

TEXAS UTILITIES GENERATING CO CPSES	PROCEDURE NUMBER CP-QP-15.7	REVISION 2	ISSUE DATE JUL 26 1983	PAGE 1 of 4
TRACKING OF AUDIT REPORTS/ CORRECTIVE ACTION REPORTS	PREPARED BY: <u>Barbara Lancaster</u> <u>7/25/83</u> DATE APPROVED BY: <u>[Signature]</u> <u>7/26/83</u> DATE			

1.0 REFERENCES

None

2.0 GENERAL

2.1 PURPOSE

The purpose of this procedure is to describe the method for tracking Audit Report/Corrective Action Report (CAR) findings from the time of receipt of the report until formal closure of each item.

2.2 RESPONSIBILITY AND AUTHORITY

The Site QA Supervisor has overall responsibility for timely responses to Audit Report/Corrective Action Report findings. The Non-ASME QA Supervisor shall be responsible for implementing the tracking system described in this procedure and to ensure timely responses to Audit Report/Corrective Action Report findings.

3.0 PROCEDURE

3.1 RESPONSE ASSIGNMENT

Upon receipt of the Audit Report/Corrective Action Report, personnel shall be assigned the responsibility to respond to Audit Report/Corrective Action Report findings. The Non-ASME QA Supervisor shall make the assignment of personnel to respond to a finding.

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3.2 ASSIGNED RESPONSES

The reports shall be transmitted to the individual assigned the responsibility to provide a response. The transmittal shall show a required response date. Normally the required response shall be 15 days from the date of the transmittal. Extensions to response dates may be made upon written justification to the Non-ASME QA Supervisor. When extensions exceed the response due date of the report, the Site QA Supervisor shall formally request an extension.

3.3 OPEN ITEMS REPORT

A report shall be generated providing a brief status of each report. This report (Attachments 1 and 2) shall be published weekly. Individuals assigned a response due date which falls during the week when the report is issued shall be verbally reminded that the response is due. If a response is not received before the due date, a formal request for the response shall be delivered to the responsible individual, requesting immediate action. Any response overdue more than two (2) days, without an approved extension, shall be brought to the attention of the Non-ASME QA Supervisor for resolution. Items shall remain on the report until such time the Non-ASME QA Supervisor is notified the report has been closed.

3.5 RESPONSE REVIEW

After receipt of the response, the Non-ASME QA Supervisor shall review the draft response for adequacy and upon approval, shall forward the response to the Site QA Supervisor for review and forwarding to the proper individual.

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ATTACHMENT 1

AUDIT REPORTS OPEN

01/24/86

TCP-36 PROJECT TRAINING &
(SCS) NONCONFORMANCES

Responded 12/21/86

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ATTACHMENT 2

CORRECTIVE ACTION REPORTS OPEN

01-4-4

CAR-012 (JBG)	Uncontrolled Drawing	11/4/82 received response
CAR-013 (JBG)	Rejection Rate of Cable Tray Hangers	11/16/82 received response
CAR-014 (DCF)	Storage of Electrical Material	12/6/82 received response