

ES&H RESPONSIBILITIES

DATED: 11/17/2008

SUBJECT: FACILITY REPRESENTATIVE PROGRAM

1. PURPOSE. This document addresses responsibility and accountability and providing administrative guidance to Oak Ridge Office (ORO).
2. APPLICABILITY. The provisions of this document apply to ORO Staff designated as a Facility Representative.
3. RESPONSIBILITIES.
 - a. Manager, ORO.
 - (1) Ensures that the ORO Facility Representative (FR) Program is established in accordance with requirements of DOE-STD-1063-2006. The line management FR Programs is components of the overall ORO FR Program.
 - (2) Ensures that the performance measures are established and monitored and that the ORO FR Program is periodically assessed to provide timely feedback for improvement.
 - b. Assistant Managers Responsible for FR Programs.
 - (1) Determine facility coverage needs and make assignments to in training and qualified Facility Representatives to maintain day-to-day oversight of applicable facilities, using DOE-STD-1063-2006, Appendix C "Process to Determine Facility Representative Staffing."
 - (2) Select, train, and qualify Facility Representatives so that they are capable of performing their assigned duties.
 - (3) Clearly define the functions, responsibilities and authorities of the Facility Representatives, and ensure that affected DOE and contractor managers understand the role of the FR and provide the necessary access and support.
 - (4) Establish a formal protocol for FRs to follow while performing their duties.
 - (5) Establish the authority of the FR to represent line management to the contractor regarding operational safety issues, except where this would change scope, cost, or schedule.
 - (6) Interact frequently with FRs and take appropriate action to resolve identified safety and management issues.
 - c. Supervisors of FR Personnel.
 - (1) Determine the number of FR personnel to be assigned to systems, facilities, and/or projects identified by line management.
 - (2) Ensure that FR program responsibilities are reflected in position descriptions and Individual Performance Plans.

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- (3) Ensure FR activities are priority for FR Personnel.
 - (4) Provide input quarterly on FR Program performance indicators.
 - (5) Establish line management procedures for their FR program.
- d. Assistant Manager for Environment, Safety, and Health.
- (1) Serves as the ORO FR Program Sponsor or “owner.”
 - (2) Appoints a technical staff member from the AMESH organization to serve as the FR Program Manager.
 - (3) Directs the periodic assessment (not to exceed three years) of the ORO FR Program for compliance with the requirements in DOE-STD-1063-2006.
 - (4) Provides support to line Assistant Managers in identifying, training, and qualifying FR personnel, as requested.
 - (5) Ensures that oversight of the line management FR Program is provided.
 - (6) Coordinates with ORO senior management, as necessary, on cross-cutting ORO FR program issues.
 - (7) Ensures that management system documents accurately reflect the FR Program requirements.
- e. ORO FR Program Manager.
- (1) Supports the ORO FR Program Sponsor in overseeing implementation of program.
 - (2) Oversees ORO-wide FR documentation to ensure that it is maintained current.
 - (3) Interfaces with and supports line management to ensure FR Program implementation.
- f. Facility Representatives.
- Implement the requirements of paragraph 4 of DOE-STD-1063-2006 and any additional requirements established in line management procedures.
- g. Human Capital Assessment Group.
- (1) Maintains FR personnel initial training and qualification records. If desired by the Assistant Managers responsible for FR Programs, maintain FR facility specific personnel training and qualification records.
 - (2) Provides guidance for development of on-the-job training and self-study modules.

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- (3) Supports the ORO line organizations as requested in the development and maintenance of FR qualification standards and learning objectives. Identifies and procures learning activities to support the FR personnel qualifications, as requested.
- (4) Maintains a Training Center that includes printed, audiovisual, and computer-based training materials, and that provide support to achieving FR personnel qualification.

4. REFERENCES.

- a. DOE O 440.1B, WORKER PROTECTION PROGRAM FOR DOE (INCLUDING THE NATIONAL NUCLEAR SECURITY ADMINISTRATION) FEDERAL EMPLOYEES, dated May 17, 2007.
- b. DOE M 426.1-1A, FEDERAL TECHNICAL CAPABILITY MANUAL, dated May 18, 2004.
- c. DOE M 360.1-1B, FEDERAL EMPLOYEE TRAINING MANUAL, dated October 11, 2001.
- d. DOE-HDBK-1206-98, GUIDE TO GOOD PRACTICES FOR ON-THE-JOB TRAINING, dated April 1998.
- e. DOE-STD-1151-2002, FACILITY REPRESENTATIVE FUNCTIONAL AREA QUALIFICATION STANDARD, dated April 2002.
- f. DOE-STD-1146-2001, GENERAL TECHNICAL BASE QUALIFICATION STANDARD, dated October 2001.
- g. DOE-HDBK-1118-99, GUIDE TO GOOD PRACTICES FOR CONTINUING TRAINING, dated October 1999.
- h. DOE-HDBK-1078-94, TRAINING PROGRAM HANDBOOK: A SYSTEMATIC APPROACH TO TRAINING, dated August 1994.
- i. DOE-STD-1063-2006, FACILITY REPRESENTATIVES, dated April 2006.
- j. TECHNICAL QUALIFICATION PROGRAM MANUAL: A DESKTOP REFERENCE FOR SUPERVISORS AND PARTICIPANTS, Revision 1, dated December 6, 2002.
- k. DOE O 231.1A, Change 1, ENVIRONMENT, SAFETY, AND HEALTH REPORTING, dated June 3, 2004.
- l. DOE M 231.1-2, OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION, dated June 3, 2004.