

auxiliary systems.

- Report abnormal condition to supervision in a timely manner.

13. Measurement and Analysis

- Ensure laboratory and quality control program data is reviewed, evaluated and documented in a manner that facilitates adverse trends being identified and corrected in a timely manner.
- Segregate work areas for processing radioactive and non-radioactive samples.
- Ensure system configuration is maintained throughout the sample process.
- Ensure sample point is purged and recirculated to obtain representative samples.
- Maintain proper analytical techniques during measurement and analysis.

14. Recordkeeping

- Maintain logs at a level of detail to allow reconstruction of shift activities by personnel that do not have benefit of face to face discussion or activity involvement.
- Create records that are legible, accurate, complete and understandable.
- Ensure timely and effective trending of data.
- Identify out-of-spec sample results and notify supervisor.

15. Chemistry Advocacy

- Identify and report adverse chemistry trends in a timely manner. Communicate consequences and required corrective actions to Operations and Engineering for trends which can impact the operation or integrity of plant systems.
- Take preemptive actions to maintain system chemistry contaminants as low as reasonably achievable, anticipating potential results of adverse trends.
- Advocate for prompt resolution for critical chemistry equipment issues.
- Evaluate aggregate impact for non-critical equipment issues and advocate for resolution as appropriate.

16. Shift Turnover

- Evaluate your relief for excess fatigue or fitness for duty concerns.
- Verify proper qualification prior to assuming duties.
- Actively communicate:
 - ✓ Status of ongoing activities.
 - ✓ Out of spec parameters and abnormal line ups.
 - ✓ Degraded conditions and required monitoring or contingency plans.
- Read and review logs status sheets, etc.
- Document turnover items.

17. Training and Qualification

- Participate in training – “Come to learn”.
- Report for training by the scheduled starting time and return from breaks on time.
- Be accountable for your training performance and professional

conduct.

- Wear appropriate PPE in training labs.
- Learn the fundamentals.
- Practice to gain proficiency.
- Provide mentoring to those in need.
- Provide meaningful feedback on the quality of training.
- Own and maintain your current qualifications.
- Verify qualifications prior to performance of work tasks.
- Identify training needs to improve performance.
- Pursue additional skills to broaden qualifications and enhance professional development.

18. Teamwork

- Share insights and experience with others.
- Solicit and respect different views and ideas to strengthen decision-making.
- Solve problems by involving others.
- Make additional effort to work across cultural barriers.
- Align to the team's shared goals and objectives.
- Accept actions and complete on time.
- Conduct team critiques - learn and improve.
- Achieve team goals and meet individual expectations.

19. Work Management

- Participate in our work control process.
- Come to meetings on time, prepared and ready to provide input and answer questions.
- Review schedule for conflicts; challenge job duration, preparations and interfaces.
- Identify and remove unnecessary barriers.
- Perform pre-job walk downs to verify required support, preparation and equipment staging.
- Verify equipment is properly taken out of service and isolated.
- Work to the schedule – start and complete each job on time.
- Notify supervision of a schedule job delay greater than 10 minutes.

20. Pursuit of Excellence (Continuous Improvement)

- Be self-critical.
- Prevent complacency; Identify opportunities for improvement.
- Reinforce desired behaviors and correct weaknesses.
- Perform self-assessments and benchmarking.
- Monitor for and take action on adverse performance trends.
- Identify, document, share and act to improve upon Lessons Learned.
- Do things right the first time.

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Chemistry Fundamentals

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1. Reactor Safety

- Maintain Plant parameters within operating limits.
- Operate and maintain the plant in accordance with procedures.
- Recognize and adhere to all regulatory requirements and environmental permits.
- Practice effective decision making consistent with WANO guidelines.
- Understand plant consequences of every action taken.
- Believe instrument response and indication until proven otherwise.
- Maintain a questioning attitude.
- Raise safety concerns to your supervisor.
- Maintain qualification and proficiency in assigned emergency response role.
- Ensure fire doors are latched after use.

2. Industrial Safety

- Be responsible for your own safety.
- Review Lessons Learned and applicable Operating Experience (OE) when planning work.
- Adhere to safety postings and barriers.
- Use the appropriate Personal Protective Equipment (PPE) for work to be performed.
- Ensure equipment is in a safe condition prior to beginning work.
- Know your personal limits both physically and mentally.
- Use installed safety equipment.
- Do not bypass required equipment safeguards.
- Comply with chemical Material Safety Data Sheet (MSDS) requirements.
- Stop and correct unsafe behaviors or conditions.
- Be alert for changing conditions.

3. Radiological Safety

- Ensure you are on the correct Radiological Work Permit (RWP).
- Maintain strict compliance with RWP.
- Know the work area dose rates and contamination levels.
- Know your accumulated dose; do not exceed limits.
- Adhere to radiological boundaries; do not alter.
- Practice As Low As Reasonably Achievable (ALARA):
 - ✓ Move work to low dose areas if possible.
 - ✓ Use low dose waiting areas – do not loiter.
 - ✓ Use minimum number of workers to safely perform the job.
 - ✓ Use remote-handling tools if possible.
 - ✓ Maximize distance between you and radiation sources.
 - ✓ Avoid hot spots.
- Be proactive in identifying potential dose reduction opportunities.
- Practice good housekeeping.

4. Human Performance (HU)

- Understand and properly use the applicable HU tools for tasks.
- Use Self-Check/STAR and Point-Touch-Verbalize for component

identification and equipment manipulation.

- Use Three-Way Communication when providing direction or exchanging critical information.
- Use the Phonetic Alphabet when communicating alphanumeric information.
- Use Flagging to enhance component identification techniques.
- Use Peer Check when making comparisons of test data with acceptance criteria.
- Identify and eliminate error-likely situations.

5. Security

- Follow directions given by Nuclear Security Force personnel.
- Understand that all individual, materials and vehicles on company property are subject to search for prohibited material.
- Properly display and control security badge.
- Immediately notify security of a lost badge within protected or vital areas.
- Ensure security doors are latched after use.
- Remove ignition keys from vehicles within the protected area when not in use.
- Maintain positive control of visitors at all times.
- Immediately report security or fitness for duty violations.
- Adhere to security postings and barriers.

6. Procedure Use and Adherence (PU&A)

- Verify correct procedure revision.
- Ensure procedure is appropriate to accomplish desired task.
- Use procedures according to designated level of use.
- Obtain clarification on procedure steps to ensure understanding prior to taking action.
- Adhere to procedures as written.
- Stop and revise identified procedure errors prior to continuing use.
- Use place keeping. Designate step completion using circle/slash.
- Re-verify conditions prior to continuing a suspended evolution.
- Take ownership for procedure quality.

7. Briefs

- Prepare and review material prior to conducting briefs
- Use Daily Briefs to cover:
 - ✓ Safety moment and topics.
 - ✓ Plant status including abnormal plant conditions and line ups.
 - ✓ Increased monitoring requirements for adverse conditions.
 - ✓ Important scheduled and in progress work.
- Conduct the appropriate type of Pre-Job Brief (PJB) by considering the task and level of risk associated with it.
- Review Operating Experience (OE).
- Ensure “positive engagement” of all personnel.
- Conduct Post-Job Debriefs to identify follow up actions and Lessons Learned.

8. Condition Reporting and Resolution

- Initiate Condition Reports (CRs) for problems, errors made or found

and concerns; notify your supervisor.

- Perform thorough and insightful apparent, common and root cause evaluations.
- Identify and implement timely corrective actions to prevent recurrence.
- Verify effectiveness of corrective actions.
- Review Nuclear Event Reports (NER) and take appropriate actions.

9. Accountability

- Own your performance - results and behaviors.
- Report to work on time and fit for duty.
- Maintain safe and professional dress.
- Meet or exceed minimum work hour expectations.
- Expect and be receptive to feedback and coaching.
- Review your work and sign to verify quality and content.
- Know your development areas and take actions to improve.
- Report problems to your supervisor.
- Verify that your personal working file reflects your performance.
- Ensure you receive routine formal appraisals.

10. Integrity and Transparency

- Use independent effort when being tested.
- Speak up and tell people the facts.
- Know what your signature means – read, understand and agree.
- Always honor your commitments.
- Follow the Nawah rules and standards at all times.
- Be open and honest during investigations.
- Own mistakes made and events incurred; share Lessons Learned.
- Ask “why?” Raise concerns.

11. Intolerance for Unexpected Equipment Failure

- Champion initiatives that promote material condition excellence.
- Proactively identify degraded equipment condition and system performance.
- Write work requests.
- Determine impact of degraded equipment and set plant priorities to ensure timely repairs. Drive problem resolutions.
- Develop, execute and document thorough troubleshooting plans.
- Collect, preserve and document all physical evidence resulting from equipment failure.
- Develop operating contingencies for degraded or out of service equipment.
- Perform Preventive Maintenance (PM) as scheduled. Document feedback to improve PM program effectiveness and record failure history.

12. Chemistry Control

- Maintain guidance for corrosion and radiation field control.
- Effectively monitor and trend system chemistry parameters that could degrade systems material condition.
- Evaluate anomalies and indications of systems problems on