



NUCLEAR PROJECT OPERATING PROCEDURE		PROCEDURE NO. POP-N-713	
TITLE OF PROCEDURE: USE OF DISCREPANCY REPORTS		Issue Date: 3/22/76	
PROJECT TITLE: WATERFORD SES UNIT #3, PHASE I CONCRETE CONSTRUCTION		Rev. No. & Date: 3/27/78 Rev. 4	
PREPARED BY: T. N. McAllister	DATE 3/27/78	APPROVED BY: <i>D. A. Schumaker</i> <i>T. N. McAllister</i>	DATE 27 MAR 78 PROJ. MGR. QA MGR 3-27-78

1.0 PURPOSE

This procedure governs the initiating, processing and closure of J. A. Jones Discrepancy Reports.

2.0 SCOPE

This procedure shall govern the documentation of all discrepancies concerning non-safety related items and all discrepancies of Class I items which can be reworked. All other discrepancies shall be documented in accordance with J. A. Jones Project Operating Procedure POP-N-703, "Nonconformance Reporting and Corrective Action".

3.0 DEFINITIONS

- 3.1 Rework - The process by which a nonconforming item is made to conform to a prior specified requirement by completion, remachining, re-assembling or other corrective means.
- 3.2 Discrepancy - A deviation from specified requirements (including procedures) that can be readily corrected in accordance with standard approved operating procedures or specifications based on good engineering practice. Discrepancies do not require an elaborate engineering evaluation or disposition for correction. They are deviations from good engineering practice and procedures. A few examples of discrepancies are:
- Bent reinforcing steel bars.
 - Materials received at the site with documentation deficiencies such as the Ebasco VQA release for shipment, minor errors on mill test reports and unsigned test reports.
 - Welds rejected on visual inspection.
 - Concrete honeycomb
 - Materials lacking identification resulting, for example, from loss of previously applied identification markings.

INFORMATION ONLY



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f. Incomplete operations which can be completed with approved operating procedures.

g. Replacing missing components.

3.3 Quality Verification Inspection Supervisor - For the purpose of this procedure, the Q. V. Inspection Supervisor shall be defined as one of the following persons: (1) Quality Verification Inspection Supervisor; (2) Quality Assurance Engineer; or (3) Project Quality Assurance Manager.

3.4 J. A. Jones Project Engineer - For the purpose of this procedure, the J. A. Jones Project Engineer shall be defined as the Project Engineer or his designee.

3.5 Nonconformance - A condition in characteristic, documentation or procedure which renders the quality of an item or service unacceptable or indeterminate. Examples of nonconformances include: physical defects, test failures, incorrect or inadequate documentation, or deviation from prescribed inspection or test procedures.

The following are some examples of deviations from the applicable specifications codes and standards that must be classified as non-conformances:

- a. Deviations that affect the structural integrity of the item such as deviation in materials; deviation in nondestructive testing requirements; deviations in welding; heat treating/stress relieving requirements; deviations from parameters of stress reports; deviations in testing requirements and under-sized steel reinforcing bars.
- b. Deviations that are likely to result in failure or reduce materially, the usability of the item, such as deterioration resulting from inadequate storage; use of welding filler metal other than those specified by the specification; surface irregularities exceeding code requirements; severe localized corrossions and pipe bending radius smaller than that specified by the specification.

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4.0 REFERENCE

- 4.1 J. A. Jones Project Operating Procedure POP-N-703, "Nonconformance Reporting and Corrective Action".
- 4.2 J. A. Jones Project Operating Procedure POP-N-709, "Permanent Project Records".

5.0 GENERAL

- 5.1 Any J. A. Jones personnel detecting a discrepancy is responsible for reporting said discrepancy to Quality Assurance/Quality Verification.
- 5.2 The Quality Assurance Department is responsible for the preparation, issuance, distribution and control of Discrepancy Reports.
- 5.3 Rework or processing shall not be effected on a discrepant item until a written disposition is obtained from the Project Engineer. Quality Assurance approval is required prior to the start of any work.
- 5.4 Discrepancy Reports may be either typed or handwritten legibly using Black Ink.

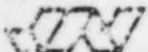
6.0 PROCEDURE

- 6.1 Whenever a discrepancy covered by this procedure is identified, Quality Assurance/Quality Verification shall complete items 1-8 of the Discrepancy Report. The Discrepancy Report Number (item 1) will be assigned by the Quality Assurance Records Clerk.
- 6.2 A Discrepancy Report Log (Attachment B) shall be maintained by the Quality Assurance Department.
- 6.3 After completion of items 1-8 and logging, the Discrepancy Report will be forwarded to the Project Engineer for his disposition and completion of items 9 and 10.
 - 6.3.1 The disposition shall include reference to approved rework procedures. (Item 9).



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- 6.4 After dispositioning by the Project Engineer and assignment to appropriate Construction Supervision (item 12), the Discrepancy Report will be returned to Quality Assurance, signed for concurrence prior to the start of any work. (item 11).
- 6.5 The Quality Assurance Records Clerk shall log the Discrepancy Report on the Discrepancy Report Log (Attachment B).
- 6.6 The Quality Assurance Clerk will issue a copy of the Discrepancy Report to the assigned Construction Supervisor. This copy will constitute authorization to proceed with the work. An information copy will be to the Chief Engineer and the Area Engineer. The original will be retained by Quality Assurance Records.
- 6.6.1 The responsible Construction Supervisor shall notify the Quality Verification Supervisor or assigned inspector prior to the start of any work.
- 6.7 The party responsible for the action shall notify the Quality Verification Supervisor, or his designee, who shall assign a Quality Verification Inspector to inspect the discrepant area prior to the start of any work.
- 6.8 The party responsible for the action shall notify Quality Assurance when the action is completed and will sign and date the original Discrepancy Report (item 12).
- 6.9 Upon notification of completion of the required action, Quality Assurance/Quality Verification will reinspect the discrepant area or item and complete items 13-16, as applicable, on the Discrepancy Report.
- 6.9.1 If item 14 is marked as "Accept", the Discrepancy Report will be deemed closed upon the affixing of the signature of the inspector accepting the item.
- 6.9.2 If item 14 is marked as "Reject", a new Discrepancy Report will be issued and the new Discrepancy Report Number entered in item 16. The old report will be deemed closed upon the issuance of the new Discrepancy Report.



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6.10 Where practicable, a "Hold" tag, Attachment C, shall be placed on or near to discrepant item or area.

6.11 When necessary, Quality Verification personnel shall conduct surveillance inspection of the rework in process as well as reinspection after completion of the rework and, where applicable, shall complete reinspection reports required by the rework procedures.

7.0 QUALITY ASSURANCE

Project Quality Assurance Auditor shall periodically audit inspection, engineering and construction activities for compliance with this procedure.

8.0 RECORDS AND REPORTS

8.1 Discrepancy Report (Attachment A)

8.2 Discrepancy Report Log (Attachment B)

8.3 Hold Tag (Attachment C)

J. A. JONES CONSTRUCTION COMPANY
WATERFORD SES UNIT NO. 3
CONTRACT NO. W3-NY-4

D. R. Number (1)

Date of Report (2)

DISCREPANCY REPORT

Item Description (3)

Location (4)

Dwg./Spec. No. (5)

Discrepancy Description:

(6)

Q. V. Inspector (7)

Q. V. Supervisor (8)

Disposition:

(9)

J. A. Jones Project Engineer (10)

Date

Q. A. Approval (11)

Date

Assigned to: (12)

Action Completed: Signature (13) Date

Re-inspection:

Remarks: (14)

Accept ☐ (15) Reject ☐ (15) Q. V. Inspector (16) Date


If Reject, D. R. or N.C.R. Number (17) issued

INSTRUCTIONS FOR PREPARING DISCREPANCY REPORTItem No.

- (1) Discrepancy Report number as assigned by Quality Assurance
- (2) Date Report generated
- (3) Brief description or title of item
- (4) Concise, accurate location of item
- (5) Drawing and/or Specification number which states original requirement
- (6) Clear, concise description of discrepancy
- (7) Signature of Inspector reporting item
- (8) Signature of Q. V. Supervisor
- (9) J. A. Jones Engineering recommended solution for discrepancy
- (10) Signature of J. A. Jones Project Engineer and date
- (11) Q. A. Approval
- (12) Name and title of party responsible for physical compliance with disposition
- (13) Signature of party named in item 12
- (14) Remarks, if any, of person responsible for reinspection
- (15) Status of reinspection (Accept or Reject)
- (16) Signature of person performing reinspection
- (17) Discrepancy Report Number of reissued Discrepancy Report, if required.

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[illegible]



J. A. JONES CONSTRUCTION CO.

HOLD

Ref. Doc. _____

Item Name: _____

Ident. No. _____

Serial No. _____

Hold By: _____

Inspector Date

This Tag To Be Removed By --
Q.A. Inspector -- ONLY --

☐ Hold For Inspection

☐ Hold For Documentation

☐ Other: _____

REMARKS: _____

This TAG is to be securely attached to the
ITEM BEING HELD.

(Blue)