

PPPL	PRINCETON PLASMA PHYSICS LABORATORY	POLICY		No.P-083 Rev 4
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Subject: Lessons Learned and Their Promulgation		Effective Date: March 25, 2015	Initiated by: Head, ESH&S Department	
		Supersedes: Revision 3 dated 1/29/10	Approved: Director	

Management System (Primary): 12.00 Assurance and Improvement
Management System Owner: Head, Best Practices and Outreach Department
Management Process: 12.07 Lessons Learned/ Operating Experience
Process Owner: Head, Best Practices and Outreach Department
Sub process: 12.07.01 Administration of Lessons Learned database and sharing
Sub process Owner: Head, ESH&S Department
Subject Matter Experts (SMEs): Head of Best Practices and Outreach, Head of ESH&S, Head of Safety, Lessons Learned Administrator of the ES&H Division

The Lessons Learned Program provides the mechanism to share information from the experiences at PPPL, as well from other organizations such as the Department of Energy (DOE), other DOE Laboratories, Princeton University and other colleges and universities, and private industry. Sharing lessons learned can improve PPPL management systems and implementation of those systems. The Head of the Environment, Safety, Health and Security (ESH&S) Department is the PPPL Lessons Learned Program Coordinator.

All Laboratory Departments and Projects, management system and process owners, and Subject Matter Experts are expected to evaluate their operating experiences, and those of external organizations, to identify opportunities to share lessons learned. Sources for lessons learned may be internal or external to the Laboratory.

Lessons-learned information can be shared via staff meetings, small group meetings, e-mail, incorporation into procedures and training, or other means such as PPPL publications (e.g., PPPL Weekly, ESH&S Newsletter, etc.). In addition, lessons learned information can be provided to the PPPL Lessons Learned Program Coordinator, who will post it to the PPPL Lessons Learned website. When appropriate, the Lessons Learned Program Coordinator will also post information to the DOE Lessons Learned Database for availability to all DOE sites.

Lessons-learned information should include, as appropriate:

- The source of the information.
- If an event, the summary of the event, causes, and corrective and preventive actions taken, if available. If not an event, the information itself (summarized, if appropriate).
- Additional guidance on the impact to PPPL, as appropriate.
- Supportive documentation and references, as appropriate.

Supervisors are expected to flow-down relevant lessons learned to their staff members. The PPPL Lessons Learned website can be utilized for this purpose.

The PPPL Lessons Learned Program Coordinator or designee will direct lessons learned reports that are provided to the Coordinator or designee, and judged by them to have relevance for the Laboratory, to

specific managers and supervisors, and will assign action items for evaluation and/or other actions to these individuals with specific time periods for resolution. The Quality Assurance (QA) Division will track these action items to completion.