

Verd  
By Rev. L  
6/13/80

J. A. JONES CONSTRUCTION COMPANY

CORPORATE STANDARD

NUCLEAR PROJECT OPERATING PROCEDURE

EBASCO SERVICES INCORPORATED
QUALITY ASSURANCE ENGINEERING
This Document is: <input checked="" type="checkbox"/> Reviewed Without Comments <input type="checkbox"/> Reviewed With Comments as Noted; Incorporate Comments, and Resubmit; Proceed With Order. <input type="checkbox"/> Rejected; Revise and Resubmit
NOTE: Review of this document, with or without comments, is for general conformance with the applicable specifications only and in no way relieves the manufacturer or con- tractor from full responsibility for delivery of all materials, equip- ment, services and documentation in strict accordance with the Pur- chase Order. By: <u>Epm. Norton</u> Date: <u>3-28-80</u>

Modified to Fit Waterford Unit 3

Concrete Phase I Construction

Contract No. W3-NY-4

INFORMATION ONLY  
J. A. JONES CONST. CO.  
CONTROLLED DOCUMENT  
SET NO. 131

POP-N-300

CONTROL OF ENGINEERING DOCUMENTS

FREEDOM OF INFORMATION  
ACT REQUEST

84-455

C/673

8506220139 850222  
PDR FOIA  
GARDEB4-455 PDR



J.A. JONES CONSTRUCTION COMPANY

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NUCLEAR PROJECT OPERATING PROCEDURE		PROCEDURE NO. POP-N-300
TITLE OF PROCEDURE: CONTROL OF ENGINEERING DOCUMENTS		Issue Date: 10-15-75
PROJECT TITLE: WATERFORD UNIT NO. 3 CONCRETE CONSTRUCTION		Rev. No. & Date: 5 3-19-80
PREPARED BY: E. M. Woolery	DATE 3-19-80	APPROVED BY: <i>E. M. Woolery</i> PROJ. MGR. <i>3-19-80</i> QA MGR. <i>3-20-80</i>

#### 1.0 PURPOSE

- 1.1 This procedure specifies the method utilized to control engineering documents release and distribution.

#### 2.0 SCOPE

- 2.1 This procedure applies to all engineering documents associated with fabrication, installation, erection, maintenance and repair of components, systems and structures of Nuclear Power Plants.

#### 3.0 DEFINITIONS

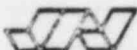
- 3.1 Engineering Document: Any Document that effects the form, fit or function of the end product.
- 3.2 Library: The Document Control Master File of all current and superseded drawings issued on the project.

#### 4.0 REFERENCES

- 4.1 "Organization and Responsibilities", POP-N-100.
- 4.2 "Construction Engineering", POP-N-301.
- 4.3 "Filing System", POP-N-203.
- 4.4 "Permanent Project Records", POP-N-709.
- 4.5 "Preparation of Process Control Sheets", POP-N-308.
- 4.6 "Use of Work Procedures and Process Control Sheets", POP-N-501.

#### 5.0 GENERAL

- 5.1 All approved Engineering Documents received from source other than J. A. Jones shall be routed directly to the Document Control Clerk.



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- R-4
- 5.2 The Engineering Documents generated by J. A. Jones personnel shall be routed to the Document Control Clerk after approvals are obtained.
- 5.3 The Document Control Clerk or his designee shall be the only individual authorized to copy approved Engineering Documents.
- 5.4 Any superseded Engineering Document not clearly marked "Void" shall be returned to the Document Control Clerk.
- 5.5 Objective evidence of the recipient of each Engineering Document shall be maintained in the Document Control Office.
- 5.6 The original of all approved J. A. Jones generated drawings shall be filed by drawing number in the library.
- 5.7 At the start of the project, the Project Engineer or his designee shall set up a project standard distribution list and assign set numbers. He may assign additional distribution and set numbers as required (Appendix A).

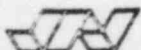
6.0 PROCEDURE

- 6.1 Initial receipt of approved engineering documents shall be processed as follows.
- 6.2 Compare document received with transmittal letter and verify correctness.
- 6.3 If comparison reveals correctness, sign transmittal letter acknowledging receipt of document and return to sender. File one copy in document control file for received transmittals by received date.

R-5 6.4 Initial Receipt Of Documents:

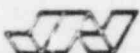
- R-5 6.4.1 Drawing, Field Change Request, Design Change Notice, or Procedure - prepare "Receive and Issue Document Log" (Appendix B) as follows:

- R-5 6.4.1.1 Enter the document number in space provided in left corner and description in space provided in right corner.



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- R-5 6.4.1.2 Enter revision number, date received, received from and the number of copies received in space provided.
- R-5 6.4.2 Engineering Information Request - prepare "Receive and Issue Document Log" (Appendix C) as follows:
- R-5 6.4.2.1 Enter date received, document number, and description in space provided.
- R-5 6.4.3 Specifications - prepare "Receive and Issue Document Log" (Appendix D) as follows:
- R-5 6.4.3.1 Enter specification number and description in space provided in right corner.
- R-5 6.4.3.2 Enter revision number, date received, received from and number of copies received in space provided.
- R-5 6.4.4 Process Control Sheets - prepare "Receive and Issue Document Log" (Appendix E) as follows:
- R-5 6.4.4.1 Enter process control number, revision number, location/description, and date sent in space provided.
- R-5 6.4.4.2 Enter date received, and number of copies received in space provided.
- R-2 6.5 Route the document and a copy of the distribution list to the Project Engineer or his designee.
- R-2 6.6 The Project Engineer or his designee shall review the document and assign distribution for each document. He shall also take necessary immediate corrective action on any work affected by the new document (stop work, hold, work around, etc.).
- R-2 6.7 The Project Engineer or his designee shall route the distribution list with assigned distribution and document back to Document Control.



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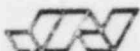
R-5	6.8	Document Control shall stamp the documents with a Document Control Stamp and enter the assigned set number in the space provided. (See Sample Appendix F)
R-2	6.9	If additional sets are required to complete distribution, the Document Control Department shall reproduce or otherwise obtain the required number of documents.
R-4	6.10	File the Receive and Issue Document Log Sheet in the Document Control File.
R-5	6.11	Document Control shall assemble documents by set and prepare a transmittal (Appendix G) for each set.
R-2	6.12	Reproduce one copy of the transmittal letter. File one copy in a tickler file two working days after document has been transmitted.
R-2	6.13	Attach one copy transmittal letter to each set of documents. Hand carry each set of documents to individuals on site assigned the set number. For individuals off site, the documents and transmittals may be mailed.
R-2	6.14	The individual receiving the document shall sign the copy of the transmittal letter acknowledging receipt of document and return the transmittal letter to Document Control within two working days.
	6.15	Document Control shall remove the transmittal letter in tickler file, Reference 6.12, compare to signed transmittal letter and if correct, destroy the unsigned copy. File the signed copy in Document Control under transmittal letter by transmittal date.
	6.16	Receipt of revisions to approved Engineering Documents existing in the J. A. Jones Controlled Document System shall be processed as follows:  6.16.1 Compare documents received with transmittal letter and verify correctness.  6.16.2 If comparison reveals correctness, sign transmittal letter acknowledging receipt of document and return to sender. File one copy in Document Control File for received transmittals by received date.



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- R-4 6.16.3 Retrieve Receive and Issue Document Log Sheet. On first line, succeeding previous entry, enter the revision number, date received, received from and the number of copies.
- R-2 6.16.4 Route the document and a copy of the distribution list to the Project Engineer or his designee.
- 6.16.5 The Project Engineer or his designee shall review the documents and distribution, make additional distribution as required and take necessary immediate corrective action as necessary.
- 6.16.6 The Project Engineer or his designee shall route the document package back to Document Control.
- 6.16.7 Same as 6.8.
- 6.16.8 Same as 6.9.
- 6.16.9 Same as 6.10.
- 6.16.10 Same as 6.11.
- 6.16.11 Same as 6.12
- 6.16.12 Same as 6.13
- 6.16.13 The individual receiving and signing for revised documents or his designee, shall review the document for work impact and take appropriate action, transfer any needed notations from now obsolete document to new document and route obsolete document to Document Control within two (2) working days.
- R-5 6.16.14 Upon receipt of the transmittal letter and obsolete documents, Document Control shall remove the transmittal letter in tickler file, Reference 6.15, compare the documents to signed transmittal letter and if correct, destroy the unsigned copy. File the signed copy in Document Control under transmittal letter by transmittal date.





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R-2	6.16.15 Retrieve Receive and Issue Document Log Sheet for document and post in the "DR" column the letter "D" indicating document returned. Unless instructed by Engineer to return obsolete document to him, the document shall be destroyed.	
R-2	6.16.16 If the holder for any reason wishes to keep the obsolete document, he shall bring the copy of the obsolete document to Document Control and they will stamp "Void" in three places on the face of each page. Document Control shall then place the letter "V" in the "DR" column of the Receive and Issue Log Sheet.	
R-2	6.16.17 If the obsolete documents have been lost or destroyed, the holder shall mark "lost" or "destroyed" on the document transmittal and obtain his supervisors signature in addition to his.	
R-2	6.16.18 Upon receipt of a document transmittal with the notation in 6.16.17, Document Control shall mark an "L" or "D" in the "DR" column of the Receive and Issue Log Sheet.	
R-5	6.16.19 Document Control shall search the tickler file and transmittal file and transmittal letters found that reflect obsolete documents not returned within two working days shall be removed and an "Obsolete Document Reminder Memo" (Appendix H) shall be routed to the obsolete document holder. The transmittal letter shall be placed back in the tickler file two working days after document has been transmitted.	
	6.16.20 Upon receipt of the Obsolete Document Reminder Memo, the holder of the obsolete document shall find and return the obsolete document along with Obsolete Document Reminder Memo to Document Control. Document Control shall retrieve transmittal letter from tickler file, post Receive and Issue Document Log, and file signed transmittal in Document Control File under transmittal letter by date.	



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6.16.21 If Document Control does not receive the Obsolete Document Reminder Memo and documents from the obsolete document holder by the second work day, Document Control shall complete Supervision Obsolete Document Memo (Appendix I) and route it to the supervisor of the individual holding the obsolete document. The supervisor shall determine the status of the obsolete document and state same on the Obsolete Document Reminder #2 Memo, sign it and return it to Document Control.

6.17 Approved engineering documents produced by J. A. Jones shall be handled in the same manner as outlined in this procedure.

#### 7.0 QUALITY ASSURANCE

7.1 Quality Assurance shall periodically audit Document Control to assure compliance with this procedure.

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#### 8.0 ATTACHMENTS

R-5

8.1 Appendix A - Drawing and Document Distribution List

R-5

8.2 Appendix B - "Receive and Issue Document Log" for Drawings, FCR's, DCN's, and Procedures

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8.3 Appendix C - "Receive and Issue Document Log" for Engineering Information Requests

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8.4 Appendix D - "Receive and Issue Document Log" for Specifications

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8.5 Appendix E - "Receive and Issue Document Log" for Process Control Sheets

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8.6 Appendix F - J. A. Jones Document Control Stamp

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8.7 Appendix G - J. A. Jones Document Transmittal

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8.8 Appendix H - J. A. Jones Obsolete Document Reminder

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8.9 Appendix I - J. A. Jones Supervision Obsolete Document Memo



J. A. JONES CONSTRUCTION COMPANY

DRAWING AND DOCUMENT

DISTRIBUTION LIST

MISCELLANEOUS

- 1 - Project Manager
- 3 - Office Manager
- 4 - Vice President
- 5 - Purchasing Agent

ENGINEERING

- 21 - Engineering Plan Rack
- 32 - Area Engineer

FIELD

- 52 - Carpenter Foreman
- 58 - Carpenter Superintendent
- 63 - Ironworker Superintendent
- 65 - RCB Superintendent

QUALITY ASSURANCE

- 81 - QA Plan Rack
- 83 - Corporate QA Manager
- 84 - QV Supervisor

SUBCONTRACTORS

(Assignment Open) \*

- 131 - Ebasco Services, Incorporated
- 132 - Louisiana Power & Light

\* As of this revision we have no Subcontractors with assigned Set No.'s.

NOTE: Numbers shall continue in sequence.

J. A. JONES CONSTRUCTION COMPANY  
RECEIVE AND ISSUE DOCUMENT LOG

[illegible]

J. A. JONES CONSTRUCTION COMPANY  
RECEIVED AND ISSUE DOCUMENT LOG

ISSUED COPIES

[illegible]

J. A. JONES CONSTRUCTION COMPANY  
RECEIVE AND ISSUE DOCUMENT LOG

[illegible]

J. A. JONES CONSTRUCTION COMPANY  
RECEIVE AND ISSUE DOCUMENT LOG  
FOR PROCESS CONTROL SHEETS

[illegible]



J. A. JONES CONST. CO.  
CONTROLLED DOCUMENT  
SET NO.

TRANSMITTAL

**J. A. JONES CONSTRUCTION COMPANY**

WATERFORD SES

UNIT NO. 3

CONTRACT #W3-NY-4

JOB NO. 77-379

TO:

DATE \_\_\_\_\_

JAJ JOB NO. 77-379

LETTER NO. \_\_\_\_\_

STATUS:

- ☐ PRELIMINARY
- ☐ APPROVED
- ☐ APPROVED AS NOTED
- ☐ NOT APPROVED
- ☐ \_\_\_\_\_

PLEASE NOTE:

- ☐ REVISIONS
- ☐ ADDITIONS
- ☐ COMMENTS
- ☐ CORRECTIONS
- ☐ \_\_\_\_\_

SENT FOR YOUR:

- ☐ APPROVAL
- ☐ USE
- ☐ FILES
- ☐ INFORMATION
- ☐ COMMENT \_\_\_\_\_
- ☐ \_\_\_\_\_

DOCUMENTS

YOUR ATTENTION IS DIRECTED TO THE FOLLOWING:

- ☐ RELEASED FOR FABRICATION
- ☐ PLEASE REVISE AND SUBMIT \_\_\_\_\_ PRINTS \_\_\_\_\_ REPRODUCIBLES.
- ☐ PLEASE RETURN ONE COPY OF EACH OF THIS MATERIAL WITH YOUR APPROVAL OR COMMENTS.
- ☐ PLEASE ACKNOWLEDGE RECEIPT OF THIS MATERIAL AND RETURN THE ENCLOSED COPY OF THIS FORM.

COMMENTS:

☐ Outdated material is to be returned to Document Control

☐ I certify that the following material has been lost: \_\_\_\_\_ (Signature)

RECEIPT ACKNOWLEDGED BY:

J. A. JONES CONSTRUCTION COMPANY

BY \_\_\_\_\_

J. A. JONES CONSTRUCTION COMPANY

OBSOLETE DOCUMENT REMINDER

From: Document Control.

Date: \_\_\_\_\_

To: \_\_\_\_\_

Subject: Obsolete Documents

You have been transmitted controlled documents that are now obsolete.  
Please return the following documents to Document Control within the  
next 24 hours.

Signed: \_\_\_\_\_  
Document Control

J. A. JONES CONSTRUCTION COMPANY  
SUPERVISION OBSOLETE DOCUMENT MEMO

From: Document Control

Date: \_\_\_\_\_

To: \_\_\_\_\_

Subject: Obsolete Documents

The following obsolete documents are being held by \_\_\_\_\_.  
Please give us the status of the document, and return this memo to Document  
Control within 24 hours.

DOCUMENTS

I certify the status of the above  
documents are as follows:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_