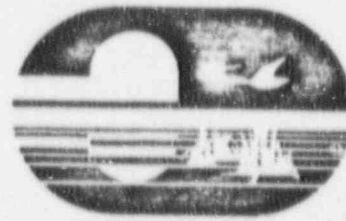


# YANKEE ATOMIC ELECTRIC COMPANY



SEABROOK STATION

## FIELD QUALITY ASSURANCE PROCEDURE

TITLE: Field Surveillance Procedure

NUMBER: 3

REVISION: 7

DATE:

PREPARED BY: J. W. Singleton

DATE: August 20, 1974

APPROVED FOR USE: Walter J. Miller

2/23/77

YAEC QA MANAGER

### REVISIONS

NO.	DATE	PREP. BY	APPROV. BY	NO.	DATE	PREP. BY	APPROV. BY
1	2/2/78	J. W. Singleton	W. J. Miller	9			
2	7/25/79	J. W. Singleton	W. J. Miller	10			
3	9/11/79	J. W. Singleton	W. J. Miller	11			
4	5/11/81	J. W. Singleton	<i>W. J. Miller</i>	12			
5	8/05/82	J. W. Singleton	<i>W. J. Miller</i>	13			
6	10/04/82	J. W. Singleton	<i>W. J. Miller</i>	14			
7	9/6/83	J. W. Singleton	<i>W. J. Miller</i>	15			
8				16			

9104040112 910322  
PDR COMMS NRCC  
CORRESPONDENCE PDR

FIELD QUALITY ASSURANCE

MANUAL AND PROCEDURE

PROCEDURE NUMBER 3

Record of Revision

Revision 1,

General: Changed "Field Quality Control & Audit" to "Field Quality Assurance"

Changed "Audit" to "Surveillance"

Specific: Removed paragraph 1.2, 3.1.6.5

Changed wording, paragraph 3.1.1, 3.1.2, 3.1.3, 3.1.3.4, 3.1.4.4, 3.1.4.5.3, 3.1.5.2, 3.1.6.5, 3.2.2.7, 3.2.3, 3.2.7 and 3.2.8.

Revision 1 has been reviewed and approved:

By: Kate Miller Date: 2-2-78

Revision 2.

Extensively revised as change 2.

Annual review completed July 25, 1979.

Revision 2 has been reviewed and approved:

By: Kate Miller Date: 7-31-79

FIELD QUALITY ASSURANCE

MANUAL AND PROCEDURE

PROCEDURE NUMBER 3

Record of Revision

Revision 3, September 11, 1979

Added to paragraph 3.1.4.2 - addition of attributes

Removed 3rd. sentence in paragraph 3.1.5.2

Added "Deficiency Report" to 3.2

Revised sentence paragraph 3.2.2

Added to paragraph 3.3.1

Clarified paragraph 3.3.2.d.

Revision 3 has been reviewed and approved:

By:

*G. F. McDonald*

Date:

*9/14/79*

FIELD QUALITY ASSURANCE

MANUAL AND PROCEDURE

PROCEDURE NUMBER 3

Record of Revision

Revision 4, May 27, 1981

I. General

A. Change Procedure Form

II. Remove Form 3.2

III. Added Form 3.4 "YAEC FOA Stop Work Notification"

IV. Specific Change:

- A. Rewrite paragraph 3.1.3.4
- B. Removed paragraph 3.1.4.1
- C. Rewrite paragraph 3.1.4.3 which was the old paragraph 3.1.4.4
- D. Renumbered Section 3.14 paragraphs
- E. Removed paragraph 3.1.6.5 as shown in old manual
- F. Changed paragraph numbers showed in old manual 3.1.6, new manual 3.1.5
- G. Changed old paragraph numbers 3.1.7 to 3.1.6 and completely rewrote them
- H. Rewrote paragraph 3.4.1
- I. Form 3.3 of old manual renumbered to Form 3.2, Form 3.4 renumbered to Form 3.3
- J. Form 3.3 removed wording "Deficient Items Closed"

Annual Review completed and changed as required

Revision 4 has been reviewed and approved:

By *Walter Smith* Date: May 27, 1981  
YAEC Quality Assurance Manager

FIELD QUALITY ASSURANCE

MANUAL AND PROCEDURE

PROCEDURE NUMBER 3

RECORD OF REVISION

Revision 5, August 5, 1982

I General

- A. Revision required to correct form numbers and add release of "Stop Work" form changed.

II Specific Changes:

- A. Revised para. 3.1.4.3, Form 3.5 number corrected to 3.4.
- B. Added statement to acknowledge corrective action taken and concurrence to lift "Stop Work" to para. 3.1.4.3.
- C. Removed PSNH Project Manager from distribution list, para. 3.1.4.3.
- D. Para. 3.1.6, removed para. 3.1.6.12 from distribution list as he requested.
- E. Para. 3.1.6.13 removed, now 3.1.6.12.

III Completed Annual Review of Procedure

Annual Review Completed and Changes Required

By *G. S. Mc Donald* Date August 5, 1982  
YAEC Construction QA Manager

FIELD QUALITY ASSURANCE

MANUAL AND PROCEDURE

PROCEDURE NUMBER 3

RECORD OF REVISION

Revision 6, October 4, 1982

I. General

- A. Revision required to correct form numbers on Weekly Surveillance and Surveillance Report and add Unit numbers on the Surveillance Report.

II. Specific Changes:

- A. Change Surveillance Report Form 3.3 to Form 3.2 Dated 10/4/82.
- B. Change Weekly Surveillance Report Form 3.3 Dist. List 3.1.7 to Form 3.3 Dist. List 3.1.6.

Annual Review Completed and Changes Required

By:

*Gerald F. M. Dumble*  
YAEC Construction QA Manager

Date 10/4/82

CFQA MANUAL & PROCEDURE

PROCEDURE NUMBER 3

RECORD OF REVISION

Revision 7, 9/6/83

I. General Change - Revised title and references:

- A. Change Field Quality Assurance Group to Construction Field Quality Assurance Group.

II. Specific Change

- A. Rewrite para. 3.1.4.2, 3.1.4.3
- B. Added para's. 3.1.4.3.1
- C. Rewrite para. 3.1.4.4.2
- D. Revise para. 3.1.5, 3.1.6.2 - 3.1.6.8
- E. Revise para. 3.2.1, 3.2.2, 3.3.1, 3.3.2, 3.3.2d, 3.3.2.e, 3.3.3, 3.3.4, 3.4.1
- F. Revise Forms 3.1, 3.2, 3.3, 3.4

Revision 4 has been reviewed and approved:

By: G. F. McDonald

Date: 9/6/83

CONSTRUCTION FIELD SURVEILLANCE PROCEDURE

1.0 PURPOSE AND SCOPE

- 1.1 This procedure delineates the method which the CFOAG shall utilize in the preparation, performance and reporting of surveillance activities performed at Seabrook Station.
- 1.2 Surveillance shall be performed of activities of contractor/subcontractor (other than Civil/Structural) performing safety-related work.

2.0 REFERENCE

- 2.1 Seabrook Station Quality Assurance Manual
- 2.2 Construction Field Quality Assurance Manual & Procedure

3.0 PROCEDURE

3.1 Surveillance Requirements

- 3.1.1 Surveillance of contractors and subcontractors doing other than Civil/Structural work is performed by members of the CFQAG.
- 3.1.2 Surveillance is performed to cover work in progress during site construction. Surveillance, consisting of varying degrees of observations and/or verifications during work performance, assures continued acceptable performance by the contractors/subcontractors.
- 3.1.3 The following shall be performed by the individual performing surveillance. (Form 3.2)
  - 3.1.3.1 Review applicable documents (i.e. specifications, drawings, procedures, referenced codes and standards, etc.) to become cognizant of the specific requirements that are imposed.
  - 3.1.3.2 Review past surveillance and audits, Summary and Status of Corrective Action prepared by YAEC and any corresponding documents prepared by the contractor/subcontractor.
  - 3.1.3.3 Select the areas and/or elements for surveillance.
  - 3.1.3.4 Prepare or have prepared, a check list of attributes to be witnessed during surveillance, including areas of deficiencies reviewed previously as appropriate.



3.1.4 The surveillance shall be conducted as follows:

- 3.1.4.1 Conduct surveillance to the pre-planned attributes. When surveillance performs surveillance in an area not covered by the pre-planned attributes, he shall add those attributes to the preplanned check list during his surveillance.
- 3.1.4.2 Attempt to resolve deficient items noted during surveillance. If not accomplished prior to the issuance of the surveillance report, appropriate action as detailed in para. 3.2 will be implemented.
- 3.1.4.3 Personnel performing surveillance are delegated responsibility and authority to stop unsatisfactory work. They exercise this authority by notifying the Surveillance Supervisor, who will notify the OCMG Construction Manager. If after discussion with the OCMG Construction Manager they conclude that work would be stopped, the OCMG Construction Manager will inform the UE&C Project Construction Manager, who will take appropriate action and/or will issue a stop work order Form 3.4. Stop work orders may be given orally, but will always be documented by the individual stopping the work and copies will be distributed to the OCMG Construction Manager, UE&C Project Construction Manager, and the Y&EC CQA Manager. The OCMG Construction Manager/UE&C Project Construction Manager's notification to resume the activity shall be so noted on Form 3.4 by the Surveillance Supervisor/CFQAM or their designee.
  - 3.1.4.3.1 Construction Field Quality Engineering personnel are delegated the authority to stop unsatisfactory work by notifying the CFQAM who will proceed per paragraph 3.1.4.3 for notification of appropriate personnel and reporting as required.
- 3.1.4.4 Conduct an exit interview to orally discuss deficiency(ies) or observation(s) with cognizant contractor/subcontractor personnel. An exit interview is not required if no adverse conditions are reported.
  - 3.1.4.4.1 Deficiency(ies) and observation(s) requiring immediate action shall be orally communicated during the surveillance, and positive, timely resolution shall be agreed upon. Orally agreed upon condition(s) shall be documented on the "Surveillance Report". The "Surveillance Report" will be issued to the Contractor/Subcontractor as confirmation of oral agreement upon completion of the Surveillance Report.

- 3.1.4.4.2 When an oral agreement can not be mutually agreed upon, it shall be reported on the Surveillance Report and immediately brought to the attention of his superior for resolution. Matters that are not resolved at Site departmental management levels shall be referred to the YAEC Quality Assurance Manager for resolution. Where decisions are strictly a matter of preference, even when they affect cost or schedules, the decision of the OCMG Construction Manager or OCMG Director of Construction, as appropriate, shall prevail.
- 3.1.4.5 Deficiency(ies) found during surveillance and not transferred to the Contractors QA/QC Program or not corrected immediately, shall be reported by the individual finding the deficiency. Deficiency Report Form 3.1 shall be completed and distributed as shown in 3.1.6, as soon as possible.
- 3.1.4.6 Observation(s) found during surveillance shall be reported on the Surveillance Report. Immediate action to resolve the observation shall be taken as defined in 3.1.4.4.1 above, if required by nature of the observation. If response is deemed necessary, it will be so stated on the Surveillance Report. When an oral agreement has been made or is requested, a copy of the completed Surveillance Report will be sent to the Contractor/Subcontractor as confirmation.
- 3.1.5 A weekly Surveillance Report (Form 3.4) will be prepared by the Surveillance Supervisor or his designee for each contractor. The report shall include:
  - 3.1.5.1 Date and area of the surveillance.
  - 3.1.5.2 Responsible individual contacted if applicable.
  - 3.1.5.3 Reference Master Check List used for surveillance.
  - 3.1.5.4 Results of surveillance.
- 3.1.6 Weekly Surveillance Reports are distributed as follows:
  - 3.1.6.1 UE&C Project Construction Manager.
  - 3.1.6.2 UE&C FSQA Site Manager

- 3.1.6.3 Management of Area of Surveillance.
- 3.1.6.4 Authorized Site Nuclear Inspector.
- 3.1.6.5 Owner's Construction Management Group - Construction Manager.
- 3.1.6.6 Owner's Construction Management Group - Vice President.
- 3.1.6.7 YAEC Construction Quality Assurance Manager.
- 3.1.6.8 YAEC FOA File Copy.

### 3.2 Organization Proposed Resolution - Deficiency Report

- 3.2.1 The organization responsible for the deficiency shall complete their portion of the form and return it to the CFQAG within five working days.
- 3.2.2 CFQA Surveillance Supervisor or his designee shall review the completed resolution section and schedule surveillance as required.

### 3.3 Summary & Status of Corrective Action

- 3.3.1 Construction Field Quality Assurance "Summary & Status of Corrective Action" for corrective action will be utilized to control the status of deficiencies and observations requiring response for Seabrook.
- 3.3.2 CFQA Summary & Status of Corrective Action shall be completed as follows:
  - a. ITEM NO. - In numerical order.
  - b. DATE OF REPORT - Report date.
  - c. REPORT WRITTEN BY - Initials of surveillant.
  - d. DEFICIENCY CODE - See deficiency list for code number, Procedure Q-113.
  - e. ITEM AND SUBJECT REQUIRING CORRECTIVE ACTION - Surveillance Report No. and brief description of deficient item.
  - f. TO WHOM FOR ACTION - Company responsible for corrective action.
  - g. ITEM CORRECTED - Yes, No or Verification
  - h. STATUS - Date action is promised or requested and reference how corrective action was completed.

3.3.3 Repetitive deficiencies will be drawn to the attention of the OCMG. Changes required to eliminate the cause may be suggested or requested.

3.3.4 The CFQA Summary & Status of Corrective Action shall be distributed monthly to YAEC management OCMG and to the appropriate contractor management. They will serve to indicate the status of deficiencies and to provide information for management review necessary to evaluate effectiveness of the program and to provide direction. (Distribution - see Para. 3.1.6)

3.4 Planning Contractor/Subcontractor

3.4.1 Contractor/Subcontractor System Surveillances Schedule, is developed by the CFQA Surveillance Supervisor or his designee. The areas to be put on surveillance is defined.

3.4.2 The frequency or surveillance and scope of surveillance may change dependent on Contractor/Subcontractor performance and area of work during the surveillance period.

## DR NO. \_\_\_\_\_

IMPORTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

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

ORGANIZATION PROPOSED RESOLUTION

have reviewed the deficiency noted above. The following will be implemented within  
ays to correct the deficiency.

ORGANIZATION: \_\_\_\_\_ BY: \_\_\_\_\_ DATE: \_\_\_\_\_

This form shall be returned within five working days to YAEC Construction Field Q.A. Group.

QA REVIEW BY: \_\_\_\_\_ DATE: \_\_\_\_\_ ACCEPT \_\_\_\_\_ REJECT \_\_\_\_\_

F REJECTED ACTION TAKEN:

AEC SURVEILLANCE REQUIRED YES\_\_\_ NO\_\_\_ FOLLOW-UP BY:\_\_\_\_\_ DATE:\_\_\_\_\_

Originator Code: Y004  
Record Type: 20-R-04-  
MS Index: Q-02-01-C2  
MS Index: \_\_\_\_\_  
Date: \_\_\_\_\_  
by: \_\_\_\_\_

Unit 1 \_\_\_\_\_ Unit 2 \_\_\_\_\_ Unit A \_\_\_\_\_

FILE LOCATION: \_\_\_\_\_

Page 1 of \_\_\_\_\_

YANKEE ATOMIC ELECTRIC COMPANY  
CONSTRUCTION FIELD QUALITY ASSURANCE GROUP  
SURVEILLANCE REPORT

Activity: \_\_\_\_\_

Specifics: \_\_\_\_\_

Ref. Master Check List No.: \_\_\_\_\_

Performed By: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor/Contacts: \_\_\_\_\_

At Interview: Yes \_\_\_\_\_ No \_\_\_\_\_

# YAEC CFOA WEEKLY SURVEILLANCE REPORT

Week Ending: \_\_\_\_\_

Page 1 of 1

Organization: \_\_\_\_\_

Report No.: \_\_\_\_\_

DATE	SURVEILLANCE LIST NO.	AREA	CONTACT	RESULTS
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				

MARKS:

rm 3.3  
vised: 9/06/83

CFQA Surveillance Supervisor



YAEC CFQA STOP WORK NOTIFICATION

NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

TO: OCMG - Construction Manager

YAEC CFQA 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 CFQA 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.

\_\_\_\_\_  
YAEC CFQA Manager/Surveillance Supervisor

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

DATE: \_\_\_\_\_

\_\_\_\_\_  
YAEC CFQA Manager/ Surveillance Supervisor

Distribution:

OCMG Construction Manager  
UE&C Project Construction Manager  
YAEC COA Manager  
Contractor