

HOUSTON LIGHTING & POWER COMPANY
NUCLEAR ENGINEERING & CONSTRUCTION
PROCEDURES MANUAL

SUMMARY OF REVISIONS

PROC NO EAD-1		SUBJECT Preparation and Control of Engineering Assurance Department Procedures				
REVISION NUMBER	REVISION DESCRIPTION					
						Training Required
						yes
						no
0	Original issuance					<i>[Signature]</i>
1	Removes references to Nuclear Engineering & Construction Procedure NEC-P 1.01; changes process for superseded and cancelled procedures.					<i>[Signature]</i>
2	Editorial changes for better readability					<i>[Signature]</i>
REVISION AUTHORIZATION						
REVISION NUMBER	0	1	2			
ISSUE DATE	12-1-82	1-5-83	2-1-84			
EFFECTIVE DATE	12-15-82	1-7-83	2-1-84			
PREPARED BY	S. G. Cartwright	<i>[Signature]</i>	<i>[Signature]</i>			
APPROVED BY						
APPROVED BY	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>			

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1.0 Purpose

This procedure establishes the method for preparation, review and approval, distribution, filing, and revision of Engineering Assurance Department procedures.

2.0 Scope

This procedure applies to all written procedures that specify Engineering Assurance Department methods of operation in support of the Nuclear Engineering & Construction Division.

3.0 References

None

4.0 Definitions

- 4.1 Procedure - A document that specifies or describes how an activity is to be performed. It may include methods to be employed, equipment or materials to be used, and sequence of operations.
- 4.2 Revision - A permanent change in the form of printed replacement pages (i.e., organization changes, reassignment of responsibilities, etc.)
- 4.3 Effective date - The date on which the procedure becomes valid. This date must be the same as or later than the date approved.
- 4.4 Date approved - The date on which the procedure is signed by the appropriate personnel as declaration of the procedure's validity
- 4.5 Corrected pages - Those pages that are issued to correct misspelled words and/or typographical errors. Issuance of corrected pages does not require a change in the revision number.
- 4.6 Control number - A number assigned to a document for accountability purposes
- 4.7 Controlled document - A document that has been assigned a control number and to which updates are made

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4.8 Uncontrolled document - A document that has been issued without a control number. Therefore, the holder of an uncontrolled document does not receive revisions.

5.0 Responsibilities

5.1 Manager, Engineering Assurance Department
Approves the initial and subsequent revisions of all Engineering Assurance procedures and ensures implementation in accordance with procedural requirements

5.2 Responsible engineer
Initiates procedure and resolves comments of procedure reviewers

6.0 Procedure

The sequence of activities for development of Engineering Assurance Department procedures is shown on the procedure flow chart, Attachment 7.3.

6.1 Requests for new procedures or revisions to existing procedures are submitted to the Manager, Engineering Assurance Department, who is responsible for their development.

6.2 Standard format for procedures

6.2.1 Summary of Revisions sheet - Each procedure shall utilize a Summary of Revisions sheet (Attachment 7.1) as a cover sheet to document the revision status and development, provide a description of the revision made, and provide for formal sign-offs of revisions.

6.2.2 Purpose - The purpose statement shall provide a description of why the procedure is being written and what elements the procedure will cover. This shall be Paragraph 1.0.

6.2.3 Scope - This statement shall define to whom or under what circumstances the procedure applies. This shall be identified as Paragraph 2.0.

6.2.4 References - Those documents that provide additional information, criteria, or specific requirements. References listed shall be designated by full title and accompanying numerical designation

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or abbreviation and shall be limited to those that are actually referred to in the body of the procedure. References shall be Paragraph 3.0.

- 6.2.5 Definitions - Those words in the procedure that might cause confusion shall be clarified. Consistency with other procedures and industry nomenclature shall be considered. Definitions shall be Paragraph 4.0.
- 6.2.6 Responsibilities - The actual person or group who has direct responsibility shall be identified. The responsibility of others, if applicable, shall also be identified. Responsibilities shall be Paragraph 5.0.
- 6.2.7 Procedure - This section shall be sufficiently detailed, including subheadings, so that the activities covered by the procedure can be carried out in a timely and efficient manner. Sufficient instructions shall be provided to minimize misinterpretation. This section shall be Paragraph 6.0.
- 6.2.8 Attachments - Necessary forms, memoranda, checklists, review sheets, drawings, etc., shall be specifically identified, as well as where they are to be filed (if applicable). This section shall be numbered Paragraph 7.0.
- 6.3 Procedure headings
The heading of each Engineering Assurance Department procedure shall, as a minimum, reflect the procedure title, number, revision, page, issue date, and effective date.
- 6.4 Numbering procedures
Each procedure shall become a controlled document when a unique control number is assigned for identification purposes. These numbers consist of the letters EAD followed by a sequential number.
- 6.5 Standard forms for Engineering Assurance Department procedures
- 6.5.1 The Summary of Revisions form (Attachment 7.1) shall be used as the procedure cover page and approval signature sheet.
- 6.5.2 The procedure shall follow the Summary of Revisions sheet and be typed on the Engineering Assurance Department procedure forms (Attachment 7.2).

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6.6 Review and approval of procedures and revisions

- 6.6.1 The responsible engineer designated to perform the work by the Manager, Engineering Assurance Department, shall determine reviewers from whom comments shall be solicited and shall transmit the procedure drafts to them. Comments received from the reviewers shall be resolved by the responsible engineer to the satisfaction of the Manager, Engineering Assurance Department. Note: Revisions that do not change the procedure content or requirements but only reflect a restructure, clarification, or grammatical change need not be submitted for review and comment.
- 6.6.2 Procedures shall be submitted in draft form to the Quality Assurance Department for review and comment. The review shall be for procedural format, clarity to minimize misinterpretation, and completeness of the procedure in meeting its stated purpose and scope. The review is not intended to confirm consistency or compliance with the HL&P quality assurance program. R2
- 6.6.3 When review and resolution of comments have been completed to the satisfaction of the Manager, Engineering Assurance Department, the responsible engineer shall sign the Summary of Revisions sheet as the preparer, also identifying both the revision number and the date issued. Reviewer comments and the resolution of the comments shall be retained in department files created for each procedure. Unresolved comments affecting the operation or policy of Nuclear Engineering & Construction or departments outside Engineering Assurance will be forwarded to higher management until a resolution satisfactory to all parties is reached. R2
- 6.6.4 The Manager, Engineering Assurance Department, shall signify his approval of the procedure by signing the Summary of Revisions sheet. Additionally, the Manager, Engineering Assurance Department, shall specify on the Summary of Revisions sheet whether or not formal training in the new or revised procedure is necessary.

6.7 Revisions

- 6.7.1 Procedures may be revised or superseded at any time. Procedures that are superseded shall be so marked across the Summary of Revisions sheet, and the unique number shall no longer be used.

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6.7.2 A procedure may be cancelled when it is no longer required. The procedure pages shall be marked "Cancelled," and the document shall be maintained in the historical file by the department.

6.7.3 Those items revised within the procedure shall be marked with a vertical bar in the margin so as to call attention to the revision. The number of the revision shall be marked beside the revised portion of the procedure. For example, in the margin beside the paragraph(s), sentence(s), or word(s) changed by the first revision, the notation "R1" shall appear. Grammatical or typographical errors may be corrected without the "R" notation.

6.7.4 Whenever a major revision is made, such as a complete rewrite of the procedure, it is not necessary to employ the "R" method described above. In these cases, the revision number alone shall be used to denote the procedure change.

6.7.5 Procedure revision status shall be shown by the Summary of Revisions sheet and by listing the revision number and the effective date.

6.8 Control of procedures

6.8.1 Each copy of the Engineering Assurance Department Procedures Manual shall be identified by a number and assigned to a specific individual on a controlled distribution list.

6.8.2 All records generated for the procedure shall be retained in a historical file that shall include a copy of all revisions, starting with the original issue, comments by reviewers, and resolutions of those comments. Records shall be retained by the department. Copies of each revision of each Engineering Assurance Department procedure shall be transmitted to the Records Management System for retention. This distribution shall also apply to cancelled procedures.

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7.0 Attachments

7.1 Summary of Revisions sheet

7.2 Standard form for Engineering Assurance Department procedures

7.3 Procedure flow chart

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Attachment 7.2

Standard Form for Engineering Assurance Department Procedures

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Attachment 7.3
Procedure Flow Chart

