

OCCURRENCE REPORTING
Facility Managers Responsibilities
9/12/2007

NAME_____

ALL EMPLOYEES

1. What two things must you do upon discovery of a potential occurrence?
 - a.
 - b.

FACILITY MANAGERS

Notification of Occurrence

2. After you notify the PSS via phone call of an occurrence, who else must you notify to receive concurrence with categorization?
 - a.
3. Within 2 hours of discovery of an occurrence, who are the three people you must provide the BJCF-1045 Part A to by email?
 - a.
 - b.
 - c.
4. Each type of Significance Category (SC) has a time frame for reporting, and must be electronically submitted on the BJCF-1045 Part A (Written Notification) along with Part C (Signature Page) to QA to be transmitted to the DOE ORPS.

What is the deadline for reports with the following SC to be transmitted to ORPS?

- For the SC-OE & SC-1 = What business day? Hours not to exceed?
 - a.
 - For the SC-2 = What time on what business day?
 - b.
 - For the SC-3 & SC-4 = Within how many business days?
 - c.
5. What two things must you do and send a copy to QA, after following the guidelines in BJC-1460, *Critiques & Event Investigation*; the Occurrence Reporting Model; and the Occurrence Reporting Timeline?
 - a.
 - b.

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Final Report

6. Which report in the occurrence reporting process is submitted electronically to QA on BJCF-1045 Part B? When should this report be submitted?
 - a.
 - b.

7. Why do you file an Update Report? What should the Update Report relate to the reader?
 - a.
 - b.

Rejected Report

8. What action do you take when you are notified by QA that your Final Report is rejected by the customer? When is another Final Report required to be submitted?
 - a.
 - b.