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STARTUP/TURNOVER QA ACTIVITIES CONTROLLED COPY CONTROL NO. <u>M-002</u>	PREPARED BY: <u>B. C. Compton</u> <u>4-16-81</u> DATE APPROVED BY: <u>R. J. Tolson</u> <u>4/16/81</u> DATE			

1.0 REFERENCES

- 1-A CPSES "Startup Program Plan"
- 1-B CPSES "Startup Administrative Procedures"
- 1-C CP-QP-2.2, "Indoctrination of Record Verification Personnel"

2.0 GENERAL

2.1 PURPOSE AND SCOPE

The purpose of this procedure is to establish methods for the verification of Records pertinent to those structures, systems and components within the boundaries of Turnovers designated as safety related.

2.2 AUTHORITY AND RESPONSIBILITIES

The Records Management Supervisor has been delegated authority for the administration of the quality activities governed by this procedure. QA S/T Staff personnel are responsible for implementing the requirements of this procedure and instructions supplementing this procedure.

3.0 PROCEDURE

3.1 PERSONNEL INDOCTRINATION

Personnel performing record verification functions shall be indoctrinated in accordance with the provisions in Reference 1-C. The indoctrination will provide personnel with the basic knowledge of the functional criteria and quality requirements for the Startup/Turnover Record Verification Program.

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3.2 RECORD VERIFICATION DETAILS

The details for Record Verification as outlined in the purpose of this procedure will be prescribed in documented Quality Instructions. The instructions will provide personnel with the necessary criteria and direction for the implementation of the Record Verification process.

3.3 RECORD DEFICIENCIES

All Record deficiencies identified during the Record Verification process are documented in accordance with the provisions detailed in the instructions supplementing this procedure. The Records Management Supervisor shall assure that all record deficiencies are closed out prior to fuel loading.

3.4 DOCUMENTATION OF RECORD VERIFICATION ACTIVITIES

Quality Instructions supplementing this procedure specify the documentation utilized to provide objective evidence that Record Verification has been performed for those Turnovers designated as safety-related.