

DOE Workshop
Maintaining and Improving Established Integrated
Safety Management System

Breakout Sessions

The workshop will include three breakout sessions. These sessions will focus on the elements and activities of ISMS maintenance and improvement that are directly or indirectly required by DEAR 48 CFR 970.5223-1 (the ISMS clause) and DEAR 48 CFR 970.5215-3 (the CPOF clause) and described in DOE Guide 450.4-1B (Chapter 4), DOE Manual 411.1B (Section 9), and DOE Budget Guidance and Direction. The breakout sessions will address the following:

- DOE oversight and annual reviews
- Contractor self-assessments and annual evaluations
- Annual updates of ISMS descriptions and safety performance objectives, measures, and commitments

The breakout sessions will be held in three parts:

Part 1: Sharing of ISMS maintenance and improvement processes and experience with Implementation of these processes

In Part 1 of the breakout sessions, several DOE field offices and contractors will present and discuss their site specific processes and experience. Each discussion will address methods of compliance with requirements and use of the guidance or equivalent. Lessons learned and planned improvements will also be included. Some sites will address integration with Environmental Management Systems, Voluntary Protection Programs, and other programs as appropriate. The presenters will highlight those parts of their processes that are candidates for best practices. The topics to be discussed in each breakout session include the following:

1. DOE oversight and annual reviews
 - Scope and methods of evaluation
 - Reporting
 - Corrective actions
2. Contractor self-assessments and annual evaluations
 - Scope and methods of evaluation
 - Evaluation of key processes
 - Evaluation of performance
 - Evaluation of subcontractors
 - Reporting
 - Corrective actions

3. Annual updates

- ISMS descriptions
 - Field office guidance
 - Identification of changes
 - Identification of minimal performance requirements (CPOF clause)
 - Measures of system effectiveness
 - Review and revision process

- Safety performance objectives, measures, and commitments
 - Use of DOE Budget Guidance and Direction
 - Connection to other planning documents; e.g., Institutional Plan
 - Connection to other performance documents; e.g., PEGs and PEMP
 - Connection to ES&H Management Plan
 - Connection to annual evaluations and reviews

Part 2: Identification of Best Practices and Proposals for Requirements and Guidance Revisions

In Part 2 of the breakout sessions, the focus will shift from sharing of processes and experiences to the following:

- Identification of best practices for the activities addressed by each breakout session including timing of the activities as appropriate.
- Determination of the adequacy and effectiveness of the requirements and guidance specifically related to each breakout session.
- Formulation of proposals for revisions to the related requirements and guidance (if any).

To accomplish these discussions, each of the 3 breakout sessions for Part 1 may be split into 2 smaller groups (a total of 6 groups) depending on level of participation.

Part 3: Integration of Breakout Session Results (if necessary)

In Part 3 of the breakout sessions, representatives from each of the smaller groups if formed in Part 2 will re-combine to integrate the results of their discussions. These integrated results will be briefed during the closing general session.