

U.S. Department of Energy



Office of Science
Ames Site Office

FY 2006 ISM Champions

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FY 2005 Performance Evaluation

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- **Commitment 23: Work Planning and Work Control**

Observed Strengths:

- A comprehensive upper-tier documentation of the Laboratory's ISMS program provides general program guidance.
- Numerous lower-tier documents provide guidance of the Laboratory's multiple-component work planning and control efforts.
- Formal position information and description questionnaires are utilized to ensure qualification of hired personnel.
- Needs Assessment processes are utilized to delineate each employee's potential exposure to known hazards, basic job task assignments, and appropriate training needs.
- A formal, documented, multi-step Readiness Review process is utilized to identify hazards associated with non-office type activities, to establish work controls, to determine formality of procedures, to review training status, and to grant operational approvals.
- Various oversight and assurance processes, both within and independent of line management are utilized to monitor implementation of work controls.
- Stop work authorities are defined and understood throughout the Laboratory.
- Lessons learned and feedback improvements are incorporated as appropriate.
- Periodic Readiness Review updates are performed.
- Line managers are requested to review their work processes on an annual basis to ensure current activities are appropriately encompassed by approved Readiness Reviews.



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- **Commitment 25: Commitment 25: Assessment of Feedback & Improvement at Ames Laboratory**

Observed Strengths:

- A comprehensive upper-tier documentation of the Laboratory's ISMS program provides general program guidance.
- Numerous lower-tier documents provide guidance of the Laboratory's multiple-faceted assessment program.
- Line management is an integral part of the Laboratory's assurance program through informal and formal mechanisms.
- Adequate and formal guidance supports the Laboratory's assurance activities.
- Assurance activities are formally scheduled and corrective actions are tracked in the Ames Laboratory Corrective Action Tracking System (ALCATS).
- Contract and organizational performance objectives and measures are utilized to provide Laboratory and DOE line management indicators of overall performance.
- Past performance results have been utilized to focus improvement initiatives, which have produced improved performance in targeted areas.
- Lessons learned are derived from both internal and external instances and applied to appropriate activities.
- Additional information gathering mechanisms include worker observations and the Laboratory's Employee Safety and Security Concerns Program.
- Processes are in place to direct the investigation, categorization, analysis, and reporting of operational events.
- Assurance data from the multiple systems are collectively analyzed and reported through an annual self-assessment program.



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Commitment 25: Assessment of Feedback & Improvement at Ames Laboratory Actions:

Performance Objective F&I: Contractor Program Documentation

- Resolve the update/revision requirements, for the Ames Laboratory ISMS Description and QAP, with the DOE Ames Site Office, and update the ISMSD and QAP accordingly.
 - *Ames Laboratory will work with Ames Site Office to establish an improved documentation approach to ensure QA and ISMS program descriptions are updated and consistent.*

Performance Objective F&I-2: Contractor Program Implementation :

2.1 Assessments & Performance Indicators – Criterion 3

- The Laboratory's ESH&A Program Manual and the ES&H Topical Appraisals Plan have inconsistencies and the differences should be resolved.
 - *Ames Laboratory will establish an improved documentation approach to ensure consistency of program documentation through further utilization of web-based documentation.*

2.4 Issues Management – Criterion 1

- Use the "reminder" feature of Ames Laboratory Corrective Action Tracking System (ALCATS) to schedule the verification/validation of corrective action effectiveness.
 - *Ames Laboratory will utilize ALCATS to schedule verification and validation of effectiveness of corrective actions.*