

| | | | | |
|---|----------------------------------|----------|---------------|-------------------------|
| TEXAS UTILITIES GENERATING CO CPSES | PROCEDURE NUMBER | REVISION | ISSUE DATE | PAGE |
| | CP-QP-18.6 | 0 | 1-3-80 | 1 of 3 |
| RECORD TURNOVER TO TUGCO OPERATIONS GROUP | PREPARED BY: <u>G. J. Fick</u> | | | <u>12-14-79</u> DATE |
| | APPROVED BY: <u>R. J. Nelson</u> | | | <u>12/14/79</u> DATE |

1.0 REFERENCES

1-A ANSI N.45.2.9 11th Draft

2.0 GENERAL

2.1 PURPOSE AND SCOPE

The purpose of this procedure is to establish methods for Turn-over to the owner, those records accumulated and temporarily maintained by others. These records shall substantiate that the plant's structures, systems and components have been constructed in accordance with specified engineering and quality requirements. The scope of this procedure encompasses only those structures, systems and components designated as safety-related.

2.2 APPLICABILITY

The requirements of this procedure apply to all organizations participating in the design, procurement, installation and testing activities associated with the construction of CPSES.

2.3 RESPONSIBILITIES

2.3.1 Organizations

Each organization performing any of those activities identified in 2.2 shall be responsible for the preparation, collection, storage, maintenance, and timely turnover to the owner, those records necessary to substantiate compliance to specified requirements.

2.3.2 Owner

The owner, TUGCO Operations Group, is responsible for the storage and maintenance of the permanent plant records after they have been turned over and accepted.

CONTROL NO. 111-002

8511060469 851016
PDR FOIA
GARDEB5-59 PDR

| TEXAS UTILITIES GENERATING CO. CPSES | PROCEDURE NUMBER | REVISION | ISSUE DATE | PAGE |
|---|---------------------|----------|---------------|--------|
| | CP-QP-18.6 | 0 | 1-3-80 | 2 of 3 |

3.0 PROCEDURE

3.1 RECORD REQUIREMENTS

3.1.1 Generation of Records

All organizations involved in the safety-related portion of the plant shall prepare sufficient records as work is performed to furnish documentary evidence of the quality of the items and of activities affecting the quality.

Records generated and accumulated shall be legible (necessary for reproduction), completely filled out and adequately identifiable to the item involved. Records classified (see 3.1.2) as lifetime records shall be considered valid only if they are either stamped, initialed, signed or otherwise authenticated and dated by authorized personnel.

3.1.2 Record Classification

Records designated for turnover to the owner shall be classified as lifetime or nonpermanent. The classifications shall be assigned in accordance with the appropriate guidelines of Reference 1-A and the owner.

3.2 RECORDS CHECKLISTS

In order to assure that all required records for any given item or activity has been generated and/or accumulated, each organization shall be responsible for preparing checklists which identify what records are required for specific items and activities. The checklists shall be generated from the applicable codes, standards, specifications, procedures and contracts.

Upon completion of checklists, a copy shall be submitted to the owner for his review and concurrence.

3.3 RECORD TURNOVER

3.3.1 Timeliness

Each organization shall submit to the owner, a specific submittal plan and schedule for record turnover. The plan and schedule shall be submitted at least thirty (30) days prior to the first scheduled system/subsystem turnover involving each organization.

3.3.2 Record Packages

To maintain continuity with the overall project, records shall be turned over to the owner in packages. The packages

| | | | | |
|---|---------------------|----------|---------------|--------|
| TEXAS UTILITIES GENERATING CO. CPSES | PROCEDURE NUMBER | REVISION | ISSUE DATE | PAGE |
| | CP-QP-18.6 | 0 | 1-3-80 | 3 of 3 |

shall be assembled by system/subsystem, structure or purchase order. A record inventory list shall accompany each package.

3.3.3 Record Index

A record index shall be prepared by each organization for those records being turned over to the owner. The index shall indicate, as a minimum, specific records, record applicability and record retention times. A copy of the index shall be submitted to the owner at the time of record turnover.

3.3.4 Transfer of Records

Records to be turned over to the owner shall be packages in containers that will provide protection from possible damage. Each container shall be marked to identify its contents. The records shall be delivered to the owner's Permanent Records Storage Vault.

A letter of record transmittal shall accompany each turnover. The file custodian accepting the records for the owner shall sign the transmittal letter signifying receipt.