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TITLE:  RECEIPT, STORAGE, AND ISSUANCE OF ITEMS	ORIGINATOR:	<u>Robert M. Dyer</u>		<u>2-9-82</u> DATE
	REVIEWED BY:	<u>DW 2-22-82</u> QA/QC		<u>2-23-82</u> DATE
	APPROVED BY:	<u>[Signature]</u> CONSTRUCTION PROJECT MANAGER		<u>2-23-82</u> DATE

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1.0 INTRODUCTION

This procedure provides the system for receiving, storage, and issuance of safety-related and non-safety-related items received at this site. Spare parts are not within the scope of this procedure and are discussed in supplementing instructions.

2.0 GENERAL

2.1 RECEIPT INSPECTION

Receipt inspection of safety-related items will be performed by the QA Department in accordance with QA procedures. Receipt inspection of non-safety-related items is the responsibility of the warehousing personnel and the discipline engineers as discussed herein.

**FOR OFFICE AND  
ENGINEERING USE ONLY**

DCN #1  
DCN #2  
DCN #3  
DCN #4  
DCN #5  
DCN #6



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TITLE: RECEIPT, STORAGE, AND ISSUANCE OF ITEMS	ORIGINATOR:	*** See Original Cover Sheet		DATE
	REVIEWED BY:	*** See Original Cover Sheet		DATE
		B&R QA		DATE
	APPROVED BY	*** See Original Cover Sheet		DATE
		TUGCO QA		DATE
		CONSTRUCTION PROJECT MANAGER		DATE

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1.0 INTRODUCTION

This procedure provides the system for receiving, storage, and issuance of safety-related and non-safety-related items received at this site. Except as specifically required by supplementing instructions, spare parts are not within the scope of this procedure.

2.0 GENERAL

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JOB 35-1195

COMANCHE PEAK STEAM ELECTRIC STATION

Construction Procedure  
DOCUMENT CHANGE NOTICE NUMBER 6

Notice applicable to Construction Procedure No. 35-1195- CP-CPM 8.1 Rev. 1

This change will be incorporated in the next revision of the procedure.

Change the procedure as follows:

Please replace/add the following pages with the attached:

Page 4 of 5

5 of 5

Add 1 of 1; Attachment 5

Reviewed by:

*[Signature]* 7-25-84  
Originator Date

*[Signature]* 7-25-84  
Brown & Root Quality Assurance Date

Approved by:

*[Signature]* 8-1-84  
TUGCO Quality Assurance Date

*[Signature]* 8-1-84  
Construction Project Manager Date

08/07/84  
Effective Date



JOB 35-1195

COMANCHE PEAK STEAM ELECTRIC STATION

Construction Procedure  
DOCUMENT CHANGE NOTICE NUMBER 5

Notice applicable to Construction Procedure No. 35-1195- CP-CPM 8.1 Rev. 1

This change will be incorporated in the next revision of the procedure.

Change the procedure as follows:

Please replace the following page with the attached:

Page 2 of 5

Reviewed by:

[Signature] 11-18-83 [Signature] 12/6/83  
Originator Date Brown & Root Quality Assurance Date

Approved by:

[Signature] 12/6/83  
TUGCO Quality Assurance Date

[Signature] 12-7-83 December 7, 1983  
Construction Project Manager Date Effective Date



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Comanche Peak Steam Electric Station

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Construction Procedure  
DOCUMENT CHANGE NOTICE NUMBER 4

This notice applies to Construction Procedure No. 35-1195-CPM 8.1 Revision 1.  
This change will be incorporated in the next revision of the procedure.

Change the procedure as follows:

Replace the following page with the attached:

Page 5 of 5

Reason for change: Additional requirement.

<u><i>R. Frankum</i></u> <u>12/2/82</u>		Reviewed by: <u><i>R. Frankum</i></u> <u>12/2/82</u>	
Originator	Date	Brown & Root Quality Assurance	Date
Approved by: <u><i>D. C. Scott</i></u> <u>1/4/83</u>		Reviewed by: <u><i>D. C. Scott</i></u> <u>1/4/83</u>	
		TUGCO Quality Assurance	Date
<u><i>R. Frankum</i></u> <u>1-10-83</u>		<u>1/10/83</u>	
Construction Project Manager	Date	Effective Date	



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Comanche Peak Steam Electric Station

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Construction Procedure  
DOCUMENT CHANGE NOTICE NUMBER 3

This notice applies to Construction Procedure No. 35-1195- CPM 8.1 Revision 1.

This change will be incorporated in the next revision of the procedure.

Change the procedure as follows:

Replace the following page with the attached:

Page 1 of 5

Reason for change: Additional requirements.

Reviewed by: [Signature] 11/5/82  
Brown & Root Quality Assurance Date

Reviewed by: [Signature] 11/5/82  
TUGCO Quality Assurance Date

Approved by: [Signature] 11/5/82  
Construction Project Manager Date

Effective Date 11/5/82





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Construction Procedure  
DOCUMENT CHANGE NOTICE NUMBER 2

This notice applies to Construction Procedure No. 35-1195- CPM 8.1 Revision 1

This change will be incorporated in the next revision of the procedure.

Change the procedure as follows:

Replace the following page with the attached:

Page 2 of 5

Reason for change: Additional requirements

*[Signature]* 7/14/82  
Originator Date

Reviewed by: *[Signature]* 7/21/82  
Brown & Root Quality Assurance Date

Approved by:

Reviewed by: *[Signature]* 7/21/82  
BEGCO Quality Assurance Date

*[Signature]* 8/2/82  
Construction Project Manager Date

8/2/82  
Effective Date



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Construction Procedure  
DOCUMENT CHANGE NOTICE NUMBER 1

This notice applies to Construction Procedure No. 35-1195- CPM 8.1 Revision 1.

This change will be incorporated in the next revision of the procedure.

Change the procedure as follows:

Replace the following page with the attached:

Page 1 of 1 Attachment 4

Reason for change: Additional requirements

Reviewed by:

[Signature] 3/15/82  
Originator Date

[Signature] 3/23/82  
Brown & Root Quality Assurance Date

Approved by:

[Signature] 3-20-82  
Construction Project Manager Date

3/23/82  
Effective Date





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### 3.0 PROCEDURE

#### 3.1 ARRIVAL AT SITE

Upon arrival of items at the site, the following actions shall be taken by the warehousing personnel:

3.1.1 Determine if the shipment is safety-related or nonsafety-related. If safety-related, notify QC by copy of the packing list; if nonsafety-related, notify the appropriate engineering discipline.

3.1.2 Prior to offloading, verify the packing list against the purchase order. Check for evidence of shipping damage. Obtain handling and storage instructions, as required, and proceed in accordance with those instructions.

#### EXCLUSION:

Radioactive materials other than those used by Brown & Root for radiography, shall not be offloaded. Instead, the Tugco Operations Radiation Protection personnel shall be notified so that they may inspect the shipment for quantity, correctness, and damage, advise the warehousing personnel of their findings and assume custody of the materials. After the inspection by Tugco Operations Radiation Personnel, all receiving records shall be processed in accordance with this procedure, and QC shall verify that the documentation required by the purchase order is received, and transmit the documentation to the PPRV.

3.1.3 Warehousing personnel shall notify QC of damage, documentation shortages, or other nonconforming conditions of safety-related items. The appropriate engineering discipline shall be notified for nonsafety-related items.

#### 3.2. RECEIPT

3.2.1 The receipt of all items received on site shall be recorded on a Material Received Record (MRR; Attachment 1) by warehousing personnel. The entries on MRR shall include the quantity, heat, code, or other identification numbers, certification received/not received, and any other information pertinent to the receipt of the item.

3.2.2 The MRR's for safety-related items shall be presented to QC for signature. The "QC Check By" block for nonsafety-related MRR's shall be marked "N/A" and initialed by the person making the entry.



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### 3.3 STORAGE AND HANDLING

Within each of the storage areas (type A through E as delineated in Appendix 1) safety-related items should be physically separated from non-safety-related items, and identified. Where segregation is not practical, due to size, configuration, or specific storage requirements, etc., positive identification shall be maintained which clearly identifies the material.

Items in storage which are to become a part of temporary or permanent facilities shall be clearly identified by purchase order numbers with the exception of bulk items such as pipe, fittings, pipe hangers, valves, etc., which will be stored and identified by either their piece numbers, category numbers, size or generic number. Prior to division of a bundle of bulk material, each piece of materials shall be identified with a heat number. A heat code and purchase order number may be used instead of a heat number. Prior to division of the bundle, QC shall be notified so that the markings may be verified and documented in accordance with applicable QA procedures.

With the exception of stockpiled earth materials, all items shall be stored on dunnage or by other suitable means such as on racks, in bins, on clean concrete floors, etc.

All storage areas shall be kept clean and neat.

Location records of all items should be provided. Anytime the location of an item is changed, the record should be updated.

Nonconforming items, where practical, shall be stored in segregated areas. Where size, configuration, storage requirements, etc., do not permit, the nonconforming items may be stored with acceptable items but shall be clearly identified with tags, signs, or barriers as being on "hold".

Storage requirements will be specified in instructions which supplement this procedure.

### 3.4 ISSUANCE OF ITEMS

All items shall be issued by means of a Material Requisition Form (MR; Attachment 2). QC concurrence by means of the initialling on the MR form shall be required (for safety-related items) except for the building department stock material, such as bolts, nuts, Richmond Screw Anchors, Hilti-Kwik bolts, etc.

For all items, the properly prepared requisition will be authorized by the appropriate department craft superintendent or supervisor. Upon release from the warehouse, the person accepting delivery shall sign the requisition showing both name and badge number.



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The applicable information required on the Material Requisition is self-explanatory. As a minimum, it should include enough information to provide traceability of the item and should include the purchase order number except when requisitioning expendable construction material and bulk items such as pipe, pipe fittings, pipe hangers, pipe spools, floor drains, gaskets, nuts, bolts, studs, washers, lead, etc. Typical information required is:

- a. Item description
- b. Item identification (e.g., heat number, code number, lot number, tag or serial number )
- c. Quantity
- d. Intended use

The listed information will be used as a means of providing traceability of items, and ensuring their use where intended or acceptable. Where required, the QC-signed MR shall be presented to the QC field inspector before the item is installed so that the inspector may verify the acceptability of the item for the intended use. Deviations to the specified intended use will be permitted if verified as acceptable by QC.

NOTE: The "intended use" entry is not meant to restrict the use of an item to a particular location, but only to signify that the item is acceptable for use in that location.

The same sequence and use of the MR shall be followed by the fabrication shops when material is issued directly from the shops to the field for installation.

### 3.5 RETURN TO WAREHOUSE

Items which have been withdrawn from the warehouse and are not needed or which have been fabricated by B&R construction and are to be returned to the warehouse for later installation, shall be transmitted to the warehouse by the "Material Return to Warehouse" form (Attachment 3). This includes materials, tools, furniture, etc. The responsible department shall initiate the form. Each form shall have a unique number. The warehouse shall treat these similar to the MRR's. The traceability markings on all "Q" items must be legible. Items which are not traceable shall be placed in non-safety-related stock. QC shall verify acceptance for safety-related items.

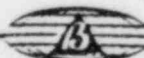


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NOTE: Any equipment, furniture, tooling, etc., that is returned to warehousing should also be identified with an identification tag as shown in Attachment 5.

### 3.6 OFF-SITE SHIPMENTS

Written requests and authorization shall be required for the item to be shipped off-site. The form shown as Attachment 4 will be utilized when possible. A copy of the shipping records shall be transmitted to Quality Assurance for "Q" items. For "Q Receiving" prior to shipping for verification of material being shipped.



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ATTACHMENT 1

MATERIAL RECEIVED RECORD

Job No. 35-1195

COMANCHE PEAK S. E. S.

PAGE \_\_\_\_\_ OF \_\_\_\_\_

SHIPPED TO:

B & R ☐

G & H ☐

F & N ☐

W ☐

TLSI ☐

OTHER ☐

REQ. NO.

MR NO. \_\_\_\_\_

P. O. NO. \_\_\_\_\_

VENDOR

DATE

SHIPPER

FOB

Partial ☐

Complete ☐

QUANTITY	UNIT	ITEM	MATERIAL DESCRIPTION	LOCATION
TYPICAL				

RECEIVED BY: _____	Q.C. CHECK BY	EXP	PP	TEX PAK	UPS	PREPAID	COLLECT
	<input type="text"/>						

DELIVERING CARRIER

F B NO

CAR NO











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ATTACHMENT 4

RETURNED GOODS  
AUTHORIZATION

PO/FR \_\_\_\_\_ DATE \_\_\_\_\_ RGA \_\_\_\_\_  
 VENDOR \_\_\_\_\_ TELE \_\_\_\_\_  
 SHIP TO \_\_\_\_\_ TELE \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 VIA \_\_\_\_\_ PPD \_\_\_\_\_ COL \_\_\_\_\_  
 REASON FOR RETURN \_\_\_\_\_

QTY	ITEM DESCRIPTION

PERSON AUTHORIZING RETURN  
 DEPT \_\_\_\_\_ EXT \_\_\_\_\_

RECEIVED AT WHSE "A" SHIPOUT \_\_\_\_\_ DATE \_\_\_\_\_ LOC \_\_\_\_\_

DATE \_\_\_\_\_ AUTH TO RETURN SHIPMENT TO VENDOR  
 PER \_\_\_\_\_ ON DOCUMENT # \_\_\_\_\_


APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_  
 B & R EXPEDITOR MGR

ACCOUNTING



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ATTACHMENT 5

	EQUIPMENT CODE # _____	CONDITION _____
	P.O. _____	ITEM # _____
	QTY _____	DESCRIPTION _____
	DATE RETURNED _____	BY _____
	REQUIRED FOR FUTURE WORK	YES _____ NO _____
	CRAFT SUPERINTENDENT _____	



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#### APPENDIX I

##### Storage Environmental Conditions for items:

1. Type A

Items shall be stored under special conditions similar to those described for Type B items but with additional requirements such as temperature and humidity control within specified limits, a ventilation system with filters to provide an atmosphere free of dust and harmful vapors, and any other appropriate requirements.

2. Type B

Items shall be stored within a fire resistant, tear resistant, weathertight, and well ventilated building or equivalent enclosure. Precautions shall be taken against vandalism. This area shall be situated and constructed so that it will not be subject to flooding; the floor shall be paved or equal and well drained. Items shall be placed on pallets or shoring to permit air circulation. The area shall be provided with uniform heating and temperature control or its equivalent to prevent condensation and corrosion. Minimum temperature shall be 40 F and maximum temperature shall be 140 F or less if so stipulated by a manufacturer.

3. Type C

Items shall be stored indoors or equivalent with all provisions and requirements set forth in Type B items except that heat and temperature control is not required.

4. Type D

Outdoor storage in an area which is well drained and reasonably removed from the actual construction area and traffic. Items shall be on cribbing or equivalent and protected from the weather with weather-proof coverings.

5. Type E

Outdoor storage in an area which is well drained and reasonably removed from the actual construction area and traffic. Items shall be on cribbing or the equivalent.

