

COMMUNICATIONS

1.0 Objective

The objective of this surveillance is to evaluate the effectiveness of a the laboratory's implementation of communications policies. This surveillance provides a basis for verifying that communications are effective during normal and abnormal conditions and are in compliance with DOE requirements and best practices.

2.0 References

2.1 DOE 5480.19, *Conduct of Operations Requirements for DOE Facilities*

2.2 DOE-STD-1031-92, *Guide to Good Practices for Communications*

3.0 Surveillance Activities

The Facility Representative or Environmental, Safety, and Health Support Specialist evaluates the laboratory's communications practices both internal and external to the control area. This surveillance may be conducted during a normal walkthrough, observation of a laboratory drill, or during any activity that will allow the Facility Representative or Environmental, Safety, and Health Support Specialist to observe communications practices at various locations at the laboratory.

**Surveillance Guideline
 COMMUNICATIONS**

Surveillance No.: _____

Facility: _____

Date Completed: _____

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
1. Is an audible alarm signal used in conjunction with the public address system or other communications equipment to warn personnel of an abnormal or emergency condition?	_____	_____	_____
2. Are announcements of abnormal or emergency conditions made twice?	_____	_____	_____
3. Is the public address system used only to make important announcements to plant personnel?	_____	_____	_____
4. Are facility telephones and other point-to-point communication channels used in lieu of the public address system whenever practical?	_____	_____	_____
5. Are communications clear and concise?	_____	_____	_____
6. Are the sender and receiver of communications readily identifiable?	_____	_____	_____
7. Are approved facility nomenclature, acronyms, and abbreviations used?	_____	_____	_____
8. Are instructions repeated by the receiver to the extent necessary for the sender to ensure that the instructions are correctly understood?	_____	_____	_____
9. Is the completion of important tasks communicated to the sender?	_____	_____	_____
10. Are face-to-face communications formal and within	p	r	e

**Surveillance Guideline
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NOTES/COMMENTS:

PERSONNEL CONTACTED: _____

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**IF MORE SPACE IS NEEDED FOR FINDINGS, OBSERVATIONS, AND FOLLOWUP
ITEMS - USE ADDITIONAL SHEETS**

FINDINGS:

Finding No.: _____

Description: _____

Finding No.: _____

Description: _____

Finding No.: _____

Description: _____

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OBSERVATIONS:

Observation No.: _____

Description: _____

Observation No.: _____

Description: _____

Observation No.: _____

Description: _____

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FOLLOWUP ITEMS:

Followup Item No.: _____

Description: _____

Followup Item No.: _____

Description: _____

Followup Item No.: _____

Description: _____

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LABORATORY MANAGEMENT DEBRIEFED AND RESULTS: _____

Signature: _____ Date: _____

Facility Representative or
Environmental, Safety, and Health Support Specialist