



AUG 24 1984

ISSUANCE AND CONTROL OF QUALITY PROCEDURES AND INSTRUCTIONSPREPARED BY: [Signature]

8/23/84

8/23/84  
DateAPPROVED BY: [Signature]8/23/84  
Date1.0 REFERENCES

1-A CP-QP-6.0, "Preparation of Quality Procedures and Instructions"

2.0 GENERAL2.1 PURPOSE AND SCOPE

This procedure defines measures for issuance, control and distribution of site generated quality documents prepared in accordance with Reference 1-A. It provides methods to assure that latest effective revisions of quality documents are available to personnel performing activities affecting the quality of safety-related structures, systems and components at the CPSES project.

2.2 DEFINITIONS2.2.1 Controlled Copy

The term "controlled copy" means that revision to the document is maintained and that distribution of quality documents is known and traceable through established records.

2.2.2 Information Copy

Information copies of documents are used to communicate prescribed QA/QC activities to affected or interested persons or organizations. This type of distribution does not assure revision control.



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2.2.3 Advance Copy

Advance copies of documents are used to communicate QA/QC activities to affected personnel in the interim period prior to issuing a "Controlled Copy".

2.3 RESPONSIBILITIES

The TUGCO Site QA Manager has delegated the responsibility for control and distribution of quality documents to the CPSES QA Procedures Coordinator.

Distribution lists are established informally based on input from responsible supervisory and staff personnel.

3.0 PROCEDURE

3.1 ISSUANCE AND CONTROL OF QUALITY DOCUMENTS

Quality documents shall be issued by a Quality Document Transmittal form similar to that shown in Figure 1. The QA Procedures Coordinator shall ensure that the documents have been received and, where applicable, superceded documents properly dispositioned.

A Quality Document Holder's List shall be maintained by the CPSES QA Procedures Coordinator identifying all controlled Quality Manual holders.

3.1.1 General Requirements

Controlled copies of Quality documents shall be distributed to personnel directly involved with activities that influence the quality of safety-related structures, systems and components. This includes discipline inspection supervisors and inspection personnel under their direction. Distribution shall be broad enough to assure that personnel are aware of and perform their assigned activities in accordance with applicable Procedures/Instructions. Controlled copies may be distributed as single documents or in manual form.

3.1.2 Single Controlled Copies

Individual copies of procedures/instructions shall be controlled by assigning a unique copy number on the face of the document. The face of single documents shall also be stamped "Controlled Copy". A logging system, using a form similar to Figure 2, shall be used to record distribution and to establish control for single copy distribution only.



Reduced controlled copies shall be assigned to each QC Inspector per his certifications from the QA/QC Certification Matrix. Each QC Supervisor will be responsible for providing the Procedures Coordinator an update on any change in status of the QC personnel under his direction. Each inspector shall be given a unique control number by the Procedures Coordinator. A list of these control numbers and the Procedures/Instructions received by each QC Discipline shall be kept in the Procedures office.

Reduced controlled copies shall be transmitted by the Procedures Coordinator to the File Custodian (authorized to handle DCC documents in accordance with DCP-3) for distribution to the individual inspectors using a form similar to Figure 3. The QC inspector shall sign for receipt of the controlled issued procedures/instructions on Figure 3 next to his manual number. Additionally, the inspector shall return all superceded procedures/instructions to the File Custodian, who will then in turn return these to the Procedures Office. In the event a superceded procedure/instruction is not returned to the Procedures Office, the affected manual shall be submitted to the Procedures Coordinator for an audit within 2 working days.

NOTE: A weekly status of procedures/instructions and revisions shall be provided by the Procedures Office to the QC Supervisor to be posted in the QC work area (Figure 4). This status report will be issued at the first of each week.

### 3.1.3 Quality Inspection Manuals

When determined by the Quality Engineering Supervisor that an inspection discipline needs a compilation of several related Quality procedures and/or instructions, a Quality Inspection Manual is devised and issued to controlled copy holders. Control of Procedures/Instructions maintained in such a manual shall be accomplished through a unique manual number and maintained within the manual through the use of a Table of Contents identifying contents and revision number of the Quality documents contained. The Manual to which each document is assigned will be noted on the Quality Documents Index issued monthly. The Controlled Copyholders Log which contains copyholders and control numbers for the manuals, reduced controlled copies, and documents which are individually controlled shall be maintained in the QA Procedures office.



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## 3.1.3.1 Document Heirarchy Within Manuals

The following heirarchy of documents shall be used in the preparation of discipline inspection manuals. This heirarchy shall be reflected in the document order of the Table of Contents:

- a. CP-QP's
- b. QI-QP's
- c. CP-QAP's
- d. QI-QAP's

The subordinate Quality Instruction(s) shall immediately follow its parent document.

QP's, and QAP's, shall be arranged numerically. In cases where specific QP's are changed to incorporate requirements applicable only to Unit 2 work/inspection activities, a Unit II QP shall be prepared using the numerical identification previously assigned to the work/inspection activity followed by a letter "A" suffix.

3.1.4 Information Copies

Copies of procedures/instructions for which revision control is not desired shall be stamped "Information Only." It is the document holder's responsibility to assure that he has the latest procedure/instruction revision before accomplishing work in accordance with that procedure/instruction.

3.2.3 Advance Copies

In an effort to get the latest approved information to the field, "Advance Copies" of procedures/instructions will be issued and used until formal revision of that respective procedure/instruction is made. These advanced copies shall be identified by the following:

ADVANCE COPY  
VOID AFTER \_\_\_\_\_

The procedure/instruction shall be void after the date indicated (normally two weeks).



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Upon receipt of an "Advance Copy" of a procedure/instruction, the document holder shall insert the copy in the appropriate section of the respective manual.

### 3.2 DOCUMENT DISTRIBUTION

Quality Assurance and Inspection Supervisors are responsible to assure that on-site personnel under their direction receive and are kept aware of the latest requirements reflected by Quality Documents. Normally, distribution to the inspection personnel will be accomplished through the Supervisors.

Distribution of controlled copies off-site will be handled by transmittal letter with appropriate instructions in order to maintain required controls.

### 3.3 QUALITY DOCUMENT FILES

A file of site generated Quality documents shall be maintained in the CPSES QA Procedure office and shall contain the following:

- a. Table of Contents for each controlled manual
- b. Current revisions of all Quality documents including, where possible, originals to attachments and figures
- c. A computerized Quality Documents Index including all Quality Procedures and Instructions in use and the manual(s) in which they are distributed if applicable
- d. Quality Document Holders List identifying all controlled Quality document holders

#### 3.3.1 Historical Files

A complete file of copies of all site-generated Quality documents shall be maintained by the Site QA Procedures Coordinator and shall include all revisions of current, superceded, and deleted Quality documents.



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FIGURE 1

QUALITY ASSURANCE  
QUALITY DOCUMENT TRANSMITTAL

TO: Distribution      DATE:  
FROM: Site QA Manager      TRANS. MEMO NO.

Your new/revised copy to your \_\_\_\_\_ Manual is attached to this transmittal.

Please notify the CPSES QA Librarian for Non-ASME related documents at Extension 325, of any shortages or errors.

Superceded Quality Documents must be destroyed or stamped "SUPERCEDED."

Site Quality Assurance Manager

**TYPICAL**

PLEASE CHECK APPROPRIATE BOX BELOW  
PRIOR TO SIGNING, AND RETURN ONE  
COPY OF THIS TRANSMITTAL MEMO TO  
CPSES QA DEPARTMENT.

- ☐ Transmittal Contents Inserted
- ☐ Superceded Items Destroyed
- ☐ Superceded Items Stamped  
"SUPERCEDED"

RECEIVED \_\_\_\_\_ DATE \_\_\_\_\_

MANUAL NO.: \_\_\_\_\_

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FIGURE 2

DISTRIBUTION LOG FOR SINGLE COPY DISTRIBUTION

DOCUMENT NO: \_\_\_\_\_, REVISION NO. \_\_\_\_\_

(For other holders of this Document, consult the current Manual Holders' Listing for the Manual to which this Document is assigned.)

[illegible]



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FIGURE 3

QUALITY ASSURANCE  
QUALITY INDIVIDUAL DOCUMENT TRANSMITTAL

TO: \_\_\_\_\_ DATE: \_\_\_\_\_ MEMO NO.: \_\_\_\_\_

ATTACHED ARE REDUCED COPIES OF PROCEDURE/INSTRUCTION: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

THE CONTROL NUMBERS THAT ARE HI-LITED ARE THE ONLY INSPECTORS THAT ARE TO RECEIVE THIS/THESE PROCEDURE(S).

[illegible]

Please have the inspector sign for the individual procedure(s), remove superceded item(s), check appropriate boxes below, and return the superceded item(s) and one copy of this memo to the CPSES Non-ASME Procedure Office.

11

Individual procedure(s) issued.

114

Superceded items returned.

File Custodian

Date \_\_\_\_\_



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FIGURE 4

## INDIVIDUAL MANUALS

ISSUE DATE: \_\_\_\_\_

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

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ISSUANCE AND CONTROL OF QUALITY PROCEDURES AND INSTRUCTIONS

PREPARED BY:

*Carol J. [Signature]* 8/23/54

8/23/54  
Date

APPROVED BY:

*[Signature]*

8/23/54  
Date

1.0 REFERENCES

1-A CP-QP-6.0, "Preparation of Quality Procedures and Instructions"

2.0 GENERAL

2.1 PURPOSE AND SCOPE

This procedure defines measures for issuance, control and distribution of site generated quality documents prepared in accordance with Reference 1-A. It provides methods to assure that latest effective revisions of quality documents are available to personnel performing activities affecting the quality of safety-related structures, systems and components at the CPSES project.

2.2 DEFINITIONS

2.2.1 Controlled Copy

The term "controlled copy" means that revision to the document is maintained and that distribution of quality documents is known and traceable through established records.

2.2.2 Information Copy

Information copies of documents are used to communicate prescribed QA/QC activities to affected or interested persons or organizations. This type of distribution does not assure revision control.

FOR INFORMATION ONLY

HISTORICAL FILE



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2.2.3 Advance Copy

Advance copies of documents are used to communicate QA/QC activities to affected personnel in the interim period prior to issuing a "Controlled Copy".

2.3 RESPONSIBILITIES

The TUGCO Site QA Manager has delegated the responsibility for control and distribution of quality documents to the CPSES QA Procedures Coordinator.

Distribution lists are established informally based on input from responsible supervisory and staff personnel.

3.0 PROCEDURE

3.1 ISSUANCE AND CONTROL OF QUALITY DOCUMENTS

Quality documents shall be issued by a Quality Document Transmittal form similar to that shown in Figure 1. The QA Procedures Coordinator shall ensure that the documents have been received and, where applicable, superceded documents properly dispositioned.

A Quality Document Holder's List shall be maintained by the CPSES QA Procedures Coordinator identifying all controlled Quality Manual holders.

3.1.1 General Requirements

Controlled copies of Quality documents shall be distributed to personnel directly involved with activities that influence the quality of safety-related structures, systems and components. This includes discipline inspection supervisors and inspection personnel under their direction. Distribution shall be broad enough to assure that personnel are aware of and perform their assigned activities in accordance with applicable Procedures/Instructions. Controlled copies may be distributed as single documents or in manual form.

3.1.2 Single Controlled Copies

Individual copies of procedures/instructions shall be controlled by assigning a unique copy number on the face of the document. The face of single documents shall also be stamped "Controlled Copy". A logging system, using a form similar to Figure 2, shall be used to record distribution and to establish control for single copy distribution only.



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Reduced controlled copies shall be assigned to each QC Inspector per his certifications from the QA/QC Certification Matrix. Each QC Supervisor will be responsible for providing the Procedures Coordinator an update on any change in status of the QC personnel under his direction. Each inspector shall be given a unique control number by the Procedures Coordinator. A list of these control numbers and the Procedures/Instructions received by each QC Discipline shall be kept in the Procedures office.

Reduced controlled copies shall be transmitted by the Procedures Coordinator to the File Custodian (authorized to handle DCC documents in accordance with DCP-3) for distribution to the individual inspectors using a form similar to Figure 3. The QC inspector shall sign for receipt of the controlled issued procedures/instructions on Figure 3 next to his manual number. Additionally, the inspector shall return all superceded procedures/instructions to the File Custodian, who will then in turn return these to the Procedures Office. In the event a superceded procedure/instruction is not returned to the Procedures Office, the affected manual shall be submitted to the Procedures Coordinator for an audit within 2 working days.

NOTE: A weekly status of procedures/instructions and revisions shall be provided by the Procedures Office to the QC Supervisor to be posted in the QC work area (Figure 4). This status report will be issued at the first of each week.

### 3.1.3 Quality Inspection Manuals

When determined by the Quality Engineering Supervisor that an inspection discipline needs a compilation of several related Quality procedures and/or instructions, a Quality Inspection Manual is devised and issued to controlled copy holders. Control of Procedures/Instructions maintained in such a manual shall be accomplished through a unique manual number and maintained within the manual through the use of a Table of Contents identifying contents and revision number of the Quality documents contained. The Manual to which each document is assigned will be noted on the Quality Documents Index issued monthly. The Controlled Copyholders Log which contains copyholders and control numbers for the manuals, reduced controlled copies, and documents which are individually controlled shall be maintained in the QA Procedures office.



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### 3.1.3.1 Document Hierarchy Within Manuals

The following hierarchy of documents shall be used in the preparation of discipline inspection manuals. This hierarchy shall be reflected in the document order of the Table of Contents:

- a. CP-QP's
- b. QI-QP's
- c. CP-QAP's
- d. QI-QAP's

The subordinate Quality Instruction(s) shall immediately follow its parent document.

QP's, and QAP's, shall be arranged numerically. In cases where specific QP's are changed to incorporate requirements applicable only to Unit 2 work/inspection activities, a Unit II QP shall be prepared using the numerical identification previously assigned to the work/inspection activity followed by a letter "A" suffix.

### 3.1.4 Information Copies

Copies of procedures/instructions for which revision control is not desired shall be stamped "Information Only." It is the document holder's responsibility to assure that he has the latest procedure/instruction revision before accomplishing work in accordance with that procedure/instruction.

### 3.2.3 Advance Copies

In an effort to get the latest approved information to the field, "Advance Copies" of procedures/instructions will be issued and used until formal revision of that respective procedure/instruction is made. These advanced copies shall be identified by the following:

ADVANCE COPY  
VOID AFTER \_\_\_\_\_

The procedure/instruction shall be void after the date indicated (normally two weeks).



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Upon receipt of an "Advance Copy" of a procedure/instruction, the document holder shall insert the copy in the appropriate section of the respective manual.

### 3.2 DOCUMENT DISTRIBUTION

Quality Assurance and Inspection Supervisors are responsible to assure that on-site personnel under their direction receive and are kept aware of the latest requirements reflected by Quality Documents. Normally, distribution to the inspection personnel will be accomplished through the Supervisors.

Distribution of controlled copies off-site will be handled by transmittal letter with appropriate instructions in order to maintain required controls.

### 3.3 QUALITY DOCUMENT FILES

A file of site generated Quality documents shall be maintained in the CPSES QA Procedure office and shall contain the following:

- a. Table of Contents for each controlled manual
- b. Current revisions of all Quality documents including, where possible, originals to attachments and figures
- c. A computerized Quality Documents Index including all Quality Procedures and Instructions in use and the manual(s) in which they are distributed if applicable
- d. Quality Document Holders List identifying all controlled Quality document holders

#### 3.3.1 Historical Files

A complete file of copies of all site-generated Quality documents shall be maintained by the Site QA Procedures Coordinator and shall include all revisions of current, superceded, and deleted Quality documents.



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FIGURE 1

QUALITY ASSURANCE  
QUALITY DOCUMENT TRANSMITTAL

TO: Distribution      DATE:  
FROM: Site QA Manager      TRANS. MEMO NO.

Your new/revise copy to your \_\_\_\_\_ Manual is attached to this transmittal.

Please notify the CPSES QA Librarian for Non-ASME related documents at Extension 325, of any shortages or errors.

Superceded Quality Documents must be destroyed or stamped "SUPERCEDED."

Site Quality Assurance Manager

**TYPICAL**

PLEASE CHECK APPROPRIATE BOX BELOW  
PRIOR TO SIGNING, AND RETURN ONE  
COPY OF THIS TRANSMITTAL MEMO TO  
CPSES QA DEPARTMENT.

☐

Transmittal Contents Inserted

☐

Superceded Items Destroyed

☐

Superceded Items Stamped  
"SUPERCEDED"

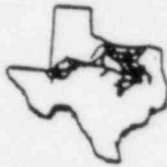
RECEIVED

DATE

MANUAL NO.: \_\_\_\_\_



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FIGURE 2

DISTRIBUTION LOG FOR SINGLE COPY DISTRIBUTION

DOCUMENT NO: \_\_\_\_\_, REVISION NO. \_\_\_\_\_

(For other holders of this Document, consult the current Manual Holders' Listing for the Manual to which this Document is assigned.)

[illegible]



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FIGURE 3

QUALITY ASSURANCE  
QUALITY INDIVIDUAL DOCUMENT TRANSMITTAL

TO: \_\_\_\_\_ DATE: \_\_\_\_\_ MEMO NO. \_\_\_\_\_

ATTACHED ARE REDUCED COPIES OF PROCEDURE/INSTRUCTION \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THE CONTROL NUMBERS THAT ARE HI-LITED ARE THE ONLY INSPECTORS THAT ARE TO RECEIVE THIS/THESE PROCEDURE(S).

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please have the inspector sign for the individual procedure(s), remove superceded item(s), check appropriate boxes below, and return the superceded item(s) and one copy of this memo to the CPSES Non-ASME Procedure Office.

☐ Individual procedure(s) issued.

☐ Superceded items returned.

File Custodian \_\_\_\_\_ Date \_\_\_\_\_

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PROCEDURES/INSTRUCTIONS WEEKLY STATUS REPORT

INDIVIDUAL MANUALS

ISSUE DATE: \_\_\_\_\_

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TEXAS UTILITIES GENERATING CO CPSES	PROCEDURE NUMBER	REVISION	ISSUE DATE	PAGE
	CP-QP-7.1	6	MAR 03 1983	1 of 9

ISSUANCE AND CONTROL OF QUALITY PROCEDURES AND INSTRUCTIONS  9/2/84 @ CP	PREPARED BY: <u>Donna Riddle</u>	<u>3/1/83</u> DATE
	APPROVED BY: <u>[Signature]</u>	<u>3/2/83</u> DATE

1.0 REFERENCES

1-A CP-QP-6.0, "Preparation of Quality Procedures and Instructions"

2.0 GENERAL

2.1 PURPOSE AND SCOPE

This procedure defines measures for issuance, control and distribution of site generated quality documents prepared in accordance with Reference 1-A. It provides methods to assure that latest effective revisions of quality documents are available to personnel performing activities affecting the quality of safety-related structures, systems and components at the CPSES project.

2.2 DEFINITIONS

2.2.1 Controlled Copy

The term "controlled copy" means that revision to the document is maintained and that distribution of quality documents is known and traceable through established records.

2.2.2 Information Copy

Information copies of documents are used to communicate prescribed QA/QC activities to affected or interested persons or organizations. This type of distribution does not assure revision control.

2.2.3 Advance Copy

Advance copies of documents are used to communicate QA/QC activities to affected personnel in the interim period prior to issuing a "Controlled Copy".

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**HISTORICAL FILE**

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## 2.3 RESPONSIBILITIES

The TUGCO Site QA Supervisor has delegated the responsibility for control and distribution of quality documents to the CPSES QA Librarian.

Distribution lists are established informally based on input from responsible supervisory and staff personnel.

## 3.0 PROCEDURE

### 3.1 ISSUANCE AND CONTROL OF QUALITY DOCUMENTS

Quality documents shall be issued by a Quality Document Transmittal form similar to that shown in Figure 1. The QA Librarian shall ensure that the documents have been received and, where applicable, superceded documents properly dispositioned.

A Quality Document Holder's List shall be maintained by the CPSES QA Librarian identifying all controlled Quality Manual holders. Individual Distribution Log sheets shall be maintained behind the original document for single controlled copy holders where applicable.

#### 3.1.1 General Requirements

Controlled copies of Quality documents shall be distributed to personnel directly involved with activities that influence the quality of safety-related structures, systems and components. This includes discipline inspection supervisors and inspection personnel under their direction. Distribution shall be broad enough to assure that personnel are aware of and perform their assigned activities in accordance with applicable Procedures/Instructions. Controlled copies may be distributed as single documents or in manual form.

#### 3.1.2 Single Controlled Copies

Individual copies shall be controlled by assigning a unique copy number on the face of the document. The face of single documents shall also be stamped "Controlled Copy". A logging system, using a form similar to Figure 2, shall be used to record distribution and to establish control for single copy distribution only.

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Reduced controlled copies required by QC groups for use in the field shall be transmitted by the Procedures Coordinator to the File Custodian (authorized to handle DCC documents in accordance with DCP-3) for distribution to the individual inspectors using a form similar to Figure 3. Each inspector shall be given a unique control number by the Procedures Coordinator. A list of these control numbers and the Procedures/Instructions received by each QC Discipline shall be kept in the Controlled Copyholder's Log; a copy of the list of control numbers for each inspector shall be maintained by the File Custodian. The File Custodian shall issue to each inspector the proper document and log it on a form similar to Figure 4.

### 3.1.3 Quality Inspection Manuals

When determined by the Quality Engineering Supervisor that an inspection discipline needs a compilation of several related Quality procedures and/or instructions, a Quality Inspection Manual is devised and issued to controlled copy holders. Control of Procedures/Instructions maintained in such a manual shall be accomplished through a unique manual number and maintained within the manual through the use of a Table of Contents identifying contents and revision number of the Quality documents contained. The Manual to which each document is assigned will be noted on the Quality Documents Index issued monthly. The Controlled Copyholders Log which contains copyholders and control numbers for the manuals, reduced controlled copies, and documents which are individually controlled shall be maintained in the QA Library office.

#### 3.1.3.1 Document Heirarchy Within Manuals

The following heirarchy of documents shall be used in the preparation of discipline inspection manuals. This heirarchy shall be reflected in the document order of the Table of Contents:

- a. CP-QP's
- b. QI-QP's
- c. CP-QAP's
- d. QI-QAP's

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- e. CP-CPM's
- f. QI-CPM's
- g. Construction Procedures
- h. CI's to Construction Procedures

The subordinate Quality Instruction(s) shall immediately follow its parent document.

QP's, QAP's, and CPM's shall be arranged numerically. Construction Procedures shall be arranged alpha-numerically.

#### 3.1.4 Information Copies

Copies of procedures/instructions for which revision control is not desired shall be stamped "Information Only." It is the document holder's responsibility to assure that he has the latest procedure/instruction revision before accomplishing work in accordance with that procedure/instruction.

#### 3.2.3 Advance Copies

In an effort to get the latest approved information to the field, "Advance Copies" of procedures/instructions will be issued and used until formal revision of that respective procedure/instruction is made. These advanced copies shall be identified by the following:

ADVANCE COPY  
VOID AFTER \_\_\_\_\_

The procedure/instruction shall be void after the date indicated (normally two weeks).

Upon receipt of an "Advance Copy" of a procedure/instruction, the document holder shall insert the copy in the appropriate section of the respective manual.

### 3.2 DOCUMENT DISTRIBUTION

Quality Assurance and Inspection Supervisors are responsible to assure that on-site personnel under their direction receive and are kept aware of the latest requirements reflected by Quality Documents. Normally, distribution to the inspection personnel will be accomplished through the Supervisors.



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Distribution of controlled copies off-site will be handled by transmittal letter with appropriate instructions in order to maintain required controls.

### 3.3 QUALITY DOCUMENT FILES

A file of site generated Quality documents shall be maintained in the CPSES QA Library office and shall contain the following:

- a. Table of Contents for each controlled manual
- b. Current revisions of all Quality documents including, where possible, originals to attachments and figures
- c. A computerized Quality Documents Index including all Quality Procedures and Instructions in use and the manual(s) in which they are distributed if applicable
- d. Quality Document Holders List identifying all controlled Quality document holders

#### 3.3.1 Historical Files

A complete file of copies of all site-generated Quality documents shall be maintained in the Permanent Plant Records Vault and shall include all revisions of current, superceded, and deleted Quality documents.

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# FIGURE 1

## QUALITY ASSURANCE QUALITY DOCUMENT TRANSMITTAL

TO: Distribution      DATE:  
FROM: Site QA Manager      TRANS. MEMO NO.

Your new/revised copy to your \_\_\_\_\_ Manual is attached to this transmittal.

Please notify the CPSES QA Librarian for Non-ASME related documents at Extension 325, of any shortages or errors.

Superseded Quality Documents must be destroyed or stamped "SUPERCEDED."

Site Quality Assurance Manager

PLEASE CHECK APPROPRIATE BOX BELOW  
PRIOR TO SIGNING, AND RETURN ONE  
COPY OF THIS TRANSMITTAL MEMO TO  
CPSES QA DEPARTMENT.

**TYPICAL**

- ☐ Transmittal Contents Inserted
- ☐ Superseded Items Destroyed
- ☐ Superseded Items Stamped  
"SUPERCEDED"

RECEIVED \_\_\_\_\_ DATE \_\_\_\_\_

MANUAL NO.: \_\_\_\_\_



TEXAS UTILITIES GENERATING CO. CPSES	INSTRUCTION NUMBER	REVISION	ISSUE DATE	PAGE
	CP-QP-7.1	6	MAR 03 1980	8 of 9

### FIGURE 3

#### QUALITY ASSURANCE QUALITY DOCUMENT TRANSMITTAL

TO:  
DATE:  
TRAN. MEMO NO.:

Attached are reduced copies of Procedure/Instruction \_\_\_\_\_, Rev. \_\_\_\_\_  
for the following control numbers:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**TYPICAL**

Notify the CPSES Procedures Coordinator, Donna Riddle, at Ext. 325 of any errors or shortages.

Please check the appropriate box(es) below prior to signing and return one copy of this memo to the CPSES QA Department.

☐ Transmittal contents issued to pertinent inspectors

☐ Superceded items destroyed

cc:

File Custodian \_\_\_\_\_ Date \_\_\_\_\_

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FIGURE 4

QUALITY CONTROL INSPECTOR LOG

Procedure/Instruction: \_\_\_\_\_

Title: \_\_\_\_\_

Inspector	Control No.	Procedure/Instruction Revision No.
<b>TYPICAL</b>		

Indicate replacement of revised procedures and disposal of superceded procedures by placing a check (✓) mark adjacent to the Inspector's name under the applicable revision column.

TEXAS UTILITIES GENERATING CO CPSES	PROCEDURE NUMBER	REVISION	ISSUE DATE	PAGE
	CP-QP-7.1	2	10-18-79	1 of 4
CONTROL OF QUALITY PROCEDURES AND INSTRUCTIONS  9/29/80 @ CP Procedures	PREPARED BY: <u>Linda Sue Marsh</u>			<u>10-17-79</u> DATE
	APPROVED BY: <u>R. T. Tolson</u>			<u>10/17/79</u> DATE

FOR INFORMATION ONLY

1.0

REFERENCES

1-A

CP-QP-6.1, "Preparation of Quality Procedures and Instructions"

**HISTORICAL FILE**

2.0

GENERAL

2.1

PURPOSE AND SCOPE

This procedure defines measures for control and distribution of site generated quality documents prepared in accordance with Reference 1-A. It provides methods to assure that latest effective revisions of quality documents are available to personnel performing activities affecting the quality of safety-related structures, systems and components at the CPSES project.

2.2

DEFINITIONS

2.2.1

Controlled Copy

The term "controlled copy" means that revision is maintained and that distribution of quality documents is known and traceable through established records.

2.2.2

Information Copy

Information copies of documents are used to communicate prescribed QA/QC activities to affected or interested persons or organizations. This type of distribution does not assure revision control.

2.2.3

Advance Copy

Advance copies of documents are used to communicate QA/QC activities to affected personnel in the interim period prior to issuing a "Controlled Copy".

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2.3

### RESPONSIBILITIES

The TUGCo Site QA Supervisor has delegated the responsibility for control and distribution of quality documents to the TUGCo QA secretary.

Distribution logs (lists) are established informally based on input from responsible supervisory and staff personnel.

3.0

### PROCEDURE

3.1

#### GENERAL REQUIREMENTS

Controlled copies of quality documents shall be distributed to personnel directly involved with activities that influence the quality of safety-related structures, systems and components. This includes discipline inspection supervisors and inspection personnel under their direction. Distribution shall be broad enough to assure that personnel are aware of and perform their assigned activities in accordance with applicable Procedures/Instructions. Information copies may be used as a means of providing awareness.

3.2

#### CONTROL METHODS

3.2.1

##### Controlled Copies

Controlled copies may be distributed as single documents or in manual form. Control of Procedures/Instructions maintained in manual form shall be accomplished through a unique manual number and maintained within the manual, through the use of a Table of Contents reflecting the effective revision of each Procedure/Instruction required to be in the manual. Individual copies are controlled by assigning a unique copy number on the face of document. The face of single documents shall also be stamped "Controlled Copy". A logging system, using a form similar Figure 1, shall be used to record distribution and to establish revision control for both manual and single copy distribution.

3.2.2

##### Information Copies

Copies of procedure/instructions for which revision control is not desired shall be stamped "Information Only". It is the document holders responsibility to assure he has the latest procedure/instruction revision before accomplishing work in accordance with that procedure/instruction.



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3.2.3

#### Advance Copies

In a effort to get the latest approved information to the field, "Advance Copies" of procedures/instructions will be issued and used until formal revision of that respective procedure/instruction shall be stamped with the following stamp:

ADVANCE COPY

VOID AFTER \_\_\_\_\_

The procedure/instruction shall be void after the date indicated (normally two weeks).

Upon receipt of an "Advance Copy" of a procedure/instruction, it shall be inserted in the appropriate section of the respective manual.

3.3

#### DOCUMENT DISTRIBUTION

Quality Assurance and Inspection Supervisors are responsible to assure that on-site personnel under their direction receive and are kept aware of the latest requirements reflected by Quality Documents. Normally, distribution to the inspection personnel will be accomplished through the Supervisors.

Distribution of controlled copies off-site will be handled by transmittal letter with appropriate instructions in order to maintain required controls.

3.4

#### HISTORICAL FILE

A file shall be maintained by the TUGCo QA secretary for information purposes to reflect the revision history of quality documents.

