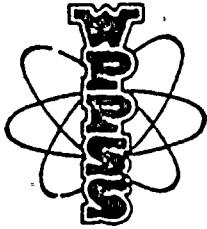


## WASHINGTON PUBLIC POWER SUPPLY SYSTEM

## PLANT PROCEDURES MANUAL

WNP.

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PROCEDURE NUMBER *1.3.6	APPROVED <i>J. Martin</i>	DATE 12/14/82
VOLUME NAME 1 ADMINISTRATIVE PROCEDURES		
SECTION 1.3 CONDUCT OF OPERATIONS		
TITLE *1.3.6 SHIFT TURNOVER		

1.3.6.1 Purpose

This procedure provides instruction for offgoing and oncoming shift personnel during shift turnover to ensure a comprehensive exchange of information and accomplishment of individual shift responsibilities.

1.3.6.2 Procedure

- A. No person shall permit a relief person to assume the shift if there is doubt the relief is alert, coherent, and fully capable of responsible performance; no person shall assume a shift position unless physically and mentally fit.
- B. Offgoing shift personnel shall not leave assigned work stations until satisfied the relief person is fully aware of existing conditions and not until the relief states "You are relieved."
- C. Each shift position shall be relieved by a qualified person who is properly licensed and/or qualified to assume the responsibilities of the position.
- D. The offgoing shift should place the plant or any ongoing activity in a stable condition prior to beginning the shift turnover process.
- E. Prior to assuming the shift, the relieving individual shall review documented information applicable to the position such as logs, special instruction, night orders, and procedure which were generated in the offtime interval.
- F. Oncoming and offgoing Control Room Operators shall walk-down control boards/consoles to verify checklist items and exchange other pertinent information.

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- G. The oncoming Shift Manager shall complete the checklist per Attachment I.
- H. The offgoing and oncoming Control Room Supervisor shall complete the checklist per Attachment II.
- I. The offgoing and oncoming Shift Support supervisors shall complete the checklist per Attachment III.
- J. Shift Turnover Checklists shall be collected and transmitted to the Operations Manager at the end of each week-day night shift.

#### 1.3.6.3 Documentation

After review by the Operations Manager, the checklists shall be retained per the 1.6 Series of the Plant Procedure Manual.

#### 1.3.6.4 Attachments

- A. Attachment I - Shift Manager Shift Turnover Checklist
- B. Attachment II - Control Room Supervisor Shift Turnover Checklist
- C. Attachment III - Shift Support Supervisor Shift Turnover Checklist

# ATTACHMENT I

## SHIFT MANAGER

### SHIFT TURNOVER CHECKLIST

Offgoing Manager \_\_\_\_\_ Date \_\_\_\_\_

Oncoming Manager \_\_\_\_\_ Shift \_\_\_\_\_ M \_\_\_\_\_ D \_\_\_\_\_ S

Part I - To be reviewed prior to oncoming Manager relieving the shift (check).

_____ Shift Crew Composition	_____ Active MWRs
_____ Fire Brigade Composition	_____ RWPs
_____ Liquid Discharge Permits	_____ Active Surveillance
_____ Shift Manager's Log	_____ Pri. Cont. Status (Outages)
_____ Night Orders Log	_____ Sec. Cont. Status (Outages)
_____ LCO Status	_____ Inop Equipment Status

Part II - To be reviewed shortly after assuming the shift (check).

_____ C.R.S. Log	_____ Liquid Waste Capacity
_____ Jumper Log/Inventory	_____ Surveillance Schedule
_____ Inop/Bypass Boards	_____ Planned MWR/Operations
_____ New/Revised Procedures	_____ Hot Work Permits
_____ Controlled Key Status	_____ Equip. Oper. Log Sheet
_____ C.R.S. Shift Turnover Checklist	
_____ S.S.S. Shift Turnover Checklist	

## ATTACHMENT II

CONTROL ROOM SUPERVISORSHIFT TURNOVER CHECKLIST

Offgoing C.R.S. \_\_\_\_\_ Date \_\_\_\_\_

Ongoing C.R.S. \_\_\_\_\_ Shift \_\_\_\_\_ M \_\_\_\_\_ D \_\_\_\_\_ S \_\_\_\_\_

## Part I - To be completed by offgoing Supervisor.

A. Mode Switch: \_\_\_\_\_ Shutdown \_\_\_\_\_ Refuel \_\_\_\_\_ Startup \_\_\_\_\_ Run \_\_\_\_\_

B. Power: \_\_\_\_\_ SRM \_\_\_\_\_ IRM \_\_\_\_\_ % APRM \_\_\_\_\_ MWE Press: \_\_\_\_\_ psig

C. Recirc: Loop A M/A: \_\_\_\_\_ Man. \_\_\_\_\_ % Valve \_\_\_\_\_ Auto  
 Loop B M/A: \_\_\_\_\_ Man. \_\_\_\_\_ % Valve \_\_\_\_\_ Auto  
 Flux M/A: \_\_\_\_\_ Man. \_\_\_\_\_ % Set \_\_\_\_\_ Auto  
 Master M/A: \_\_\_\_\_ % Set \_\_\_\_\_ X 10<sup>6</sup> lb/hr, core

D. Feedwater: S.U. Valve M/A \_\_\_\_\_ Man. \_\_\_\_\_ % Open \_\_\_\_\_ Auto \_\_\_\_\_ Stpt  
 RFWDT A M/A \_\_\_\_\_ Man. \_\_\_\_\_ RPM \_\_\_\_\_ Auto  
 RFWDT B M/A \_\_\_\_\_ Man. \_\_\_\_\_ RPM \_\_\_\_\_ Auto  
 Master M/A \_\_\_\_\_ Man. \_\_\_\_\_ Auto \_\_\_\_\_ Stpt  
 Element \_\_\_\_\_ 1 \_\_\_\_\_ 3 Sensor \_\_\_\_\_ A \_\_\_\_\_ B  
 Demins on line (#) \_\_\_\_\_ Demin dP \_\_\_\_\_ psid

E. Power Limits: PCIOMR \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Power Distribution \_\_\_\_\_ Yes \_\_\_\_\_ No

F. Rods: Sequence \_\_\_\_\_ Rod \_\_\_\_\_ Notch \_\_\_\_\_ Inops. (List) \_\_\_\_\_

G. Bypassed:

IRM \_\_\_\_\_ A \_\_\_\_\_ C \_\_\_\_\_ E \_\_\_\_\_ G \_\_\_\_\_ B \_\_\_\_\_ D \_\_\_\_\_ F \_\_\_\_\_ N  
 APRM \_\_\_\_\_ A \_\_\_\_\_ C \_\_\_\_\_ E \_\_\_\_\_ B \_\_\_\_\_ D \_\_\_\_\_ F \_\_\_\_\_  
 Flow Unit \_\_\_\_\_ A \_\_\_\_\_ C \_\_\_\_\_ B \_\_\_\_\_ D \_\_\_\_\_  
 RBM \_\_\_\_\_ A \_\_\_\_\_ B \_\_\_\_\_  
 RSCS (List Rods) \_\_\_\_\_

H. MAPLHGR \_\_\_\_\_ TYPE \_\_\_\_\_ LIMIT \_\_\_\_\_ MFLPD \_\_\_\_\_ MCPR \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

F RTP \_\_\_\_\_

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I. Inop/Bypass Status Boards: Initial for check of each board; explain all Bypass/Inop indications.

_____ HPCS	_____ SW-A	_____ MSLC Div I
_____ LPCS	_____ SW-B	_____ MSLC Div II
_____ LPCI-A	_____ SLC-A	_____ CIA-A
_____ LPCI-B	_____ SLC-A	_____ CIA-B
_____ LPCI-C	_____ RPS-A	_____ SBTG Div I
_____ RCIC Div I	_____ RPS-B	_____ SBTG Div II
_____ RCIC Div II	_____ 24 VDC Div I	_____ CAC Div I
_____ DG-1	_____ 24 VDC Div II	_____ CAC Div II
_____ DG-2	_____ 125 VDC Div I	_____ CR H&V Div I
_____ NSSS Div I	_____ 125 VDC Div II	_____ CR H&V Div II
_____ NSSS Div II	_____ 250 VDC	_____ Vent & Purge Div I
		_____ Vent & Purge Div II

Inop/Bypass indication explanations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

J. Degraded Equipment: List systems or components and if applicable, Technical Specification Time limitation.

<u>Sys/Comp</u>	<u>Date/Time Entering Degraded Mode</u>	<u>Time Interval Allowed</u>	<u>Date/Time Required Operational</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Reviewed: \_\_\_\_\_

Oncoming Supervisor, Date/Time

Part II - To be reviewed during turnover (Oncoming Supervisor initials).

_____ Control Board Walkdown	_____ Lifted Wire/Jumper Log
_____ Alarms	_____ Active Surveillance
_____ Offsite Power Sources	_____ Active MWR/CO

Part III - To be reviewed shortly after shift turnover.

A. SRVs: 1) List SRVs having a tailpipe temperature greater than 250°F

\_\_\_\_\_

2) List SRVs having an unilluminated neon circuit continuity light

B. Plant Parameters:

Drywell: Press \_\_\_\_\_ Ave. Temp \_\_\_\_\_ % O<sub>2</sub> \_\_\_\_\_ Leakage; EDR \_\_\_\_\_ FDR \_\_\_\_\_  
Suppression Pool/Chamber: Level \_\_\_\_\_ Ave. Temp (H<sub>2</sub>O) \_\_\_\_\_ % O<sub>2</sub> \_\_\_\_\_  
Spray Ponds (A/B): Level \_\_\_\_\_ / \_\_\_\_\_ Temp \_\_\_\_\_ / \_\_\_\_\_  
Offgas: Pretreat (m/hr) \_\_\_\_\_ Stack (cpm) \_\_\_\_\_  
Feedwater: mho/cm \_\_\_\_\_

C. Annunciators: Tested \_\_\_\_\_

D. Controllers nulled:

\_\_\_\_\_ CRD Flow \_\_\_\_\_ FW  
\_\_\_\_\_ RCIC \_\_\_\_\_ RFW Pump Minimum Flow  
\_\_\_\_\_ RECIRC

E. Procedures: New/revised procedures reviewed \_\_\_\_\_.

F. Indicating Lamp Survey = List any failed lamps not immediately replaced and/or repaired \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# ATTACHMENT III

## SHIFT SUPPORT SUPERVISOR

## SHIFT TURNOVER CHECKLIST

Offgoing Support Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Oncoming Support Supervisor \_\_\_\_\_ Shift \_\_\_\_\_ M. \_\_\_\_\_ D. \_\_\_\_\_ S.

### Part I - To be completed by offgoing Supervisor.

Condensate: On-line demins: \_\_\_\_\_ A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_ D \_\_\_\_\_ E \_\_\_\_\_ F; dP \_\_\_\_\_ psig  
 Waste TK Levels: CPR-TK-14 \_\_\_\_\_, CPR-TK-92A \_\_\_\_\_,  
 CPR-TK-92B \_\_\_\_\_

Demin H<sub>2</sub>O: DW-TK-1 Level \_\_\_\_\_ Inservice Train \_\_\_\_\_ A \_\_\_\_\_ B

Radwaste Tank: Levels: \_\_\_\_\_ FDR-TK-6, \_\_\_\_\_ EDR-TK-2, \_\_\_\_\_ EDR-TK-5

Diesel Oil Levels: \_\_\_\_\_ DO-TK-1A, \_\_\_\_\_ DO-TK-1B, \_\_\_\_\_ DO-TK-2

### Part II - To be reviewed during shift turnover.

_____ Radwaste Log	_____ Inop Equip Status
_____ Shift Crew Composition	_____ Liquid Discharge Permits
_____ EO Log Sheets	_____ Fire Watch/Weld Permits
_____ Active MWR/CO	_____ RWP
_____ Active Surveillance	

### Part III - To be reviewed shortly after shift turnover.

_____ MWR/CO Schedule	_____ N <sub>2</sub> Inventory for Inert
_____ Surveillance Schedule	_____ N <sub>2</sub> CRD Accumulators
_____ New/Revised Procedures	_____ N <sub>2</sub> CIA Backup
_____ Protective Clothing Status	_____ M.U. H <sub>2</sub> O Treat Log