

MC-1

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Section Head [Signature] 1/7/93

Quality Control [Signature] 1/7/93

Div Mgr [Signature] 1/8/93

Dept Mgr N/A

Resident Mgr N/A

Signature or N/A

Date

1. _____

2. _____

3. _____

4. _____

5. _____

TPC No.

Effective

Expiration

Date of TPC

Date of TPC

TERMINATION SURVEY DOCUMENT CONTROL

and FILE MANAGEMENT

1.0 PURPOSE

This procedure establishes the methods used to control and file documents produced by the Termination Survey Section which are essential to the quality of Termination Survey data or overall survey quality.

2.0 RESPONSIBILITY

The Termination Survey Section Head is responsible for the content and implementation of this procedure.

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3.0 DISCUSSION

3.1 This procedure applies to hard-copy documentation and designated special process documentation, such as magnetic or photographic media, produced by the Termination Survey Section during the Shoreham Decommissioning Termination Survey. It is not the intent of this procedure to supplant SNPS administrative document controls currently in effect.

3.2 Definitions

3.2.1 Termination Survey controlled documents, as used in this procedure, refers to those documents which are essential to survey data quality and are not specifically controlled by another procedure. These essential documents are identified in SP67X001.03 (Ref.11.4).

3.2.2 Document control, as administered under this procedure, is for the purposes of:

- a. preventing the loss of that Termination Survey data and information which, if lost or compromised, would require rework to recreate; and
- b. ensuring that the documents, information, and data which are used to support survey results are accurate.

3.3 Termination Survey controlled documents, as defined above, include:

3.3.1 History Files, with supporting documentation;

3.3.2 Survey Packages, including maps, data sheets, specific instructions, etc.;

3.3.3 Release Records; and

3.3.4 other documents and records as determined by the Termination Survey Engineer.

3.4 The following topics are contained in this procedure:

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4.0 PRECAUTIONS

4.1 Termination Survey controlled document masters are stored in cabinets or files which are locked when unattended, i.e., when the office or other storage location is not manned by personnel authorized to have access to them. Only authorized personnel have access to a locked file.

4.1.1 An authorized personnel access list, approved by the Termination Survey Section Head or designee, shall be posted on each locked file.

4.2 Special process documents, such as photographs and magnetic media, shall be stored in a manner to prevent damage from bending, excessive temperature and humidity gradients, magnetic fields, etc.

5.0 PREREQUISITES

5.1 Termination Survey personnel responsible for performing work under this procedure shall review and be familiar with its provisions.

6.0 LIMITATIONS AND ACTIONS

N/A

7.0 MATERIALS AND/OR TEST EQUIPMENT

N/A

8.0 PROCEDURE

8.1 Storage of Documents

8.1.1 Termination Survey controlled documents and records shall be stored in steel file cabinets or shelves. Documents may be in binders, envelopes or file folders which are identified by subject matter. Map files and stick files may be used to store drawings.

8.1.2 Files pertaining to a specific survey unit are organized by Survey Unit Number (Ref. 11.5).

8.1.3 A log or an "out" card system shall be used to control the removal of Termination Survey controlled documents from Termination Survey files. The card or log shall contain, at a minimum, the document name or ID number, the date of removal, and the signature of the individual who removed the document.

8.2 Control of Documents

8.2.1 Termination Survey controlled documents are originated and administered by Termination Survey personnel designated by the Termination Survey Section Head or designee.

8.2.2 Master copies of Termination Survey controlled documents shall be identified as such, with date and/or revision number and the originator/revisor's signature. A rubber stamp or similar standardized format is used to identify current master copies.

8.2.3 Superseded copies of previous masters are identified as such, with the date of supersession and the signature of the responsible individual. A rubber stamp or similar standardized format is used to identify superseded copies.

8.2.4 Survey packages which are required in the field for the performance of termination surveys are safeguarded against compromise by reproducing a copy of the survey package and storing the photocopy in the survey unit file prior to issuance of the field copy. The radiological engineer designing the survey is responsible for ensuring this reproduction and storage.

- .1 The issuance, transfer, preliminary review, return, and engineer review of field copies of survey packages is performed in accordance with the requirements of SP67X001.02 (Ref.11.6).
- .2 Partial termination survey data results which are submitted to the Termination Survey Section on an ongoing basis, in accordance with SP67X001.02 (Ref.11.6) and SP67X001.05 (Ref.11.7), are stored in the survey unit file pending completion of the survey package.
- .3 The radiological engineer responsible for the survey design for a specific survey unit reviews the completed field copy documentation against the photocopy, for completeness and accuracy, and documents the review in accordance with SP67X001.02 (Ref.11.6).

8.2.5 Numerous forms are used for documentation of Termination Survey measurements and supporting information. Each form used in the Termination Survey shows the date of revision in the lower left corner.

- .1 The Termination Survey Forms Index (App.12.1) identifies for each form the procedure which describes it (if applicable), the computer software used to generate it, the computer file name of the form, and the originator.
- .2 The Termination Survey Form Revision Control Sheet (App.12.2) accompanies the master copy of each form maintained by the Termination Survey Section. It identifies the effective date of the current form, the reason for revision, the identity of the revisor, and the date of revision.

8.3 Transmittal of Documents to SR-2

8.3.1 Transmittal of documents to SR-2 is performed in accordance with SP12X008.04 (Ref.11.3).

8.3.2 Documents transmitted to SR-2 shall bear the system and file code designation established for Termination Survey documentation.

- .1 General information, correspondence, plans, procedures, and work instructions are identified under "L21.400 - SYS", and are transmitted periodically.
- .2 Survey unit files are identified under "L21.400 - [Survey unit number]", e.g., "L21.400 - TB019". These complete files are transmitted to SR-2 upon SRC approval of the Release Record

for the survey unit(s). Periodic transmission of completed portions of these files may be performed as indicated in 8.3.2.1 above.

8.3.3 Documents which are to be returned to the Termination Survey Section upon completion of reproduction and archiving should be identified as such, with a request for the return of originals clearly indicated on the transmittal form.

9.0 ACCEPTANCE CRITERIA

N/A

10.0 FINAL CONDITIONS

N/A

11.0 REFERENCES

- 11.1 Long Island Power Authority, Nuclear Management Control Manual, "Nuclear Organization Management Control Program for Decommissioning Termination Survey Program Description", PDXOM-01.
- 11.2 Long Island Power Authority, "Shoreham Decommissioning Project Termination Survey Plan", Rev.0.
- 11.3 SP12X008.04 - "Documentation to SR-2".
- 11.4 SP67X001.03 - "Termination Survey Quality Control".
- 11.5 SP67X001.08 - "Survey Unit Classification Description"
- 11.6 SP67X001.02 - "Termination Survey Procedure"
- 11.7 SP67X001.05 - "Termination Survey Data Receipt and Management"

12.0 APPENDICES

- 12.1 Termination Survey Section Forms Index - Sample
- 12.2 Termination Survey Section Form Revision Control Sheet - Sample



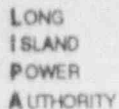
LONG ISLAND POWER AUTHORITY

TERMINATION SURVEY SECTION
FORMS INDEX

Appendix 12.1
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SAMPLE

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TERMINATION SURVEY SECTION
FORM REVISION CONTROL SHEET

SAMPLE

NAME / TITLE : _____

PROCEDURE / APPENDIX : _____

SOFTWARE / FILE NAME :

[illegible]

COMMENTS :