

COMANCHE PEAK STEAM ELECTRIC STATION

TRAINING MANUAL

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**FOR INFORMATION  
ONLY**

SHIFT ADVISOR TRAINING AND QUALIFICATIONS

PROCEDURE NO. TRA-299

REVISION NO. 1

**NON-SAFETY-RELATED**

SUBMITTED BY:

RR Westland  
ADMINISTRATIVE SUPERINTENDENT

DATE:

7/12/84

APPROVED BY:

RR Westland  
MANAGER, PLANT OPERATIONS

DATE:

7/12/84

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CPSES TRAINING MANUAL	ISSUE DATE <b>JUL 13 1984</b>	PROCEDURE NO. TRA-299
SHIFT ADVISOR TRAINING AND QUALIFICATIONS	REVISION NO. 1	PAGE 2 OF 20

#### 1.0 Purpose

This procedure describes the Qualifications and Training Requirements for Shift Advisors.

#### 2.0 Applicability

This procedure is applicable to individuals assigned as Shift Advisors to the Operations Department and becomes effective upon issuance.

#### 3.0 Definitions

3.1 Shift Advisor - That individual who acts as an operations advisor on shift, and recommends appropriate actions (including shutdown) to the Shift Supervisor. The responsibilities of the Shift Advisors are delineated in ODA-102, "Shift Complement, Responsibilities And Authorities".

#### 4.0 Instructions

##### 4.1 Qualifications

At the time of initial fuel loading, Shift Advisors shall have the following qualifications.

4.1.1 Four (4) years of power plant experience.

4.1.2 Two (2) years of Nuclear Power Plant Experience.

4.1.3 One (1) year of experience as an on-shift licensed senior operator at an operating PWR plant.

##### 4.2 Training

Shift Advisor Training is divided into the following areas: General Training, Procedure Training, Specialty Training, and Recurrent Training.

4.2.1 General Training: This area includes subjects which are general in nature and may be a requirement for station access.

4.2.1.1 The Shift Advisor must complete the training requirements for unescorted access into the Protected Area in accordance with TRA-101, "General Employee Training".

CPSES TRAINING MANUAL	ISSUE DATE <b>JUL 13 1984</b>	PROCEDURE NO. TRA-299
SHIFT ADVISOR TRAINING AND QUALIFICATIONS	REVISION NO. 1	PAGE 3 OF 20
<p>4.2.1.2 The Shift Advisor must complete the training requirements for unescorted access into Radiation Controlled Areas in accordance with TRA-102, "Radiation Worker Training".</p> <p>4.2.1.3 The Shift Advisor may complete the training requirements for the use of respiratory protection equipment in accordance with TRA-103, "Respiratory Protection Training".</p> <p>4.2.2 <u>Procedure Training</u>: This area includes training in station procedures and programs. The procedure training checklist is contained in Attachment 1.</p> <p>4.2.3 <u>Specialty Training</u>: This area consists of formal classroom training, informal training obtained by reading applicable material, on-shift training or attending special seminars or meetings as necessary. The curriculum for formal classroom training is described in Attachment 2. Attachment 3 is typical schedule for classroom training.</p> <p>4.2.4 <u>Recurrent Training</u></p> <p>Shift Advisors shall attend the Operator Proficiency Lecture Series as described in paragraph 4.2.2 of CPSES Procedure, TRA-204, "Licensed Operator Requalification Training Program". This lecture series includes the following topics:</p> <p>4.2.4.1 Administrative Procedures, Conditions, and Limitations, including Technical Specifications.</p> <p>4.2.4.2 Major Operational Evolutions</p> <p>4.2.4.3 Facility Design and License Changes</p> <p>4.2.4.4 Procedures - Normal, Abnormal, Emergency Operating, and Radiological Control</p> <p>4.2.4.5 Operating History and Problems</p> <p>4.2.4.6 Related Nuclear Industry Operating Experience</p> <p>4.2.4.7 Procedure Changes</p> <p>4.2.4.8 Reportable Events and Significant Events</p>		

CPSES TRAINING MANUAL	ISSUE DATE <b>JUL 13 1984</b>	PROCEDURE NO. TRA-299
SHIFT ADVISOR TRAINING AND QUALIFICATIONS	REVISION NO. 1	PAGE 4 OF 20

#### 4.2.5 Exemptions

Exemptions from certain courses may be allowed for appropriately qualified individuals. Exemptions shall be justified, documented and approved by the Operations Supervisor or the Operations Superintendent.

#### 4.3 Examinations And Verification

4.3.1 Examinations may be written or oral as specified by the course description. Some courses may require attendance only for successful completion. Procedure reviews require the reviewers signature and a verification signature by the Operations Superintendent or Operations Supervisor.

4.3.2 An oral examination will be conducted for each Shift Advisor to ensure that their responsibilities, duties and training requirements are understood.

4.3.2.1 The oral examination shall be conducted by a review panel consisting of any three of the following members of plant management, all of whom are qualified at the SRO level:

4.3.2.1.1 Operations Superintendent

4.3.2.1.2 Operations Supervisor

4.3.2.1.3 Operations Engineer

4.3.2.1.4 Shift Supervisor

4.3.2.1.5 Assistant Shift Supervisor

4.3.2.2 The review shall include the areas listed in Attachment 4 and may include any additional areas or topics deemed appropriate by the review panel.

4.3.2.3 Attachment 4 shall be utilized to document the review.

4.3.3 Shift Advisors should successfully complete written or oral examinations covering the topics listed in section 4.2.4, "Recurrent Training". The examinations are normally administered at the conclusion of each recurrent training cycle.

CPSES TRAINING MANUAL	ISSUE DATE JUL 13 1984	PROCEDURE NO. TRA-299
SHIFT ADVISOR TRAINING AND QUALIFICATIONS	REVISION NO. 1	PAGE 5 OF 20
<p>4.4 <u>Certification</u></p> <p>Upon confirmation of qualifications and completion of required initial training, a Shift Advisor is certified to function on shift. That certification shall be documented on Form TRA-299-2.</p> <p>4.5 <u>Program Evaluation</u></p> <p>4.5.1 The Shift Advisor training may be periodically evaluated as part of the Operations Department Training Program in accordance with CPSES Procedure, NOT-110, "Evaluating the Effectiveness of Training".</p> <p>4.5.2 The Operations Supervisor shall evaluate the effectiveness of training by using individual Shift Advisor performance on shift as the basis. He shall specify the need for re-training or additional training.</p> <p>4.6 <u>Documentation</u></p> <p>Training shall be documented in accordance with CPSES Procedure, NOT-104, "Training Records".</p> <p>5.0 <u>References</u></p> <p>5.1 CPSES Procedure TRA-101, "General Employee Training"</p> <p>5.2 CPSES Procedure TRA-102, "Radiation Worker Training"</p> <p>5.3 CPSES Procedure TRA-103, "Respiratory Protection Training"</p> <p>5.4 CPSES Procedure TRA-204, "Licensed Operator Requalification Training Program"</p> <p>5.5 CPSES Procedure NOT-104, "Training Records"</p> <p>5.6 CPSES Procedure NOT-110, "Evaluating the Effectiveness of Training"</p> <p>5.7 CPSES Procedure ODA-102, "Shift Complement, Responsibilities and Authorities."</p> <p>6.0 <u>Attachments</u></p> <p>6.1 Shift Advisor Procedure Training, Attachment 1</p> <p>6.2 Shift Advisor Classroom Training, Attachment 2</p> <p>6.3 Shift Advisor Training Schedule (Typical), Attachment 3</p>		

CPSES TRAINING MANUAL	ISSUE DATE <b>JUL 13 1984</b>	PROCEDURE NO. TRA-299
SHIFT ADVISOR TRAINING AND QUALIFICATIONS	REVISION NO. 1	PAGE 6 OF 20

ATTACHMENT 1  
PAGE 1 OF 8

SHIFT ADVISOR PROCEDURE TRAINING

<u>PROCEDURE NUMBER</u>	<u>TITLE</u>	<u>SIGNATURE/DATE</u>
STA-204	Temporary Procedures	_____
STA-205	Temporary Changes to Procedures	_____
STA-207	Special Orders, Night Orders, and Management Memorandums	_____
STA-403	Identification of Safety-Related Equipment	_____
STA-501	Reporting of Operating Information to the NRC	_____
STA-503	Reporting of Operating Information to Regulatory Agencies other Than The NRC	_____
STA-504	Problem Report	_____
STA-601	Authority for Equipment Operations	_____
STA-602	Temporary Modifications and Bypassing of Safety Functions	_____
STA-605	Clearance and Safety Tagging	_____
STA-606	Maintenance Action Requests	_____
STA-610	Secondary Water Chemistry Control	_____
STA-615	Staff Work Hours	_____
STA-616	Control Room and Observation Area Access	_____
STA-702	Surveillance Test Program	_____
STA-703	Inservice Inspection Program	_____
ODA-101	Operations Department Organization and Responsibilities	_____
ODA-102	Shift Complement, Responsibilities, and Authorities	_____
ODA-104	Operations Department Document Control	_____
ODA-107	Reporting of Operational Incidents	_____
ODA-301	Operating Logs	_____
ODA-302	Relief of Personnel	_____
ODA-303	Conduct of Personnel in Control Room	_____
ODA-401	Disabling of Control Panel Annunciators/Instruments	_____
EPP-104	Drills and Exercises	_____
EPP-109	Duties of the Emergency Coordinator	_____

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TRA-299-1  
Rev. 1



ATTACHMENT 1  
PAGE 2 OF 8

## SHIFT ADVISOR PROCEDURE TRAINING

PROCEDURE  
NUMBERTITLESIGNATURE/DATE

EPP-112	Duties of Emergency Response Personnel	
EPP-201	Assessment of Emergency Action Levels and Plan Activation	
EPP-203	Emergency Notification and Communications	
EPP-204	Emergency Facility Activation	
EPP-305	Personnel Dosimetry for Emergency Condition	
FIR-101	Fire Protection Program	
FIR-102	Fire Emergency Plan	
FIR-103	Fire Reporting	
FIR-104	Fire Brigade	
FIR-107	Control of Transient Combustibles and Ignition Sources	
FIR-109	Fire Watches	
HPA-101	ALARA Program	
HPA-111	Personnel Exposure Control	
HPA-112	Radiation Work Permits	
HPA-113	Personnel Dosimetry	
HPA-117	Personnel Exposure Records	
RFO-101	Refueling Organization	
RFO-102	Refueling Operation	
RFO-103	Fuel Handling Emergencies	
RFO-301	Handling of New Fuel and Shipping Containers During Fuel Receipt Operations	
RFO-302	Handling of Fuel Assemblies During Refueling Operations	
RFO-303	Handling of Rod Cluster Control Assemblies and Core Components	
OPT-104A	Operations Weekly Routine Tests	
OPT-106A	Control Rod Exercise	
OPT-107A	Seismic Monitoring Instrumentation Check	
OPT-108A	Remote Shutdown Instrument Channel Check	

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DATE:

TRA-299-1a  
Rev. 1

CPSES TRAINING MANUAL	ISSUE DATE JUL 13 1984	PROCEDURE NO. TRA-299
SHIFT ADVISOR TRAINING AND QUALIFICATIONS	REVISION NO. 1	PAGE 8 OF 20

ATTACHMENT 1  
PAGE 3 OF 8

# SHIFT ADVISOR PROCEDURE TRAINING

<u>PROCEDURE NUMBER</u>	<u>TITLE</u>	<u>SIGNATURE/DATE</u>
OPT-109A	PORV and Block Valve Operability Test	
OPT-110A	RCP Controlled Leakage Measurement	
OPT-111A	Accumulator Isolation Valve Breaker Check	
OPT-112A	Accident Monitoring Instrument Channel Check	
OPT-113A	Containment Purge Supply and Exhaust Position Check	
OPT-201A	Charging System Operability	
OPT-202A	Boration System Operability	
OPT-203A	Residual Heat Removal System Operability	
OPT-204A	Safety Injection System Operability	
OPT-205A	Containment Spray System Operability	
OPT-206A	Auxiliary Feedwater System Operability	
OPT-207A	Service Water System Operability	
OPT-208A	Component Cooling Water System Operability	
OPT-210A	Control Room Emergency Air Cleanup System Operability Test	
OPT-211A	Hydrogen Recombiner System Operability Test	
OPT-213A	ESF Exhaust Air Cleanup System Operability Test	
OPT-214A	Diesel Generator Operability	
OPT-215A	Preferred AC Source Operability	
OPT-217A	Main Turbine Stop and Control Valve Test	
OPT-218A	Containment Isolation Valve Operability (Testable during Operation)	
OPT-219A	Containment Penetration Non-Automatic Isolation Valve Position Verification (IRC)	
OPT-220A	Fire Suppression Water and Sprinkler System Operability Test	
OPT-301	Reactor Shutdown Margin Verification	
OPT-302	Calculating Power Tilt Ratio	

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SIGNATURE/TITLE

TRA-299-1b  
Rev. 1



CPSES TRAINING MANUAL	ISSUE DATE JUL 13 1984	PROCEDURE NO. TRA-299
SHIFT ADVISOR TRAINING AND QUALIFICATIONS	REVISION NO. 1	PAGE 9 OF 20

ATTACHMENT 1  
PAGE 4 OF 8

SHIFT ADVISOR PROCEDURE TRAINING

<u>PROCEDURE NUMBER</u>	<u>TITLE</u>	<u>SIGNATURE/DATE</u>
OPT-303	Reactor Coolant System Water Inventory	_____
OPT-304	Leak Test of Reactor Coolant System After Opening	_____
OPT-305	Inspection Following Containment Maintenance	_____
OPT-306	Containment Sump Inspection	_____
OPT-307A	Residual Heat Removal System Isolation	_____
OPT-308	Calculating Estimated Critical Condition	_____
OPT-309	Unit Calorimetric	_____
OPT-401A	Reactor Coolant System Temperature Verification	_____
OPT-402A	Shutdown Rod Surveillance	_____
OPT-403A	Axial Flux Difference	_____
OPT-406A	Final Actuation Device Test	_____
OPT-407A	Reactor Coolant System Heatup/Cool-down Limitations Verification	_____
OPT-408A	Containment Integrity Verification	_____
OPT-409A	Steam Generator Low Temperature Limitation Verification	_____
OPT-410A	Turbine Trip Checks - Startup Mode	_____
OPT-411A	Refueling Water Level Check	_____
TRA-203	Replacement License Training	_____
TRA-204	Licensed Operator Requalification Training Program	_____
TRA-299	Shift Advisor Training and Qualifications	_____
EOP-0.0	Reactor Trip or Safety Injection	_____
EOS-0.1	Reactor Trip Recovery	_____
EOS-0.2	Natural Circulation Cooldown	_____
EOS-0.3	SI Termination Following Spurious SI	_____
EOS-0.4	Natural Circulation Cooldown with Steam Void in Vessel Upper Head	_____
EOP-1.0	Loss of Reactor Coolant (LOCA)	_____
EOS-1.1	SI Termination Following LOCA	_____
EOS-1.2	Post-LOCA Cooldown and Depressurization	_____

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DATE: \_\_\_\_\_

TRA-299-1c  
Rev. 1

CPSES TRAINING MANUAL	ISSUE DATE <b>JUL 13 1984</b>	PROCEDURE NO. TRA-299
SHIFT ADVISOR TRAINING AND QUALIFICATIONS	REVISION NO. 1	PAGE 10 OF 20

ATTACHMENT 1  
PAGE 3 OF 8

SHIFT ADVISOR PROCEDURE TRAINING

<u>PROCEDURE NUMBER</u>	<u>TITLE</u>	<u>SIGNATURE/DATE</u>
EOS-1.3	Transfer to Cold Leg Recirculation Following LOCA	_____
EOS-1.4	Transfer to Hot Leg Recirculation	_____
EOP-2.0	Loss of Secondary Coolant (LOSC)	_____
EOS-2.1	SI Termination Following LOSC	_____
EOS-2.2	Transfer to Cold Leg Recirculation Following LOSC	_____
EOP-3.0	Steam Generator Tube Rupture (SGTR)	_____
EOS-3.1	SI Termination Following SGTR	_____
EOS-3.2	SGTR Alternate Cooldown By Backfilling RCS	_____
EOS-3.3	SGTR with Secondary Depressurization	_____
ECA-1.0	Anticipated Transient Without Trip (ATWT)	_____
ECA-2.0	Loss of All AC Power	_____
ECA-2.1	Loss of All AC Power Recovery Without SI Required	_____
ECA-2.2	Loss of All AC Power Recovery With SI Required	_____
ECA-3.0	SGTR Contingencies	_____
ECA-4	Response to Multiple Steam Generator Depressurization	_____
ECA-5	Loss of Emergency Coolant Recirculation	_____
ECA-6	Secondary High Energy Line Rupture with Loss of SI Function	_____
ECA-7	Combined SGTR and LOCA	_____
ECA-8	Unisolable SGTR	_____
ECA-9	SGTR Without Pressurizer Pressure Control	_____
FRS-0.1	Response to Nuclear Power Generation	_____
FRS-0.2	Response to Loss of Core Shutdown	_____
FRC-0.1	Response to Inadequate Core Cooling	_____
FRC-0.2	Response to Degraded Core Cooling	_____
FRC-0.3	Response to Potential Loss of Core Cooling	_____
FRC-0.4	Response to Saturated Core Cooling Conditions	_____

VERIFIED: \_\_\_\_\_ DATE: \_\_\_\_\_  
SIGNATURE/TITLE

TRA-299-1d

CPSES TRAINING MANUAL	ISSUE DATE <b>JUL 13 1984</b>	PROCEDURE NO. TRA-299
SHIFT ADVISOR TRAINING AND QUALIFICATIONS	REVISION NO. 1	PAGE 11 OF 20

ATTACHMENT 1  
PAGE 6 OF 8

SHIFT ADVISOR PROCEDURE TRAINING

<u>PROCEDURE NUMBER</u>	<u>TITLE</u>	<u>SIGNATURE/DATE</u>
FRP-0.1	Response to Imminent Pressurized Thermal Shock Conditions	_____
FRP-0.2	Response to Anticipated Pressurized Thermal Shock Conditions	_____
FRH-0.1	Response to Loss of Secondary Heat Sink	_____
FRH-0.2	Response to Steam Generator Overpressure	_____
FRH-0.3	Response to Steam Generator High Level	_____
FRH-0.4	Response to Steam Generator Low Level	_____
FRH-0.5	Response to Loss of Steam Generator PORV's and Condenser Dump Valves	_____
FRZ-0.1	Response to Containment High Pressure	_____
FRZ-0.2	Response to High Containment Sump Level	_____
FRZ-0.3	Response to High Containment Radiation Level	_____
FRI-0.1	Response to Pressurizer Flooding	_____
FRI-0.2	Response to Low System Inventory	_____
FRI-0.3	Response to Voids in Reactor Vessel	_____
ABN-101	Reactor Coolant Pump Trip/Malfunctions	_____
ABN-102	High Reactor Coolant Activity	_____
ABN-103	Excessive Reactor Coolant Leakage	_____
ABN-104	Residual Heat Removal System Malfunction	_____
ABN-105	Chemical and Volume Control System Malfunctions	_____
ABN-106	High Secondary Activity	_____
ABN-301	Instrument Air System Malfunction	_____
ABN-302	Feedwater, Condensate, Heater Drain System Malfunction	_____
ABN-304	Main Condenser and Circulating Water System Malfunction	_____
ABN-401	Main Turbine - Generator Malfunctions	_____
ABN-501	Station Service Water System Malfunction	_____

VERIFIED: \_\_\_\_\_ DATE: \_\_\_\_\_  
SIGNATURE/TITLE

TRA-299-1e

CPSES TRAINING MANUAL	ISSUE DATE <b>JUL 13 1984</b>	PROCEDURE NO. TRA-299
SHIFT ADVISOR TRAINING AND QUALIFICATIONS	REVISION NO. 1	PAGE 12 OF 20

ATTACHMENT 1  
PAGE 7 OF 8

SHIFT ADVISOR PROCEDURE TRAINING

<u>PROCEDURE NUMBER</u>	<u>TITLE</u>	<u>SIGNATURE/DATE</u>
ABN-502	Component Cooling Water System Malfunction	_____
ABN-601	138/345 KV High Voltage Interruption	_____
ABN-701	Source Range Instrumentation Malfunction	_____
ABN-702	Intermediate Range Instrumentation Malfunction	_____
ABN-703	Power Range Instrumentation Malfunction	_____
ABN-704	T/N-16 Instrumentation Malfunction	_____
ABN-705	Pressurizer Pressure Instrumentation Malfunction	_____
ABN-706	Pressurizer Level Instrumentation Malfunction	_____
ABN-707	Steam Flow Instrumentation Malfunction	_____
ABN-708	Feedwater Flow Instrumentation Malfunction	_____
ABN-709	S/G Pressure, Steam Header Pressure, and Turbine 1st Stage Pressure Instrumentation Malfunction	_____
ABN-710	Steam Generator Level Instrumentation Malfunction	_____
ABN-711	Loss of Protection and/or Instrument Bus	_____
ABN-712	Rod Control System Malfunction	_____
ABN-901	Fire Protection System Malfunctions	_____
ABN-902	Accidental Release of Radioactive Gas	_____
ABN-903	Accidental Release of Radioactive Liquid	_____
ABN-904	Accidental Release of Chlorine Gas	_____
ABN-905	Loss of Control Room Habitability	_____
ABN-906	Loss of P2500 Computer	_____
ABN-907	Acts of Nature	_____
ABN-908	Fuel Handling Accident	_____

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SIGNATURE/TITLE

TRA-299-1f

CPSES TRAINING MANUAL	ISSUE DATE JUL 13 1984	PROCEDURE NO. TRA-299
SHIFT ADVISOR TRAINING AND QUALIFICATIONS	REVISION NO. 1	PAGE 13 OF 20

ATTACHMENT 1  
PAGE 8 OF 8

# SHIFT ADVISOR PROCEDURE TRAINING

<u>PROCEDURE NUMBER</u>	<u>TITLE</u>	<u>SIGNATURE/DATE</u>
IPO-001A	Plant Startup from Cold Shutdown to Hot Standby	
IPO-002A	Plant Startup from Hot Standby to Minimum Load	
IPO-003A	Power Operations	
IPO-004A	Plant Shutdown from Minimum Load to Hot Standby	
IPO-005A	Plant Shutdown from Hot Standby to Cold Shutdown	
IPO-007A	Maintaining Hot Standby	
IPO-008A	Plant Shutdown from Hot Standby to Cold Shutdown Outside of Control Room	

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SIGNATURE/TITLE

TRA-299-1g  
Rev. 1

CPSES TRAINING MANUAL	ISSUE DATE <b>JUL 13 1984</b>	PROCEDURE NO. TRA-299
SHIFT ADVISOR TRAINING AND QUALIFICATIONS	REVISION NO. 1	PAGE 14 OF 20

ATTACHMENT 2  
PAGE 1 OF 2

SHIFT ADVISOR CLASSROOM TRAINING

<u>Subject</u>	<u>Approximate Classroom Hours</u>
Turbine/generator EHC	6
Steam Generator	2
Reactor Coolant Pump	2
Steam Generator Water Hammer Interlocks	2
Steam Generator Water Level Control	2
Pressurizer Pressure and Level	4
Steam Dump	2
Excore Instruments	4
Incore Instruments	3
Loose Parts Monitoring	1
N-16 Power/Flow	1
RCS Temperature	1
Upgrade Protection Package	2
Rod Control	5
Rod Position Indication and Rod Insertion Limits	3
Subcooled Margin Monitoring	1
Seismic Monitoring	1
Plant Computer	2
Reactor Protection	5
Control Logic	2
Control System Failure Analysis	5
Abnormal Procedures	5
Emergency Operating Procedures	5
Integrated Plant Operating Procedures	4
Technical Specifications	6
Technical Data Book	2
Industry Transients	3
Accident Analysis	3
Increase Heat Removal	2
Decrease Heat Removal	1
Decrease Flow Rate	2
Reactivity Anomalies	2
Decrease Inventory	2
Increase Inventory	1
Radioactive Release	2
ATWT	3
Forced Flow	2
Natural Circulation	2
ERG	7
ECA	2
FRG	5



CPSES TRAINING MANUAL	ISSUE DATE <b>JUL 13 1984</b>	PROCEDURE NO. TRA-299
SHIFT ADVISOR TRAINING AND QUALIFICATIONS	REVISION NO. 1	PAGE 15 OF 20

ATTACHMENT 2  
PAGE 2 OF 2

SHIFT ADVISOR CLASSROOM TRAINING

<u>Subject</u>	<u>Approximate Classroom Hours</u>
Hydrogen Gas	2
Containment Response	2
Radiological Consideration	2
Instrumentation	3
Review	5
Exam	10

CPSES  
TRAINING MANUAL

ISSUE DATE  
**JUL 13 1984**

PROCEDURE NO.  
TRA-299

SHIFT ADVISOR TRAINING AND QUALIFICATIONS

REVISION NO. 1

PAGE 16 OF 20

ATTACHMENT 3  
PAGE 1 OF 4

COMANCHE PEAK STEAM ELECTRIC STATION

TRAINING SCHEDULE

SHIFT ADVISOR TRAINING

WEEK 1

DAY	DATE	GROUP	GROUP	GROUP	GROUP	GROUP	GROUP	GROUP	GROUP	NOTES
MONDAY		RCP	Steam Generator	SCMLC	Water Hammer Interlocks	EHC	EHC	EHC	EHC	Study
TUESDAY		Steam Dump	Steam Dumps	Pwr Press Level Control	Pwr Press Level Control	Excuse	Excuse	Excuse	Study	Study
WEDNESDAY		Incure	Incure	RCS Temp/RI6 PWR/Flow/Up-grade Pack	RCS Temp/RI6 PWR/Flow/Up-grade Pack	RCS Temp/RI6 PWR/Flow/Up-grade Pack	LPMS	Seismic Monitor	Study	Study
THURSDAY		Rod Control	Rod Control	RPI/RII	RPI/RII	RPI/RII	Subcooled Margin Monitor	Plant Computer		
FRIDAY		Study	Study	Exam	Exam					

ATTACHMENT 3  
PAGE 2 OF 4

COMANCHE PEAK STEAM ELECTRIC STATION

TRAINING SCHEDULE

SHIFT ADVISOR TRAINING

WEEK 2

DAY	DATE	GROUP	GROUP	GROUP	GROUP	GROUP	GROUP	GROUP	GROUP	NOTES
MONDAY		RPS	RPS	RPS	IFA	IFA	IFA	IFA	IFA	
TUESDAY		IFO's	IFO's	IFO's	EDP's	EDP's	EDP's	EDP's	Study	
WEDNESDAY		ABN's	ABN's	ABN's	ABN's	Technical Data Book	Technical Data Book	Study	Study	
THURSDAY		Tech Specs	Tech Specs	Tech Specs	Tech Specs	Tech Specs	Tech Specs	Study	Study	
FRIDAY		Study	Study	Study	Exam	Exam	Exam	Exam	Study	

## COMANCHE PEAK STEAM ELECTRIC STATION TRAINING SCHEDULE

WEEK 3

SHIFT ADVISOR TRAINING

DAY	DATE	GROUP	GROUP	GROUP	GROUP	GROUP	GROUP	GROUP	GROUP	NOTES
MONDAY		Intro. to Industry Transients	Intro. to Industry Transients	Intro. to Industry Transients	Accident Analysis	Accident Analysis	Accident Analysis	Study	Study	
TUESDAY		Increase Heat Removal	Increase Heat Removal	Decrease Heat Removal	Decrease Flow Rate	Decrease Flow Rate	Reactivity Anomalies	Reactivity Anomalies	Study	
WEDNESDAY		Decrease Inventory	Decrease Inventory	Increase Inventory	Radioactive Release	Radioactive Release	Intro ATWT	Study	Study	
THURSDAY		ATWT	ATWT	Forced Flow	Natural Circ	Natural Circ	Study	Study	Study	
FRIDAY		ERC's	ERC's	ERC's	ERC's	ERC's	ERC's	Study	Study	

ATTACHMENT 3  
PAGE 4 OF 4

COMANCHE PEAK STEAM ELECTRIC STATION

TRAINING SCHEDULE

SHIFT ADVISOR TRAINING

WEEK 4

DAY	DATE	GROUP	GROUP	GROUP	GROUP	GROUP	GROUP	GROUP	GROUP	NOTES
MONDAY		HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	
TUESDAY		ERG's	ECA	ECA	Containment Response	Containment Response	Radio-logical Considerations	Radio-logical Considerations	Study	
WEDNESDAY		Hydrogen Gas	Hydrogen Gas	Hydrogen Gas	Containment Response	Containment Response	Radio-logical Considerations	Radio-logical Considerations	Study	
THURSDAY		Instru-mentation	Instru-mentation	Instru-mentation	Study	Study	Study	Study	Study	
FRIDAY		Study	Study	Exam	Exam	Exam	Exam	Exam	Exam	

CPSES TRAINING MANUAL	ISSUE DATE <b>JUL 13 1984</b>	PROCEDURE NO. TRA-299
SHIFT ADVISOR TRAINING AND QUALIFICATIONS	REVISION NO. 1	PAGE 20 OF 20

ATTACHMENT 4  
PAGE 1 OF 1

COMANCHE PEAK STEAM ELECTRIC STATION  
SHIFT ADVISOR ORAL REVIEW AND CERTIFICATION

SHIFT ADVISOR \_\_\_\_\_

_____	Qualifications confirmed _____ / _____	Operations Superintendent	Date
_____	General Training Complete		
_____	General Employee Training	_____	Respiratory Protection Training (Optional)
_____	Radiation Worker Training		
		_____ / _____	Director, Nuclear Training Date
_____	Specialty Training Complete	_____ / _____	Director, Nuclear Training Date
_____	Procedure Training Complete	_____ / _____	Operations Supervisor Date
_____	Oral Examination		
_____	Understands responsibilities and authorities (ODA-102)		
_____	Understands initial and recurrent training requirements (TRA-299)		

Comments ( \_\_\_\_\_ Additional comment pages attached:) \_\_\_\_\_

Certification of Qualifications and Training Completion

_____ / _____	_____ / _____	_____ / _____
Signature	Title	Date
_____ / _____	_____ / _____	_____ / _____
Signature	Title	Date
_____ / _____	_____ / _____	_____ / _____
Signature	Title	Date