

JOB 35-1195

COMANCHE PEAK STEAM ELECTRIC STATION

Construction Procedure  
DOCUMENT CHANGE NOTICE NUMBER 1

Notice applicable to Construction Procedure No. 35-1195- DCP-3 Rev. 18

This change will be incorporated in the next revision of the procedure.

Change the procedure as follows:

Please replace the following pages with the attached:

Page 3 of 10  
6 of 10  
7 of 10  
9 of 10  
10 of 10

Reviewed by:

[Signature] 5/11/84  
Originator Date

[Signature] 5/11/84  
Brown & Root Quality Assurance Date  
[Signature] 5/11/84  
Ass't General Project Manager Date  
[Signature] 5-11-84  
TUGCO Quality Assurance Date

Approved by:

[Signature] 5/11/84  
Construction Project Manager Date

05/11/84  
Effective Date



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<b>TITLE:</b>  CPSES DOCUMENT CONTROL PROGRAM DCN # 1		<b>ORIGINATOR</b> <u>[Signature]</u> <u>5-2-84</u> Date			
		<b>REVIEWED BY:</b> <u>[Signature]</u> <u>5/9/84</u> S&B QA Date			
		<u>[Signature]</u> <u>5/9/84</u> TUGCO QA Date			
		<b>APPROVED BY:</b> <u>[Signature]</u> <u>5-9-84</u> CONSTRUCTION PROJECT MGR Date			
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**FOR OFFICE AND  
ENGINEERING USE ONLY**



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1.0 REFERENCES

- 1.1 Brown & Root Quality Assurance Manual
- 1.2 35-1195-CP-CPM 6.3
- 1.3 35-1195-DEI-9
- 1.4 35-1195-DCP-7
- 1.5 35-1195-DEI-7
- 1.6 35-1195-DEI-10
- 1.7 35-1195-DEI-11
- 1.8 35-1195-DEI-12

2.0 INTRODUCTION

2.1 PURPOSE

The purpose of this procedure is to describe the document control activities at the Comanche Peak Steam Electric Station (CPSES).

2.2 SCOPE

This procedure addresses the activities of and responsibilities for the control, receipt, reproduction, distribution, storage and retrieval of construction and design documents generated at the site or received by the Document Control Center (DCC). Instructions, procedures, and/or drawings shall be readily available for use at locations where the prescribed activities are performed, and for use by the Authorized Nuclear Inspector (ANI).

3.0 PROCEDURE

3.1 REPRODUCTION AND DISTRIBUTION

3.1.1 Scope of Controlled Documents

DCC will be responsible for the reproduction of controlled documents including, but not limited to, drawings, specifications, design changes, procedures, instructions, and construction hold notices.



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3.1.1.1 Controlled documents shall be distributed to the satellites and the several control numbered recipients on the Distribution Routing Control List (DRCL). This in accordance with the Distribution Summary (Attachment 2) which is prepared by the DCC Supervisor and lists the satellite control numbers and the recipient control numbers, the document number and quantities distributed. DRCL's are prepared in accordance with Construction Procedure DEI-7. Additions or deletions to current distribution may be requested by file custodians or satellite personnel by submittal of the "controlled distribution request" form (Attachment 4) to the DCC Computer Distribution Group. A "Computer Update List" (Attachment 6) will be submitted daily to the Computer Distribution Group to reflect controlled documents and quantities reproduced in the satellites.

Design changes are distributed to holders of affected controlled documents. Issuance and receipt of design changes are documented on the Document Distribution Log (Attachment 5) by signature or initial of the file custodian.

3.1.1.2 Distribution of B&R initiated construction procedures is in accordance with the "Document Routing to the Document Control Center Sheet" (Attachment 3) which is received with the procedure from the Procedures Department.

3.1.1.3 Distribution to TUGCO Operations' and TUGCO Nuclear Operations Support's Document Control Centers shall be controlled under their respective procedures STA-306 and NOC-102. This shall include Aperture cards, bluelines, Xerox copies, DCA's, CMC's Specifications and other requested documents.

These items shall bear identifying markings to indicate they were in fact issued to TUGCo Operations Document Control Centers. TUGCo Operation's Document Control Centers shall be fully responsible for proper controls of these documents. All documents with the stamp shown below will be under the control of TUGCo's Document Control Center:

**DISTRIBUTED BY  
TUGCO OPERATIONS DCC**



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3.1.2 Controlled Distribution

- 3.1.2.1 Controlled documents will be identified by the red "controlled copy" stamp (shown below) with the ~~serial~~ <sup>document</sup> and recipient number in the shaded area of the stamp.



Note: Vaulted redlined BOP hanger packages which are removed from the vault for rework do not require a red control stamp.

- 3.1.2.2 Upon receipt of project or design documents, the DCC Supervisor shall review the document to ensure the document has been properly approved for use. Documents not approved or not released for use shall not be issued for construction, but may be issued as uncontrolled documents per 3.1.3.

- 3.1.2.3 G&H Design drawings must have a numerical revision designation of a least "0" for issuance. Drawings without numerical revision designations or with alpha revision designations shall be considered preliminary drawings and shall not be issued for construction. These documents may be issued as uncontrolled documents per 3.1.3.

NOTE: If G&H approval letter revises the status of a preliminary drawing to a TUSI Status 1, it may be issued as a controlled drawing.

- 3.1.2.4 Controlled documents affected by design change documentation shall be stamped as follows:

**THIS DOCUMENT  
AFFECTED BY  
DESIGN CHANGE**



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3.1.2.5 Revisions to documents including but not limited to, design changes and document change notices, which affect other controlled documents, shall be distributed to the same control recipients receiving the affected document. Revisions to these types of documents shall be processed in the same manner as the original issue.

3.1.3 Other Distribution

3.1.3.1 Documents may be distributed upon request by authorized site personnel for purposes other than production (physical construction) or QC inspection activities. The DCC Supervisor shall maintain a roster of authorized personnel. DCC shall maintain no responsibility for revision status of documents distributed in this manner.

3.1.3.2 Documents distributed in this manner shall be stamped "FOR OFFICE AND ENGINEERING USE ONLY" as follows:

FOR OFFICE AND  
ENGINEERING USE ONLY

3.1.3.3 These documents shall be stamped per 3.1.2.4 ("THIS DOCUMENT AFFECTED BY DESIGN CHANGES") when applicable. DCC shall make available a list of design changes upon request.

3.1.3.4 Documents may be upgraded to controlled status by including the provisions of 3.1.2.

3.1.4 Special Distribution

"Special Distribution Schedules" (SDS) will form the basis of all limited engineering document distribution requirements. (See DEI - 10)

3.1.5 Transmittal of Engineering Documentation

3.1.5.1 BRHL's will be issued to engineering organizations as controlled documents per paragraph 3.1.2. These drawings can be issued to construction organizations per paragraph 3.1.3 Documents issued per paragraph 3.1.3 will be current upon issue only. It shall be the responsibility of the user or holder to assure current revision control.





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3.1.5.2 Documents issued per paragraph 3.1.2 may be used to transmit information to engineering organizations by copying. These documents shall be stamped "FOR OFFICE AND ENGINEERING USE ONLY" and in addition the "CONTROL STAMP" shall be crossed out.

## 3.2 RECEIPT AND ACCOUNTING FOR CONTROLLED DOCUMENTS

### 3.2.1 Receipt of Controlled Documents

3.2.1.1 With the exception of the several existing control numbers, Satellite Document Control Centers are the file custodians. Prior to interface with the crafts and disciplines in the distribution of any controlled documents, all personnel shall have completed both of the following requirements:

1. Document Control Orientation Class
2. Passing grade (15 of 16 correct) on DCC test which is based on a thorough knowledge of DCP-3.

Documentation supporting such qualification shall be maintained by DCC. Records for maintenance of qualification are retained by the Training Department (for departments other than DCC) in accordance with CP-CPM 2.2.

3.2.1.2 Design change documentation shall be distributed to and maintained at the same location as the affected documents. The "Open Report" from the TNE Design change computer data base provide the logs where all Gibbs and Hill and vendor documentation are concerned. This is also true of specifications. All other logs are maintained manually. No other design changes need be distributed, posted, or maintained in these areas. If the design change received is the first issue against the affected document, the satellite or control number shall stamp controlled copies of the affected document(s) with the design change indicator stamp, shown in 3.1.2.4, make a logsheet (Attachment 1), as applicable, for the affected document, and note the design change number on the logsheet. Computerized design change log sheets will be issued weekly for drawing documents on extended check out. Updates may occur during the interim should a design change be issued.

The design change document shall also be stamped with the satellite or department control number in red ink when issued with a controlled drawing. When issued with drawing or documents stamped with the "Office and Engineering Use Only" stamp, design changes will also be stamped in red with the "Office and Engineering Use Only" stamp. Design changes which have been reproduced and bear a black control number or "Office and Engineering Use Only" stamp are not valid documentation.



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NOTE: Classification of hangers will be governed by the current revision of DCA-5021 which will not be posted in the design change logbooks. DCC will stamp controlled copies of all large bore hanger drawings with the following stamp:

**CHECK CURRENT REVISION  
OF DCA - 5021 FOR HANGER  
CLASSIFICATION.**

NOTE: Small bore hanger logs shall reflect all open and incorporated design changes but not drawing revisions.

EXCLUSION: Design change information shall be distributed to organizations holding the affected documents. The design change shall be reviewed by responsible personnel to ensure it does not affect the discipline's work activities. Where they do affect the activities, they shall be posted and maintained as discussed above. If they do not affect the work activities, the changes need not be posted or maintained.

3.2.1.3 A record of whom a document was checked out to shall be maintained by the satellite and control number recipients. Documentation issued to the craft for daily work activities shall be returned at the end of the shift to the distribution source. Upon receipt of a revised document, the superceded document shall be retrieved and replaced with the current document. Superceded documents may be retained by the holder. If retained the drawings shall be stamped "VOID" and/or "FOR RECORD PURPOSES ONLY".

NOTE: Document (controlled) may be checked out to persons in the disciplines or groups for extended periods of time. It is mandatory however, that the signout log list the name, group, location and telephone extension of the copyholder so that the document may be updated should it go out of revision or a design change be entered against the document. It is the satellites' obligation to maintain this update. Documents checked out for statusing purpose need not be accompanied by the affected design changes. Computerized design change log sheets for statusing purpose documents will be upon request.

3.2.1.4 If the document being received is a DCN, the satellite/file custodian must mark the DCN number on the cover sheet of the affected procedure and file the DCN with the procedure. If the DCN replaces the cover sheet, the old cover sheet with approval signatures shall be retained.





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NOTE: When a new revision of a document is distributed a new updated log sheet will be distributed with that document. Upon receipt of the new log sheet from the DCC, file custodians should replace the old log sheet in their Design Change Log Book with the new one, and discard the old log sheet.

3.2.1.5 "Mail-out" distribution is made by letter accompanied by DRCL.

3.2.2 Accounting for Controlled Documents

3.2.2.1 All satellites and the several control numbers will be the subject of monitoring by an independent monitoring team. This team shall report to the Supervisor of DCC. This group shall monitor all controlled document files to ensure that all applicable design documents are current and that design change logs, manuals and computers show the current approved and issued design change information. All monitoring will be a continuing operation - satellite to satellite.

3.2.2.2 Monitoring shall be performed by using the "DCC Recipient List" issued to each satellite and the several control numbers by the central DCC, which will indicate:

1. Those documents they are shown as having
2. Appropriate revision of each document
3. The number of copies of the document they have.

To monitor the design change logs, the monitoring team will compare the Master DCC logs with satellite and control number logs. When that has been done, the physical design change files shall be checked at each file location.

3.2.2.3 The monitoring team group leader shall write a memo to the DCC Supervisor indicating the monitoring activity has been completed and noting any discrepancies and corrective action taken. These monitoring reports shall be maintained in the DCC central office.

3.2.2.4 When a controlled "document package" or document is checked out to a craftsman or a task force paper flow group they become responsible for its security. In the event the package is lost, or misplaced, the DCC satellite from which the document package was logged out should be notified as quickly as possible. The satellite supervisor shall notify the craft superintendent or department head of the loss and request that appropriate action be taken.



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To obtain a "replacement" copy of a controlled document the file custodian/satellite supervisor must complete a "Controlled Distribution Request" form (Attachment 4) specifying document number, revision and number of copies to be replaced. This request must be signed and submitted to the DCC Computer Distribution Group. A replacement DRCL will then be issued to the Document Reproduction Group for processing.

- 3.2.2.5 If for any reason, a superceded document is retained, the face of the document must be stamped or marked "VOID". When no longer required, superceded documents should be destroyed.

EXCLUSION: Drawings issued in accordance with paragraph 3.4 and drawings issued for use in Hanger Packages are not subject to the aforementioned audits.

DCC will maintain a file for DRCL's with signed acknowledgement by File Custodians verifying actual receipt of controlled documents. A cross-check will be performed to ensure receipt of documents and the appropriate discipline will be notified of any discrepancies.

### 3.3 MAINTENANCE AND STORAGE OF DOCUMENTS

#### 3.3.1 Maintenance of Documents

The DCC shall maintain a file of current document revisions and as-built drawings as they are received. Additionally, a listing of all such documents and a list of all active changes shall be maintained.

#### 3.3.2 Storage of Documents

Project Record files are stored by the DCC. These include, but are not limited to, specifications, procedures, correspondence, manuals, drawings, aperture cards, and silver microfiche originals.

### 3.4 DISTRIBUTION OF DOCUMENTS TO TRAVELER, HYDRO, INSPECTION, OR WORK PACKAGES.

Documents required for fabrication, installation and/or inspection may be issued for inclusion into a traveler, hydro, inspection report, or work package. The document shall be identified as being part of the package and that it cannot be used independently of the package by stating on the document "This document shall be used only in conjunction with Operation Traveler # \_\_\_\_\_."



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NOTE: For packages, other than travelers, the package identification and number will be entered instead of the traveler number.

It shall be the responsibility of the organization controlling the package to ensure the current document revision number is referenced in the package.

EXCLUSION: Traveler packages containing drawings which have weld numbers assigned by Welding Engineering, and all Hanger Packages, are excluded from the aforementioned control alternative.

### 3.5 DISTRIBUTION OF DOCUMENTS FOR PROCUREMENT USE

Drawings, specifications and/or design changes used for transmittal to vendors shall be issued as "For Office & Engineering Use Only." It shall be the responsibility of the organization controlling the procurement package to ensure the current document revision is transmitted.





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## ATTACHMENT 2

### DCC DRAWING DISTRIBUTION (SUMMARY)

DATE : 05/06/84

DCC DRAWING DISTRIBUTION

DCT	DCN	SHEET	REV
TSAS	2323-AS-031		

MEDIUM : PS  
ORIGIN : G-H

TITLE : PROTECTIVE COATINGS

DEP	NBR	DEP	NBR	DEP	NBR	DEP	NBR	DEP	NBR
---	---	---	---	---	---	---	---	---	---
4	6								
57	1								
102	1								
211	1								
302	1								
304	3								
306	2								
308	4								



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ATTACHMENT 3

DOCUMENT ROUTING TO THE DOCUMENT CONTROL CENTER

DOCUMENT I.D.: \_\_\_\_\_

FROM: \_\_\_\_\_  
(ORGANIZATION)

DATE: \_\_\_\_\_

HANDLING INSTRUCTIONS:

- ☐ Distribute
- ☐ Hold
- ☐ File Only - no distribution
- ☐ Route for approval (Procedures only)
- ☐ Other: \_\_\_\_\_

DISTRIBUTION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
DCC Receipt Acknowledgement

\_\_\_\_\_  
Date

\_\_\_\_\_  
Routed by

\_\_\_\_\_  
Date









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ATTACHMENT 6

SATELLITE: \_\_\_\_\_ DATE: \_\_\_\_\_

- COMPUTER UPDATE LIST -

[illegible]