

**Office of Secure Transportation
Standard Operating Procedure Document**

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Notify of Changes to SOP: OST Offices, Divisions/Commands, Branches, and Federal Agents		
External/Internal Record Document(s): <i>OST Integrated Safety Management System Description</i> <i>DOE G 450.4-1B, Integrated Safety Management System Guide</i> <i>OST P 6.16, Off-Site Security Plans</i> <i>OST Policy 7.06, Integrated Safety Management</i> <i>SSEMD Safety Plans</i> <i>DOE M 470.4-3, Protective Force</i> <i>OST M 5.16, Munitions Management System</i>		
Document History		
Rev.	Date	Description of Change (Include name of individual making the revision)
0	9/26/06	New SOP; Dean Triebel.
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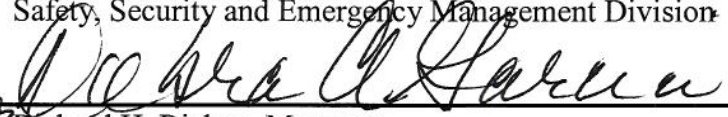
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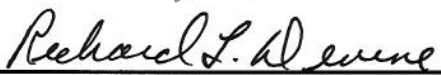
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I. Purpose

This SOP details the Safety, Security and Emergency Management Division (SSEMD) Readiness Confirmation performed prior to commencement of Office of Secure Transportation (OST) training/testing activities.

II. Scope

This SOP applies to all OST training/testing activities as validation that adequate controls have been implemented.

III. Responsibilities

Readiness Confirmation Program Manager (RCPM) – Designated official who appoints Readiness Confirmation Team Leader.

Readiness Confirmation Team (RCT) – May be interdisciplinary for large-scale training events (e.g., Operational Readiness Training) or may consist of single individual (e.g., Command Safety Professional (CSP) for Small-Scale Unit Training)

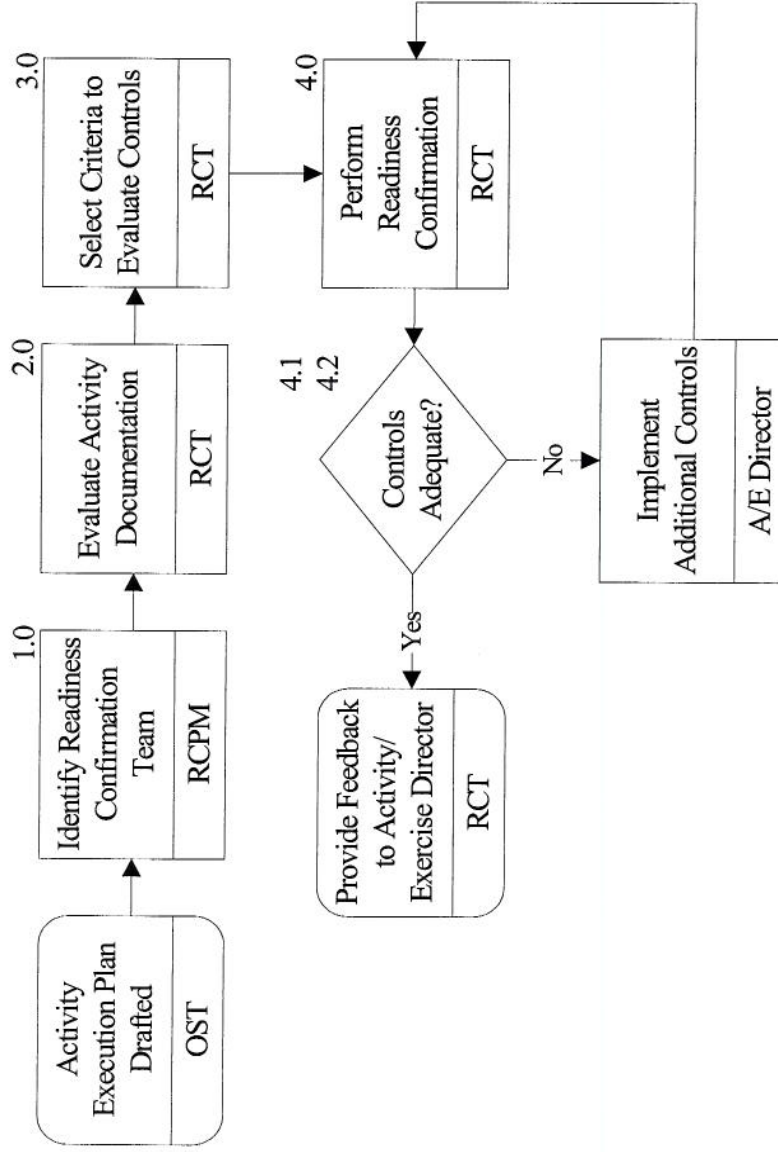
Activity/Exercise (A/E) Director - Individual responsible for successful outcome of activity/exercise who interfaces with RCPM to ensure recommended controls to ensure safety adequate prior to initiation of exercise/activity

IV. Definitions

Environment, Safety and Health Branch (ESHB) Command Safety Team (CST): Team Leader based in OST, Albuquerque, with support by Command Safety Professionals deployed at Agent Operations Commands and Training Command (TRACOM) locations.

Unit Training: Small Scale (five or fewer Federal Agents) or Large Scale (more than five Federal Agents) training conducted by Agent Operations Commands under guidance provided by the Office of Training and Logistics.

V. Process



1.0 Identify Readiness Confirmation Team

Upon preparation of the activity Execution Plan by the A/E Director for an OST activity or event, the RCPM will identify team members appropriate for activity to include:

- Lead Instructor/RCPM will appoint the TRACOM CSP to perform the Readiness Confirmation/Daily Risk Assessment for Agent Candidate Training.
- Lead Instructor/RCPM will serve as the RCT for training or qualification ranges for Federal Agent qualification.
- CSP/RCPM will serve as the RCT for Small-Scale Unit Training (five or fewer Federal Agents).
- ESHB CST/RCPM will serve as the RCT for Large-Scale Unit Training (more than five Federal Agents).
- Director, SSEMD/RCPM will appoint the RCT members for OST-wide events (e.g., Joint Testing Exercises or Operational Readiness Training).

2.0 Evaluate Activity Documentation

RCT will evaluate documentation prepared to assess or control activity (this may include Lesson Plans, Exercise Plans, Execution Plans, Emergency Management Plan, Hazards Assessment, results of interview with Exercise Director, notes from daily site walk-downs, and other available sources of information) to ensure completeness and accuracy.

3.0 Select Criteria to Evaluate Controls

RCT will identify criteria appropriate to this activity or event to evaluate proposed controls (e.g., Range Safety rules) and anticipated conditions (e.g., weather, fatigue, site-specific conditions) for sufficiency. Activities performed at host sites will include consideration of both sets of controls with adoption of the more stringent controls.

In addition, the RCT will perform a Day-of-Execution Risk Assessment prior to executing the Exercise Plan for Operational Readiness Training.

4.0 Perform Readiness Confirmation

RCT will perform the Readiness Confirmation utilizing the criteria selected from Step 3.0 and provide recommendations from the assessment to the RCPM.

- 4.1 If the RCT concludes the established controls are adequate, the RCT will provide feedback to the A/E Director indicating the activity or event should proceed as planned.
- 4.2 If the RCT concludes the established controls are inadequate, the A/E Director will return to Step 4.0. The A/E Director will implement additional controls. The RCT will repeat the Readiness Confirmation process.

All record documentation associated with this SOP will be retained by the ESHB.