

## **Corrective Action Management (CAM) Team CHARTER**

### **Background**

The Department of Energy corrective action management process addresses and resolves identified safety issues. This process grew out of a Secretarial initiative and the March 10, 1999 implementation plan in response to Defense Nuclear Facilities Safety Board Recommendation 98-1. The corrective action management process was initially designed for safety issues identified by the Office of Independent Oversight (EH-2). The corrective action management process requirements are defined in Department directives O 414.1-1A, Quality Assurance, (Attachment 2) and M 411.1-1A, Safety Management Functions, Responsibilities, and Authorities Manual. These directives establish three key elements for a successful DOE corrective action management process:

- Clear requirements and responsibilities for identification of safety issues and development and implementation of responsive corrective actions.
- Clear process steps and a method for resolving disputes concerning Corrective Action Plan (CAP) development or implementation.
- A Department-wide functional safety issue tracking and reporting system for managing completion of corrective actions.

### **Mission**

The CAM Team is a cross-organizational working group of representatives from headquarters and field offices whose primary mission is to support and coordinate line management efforts to implement the Department's corrective action management process. The charter of the group's predecessor organization (the Integrated Corrective Action Management Team, I-CAM) was focused on completion of the Department's 98-1 Implementation Plan. This cross-organizational working group is needed based on the following:

- Support continued effective implementation of the corrective action management process.
- Support the evaluation of additional sets of safety issues for inclusion into the corrective action process.
- Support development and delivery of the Secretary's Quarterly Report.
- Support the maintenance of directives which describe the corrective action process.
- Support responsible organizations in corrective action process and CATS improvements.

## **Functions**

The CAM support functions, activities, and responsibilities include:

<b><u>Function</u></b>	<b><u>Activity</u></b>	<b><u>Member Responsibility</u></b>
Monitor Process Effectiveness	Collect concerns and data on potential process improvements.	CAM members
Support Process Implementation	Provide responsible line management with information, assistance, and timely responses to process questions. Facilitate the dispute resolution process as requested.	CAM members representing line program offices
Evaluate Additions to the CATS	Review all proposed additions, as requested, of corrective actions and sets of corrective actions to the CATS	CAM members
Coordinate Process Changes	Initiate and oversee changes to process. Coordinate changes with the Office of Nuclear and Facility Safety Policy , EH-53 (OPI for the associated directives).	CAM members, EH-53
Coordinate CATS Changes	Initiate and oversee changes to CATS system. Coordinate changes with the Office of Information Management, EH-72, which is responsible for CATS operation and maintenance.	CAM members, EH-72
Review Secretary's Quarterly Report	Provide line management input and comments on the Secretary's quarterly corrective action status report, prepared by the Office of Oversight, EH-2.	CAM members, EH-2

## **Operation**

The CAM makes decisions based on a consensus of its membership. If consensus can not be reached, the Chair will seek resolution with the dissenting members' senior management and final decision from the Sponsor. The CAM will hold meetings concerning safety issue corrective action functions and activities at least every quarter.

## **Membership of the CAM Team**

The CAM is composed of representatives from Headquarters and Field Offices involved with the DOE corrective action management process and CATS, as well as the Chair of the QA Working Group.

**Leadership**

The CAM Team will have two co-chairs, one from a line LPSO and one from EH-2. EH-2 will serve as the nominal process owner for the corrective action process, and will make policy decisions with the advice and consent of the CAM. The LPSO co-chair will serve a one year term. The Chairs will maintain information flow with the Quality Assurance Working Group, the group chartered to support Quality Assurance improvement Department-wide.

**Sponsorship**

The Deputy Assistant Secretary, Oversight (EH-2) will serve as the sponsor for the CAM team. As sponsor, EH-2 will ensure that the team is functioning effectively in meeting Department-wide objectives, and resolving cross-cutting organizational issues.

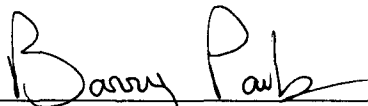
**Duration**

The ultimate goal is for this process to be so well institutionalized so that no standing coordinating body is needed. One year from the approval of this charter, the CAM Team will re-evaluate the continued need for this coordinating group. If the group continues, a re-evaluation will be conducted thereafter on an annual basis.

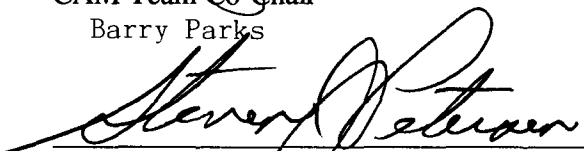
**Changes**

The sponsor will approve any changes to this charter.


**Approval**

  
\_\_\_\_\_  
CAM Team Co-Chair  
Barry Parks

10.10.2000  
Date

  
\_\_\_\_\_  
CAM Team Co-Chair  
Steven Petersen

10/23/00  
Date

  
\_\_\_\_\_  
Deputy Assistant Secretary, Oversight  
S. David Stadler

10/28/00  
Date

  
\_\_\_\_\_  
Director, Safety Management  
Implementation Team

October 1, 2000  
Date