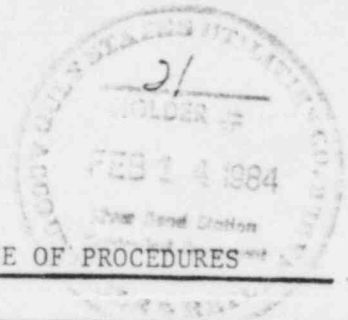


Attachment 2  
RIVER BEND STATION - UNIT I  
APPROVAL SHEET  
STATION OPERATING PROCEDURES



NO. ADM-0003 TITLE. DEVELOPMENT, CONTROL AND USE OF PROCEDURES

☒ SAFETY RELATED ACTIVITIES INVOLVED

REV. NO	PAGES ISSUED	INDEP. REVIEW INITIALS	TECH. REVIEW INITIALS	APPROVED BY		EFFECT DATE
				SIGNATURE	DATE	
0	Page 1 thru 31	AKing PS 12/3/83	CH 10/4/83	E Hammond	10/4/83	10/04/83
1	1 Through 36	AKing 12/15/84	CH 2-13-84	E Hammond	2/13/84	02/15/84
FOR INFORMATION ONLY						
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PROC. NO. ADM-0003 TITLE DEVELOPMENT, CONTROL & USE OF PROCEDURES REV. NO. 1

(LATER) LOCATION

[illegible]

DEVELOPMENT, CONTROL AND USE OF PROCEDURES

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## 1.0 PURPOSE/APPLICABILITY/SCOPE

- 1.1 This procedure establishes the administrative controls for development, revision, approval, control and use of procedures that are used during the operation of the River Bend Nuclear Station.
- 1.2 Detailed section procedures which implement the requirements of this procedure may also contain requirements of the applicable Section Supervisor which he may wish to be followed for the sake of uniformity.
- 1.3 This procedure shall apply to all station personnel, other GSU personnel, consultants and vendors who prepare or utilize procedures, except Quality Assurance/Quality Control (QA/QC) Procedures which direct activities within the station.

## 2.0 REFERENCES

- 2.1 10CFR50, Domestic Licensing, Section 50.59 and Appendix B, Quality Assurance Criteria
- 2.2 US NRC Regulatory Guide 1.33 (Rev. 2, 2/78); ANSI N 18.7-1976, Administrative Controls and Quality Assurance for the Operational Phase of Nuclear Power Plants
- 2.3 River Bend Station FSAR, Chapter 13, Conduct of Operations, Section 13.5, Plant Procedures
- 2.4 River Bend Station FSAR, Chapter 16 Technical Specifications, Section 6, Administrative Controls
- 2.5 River Bend Station Operations Quality Assurance Manual (OQAM)
- 2.6 ANSI N45.2-10, 1973, Quality Assurance Terms and Definitions
- 2.7 RBPP 7.7, Permanent Plant File Document Turnover - GSU Internal Submitted
- 2.8 RBPP 7.9, Protection of Safeguards Information
- 2.9 ADM-0005, Station Document Control.
- 2.10 ADM-0006, Control of Plant Records.
- 2.11 Standard list of Abbreviations (Maintained by the Administrative Supervisor).

## 3.0 DEFINITIONS

- 3.1 A list of definitions in common usage at the River Bend Station partly derived from ANSI N45.2-10, 1973, has been developed and is maintained by the Procedure Coordinator. These definitions apply

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to all procedures and need not be redefined in procedures. Definitions that are not in common usage should be defined in the applicable procedure.

#### 4.0 RESPONSIBILITIES

##### 4.1 Procedure Development

Figure 2, Procedure Preparation, Review and Approval Matrix assigns the responsibility for key functions of the development process to various staff personnel.

- a. The Preparer shall be responsible for writing, accuracy of editorial, administrative and technical content, draft typing, initial safety analysis, specifying required cross-disciplinary review, and comment resolution.
- b. The Independent Reviewer shall be responsible for verifying technical accuracy, and administrative controls.
- c. The Technical Reviewer shall be responsible for reviewing the technical content especially with regard to procedural effect on system and equipment interfaces and for verifying the safety analysis and recommended cross-disciplinary review. This review may be conducted by the Technical Staff, Nuclear Plant Engineering or other qualified engineering personnel.
- d. The Approver shall be responsible for assuring that all of the above responsibilities have been discharged and any disagreements resolved prior to approval.
- e. The Cross-Disciplinary Reviewer shall be responsible for reviewing procedures with respect to the application of the procedure to his/her particular discipline or area of expertise.

##### 4.2 Procedure Coordinator

A person assigned the responsibility of coordinating interfaces involved in procedure development and supervising formatting, draft typing and typing of final approved procedures. This person ensures timeliness of required reviews, proper control of approved procedures and changes, compliance with this procedure and uniformity of procedure handling. He/she also maintains a procedure development historical working file (non-permanent records) and ensures that permanent records are transmitted to the Records Management organization. The working file shall contain the material defined in Paragraph 6.1.17.a. The Procedure Coordinator also develops and maintains a Procedure Status List which, as a minimum, provides information as to the latest issue and revision number in effect for each procedure and due dates for required periodic reviews.

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## 5.0 GENERAL GUIDELINES

### 5.1 Procedure Class

Procedures shall be prepared in three distinct classes; administrative, section, and work. (Reference Attachment 11) This does not preclude, however, administrative steps being included in work procedures.

5.1.1 Administrative procedures govern the conduct of personnel and provide specific guidance to plant staff and others who perform safety related activities within the station as to methods of implementation of the various regulatory and Quality Assurance Program requirements. These procedures also reflect the policies of plant management regarding non-safety related activities. They shall be prepared at two levels (or tiers).

1. General Administrative Procedures (ADM's) establish the requirements and policies of Plant Management and generally affect all or most of the plant staff and it's contractors. These procedures should describe and effect interactions between plant staff sections. All plant staff and their contractors are responsible for being knowledgeable of the content of these procedures. ADM's shall be the responsibility of the Station Administrative Supervisor.
2. Section Procedures specify the detailed implementation of the requirements of the ADM's, Operations QA Manual and other requirements as determined by the responsible section supervisor. All section personnel and their contractors are responsible for being knowledgeable of the content of these procedures. Preparation of these procedures shall be the responsibility of the applicable Section Supervisors.

5.1.2 Work procedures are prepared to provide instruction to persons performing individual tasks. They should be prepared in a step-by-step fashion and shall be sufficiently detailed for a qualified individuals to perform the required functions without direct supervision. These procedures usually specify manipulation of controls or the use of tools or instruments.

#### NOTE

GSU may delegate the development of work procedures to a contractor. In such cases the contractor shall follow this and related procedures.

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1. Work procedures shall not specify step-by-step work tasks to be performed by sections outside the section for which they were written. However, these procedures may request work from other sections; i.e., an Operations Section procedure may specify when a Chemistry sample is to be taken, but would not have the step-by-step procedure for the chemist to follow in the sample process.
2. Work procedures shall be of a type appropriate to the circumstances, i.e., operating, maintenance, welding, etc. In most cases, the type of procedure will have a direct bearing on the review and approval process. Procedure types are delineated in Figure 2.
3. Work procedures shall be the responsibility of the Section Supervisor specified in the Preparation, Review and Approval Responsibility Matrix, Figure 2.

## 5.2 Procedure Scope and Content

- 5.2.1 Work procedures shall be sufficiently broad in scope so as to return structures, systems or components to a safe stable configuration upon completion of the required task.
- 5.2.2 Procedures shall contain a title describing the objective of the procedure.
- 5.2.3 Procedures shall contain, as appropriate, a statement of purpose, scope and/or applicability to identify the basis for the procedure, what it covers and how it is to be used.
- 5.2.4 References used to develop a procedure shall be stated in a "REFERENCE" section. References to technical specifications, if not included in the body, shall be included in this section. If the referenced material is to be used concurrently with or as part of the procedure, it shall also be referenced at the point of application in the procedure text. (See Section 6.2 of this procedure for an example of Technical Specification References.)
- 5.2.5 Prerequisites, when applicable, shall be included in work procedures either as a separate section or just prior to the point of application.
- 5.2.6 Precautions and/or limitations, as appropriate, shall be incorporated into work procedures in a section before the body of the procedure. The precautions should be for major cautions and warnings which personnel should be aware of prior to implementation of the procedure body. In those cases where personnel should be reminded of a precaution or limitation, they shall be repeated just before the point of

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application in the text as a CAUTION or WARNING. (See Attachment 9, Section 8.3).

- 5.2.7 Acceptance Criteria shall be included in work procedures, where applicable, preferably as part of check-off lists. These criteria may be qualitative and/or quantitative and provide a means for verifying that the procedure tasks have been successfully accomplished. If independent verification of criteria measurement is required, a method to document both verifications is required.
- 5.2.8 Check off lists are required where complex procedures are involved or when satisfying prerequisites require initials or signatures. The check offs may be incorporated into the procedure steps themselves.
- 5.2.9 Any required witness or hold points should be incorporated into work procedures by the writer or his supervisor and made a permanent part of the procedure. The QC Supervisor may, however, add additional hold points to an activity at any time.

### 5.3 Procedure Format

- 5.3.1 The extensive variety of procedures which must be prepared precludes the use of a single standardized format. Each procedure should be in a format which best presents the requirements of the procedure and one which will be clearly understood by the user.
- 5.3.2 All of the requirements of Section 5.2 above shall be considered when preparing and formatting work procedures.
- 5.3.3 For the sake of uniformity and for guidance to procedure preparers reference the procedure format outline (Attachment 9). This outline may be altered as circumstances warrant.
- 5.3.4 Procedures specifying activities affecting safety related structures, systems, or components shall be designated by checking the 'YES' box on the Procedure Approval Sheet (Attachment 4). The 'NO' box shall be checked when applicable.
- 5.3.5 The verbs "shall" and "should" denote a requirement or a recommendation respectively. The verb "may" denotes permission, neither a requirement nor a recommendation.
- 5.3.6 Figures, tables, graphs, etc. may be included in procedure text or as attachments or enclosures. These pages shall be numbered clearly as part of the procedure text. Examples of these are pages from Vendor Technical Manuals, flow diagrams, etc.

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- 5.3.7 The Procedure Approval Sheet (Attachment 4), shall have no page number but shall be attached to the front of the procedure and considered a part of the procedure.
- 5.3.8 Commencing with Revision 1 to any approved issue of a procedure, a PROCEDURE PAGE REVISION LIST (Attachment 8) shall be attached to the Approval Sheet for user information.
- 5.3.9 If "LATER's" are included in the procedure, a LATER's page (Attachment 5), (properly filled out) shall be attached to and referenced on the approval sheet.
- 5.3.10 All procedures shall contain a TABLE OF CONTENTS which shall be numbered page 1 of \_\_\_\_.

## 6.0 PROCEDURE

### 6.1 Development and Coordination (see Figure 1)

- 6.1.1 The responsible supervisor, or designee, shall prepare or revise a procedure (see Figure 2).

#### NOTE

Numbers for new procedures can be obtained from the Procedure Coordinator.

- 6.1.2 The procedure writer prepares and proofreads the draft procedure (change) following the guidance of this procedure and section procedure requirements, if applicable.
- 6.1.3 Procedure writers shall develop procedures utilizing the latest or applicable reference material. The following types of information should be researched and referenced accordingly. This is not an inclusive list.
1. FSAR, applicable sections.
  2. OGAM, applicable sections.
  3. ASME Code, applicable sections.
  4. Approved General Administrative/Section Procedures.
  5. ANSI Standards.
  6. IEEE Standards.
  7. Design Specifications (SSW/GE).

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8. Design Drawings (S&W/GE/Manufactures).
  9. Vendor Technical Manuals.
  10. RBS Technical Specifications.
  11. Design Information/assumptions that affect operations.
  12. U.S. NRC Regulatory Guides.
  13. Other information as applicable to the procedure purpose.
- 6.1.4 The development, handling, and control of those procedures which contain Safeguards Information shall be in accordance with Reference 2.8.
- 6.1.5 The writer submits the draft procedure (change) to the responsible supervisor.

NOTE

Revision numbers shall be assigned  
only by the Procedure Coordinator  
(see Step 6.1.14).

- 6.1.6 The writer or supervisor shall complete the "PREPARED BY" sections of the Procedure (Change) Review Form (Attachment 1); stating why the procedure or change was written, why the actions specified by the procedure (change) do not constitute an unreviewed safety question as defined in Reference 2.1, and if applicable, recommended additional cross-disciplinary reviews.
- 6.1.7 The responsible supervisor then transmits the draft procedure (change) and Attachment 1 to the Procedure Coordinator.
- 6.1.8 The Procedure Coordinator prepares the draft procedure for initial typing. The draft procedure (change) and attachment are then submitted to the reviewers specified in both Figure 2, Procedure Review and Approval Responsibility Matrix and Attachment 1, Procedure (Change) Review Form. He/She files the original in the procedure file folder.
- 6.1.9 The Procedure Coordinator transmits the procedure (change) to the reviewers using the Procedure Review Transmittal Form (Attachment 2) retaining a copy of the transmittal.

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6.1.10 Reviewers shall document their review (on the Comment Control Form Attachment 3) and return these results to the Procedure Coordinator.

NOTE

Only Technical and Administrative comments shall be documented on the Comment Control Form for records purposes.

6.1.11 If the Technical Reviewer has indicated that an unreviewed safety question may exist, the procedure or change must be reviewed by the FRC to resolve the question.

NOTE

If the Technical Reviewer specifies additional cross-disciplinary reviewers are necessary, Steps 6.1.8 and 6.1.9 must be repeated for the additional specified reviewers before proceeding to Step 6.1.11.

6.1.12 The Procedure Coordinator shall assemble the results of the reviews and return them to the responsible supervisor for resolution.

6.1.13 The responsible supervisor, or designee, shall resolve the comments and forward the procedure and Comment Control Forms to the Procedures Coordinator.

6.1.14 Upon receipt, the Procedures Coordinator shall prepare the procedure (change) for final typing and return the completed Comment Control Form (yellow copy) to the reviewer for his information.

6.1.15 The Procedure Coordinator assigns the revision number, prepares the Approval Sheet (Attachment 4) and attaches it to the procedure (change).

6.1.16 The Procedure Coordinator obtains the required initials on the Approval Sheet and submits the procedure (change) to the designated approver, or alternate, for approval (see Figure 2)

6.1.17 The Procedure Coordinator, upon approval of the procedure, assigns an effective date, updates the procedure status

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list and submits the approved procedure to the document control system.

NOTE

The effective date shall normally be post dated three working days to allow for distribution and, if applicable, required training.

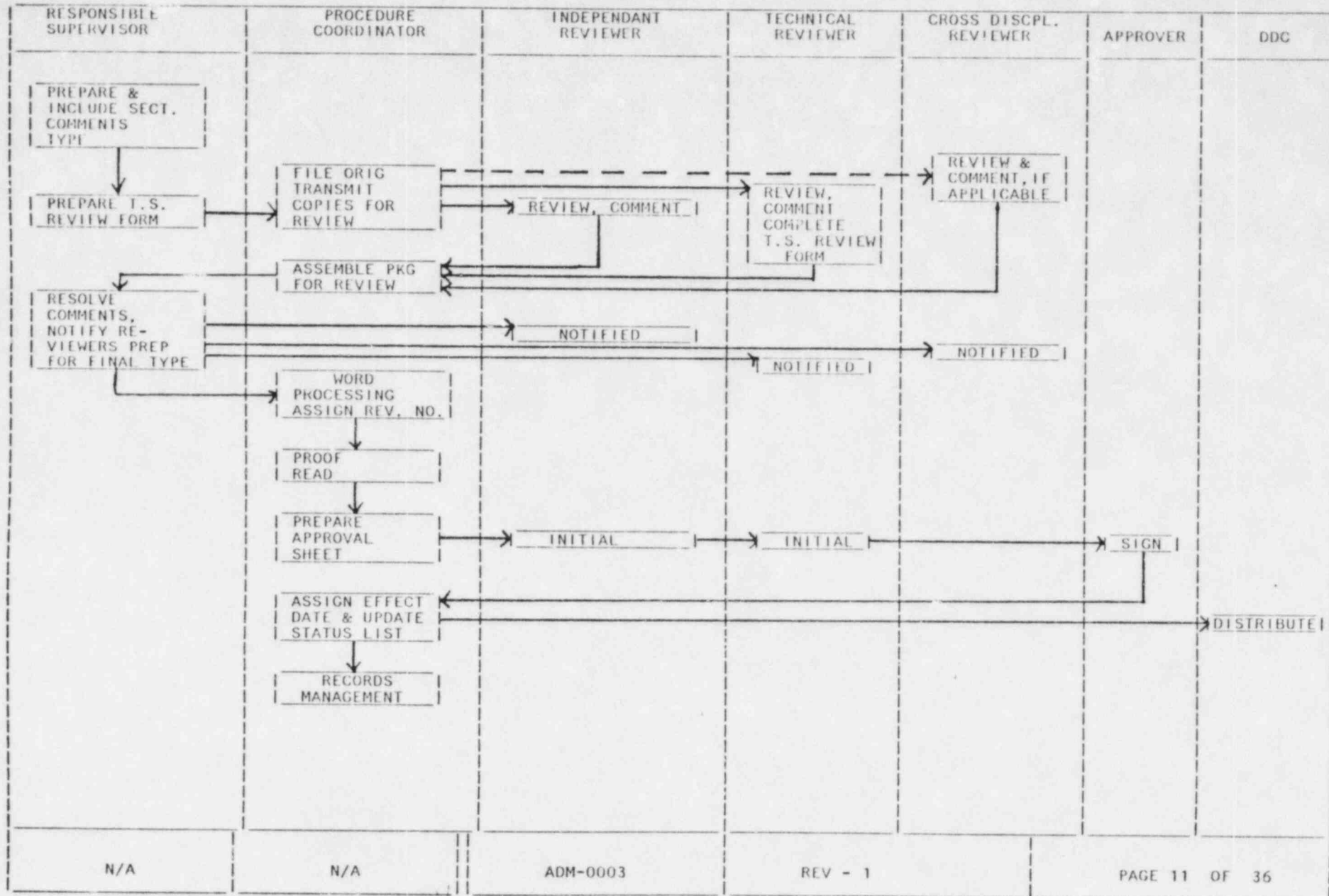
6.1.18 The Procedure Coordinator is responsible for the following records:

1. In the procedures historical working file;
  - a. Copy of draft procedure (change);
  - b. Copy of documented comments and resolutions;
  - c. Copy of Procedure (change) Review Form;
  - d. Copy of approved procedure (change).
1. To the Permanent Plant File (QA Records);
  - a. Copy of approved procedure (change).

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# PROCEDURE DEVELOPEMENT & COORDINATION

FIGURE 1





## 6.2 Procedure Review

- 6.2.1 As a minimum, the reviewers specified in the Procedure Preparation, Review and Approval Responsibility Matrix (Figure 2) or designees shall review procedures (changes). This review shall be documented on the Comment Control Form (T.S. LATER).
- 6.2.2 The Technical Reviewer must verify that the actions specified by the procedure (change) do not constitute an unreviewed safety question as specified by 10CFR50.59 and concur with the determination of additional cross-disciplinary review. These results shall be documented on the Procedure (Change) Review Form (Attachment 1), (T.S. LATER).
- 6.2.3 Additional reviews shall be conducted as specified on the Review Form and shall also be documented on the Comment Control Form.
- 6.2.4 Only technical or administrative comments shall be documented for records purposes on the Comment Control Form. Editorial Comments may be marked on a copy of the draft procedure (change) and returned to the preparer.
- 6.2.5 Reviewers must return their comments by the date specified on the transmittal. If the reviewer had no comments, he should state so on the transmittal and return it to the Procedure Coordinator. If the reviewer has had insufficient time to properly conduct his review, he shall contact the Procedure Coordinator who shall then consult with the appropriate Assistant Plant Manager (APM) to determine the best way to satisfy the requirements of 6.2.1 and 6.2.2 above.
- 6.2.6 If required reviewers fail to return comments by the due date and fail to respond to the Procedure Coordinator, the responsible supervisor shall be notified by the Procedure Coordinator. They shall determine how the requirements of 6.2.1 and 6.2.2 can be satisfied and proceed accordingly.

## 6.3 Approval of Procedures

- 6.3.1 Procedures (changes) shall be approved by the applicable Assistant Plant Manager or the alternate designated on the Procedure Preparation, Review and Approval Responsibility Matrix (Figure 2).
- 6.3.2 In the event both principle and alternate are unavailable to approve procedures, the other Assistant Plant Manager, the Plant Manager or Acting Plant Manager shall approve procedures (changes) that must be approved expeditiously.

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6.3.3 The approvers of procedures shall assure that comments of all reviewers have been considered before approving the procedure (changes).

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PROCEDURE PREPARATION REVIEW AND APPROVAL  
RESPONSIBILITY MATRIX

FIGURE 2

PROCEDURE TYPE	PREPARATION*	INDEPENDENT REVIEW*	TECHNICAL REVIEW*	REQUIRED APPROVAL	
				PRINCIPLE	ALTERNATE
Station Gen. Admin. Procedures	Admin. Supv.	Director-QA	FRC	Plant Manager	A.P.M. - Services
Admin. Section Work Instructions	Admin. Supv.	Procedures Supv.	APM-Services	APM-Services	Admin. Supv.
Plant Eng'g Procedures	Applicable System Supv.(s)	Systems Supervisor	Technical Supervisor	APM-Services	Technical Supv.
Reactor Eng'g Procedures	Reactor Eng'g Supv.	Systems Supervisor	Technical Supervisor	APM-Services	Technical Supv.
Fire Protection Procedures	Performance Supv.	Operation Supv. OQAS	Technical Supervisor	APM-Operations	Technical Supvr.
Plant Security Procedures	Security Supv.	Security Training Coordinator	Ass't Security Supv.	APM-Services	Security Supv.
Station Operations Procedures	Operations Supv.	Asst. Operations Supv.	Technical Supervisor	APM-Operations	Operation Supv.
Stations Maint. Procedures	Applicable Discipline Supv.(s)	Alternate Discipline	Technical Supervisor	APM-Operations	Gen. Maint. Supv.
Surveillance Test Procedures	Performance Supv.	Applicable Discip. Supervisor	Technical Supervisor	APM-Operations	Technical Supvr.
Permanent Test Procedures	Technical Supv.	Applicable Tech. Staff Supvr.(s)	Independent Qual. Supervisor	APM-Operations	Technical Supv.
Chemistry Procedures	Chemistry Supv.	Rad/Chem Services Supervisor	Technical Supervisor	APM-Operations	Radiation/Chem. Services Supv.
Rad/Protection Procedures	Radiation Protection Supervisor	Rad/Chem Services Supervisor	Technical Supervisor	APM-Operations	Rad/Chem Services Supervisor
Environmental Services Proc.	Environmental Supv.	Rad/Chem Services Supervisor	Technical Supervisor	APM-Operations	Rad/Chem Services Supv.
Fuel Handling Procedures	Operations Supv.	Asst. Operations Supv.	Reactor Eng'g Supv.	APM-Operations	Operations Supv.
Material Handling Procedures	Material Handling Supv.	Admin. Supv.	Technical Supervisor	APM-Operations	Administrative Supv.
Station Section Procedures	Applicable Section Supv.(s)	Operation QA Supv.	Admin. Supv.	Responsible A.P.M.	Responsible Section Supv.(s)

\*The responsible supervisor may designate an alternate to perform this activity.

N/A

N/A

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#### 6.4 Control of Procedures

- 6.4.1 Once approved, procedures (changes) shall be assigned a revision number and an effective date and entered into the station's document distribution system by the Procedure Coordinator (see Step 6.6.4).
- 6.4.2 On the effective date, the Procedure (Change) Status List will be updated in the document distribution system. This list (normally a computer report) indicates the latest effective revision to all procedures used within the station.
- 6.4.3 Distribution of "Controlled" procedures shall be minimized and shall be issued only to those groups or areas which require procedures to be available for step-by-step use in an expeditious manner. Such groups or areas would be the Control Room Operators, Emergency Operations Facility, Chemistry Laboratory, etc.
- 6.4.4 A listing of "Controlled" procedure manuals shall be prepared by the Procedure Coordinator, in cooperation with the Section Supervisors and approved by the Assistant Plant Manager - Services. This list shall be maintained in the Document Control Center.
- 6.4.5 Individuals who require a copy of a procedure to be present and followed step-by-step while the task is being performed may obtain a controlled copy from the document control system in accordance with Reference 2.9.
- 6.4.6 All other copies or manuals of procedures shall be distributed upon request on an "Information Only or One Time Issue" basis. Prior to use, it is the document users responsibility to ensure the document is the latest revision.

#### 6.5 Use of Procedures

- 6.5.1 All personnel (staff, vendors, consultants other GSU departments) shall adhere to written procedures when performing activities affecting safety-related structures, systems or components within the station. Only controlled procedures shall be used in the performance of work in accordance with Reference 2.8.
- 6.5.2 In the event a procedure cannot be followed exactly or a procedure is not available, the task or evolution should not be conducted unless required by an emergency or casualty situation, until the procedure has been revised or prepared and issued, or a decision has been made by the responsible supervisor that a new or revised procedure is not required.

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- 6.5.3 Unless otherwise specified, steps in a procedure shall be performed sequentially. Steps that can be performed out-of-sequence or concurrently shall be specifically identified in the procedure.
- 6.5.4 Procedures shall be present and referred to while the task is being performed for extensive or complex jobs where reliance on memory cannot be trusted. Procedures containing check-off or verification steps must also be on-the-job.
- 6.5.5 Under certain conditions, procedural steps must be committed to memory. These conditions shall be defined in the appropriate station section procedures.
- 6.5.6 Prior to each use of a procedure for accomplishing a task, the user shall verify that he/she has the latest revision.
- 6.6 Changes to Procedures
- 6.6.1 Except as specified in Section 6.7, changes to procedures shall be reviewed and approved in the same manner as the original procedures. The author of the change must ensure that the change is being made to the latest approved pages of the procedure.
- 6.6.2 Revisions to procedures shall be documented on the same APPROVAL SHEET that is attached to the original procedure, which shall be reissued with the revision.
- 6.6.3 Revised lines in the text should be clearly marked on the right side of the page for the latest revision only, to alert users of the latest changes. For major revisions, the entire procedure shall be reissued.
- 6.6.4 Approved procedures or revisions shall be incorporated into the document distribution system within three working days. If an individual procedure has been issued for on-the-job use, the document distribution clerk is responsible for expeditious notification of any change to the affected supervisor.

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## 6.7 Temporary Changes

- 6.7.1 Temporary Changes are intended for immediate implementation, to continue work in progress.
- 6.7.2 Temporary Changes shall not be made if they alter the intent of the original procedure (T.S. LATER).
- 6.7.3 A TEMPORARY CHANGE NOTICE (TCN) (Attachment 6), shall be used to document the temporary change.
- 6.7.4 Each section shall maintain their own TCN Log. The section head shall be responsible for ensuring that temporary changes initiated by his workers are properly recorded and receive the required Tech Spec. reviews and approvals within the specified time.
- 6.7.5 TCN's shall have a three part alpha-numeric designator consisting of a letter to identify the originating department, the year and a sequential number (Eg. M-83-01).
  - 1. Section designators shall be as follows:
    - a. Administrative - A
    - b. Tech Staff - T
    - c. Operations - O
    - d. Maintenance - M
    - e. Security - S
    - f. Rad. Protection - R
    - g. Chemistry - C
    - h. Environmental - E
- 6.7.6 The initiator of the temporary change shall complete the following sections of the TCN:
  - 1. Date, Time and the next sequential TCN number for his section.
  - 2. Procedure Number, and latest effective Revision number.
  - 3. Procedure Title
  - 4. Reason for Change - Specify reason in sufficient detail so that reviewers can discern whether or not revisions are necessary.

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5. Detailed Change - State the change made and the sections affected. Attach additional pages if necessary. Also attach marked-up procedure pages indicating changes.

6. Prepared by:

- a. The preparer also fills out the "PREPARED BY" section of a Procedure (Change) Review Form (Reference Step 6.1.5), and attaches it to the TCN.
- b. The initiator then takes the procedure change package to a member of plant management in his section.
- c. The section supervisor or foreman shall verify the proper TCN number has been placed on the T of C page of the marked-up procedure and that the changed is logged in his section's TCN Log.
- c. The section supervisor or foreman initials and dates each change in the procedure and then signs and dates the T of C page by the TCN number. He also signs the TCN form.
- e. The TCN, marked up procedure and Review Form shall be submitted to the on-duty Shift Supervisor for review and approval (T.S.6.8.3.b).
- f. The on duty Shift Supervisor shall initial and date each change in the procedure and then sign and date the TABLE OF CONTENTS page of the procedure by the TCN number.
- g. Upon approval of the TCN, three "Controlled" copies, stamped as such, will be made. One copy is incorporated into the applicable section manuals, one copy is given to the user for continuation of the activity and one copy is given to the Shift Supervisor.

6.7.7 The original is transmitted to the Procedure Coordinator who updates the document distribution system and assures that the remaining requirements are satisfied.

1. The TCN must be reviewed and approved within 14 days in accordance with normal review requirements of Section 6.2 for changes to the affected procedure (T.S. LATER).

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2. The applicable section supervisor shall recommend disposition which will be coordinated by the Procedure Coordinator. Such recommendations may be:

- a. Cancel the Change.
- b. Extend the change to a given date or event.
- c. Make a permanent procedure change.
- d. The action possibly involves a non-compliance or unreviewed safety questions and must be reviewed by the FRC.

6.7.8 Upon the specified expiration of the TCN, or approval of a permanent change, it is removed from the controlled copies by the document distribution clerk and the original package filed in the procedure historical working file by the Procedure Coordinator.

6.7.9 The Procedure Coordinator is responsible for the last three columns of the TCN Log.

#### 6.8 Periodic Review

6.8.1 Procedures in continuous use shall be reviewed no less frequently than every two years.

6.8.2 Procedures used less frequently than every two years shall be reviewed prior to use. This is common for many maintenance procedures.

6.8.3 Where practical, any procedure revision should include a complete review so that excessive reviews are not required by the biennial review provision.

6.8.4 Applicable procedures shall also be reviewed following a reportable event (T.S. LATER), unexpected transients, significant operator error, equipment malfunction or plant modification. In the later case, any required revisions must be made and implemented prior to activity affected by the modification.

6.8.5 Documentation of complete reviews shall be by checking the proper box(es) on the Procedure (Change) Review Form, or in the case of no change required by memo to the Procedure Coordinator who will update the status list and file the memo in the procedure file.

6.8.6 The Procedure Coordinator is responsible to enter the required periodic review deadline on the procedure status list. Distribution of this list alerts section supervisors of their responsibility in this area.

N/A	N/A	ADM-0003	REV - 1	PAGE 19 OF 36
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## 6.9 Temporary Procedures

- 6.9.1 Temporary Procedures may be issued to direct personnel during testing, refueling, maintenance and modifications and to provide guidance in unusual situations not within the scope of the normal procedures.
- 6.9.2 In addition to the requirements specified in Section 5.2 and 5.3 of this procedure, Temporary Procedures shall have, as a part of the Purpose/Applicability Statement, a specified time period of effectiveness.
- 6.9.3 Temporary Procedures may be hand-written in lieu of being typed.
- 6.9.4 Temporary Procedures shall be numbered sequentially within each year (i.e., T.P.85 - XX) and a log and file kept of same by the Procedure Coordinator.
- 6.9.5 Temporary Procedures and changes thereto shall be processed in accordance with Sections 6.1 through 6.6 of this procedure.

## 6.10 Special Orders

- 6.10.1 The Plant Manager, Assistant Plant Manager or Section Supervisors may issue operating, special, standing or night orders reflecting special conditions, special instructions, policies or other information they wish disseminated to plant staff without further review or approval provided these orders in no way violate approved procedures, the OQAM or regulatory requirements.
- 6.10.2 The applicable author of these orders is responsible to periodically review them for updating or deletion.

"END"

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RIVER BEND STATION  
PROCEDURE (CHANGE) TECH. SPEC. REVIEW FORM

PROC. NO. \_\_\_\_\_ TITLE \_\_\_\_\_

REV. NO. \_\_\_\_\_

REASON FOR PROCEDURE (CHANGE):  
\_\_\_\_\_  
\_\_\_\_\_THE ACTIONS SPECIFIED BY THIS DRAFT PROCEDURE (CHANGE) DO NOT CONSTITUTE AN  
UNREVIEWED SAFETY QUESTION (as defined in 10 CFR 50.59 (a) (2)) BECAUSE:SAFETY RELATED ACTIVITIES INVOLVED YES ☐ NO ☐☐ The actions proceduralize regulatory requirements or commitments.☐ The actions proceduralize license requirements.☐ The actions incorporate standard good practices.☐ The actions represent an improvement over present procedures.☐ The actions do not affect procedures as described in the FSAR.☐ Other \_\_\_\_\_

THE FOLLOWING ADDITIONAL, CROSS-DISCIPLINARY REVIEW IS RECOMMENDED:

☐ ALARA ☐ Operations ☐ Maintenance ☐ Tech Staff ☐ Chemistry☐ Security ☐ Administration ☐ Engineering ☐ QA/QC☐ Plant Manager ☐ Other \_\_\_\_\_

PREPARED BY \_\_\_\_\_ DATE \_\_\_\_\_

TECHNICAL REVIEWER COMMENTS ON ABOVE:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REVIEWED BY \_\_\_\_\_ DATE \_\_\_\_\_

SOM-001  
REV-1



TO:

DATE:

FROM:

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

Procedure Title: \_\_\_\_\_

The attached draft Administrative/Station/Work Procedure is being distributed for Round \_\_\_\_\_ review and comment. Review the procedure, complete this form at the bottom and return it with your comments (if applicable) to the Procedures Coordinator no later than \_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Round \_\_\_\_\_ review of this procedure is complete (check appropriate box.)

☐ NO COMMENT

☐ COMMENT CONTROL FORMS ARE ATTACHED

\_\_\_\_\_  
Reviewer's Signature / Date



The Comment Control Form is a 4 part carbonized form utilized at RBS to document comments on procedures during the review cycle(s).

Upon receiving a procedure for review, the reviewer shall document only those applicable Technical or Administrative comments on the Comment Control Form. The reviewer shall then:

1. Retain the golden rod copy for his file;
2. Forward the pink copy to the appropriate supervisor for his information; and
3. Return the canary and white copies of the Comment Control Form attached to the completed Review Transmittal to the Procedure Coordinator.

The Procedure Coordinator shall then forward the entire procedure package to the preparer for resolution in accordance with Step 6.1.12.

1. The preparer shall review the comments and perform the following:
  - a. Indicate I in the far right hand column of Comment Control Form if the comment is to be incorporated into the procedure,
  - b. If the comment is to be ommitted, indicate O in the far right hand column and provide minimum justification as to why the comment has been ommitted.
2. The preparer, upon completion, shall forward the entire procedure package to the Procedure Coordinator.

Upon receiving the procedure package, the Procedure Coordinator shall review the results and forward the canary copy to the preparer for file purposes, who shall then discard the golden rod and pink copies of the Comment Control Form.



(LATER'S)

PROC. NO. \_\_\_\_\_ TITLE \_\_\_\_\_

REV. NO. \_\_\_\_\_

The following is a list of "missing" and/or "tentative information"  
-- (LATER'S) -- in this procedure. The responsible Section Supervisor  
shall update this procedure as the information becomes available.

(LATER) LOCATION

SECTION/STEP

PAGE

BRIEF DESCRIPTION

SOM-004  
REV-1



ATTACHMENT - 6

TEMPORARY CHANGE NOTICE

RIVER BEND STATION TEMPORARY CHANGE NOTICE		
DATE:	TIME:	NO.:
PROC. NO.		REV.
PROC. TITLE		
REASON FOR CHANGE:		
DETAILED CHANGE: <input type="checkbox"/> _____ Marked up pages attached. No. of Pages _____		
PREPARED BY: _____		
TEMPORARY APPROVAL: _____		
SHIFT SUPV.: _____		
PLANT MGMT.: _____ of via telecon check here <input type="checkbox"/>		
RECOMMENDED DISPOSITION:  		
Reviewing Supervisor: _____		
NOTE: THIS CHANGE MUST BE REVIEWED AND APPROVED WITHIN 14 DAYS, ATTACH PROCEDURE (CHANGE) REVIEW FORM		
COMMENT: _____ _____		
APPROVED: _____		DATE: _____

SCM-005 (Rev. 0)

[illegible]

[illegible]

TITLE1.0 PURPOSE/SCOPE/APPLICABILITY

1.1 Any or all, whichever applies.

2.0 REFERENCES

2.1 List references used to develop procedure.

3.0 DEFINITIONS

3.1 List only definitions not listed in the Common Use Definitions List or differing from same (see 3.1).

4.0 REQUIRED EQUIPMENT

4.1 List tools, special equipment and known parts, if applicable.

4.2 For M&TE, include accuracy and range requirements, as appropriate.

5.0 PRECAUTIONS

5.1 Alert individuals performing tasks to special measures required to be taken to protect personnel or equipment. Cautionary notes in the main body should be used where prudent.

6.0 LIMITATIONS

6.1 List limitations or parameters affected by performance of the procedure especially T.S. limits.

7.0 PREREQUISITES OR INITIAL CONDITIONS

7.1 Prerequisites to be satisfied prior to performance of the procedure including:

7.1.1 Communications requirements.

7.1.2 Completion of other procedures.

7.1.3 Equipment configurations.

7.1.4 Operating mode.

7.1.5 Work, Radiation or Security permits.

8.0 PROCEDURE/INSTRUCTIONS/REQUIREMENTS

- 8.1 Detailed instructions for performing activity including steps for placing components or systems in a specific condition for obtaining required data or for performing repairs.
- 8.2 Include hold points or other check points as applicable.
- 8.3 Include notes as applicable to specific steps as follows:

NOTE

Brief reminder or clarification of instructions.

CAUTION

Danger to Equipment Safety.

WARNING

Danger to Personnel Safety.

9.0 RESTORATION

- 9.1 Specify directions for verification of the operability of the component, if required, after completion of work. When required, directions shall be included for returning the component to normal operating configuration.

10.0 DATA REQUIREMENTS

- 10.1 List required data or include as an attachment to the procedure.

11.0 ACCEPTANCE CRITERIA

- 11.1 List criteria against which success or failure of procedure may be judged. Can be included in checkoff list.

1.0 PROCEDURE PACKAGE CONTENT1.1 Approval Sheet

1.1.1 All procedures shall have an Approval Sheet, as per Attachment 3.

1.1.2 Sign offs and initials must be reproducible.

1.2 Procedure Page Revision List

1.2.1 When the diversification of revised pages becomes unwieldy, it is advisable to include a completed Procedure Page Revision List (see Attachment 7).

1.3 (LATER'S) Page

1.3.1 All procedures that have information to be added or corrected at a later date shall have a (LATER'S) Page immediately following the Cover Sheet (see Attachment 4).

1.3.2 When all (LATER'S) have been removed from the procedure, the (LATER'S) page shall also be removed.

1.4 Table of Contents

1.4.1 All SOM Procedures shall have a TABLE OF CONTENTS.

1.4.2 The specific type of procedure dictates the format and content of this page.

1.5 Text Pages

1.5.1 The text of all SOM Procedures shall immediately follow the Table of Contents and should be typed.

1.6 Attachments and Enclosures

1.6.1 Attachments and/or Enclosures are part of the procedure and must be included in the approved procedure package. They may, however, be removed and used separately.



## 2.0 PAGE LAYOUT

### 2.1 Standard Page Text

- 2.1.1 The identification of the various procedure divisions and the preferred format numbering is:

#### 5.0 PROCEDURE SECTION

##### 5.1 Sub-Section

###### 5.1.1 Paragraph or step

###### 1. Sub-paragraph or step

(1) Alpha-Numeric thereafter

(a)

- 2.1.2 For continuity, paragraphs should not be split between successive pages. The entire paragraph should be moved to the following page.
- 2.1.3 All section and sub-section headings shall be underlined.
- 2.1.4 The first line of typing of a procedure shall begin three lines (triple space) under the heading line on all pages. Text lines shall be single spaced except between headings and text which shall be double spaced.
- 2.1.5 The standard text page should be 8 1/2 X 11 inches.
- 2.1.6 Attachment and/or Enclosure pages shall, to the extent practicable, be laid out similar to standard text pages.

#### NOTE

When procedure attachments cannot be produced on Standard pages, the author shall ensure that the Attachment contains all information specified in 2.2.2.1 below.

2.2 Page Designation

## 2.2.1 Standard Text Page

2.2.1.1 The bottom of the page contains five information boxes used as follows:

- a. Boxes No. 1 and 2 shall be marked N/A.
- b. Box No. 3 denotes the procedure designation number. Section 3 of this appendix delineates the plant procedure numbering methods.
- c. Box No. 4 denotes the procedure revision number.
- d. For Draft copies, Box No. 4 should indicate the issue number and page revision - draft.
- e. Box No. 5 denotes the page number of the procedure text.

2.2.1.2 All pages of the text shall be numbered sequentially in the lower right hand corner of each page beginning with the TABLE OF CONTENTS page.

## 2.2.2 Attachment or Enclosure Pages

2.2.2.1 These pages are identical to the Standard Text Page with the following differences:

- a. Box 1 at the bottom of the page denotes the Attachment or Enclosure Number.
- b. Box 2 at the bottom of the page denotes the Attachment page number and total number of pages of the Attachment or Enclosure.

3.0 PROCEDURE NUMBERING

3.1 Plant General Administrative Procedures should be numbered using the following format:

ADM -	XXXX
(3-LETTER DESIGNATOR)	(SEQUENTIAL NUMBER)

ATTACHMENT 10	PAGE 3 OF 4	ADM-0003	REV - 1	PAGE 34 OF 36
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3.1.1 The three-alpha designator "ADM" stands for "Administrative".

3.1.2 The sequential procedure numbers will be assigned by the Procedures Coordinator as needed.

3.2 Section Procedures should be numbered as follows:

XXX -

XXXX

(3-LETTER DESIGNATOR)

(SEQUENTIAL NUMBER)

3.2.1 The three-letter designator will be selected by the Procedures Coordinator or Section Supervisor as applicable.

3.2.2 The sequential number will be assigned by the Procedures Coordinator as needed.

3.2.3 The format for section procedure numbering may differ from above if so specified in applicable Procedures in that the first of the four sequential digits may be given significance.

3.3 Work procedures should be numbered as follows:

XXX-

XXXX

(3-letter designator)

(sequential number)

3.3.1 The three-letter designator will be selected by the Procedure Coordinator or Section Supervisor as applicable.

3.3.2 The sequential number will be assigned by the Procedures Coordinator as needed.

3.3.3 Surveillance Test Procedures shall be numbered as follows:

STP - 000 - 0 000  
(DESIGNATOR) (SYSTEM NO) (GROUP DESIGNATION) (GROUP ASSIGNED NOs)

NOTE

For established designator  
list reference Attachment 11.

PROCEDURE TYPE	DESIGNATION	RESPONSIBILITY
General Administrative	ADM	Administrative Supervisor
Administrative Section	ASP	
Administrative Work	AWP	
Alarm Response	ARP	Operations Supervisor
Abnormal Operating	AOP	
Emergency Operating	EOP	
Fuel Handling Procedures	FHP	
General Operating	GOP	
Operations Section	OSP	
Refueling Rules of Practice	RRP	
System Operating	SOP	
Calibration Facility	CFP	General Maintenance Supervisor
Corrective Maintenance	CMP	
General Maintenance	GMP	
Maintenance Calibration	MCP	
Materials Handling	MHP	
Maintenance Section	MSP	
Maintenance Welding	MWP	
Preventive Maintenance	PMP	
Special Processes	SPF	
Chemistry Operating	COP	Rad/Chem Supervisor
Environmental Services	EMP	
Radiation/Chemistry Section	RSP	
Radiation/Chemistry Computer	RCP	
Radiation Health Physics	RHP	
Radiation Services	RPP	
Fire Protection	FPP	Technical Staff Supervisor
Plant Engineering	PEP	
Plant Testing Program	PTP	
Reactor Engineering	REP	
Technical Section	TSP	
Security Section	PSP	Security Supervisor
Security Post Instructions	SPI	
Sectional Training	TPP	Training Supervisor
Procurement Section Procedure	OPSP	Director-Nuclear Procurement