

TEXAS UTILITIES GENERATING CO CPSES	PROCEDURE NUMBER CP-QP-18.8	REVISION 1	ISSUE DATE JAN 10 1984	PAGE 1 of 6
RECORDS VERIFICATION	PREPARED BY: <u>[Signature]</u>			1-577 DATE
	APPROVED BY: <u>[Signature]</u>			1/9/84 DATE

1.0 REFERENCES

- 1-A CP-QP-2.2, "Training of Record Verification Personnel"
- 1-B STA-302, "Station Records"

2.0 GENERAL

2.1 PURPOSE

The purpose of this procedure is to outline the steps necessary to verify that QC Records are satisfactory for all installed items.

2.2 SCOPE

This procedure includes all Non-ASME Code items requiring inspection in accordance with existing QA/QC procedures and instructions. Training of records verification personnel shall be in accordance with Reference 1-A.

2.3 RESPONSIBILITY AND AUTHORITY

2.3.1 TUGCO Site QA

The TUGCO Site QA Supervisor shall have overall responsibility for administration of this procedure.

2.3.2 Building QC

Building QC Supervisors shall have responsibility for inspection activities identified as required from records verification.

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TEXAS UTILITIES GENERATING CO. CPSES	PROCEDURE NUMBER	REVISION	ISSUE DATE	PAGE
	CP-QP-18.8	1	JAN 10 1984	2 of 6

2.3.3 QA Records Management

The Quality Assurance Supervisor shall have responsibility for implementation of document research and review activities for records generated prior to establishment of the Paper Flow Group (PFG) in the Building Matrix Organization.

2.3.4 Building Matrix Organization

The Paper Flow Group within the building matrix organization shall have the responsibility to verify the completeness of records prior to submittal to the Permanent Plant Records Vault (PPRV).

3.0 PROCEDURE

3.1 EXISTING RECORDS

The Records Management personnel in the PPRV will audit the existing vault records to ensure that all records that have been generated are accounted for or in the vault. The records will be audited against: Inspection Report Logs for each series (Attachment 1), Traveler Logs for each series (Attachment 2), Permanent Equipment Transfer (PET) Logs, Pull Megger Origin Destination Cards (PMOD) Logs, and Nonconformance Report (NCR) Logs. Copies of all logs will be forwarded to the PPRV by the cognizant organization.

3.2 RECORDS BASELINE

To identify items requiring records verification, a records baseline will be established by the Records Management Group consisting of data from the following sources:

- a. Cable/raceway Schedule
- b. Cable Card File (PPRV)
- c. Cable Tray Hanger List
- d. Gibbs & Hill Equipment List
- e. Westinghouse Equipment Lists
- f. Engineering Instrumentation Lists
- g. Subsystem Turnover Lists
- h. Electrical Card File (Electrical QC)
- i. Separation Deficiency Reports
- j. And other lists as appropriate

TEXAS UTILITIES GENERATING CO. CPSES	PROCEDURE NUMBER	REVISION	ISSUE DATE	PAGE
	CP-QP-13.8	1	JAN 10 1984	3 of 6

The baseline will be frozen at the point where the PFG is established. Items already verified by room inventory will be removed from the baseline and will not be reverified.

3.3 DOCUMENT DEFICIENCY LIST (DDL)

A Document Deficiency List will be generated by the Records Management Group. The existing records identified in Section 3.1 will be compared to the required records identified in the baseline in Section 3.2 and all deficiencies identified on the DDL. The DDL is to be transmitted to the appropriate Building Management for closure.

3.4 RECORD CLOSEOUT AND TURNOVER

Building Management will assure that activities are accomplished and documentation generated to close out the DDL.

For activities accomplished after the PFG is established, the PFG will assure that traveler packages are verified and closed out prior to transmittal to the PPRV.

Turnover of verified and closed documentation to TUGCO Operations Group shall be in accordance with Reference 1-8.

TEXAS UTILITIES GENERATING CO. CPSES	PROCEDURE NUMBER	REVISION	ISSUE DATE	PAGE
	CP-QP-18.8	1	JAN 10 1984	4 of 6

ATTACHMENT I-A
INSPECTION REPORT SERIES -
RECORDS VERIFICATION HISTORY (7-11-78 to 11-11-83)

IR Series	Series Description	Effective Dates	CP-QP-18.0 Revs	File
A	Product Assurance	01-23-79 to 09-16-79	1	
ASP	As Built Piping	02-02-82 to 08-12-82	7	P
BP	Base Plate	11-16-82 to present	10-	S
C	Civil	07-11-78 to present	0-	P
DCV	Design Change Verif.	08-13-82 to present	8-	
DG	Diesel Generator	08-13-82 to present	8-	S
E	Electrical	07-11-78 to present	0-	P, S
EC	Electrical Cable	06-15-80 to present	4-	S
EM	Equipment Mounting	05-19-83 to present	11-	S
ET	Electrical Terminations	05-15-80 to present	4-	S
FP	Fire Protection	10-16-82 to present	9-	S
IRI	Instrumentation	07-11-78 to present	0-	S
IRH	Instrumentation Hiltis	05-15-80 to present	4-	S
M	Mechanical	01-23-79 to present	1-	S
ME	Mechanical Electrical	05-15-80 to present	4-	P
MEF*	Mechanical Electrical Final			
MH	Mechanical Hilti	05-15-80 to present	4-	
MH5	Mechanical Hilti - Class 5	02-02-82 to present	7-	P
MH5V	Mechanical Hilti - Class 5 Vendor Certified			
MI	Mechanical Equip.	05-15-80 to present	4-	S
MP	Mechanical Piping	06-17-81 to present	5-	P
MPI	Mech. Piping Insulation	10-16-82 to present	9-	P
MS	Misc. Steel	06-17-81 to present	5-	S
P	Paint	10-16-82 to present	9-	
P	Protective Coating	07-11-78 to 10-22-81	0-5	
PC	Protective Coating	10-23-81 to present	6-	S
PCR	Protective Coating Reinspect.	02-02-82 to present	7-	S
PS	Plant Surveillance	10-23-81 to present	6-	S
PSI	Preservice Inspection	10-16-82 to present	9-	S
RI	Richmond Inserts	11-16-82 to present	10-	S
SL	Steel Liners	05-15-80 to present	8-	
T	Turnover	01-23-79 to 05-14-80	1-3	
TW	Tack Weld	10-23-81 to present	6-	S

Notes:

- 4 inactive IR series
- 27 active IR series
- 2 subseries

Key to File Sequences

- S - Sequential
- P - Package

* - Also required by QI-QP-11.10-1 Paragraph 3.8.2a

TEXAS UTILITIES GENERATING CO. CPSES	PROCEDURE NUMBER	REVISION	ISSUE DATE	PAGE
	CP-QP-18.8	1	JAN 10 1984	5 of 6

ATTACHMENT 1-B
INSPECTION REPORT SERIES
PROCEDURE REVISION HISTORY

CP-QP-18.0 Rev. History

<u>Rev</u>	<u>Start</u>	<u>End</u>	<u>Changes to Sec. 3</u>
0	07-11-78*	01-22-79	X
1	01/23/79	09/16/79	
2	09/17/79*	03/12/80	X
3	03-13-80	05-14-80	
4	05-15-80	06-16-81	
5	06-17-81*	10-22-81	X
6	10-23-81*	02-01-82	X
7	02-02-82	08-12-82	X
8	08-13-82	10-15-82	
9	10-16-82	11-15-82	
10	11-16-82	05-18-83	
11	05-19-83*	07-18-83	X
12	07-19-83	present	

* Dates indicate milestone for changes in records verification procedure.

TEXAS UTILITIES GENERATING CO. CPSES	PROCEDURE NUMBER	REVISION	ISSUE DATE	PAGE
	CP-QP-18.8	1	JAN 10 1984	6 of 6

ATTACHMENT 2
TRAVELER SERIES

<u>Series Code</u>	<u>Series Description</u>
AM	Area Management (Thermolag)
CD	Civil
CE	Civil Engineering
CP	Civil Piping
CS	Civil Structural
EE	Electrical Engineering
EF	Electrical Field
ID	Insulation Installation
IE	Instrumentation Engineering
ME	Mechanical/Electrical
MEV	Mechanical/Electrical - Valves
MP	Mechanical - Piping
MW	Mechanical - Welding
QCV	Quality Control - Valves
RI	Rigging
Z	Startup

Notes: All travelers are filed with a package.