17.1 GENERAL REQUIREMENTS

Sufficient records shall be maintained to furnish documented evidence of the quality of safety related structures, systems, and components, and of activities affecting their quality. The records shall include, as appropriate, data such as qualifications of personnel, procedures, and equipment; and other documentation such as inspection or test acceptance criteria, and the action taken in connection with deficiencies noted during inspection.

The records required to furnish documentary evidence of quality, herein called quality assurance records, shall be identifiable and retrievable. These records shall be maintained in facilities that provide a suitable environment to minimize deterioration or damage and to prevent loss.

The requirements and responsibilities for quality assurance record control, transmittal, retention, and maintenance shall be established and documented. These record requirements shall be consistent with applicable design, manufacturing, and installation codes and standards, and with procurement document requirements.

17.2 IMPLEMENTATION

17.2.1 Records Identification and Classification

Quality Instructions shall define the quality assurance records necessary to furnish documentary evidence of the quality of safety related structures, systems, and components; and activities affecting quality. These records shall include plant operating logs; results of design reviews, inspections, tests, audits, and material analyses; qualification of personnel, procedures, and equipment; design records such as drawings and specifications; procurement documents; calibration records; and nonconformance or corrective action reports.

Quality assurance records shall be classified as lifetime or non-permanent as required by the NRC facility operating license, the NRC construction permit, applicable parts of 10CFR, the FSAR, or other NRC commitments. **Retention times shall be established for each record series and provided to the Records Official.**

17.2.2 Completeness and Control

Quality assurance records submitted for retention shall be legible, completely filled out, and adequately identifiable and retrievable for each item. ~~**Quality Instructions shall require control of corrections and supplements issued for quality assurance records that are previously approved and filed.**~~

Quality Instructions shall include methods for handling corrections and supplements to existing QA records.

17.2.3 Retrieval

~~Quality assurance records submitted for retention shall be legible, completely filled out, and adequately identifiable and retrievable for each item. The records~~ **Records** shall be filed in ~~a~~ **an approved record** storage area or facility using a documented system to provide retrievability. ~~Quality Instructions shall require control of corrections and supplements issued for quality assurance records that are previously approved and filed, and that documented~~ **Documented** methods for control and accountability of records removed from the **record** storage area **shall** be instituted.

17.2.4 Storage

Construction features and location requirements for record storage facilities shall be established to assure that quality assurance records are protected from possible destruction by causes such as fire, flooding, theft, tornadoes, insects, rodents, and from possible deterioration by a combination of extreme variations in temperature and humidity. Specific instructions regarding the **record** storage area **or facility** shall be given for special processed records **(e.g. radiographs, magnetic media, and microfilm, etc.)** ~~and for temporary storage facilities~~.

A QA Record Storage Evaluation Team (QARSET) shall be established to determine if the methods utilized to store and protect QA records are adequate. The QARSET shall consist of the following: the ~~Quality Manager - Juno Beach~~ **QA Supervisor Performance Assessment,** a Risk Management Representative, and the ~~Nuclear~~ Records Official. The QARSET shall maintain records of evaluations and establish schedules to assure that reevaluations are performed every two (2) years.

The QARSET shall evaluate the status of existing **record storage** facilities and the adequacy of additional ~~records~~ **record storage** facilities prior to the construction of a new facility or the conversion of existing structures.

When temporary storage of records (such as for processing, review, or use) is required by an organization's procedures, the records shall be stored in a QARSET approved container. The maximum allowable time limit for temporary storage is 24 months.

The requirements of the Topical Quality Assurance Report, Appendix C shall be utilized in the evaluation of potential permanent and temporary record storage facilities.

17.3 RESPONSIBILITIES

17.3.1 Direct reports of the President, Nuclear Division, and Department Heads of organizations supporting the Nuclear Division that generate quality assurance records are responsible for:

a. the technical content and accuracy of the records they generate;

b. transmitting records **and indexing information** to the appropriate **record** storage facility or requesting approved storage locations from QARSET;

c. establishing **and approving** a list of quality assurance records generated by the organization and their retention times and assuring that these quality assurance records are identified in the appropriate quality assurance record index;

d. the storage and retrieval of quality assurance records prior to transmittal to permanent record storage facilities;

e. performing periodic surveys to ensure that their record control system is adequate;

f. transmitting a copy of the records retention schedule to the Records Official for all records maintained by their organization.

17.3.2 The ~~Nuclear~~ Records Official is responsible for:

a. ensuring the quality assurance records program activities are managed in accordance with applicable ~~laws and regulations~~ **recordkeeping requirements;**

b. ~~developing, approving, and maintaining~~ **reviewing and retaining copies of** record retention schedules **received from originating departments;**

~~e. establishing parameters for records indexing;~~

c~~d~~. locating acceptable record storage areas when requested;

~~e. storage, retrieval, and control of records/documents as requested by other departments;~~

~~d~~f. leading the evaluation of specially designated QARSET approved **record** storage facilities, maintaining records of this evaluation, and establishing schedules to assure that re-evaluations are performed every two (2) years.

17.3.3 The ~~Site~~ **Plant** Vice President is responsible for:

a. the storage, ~~and~~ retrieval, **and control** of quality assurance records at the site.

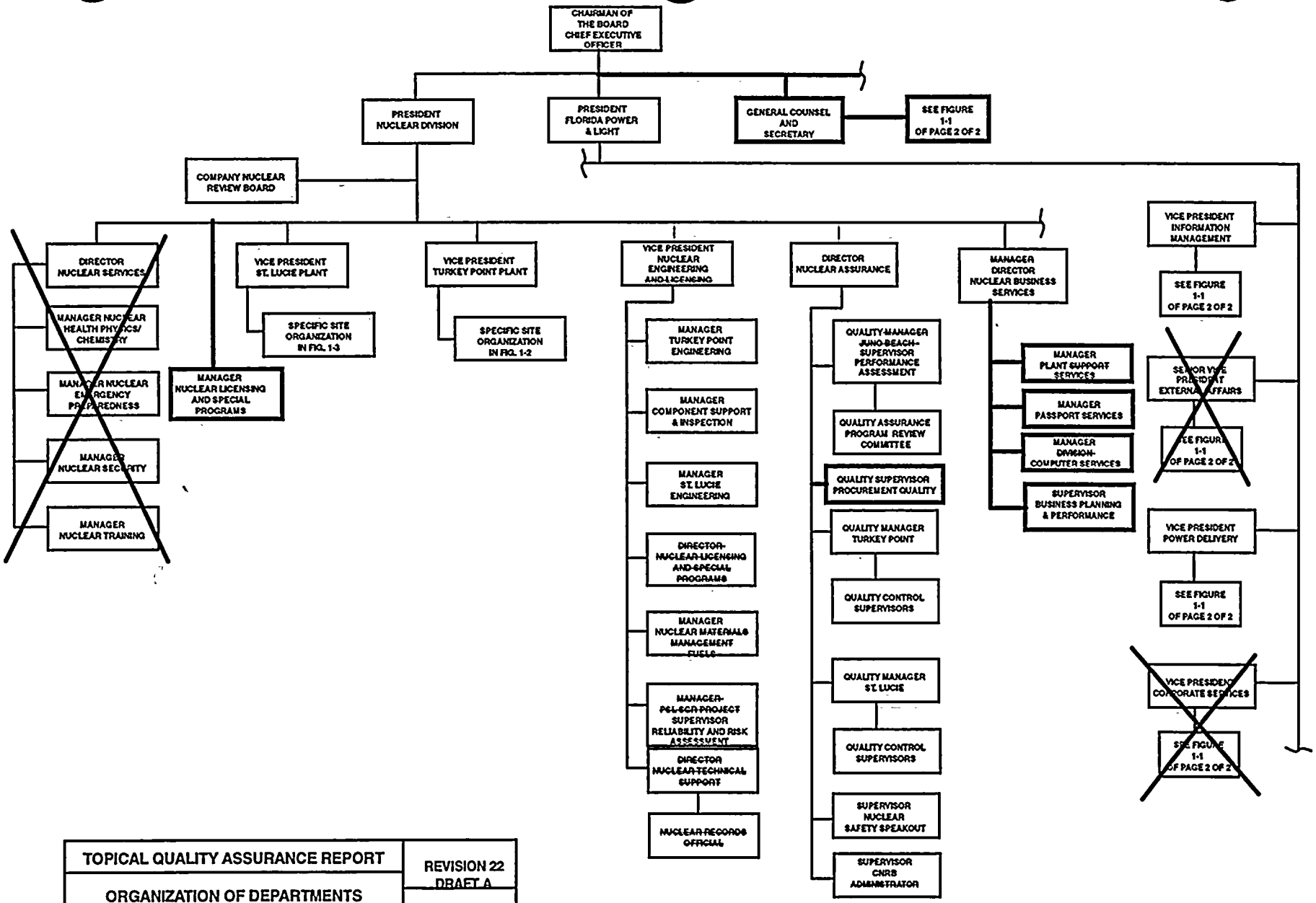
17.3.4 The ~~Manager Administrative Services~~ **Corporate Records Supervisor** is responsible for:

a. storage, retrieval, and control of records and documents stored **at the Corporate Records Center and Documentary Files** ~~as requested by other departments~~.

17.3.5 The Quality Assurance Record Storage Evaluation Team (QARSET) is responsible for:

a. evaluating the acceptability of ~~record~~ storage locations for quality assurance records;

b. ensuring that evaluations of **record** storage locations are performed every two years.



TOPICAL QUALITY ASSURANCE REPORT	REVISION 22 DRAFT A
ORGANIZATION OF DEPARTMENTS AFFECTING QUALITY FIGURE 1-1 APPENDIX A NUCLEAR DIVISION	09/19/96
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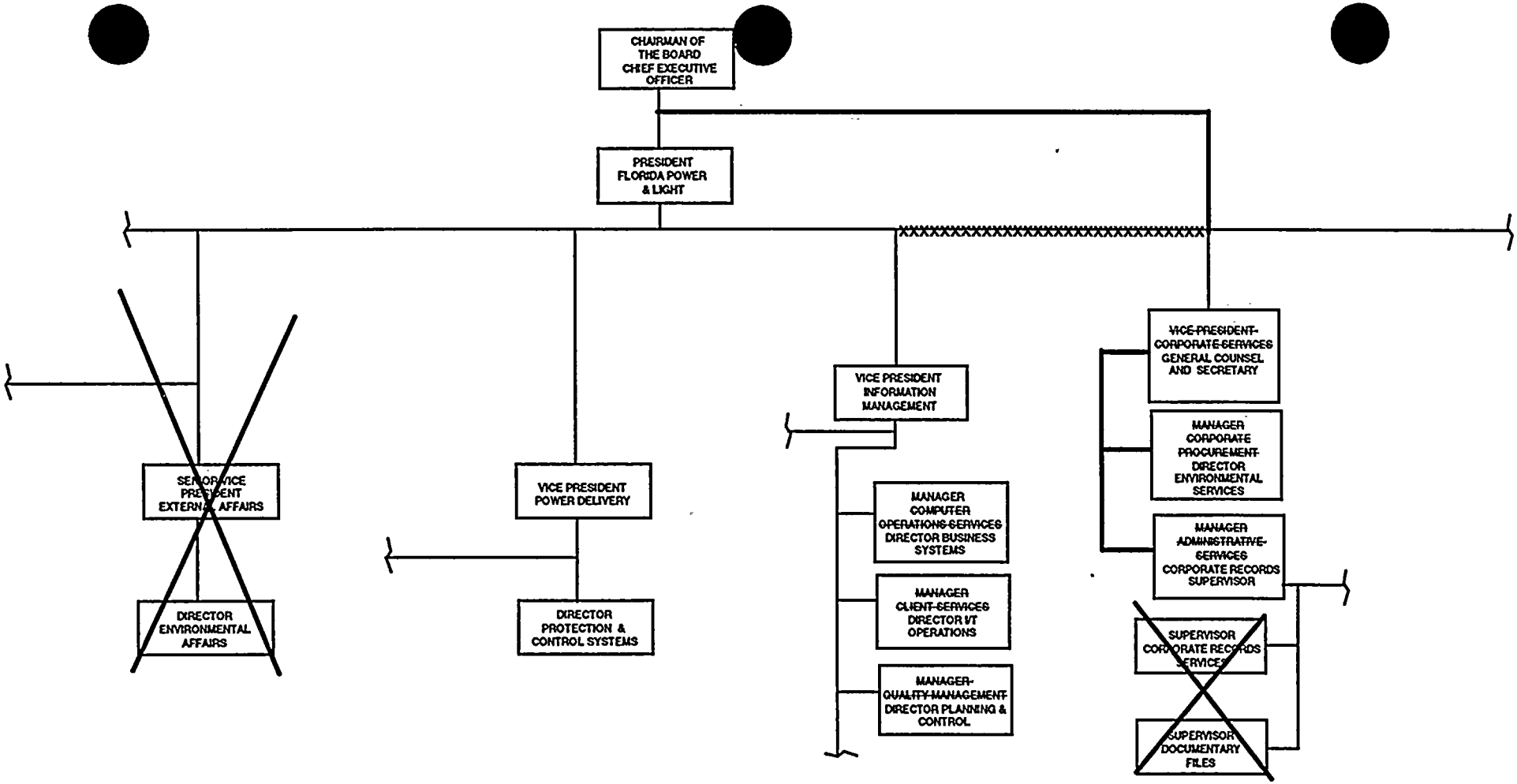

TOPICAL QUALITY ASSURANCE REPORT	REVISION 22 DRAFT A
ORGANIZATION OF DEPARTMENTS AFFECTING QUALITY FIGURE 1-1 APPENDIX A NUCLEAR DIVISION	09/19/96
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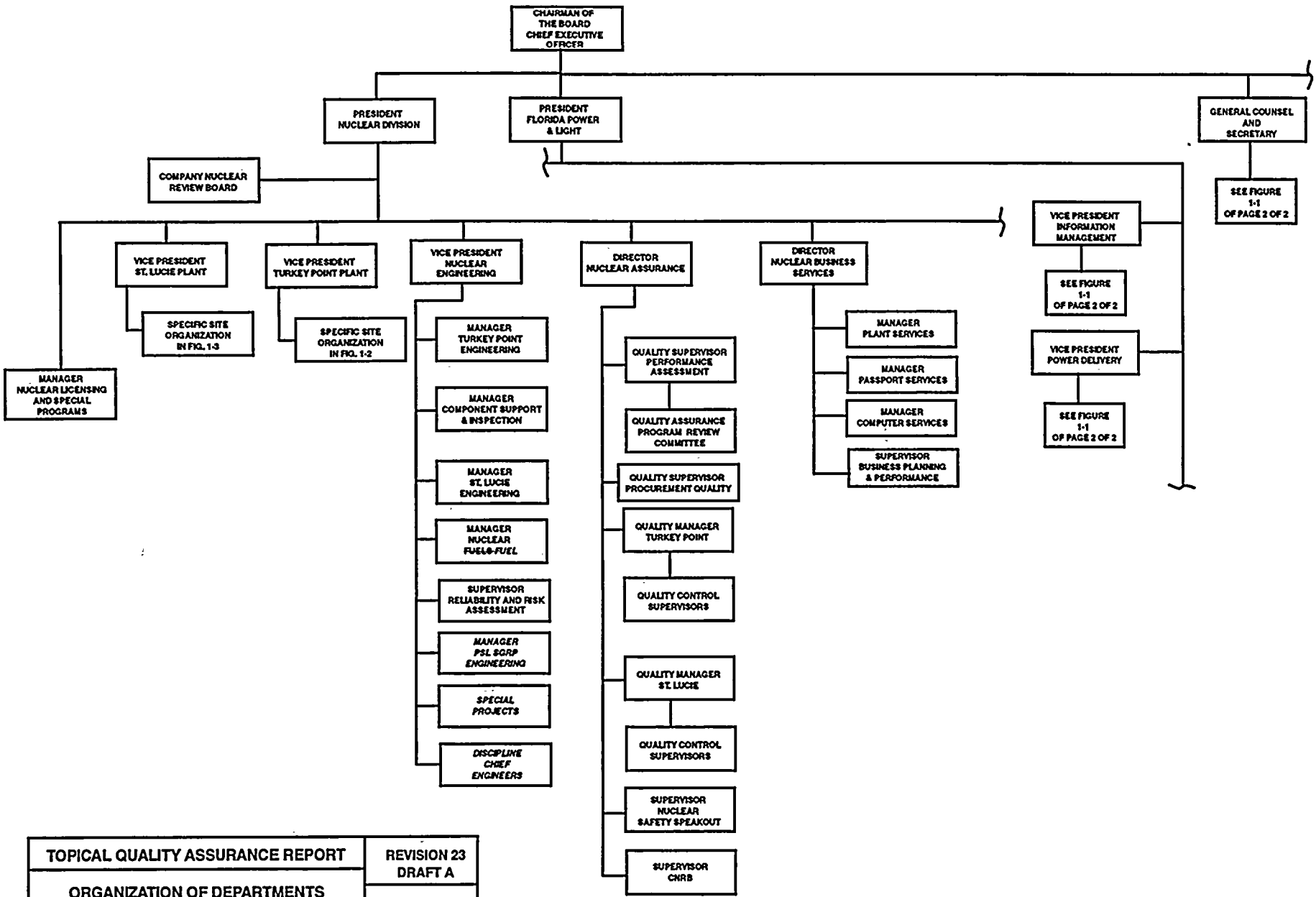

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ORGANIZATION OF DEPARTMENTS AFFECTING QUALITY FIGURE 1-1 APPENDIX A NUCLEAR DIVISION	03/24/97
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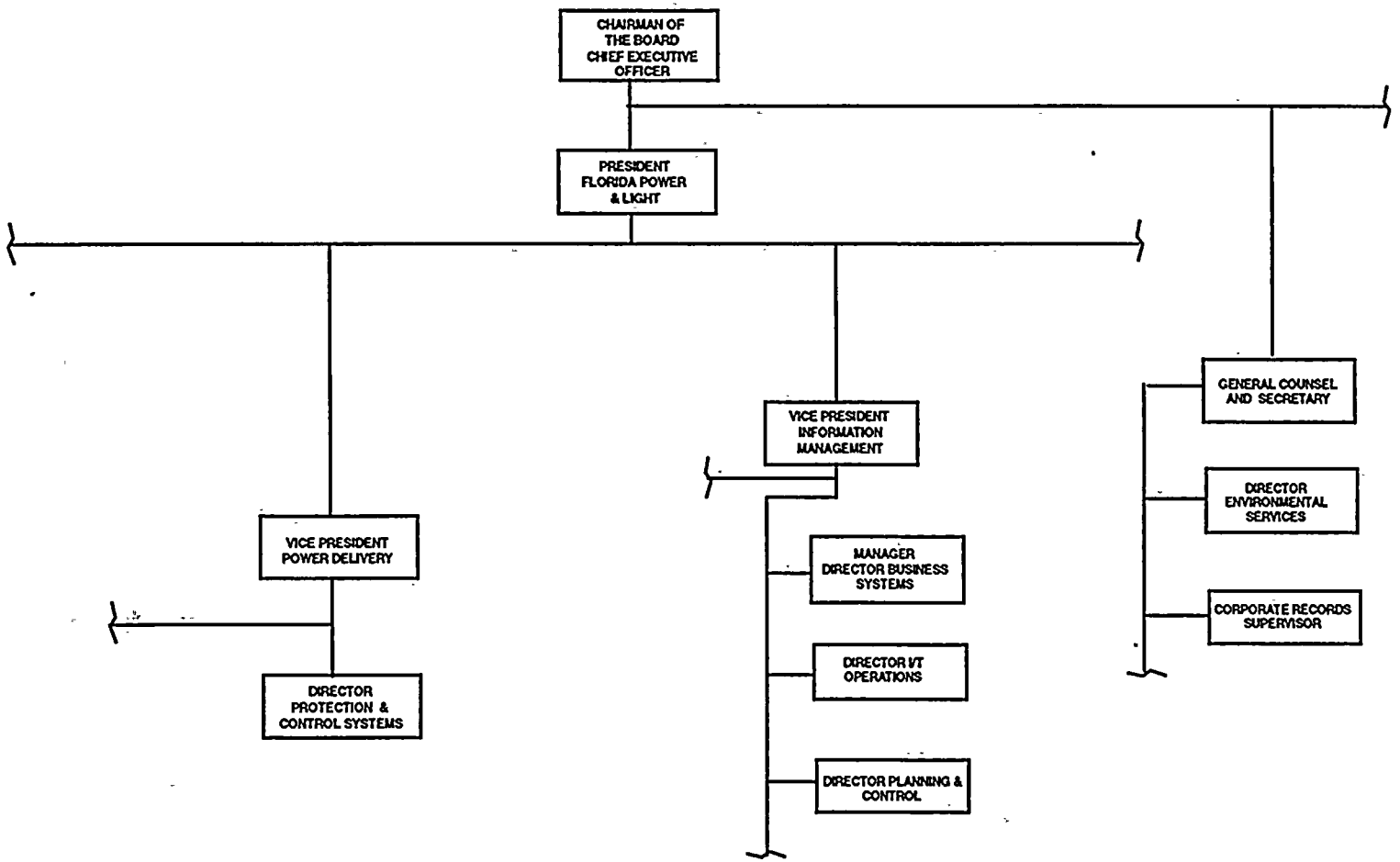

TOPICAL QUALITY ASSURANCE REPORT	REVISION 23 DRAFT A
ORGANIZATION OF DEPARTMENTS AFFECTING QUALITY FIGURE 1-1 APPENDIX A NUCLEAR DIVISION	03/24/97
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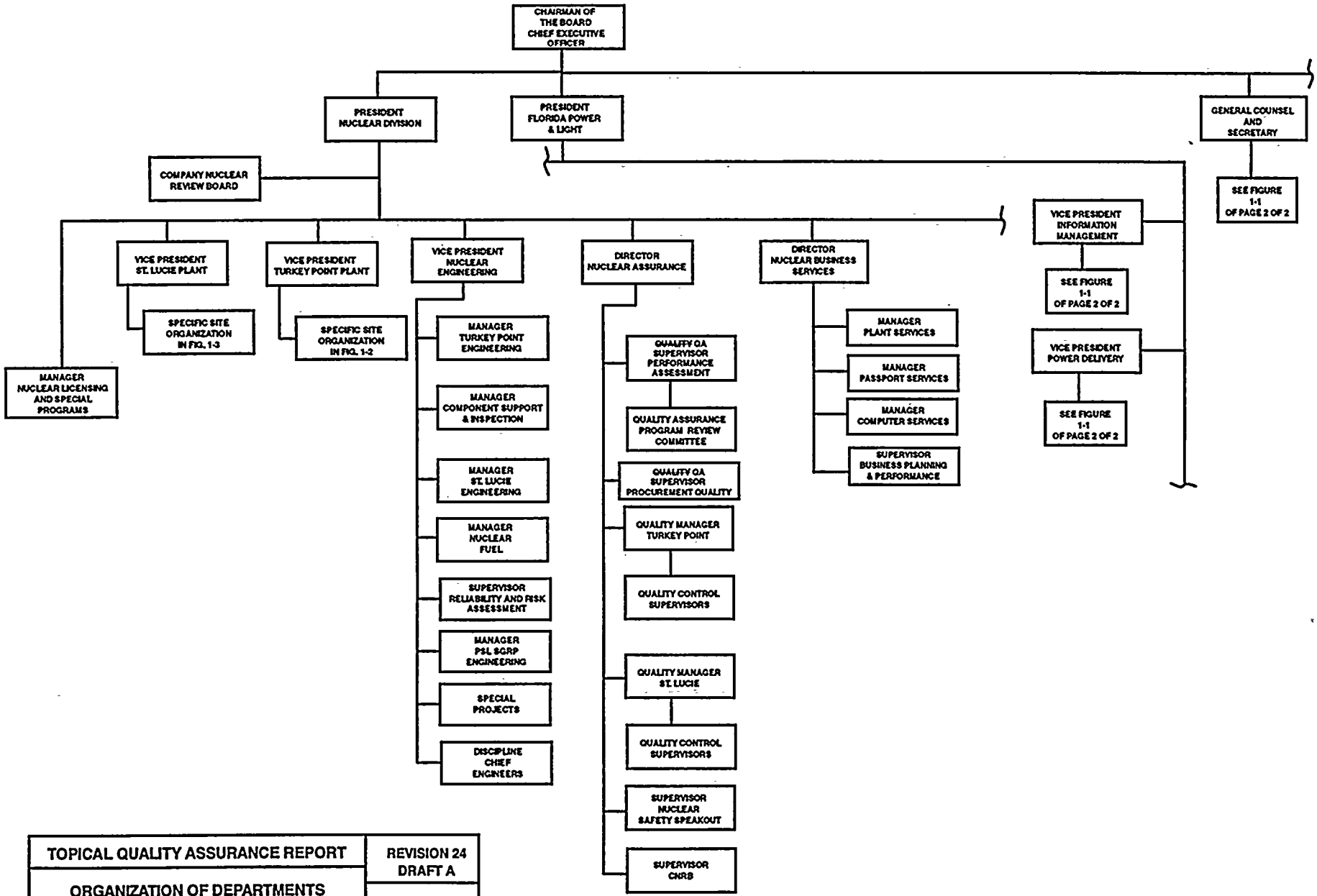

TOPICAL QUALITY ASSURANCE REPORT	REVISION 24 DRAFT A
ORGANIZATION OF DEPARTMENTS AFFECTING QUALITY FIGURE 1-1 APPENDIX A NUCLEAR DIVISION	04/16/97
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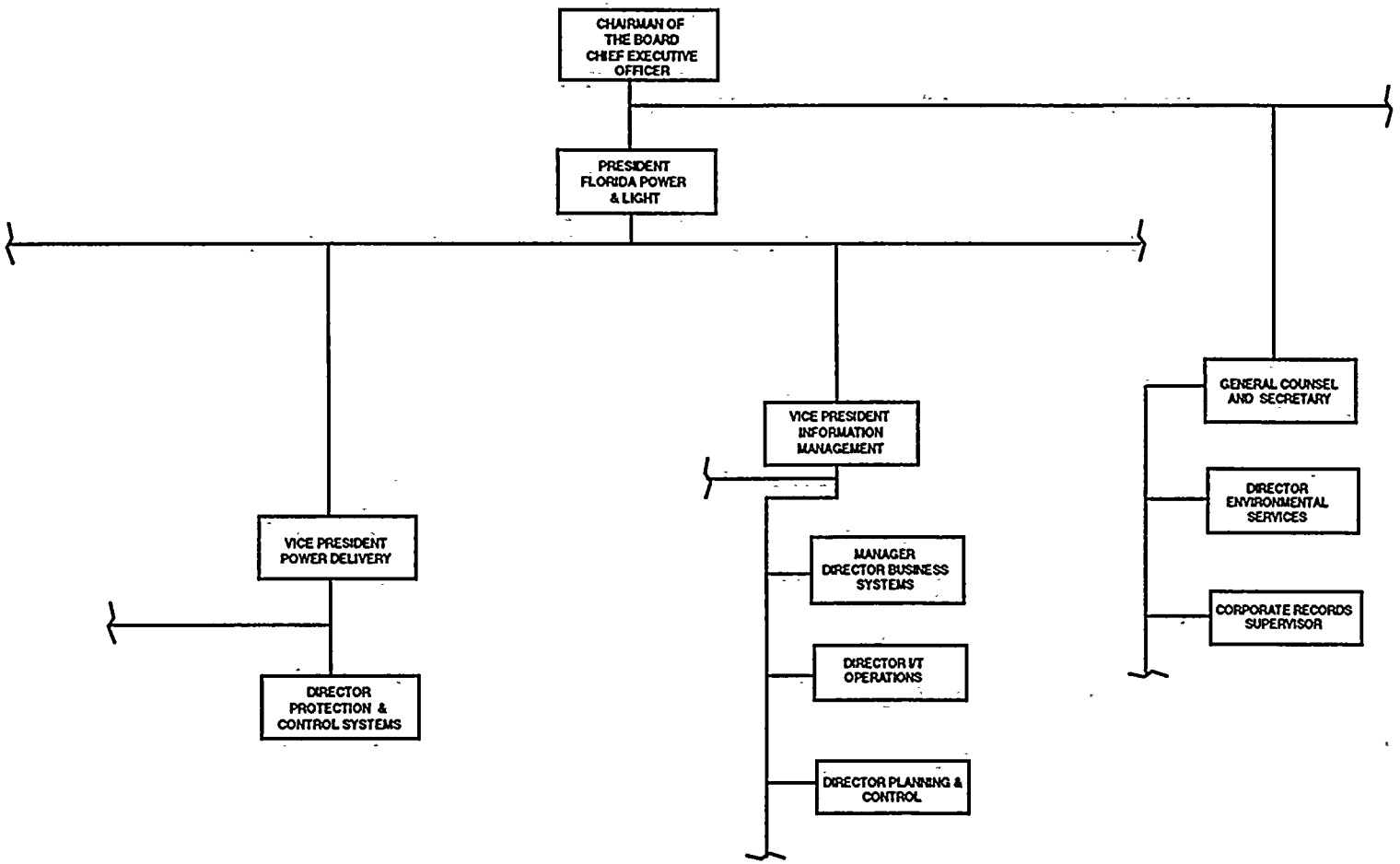

TOPICAL QUALITY ASSURANCE REPORT	REVISION 24 DRAFT A
ORGANIZATION OF DEPARTMENTS AFFECTING QUALITY FIGURE 1-1 APPENDIX A NUCLEAR DIVISION	04/16/97
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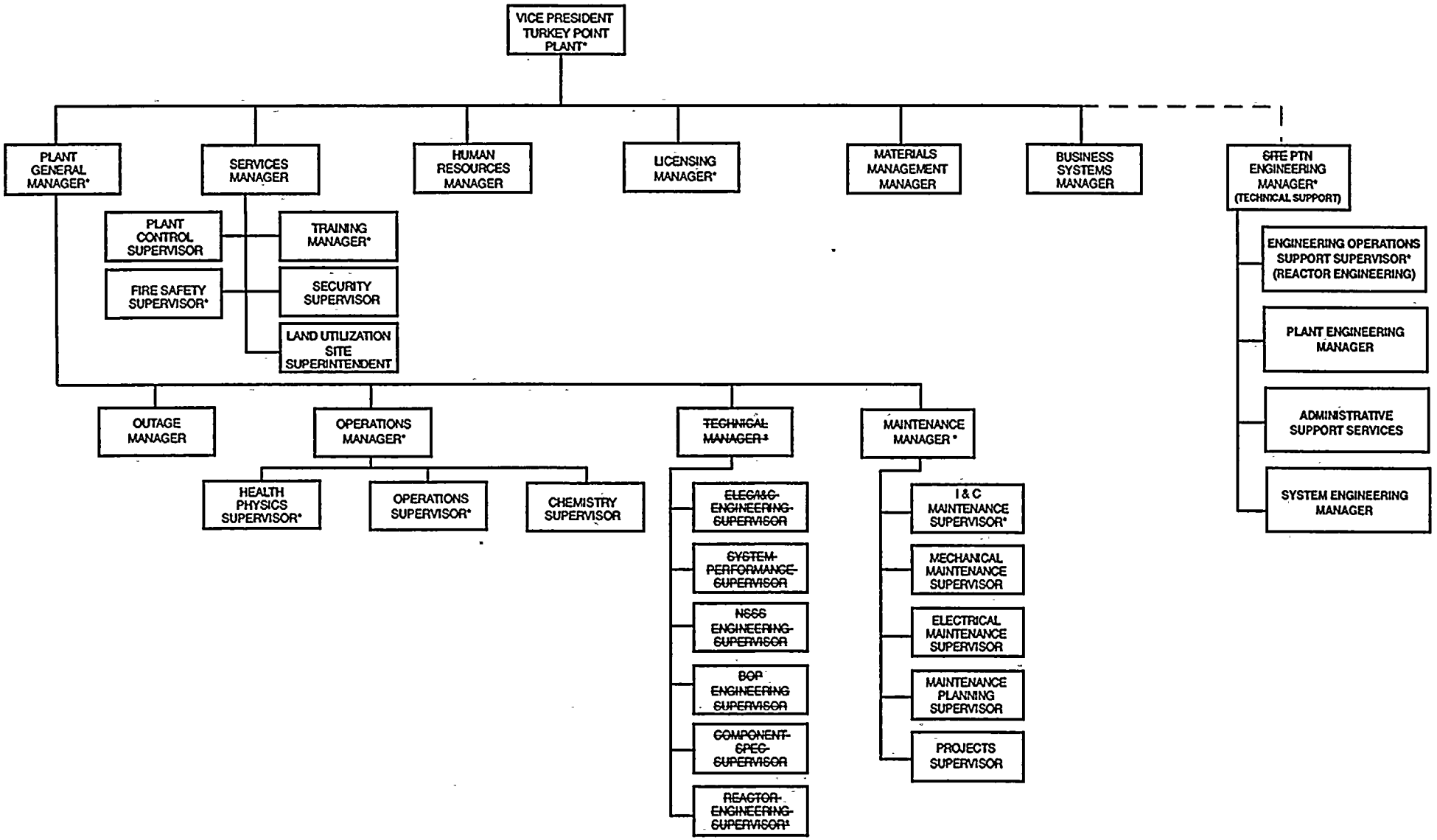

*Indicates position with accountabilities in Technical Specifications.

TOPICAL QUALITY ASSURANCE REPORT	REVISION 7 Draft A
TURKEY POINT PLANT SITE ORGANIZATION FIGURE 1-2 APPENDIX A	07/25/96
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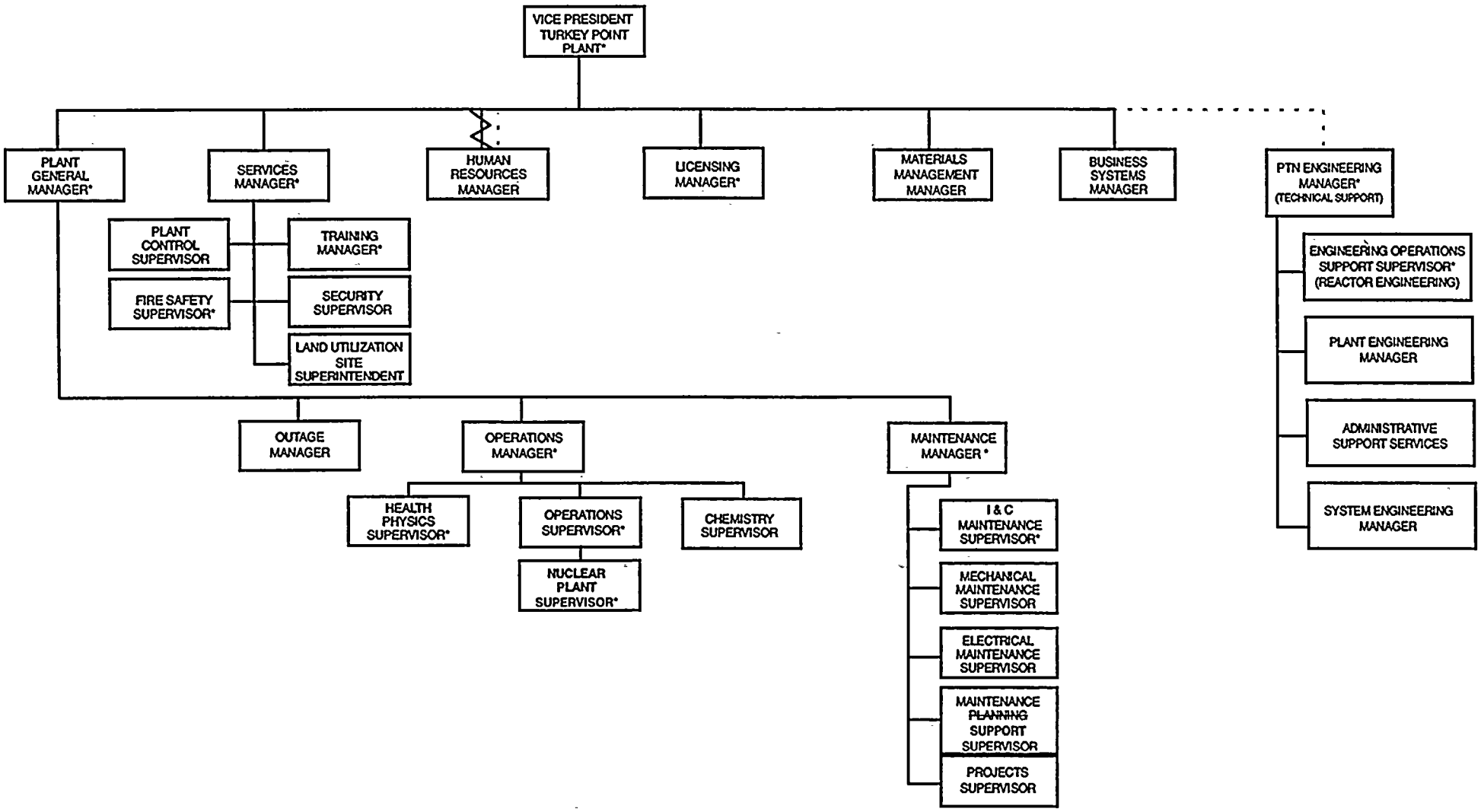

*Indicates position with accountabilities in Technical Specifications.

TOPICAL QUALITY ASSURANCE REPORT	REVISION 8 DRAFT A
TURKEY POINT PLANT SITE ORGANIZATION FIGURE 1-2 APPENDIX A	08/13/96
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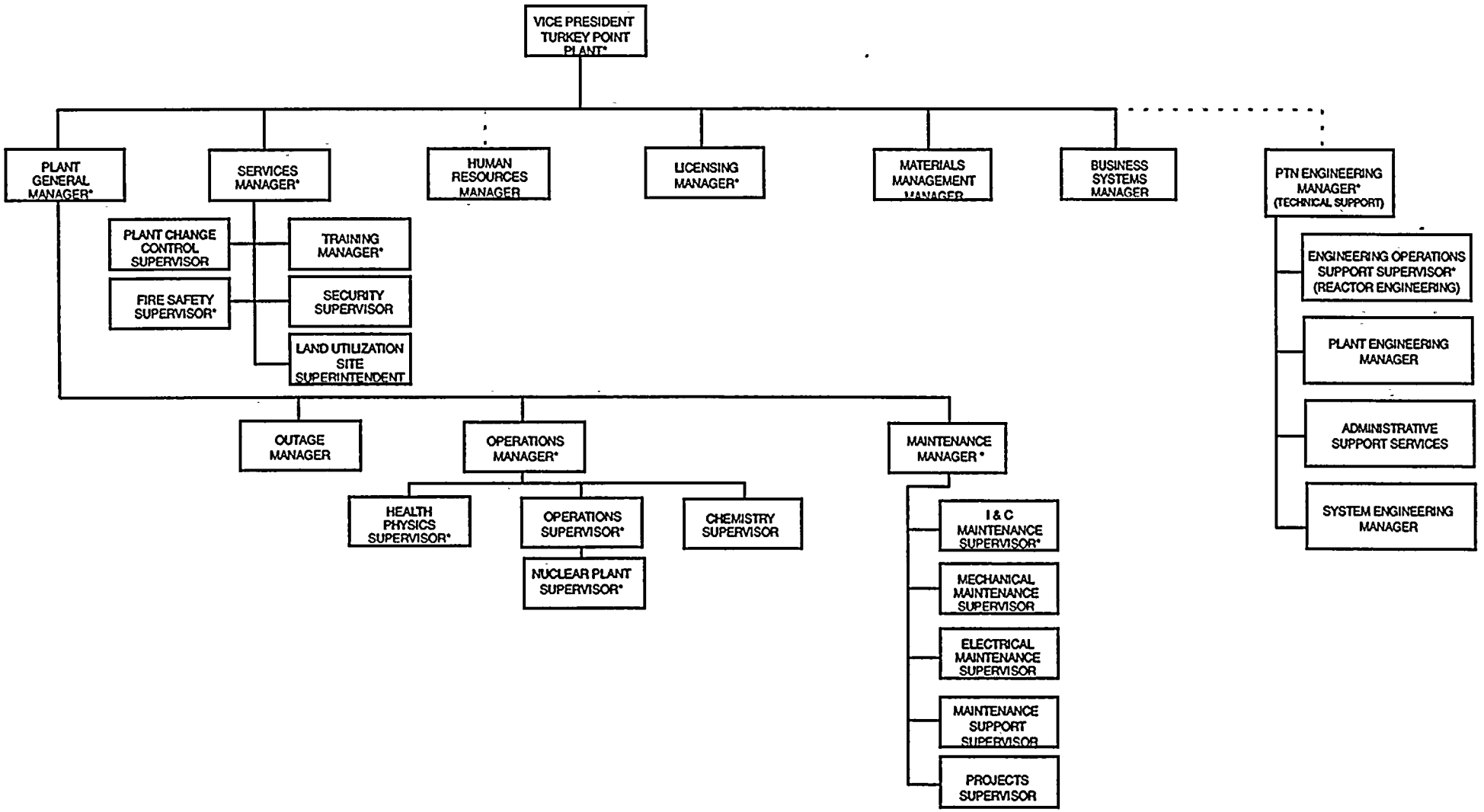

*Indicates position with accountabilities in Technical Specifications.

NOTE

Although Engineering Operations Support (EOS) personnel may report to the site Engineering Manager, the Plant General Manager shall have direct and unfettered control over those activities necessary for safe operation and maintenance of the plant.

TOPICAL QUALITY ASSURANCE REPORT	REVISION 9 DRAFT A
TURKEY POINT PLANT SITE ORGANIZATION FIGURE 1-2 APPENDIX A	10/21/96
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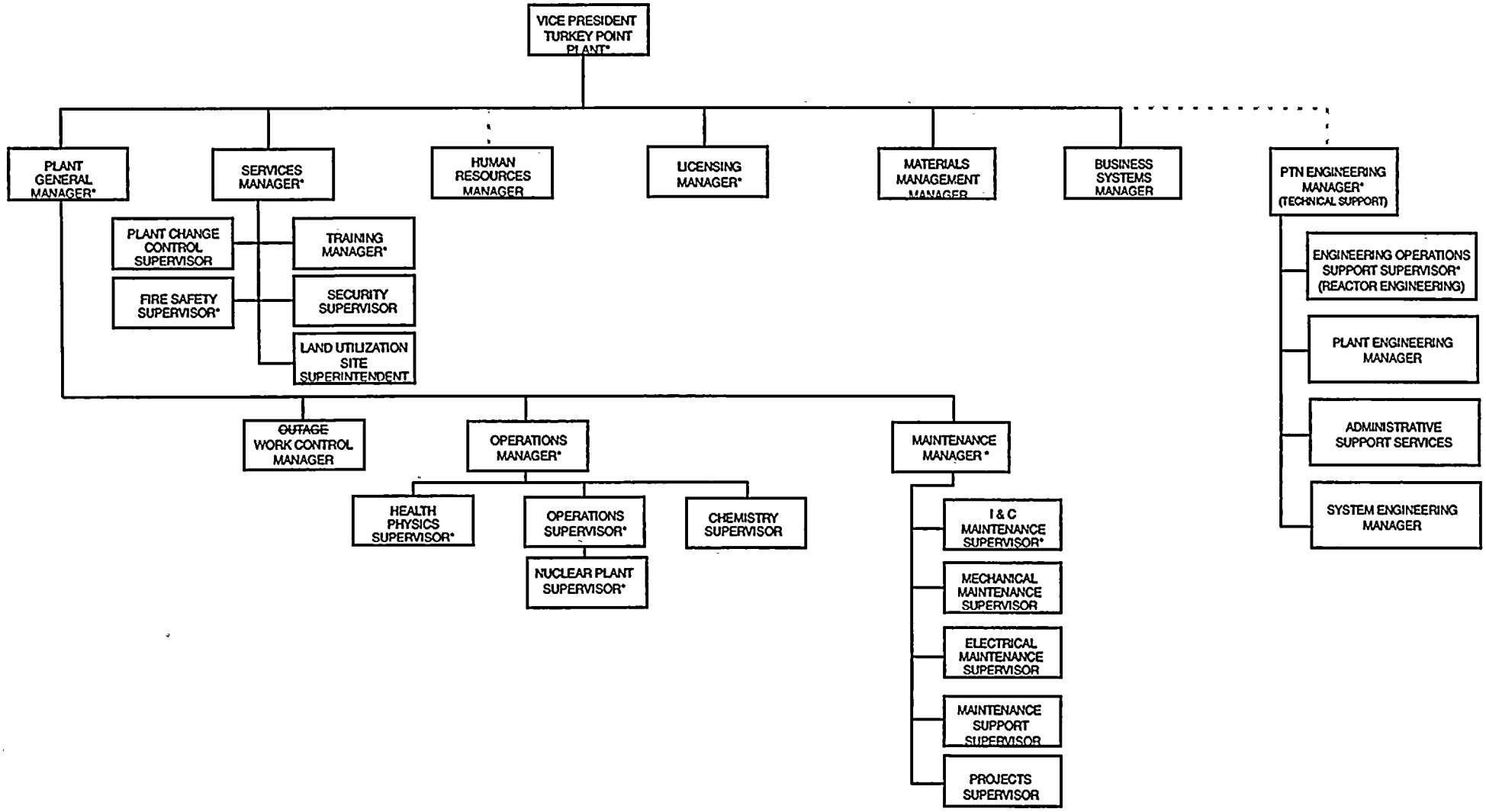

*Indicates position with accountabilities in Technical Specifications.

NOTE
Although Engineering Operations Support (EOS) personnel may report to the site Engineering Manager, the Plant General Manager shall have direct and unfettered control over those activities necessary for safe operation and maintenance of the plant.

TOPICAL QUALITY ASSURANCE REPORT	REVISION 10 DRAFT A
TURKEY POINT PLANT SITE ORGANIZATION FIGURE 1-2 APPENDIX A	12/19/96
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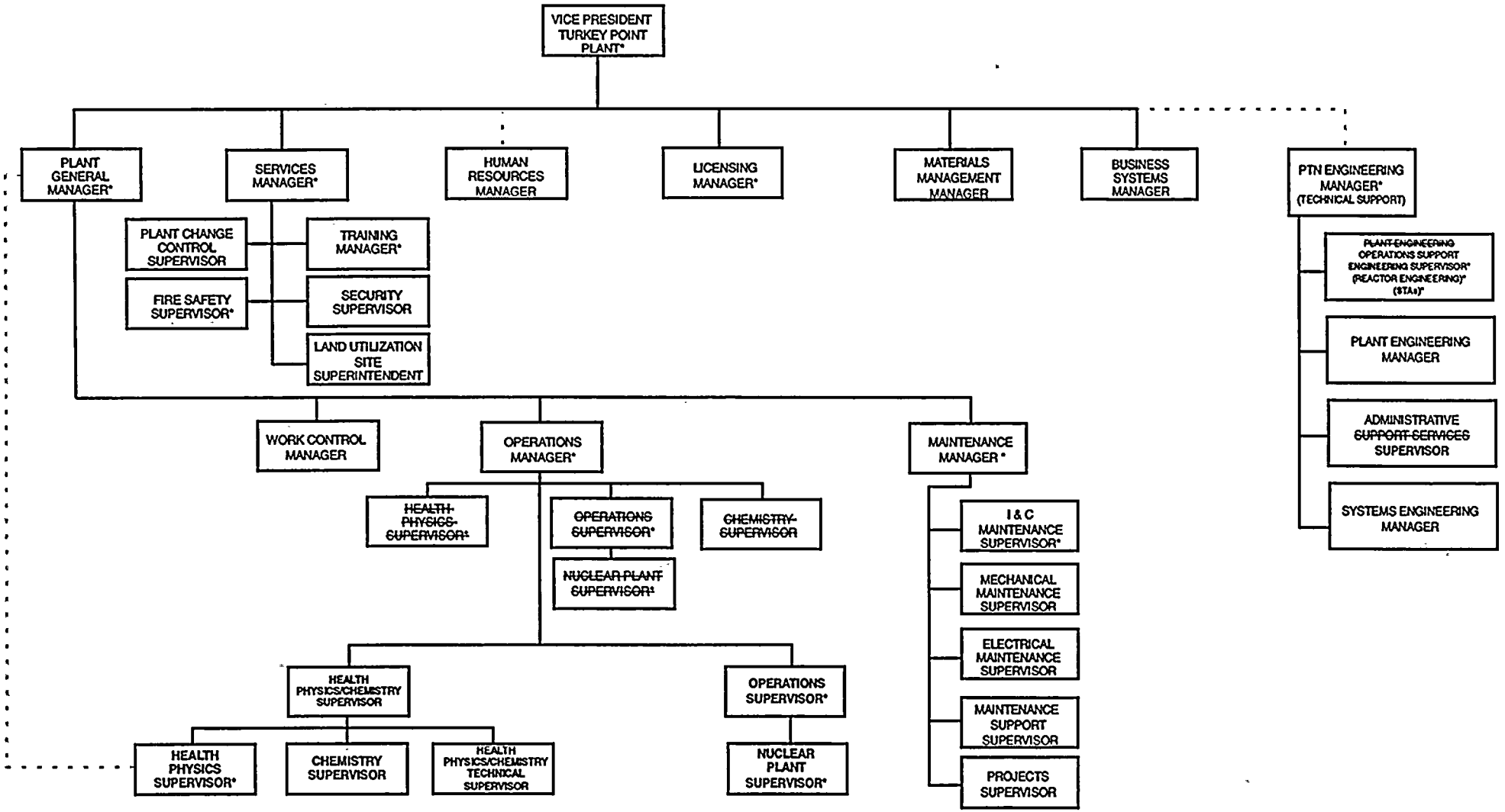

*Indicates position with accountabilities in Technical Specifications.

NOTES

- Although ~~Plant Engineering~~ Operations Support ~~(POS)~~ ~~(EOS)~~ Engineering (OSE) personnel may report to the site Engineering Manager, the Plant General Manager shall have direct and unfettered control over those activities necessary for safe operation and maintenance of the plant.

- The Health Physics Supervisor shall have direct access to the Plant General Manager for matters relating to the radiological health and safety of employees and the public.

TOPICAL QUALITY ASSURANCE REPORT	REVISION 11 DRAFT A
TURKEY POINT PLANT SITE ORGANIZATION FIGURE 1-2 APPENDIX A	03/24/97
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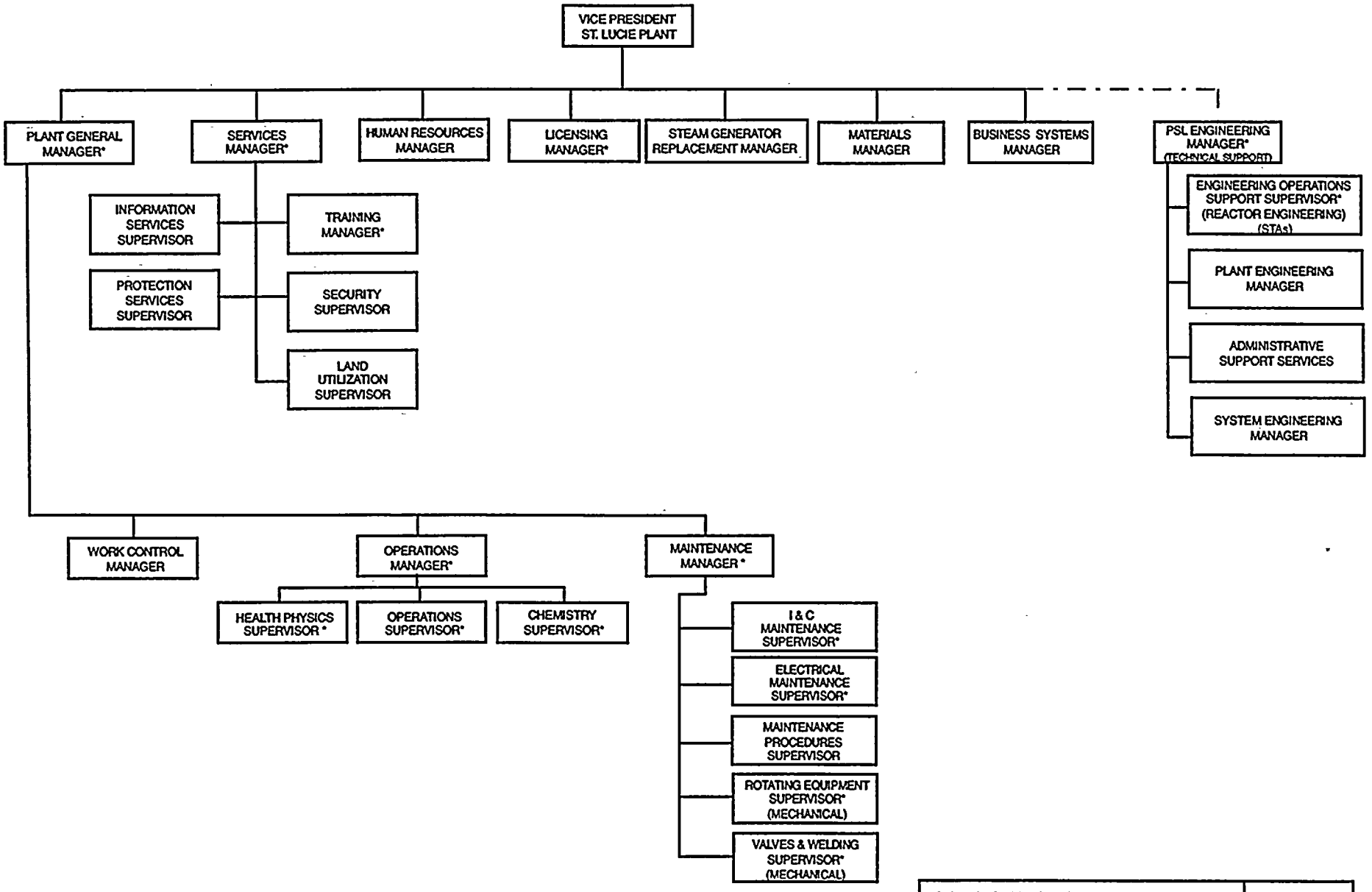

*Indicates position with accountabilities in Technical Specifications.

NOTE
Although Operations Support Engineering (OSE) personnel may report to the Site Engineering Manager, the Plant General Manager shall have direct and unfettered control over those OSE resources necessary for safe operation and maintenance of the plant.

TOPICAL QUALITY ASSURANCE REPORT	REVISION 7 DRAFT B
ST. LUCIE PLANT, UNIT 1 & 2 SITE ORGANIZATION FIGURE 1-3 APPENDIX A	09/05/96
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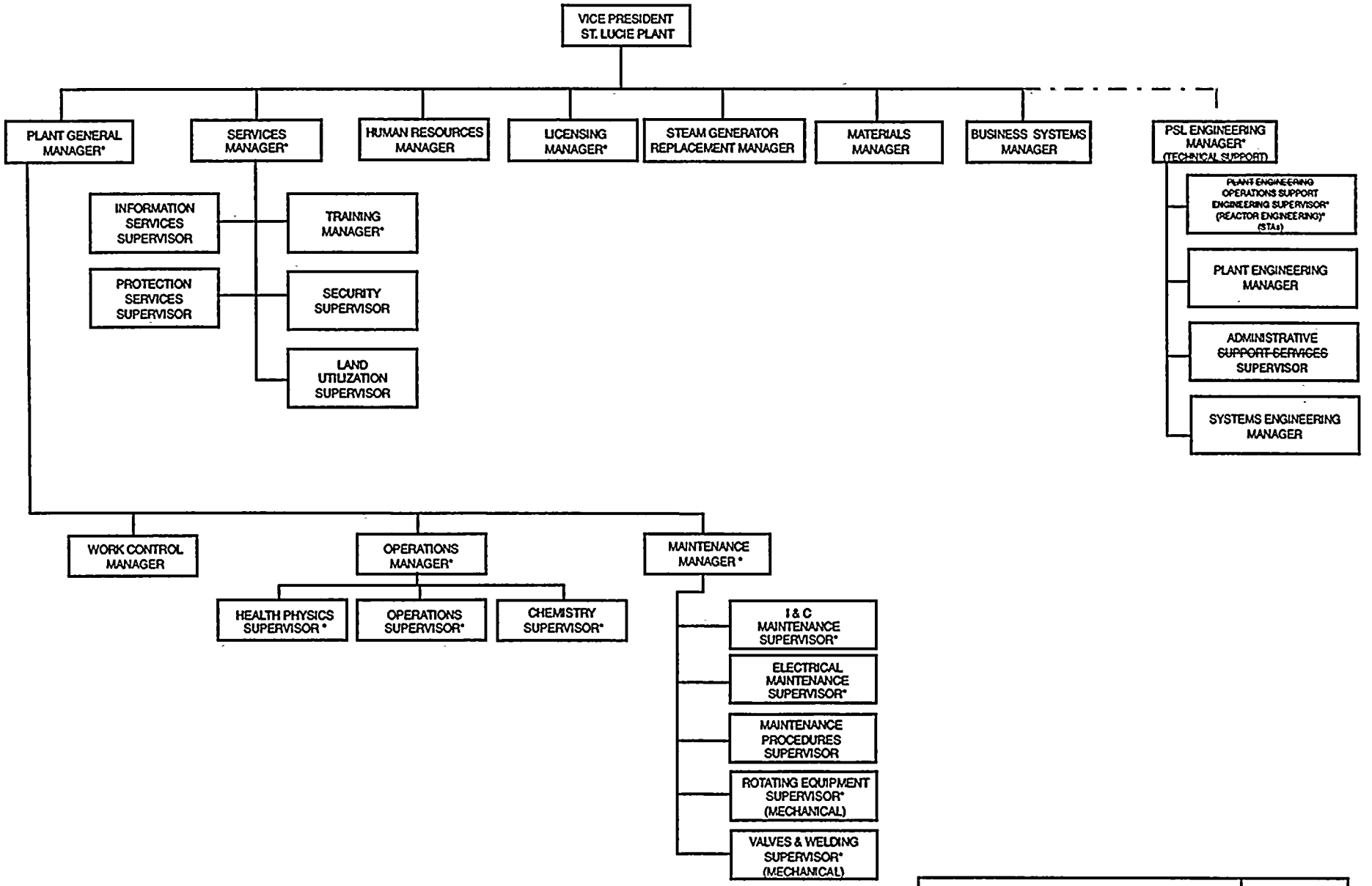

*Indicates position with accountabilities in Technical Specifications.

NOTE
Although ~~Plant~~ Operations Support (~~POS~~) Engineering (OSE) personnel may report to the Site Engineering Manager, the Plant General Manager shall have direct and unfettered control over those OSE ~~POS~~ resources necessary for safe operation and maintenance of the plant.

TOPICAL QUALITY ASSURANCE REPORT	REVISION 8 DRAFT A
ST. LUCIE PLANT, UNIT 1 & 2 SITE ORGANIZATION FIGURE 1-3 APPENDIX A	03/24/97
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