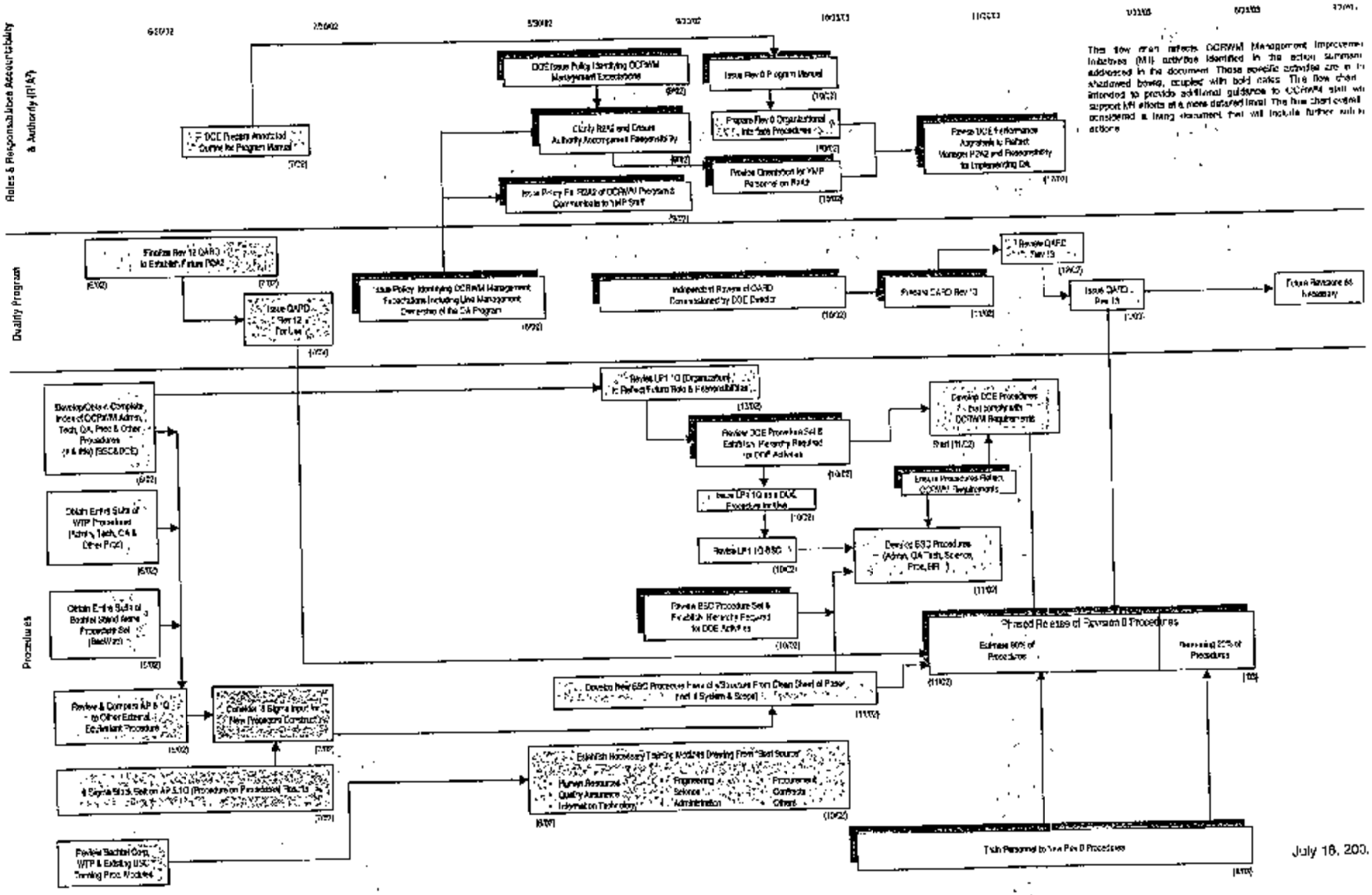
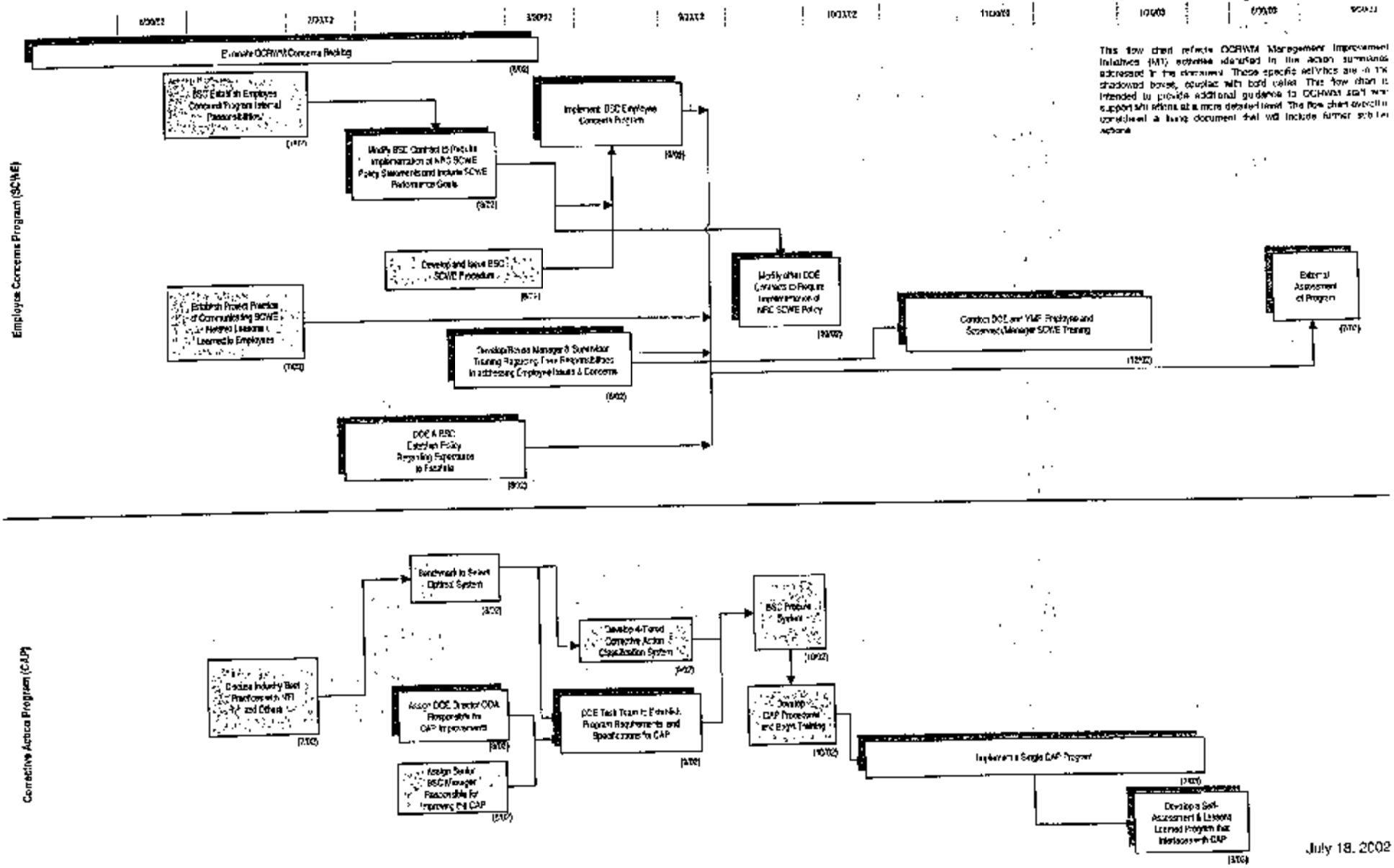
ENCLOSURE 5


Roles & Responsibilities Accountability & Authority (RRA)
Quality Program
Procedures
DOE Issue Policy Identifying OCRWM Management Expectations
Issue Rev 0 Program Manual
Clarify RRA and Ensure Authority Accompanies Responsibility
Prepare Rev 0 Organizational Interface Procedures
Revise DOE Performance Appraisals to Reflect Manager RRA and Responsibility to Implementing OA
Provide Orientation for WIP Personnel on RRA
Issue Policy Re: RRA of OCRWM Programs Communicate to WIP Staff
Finalize Rev 12 QARD to Establish Future RRA
Issue QARD Rev 12 For Use
Issue Policy Identifying OCRWM Management Expectations Including Line Management Ownership of the QA Program
Independent Review of QARD Commissioned by DOE Director
Revise QARD Rev 13
Review QAPD Rev 13
Issue QARD - Rev 13
Future Revisions as Necessary
Develop/Obtain Complete Index of OCRWM Admin, Tech, QA, Proc & Other Procedures (P & RM) (BSC&DOE)
Obtain Entire Suite of WIP Procedures (Admin, Tech, QA & Other Proc)
Obtain Entire Suite of Bechtel Stand Alone Procedure Set (BechWan)
Review & Compare AP 5.1Q to Other External Equivalent Procedure
Establish 6 Sigma Input for New Procedure Construction
6 Sigma Stds Set on AP 5.1Q (Procedure on Procedures) Results
Review Bechtel Corp, WIP & Existing USC Training Proc Modules
Review LP1.1Q (Organization) to Reflect Future Role & Responsibilities
Review DOE Procedure Set & Establish Identify Required to DOE Activities
Develop DOE Procedures - but comply with OCRWM Requirements
Start (11/02)
Ensure Procedures Reflect OCRWM Requirements
Issue LP1.1Q as a DOE Procedure for Use
Review LP1.1Q BSC
Develop BSC Procedures (Admin, QA, Tech, Science, Proc, HR)
Review BSC Procedure Set & Establish Identify Required to DOE Activities
Develop new BSC Procedure Form & Structure From Clean Sheet of Paper (ref 4 System & Scope)
Phased Release of Revision 0 Procedures
Estimate 80% of Procedures
Remaining 20% of Procedures
Establish Necessary Training Modules Drawing From "Best Source"
Human Resources
Quality Assurance
Information Technology
Engineering
Science
Administration
Procurement
Contracts
Others
Train Personnel to New Rev 0 Procedures
This flow chart reflects OCRWM Management Improvement Initiatives (MII) activities identified in the action summary addressed in the document. Those specific activities are in the shadowed boxes, coupled with bold dates. This flow chart is intended to provide additional guidance to OCRWM staff who support MII efforts at a more detailed level. The flow chart is considered a living document that will include further sub-tasks actions.
July 18, 200.


Employee Concerns Program (SCWE)
Evaluate OCRWM Concerns Backlog
BSC Establish Employee Concerns Program Internal Responsibilities
Modify BSC Contract to Include implementation of NRC SCWE Policy Statements and Include SCWE Performance Goals
Implement BSC Employee Concerns Program
Develop and Issue BSC SCWE Procedure
Establish Process Practices of Communicating SCWE Related Lessons Learned to Employees
Develop Bonus Manager & Supervisor Training Regarding Their Responsibilities in Addressing Employee Issues & Concerns
DOE & BSC Establish Policy Regarding Expectations to Facilitate
Modify other DOE Contracts to Require Implementation of NRC SCWE Policy
Conduct DOE and YMP Employee and Supervisor/Manager SCWE Training
External Assessment of Program
This flow chart reflects OCRWM Management Improvement Initiatives (MI) activities identified in the action summaries addressed in the document. These specific activities are in the shadowed boxes, coupled with bold cables. This flow chart is intended to provide additional guidance to OCRWM staff who support ship efforts at a more detailed level. The flow chart overall is considered a living document that will include further sub-tier actions.
Corrective Action Program (CAP)
Benchmark to Select Optimal System
Develop 4-Tiered Corrective Action Classification System
BSC Produce System
Assign DOE Director COA Responsible for CAP Improvements
DOE Task Team to Develop Program Requirements and Specifications for CAP
Develop CAP Procedures and Begin Training
Implement a Single CAP Program
Develop Self-Assessment & Lessons Learned Program that Interfaces with CAP

July 18, 2002