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SURVEILLANCE OF CONSTRUCTION AND STARTUP/TURNOVER ACTIVITIES	PREPARED BY: <u><i>[Signature]</i></u>	<u>8/3/84</u> DATE
	APPROVED BY: <u><i>[Signature]</i></u>	<u>8/7/84</u> DATE

1.0 REFERENCES

- 1-A B&R ASME QA Manual
- 1-B TUGCO CPSES Quality Assurance Plan
- 1-C CPSES Section XI Program Manual
- 1-D CPSES Startup QA Plan
- 1-E QI-QP-19.6-1, "CSTS Surveillance Deficiency Reports"
- 1-F CP-QP-18.0, "Inspection Reports"
- 1-G CP-QP-17.0, "Corrective Action"
- 1-H CP-QP-2.6, "Certification of CSTS Personnel"
- 1-I CP-QP-16.0, "Nonconformances"
- 1-J CP-QAP-16.1, "Control of Nonconforming Items"

2.0 GENERAL

2.1 PURPOSE

The purpose of this procedure is to outline the method used by Construction and Startup/Turnover Surveillance (CSTS) personnel to perform surveillance of quality related activities to assure compliance to approved instructions, procedures, and/or drawings implementing the requirements of Reference 1-A, 1-B, 1-C, and 1-D.

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2.2 RESPONSIBILITY

The TUGCO QA Manager has overall responsibility for control of quality related activities. The CSTS Supervisor, reporting to the QA Supervisor is responsible for implementation of this procedure.

2.3 DEFINITIONS

2.3.1 Nonconformances

A deficiency in characteristic, documentation, or procedure which renders the quality of an item unacceptable or indeterminate.

2.3.2 Deficiency

A condition which violates quality assurance program requirements and requires corrective action.

2.3.3 Concern

A condition which does not violate quality assurance program requirements; however, could be a potential problem or requires some clarification.

3.0 PROCEDURE

3.1 METHODS

Surveillance by CSTS shall be performed by assigned personnel using detailed checklists prepared from the implementing procedures and approved by the CSTS Supervisor or his designee. Assigned surveillance personnel shall verify compliance of the delineated activities through observation of work activities, discussions with cognizant personnel, and review of objective evidence. The results of the surveillance activities shall be documented on the checklist for subsequent review by the CSTS Supervisor or his designee.

3.2 REPORTING AND FOLLOWUP

A surveillance report is prepared which includes the following:

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- a. Scope
- b. Summary
- c. Deficiencies (if applicable)
- d. Concerns (if applicable)

Nonconformances identified during surveillance activities shall be documented in accordance with Reference 1-I or 1-J as applicable. Deficiencies identified during surveillance activities which require immediate attention shall be documented on a Surveillance Deficiency Report in accordance with Reference 1-E. All other discrepancies, including references to reports issued in accordance with References 1-E, 1-I or 1-J, will be documented in the Surveillance Report. The report is then forwarded to the appropriate CPSES department manager for corrective action as necessary. A due date for the corrective action response will be provided based on the severity of the discrepancy as determined by the CSTS Supervisor or his designee. Follow-up and/or corrective action verification of Surveillance Report findings shall be the responsibility of the initiator.

NOTE: When surveillance activities involve the verification of the physical characteristics of an item(s), and a permanent plant record is desired, the activity shall be documented on an Inspection Report in accordance with Reference 1-F.

3.3 FREQUENCY

The frequency of surveillance activities shall be in accordance with a surveillance schedule prepared by the assigned staff personnel and approved by the CSTS Supervisor.

3.4 CORRECTIVE ACTION

The Quality Assurance Supervisor or his designee shall review Surveillance Deficiency Reports for the need for formal corrective action in accordance with the provisions of Reference 1-G.

3.5 FILES

Files of completed checklists and Surveillance Reports shall be maintained by CSTS.