

Outlined below for your information are highlights of additional guidance concerning the DOE Corrective Action Management Program (CAMP) delineated in Volume 2, Appendix G to DOE Guide 450.4-1B, Integrated Safety Management System Guide, dated March 1, 2001. This guidance supplements CAMP requirements outlined in DOE O 414.1A, DOE O 225.1A, DOE O 470.2A, and the DOE FRAM.

1. If an identified safety issue applies to one or more Cognizant Secretarial Offices (CSO), a lead CSO to monitor, approve, and coordinate corrective action feedback and improvement of the safety issue will be mutually agreed to or appointed by the Chief Operating Officer (COO). (Reference paragraph 4.1)
2. If a Corrective Action Plan (CAP) covers multiple sites and/or organizations, the lead CSO will designate one lead Cognizant Line Manager (CLM) as overall manager responsible for developing the CAP and entering the CAP and CAP implementation status data in CATS. Other CLMs involved in the corrective actions will forward their portion of the CAP to the lead CLM. (Reference paragraph 4.3.1)
3. The Cognizant Line Manager (CLM) will enter the first six fields of the CAP Data (CLM, Responsible Organization, Responsible CSO, Approval Due Date, CAP Status and CAP Approval Status) in the Corrective Action Tracking System (CATS) within five working days after receipt of the appraisal report. (Reference paragraph 4.2.1.)
4. The Cognizant Line Manager (CLM) will enter the remaining fields of the CAP Data in the CATS within five working days after CSO approval of the CAP. A copy of the approved CAP should also be attached to the "CAP Data" form in CATS.(Paragraph 4.3.1)
5. The Cognizant Secretarial Officer (CSO) will implement and address lessons learned for each identified safety issue. After the lessons learned are distributed locally, they are to be submitted to the DOE Lessons Learned Program for broader application. (Reference paragraph 4.2.2)
6. The Cognizant Secretarial Officer (CSO) has ultimate approval authority for CAPs, but may delegate this authority in writing, specifying the scope for which the delegation is valid. (Reference paragraph 4.3.1)
7. If approval of the CAP cannot be completed with the prescribed 60 days from the issuance of the formal appraisal report, the CLM will enter the status for overdue approval of the CAP in the "CAP Status" block of the CAP Data in CATS. This status should be updated every 30 days until the CAP is approved or the CAP approval due date is revised. Each update should begin with the date of input by the CLM (i.e. 6/14/01), outline conditions causing the delay, and anticipated date for approval. This information will be included in the DOE Corrective Action Management Program Quarterly Report. (Paragraph 4.3.1)

8. If approval of the CAP cannot be completed within the prescribed 60 days, the CLM should submit a written request for an extension of the CAP completion date to the CSO or designated CAP approving authority. The request should describe the conditions causing the delay and provide an estimated revised completion date. The CSO/designated CAP approving authority may approve an extension and set a new CAP approval due date. A copy of the extension request and approval will be provided to the Office of Independent Oversight that identified the safety issue. A copy should also be sent to the ES&H Information Center (EH-72) to annotate the revised CAP approval due date in CATS. (Paragraph 4.3.1)
9. If a corrective action has not been completed within the date listed in the “Planned Completion Date” block of the CATS Corrective Action Data, the CLM will update the status for completing the late action in the “Descriptive Status” block for the specific corrective action. This status should be updated every 30 days until the corrective action is completed and each update should begin with the date of input by the CLM. (Paragraph 4.5.2)
10. If all corrective actions have not been completed within the date listed in the “Planned CAP Completion Date” block of the CATS CAP Data, an overall summary status for completing the late action(s) should be provided in the “CAP Status” block of the CATS CAP Data. This status should be updated every 30 days until all corrective actions have been completed. Each update should begin with the date of input by the CLM (i.e. 6/14/01) and include the number of corrective actions in the CAP that have not been completed, conditions causing the delay and anticipated revised date to complete all corrective actions in the CAP. This information will be included in the DOE Corrective Action Management Program Quarterly Report. (Paragraph 4.5.2)
11. If all corrective actions have not been completed within the date listed in the “Planned CAP Completion Date” block of the CATS CAP Data, the CLM should submit a written request for an extension of the planned CAP completion date to the CSO/designated CAP approving authority. The request should describe the conditions causing the delay and provide an estimated revised completion date. The CSO may approve an extension and set a new planned CAP completion date. A copy of the extension request and CSO approval will be provided to the Office of Independent Oversight that identified the safety issue. A copy should also be sent to the ES&H Information Center (EH-72) so they can annotate the revised CAP approval due date in CATS. (Paragraph 4.5.2)
12. The CLM coordinates with organizations responsible for corrective actions to ensure all closed corrective actions have been verified by an objective source with sufficient independence from those who performed the work described in the CAP. Adequate records of the corrective actions and verification should be maintained in accordance with the local Quality Assurance Program. (Paragraph 4.6)