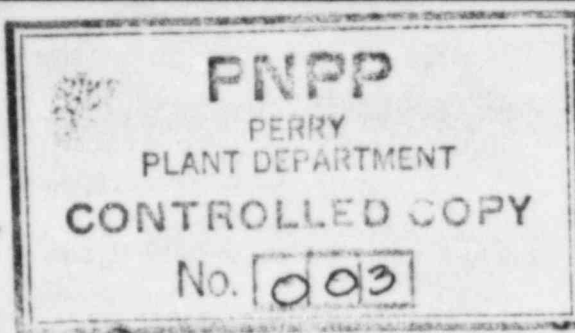


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THE CLEVELAND ELECTRIC ILLUMINATING COMPANY  
PERRY NUCLEAR POWER PLANT OPERATIONS MANUAL

TITLE: PREPARATION, REVIEW, APPROVAL, REVISION AND CANCELLATION OF  
INSTRUCTIONS

REVISION: 1 EFFECTIVE DATE: 5-27-85

PREPARED: G. Chasko

SUBMITTED: [Signature]  
PERRY PLANT TECHNICAL DEPARTMENT

SUBMITTED: N/A  
PERRY PLANT OPERATIONS DEPARTMENT

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PORC REVIEW AND RECOMMENDATION FOR APPROVAL MEETING NUMBER: 85-28

APPROVED: [Signature]  
MANAGER - PERRY PLANT TECHNICAL DEPARTMENT

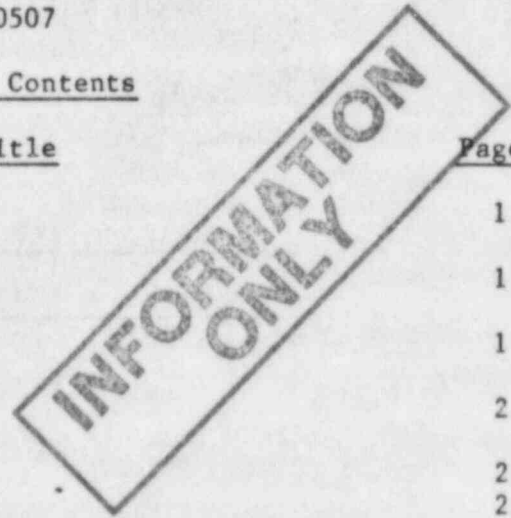
APPROVED: [Signature]  
MANAGER - PERRY PLANT OPERATIONS DEPARTMENT

Preparation, Review, Approval, Revision and  
Cancellation of Instructions

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10CFR50.59 Applicability Check

	<u>Yes</u>	<u>No</u>
Is there a change to the plant as described in the FSAR?	—	✓
Is there a change to a procedure/instruction as described in the FSAR?	—	✓
Is there a test or experiment not described in the FSAR?	—	✓
Is there a change to the Technical Specifications?	—	✓
(If yes, perform a 10CFR50.59 Safety Evaluation per PAP-0305)		
Applicability Check Performed By: <u>G. Chubb</u> Date: <u>5/9/85</u>		

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SCOPE OF REVISION:

- Rev. 1 -
1. Deleted SOD's.
  2. Clarified approval of HPI's.
  3. Clarified 10CFR50.59, applicability review.
  4. Covered temporary instructions contained in a Work Order.
  5. Clarifications added throughout test.
  6. Added a temporary change cancellation form.
  7. Modified the Temporary Change Form.
  8. Clarified handling of temporary changes to instructions.

PREPARATION, REVIEW, APPROVAL, REVISION AND  
CANCELLATION OF INSTRUCTIONS

1.0 PURPOSE

To describe responsibilities and provide the process for preparation, review, approval, revision, temporary change, and cancellation of Instructions used during the operations phase of the Perry Nuclear Power Plant (PNPP).

2.0 SCOPE

This Plant Administrative Procedure applies to the Instructions contained in the "Perry Nuclear Power Plant Operations Manual" and to the personnel responsible for preparing, reviewing, approving, revising, temporarily changing, and cancelling those instructions.

NOTE: Changes to Startup Test Instructions are covered in PAP-1104, Startup Test Program.

3.0 RESPONSIBILITY

3.1 The Managers, Perry Plant Operations Department (PPOD)/Perry Plant Technical Department (PPTD) are responsible for reviewing and approving instructions in accordance with Table 1 and Table 2.

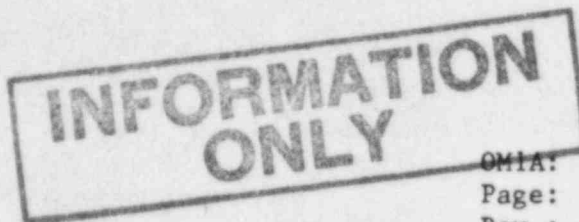
3.2 The Plant Operations Review Committee (PORC) is responsible for reviewing and recommending approval of instructions in accordance with Tables 1 and 2.

3.3 The Section General Supervising Engineers/General Supervisors are responsible for:

3.3.1 Preparing, reviewing and approving instructions in accordance with Tables 1 and 2.

3.3.2 Ensuring that instructions they are responsible for approving in accordance with Table 2, have had a 10CFR50.59 Applicability Check and a Safety Evaluation, if required, performed on them prior to approval.

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- 3.4 The Administrative Unit Supervisor is responsible for issuing instructions in accordance with Table 1; tracking the instruction through the interface review and approval process; tracking periodic review dates; and issuing revisions and Instructions Temporary Changes.
- 3.5 The Plant Health Physicist and the GSE, Radiation Protection are responsible for approval of Health Physics Instructions.

#### 4.0 REFERENCES

- 4.1 PAP-0103, Plant Operations Review Committee.
- 4.2 PAP-0305, Safety Evaluations.
- 4.3 PAP-0501, PNPP Operations Manual.
- 4.4 PAP-0502, Preparation, Review, Approval, Revision, and Cancellation of Administrative Procedures.
- 4.5 FSAR, Chapter 3, Design of Structures, Components, Equipment and Systems, Table 3.2-1; Chapter 13, Conduct of Operations, Table 13.5-1.
- 4.6 Code of Federal Regulations, Title 10, Part 50.59.

#### 5.0 DEFINITIONS

##### 5.1 Instruction

A detailed document that gives step-by-step directions for performing a task, operating equipment, or running a process.

NOTE: Certain types of Maintenance Section instructions are general guidance instructions and do not require step-by-step directions.

##### 5.2 Temporary Instruction

An instruction issued to provide different controls or methods for a limited time period, or for a specific nonrecurring task.

##### 5.3 Temporary Change

A change made to an approved instruction prior to the next revision.

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Table 1 (Figure 1) Instruction Review Distribution Matrix

OM	INSTRUCTION TYPE	PPOD/PPTD										NQAD	NED	G E/ G A I
		A D M N	M	N T S @	O	R P	T R N G	T E N C H	P O R C	S P	O Q S @			
2	AUI (Admin Unit Inst)	X									X			
3A	SOI (Sys Op Inst)		X	X	*	X		X						
3B	VLI (Valve Lineup)		X	X	*	X		X						
3C	ELI (Elec Lineup)		X	X	*	X		X						
4A	IOI (Int Op Inst)				*				X		X			
4B	ONI (Off-Normal Inst)				*				X		X			
4C	PEI (Plant Emrg Inst)				*				X		X			X
5	STI (Startup Test)							*	X		X	X	X	X
6	ARI (Alarm Resp)			X	*	X		X			X			
7A	SVI (Surv Tests)		X	X	X	X		*			X			
7B	ISI (Inser Tests)		X	X	X	X		*			X	X		
7C	PTI (Periodic Test)		*		*	*		*			X			
8A-C	ICI (Inst Cal)							*			X			
8D, E	IMI (Inst Maint)							*			X			
9A	GEI (Elec)		*								X			
9B	GMI (Mech)		*								X			
9C	GWI (Weld)		*								X			
9D	PMI (Prevent)		*								X			
9E	CMI (Corrective)		*								X			
9F	SMI (Stores)		*								X			
10A	FTI (Rx Eng)				X			*			X			
10B	FTI (Core Analysis)				X			*			X			
10C	FTI (Computer)							*			X			
10D	FTI (Fuel Acct)							*	X		X	X		
10E	FTI (Refueling)		X		X	X		*			X			
10F	FTI (Tech)							*			X			
11	HPI (HP Inst)					*					X			
12A	CHI (Analytical)					*					X			
12B	CHI (Reagent)					*								
12C	CHI (Lab Equip)					*					X			
12D	CHI (ODCM)					*			X		X			
12E	PCP (Proc Con)			X	X	*					X			
13A	RWI (SOI)			X	*	X								
13B	RWI (ARI)			X	*	X					X			
14A-H	TM (Training Manual)						*		X		X			
15A	EP (Emerg Plan)					E			X		X	X		
15B	EPI (EP Inst)					E			X	X	X	X		
16	Security								X	*	X			
17A	FPI (Fire Prot Prog)							*	X	X	X	X	X	
17B	FPI (Prefire Plants)							*	X	X	X	X	X	
17C	FPI (Fire Prot Inst)							*	X	X	X	X	X	
18	PDB (Plant Data Book)							*						
19	TMI (Temp Inst)		0	0	0	0	0	0	0	0	0			0

\* Responsible for preparation X Review

0 Reviewed in the same manner as similar permanent instructions

GE - One time review prior to plant startup

NTS - One time review prior to system turnover

E Emergency Planning Coordinator is responsible for preparation

@ See Section 6.4.5

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\*

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Table 2 (Figure 2) Instruction Approval Matrix

OM	INSTRUCTION TYPE	M	O	R P	T E C H	P O R C	PPOD/ PPTD MANAGERS	G E / G A I	PPTD SUPT
2	AUI (Admin Unit Inst)								X
3A	SOI (Sys Op Inst)		X						
3B	VL I (Valve Lineup)		X						
3C	ELI (Elec Lineup)		X						
4A	IOI (Int Op Inst)					X	X		
4B	ONI (Off-Normal Inst)					X	X		
4C	PEI (Plant Emrg Inst)					X	X		
5	STI (Startup Test)					X	X	X	
6	ARI (Alarm Resp)		X						
7A	SVI (Surv Tests)				X				
7B	ISI (Inser Tests)				X				
7C	PTI (Periodic Test)	#	#	#	#				
8A-C	ICI (Inst Cal)				X				
8D, E	IMI (Inst Maint)				X				
9A	GEI (Elec)	X							
9B	GMI (Mech)	X							
9C	GWI (Weld)	X							
9D	PMI (Prevent)	X							
9E	CMI (Corrective)	X							
9F	SMI (Stores)	X							
10A	FTI (Rx Eng)				X				
10B	FTI (Core Analysis)				X				
10C	FTI (Computer)				X				
10D	FTI (Fuel Acct)					X	X		
10E	FTI (Refueling)				X				
10F	FTI (Tech)				X				
11	HPI (HP Inst)			H					
12A	CHI (Analytical)			X					
12B	CHI (Reagent)			X					
12C	CHI (Lab Equip)			X					
12D	CHI (ODCM)					X			
12E	PCP (Proc Con)			X					
13A	RWI (SOI)		X						
13B	RWI (ARI)		X						
14A-H	TM (Training Manual)					X	X		
15A	EP (Emerg Plan)					X	X		
15B	EPI (EP Inst)					X	X		
16	Security					X	X		
17A	FPI (Fire Prot Prog)					X	X		
17B	FPI (Prefire Plans)					X	X		
17C	FPI (Fire Prot Inst)					X	X		
18	PDB (Plant Data Book)				X				
19	TMI (Temp Inst)	0	0	0	0	0	0	0	0

# Approved by section responsible for preparation      X Approval  
 0 Approved in the same manner as similar permanent instructions  
 H Plant Health Physicist approval in addition to section GSE Approval

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## 5.4 Non-Intent Temporary Change

A non-intent temporary change is one which does not alter the basic method or acceptance criteria of the instruction.

## 5.5 Intent Temporary Change

An intent temporary change is one which includes a change in the basic method of the procedure, or a change to any acceptance criteria.

## 5.6 Plant Management Staff

Any supervisor or specialist in the Perry Plant Operations or Technical Departments.

## 5.7 Shall, Should, and May

The word "shall" is used to denote a requirement; the word "should" to denote a recommendation; and the word "may" to denote permission, neither a requirement nor a recommendation. Requirements may also be denoted by the use of "will", "is", "must", or "has" in a clear statement of fact or purpose. For example: "The operator will read..." or "The operator has responsibility...". The use of "shall" to denote a requirement is preferred.

## 6.0 DETAILS

### 6.1 Instruction Preparation

Instructions are prepared by each section. If several different personnel will be preparing the same type of instruction, or if other conditions warrant it, then such instructions shall be prepared in accordance with an administrative procedure which describes the preparation of such an instruction. If there is no applicable approved format available, the instruction shall be written to the guidelines given in PAP-0502.

Clearly defined manuals or plans, such as the Security Plan, Emergency Plan, etc., may be written in any convenient format.

- 6.1.1 Steps in an instruction that are required by a License Commitment may be identified in the right margin with a vertical row of asterisks and the notation: 1, 2, etc. The commitment numbers will refer to commitments in the License Commitment Tracking System. The Administrative Unit

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Supervisor will maintain the cross-reference between these numbers and the actual commitments.

- 6.1.2 The following Records Capture Statement shall be used in all instructions except those designated in 6.1.3. The statement shall be as follows:

"The following documents are generated by this instruction:

Quality Assurance Records

\_\_\_\_\_

\_\_\_\_\_

Non Quality Records

\_\_\_\_\_

\_\_\_\_\_

Records identification and disposition are accomplished in accordance with the Records Retention/Disposition Schedule (RR/DS) and handled in accordance with PAP-1701, Plant Records Management."

- 6.1.3 The above Records Capture Statement is not required in instruction types which themselves are the records. The following instruction types do not require a records capture statement: VLI, ELI, IOI, STI, SOI, ONI, ARI, PEI, RWI (ARI), CHI (Vol. 12A), and TMI's associated with these instruction types, and the EP, and the Plant Data Book.

6.2 Instruction Title and Number

Each volume of the PNPP Operations Manual contains instructions relating to a specific area of operation. The first section of the instruction number contains the Operations Manual volume number. The remainder of the instruction number varies depending upon the volume in which the instruction is located.

An index of all instructions in a volume should be located in the front of each volume.

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## 6.3 Numbering and Organization

6.3.1 Page Margins, Headings, and Ending Margins should be about one and one-half inches from the left edge and one inch from the right edge for all pages. Headings (page numbering) and endings of each page should be about one inch from top and bottom.

### 6.3.2 Page Numbering

The cover sheet, table of contents, 10CFR50.59 Applicability Check, and list of incomplete items, when used at the beginning of each instruction, shall be placed in that order and will be numbered sequentially; i, ii, iii and iv. A sample cover sheet and 10CFR50.59 Applicability Check are shown in Attachment 1.

Page numbering should appear in the upper right hand corner of each page. Page numbering shall utilize 1, 2, ... X - LAST method.

When drafts of instructions are submitted for review in accordance with Section 6.4.4, the revision number shall identify the draft number. The draft number is only changed when the instruction is resubmitted for review in accordance with Section 6.4.4.

Example: OM7A: SVI-B21-T0190  
Page: 21 - LAST  
Rev.: 2, Draft 1

NOTE: The Draft # is omitted from the cover page (i) during the draft stages.

### 6.3.3 Form Numbering

All attachments which are desired to be reproduced separately from the instruction should be given a form number as shown below. The form number should be located in the same area as a page number.

Example: OM7A: SVI-B21-T0190  
Page: 20  
Rev.: 2, Draft 1  
  
Attachment 2  
Form: SVI-B21-T0190-1

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The form title should be typed at the top of the first sheet in Initial Caps and underscored on the form. If a form contains more than one sheet, the form shall be appended with alphabetical, lower-case letters as a suffix to the form number. The first sheet of a multiple sheet form shall identify the total number of sheets in the form.

Example: OM7A: SVI-B21-T0190  
Page: 20  
Rev.: 2, Draft 1

Attachment 2  
Form: SVI-B21-T0190-1a  
Sheets a-f (on first page of the attachment only)

Succeeding pages shall look like this:

Example: Attachment 2 (Cont.)  
Form: SVI-B21-T01901-1b, 1c, etc.

NRC or CEI standard forms (e.g., NRC Form 741 or CEI Form 535 or forms from other instructions or procedures) may be referenced in an instruction and need not be included as an attachment. If included as an attachment, they need not be given a new form number and should be stamped "SAMPLE".

## 6.4 Review of Instructions

- 6.4.1 After an instruction is prepared, the responsible General Supervising Engineer/General Supervisor may assign one or more individuals from within the section to perform an in-depth review of the instruction. The reviewer should be someone other than the preparer who is knowledgeable about the subject and intent of the instruction.
- 6.4.2 The assigned reviewers should review the instruction (or revision) for technical content, accuracy, operability, maintainability, safety, and economy of effort. The impact on and from other instructions and procedures should be evaluated. They should ensure compliance with plant technical specifications, the FSAR and the PNPP QA Plan. Instructions covering preventative maintenance should be verified against the equipment qualification file.
- 6.4.3 After completion of the in-depth review, the Section General Supervisor/General Supervising Engineer or designee shall send the instruction to the procedures clerk, Administrative Unit, to be distributed for review.

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NOTE: The Instruction Preparer and Reviewer's names must be clearly indicated on the Instruction Coversheet prior to distributing the Instruction for review.

6.4.4 The procedures clerk, Administrative Unit, shall distribute the instruction for review in accordance with Table 1, Instruction Review Distribution Matrix, using Form: PAP-0502-1, Procedure/Instruction Review Form. In addition, upon identification of a procedurally addressed interface activity with a department outside of PPOD/PPTD, a copy of the instruction shall be forwarded to the Procedures Unit, Perry Project Services Department, for interface review in accordance with POP-0501, Perry Procedures Systems.

6.4.5 Within 10 working days of the date the instruction was issued for review, the reviewers shall return Form: PAP-0502-1, Procedure/Instruction Review Form, to the procedures clerk, Administrative Unit.

NOTE: In the case of General Electric and Gilbert review of Startup Test Instructions and Plant Emergency Instructions, Form: PAP-0502-1 shall be returned directly to the responsible General Supervisor/General Supervising Engineer.

6.4.6 The procedures clerk will forward all comments to the preparer of the instruction.

6.4.7 All review comments shall be resolved to the satisfaction of the reviewer. Comments that cannot be resolved between the reviewer and preparer shall be ultimately resolved by the GS/GSE's of the reviewer and preparer or by the PORC as appropriate. Resolution of QA Comments must be documented by having the reviewer, his alternate, or his supervisor initial each comment acknowledgement.

NOTE: QA indicates which comments need not be resolved prior to instruction approval.

Comments received after 10 working days that require immediate resolution must be initialled by the GS/GSE of the reviewing organization. Any changes to the instruction as a result of late comment resolution that are needed immediately will be incorporated in the instruction, or if the instruction has been approved, a temporary change or instruction revision will be made. All other changes as a result of late comment resolution can be incorporated in subsequent revisions. All review comments shall be retained until the next revision beyond the revision on which comments are being made is approved.

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- 6.4.8 If the review comments resulted in a significant rewrite of instruction, the preparer should resubmit the instruction for review per Section 6.4.4.
- 6.4.9 A qualified individual as defined in PAP-0305, Safety Evaluations, shall perform a 10CFR50.59 Applicability Check to determine if the instruction requires a Safety Evaluation. This Applicability Check is documented on the 10CFR50.59 Applicability Check page for the instruction being reviewed. An example of this documentation is shown in Attachment 1. The individual performing the Applicability Check will mark the appropriate responses and sign and date the Applicability Check.
- 6.4.10 If the Applicability Check indicates that a Safety Evaluation is required, then the responsible GS/GSE shall ensure that a Safety Evaluation is performed in accordance with PAP-0305.

NOTE: The Safety Evaluation must be reviewed and approved by the PORC prior to approval of the instruction.

## 6.5 Approval of Instructions

- 6.5.1 Following completion of the review process the Section General Supervising Engineer/General Supervisor or Managers, PPOD/PPTD, in accordance with Table 2, shall approve the instruction by signing the cover sheet.

NOTE: Startup Test Instructions also require an approval signature from the GE Site Operations Manager or the GAI Startup and Test Project Manager in accordance with PAP-1104, Startup Test Program.

- 6.5.2 Type or write NA on the cover sheet in those lines where approval is not required. Additional approval signature blocks may be added as needed.
- 6.5.3 The approved Instruction shall be forwarded to the procedures clerk, Administrative Unit for inclusion into the Perry Nuclear Power Plant Operations Manual in accordance with PAP-0501.
- 6.5.4 Training of affected Plant Staff shall be accomplished in accordance with PAP-0211, Procedure and Instruction Training.

## 6.6 Revisions To Approved Instructions

- 6.6.1 Proposed revisions to approved instructions may be initiated through the use of Form: PAP-0502-2, Procedure/Instruction

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Revision Request Form, (Attachment 7), or the responsible GS/GSE may initiate a revision at any time.

6.6.2 Form: PAP-0502-2 is completed and processed for Instructions as follows:

1. The originator shall complete the heavy black-bordered section of Form: PAP-0502-2, Procedure/Instruction Revision Request Form. A marked-up copy of the affected pages should be attached, if the requested change is extensive.

"Additional Implementing Instructions" shall include, as applicable, the date by which the revision must be implemented or a description of other plant documents which may have to be reviewed or revised because of the proposed revision.

The originator's GS/GSE shall review and initial the form and submit it to the procedures clerk, Administrative Unit.

2. The procedures clerk, Administrative Unit shall log the receipt of Form: PAP-0502-2 stamp it in accordance with PAP-0502, and forward it to the responsible GS/GSE of the instruction to be revised.
3. The responsible GS/GSE shall accept or reject the revision request by completing the form and signing it. He shall then return the request to the procedures clerk, Administrative Unit.

NOTE: Approval of the revision request is only approval to incorporate the revision into a draft instruction, the instruction revision must still be approved per Section 6.5.

4. If accepted, the procedures clerk, Administrative Unit, shall forward a copy of Form: PAP-0502-2 to the originator's GS/GSE, file the original of Form: PAP-0502-2 in the Master File and revise the periodic review due date on the Operations Manual Index, if required.
5. If rejected, the procedures clerk, Administrative Unit, shall forward a copy of Form: PAP-0502-2 to the originator's GS/GSE and file the original copy of Form: PAP-0502-2 in the Master File.
6. When it becomes time to review the instruction as determined from the Operations Manual Index, the procedures

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clerk, Administrative Unit, shall notify the responsible GS/GSE and forward the originals of all Form: PAP-0502-2's to him. If the instruction is to be revised before this date, the responsible GS/GSE should review the Master File and incorporate all approved revision requests and Temporary Changes, if required, in the new revision to the instruction.

7. A revision to an instruction is reviewed and approved per Sections 6.4 and 6.5.
  8. Once the revision which incorporated the change requested on Form: PAP-0502-2 is approved, the applicable revision number should be entered on the last line of the form and the form returned to the procedures clerk, Administrative Unit.
  9. The procedures clerk, Administrative Unit, shall log the closure of Form: PAP-0502-2 and return it to the originator's GS/GSE.
- 6.6.3 If it is decided to revise an instruction prior to its scheduled revision due date, the preparer of the revision shall request the procedures clerk to send to him all outstanding Procedure/Instruction Revision Requests. It is the responsibility of the preparer of the revision to ensure that all such revision requests are incorporated as necessary into the revision being prepared.
- 6.6.4 The instruction shall be renumbered on each page with the new revision number. The cover page shall be retyped for each revision with previous revision signatures and dates omitted.
- 6.6.5 Portions of the instruction that have been changed from the proceeding revision shall be identified with a vertical line along the right side of the page where the instruction was changed. If the revision deletes a whole paragraph, a short line shall be drawn between the two remaining paragraphs. The "Scope of Revision" section should give a summary of the changes made. If the revision completely changes the instruction, this fact may be noted and the vertical lines omitted.

NOTE: During the review process vertical lines should also be used to denote all changes in the current draft from the preceding revision or preceding draft as applicable.

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## 6.7 Temporary Changes to Instructions - Non-Intent

- 6.7.1 An instruction may be temporarily changed prior to the next revision to correct typographical errors and other changes, if the intent of the instruction is not altered.

NOTE: Temporary Changes should not be written against current temporary changes. In this case, the current temporary change should be cancelled and a new temporary change issued to replace it.

- 6.7.2 The originator shall fill out Attachment 3, Form: PAP-0507-1, Instruction Temporary Change Form Non-Intent, with the following:

1. Instruction number, title and revision.
2. Originator's name and the date.
3. The temporary change number. When Instruction Temporary Change Forms are written for an instruction, they shall be sequentially numbered starting at 1 for the current revision to the instruction. The Instruction Change Log should be reviewed to determine the next sequential number.

NOTE: Temporary Changes are numbered in sequence irrespective of whether they are Non Intent or Intent Changes.

4. The text of the temporary change (use more than one page if necessary).

- 6.7.3 The temporary change shall be conditionally approved by two members of the plant management staff knowledgeable in the affected area. After fuel load, one of these people shall be either the Shift Supervisor or the Unit Supervisor of the affected unit. The last conditional approver shall fill in the effective date. The temporary change shall be in effect from the effective date.

- 6.7.4 Following conditional approval of the temporary change, the original copy of the Instruction Temporary Change Form Non-Intent is designated as the Master Copy.

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6.7.5 The last conditional approver shall ensure that working copies of the Instruction Temporary Change Form Non-Intent are made from the Master Copy and promptly placed in the following locations prior to use:

1. The Instruction Change Log described in PAP-0501, PNPP Operations Manual.
2. Immediately preceding the affected instruction in all Updated Volumes of the Operations Manual per PAP-0501.

NOTE: If the temporary change is cancelling a previous temporary change do not remove the temporary change being cancelled from either the Instruction Change Log or the Operations Manual at this time.

The Master Copy is now forwarded to the procedures clerk, Administrative Unit.

6.7.6 The procedures clerk logs receipt of the Master Copy and forwards it for final approval to either the Responsible GS/GSE, or the PORC Secretary for instructions requiring PORC approval, in accordance with Table 2.

6.7.7 Temporary changes shall be evaluated for final approval in accordance with Table 2 within 14 days of the effective date.

1. If final approval is granted mark the appropriate box and sign or give the PORC meeting number as applicable. The Master Copy is then forwarded promptly to the procedures clerk, Administrative Unit, for logging and forwarding to the Central Records Clerk.
2. If final approval is not granted mark the appropriate box and sign or give the PORC meeting number as applicable. The Master Copy is then forwarded promptly to the Central Records Clerk.

6.7.8 When the fifth current temporary change to an instruction is approved, the instruction shall be scheduled for periodic review in accordance with Section 6.9. This review should be completed within two months of the effective date of the fifth current temporary change.

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6.7.9 Upon receipt of the Final Approved/Disapproved Master Copy, the Central Records Clerk takes the following actions within 5 working days of the Final Approval/Disapproval date.

1. If the temporary change received final approval, Controlled Copies of the temporary change are forwarded to all holders of controlled copies of the instruction within five working days of the final approval date. An additional Controlled Copy is sent to the General Supervisor, Operations Section, for insertion in the Instruction Change Log per PAP-0501.
2. If the temporary change was not approved at the Final Approval review, then Form: PAP-0507-2, Notification of Temporary Change Cancellation, Attachment 4, is completed and forwarded to all locations which received copies of the Temporary Change per Section 6.7.7. One additional copy of Form: PAP-0507-2 is sent to the General Supervisor, Operations Section, for updating of the Instruction Change Log per PAP-0501.
3. The Master Copy of the temporary change is filed in the Master Copy File.

6.7.10 When an instruction is revised, all temporary changes against the Instruction shall be either:

1. Incorporated into the new revision, or
2. Not incorporated into the new revision and thereby superceded, or
3. Not incorporated into the new revision but must be issued as a new temporary change to the new revision.

6.7.11 A temporary change is cancelled and removed from the instruction when any of the following occurs:

1. A new revision to the instruction is issued.
2. The temporary change is explicitly cancelled by another temporary change. If the new TC makes no changes other than cancelling one or more TC's, then none of these temporary changes are considered a current temporary change as described in Section 6.7.10).
3. A temporary change does not receive final approval.

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6.8 Temporary Change to Instructions - Intent

- 6.8.1 A temporary change to an instruction which changes the intent of the instruction may be initiated by any member of the plant staff.

NOTE: Temporary Changes should not be written against current temporary changes. In this case, the current temporary change should be cancelled and a temporary change issued to replace it.

- 6.8.2 The initiator of the temporary change shall fill out Attachment 5, Form: PAP-0507-3, Instruction Temporary Change Form - Intent, with the following:

1. Instruction number, title and revision.
2. Originator's name and the date.
3. The Temporary Change Request number based on a review of the Instruction Change Log. They shall be sequentially numbered starting at 1 for the current revision to the instruction.

NOTE: Temporary Changes are numbered in sequence irrespective of whether they are Non Intent or Intent changes.

4. The text of the temporary change (use more than one page, if necessary).

- 6.8.3 A qualified individual, as defined in PAP-0305, Safety Evaluations, shall perform a 10CFR50.59 Applicability Check to determine if the temporary change requires a Safety Evaluation. This Applicability Check is documented by marking the appropriate responses and signing the temporary change form, Attachment 5.

- 6.8.4 If the answer to any of the questions on the Applicability Check is YES, a Safety Evaluation must be performed. The GS/GSE of the temporary change originator shall ensure that a Safety Evaluation is performed in accordance with PAP-0305.

NOTE: The Safety Evaluation must be reviewed and approved by PORC prior to final approval of the temporary change.

- 6.8.5 The originator forwards the Instruction Temporary Change Form - Intent to his General Supervisor/General Supervising Engineer for review.

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- 6.8.6 The originator's General Supervisor/General Supervising Engineer shall review the Instruction Temporary Change Form - Intent, sign and date on the "Submitted By" line and forward the form to the procedures clerk.
- 6.8.7 The procedures clerk upon receipt of the Temporary Change Form - Intent shall log receipt of the Temporary Change Form and distribute it for review using Form: PAP-0502-1 in accordance with Table 1.
- 6.8.8 Upon completion of the review cycle, the procedures clerk shall forward the temporary change for approval in accordance with Table 2.
- 6.8.9 Following approval/disapproval of the temporary change, the Instruction Temporary Change Form - Intent shall be returned to the procedures clerk for logging and forwarding to the Central Records Clerk. The Central Records Clerk shall take the following actions.
1. If the temporary change was approved, Controlled Copies of the Instruction Temporary Change Form - Intent shall be forwarded to all holders of Controlled Copies of the instruction within five working days of the final approval date. An additional Controlled Copy is sent to the GS, Operations Section, for insertion in the Instruction Change Log per PAP-0501.
  2. If the temporary change was not approved, the Instruction Temporary Change Form - Intent is forwarded to the originator's General Supervisor/General Supervising Engineer.
- 6.8.10 When the fifth current temporary change to an instruction is approved, the instruction shall be scheduled for periodic review in accordance with Section 6.9. This review should be completed within two months of the effective date of the fifth current temporary change.
- 6.8.11 Temporary changes are entered into Controlled Copies of the Operations Manual per PAP-0501, PNPP Operations Manual.

#### 6.9 Temporary Instructions

- 6.9.1 A Temporary Instruction shall follow the same preparation, review and approval process as any other instruction with the following exceptions:

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1. The Section General Supervising Engineer/General Supervisor shall assign an expiration date, not to exceed 6 months, to the Temporary Instruction.
2. Temporary Instructions shall use Attachment 2 instead of Attachment 1 as the cover sheet.

NOTE: Temporary Instructions must have a 10CFR50.59 Applicability Check and a Safety Evaluation, if required, performed on them in accordance with Sections 6.4.3 and 6.4.4.

3. Temporary Work Instructions written in a Work Order shall be handled per PAP-0905, Work Order Process.

## 6.10 Periodic Review of Instructions

- 6.10.1 Each Instruction shall be reviewed at least once every two years to determine if changes are necessary or desirable. This review shall be done by the section responsible for the instruction.

NOTE: The Emergency Plan, Volume 15A, and the Emergency Plan Implementing Instructions, Volume 15B, shall be reviewed at least once every year.

- 6.10.2 Scheduling and notification for the periodic review process is the responsibility of the Administrative Unit Supervisor. Written notification shall be provided to the Section General Supervising Engineer/General Supervisors on Form: PAP-0502-4, Procedure/Instruction Periodic Review Form.
- 6.10.3 The Section General Supervising Engineer/General Supervisor shall appoint a section number to review the instruction. The reviewer shall be someone knowledgeable about the subject and intent of the instruction.
- 6.10.4 The reviewer shall review the instruction, and recommend any changes on Form: PAP-0502-4. If there are any Instruction Change Forms marked for inclusion into the next revision, the instruction shall be revised to include the, or the temporary changes shall be cancelled or, if still required as a temporary change, the temporary changes shall be reissued.
- 6.10.5 The Section General Supervising Engineer/General Supervisor shall approve the review, and send the form back to the procedures clerk, Administrative Unit.

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- 6.10.6 If a revision is recommended, it may be initiated by the Section General Supervising Engineer/General Supervisor in accordance with Section 6.6.
- 6.10.7 A revision to an instruction fulfills the requirements for periodic review.

6.11 Cancellation of Instructions

- 6.11.1 When cancellation of an instruction becomes necessary, the Perry Plant Operations or Technical Department element responsible for the instruction shall prepare a Form: PAP-0502-5, Procedure/Instruction Cancellation Form, (see Attachment 6 for a Sample Procedure/Instruction Cancellation Form) with the following information:
1. Instruction number.
  2. Latest revision number.
  3. Effective date of cancellation.
  4. Reason for the cancellation.
- 6.11.2 The responsible General Supervisor/General Supervising Engineer shall sign and date on the "Submitted" line. He shall then forward the Procedure/Instruction Cancellation Form to the procedures clerk, Administrative Unit.
- 6.11.3 The procedures clerk, Administrative Unit, upon receipt of the Procedure/Instruction Cancellation Form, shall distribute the cancellation form using Form: PAP-0502-1 for review in accordance with Table 1.

NOTE: Reviewers of the proposed instruction cancellation should ensure that no other procedures/instructions in their area of responsibility refer to the instruction being cancelled. If such procedure/instructions do refer to the instruction being proposed for cancellation, then the reviewer should either recommend disapproval of the proposed cancellation or prepare temporary changes to the procedures/instructions in question to accommodate the cancellation.

- 6.11.4 Upon completion of the review cycle, the procedures clerk shall forward the Procedure/Instruction Cancellation Form for approval in accordance with Table 2.

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- 6.11.5 Following approval/disapproval of the instruction cancellation, the Procedure/Instruction Cancellation Form shall be forwarded to the procedures clerk, Administrative Unit for logging and forwarding to the Central Records Clerk.
- 6.11.6 The Central Records Clerk upon receipt of the Procedure/Instruction Cancellation Form shall take the following actions.
1. If the instruction cancellation was approved, Controlled Copies of the Procedure/Instruction Cancellation Form shall be forwarded to all holders of Controlled Copies of the instruction being cancelled.
  2. If the instruction cancellation was not approved, the Procedure/Instruction Cancellation Form shall be forwarded to the responsible General Supervisor/General Supervising Engineer.
- 6.11.7 Cancelled instructions are removed from Controlled Copies of the Operations Manual per PAP-0501, PNPP Operations Manual.

## 6.12 Records

- 6.12.1 The following documents are generated by this procedure:

### Quality Assurance Records

Instruction Temporary Change Forms - Non-Intent (PAP-0507-1)  
Procedure/Instruction Periodic Review Forms (PAP-0502-4)  
Instruction Temporary Change Forms - Intent (PAP-0507-3)  
Instruction Cancellation Form (PAP-0507-2)

### Non Quality Records

None

Records identification and disposition are accomplished in accordance with the Records Retention/Disposition Schedule (RR/DS) and handled in accordance with PAP-1701, Plant Records Management.

## 7.0 ATTACHMENTS

- 7.1 Attachment 1 - Sample Instruction Cover Sheet and 10CFR50.59 Applicability Check.
- 7.2 Attachment 2 - Sample Temporary Instruction Cover Sheet.

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- 7.3 Attachment 3 - Form: PAP-0507-1, Instruction Temporary Change Form - Non-Intent.
- 7.4 Attachment 4 - Form: PAP-0507-2, Notification of Temporary Changes Cancellation Form.
- 7.5 Attachment 5 - Form: PAP-0507-3, Instruction Temporary Change Form - Intent.
- 7.6 Attachment 6 - Sample Procedure/Instruction Cancellation Form.
- 7.7 Attachment 7 - Form: PAP-0502-2, Sample Procedure/Instruction Revision Request Form.
- 7.8 Attachment 8 - Form: PAP-0507-4, Instruction Temporary Change Continuation Sheet.

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PERRY NUCLEAR POWER PLANT OPERATIONS MANUAL

(Instruction Type)

TITLE: (TITLE) (MPL IF APPLICABLE)

REVISION: \_\_\_\_\_ EFFECTIVE DATE: \_\_\_\_\_

DATE

PREPARER:		
REVIEWER:		
PORC MEETING NO.:		
APPROVED:		

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## 10CFR50.59 Applicability Check

	<u>Yes</u>	<u>No</u>
Is there a change to the plant as described in the FSAR?	—	—
Is there a change to a procedure/instruction as described in the FSAR?	—	—
Is there a test or experiment not described in the FSAR?	—	—
Is there a change to the Technical Specifications?	—	—
(If yes, perform a 10CFR50.59 Safety Evaluation per PAP-0305)		
Applicability Check Performed By: _____ Date: _____		

SCOPE OF REVISION:

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Attachment 2

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\*\*\*\*\*  
\*  
\* TEMPORARY INSTRUCTION \*  
\*  
\*\*\*\*\*

TITLE: \_\_\_\_\_  
\_\_\_\_\_

REVISION: \_\_\_\_\_ EFFECTIVE DATE: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

DATE

PREPARER:	
REVIEWER:	
PORC MEETING NO.:	
APPROVED:	

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Attachment 3  
Form: PAP-0507-1

NON-INTENT

Instruction Temporary Change Form

Instruction Number \_\_\_\_\_ Rev. \_\_\_\_\_  
Instruction  
Title \_\_\_\_\_

Originator \_\_\_\_\_ / /

Conditional Approvals: 1. \_\_\_\_\_ / / 2. \_\_\_\_\_ / /

SS or US Conditional Approval \_\_\_\_\_ / / Effective Date \_\_\_\_\_ / /

Final Approval: \_\_\_\_\_ / / PORC Meeting # \_\_\_\_\_

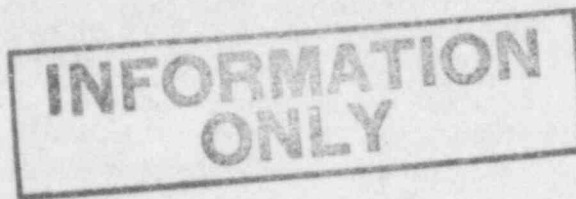
☐ Approved

☐ Disapproved

Temporary Change Number

Page \_\_\_\_ of \_\_\_\_

Change Entered By: \_\_\_\_\_ Date: \_\_\_\_\_



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To: \_\_\_\_\_ M.C. \_\_\_\_\_

Attachment 4  
Form: PAP-0507-2

Controlled Copy Number \_\_\_\_\_

Notification of Temporary Change Cancellation

Temporary Change Number \_\_\_\_\_

for \_\_\_\_\_,

Revision \_\_\_\_\_

is cancelled EFFECTIVE \_\_\_\_\_.

Reason for Cancellation:

☐ Failure to receive final approval.

☐ Other \_\_\_\_\_  
\_\_\_\_\_

Cancellation Entered \_\_\_\_\_ /-  
Signature Date

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Attachment 5

Form: PAP-0507-3

INTENT

Instruction Temporary Change Form

Instruction Number \_\_\_\_\_ Rev. \_\_\_\_\_

Instruction

Title \_\_\_\_\_

Originator \_\_\_\_\_ / /

	<u>Yes</u>	<u>No</u>
Change to the plant as described in the FSAR	_____	_____
Change to a procedure/instruction described in the FSAR	_____	_____
Test or experiment not described in the FSAR	_____	_____
Change to Technical Specifications	_____	_____
10CFR50.59 Applicability		
Check Performed by _____	Date: _____	

Submitted By: \_\_\_\_\_ / / Effective Date \_\_\_\_\_ / /  
GS/GSE

Final Approval: \_\_\_\_\_ / / PORC Meeting # \_\_\_\_\_

☐ Approved

☐ Disapproved

Temporary Change Number
Page ____ of ____

Change Entered By: \_\_\_\_\_ Date: \_\_\_\_\_

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Attachment 6

## Procedure/Instruction Cancellation Form

PROCEDURE/INSTRUCTION NUMBER \_\_\_\_\_

REVISION NUMBER \_\_\_\_\_

EFFECTIVE DATE OF CANCELLATION \_\_\_\_ / \_\_\_\_ / \_\_\_\_

REASON FOR CANCELLATION:

SUBMITTED: \_\_\_\_\_  
Perry Plant Operations Department

SUBMITTED: \_\_\_\_\_  
Perry Plant Technical Department

REVIEWED: \_\_\_\_\_  
Nuclear Quality Assurance Department

APPROVED: \_\_\_\_\_  
Manager, Nuclear Quality Assurance Department

PORC MEETING NO.: \_\_\_\_\_

☐ Not Approved \_\_\_\_ / \_\_\_\_ / \_\_\_\_

☐ Approved \_\_\_\_ / \_\_\_\_ / \_\_\_\_

APPROVED: \_\_\_\_\_  
Responsible GS/GSE

APPROVED: \_\_\_\_\_  
Manager, Perry Plant Operations Department

APPROVED: \_\_\_\_\_  
Manager, Perry Plant Technical Department



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Attachment 8  
Form: PAP-0507-4

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