PROCEDURE NUMBER	APPROVED	DATE
*1.3.7	J Martin	10/31/83

VOLUME NAME: 1 ADMINISTRATIVE PROCEDURES

SECTION: 1.3 CONDUCT OF OPERATIONS

TITLE: *1.3.7 MAINTENANCE WORK REQUEST

1.3.7.1 Purpose

This procedure establishes a system for identifying, controlling, documenting and determining requirements for work performed by the Maintenance Department within the plant. It establishes the method for preparation, review, approval, implementation and disposition of the Maintenance Work Request (MWR).

1.3.7.2 Definitions

A. Maintenance Work Request (MWR) (Form MWR)

The Maintenance Work Request SHALL be used to control all corrective maintenance activities and the implementation of permanent plant modifications or additions which result from Plant Modification Requests (PMR's). The Maintenance Work Request has a unique serial number but need not necessarily be worked in sequential order. The MWR has one original and four copies: yellow - Operations; goldenrod - Maintenance; green - Chemistry-Health Physics; pink - Computer input/scheduling (PPICS). The Maintenance Work Request original and copies are similar to those exhibited in Attachments A through C, inclusive.

B. Continuation Sheet

The continuation sheet is to be used when additional information is needed on MWR and there is not enough room provided. The continuation sheet is similar to the exhibit in Attachment D.

C. Confined Work Permit (CWP)

The Confined Work Permit is a card that covers hazardous conditions in a confined space. Instructions on the card are to be followed explicitly. This card must be posted at the job site and becomes a record document. The use of a CWP SHALL be indicated in the block on the MWR. The CWP is similar to the exhibit in Attachment D (see PPM 1.9.2).

D. MWR Log

The MWR Log is a record keeping document that contains information on open MWRs. This Log may be kept on hard copy and/or on computer (PPICS).

E. Emergency Work

Work that is 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.

F. Priority Terms

The following are codes to be used to determine the priority of the MWR:

1. Items in this category are to be expedited at the expense of items in all other categories. Failure to complete, results in a Technical Specification violation, a reportable occurance, creates a safety hazard or could damage critical plant equipment.

2. Failure to complete could affect power generation.

3. Affects the efficient operation of the system involved.

4. Routine work to be completed as manpower is available.

NOTE: PRIORITY ONE MWR'S SHALL BE "HAND CARRIED" BY ALL RESPONSIBLE INDIVIDUALS THROUGHOUT THE MWR ROUTING PROCESS. The Shift Manager, upon determining the MWR is Priority One should annotate the upper left hand corner of the title block in capitol letters "PRIORITY ONE - HAND CARRY".

G. Clearance Order (CO)

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)

Is the work permit that provides 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 (see PPM 11.2.8.1).

I. Originator

Any individual who can identify a problem or activity which requires him to generate a MWR.

J. 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 after a refueling outage.

9. Spare.

K. System/Component

The following identifies the required condition or status of the system/component for work to be done:

1. In Service

2. Out of Service

3. Not Applicable

L. Power Plant Information Control System (PPICS)

The computer system used by the Supply System to control, monitor and retain history of a MWR.

M. Initiating Document

Any document such as a Plant Modification Request (PMR) or NRC Bulletin, Nonconformance Report, Plant Problem Report, et al.

N. 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 defines those precautions to be taken. A fire hazard review SHALL be performed when required by and in accordance with PPM 1.3.10.

NOTE: At WNP-2 the Fire Hazard review and Fire Protection Permit is covered under the same procedure.

1.3.7.3 Discussion

The Maintenance Work Request (MWR) is the document used to initiate and record Maintenance activities or plant modification implementation. The MWR may be initiated by anyone who recognize a problem in the plant or a need for work to be performed which is the responsibility of the Maintenance Department. This procedure is to allow Maintenance to perform its responsibilities while keeping Operations informed of plant problems at all times.

The MWR does not release equipment into the responsibility of Maintenance for the performance of necessary work or to record operational requirements. This process is covered in the Equipment Clearance and Tagging Procedure, PPM 1.3.8. In addition, the MWR does not allow any changes to the original design of the plant. This process will be covered in the Plant Modification Procedure, however, it (Plant Modifications Document(s) per PPM 1.4.1 may become the initiating document(s) for an MWR.

The plant quality organization performs surveillance on Maintenance activities to verify compliance with plant procedures. In addition the plant quality organization may establish inspection points for specific safety related activities they wish to inspect including Fire Protection or Radwaste. This may be as a result of regulatory bulletins or information received on specific problem areas. CAS/SAS security system operators shall be notified before and after any work is performed on the security system.

1.3.7.4 References

A. PPM 1.3.8, Equipment Clearance and Tagging

B. PPM 1.3.10, Fire Protection Program

C. PPM 1.3.12, Plant Problems

D. PPM 1.4.1, Plant Modifications

E. PPM 1.3.4, Operating Data and Logs

F. PPM 1.3.6, Shift Turnover

G. PPM 1.5.1, Technical Specification Surveillance Testing Program

H. PPM 1.5.6, Leakage Surveillance and Prevention Program

I. PPM 1.9.2, Confined Space Entry

J. PPM 11.2.8.1, Radiation Work Permits

1.3.7.5 Precautions/Limitations

A. Any defective equipment discovered by the originator of an MWR should be evaluated in accordance with PPM 1.3.12, Plant Problems (PDR/NCR), either prior to or in conjunction with the preparation of the MWR. If a PDR/NCR Report is generated, the MWR number should be referenced on the PDR/NCR and vice-versa.

The Shift Manager (Security Lt., Security Systems only) shall, if a PDR/NCR Report is referenced on the MWR, verify that the PDR/NCR disposition is approved (PDR/NCR need not be totally closed) prior to declaring the system operational.

B. If during the course of working an MWR, it is determined the Work Instructions must be revised to give additional direction to assigned personnel, those individuals authorized to prepare the Work Instructions shall be authorized to make on-the-spot changes to the Work Instructions.

HOWEVER, changes affecting plant operational status, radiation exposure, QC hold points or technical direction shall be subject to re-review equal to the original review of the MWR.

As a minimum, the person authorized to make changes to the MWR shall base his determination of change re-review on the criteria established in Step 1.3.7.6.A.16 of this procedure.

C. DO NOT hang problem identification tags on Security System equipment, this is a violation of Security Procedures and a possible violation of Safeguards Information.

1.3.7.6 Procedure

A. Plant Equipment Requiring A Clearance

Responsibility	Action
Originator	1. Completes originators portion of the MWR (unit, equipment piece number (EPN), equipment description/location, problem/work requested, initiating document), hangs problem ID Tag, signs, and dates the MWR. Routes MWR to Control Room. LIMITATION: DO NOT hang problem identification tags on Security System equipment, this is a violation of Security Procedures and a possible violation of Safeguards Information.
Control Room	2. Ensures that identification tag with MWR serial number and brief description of problem is attached to that piece of equipment specified in the MWR. Routes MWR to the Shift Manager or Designee. NOTE: The type identification tag is optional (usually a white shipping tag) and is intended to avoid duplicate MWRs, and provide for problem identification. The tag should be hung as close to the problem/damage as is possible.
Operations Manager/ Shift Manager	3. Reviews originator's portion of MWR for accuracy and completeness.
	4. Identifies MWR for technical specification affecting RWP required (if known), clearance order, dispatcher notification and identify any additional operational requirements. NOTE: If Technical Specification affected, describes the requirements and time limitations in the Operations Section.
	5. Makes safety related determination based on, as applicable: a) EPN - MEL, and/or b) Quality Class, and/or c) Tech Spec Related, and/or d) Safety-Related PPM affected; and indicates in the Safety Related Block as "YES" or "NO".

A. Plant Equipment Requiring A Clearance (Continued)

Responsibility	Action
Operations Manager/ Shift Manager	6. Write the words "Leakage Related" on the MWR, when it is concerned with a radioactive leak. (Refer to PPM 1.5.6)
	7. Assigns a priority and indicates the plant, system/component condition required before the work can be done.
	8. Signs and dates MWR. Places xerox copy in "Initiated MWR" notebook and carries to the Maintenance Department Planner/Scheduler.
Maintenance Planner/ Scheduler	9. Inputs tracking and scheduling information from MWR into PPICS. Carries MWR to appropriate Maintenance Section Supervisor. NOTE: IF THE SYSTEM/STRUCTURE/COMPONENT IS NOT UNDER PLANT CONTROL (RELEASED FOR OPERATIONS) - SEE ATTACHMENT G.
Maintenance Section Supervisor	10. Receives MWR and determines if it has adequate information and is appropriate for the job. Enters WBS (Work Breakdown Structure) Code in upper right hand corner of MWR above the MWR Serial Number. NOTE: All manhours and material expended on the MWR will be charged against the WBS Code assigned.
Maintenance Section Supervisor/ Plant System Engineer	11. Fills out Quality Class and RWP blocks of the MWR. When a RWP is required, initiates a Radiation Work Permit per PPM 11.2.8.1. NOTE: All work performed in radiologically controlled areas requires an RWP.
	12. Determine the work to be performed and describe in the work instruction section. If a procedure is required state procedure number in the space provided.
	13. Determine if a Fire Hazard Review is required and, if necessary, to prepare one for the job as per PPM 1.3.10. Indicate in the space provided.

Responsibility	Action
	14. Determine if a CW/HWP is required (Attachment D). Prepare and indicate in the space provided.
	15. Carries (green) copy and RWP to the Health Physics Supervisor. NOTES: 1) The HP Supervisor, in coordination with the ALARA Coordinator, will review the RWP and MWR for radiological and ALARA concerns/requirements. 2) The normal processing time for RWP approval is 48 hours. However, RWP's may be processed more quickly on an emergency basis, if necessary.
Maintenance Section Supervisor/ Plant System Engineer	16. If the MWR is for Safety Related, Fire Protection or Radwaste, reviews the work to be performed using the following criteria and routes MWR to Technical/QC, as required: NOTE: The purpose of the criteria below is to establish guidelines; however, Maintenance Supervisors may route any MWR in question to Technical and/or QC for input. a. MWRs that are used with an approved procedure require NO Technical review, but require Plant QC Review for assignment of Hold Points, if applicable. b. MWRs that are used with or without an approved procedure but are normally within the skill level of the personnel performing the work require NO Technical or Plant QC review. (Examples are: valve packing/adjustment, alignment, troubleshooting, crimping, terminations, cleaning, painting, gasket replacement, electronic repair, and other tasks as is more fully discussed in PPM 10.1.11, Maintenance Procedures.)

A. Plant Equipment Requiring A Clearance (Continued)

Responsibility	Action
	c. MWRs that are used without an approved procedure (except as noted above) REQUIRE Technical and Plant QC review. (Examples are: manufacturing of spare parts or components, fabrication of special lifting rigs, special tests/inspections, etc.) NOTES: 1) The Technical Manager or designee is to review or determine the work process to be used and sign the MWR in the work instruction section in the "REVIEWED BY" block. Technical, upon completion of their review, is to carry the MWR on to Plant QC Supervisor/Designee unless the block on the MWR allocated for QC is marked "NO QC REQ'D", upon which Technical is to carry the MWR to the appropriate Maintenance Supervisor. 2) The QC Supervisor/Designee is to review the work process for establishing any necessary QC hold points and sign/date the MWR in the blank, untitled blocks below the "Approval" block in the work instruction section. QC is, upon completion of their review, to carry the MWR to the appropriate Maintenance Supervisor unless the work, as stipulated by the work instruction/procedure number requires "Authorized Nuclear Inspector (ANI(I)) involvement. 3) If the MWR requires ANI(I) involvement, QC contacts the ANI(I) who reviews the MWR and/or adds hold points, as applicable. After ANI(I) review, QC is to carry the MWR to the appropriate (in this case Mechanical) Maintenance Supervisor.

A. Plant Equipment Requiring A Clearance (Continued)

Responsibility	Action
Maintenance Section Supervisor/ Plant System Engineer	17. Signs the work instruction section as prepared by.
Maintenance Section Supervisor	18. Approves the work instruction section and signs as approved by.
Supervisor/Foreman/ Assigned Person	19. Requests and obtains a clearance order, if required, from Operations as per PPM 1.3.8. Prepares and processes through Operations a Fire Protection Permit per PPM 1.3.10 or a Confined Workplace Permit per PPM 1.9.2. Requests and obtains, if applicable, Health Physics support and equipment as required by the RWP and/or ALARA checklist. Interfaces with QC if any hold prints are stipulated.
	20. Assures that the MWR Work Package is CARRIED to Control Room (CAS/SAS Operator if work is on a Security System) immediately prior to commencing work. NOTE: (Applies to Shift Manager only) When a Clearance Order is required, writes C.O. number on the MWR front sheet in the "OPERATIONS REQUIREMENTS" section before proceeding to the next step of this procedure.
Shift Manager/ Security Lieutenant (Security Systems only)	21 Reviews MWR Package received from Maintenance in the previous step, signs MWR in lower right hand corner of work instruction section, makes Xerox copy of MWR front sheet for Control Room (CAS/SAS for Security Systems) "Active MWR Notebook". Returns MWR to the appropriate Maintenance Section Supervisor/Foreman/assigned person. Additionally provides explicit notification and documentation of the affected equipment per PPM 1.3.4, "Operating Data and Logs" and PPM 1.3.6, "Shift Turnover".
Maintenance Section Supervisor/Foreman	22. Assigns personnel to perform the work. Gives goldenrod copy to assigned personnel for information on the job.

A. Plant Equipment Requiring A Clearance (Continued)

Responsibility	Action
	23. Supervises and inspects all work being performed to ensure proper completion prior to return to service.
Assigned Personnel	24. Complete necessary maintenance and notifies the Maintenance supervisor for release to operations. Remove the MWR ID tag from component worked on and checks block on MWR.
Assigned Personnel	25. NOTE: DETACH PINK SHEET FROM MWR PRIOR TO DOING THIS STEP. TO PRECLUDE THE BOTTOM PORTION OF THE PINK SHEET (COMPUTER INPUT) FROM BEING DEFACED WHILE RECORDING DATA ON THE WHITE ORIGINAL AND YELLOW SHEETS. Describes all work performed on ORIGINAL MWR and MWR continuation sheet (if necessary) in enough detail for machinery history, including total manhours required to perform the work. List materials and parts used on the work performed section and attach accept tags. If accept tags are not available, list the purchase requisition or store order number. Attach any other completed supporting documentation to original MWR and sign as completed by.
Maintenance Section Supervisor	26. Reviews and ensures that MWR and any supporting documentation is completed correctly. Evaluates MWR for possible necessary changes to the Preventive Maintenance Program. Signs and dates MWR as reviewed by.
Maintenance Section Supervisor/Foreman/ Assigned Person	27. Releases component or system to Operations for return to service. Carries yellow copy of the MWR to the Control Room (to the CAS/ SAS operator for Security Systems) and includes any special checks or maintenance requirements.
Maintenance Section Supervisor/Foreman	28. Completes pink copy of MWR as appropriate for maintenance history information (PPICS-EQH) in computer input format, including:

A. Plant Equipment Requiring A Clearance (Continued)

Responsibility	Action
	o Work Required Summary o Work Performed Summary o Clearance Order No./RWP No. o Work Type (Failure, Non failure, planned, etc.) o Lead Discipline Payroll No. o Work Start and Stop (Month, day, year, hour) o Actual Man-hours and crew size, each discipline o Prepared by (Print name) and date Carries original MWR to Administration Manager (ENSURE ALL SUPPORTING DOCUMENTATION IS ATTACHED TO ORIGINAL MWR) and pink copy to Maintenance Planner/Scheduler. NOTE: Those items such as facility maintenance only need to be indicated as completed on pink copy and will not be entered in the PPICS maintenance history system (EQH).
Maintenance Planner/ Scheduler	29. Updates MWR status in PPICS, transfers information to PPICS maintenance history.
Administration Manager	30. Files the original MWR and all supporting documentation in the plant maintenance history files.
Shift Manager/Security Lieutenant (Security Systems Only)	31. Receives yellow copy of MWR directly from Maintenance personnel and reviews the Work Performed section. Determines the operational retest requirements including any maintenance requested testing and fills out the Operability Check Sheet (OCS), Attachment E (Mandatory for Safety Related equipment). Signs the OCS as prepared by. Destroys xerox copy of MWR placed in the "Active MWR Notebook" in Step 21. NOTES: a. Surveillance test procedures conducted for operability tests SHALL be documented in accordance with PPM 1.5.1.

A. Plant Equipment Requiring A Clearance (Continued)

Responsibility	Action
	b. If the retest requirements are questionable or unknown the Technical Manager SHALL make the determination and sign the OCS as prepared by.
	c. If the retest requirements cannot be performed at this time due to plant conditions the Shift Manager or Technical Manager SHALL indicate when the test can be performed on the OCS.
	d. In the case of security system, Plant Security make the determination on the OCS.
	32. Checks retest hold on the yellow copy of the MWR if test cannot be performed at this time. Attaches yellow copy of MWR to the OCS and places in "Hold" portion of the "Active MWR Notebook".
	33. LIMITATION: If a Nonconformance Report is referenced on the MWR, ensure that the NCR disposition is approved (NCR need not be totally closed) prior to declaring the system operational as per the OCS/yellow copy of the MWR. Performs retest as per the OCS (if required). Notifies QC prior to retest on Safety Related Equipment. Signs, dates and enters time, on the OCS and/or the yellow copy of the MWR as applicable. Additionally (the Shift Manager only), provides explicit notification and documentation of the returned to operable status per PPM 1.3.4, "Operating Data and Logs" and PPM 1.3.6, "Shift Turnover".
Shift Manager/Security Lieutenant (Security System Only)	34. Attaches any supporting procedures and carries OCS/yellow copy of MWR to the Administration Manager.

A. Plant Equipment Requiring A Clearance (Continued)

Responsibility	Action
Administration Manager	35. Files the OCS, yellow copy of the MWR and any supporting documentation in the plant machinery history files.

B. Plant Equipment Not Requiring Clearances

All steps indicated in 1.3.7.6.A SHALL be followed except those that refer to clearances. These Maintenance activities SHALL be entered in the control room log.

C. Shop Maintenance or Work Not Involving Plant Equipment/Systems

All steps indicated in 1.3.7.6.A SHALL be followed except the following:

1. No clearance is required for this type of maintenance.

2. Notify control room only when working on any contaminated material needing a RWP.

3. The MWR is NOT routed through Operations.

1.3.7.7 Emergency MWR Processing

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

B. If the Shift Manager concurs that emergency work is required, he SHALL establish the proper plant conditions, notify the management individuals on duty, notify QA/QC for safety-related work and should direct that the work be performed immediately.

C. Preparation of the MWR forms may be done while the work is in progress or after the work is completed. As soon as feasible, route the MWR forms to Maintenance Section Supervisor for input into PPICs.

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

1.3.7.8 Attachments

A. MWR Form

B. MWR Computer Input Form

C. MWR Continuation Sheet

D. CW/HWP Tag (Special Work Permit - SWP)

E. Operability Check Sheet (OCS)

F. Startup Work Requests

G. Additional Criteria to be used when Processing MWRs on systems/ components not yet under Plant Control, with Flow Chart

WASHINGTON PUBLIC POWER SUPPLY SYSTEM

MAINTENANCE WORK REQUEST

WWR NO: NAZ 5249

UNIT | EQUIPMENT PIECE NUMBER | INITIATING DOCUMENT

EQUIPMENT DESCRIPTION/LOCATION

PROBLEM/WORK REQUESTED

MO | DA | YR

I.D. TAG HUNG ☐ YES ☐ NO | ORIGINATOR | ☐ CONT'D

TECH SPEC ☐ YES ☐ NO | OPERATIONS REQUIREMENTS:

CLEARANCE ☐ YES ☐ NO | PRIORITY | CONDITIONS

RWP ☐ YES ☐ NO | PLANT 1 2 3 4 5 6 7 8 9 | SYST | COMP

NOTIFY DISPATCH ☐ YES ☐ NO

SAFETY RELATED ☐ YES ☐ NO | OPERATIONS SUPERVISION | DATE

WORK INSTRUCTIONS/PROCEDURE NO. | Q CLASS | CW/MWP ☐ YES ☐ NO | FIRE HAZARD REVIEW ☐ YES ☐ NO

☐ CONT'D

PREPARED BY | DATE | APPROVAL | DATE

REVIEWED BY | DATE

WORK PERFORMED

☐ CONT'D | ☐ ID TAG REMOVED

COMPLETED BY | DATE | REVIEWED BY | DATE

RETEST HOLD | EQUIPMENT OPERABLE - DATE | TIME | BY

Attachment A

WP-598

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WASHINGTON PUBLIC POWER SUPPLY SYSTEM

MAINTENANCE WORK REQUEST

WRN NO. NO AZ 5240

UNIT | EQUIPMENT PIECE NUMBER | INITIATING DOCUMENT

EQUIPMENT DESCRIPTION/LOCATION

PROBLEM/WORK REQUESTED

MO | DA | YR

I.D. TAG NUMB ☐ YES ☐ NO | ORIGINATOR | ☐ CONT'D

TECH SPEC ☐ YES ☐ NO | OPERATIONS REQUIREMENTS:

CLEARANCE ☐ YES ☐ NO | PRIORITY | CONDITIONS

RWP ☐ YES ☐ NO | PLANT 1 2 3 4 5 6 7 8 9 | SYST | COMP

NOTIFY DISPATCH ☐ YES ☐ NO

SAFETY RELATED ☐ YES ☐ NO | OPERATIONS SUPERVISION | DATE

WORK INSTRUCTIONS/PROCEDURE NO. | N CLASS | CW/HWP ☐ YES ☐ NO | FIRE HAZARD REVIEW ☐ YES ☐ NO

☐ CONT'D

PREPARED BY | DATE | APPROVAL | DATE

REVIEWED BY | DATE

MODE | STATUS | EST MAN-REM | DUE DATE M D Y

EST MANHOURS: MECH | ELEC | I&C | OTHER

EST CREW SIZE: M | E | I&C | O | LEAD | SHIFT | DURATION | STORE ORDER NO. | PR/PO NO.

WORK REQUIRED SUMMARY (TASK DESCRIPTION)

PREPARED BY | DATE

CLEARANCE ORDER NO. | RWP NO. | WORK ☐ FAILURE ☐ NON-FAIL ☐ OTHER ☐ PLANNED

WORK PERFORMED SUMMARY

LEAD DISCIP. PAYROLL NO. | WORK START MO DA YR HOUR | WORK END MO DA YR HOUR | ACTUAL MANHOURS MECH ELEC I&C OTHER | ACTUAL CREWSIZE M E I/C O

Attachment 8

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WASHINGTON PUBLIC POWER SUPPLY SYSTEM

MAINTENANCE WORK REQUEST

(CONTINUATION SHEET)

MAIN NO.

MWR NO.

PAGE ____ OF ____

SAMPLE

SPARE PARTS/MATERIAL

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

906-12492

Attachment C

DATE _____ No. _____

CONFINED SPACE WORKPLACE PERMIT

REQUESTOR _____ SUPERVISOR (DSR) _____

WORK LOCATION _____

WORK TO BE PERFORMED OR MWR No. _____

RESULTS OF ATMOSPHERIC ANALYSIS/TESTER _____

SPOTTER _____

EQUIPMENT REQUIRED

1. VENTILATION: _____
   Specify type (i.e.: fans)
2. SPECIAL EQUIPMENT: _____
   Specify type (i.e.: Safety Harness, etc.)
3. COMMUNICATIONS: _____
   Specify type (i.e.: Radio)
4. LIGHTING: _____
   Special lighting required? Type
5. LIFELINE TENDER REQUIRED? _____
   Yes / No
6. PERIODIC ATMOSPHERIC MONITORING REQUIRED? _____
   Yes / No

   Frequency _____
   Minutes / Hours

DSR Signature _____ Date _____

PERSONNEL ENTERING CONFINED SPACE

NAME	TIME IN	TIME OUT	NAME	TIME IN	TIME OUT

FILE THIS COPY IN CONTROL ROOM LOG WHEN WORK IS COMPLETE.

DATE _____

FIRE PROTECTION PERMIT

REQUESTOR _____ SUPERVISOR _____

WORK LOCATION _____

WORK TO BE PERFORMED OR MWR No. _____

FIRE PROTECTION IN AREA: _____

WORK REQUIREMENTS: (Check)

YES	NO	
____	____	TRANSIENT FIRE LOAD REQUIRED
____	____	COMBUSTIBLES REMOVED/PROTECTED
____	____	BLANKETS/FLASH CURTAINS REQUIRED
____	____	ELECTRICAL EQUIPMENT PROTECTED
____	____	FIRE BARRIER(S) BREACHED
____	____	FIRE PROTECTION SYSTEM IMPAIRED. ZONE(S) _____
____	____	ADJACENT FIRE PROTECTION SYSTEM IMPAIRED. ZONE(S) _____
____	____	FIRE WATCH REQUIRED
____	____	OTHER _____

APPROVALS

WORK SUPERVISOR/DATE _____ SHIFT MANAGER/DATE _____

WORK AREA/FIRE SYSTEM RETURNED TO NORMAL

WORK SUPERVISOR/DATE _____ SHIFT MANAGER/DATE _____

TIME _____ TIME _____

PERSON IN CHARGE OF WORK OPERATION WILL ACKNOWLEDGE REVIEW AND COMPLIANCE WITH THIS PERMIT AT THE START OF EACH SHIFT.

INITIAL	TIME	DATE	INITIAL	TIME	DATE

FILE THIS COPY WITH CONTROL ROOM BEFORE STARTING WORK.

Attachment D

OPERABILITY CHECK SHEET

EPN # _____ MWR # _____

	Time/Date Performed	Initial
Tests Required:		
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
Special Checks/Tests (if required):		
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
(Continuation/Remarks)		
_____	_____	_____
_____	_____	_____

If on hold - conditions when check must be complete:

_____

Prepared By: _____ _____
Shift Manager Date

System Operable: _____ _____ _____
Shift Manager Date Time

Attachment E

STARTUP WORK REQUESTS

Responsibility		Action
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 10 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 Operations" only.

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

Attachment F

Additional Criteria To Be Used
When Processing MWRs On Systems/Components
Not Yet Under Plant Control

NOTE: Use this criteria in conjunction with the attached Flow Chart

Maintenance Planner Scheduler	1.	If System/Component/Structure is in Test and Startup custody, annotates the remarks field in PPICS as "SU CUSTODY". Routes the MWR to Test and Startup rather than to Maintenance Section Supervisor.
Test and Startup	2.	Reviews MWR as per TSI 12.1.
Maintenance Planner/Scheduler	3.	If plant is to do work, receives approved MWR from Test and Startup. NOTE: If T&S/U has determined the Maintenance Department is not to do the work, T&S/U shall return at least a copy of the MWR to the Maintenance Planner/Scheduler delineating the disposition of the MWR (e.g.: corrected under SLT program; corrected by SDR (List #); sent to Construction to correct; etc.)
	4.	Annotates PPICS remarks field "Received from SU to work (date)".
	5.	Issues MWR to appropriate shop (e.g.; Mechanical, Electrical, etc.).
Appropriate Shop	6.	Implements work, as applicable, per steps 1.3.7.6.A.10 through 1.3.7.6.A.26 including QC review criteria of Step 1.3.7.6.A.16 of PPM 1.3.7.
	7.	Completes pink copy of MWR as per step 1.3.7.6.A.28 of PPM 1.3.7.
	8.	Returns MWR to Maintenance Planner/Scheduler. (ENSURE ALL SUPPORTING DOCUMENTATION IS ATTACHED TO ORIGINAL MWR.)
Maintenance Planner/Scheduler	9.	Logs MWR closure data into PPIC-EQH from MWR pink copy as per step 1.3.7.6.A.29 of PPM 1.3.7.
	10.	Returns original MWR and supporting documentaton to Test and Startup for filing as per TSI 12.1.

Attachment G
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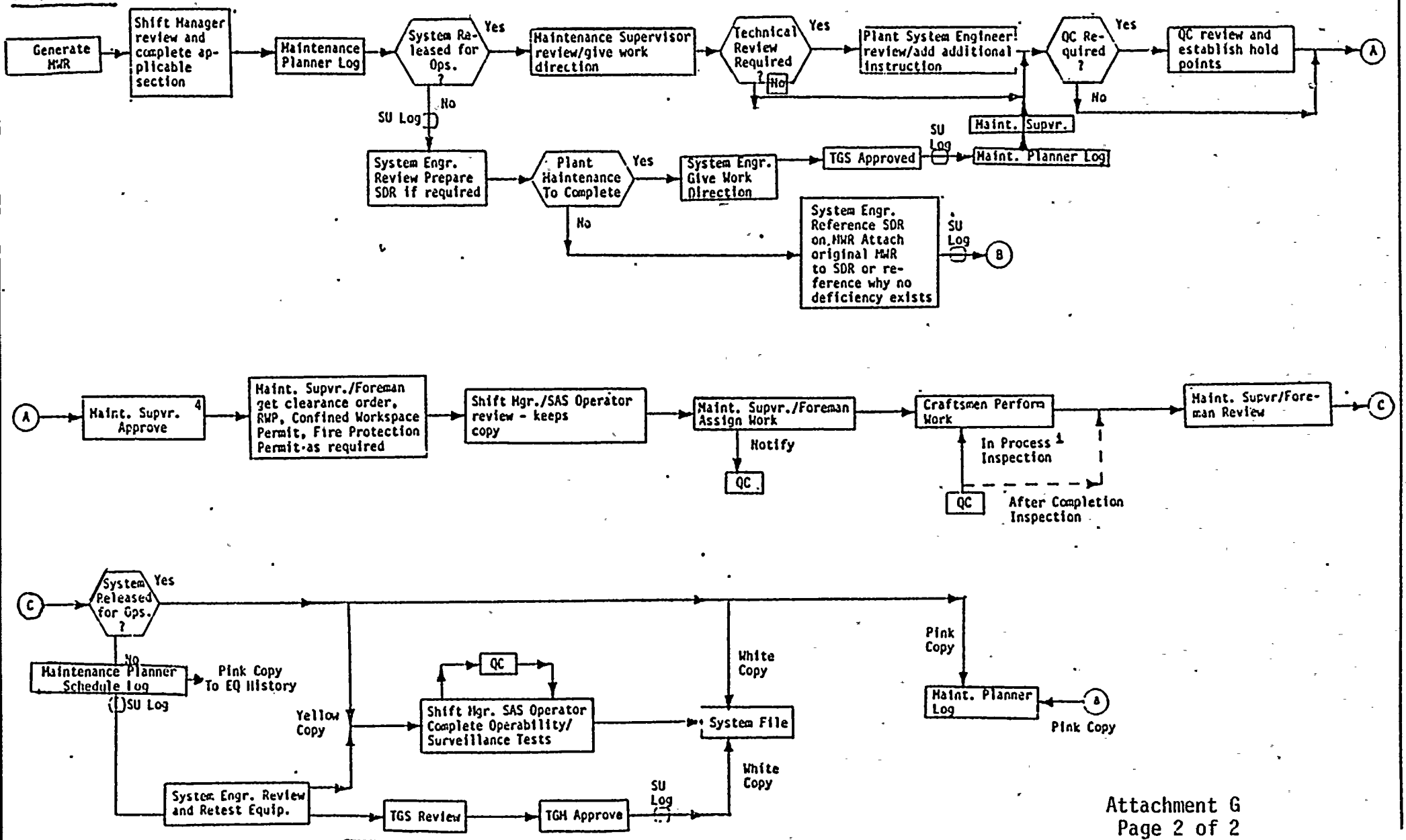
MWR's



Attachment G
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1.3.7	4	1.3.7-23 of 23

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