



Savannah River Site

Salt Waste Processing Facility
Line Management Review Board Charter

Procedure No.: SPD-SWPF-P-0024, Rev. 0

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SIGNATURE PAGE

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Line Management Review Board Charter

1.0 PURPOSE

The Line Management Review Board (LMRB) serves an important oversight function to monitor the readiness processes and associated deliverables for the Salt Waste Processing Facility (SWPF). The purpose of the Line Management Review Board is to provide a forum for Department of Energy (DOE) management review of selected readiness documents and to ensure that integrated readiness oversight activities adequately assess the overall achievement of operational readiness.

The LMRB will consist of the DOE Line Manager and various subject matter experts who will review the readiness oversight activities and adjust the staffing and focus of the Salt Waste Processing Facility Project Office (SWPFPO) Integrated Project Team (IPT) oversight as appropriate.

2.0 AUTHORITIES

- The LMRB will act under the authority delegated by the SWPF Federal Project Director
- The LMRB authority is limited to activities associated with certifying that SWPF is ready to operate

3.0 SCOPE AND FUNCTION

At various stages of the readiness review process, functional area leaders will present status of verification to the DOE LMRB. The LMRB will be responsible for ensuring oversight actions adequately assess the DOE Order 425.1D, Verification of Readiness to Startup or Restart Nuclear Facilities, Core Requirements (CRs) and that the cumulative actions adequately assess the overall achievement of readiness. The review board will meet and review readiness oversight status at various stages of the project as determined by the LMRB Chairperson. Formal minutes from these review board meetings will be provided in the DOE electronic document control database maintained and controlled by the LMRB Secretary.

3.1. The function of the LMRB is to review the following documents (the following is not an all-inclusive list):

- Process Verification Test Results
 - Design Capacity Test Results
 - System Operational Tests and Integrated System Operational Tests
 - Declaration of Construction Complete
 - Contractor Declaration of Readiness
 - Major Technical Issues
 - Plan of Action (POA)
 - Documented Safety Analysis (DSA) Revisions
 - Revisions to the DOE Certification and Verification Plan (CVP)
 - Training Implementation Matrix (TIM)
 - Conduct of Operations (CONOPS) Matrix
 - DOE Affirmations as part of the CVP
 - Revisions to the Contractor SWPF Commissioning Plan
 - Contractor Cold Commissioning Process Verification report
 - Off-Standard Operations Testing Report
 - Results of Cold Commissioning
 - Contractor Certification of Completion of Cold Commissioning
 - Results of Hot Commissioning
 - Contractor Certification of Readiness for Hot Operations
 - Project Closure Package
 - Facility Turnover Package
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- S/RID Compliance Plan Revisions
- Environmental Compliance Plan Revisions
- Quality Assurance Plan Revisions
- Interface Control Document Revisions
- Safeguards and Security Plan Revisions
- Technical Reports as necessary
- Joint Test Group (JTG) Reports
- Commissioning Review Board (CRB) Reports
- Contractor Readiness Reports (e.g., Independent Verification Review (IVR) Reports, Management Self-Assessment Reports (MSA), Contractor Operational Readiness Review (CORR) Reports, etc.)

4.0 MEMBERSHIP

Membership of the LMRB will consist of:

Voting Members:

1. Pamela Marks, LMRB Chairperson, SWPF Project Federal Director
2. James Folk, Acting Assistant Manager for Waste Disposition
3. TBD, DOE-Savannah River (SR) Chief Engineer
4. Pat McGuire, Assistant Manager for Nuclear Materials Stabilization
5. Scott Nicholson, Director, Office of Safety and Quality Assurance
6. Michael Mikolanis, Assistant Manager for Infrastructure and Environmental Stewardship
7. Jerry Lipsky, SWPF DOE Headquarters Liaison

Non-Voting Members:

1. Terrel Spears, SRS Deputy Site Manager (Executive Advisor)
2. Mac Hogle, LMRB Readiness Review Coordinator
3. Debbie Dixon, LMRB Secretary

The LMRB Readiness Review Coordinator (RRC) is responsible for ensuring that organizations affected by the issues being reviewed are appropriately represented at the LMRB meetings.

The LMRB Chairperson may appoint additional ad-hoc members as needed based on the objectives of the plan or report being reviewed. These additional ad-hoc members may include the DOE Design Authority; the Process Lead; the DOE Nuclear Engineering Manager; the DOE Nuclear Safety Manager; and/or the DOE Facility Representative, etc. The DOE SWPF Construction / Startup Director will recommend to the LMRB Chairperson inclusion of the ad-hoc member based on the nature of the issue under consideration. The LMRB Chairperson may also appoint ad-hoc members and Advisors as needed.

Administrative Support: The LMRB Chairperson shall be responsible for assigning a LMRB Secretary and for ensuring other administrative support is provided as needed.

5.0 SPECIFIC ROLES AND RESPONSIBILITIES

5.1 The DOE Federal Project Director

1. Will chair the LMRB
 2. Appoint members of the LMRB
 3. Ensures agreement is reached amongst the majority of LMRB voting members for all actions brought before the Board.
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5.2 Readiness Review Coordinator

1. Schedules the LMRB meetings
2. Tracks open issues identified during the LMRB meetings to ensure proper assignment and closure of the issues
3. Ensures that members are provided review packages when applicable
4. Responsible for revision to this charter

5.3 LMRB Members

1. Review Project Readiness deliverables for technical accuracy and compliance with contract requirements
2. Recommend to the LMRB Chairperson any actions or opportunities for improvement associated with the readiness deliverables
3. Review assessment plans prior to execution and completed management assessments for determination trends and opportunities for improvement
4. Provide an assessment of identified open items to ascertain the risks, vulnerabilities, and overall impact on operational readiness, and documents any concerns to the LMRB Chairperson

5.4 LMRB Secretary

1. Responsible for recording the minutes of the LMRB meetings

5.5 Executive Advisor

1. Provides Executive Oversight of the function of the LMRB
2. Provides direction to the LMRB if agreement cannot be reached amongst the LMRB voting members.

6.0 MEETINGS AND EXPECTATIONS

1. The LMRB meetings will be scheduled as needed.
2. A Quorum will exist of the Chairperson and two permanent members.
3. The LMRB agenda and review packages will be made available to the LMRB members at least one day prior to the meeting.
4. Meeting minutes will include decisions made and actions assigned.
5. The responsible manager, SME or assigned Facility Representative for the item being discussed is expected to make presentations to the LMRB members.
6. LMRB members who have an assigned task/issue to be brought before the Board must recuse themselves for voting on the issue/task.

7.0 RECORDS

Formal minutes from these review board meetings will be provided in the DOE electronic document control database maintained and controlled by the LMRB Secretary.

Records generated as a result of implementing this procedure are maintained in accordance with Manual 1B, Procedure 3.31, *Records Management*.

If any records are generated as a result upon completion of the procedure, such as forms, data sheets, checklists, and documentation of as-found conditions, they shall be listed in this section.

8.0 REFERENCES

1. DOE Order 425.1D, *Verification of Readiness to Startup or Restart Nuclear Facilities*
 2. SPD-SWPF-P-0018, Rev.1, *DOE Certification and Verification Plan*
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9.0 FIGURES/ATTACHMENTS/TABLES/APPENDICES

Attachment 9.1 Acronyms and Abbreviations

Table 9.1 LMRB Organization Chart

Attachment 9.1 – Acronyms and Abbreviations

CONOPS	Conduct of Operations
CORR	Contractor Operational Readiness Review
CR	Core Requirement
CRB	Commissioning Review Board
CVP	Certification Verification Plan
DOE	Department of Energy
DSA	Documented Safety Analysis
IPT	Integrated Project Team
IVR	Independent Verification Review
JTG	Joint Test Group
LMRB	Line Management Review Board
MSA	Management Self-Assessment
POA	Plan of Action
RRC	Readiness Review Coordinator
SWPF	Salt Waste Processing Facility
SWPFPO	Salt Waste Processing Facility Project Office
TIM	Training Implementation Matrix

Table 9.1 – LMRB Organization

