

HOUSTON LIGHTING & POWER COMPANY
NUCLEAR ENGINEERING & CONSTRUCTION
PROCEDURES MANUAL

SUMMARY OF REVISIONS

PROC NO EAD-5	SUBJECT Control of Design Process Review and Assessment Records				
REVISION NUMBER	REVISION DESCRIPTION				Training Required
					yes no
0	Original issuance				<i>[Signature]</i>
1	Removes requirement for establishing definite retention time for nonpermanent records				<i>[Signature]</i>
2	Changes "design process technical audit" to "design process review"				<i>[Signature]</i>
3	Requires Manager, Engineering Assurance, to inform STP Records Management that Engineering Assurance records should be retained at least five years after the plant becomes operational; eliminates document classification requirement, since Engineering Assurance records are not considered to be permanent, and revises the flow chart accordingly				<i>[Signature]</i>

REVISIONS					
REVISION NUMBER	0	1	2	3	
ISSUE DATE	12-1-82	1-5-83	6-15-83	2-1-84	
EFFECTIVE DATE	12-15-82	1-7-83	6-20-83	2-1-84	
PREPARED BY	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
APPROVED BY					
APPROVED BY	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	

HOUSTON LIGHTING & POWER COMPANY NUCLEAR ENGINEERING & CONSTRUCTION PROCEDURES MANUAL		PROC. NO. EAD-5	REV. NO. 3
TITLE Engineering Assurance Department Procedure		PAGE 1 OF 3	
SUBJECT Control of Design Process Review and Assessment Records		DATE ISSUED 2-1-84	
		Date Effective 2-1-84	

1.0 Purpose

This procedure establishes the requirements and assigns the responsibilities for control of records generated during design process reviews, independent technical assessments, and third-party design assessments performed by or for the Engineering Assurance Department.

2.0 Scope

This procedure covers engineering assurance activities related to the reviews or assessments performed by or for the Engineering Assurance Department.

3.0 Reference

South Texas Project Records Management Filing System User Guide

4.0 Definitions

None

5.0 Responsibilities

5.1 Manager, Engineering Assurance Department

Informs South Texas Project Records Management that records pertaining to Engineering Assurance reviews and assessments should be retained at the minimum for five years after the plant becomes operational

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5.2 Engineering Assurance Department staff

Ensures that documents are legible, accurate, and complete concerning the work accomplished, and ensures that documents are entered in the records system

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6.0 Procedure

6.1 The following records generated by the Engineering Assurance Department shall be maintained, as a minimum:

6.1.1 Design process review/assessment checklists, design process review/assessment reports, and corrective action recommendations and follow-ups

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6.1.2 Correspondence pertaining to reviews and assessments performed

HOUSTON LIGHTING & POWER COMPANY NUCLEAR ENGINEERING & CONSTRUCTION PROCEDURES MANUAL		PROC. NO. EAD-5	REV. NO. 3
TITLE Engineering Assurance Department Procedure		PAGE 2 OF 3	
SUBJECT Control of Design Process Review and Assessment Records		DATE ISSUED 2-1-84	
		Date Effective 2-1-84	

6.1.3 Procurement-related correspondence and documents and invoices for engineering services provided by others

6.1.4 Calculations, analyses, and other technical documents used or derived during the performance of an assessment that contributed substantially to conclusions reached

6.2 Engineering Assurance records as specified in Section 6.1 shall be provided with a file number by the Engineering Assurance Department responsible engineer in accordance with the South Texas Project Records Management Filing System User Guide.

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6.3 The files and records maintained by the Engineering Assurance Department shall be uncontrolled, utilized for information purposes only, and not subject to any type of audit.

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7.0 Attachment

Procedure flow chart

HOUSTON LIGHTING & POWER COMPANY NUCLEAR ENGINEERING & CONSTRUCTION PROCEDURES MANUAL		PROC. NO. EAD-5	REV. NO. 3
TITLE Engineering Assurance Department Procedure	PAGE 3 OF 3		
SUBJECT Control of Design Process Review and Assessment Records	DATE ISSUED 2-1-84		
	Date Effective 2-1-84		

Attachment 7.0
Procedure Flow Chart

