.