

Approval <i>JT Bockhold</i>	Vogtle Electric Generating Plant NUCLEAR OPERATIONS	DOCKETED USNR	Procedure No. 00002-C
Date 1/25/90	Unit COMMON	Georgia Power	Revision No. 12
			Page No. 1 of 11

## PLANT REVIEW BOARD - DUTIES AND RESPONSIBILITIES

### 1.0 PURPOSE

This procedure establishes a Plant Review Board (PRB), defines its responsibilities, and provides instructions for performing its duties.

### 2.0 PRB DESCRIPTION

The PRB serves as a review and advisory group to the General Manager - Nuclear Plant (GMNP) on all matters related to nuclear safety.

The PRB reviews plant administration, maintenance, and operations as related to nuclear safety and environmental aspects. It ensures these activities are consistent with company policy, approved procedures and operating license provisions, and makes recommendations to the GMNP on matters brought before the board.

### 3.0 RESPONSIBILITIES

The PRB has the following responsibilities:

#### 3.1 Review of:

- Procedures which establish plant-wide administrative controls to implement the QA Program or Technical Specification Surveillance Program,
- Procedures for changing plant operating modes,
- Emergency and Abnormal Operating Procedures,
- Procedures for effluent releases of Radiological Consequences,
- Fuel Handling Procedures.

9601220243 950915  
PDR ADOCK 05000424  
PDR

PROCEDURE NO.	REVISION	PAGE NO.
VEGP 00002-C	12	2 of 11

- 3.2 Review of:
- a. Programs required by Technical Specification 6.7.4 and changes thereto.
  - b. Proposed procedures and changes to procedures, equipment or systems which involve an unreviewed safety question per 10CFR50.59.
- 3.3 Review of all proposed changes or modifications to plant systems or equipment that affect nuclear safety and the ALARA considerations of such changes or modifications, including proposed changes to Chapter 16.3 of the Vogtle Final Safety Analysis Report (FSAR).
- 3.4 Review of all proposed tests and experiments that affect nuclear safety.
- 3.5 Review of all proposed changes to Technical Specifications.
- 3.6 Investigation of all violations of the Technical Specifications including preparation of reports covering evaluation and recommendations to prevent recurrence. The reports shall be forwarded to the Vice President and to the Safety Review Board (SRB).
- 3.7 Review of all Reportable Events.
- 3.8 Review of plant operations to detect potential hazards to nuclear safety.
- 3.9 Performance of special reviews, investigations or analyses and reports thereon as requested by the GMNP or the SRB.
- 3.10 Review of the Security Plan and implementing procedures and submittal of recommended changes to the GMNP and the SRB.
- 3.11 Review of the Emergency Plan and implementing procedures and submittal of recommended changes to the GMNP and the SRB.

PROCEDURE NO.	REVISION	PAGE NO
VEGP 00002-C	12	3 of 11
	<p>3.12 Review of any accidental, unplanned, or uncontrolled radioactive release. The review shall include preparation of reports covering evaluation, recommendations and disposition of corrective action to prevent recurrence, and forwarding of these reports to the Vice President and to the SRB.</p> <p>3.13 Review of changes to the Process Control Program, the Offsite Dose Calculation Manual, and the Radwaste Treatment Systems.</p> <p>3.14 Review of applicable items in the Nuclear Procurement Policy Manual.</p> <p>3.15 Review of and concurrence with reportability determinations.</p> <p>3.16 Review of written reports of audits of the ALARA Program.</p> <p>3.17 Review of reports of significant conditions adverse to quality and provide recommendations regarding corrective action.</p> <p>3.18 Review of the Fire Protection Program and its implementing procedures, and submittal of recommended changes to the GMNP.</p> <p>3.19 Review of startup test procedures, changes to startup test procedures, and test results. Review of post-operating license preoperational procedures, their revision, and test results that may affect nuclear safety.</p> <p>3.20 Optional review of activities not within the scope of the previous subsections (3.1 through 3.19) when requested by a department manager or the GMNP.</p> <p>3.21 Providing copies of safety evaluations, and written unreviewed safety question determinations and associated documents to the Safety Review Board.</p> <p>3.22 Providing copies of safety evaluations for changes to licensing documents and written unreviewed safety question determination to the Manager, Licensing Vogtle.</p>	

PROCEDURE NO	REVISION	PAGE NO.
VEGP 00002-C	12	4 of 11

#### 4.0 PROCEDURE

##### 4.1 AUTHORITY

The PRB shall:

- a. Recommend, in writing, to the GMNP approval or disapproval of items considered under Subsections 3.1 through 3.5 prior to their implementation.
- b. Render determinations, in writing, with regard to whether or not each item considered under Subsection 3.1 through 3.6 constitutes an Unreviewed Safety Question.
- c. Provide written notification, within 24 hours, to the Vice President and to the SRB of disagreement between the PRB and the GMNP. However, the GMNP is responsible for resolution of such disagreements pursuant to Technical Specification 6.1.1.

##### 4.2 PRB ORGANIZATION

###### 4.2.1 Composition

4.2.1.1 The PRB shall be composed of department managers/superintendents or supervisory personnel reporting directly to the department managers/superintendents from the following departments.

- a. Technical Support,
- b. Engineering Support,
- c. Health Physics,
- d. Maintenance,
- e. Operations

A Senior Health Physicist is acceptable as the Health Physics PRB representative.

The Technical Support Department member will represent the Nuclear Safety and Compliance Section and Quality Control Section.

4.2.1.2 The qualification levels for PRB members are at least equivalent to those described for supervisors in Table 13.1.3-1 of the FSAR. Supervisors not listed on the table shall have a minimum of 5 years power plant experience (4 years may be substituted by a Bachelor's degree in engineering or related science) of which 1 year shall be nuclear experience.

4.2.1.3 The Chairman and alternate (Vice Chairman) and other members and their alternates of the PRB shall be designated by the GMNP.

4.2.1.4 PRB Secretary

- a. Non-voting participant designated by the Chairman
- b. Signs, for the Chairman, for those items reviewed by the board and dispositions stated in the meeting minutes.

4.2.1.5 Quorum

A Quorum for the PRB shall consist of the Chairman or the Vice Chairman and four voting members, including voting alternates.

4.2.2 Alternates

Alternates are designated, in writing, by the GMNP. Alternate(s) may be called to sit on the board for absent member(s). Other than the Vice Chairman, there will be no alternate for the Chairman, nor will there be more than two voting alternates participating in a PRB Meeting.

4.2.3 Subcommittees

The PRB may use subcommittees, as deemed necessary, to review specific areas and/or special problems. The Chairman, or Vice Chairman, will appoint one PRB member to be responsible for subcommittee action and for reporting to the PRB. Upon formation of an appointed subcommittee, the chairman (or leader) of the group will establish a charter for its organization, functions, reviews, and reports. Subcommittees will provide reports of their actions, findings or recommendations. The PRB Chairman has the authority to appoint individuals from various departments, as needed, to serve on a subcommittee with department head concurrence.



#### 4.2.4 Consultants

Those subjects requiring special technical skill or knowledge may be handled by one or more consultants, as necessary. Consultants utilized by the PRB, shall be approved by the PRB Chairman. Consultants to the PRB are advisory only and do not have voting privileges on matters before the board.

#### 4.2.5 Non-Voting Members

Non-voting members participate in PRB meetings as regular members with the exception of not having voting privileges. Comments made by non-voting members will be handled in the same manner as regular members' comments. The following departments are represented by non-voting members.

- a. Training and Emergency Preparedness,
- b. Plant Administration,
- c. Safety Audit and Engineering Review,
- d. Outage and Planning.

### 4.3 FUNCTIONS

#### 4.3.1 PRB Meetings

The PRB shall meet at least once each calendar month and as convened by the PRB Chairman, the Chairman's designated alternate or at the request of a member. Meetings shall not be conducted without a quorum present.

If necessary, members may participate in a meeting via telephone, in which case a member, alternate, or the OSOS shall present the material for consideration.

For scheduled PRB Meetings, an effort should be made to have all regular members present. If a regular member's absence is unavoidable, an alternate may be called. The regular member should notify the Chairman in advance of the meeting, if practical, stating the reason(s) for the absence.

Members of the plant staff, having special training or knowledge about items to be reviewed by the PRB, may be invited to attend meetings as guests. Their names will be recorded in the minutes of the meetings. Guests of the PRB will not have voting privileges on matters before the board.

Conduct of PRB Meetings will follow rules set forth in Article IX of "Roberts Rules of Order", where these are consistent with this procedure.

4.3.2 Minutes Of Meetings

4.3.2.1 Minutes of all PRB meetings shall be prepared and retained for the life of the plant. At a minimum, the minutes will include the results of the PRB activities. The minutes will be numbered sequentially for each calendar year, and must be reviewed and approved by the PRB.

4.3.2.2 The PRB Secretary will distribute one approved copy of each set of minutes to the Safety Review Board and the Vice President.

Additional distribution will be made, as required. The PRB secretary will retain a file copy for information.

4.3.3 Review

4.3.3.1 Whenever practicable, summaries of matters to be brought before the PRB for review should be prepared and distributed to regular members prior to the meeting date.

4.3.3.2 PRB Members or alternates shall review all documents presented to the board.

4.3.3.3 The level of detail to which each member performs technical reviews of the material, or ensures the material is reviewed, should be consistent with the member's knowledge and experience.

4.3.3.4 The review shall include an evaluation of the material for impact on nuclear safety, including a determination if an unreviewed safety question is involved.

4.3.3.5 Members are not expected to review, in detail, technical material outside their areas of expertise.

Members of the plant staff, having special training or knowledge about items to be reviewed by the PRB, may be invited to attend meetings as guests. Their names will be recorded in the minutes of the meetings. Guests of the PRB will not have voting privileges on matters before the board.

Conduct of PRB Meetings will follow rules set forth in Article IX of "Roberts Rules of Order", where these are consistent with this procedure.

4.3.2 Minutes Of Meetings

4.3.2.1 Minutes of all PRB meetings shall be prepared and retained for the life of the plant. At a minimum, the minutes will include the results of the PRB activities. The minutes will be numbered sequentially for each calendar year, and must be reviewed and approved by the PRB.

4.3.2.2 The PRB Secretary will distribute one approved copy of each set of minutes to the Safety Review Board and the Vice President.

Additional distribution will be made, as required. The PRB secretary will retain a file copy for information.

4.3.3 Review

4.3.3.1 Whenever practicable, summaries of matters to be brought before the PRB for review should be prepared and distributed to regular members prior to the meeting date.

4.3.3.2 PRB Members or alternates shall review all documents presented to the board.

4.3.3.3 The level of detail to which each member performs technical reviews of the material, or ensures the material is reviewed, should be consistent with the member's knowledge and experience.

4.3.3.4 The review shall include an evaluation of the material for impact on nuclear safety, including a determination if an unreviewed safety question is involved.

4.3.3.5 Members are not expected to review, in detail, technical material outside their areas of expertise.



- 4.3.3.6 Members are expected to do a general review of all material to ensure compliance to the FSAR, Technical Specifications, and QA Program.
- 4.3.3.7 The general review should address controls in place to assure personnel safety, equipment safety, environmental protection, and meeting VEGP commitments.
- 4.3.3.8 Documents other than those required by Technical Specifications may be reviewed by the PRB. Disposition of these "other" documents will be at the discretion of the PRB Chairman.
- 4.3.3.9 The board may table items if questions arise which involve significant safety issues, quality assurance issues, or items for which the board requires additional information. Tabled items may be held for future meetings while questions are being resolved or returned, with no board action, to the originator.

4.3.4 Recommendations

The PRB shall make recommendations, in writing, to the GMNP on items covered by Technical Specifications that are brought to the Board for review. For items covered by Technical Specifications 6.4.1.6a through e, the Board shall include in their written response, a statement as to whether or not an unreviewed safety question is involved.

For each procedure or proposed change reviewed, the PRB shall recommend the item be:

- a. Approved - There are no PRB comments and the procedure may be approved as written.
- b. Approved with Comments - There are two categories of PRB comments when the board recommends approval with comment.
  - (1) Mandatory Comments - These comments shall be resolved prior to approval of the procedure. If not incorporated or resolved, the procedure shall be resubmitted to the board.
  - (2) Optional Comments - The department head has the responsibility to determine whether or not these comments should be incorporated prior to approval of the procedure, saved for later inclusion or otherwise resolved.

- c. Rejected - The procedure has a quality or safety concern and must be rewritten to resolve the concern.

#### 4.3.5 Open Items

The PRB Chairman may assign action items to answer questions generated during board meetings or to follow-up on a board concern that may not be a safety or quality concern.

Open or follow-up action items will be noted in the minutes. The PRB Chairman will designate a member responsible for the item. The PRB Secretary will be responsible for maintaining a record of these open items which will reflect the status, responsibility, actions and expected close-out dates. Any item for which action due is beyond the close-out date will be brought to the attention of the PRB Chairman.

#### 4.3.6 Voting

- 4.3.6.1 Unanimous decisions are desirable and will be sought for all items under consideration. Any recommendation by the Board requires concurrence by a majority of PRB members present. A dissenting vote should be cast only if a member has a specific safety or quality concern. The meeting minutes shall clearly describe the specific safety or quality concern. A minority opinion which is not sufficient justification for a dissenting vote may be included in the meeting minutes at the discretion of the Board Chairman. The Chairman will not vote unless a decision is deadlocked. In the absence of the Chairman, the same rule applies to the Vice Chairman. When both Chairman and Vice Chairman are present, the Vice Chairman has the same privileges as other members.

#### 4.3.6.2 Non-unanimous decisions of the PRB will be addressed as follows:

- a. The non-unanimous decision will be brought to the immediate attention of the GMNP.
- b. Except in emergency situations that require immediate action, the GMNP should discuss the item with the Vice President Nuclear-Vogtle Project.
- c. The resolution of the item will be explained, by the GMNP, at the next meeting or, if necessary, at a special meeting.

PROCEDURE NO. VEGP	00002-C	REVISION 12	PAGE NO. 10 of 11
-----------------------	---------	----------------	----------------------

4.4

Section 3.0 requires certain distributions to be made (other than to the GMNP) of items reviewed by or prepared by the PRB. Distribution, listed by Procedure Section, is accomplished as follows:

- a. Section 3.6  
Reports are forwarded by PRB secretary
- b. Section 3.10
  - (1) Changes to the Security Plan are sent by site Document Control to Vogtle Project Document Control who make appropriate dissemination.
  - (2) Document Control sends revisions to implementing Procedures to Corporate Security. These are available for SRB review.
- c. Section 3.11
  - (1) Changes to the Emergency Plan are sent by the Licensing Document Change Request (LDCR) coordinator to the Vice President - Vogtle Project who schedules SRB review.
  - (2) Document Control sends revisions to implementing procedures to Corporate Emergency Preparedness. These are available for SRB review.
- d. Section 3.12  
Reports are forwarded by PRB secretary
- e. Section 3.21
  - (1) Copies of all safety evaluations are sent to the SRB by Document Control.
  - (2) Special written determinations of unreviewed safety questions are forwarded by the PRB secretary.
- f. Section 3.22
  - (1) Safety evaluations for licensing document changes are part of the change package. These are forwarded by the LDCR coordinator (except as noted in Section b.1 of this section)

- (2) Special written determinations of unreviewed safety questions are forwarded by the PRB secretary.

REFERENCES

5.0

FSAR, Sections 12.1.1.2, 13.4.1, and 17.2.3

5.1

VEGP Technical Specifications, Section 6.4.1

5.2

END OF PROCEDURE TEXT