

J. A. JONES CONSTRUCTION COMPANY

CORPORATE STANDARD

NUCLEAR PROJECT OPERATING PROCEDURE

Modified to Fit Waterford Unit 3

Concrete Phase I Construction

Contract No. W3-NY-4

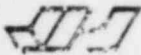
USE OF INSPECTION CLEAN-UP REPORTS

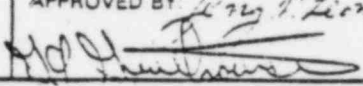
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NUCLEAR PROJECT OPERATING PROCEDURE		PROCEDURE NO. POP-N -713	
TITLE OF PROCEDURE: USE OF INSPECTION CLEAN-UP REPORTS		Issue Date: 12/8/75	
PROJECT TITLE: WATERFORD SES UNIT NO. 3 CONTRACT NO. W3-NY-4		Rev. No. & Date: Revision 0 12/8/75	
PREPARED BY: G. Greathouse	DATE 12/8/75	APPROVED BY: 	DATE 12-15-75 PROJ. MGR. QA MGR. 12/12/75

1.0 PURPOSE

1.1 This procedure provides the methods for initiating, processing and closure of J. A. Jones Inspection Clean-Up Reports.

2.0 SCOPE

2.1 Minor discrepancies discovered during routine day to day inspections and/or the Owner/Customer's on-the-job, verbal approvals for minor deviations are to be documented and processed in accordance with this procedure.

3.0 DEFINITIONS

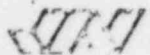
3.1 Minor Discrepancy: A discrepancy discovered during casual inspections which is considered normal to construction activities and can be readily corrected by a standard construction rework or repair. Example: Rework of minor voids in concrete after form removal, replacing of reinforcing steel bars which have been temporarily relocated, clean-up of work areas, etc.

3.2 Nonconformance: A deficiency in characteristic, documentation or procedure which renders the quality of an item unacceptable or indeterminate. Examples of nonconformance include: physical defects, test failures, incorrect or inadequate documentation, or deviations from prescribed processing, inspection or test procedures.

3.3 Minor Rework: An operation to correct a discrepancy by regaining conformance to specification or drawing including the replacement of a discrepant item or material.

3.4 Minor Repair: An operation to correct a discrepancy in accordance with normally accepted construction practices where the specific application would not induce adverse effect upon safety, reliability, durability, maintainability, interchangeability or performance.

3.5 Verbal Approval: On-the-job direction given verbally by an authorized Owner/Customer Engineer to deviate from established practices, drawing, specification or approved procedural requirements.



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3.6 Inspection Clean-Up Report: A pre-serialized manifolded inspection document utilized by J. A. Jones Quality Verification personnel to report, provide traceability and assure closure action of those minor discrepancies not reported via the Nonconformance Report in accordance with J. A. Jones Project Operating Procedure, POP-N-703.

4.0 REFERENCES

4.1 "Nonconformance Reporting and Corrective Action", POP-N-703.

4.2 "Permanent Project Records", POP-N-709.

5.0 GENERAL

5.1 Quality Verification is responsible for the preparation, issuing and controlling of Inspection Clean-Up Reports.

5.2 Construction operations is responsible for the corrective action taken to close these items involving physical work operations.

5.3 This procedure does not take precedence over the requirements of POP-N-703, "Nonconformance Reporting and Corrective Action." Should there be a conflict, the requirements set forth in POP-N-703 shall prevail.

6.0 PROCEDURE

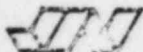
6.1 Minor Discrepancies:

6.1.1 Whenever a minor discrepancy has been identified or direction is verbally given by the Owner/Customer Engineer and additional action is required by an organization other than Quality Verification, the Inspector shall:

6.1.1.1 Complete the top half of the Inspection Clean-Up Report, Reference Appendix 'A'.

6.1.1.2 Remove the original copy and forward to the responsible Supervisor for corrective action.

6.1.1.3 Remove the number 2 copy and forward to the Quality Verification Supervisor and maintain copy number 3 for reference.



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6.1.2 The Quality Verification Supervisor shall:

- 6.1.2.1 Review the reported discrepancy to assure a Non-conformance Report is not required.
- 6.1.2.2 Record the report number, the report date, and a brief description of the discrepancy in the Inspection Clean-Up Report Accountability Log (Reference B), and file copy number 2 for reference.

6.1.3 The responsible Construction Supervisor shall:

- 6.1.3.1 Enter the corrective action to be taken on the original copy of the Inspection Clean-Up Report and obtain the Engineer's approval if required, or:
- 6.1.3.2 Take corrective action as required and document it on the original copy of the Inspection Clean-Up Sheet.
- 6.1.3.3 After corrective action has been completed, return the original copy of the Inspection Clean-Up Report to the Quality Verification Supervisor.

6.1.4 The Quality Verification Inspector shall inspect the corrective action taken and if acceptable shall:

- 6.1.4.1 Signify acceptance by signing and dating the applicable block on the original copy and forwarding it to the Quality Verification Supervisor for closure.

6.1.5 If the corrective action taken is not acceptable, the original shall be returned to the responsible Construction Supervisor for further action.

6.1.6 The Quality Verification Supervisor upon receipt of the completed original copy of the Inspection Clean-Up Report shall:

- 6.1.6.1 Record the date of closure in the applicable column of the Inspection Clean-Up Report Accountability Log.
- 6.1.6.2 Maintain the original copy in file for inclusion in the historical Quality Records.

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6.2 Owner/Customer Direction:

- 6.2.1 Whenever verbal approval or direction contrary to established practices, drawing, specification or approved procedural requirements is given by the Owner/Customer Engineer on the job the Quality Verification Inspector will:
 - 6.2.1.1 Complete the top half of the Inspection Clean-Up Report documenting the deviation as approved or directed by the Engineer.
 - 6.2.1.2 Present the Inspection Clean-Up Sheet to the approving/directing Engineer and request his signature in the applicable box.
 - 6.2.1.3 Forward the signed off copy to the Quality Verification Supervisor. Forward copy 2 to the Project Engineer and provide the signee with copy number 3.
- 6.2.2 The Quality Verification Supervisor shall record all information required in the Inspection Clean-Up Report Accountability Log and file the original copy.
- 6.2.3 In the event the Owner/Customer Engineer should refuse to sign the Inspection Clean-Up Sheet, the Quality Verification Inspector should forward the original and number 2 copy to the Quality Verification Supervisor who will:
 - 6.2.3.1 Log the appropriate information in the accountability Log, file the original copy and forward the copy number 2 to the Project Engineer for resolution.
 - 6.2.3.2 Upon receipt of adequate resolution, complete closure action per paragraphs 6.1.6.1 and 6.1.6.2.

7.0 QUALITY ASSURANCE

- 7.1 Project Quality Assurance Auditor shall periodically audit inspection activities for compliance with this procedure.

8.0 RECORDS AND REPORTS

- 8.1 Inspection Clean-Up Report (Appendix A).
- 8.2 Inspection Clean-Up Report Accountability Log (Appendix B).

INSPECTION CLEAN-UP

AREA _____ (1) _____

REPORT NUMBER _____

DATE _____ (2) _____

DISCREPANCY/PROBLEM _____ (3) _____

REPORTED BY _____ (4) _____

RECOMMENDED ACTION/ACTION TAKEN _____ (5) _____

RECOMMENDED BY _____ (6) _____

EBASCO APPROVAL _____ (7) _____

JAJ INSPECTOR ACCEPTANCE _____ (8) _____

- (1) Enter location of problem.
- (2) Enter date problem reported.
- (3) Enter a concise, legible description of the problem or discrepancy.
- (4) Enter signature of reporting Inspector.
- (5) Description of action taken to be entered by the actionee.
- (6) Signature of the actionee.
- (7) Signature of Owner/Customer Engineer (if applicable).
- (8) Accepting Q. V. Inspectors Signature and date.

J. A. JONES CONSTRUCTION COMPANY
WATERFORD UNIT NO. 3

INSPECTION CLEAN-UP REPORT ACCOUNTABILITY LOG

REPORT NO.	DATE WRITTEN	PROBLEM DESCRIPTION	DATE CLOSED