

GE Panda

Quality Assurance Procedure

DOCUMENT CONTROL

PQAP-DC

Prepared for

PANDA PROJECT AT PSI

Revision Status						
Rev.	Prepared/ Revised by	Reviewed and Approved by			Issue Date	Remarks
		G-ISQM	G-PM	P-APM		
0	T. Singh	T. Singh 27 Jan 1995	J. Torbeck 27 Jan 95	S. Vasanth 30.1.95	31.1.95	
1	T. Singh/ J. Torbeck	T. Singh 23 Apr 1995	J. Torbeck 27 Apr 95	S. Vasanth 1.5.95	5/1/95	Inputs from PSI

Ref: PANDA DRF # ^{TIO}71-00005

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DOCUMENT CONTROL**1. PURPOSE**

- 1.1 The purpose of this procedure is to define requirements and process for, issue, revision, and distribution control of PANDA project documents.
- 1.2 This procedure implements the applicable requirements of GE Engineering Operating Procedures EOP 42-8.00, "Document Issue and Application by ERM" and EOP 55-2.00 "Engineering Change Control".

2. SCOPE

This procedure applies to only those documents controlled by Paul Scherrer Institute (PSI) in support of the PANDA project. Typical documents that must be issued and controlled are given in Attachment 1.

3. DEFINITIONS

- 3.1 *Document* - a record containing information describing, defining, specifying, or reporting design, technical and quality assurance activities, requirements, procedures, or results.
- 3.2 *Control* - procedure or method by which documents are issued and their distribution information is maintained.
- 3.3 *Issue* - process by which a document is released through the document control system.
- 3.4 *Revision* - process by which changes are made to an issued document.
- 3.5 *PSI PANDA Project Manager (P-PM)* - the PSI individual identified as the PSI Subproject leader for PANDA Project.
- 3.6 *PSI Document Controller (P-DC)* - the PSI individual identified as responsible for the document control system.
- 3.7 *PSI Responsible Engineer (P-RE)* - the PSI individual who initiates or prepares a document.
- 3.8 *GE Project Manager (G-PM)* - the GE individual identified as the Project Manager who is responsible for GE SBWR Test Operations and Analysis.
- 3.9 *GE Site QA Representative (G-SQR)* - the GE Quality Assurance individual assigned to the PANDA test site.
- 3.10 *Test File* - is a file established for compilation of quality assurance records documenting the activities performed at the PSI PANDA facility in support of the PANDA project and constitutes a subset of the GE PANDA Design Record File.

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4. REQUIREMENTS

- 4.1 GE engineering drawing and specifications originally issued or revised by GE and applied to the PANDA project shall be issued and controlled in accordance with EOP 42-8.00 and EOP 55-2.00.
- 4.2 The PANDA Project Control Plan (PPCP-QA-01) and supporting Quality Assurance Procedures (PQAPs) shall be reviewed, approved, issued and distributed in accordance with requirements specified in PPCP-QA-01.
- 4.3 A PANDA Engineering Review Memorandum (P-ERM) similar to that in Attachment 3 shall be used for review of those documents listed in Attachment 1. All comments shall be resolved.

NOTE *P-ERM is not necessary for review and approval of documents issued prior to issuance of this Procedure. However, any subsequent changes to those documents shall be reviewed for comments by use of P-ERM.*

- 4.4 P-ERM is not necessarily needed for review and approval of those procedures or instructions which implement specific activities described in the applicable PQAP, and for which requirements and responsibilities for review and approval are described in the applicable PQAPs.
- 4.5 Revisions to issued drawings and specifications shall be processed by the use of the PANDA Engineering Change Notice (P-ECN) form of Attachment 4.
- 4.6 All engineering and technical documents and any revisions to previously issued documents shall be independently verified prior to their being issued. Independent verification shall be performed in accordance with PANDA Quality Assurance Procedure PQAP-V, Verification.
- 4.7 Documents issued or revised by PSI after the issuance of this Procedure and applied to the PANDA Project shall be controlled in accordance with the requirements of this Procedure. Documents shall reflect on the face/title page either review and approval signatures or a traceability to the applicable P-ERM or P-ECN. This may be accomplished by use of a "Review/Approval," stamp with the following information.

PANDA DOCUMENT REVIEW/APPROVAL		
Checked by	_____ PSI Responsible Engineer	Date _____
Reviewed by	_____ GE Site QA Representative	Date _____
Approved by	_____ PSI PANDA PM	Date _____
Approved by	_____ GE Project Manager	Date _____

Documents (such as test facility as-built drawings, specifications or procedures) issued by PSI prior to issuance of this Procedure shall be checked for technical adequacy and completeness by P-RE, reviewed by G-SQR, approved by P-PM and approved by G-PM. This may be accomplished by use of an P-ERM or the "Review/Approval" stamp above.

- 4.8 A document index of all issued documents applied to the PANDA project shall be maintained. The document index shall be in the Test File, provide traceability for the documents located in the test file, and contain the following minimum information:
- document title and/or type
 - document number
 - document revision number (issue date is acceptable)
 - date of issue
- 4.9 PSI PANDA documents (except drawings) shall be identified as, "ALPHA-Y NN" where "Y" is the last digit of the year of issue, and NN is a 2 digit number. As not all ALPHA project documents are applied to PANDA, not all sequential numbers will be referred in the document file.
- 4.10 Preliminary documents shall be identified by a sequential alpha revision numbering system, (i.e. A, B,...). Preliminary documents need not be issued. Final documents shall be issued and also controlled by a sequential numeric revision system.
- 4.11 Drawings shall be identified using a unique PSI drawing designation.
- 5. PROCEDURE AND RESPONSIBILITIES**
- 5.1 The overview of document control process to be used for the PANDA project is shown in Attachment 2.

5.2 PSI PANDA Project Manager (P-PM)

- 5.2.1 Designate one individual as Document Controller (DC), responsible for maintaining the document index showing the issue and revision control of all documents.
- 5.2.2 Review documents as required and/or concur with the reviewers and verifiers designated on the P-ERM/ECN.
- 5.2.3 Approve all documents for issue per paragraph 4.7 prior to their initial issue or issue as a revision. This approval assures that the total impact of the document or revision has been considered and that all the pertinent people have reviewed the document or document revision.
- 5.2.4 Approve the distribution list for the documents listed.
- 5.2.5 Deleted.

5.3 Document Controller (P-DC)

- 5.3.1 Assign numbers and maintain logs of P-ERM and P-ECN numbers.
- 5.3.2 Check that the documents are complete with approvals (with P-ERM or P-ECN, as appropriate, or see paragraphs 4.3, 4.4 and 4.7 for exceptions).
- 5.3.3 Issue copies per the distribution list approved by P-PM. Maintain a document distribution list and obtain approval of the P-PM for any changes.
- 5.3.4 Maintain a document control system consisting of a document index containing the status of all issued documents. The record shall identify all documents by a unique document title, identification number, revision number, and the date of issue. Refer to paragraph 4.8.
- 5.3.5 The P-DC shall also maintain the master copies of all issued documents in the Test File. When a document is revised, all previous master copy revisions shall be identified "Superseded by Revision ____ and/or Issue Date", and all obsolete copies shall be removed from the test areas.

5.4 PSI Responsible Engineer (P-RE)

- 5.4.1 Initiate P-ERMs (similar to Attachment 3) for documents listed in of Attachment 1, to process documents for review and verification by appropriate PANDA PSI and GE personnel (see Attachment 2, Document Control Process).

- 5.4.2 Initiate P-ECNs (Attachment 4) and secure review/approval of revision to drawings and specifications. The P-ECN shall be routed to all affected PANDA PSI and GE personnel for review and verification.
- 5.4.3 Secure independent verification from PSI Verifiers in accordance with PANDA QA Procedure PQAP-V.
- 5.4.4 Resolve comments and obtain acceptance from all affected reviewers and verifiers.
- 5.4.5 Obtain the approval from the P-PM and G-PM for applicable P-ERM or P-ECN to issue a document .
- 5.4.6 Forward approved documents requiring control (Attachment 1) to the P-DC for issue and document control.
- 5.5 **GE Project Manager (G-PM)**
 - 5.5.1 Review PSI documents as required.
 - 5.5.2 Approve documents for issue as required for paragraph 4.7.
- 5.6 **GE Site QA Representative (G-SQR)**
 - 5.6.1 Assist the P-PM to establish a document control system at PSI including methodology for accumulation, indexing, status, retention and transmittal aspects of the system.
 - 5.6.2 Review and approve documents as required and provide quality assurance inputs.
 - 5.6.3 Deleted.
 - 5.6.4 Review the completed documents and records for completeness, accuracy and legibility for reproduction and archiving.
 - 5.6.5 Conduct surveillances to assure that the document control procedures are followed and correct revisions of documents are used during all PANDA tests. Maintain records of Surveillance Inspection Reports (see Project Control Plan for format).
- 6.0 **ATTACHMENTS**
 - 1 List of Documents to be Controlled at PSI per P-ERM/P-ECN
 - 2 Document Control Process
 - 3 Engineering Review Memorandum Form for PANDA Project
 - 4 Engineering Change Notice Form for PANDA Project

ATTACHMENT 1

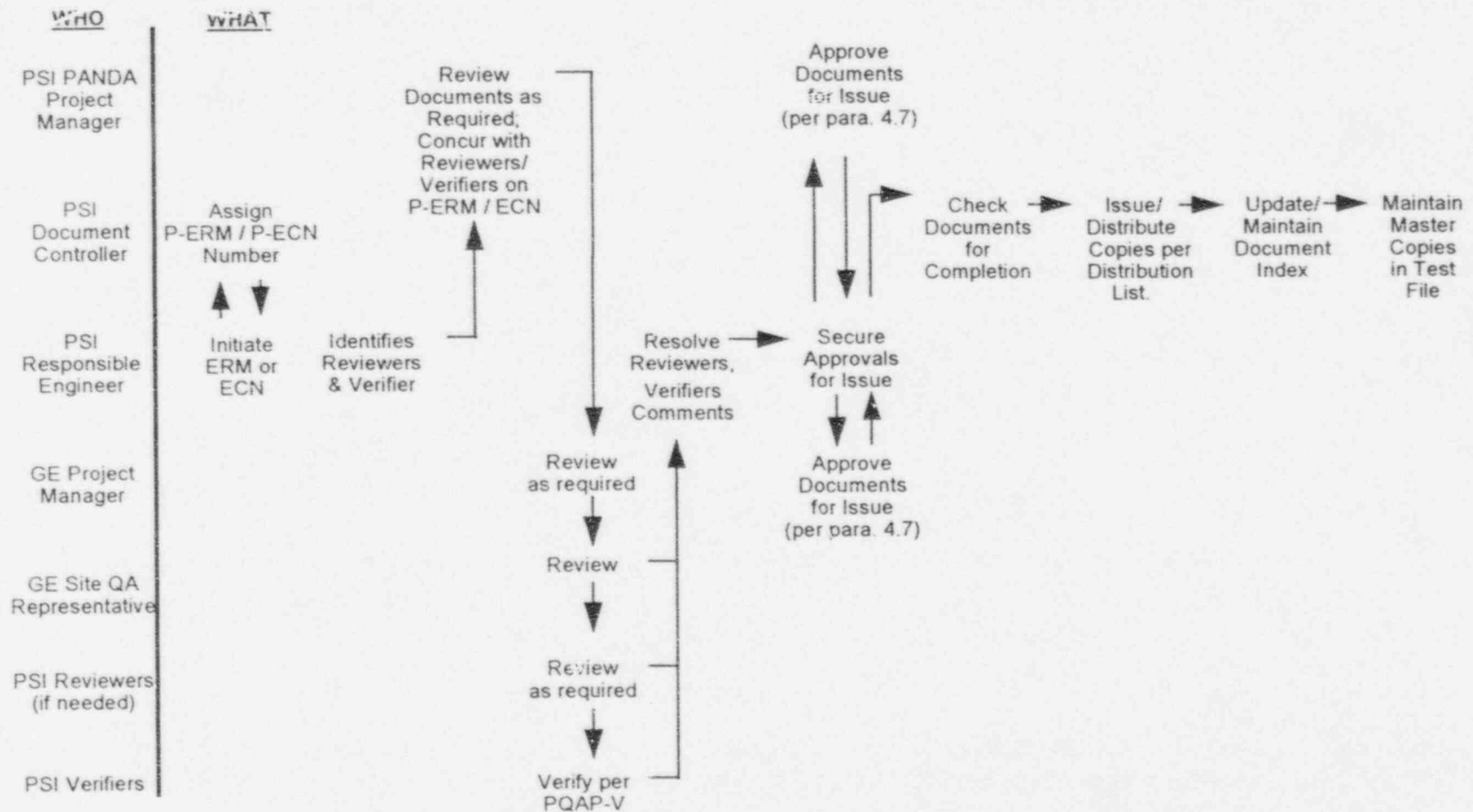
List of Documents to be Controlled at PSI per P-ERM/P-ECN

1. Test Facility As-Built Drawings *(P-ECN for revisions)*
2. Test Plans and Procedures *(P-ERM for new and revisions)*
3. Test Reports *(P-ERM for new and revisions)*
 - Apparent Test Results Reports
 - Data Transmittal Reports
 - Data Analysis Report
 - Heat Loss and Line Pressure Loss Test Summaries
4. Any other document identified by the PSI ALPHA Project Manager.

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ATTACHMENT 2 Document Control Process



ATTACHMENT 3

[illegible]

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Attachment 3 (continued)

[illegible]

ATTACHMENT 4

PANDA ENGINEERING CHANGE NOTICE		CHK BY:		RESPONSIBLE ENGINEER (ORIGINATOR)		P-ECN NO. CN	
		EXT		DATE		SHEET 1 OF	
						DATE ISSUED	
APPLICABLE PROJECTS/ STANDARD PLANTS GE-SBWR							
RESPONSIBLE ENGINEER'S SIGNATURE						DATE	
DOCUMENT IDENT NO.	REV NO.	DOCUMENT TITLE AND TYPE					DOC REV CHANGE TO
INSTRUCTIONS, DESCRIPTION OF CHANGE							
DISTRIBUTION		APPROVAL ENDORSEMENTS		CONF DATE		PSI RESPONSIBLE ENGINEER	
		GE PROJECT MANAGER		VERIFIED BY			
				PSI PANDA PROJECT MANAGER			

Attachment 4 (continued)

PANDA ENGINEERING CHANGE NOTICE	INSTRUCTIONS, DESCRIPTION OF CHANGE, ADDITIONAL APPROVAL ENDORSEMENTS AS REQUIREMENT	P-ECN NO. <u> </u> CN <u> </u> SHEET <u>2</u> of <u>2</u>