

# Occurrence and Reporting

## Essential Reporting, Analysis and Corrective Action

Even if it does not appear to be serious, an abnormal event may be a precursor to a serious event under slightly different conditions. If abnormal events or conditions occur at your site, are you confident that line management will be promptly notified and that all pertinent details will be recorded and used to prevent recurrence?

DPMS develops, implements and maintains occurrence reporting systems that provide essential feedback on your performance in protecting the safety and health of employees, the public and the environment. Using a graded approach based on the risks involved, certified accident investigators analyze each occurrence and its causes, and then devise corrective actions necessary to prevent recurrence. The graded approach ranges from a simple critique and fact-finding, to using a team of investigators and experts or a formal root cause analysis.

### Client Support

- Develop, promulgate and maintain policies, procedures and databases to implement and sustain an effective occurrence reporting program.
- Conduct workshops for implementing an effective occurrence reporting program.
- Develop a centralized, 24-hour processing center operated by trained staff to make immediate verbal notifications.
- Monitor and audit the occurrence reporting program.
- Review occurrence reports and identify circumstances that indicate deteriorating or poor program performance.
- Provide necessary technical support to assist clients in responding to any reportable occurrence.
- Review occurrence reports to assess the client's evaluation of the significance, root cause and implications, as well as corrective action.
- Ensure that occurrence reports and operations information is disseminated and reviewed for generic implications and used to improve operations.
- Ensure that occurrence reports are prepared and transmitted in accordance with program guidelines.
- Routinely submit and distribute any significant and new information about the occurrence, status of the investigation, recurring consequences, or additional component defects associated with the occurrence.
- Prepare a final report documenting the significance, nature and extent of the event or condition, the root causes, corrective actions and lessons learned.

### Areas of Expertise

- C E R C L A
- SARA Title III
- S H A
- DOE Order 232.1A
- DOE Order 255.1A