

7.0 OFFICE OF SAFETY AND QUALITY ASSURANCE (OSQA)

In addition to the overall management responsibilities identified in Part 1, Subsection 5, paragraphs 5.2 and 5.4, formulates and executes safety and health policies, programs, and oversight activities to ensure protection of the workers, environment, and public from hazards posed by DOE-SR facilities, operations, and cleanup activities. Establishes and directs DOE-SR processes and programs that achieve quality assurance (QA) for all Federal work activities and products. Defines and manages the QA Program for assessing and validating the compliance and effectiveness of DOE-SR work planning, execution, documentation, monitoring, and corrective action. Supports the integration of quality and safety management system requirements into DOE-SR line and business operations. Provides centralized DOE-SR technical support to the line organizations in such program areas as safety (nuclear and non-nuclear) and health; industrial hygiene; medical; radiation protection and health physics; technical training and qualification; Price Anderson Amendments Act (PAAA) rule enforcement; fire protection; industrial safety; and Integrated Safety Management. Serves as the DOE-SR Senior Safety Advisor. Coordinates and publishes the annual DOE-SR Organizational Performance Management Plan. Ensures contractors, subcontractors, and vendors complete activities and documentation where line organizations have been assigned responsibility (Part 1, Subsection 10 Matrix).

7.0.1 SMS Functions (see Part 1, Subsection 10):

6.6 Make Changes to Improve (6.6.04)

7.1 PERFORMANCE ASSURANCE DIVISION (PAD)

7.1.1 Develops, administers, and coordinates the planning and conduct of assessments of Federal and contractor performance assurance systems to identify deficiencies and opportunities for improvement, assures that deficiencies are reported to the responsible assurance element managers and ensures that lessons learned are effectively shared across all aspects of SRS operations. Compiles a quarterly status of overdue corrective actions for presentation to the Performance Assurance Council, with copies provided to the responsible assurance element managers. Supports DOE-SR management decision-making by providing officials with information gained through performance assessments of DOE and contractor assurance systems and analysis of information from a variety of sources. Identifies barriers that could adversely impact the Site's safety culture and safety performance. Establishes, coordinates, and maintains the DOE-SR Criteria and Review Approach Documents and Lines of Inquiry Libraries on the Site Integrated Management Total Assessment System (SIMTAS) to support Type 1 and 2 assessment activities. Coordinates, monitors, or leads Type 1 Assessments of the DOE-SR Work Breakdown Structure assurance elements. Conducts Independent Assessments of DOE-SR organizations to ascertain compliance with established requirements, goals, objectives, and internal controls. Advises management on improving the efficiency, effectiveness, and productivity of programs, functions, and processes.

- 7.1.2 Maintains and ensures DOE-SR implementation of the DOE-SR Integrated Performance Assurance Manual. Develops, issues, and facilitates necessary changes to the Annual and Triennial Performance Assessment Plans with input from line organizations, the Performance Assurance Council, and the Executive Technical Management Board, as applicable.
- 7.1.3 Reviews contractors' Assurance System Description Documents to ensure the documents meet the minimum criteria contained in DOE Order 226.1, "Implementation of Department of Energy Oversight Policy," Attachment 2, Contractor Requirements Document. Recommends approval or disapproval of the Assurance Systems Descriptions to the Manager, DOE-SR.
- 7.1.4 Manages the functionality and use of SIMTAS by DOE-SR and contractor organizations, consistent with the requirements of the Integrated Performance Assurance Manual. Ensures the centralized SIMTAS database is used to record the results of assessments conducted at SRS, including any follow-up information resulting from the assessments. Reviews SIMTAS inputs to ensure consistency of application, and provides feedback to DOE-SR or contractor personnel as needed. Identifies and coordinates modifications to the SIMTAS database, as needed, to support assessment processes. Reviews, analyzes and trends SIMTAS data to identify items and processes needing further assessment and improvement, identifies systemic problems and lessons-learned. Extracts performance data from SIMTAS to assist in guiding assessment planning, management actions, and to measure the effectiveness of corrective actions on performance. Reports information to the Performance Assurance Council or DOE-SR managers, as appropriate.
- 7.1.5 Develops and tracks DOE-SR corporate-level performance measures to monitor Federal and contractor performance. Performs trending and analysis of assessment data and input from sources such as SIMTAS, Occurrence Reporting and Processing System (ORPS), facility representatives, technical assessment reports, DOE-HQ evaluations, DNFSB Reports, Facility Evaluation Board Reports, and other data sources to identify programmatic performance and trends. Maintains and updates DOE-SR issues in the DOE Corrective Action Tracking System (CATS). Ensures that Type 3 assessment or inspection results are recorded in SIMTAS. Uses the results of analyses to determine areas needing additional review to improve Federal and contractor performance, and reports this information to the Performance Assurance Council. Provides analytical, assessment, and trending support for use within OSQA, line organizations, and the Performance Assurance Council.
- 7.1.6 Develops, administers, and coordinates the DOE-SR directives and technical standards program. Serves as the HQ Directives Point of Contact. Interfaces with DOE-SR divisions/offices, operating contractors, and DOE-HQ divisions/offices as necessary to carry out required activities. Provides assistance to other DOE-SR divisions/offices with respect to HQ directives and development of DOE-SR directives.

- 7.1.7 Utilizing the Integrated Performance Assessment process described in SRM 226.1.1A, "Integrated Performance Assurance Manual," provides oversight of site level contractor safety and health programs and documents oversight results in SIMTAS. Plans, coordinates, and manages assigned Site contractor standards-based programs such as integrated safety management; QA; management and independent assessments; conduct of operations; Standards/Requirements Identification Documents; ORPS; PAAA rule enforcement; and Lessons Learned to ensure protection of the workers, environment, and public from hazards associated with nuclear and non-nuclear operations. Establishes Site-wide policy and requirements in areas of responsibility. Reviews and makes recommendations on approval of new and revised program description documents, such as Integrated Safety Management Systems and QA, when applicable. Coordinates and works with the DOE Office of Enforcement on PAAA enforcement activities at DOE-SR.
- 7.1.8 Administers, interprets, and monitors effective implementation of DOE policies and requirements, and associated documents in areas of responsibility. Develops and conducts training for Federal employees in areas of responsibility.
- 7.1.9 Maintains and submits the DOE-SR QA Program description document to the Lead Program Secretarial Officer for review and concurrence.
- 7.1.10 Coordinates the development and publication of the DOE-SR Organizational Performance Management Plan that defines annual objectives for achieving implementation of the EM PMP and promotes improvement in the efficiency and effectiveness of DOE-SR organizational performance.
- 7.1.11 Manages and administers the DOE-SR Employee Suggestions Process to facilitate the solicitation, evaluation, and utilization of employee ideas for improving organizational and operational performance.
- 7.1.12 Coordinates administration and analysis of the biennial Office of Personnel Management Organizational Assessment Survey.
- 7.1.13 SMS Function(s) (see Part 1, Subsection 10):**
- 2.1 Policies, Orders, Notices, Manuals, Guides, and Page Changes (2.1.01 - 2.1.07)**
 - 2.2 Technical Standards for Use within DOE (2.2.01 - 2.2.06)**
 - 2.4 Contract Performance Expectations (2.4.01)**
 - 4.1 Identify Standards and Requirements (4.1.24 – 4.1.29)**
 - 5.3 Quality Assurance (5.3.01 – 5.3.07)**
 - 6.1 Lessons Learned Program (6.1.01 – 6.1.08)**
 - 6.2 Occurrence Reporting and Processing System (6.2.01 – 6.2.12 and 6.2.14)**
 - 6.3 ES&H Reporting (6.3.01 and 6.3.05)**
 - 6.4 Assessments (Technical) (6.4.01 – 6.4.04)**
 - 6.7 Line Management Oversight (6.7.01 – 6.7.05)**
 - 6.8 Price Anderson Enforcement (6.8.01)**

7.2 TECHNICAL SUPPORT DIVISION (TSD)

In addition to the overall management responsibilities identified in Part 1, Subsection 5, paragraphs 5.3 and 5.4, responsible for the following:

- 7.2.1 Provides oversight of site level contractor safety and health programs and documents oversight results in SIMTAS. Plans, coordinates, and manages assigned Site contractor standards-based programs such as safety (nuclear and non-nuclear); injury/illness, record-keeping and reporting system for contractor employees; health and hygiene; medical; radiation protection and health physics; technical training and qualification; fire protection; and facility startup/restart to ensure protection of the worker, public, and environment from hazards associated with nuclear and non-nuclear operations. Establishes Site-wide policy and requirements in areas of responsibility.
- 7.2.2 Maintains subject matter experts in assigned programmatic areas. Provides Site technical specialists for Type 1, 2, and 3 Assessments, Federal project teams and selected programs, and provides technical assistance to DOE-SR organizations with respect to policies, requirements, and expectations in areas of responsibility. Conducts assessments of contractor performance to support planned Type 1 assessments, and to ensure contractor implementation of applicable requirements. Documents assessment results in SIMTAS, and provides assessment results to contractors for implementation of corrective actions.
- 7.2.3 Manages DOE-SR safety and health programs. Develops, administers, and coordinates implementation of the DOE-SR programs, such as safety and health, industrial hygiene, radiation protection, technical assessments, fire protection, and contractor oversight. Administers, interprets, and monitors effective implementation of DOE policies and requirements, and associated documents in areas of responsibility. Conducts the Federal Employee Occupational Safety and Health Program. Develops and conducts occupational safety and health training for Federal employees. Conducts inspections of employees' work areas to identify and control or eliminate hazards. Coordinates injury/illness, record-keeping, and reporting system for Federal employees. Establishes and implements the Radiation Dosimetry Program and tracks exposures for DOE-SR personnel and support contractor personnel.
- 7.2.4 Provides technical expertise and support for external initiatives. Acts as liaison with DOE-HQ and other State and Federal organizations in assigned areas of safety and health responsibility. Serves as DOE-SR representative on DOE committees within assigned functional areas of expertise. Participates in the development of Departmental directives (such as Policy, Notice, Order, Manual, and Guidance documents) as well as National Consensus Standards (such as ANSI, ASME, and ACGIH) in areas of expertise. Oversees and coordinates the DOE-SR support of the DOE-wide Accident Investigation Program, including providing a point of contact to DOE-HQ.

7.2.5 Provides program management, oversight, and ongoing assessment of contractor activities involving the fire protection engineering program and fire protection systems testing and maintenance. Provides fire protection technical support to DOE-SR Line organizations which include engineering review and analysis of design criteria, design plans and specifications for new construction, interpretation of codes, regulations, and standards, fire protection surveys, and analyses of facilities. Manages the review and approval process for contractor Requests for Approvals and fire protection equivalencies. Reviews contractor S/RID change packages. Participates on the DOE-HQ Fire Safety Committee. Prepares and submits annual fire loss summary report to DOE-HQ.

7.2.6 SMS Function(s) (see Part 1, Subsection 10):

- 1.6 Technical Qualification and Competency (1.6.18 – 1.6.20 and 1.6.22 – 1.6.26)**
- 3.1 Identify and Analyze Hazards (3.1.01 – 3.1.03)**
- 3.2 Categorize Facility/Activity Based on Hazards (3.2.01 and 3.2.02)**
- 4.2 Identify Controls to Prevent and Mitigate Hazards (4.2.01 – 4.2.16)**
- 4.3 Establish Safety Envelope (4.3.01 – 4.3.08)**
- 4.5 Safeguards and Security (4.5.21)**
- 5.1 Confirm Readiness (5.1.02 – 5.1.19)**
- 5.2 Perform Work Safely (5.2.02 – 5.2.09, 5.2.11 – 5.2.13, 5.2.15, 5.2.26, 5.2.28 – 5.2.34, 5.2.39 – 5.2.40, and 5.2.42)**
- 6.5 Accident Investigation (6.5.01 – 6.5.11)**