

NO: YSO-5.31

REV.: 0

TITLE: INTEGRATED SAFETY MANAGEMENT PROGRAM

APPROVAL DATE: September 2, 2004

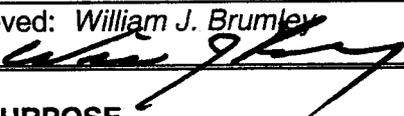
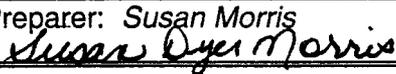
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REVISION LOG

Revision Number	Description of Changes	Pages Affected
0	New Procedure	All
0	Administrative Change to add reference 3.13, YSO-P-04, Y-12 Site Office Employees, Including YSO Support Service Contractors, Adherence to and Implementation of Operating Policies, Procedures, and Site Requirements Related to Site Safety and Security at the Y-12 National Security Complex. The YSO relies heavily on the contractor program as a baseline for ISM. YSO has its own ISM program description that fully describes the federal process and the FEOSH program that provides guidance on protecting federal workers. For hazards found throughout the Y-12 plant, the YSO depends on the BWXT ISM process for integrating safety and security into hazard identification and control.	2

U.S. Department of Energy National Nuclear Security Administration Y-12 Site Office Operating Procedures Manual	No: YSO-5.31 Rev: 0 Approval Date: 09/02/04
Title: Integrated Safety Management Program	Supersedes: _____ Date: _____
Owner: <i>Susan Morris</i>	Original Effective Date: 09/02/04
Approved: <i>William J. Brumley</i> 	Preparer: <i>Susan Morris</i> 

1.0 PURPOSE

This procedure describes the methodology by which the Y-12 Site Office (YSO) ensures the Integrated Safety Management System (ISMS) for activities at the Y-12 National Security Complex is maintained as an effective system through continuous improvement.

2.0 SCOPE

The ISMS, which encompasses Integrated Safeguards and Security Management (ISSM), is applicable to all work performed at the Y-12 National Security Complex. For the purpose of this document, "safety" encompasses environment, safety and health, including pollution prevention, waste minimization, and resource conservation. This procedure applies to YSO management, staff and support service contractors. It specifically addresses the YSO, BWXT Y-12, and WSI programs.

3.0 REFERENCES

- 3.1 Department of Energy Acquisition Regulation (DEAR) Clause, 48 CFR 970.5223-1
- 3.2 DOE M Guide 450.4-1B, *Integrated Safety Management System Guide*
- 3.3 YSO M 411.1-1C, Y-12, *Y-12 Site Office Functions, Responsibilities, and Authorities Manual (FRAM) Level II*
- 3.4 YSO Management System Description
- 3.5 DOE P 450.4, *Safety Management System Policy*
- 3.6 YSO-1.9, *Master Assessment Plan*
- 3.7 YSO-5.1, *Preparation and Configuration Management of Command Media*
- 3.8 YSO-3.3, *Self-Assessment*
- 3.9 YSO-3.4, *Occurrence Reporting and Processing of Operations Information*
- 3.10 YSO-3.2, *Assessment Reporting and Deficiency Processing*
- 3.11 YSO-9.8, *Performance Summary*

- 3.12 DOE P 470.1, *Integrated Safeguards and Security Management (ISSM)*
- 3.13 YSO-P-04, *Y-12 Site Office Employees, Including YSO Support Service Contractors, Adherence To and Implementation of Operating Policies, Procedures, and Site Requirements Related to Site Safety and Security At The Y-12 National Security Complex.*

4.0 RESPONSIBILITIES

4.1 Y-12 Site Office Manager

- 4.1.1 Responsible for ensuring that the principles of Integrated Safety Management are fully integrated into all site work activities.
- 4.1.2 Approves ISMS System Description annual update. (Delegation of Authority granted by 1/2/03 Linton Brooks memorandum).
- 4.1.3 Attend Quarterly ISMS briefing. ISMS updates are presented for YSO, BWXT Y-12, and WSI.

4.2 Assistant Manager for Technical Services

- 4.2.1 Responsible for the implementation of the ISMS process.

4.3 Assistant Managers

- 4.3.1 Attend Quarterly ISMS briefings.
- 4.3.2 Concur on annual updates of the ISMS descriptions for YSO, BWXT Y-12, and WSI.

4.4 Senior Safety Engineer

- 4.4.1 Provide day-to-day oversight of the ISMS Program.
- 4.4.2 Ensure appropriate SME(s) are given the opportunity to review procedural changes in their respective areas.
- 4.4.3 Interface with the BWXT Y-12 and WSI ISMS Program Managers to ensure the integrity of the ISMS is maintained and that improvements to the system are made in a timely manner.
- 4.4.4 Brief Senior Managers on the annual updates of the ISMS program descriptions.
- 4.4.5 Coordinate and participate in the Quarterly ISMS briefings.

- 4.4.6 Present YSO ISMS status at the Quarterly ISMS briefing.
- 4.4.7 Conduct annual assessments of the YSO's BWXT Y-12's and WSI's ISMS programs and monitor corrective actions.
- 4.4.8 Review operation information (Reference 3.9) and assessments (References 3.6, 3.8, and 3.10) in support of providing input for the BWXT Y-12 Performance Summary (Reference 3.11).
- 4.4.9 Provide input to the WSI COR on ISMS performance, as requested.

4.5 Subject Matter Experts (SMEs)

- 4.5.1 Reviews proposed revisions to existing procedures and new procedures to determine potential impact on the ISMS Program Description, as requested.
- 4.5.2 Include ISSM Implementation, as appropriate, in assessment activities (References 3.6, 3.8, and 3.10).
- 4.5.3 Serve as team members for ISMS assessments, as requested.

5.0 GENERAL

5.1 Contractor Process.

In accordance with DEAR Clause 48 CFR 970.5223-1 and Chapter IV of DOE G 450.4-1B, contractors are required to maintain the integrity of ISMS and to generate revisions as scheduled by the NNSA contracting officer. Significant revisions must be approved by the COR. YSO has determined that one of the following will be submitted to the YSO annually.

- A total revision of the ISMS description for YSO approval
- Page revision of non-intent changes that have occurred as a result of the feedback and improvement process, or
- A letter to YSO indicating no change to the ISMS Program Description.

Chapter IV of the guide provides guidance for maintaining the integrity of approved ISMS. An essential component of maintaining the integrity of an approved ISMS is to ensure significant changes (defined as "intent" changes) to implementing processes and procedures are evaluated before any changes are made.

The DEAR Clause required that the contractor conduct an annual assessment of its ISMS program. The scope of ISMS annual assessments are based upon criteria found in Chapter IV of the ISMS Guide, results of previous ISMS assessments, lessons learned, and other assessment feedback.

- 5.1.1 BWXT Y-12's implementing procedures and processes are maintained in Appendix B of their ISMS System Description (Y15-635PD). The BWXT ISMS program manager is a required reviewer for Appendix B document revisions to determine if the changes require a revision to the ISMS Program Description. Non-intent changes are provided to YSO for information purposes. These are reviewed by the appropriate SME. Intent changes to the ISMS Program Description must be approved by YSO. Y15-635PD also describes the process for BWXT Y-12's annual assessment of its program.
- 5.1.2 WSI's Standard Practice (SP620-002) describes how their ISMS program is implemented. The description is reviewed annually, updated as required to reflect current operations, and if significant revisions are necessary; the description is provided to YSO for approval. SP620-002 also describes the process for WSI's annual assessment of its program.

5.2 YSO Process

- 5.2.1 The YSO Management System Description (Reference 3.4) serves as the YSO ISMS program description. It is reviewed annually and updated, as necessary, to reflect current operations and missions. A self-assessment is conducted annually of the YSO ISMS program (References 3.6 and 3.8).
- 5.2.2 YSO performs annual assessments of the contractors' ISMS program. These annual assessments are performance based and criteria for the review are consistent with Chapter 4 of DOE G 450.4-1B. The overall program is monitored on a continual basis through review of performance indicators, occurrence reports, interfaces with the contractors, and other non-ISMS specific assessments. The YSO annual assessments are scheduled per Reference 3.6 and documented per Reference 3.10.

6.0 ACTION STEPS

6.1 Review Process for Changes Made throughout the Year

6.1.1 BWXT Y-12

6.1.1.1 Sr. Safety Engineer

6.1.1.1.1 Receives "intent" vs. "non-intent" determination from the BWXT Y-12 ISMS Program Manager.

6.1.1.1.2 Forwards the determination to the appropriate Subject Matter Expert for review and concurrence.

6.1.1.1.3 If no objection to a "non-intent" change by the SME, no further action is required.

6.1.1.1.4 Prepares approval letter for "intent" changes.

6.1.1.2 Subject Matter Expert

6.1.1.2.1 Reviews the "intent" determination based on the impact of the changes to the ISMS Program Description that is caused by the new or modified procedure identified in Appendix B of the contractor's ISMS Program Description.

6.1.2 WSI

6.1.2.1 Sr. Safety Engineer

6.1.2.1.1 Receives proposed changes provided by the WSI ISMS Program Manager.

6.1.2.1.2 Forwards the determination to the WSI COR review and concurrence.

6.1.2.1.3 If no objection to a "non-intent" change by the SME, no further action is required.

6.1.2.1.4 Prepares approval letter for the revision.

6.1.3 YSO

6.1.3.1 Performance Assurance Office Manager

6.1.3.1.1 Initiates annual review and approval of the Management System Description (Reference 3.4) per Reference 3.7.

6.1.3.2 Sr. Safety Engineer

6.1.3.2.1 Reviews proposed modifications to Reference 3.4 to ensure the integrity of the YSO ISMS is not compromised.

6.2 Annual Update

6.2.1 Sr. Safety Engineer

6.2.1.1 Reviews the annual submittal and resolves any issues.

6.2.1.2 Conducts a briefing for YSO Senior Management on the process, the major changes, and a recommendation for approval.

6.2.2 Assistant Managers

6.2.2.1 Attends briefing, reviews proposed ISMS Program Description and concurs on approval package.

6.2.3 YSO Manager

6.2.3.1 Attends briefing and provides final approval of the annual update.

7.0 DEFINITIONS AND ACRONYMS

7.1 Definitions

DEAR – Department of Energy Acquisition Regulation

ISMS – Integrated Safety Management System

ISSM – Integrated Safeguards and Security Management

WSI – Wackenhut Services, Incorporated