

HOUSTON LIGHTING & POWER COMPANY  
NUCLEAR ENGINEERING & CONSTRUCTION  
PROCEDURES MANUAL

SUMMARY OF REVISIONS

PROC NO EAD-7		SUBJECT Reporting and Disposition of Action Items					
REVISION NUMBER	REVISION DESCRIPTION					Training Required	
						yes	no
0	Original issuance					<i>[Signature]</i>	
1	Changes "design process technical audit" to "design process review"						<i>[Signature]</i>
2	Provides additional guidance for resolving action items generated by Engineering Assurance reviews/assessments						<i>[Signature]</i>
REVISION AUTHORIZATION							
REVISION NUMBER	0	1	2				
ISSUE DATE	12-1-82	6-15-83	2-1-84				
EFFECTIVE DATE	12-15-82	6-20-83	2-1-84				
PREPARED BY	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>				
APPROVED BY							
APPROVED BY	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>				

HOUSTON LIGHTING & POWER COMPANY NUCLEAR ENGINEERING & CONSTRUCTION PROCEDURES MANUAL		PROC. NO. EAD-7	REV. NO. 2
TITLE Engineering Assurance Department Procedure	PAGE 1 OF 8		
SUBJECT Reporting and Disposition of Action Items	DATE ISSUED 2-1-84		
	Date Effective 2-1-84		

## 1.0 Purpose

This procedure establishes the method for reporting problems and concerns identified as a result of Engineering Assurance (EA) design process reviews/ independent technical assessments as well as third-party design assessments. It also describes the process for tracking and verifying resolution of all action items identified by the Engineering Assurance Department (EAD) or its consultants.

## 2.0 Scope

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

## 3.0 References

- 3.1 Engineering Assurance Department Procedure EAD-5, Control of Design Process Review and Assessment Records
- 3.2 Nuclear Engineering & Construction Project Licensing Procedure PLP-02, Reporting Design & Construction Deficiencies to NRC

## 4.0 Definition

Action items - any concerns identified as a result of design process reviews/assessments and requiring disposition

## 5.0 Responsibilities

- 5.1 Manager, Engineering Assurance Department  
Reviews the initiated action item list developed by EAD engineer(s) and forwards these to the Manager, South Texas Project (STP) Engineering, for resolution; forwards action item list to the Vice President, Nuclear Engineering & Construction (NE&C), and to the Quality Assurance Department (QA) for information; assures that concerns pertaining to design process reviews/technical assessments performed by and for the Engineering Assurance Department are adequately resolved
- 5.2 Manager, South Texas Project Engineering  
Assesses the significance of the action items, determines any necessary actions, informs EA of the proposed actions, and directs implementation of the necessary actions for resolving the concerns

HOUSTON LIGHTING & POWER COMPANY NUCLEAR ENGINEERING & CONSTRUCTION PROCEDURES MANUAL		PROC. NO. EAD-7	REV. NO. 2
TITLE Engineering Assurance Department Procedure	PAGE 2 OF 8		
SUBJECT Reporting and Disposition of Action Items	DATE ISSUED 2-1-84		
	Date Effective 2-1-84		

- 5.3 Engineering Assurance Department engineer  
Initiates and/or reviews a list containing the action items identified as a result of design process reviews and technical assessments performed by and for the EAD; also reviews the technical adequacy of the resolutions or dispositions of action items

## 6.0 Procedure

### 6.1 Initiation of Action Item Form(s)

For design process reviews/assessments performed by the Engineering Assurance Department, the EAD engineer shall initiate the Action Item Form(s) (Attachment 7.2) by providing a brief description of concerns, shall sign the Action Item Cover Sheet (Attachment 7.1) as the initiator, and shall submit both to the Manager, Engineering Assurance Department, for his review and submittal to STP.

For third-party design assessments, the EAD engineer shall review the final report prepared by the consultant, determine the action items, prepare the Action Item Form(s), sign the Action Item Cover Sheet, and forward both to the Manager, Engineering Assurance Department.

If while initiating or reviewing the action items the EAD engineer judges the concerns to be potentially reportable in accordance with the Code of Federal Regulations, he or she is required to initiate a Deficiency Evaluation Form in conformity with NE&C Project Licensing Procedure PLP-02, Reporting Design and Construction Deficiencies to NRC.

### 6.2 Review, distribution, and disposition of action items

#### 6.2.1 Review and distribution

The Manager, Engineering Assurance Department, shall review the action items developed by EA to assure their consistency with the review/assessment report and shall sign the Action Item Cover Sheet as a reviewer. The Engineering Assurance Department shall then transmit the action items, together with the review/assessment report, to the Manager, STP Engineering, with copies to QA, to the Vice President, NE&C, and to other organizations in accordance with Engineering Assurance Department Procedure EAD-5, Control of Design Process Review and Assessment Records.

HOUSTON LIGHTING & POWER COMPANY NUCLEAR ENGINEERING & CONSTRUCTION PROCEDURES MANUAL		PROC. NO. EAD-7	REV. NO. 2
TITLE Engineering Assurance Department Procedure		PAGE 3 OF 8	
SUBJECT Reporting and Disposition of Action Items		DATE ISSUED 2-1-84	
		Date Effective 2-1-84	

### 6.2.2 Resolution of Engineering Assurance action items

The Manager, STP Engineering, shall evaluate the action items, determine the actions necessary to resolve the concerns, and direct and coordinate the implementation of these actions with the affected organizations. By completing the Action Item Reply Form(s) (Attachment 7.3), the Manager, STP Engineering, shall inform the Manager, Engineering Assurance Department, regarding the actions being taken to resolve the concerns and the expected completion dates.

Each response shall contain the following:

- specific identification of the cause of the action item
- assurance that the proposed action is sufficient to eliminate the cause
- a statement that the immediate effect has been corrected
- confirmation that the possibility has been analyzed and addressed that other work might be affected
- a reasonable schedule for corrective work

R2

Upon completion of implementation of all actions required to resolve the concerns, the Manager, STP Engineering, shall sign the Action Item Cover Sheet and notify the Manager, Engineering Assurance Department, the QA Department, and other organizations as appropriate.

### 6.2.3 Engineering Assurance verification of the resolution of action items

For design process reviews/assessments performed by the Engineering Assurance Department, the responsible EAD engineer shall review the implemented actions and perform any necessary follow-up to close out the action item. If the concerns are adequately resolved, he or she shall sign the Action Item Cover Sheet as verifier and forward this to the Manager, Engineering Assurance Department, for his approval and final disposition.

R2

For third-party design assessments, the responsible EAD engineer shall review the implemented actions and perform reassessments to ascertain that the concerns raised by the outside consultant are adequately addressed. If the resolutions are adequate, the responsible EAD engineer shall sign the Action Item Cover Sheet



HOUSTON LIGHTING & POWER COMPANY NUCLEAR ENGINEERING & CONSTRUCTION PROCEDURES MANUAL		PROC. NO. EAD-7	REV. NO. 2
TITLE Engineering Assurance Department Procedure	PAGE 4 OF 8		
SUBJECT Reporting and Disposition of Action Items	DATE ISSUED 2-1-84		
	Date Effective 2-1-84		

as verifier and shall draft a letter containing the resolutions of the action items for the signature of the Manager, Engineering Assurance Department, and subsequent transmittal to the outside consultant.

The Manager, Engineering Assurance Department, shall, by signing the Action Item Cover Sheet, assure that the concerns identified as a result of EA design process reviews/independent technical assessments, as well as third-party design assessments, have been properly resolved. He shall also transmit a copy of the resolutions or disposition of third-party design assessment action items to the outside consultant.

#### 6.2.4 Distribution

The Engineering Assurance Department shall distribute the completed Action Item Cover Sheet to the Vice President, NE&C, to STP, to QA, and to any other organizations in accordance with Engineering Assurance Department Procedure EAD-5, Control of Design Process Review and Assessment Records.

### 7.0 Attachments

- 7.1 Action Item Cover Sheet
- 7.2 Action Item Form
- 7.3 Action Item Reply Form
- 7.4 Procedure flow chart

HOUSTON LIGHTING & POWER COMPANY NUCLEAR ENGINEERING & CONSTRUCTION PROCEDURES MANUAL		PROC. NO. EAD-7	REV. NO. 2
TITLE Engineering Assurance Department Procedure		PAGE 5 OF 8	
SUBJECT Reporting and Disposition of Action Items		DATE ISSUED 2-1-84	
		Date Effective 2-1-84	

Attachment 7.1  
Action Item Cover Sheet

Action Item Cover Sheet

Review/assessment subject title: \_\_\_\_\_

Document no.: \_\_\_\_\_ Review/assessment no.: \_\_\_\_\_

1. Action items prepared by \_\_\_\_\_  

Engineering Assurance Department engineer
\_\_\_\_\_ Date

Engineering Assurance Department engineer
\_\_\_\_\_ Date
2. Action items reviewed by \_\_\_\_\_  

Manager, Engineering Assurance Department
\_\_\_\_\_ Date
3. Actions pertaining to review/assessment \_\_\_\_\_ have been implemented.  

Manager, STP Engineering
\_\_\_\_\_ Date
4. Implementation of actions has been verified.  

Engineering Assurance Department engineer
\_\_\_\_\_ Date

Engineering Assurance Department engineer
\_\_\_\_\_ Date
5. All concerns pertaining to review/assessment no. \_\_\_\_\_ have been resolved.  

Manager, Engineering Assurance Department
\_\_\_\_\_ Date

HOUSTON LIGHTING & POWER COMPANY NUCLEAR ENGINEERING & CONSTRUCTION PROCEDURES MANUAL		PROC. NO. EAD-7	REV. NO. 2
TITLE Engineering Assurance Department Procedure		PAGE 6 OF 8	
SUBJECT Reporting and Disposition of Action Items		DATE ISSUED 2-1-84	
		Date Effective 2-1-84	

## Attachment 7.2

### Action Item Form

<u>Action Item Form</u>	
Page      of	
Review/assessment subject title: _____	
Review/assessment no.: _____ Prepared by _____	
item no.	description of condition(s)

HOUSTON LIGHTING & POWER COMPANY NUCLEAR ENGINEERING & CONSTRUCTION PROCEDURES MANUAL		PROC. NO. EAD-7	REV. NO. 2
TITLE Engineering Assurance Department Procedure		PAGE 7	OF 8
SUBJECT Reporting and Disposition of Action Items		DATE ISSUED 2-1-84	
		Date Effective 2-1-84	

### Attachment 7.3

### Action Item Reply Form

<u>Action Item Reply Form</u>	
Page      of	
Review/assessment subject title: _____	
Review/assessment no: _____	
Item no.	Describe cause(s) and extent of adverse condition(s) and define proposed actions to resolve and prevent recurrence of adverse condition(s). Use additional sheets as necessary.
Date action(s) scheduled to be complete: _____	
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <span>_____ Manager, STP Engineering</span> <span>_____ Date</span> </div>	



HOUSTON LIGHTING & POWER COMPANY NUCLEAR ENGINEERING & CONSTRUCTION PROCEDURES MANUAL		PROC. NO. EAD-7	REV. NO. 2
TITLE Engineering Assurance Department Procedure	PAGE 8 OF 8		
SUBJECT Reporting and Disposition of Action Items	DATE ISSUED 2-1-84		
	Date Effective 2-1-84		

Attachment 7.4  
Procedure Flow Chart

