- Properly operate and maintain all warehouse vehicles and rolling stock.
- Ensure safety hazards are identified.
- Check calibration dates on tools to ensure they are in date.

14. Housekeeping

- Store tools and equipment properly when not in use.
- Maintain walkways and equipment access free from obstruction.
- Maintain cleanliness of work areas.
- Keep work areas orderly and professional.
- Perform frequent tours of work areas to ensure proper housekeeping.

15. Supply Standards and Practices

- Perform necessary ISM/ Shelf Life to ensure proper inventory control.
- Ensure the correct part is properly procured, received inspected, stored, and issued.
- Validate proper paperwork and approvals for all materials issuance.
- Maintain inventory accuracy and fidelity of inventory database.
- Focus on customer service.
- Interface with the customer to ensure the right part is identified.
- Develop the experience and knowledge conducive to effective part location skills.

16. Productivity

- Identify the most efficient means of accomplishing tasks.
- Staff jobs appropriately with qualified personnel.
- Critique significant jobs to identify productivity issues.
- Seek continuous improvement.

17. Support Nawah Business Strategy

- Leverage sourced contracts.
- Track/ manage inventory level to goals.
- Monitor and provide feedback on supplier performance.
- Become part of project teams up front to minimize cost and maximize benefits.

Procurement Engineering Fundamentals

18. Assertive Engineering

- Identify and drive resolution of equipment performance and material condition deficiencies.
- Know, understand, and proactively defend the design and licensing basis.
- Be fully cognizant of 10CFR50 appendix B and GL 91-18 revision 1 and proactively meet the requirements.
- Maintain an operational focus.
- Diligently document all issues involving technical decisions, including engineering judgment.

19. Intolerance for Unexpected Equipment Failure

- Be intolerant of all unexpected equipment failures.
- Champion initiatives that promote material condition excellence.
- Be intolerant of chronic equipment and system issues.
- Identify and resolve equipment issues proactively.
- Seek long term solutions over short term “band-aids”.
- Insist on solutions based on thorough evaluation of the problem.
- Initiate work requests.

20. Configuration and Design Basis Control

- Identify and process design and licensing bass documents.
- Know and defend the plant Design and Licensing bases.
- Utilize the correct design information for plant changes, procedures, tests and engineering documents.
- Accurately reflect the design basis in plant changes, procedures, tests and engineering documents.
- Properly incorporate changes to the plant procedure or tests into design basis in a timely manner.
- Use the proper codes and standards.
- Understand and maintain available design margin.
- Exercise sound engineering judgment and involve appropriate level of analysis and management review.
- Team with Design Engineering to perform assessments for parts evaluation applicably over plant modification.

21. Technical Rigor

- Understand regulatory requirements.
- Utilize expertise to solve problems and enhance plant performance.
- Define and understand the critical function, credible consequence, and factories of safety.
- Develop effective timely evaluations consistent with the design and licensing basis.
- Validate vendor supplied information and data.
- Be accountable for the cost and quality of engineering products.
- Effectively and completely document engineering reviews and assumptions to support conclusions.

22. Teamwork

- Openly communicate and encourage active participation.
- Invite and respect team member’s input and ideas.
- Make additional effort to work across cultural barriers.
- Foster a questioning attitude.
- Share and apply personal lessons learned and industry OE.
- Address issues with data and/or technical rationale.
- Solve problems by involving others.
- Constructively challenge ideas, actions and decisions of team members.
- Prevent group think and poor decisions by utilizing devils advocacy, gatekeeping and a what-if mentality.
- Conduct critiques of team performance.
- Achieve team goals and meet individual expectations.

23. Work Management

- Participate in the 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.
- Notify the Work Week Manager (WWM) or Outage Control Center (OCC) of a schedule job delay greater than 30 minutes.
- Incorporate lessons learned to improve future job performance.
- Critique your work to identify Areas for Improvement (AFIs).

24. 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 actions on adverse performance trends.
- Identify, document, share, and act to improve upon lessons learned.
- Do things right the first time.

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Supply Fundamentals

شركة نواة للطاقة
Nawah Energy Company

OR-REF-0013 Rev. 00

1. Reactor Safety

- 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.
- Maintain a questioning attitude; ask “why?”.
- 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 and preparing 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.
- Maintain a safe clean work area.
- Report all injuries big or small.

3. Radiological Safety

- Ensure you are on the correct Radiological Work Permit (RWP).
- Maintain strict compliance with RWP.
- Know 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).
  - Pre-plan work to minimize time in radiation areas.
  - 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. 4) 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 any security or fitness for duty violations.
- Adhere to security postings and barriers.

5. 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 Peer Check (PC) as requested.
- Use Three-Way Communication when providing direction or exchanging critical information.
- Use the Phonetic Alphabet when communicating alphanumeric information.
- Use Peer Review where possible.
- Identify and eliminate error–likely situations.

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 procedures steps, to ensure understanding, prior to taking action.
- Adhere to procedures as written.
- Stop and revise identified procedure errors prior to continuing use.
- Use Placekeeping. Designate step completion using circle/slash.
- Re-verify conditions prior to continuing a suspended evolution.
- Do not skip steps, unless allowed by the procedure.
- Take ownership for procedure quality.

7. Briefs

- Prepare and review material prior to conducting briefs.
- Use Shift Briefs to cover:
  - Safety moment and related 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. 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.
- Provide and seek timely and specific feedback to improve performance.
- 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.

9. 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; shared lessons learned.
- Ask “why?” Raise concerns.

10. Condition Reporting and Resolution

- Initiate Condition Reports (CRs) for problems, errors made or found and concerns.
- Perform thorough and insightful apparent, common and root cause evaluations.
- Identify and implement timely corrective actions to prevent recurrence.
- Provide prompt feedback on corrective actions to employees who identified problems.
- Verify effectiveness of corrective actions.
- Review sources of nuclear event reporting and take appropriate actions.

11. 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 licenses and 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.

12. Sense of Urgency and Result Orientated

- On emergent issues:
  - Understand the need and impacts.
  - Communicate a realistic and aggressive schedule.
  - Plan for and allocate resources to meet the schedule.
  - Communicate issues and impacts.
  - Attack issues with discipline.
- Meet backlog goals in accordance with the business plan.
- Manage work through effective scheduling and prioritization.
- Focus on results with a bias for actions.
- Provide analyzed solutions using appropriate data.
- Provide aggressive yet achievable forecasts.
- Drive through challenges to meet commitments.

13. Proper Use of Tools and Safety Equipment

- Use the proper tool(s) for the job to ensure worker safety and protect equipment.
- Fully understand PPE requirements for job and properly use PPE.
- Use ground fault circuit interrupters at power source.
- Properly use ladders and fall protection.
- Inspect all equipment prior to use.