PROCEDURE NUMBER	APPROVED	DATE
*1.3.7	J Martin	09/15/82

VOLUME NAME: *1 ADMINISTRATIVE PROCEDURES

SECTION: *1.3 CONDUCT OF OPERATIONS

TITLE: *1.3.7 WORK REQUEST

1.3.7.1 Purpose

This procedure establishes a system for identifying, controlling, documenting, and determining requirements for work performed within the plant. It establishes the responsibility for initiation, review, approval, and implementation of Maintenance Work Request (MWR). It provides instructions for preparation and shows the flow for review, approval, implementation, and disposition of MWR. This procedure additionally shows the implementation flow for a Startup Work Request (SWR) on Attachment VI.

1.3.7.2 Applicability

This procedure and the MWR form will be used to control all services for equipment repair, troubleshooting when equipment is removed from service, plant modifications, contractor services, or incidental non-process oriented work (except routine operations, routine minor preventive maintenance and surveillance test).

1.3.7.3 Definitions

A. Maintenance Work Request (MWR) (Form WP-1108) -- The Maintenance Work Request is the working document for the Maintenance Management Program. It provides for identification, approval, scheduling, and documentation of maintenance activities. It provides instructions which are detailed enough to be followed by trained craftsmen. When approved, the MWR becomes the controlling document for performing a required maintenance activity.

B. Maintenance Work Request Continuation Sheet (Form 968-12492) -- The Continuation Sheet is a form used to continue MWR comments when the space provided on the MWR is insufficient.

C. Open MWR Book -- The Open MWR Book is a file maintained by the Planner/ Scheduler which contains copies of open MWRs.

D. Emergency Critical Work -- Is work as determined by the Shift Manager that must be completed immediately in order to minimize injury or damage to the plant or to protect the health and safety of the public.

E. Emergency Non-Critical Work -- Is non-critical work as determined by the Shift Manager that must be completed immediately and which, if delayed, may result in a unsafe condition or interfere with plant operation seriously enough to warrant postponing normal document preparation requirements.

F. Priority Terms

1 = Items in this category will be expedited at the expense of items in all other categories. Failure to complete the work would result in a technical specification violation, a reportable occurance, or could cause reduced power operation of the plant.

2 = Failure to complete creates a industrial safety hazard or could damage plant equipment.

3 = Affects the efficient operation of the system involved.

4 = Routine work to be completed during normal working hours.

5 = No urgency. Work can be done whenever manpower is available.

6 = No further concern. Operations is no longer interested in the MWR.

G. Clearance Order (C.O.) -- A procedure used for isolating a piece of equipment or system in such a manner as to provide maximum safety to personnel and equipment prior to performing work. See PPM 1.3.8.

H. Radiation Work Permit (RWP) -- These work permits provide control over access to areas where radiological hazards exist. A regular RWP is issued for a specific job of non-repetitive nature and is valid only during the time required to complete the job. An extended RWP is posted for jobs of repetitive nature and is active for an indefinite period of time.

I. Quality Classification -- Is the quality level as defined by the Technical Staff.

J. Dispatcher Notification -- Means the BPA Dispatchers must be notified prior to performing the work.

K. Technical Specification -- Identifies the work is being done on a critical system which needs to be operable or has conditions on when it can be out of service.

L. Originator -- Is any individual who can identify a problem or activity which requires him to generate a MWR.

M. Plant Conditions

1 = Power Operation - Is when the mode switch is in the run position and the reactor is at any temperature.

2 = Startup - Is when the mode switch is in the startup/hot standby position and the reactor is at any temperature.

3 = Hot Shutdown - Is when the mode switch is in the shutdown position and the reactor temperature is greater than 200°F.

4 = Cold Shutdown - Is when the mode switch is in the shutdown position and the reactor temperature is less than or equal to 200°F.

5 = Refuel - Is when the mode switch is in the shutdown or refuel position and the reactor temperature is less than 140°F.

6 = Reduced Power - Is when the reactor power is reduced to complete a MWR.

7 = Pre Refuel - Is when any MWR is required to be completed prior to a refueling outage.

8 = Post Refuel - Is when any MWR is required to be completed ater a refueling outage.

9 = Spare

N. System -- Identifies condition or status of the system for work to be done.

1 = Inoperation

2 = Out of Operation

3 = Not Applicable

O. Comp -- Identifies condition or status equipment needs to be for work to be done.

1 = Valve or breaker is open

2 = Valve or breaker is closed

3 = Power or equipment is on

4 = Power or equipment is off

5 = Equipment is in service

6 = Equipment is out of service

7 = Not used

8 = Not used

9 = Not Applicable

P. Power Plant Information Computer System (PPICS) -- Is the computer system used by the Supply System to control, monitor, and retain history of a MWR.

Q. Fire Hazard Review -- A review by a designated person, of specific work to be performed within the main plant structure, which identifies ignition sources and combustible materials and delineates appropriate fire protection measures and identifies the potential breach of fire barrier structures and delineates barrier restoration techniques. (Refer to PPM 1.3.10)

NOTE: If the review indicates that the work will potentially compromise the integrity of electrical opening fire barriers or will create openings in fire boundary walls, the work shall be identified as safety-related work and the MWR processed accordingly.

R. Initiating Document -- Any document such as a Design Change Package or NRC Bulletin which causes an MWR to be generated.

1.3.7.4 Procedure

A. The originator will complete the originator's portion of the MWR which includes the Plant (Unit) Equipment Piece Number, Equipment Description/ Location, Problem/Work Requested, Initiating Document, signs and dates the MWR.

B. The Operations Manager or his designee is responsible for:

1. Reviewing the originator's portion of the MWR for accuracy and completeness.

2. Identifying the MWR as Technical Specifications and/or ASME XI IWP/IWV related or not.

3. Identifying the MWR as requiring a RWP or not.

4. Identifying the MWR as requiring a C.O. or not.

5. Identifying the MWR as requiring a dispatcher notification or not.

6. Identify the equipment Q-Class.

7. Assigns a priority.

8. Indicates the plant, system, or component condition required before the work can be done.

9. Reviews the MWR for any NRC reporting requirements and notes it on the MWR.

10. Identifies any other additional operational requirements.

11. Signs and dates it.

12. Forwards the MWR to Maintenance Planner/Scheduler.

C. The Maintenance Planner/Scheduler will be responsible for the following:

1. Maintain an index of all MWR's issued.

2. Shall be responsible to input data into PPICS as required by Attachment IV.

3. IF the MWR needs further explanation, he shall return it to the originator or appropriate engineering personnel for further details or additional research.

4. If the MWR is not appropriate, he should return the MWR with an explanation to the originator.

5. Will forward copy - 2 (pink) of the MWR to QA personnel for potential auditing.

6. Work with operations to determine when the work can be scheduled.

7. Determine if an Engineering Review is required. If required, three copies of the MWR will then be sent to the Technical Manager. The Technical Manager will review the MWR and if the work involves any design changes or plant modifications, he will request that a Design Change Request be prepared.

8. Will route a zerox copy of the MWR to the Health Physics Group for any MWR requiring a RWP.

9. Final review and approval of the MWR to insure it has been completed properly and the data is in the computer.

10. If a RWP is required, the Planner/Scheduler is required to inform the non-plant job supervisor that it is their responsibility to complete Section I of the RWP (Form WP-062 R1) and route it to the Health Physics Department for completion of Section II.

D. The Maintenance Supervision is responsible for the following:

1. Determine if a maintenance procedure is required and if so describe the type of procedure in the space provided. This description should specify page(s) of an instruction manual, a specific standing maintenance procedure or a special procedure as applicable.

2. When noted in procedures, maintenance will list the need for inspections and type of inspections.

3. Interface with Technical and Plant QA/QC Departments to determine what special work instructions, testing, or inspections is required to assure that the work will be properly performed. This interface is especially necessary if the requirements are not already described in a POC approved procedure.

4. Assign the MWR to the appropriate craft group and sign the MWR.

5. Work with operations personnel to schedule MWR.

6. Relay pertinent information by removing Page 4 of the MWR and routing it to the Planner and Scheduler so he can update the computer.

7. Determine if a fire hazard review is required. If so, the appropriate documentation will be attached to the MWR per PPM 1.3.10.

8. If a RWP is required, the job supervisor is required to complete Section I of the RWP (Form WP-062 R1). He then routes it to the Health Physics Department for completion of Section II.

E. Technical Department is responsible for the following:

Review the MWR as requested by Maintenance Supervision to assure that special work instructions, testing, and inspections are properly determined and included with the MWR if not already contained in an approved procedure.

F. Plant QA/QC Department is responsible for the following:

1. Assist the Technical Department in reviewing the MWR to assure the inspection requirements and procedures are included with the MWR.

2. Audit the MWR File to assure compliance with the plant's procedures and applicable NRC regulations.

3. Fulfil the lead inspector duties when any independent check(s) is required but not specifically assigned in a procedure.

G. Shift Manager shall be responsible for the following:

1. Assuring the isolation requirements are properly identified and implemented.

2. He shall approve the MWR for work to commence as close as possible to the starting time of the work activity so he can be assured that the work will not jeopardize the operations of the plant.

3. Verify prerequisite requirements are met and that the status of other plant systems and equipment is appropriate for work to begin.

4. Issue final approval for initiating work.

5. Return of system to normal following work completion.

6. Assure all follow-up activities are completed prior to returning the system to normal.

7. Approve emergency work and insure MWR forms are completed after the work is done.

8. Notify the Plant Management/Operations individual on call whenever emergency work is in progress.

1.3.7.5 MWR Processing

A. Normal MWR

1. Any individual who identifies a problem or work activity in the plant will initiate a MWR as described in 1.3.7.4.A and submit it to the Operations Manager.

2. If the problem is classified as an emergency, the MWR will be processed in accordance with 1.3.7.5.B.

3. The Operating Manager or his designee shall insure the MWR has been reviewed and the appropriate information placed on the MWR per 1.3.7.4.B.

4. Maintenance supervision shall complete the MWR form as noted in 1.3.7.4.C.

5. If the work involves a Design Change, the Design Change shall be approved prior to installation of the modification in the plant.

6. If a RWP is required, the Maintenance Supervision/Craftsmen will obtain an authorization from the Health Physics Group. The RWP number should be on the MWR including the ALARA review signed prior to submitting the MWR to the Shift Manager for approval.

7. The workmen assigned have the responsibility to complete the work and obtain clearance from the Shift Manager prior to work starting.

8. The Shift Manager shall allow work to proceed only upon completion of the following reviews and establishing or verifying the appropriate conditions.

   a. Safety Related Equipment Review

      Work on a safety-related system shall not be allowed without prior consideration of effects on other systems and system redundancy. Work shall not be allowed on a safety-related system that disables both trains of safety-related equipment. While operating, preventive or corrective maintenance shall be allowed on a single train only, provided that the other train has been verified as being operational and the length of time the component will be out of service is consistent with its importance to Nuclear safety and Technical Specifications.

b. Fire Hazard Review

Work shall not be allowed without prior review of any fire protection or fire barrier requirements specified and establishing the required conditions or verifying that they exist. Personnel that are assigned to monitoring functions shall be knowledgeable of fire protection practices and equipment available and have adequate communication systems available to notify control room personnel in the event of a problem. Work involving fire barriers shall be identified as Q list work.

c. Isolation & Initial Condition Review

Work shall not be allowed without reviewing and establishing the isolation and initial condition requirements to ensure safe working conditions for maintenance personnel.

Approval to commence work authorization should be given at no time other than immediately before the work commences.

9. Upon work completion, the workman shall release the isolation requirements, insure the parts used, data and notes on work are satisfactorily completed. Notify the Shift Manager the work is completed.

10. The Shift Manager shall return the system to normal and direct such checkout, operational tests and reviews as may be required, complete the appropriate signoffs on the MWR Form before the system is returned to service.

11. The Maintenance Planner/Scheduler will perform the tasks as defined per 1.3.7.4.C. with regard to final documentation and filing of the MWR.

B. Emergency MWR Processing

1. When an individual feels that emergency work may be involved, the Shift Manager shall be notified immediately.

2. If the Shift Manager concurs that emergency work is required, he shall establish the proper plant conditions, notify the management individual on duty, and should direct that the work be performed immediately.

3. Preparation of the MWR forms may be done while the work is in progress or after the work is completed.

4. The Shift Manager shall return the system to normal and direct activities such as checkout, operational tests and reviews as may be required.

1.3.7.6 Records

When completed, the MWR, normally the original copy, and all the spare parts tags will be routed to the Plants' Record Storage File and processed per Document Guide in PPM 1.6.4.

1.3.7.7 Attachments

A. I - MWR Logic Flow Path

B. II - MWR Copies Flow Path

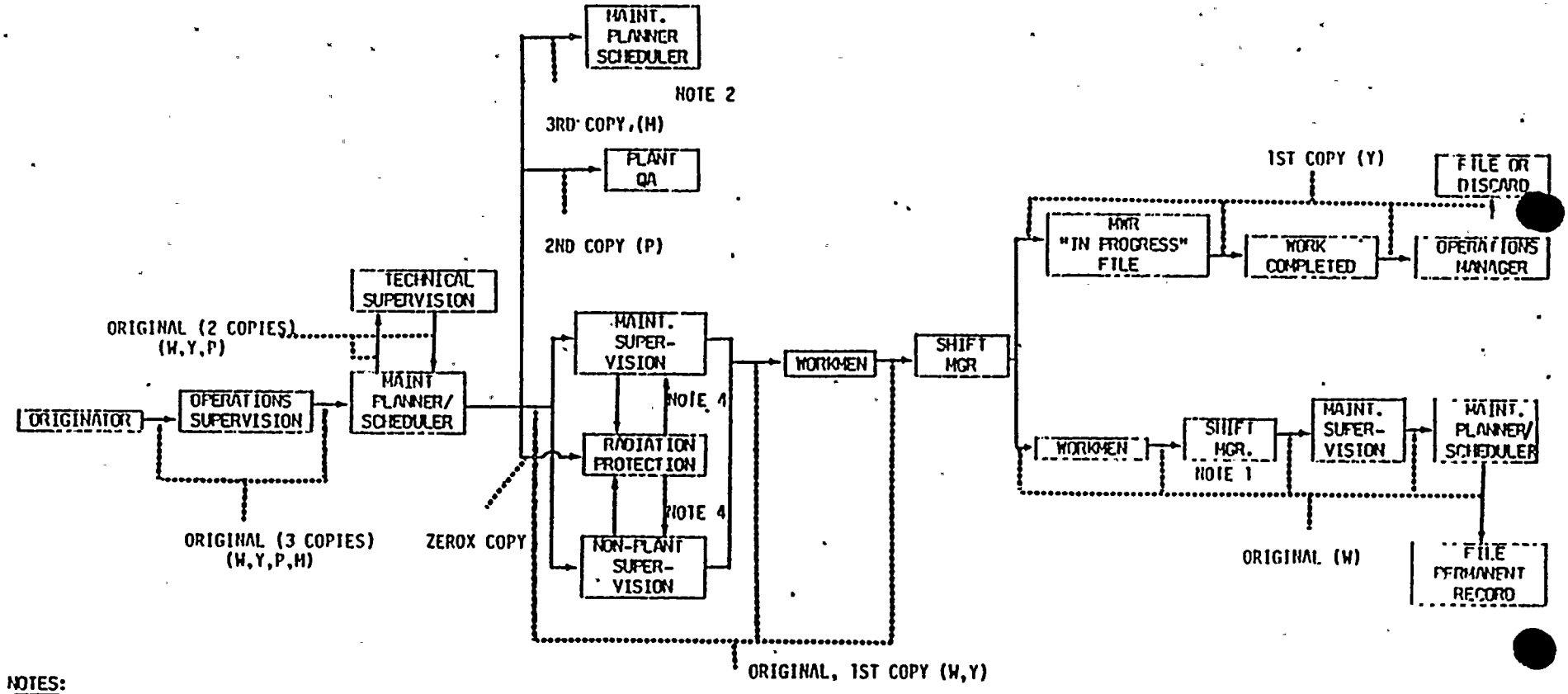
C. III - MWR Form (1st Three Sheets)

D. IV - MWR Form (Last Sheet)

E. V - MWR Continuation Sheet

F. VI - Startup Work Requests

ATTACHMENT 1



NOTES:

1. Shift Manager at this point will retain the original copy of the MWR until the system is returned to normal.
2. The third copy (Magenta) will be used to track a MWR and to input data into the computer.
3. MWR form color code: (W) = White, (Y) = Yellow, (P) = Pink, (M) = Magenta.
4. At this point, the RWP is completed by the Job Supervisor and Health Physics Technician.

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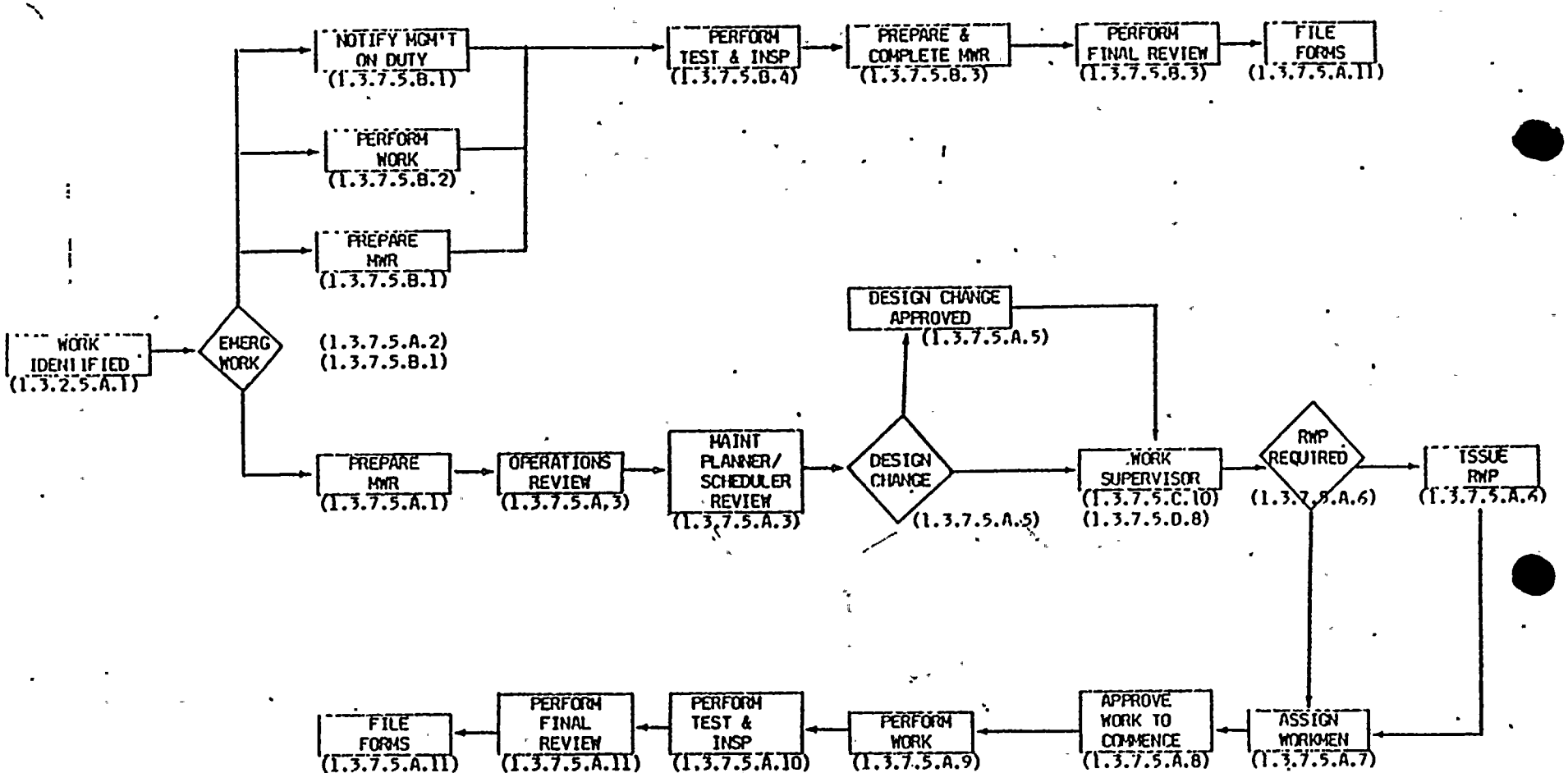
ATTACHMENT II



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ATTACHMENT III

WASHINGTON PUBLIC POWER SUPPLY SYSTEM
MAINTENANCE WORK REQUEST

MWR NO. AZ 2130

ORIGINATOR

UNIT	EQUIPMENT PIECE NUMBER		INITIATING DOCUMENT

EQUIPMENT DESCRIPTION/LOCATION:

PROBLEM/WORK REQUESTED:

☐ CONT'D ORIGINATOR | MO | DA | YR |

OPERATION SUPERVISION

			Q. CLASS	PRIORITY
TECH. SPEC. IWV/IWP	☐ YES	☐ NO		
CLEARANCE	☐ YES	☐ NO		
RWP	☐ YES	☐ NO		
NOTIFY DISPATCH	☐ YES	☐ NO		

CONDITIONS: PLANT 1 2 3 4 5 6 7 8 9 | SYST. | COMP.

OPERATIONS REQUIREMENTS:

OPS SUPERVISION DATE ☐ CONT'D

MAINTENANCE SUPERVISION

INDUSTRIAL HEALTH & SAFETY REVIEW REQUIRED ☐ YES ☐ NO | FIRE HAZARD REVIEW REQ'D ☐ YES ☐ NO | DATE

WORK INSTRUCTIONS/PROCEDURE NO. _____

☐ CONT'D

INSPECTION/MIDR		PREPARED BY	DATE
MAINTENANCE APPROVAL	DATE	ENGINEERING APPROVAL	DATE

SHIFT SUP'V'N.

CLEARANCE ORDER NO. (RED TAG NO.)	RWP NO.	OPERATIONS SUPERVISION	DATE
		ALARA REVIEW.	DATE

LEAD DISCIPLINE - INSPECTOR

WORK PERFORMED:

TEST RESULTS

CONT'D. ☐ LEAD:

INSPECTION ACCEPTED ☐ YES ☐ NO | CORRECTIVE ACTION/FOLLOWUP ☐ YES ☐ NO | INSPECTOR | DATE

MTCE SUP'V'R

RELEASE TO OPERATIONS | DATE

CORR. ACT./FOLLOWUP DESCRIPTION:

☐ CONT'D

OPS

TESTING COMPLETED | DATE | SYSTEM RETURNED TO NORMAL | DATE

MTCE

MWR REVIEWED/APPROVED: | DATE

IWP-1136 BC

ATTACHMENT IV

WASHINGTON PUBLIC POWER SUPPLY SYSTEM
MAINTENANCE WORK REQUEST

MWR NO. AZ 2130

ORIGINATOR

+ UNIT | + EQUIPMENT PIECE NUMBER | | + INITIATING DOCUMENT

+ EQUIPMENT DESCRIPTION/LOCATION:

PROBLEM/WORK REQUESTED: +

+ MO | + DA | + YR

☐ CONT'D | ORIGINATOR

OPERATION SUPERVISION

TECH. SPEC. IWP/IWA ☐ YES ☐ NO

CLEARANCE ☐ YES ☐ NO

RWP ☐ YES ☐ NO

NOTIFY DISPATCH ☐ YES ☐ NO

OPS SUPERVISION

+ Q. CLASS | + PRIORITY

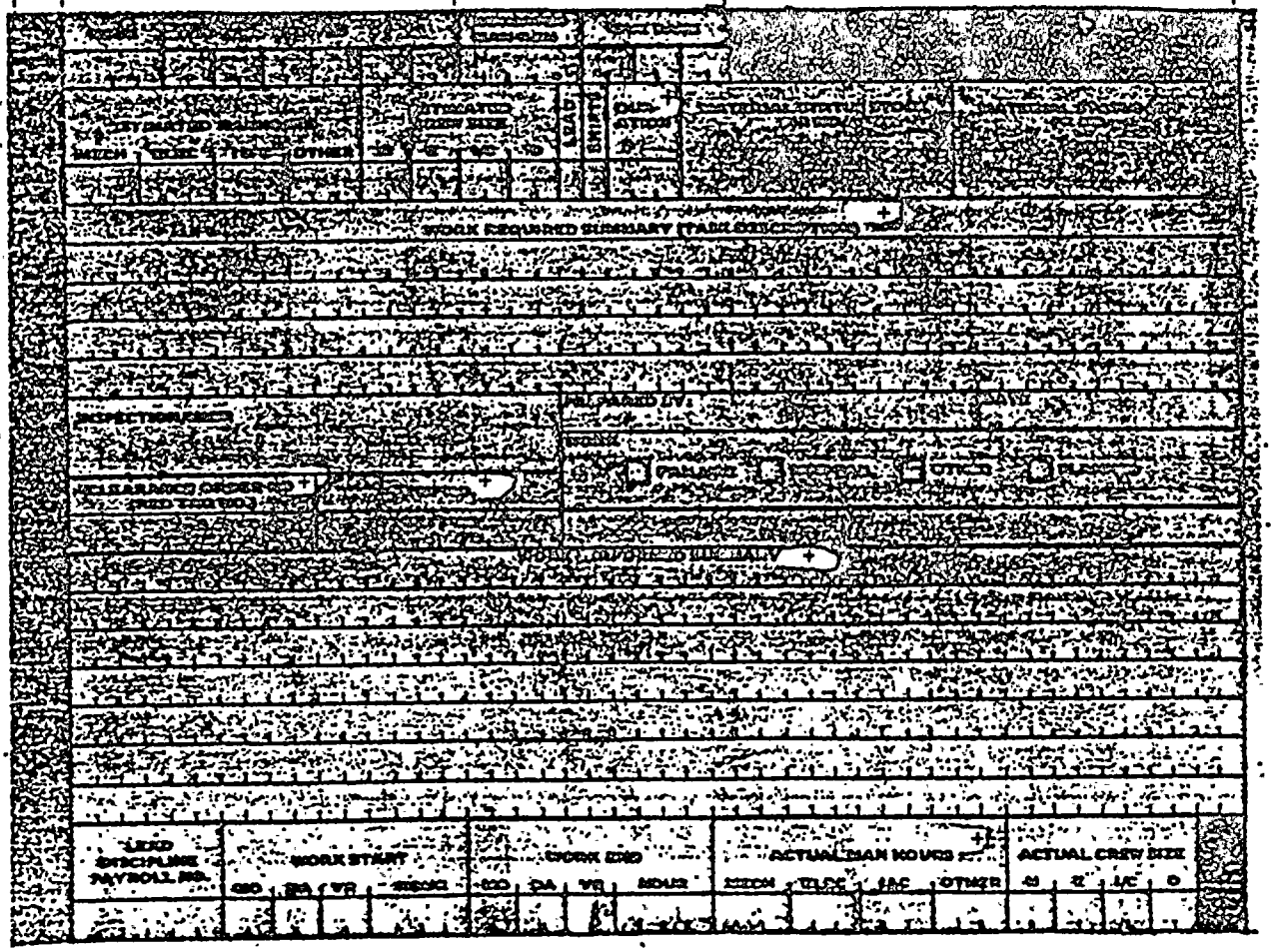
CONDITIONS

PLANT + 1 2 3 4 5 6 7 8 9 0 | + SYST. | + COMP

DATE

OPERATIONS REQUIREMENTS:

☐ CONT'D



+Information required to insure a usable computer file.

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ATTACHMENT V

WASHINGTON PUBLIC POWER SUPPLY SYSTEM

MAINTENANCE WORK REQUEST
(CONTINUATION SHEET)

SWR NO.

DATE

SPARE PARTS/MATERIAL

NO. USED	MATERIAL CODE	NO. USED	MATERIAL CODE	NO. USED	MATERIAL CODE

958-12482

STARTUP WORK REQUESTS

Maintenance Planner/ Scheduler	.1	Receives approved Startup Work Request from Test and Startup.
	.2	Logs in SWR into computer Tracking System.
	.3	Issues SWR to appropriate shop (e.g.; Mechanical, Electrical, etc.).
Appropriate Shop	.4	Calls QC, if requirement is so indicated on Block 12 of SWR, prior to starting work.
	.5	Implements work on SWR as per PPM Volume Ten procedures, and/or SWR instructions, as applicable.
	.6	Attaches any quality documents to completed SWR, as applicable.
	.7	Signs Block 20 of the SWR.
	.8	Returns SWR to Maintenance Planner/ Scheduler/
Maintenance Planner/ Scheduler	.9	Logs SWR out of computer Tracking System.
	.10	Returns SWR to Test and Startup.

NOTES:

a. Startup Work Requests are applicable for use on systems/components/ structures prior to "Release for Operation" only.

b. In the case of high priority up emergency work, Steps 1, 2, 3, 9 and 10 may be bypassed or deleted, as applicable.

Attachment VI