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From Meredith Brown [racer@lanl.gov](mailto:racer@lanl.gov)  
Subject: Green Alert- Checklists Improve Shipment Compliance

**Title: Green Alert- Checklists Improve Shipment Compliance**

Date February 28, 2000 Identifier 2000-NV-NTSBN-003

**Lessons Learned Statement-** Providing clients with checklists containing standards and requirements can increase awareness and reduce potential violations.

**Discussion of Activities-** Recurring findings of noncompliance were identified during shipment verifications prior to off-site release of trucks. Checklists that outlined company shipping standards and regulatory requirements were developed and posted to the company forms index web page for access by employees. The use of these checklists has demonstrated a higher level of regulatory compliance prior to verification activities.

**Analysis-** Verifications are conducted prior to release of shipments to travel offsite. Regulatory issues and company shipping standards are reviewed during these verifications. Since the checklists have been developed and posted for use by shippers, the number of issues identified for both regulatory requirements and company standards has been reduced. Combined with the verification process, use of the checklists by employees has increased the level of pre-verification compliance. The average number of compliance issues identified during verification activities has been reduced by 40% over 3 years since the checklists have been developed.. This is reducing the cost of rework and increasing the timeliness of the shipments. The checklists also are increasing the awareness of the shippers regarding attention to detail when completing shipping papers.

**Recommended Actions-** Checklist use should be monitored and checklists improved as needed to provide feedback and continuous improvement for the shipping process.

Priority Descriptor Green

Work/Function Material/Material Handling

Hazard Loss of process control

ISM Core Function Feedback and Continuous Improvement

Originator Bechtel Nevada Traffic Management Group

Contact Dawn Starrett, Site Lessons Learned Coordinator; (702) 295-4297; FAX 295-0674; e-mail [starred@nv.doe.gov](mailto:starred@nv.doe.gov)

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