

STATION PROCEDURE COVER SHEET

A. IDENTIFICATION

Number OP 3262

Rev. 0

Title OPERATIONS SHIFT ADVISOR

Prepared By Steve Scace

B. REVIEW

I have reviewed the above procedure and have found it to be satisfactory.

<u>TITLE</u>	<u>SIGNATURE</u>	<u>DATE</u>
DEPARTMENT HEAD	<i>[Signature]</i>	<i>11/1/85</i>
_____	_____	_____
_____	_____	_____

C. UNREVIEWED SAFETY QUESTION EVALUATION DOCUMENTATION REQUIRED:

(Significant change in procedure method or scope as described in FSAR) YES [ ] NO [ ☒ ]  
(If yes, document in PORC/SORC meeting minutes)

ENVIRONMENTAL IMPACT

(Adverse environmental impact) YES [ ] NO [ ☒ ]  
(If yes, document in PORC/SORC meeting minutes)

D. INTEGRATED SAFETY REVIEW REQUIRED

(Affects response of Safety Systems, performance of safety-related control systems or performance of control systems which may indirectly affect safety system response.) YES [ ] NO [ ☒ ]  
(If yes, document in PORC/SORC meeting minutes.)

E. PROCEDURE REQUIRES PORC/SORC REVIEW

YES [ ☒ ] NO [ ]

F. PORC/SORC APPROVAL

PORC/SORC Meeting Number 3-85-210

G. APPROVAL AND IMPLEMENTATION

The attached procedure is hereby approved, and effective on the date below:

*[Signature]*  
Station/Service/Unit Superintendent

*11/1/85*  
Effective Date

Unit 3  
OPERATIONS SHIFT ADVISOR

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0

1. PURPOSE

- 1.1 To establish the duties, responsibilities and qualifications of the Shift Advisor (SA).

2. APPLICABILITY

- 2.1 This procedure applies to personnel designated as SAs and the operating shifts to which they are assigned.

3. REFERENCE

- 3.1 Training Department document entitled  
Training Program for Millstone 3 Shift Advisors.

4. DEFINITIONS

N/A

5. RESPONSIBILITIES

5.1 Operations Supervisor

The Operations Supervisor is responsible for administering the SA program in accordance with this procedure. This includes ensuring the SAs are aware of their responsibilities and duties, ensuring the SAs are qualified and trained in accordance with this procedure, and ensuring the shifts having advisors assigned are trained in the role and responsibility of the advisors. The Operations Supervisor will approve the periodic evaluations of the SAs.

5.2 Shift Supervisor

The Shift Supervisor (SS) is responsible for integrating the SA into his operating shift, evaluating the recommendations of the SA and periodically evaluating the performance of the SA.

5.3 Shift Advisor

5.3.1 The primary responsibility of the SA is to evaluate the shift operations and make recommendations to ensure safe plant operations.

5.3.2 The SA will also enhance plant operations by using his previous plant operating experience to evaluate

areas to improve shift effectiveness and ensure personnel safety. By participating in shift activities, the SA can be most effective in transmitting his knowledge and experience to the operating shift.

6. INSTRUCITONS

6.1 Qualification and Training

- 6.1.1 The SA shall have four years experience in power plant operations, at least two of which shall be nuclear power plant experience at a pressurized water reactor (PWR) facility.
- 6.1.2 The SA shall have held a Senior Reactor Operator (SRO) license on a PWR facility functioning on shift for at least one year.
- 6.1.3 Prior to assignment to an operating shift, the SA shall receive the training specified in Reference 3.1.

6.2 Administration

- 6.2.1 The SA reports through the line organization directly to the Operations Supervisor.
- 6.2.2 The SA functionally reports to the SS in an advisory capacity. The SS provides day to day assignments to the SA.
- 6.2.3 The SA has direct access to plant management. In the event that the SA and SS can not reach agreement concerning a recommendation the SA believes is important to safe plant operations, the SA shall promptly contact the Operations Supervisor or Duty Officers for resolution.
- 6.2.4 The SA is required to be on duty whenever his assigned shift is designated as having the watch.
- 6.2.5 The SS shall conduct a performance evaluation of the SA on a quarterly basis. The evaluation shall concentrate on duties and responsibilities designated

in this procedure. The Operations Supervisor shall review and approve the evaluations.

### 6.3 On-Shift Duties

- 6.3.1 Based on his plant operating experience, the SA shall make recommendations to the SS to ensure safe plant operations. These recommendations may be as significant as termination of backfit or test activities and plant shutdown or reactor trip if in the opinion of the SA conditions so warrant.
- 6.3.2 The SA shall maintain cognizance of plant operations by actively participating in normal shift activities. Such activities include, but are not limited to, the review, evaluation and discussion with the shift of:
  - 6.3.2.1 Shift turnover
  - 6.3.2.2 Shift briefing
  - 6.3.2.3 Shift operating logs
  - 6.3.2.4 Upcoming maintenance and test activities, including equipment operability and safety tagging
  - 6.3.2.5 Equipment status, including bypass/jumper log
  - 6.3.2.6 Evolutions to be performed during the shift
  - 6.3.2.7 Plant incident reports
  - 6.3.2.8 Proposed procedure changes and revisions
  - 6.3.2.9 Plant tours with the SS and Plant Equipment Operators
- 6.3.3 To best utilize his experience to benefit his shift, the SS may involve the SA in tasks at the SRO level. In giving assignments, the SA will be given responsibility commensurate with his previous SRO experience, except that:
  - 6.3.3.1 The SA shall not perform manipulations that require a licensed operator.
  - 6.3.3.2 The SA shall not direct the activities of licensed operators.

7. FIGURES  
N/A

8. ATTACHMENTS  
N/A

SS: dyh



Millstone Nuclear Power Station, Unit No. 3  
Licensee Qualification Branch

QUESTION 630.14:

Provide a copy of the training program presented to the Shift Advisors to assure they have adequate knowledge of plant specific matters to properly perform their duties.

RESPONSE:

A copy of the training program which will be presented to the Shift Advisors is provided in Appendix 3.

APPENDIX 3

Training Program for Shift Advisors