

WASHINGTON PUBLIC POWER SUPPLY SYSTEM
UNCONTROLLED COPY PLANT PROCEDURES MANUAL

WNP. 2

PROCEDURE NUMBER	APPROVED	DATE
*1.3.6	<i>[Signature]</i>	07/15/83
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 acknowledges that the relief is complete.
- 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 whenever possible.
- 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 personnel 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. The oncoming Control Room Operators will review and sign this checklist.
- I. The offgoing and oncoming Shift Support supervisors shall complete the checklist per Attachment III. The oncoming Turbine Building, Reactor Building/Radwaste and outside EO's will review and sign this checklist.
- 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 SUPERVISOR

SHIFT 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 10⁶ 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	_____	G	_____	B	_____	D	_____	F	_____	N
Flow Unit	_____	A	_____	C	_____	E	_____	G	_____	B	_____	D	_____	F	_____	N
RBM	_____	A	_____	C	_____	E	_____	G	_____	B	_____	D	_____	F	_____	N
RSCS (List Rods)	_____	A	_____	C	_____	E	_____	G	_____	B	_____	D	_____	F	_____	N

H. MAPLHGR _____ TYPE _____ LIMIT _____ MFLPD _____ MCPR _____

_____ F RTP _____

1. 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</u> <u>Degraded Mode</u>	<u>Time Interval</u> <u>Allowed</u>	<u>Date/Time Required</u> <u>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 _____ % O₂ _____ Leakage; EDR _____ FDR _____
Suppression Pool/Chamber: Level _____ Ave. Temp (H₂O) _____ % O₂ _____
Spray Ponds (A/B): Level _____ / _____ Temp _____ / _____
Offgas: Pretreat (mr/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 _____

The oncoming Control Room Operators have reviewed Parts I and II and have discussed current and planned evaluations with the person they are relieving.

CRO Signature

CRO Signature

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 H₂O: 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	

The oncoming EO's have discussed current and planned evaluations with the person they are relieving.

_____ Turbine Building EO

_____ Rx Bldg./RW EO

_____ Outside EO

Part III - To be reviewed shortly after shift turnover.

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

