



NUCLEAR STATIONS DIVISION

NSD Directive NSDD-M02  
Revision 2  
March 4, 1985

CONTROL OF VENDOR EQUIPMENT TECHNICAL INFORMATION

1.0 Purpose

This Directive defines the minimum requirements for implementation of the Vendor Equipment Technical Information Program and INPO Good Practice, MA-304, Control of Vendor Manuals.

2.0 Scope

This Directive is applicable to the following Vendor Equipment Technical Information in operating nuclear stations:

2.1 Safety-Related Equipment Technical Information

2.2 Significant Non-Safety-Related Equipment Technical Information as determined by the Station.

3.0 Definitions

3.1 VETIP: Vendor Equipment Technical Information Program

3.2 ETI: Equipment Technical Information

3.3 NUTAC: Nuclear Utility Task Action Committee

3.4 Controlled document: A document whose published contents cannot be changed without a review procedure as described by this Directive.

4.0 References

4.1 Vendor Equipment Technical Information Program, March 1984, INPO 84-010 (NUTAC)

4.2 INPO Good Practice, MA-304, Control of Vendor Manuals, (preliminary) May 1984.

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5.0 Directive

5.1 Vendor ETI which is Presently in Station's Possession

5.1.1 Control of Vendor ETI documents shall be initiated when:

5.1.1.1 A station procedure directs the use of Vendor ETI documents which are defined in the Scope of the Directive.

5.1.1.2 A department head or his designate authorizes control of a Vendor ETI document.

5.1.2 Control of Vendor ETI documents shall include the following:

5.1.2.1 A Master ETI Document:

5.1.2.1.1 Which has been determined by the cognizant station reviewer to:

5.1.2.1.1.1 Be applicable to station procedures and equipment

5.1.2.1.1.2 Contain no significant errors or omissions

5.1.2.1.1.3 Reflect the "as-built" condition of the equipment.

This determination shall be based upon the available knowledge and information of one or more station personnel as deemed appropriate and designated by the cognizant station department head.

5.1.2.1.2 Whose contents shall have been corrected by the cognizant station reviewer if the conditions of paragraph 5.1.2.1.1 cannot be achieved. The cognizant station reviewer shall subsequently solicit and document the concurrence of the equipment supplier in order to resolve or confirm significant issues regarding technical content and warranties. If the concurrence of the equipment supplier cannot be obtained, the reasons for the lack of concurrence shall also be documented.

5.1.2.2 Controlled Copies which are:

5.1.2.2.1 Numbered and maintained in accordance with the Master ETI document. An index of vendor ETI titles and the number of duplicate copies (at least one) shall be prepared and maintained.

5.1.2.2.2 Clearly identified as such, with a means provided to allow periodic verification that they have been controlled according to paragraph 5.1.2.1 above.

5.1.3 When significant technical changes to controlled vendor ETI documents are made by station personnel:

5.1.3.1 Those changes shall be reflected in all Master and Controlled copies of Vendor ETI documents in accordance with paragraph 5.1.2.

5.1.3.2 A means shall be established whereby significant ETI changes will be reflected in all applicable station procedures. An example of such means is a cross-reference between station procedures and the vendor ETI documents which they reference.

- 5.1.4 A vendor ETI document should not be used in place of procedures, but rather as a verified reference for procedure development, troubleshooting, or as part of a procedure which clearly defines those vendor ETI or portions thereof, which are to be used in performing the procedure.
- 5.1.5 If uncontrolled ETI documents are directed to be used by a station procedure, then those uncontrolled ETI documents shall be controlled in accordance with paragraph 5.1.2 of this Directive.
- 5.1.6 ETI documents which are affected by station modifications shall be updated to reflect the "as-built" condition of the equipment. If significant ETI document changes occur, those changes shall be reflected in all Master and Controlled copies of Vendor ETI documents in accordance with paragraph 5.1.2.

5.2 Incoming ETI

- 5.2.1 Incoming ETI documents which are addressed to the station shall receive a preliminary review by station personnel in order to identify safety related or significant non-safety related ETI as identified by the scope of this Directive. This preliminary review of incoming ETI shall include vendor ETI documents which accompany the receipt of newly-arrived equipment.

ETI which has been identified by the station as requiring control and/or action shall subsequently receive an appropriate review and evaluation by station personnel who shall recommend one or more of the following courses of action, subject to the approval of the cognizant department head or his designate:

- 5.2.1.1 Promptly notify appropriate personnel and NUCLEAR NETWORK if such ETI identifies a concern which could contribute to a degradation of safety. NUCLEAR NETWORK notifications are made through the Office of Nuclear Safety.
- 5.2.1.2 Identify new ETI documents which should be placed under the control of this vendor ETI program.

5.2.1.3 Incorporate such significant ETI into:

- 5.2.1.3.1 Existing station procedures
- 5.2.1.3.2 Equipment data and/or purchasing records
- 5.2.1.3.3 Training programs
- 5.2.1.3.4 Existing ETI documents

If it has been determined that incoming ETI should be incorporated into an existing uncontrolled ETI document which is in the possession of the station, then the existing uncontrolled ETI document shall be controlled in accordance with paragraph 5.1.2 of this Directive.

- 5.2.2 The decision to incorporate pertinent incoming ETI into the program described in this Directive remains within the scope of the Commonwealth Edison review and approval requirements.

5.3 Outgoing ETI

5.3.1 Nuclear Plant Reliability Data System (NPRDS).

- 5.3.1.1 All nuclear stations shall participate in the NPRDS program.
- 5.3.1.2 In the event that a complete failure description cannot be provided within the NPRDS time frame, a preliminary report should be submitted within that time frame and a revision to the report should be transmitted when the complete failure description is available.

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- 5.3.2 Incorrect or incomplete vendor ETI which may cause a significant degradation or failure of safety related equipment shall be reported over NUCLEAR NETWORK by way of the Office of Nuclear Safety.

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