

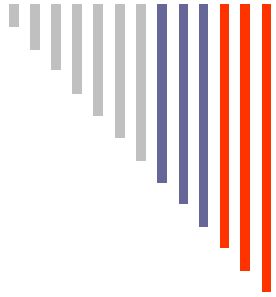
# **OCCURRENCE REPORTING**

## **FACILITY MANAGERS RESPONSIBILITY**

Doris Frazier

9/12/2007

Bechtel Jacobs Company LLC

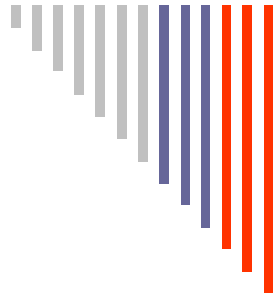


# OCCURRENCE REPORTING

## ALL EMPLOYEES

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Without endangering yourself or others, stabilize an event and report the discovery of the potential occurrence to Supervisor/ SCC/ ETTP Shift Superintendent (PSS).



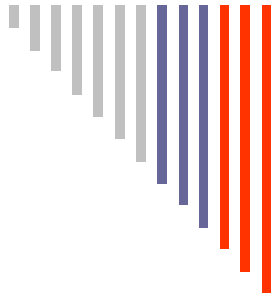
# **OCCURRENCE REPORTING**

## **FACILITY MANAGER RESPONSIBILITIES**

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### **NOTIFICATION OF AN OCCURRENCE**

Report all events to PSS via phone call and ask the DOE Facility Representative for concurrence with categorization.



# OCCURRENCE REPORTING FACILITY MANAGER RESPONSIBILITIES

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MUST provide 2-hour notification  
(initial info) on BJCF-1045,  
Occurrence Reporting Template,  
Part A by email to:

- PSS
- QA/Issues Mgmt
- DOE



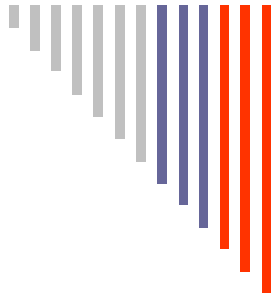
# OCCURRENCE REPORTING FACILITY MANAGER RESPONSIBILITIES

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## WRITTEN NOTIFICATION

Complete BJCF-1045 Part A (Written Notification & Part C (Signature Page) and submit to QA within the required timeframe for the Significance Category (SC) of the event.

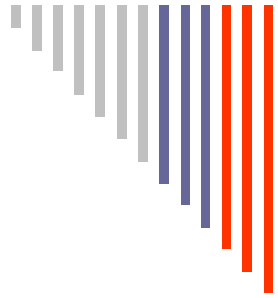
- SC-OE & SC-1 = next business day not to exceed 80 hours;
- SC-2 = 5pm next business day
- SC-3 & SC-4 = within 2 business days



# OCCURRENCE REPORTING FACILITY MANAGER RESPONSIBILITIES

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Conduct analysis & investigation per BJC-1460, *Critiques & Event Investigation*; the Occurrence Reporting Model; and the Occurrence Reporting Timeline and send copy to QA/ Issues Mgmt



# **OCCURRENCE REPORTING**

## **FACILITY MANAGER RESPONSIBILITIES**

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### **FINAL REPORT**

Prepare FINAL Report, BJCF-1045 Part B & Part C, and submit electronically to QA in 45 days or less per the Occurrence Reporting Timeline and send hardcopy to QA/ Issues Mgmt



# **OCCURRENCE REPORTING**

## **FACILITY MANAGERS RESPONSIBILITY**

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### **UPDATE REPORT**

If the Final Report cannot be submitted on time, THEN submit an Update Report to state the reason for the delay and reschedule the date to submit the Final Report.





# **OCCURRENCE REPORTING**

## **FACILITY MANAGERS RESPONSIBILITY**

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### **REJECTED REPORT**

Resolve reason for rejection with the DOE Facility Representative and submit a Revised Final Report to QA within 21 days