

PG&E**Public Gas and Electric Company**

NUMBER TF TO-8401

REVISION 1

DATE 4/5/84

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DEPARTMENT OF PLANT OPERATIONS

DIABLO CANYON POWER PLANT UNIT NO(S) 1 AND 2

~~TEMPORARY PROCEDURE~~

RESPONSIBILITIES AND DUTIES OF THE SHIFT ADVISOR

TITLE:

APPROVED:

PLANT MANAGER

DATE

SCOPE

As part of our operating License (Item 2.c.8.c), PG&E will augment the plant staff by providing on each shift an individual experienced in comparable size PGE operation. In addition to this, PG&E will meet the requirements developed by the NTOL utility working groups position on shift operating experience. This procedure establishes the primary responsibilities, duties and working relationships of this individual (henceforth referred to as Shift Advisor). This procedure will be rescinded upon completion of the commitment. This procedure and changes thereto requires PSRC approval.

PROCEDURE1. Responsibilities:

- a. To provide advisory support to the operating shift crew. The Shift Advisor will review and assess the impact of significant shift activities that are scheduled or in progress and will keep control room personnel apprised of any potential problem areas. The Shift Advisor should be involved in significant shift operating decisions and recommend appropriate actions (including plant shutdowns).
- b. To provide technical and administrative support to the Shift Technical Advisor, Shift Foreman, Senior Control Operator and the Operations Manager.

2. Limitations:

- a. Responsibilities will not include direct manipulation of equipment.
- b. Responsibilities will also not include supervision of licensed operators in assignments which require an operator's License.

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3. Duties:

The Shift Advisor duties will include, the following tasks:

- a. Review and assess the impact of significant shift activities.
- b. Review startup procedures planned for the shift.
- c. Research any potential problems involving Technical Specifications and provide input based upon his experience.

The Shift Advisor duties may include the following tasks:

- a. Review shift turnover checklists.
- b. Review operator logs.
- c. Review equipment status in the Control Room.
- d. Assist in review of plant problem reports.
- e. Assist in the preparation of required reports.
- f. Review and recommend revisions to Operating and Emergency Procedures.
- g. Participate in shift turnover and shift briefings.
- h. Other tasks as assigned by the Shift Foreman.

4. Working Relationship

- a. The Shift Advisor assigned to a shift will report directly to the Shift Foreman during normal operation and plant testing, and to the Shift Technical Advisor (STA) during any plant emergency. The Shift Advisor will also work closely with all operations personnel as necessary to perform his duties.
- b. Shift Advisors not assigned to shift will report directly to the Senior Power Production Engineer (Operations).

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- c. The Shift Advisor will report any disagreements that cannot be resolved with the Shift Foreman (which may affect safe operation of the plant) to the General Operating Foreman, the Senior Senior Production Engineer, Operations Manager or other appropriate plant management.
5. Miscellaneous
- a. At least one Shift Advisor shall be on duty on each shift whenever the reactor is not in a cold shutdown condition.
- b. In case of illness or otherwise, the "on shift" Shift Advisor will make arrangements for relief. The "on shift" person will stay until relieved.
- c. It should be understood that the Shift Advisors bear no direct responsibility for the operating crews actions. DCCP is responsible for all aspects of plant operations.

For: Judge Plaine
OGC

From: Larry Crocker
DHFS
24891

23 pages plus cover sheet

Please Hand Carry



PG-1E

FOR EXTRA - COMPANY USES

From Division or
Department

To Division or Department

FILE NO.

RE: LETTER OF

SUBJECT

NUCLEAR PLANT OPERATIONS
Diablo Canyon Power Plant

025.14

Improvements in Shift Advisor Program

TELECOPY FOR: *Lynn Beasley*
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April 5, 1964

MESSRS. T. J. MARTIN, Training Manager
J. A. SEXTON, Operations Manager

As discussed in our meeting with the industry group on Shift Advisors on Friday, April 3, 1964, please make the following changes to the Shift Advisor Program:

1. Procedure changes to TP-ID-8401 as agreed to in the meeting.
2. Disseminate the information on the new procedure to the shift operating personnel and the Shift Advisor.
3. Provide the simulator training to the Shift Advisor that was agreed upon.
4. Provide a schedule which rotates the Shift Advisor with the Shift Foreman.

I believe the above four changes to the Program will improve the Shift Advisor Program and the overall Startup Program for Unit 1 at the plant.

R C Thornberry
R. C. THORNBERRY

JASexton(3335):ms

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