ENCLOSURE 5

Roles & Responsibilities Accountability & Authority (R²A²)

DOE Issue Policy Identifying OCRWM Management Expectations
(9/

Clarify R2A2 and Ensure Authority Accompanies Responsibility
(9

DOE Prepare Annotated Outline for Program Manual
(7/02)

Issue Policy Re: R2A2 of OCRWM Program & Communicate to YMP Staff
(9/

Quality Program

Finalize Rev 12 QARD to Establish Future R2A2
(6/02)   (7/02)

Issue QARD Rev 12 For Use
(7/02)

Issue Policy Identifying OCRWM Management Expectations Including Line Management Ownership of the QA Program.
(8/02)

In
Cc

Procedures

Develop/Obtain Complete Index of OCRWM Admin, Tech, QA, Proc & Other Procedures (# & title) (BSC&DOE)
(6/02)

Obtain Entire Suite of WTP Procedures (Admin, Tech, QA & Other Proc)
(6/02)

Obtain Entire Suite of Bechtel Stand Alone Procedure Set (BecWeb)
(6/02)

Review & Compare AP 5.1Q to Other External Equivalent Procedure
(6/02)

Revise LP1.1Q (Organization) to Reflect Future Role & Responsibil
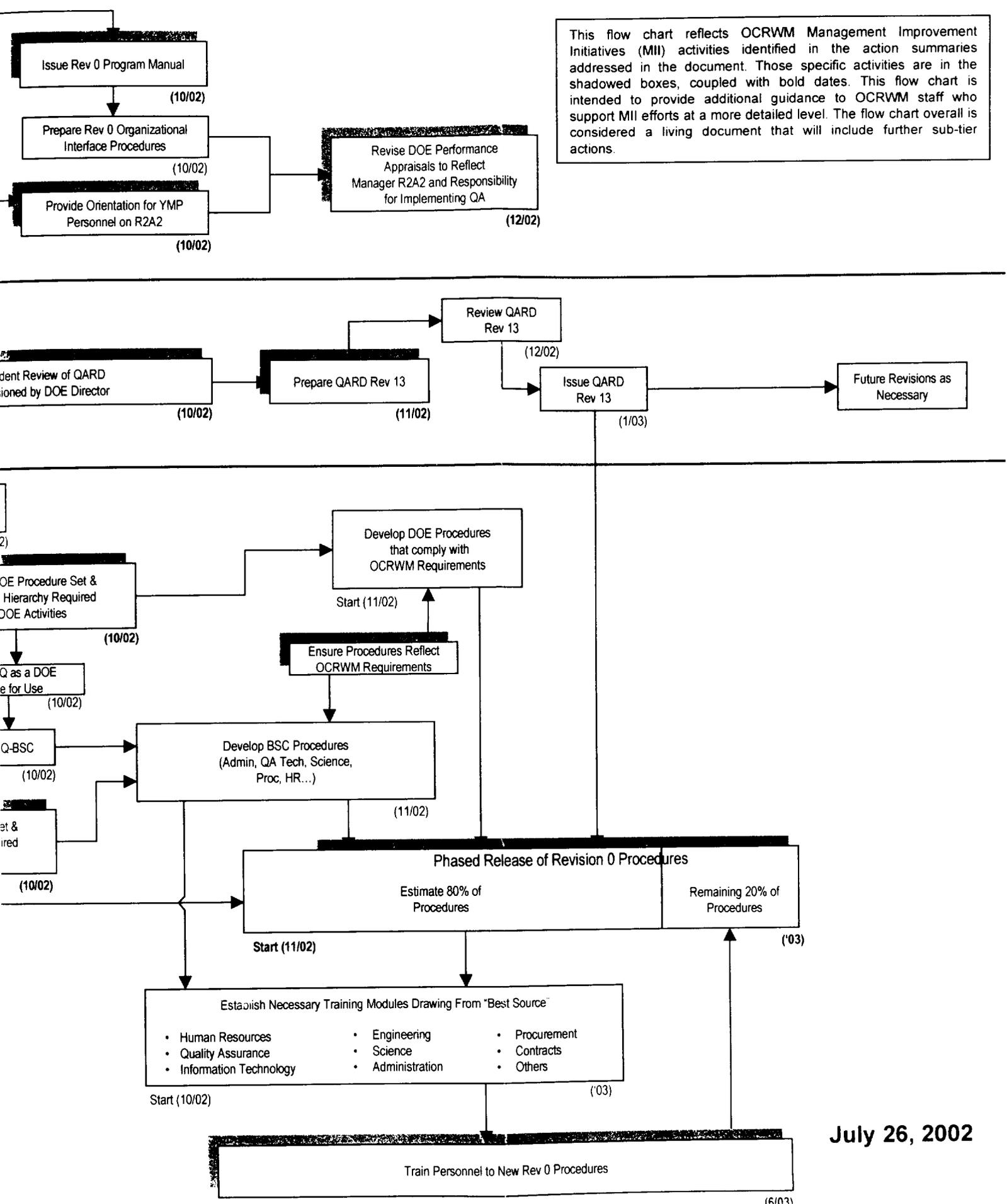
Rev
Est

Issue
Pr

Revise

Develop New BSC Procedure Hierarchy/Structure From Clean Sheet of Paper (Incl. # System & Scope)
(8/02)

Review BSC Proce
Establish Hierarchy
for BSC Activ

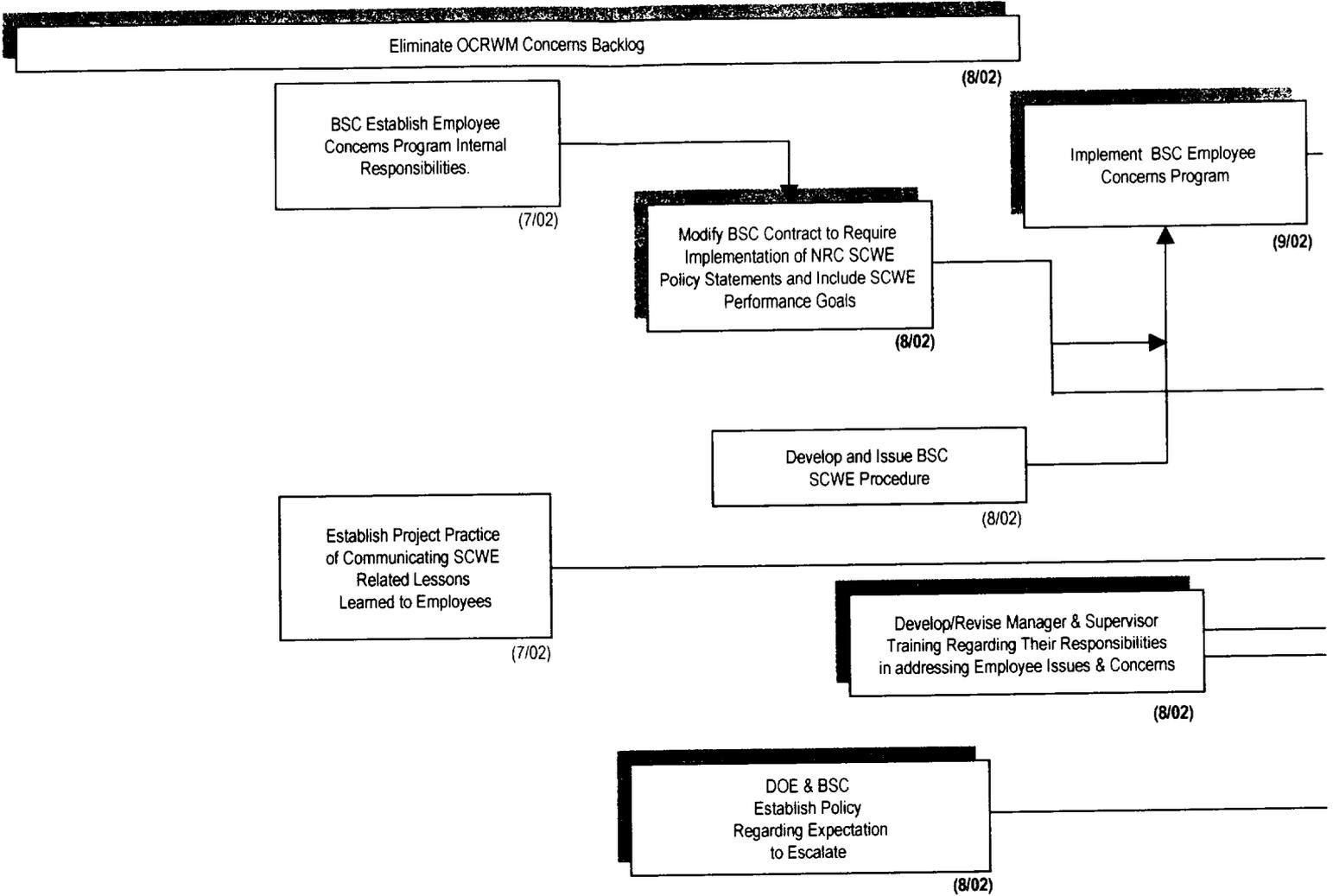Consider 6 Sigma Input for New Procedure Construct
(9/02)

6 Sigma Black Belt on AP 5.1Q (Procedure on Procedures) Results
(8/02)

Issue Rev 0 Program Manual
(10/02)

Prepare Rev 0 Organizational
Interface Procedures
(10/02)

Provide Orientation for YMP
Personnel on R2A2
(10/02)

Revise DOE Performance
Appraisals to Reflect
Manager R2A2 and Responsibility
for Implementing QA
(12/02)

This flow chart reflects OCRWM Management Improvement Initiatives (MII) activities identified in the action summaries 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 overall is considered a living document that will include further sub-tier actions.

Review QARD
Rev 13
(12/02)

...dent Review of QARD
...ioned by DOE Director
(10/02)

Prepare QARD Rev 13
(11/02)

Issue QARD
Rev 13
(1/03)

Future Revisions as
Necessary

Develop DOE Procedures
that comply with
OCRWM Requirements
Start (11/02)

...OE Procedure Set &
...Hierarchy Required
...DOE Activities
(10/02)

Ensure Procedures Reflect
OCRWM Requirements

...Q as a DOE
...e for Use
(10/02)

Q-BSC
(10/02)

...et &
...ired
(10/02)

Develop BSC Procedures
(Admin, QA Tech, Science,
Proc, HR...)
(11/02)

Phased Release of Revision 0 Procedures

Estimate 80% of
Procedures

Remaining 20% of
Procedures
('03)

Start (11/02)

Establish Necessary Training Modules Drawing From "Best Source"

- Human Resources
- Quality Assurance
- Information Technology
- Engineering
- Science
- Administration
- Procurement
- Contracts
- Others

Start (10/02)   ('03)

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Train Personnel to New Rev 0 Procedures
(6/03)

6/30/02　　　　　　　　7/30/02　　　　　　　　　　　　8/30/02　　　　　9/

Employee Concerns Program (SCWE)

Eliminate OCRWM Concerns Backlog
(8/02)

BSC Establish Employee Concerns Program Internal Responsibilities.
(7/02)

Modify BSC Contract to Require Implementation of NRC SCWE Policy Statements and Include SCWE Performance Goals
(8/02)

Implement BSC Employee Concerns Program
(9/02)

Develop and Issue BSC SCWE Procedure
(8/02)

Establish Project Practice of Communicating SCWE Related Lessons Learned to Employees
(7/02)

Develop/Revise Manager & Supervisor Training Regarding Their Responsibilities in addressing Employee Issues & Concerns
(8/02)

DOE & BSC Establish Policy Regarding Expectation to Escalate
(8/02)

Corrective Action Program (CAP)

Benchmark to Select Optimal System
(8/02)

Develop 4-Tiered Corrective Action Classification System
(9/02)

Discuss Industry Best Practices with NEI and Others
(7/02)

Assign DOE Director OQA Responsible for CAP Improvements
(8/02)

DOE Task Team to Establish Program Requirements and Specifications for CAP
(9/02

Assign Senior BSC Manager Responsible for Improving the CAP
(8/02)

This flow chart reflects OCRWM Management Improvement Initiatives (MII) activities identified in the action summaries 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 overall is considered a living document that will include further sub-tier actions.
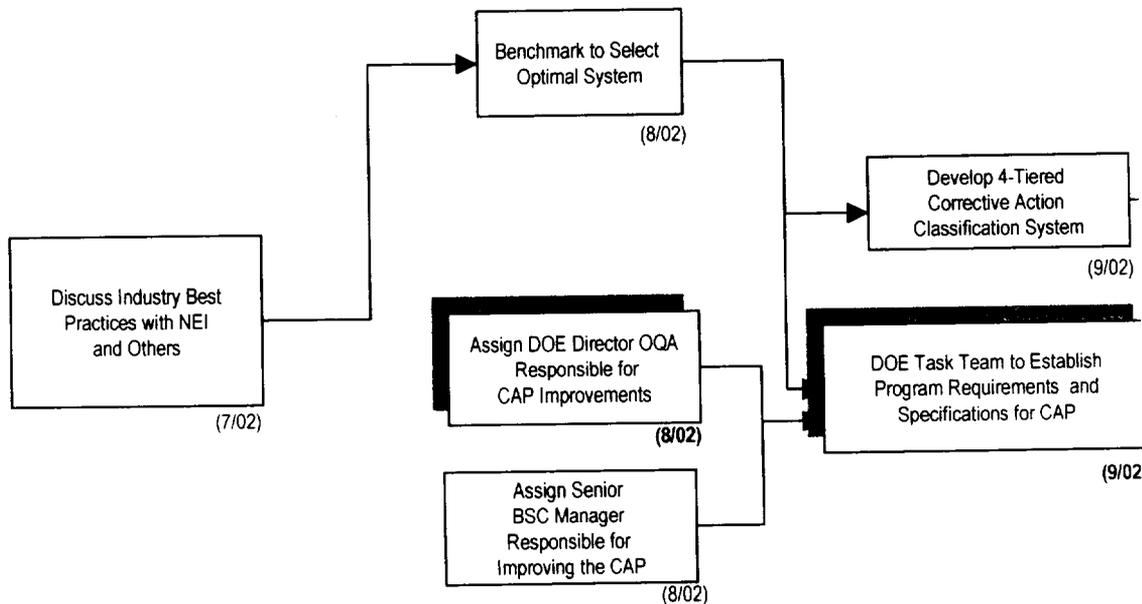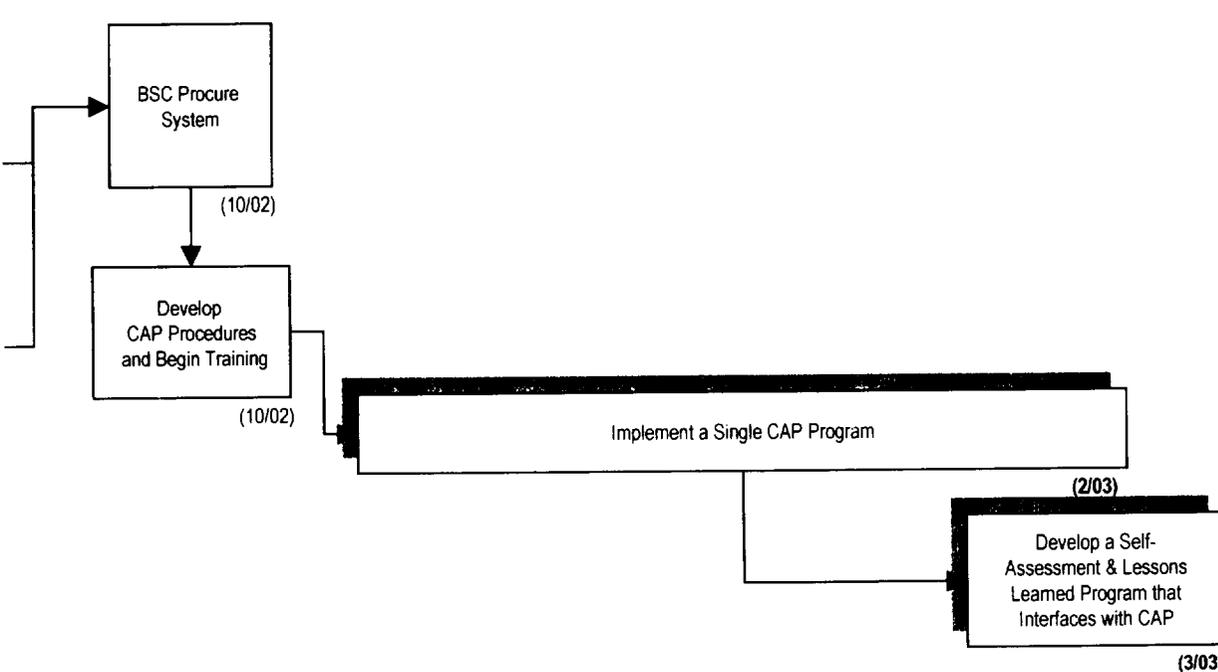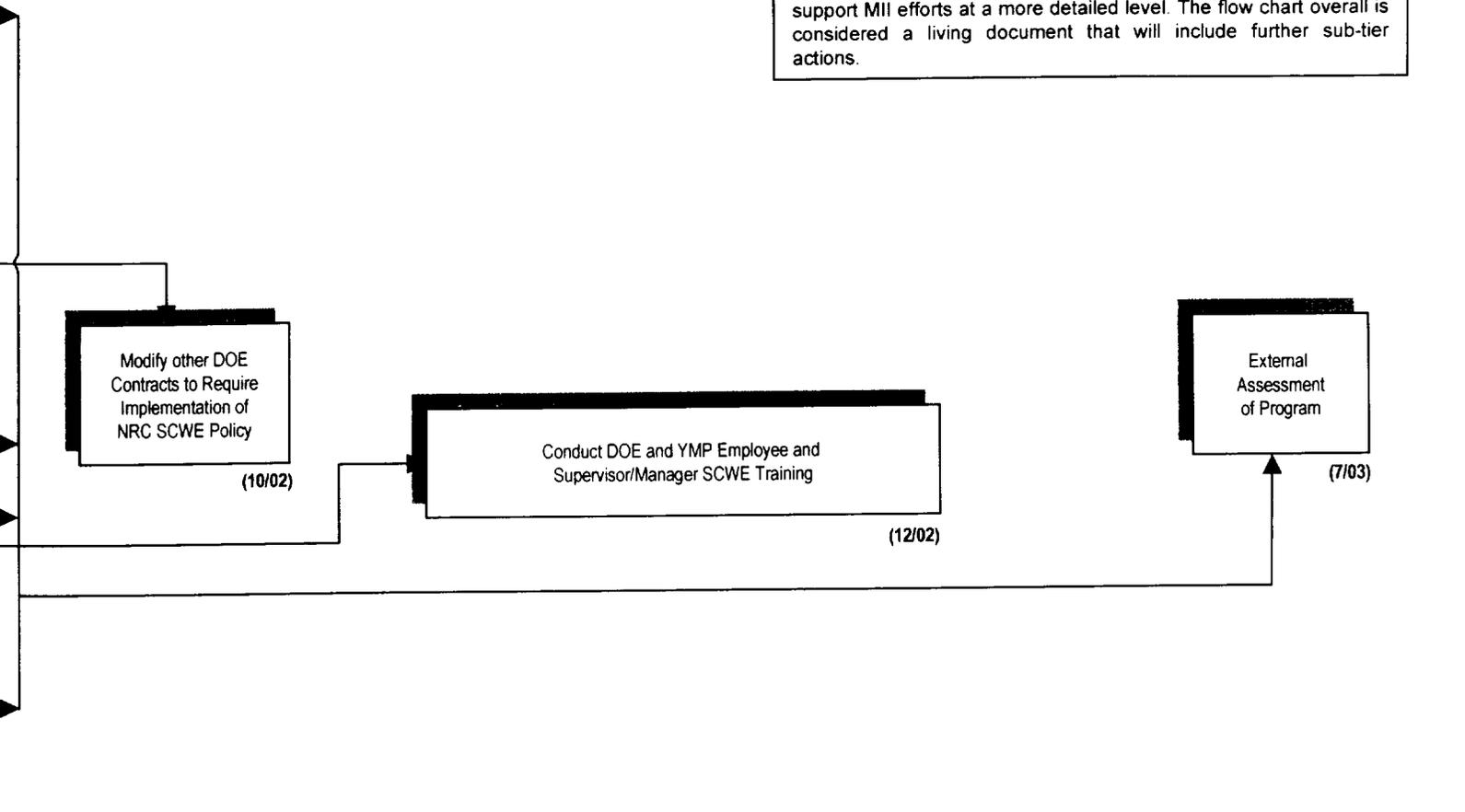
Modify other DOE Contracts to Require Implementation of NRC SCWE Policy **(10/02)**

Conduct DOE and YMP Employee and Supervisor/Manager SCWE Training **(12/02)**

External Assessment of Program **(7/03)**

BSC Procure System (10/02)

Develop CAP Procedures and Begin Training (10/02)

Implement a Single CAP Program **(2/03)**

Develop a Self-Assessment & Lessons Learned Program that Interfaces with CAP **(3/03)**

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