

VENDOR MANUAL CONTROL

A. STATEMENT OF APPLICABILITY:

The purpose of this procedure is to describe the administrative process to be used for control, distribution, maintenance, and revision of plant vendor manuals.

B. REFERENCES:

1. BAP 1600-1, Initiating and Processing a Nuclear Work Request.
2. BAP 1340-T17, Vendor Manual Update Review.
3. INPO Good Practice 304, Control of Vendor Manuals.
4. BAP 1340-5, Issuance of Documents that are controlled.
5. BAP 1340-8, Storage of Documents that are controlled.
6. BAP 1650-1, Modification Processing Procedure.
7. NSD Directive - M02, Control of Vendor Equipment Technical Information.

C. MAIN BODY:

1. Vendor Manual Receipt and Control
  - a. All vendor manuals and updates to vendor manuals delivered to the station, whether at the vendors initiative or solicited, are to be forwarded to Central File for logging and distribution. (When a vendor has been requested to supply updates, Central File should be notified so that the review/update process can be expedited.)
  - b. Central File will assign an access control number and distribution to appropriate satellite files.
  - c. Central Files personnel will maintain a master file index of all vendor manuals detailing access number, vendor, manual title, and distribution.
  - d. Vendor manuals will be maintained and issued in accordance with established administrative procedures.
2. Vendor Manual Use
  - a. Vendor manuals and excerpts from vendor manuals should normally be used as reference material only. However, when portions of or the entire manual is to be used in a TJM work package, the applicable sections will be reviewed and approved in accordance with BAP 1600-1, Initiating and Processing a Nuclear Work Request.

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\* NOTE \*  
\* Only those vendor manuals listed on the vendor manual index \*  
\* and assigned a control number are considered controlled. \*  
\* Whenever there is a need to refer to these, a controlled copy \*  
\* shall be obtained from Central Files or the satellite files. \*  
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3. Vendor Manual Updates and New Manuals

- a. As revisions to vendor manuals and/or new manuals are received at the station, Central File will forward the revision and manual to the cognizant Technical Staff System Engineer for review and approval. This review, at a minimum, should include:
- 1). Is the revision applicable? Sections that are not applicable should be annotated as such.
  - 2). Is the change or manual clear and understandable?
  - 3). Can the change be implemented without a modification?
  - 4). Is a work request required to implement change?
  - 5). Does the change violate or breach regulatory commitments (Technical Specification, FSAR, SER, etc.)?
- b. Following this review, the Engineer shall either accept or reject the manual and/or manual update and notify Central File to make necessary changes in all copies of the affected vendor manuals or distribution of the manual by completing BAP 1340-T17, Vendor Manual Update Review.

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\* NOTE \*  
\* If the changes require a work request to implement, the System \*  
\* Engineer will notify Central Files personnel to hold the \*  
\* manual revisions until work request completion. \*  
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- c. Central File personnel shall forward BAP 1340-T17 and the correspondence from the vendor detailing the revisions (or the entire manual in the case of new manual) to the Maintenance and Operating Departments for review.
- d. Maintenance and Operating personnel will review the changes and new information for impact on approved station procedures. This review will be documented by signing BAP 1340-T17 and returning the correspondence to Central File.
- e. Central File personnel will update all copies of affected vendor manuals. A copy of BAP 1340-T17 and the vendor's letter if applicable shall be inserted in the front of each manual.

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4. Vendor Manual Updates - From the Station

- a. Personnel who identify the need for a change to a vendor manual due to a modification or changes to plant equipment shall initiate BAP 1340-T17, Vendor Manual Update Review. A brief description of the change and affected pages of the manual should be included. This is to be forwarded to Central File upon completion.

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\* NOTE \*  
\* If the change is to Safety-Related or significant \*  
\* non-Safety-Related equipment manuals, concurrence \*  
\* from the equipment supplier shall be requested and \*  
\* attached to BAP 1340-T17. If this is not possible, \*  
\* a reason as to why the concurrence was not obtained \*  
\* will be attached. \*  
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- b. Central Files personnel will either:
- 1). If the originator is someone other than the cognizant System Engineer, the sequence of step 3 will be followed.
  - 2). If the originator is the System Engineer, steps 3.c. to 3.e. will be followed.

FINAL APPROVED

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