

# **Corrective Action Management (CAM) Team CHARTER**

## **Background**

The Department of Energy (DOE) Corrective Action Management Program outlines the process and procedures to effectively address, track and resolve:

- Environment, safety and health and emergency management findings identified by the Office of Independent Oversight and Performance Assurance (OA-1)
- Type A accident investigation Judgments of Need
- Safety Issues identified during the conduct of special assessment initiatives directed to be corrected in accordance with the provisions of the Corrective Action Management Program by the Secretary or Deputy Secretary.

Corrective Action Management Program requirements are based on the DOE Implementation Plan to Defense Nuclear Facilities Safety Board Recommendation 98-1, and are delineated in DOE Order 414.1A, Quality Assurance and DOE Manual 411.1-1B, Safety Management Functions, Responsibilities, and Authorities Manual (FRAM). These directives outline three key elements for a successful Corrective Action Management Program:

- Systematic process with clear requirements and responsibilities for identification of findings and development and implementation of corrective actions to effectively resolve the findings.
- Department-wide functional tracking and reporting system for managing the status of Corrective Action Plans (CAPs) and associated corrective actions to successful completion.
- Clear and comprehensive process for resolving disputes concerning Corrective Action Management Program development and/or implementation.

DOE line managers are responsible to address, track, report, complete and verify closure of corrective actions to effectively resolve identified findings. The Office of Environment, Safety and Health (EH-2) is responsible to oversee and coordinate implementation of the Corrective Action Management Program and report program status to DOE senior management. The role of the Corrective Action Management (CAM) Team is to support and coordinate DOE line management in effectively implementing the Corrective Action Management Program.

## **Mission**

The CAM Team is a cross-organizational working group of representatives from headquarters and field offices with the mission to support and coordinate effective line management implementation of the Corrective Action Management Program.

## **Functions**

The primary functions of the CAM Team are:

- Assist in the promulgation and implementation of DOE directives that delineate the Corrective Action Management Program process, procedures, responsibilities and guidance.
- Monitor, support, and follow-up Corrective Action Management Program questions and concerns with headquarters, line managers, and other CAM Team members.
- Provide line management information, assistance, and timely response to requests, program activities, and to identified potential and current problems concerning program implementation.
- Assist with making changes to the Corrective Action Tracking System (CATS) requested by line management. Coordinate changes with DOE line management and the EH Office of Information Management.
- Provide line management input and comments on the quarterly Corrective Action Management Program report disseminated by EH-2 to senior DOE managers outlining the status of corrective action plans and corrective actions.
- Collect and follow-up feedback on concerns, proposals and data to assist the CAM Team in program direction.

## **Operation**

The CAM Team maintains continuous coordination and conducts periodic meetings to discuss and act upon Corrective Action Management Program implementation issues. Program activities and direction will be made based on a consensus of its membership. If consensus cannot be reached, the Chair will seek resolution with the dissenting members' senior management and final decision from the Sponsor.

## **Membership of the CAM Team**

The CAM Team is composed of individuals from headquarters and field offices designated by their respective organizations to act in their behalf in coordinating and following up all Corrective Action Management Program activities.

**Leadership**

The CAM Team will have two co-chairs, one from a line Cognizant Secretarial Office (CSO) and one from EH-2. EH-2 will serve as the nominal process owner for the Corrective Action Management Program, and will make policy decisions with the advice and consent of the CAM Team. The CSO co-chair will serve on a two-year rotating basis.

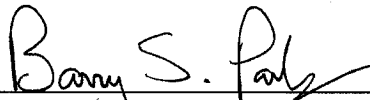
**Sponsorship**

The Deputy Assistant Secretary, Environment, Safety and Health (EH-2) will serve as the sponsor for the CAM team. As sponsor, EH-2 will ensure that the team is functioning effectively in meeting Department-wide objectives, and resolving crosscutting organizational issues.

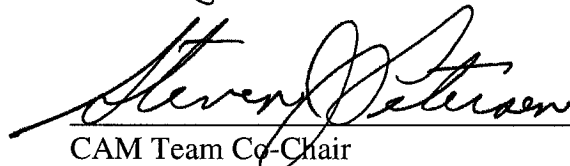
**Changes**

The sponsor will approve any changes to this charter.

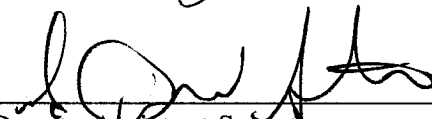
**Approval**

  
\_\_\_\_\_  
CAM Team Co-Chair

3/1/2002  
Date

  
\_\_\_\_\_  
CAM Team Co-Chair

3/4/2002  
Date

  
\_\_\_\_\_  
Deputy Assistant Secretary  
Office of Environment, Safety and Health

3/5/2002  
Date