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CONTROLLED COPY NO. M-002 PERMANENT PLANT RECORD RECEIPT CONTROL AND STORAGE	PREPARED BY: <u>[Signature]</u>			DATE: <u>12-1-80</u>
	APPROVED BY: <u>[Signature]</u>			DATE: <u>12/2/80</u>

1.0 REFERENCES

- 1-A CP-QP-18.2, "Implementation of the Permanent Plant Records Management System"
- 1-B CP-QP-18.5, "Automated Records Management System Implementation"

2.0 GENERAL

The purpose of this Procedure is to supplement Reference 1-A by detailing the methods used to receive permanent plant records into the records storage vault, identify the records to a pre-designated file location, and control records up to and including final storage.

3.0 PROCEDURE

3.1 RECORD RECEIPT

After documentation has been received into the records storage vault for classification and further processing, classification as to retention time shall be performed per the Record File Index maintained in the vault. The File Index shall be updated as new document types are generated.

3.1.1 Non-permanent (Non Lifetime) Documents

Non-permanent (non lifetime) documents shall be given a file index address and shall be filed in proper file locations within the records vault.

3.1.2 Lifetime Documents

Lifetime documents identified in the Records File Index shall be forwarded to the ARMS technical coders for further processing in

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PDR FOIA
GARDEB5-59 PDR

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accordance with Reference 1-B where file/subfile locations shall be assigned. Upon completion of ARMS processing, documentation shall be filed in the appropriate locations within the records storage vault.

3.1.3 Errors or Discrepancies

Any errors or discrepancies noted on permanent plant records during the receipt/processing activities shall be brought to the attention of the originator, when practical, for correction or supplementation by the personnel discovering the discrepancy. Matters that cannot be resolved shall be identified to the Records Management Coordinator.

3.2 RECORD FILE INDEX

The Records File Index is a descriptive listing of document types on file in the records storage vault detailing record title, file/ subfile locations, and retention time and has been prepared to cover hardcopy file locations for Lifetime and non-permanent CPSES permanent plant documentation.

3.2.1 Lifetime Record File

The Lifetime Record File separates verification records by the unit code, i.e., 17.1 (Unit 1 and "X" common to both units) and 17.2 (Unit 2).

Unit files shall be subdivided by structure (civil and electrical records) or system (mechanical/electrical/instrumentation records). Records shall be further sub-divided by item identification code and by type of record (see Figure 1 for example).

3.2.1.1 Radiographic Film File

Radiographic film shall be filed in accordance with the permanent record file index.

3.2.1.2 Westinghouse Microfiche

Westinghouse microfiche shall be filed by the project purchase order number and Quality Release (QR) number.

3.2.2 Non-Permanent File Index

The Non-permanent file index shall reflect the file location of those records not categorized as lifetime verification documentation. The file index is based upon the 18 point criteria of 10CFR50, Appendix B (See Figure 2 for example).

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3.3 STORAGE AND SAFEKEEPING

All hard copies of permanent plant verification records for safety-related systems and balance of plant systems alike, shall be maintained in the records storage vault. The records vault is a reinforced concrete block structure with fire retardant insulation. Entrance doors are three-hour fire rated. Environmental control is achieved by a forced air heating/cooling system.

Verification records shall be stored in standard steel file cabinets within the records vault, and other than during processing, shall not be stored on table tops, open shelves, file cabinet tops, or other open spaces. Smoking shall not be allowed in the records storage vault.

The Records Management Coordinator shall post a list of personnel authorized to enter the vault storage area. Personnel not on this list may gain entry only with the expressed permission of the Nuclear Records Management Coordinator or his designee. Personnel allowed entrance to the records storage area shall be accompanied by an authorized individual at all times unless specifically directed otherwise. A "guest" shall not be allowed to remove or re-file records in the file storage cabinets.

3.4 RETRIEVAL OF PERMANENT PLANT RECORDS

Hard copies of verification records shall be retrieved from files only by the Records Management Coordinator or those authorized by him when requested for purposes of review, audit, or revision. Upon removal of any document from its file location, the record shall be replaced by an "out" card containing the name of the person retaining the record, the record identification, and the date. When documents are returned, the "out" card shall be removed and a line drawn through the withdrawal information.

File copies of verification documents shall not be allowed to leave the records vault for any purpose without the expressed consent of the Site QA Manager. Corrections shall be made to documents by drawing a single line through voided or incorrect entries, and the initials and date of the correcting individual shall be clearly indicated on the document near the correction. Black ink only shall be used for this purpose.

3.5 DISPOSITION OF PERMANENT PLANT RECORDS

Lifetime verification records shall be kept in hard copy files in the record storage vault until such time as Texas Utilities Generating Company directs their disposal or removal to another location.

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Non-permanent verification records shall be maintained in the record storage vault for the designated retention period at which time these records may be disposed of in accordance with TUGCO station operating procedures.

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FIGURE I

PERMANENT RECORDS FILE INDEX

17.0

FILE LEGEND

A. FILE LOCATION

17. Permanent Records (Example 1 & 2)

B. UNIT NO.

1. Unit No. 1 & Common (Example 1)

2. Unit No. 2 (Example 2)

C. STRUCTURE/SYSTEM

04. Service Water (Example 1)

93. Containment Building (Example 2)

D. TYPE OF RECORD

11. Equipment (Example 1)

2. Cadweld (Example 2)

E. SUBFILE NO.

SWSRAU-01 Strainers (Example 1)

200 Cadweld Sleeve Inspection Record
(Example 2)

PERM. PLT. RECORD

RTN	FILE LOG
	A.B.C.D.
SUBFILE LOG	E

EXAMPLE 1

PERM. PLT. RECORD

RTN	FILE LOG
L	17.1.04.11
SUBFILE LOG	CPI-SWSRAU-01

EXAMPLE 2

PERM. PLT. RECORD

RTN	FILE LOG
L	17.2.9.1.2
SUBFILE LOG	200

FIGURE 2



Brown & Root Inc.
QUALITY ASSURANCE DEPARTMENT
RECORD FILE INDEX

PROJECT: CPSES

JOB NO: 35-1195

UNIT: N/A

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NO.	DESCRIPTION	FILE	SUPPLY DESCRIPTION/DESCRIPTION	TITLE	FILE
NO.	NO.	NO.			NO.
1A		7.0		PURCHASED MATERIAL & EQUIPMENT	
1B	1	7.0-4		APPROVED PROJECT BIDDERS LIST	
1C	1	7.0-5		APPROVED PROJECT SUPPLIERS LIST	
1D	1	7.0-6		QA APPROVED VENDOR'S LIST	
1E	1	7.0-7		10% PURCHASE ORDER REVIEW	
1F	1	7.0-8	ADMINISTRATIVE BY VENDOR	REMOVED FROM OUTSIDE FILE - THESE FILES CONTAIN PROBLEMS, SCHEDULE AND HAVE BEEN SENT PRE-BID EVALUATION FORMS FOR 10% MATERIAL AND EQUIPMENT CHECKS. REPEATING DOCUMENTS WILL BE FILED AT THE END OF THE PURCHASE ORDER FILES	
2A	2	7.1	ADMINISTRATIVE BY VENDOR SUB-FILED BY P.O. 1	P.O. & SCHEDULE SHEETS	
2B	2	7.2	ADMINISTRATIVE BY VENDOR SUB-FILED BY P.O. 1	PRE-BID EVALUATION	
2C	2	7.3	ADMINISTRATIVE BY VENDOR SUB-FILED BY P.O. 1	SCHEDULE AND SCHEDULE SHEET	
2D	2	7.4	ADMINISTRATIVE BY VENDOR SUB-FILED BY P.O. 1	QA PROGRAM REVIEW	
2E	2	7.5	ADMINISTRATIVE BY VENDOR SUB-FILED BY P.O. 1	PRE-PAID FACILITY SURVEY	
2F	2	7.6	ADMINISTRATIVE BY VENDOR SUB-FILED BY P.O. 1	VEHICLE INSPECTION REPORTS	
2G	2	7.7	ADMINISTRATIVE BY VENDOR SUB-FILED BY P.O. 1	FACILITY AUDITS	
2H	2	7.8	ADMINISTRATIVE BY VENDOR SUB-FILED BY P.O. 1	10% PURCHASE ORDER REVIEW	
2I	2	7.9	ADMINISTRATIVE BY VENDOR SUB-FILED BY P.O. 1	QA PROGRAM APPROVALS	
2J	2	7.10	ADMINISTRATIVE BY VENDOR SUB-FILED BY P.O. 1	GENERAL MAINTENANCE (GMA)	