

ILLINOIS POWER COMPANY  
CLINTON POWER STATION

CPS No. 1005.01  
CLASS CODE: SNQN

TITLE: PREPARATION, REVIEW, AND APPROVAL OF STATION PROCEDURES AND DOCUMENTS

Scope of Revision:

Rev. 11: Completely rewritten to split the procedure into 5 different procedures.

Disposition of TCFs issued to CPS No. 1005.01S, Rev 10:

TCF Number	Disposition	Which Procedure
83-629 & 83-614 83-480	Intent Incorporated	1005.08
	Not Incorporated (not required)	
83-481	Intent Incorporated	1005.01
83-373	Incorporated	1005.01 & 1005.08
83-374	Incorporated	1005.01
83-375	Intent Incorporated	1005.01
83-337	Incorporated	1005.01
83-345	Intent Incorporated, method was changed	1005.01, 1005.03, 1005.07

# FOR INFORMATION ONLY

LIST OF EFFECTIVE TCFs					
TCF NUMBER	EFF. DATE	EXP. DATE	TCF NUMBER	EFF. DATE	EXP. DATE
84-146	3-16-84	NA			

## LIST OF EFFECTIVE ACNs

4-0051

PREPARER [Signature]  
DEPARTMENT HEAD [Signature]

GROUP SUPERVISOR  
ASST. PWR. PLT. MNGR.

INTERFACE  
CONCURRENCE

[Signature] [Signature]

CCCD [Signature]  
FRG [Signature]  
ALARA COMMITTEE

QA CONCURRENCE  
POWER PLANT MANAGER [Signature]  
DATE 11-30-83

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## 1.0 PURPOSE

The purpose of this procedure is to define the methodology for the development of Clinton Power Station Procedures. This includes procedure preparation, review, and approval. The procedure implements requirements found in the Final Safety Analysis Report paragraphs 13.5.1.2, 13.5.1.3, 13.5.2, 13.5.2.1.2, 13.5.2.1.3, 13.5.2.1.4, 13.5.2.1.5, 13.5.2.2.6, 13.5.2.2.7, 13.5.2.2.8, 17.2.5, and 17.2.9. This procedure implements Technical Specifications 6.8.1, 6.8.2, and 6.8.3. This procedure is the writers guide for Emergency Off-Normal procedures.

## 2.0 DISCUSSION/DEFINITIONS

### 2.1 DISCUSSION

#### 2.1.1

Administrative controls are necessary for the safe and efficient operation and maintenance of the plant and to ensure compliance with license limitations, technical specification requirements, state and federal controls, and established safe work practices. Controls are implemented by written documents which provide guidance, rules, instruction, and policies to assure the maximum in safety and quality of operation and maintenance. In order to ensure that the procedures in current use provide the best possible instruction for performance of the work involved systematic review and feedback of information on use is required.



- 2.1.2 The following list indicates which procedure addresses major items of concern not discussed in this procedure.

<u>ITEM</u>	<u>CPS NO.</u>	<u>TITLE</u>
Procedure Number	1005.02	ORGANIZATION OF THE STATION OPERATING MANUAL
Document Number	1005.02	
Class Code	1005.03	OPERATING MANUAL STATUS REPORT
Two Year Review	1005.08	PERIODIC REVIEW OF STATION PROCEDURES AND DOCUMENTS
10CFR50.59 Question	1005.06	CONDUCT OF 10CFR50.59 REVIEW
ACN	1005.07	REVISION TO, ADVANCED CHANGES TO, TEMPORARY CHANGES TO, AND CANCELLATION OF STATION PROCEDURES AND DOCUMENTS
TCF	1005.07	
Revision	1005.07	

## 2.2 DEFINITIONS

- 2.2.1 Clerical - used in reference to changes or corrections to correct typographical and format errors.
- 2.2.2 Typographical errors - spelling errors, letter transposition, upper versus lower case letters, CPS Number transposition, etc. (No Technical changes)
- 2.2.3 Format errors - deviations from standard procedure typing format as established by the Administrative Supervisor/designee.
- 2.2.4 Management Staff Member - any exempt Clinton Power Station (CPS), Illinois Power Company (IPC) Employee.
- 2.2.5 Typing format - the physical location of margins and tabs and the proper placement of CPS No., CLASS CODE, TITLE, Scope of Revision, Page No., Rev. No., blank lines, etc. Does not include content of paragraphs or paragraph numbers.

- 2.2.6 Shall - Denotes requirement.
- 2.2.7 Should - Denotes recommendation.
- 2.2.8 May - Denotes authorization neither a requirement or recommendation.

### 3.0 RESPONSIBILITY

- 3.1 The Power Plant Manager is responsible for the implementation of this procedure.
- 3.2 Compliance and Configuration Control Department (CCCD) is responsible for the review of this procedure.
- 3.3 Department Heads are responsible for assuring that applicable operating experiences are incorporated in plant documents.
- 3.4 The Administrative Supervisor/designee is responsible for maintaining the typing format.

### 4.0 PRECAUTIONS

None

### 5.0 PREREQUISITES

None

### 6.0 LIMITATIONS AND ACTIONS

None

### 7.0 MATERIALS AND/OR TEST EQUIPMENT

None

8.0 PROCEDURE8.1 PREPARATION OF STATION PROCEDURES

An Assistant Power Plant Manager, Department Head, Group Supervisor or the Power Plant Manager shall determine the need for a station procedure and assign an individual as the originator. The originator shall prepare the procedure in accordance with the guidelines prescribed in this station procedure.

8.1.1 REQUIREMENTS

- 8.1.1.1 The responsible Assistant Power Plant Manager/Department Head shall ensure compliance with upper tier documents, such as the station Technical Specifications; Final Safety Analysis Report; Power Plant Manager/Departmental Procedures; IP Nuclear Power Operational Quality Assurance Manual; Corporate Nuclear Procedures; regulatory requirements and other governing codes, standards, and practices.
- 8.1.1.2 The responsible Assistant Power Plant Manager/Department Head shall ensure technical accuracy and clear meaning.
- 8.1.1.3 The responsible Assistant Power Plant Manager/Department Head should ensure that the procedure or revision meets the needed requirements for technical content, operability, maintainability, safety, conformance with requirements, suitability for use and application. In addition, the responsible Assistant Power Plant Manager/Department Head shall ensure that the procedures in current use provide the best possible instruction for the performance specified in this procedure by incorporating appropriate feedback of information on use.
- 8.1.1.4 Prior to approval, procedures shall be assigned CPS procedure numbers in accordance with CPS No. 1005.02, ORGANIZATION OF THE STATION OPERATING MANUAL.

8.1.1.5 Procedures should be specific and complete, giving sufficient direction, based on the knowledge level of the intended user, for the user to complete the task in a rapid and successful manner.

8.1.1.6 Company practices and policies should not be described in detail in a procedure. References may be used to direct the user to this detailed information.

8.1.2 FORMAT

8.1.2.1 EXEMPTIONS

8.1.2.1.1 Plant Management Special Procedures, Emergency Plan Implementing Procedures, and other procedures that are numbered CPS No. XXXX.00 which constitute a major topic plan, program, or manual need not comply with the format requirements of sections 8.1.2.2 through 8.1.2.11 of this procedure, however.

- a) These procedures, should, as a minimum, include a title page, list of effective pages, and table of contents.
- b) The procedure number should be placed on each page of the procedure and should be in the upper right hand corner.
- c) The page number and revision number should be placed on each page of the procedure and should be in the lower right hand corner.

8.1.2.1.2 The requirements for Annunciator Response Procedures and Off-Normal Procedures are indicated in Appendices A, B, and C.

- a) Off-Normal Procedures which cover symptom-based emergencies, as determined by the Assistant Power Plant Manager of Operations/designee, (i.e., those procedures which cover the required response to particular plant symptoms rather than given events) shall use the format given in Appendix C.

- b) Other Off-Normal Procedures shall use the format given in either Appendix B or C, whichever is most appropriate to responding to the particular situation.

8.1.2.2 TITLE PAGE

8.1.2.2.1 All procedures, other than those listed in 8.1.2.1, shall have a title page similar to Figure 1.

8.1.2.2.2 All procedures shall contain concise titles describing the contents of the procedure.

8.1.2.2.3 When revising a procedure, the scope of the revision should include any TCFs incorporated, any TCFs evaluated and not incorporated, as well as a brief description of any other changes made.

8.1.2.2.4 The original issue of a procedure shall be assigned arabic numeral '0'. Subsequent revisions shall be assigned arabic numerals '1', '2', '3', etc.

8.1.2.3 LIST OF EFFECTIVE TCFs

8.1.2.3.1 This list shall be updated by the Administrative Supervisor/Designee.

8.1.2.3.2 The List of Effective TCFs shall identify all Temporary Change Forms (TCFs) issued against that procedure by TCF number.

8.1.2.3.3 The List of Effective TCFs shall also identify the effective date and the expiration date, where applicable, of each TCF issued against that procedure.

8.1.2.3.4 The List of Effective TCFs shall be located as shown in Figure 1.

8.1.2.3.5 A List of Effective TCFs shall be added to an existing procedure when a new TCF is issued to a procedure. This is done by creating a List of Effective TCFs, similar to that shown in Figure 1, on the existing Title Page, or in Appendix A, for Annunciator Response Procedures.

- 8.1.2.3.6 Annunciator Response Procedures shall have a List of Effective TCFs in the space provided in the lower left hand corner of the first page.
- 8.1.2.4 LIST OF EFFECTIVE ACNs
- 8.1.2.4.1 This list is updated by the Administrative Supervisor/Designee.
- 8.1.2.4.2 The List of Effective ACNs shall be added to existing procedures when the first Advanced Change Notice (ACN) is issued to the procedure.
- 8.1.2.5 TABLE OF CONTENTS
- 8.1.2.5.1 At the discretion of the originator a Table of Contents may be included, to enhance the usability of the procedure.
- 8.1.2.5.2 The Table of Contents should be of such format that all main topics are listed.
- 8.1.2.5.3 First level subtopics under each main topic should be listed as appropriate to provide clarity and a summary of important textual material.
- 8.1.2.5.4 Second, third, and fourth level subtopics may be listed. All first, second, third, or fourth level subtopics that are listed in the Table of Contents should be found as subtopics within the text of the procedure.
- 8.1.2.5.5 If no information is contained in the text of the procedure regarding the main topic, the main topic subject should be followed by the word "None".
- 8.1.2.6 PAGE NUMBERING
- 8.1.2.6.1 Page numbers should be located in the lower right hand corner.
- 8.1.2.6.2 The Title Page, or first page for Annunciator Response Procedures, is numbered page 1 of \_\_\_ where the blank indicates the total number of pages. All subsequent pages are numbered Page 2 of \_\_\_, 3 of \_\_\_, etc. including the Appendices, if any.



- 8.1.2.6.3 Document title pages are not numbered. However, for documents with more than one page, pages should be numbered page 1 of \_\_, page 2 of \_\_, etc.
- 8.1.2.7 REVISION NUMBER
- 8.1.2.7.1 The revision number shall be located in the lower right hand corner for all pages of a procedure.
- 8.1.2.7.2 For documents, the revision number shall be placed just below the document number in the upper left hand corner of each page.
- 8.1.2.7.3 When revised each page of the procedure or document goes to the next revision. All the pages shall show the same revision number.
- 8.1.2.8 LOCATION OF THE CPS NUMBER AND CLASS CODE
- 8.1.2.8.1 All pages of the procedure, except any documents, should have the CPS procedure number located in the upper right hand corner.
- 8.1.2.8.2 All pages of a CPS document should have its document number in the upper left hand corner.
- 8.1.2.8.3 For procedures, the Class Code should appear below the CPS No. on the Title Page only.
- 8.1.2.8.4 For documents, the Class Code should appear above the CPS Number on the Title Page and First page of the document.
- 8.1.2.9 NUMERICAL SUBDIVISIONS
- 8.1.2.9.1 Main topics should be indicated by an integer followed by a decimal point and a zero. Main topics should be underlined and capitalized.
- 8.1.2.9.2 First level subtopics should be underlined.

- 8.1.2.9.3 Topics should not be subdivided unless at least two (2) subdivisions are used (e.g., 3.1.1 and 3.1.2).
- 8.1.2.9.4 Procedure topics should not be subdivided past five (5) places (for instance, no subdivision past 8.1.1.1.1). However, separate paragraphs may be used within a numbered topic without numbering them separately. These separate paragraphs may be alphabetized.
- 8.1.2.9.5 The use of letters is permitted for listing.
- 8.1.2.9.6 Where the sequential order of an evolution within the procedure is mandatory to the overall result, then an asterisk (\*) shall prefix the number indicating that all steps within that topic or subtopic shall be sequentially performed.

8.1.2.10 STATION PROCEDURE CONTENT

8.1.2.10.1 GENERAL REQUIREMENTS

- a) OPERATING PROCEDURES - should be divided into at least two sections:

NORMAL OPERATIONS - shall include step-by-step instructions to complete the required operation. Subcategories may include startup, routine operations at power, rotation of equipment, shutdown, or other similar subcategories.

ABNORMAL OPERATIONS - should include instructions to recognize the existence and correction of out-of-normal conditions that occur during normal performance.

- b) MAINTENANCE AND/OR CALIBRATION PROCEDURES - If vendor manual instructions are written in sufficient detail to permit a safe and logical accomplishment of the required task, applicable sections of the vendor manual may be referenced.

c) INITIAL/RECORD STEPS - The words Initial, or Record shall be placed immediately next to the subsection number, e.g., 8.1 (Record) when qualitative, or quantitative information is to be recorded in the checklist, or 8.1 (Initial) when verification is required, or desired. The procedure shall include in the steps any device numbers, terminal and panel numbers, valving information and numbers, setpoints and tolerances, together with any other specific information pertinent to the test procedure.

d) QC HOLD, WITNESS, AND INSPECTION POINTS

All procedures shall include, within their text, any QC HOLD, QC WITNESS, and/or QC INSPECTION points which are identified by the Quality Assurance Organization. QC HOLD, QC WITNESS and/or QC INSPECTION shall be placed immediately next to the subsection number, e.g., (QC HOLD) 8.1. This is the preferred placement. Only one is used per step.

e) MAIN TOPICS

When no text is to be included in a main topic section of a procedure, the subject of the main topics should be listed followed by the word "None".

f) FIGURES, TABLES, AND CHARTS

Figures, tables, and charts, as applicable, may be included where desired within the procedure. These should be numbered separately and consecutively (e.g., Figure 1, Figure 2, Table 1, Table 2, etc.).

Figures, tables, and charts should be labeled at the top of the figure, table, or chart, and horizontally centered on the page.

g) SKETCHES AND SIMPLIFIED DRAWING

Sketches and simplified drawings, as applicable, may be included within the text of the procedure.

Sketches and drawings should be labeled at the top of the sketch, or drawing horizontally centered on the page.

Engineering drawings, technical manuals, etc., may be referred to by the procedure's text, or included as part of the procedure. Either method may be used, subject to the discretion of the originator, for meeting the purpose of the respective procedure.

h) NOTES, CAUTIONS, AND WARNINGS

Notes, cautions, and warnings may be used within the body of procedures. Whenever a note is used, it should be placed before, or after the applicable step, depending on the type of procedure, or content of the note. Whenever a caution or warning is used, it should be placed before the applicable step. These terms, when used, should be underlined, centered horizontally on the text, and capitalized.

A NOTE is used to convey instructional information only.

A CAUTION is used to alert against possible equipment damage.

A WARNING is used to warn against possible personnel injury.

i) REFERENCING CPS/IPC DOCUMENTS

The procedure text may refer to Illinois Power Company documents or Clinton Power Station documents. In either case, the proper name of the document should be given in capital letters with the IPC/CPS document number the first time that document is referenced in the procedure. For subsequent references, only the title or number need be used.

NOTE

When referencing a CPS procedure, the procedure number and title which are used should be verified against the OPERATING MANUAL STATUS REPORT (OMSR) entry.

j) REFERENCING PLANT EQUIPMENT

Whenever reference is made to a particular item in the plant, that item should be referred to by its noun name and equipment, instrument, valve, or pipeline number. This should be done in order to avoid confusion between duplicate components and associated equipment.

k) ACRONYMS AND ABBREVIATIONS

Whenever an acronym, or an abbreviation is used, it should first appear in parentheses after the words it represents. For example; 'the Feedwater (FW) system supplies water to the Reactor Pressure Vessel (RPV)'.

l) TERMINOLOGY

Terminology, such as "satisfactory", "as required", "normal", etc., which is subject to broad interpretation, should be avoided, unless specifics are given to clarify the statement.

m) VERIFICATION SIGNATURE BLOCK

When the writer of a procedure deems it necessary to include a verification signature block (VSB) for recording the completion of significant steps, the signing/initialling of the VSB should be included on the associated document. In this manner, only the completed checklist, or data sheet, rather than the entire procedure, need be retained in records. VSBs with a slash (\_\_\_\_/\_\_\_\_) means independent verification is required.

8.1.2.10.2 PURPOSE

- a) This section of the procedure shall be numbered 1.0.
- b) A brief description of the procedure's purpose should be clearly stated in this section.
- c) The purpose should also include any CPS Technical Specifications, CPS FSAR requirements, CPS Environmental Report, or other Upper Tier requirements that the procedure is intended to meet.

8.1.2.10.3 DISCUSSION/DEFINITIONS

- a) This section of the procedure shall be numbered 2.0.
- b) A brief description of the applicable component, system, or task in sufficient detail for a qualified individual to understand the background, function, or interrelationships of the procedure shall be provided in this section. Also, include, in this section, any non-standard definitions important terms, or phrases used in the procedure.

8.1.2.10.4 RESPONSIBILITY

- a) This section of the procedure shall be numbered 3.0.



- b) This section shall indicate the organizational unit of management staff which is responsible for ensuring the proper implementation of the procedure.
- c) The party responsible for the review of the procedure shall be the organizational unit indicated in the Operating Manual Status Report Printout.
- d) Additional responsibilities assigned within the procedure should be included in this section as appropriate, to further explain organizational responsibilities.
- e) This section should state the Illinois Power Company organizations , other than Plant Staff responsible for review/concurrence with the procedure.

#### 8.1.2.10.5 PRECAUTIONS

- a) This section of the procedure shall be numbered 4.0.
- b) General precautions to protect personnel and equipment shall be listed in this section.
- c) Cautions and Warnings applicable to specific steps of the procedure shall appear within the body of the procedure as described in section 8.1.2.10.1.(h).

#### 8.1.2.10.6 PREREQUISITES

- a) This section of the procedure shall be numbered 5.0.
- b) This section shall contain those independent actions, or procedures which shall be completed prior to the use of the procedure.

- c) This section shall contain plant and environmental conditions which shall exist prior to the use of the procedure.
- d) Prerequisites may include, but are not limited to, the following items:

Communications Required  
Radiation Protection Considerations  
Tags or Clearance Required  
System Lineups  
Special Material Conditions Required  
Work Permits Required  
Authorizations Required  
Special Notifications Required

#### 8.1.2.10.7 LIMITATIONS AND ACTIONS

- a) This section of the procedure shall be numbered 6.0.
- b) Limitations on the parameters being controlled, such as Technical Specifications, and appropriate corrective actions to return the parameter to the control band, shall be specified in this section. If Technical Specifications, or other such requirements, are quoted, the quote shall be word-for-word.
- c) Administrative limitations, as determined by the department responsible for the procedure, may be included.

#### 8.1.2.10.8 MATERIALS AND/OR TEST EQUIPMENT

- a) This section of the procedure shall be numbered 7.0.
- b) Test inspection procedures shall list special tools and equipment, reagents, measuring and test equipment, materials, etc. required to accomplish the work.

8.1.2.10.9 PROCEDURE

- a) This section of the procedure shall be numbered 8.0.
- b) This section shall contain directions to the degree necessary for achieving the stated purpose of the procedure.
- c) These directions should appear in numbered paragraphs, along with any notes, cautions, warnings, figures, tables, and charts.

8.1.2.10.10 ACCEPTANCE CRITERIA

- a) This section of the procedure shall be numbered 9.0.
- b) Specific acceptance criteria, against which the test results shall be judged for approval/disapproval, shall be stated clearly.
- c) The appropriate Section 8.0 subsection numbers should be referenced so that acceptance criteria can be verified.

8.1.2.10.11 FINAL CONDITIONS

- a) This section of the procedure shall be numbered 10.0.
- b) This section should describe, if applicable, the status that the system/component should be in after concluding the procedure.

8.1.2.10.12 REFERENCES

- a) This section of the procedure shall be numbered 11.0.
- b) Listing an item in this section does not constitute committal to that item.
- c) Any document, or manual referred to for the purpose of providing background information should be identified in this section.

d) Where a document or manual is referred to in the text of a procedure as being part of the procedure, that document, or manual should be identified in this section.

e) The following references should be listed whenever a commitment, or requirement is fulfilled:

CPS FSAR (applicable chapter or section)  
IP Nuclear Power Operational QA Manual (applicable chapter or section)  
CPS Technical Specifications (applicable chapter or section)  
CPS Environmental Report (applicable chapter or sections)  
Corporate Nuclear Procedures

f) The following references should be included as applicable:

Drawings  
Manufacturers manuals  
Station procedures  
Standards and regulations

#### 8.1.2.10.13 APPENDICES

a) This section of the procedure shall be numbered 12.0.

b) Each appendix included should be listed individually in this section of the procedure, beginning with Appendix A.

c) Each page of an appendix should list it's appendix letter. (i.e. APPENDIX A should be at the top of each page of Appendix A.)

d) Applicable appendices, such as engineering listings, sketches, and photographs, vendor information, engineering drawings, and additional supporting information, should be included to ensure proper implementation of the procedure.

- e) Copies of other documentation which utilize a typing format other than that prescribed herein may be used.

8.1.2.10.14 DOCUMENTS

- a) This section of the procedure shall be numbered 13.0.
- b) Documents include the following items:
  - Checklists
  - Forms
  - Data Sheets
  - Valve Lineup Sheets
  - Electrical Lineup Sheets
  - Matrices
- c) All such documents, if originated by the procedure, shall be listed individually in this section.
- d) Documents other than those originated by the procedure should be listed in Section 11.0 of the procedure, but need not be attached to the procedure.
- e) Checklists, line-up sheets, etc., shall have a unique CPS document number.
- f) The document number shall be assigned as prescribed in CPS 1005.02.

8.1.2.11 TYPING

The Administrative Supervisor/designee is responsible for maintaining the typing format. Procedures issued within 90 days, following the issue of revision 11, are not required to be changed to the new typing format. However, the typing format should be changed upon the next revision.

8.2 PRELIMINARY REVIEW OF STATION PROCEDURES\*8.2.1 PREPARATION FOR REVIEW CYCLE

8.2.1.1 The preparer shall ensure that the procedure fully satisfies the requirements of upper tier documents per step 8.1.1.1, and should ensure that the procedure fully satisfies the following:

- a) Technical content requirements.
- b) Operability requirements.
- c) Maintainability requirements.
- d) Safety requirements.
- e) Is suitable for intended use and application.
- f) Administrative content correct and complete.
- g) Free of any clerical errors, e.g., typographical, page numbering, subsection numbers, subsection titles, document numbers, procedure and revision numbers, etc.

A PROCEDURE CHECKLIST, CPS No. 1005.01F006 is provided to aid the preparer in performing this function.

8.2.1.2 Procedures prepared for the review cycle should be copied black on green paper to designate the review phase of the procedure's preparation.

8.2.1.3 The CPS PROCEDURE REVIEW FORM, CPS No. 1005.01F001, should be utilized for transmittal of the procedure to the reviewers.



8.2.2 REQUIRED REVIEWS8.2.2.1 DEPARTMENTAL REVIEW

8.2.2.1.1 Copies of procedures should be provided to the originator's Group Supervisor, Department Head, and/or Assistant Power Plant Manager (APPM), as appropriate for the originator's department.

8.2.2.1.2 Copies of procedures should be provided to departments and/or individuals as designated by the Power Plant Manager, Assistant Power Plant Manager or originator's Department Head.

8.2.2.1.3 Copies of procedures, which assign responsibilities outside of the originator's department, should be provided to the appropriate APPM and/or Department Head for interface purposes.

8.2.2.2 COMPLIANCE REVIEW

All CPS Procedures should be submitted to CCCD for review.

8.2.2.3 QUALITY ASSURANCE REVIEW

Procedures in the Class Code Manual should be provided to the Quality Assurance Organization for its review.

8.2.2.4 TECHNICAL DEPARTMENT REVIEW

8.2.2.4.1 Surveillance procedures should be reviewed by the Technical Department.

8.2.2.4.2 Any procedure involving a change to the CPS Technical Specifications should be reviewed by the Technical Department.

8.2.2.5 MAINTENANCE DEPARTMENT REVIEW

Any procedure that satisfies an Inservice Inspection should be reviewed by the Maintenance Department.

#### 8.2.2.6 OTHERS REVIEW

Procedures should be submitted to other organizations as indicated by the fourth character of the Class Code.

##### Examples

XXXN - No other organizations  
XXXD - NSED  
XXXE - Environmental Affairs

#### 8.2.3 REVIEW REQUIREMENTS

8.2.3.1 CLINTON POWER STATION COMMENT CONTROL FORM, CPS No. 1005.01F002, may be used by the reviewers for submitting comments. If CPS No. 1005.01F002 is not used the reviewer may not be provided with the response to the comments.

8.2.3.2 The responsible Assistant Power Plant Manager/Department Head shall ensure that the procedure complies with the station Technical Specifications, Final Safety Analysis Report, Power Plant Manager/Upper Tier Procedures, IP Nuclear Power Operational Quality Assurance Manual, ASME Boiler and Pressure Vessel Code, regulatory requirements and other governing codes, standards, and practices.

8.2.3.3 The responsible Assistant Power Plant Manager/Department Head shall ensure the technical accuracy and clear meaning of the procedure's contents.

8.2.3.4 The assigned reviewers should review the procedure or revision to ensure that the preparer has satisfied all the requirements of step 8.2.1.1. Normally 10 working days should be provided to perform this review. This review may be performed using a procedure checklist similar to CPS No. 1005.01F006.

#### 8.2.4 REVIEW FOLLOW-UP ACTION

- 8.2.4.1 The originator should ensure that all comments from reviewers are resolved in a thorough and orderly manner, and QC HOLD, QC WITNESS and/or QC INSPECTION points, if any, are incorporated per step 8.1.2.10.1d.
- 8.2.4.2 The CLINTON POWER STATION COMMENT CONTROL FORM, if used, should be returned to the reviewer with these resolutions.

### 8.3 APPROVAL OF STATION PROCEDURES

#### 8.3.1 PREPARATION FOR APPROVAL CYCLE

- 8.3.1.1 The procedure shall be prepared black on white paper for the approval cycle.
- 8.3.1.2 The original title page shall be attached for the required signatures.
- 8.3.1.3 The CPS PROCEDURE REVIEW FORM should be utilized for transmittal of the procedure through the approval cycle.
- 8.3.1.4 If the Procedure's or Document's Class Code indicates the procedure or document is Safety-Related or UNREVIEWED SAFETY Evaluation Form, CPS No. 1005.06 shall be performed and attached to the procedure or document. This evaluation shall be performed per CPS No. 1005.06, CONDUCT OF 10CFR50.59 REVIEWS.

#### 8.3.2 REQUIRED SIGNATURES

Signatures are placed on the title sheet only if the individual signing is in agreement with the procedure. If the procedure is not signed, the procedure is returned to the originator for resolution and re-routing per step 8.2.4.1.

8.3.2.1 DEPARTMENTAL SIGNATURES

- 8.3.2.1.1 If the originator has a Group Supervisor the responsible Group Supervisor shall sign the appropriate block of the title sheet, and forward the procedure to the appropriate APPM/Department Head for his signature (next person on the CPS Procedure Review Form).
- 8.3.2.1.2 If the originator's department has a Department Head and the position is filled, the Department Head/designee shall sign the appropriate block of the title sheet. If appropriate, per CPS ORGANIZATION, RESPONSIBILITIES, AND MINIMUM QUALIFICATIONS, CPS No. 1001.01, and the position is filled, the procedure shall be forwarded to the appropriate Assistant Power Plant Manager for signature.
- 8.3.2.1.3 If appropriate, the APPM shall sign the procedure in the appropriate block on the title sheet and forward it to the next person on the CPS PROCEDURE REVIEW FORM.

NOTE

If the Assistant Power Plant Manager is also a Department Head, this individual may sign in either block.

NOTE

For Annunciator Response Procedures, the responsible Department Head and appropriate Assistant Power Plant Manager shall initial, or sign the appropriate block.

8.3.2.2 INTERFACE CONCURRENCE8.3.2.2.1 REQUIREMENTS FOR INTERFACE CONCURRENCE

- a) An interface concurrence is required any time a procedure assigns responsibilities to a department or group other than the originating department, or group.

- b) Surveillance Procedures or any procedures involving a change to CPS Technical Specifications require an interface concurrence by the Technical Department.
- c) Other organizations as indicated by the fourth character of the Class Code shall be included in the interface concurrence.
- d) Any procedure that satisfies an Inservice Inspection requires an interface concurrence by the Maintenance Department.

#### 3.3.2.2.2 INTERFACE CONCURRENCE CYCLE

- a) When a procedure requires a Plant Staff interface concurrence, the Department Head or Assistant Power Plant Manager shall forward the procedure to the interfacing department, or group.
- b) The interfacing Assistant Power Plant Manager/Department Head shall sign the title page in the interface concurrence block and then forward the procedure to the next person on the CPS Procedure Review Form.
- c) If the interface affects only one group of the Maintenance Department, the applicable Group Supervisor should sign the title page in an interface concurrence block. The procedure shall then be forwarded to the next person on the CPS Procedure Review Form.
- d) If an interface concurrence is required by an organization outside of Plant Staff and CPS Quality Assurance Organization, the procedure shall have documented concurrence by that organization's representative.

- 8.3.2.2.3 Once all interface concurrences are completed the procedure is sent to Compliance.
- 8.3.2.3 COMPLIANCE CONCURRENCE
- 8.3.2.3.1 Compliance shall review the procedure using step 8.2.3 for guidance.
- 8.3.2.3.2 If the CPS procedure has a Class Code of XXQX, is signed by CCCD and Quality Assurance has not signed the procedure, CCCD shall send the procedure to the Quality Assurance (QA) organization for their review. If CCCD did not sign the procedure it should be returned to the originator to resolve the comments per step 8.2.4.
- 8.3.2.3.3 If the CPS Procedure is not classified as in step 8.3.2.3.2 go to step 8.3.2.5
- 8.3.2.4 QUALITY ASSURANCE (QA) CONCURRENCE
- 8.3.2.4.1 The QA signature signifies that QC HOLD/WITNESS/INSPECTION points, if any, have been correctly incorporated.
- 8.3.2.4.2 The QA signature means the procedure has been reviewed for concurrence with the QA program and other applicable requirements.
- 8.3.2.4.3 If QA determines that the procedure is not part of the Quality Program then QA should request that the Class Code be changed to reflect this.
- 8.3.2.4.4 QA should return the procedure to CCCD following their review.
- 8.3.2.5 COMPLIANCE PROCESSING OF PROCEDURES
- 8.3.2.5.1 If a required sign off on the Title/Cover Page, other than Facility Review Group (FRG) and Power Plant Manager (PPM), is missing, the procedure and comments (if any) shall be returned to the originator for resolution.



- 8.3.2.5.2 If changes, other than clerical, are made to the procedure, the procedure shall be re-routed beginning at step 8.3.1 for signature. A copy of the previous title page and/or explanation of changes should be included to expedite concurrence.
- 8.3.2.5.3 If all the required signoffs have been made, except for FRG and PPM signatures, CCCD should send any comments, to the originator, to be retained for incorporation in the procedures next revision.
- 8.3.2.5.4 CCCD shall forward the reviewed procedure to either the Facility Review Group (FRG) per CPS No.1001.04, FACILITY REVIEW GROUP REVIEW OF ASSIGNED DOCUMENTS, or to the Power Plant Manager as delineated in the Operating Manual Status Report.
- 8.3.2.5.5 If the procedure does not require FRG review, proceed to step 8.3.2.5.10.
- 8.3.2.5.6 The procedure shall be returned to CCCD following the procedure's presentation to FRG.
- 8.3.2.5.7 If the FRG disapproved the procedure, CCCD shall return the procedure to the originator for resolution of FRG's comments and re-routed per step 8.3.2.5.2.
- 8.3.2.5.8 If the FRG approved the procedure, but had clerical comments proceed to step 8.3.2.5.9.
- 8.3.2.5.9 If a license change, or an unreviewed safety question, per CPS No. 1005.06 is involved, the procedure shall be maintained in a file, pending the Nuclear Review and Audit Group's concurrence.
- 8.3.2.5.10 CCCD shall send the procedure to the Power Plant Manager for his approval.
- 8.3.3 APPROVAL OF STATION PROCEDURES
- 8.3.3.1 Approval of the station procedures is accomplished by the Power Plant Manager's signature on the procedure title page.

- 8.3.3.2 Following the Power Plant Manager's review, approval, or disapproval, the procedure should be returned to CCCD.
- 8.3.4 APPROVAL CYCLE PROCESSING
- 8.3.4.1 If the procedure was disapproved, CCCD shall return the procedure with comments, if any, to the originator for resolution per step 8.2.4.
- If other than clerical changes are made, the procedure shall be re-routed, per step 8.3.2.5.2.
- 8.3.4.2 If the procedure was approved, CCCD should update the Procedure Cross-Reference File.
- 8.3.4.3 If the procedure was approved, CCCD shall send the procedure to the Administrative Supervisor/designee.
- 8.3.5 ADMINISTRATIVE PROCESSING OF APPROVED PROCEDURES
- 8.3.5.1 If, during the distribution process and prior to issue, a clerical error is detected, or identified in an approved procedure, the error may be corrected using the following:
- 8.3.5.1.1 Identify the error on the affected page of the approved procedure. (Maintain an uncorrected copy.) Prior to making the correction, the originator, or originator's department, should be contacted for concurrence.
- 8.3.5.1.2 Complete form 1005.01F005, CLERICAL ERROR CORRECTION FORM, (CECF) and attach the uncorrected copy of the page(s) affected.
- 8.3.5.1.3 Place the original of the CECF in the procedure's original file or place the original of the CECF in an information file for that procedure.

- 8.3.5.1.4 Send a copy of the CECF to the originator for information. If the originator does not agree the changes made were correct, the originator may change the procedure using the methods described in CPS No. 1005.07, REVISIONS TO, ADVANCED CHANGES TO, TEMPORARY CHANGES TO, AND CANCELLATION OF STATION PROCEDURES AND DOCUMENTS.
- 8.3.5.1.5 The CECF only needs be retained until the next revision is approved.
- 8.3.5.2 Approved station procedures shall be distributed and controlled in accordance with CPS No. 1005.04, DISTRIBUTION AND CONTROL OF STATION PROCEDURES AND REVISIONS.

#### 8.4 TEMPORARY PROCEDURES

Temporary Procedures may be issued to direct operations during testing, refueling, modifications, and/or maintenance; to provide guidance in unusual situations not within the scope of the station operating procedures; and to ensure orderly and uniform operations for short periods when the plant, a system, or a component is performing in a manner not covered by existing detailed procedures.

##### 8.4.1 REQUIREMENTS

- 8.4.1.1 Temporary Procedures shall only be in effect for a finite period of time, which is specified on the title page.
- 8.4.1.2 The Title Page shall be annotated and should be in the center with the words: "EFFECTIVE DATE \_\_\_\_\_" and "EXPIRATION DATE \_\_\_\_\_". The actual dates may be filled in at any time prior to approval. If the "EFFECTIVE DATE" is blank the effective date is the date the Power Plant Manager approved the procedure.
- 8.4.1.3 Temporary Procedures shall meet the requirements of Section 8.1. of this procedure.
- 8.4.1.4 Temporary Procedures should be reviewed per Section 8.2. of this procedure.

8.4.1.5 Temporary Procedures shall be approved per Section 8.3 of this procedure.

8.4.2 PROCESSING

8.4.2.1 The Administrative Supervisor/designee should notify the responsible department/group, prior to the expiration of a Temporary Procedure, that the Temporary Procedure is about to expire.

8.4.2.2 The responsible department shall determine if the need for the procedure will exist past its expiration date.

8.4.2.2.1 If the procedure will be needed for a longer period of time, the procedure should be revised per CPS No. 1005.07, REVISIONS TO, ADVANCED CHANGES TO, TEMPORARY CHANGES TO, AND CANCELLATION OF STATION PROCEDURES AND DOCUMENTS.

8.4.2.2.2 If the procedure is not required, it should be cancelled per CPS No. 1005.07.

8.5 DOCUMENT APPROVAL

8.5.1 GENERAL

8.5.1.1 Since documents may be revised from time to time, the latest revision of the document can be found by checking the CPS Operating Manual Status Report, discussed in CPS No. 1005.03, OPERATING MANUAL STATUS REPORT, (OMSR).

8.5.1.2 Even though most documents are generated by a procedure, i.e. appear in section 13.0, documents shall be controlled separate from procedures. Therefore, Figure 2, DOCUMENT TITLE PAGE, was created as a guide.

8.5.2 REQUIREMENTS

8.5.2.1 The CPS No., Revision Number, Class Code, and Page Numbers should be as stated in section 8.1.

8.5.2.2 The Document Title should appear on the Document Title Page and on the first page following the Document Title Page.

8.5.2.3 If the document and the procedure are being revised at the same time, they should be routed for approval together.

8.5.3 DOCUMENT APPROVAL

8.5.3.1 Fill in the Class Code, CPS No., and Rev. No. on the Document Title Page.

8.5.3.2 The preparer's name should be typed, or printed in the "Prepared By" blank.

TCF 84-146

8.5.3.3 If the document's Class Code indicates the document is Safety-Related, an 10CFR50.59 safety Evaluation Form shall be performed per CPS No. 1005.06 and the Document & 10CFR50.59 Safety Evaluation Form shall be reviewed by the FRG per CPS No. 1001.04.

8.5.3.4 The APPROVED BY signature and date shall be completed by the Supervisor responsible for the form per the OMSR.

8.6 CPS PROCEDURE REVIEW FORM

8.6.1 To initiate this form, complete the following information:

- a) Originator's Name
- b) Dept.- Originator's Department
- c) Ext.- Originator's Phone Extension
- d) Date - Date Sent
- e) To - The Individual, Position or Organization the procedure is to be sent to. The basic order should be as follows: Group Supervisor, Department Head, Assistant Power Plant Manager, any Interface Concurrences, Compliance, QA, FRG, and then Power Plant Manager.



f) Check the appropriate box (i.e. Review or Signature) and fill in the blanks associated.

g) Signature - sign the form.

8.6.2 Reviewers complete (the TO: section)

a) Signature - Sign/Initial

b) Date - Date of signature/Initial

c) Comments - Check the appropriate box (i.e. No or Attached).

8.6.3 RETURN section completion:

This section is used when the procedure is being returned to the originator or to notify originator of the procedure's approval.

a) TO: fill in the name of the originator

b) Date: Date sent

c) Check the appropriate box

d) Signature - Sign

9.0 ACCEPTANCE CRITERIA

None

10.0 FINAL CONDITIONS

None

11.0 REFERENCES

11.1 NRC/BWR Standard Technical Specifications 6.3.1, 6.3.2, 6.3.3, 6.5.2.7(a)

11.2 CPS Final Safety Analysis Report, Paragraphs 13.5.1.2, 13.5.1.3, 13.5.2, 13.5.2.1.2, 13.5.2.1.3, 13.5.2.1.4, 13.5.2.1.5, 13.5.2.2.6, 13.5.2.2.7, 13.5.2.2.8, 17.2.5, and 17.2.9



- 11.3 ANSI N18.7 - 1976, Administrative Controls for Nuclear Power Plants (Section 5.0)
- 11.4 ANSI N45.2.9 - 1974, Requirements for Collection, Storage, and Maintenance of Quality Assurance Records for Nuclear Power Plants.
- 11.5 CPS Operational Quality Assurance Manual, (Chapter 5.0)
- 11.6 CPS No. 1005.02, ORGANIZATION OF THE STATION OPERATING MANUAL
- 11.7 CPS No. 1005.03, OPERATING MANUAL STATUS REPORT
- 11.8 CPS No. 1005.04, DISTRIBUTION AND CONTROL OF STATION PROCEDURES AND REVISIONS
- 11.9 CPS No. 1017.01, PLANT RECORDS PREPARATION, TRANSMITTAL AND RETENTION
- 11.10 CPS No. 1001.04, FACILITY REVIEW GROUP REVIEW OF ASSIGNED DOCUMENTS
- 11.11 10CFR50, Domestic Licensing of Production and Utilization Facilities, Paragraph 50.59, Changes, Tests, and Experiments
- 11.12 CPS No. 1016.01, CPS CONDITION REPORTS
- 11.13 CPS No. 1001.01, CPS ORGANIZATION, RESPONSIBILITIES, AND MINIMUM QUALIFICATIONS
- 11.14 CPS No. 1038.01, CONTROL OF TECHNICAL SPECIFICATIONS
- 11.15 CPS No. 1005.07, REVISION TO, ADVANCED CHANGES TO, TEMPORARY CHANGES TO, AND CANCELLATION OF STATION PROCEDURES AND DOCUMENTS
- 11.16 CPS No. 1005.06, CONDUCT OF 10CFR50.59 REVIEWS
- 11.17 CPS No. 1005.08, PERIODIC REVIEW OF STATION PROCEDURES AND DOCUMENTS

12.0 APPENDICES

- A. Annunciator Response Procedure - Format
- B. Off-Normal Procedure - Format
- C. Emergency Off-Normal Procedure - Format

13.0 DOCUMENTS

- A. CPS No. 1005.01F001, CPS PROCEDURE REVIEW FORM
- B. CPS No. 1005.01F002, CLINTON POWER STATION COMMENT CONTROL FORM
- C. CPS No. 1005.01F005, CLERICAL ERROR CORRECTION FORM
- D. CPS No. 1005.01F006, PROCEDURE CHECKLIST

Figure 1ILLINOIS POWER COMPANY  
CLINTON POWER STATIONCPS No. \_\_\_\_\_  
CLASS CODE: \_\_\_\_\_

TITLE:

Scope of Revision:

LIST OF EFFECTIVE TCFs					
TCF NUMBER	EFF. DATE	EXP. DATE	TCF NUMBER	EFF. DATE	EXP. DATE
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

LIST OF EFFECTIVE ACNsPREPARER \_\_\_\_\_  
DEPARTMENT HEAD \_\_\_\_\_GROUP SUPERVISOR \_\_\_\_\_  
ASST. PWR. PLT. MNGR. \_\_\_\_\_INTERFACE \_\_\_\_\_  
CONCURRENCE \_\_\_\_\_CCCD \_\_\_\_\_  
FRG \_\_\_\_\_  
ALARA COMMITTEE \_\_\_\_\_QA CONCURRENCE \_\_\_\_\_  
POWER PLANT MANAGER \_\_\_\_\_  
DATE \_\_\_\_\_

Figure 2

CLASS CODE  
CPS No.  
(Rev. )

DOCUMENT TITLE PAGE

Document Title:

Prepared By: \_\_\_\_\_

FRG: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
Signature/Date

APPENDIX AANNUNCIATOR RESPONSE PROCEDURE - FORMAT

(Panel Number) (Window Number)

ANNUNCIATOR RESPONSE (title)

Allowable Value \_\_\_\_\_ Set Point \_\_\_\_\_ Reset \_\_\_\_\_

POSSIBLE CAUSE

List those conditions that might have initiated the alarm, with the most probable cause first.

AUTOMATIC ACTION

List those actions that occur simultaneously with the alarm or will occur subsequently if no operator action is taken.

IMMEDIATE ACTION

List the immediate action(s) appropriate to correcting the condition.

SUBSEQUENT ACTION

List those procedures by title and number that would give follow-up action. If no procedures apply, give the sequential follow-up action.

NOTE

ANNUNCIATOR RESPONSE PROCEDURES - will include specific instructions to mitigate the consequences of the condition indicated by the alarmed annunciator.

Department Head/Asst.

Power Plant Manager \_\_\_\_\_

Compliance \_\_\_\_\_

FRG Review \_\_\_\_\_

Power Plant Manager Approval \_\_\_\_\_

Date of Issue \_\_\_\_\_

<u>TCF Number</u>	<u>Effective Date</u>	<u>Expiration Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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APPENDIX BOFF-NORMAL PROCEDURE - FORMAT1.0 SYMPTOMS

Symptoms should be included to aid in the identification of the emergency. They should include alarms, operating conditions, and probable magnitudes of parameter changes. If a condition is peculiar to the emergency under consideration, it should be listed first.

2.0 AUTOMATIC ACTION

(State "None" if not pertinent).

3.0 IMMEDIATE OPERATOR ACTION

Steps should specify immediate actions for operation of controls or confirmation of automatic actions that are required to stop the degradation of conditions and mitigate their consequences. Examples include (a) verification of automatic actions, (b) assurance that reactor is in a safe condition, (c) notification of station personnel of the nature of the emergency, (d) determination that containment and exhaust systems are operating properly in order to prevent uncontrolled releases of radioactivity.

The following format requirements should be followed:

- a) Decision steps should be formatted as follows:

(Step #) IF (condition)

THEN (action)

- b) If the decision step is compound i.e., contains multiple conditions or actions, it should be formatted as follows:

(Step #) IF (condition)

OR

(condition)

THEN (action)

AND

(action)



APPENDIX B

- c) All cautions, warnings, and notes should be located on the same page and directly preceding the applicable steps.

4.0 SUBSEQUENT ACTION

Steps shall be included to return the reactor to a normal condition or to provide for a safe extended shutdown period under off-normal or emergency conditions. The format that is used in section 3.0 shall also be used in this section.

5.0 FINAL CONDITIONS

These steps should specify the documentation, authorizations, and plant conditions that must be completed prior to resumption of Normal Operation.

6.0 DISCUSSION

A brief explanation of the procedure:

This section should contain background information, causes, effects, and other information that may assist in clarifying the procedure and analyzing symptoms.

APPENDIX CEMERGENCY OFF-NORMAL PROCEDURE - FORMATNOTE

This format shall be used for all Symptom Based off-normal procedures:

NOTE

When revising procedures that are numbered CPS No. 44XX.XX, the CPS EMERGENCY PROCEDURE GUIDELINES, CPS No. 1450.00 should be referenced for content requirements.

1.0 SYMPTOMS

This section consists of the entry parameters and their associated setpoints. If applicable, the appropriate procedure entry point should be specified, based on the entry conditions actually present.

2.0 AUTOMATIC ACTIONS

Indicate the automatic actions that occur as a result of reaching or exceeding the entry conditions.

3.0 OPERATOR ACTIONS

This section shall specify operator actions necessary to respond to the emergency condition.

The following format requirements should be followed:

a) Decision steps should be formatted as follows:

(Step #) IF (condition)

THEN (action)

APPENDIX C

- b) If the decision step is compound, i.e., it contains multiple conditions or actions it should be formatted as follows:

(Step #) IF (condition)

OR

(condition)

THEN (action)

AND

(action)

- c) A 3/16 square check block should be located to the left of any step number that requires an action.

NOTE

The check block is intended to be used as an aid to the operator in following the progress through the procedure, not as a required initial or signature block.

- d) Procedure steps should be presented so that interruptions in the flow of information are minimal. To accomplish this the following guidance should be followed:

- 1) Each action step shall be wholly contained on a single page.
- 2) All cautions, warnings, and notes shall be wholly contained on a single page and should be located on the same page and directly preceding the applicable step or steps.
- 3) All graphs and figures should be on a separate page, immediately preceding the page where it is referenced.

APPENDIX C

- e) In order to facilitate locating specific section of a procedure or other procedures quickly the following guidance should be observed:
- 1) All major sections of the procedure should start a new page.
  - 2) In the control room copy of the procedure, the major sections within a procedure should be suitably subdivided and tabbed for easy identification.
  - 3) The control room copy of the Emergency Off-Normal procedures shall have a separate one (1) inch binder for each emergency procedure. Each binder shall be suitably marked, identifying the applicable procedure by name and procedure number.
- f) To facilitate ease of reading, understanding and retention of steps, the following guidance should be observed:
- 1) If three or more actions or objects of actions (ex. pumps to be operated) are contained within a step, these items should be listed rather than embedded within a sentence or paragraph.
  - 2) When specifying instrumentation values to be maintained, if possible, a tolerance band should be provided. The value should be in the same units that appear on plant instrumentation and should be readable by the operator on existing instrumentation.
  - 3) The level of detail for operator instructions should be consistent with operator knowledge and skill, complexity of task, and importance of task. Where possible the system operating procedures should be referenced for specific information on system operation.
- g) Where steps or procedures are to be performed concurrently, it should be explicitly stated within the step or by use of a note immediately preceding the step or section. So that operators can easily identify and refer to all such steps or procedures.

APPENDIX C4.0 CONTINGENCIES

This section incorporates specific actions to be taken where directed to do so from elsewhere in the procedure. The format that is used in section 3.0 shall also be used in this section.

5.0 FINAL CONDITIONS

This section should contain a general statement of the plant conditions after completion of section 3.0.

6.0 DISCUSSION

## 6.1 General Cautions

Indicate all general conditions which are not necessarily applicable to specific steps or sections of the procedure.

## . 6.2 Discussion

Provide a brief description of the intent of the procedure. Where necessary include important definitions of terms or phrases used in the procedure.

## 6.3 Flow Chart

If a flow chart is developed as an operator aid in performing the procedure, it should contain the major steps and actions and need not contain the detailed/specific information needed to perform the step or actions. Notes and cautions are also not necessary on the flow charts unless they directly affect the flow of steps within the procedure.

NOTE

The control room copy of the Emergency Off-Normal procedures shall have a separate one (1) inch binder for each emergency procedure.

CLASS CODE: NNQN  
CPS No. 1005.01F001  
(Rev. 4)

DOCUMENT TITLE PAGE

Document Title: CPS PROCEDURE REVIEW FORM

Prepared By:

George S. Feld

FRG: \_\_\_\_\_

APPROVED BY:

J. J. [Signature] 11/10/83  
Signature/Date

FOR INFORMATION ONLY



CPS PROCEDURE REVIEW FORM

Route in Sequence  
T0:

[illegible]

☐ Attached for your review and comment is CPS Procedure \_\_\_\_\_,  
Revision\_\_\_\_\_.

Please return this form, with or without comments, to \_\_\_\_\_  
by \_\_\_\_\_.

☐ Attached for your signature is CPS Procedure \_\_\_\_\_,  
Revision \_\_\_\_\_.

Special Instructions:

Signature

TO: \_\_\_\_\_

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

- ☐ No Comments  
☐ Comments Attached  
☐ Approved

FROM: \_\_\_\_\_

CLASS CODE: NNQN  
CPS No. 1005.01F002  
(Rev. 2)

DOCUMENT TITLE PAGE

Document Title: CLINTON POWER STATION  
COMMENT CONTROL FORM

Prepared By: George S. Hoff

FRG: \_\_\_\_\_

APPROVED BY: J. W. [Signature]

11/12/83  
Signature/Date

FOR INFORMATION ONLY

CLASS CODE: NNQN  
CPS No. 1005.01F002  
(Rev. 2)  
N102-2 (11/83)

CLINTON POWER STATION COMMENT CONTROL FORM

Date \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

System/Subject/Document \_\_\_\_\_

[illegible]

CLASS CODE: NNQN  
CBS No. 1005.01F005  
(Rev. 1)

DOCUMENT TITLE PAGE

Document Title: CLERICAL ERROR CORRECTION FORM

Prepared By:

*George L. Felt*

FRG: \_\_\_\_\_

APPROVED BY:

*H. L. Holt* *11/10/83*  
Signature/Date

FOR INFORMATION ONLY

CLASS CODE: NNQN  
CPS No. 1005.01F005  
(Rev. 1)  
N102-435 (11/83)

CLERICAL ERROR CORRECTION FORM

Affected Procedure Number: \_\_\_\_\_

Revision Number: \_\_\_\_\_

Person Identifying Changes: \_\_\_\_\_  
(Name)

Person Making Changes: \_\_\_\_\_  
(Name)

List Affected Pages below and attach an uncorrected copy of these pages.

• CLASS CODE: NNQN  
• CPS No. 1005.01F006  
(Rev. 0)

DOCUMENT TITLE PAGE

Document Title: PROCEDURE CHECKLIST

Prepared By: George S. Hall

FRG: \_\_\_\_\_

APPROVED BY: J. W. White 11/10/83  
Signature/Date

FOR INFORMATION ONLY



CLASS CODE: NNQN  
CPS No. 1005.01F006  
(Rev. 0)  
N102-459 (11/83)

PROCEDURE CHECKLIST

	<u>Checked</u>	<u>Yes</u>	<u>No</u>
Title Matches OMSR	—	—	—
Upper Tier Procedures/Documents Checked:			
1)	—	—	—
2)	—	—	—
3)	—	—	—
4)	—	—	—
Procedure page checked for correct CPS No., Page/Rev. No.	—	—	—
Review the procedure text for:			
1) Spelling, grammar, typos.	—	—	—
2) General compliance to OAP1005.01S Section 8.1, Preparation of Station Procedures.	—	—	—
3) Topics not subdivided past 5 places, e.g., 8.1.1.1.1.	—	—	—
4) Topics not subdivided unless at least 2 subtopics exist, e.g., 3.1.1 and 3.1.2.	—	—	—
5) If this is Rev. 1 or higher has Rev. No. and vertical line in left margin been used?	—	—	—
6) Acronyms and abbreviations are spelled out first time they are used, i.e. Feedwater (FW) (Except industry standards).	—	—	—
7) A referenced procedure/document has Number <u>and</u> Title first time used.	—	—	—
8) Notes, Cautions, Warnings - meet the correct requirements for each.	—	—	—
9) All items referenced appear in Section 11.0, REFERENCES, and agree with OMSR.	—	—	—
10) Titles of Appendices, if any, agree with Section 12.0, APPENDICES.	—	—	—
11) Titles of Documents, if any, agree with Section 13.0 DOCUMENTS and OMSR.	—	—	—
Initial/Record steps of the procedure have places on Checklist/Data Sheets, if used.	—	—	—