

NORFOLK NAVAL SHIPYARD
PRODUCTION RESOURCES DEPARTMENT
FACILITIES AND MAINTENANCE ENGINEERING DIVISION

11100
Ser 910/010
24 April 2003

MEMORANDUM OF AGREEMENT (MOA 330 Rev.C) BETWEEN NORFOLK NAVAL SHIPYARD,
RESIDENT OFFICER IN CHARGE OF CONSTRUCTION, AND PUBLIC WORKS OFFICE
PORTSMOUTH

Subj: REQUIREMENTS FOR WORK IN NUCLEAR FACILITIES AT NORFOLK NAVAL SHIPYARD

Ref: (a) NPM Chapter V-X-2
(b) NPM Chapter RI-A-31
(c) NPM Chapter V-N-1

Encl: (1) Process Flowchart
(2) Code 915 Building Permit (Sample)

Section I: Scope - This Memorandum of Agreement provides the procedure for contractor work in nuclear facilities at NNSY and updates the previous agreement between PWO and NNSY Codes 910/915. This includes planned work (customer requested), planned maintenance, and emergent work.

Section II: Background - Code 915 "lead shop" duties of references (a), (b) and (c) have been changed. This MOA provides the current requirements for Code 915 and PWO related to work in nuclear facilities at NNSY.

Section III: Definitions

1. Public Work Force (PWF): PWC shops or Resident Officer in Charge of Contracts (ROICC) contracted work force.
2. Government Representative: The government supervisor of the workforce assigned to execute the job. This will be the cognizant PWF shop supervisor, contract specialist, Assistant ROICC (AROICC), Construction Representative (CONREP) or Contract Surveillance Representative (CSR), and for E/U/S/P the shop mechanic responding to the service call. The government representative shall be trained in the requirements of this MOA and a list of qualified personnel shall be provided to Code 910.
3. Nuclear Related Facility Assignments: The current nuclear related facilities and Code 915 staffing assignments for these facilities will be provided by separate memorandum and updated as necessary.

Section IV: Procedure for planned work (customer requested), planned maintenance, and emergent work. Enclosure (1) provides a process flowchart for the work described in this MOA. Enclosure (2) is a copy of a sample Checklist Code 915 will use for pre-job briefs and job follow-up.

1. The Government Representative shall notify Code 915 of the work assignment as soon as they are aware of the work to be performed (description of work), the intended timeframe of the job, any service outages required, etc.

2. Code 915 shall
 - 2.1. Notify the building custodian.
 - 2.2. Evaluate the effect of work on the facility.
 - 2.3. Assess the need for a pre-job brief. PWF will be notified in writing if a pre-job brief is not required.
 - 2.4. Inform the Government Representative of any special requirements.
3. The Government Representative with Code 915 shall schedule the time and place for the pre-job brief.
 - 3.1. These briefs shall be held just prior to the actual work being accomplished.
 - 3.2. A minimum of 24 hours notice is required for the pre-job brief so the brief may be posted to allow oversight observation of the brief.
 - 3.3. Notification of the intent to work a job shall be given to Code 915 at least three days (when time permits) before the scheduling of the work brief.
4. Code 915 will notify the Building Custodian and other interested parties of brief schedules.
 - 4.1. Code 915 will initiate Work Clearance Request (WCR)/Work Authorization Request (WAR) and obtain concurrences in accordance with reference (a), (b) or (c) for work conducted within nuclear facilities. Work will be evaluated for placement on Daily Production Schedule (DPS).
 - 4.2. PWO outage coordinators shall continue to process WCRs for utility outages, with Code 915 assistance as required.
 - 4.3. PWF or Government Representative will give Code 915 at least 3 days notice (when time permits) for processing WCR/WARs.
 - 4.4. Code 915 will notify PWF or Government Representative when the WCR is processed.
5. Government Representative shall conduct the pre-job brief when required, for the PWF workforce.
 - 5.1. During briefs of contracted work, the Government Representative will chair the initial brief, and assure the contractor supervisor briefs his operations to his workforce personnel.
 - 5.2. Code 915 shall assist in pre-job brief research as requested by the Government Representative and provide details on specific nuclear requirements. Code 915 may assist in briefs when providing on-site trouble shooting (technical) support and details of agreed upon scope.
 - 5.3. For planned work that is greater than five days in duration, a schedule of the planned work will be provided to Code 915 prior to the brief.
 - 5.4. The purpose of the brief is to provide an interactive discussion between all persons assigned to the job to ensure the intended work is properly planned such as (*details of the scope agreed upon, isolations known, work schedule and sequence of events known, special requirements or circumstances of the work, worker assignments known, etc.*) is conveyed. This includes PWF personnel, the on site supervisor (or superintendent) and the workers assigned. Research to determine the required information should be complete prior to the brief.
 - 5.5. All work force personnel assigned to the job must be briefed prior to starting work at the job site.
 - 5.6. If work force personnel cannot be present at the initial brief, or new work force personnel are assigned after the initial brief, those personnel will be briefed prior to starting work at the job site. The Government Representative or superintendent that attended the initial briefing is responsible to brief all such persons. If the Government Representative or superintendent is unavailable a new pre-job brief with Code 915 is required.
 - 5.7. Code 915 and the Building Custodian will attend all required pre-job briefs. A copy of Encl.(2) will remain on-site for the duration of work. Weekly Code 915 will audit Encl.(2) compliance.
 - 5.8. Other personnel, such as Code 3910N, Code 2300, may attend in an oversight role.

6. The Government Representative will inform Code 915 immediately of any delay in the planned work schedule so core nuclear work adjustments or changes to the PWF work plan may be made if required. When significant schedule changes occur, Code 915 will be given an updated schedule reflecting these changes.
7. The Government Representative or Superintendent will notify Code 915 immediately prior to the initial work start (if different than agreed at the pre-job brief) and any changes that have occurred in the work plan. The on site supervisor (Contractor Superintendent) or Government Representative will coordinate daily with the Building Custodian to keep the custodian informed of planned work.
8. The Government Representative/PWF or Superintendent will immediately inform the Building Custodian, Government Representative, and Code 915 of accidents or unforeseen occurrences that arise in the course of work which could result in a deviation from the work plan. In this case, workers should place their area in a safe condition and stop work pending a decision that results in recovery actions.
 - 8.1. Code 915 will coordinate recovery actions as appropriate. This applies to safety concerns, unplanned outages, accidents, and situations where governing facility, contract or shop regulations are broken.
9. Government Representative will notify Code 915 prior to performing test evolutions to allow assessment impact of planned testing prior to performance of this work.
 - 9.1. Code 915 will coordinate the test evolutions with the building custodian.
 - 9.2. Approvals must be granted by Code 915 and the Building Custodian **prior** to starting the tests.
10. Final inspections will be coordinated by Government Representative. The Government Representative will notify Code 915 of all final inspections and completion of work. Code 915 will coordinate the final inspections with the building custodian.
11. **Emergent Work**
 - 11.1. **Emergent Work** is any work required to secure ruptured building services and in-the-street utilities (broken, leaking pipes, electrical hazards, etc.) and must be undertaken immediately to arrest a problem that could damage property or equipment or endanger the safety of personnel.

Note: In emergency conditions, actions to arrest the problem may be undertaken immediately and need not wait for a service work order, brief, or other authorization to be sent.
 - 11.2. Once the problem is arrested, PWF should ensure notifications of Code 915 (Contact Code 915 with intended repair scope.) and the Building Custodian have been completed and agreement on actions (Code 915 will evaluate the need and make proper notifications.) required for recovery has been obtained prior to pursuing further work. The Government Representative will complete the work after approval from Code 915. The Government Representative will notify Code 915 when work is complete.
 - 11.3. During off hours, the Shipyard Duty Office shall be informed of the nature of the problem. The Duty Office shall make further notifications as deemed appropriate. Should the situation be serious and demand immediate corrective action, personnel will be called in to address recovery.

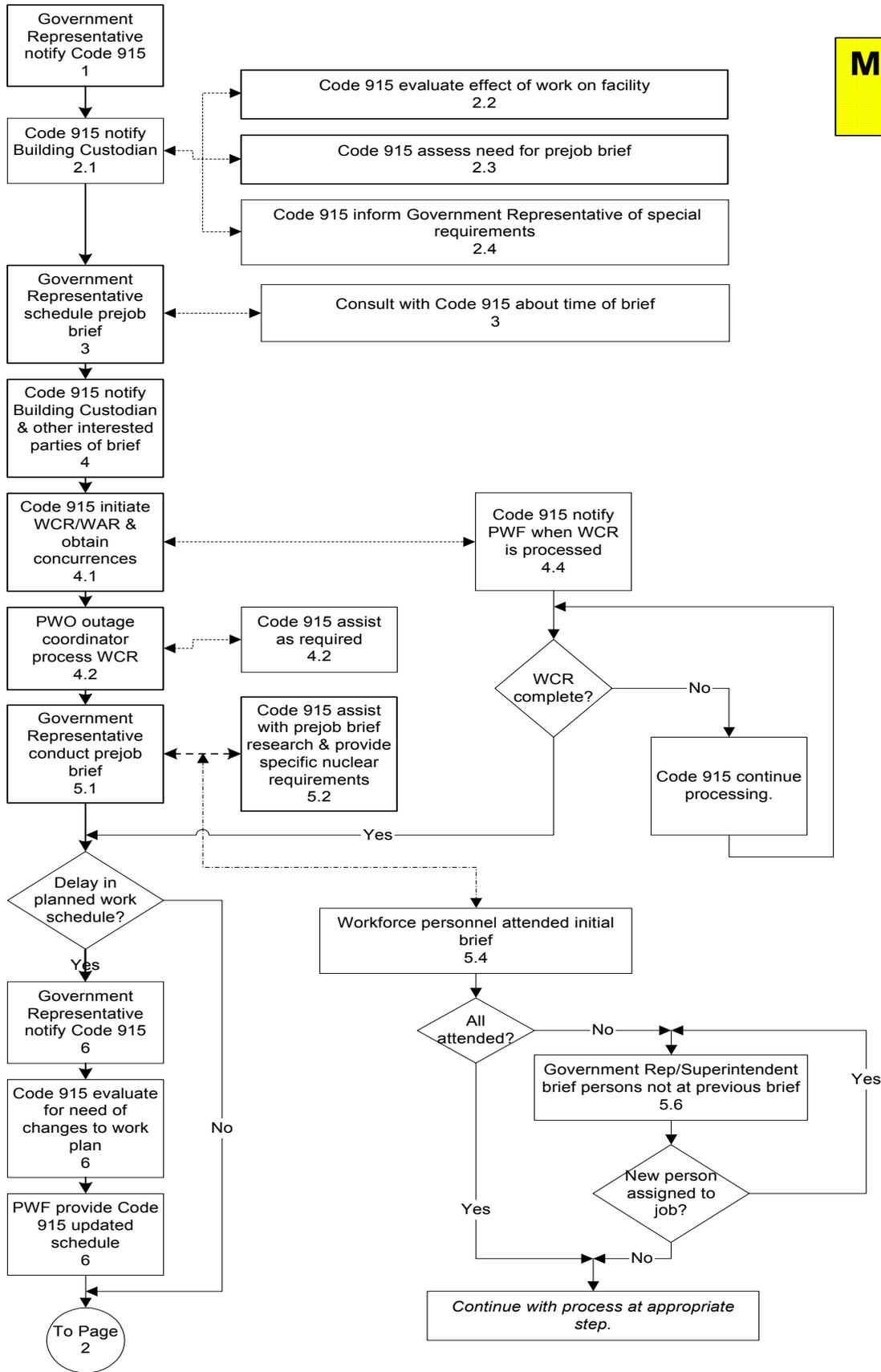
12. Urgent Work

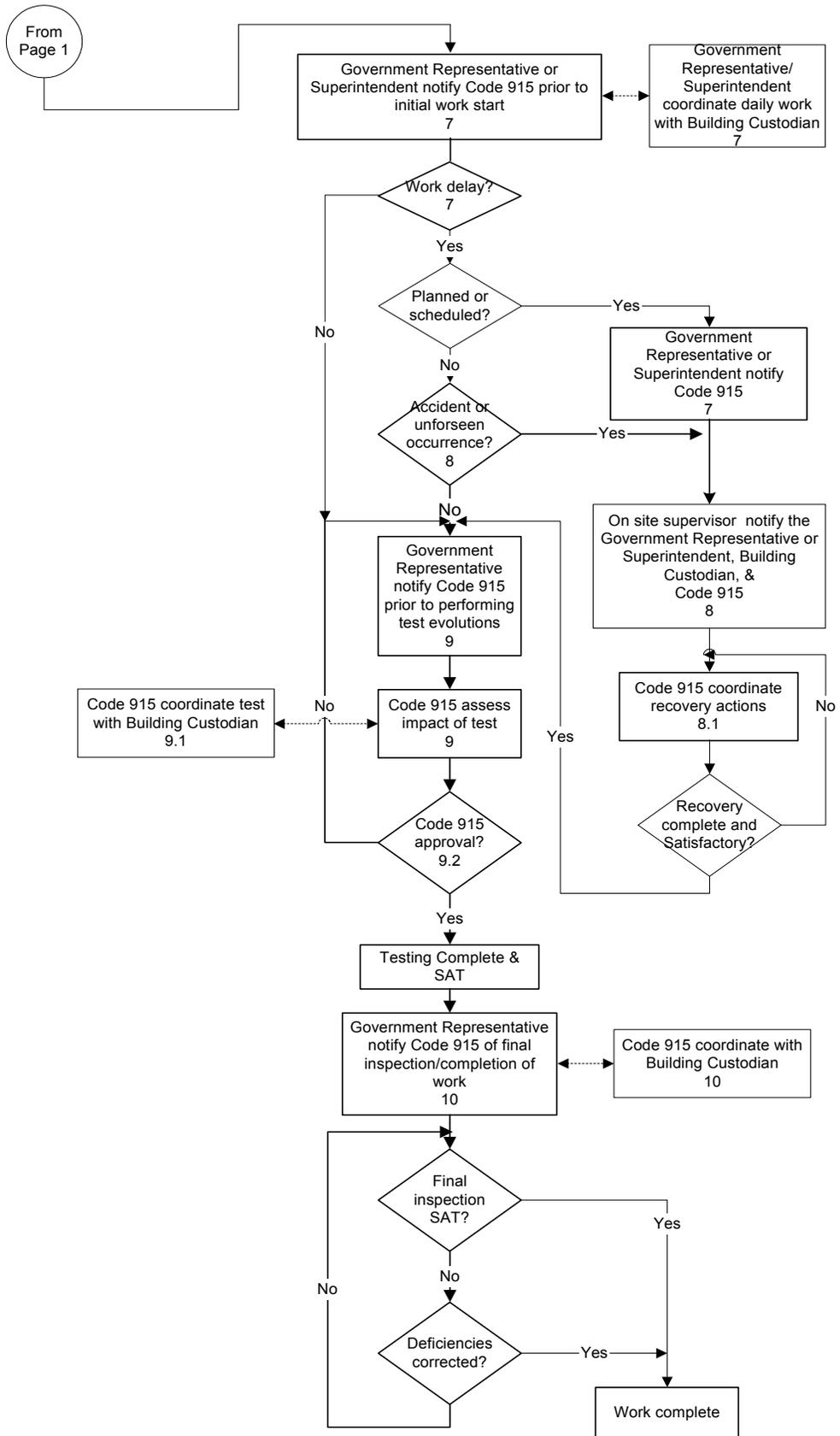
- 12.1. **Service Work Orders** cover work required to repair ruptured building services or in-the-street utilities (broken, leaking pipes, electrical hazards, etc.) but does not impose damage to property/equipment or endanger the safety of personnel.

Note: The philosophy (in 12.1) applies to Service Work Order work, however timeframes are compressed and judgment is required to expedite the service provision while ensuring the work remains in control and undesired conditions are avoided.

- 12.2. For work covered by Service Work Orders, the originator must ensure that the problem (subject of the Service Request) is communicated properly and will include the building custodian's name and number.
- 12.3. The originator must inform the Building Custodian and Code 915, as a minimum, to expedite response.

13. For work in **Refueling/Defueling Facilities**, Code 915 will notify the Production Department Refueling Manager (PDRM), Chief Refueling Engineer (CRE) or Shift Refueling Engineer (SRE), and Refueling Facility Supervisor (RFS) of work scope and proposed duration.
- 13.1. In fuel handling facilities a Refueling Plan of the Day (RPOD) listing will be required. In some cases the service provider may be ready to respond before the work control process is complete. The desired service response can be delayed by the control requirements of the organization requesting response.
- 13.2. Code 915 will determine when briefs are required and notify Government Representative.
- 13.3. The Government Representative will notify Code 915 of all intended work.
- 13.4. Code 915 is lead for all work control documentation (WCR/WAR) that must be obtained.
- 13.5. Code 915 will evaluate the effect of work on the nuclear facility and determine if a brief is required. Code 915 will notify appropriate NNSY personnel and attend the brief.
- 13.6. Government Representative will line up the brief (time and place), if required. The pre-job brief shall be scheduled and performed, if required, as in paragraph 5.
- 13.7. The RPOD listing and work status requirements will be satisfied prior to work start. Code 915 will notify the Government Representative when approval to proceed has been obtained.
- 13.8. Government Representative will execute the work.
- 13.9. Government Representative will notify Code 915 prior to performing test evolutions to allow assessment impact of planned testing prior to performance of this work.
- 13.10. Code 915 will coordinate the test evolutions with the Building Custodian. Approvals must be granted by Code 915 and the Building Custodian **prior** to starting the tests.
- 13.11. Government Representative will notify Code 915 when the work is complete.
14. The minimum expectations for MOA 330 training are as follows:
- 14.1. A responsible PWC/ROICC individual knowledgeable of Norfolk Naval Shipyard operations and MOA 330 shall be assigned the duty to develop and present training as specified in Section III, paragraph #2.
- 14.2. Training packages will include a cover sheet and training aides as applicable. Code 910 will review all training packages prior to dry-runs. Once the training package is ready and the instructor prepared, a dry-run of the training shall be performed for Code 910, Code 2370 and Code 3910N. Once Code 910 is satisfied that the training material and presentation is adequate, Code 910 will approve the training. Code 910 may request a new dry-run if the training material needs to be modified or if a new instructor not previously used will perform MOA 330 training.
- 14.3. PWC/ROICC must determine which personnel are required to obtain training and ensure that those personnel receive the training (as defined in Section III, paragraph #2.). Make-up sessions can be utilized to train all required personnel.





(SAMPLE)
Code 915 BUILDING PERMIT
FACILITY CHECKLIST AND JOB SUMMARY

1. Code 915 facility coordinator (FC) shall 'NA' any section that is not applicable.
2. Code 915 FC should follow the policies and procedures outlined in PFM Chapter II-2 – Appendix 13 (MOA 330 Rev.A).

Job Title:	Contract #:	D.O.#:	CM#:	PWC#:
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A. Notifications:

1. Code 915 FC notified by PWC/ROICC of time, date, and location of pre-job brief.

Name of PWC/ROICC personnel	Time & Date notified	Time, date, and location of pre-job brief

2. Code 915 FC notified NNSY personnel of pre-job brief (See attached e-mail.).

	Time & Date Notified
Building Custodian	
Code	
Code	

B. Pre-Job Brief: **Date of Brief: _____**

On Site Supervisor: _____

1. Names of personnel in attendance (See attached sheet.).
2. Scope/schedule of Pre-Job Work Brief:

Authorized start date	
Estimated duration of work	
Estimated completion date	

	Yes	No	N/A
Utility location/Core drilling required			
Escorts required (Notify Code 928)			
Negative pressure concerns			
Hot work required			
WCR/WARR (V-X-2) required			
Crane Operating Envelope			
Work in refueling area			
Work Authorized on RPOD/DPS			
CRE, SRE and RFS notified			
Environmental Issues			
Boundaries Discussed			
Area Surveys required			
Area Release required			

(SAMPLE)

System outage required to support work		
System	<u>Estimated Dates</u>	
a.		
b.		
c.		
d.		
e.		

- 3. Code 915 FC evaluation of pre-job brief: **SAT** **UNSAT**
- 4. Previous critiques, trouble reports, or lessons learned related to this work package.
- 5. A copy of this enclosure will be on-site for the duration of work.

Notes:

C. **Final inspection:**

- 1. Code 915 FC notified by PWC/ROICC of time, date, and location of final inspection.

Name of PWC/ROICC personnel	Time & Date notified	Time, date, and location of final inspection

- 2. Code 915 FC considers job completed: SAT UNSAT (Attach punch list items.)

