

Fire Protection Competency 3.2

Competency 3.2 Fire protection personnel shall demonstrate a working level knowledge of the record-keeping and reporting requirements specified by industry standards and Department Orders.

1. Supporting Knowledge and/or Skills

- a. Discuss the Department's record-keeping and reporting requirements for fire protection programs.
- b. Given a copy of the *Annual Summary of Department of Energy Fire Protection Programs*, discuss the contents and its application within the Department.
- c. Given a copy of the *Fire Protection Resource Manual*, discuss the contents and its application within the Department.

2. Self-Study Activities (Corresponding to the Intent of the Above Competency)

Below are two web sites containing many of the references you may need.

Web Sites		
Organization	Site Location	Notes
Department of Energy	http://wastenot.inel.gov/cted/stdguido.html	DOE Standards, Guides, and Orders
U.S. House of Representatives	http://law.house.gov/cfr.htm	Searchable Code of Federal Regulations

Review DOE Order 5480.7A, *Fire Protection*, noting the applicable record-keeping and reporting requirements.

Review the *Annual Summary of Department of Energy Fire Protection Programs* and the *Fire Protection Resource Manual* (both published by the U.S. DOE, Assistant Secretary of Environment, Safety, and Health, Office of Quality Programs), and discuss their contents and application to the Department.

EXERCISE 3.2-A Referring to DOE Order 5480.7A, *Fire Protection*, what are the applicable record-keeping and reporting requirements?

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EXERCISE 3.2-B Referring to the *Annual Summary of Department of Energy Fire Protection Programs*, discuss the contents and its application within the Department.

EXERCISE 3.2-C Referring to the *Fire Protection Resource Manual*, discuss the contents and its application within the Department.

3. Summary

Project documentation is necessary to establish and maintain the approved project scope and technical performance requirements, schedules, resource plans, levels of responsibility and authority, organizational interfaces, implementation plans, and accountability. The documentation is needed to assure the execution of the project within the approved technical, cost, and schedule baselines. Key documents in the project management system include:

- Justification of mission need
- Project plan
- Project management plan
- *Fire Protection Resource Manual*
- *Annual Summary of Department of Energy Fire Protection Programs*

The record-keeping requirements encompass this aforementioned documentation and any other project or program document that is indicated by the project or program manager.

4. Exercise Solutions

(Any reasonable paraphrase is acceptable for each of the following answers.)

EXERCISE 3.2-A Referring to DOE Order 5480.7A, *Fire Protection*, what are the applicable record-keeping and reporting requirements?

- ANSWER 3.2-A
1. Documented fire protection program
 2. Documented evaluations of the fire protection program, including field walkdowns; the frequency of which is prescribed by the Order
 3. Fire hazard analyses
 4. Documented physical features of the fire protection program
 5. Documented administrative features of the fire protection program

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EXERCISE 3.2-B Referring to the *Annual Summary of Department of Energy Fire Protection Programs*, discuss the contents and its application within the Department.

ANSWER 3.2-B “The summary report is the sole source of information relating to fire protection systems, and to the actions of the operations office and to headquarters that are of general fire protection interest.”

Contents include:

- Losses
- Items of interest
- Personnel actions
- Independent survey program
- Extinguishing system installations
- Automatic sprinkler system performance
- Halon (and other fire suppression) systems update
- Fire protection improvements
- Planned fire protection projects for the next calendar/fiscal year

EXERCISE 3.2-C Referring to the *Fire Protection Resource Manual*, discuss the contents and its application within the Department.

ANSWER 3.2-C The *Fire Protection Resource Manual* contains the requirements, guidance, and information that forms the structure of the overall fire protection program. The *Manual's* contents include:

- Standards, such as DOE 5480.7, 5480.4, DOE/EP/-0108, DOE/EV-0043
- Guides, such as the *DOE Model Fire Protection Program*
- Background
- Equivalencies, such as the equivalent training requirements for fire watch personnel
- Interpretations, such as implementation requirements for NFPA 1500
- Design criteria, such as nuclear fire safety criteria
- Exemptions, such as exemptions from DOE 5480.4 requirements that pertain to fire protection
- Summary of Fire Protection Programs of the U.S. DOE