

GUIDELINE	PERFORMANCE	EXCEPTIONS & DEVIATIONS
<p>1. File Index</p> <ul style="list-style-type: none"> • A list of the types of documents to be included in the required reading file should be maintained including: <ul style="list-style-type: none"> • Changes in the process • Changes in equipment design • Information on industry and facility operating experiences • Information necessary to keep operations personnel informed of current facility activities • Material should be screened to ensure that only the appropriate material is kept in file. 	<p>1. File Index</p> <ul style="list-style-type: none"> • The type of document to be included in the required reading file is indicated in OPM 1.B-1, “SNS Documents For Operations,” and includes: <ul style="list-style-type: none"> • Changes in the SNS operation • Changes in equipment that impact on SNS operations • Information on SNS operating experiences • Information necessary to keep operations personnel informed of current facility activities • Information is screened by the Operations Coordinator to ensure that only the appropriate material is kept in file. 	<p>1. File Index</p> <ul style="list-style-type: none"> • None.
<p>2. Reading Assignments</p> <ul style="list-style-type: none"> • A method should be in place to designate which documents need to be read and where they can be found and filed. 	<p>2. Reading Assignments</p> <ul style="list-style-type: none"> • Operators and Operations Coordinator are required to read all documents in the Required Reading Binder, Temporary Procedures Log and Hand Processed Change Log. Operators are reminded via the Daily Orders system. See OPM 6.A-5,” Shift Turnover Guidelines for Operators.” 	<p>2. Reading Assignments</p> <ul style="list-style-type: none"> • None.
<p>3. Required Dates for Completion of Reading</p> <ul style="list-style-type: none"> • A required completion date, based on the material, should be determined for all material. • Documents required to be read before shift assignments should be clearly designated. 	<p>3. Required Dates for Completion of Reading</p> <ul style="list-style-type: none"> • All reading is to be completed within 10 days of issue, see OPM 6.A-5,” Shift Turnover Guidelines for Operators”, which requires oncoming operators to read relevant logs before assuming responsibility for facility operation. • Documents required to be read before shift assignments are clearly designated for immediate attention through the Daily Orders system. 	<p>3. Required Dates for Completion of Reading</p> <ul style="list-style-type: none"> • None.
<p>4. Documentation</p> <ul style="list-style-type: none"> • Reading should be documented and a file maintained with information. 	<p>4. Documentation</p> <ul style="list-style-type: none"> • All reading material is appropriately signed off. The Operations Coordinator maintains the Required Reading Binder and sign-offs. See OPM 6.A-5,” Shift Turnover Guidelines for Operators.” 	<p>4. Documentation</p> <ul style="list-style-type: none"> • None.

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<p>5. Review</p> <ul style="list-style-type: none">• Periodic reviews of the required reading program should be performed.• Material which has been read by all should be either discarded or filed, as appropriate.	<p>5. Review</p> <ul style="list-style-type: none">• The Operations Coordinator periodically reviews the Required Reading Binder.• The Required Reading Binder is purged every fiscal year and material is either discarded or filed as appropriate. See OPM 1.B-1 "SNS Documents For Operations."	<p>5. Review</p> <ul style="list-style-type: none">• None.