



TAKE FIVE for Safety- Training and Procedure Review Requests

Frank Craner

September 9, 2025



Work Planning and Control Update Training

- Assigned to everyone with JTA AD-011 (C-AD Employee Requirements)
- Is online and take ~30 minutes to complete
- We need 100% department completion by October 1, 2025
- As of 9/5, we had 21% completion
- Please complete this training, if assigned to you, before October 1, 2025.
- Refer to R. Fliller Five Minute Safety message on 9/5/25 for more details

From: [Filler, Raymond](#)
To: [CAD Personnel List](#)
Subject: Five Minute Safety - Please Complete Work Planning and Control Awareness Training
Date: Friday, September 5, 2025 9:28:24 AM
Attachments: [image001.png](#)

Good Morning Everyone,

On August 21, A new version of Work Planning and Control Awareness training was issued and assigned to everyone with JTA AD-011. This 30 minute course contains many updates including

- Information on Independent Electrical Work Reviewer (IEWR)
- Emphasis on the responsibilities of each role in the work planning process
- Knowledge Checks in lieu of a final exam

We need everyone to complete this training by Wednesday October 1, 2025. This far 21% of those assigned the training have completed it. Please use your safety hour to complete this training. You can access the course from your training dashboard, or by clicking this link [C-AD Work Planning and Control Awareness](#).

Ray

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Procedure Reviews and Validations

- Approximately 130 procedures remaining to be reformatted, validated and finalized
- Many procedures require active facility access to validate
 - Authors please schedule those validations on Maintenance Days, and ensure that the necessary resources are available
- Please validate those procedures that do not need access as soon as practical to do so.
- Refer to R. Fliller September Safety Theme message on 9/8/25 for more details

From: [Filler, Raymond](#)
To: [C-AD Personnel List](#)
Subject: September Safety Theme: Complete Updated WP&C training and Procedure validations
Date: Monday, September 8, 2025 5:00:59 AM
Attachments: [image001.png](#)

Good Morning Everyone,

This month's theme for safety hour is a double ask:

1. Complete the updated WP&C training. This needs to be completed by everyone in C-AD by October 1. There was an error with it appearing on your training dashboards, which has been corrected. The link to the training is here: [C-AD Work Planning and Control Awareness](#).
2. Scheduling procedure validations.

The procedure project is now at 75.8% complete with its reformatting. There are approximately 130 procedures left. The procedures group is engaging with individuals and groups to prioritize their procedures. Many technical procedures, particularly LOTO procedures can only be done on maintenance days. We are asking groups with procedures have validations coming up – if the validation can only be done on maintenance days to schedule it on maintenance days and ensure the necessary resources are available to do it. If your procedure does not need to be validated on a maintenance day – then perform the validation as soon as practical to expediate the review.

Validation is a very important step in the procedure review process since the procedure is performed or walked down step by step. By performing or walking down the procedure, all of the detail that needs to be in the procedures should become apparent, along with unnecessary and extraneous information that should be removed. Scheduling validations and maintaining that schedule is important for completing the procedure review.

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