

GUIDELINE	PERFORMANCE	EXCEPTIONS
<p>1) Notification Procedures</p> <p>a) Notification procedures should include:</p> <p>i) Designation of specific responsibilities for notifications</p> <p>ii) Identification of events and conditions requiring notifications</p> <p>iii) Identification of primary and alternate personnel to notify in various situations</p> <p>iv) Establishment of time requirements for notifications</p> <p>v) Definition of record-keeping requirements</p>	<p>1) Notification Procedures</p> <p>a) Notification procedures are as follows:</p> <p>i) Specific responsibilities for notifications at the C-AD are designated in procedures. For example, <a href="#">OPM 10.1</a>, "Procedure for Reporting an Emergency, Unusual or Off-Normal Occurrence" and <a href="#">OPM 2.8</a>, "Shift Turnover."</p> <p>ii) Events and conditions requiring notifications at the C-AD are specified in procedures. For example <a href="#">OPM 10.1</a> and <a href="#">OPM 7.1.1</a>, "Cryogenic Operations Shift Turnover."</p> <p>iii) The identities of primary and alternate personnel to notify in various situations are specified in procedures. For example, <a href="#">OPM 10.1</a> and <a href="#">OPM 12.5</a>, "Emergency Call List."</p> <p>iv) The establishment of time requirements for notifications is specified in <a href="#">OPM 10.1</a></p> <p>v) Record-keeping requirements are defined in <a href="#">OPM 10.1</a> for occurrences and <a href="#">OPM 13.4.1</a>, "Records Management" for all C-AD records</p>	<p>1) Notification Procedures</p> <p>None</p>
<p>2) Notification Responsibility</p> <p>a) Operations supervisor has ultimate responsibility for notifications</p>	<p>2) Notification Responsibility</p> <p>a) The on-duty Operations Coordinator or the appropriate C-AD supervisor has the responsibility for notifications, see <a href="#">OPM 10.1</a></p>	<p>2) Notification Responsibility</p> <p>None</p>
<p>3) Names &amp; Phone Numbers</p> <p>a) Include primary and alternate names with phone numbers and pager numbers in a readily accessible place</p>	<p>3) Names &amp; Phone Numbers</p> <p>a) The call list is maintained for the C-AD Department in <a href="#">OPM 10.1.a</a>, "Occurrence Notification Call List"</p>	<p>3) Names &amp; Phone Numbers</p> <p>None</p>
<p>4) Documentation</p> <p>a) Maintain record of notifications</p>	<p>4) Documentation</p> <p>a) The C-AD notifications for occurrences are maintained in ORPS records. Also, C-AD maintains records of notifications in operations logs.</p>	<p>4) Documentation</p> <p>None</p>
<p>5) Communication Equipment</p> <p>a) Provide adequate equipment to address communication requirements</p>	<p>5) Communication Equipment</p> <p>a) The C-AD has teleconference, video-conference, radios, plectrons, public-address systems, internet, modems, fax, e-mail, wireless phone, beeper, and standard phone services</p>	<p>5) Communication Equipment</p> <p>None</p>