

September 5, 1985

✓ South Carolina Electric and Gas Company
ATTN: Mr. O. W. Dixon, Jr.
Vice President-Nuclear Operations
P. O. Box 764 (167)
Columbia, SC 29218

54295

Gentlemen:

SUBJECT: OPERATOR AND SENIOR OPERATOR LICENSING EXAMINATIONS

In a telephone conversation between Mr. Terry Matlosz, Training Supervisor, and Mr. Jerry Douglas, Operator Licensing Section, arrangements were made for administration of the operator examinations at the South Carolina Electric and Gas Company, V. C. Summer Nuclear Plant.

The written, plant oral, and simulator examinations are scheduled for the week of November 18, 1985.

In order for us to meet the above schedule, it will be necessary for the facility to furnish the selected reference material from the approved list in Enclosure 1 by September 18, 1985. Any delay in receiving this material will result in a delay in administration of the examinations. Our examinations are scheduled far in advance with considerable planning to utilize our present limited examiner manpower and to meet the examination date requested by the various facilities. Therefore, missing the September 18, 1985, deadline, even by a few days, will likely result in a long delay, since it would not be possible to reschedule examinations at other facilities. Mr. Matlosz has been advised of our selected reference material requirements, the number of reference material sets that are required, and the examiners' names and addresses where each set is to be mailed.

This request for information was approved by the Office of Management and Budget under a blanket Clearance Number 3150-0101 which expires on June 30, 1986. Comments on burden and duplication may be directed to the Office of Management and Budget, Reports Management, Room 3208, New Executive Office Building, Washington, DC 20503.

The facility management is responsible for providing adequate space and facilities in order to properly conduct the written examinations. Enclosure 2, "Administration of Operator Licensing Written Examinations," describes our requirements for conducting these examinations. Mr. Matlosz has also been informed of these requirements.

All operator and senior license applications should be submitted on Form NRC-398 at least 60 days prior to the first examination date so that we will be able to review the training and experience of the candidates, process the medical certifications, and prepare final examiner assignments after candidate eligibility has been determined.

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Thank you for your consideration in this matter. If you have any questions regarding the examination procedures and requirements, please contact Mr. Bruce Wilson, 404/221-5542, or Mr. Jerry Douglas, 404/221-5483.

Sincerely,

(Original signed by DMVerrelli)

David M. Verrelli, Chief
Reactor Projects Branch 1
Division of Reactor Projects

Enclosures:

1. Reference Material Requirements
2. "Administration of Operator
Licensing Written Examinations"

cc w/encls:

- ✓ M. Williams, Manager-Nuclear
Operations
- ✓ O. Bradham, Director of Nuclear
Plant Operations

bcc w/encls:

- ✓ Senior Resident Inspector
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ENCLOSURE 1

REFERENCE MATERIAL REQUIREMENTS FOR REACTOR/SENIOR REACTOR
OPERATOR LICENSING EXAMINATIONS

1. Procedure Index (alphabetical by subject)
2. All administrative procedures (as applicable to reactor operation or safety)
3. All integrated plant procedures (normal or general operating procedures)
4. Emergency procedures (emergency instructions, abnormal or special procedures)
5. Standing orders (important orders that are safety-related and may supersede the regular procedures)
6. Fuel-handling and core-loading procedures (initial core-loading procedures when appropriate)
7. Annunciator procedures (alarm procedures, including set points)
8. Radiation protection manual (radiation control manual or procedures)
9. Emergency plan implementing procedures
10. Technical Specifications
11. Lesson plans (training manuals, plant orientation manual, system descriptions, reactor theory, thermodynamics, etc.)
12. System operating procedures
13. Piping and instrumentation diagrams, electrical single-line diagrams, or flow diagrams
14. Technical Data Book and/or plant curve information as used by operators
15. Any other material the examiner feels is necessary to adequately prepare a written examination, such as reactor traces of significant plant evolutions
16. Questions and answers that licensee has prepared (voluntary by licensee)

17. Malfunction and initial condition material for simulator (if applicable)

All of the above reference material should be approved, final issues and should be so marked. Uncontrolled, preliminary, or other such issues will not be acceptable except for cold-license examinations. If a cold-license plant has not finalized some of the material, the chief examiner is responsible for ensuring that the most complete, up-to-date material is available and that agreement has been reached with the licensee for limiting changes before the administration of the examination. All procedures and reference material should be bound or in the form used by the control room operators, with appropriate indexes or tables of contents so that they can be used efficiently.

ENCLOSURE 2

ADMINISTRATION OF OPERATOR LICENSING WRITTEN EXAMINATIONS

NRC Requirements:

1. A single room should be provided by the facility for completing the written examination. The location of this room and supporting restroom facilities should be such as to prevent contact with all other facility/contractor personnel for the duration of the written examination. If necessary, the facility should make arrangements for the use of a suitable room at a local school, motel, or other building. Obtaining this room is the responsibility of the licensee.
2. Minimum spacing is one candidate per 5 X 2½ ft., minimum size table with 3-foot spacing between tables. No wall charts, models, and/or other training materials may be present in the examining room.
3. Suitable arrangements are to be made by the facility for the candidates to have lunch, coffee, etc. These arrangements will be reviewed by the examiner and/or proctor.
4. The facility shall arrange to have a maximum of one facility staff member per section available to review the examination questions and answer key. This review will begin after the completion of the written examination and normally be limited to two hours per examination (RO, SRO).
5. The facility will provide sealed pads of paper for each candidate's use in completing the examination. All reference material needed to complete the examination will be furnished by the examiner. Candidates may bring calculators but no other equipment or reference material to the examination room.
6. Only black ink or dark pencil should be used for writing answers to questions.
7. Candidates will be asked to provide positive identification at the start of the written examination.