



CHECKLIST: CONTROL ROOM PROCEDURES				
CRITERIA	YES	NO	N/A	COMMENTS
1. Is a list of all CCR tasks available that covers all operational modes?				
2. Was a systematic method used to decide which of these tasks need procedures to support the operator?				
3. Was consideration given to ensure the type of procedures developed were appropriate for the situation?				
4. Was appropriate information and expertise used in developing the CCR procedures?				
5. Is a list of documentation that was used to develop the procedures available?				
6. Was appropriate user information included in developing the basic content of the procedures?				
7. Does the procedure have a tracking system?				
8. Have procedures been developed in different formats?				
9. Do the procedures conform to the standards for format and writing style that are laid down in the Operating Company's writer's guide?				
10. Do the procedures routinely give information about why the task should be done in the way describe?				
11. Has an appropriate method been used to identify and assess consequences of error made carrying out the procedure, and as a result warnings, cautions, error prevention and error recovery strategies have been included at these points?				
12. Have inspections or controls been included at appropriate points to verify the task is being performed correctly?				
13. Have procedures been verified to ensure that their technical content is accurate?				
14. Did the walk-through ensure that intended task could be carried out without the need for additional information?				
15. Have steps been taken to ensure that the requirements of procedures are compatible and do not conflict with other safety requirements or other procedures?				
16. Are procedures easily accessible for CCR operators?				
17. Are procedures routinely checked against operating practice to ensure compliance?				
18. Is there a systematic method for ensuring that when procedures are developed or revised then the relevant training will be updated?				
19. Are operators trained in the actual use of a procedure?				