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# *Getting Ready for the ISMS Verification - ISM Day Activities*

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## *What's a CRAD and Is It Useful?*

- Criteria and Review Approach Document (CRAD)
- Primarily meant for the ISM Team use in structuring review and providing framework of report
- Important CRAD for the APS “vertical slice” review is on Work Planning and Control (see handout)
- Mostly written in ISMese and may be difficult to decipher
- Useful portions for our use are the blocks titled Objective, Assessment Criteria X.Y, and Lines of Inquiry for Core Function X
- Objective statements for each Core Function are usually understandable
- “Assessment Criteria” statements (there are 10 in the CRAD) and some “Lines of Inquiry” questions are in ISMese

## Core Function 1 – Define the Scope of Work

- Translation of Assessment Criteria 1.1: *“There’s a method for defining work scope and schedule and identifying the hazards involved. This method ensures that the closer you get to the actual work, the more details are in the associated documents describing the work.”*
- Translation of Assessment Criteria 1.2: *“There’s a documented method that requires a scope be developed for all work activities. The method ensures work scope is clearly defined, communicated to workers, and describes controls of hazards to workers, the public, and the environment.”*
- An interesting exercise is compare these assessment criteria statements to the objective statement.

## Core Function 2 – Analyze the Hazards

- Translation of Assessment Criteria 2.1: *“A method is used to ensure work related hazards are identified, ranked according to severity, and controls identified to be put in place that protect workers, the public, and the environment.”*

## Core Function 3 – Develop and Implement Controls

- Translation of Assessment Criteria 3.1: *“A method has been developed and is in use that ensures work controls are identified to be put in place that protect workers, the public, and the environment from work related hazards.”*
  - Note that this essentially restates Assessment Criteria 2.1.
- Translation of Assessment Criteria 3.2: *“A method has been established to ensure hazard controls are appropriate for the type of work being performed.”*
- Translation of Assessment Criteria 3.3: *“A method has been established to ensure hazard controls are appropriate for the hazard severity level and type of hazard.”*

## Core Function 4 – Perform Work within Controls

- Translation of Assessment Criteria 4.1: *“Managers and supervisors ensure work activities are being performed in accordance with specified requirements. Also, oversight is being performed of” contractor and subcontractor work activities to ensure requirements are being met.”*
- Translation of Assessment Criteria 4.2: *“A method exists and is in use that requires managers and supervisors to ensure workers and conditions are ready for a given work activity to proceed.”*
- Translation of Assessment Criteria 4.3: *“A method exists and is in use that ensures work activities are authorized by a manager or supervisor before work begins and that the level of authorization is appropriate for the type of work activity and the severity of hazards involved.”*

## ***Core Function 5 – Provide Feedback and Continuous Improvement***

- Assessment Criteria 5.1 is already in fairly plain language: *“Line management implements an effective feedback and improvement process at the work activity level.”*

# Any Questions?

## *SUF ISM Day – Afternoon Activities*

- Working lunch held from 11:30 AM to 1:00 PM on the 5<sup>th</sup> floor Building 401 for Group Leaders (and up), ESH Coordinators, & Beamline Managers and Safety Officers
  - Provides an opportunity to discuss the afternoon activities with your peers
  
- Beamline personnel are requested to attend an additional talk at 1:00 PM in the auditorium
  - Bruce Glagola will present how the ESAF process embodies the ISM 5 core functions
  - Beamline personnel then meet in their areas
  
- Group level meetings & discussions from 1:00-3:30 PM (or later if you want); Beamline sector meetings start after ESAF presentation
  
- Several suggested activities are covered in the following slides

## *Suggested Group Activity #1*

- Look at the CRAD Objective listed under each Core Function
- Pick a typical work activity performed by the group
- Discuss how the CRAD Objective is being met for that work activity
  - The “Lines of Inquiry” questions should be used in the discussion
  - Identify what is being done well and have someone write that down
  - Identify what is not being done well and also write that down
  - Talk about what could be done differently
- Pick a completely different work activity and have the same discussion
- It should be obvious after discussing two or three activities whether or not the group has a process, formal or informal, that personnel can point to in answering assessors questions

## *Suggested Group Activity #2*

- Identify written procedures, guidance, or work directions controlled by your group and used by your group
  
- Pick one and walk through it in a group discussion
  - Is what's written the way it is actually being done?
  - Are hazards clearly identified?
  - Are controls for those hazards specified?
  - Is something being done that's not written down, but should be?
  - Are there hazards or hazard controls involved that aren't included?
  - How you would explain the document and its use to an assessor?
  - Does the document need revision?
  - If so, discuss the revisions that should be made.
  
- Pick a different one and do the same thing with it

## *Suggested Activity #3 (Office Workers)*

- Print out ESH Manual Section 7.10 Office Safety
- Look at subsection on Responsibilities, General Guidelines, Electrical Equipment, and Training
- As a group discuss the subsections and decide whether or not they are met in your work area
- Identify any problems that may need correction
  - Is there a basis for the problem existing (e.g., finding too many items plugged into a power strip – is this due to not having access to enough wall plugs for the items)?
  - Can the problem be readily fixed on the spot? If so, fix the problem.
  - Identify problems that can't be fixed on the spot and discuss how to go about getting them fixed – if you don't know, write that down for your group leader for later follow up

## *Suggested Activity #4*

- Review open iCatch items or other issues assigned to group/beamline sector
- Identify those you don't understand and determine who the group leader/beamline manager should contact to discuss further
- Discuss possible fixes to the others
- Can any be fixed then and there? If so, go fix them and update iCatch or the document assigning the issue to the group/beamline
- For other fixes determine who the group leader/beamline manager should contact to discuss getting the fixes

## *Suggested Activity #5*

- Grab an ISM “wheel” poster that has “fill in the blank” spaces
  
- Discuss each item on the “wheel”
  - What is meant by that item?
  - What’s the intent of that item?
  - What do we do that meets the intent and how?
  
- “Fill in the blank” space for each item using words agreed to by the group

## *When This Afternoon's Period Is Over*

- Each APS Group Leader will send an email to their ADD/DD describing:
  - Group activity conducted
  - Results of group activity
  - If “fill in the blank” posters were completed, provide copy
  - Comments re: group activities
    - *Was it useful?*
    - *What else could be done that is useful?*
    - *Suggestions for further preparation activities*
  
- Each CAT Beamline Manager will send an email to Bruce Glagola describing the same as above

# Any Questions?