

FOR INFORMATION
ONLY

Title Administrative Controls and General Instructions

Rev. No.	Pages Issued	NUCLEAR GROUP APPROVAL							
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DUQUESNE LIGHT COMPANY

Nuclear Group
Site Administrative Procedures

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Chapter 1

ADMINISTRATIVE CONTROLS AND GENERAL INSTRUCTIONS

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DUQUESNE LIGHT COMPANY
Nuclear Group

Site Administrative Procedures

Chapter 1

ADMINISTRATIVE CONTROLS AND GENERAL INSTRUCTIONS

I. PURPOSE

The administrative controls program described in these procedures establishes methods and controls which aid in the safe and efficient operation of the Beaver Valley Power Station site. This program defines the methods and responsibilities for conducting plant activities and functions.

II. APPLICABILITY

The Site Administrative Procedures are intended to direct Beaver Valley Power Station site personnel in the performance of their functions in support of BVPS Unit One operation in accordance with regulatory requirements and BVPS Unit One Technical Specifications. Individual unit or department procedures provide additional or supplemental direction to personnel for specific functions. Shippingport Atomic Power Station and BVPS Unit Two Startup organizations have their own respective administrative procedures and are included in these Site Administrative Procedures for organizational completeness only.

III. DEFINITIONS

A. Administrative Controls

Administrative controls are procedures, policies, and practices required by the DLC Operations Quality Assurance Program for Beaver Valley Power Station and are defined in those manuals.

B. Group Work Procedures

Incorporated into each station group's procedures manual are group work procedures of an administrative nature. These procedures may include more explicit instructions or guidance for adherence to the controls of this manual. They may also include non-safety-related administrative directives that the group supervisor has imposed.

III. DEFINITIONS (Continued)C. Safety Related

Those plant features necessary to assure the integrity of the reactor coolant pressure boundary, the capability to shutdown the reactor and maintain it in a safe shutdown condition, or the capability to prevent or mitigate the consequences of accidents which could result in offsite exposures comparable to guideline exposures of 10 CFR 100.

D. Category I

Plant systems, or portions of systems, structures and equipment whose failure or malfunction could cause a release of radioactivity that would endanger public safety. This category also includes equipment which is vital to a safe shutdown of the station and the removal of decay and sensible heat, or equipment which is necessary to prevent or mitigate consequences to the public of a postulated accident.

IV. RESPONSIBILITIESA. Managers, Directors, and Supervisors

The respective managers, directors, and supervisors shall be responsible for implementation and adherence to the Site Administrative Procedures.

B. Nuclear Group Personnel

It is the responsibility of all Nuclear Group personnel to become familiar with and adhere to the Site Administrative Procedures.

V. REFERENCES

- A. Code of Federal Regulations, 10 CFR 50, Appendix B.
- B. ANSI N45.2, 1971 - Quality Assurance Requirements for Nuclear Power Plants.
- C. U.S. NRC Regulatory Guide 1.33, 1972 Quality Assurance Program Requirements (Operations).
- D. ANSI N18.7, 1972 - Administrative Controls for Nuclear Power Plants.

V. REFERENCES (Continued)

- E. BVPS-1 Operating License and Technical Specifications.
- F. DLC Operations Quality Assurance Program.
- G. Nuclear Group Directives.
- H. ND1SLC: 1006 "Generic Letter 83-28, Item 2.2.2 - Vendor Interface"

VI. INSTRUCTIONSA. Site Administrative Procedures

1. The Site Administrative Procedures shall be used to collect and identify the basic procedural requirements that apply to work activities on all equipment, components, and systems at Beaver Valley Power Station Unit 1, in accordance with the Beaver Valley Power Station Operations Quality Assurance Program, Operating License, Technical Specifications and applicable regulatory requirements. These procedures specify the minimum actions required to assure compliance with the applicable requirements and permit specific methods for implementation of those actions to be controlled by appropriate Group supervision.
2. In certain instances, administrative requirements which are not safety related or mandated by the BVPS Operations Quality Assurance Program, Operating License, Technical Specifications, and applicable regulatory requirements may be included in the Site Administrative Procedures for convenience.
3. These administrative procedures and all subsequent revisions shall be approved by the appropriate Unit Managers. Those signatures not required shall be marked "Not Required," and initialed by the other Unit Managers or their designee.
4. It shall be the responsibility of each supervisor to assure that the applicable requirements of these administrative procedures are followed within their assigned areas of responsibility.

VI. INSTRUCTIONS (Continued)

5. Section Supervisors shall assure that all personnel under their responsibility document that they have read and understand the appropriate Chapters of the Site Administrative Procedures and individual group implementing procedures. As a minimum, this shall include the following chapters:

<u>Chapter</u>	<u>Title</u>
1	Administrative Controls and General Instructions.
2	Nuclear Group Organization.

B. Policy Letters

Department or section management and supervisory personnel may prepare letters to their subordinates stating department or section policies or reiterating Corporate, Group or Unit policy, provided the contained instructions do not conflict with Site Administrative Procedures, or with procedures or policy letters issued by Corporate, Group or Unit management.

C. Policy on Personnel Conduct

Behavior of all personnel must be directed to the orderly and safe operations of the Station at all times. Distracting items such as alcohol, drug abuse, and horseplay is strictly prohibited. Plant related technical and administrative matters should be conducted at the proper locations and in such a manner as not to distract others from their responsibilities. Potentially distracting activities in the Control Room and other watch stations are prohibited. Additionally, there will be no card playing, sleeping, or reading of nonauthorized material during working hours and no gambling at any time on Company property. Violation of any of the above policies will subject the individual or individuals involved to disciplinary action.

VI. INSTRUCTIONS (Continued)D. Signatures or Initials

Printed or written initials or signature on a document attest to anyone reviewing the document that the information presented is, to the best of the ability of the signer, true and a realistic representation of the data observed, equipment condition or job performed. It signifies that the signer either performed the step or item satisfactorily, witnessed satisfactory performance or was assured by an assistant, to the satisfaction of the signer, that the step or item was performed satisfactorily. A blank "Remarks" section of procedures or instructions shall be interpreted as a statement that the individual signing for performance is indicating that the activity was successfully performed without deviation from the procedure and without encountering any problems and that the final condition of the equipment or system(s) is as implied by the procedure. The signer is further responsible to verbally bring to the attention of the responsible supervisor any abnormal readings or conditions discovered during performance of the activity even though the signer may have also written the information in the "Remarks" section. Initials and signature are a reflection of the signer's honor and integrity. They should not be placed on a document with the idea in mind that later the signer could claim that he was not aware of what he was signing. Furthermore, any deliberate falsification of records is grounds for immediate disciplinary action, including the possibility of termination of employment.

E. Procedure Adherence

All Nuclear Group personnel performing safety related work on plant equipment shall adhere to written procedures. In the event a procedure cannot be followed exactly or a procedure is not available, the work shall not be performed unless required by an emergency or casualty situation, until the procedure has been revised or prepared and issued, or a decision has been made by the appropriate manager or designated alternate, that a new or revised procedure is not required. The guidelines established in Appendix A of Regulatory Guide 1.33 shall be followed in determining requirements for written procedures.

VI. INSTRUCTIONS (Continued)F. Equipment Failure or Abnormal Conditions

1. It is the duty of each employee to immediately report all abnormal Station conditions to his or her immediate supervisor. No contact is to be made outside the Nuclear Group without the approval of the unit manager or his designated representative, unless so specified in approved site procedures.
2. Supervisors shall evaluate all abnormal station conditions reported to them and determine the significance of the situation from the standpoint of personnel and nuclear safety. The need for immediate corrective action must be considered and either implemented or referred to an appropriate management representative.
3. When notified of abnormal station conditions having safety significance, Management representatives shall institute appropriate corrective action steps.

G. Security Boundaries

Whenever individuals request changes or placement of temporary structures within the protected area or perimeter isolation zone of the station, Security shall be notified in advance so that a determination can be made that there is no degradation of the security plan, as required by NRC regulations. This procedure applies to large pieces of equipment (mobile cranes, flushing trailers, demineralizer trailers, etc.) or temporary structures (tents, plastic huts, office trailers, etc.) not normally located in protected areas. This procedure also applies to opening hatches, manhole covers, etc., which would breach vital areas or protected area barriers.

H. Test Data Evaluation

Test results shall be documented and evaluated against assigned acceptance criteria by the organization which performed the test to assure that test requirements have been satisfied.

VI. INSTRUCTIONS (Continued)I. Management Information Feedback System

A management information feedback system shall be used to assure that problems or off-normal conditions that may be evident to persons involved in day-to-day activities of the station, but are not recorded in any established station reporting system, are brought to management's attention for evaluation and action if appropriate.

The Nuclear Station Operating Supervisor (or his alternate) shall, during his normally scheduled work days, conduct a thorough review of the various logs, reports, work requests, etc., generated by operation personnel and prepare a summary report for each day using the Management Information Daily Summary form (Figure 1). The summary should include reactor trips, runbacks or unplanned power reductions, plant startup delays, reactor protection or emergency safeguards systems actuations and any other unanticipated or unusual circumstances. Particular emphasis should be placed on the less obvious off-normal conditions. The Nuclear Operating Supervisor shall ensure that the summaries are properly distributed and the original filed with each day's General Station (G1-1) Report.

Upon receipt, each department manager or section supervisor shall review the summaries to determine if action within his area of responsibility is appropriate and ensure that action is taken when appropriate.

J. Staff Qualifications

All members of the Station staff, including key personnel and replacements for key personnel, shall meet or exceed the minimum requirements of ANSI N18.1-1971 for comparable positions except as noted in Section 6.3, Facility Staff Qualifications of the Technical Specifications, Appendix A. If an individual is prematurely assigned to a specified position, the "Temporary Assignment" provision of ANSI N18.1-1971 shall be invoked and all safety-related activities of that individual are to be more closely supervised by his immediate supervisor. In addition, if any individual is assigned to a non-staff position and does not possess the job qualifications as identified in the job description, a "temporary assignment" designation will be made and approved by the appropriate management representative.

VI. INSTRUCTIONS (Continued)K. Availability of Key Site Personnel

1. The alternates specified in Figure 2 shall assume the administrative responsibilities of the specified key Site personnel in their absence or incapacitation.
2. Should the designated alternate also be unavailable, the plant manager or his designated alternate may assign administrative responsibilities to conduct normal or emergency administrative functions.
3. Any deviations from this succession shall be by specific procedure or by letters of assignment from an authoritative individual.
4. In the event of implementation of the Emergency Preparedness Plan, the emergency organization will supersede the above table.
5. Vacation quota groups should be established insofar as practical, to implement the above lines of succession.
6. At least one person in each group of the organization shall be available for recall at all times.
7. The replacements for key personnel shall have at least the minimum qualifications as described in ANSI N18.1-1971.

L. Control of Vendor Services

Vendor services may be performed at the site on Category I systems, structures, and equipment provided the work is supervised by a Nuclear Group supervisor. The degree of supervision shall depend upon the safety related importance of the system, structure or equipment being worked on, and upon the nature of the work. The responsible Nuclear Group supervisor shall ensure that vendor personnel performing a service are properly qualified, that any equipment used by the vendor is properly calibrated, that the service is performed under the same procedural controls as would be required if Nuclear Group personnel were performing the service, and that all procedures used by the vendor are reviewed and approved in accordance with the requirements of Nuclear Group Directive No. 2.

VI. L. Control of Vendor Services (Continued)

The procurement documents for such a service shall identify the service as Category 1, identify the responsible Nuclear Group supervisor by title, and require the vendor's representative to report to the responsible supervisor or his alternate upon arrival at the site and prior to starting work. The procurement documents should also state that DLC approval of any procedures used on site will be required prior to the start of work and that the service is to be performed under the direction of the responsible Nuclear Group supervisor.

Upon notification that the vendor's representative is at the site and prior to the start of work, the responsible Nuclear Group supervisor or his alternate shall notify Operations Quality Control (OQC) that the vendor's representative is on site. OQC shall perform an inspection to verify that the service is being provided in accordance with the documentation requirements specified in the procurement documents. The responsible supervisor shall ensure that work does not start until notified by OQC that the inspection has been satisfactorily completed.

OQC shall also perform surveillance during performance of the service. The extent of OQC surveillance shall depend upon the safety related importance of the system structure or equipment being worked on and upon the nature of the work. The responsible Nuclear Group supervisor shall ensure that all procedures used by the vendor onsite are submitted to OQC for review and insertion of holdpoints as deemed necessary to prevent inadvertent bypassing of required verifications. When OQC holdpoints are defined in work procedures or instructions, the responsible supervisor shall ensure that work does not progress past the holdpoints until the verifications are performed.

The vendor's QC program may be used as an alternative to the above OQC inspections and surveillances. In this case, the procurement documents shall specify that the service is to be performed under the vendor's QC program that has been reviewed and approved by OQC. In addition, during the performance of the service, OQC shall monitor the effectiveness of the vendor's performance and compliance with the vendor's approved QC program by suitable surveillance and inspection.

VI. L. Control of Vendor Services (Continued)

Special services designed specifically as nuclear safety related services shall be procured only from vendors listed as approved suppliers of such services on either the DLC Qualified Suppliers List or the Case Register. The procurement documents for such services shall specify that the service is to be performed under the vendor's approved QA program and state that 10 CFR 21 applies to the order. Services not designed specifically as nuclear safety related services may be procured from any available vendor.

MANAGEMENT INFORMATION
DAILY SUMMARY

Date: _____

Signature: _____

xc: Plant Manager	General Manager, Nuclear Operations (2)
Supervisor Testing & Plant Performance	Maintenance Supervisor
Manager, Technical Services	Supervisor Instrument & Control
Manager, Nuclear Safety	General Manager, Nuclear Engineering
Director, Planning & Outage Management	and Construction
Radiation Control Supervisor	General Manager, Nuclear Services
	Fire and Safety Engineer

Figure 1

KEY PERSONNEL AVAILABILITY

KEY PERSONNEL	FIRST ALTERNATE	SECOND ALTERNATE
<u>NUCLEAR OPERATIONS UNIT</u>		
Plant Manager, BVPS #1	Nuc. Sta. Oper. Supervisor	As Assigned
Nuc. Sta. Operations Supervisor	Nuc. Shift Supervisor	As Assigned
Nuclear Shift Supervisor	Relief Nuc. Shift Supv.	Nuc. Sta. Oper. Foreman
Station Maintenance Supervisor	Sr. Mech. Maint. Engineer	Sr. Elec. Maint. Engineer
Instrument & Control Supervisor	Sr. I & C Maint. Engineer	Sr. I & C Calibration Eng.
Supervisor Test. & Plant Performance	Senior Testing Coordinator	Coord. Sta. Study Project
Reactor Control Chemist	Rad. Chem. Anal. Coord	Chemistry Lab Coordinator
Technical Services Supervisor	Procedures Coordinator	Material Procurement Engineer
<u>NUCLEAR SERVICES UNIT</u>		
Director of Security	Security Assistant	Sec. Proc. & Training Coord.
Dir. Env. & Rad. Safety Projects	Rad. Programs Coordinator	Environmental Coordinator
Radiological Operations Coordinator	Rad. Control Supervisor	As Assigned

Figure 2

DUQUESNE LIGHT COMPANY

Nuclear Group

APPROVAL SHEET - ADMINISTRATIVE

SITE ADMINISTRATIVE PROCEDURES

Chapter 24, Title Correspondence Control

			NUCLEAR GROUP APPROVAL						
Rev. No.	Pages Issued	QA Review		OSC Review	Station Superin- tendent	Nuclear Operations	Nuclear Services	Nuclear Engineering and Construct	Effective Date
		Initials	Date						
0	1 - 9	EFB	9/4/84	9/25/84	Mr. L. J. [Signature]	Done 9.17.84	10-1-84 J. R. [Signature]	J. R. [Signature] 10/19/84	10/24/84

DUQUESNE LIGHT COMPANY

Beaver Valley Power Station -- Unit 1
Station Administrative Procedures

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1	0	10/24/84			
2	0	10/24/84			
3	0	10/24/84			
4	0	10/24/84			
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Chapter 24

CORRESPONDENCE CONTROL

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DUQUESNE LIGHT COMPANY
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Site Administrative Procedures

Chapter 24

CORRESPONDENCE CONTROL

I. PURPOSE

The purpose of this procedure is to provide administrative controls for the evaluation, corrective action and followup on various documents containing safety related information that are routinely received or processed by BVPS-1 personnel.

II. APPLICABILITY

This procedure applies to all station groups at BVPS-1 that receive or process correspondence containing safety related information at BVPS-1.

III. DEFINITIONS

Equipment Technical Information : For the purposes of this procedure this term includes, as a minimum, the following documentation:

1. vendor-supplied engineering and technical information (drawings, manuals, etc.) and changes thereto
2. equipment qualification data (provided by the equipment vendor or qualification lab)
3. industry-developed information, including utility and NRC-originated information (NPRDS, SER, IEB, IEN, etc.)

IV. ORGANIZATION AND RESPONSIBILITY

- A. All personnel at Beaver Valley Power Station Unit 1 are responsible for forwarding vendor technical information or other safety related information received to the responsible supervisor/or group identified in the review column of the attached table.
- B. Each group or section head identified in the attached table shall be responsible for the correspondence control functions described in the instruction section.

- C. The supervisor or group responsible for the Review and Implementation functions, as identified in the attached table, shall maximize the use of the resources available within their department or section to reduce the burden on the Operations and Maintenance Sections.

The group(s) identified as performing the "Review" function, however, shall have the authority to elicit support for the resolution of the document from any group(s) whose functional area of responsibility is related to the source document.

V. REFERENCES

- A. Nuclear Group Directive 23
- B. Generic Letter 83-28 Section 2.2.2
- C. Nuclear Group Directive No. 13
- D. NUTAC Report on Generic Letter 83-28, Section 2.2.2

VI. INSTRUCTIONS

The attached table identifies: correspondence containing safety related information; existing correspondence control procedures; and the supervisors or groups responsible for correspondence control functions. Correspondence control functions include: Review, Implementation, Secondary Review and File Maintenance. Each column of the table is described below.

A. Correspondence

The first column of the table lists correspondence containing safety related information that is recieved or processed by Beaver Valley Power Station Unit No. 1 (BVPS-1) personnel. The table divides the correspondence into three groups according to the source of the correspondence. This correspondence is received from Facility, Industry or Vendor sources.

B. Correspondence Control Procedures

The second, third and fourth columns of the table list procedures currently followed in processing the correspondence. The procedures are Nuclear Group Directives, Site/Station Administrative Procedures or Section Procedures.

Each supervisor or group identified in the table shall develop procedures to control the identified correspondence so that it receives the appropriate engineering technical review, evaluation and distribution as described further in this procedure and attachments.

C. Correspondence Control Functions

The supervisor or group responsible for each of the correspondence control functions is shown in the last four columns of the table. Each correspondence control function is described below.

1. Review

Supervisors or groups identified in the Review column shall review or process the correspondence identified in the same row.

Correspondence Received by BVPS-1 personnel shall be forwarded to the supervisor or group identified in the Review Column. The supervisor or group identified in the Review column shall evaluate the document to determine if an engineering/technical evaluation of the correspondence is required, and forward recommendations or a request for further evaluation/information to the supervisor or group identified in the Implementation column, with a copy to the supervisor or group identified in the File Maintenance column for tracking. If upon further review of the correspondence, it is found that no action is required, the review shall be documented and forwarded to the supervisor or group responsible for Secondary Review with a copy to the supervisor or group identified in the File Maintenance column for tracking.

Correspondence Initiated from facility sources shall be prepared by the supervisor or group identified in the Review column. The correspondence shall then be forwarded by the initiator to the supervisor or group identified in the Implementation column for resolution, with a copy to the supervisor or group identified in the File Maintenance column for tracking.

The supervisor or group identified in the Review column shall also provide if appropriate:

- prompt warnings to key personnel, (i.e., notification to operators of vendor technical information that may affect plant operations) as identified by the evaluation.
- notification to the procedure user of any procedure changes necessitated by the document review. The procedure user shall then initiate the required procedure changes. Each procedure will contain a reference section, or annotation which refers to applicable documents affecting specific procedural

requirements to establish the bases for the requirement.

- notification to Nuclear Engineering and Construction for revision of equipment technical manuals or updating of vendor technical information files.
- notification to the Training Section for possible changes to the training program.
- recommendations, based on the review, to improve the safety or efficiency of plant operations.

Documentation forwarding any of the above-noted items shall be accomplished using formal interoffice correspondence.

2. Implementation

The supervisor or group identified in the Implementation column shall perform the appropriate engineering/technical review of the correspondence when required, or review recommendation received and implement any necessary corrective actions. The supervisor or group identified in the Implementation column shall also forward documentation describing the review and final resolution to the supervisor or group identified in the Secondary Review column.

For items that are placed into the Commitment Tracking System, specific reference to the source document of the commitment shall be included in the response with a request that the tracking system be updated to show completion of the item.

3. Secondary Review

Documentation describing the review and final resolution shall be forwarded to the supervisor or group identified in the Secondary Review column. The secondary reviewer shall review the initiating correspondence and final resolution to determine the acceptability of the final resolution.

If the resolution is found to be inadequate, the secondary reviewer shall return the resolution with recommendations to the Implementation Group for further action.

When the final resolution has been reviewed and approved by the secondary reviewer it shall be forwarded to the

group responsible for maintaining a file on the resolution.

4. File Maintenance

The group identified under the heading "File Maintenance" shall maintain a permanent file including supporting documentation on the final resolution of each document.

Vendor technical information maintained by the Nuclear Engineering and Construction Unit will be forwarded to the Records Management Supervisor for distribution.

Supervisors or groups identified in the "File Maintenance" column shall track each recommendation requiring resolution and periodically issue an Open Item Summary Report to personnel or groups with open items.

Abbreviations

Chief Eng. - Chief Engineer
DQA - Director Quality Assurance
DQC - Director Quality Control
EPS - Emergency Planning Supervisor
FSE - Fire and Safety Engineer
L&C - Licensing and Compliance
Maint - Maintenance
MNS - Manager, Nuclear Safety
MRC - Manager, Radiological Control
MTS - Manager, Technical Services
NE&C - Nuclear Engineering and Construction Unit
OPS - Operations
ORC - Off-Site Review Committee
OSC - On-Site Safety Committee
P&S - Planning and Scheduling
QA - Quality Assurance
QC - Quality Control
SCM - Suggestion Committee Member
SH - Section Head (where appropriate or assigned)
ST&PP - Supervisor, Testing & Plant Performance
TAE - Technical Advisory Engineer
TAG - Technical Advisory Group
T&PP - Testing and Plant Performance
TS - Technical Services Section
TSS - Technical Services Supervisor

Facility		NDD	SAP	Section Procedure	Review	Implementation	Secondary Review	File Maintenance
A.	Licensee Event Reports	10	3E	TAG	TAE	TAG (prep) Plant Mgr. (review)	OSC	TAG
B.	Draft Incident Reports	6,4	13	OM 48	SH	TAG	Plant Mgr.	TAG
C.	Maintenance History ESF System		14		P&S	T&PP	ST&PP	T&PP
D.	Conduct of Critiques		13		SH	TAG	Plant Mgr.	TAG
E.	Employee Input (Suggestion System)				SCM	SH	SCM	SCM
F.	Confirmatory Action Letters	13		LCP 2	MNS	SH	MNS	L&C
G.	NRC Enforcement Items (ie, show cause order)	4,8		LCP 3	MNS	SH	MNS	L&C
H.	QA Audits/NRC Inspection Reports	4,8		LCP 3	MNS	SH	Unit Manager	L&C
I.	Fire/Emergency Squad Drills		9D		OPS	FSE	N/A	FSE
J.	EPP Initiations/ EPP Drills		9C		MRC	EPS	N/A	EPS
K.	Safety System Challenges/Transients	4			TAE	TAG	MTS	TAG
L.	Nonconforming Action Reports (NCARS)	12			QC	SH	DQC	QC
M.	QA Corrective Action Requests (CAR)			QA 16.1.1	QA	SH	QA	QA
N.	QC General Inspection Reports				DQC	SH	DQC	QC
O.	OSC Open Items	4	10		OSC	SH	N/A	OSC
P.	ORC Open Items				ORC	SH	N/A	ORC
Q.	DCP Open Items		3A	NEMP 2.8	NE&C	NE&C	SH	NE&C

	NDD	SAP	Section Procedure	Review	Implementation	Secondary Review	File Maintenance
<u>Industry</u>							
A. Technical Specifications	11		LCP 9	MNS	SH	OSC/ORC	L&C
B. FSAR	21		LCP 10	MNS	SH	OSC/ORC	L&C
C. IE Bulletins	4, 13		LCP 2	MNS	SH	MNS	L&C
D. IE Circulars	4, 13		LCP 2	MNS	SH	MNS	L&C
E. IE Information Notices	4, 13		LCP 2	MNS	SH	MNS	L&C
F. Generic Letters			LCP 2	MNS	SH	MNS	L&C
G. SOER, SER, O&MR	4	16	TAG 6	OAG	TAG	MTS	TAG
H. ANI Audits				FSE	FSE	N/A	FSE
I. INPO Audits				Unit Manager	SH	Unit Manager	SH
J. NPPDS				P&S			T&PP
K. Federal Register				QA/L&C	QA/L&C	QA/MNS	QA/L&C
<u>Vendor</u>							
A. 10 CFR 21 Reports		17		Plant Mgr.	NE&C	OSC	Plant Mgr.
B. Westinghouse Technical Bulletins and Data Letters	4		TAG 6	MTS	T&PP	OAG	TAG
C. Westinghouse Correspondence: OPS & Maint. Info. Design Info.				Plant Mgr.	OPS/Maint	Plant Mgr.	Plant Mgr.
				NE&C	NE&C/SH	NE&C	NE&C
D. Stone & Webster Letters				NE&C	NE&C/SH	NE&C	NE&C
E. Other Vendor Letters				NE&C	NE&C/SH	NE&C	NE&C
F. Technical Manuals				NE&C	NE&C/SH	NE&C	NE&C
G. Westinghouse Owners Group				MNS	L&C/SH	MNS	L&C
H. Purchasing Documents/ Correspondence (as received from purchasing)				TSS/NE&C	TSS/NE&C	TSS/NE&C	TS/NE&C

File
MaintenanceSecondary
Review

Implementation

Review

Section
Procedure

SAP

NDD

Vendor (continued)

1. ETI provided by onsite
vendor technical
representative*

OPS/Maint

NE&C

NE&C

NE&C

*ETI provided by an onsite vendor technical
representative should be forwarded by EM to NED.