Approved by:

M. J. Swain, Manager Laboratory Services Dept.	P. T. Deason, Jr., Deputy Director Savannah River Technology Center	F. M. Grimm, Manager FSS Engineering Dept.

CHARTER

The Work Scope Review Team implements the process for review and evaluation of work requests per Appendix 1 for impact on safe mission essential aspects of facility operation and support for SRTC. It establishes a formal process to screen and prioritize work requests determined by the appendices of this charter. Actions requiring immediate response under the authority of the Shift Manager are excluded.

SCOPE

This charter is applicable to activities within SRTC Technical Area Facilities including subcontractor support.

The process for the review and evaluation of work for impact on safe plant operation, personnel safety, and environmental compliance is shown in Appendix 1.

WMC Work Initiators will:

- **REVIEW AND DEVELOP** applicable Work for presentation to the **WSRT**.
- **PROVIDE** SRTC representative with R&D Work list for prioritizing.
- **ASSIST** the WSRT in evaluating Work in accordance with Appendices 2, 3 and 4.
- **CLARIFY** scope of Work to assist WSRT.

WSRT will:

- **MEET** routinely on a frequency as established by the Facility Manager.
- **EVALUATE and PRIORITIZE** work for impact on plant operation in accordance with Appendices 2, 3, and 4.
- **IDENTIFY** work that needs further classification, review, and evaluation and refer them to the appropriate manager for further actions and processing.
- **REVIEW** customer need date, associated driver, funding sources, budgetary considerations, and under what conditions the work should be accomplished.
- **REFER** major operating cost funded activities to the SRTC Infrastructure Integration Board.

WSRT Chairperson or Designee **PERFORMS** the following functions, in addition to those as Team Member:

- **COORDINATES** the review of Work with the WSRT.
- **ENSURES** work that impacts the TSR will be **NOTED** as such on the work record.
- **SUBMITS** a copy of the priorities to the JOB SCOPE EVALUATION TEAM (JSET) per Appendix 5.
- **INTERFACES** with the SRTC Infrastructure Integration Board via the SRTC Facility Manager.

MEMBERSHIP

- The WSRT is **COMPRISED** of five decision making members representing the following functional areas:

  - **DECISION MAKING MEMBERS:**
    - Chairperson WMC Manager
    - Engineering Manager
    - Operations Manager
    - R&D Representative
    - Maintenance Manager

  In each case, the manager can be represented by an assigned designee that will have the same decision-making rights.

  - **EXTENDED WSRT SUPPORT (AS NEEDED):**
    - Work Initiation
    - Planning
    - Work Window Coordinating
    - Scheduling
    - RAD-Con
    - Construction/Project Liaison
    - Operations
    - Procurement
    - Other

  - A quorum shall **CONSIST** of a simple majority of the WSRT Decision-Making members.

The WSRT Chairperson will maintain a list of the team membership, which will include primary and alternate representatives.

REFERENCES

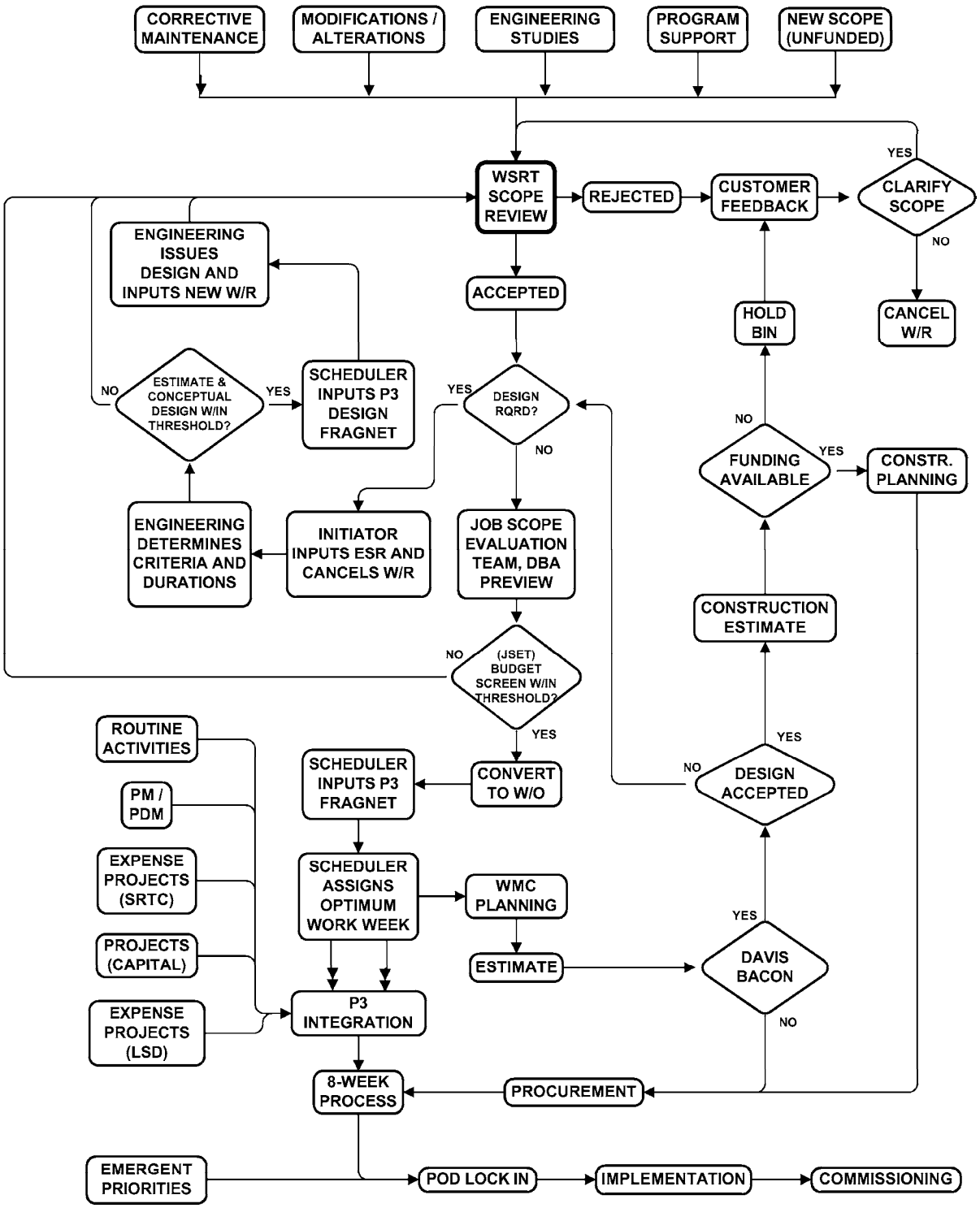
- WSRC Manual 1Y, Procedure 8.20, Work Control (U)
- WSRC 1-01 Management Policies, Policy 5.35, Corrective Action Program
- WSRC 1B, Management Requirements & Procedures

APPENDICES

- SRTC Work Flow Process Flowchart
- Passport Priority Codes for Work (Priority Weighing Factors for Routine Work)
- Work Evaluation Criteria Guide
- Problem Significance Categories
- Job Scope Evaluation Team Charter

APPENDIX 1

SRTC WORK FLOW PROCESS



APPENDIX 2

PASSPORT PRIORITY CODES FOR WORK

Weighing Factor No.	Name	Definition
1	Urgent	Work required satisfying LCO of 72 hours or less. Work on SSCs with near term high impact on health and safety, environmental, or plant reliability. Resulting emergency procurement actions require approval as outlined in Manual 7B, Procedure 1.1, Purchasing Requisitioning.
2	Primary	Work required satisfying LCO of more than 72 hours. Work on SCCS with high probability of impacting the ability to maintain a system / function operable.
3A	Routine	Work to support facility mission. No imminent impact on reliability and safety. Deteriorating conditions could upgrade the priority.
3B	Routine	Work to support facility mission. No imminent impact on reliability and safety. Deteriorating conditions would not impact the priority.
4	Non-Priority	Not required for mission or safety. (Example: shop upkeep/maintenance/improvements)
5A	N/A	Work to be accomplished during a system/process outage. Adjust priorities as the schedule progresses.
5B	PMP	Work during a planned time period; e.g., Planned Maintenance Period (PMP). Adjust priorities as the schedule progresses.
5C	Outage/PMP	Optional work to be accomplished during a system / process outage or during a planned time period; e.g., Planned Period (PMP). Adjust priorities as the schedule progresses.
6/6S	Management Priority	Must be approved by Level 3 Manager or above. Document justification on work order. Must assign a need date. Perform planning and work according to need date.

APPENDIX 3

WORK EVALUATION CRITERIA GUIDE

CRITERIA	EVALUATION
1. SAR/TSR/ASA/PR	Impacts compliance with Authorization Basis Assumptions or controls, or could involve legal liability.
2. SER	SER Requirements
3. USQ / MSB	Could reduce margin of safety.
4. Regulatory Requirements	OSHA, DOE, DHEC, RCRA, EPA, etc.
5. Environmental Releases / Compliance	Impacts the potential for the release of liquid or airborne radioactive, or hazardous materials which may be unlikely but credible or lead to an undetected release and result in any direct exposure to the public, the environment outside SRS boundaries, or SRS employees.
6. Safety Hazard / ALARA Concerns	Condition which has the potential to result in injury or contamination.
7. Facility Safety	Impacts Assumptions, PHR/JHA, or Risk Assessment.
8. Commitments	Required meeting external commitments or AOP milestones.
9. Support System	Impacts systems with safety-related functions, (a functional classification of nuclear safety or critical protection) not specifically identified in the SAR or the OSR/PR.
10. Reliability	Impacts the functional capabilities of equipment required for continuous long-term reliable operation.
11. Cost/Schedule	Programmatic incidents, equipment failures or significant singular events, which may be unlikely but credible and will result in significant cost increases or schedule delays.
12. Critical Support Services	Support Services required for day-to-day operations.
13. Start-up Support System	Required for day to day testing.
14. Fire Protection	Necessary for compliance with fire protection requirements and commitments.
15. Security	Necessary for compliance with Security requirements and commitments.
16. Leaks	Leak in systems which do not contain hazardous chemicals or radioactive constituents and that can be effectively controlled.

APPENDIX 3

WORK EVALUATION CRITERIA GUIDE (Cont'd)

CRITERIA	EVALUATION
17. General Material Condition	Required for preservation and improvement of material condition of equipment, facilities, or components in use during normal operation.
18. Non-Critical Work	Non-critical work required to support routine process activities that are not operational necessities. This includes productivity improvements.
19. Non-Process Related	Corrective and preventive maintenance on non-process related equipment (facilities, grounds, and service equipment).
20. Programmatic Enhancements	Includes enhancements to procedures and administrative programs.
21. Waste Form Acceptability	Condition which has the potential to result in an unacceptable waste form/canister.
22. Freeze Protection	Needed to prevent equipment damage during freezing weather.
23. Shutdown	Impacts equipment, which if not available would necessitate reduction in attainment or for shutdown.
24. Other	Does not meet any of the Criteria already identified.

APPENDIX 4

PROBLEM SIGNIFICANT CATEGORIES

1.	Problems in this category have a *significant impact* on safe facility operations, worker or public safety and health, regulatory compliance, or public/business interests.
2.	Problems in this category have an *impact* on safe facility operations, worker or public safety and health, regulatory compliance, or public/business interests
3.	Problems in this category have a *minor impact* on safe facility operations, worker or public safety and health, regulatory compliance, or public/business interests.
4.	Problems in this category have a *minimal/negligible impact* on safe facility operations, worker or public safety and health, regulatory compliance, or public/business interests.

APPENDIX 5

JOB SCOPE EVALUATION TEAM (JSET) CHARTER

Charter

This team will receive its input from the SRTC Work Scope Review Team. From the work requests evaluated and prioritized in the WSRT, the JSET will screen the requests to determine which need a fragnet. If a fragnet is determined to be needed for the work, this team will identify, from pre-established generic fragnets, which components are necessary to accomplish the task. The output of the JSET will be fed to scheduling.

Typically the team will not spend any more than five minutes determining fragnet needs. If fragnets can not be determined the JSET will request some additional time be spent outside of the JSET meeting to determine the fragnet needs.

In addition to fragnet determination the JSET will also identify a point of contact for each fragneted or non-fragneted item dropping to the P3 schedule.

The team will meet at a frequency as determined by the WSRT.

Scope

The JSET will:

- Return work scope items to the WSRT, which exceed original approved budget estimate.
- Perform a Davis Bacon Screen.
- Identify work scope items, which require fragnetting.

Membership

The SRTC Operations Support & Work Management Center Manager will serve as the chairperson of the JSET. The makeup of the team will include representatives from the following disciplines or functions:

- Lead planner(s)
- Operations
- Radiological Protection
- Scheduling
- Work Initiation
- Engineering