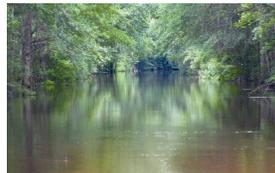




Annual WSRC ISM Processes & Document Submittals to DOE



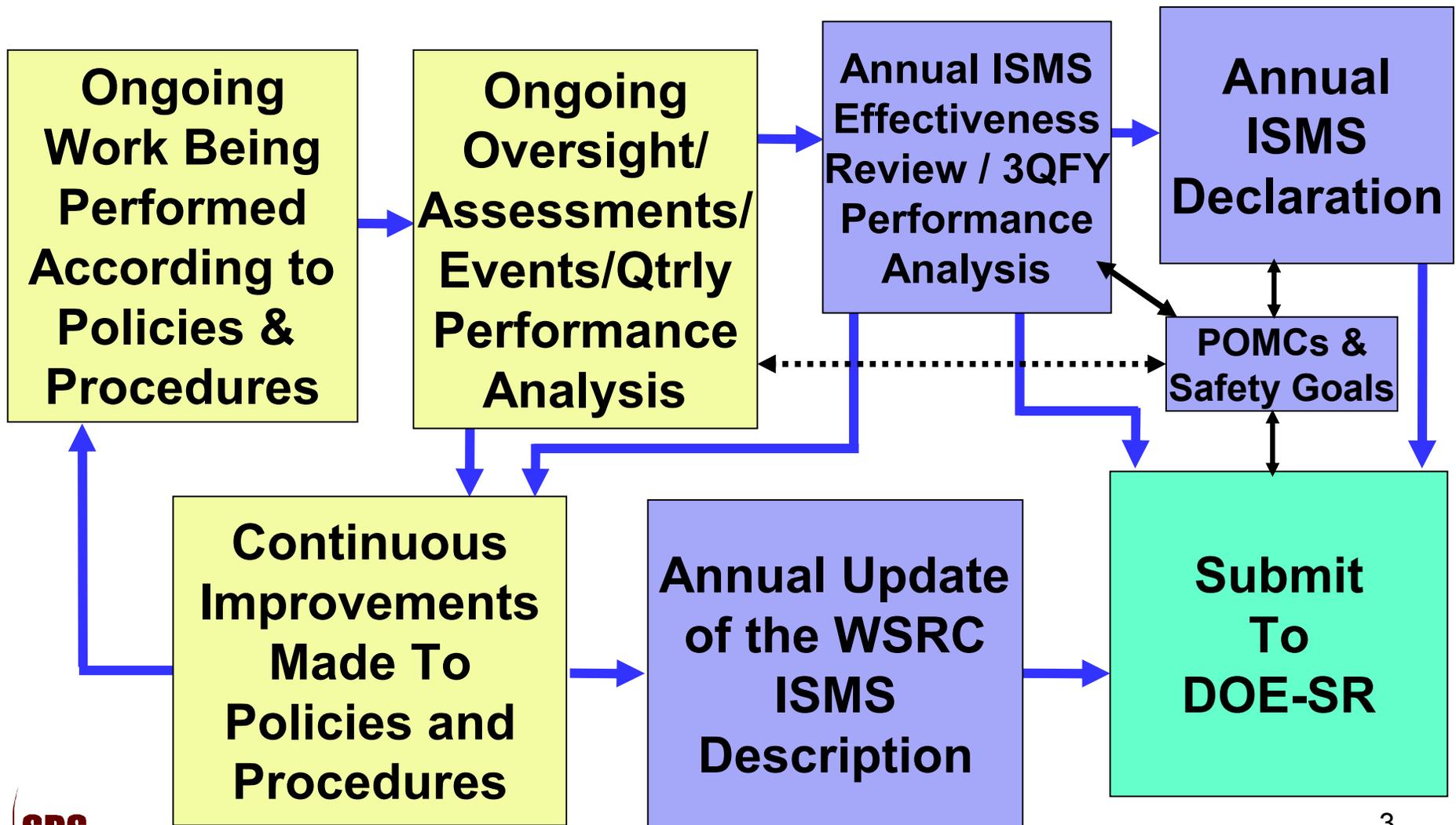
Melanie E. Gibson
Integrated Safety Management
Washington Savannah River Company

November 29, 2007

WSRC ISMS Annual Processes & Documents

- **The major Annual ISMS Processes & Documents:**
 - **Annual Update of the ISMS Description Document**
 - **Annual ISMS Effectiveness Review**
 - **Annual ISMS Declaration**
 - **Performance Objectives, Measures & Commitments**
- **Submittal To DOE-SR**

Simplified Model of WSRC Submittals



WSRC ISMS Description Document

- **WSRC Contract requires an annual update to be submitted to DOE-SR Manager**
- **The documented WSRC ISMS applies to all work performed, including subcontracted work**
- **ISMS Description is located in the front of the WSRC S/RID**
 - **Review & Approval same as S/RID Change Packages**
 - **Submitted by WSRC President to DOE-SR Manager for final approval**

ISMS Description – What It Is

- It is a “snapshot in time”
- It is a description of approved implementing mechanisms
 - Major changes to implementing mechanisms may be reason for a mid-year ISMS Description revision and formal review & submittal to DOE-SR for approval
- It is a “roadmap”
- It is a brief description of how each policy and procedure serves to implement the ISM Core Functions and Guiding Principles

ISMS Description – What It Is Not

- It is not a “driver” document
- It is not a description of “what is to be”
- It is not a detailed description

WSRC Annual ISMS Effectiveness Review

- **Required by the DOE ISMS DEAR clause 970.5223-1**
- **Required by the ISMS Manual, DOE M 450.4-1, to be submitted to DOE**
- **Suggested methods discussed in the DOE ISMS Guide, DOE G 450.4-1B, Chapter IV**
- **An aggregate review of existing internal and external assessments, events, performance analyses, etc., over the past year**

Annual ISMS Effectiveness Review (cont.)

- **Verifies that appropriate and effective actions are being taken in response to past events and assessments**
- **Seeks to identify problems implementing the ISM Core Functions and Guiding Principles**
- **Seeks to identify and recommend opportunities for making strategic improvements to ISM System implementing mechanisms**

Annual ISMS Effectiveness Review (cont.)

- **FY07 WSRC Annual ISMS Effectiveness Review was conducted and reported in conjunction with the 3rd Quarter Site Performance Analysis Report**
 - **Site Quarterly PA Reports include past 12-months data, ID Recurring Problems & have “Watch List” feature**
 - **Event Data from ORPS**
 - **Review Data – Internal**
 - **Independent Assessments (FEB ISMEs)**
 - **Management Assessments**

Annual ISMS Effectiveness Review (cont.)

– Review Data – External

- DOE-HQ and DOE-SR Reports of Assessments, Audits, Inspections
- DOE-SR Letters of Concern
- DNFSB Reports
- PNOVs/NOVs from regulators

Annual ISMS Effectiveness Review (cont.)

- **Site Tracking, Analysis & Reporting (STAR) data**
 - **Single WSRC Issue Management database**

- **Disciplined Operations Summary Indicator (DOSI)**
 - **Performance Measures and Trending**

- **Effectiveness of Past Corrective Actions**

- **Quarterly Performance Analysis of seven key Functional Program Areas**

Annual ISMS Effectiveness Review (cont.)

Appendix was added to the 3rd Quarter Report to:

- Evaluate the WSRC ISMS relative to Continuing Core Expectations (CCEs)
- Address WSRC Performance Metrics to date
 - Key Performance Indicators – Safety Subset
 - Annual Safety Goals per DOE P 450.7

**The Annual ISMS Effectiveness Review
provides objective evidence to support the
Annual ISMS Declaration**

WSRC Annual ISMS Declaration

- **Declares ISMS effectiveness of the DOE Field Office and all its contractors/tenants (e.g., WSRC, WSI, USFS, Parsons, etc)**
- **The ISMS Declaration also describes safety improvement initiatives/opportunities planned, underway, or recommended to positively impact safety performance**
- **DOE-EM in 2003 began requiring their DOE Field Offices to submit an Annual ISMS Declaration**

Annual ISMS Declaration (cont.)

- **DOE ISMS Manual now requires Annual ISMS Declarations within all PSO organizations**
- **The criteria for the content of the EM ISMS Declarations have evolved each year, but seem to be approaching steady-state**
- **The ISMS Manual recommends that criteria for the annual review and declaration be made available to contractors one year in advance**

Safety Performance Objectives, Measures & Commitments (SPOMCs)

- **Since 2004, WSRC has responded to PSO and Field Office annual calls for ES&H goals per DOE P 450.7**
- **In past years, those ES&H goals and other safety-related Key Performance Indicators have been included in the Annual ISMS Declarations**
- **ISMS Manual gives guidance on establishing SPOMCs**
- **The ISMS Manual expects the DOE P 450.7 ES&H goals to be fully integrated with the SPOMCs**

SPOMCs (cont.)

- WSRC Safety Performance **Objectives** are driven long-range by strategic corporate vision (e.g., Zero Injuries) and short-term by the ES&H Goals process (DOE P 450.7)
- WSRC and DOE-SR work together to establish the Safety Performance **Measures** (including ES&H Goals) in conjunction with the WSRC Key Performance Indicator process
- Safety Performance **Commitments** arise from the WSRC Annual ISMS Effectiveness Reviews conducted and reported each year in conjunction with the 3rd Quarter Site Performance Analysis

In Conclusion

- **WSRC has submitted annual updates of its ISMS Description each year since 1997 and received DOE approval**
- **WSRC has conducted Annual ISMS Reviews since 1998**
- **WSRC has annually submitted ISMS Declarations to DOE since 2003**
- **We strive to refine and improve the processes and documentation each year**