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PERMANENT EQUIPMENT TRANSFER VERIFICATION	PREPARED BY: <u>George Wilk</u> <u>8/2/83</u> DATE			
	APPROVED BY: <u>9/15/83</u> <u>C. J. [Signature]</u> <u>9/15/83</u> DATE			

1.0 REFERENCES

- 1-A CP-EP-9.1, "Control of Permanent Equipment Transfers"
1-B CP-QP-16.0, "Nonconformances"

2.0 GENERAL

2.1 PURPOSE

To outline QC participation in the documentation and verification of permanent equipment transfers as implemented per Reference 1-A.

2.2 SCOPE

This procedure is restricted to safety-related permanent transfers of equal equipment that do not alter specific design requirements, such as location, etc.

2.3 DEFINITIONS

2.3.1 Transfer

Installation of equipment in a location other than the location originally specified in design/construction documents. Such application may involve items specifically procured for one unit which are installed in the other due to original equipment failure, damage, misplaced parts, etc.

2.3.2 Equipment

Equipment includes procured fully fabricated items which may perform in generic applications and do not require field fabrication other than preparation for installation e.g. valves, motor control centers, etc.

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3.0 PROCEDURE

3.1 DOCUMENTATION

Equipment transfers shall be documented on a Permanent Equipment Transfer (PET) Form (Attachment 1).

For items transferred in part, QA/QC may also issue an NCR per Reference 1-B to assure positive tracking and control.

3.2 PET FORM INITIATION

The PET Form is initiated by Engineering. Engineering will provide detailed information as required by the form prior to Engineering/Construction submitting the form to QC for verification. The PET Form shall have been approved by an Engineering Group Supervisor, or his designee, and shall indicate the responsible organization (agent) responsible for completion of the work.

3.3 REVISING A PET FORM

Engineering may revise the PET Form by noting corrected information and redistribution. The PET number shall also indicate the revision. Revisions shall be issued to correct "editorial" or non-technical information except when a PET is voided.

3.4 VOIDING A PET FORM

Engineering may void a PET Form by revising the form and by putting a statement on it rescinding the transfer authorization.

3.5 QC VERIFICATION

Upon receiving the original copy of the PET Form, QC shall document their:

- a. Verifying removal of the replaced item,
- b. Verification that the PET No. and the unique identification of the replaced item has been permanently marked on the transferred item (marking should not impair the function or operation of the item, or compromise original equipment identification and should be close to the original marking on the transferred item), and

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c. Verifying installation of the transferred item.

Note: Equipment removal and installation may additionally require the use of a work traveller, weld data card, etc. per existing site procedures. In that case, their number should be referenced on the PET Form.

Note: When the PET Form indicates that the responsible agent for completion of work is TUGCO Operations, then TUGCO Operations QA/QC shall be responsible for verification of the inspection attributes on the PET Form (Step 15).

3.6 QC ACCEPTANCE

Upon satisfactory completion of the transfer activities, QC shall sign off the form for acceptance of completed work.

3.7 FILING

Upon final acceptance, QC shall send the original copy of the PET Form to the Quality Engineering Supervisor, or designee. The Quality Engineering Supervisor will review the PET Form for completeness prior to transmitting to the PPRV.

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ATTACHMENT 1

PERMANENT EQUIPMENT TRANSFER FORM

1. PET # _____
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2. NAME OF ITEM _____

3. REPLACED ITEM: _____
 Qty No. _____
 Generic/Model No. _____
 Serial/Spun No. _____
 P.R./P.G. No. _____

4. TRANSFERRED ITEM: _____
 Qty No. _____
 Generic/Model No. _____
 Serial/Spun No. _____
 P.R./P.G. No. _____

5. REASON FOR SUBSTITUTION: _____

6. INITIATED: _____

7. DISPOSITION OF REPLACED ITEM (1): _____

8. REPLACEMENT OF TRANSFERRED ITEM (2): _____
 Replace-Req. # _____ Repairs-On Site _____ Repairs-Off Site (Vendor) _____

9. MEANS OF PET IDENTIFICATION: _____

10. TECHNICAL CONSIDERATIONS: _____

11. RESPONSIBLE AGENT FOR COMPLETION OF WORK: _____

12. A. Safety Related Transfer Yes _____ No (NCR) _____
 B. Notify (X) Prior to Starting work Yes _____ No _____

13. APPROVED BY: _____
 Discipline Protect Engineer _____

14. DISTRIBUTION (By X):
 Responsible Agent for completion of work Original-Typical
 Procurement Management Group _____
 Site QA (2) SCP Doc. (NCR) _____
 TUGCO Start-Up _____
 Originator Pet's office _____
 Quality Engineering _____

15. VERIFICATION: (X) (for Safety Related) or CPPE for (NCR)
 Verify Removal of Replaced Item (1) _____ By _____ Date _____
 Verify PET No. and ID of Replaced Item _____
 On Transferred Item (2) _____ By _____ Date _____
 Verify Installation of Transferred _____
 Item (4) _____ By _____ Date _____

16. TRACKING NCR (as required): _____

17. QP REVIEW _____
 By _____ Date _____

Original PET to be submitted to permanent plant records with CP documentation upon acceptance of completed work.

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