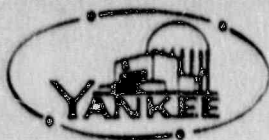


YANKEE ATOMIC ELECTRIC COMPANY



SEABROOK STATION

TITLE

Reporting/Tracking/Trending

NUMBER 10

REVISION: 0

DATE 5/14/84

PREPARED BY: J.W. Singleton

DATE 4/10/84

APPROVED FOR USE Gerald F. McDonald

VAEC QA MANAGER

REVISIONS

NO.	DATE	PREP. BY	APPROV. BY	NO.	DATE	PREP. BY	APPROV. BY
1	10/29/84	DWLi	[Signature]	9			
2	04/01/85	DWLi	REL	10			
3	10/11/85	DWLi	REL	11			
4	11/22/85	DWLi	REL	12			
5	1/24/86	DWLi	[Signature]	13			
6				14			
7				15			
8				16			

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Yankee Atomic Electric Company Procedure

Reporting/Tracking/Trending Procedure No. 10

rev 5: 1/24/86
rev 4: 11/22/85 (page 1 remained rev 3)
rev 3: 10/11/85
rev 2: 4/01/85
rev 1: 10/29/84
rev 0: 4/10/84

1.0 Purpose and Scope

1.1 This procedure describes the reporting methods used to identify quality problems, provide for corrective actions and the reporting of quality related concerns to the appropriate levels of management.

2.0 Responsibilities

2.1 The Assistant Construction QA Manager Records/Special Projects and SM are responsible for insuring timely initiation, closeout and follow-up actions are taken and to assure corrective action is adequate.

3.0 Procedure

3.1 The QAG shall utilize various reporting formats to identify and document conditions adverse to quality. Reporting formats include Surveillance Reports Management Action Requests (MAR's), and Stop Work Orders (SWO's).

3.1.1 Surveillance Reports

3.1.1.1 SR's shall be distributed to contractor when deficiencies are discovered and:

3.1.1.1.1 The condition is not immediately corrected.

3.1.1.1.2 The contractor does not include the deficiency in his corrective action program.

3.1.1.2 Deficiencies shall be reported in the format as detailed on Form 9.1 per Attachment 10.1.

3.1.2 Management Action Request

3.1.2.1 MAR's shall be initiated when adequate and timely corrective actions have not occurred or when conditions are judged significant enough to require higher level management actions.

3.1.2.2 MAR's shall be completed and controlled per YAEC QA
Procedure Q-117. (Corrective Action Requests).

3.1.3 Stop Work Orders

3.1.3.1 FQAG personnel are delegated responsibility and authority to stop unsatisfactory work. This authority is exercised by the Assistant Construction QA Manager Records/Special Projects or SM. They will notify the PCQAM. If, after discussion with the PCQAM, they conclude that work should be stopped, the PCQAM will inform the Construction Director. Stop Work Orders may be given orally, but shall be documented on a SWO (Form 10.2) by the individual stopping the work. Copies will be distributed to the Construction Director, Project Construction Manager, and the PCQAM. The Construction Director/Project Construction Manager's notification to resume the activity shall be so noted on the S.W.O. by the appropriate QAC Manager.

3.1.3.2 The SWO shall be completed by the individual initiating the stop work action as detailed in Attachment 10.2

4.0 Tracking of Reported Problems

4.1 Summary and Status of Corrective Actions (SSCA's)

4.1.1 The SSCA is utilized as a basis for tracking deficiencies and observations.

4.1.2 The SSCA shall be distributed monthly to YAEC managers. It will serve to track deficiencies and observations to provide information for management review in order to evaluate effectiveness of the program and to provide direction.

4.1.3 The SSCA outlined in Form 10.3 will be completed as detailed in Attachment 10.3.

5.0 Trending of Reported Problems

5.1 All deficiencies and observations identified by the QAG shall be reviewed and reported for trends in accordance with NHY Procedure QP-1.

6.0 Records

6.1 The following records shall be controlled per Procedure 11.

6.1.1 Surveillance Reports

6.1.2 Stop Work Orders

- 1.0 Deficiency Completion Details (Use Form 9.1 for this purpose)
 - 1.1 S.R. No. - Obtain a S.R. # from YAEC SR Log maintained by FOA Office personnel.
 - 1.2 Deficiency Noted - State problem.
 - 1.3 Enter contractor name and personnel contacted.
 - 1.4 Reported by - Name of individual initiating the report.
 - 1.5 Review by - Supervisor to review all deficient surveillance reports for 50.55e applicability.
 - 1.6 FOA Review by - Response and corrective actions to be reviewed by the originating discipline. (Only for deficient reports that have been forwarded to an organization for resolution)
 - 1.7 Rejected Action Taken - List reason and references for rejection.
 - 1.8 Date and signature, Deficient S.R.closed.

1.0 Stop Work Order Completion Details

- 1.1 SWO No. & Date - Obtain SWO # from YAEC SWO Log maintained by FOA office personnel. Enter date SWO is written.
- 1.2 Notification - List responsible personnel, contractor and time of issuance.
- 1.3 Concurrence to Stop Work - Circle applicable reference and explain if required.
- 1.4 Reason - State particular issue/s which culminated in SWO initiation.
- 1.5 YAEC FOA by - Sign by originator.
- 1.6 Signature of review as applicable.
- 1.7 Date and signature as applicable.

1.0 Summary and Status for Corrective Actions Completion Details

- 1.1 Item No. - In numerical order.
- 1.2 Date of report - Report date.
- 1.3 Report Written by - Initials of surveillant.
- 1.4 Deficiency Code - See deficiency list for code number, Procedure Q-113.
- 1.5 Item and Subject Requiring Corrective Action - Surveillance Report No. and brief description of deficient item.
- 1.6 To Whom for Action - Company responsible for corrective action.
- 1.7 Item corrected - Yes, No, or Verification.
- 1.8 Status - Date action is promised or requested and reference how corrective action was completed.

YANKEE ATOMIC ELECTRIC COMPANY
SEABROOK STATION
FIELD QUALITY ASSURANCE GROUP
STOP WORK ORDER

SWO No. _____ Date: _____

TO: Construction Director

YAEC FOA HAS ORALLY NOTIFIED MR. _____

TITLE _____ OF _____ COMPANY

AT _____ HOURS OF UNSATISFACTORY WORK BEING PERFORMED.

HE WILL STOP WORK WILL NOT STOP WORK.

REASON FOR STOP WORK NOTIFICATION: _____

YAEC FOA BY: _____

I have reviewed the reason for "Stop Work". Work shall not be resumed until unsatisfactory condition has been rectified and this office notified of your approval to resume the activity.

Assistant Construction QA Manager Record / Special Projects or Project QA Surveillance Manager

I have reviewed the corrective action taken and concur with lifting of this stop work notification.

NOTE: _____

Assistant Construction QA Manager Records / Special Projects or Project QA Surveillance Manager

Distribution:
Construction Director
Project Construction Manager
Project Construction QA Manager
Contractor

SAMPLE

SAMPLE

SAMPLE

SAMPLE

SUMMARY AND STATUS OF CORRECTIVE ACTION FOR SEARROW - HEAC CONST.

03/09/86

ITEM NO.	DATE OF REPORT	REPORT DATED BY	DISCREP. CODE	COMT. CODE	ITEM OR SUBJECT REQUIRING CORRECTIVE ACTION	SENT TO LETTER	ITEM CORR.	STATUS
0396	8/10/83	SPB	13-6602-13	03	(5368) Deficient housekeeping in refueling canal.	-	Yes	C/O per item corrected immediately. (CIN 8/29/83)
0397	8/16/83	JON/ED	03-6603-02	03	(IR #451) Power Discipline Engineering Manager in Issuing Power Discipline Instruction Memorandum which change criteria of AP-15.	-	Yes	HEAC to respond. (CIN 8/29/83) Response to IR rejected. (CIN 9/29/83) No change in status. (CIN 10/28/83) Response acceptable but HEAC must provide additional information. Controlled S/L R1 issued. (CIN 11/30/83) Awaiting closure of IAR #6. (CIN 11/30/86) C/O per IAR #6 closed. (CIN 2/27/86)
0398	8/18/83	WIT/REC	03-6603-45	03	(5319) HEAC overlooked the omission of 2 end caps on Orthographic Drawing 8053GR-7. Due to the omission of the 2 end caps, P-B did not incorporate the end caps into their field isometric drawing and did not install end caps.	-	Yes	IR #453 written. C/O per acceptable response to IR. (CIN 8/29/83)
0399	8/19/83	ED/CIN	13-6602-02	03	(5360) ANSI R30.3 requires a yearly inspection. Kroll Crane had not been inspected since March 1982.	-	Yes	C/O per Facilities Superintendent had the inspection agency perform immediate inspection. (CIN 8/29/83)
0400	8/17/83	SPB	13-6602-10	03	(5366) Red light out.	-	Yes	C/O per item corrected. (CIN 8/29/83)
0401	8/26/83	SPB	10-6602-02	03	(5386) Portable rod caddies were not rechecked before reactivation and repair prior to release.	-	Yes	C/O per caddies rechecked. (CIN 9/29/83)
0402	8/26/83	SPB	10-6602-19	03	(5386) (Observation) Rod caddies at wrong rod room.	-	Yes	C/O per caddies returned to correct rod room. (CIN 9/29/83)
0403	8/23/83	SPB	13-6602-13	03	(5392) Inadequate housekeeping in reactor vessel.	-	Yes	C/O per housekeeping corrected. (CIN 9/25/83)
0404	9/02/83	SPB	16-6602-02	03	(5468) Date of implementation of corrective action for IR 426 was not met.	-	Yes	C/O per IR 462 issued, response acceptable. (CIN 9/29/83)
0405	9/02/83	SPB	06-6602-19	03	(5496) (Observation) Three foreign printouts omitted.	-	Yes	C/O per foreign printouts filed correctly. (CIN 9/29/83)

LV 3

REPORTING/TRACKING/TRENDING

FOA Manual
Procedure No. 10
Revision: 3
Date: 10/11/85
Page 1 of 3

ORIGINAL ONLY

1.0 Purpose and Scope

1.1 This procedure describes the reporting methods used to identify quality problems, provide for corrective actions and the reporting of quality related concerns to the appropriate levels of management.

2.0 Responsibilities

2.1 The Assistant Construction QA Manager Records/Special Projects and SM are responsible for insuring timely initiation, closeout and follow-up actions are taken and to assure corrective action is adequate.

3.0 Procedure

3.1 The QAC shall utilize various reporting formats to identify and document conditions adverse to quality. Reporting formats include Surveillance Reports | Management Action Requests (MAR's), and Stop Work Orders (SWO's).

3.1.1 Surveillance Reports

3.1.1.1 SR's shall be distributed to contractor when deficiencies are discovered and:

3.1.1.1.1 The condition is not immediately corrected.

3.1.1.1.2 The contractor does not include the deficiency in his corrective action program.

3.1.1.2 Deficiencies shall be reported in the format as detailed on Form 9.1 per Attachment 10.1.

3.1.2 Management Action Request

3.1.2.1 MAR's shall be initiated when adequate and timely corrective actions have not occurred or when conditions are judged significant enough to require higher level management actions.

- 3.3 Methods and criteria used to review radiographs shall be the same as the originators.
- 3.4 Site and Vendor generated radiographs shall be evaluated for evidence of aging and inadequate processing, (i.e. browning, staining, mottling, streaking, etc.)
- 3.5 Radiographs exhibiting signs of aging (browning/yellowing) shall be verified using the residual thiosulfate spot test.
- 3.6 Radiographs not meeting the requirements for archival quality, based on the above spot test shall be evaluated on a case by case basis and will be processed or if necessary reshot.
- 3.7 Deficiencies discovered during reviews shall be handled per Procedure No. 10.
- 3.8 Items which cannot be resolved by the NDE RS shall be brought to the attention of the YAEC Level III on a Controlled Speed Letter for final resolution.

4.0 Procedure (Radiographic Film Archival Quality)

- 4.1 On a quarterly basis, radiographs stored in the SBYDCC/IMS shall be monitored by the NDE Review Group Personnel for evidence of degradation of the archival film properties (i.e. browning/yellowing).
- 4.2 Selected radiographic packages will be withdrawn from SBYDCC/IMS for archival film quality review.
- 4.3 Radiographs exhibiting signs of degradation shall be verified using the residual thiosulfate spot test.
- 4.4 Radiographs not meeting the requirements for archival quality based on the above spot test shall be evaluated on a case by case basis and a determination made whether to reprocess or if possible reshoot the affected film.

4.1.2 The SSCA shall be distributed monthly to YAEC managers. It will serve to track deficiencies and observations to provide information for management review in order to evaluate effectiveness of the program and to provide direction.

4.1.3 The SSCA outlined in Form 10.3 will be completed as detailed in Attachment 10.3.

5.0 Trending of Reported Problems

5.1 All deficiencies and observations identified by the QAC shall be reviewed and reported for trends in accordance with NHY Procedure QP-1.

6.0 Records

6.1 The following records shall be controlled per Procedure 11.

6.1.1 Surveillance Reports

6.1.2 Stop Work Orders

- 1.0 Deficiency Completion Details (Use Form 9.1 for this purpose)
 - 1.1 S.R. No. - Obtain a S.R. # from YAEC SR Log maintained by FQA Office personnel.
 - 1.2 Deficiency Noted - State problem.
 - 1.3 Enter contractor name and personnel contacted.
 - 1.4 Reported by - Name of individual initiating the report.
 - 1.5 Review by - Supervisor to review for 50.55e applicability.
 - 1.6 FQA Review by - Response and corrective actions to be reviewed by the originating discipline. (Only for deficient reports that have been forwarded to an organization for resolution)
 - 1.7 Rejected Action Taken - List reason and references for rejection.
 - 1.8 Date and signature, Deficient S.R.closed.

1.0 Stop Work Order Completion Details

- 1.1 SWO No. & Date - Obtain SWO # from YALC SWO Log maintained by FCA office personnel. Enter date SWO is written.
- 1.2 Notification - List responsible personnel, contractor and time of issuance.
- 1.3 Concurrence to Stop Work - Circle applicable reference and explain if required.
- 1.4 Reason - State particular issue/s which culminated in SWO initiation.
- 1.5 YALC FCA by - Sign by originator.
- 1.6 Signature of review as applicable.
- 1.7 Date and signature as applicable.

1.0 Summary and Status for Corrective Actions Completion Details

- 1.1 Item No. - In numerical order.
- 1.2 Date of report - Report date.
- 1.3 Report Written by - Initials of surveillant.
- 1.4 Deficiency Code - See deficiency list for code number, Procedure Q-113.
- 1.5 Item and Subject Requiring Corrective Action - Surveillance Report
No. and brief description of deficient item.
- 1.6 To Whom for Action - Company responsible for corrective action.
- 1.7 Item corrected - Yes, No, or Verification.
- 1.8 Status - Date action is promised or requested and reference how corrective
action was completed.

Y004
20-R-04-032

YANKEE ATOMIC ELECTRIC COMPANY
SEABROOK STATION
FIELD QUALITY ASSURANCE GROUP
DEVIATION NOTICE

D.N. No. _____

DATE: _____

ORGANIZATION: _____

DEFICIENCY NOTED:

REPORTED BY: _____

CONTENTS OF CONDITION NOTED HAVE BEEN REVIEWED AND DO _____ DO NOT _____ REQUIRE REPORTING IN
ACCORDANCE WITH 10CFR21 AND/OR 10CFR50.53(e). REVIEWED BY: _____
ATTN: _____ TITLE: _____

ORGANIZATION PROPOSED RESOLUTION

THIS FORM SHALL BE RETURNED WITHIN FIVE WORKING DAYS TO THE YAEQ SOAC.

STEPS TO PREVENT RECURRENCE

ORGANIZATION: _____ BY: _____ DATE: _____

QA REVIEW BY: _____ DATE: _____ ACCEPT _____ REJECT _____

IF REJECTED ACTION TAKEN:

D.N. Closed - By: _____ Date: _____
FORM 10.1

SEABROOK STATION
FIELD QUALITY ASSURANCE GROUP
STOP WORK ORDER

SWO No. _____ Date: _____

Construction Director

YAES FQA HAS ORALLY NOTIFIED MR. _____

TITLE _____ OF _____ COMPANY

AT _____ HOURS OF UNSATISFACTORY WORK BEING PERFORMED.

HE WILL STOP WORK WILL NOT STOP WORK.

REASON FOR STOP WORK NOTIFICATION: _____

YAES FQA BY: _____

I have reviewed the reason for "Stop Work". Work shall not be resumed until unsatisfactory condition has been rectified and this office notified of your approval to resume the activity.

Project QA Manager Special Projects/
Project QA Surveillance Manager

I have reviewed the corrective action taken and concur with lifting of this stop work notification.

DATE: _____

Project QA Manager Special Projects/
Project QA Surveillance Manager

Form 10.2
Revision: 1
Date: 10/29/84

Distribution:
Construction Director
Project Construction Manager
Project Construction QA Manager
Contractor

1.0 Purpose and Scope

1.1 This procedure describes the reporting methods used to identify quality problems, provide for corrective actions and the reporting of quality related concerns to the appropriate levels of management.

2.0 Responsibilities

2.1 The Assistant Construction QA Manager Records/Special Projects and SM are responsible for insuring timely initiation, closeout and follow-up actions are taken and to assure corrective action is adequate.

3.0 Procedure

3.1 The QAC shall utilize various reporting formats to identify and document conditions adverse to quality. Reporting formats include Surveillance Reports Management Action Requests (MAR's), and Stop Work Orders (SWO's).

3.1.1 Surveillance Reports

3.1.1.1 SR's shall be distributed to contractor when deficiencies are discovered and:

3.1.1.1.1 The condition is not immediately corrected.

3.1.1.1.2 The contractor does not include the deficiency in his corrective action program.

3.1.1.2 Deficiencies shall be reported in the format as detailed on Form 9.1 per Attachment 10.1.

3.1.2 Management Action Request

3.1.2.1 MAR's shall be initiated when adequate and timely corrective actions have not occurred or when conditions are judged significant enough to require higher level management actions.

3.1.2.2 MAR's shall be completed and controlled per YAEC QA
Procedure Q-117. (Corrective Action Requests).

3.1.3 Stop Work Orders

3.1.3.1 FQAG personnel are delegated responsibility and authority to stop unsatisfactory work. This authority is exercised by the Assistant Construction QA Manager Records/Special Projects or SM. They will notify the PCQAM. If, after discussion with the PCQAM, they conclude that work should be stopped, the PCQAM will inform the Construction Director. Stop Work Orders may be given orally, but shall be documented on a SWO (Form 10.2) by the individual stopping the work. Copies will be distributed to the Construction Director, Project Construction Manager, and the PCQAM. The Construction Director/Project Construction Manager's notification to resume the activity shall be so noted on the S.W.O. by the appropriate QAG Manager.

3.1.3.2 The SWO shall be completed by the individual initiating the stop work action as detailed in Attachment 10.2

4.0 Tracking of Reported Problems

4.1 Summary and Status of Corrective Actions (SSCA's)

4.1.1 The SSCA is utilized as a basis for tracking deficiencies and observations.

4.1.2 The SSCA shall be distributed monthly to YAEC managers. It will serve to track deficiencies and observations to provide information for management review in order to evaluate effectiveness of the program and to provide direction.

4.1.3 The SSCA outlined in Form 10.3 will be completed as detailed in Attachment 10.3.

5.0 Trending of Reported Problems

5.1 All deficiencies and observations identified by the QAC shall be reviewed and reported for trends in accordance with NHY Procedure QP-1.

6.0 Records

6.1 The following records shall be controlled per Procedure 11.

6.1.1 Surveillance Reports

6.1.2 Stop Work Orders

1.0 Deficiency Completion Details

- 1.1 S.R. No. - Obtain a S.R. # from YAEC SR Log maintained by FQA Office personnel.
- 1.2 Deficiency Noted - State problem.
- 1.3 Enter contractor name and personnel contacted.
- 1.4 Reported by - Name of individual initiating the report.
- 1.5 Review by - Supervisor to review for 50.55e applicability.
- 1.6 FQA Review by - Response and corrective actions to be reviewed by the originating Discipline.
- 1.7 Rejected Action Taken - List reason and references for rejection.
- 1.8 Date and signature, SR closed.

1.0 Stop Work Order Completion Details

- 1.1 SWO No. & Date - Obtain SWO # from YAEC SWO Log maintained by FOA office personnel. Enter date SWO is written.
- 1.2 Notification - List responsible personnel, contractor and time of issuance.
- 1.3 Concurrence to Stop Work - Circle applicable reference and explain if required.
- 1.4 Reason - State particular issue/s which culminated in SWO initiation.
- 1.5 YAEC FCA by - Sign by originator.
- 1.6 Signature of review as applicable.
- 1.7 Date and signature as applicable.

ATTACHMENT 10.2

REVISION: 0

1.0 Summary and Status for Corrective Actions Completion Details

- 1.1 Item No. - In numerical order.
- 1.2 Date of report - Report date.
- 1.3 Report Written by - Initials of surveillant.
- 1.4 Deficiency Code - See deficiency list for code number, Procedure Q-113.
- 1.5 Item and Subject Requiring Corrective Action - Surveillance Report No. and brief description of deficient item.
- 1.6 To Whom for Action - Company responsible for corrective action.
- 1.7 Item corrected - Yes, No, or Verification.
- 1.8 Status - Date action is promised or requested and reference how corrective action was completed.

ATTACHMENT 10.3

REVISION:

C. Y004
T. 20-R-04-032
MS

YANKEE ATOMIC ELECTRIC COMPANY
SEABROOK STATION
FIELD QUALITY ASSURANCE GROUP
DEVIATION NOTICE

D.N. No. _____

DATE: _____

ORGANIZATION: _____

DEFICIENCY NOTED: _____

REPORTED BY: _____

CONTENTS OF CONDITION NOTED HAVE BEEN REVIEWED AND DO _____ DO NOT _____ REQUIRE REPORTING IN
ACCORDANCE WITH 10CFR21 AND/OR 10CFR50.55(e). REVIEWED BY: _____
DATE: _____ TITLE: _____

ORGANIZATION PROPOSED RESOLUTION

THIS FORM SHALL BE RETURNED WITHIN FIVE WORKING DAYS TO THE YAEC FOAG.

STEPS TO PREVENT RECURRENCE

ORGANIZATION: _____ BY: _____ DATE: _____

FO REVIEW BY: _____ DATE: _____ ACCEPT _____ REJECT _____

IF REJECTED ACTION TAKEN: _____

D.N. Closed - By: _____ Date: _____
Form 10.1

YANKEE ATOMIC ELECTRIC COMPANY
SEABROOK STATION
FIELD QUALITY ASSURANCE GROUP
STOP WORK ORDER

SWO No. _____ Date: _____

TO: Construction Director

YAEQ FQA HAS ORALLY NOTIFIED MR. _____

TITLE _____ OF _____ COMPANY

AT _____ HOURS OF UNSATISFACTORY WORK BEING PERFORMED.

HE WILL STOP WORK WILL NOT STOP WORK.

REASON FOR STOP WORK NOTIFICATION: _____

YAEQ FQA BY: _____

I have reviewed the reason for "Stop Work". Work shall not be resumed until unsatisfactory condition has been rectified and this office notified of your approval to resume the activity.

Project QA Manager Special Projects/
Project QA Surveillance Manager

I have reviewed the corrective action taken and concur with lifting of this stop work notification.

DATE: _____

Project QA Manager Special Projects/
Project QA Surveillance Manager

Distribution:
Construction Director
Project Construction Manager
Project Construction QA Manager
Contractor

REPORTING/TRACKING/TRENDING

FOA Manual
Procedure No. 10
Revision: 2
Date: 04/01/85
Page 1 of 3

1.0 Purpose and Scope

1.1 This procedure describes the reporting methods used to identify quality problems, provide for corrective actions and the reporting of quality related concerns to the appropriate levels of management.

2.0 Responsibilities

2.1 The Assistant Construction QA Manager Records/Special Projects and SM are responsible for insuring timely initiation, closeout and follow-up actions are taken and to assure corrective action is adequate.

3.0 Procedure

3.1 The OAG shall utilize various reporting formats to identify and document conditions adverse to quality. Reporting formats include Deviation Notices (DN's), Management Action Requests (MAR's), and Stop Work Orders (SWO's)

3.1.1 Deviation Notices

3.1.1.1 DN's shall be initiated when deficiencies are discovered and:

3.1.1.1.1 The condition is not immediately corrected.

3.1.1.1.2 The contractor does not include the deficiency in his corrective action program.

3.1.1.2 The DN consists of the format outlined in Form 10.1. It will be completed by the originator as detailed in Attachment 10.1.

3.1.2 Management Action Request

3.1.2.1 MAR's shall be initiated when adequate and timely corrective actions have not occurred or when conditions are judged significant enough to require higher level management actions.

3.1.2.2 MAR's shall be completed and controlled per YAEC OA
Procedure O-117. (Corrective Action Requests).

3.1.3 Stop Work Orders

3.1.3.1 FOAG personnel are delegated responsibility and authority to stop unsatisfactory work. This authority is exercised by the Assistant Construction OA Manager Records/Special Projects or SM. They will notify the PCOAM. If, after discussion with the PCOAM, they conclude that work should be stopped, the PCOAM will inform the Construction Director. Stop Work Orders may be given orally, but shall be documented on a S' O (Form 10.2) by the individual stopping the work. Copies will be distributed to the Construction Director, Project Construction Manager, and the PCOAM. The Construction Director/Project Construction Manager's notification to resume the activity shall be so noted on the S.W.O. by the appropriate OAG Manager.

3.1.3.2 The SWO shall be completed by the individual initiating the stop work action as detailed in Attachment 10.2

4.0 Tracking of Reported Problems

4.1 Summary and Status of Corrective Actions (SSCA's)

4.1.1 The OAG shall utilize the SSCA to control the status of deficiencies and observations requiring response for Seabrook.

4.1.2 The SSCA shall be distributed monthly to YAEC managers. It will serve to indicate the status of deficiencies, and provide information for management review necessary to evaluate effectiveness of the program and to provide direction.

4.1.3 The SSCA outlined in Form 10.3 will be completed as detailed in Attachment 10.3.

5.0 Trending of Reported Problems

5.1 All deficiencies and observations identified by the OAG shall be reviewed and reported for trends in accordance with NHY Procedure OP-1.

6.0 Records

6.1 The following records shall be controlled per Procedure 11.

6.1.1 Deviation Notices

6.1.2 Stop Work Orders

1.0 Deviation Notice Completion Details

- 1.1 D.N. No. - Obtain a D.N. # from YAEC DN Log maintained by FOA Office personnel.
- 1.2 Organization - Enter contractor.
- 1.3 Deficiency Noted - State problem.
- 1.4 Reported by - Name of individual initiating the report.
- 1.5 Review by - Supervisor to review for 50.55e applicability.
- 1.6 FOA Review by - Response and corrective actions to be reviewed by the originating discipline.
- 1.7 Rejected Action Taken - List reason and references for rejection.
- 1.8 Date and signature, DN closed.

1.0 Stop Work Order Completion Details

- 1.1 SWO No. & Date - Obtain SWO # from YAEC SWO Log maintained by FOA office personnel. Enter date SWO is written.
- 1.2 Notification - List responsible personnel, contractor and time of issuance.
- 1.3 Concurrence to Stop Work - Circle applicable reference and explain if required.
- 1.4 Reason - State particular issue/s which culminated in SWO initiation.
- 1.5 YAEC FCA by - Sign by originator.
- 1.6 Signature of review as applicable.
- 1.7 Date and signature as applicable.

.0 Summary and Status for Corrective Actions Completion Details

- 1.1 Item No. - In numerical order.
- 1.2 Date of report - Report date.
- 1.3 Report Written by - Initials of surveillant.
- 1.4 Deficiency Code - See deficiency list for code number, Procedure Q-113.
- 1.5 Item and Subject Requiring Corrective Action - Surveillance Report No. and brief description of deficient item.
- 1.6 To Whom for Action - Company responsible for corrective action.
- 1.7 Item corrected - Yes, No, or Verification.
- 1.8 Status - Date action is promised or requested and reference how corrective action was completed.

ATTACHMENT 10.3

REVISION: C

C Y004
T 20-R-04-032
M.

YANKEE ATOMIC ELECTRIC COMPANY
SEABROOK STATION
FIELD QUALITY ASSURANCE GROUP
DEVIATION NOTICE

D.N. No. _____

DATE: _____

ORGANIZATION: _____

DEFICIENCY NOTED:

REPORTED BY: _____

CONTENTS OF CONDITION NOTED HAVE BEEN REVIEWED AND DO _____ DO NOT _____ REQUIRE REPORTING IN
ACCORDANCE WITH 10CFR21 AND/OR 10CFR50.55(e). REVIEWED BY: _____
OF _____ TITLE: _____

ORGANIZATION PROPOSED RESOLUTION

THIS FORM SHALL BE RETURNED WITHIN FIVE WORKING DAYS TO THE YAEC FOAG.

STEPS TO PREVENT RECURRENCE

ORGANIZATION: _____ BY: _____ DATE: _____

REVIEW BY: _____ DATE: _____ ACCEPT _____ REJECT _____

IF REJECTED ACTION TAKEN:

D.N. Closed - By: _____ Date: _____
Form 10.1

YANKEE ATOMIC ELECTRIC COMPANY
SEABROOK STATION
FIELD QUALITY ASSURANCE GROUP
STOP WORK ORDER

SWO No. _____ Date: _____

TO: Construction Director

YAEC FOA HAS ORALLY NOTIFIED MR. _____

TITLE _____ OF _____ COMPANY

AT _____ HOURS OF UNSATISFACTORY WORK BEING PERFORMED.

HE WILL STOP WORK WILL NOT STOP WORK.

REASON FOR STOP WORK NOTIFICATION: _____

YAEC FOA BY: _____

I have reviewed the reason for "Stop Work". Work shall not be resumed until unsatisfactory condition has been rectified and this office notified of your approval to resume the activity.

Project QA Manager Special Projects/
Project QA Surveillance Manager

I have reviewed the corrective action taken and concur with lifting of this stop work notification.

DATE: _____

Project QA Manager Special Projects/
Project QA Surveillance Manager

Distribution:
Construction Director
Project Construction Manager
Project Construction QA Manager
Contractor

Form 10.2
Revision: _____
Date: 10/29/64

CONFIDENTIAL ONLY

1.0 Purpose and Scope

1.1 This procedure describes the reporting methods used to identify quality problems, provide for corrective actions and the reporting of quality related concerns to the appropriate levels of management.

2.0 Responsibilities

2.1 The SPM and SM are responsible for insuring timely initiation, closeout and follow-up actions are taken and to assure corrective action is adequate.

3.0 Procedure

3.1 The QAG shall utilize various reporting formats to identify and document conditions adverse to quality. Reporting formats include Deviation Notices (DN's), Management Action Requests (MAR's), and Stop Work Orders (SWO's).

3.1.1 Deviation Notices

3.1.1.1 DN's shall be initiated when deficiencies are discovered and:

3.1.1.1.1 The condition is not immediately corrected.

3.1.1.1.2 The contractor does not include the deficiency in his corrective action program.

3.1.1.2 The DN consists of the format outlined in Form 10.1. It will be completed by the originator as detailed in Attachment 10.1.

3.1.2 Management Action Request

3.1.2.1 MAR's shall be initiated when adequate and timely corrective actions have not occurred or when conditions are judged significant enough to require higher level management actions.

3.1.2.2 MAR's shall be completed and controlled per YAEQ QA
Procedure 0-117. (Corrective Action Requests).

3.1.3 Stop Work Orders

3.1.3.1 FOAG personnel are delegated responsibility and authority to stop unsatisfactory work. This authority is exercised by the SPM or SM. The SPM/SM will notify the PQAM. If, after discussion with the PQAM, they conclude that work should be stopped, the PQAM will inform the Construction Director. Stop Work Orders may be given orally, but shall be documented on a SWO (Form 10.2) by the individual stopping the work. Copies will be distributed to the Construction Director, Project Construction Manager, and the PQAM. The Construction Director/Project Construction Manager's notification to resume the activity shall be so noted on the S.W.O. by the SPM/SM.

3.1.3.2 The SWO shall be completed by the individual initiating the stop work action as detailed in Attachment 10.2

4.0 Tracking of Reported Problems

4.1 Summary and Status of Corrective Actions (SSCA's)

4.1.1 The QAG shall utilize the SSCA to control the status of deficiencies and observations requiring response for Seabrook.

- 4.1.2 The SSCA shall be distributed monthly to YAEC managers. It will serve to indicate the status of deficiencies, and provide information for management review necessary to evaluate effectiveness of the program and to provide direction.
- 4.1.3 The SSCA outlined in Form 10.3 will be completed as detailed in Attachment 10.3.

5.0 Trending of Reported Problems

- 5.1 All deficiencies and observations identified by the OAG shall be reviewed and reported for trends in accordance with QP-1.
- 5.2 Trending shall be accomplished by use of the Pareto Principle. This principle involves a formal and orderly means of establishing the vital few versus the trivial many.
- 5.3 The Pareto Principle cause and effect is expanded on in the YAEC QA Training and Indoctrination Program, Lesson #46. After review of Lesson #46, the following steps shall be taken:
 - 5.3.1 Establish the major groupings of causes, and the number of occurrences over a base period. For convenience, the causes are shown by letter.
 - 5.3.2 Arrange these accounts in descending order of importance and indicate opposite each, its percent contribution to the total.
 - 5.3.3 Add the percentages starting from the most important to the least important until seventy percent is reached. The major contributors thus become the "vital few" and the rest the "trivial many".
 - 5.3.4 The "vital few" problems are evaluated one at a time.

5.3.5 The "trivial many" problems are evaluated as a group.

6.0 Records

6.1 The following records shall be controlled per Procedure 11.

6.1.1 Deviation Notices

6.1.2 Stop Work Orders

1.0 Deviation Notice Completion Details

- 1.1 D.N. No. - Obtain a D.N. # from YAEC DN Log maintained by FOA Office personnel.
- 1.2 Organization - Enter contractor.
- 1.3 Deficiency Noted - State problem.
- 1.4 Reported by - Name of individual initiating the report.
- 1.5 Review by - Supervisor to review for 50.55e applicability.
- 1.6 FOA Review by - Response and corrective actions to be reviewed by the originating discipline.
- 1.7 Rejected Action Taken - List reason and references for rejection.
- 1.8 Date and signature, DN closed.

TACHMENT 10.1

REVISION: 1

.0 Stop Work Order: Completion Details

- 1.1 SWO No. & Date - Obtain SWO # from YAEC SWO Log maintained by FOA office personnel. Enter date SWO is written.
- 1.2 Notification - List responsible personnel, contractor and time of issuance.
- 1.3 Concurrence to Stop Work - Circle applicable reference and explain if required.
- 1.4 Reason - State particular issue/s which culminated in SWO initiation.
- 1.5 YAEC FOA by - Sign by originator.
- 1.6 Signature of review as applicable.
- 1.7 Date and signature as applicable.

ATTACHMENT 10.2

REVISION: 0

.0 Summary and Status for Corrective Actions Completion Details

- 1.1 Item No. - In numerical order.
- 1.2 Date of report - Report date.
- 1.3 Report Written by - Initials of surveillant.
- 1.4 Deficiency Code - See deficiency list for code number, Procedure Q-113.
- 1.5 Item and Subject Requiring Corrective Action - Surveillance Report
No. and brief description of deficient item.
- 1.6 To Whom for Action - Company responsible for corrective action.
- 1.7 Item corrected - Yes, No, or Verification.
- 1.8 Status - Date action is promised or requested and reference how corrective
action was completed.

ATTACHMENT 10.3

REVISION: _____

DC 1004
RT 20-R-04-032
MS

YANKEE ATOMIC ELECTRIC COMPANY
SEABROOK STATION
FIELD QUALITY ASSURANCE GROUP
DEVIATION NOTICE

D.N. No. _____

DATE: _____

ORGANIZATION: _____

DEFICIENCY NOTED:

REPORT BY: _____

CONTENTS OF CONDITION NOTED HAVE BEEN REVIEWED AND DO _____ DO NOT _____ REQUIRE REPORTING IN
ACCORDANCE WITH 10CFR21 AND/OR 10CFR50.55(e). REVIEWED BY: _____

DATE: _____ TITLE: _____

ORGANIZATION PROPOSED RESOLUTION

THIS FORM SHALL BE RETURNED WITHIN FIVE WORKING DAYS TO THE YAEC FOAG.

STEPS TO PREVENT RECURRENCE

ORGANIZATION: _____ BY: _____ DATE: _____

FOA REVIEW BY: _____ DATE: _____ ACCEPT _____ REJECT _____

IF REJECTED ACTION TAKEN:

D.N. Closed - By: _____ Date: _____

Form 10.1

Revision: 1

Date: 10/29/84

YANKEE ATOMIC ELECTRIC COMPANY
SEABROOK STATION
FIELD QUALITY ASSURANCE GROUP
STOP WORK ORDER

SWO No. _____ Date: _____

TO: Construction Director

YAEC FOA HAS ORALLY NOTIFIED MR. _____

TITLE _____ OF _____ COMPANY

AT _____ HOURS OF UNSATISFACTORY WORK BEING PERFORMED.

HE WILL STOP WORK WILL NOT STOP WORK.

REASON FOR STOP WORK NOTIFICATION: _____

YAEC FOA BY: _____

I have reviewed the reason for "Stop Work". Work shall not be resumed until unsatisfactory condition has been rectified and this office notified of your approval to resume the activity.

Project QA Manager Special Projects/
Project QA Surveillance Manager

I have reviewed the corrective action taken and concur with lifting of this stop work notification.

DATE: _____

Project QA Manager Special Projects/
Project QA Surveillance Manager

Form 10.2
Revision: 1
Date: 10/29/84

Distribution:
Construction Director
Project Construction Manager
Project Construction QA Manager
Contractor

1.0 Purpose and Scope

1.1 This procedure describes the reporting methods used to identify quality problems, provide for corrective actions and the reporting of quality related concerns to the appropriate levels of management.

2.0 Responsibilities

2.1 The YAEC FOAM and SGS are responsible for insuring timely initiation, closeout and follow-up actions are taken and to assure corrective action is adequate.

3.0 Procedure

3.1 The QAG shall utilize various reporting formats to identify and document conditions adverse to quality. Reporting formats include Deficiency Reports (DR's), Management Action Requests (MAR's), and Stop Work Orders (SWO's)

3.1.1 Deficiency Reports

3.1.1.1 DR's shall be initiated when deficiencies are discovered and:

3.1.1.1.1 The condition is not immediately corrected.

3.1.1.1.2 The contractor does not include the deficiency in his corrective action program.

3.1.1.2 The DR consists of the format outlined in Form 10.1. It will be completed by the originator as detailed in Attachment 10.1.

3.1.2 Management Action Request

3.1.2.1 MAR's shall be initiated when adequate and timely corrective actions have not occurred or when conditions are judged significant enough to require higher level management actions.

3.1.2.2 MAR's shall be completed and controlled per YAEC QA
Procedure Q-117. (Corrective Action Requests).

3.1.3 Stop Work Orders

3.1.3.1 FOAG personnel are delegated responsibility and authority to stop unsatisfactory work. This authority is exercised by the FOAM or SGS. The FOAM/SGS will notify the OCMG Turnover Manager. If, after discussion with the OCMG Turnover Manager, they conclude that work should be stopped, the OCMG Turnover Manager will inform the UE&C Project Construction Manager. Stop Work Orders may be given orally, but shall be documented on a SWO (Form 10.2) by the individual stopping the work. Copies will be distributed to the OCMG Turnover Manager, UE&C Project Construction Manager, and the YAEC COA Manager. The OCMG Construction Manager/UE&C Project Construction Manager's notification to resume the activity shall be so noted on the S.W.O. by the FOAM/SGS.

3.1.3.2 The SWO shall be completed by the individual initiating the stop work action as detailed in Attachment 10.2

4.0 Tracking of Reported Problems

4.1 Summary and Status of Corrective Actions (SSCA's)

4.1.1 The OAG shall utilize the SSCA to control the status of deficiencies and observations requiring response for Seabrook.

4.1.2 The SSCA shall be distributed monthly to YAEC management, OCMG and the appropriate contractor. It will serve to indicate the status of deficiencies, and provide information for management review necessary to evaluate effectiveness of the program and to provide direction.

4.1.3 The SSCA shall be utilized as a basis for QAG trending.

4.1.4 The SSCA outlined in Form 10.3 will be completed as detailed in Attachment 10.3.

3.0 Trending of Reported Problems

5.1 All deficiencies and observations identified by the QAG shall be reviewed for trends.

5.2 Trending shall be accomplished by use of the Pareto Principle. This principle involves a formal and orderly means of establishing the vital few versus the trivial many.

5.3 The Pareto Principle cause and effect is expanded on in the YAEC OA Training and Indoctrination Program, Lesson #46. After review of Lesson #46, the following steps shall be taken:

5.3.1 Establish the major groupings of causes, and the number of occurrences over a base period. For convenience, the causes are shown by letter.

5.3.2 Arrange these accounts in descending order of importance and indicate opposite each, its percent contribution to the total.

5.3.3 Add the percentages starting from the most important to the least important until seventy percent is reached. The major contributors thus become the "vital few" and the rest the "trivial many".

5.3.4 The "vital few" problems are evaluated one at a time.

- 5.3.5 The "trivial many" problems are evaluated as a group.
- 5.3.6 Results of activities of OAG personnel shall be trended quarterly by supervisory personnel and documented on the Quality Activity Report.
- 5.3.7 The OAR's shall be used by the FOAM and the SGS to communicate trending results to appropriate levels of management.

6.0 Records

- 6.1 The following records shall be controlled per Procedure 11.
 - 6.1.1 Deficiency Reports
 - 6.1.2 Stop Work Orders

1.0 Deficiency Report Completion Details

- 1.1 D.R. No. - Obtain a D.R. # from YAEC DR Log maintained by FOA Office personnel.
- 1.2 Organization - Enter contractor.
- 1.3 Deficiency Noted - State problem.
- 1.4 Reported by - Name of individual initiating the report.
- 1.5 Review by - Supervisor to review for 50.55e applicability.
- 1.6 FOA Review by - Response and corrective actions to be reviewed by the originating discipline.
- 1.7 Rejected Action Taken - List reason and references for rejection.
- 1.8 Date and signature, DR closed.

ATTACHMENT 10.1

REVISION: 0

Stop Work Order Completion Details

- 1.1 SWO No. & Date - Obtain SWO # from YAEC SWO Log maintained by FOA office personnel. Enter date SWO is written.
- 1.2 Notification - List responsible personnel, contractor and time of issuance.
- 1.3 Concurrence to Stop Work - Circle applicable reference and explain if required.
- 1.4 Reason - State particular issue/s which culminated in SWO initiation.
- 1.5 YAEC FOA by - Sign by originator.
- 1.6 Signature of review as applicable.
- 1.7 Date and signature as applicable.

1.0 Summary and Status for Corrective Actions Completion Details

- 1.1 Item No. - In numerical order.
- 1.2 Date of report - Report date.
- 1.3 Report Written by - Initials of surveillant.
- 1.4 Deficiency Code - See deficiency list for code number, Procedure 0-113.
- 1.5 Item and Subject Requiring Corrective Action - Surveillance Report
No. and brief description of deficient item.
- 1.6 To Whom for Action - Company responsible for corrective action.
- 1.7 Item corrected - Yes, No, or Verification.
- 1.8 Status - Date action is promised or requested and reference how corrective
action was completed.

ATTACHMENT 10.3

REVISION: 0

AC Y004
RT 20-R-04-032
IMS

YANKEE ATOMIC ELECTRIC COMPANY
SEABROOK STATION
FIELD QUALITY ASSURANCE GROUP
DEFICIENCY REPORT

(1.1)
D.R. No. _____
DATE: _____

(1.2)
ORGANIZATION: _____

DEFICIENCY NOTED: _____
(1.3)

(1.4)
REPORTED BY: _____

CONTENTS OF CONDITION NOTED HAVE BEEN REVIEWED AND DO _____ DO NOT _____ REQUIRE REPORTING IN
ACCORDANCE WITH 10CFR21 AND/OR 10CFR50.55(e). REVIEWED BY: _____ (1.6)
DATE: _____ TITLE: _____

ORGANIZATION PROPOSED RESOLUTION

THIS FORM SHALL BE RETURNED WITHIN FIVE WORKING DAYS TO THE YAEC FOAG.

STEPS TO PREVENT RECURRENCE

ORGANIZATION: _____ BY: _____ DATE: _____
(1.7)

FOA REVIEW BY: _____ DATE: _____ ACCEPT _____ REJECT _____

IF REJECTED ACTION TAKEN:

(1.8)
D.R. Closed - By: _____ Date: _____

Form 10.1
Revision: 0
Date: 4/10/84

YANKEE ATOMIC ELECTRIC COMPANY
SEABROOK STATION
FIELD QUALITY ASSURANCE GROUP
STOP WORK ORDER

(1.1)

SWO No. _____ Date: _____

TO: OCMG - Construction Manager

(1.2)

YAEC FOA HAS ORALLY NOTIFIED MR. _____

TITLE _____ OF _____ COMPANY

AT _____ HOURS OF UNSATISFACTORY WORK BEING PERFORMED.

HE WILL STOP WORK WILL NOT STOP WORK.

(1.3)

(1.4)

REASON FOR STOP WORK NOTIFICATION: _____

(1.5)

YAEC FOA BY: _____

I have reviewed the reason for "Stop Work". Work shall not be resumed until unsatisfactory condition has been rectified and this office notified of your approval to resume the activity.

(1.6)

YAEC FOA Manager/Surveillance Supervisor

I have reviewed the corrective action taken and concur with lifting of this stop work notification.

(1.7)

DATE: _____

YAEC FOA Manager/Surveillance Supervisor

Distribution:
OCMG Turnover Manager
UE&C Project Construction Manager
YAEC CQA Manager
Contractor

Form 10.2
Revision: 0
Date: 4/10/64