

DIRECTIVES CONTROL FORM - ORO O FINAL DIRECTIVE

PART A (To be completed by the Division of Primary Interest (DPI))

1. **NUMBER AND TITLE OF DIRECTIVE:** **ORO O 420, Chapter XI, AUTHORIZATION AGREEMENTS**

2. **PURPOSE OF TRANSMITTAL:** New Directive Revised Directive Page Change

3. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:** (Check appropriate boxes)

No (all contractors)

Yes If yes, whom? LMES UT-B ORAU SURA

Bechtel Jacobs Company

Other contractors (list by type) Any other contractor having a Category 1 or 2 Nuclear Facility or a High or Moderate Hazard Facility.

Many ORO contractors have approved S/RIDs or WSS sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.

4. **SIGNIFICANT PROVISIONS:** Are there any significant changes or impact?

No Yes If yes, describe: Incorporates a new Chapter XI into the 420 series.

5. **CONTACT POINT:** Brenda Hawks Nuclear Safety Division, SE-33 576-2503
Name Organization Telephone

PART B (To be completed by the Directives Management Group (DMG)):

6. **FILING INSTRUCTIONS:**

<u>Remove</u>	<u>Dated</u>	<u>Insert</u>	<u>Dated</u>
n/a		ORO O Control Form	04/04/2000
		ORO O 420, Chapter XI, Pages XI-1 through XI-6	04/04/2000

ORO Orders are available on the ORO Directives Management Home Page at http://www.ornl.gov/doe_oro_dmg/orchklst.htm. The ORO Orders will no longer be mailed in printed copy unless you do not have Internet capabilities.

7. **APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:**

Original signed by

Kenneth W. Warden, AD-440
Signature Management Analyst, AD-440

April 4, 2000
Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED
Rev. 04/01/2000

U.S. Department of Energy

Oak Ridge Operations

ORO O 420 Chapter XI

DATE: 04/04/2000

SUBJECT: AUTHORIZATION AGREEMENTS

1. PURPOSE. This Order assigns responsibility and accountability and provides administrative and contractual guidance to Oak Ridge Operations (ORO) and contractors on the development, approval, and maintenance of authorization agreements. Nothing in this issuance changes any requirements contained in any DOE Order.
2. CANCELLATION. None.
3. APPLICABILITY. The provisions of this Order apply to ORO Principal Staff and ORO contractors involved in the preparation, approval, and maintenance of DOE-approved authorization agreements.
4. RESPONSIBILITIES.
 - a. Manager or Designee.
 - (1) Establishes the expectations/requirements for the content of the authorization agreements. This responsibility may be delegated, in writing, to the appropriate Assistant Manager or Contracting Officer's Representative (COR). Any delegations must be in writing and reflected in ORO O 420, Chapter V.
 - (2) Ensures that authorization agreements are developed for facilities that require one.
 - (3) Concurs with and forwards authorization agreements to the appropriate Program Secretarial Officer(s) at DOE Headquarters (HQ) for approval if approval authority has not been delegated.

NOTE: The Program Secretarial Officer cannot delegate approval authority for Category 1 nuclear facility authorization agreements.
 - (4) Approves (signs) authorization agreements and revisions thereto if approval authority has been delegated in writing by the appropriate Program Secretarial Officer(s). Any further delegations to Assistant Managers or CORs must be in writing and reflected in ORO O 420, Chapter V.
 - (5) Returns unacceptable authorization agreements to the originator with an explanation of the barriers to approval. Notification to the originator that the authorization agreement is not acceptable should be made as soon as possible.

b. Line Management/Contracting Officer's Representative (COR)

- (1) Directs the contractor as to which facilities/operations/activities require authorization agreements.
- (2) Develops implementing command media for authorization agreement development and modification. The command media must include direction on coordination during development of the agreement to ensure an acceptable product.
- (3) Forwards the approved authorization agreement to the contractor via a letter signed by the COR, with distribution to the Contracting Officer, the Nuclear Safety Division, and the Directives Management Group (DMG).
- (4) Provides oversight to assure that the contractor operates the facility/activity in accordance with the approved authorization agreement.
- (5) Ensures that change control of the authorization agreement is maintained. ORO's decision on which entity is responsible for change control of the record copies (ORO line management or the contractor) must be formally documented.
- (6) Ensures that letters to the contractor to stop/suspend work include a statement that the authorization agreement (or the specified portion thereof) is also suspended. The letter to the contractor restarting operations must state that the authorization agreement (or the relevant portion thereof) is also reinstated.
- (7) Assures the authorization basis website lists the facilities that require an authorization agreement and identifies the current approved revision.

c. Director, Nuclear Safety Division.

- (1) Serves as the Office of Primary Interest for maintaining this Order.
- (2) Provides guidance on development and implementation of the authorization agreement program.
- (3) Maintains a home page with links to the authorization basis websites.

d. Team Leader, DMG – Maintains copies of all approved authorization agreements for ORO contractors.

5. REQUIREMENTS AND PROCEDURES.a. General.

- (1) Authorization agreements must be prepared and maintained for Category 1 and 2 nuclear facilities and high and moderate hazard facilities. If line management determines that there is a need, authorization agreements may also be prepared for other facilities based on the complexity of operations/activities and the associated hazards.
- (2) The authorization agreement must provide the basis for DOE to approve performance of the identified work and the basis for DOE's conclusion that the work defined in the agreement can be performed without undue risk to the workers, the public, and the environment. The authorization agreement must identify the following:
 - the facility, task, or activity (scope of work) that it authorizes;
 - the authorization basis applicable to the facility/operation/systems, and the controls to govern the work;
 - any additional terms and conditions (controls and commitments) within which the facility must be operated to assure safety;
 - the basis for DOE approval to perform the work and the basis for DOE's conclusion that the work defined in the agreement can be performed without undue risk to the workers, the public, and the environment; and
 - the terms and conditions which specify contractor commitments for assuring DOE that the authorized work will be performed safely.

NOTE: Section 5.2 of DOE G 450.4-1A, INTEGRATED SAFETY MANAGEMENT SYSTEMS GUIDE, provides a format for authorization agreements.

- (3) DOE and the contractor sign and date the authorization agreement. The person signing for the contractor must be an authorized official. The authorized contractor official signs the authorization agreement and submits it to be countersigned/approved and dated by the DOE approval authority.
- (4) When necessary, the contractor may perform work outside the scope of the authorization agreement for imminent danger and environmental emergencies that require immediate action to protect the health and safety of the public or workers or to prevent harm to the environment.

b. Change Control.

- (1) General. Revisions to authorization agreements are submitted and approved in the same manner as the original authorization agreement (i.e., contractor submission, DOE approval, etc.).

- (2) Changes. Changes to items listed in an authorization agreement must be made following the established change control process for that particular item (e.g., the Safety Analysis Report, Standards/Requirements Identification Document, Work Smart Standards set, etc.). The authorization agreement should be carefully written to avoid the need for revision whenever a key reference (including authorization basis documents) is updated.
- (3) Scope of Work. Changes to the scope of work may require a change to the authorization agreement. The decision regarding the need to change the authorization agreement is made by the appropriate ORO line manager or designee and negotiated with the contractor.
- (4) Annual Update. Authorization agreements are reviewed and, if necessary, updated annually from the date of approval using the established change control process. If no changes are required, a letter to the COR to that effect satisfies the annual update requirement.
- (5) New Prime Contractor. If an authorization agreement exists for the scope of work when a new prime contractor takes over, the new contractor's authorization agreement must be approved and implemented within the contractually-specified transition period.

6. REFERENCES.

- a. DOE M 411.1-1A, MANUAL OF SAFETY MANAGEMENT FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES (FRAM), dated October 18, 1999.
- b. ORO M 411.1-1C, MANUAL OF SAFETY MANAGEMENT FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES, LEVEL II, FOR OAK RIDGE OPERATIONS, dated March 1, 2000, and any subsequent revisions.
- c. ORO O 420, Chapter V, DELEGATION OF APPROVAL AUTHORITY FOR DOE 5480.21, 5480.22, 5480.23, AND 5481.1B, dated July 28, 1999, and any subsequent revisions.
- d. DOE G 450.4-1A, INTEGRATED SAFETY MANAGEMENT SYSTEMS GUIDE, Volumes I and II, dated May 27, 1999.
- e. Memorandum from G. Leah Dever to the ORO Assistant Managers, subject: "Authorization Agreements," dated October 29, 1999.

7. DEFINITIONS.

- a. **Authorization Agreement** – A documented agreement between DOE and the contractor that defines the authorization basis for a defined scope of work. The authorization agreement contains key terms and conditions (controls and commitments) under which the contractor is authorized to perform work.

- b. **Authorization Basis** – Those aspects of the facility design basis and operational requirements relied upon by DOE to authorize operation. These aspects are considered to be important to the safety of the facility operations. The authorization basis is described in such documents as the facility SAR and other safety analyses, hazard classification documents, the Technical Safety Requirements, DOE-issued Safety Evaluation Reports, and facility-specific commitments made to comply with DOE/ORO directives.
- c. **Hazard Classification** – Evaluation of the consequences of unmitigated releases, performed to classify facilities or operations into the following hazard categories:
 - (1) Category 1 -- The hazard analysis shows the potential for significant offsite consequences.
 - (2) Category 2 -- The hazard analysis shows the potential for significant onsite consequences.
 - (3) Category 3 -- The hazard analysis shows the potential for only significant localized consequences.
 - (4) High Hazard -- Those with the potential for onsite or offsite impacts to large numbers of persons or for major impacts to the environment.
 - (5) Moderate Hazard – Those which present considerable potential onsite impacts to people or the environment, but at most only minor offsite impacts.

NOTE: DOE-STD-1027-92 provides guidance and radiological threshold values for determining the nuclear hazard category of a facility. DOE-STD-1027-92 interprets Hazard Category 1 facilities as Category A reactors and other facilities designated as such by the Program Secretarial Officer.

- 8. CONTRACTOR REQUIREMENTS DOCUMENT. See Contractor Requirements Document, Attachment 1.
- 9. ATTACHMENT.

Attachment 1 – Contractor Requirements Document.

CONTRACTOR REQUIREMENTS DOCUMENT

Contractors with DOE-required authorization agreements must comply with the following:

1. Prepare and submit authorization agreements to ORO in response to ORO line management's written expectations/requirements. The contractor may include additional items in the agreement that it deems appropriate.
2. An authorized contractor official is expected to be the contractor's approval authority for authorization agreements, and he/she must sign the original authorization agreement (and any revisions thereto) prior to submitting it to ORO.
3. Submit a revised authorization agreement within 45 days if the DOE approval authority has returned the authorization agreement unsigned with an explanation of the barriers to approval.
4. Assure that DOE-approved authorization agreements are managed as record documents, filed with the authorization basis documents, and disseminated to appropriate personnel (e.g., Facility Managers, Program Managers, etc.).
5. Ensure that change control of the authorization agreement is maintained if that responsibility has been assigned by the COR.
6. Review and, if necessary, submit proposed revisions to authorization agreements on an annual basis from the date of DOE approval. If no changes are required, a letter to the COR to that effect satisfies the annual update requirement. However, the contractor may propose (or DOE may direct) a revision to an authorization agreement at any time.
7. Comply with approved authorization agreements, including the authorization basis and terms and conditions.
8. When necessary, the contractor may perform work outside the scope of the authorization agreement for imminent danger and environmental emergencies that require immediate action to protect the health and safety of the public or workers or to prevent harm to the environment.