

HOUSTON LIGHTING & POWER COMPANY  
NUCLEAR ENGINEERING & CONSTRUCTION  
PROCEDURES MANUAL

SUMMARY OF REVISIONS

PROC NO	EAD-4					SUBJECT	Reporting of Design Process Review/Technical Assessment Results				
REVISION NUMBER	REVISION DESCRIPTION										
	Training Required										
	yes      no										
0	Original issuance										
1	Reflects approval responsibility of Manager, Engineering Assurance Department										
2	Changes procedure for incorporating checklists										
3	Changes "design process technical audit" to "design process review"										
REVISION AUTHORIZATION											
REVISION NUMBER	0	1	2	3							
ISSUE DATE	12-1-82	1-5-83	5-27-83	6-15-83							
EFFECTIVE DATE	12-15-82	1-7-83	6-1-83	6-20-83							
PREPARED BY	<i>Inte</i>	<i>Star</i>	<i>Star</i>	<i>Star</i>							
APPROVED BY											
APPROVED BY	<i>Star</i>	<i>Star</i>	<i>Star</i>	<i>Star</i>							

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## 1.0 Purpose

This procedure establishes the method for preparation, review and approval, and reporting of design process review/technical assessment results.

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## 2.0 Scope

This procedure applies to all design process reviews and technical assessments performed by the Engineering Assurance Department.

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## 3.0 References

3.1 Engineering Assurance Department Procedure EAD-5, Control of Design Process Review and Assessment Records

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3.2 Engineering Assurance Department Procedure EAD-7, Reporting and Disposition of Action Items

## 4.0 Definitions

None

## 5.0 Responsibilities

5.1 Manager, Engineering Assurance Department  
Reviews and approves the design process review/technical assessment report and forwards the report to the Vice President, Nuclear Engineering & Construction

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5.2 Vice President, Nuclear Engineering & Construction  
Reviews and approves the design process review/technical assessment report

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5.3 Engineering Assurance Department engineer  
Prepares the design process review/technical assessment report in accordance with this procedure

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## 6.0 Procedure

6.1 Preparation of review/assessment report  
Within thirty (30) days after the completion of the review/assessment, a draft review/assessment report shall be prepared by the responsible Engineering Assurance Department engineer(s), according to the following format:

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- 6.1.1 Review/assessment report cover sheet  
Each review/assessment report shall have a cover sheet (Attachment 7.1) that gives the title and dates of the review/assessment and provides for formal sign-offs. R3
- 6.1.2 Purpose and scope  
This section shall provide a description of the objectives and the extent of the review/assessment performed. It shall also specify any special concerns being addressed in this review/assessment. R3
- 6.1.3 Identification of participants and reviewers  
This section shall list the name of the organization being reviewed/assessed and the names of the participants and reviewers. R3
- 6.1.4 List of documents reviewed  
This section shall contain the title and the accompanying numerical designation and revision number of the documents used for the review/assessment. R3
- 6.1.5 Summary of findings  
This section shall contain a summary of review/assessment results and refer to pertinent sections for detailed observations and findings (e.g., Sections 6.1.6, 6.1.9). R3
- 6.1.6 Methods used for review/assessment and observations  
This section shall contain the description of the method used for the review/assessment and detailed findings. R3
- 6.1.7 Preventive/corrective action and conclusions  
This section shall summarize the areas of concern requiring preventive/corrective action. The section shall also summarize areas where the design has been found adequate.
- 6.1.8 Need for further review/assessment  
If a final conclusion cannot be reached based on the documents reviewed, or if this review/assessment points out the need for further review/assessment, this section shall contain a listing of those areas requiring further investigation. R3
- 6.1.9 Appendices  
The appendices shall contain the following documents:

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6.1.9.1 Copy of alternate calculations, if used

6.1.9.2 Any other pertinent documents

The completed checklists and questionnaire shall be filed in the Engineering Assurance Department files as well as in the South Texas Project Records Management System (STP RMS) but need not be a part of the report.

- 6.2 Review, approval, and distribution of review/assessment report. R3  
 The Manager, Engineering Assurance Department, shall review the draft review/assessment report and provide his comments to the responsible Engineering Assurance Department engineer within two (2) weeks. After incorporating these comments, the responsible Engineering Assurance Department engineer shall sign the cover sheet and submit the report to the Manager, Engineering Assurance Department, who shall indicate his approval by signing the cover sheet. The Manager, Engineering Assurance Department, shall submit the report to the Vice President, Nuclear Engineering & Construction, for his approval. After the review/assessment report has been approved by the Vice President, Nuclear Engineering & Construction, the responsible Engineering Assurance Department engineer shall prepare the associated action item forms as required by Engineering Assurance Department Procedure EAD-7, Reporting and Disposition of Action Items, and shall forward the review/assessment report together with the action item forms to South Texas Project Engineering, the Quality Assurance Department, and other organizations in accordance with Engineering Assurance Department Procedures EAD-5 and EAD-7. R3

## 7.0 Attachments

7.1 Review/assessment report cover sheet R3

7.2 Procedure flow chart

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### Attachment 7.1

### Review/Assessment Report Cover Sheet

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Document Number

Review/assessment subject:

R3

Date(s) of review/assessment:

R3

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Manager,  
Engineering Assurance Department

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

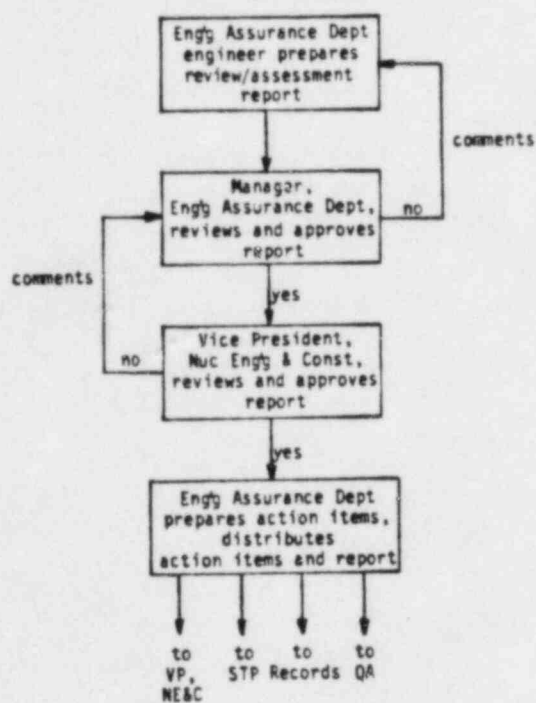
Vice President,  
Nuclear Engineering & Construction

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## Attachment 7.2

### Procedure Flow Chart



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