

Robert Root

1/22/82

ARMS

BROWN & ROOT, INC. CPSES JOB 35-1195	PROCEDURE NUMBER	REVISION	EFFECTIVE DATE	INDEXED PAGE
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TITLE: PREPARATION & APPROVAL OF CONSTRUCTION PROCEDURES & INSTRUCTIONS <i>OEN !</i> <i>OEN 2</i>	ORIGINATOR:	<i>[Signature]</i> 12/19/81 DATE		
	REVIEWED BY:	<i>[Signature]</i> 12/18/81 DATE		
		<i>[Signature]</i> 12/21/81 DATE		
		<i>[Signature]</i> 12/22/81 DATE		
	APPROVED BY	CONSTRUCTION PROJECT MANAGER 12/22/81 DATE		

OEN #1

9/20/84

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PDR FOIA
GARDE85-59 PDR

JOB 35-1195

COMANCHE PEAK STEAM ELECTRIC STATION

Construction Procedure
DOCUMENT CHANGE NOTICE NUMBER 2

Notice applicable to Construction Procedure No. 35-1195- CP-CPM 6.1 Rev. 4

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

Change the procedure as follows:

Please replace the following with the attached:

page 3 of 6.

Reviewed by:

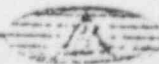
[Signature] 2-13-84 [Signature] 2-13-84
Originator Date Brown & Root Quality Assurance Date

Approved by:

[Signature] 2-14-84
Project Welding Engineer Date

[Signature] 2-14-84
Construction Project Manager Date

02/14/84
Effective Date



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INDEXED

JOB 35-1195
Comanche Peak Steam Electric Station

DATE: _____

Sheet 1 of 2

Construction Procedure
DOCUMENT CHANGE NOTICE NUMBER 1

This notice applies to Construction Procedure No. 35-1195- CPM 6.1 Revision 4.

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

Change the procedure as follows:

Replace the following page with the attached:

Page 5 of 6

Reason for change: Change in requirements

This change approved by:

Reviewed by:

[Signature] 1/28/82
Originator Date

[Signature] 2-1-82
Brown & Root Quality Assurance Date

Reviewed by:

[Signature]
TUGCO Quality Assurance Date

[Signature] 2-2-82
Construction Project Manager Date

2/3/82
Effective Date



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1.0	<u>REFERENCES</u>				
1.1	Title 10, Code of Federal Regulations, Part 50, Appendix B				
1.2	American National Standards Institute (ANSI) N45.2				
1.3	CPSES Safety Analysis Report				
1.4	B&R QA Manual				
2.0	<u>INTRODUCTION</u>				
2.1	<u>PURPOSE</u>				
	The purpose of this procedure is to describe methods for preparing, reviewing, approving, changing, revising, controlling, and implementing Comanche Peak Steam Electric Station (CPSES) Brown & Root (B&R) Construction jobsite procedures, appendices, and instructions.				
2.2	<u>SCOPE</u>				
	This procedure provides instructions and requirements for those activities identified in Section 2.1. This is to ensure that the B&R Construction jobsite procedures, appendices, and instructions are uniform, consistent, and in agreement with associated or interfacing documents and that they comply with the requirements of the Quality Assurance Program, the Code, or standard commitments contained in the CPSES Safety Analysis Report.				
2.3	<u>GENERAL REQUIREMENTS</u>				
2.3.1	<u>Format</u>				
2.3.1.1	Procedures, instructions, and appendices, henceforth referred to as construction documents, should be prepared in a format that is consistent with the one used in this procedure. Procedures should comply with Paragraph 2.3.2 which discusses procedure organization; instructions and appendices, should be similarly arranged.				
2.3.1.2	Construction documents should be prepared using the paragraph decimal numbering system in a "block" format. Section headings (e.g. 1.0, 2.0, 3.0) should be capital letters and underlined. Main paragraph headings (e.g. 1.1, 1.2, 1.3) should be in capital letters without an underline. Subparagraph headings (e.g. 1.1.1, 1.1.2) should be with initial capitals and lower-cased letters with the entire heading underlined. Items in a series or list should be introduced by a word, phrase, or sentence ending with a colon. Items in the listing should be numbered or lettered sequentially.				



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2.3.2 Organization

Each construction document should have the following parts:

1. Title Page
2. Table of Contents which should include a list of attachments, appendices, supplements, etc.
3. Introduction section defining the scope of the procedure.
4. Procedure describing the work activity or process.

2.3.3 Page Format

The format of the title strip at the top of the page as it appears in this procedure is mandatory for all pages of construction documents. The page number block, "1 of _____, 2 of _____, etc.", shall account for all of the pages. Attachments may be included in the page count, or may be numbered individually.

2.3.4 Attachments

2.3.4.1 Figures, tables, pictures, etc. used to support or illustrate the document shall be on a page as described in Paragraph 2.3.3. Attachments should be numbered sequentially as attachments.

2.3.4.2 Other procedures, instructions, manufacturer's manuals, etc. may be used to supplement a document. These may be labeled as attachments or supplements to the document and shall be included into the procedure as discussed in Paragraph 2.3.4.1.

2.3.5 Appendices

Appendices shall be written only to support or supplement a governing procedure, and shall carry the governing procedure's number plus an alpha designator (example 6.1A).

2.3.6 Instructions

When special instructions are required to accomplish an activity, an Instruction may be prepared. These instructions should be prepared in a format that best suits the communication need. Instructions shall comply with all of the other requirements of this procedure.

NOTE: Consideration should always be given to the use of the Operation Traveler (CP-CPM 6.3) instead of preparing documents for unique activities (example: setting of the Reactor Pressure Vessel).

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2.3.7 Numbering

It is the responsibility of the Procedures and Reports coordinator to assign numbers to these documents which is consistent with the existing numbering sequences.

3.0 PROCEDURE

3.1 PREPARATION

3.1.1 Source Documents

Documents shall be prepared to include the applicable requirements of the following:

1. CPSES Safety Analysis Report.
2. Applicable specifications and drawings.
3. Applicable codes and standards.
4. Applicable vendor data.
5. The B&R Quality Assurance Manual (ASME-related activities only).
6. Interfacing procedures, instructions, and appendices.

3.1.2 The document shall be prepared to provide explicit instructions on how to accomplish an activity, and shall provide the appropriate quantitative or qualitative criteria from the documents discussed in Paragraph 3.1.1. The document shall also reference or provide the necessary forms or checklists to be completed by the personnel accomplishing the activity.

3.2 REVIEW

Documents shall be reviewed by individuals other than the originator. The reviewer shall ensure that the criteria discussed in Paragraph 3.1.1 have been included, and that the documents are clear and do not conflict with interfacing/governing documents.

3.3 RESOLUTION OF COMMENTS

Review should be conducted by those organizations affected by the document. Resolution of the review comments shall be accomplished, preferably, by the originator.



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3.4 APPROVALS

Procedures, instructions and appendices shall be approved by the B&R Construction Project Manager or his designee. In addition, ASME-related documents shall have the review signature of the B&R Site QA Manager, while non-ASME related documents will have the review signature of the TUGCO QA representative. Documents affecting both ASME and non-ASME related activities shall be approved by both the B&R Site QA Manager and a TUGCO QA representative.

3.5 EFFECTIVE DATE

Unless otherwise stated in the document, the effective date will be the date the document was approved by the B&R Construction Project Manager.

3.6 REVISIONS AND DOCUMENT CHANGE NOTICES

3.6.1 General

Revisions and Document Change Notices shall be prepared, reviewed, and approved in the same manner as the original document.

3.6.2 Document Change Notice Preparation

Document Change Notices (DCN's) may be issued instead of document revisions for the purpose of expediency. DCN's shall be numbered sequentially against the revision of the governing document and shall be prepared on a DCN form as shown in Attachment 1.

NOTE: No more than 6 DCN's shall be prepared against a document. When revising any procedure or instruction, all outstanding DCN's shall be incorporated.

3.7 CONTROL

Upon obtaining the required approvals, the document shall be submitted to the Document Control Center for distribution in accordance with the DCC procedures.

3.8 HISTORY FILE

The DCC shall maintain a history file on each construction procedure, instruction, and appendix. This file will contain record copies of these documents, as well as the associated revisions and change notices.



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FIGURE 1
DOCUMENT CHANGE NOTICE FORM
(Reduced for Illustration)

JOB 35-1195
Comanche Peak Steam Electric Station

Construction Procedure
DOCUMENT CHANGE NOTICE NUMBER _____

This notice applies to Construction Procedure No. 35-1195-_____ Revision _____

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

Change the procedure as follows:

Reason for change:

This change approved by:

Reviewed by:

Originator Date

Brown & Root Quality Assurance Date

Reviewed by:

Construction Project Manager Date

Effective Date



Procedures



COMANCHE PEAK TEAM ELECTRIC STATION

LESSON NOTES

LESSON:	Quality Assurance	AUTH: Deviney/Cole
PROGRAM:	General Employee Training	REV: 09-8310
REFERENCES:	<ol style="list-style-type: none">1. 10CFR50, Appendix B2. CPSES Final Safety Analysis Report, Chapter 173. ANSI/ANS-3.2-19824. Operations Administrative Control and Quality Assurance Plan5. Station Administration Manual	

TEXT:

NOTES:

1.0 QUALITY ASSURANCE - INTRODUCTION

- 1.1 Historically, quality assurance as an accepted discipline has been associated with manufacturing and construction activities from which it originated as a separate function. It is identified most clearly with systems of checks, audits, inspections, and other forms of verification that can be applied to products during manufacture or construction, and prior to the product's placement in service.
- 1.2 The term "quality assurance" is also used to describe the programs, technical discipline, and organizational unit established to implement the special procedural steps that are required to verify and document the satisfactory completion of work. In this context, the term quality assurance describes a staff support function to assist in the overall goal of assuring the high quality performance of equipment, structures, procedures, and personnel.

- e. Corporate Quality Assurance Program Manual - this document establishes general policies and requirements for the quality assurance program to be implemented for all TUGCO nuclear power plants.
- f. Operations Administrative Control and Quality Assurance Plan - this document provides a detailed description of how the QA program will be implemented at CPSES. It defines the various responsibilities for such things as: station procedures and manuals, reviews and audits, equipment control, radiation protection, records keeping, and procurement activities, just to mention a few.
- g. Station Administration Manual - contains the detailed procedures which are generally applicable to every department and section. Examples would be procedures for clearance and safety tagging, control of deficiencies, and maintenance action requests.
- h. Section Manuals - contain the specific "how to" procedures and instructions of the respective organizational sections.

5.2 Importance of Procedural Compliance

While working at Comanche Peak you will be dealing with many procedures. You will have procedures for just about every activity you perform. These procedures are developed for several reasons. One of the major reasons is to provide assurance that a particular activity is consistently performed in a correct manner. These procedures are written and approved by plant personnel and provide the accepted methods for performing work. An approved activity does not mean

that this procedure is the only method in existence for performing the activity. However, it does mean it is the only approved method at Comanche Peak.

It is extremely important that activities be accomplished in accordance with these approved methods and no others.

If during your work you should find problems with procedures or think you have a better method, discuss this with your supervisor, but do not deviate from the approved procedure. Procedure change methods have been established to implement new ideas and improved procedures.

6.0 PROBLEM IDENTIFICATION AND REPORTING

6.1 Deficiency (See Fig. 2)

As previously defined, deficiencies are primarily written when procedural violations occur. It is everyone's responsibility to report deficiencies that they have knowledge of.

The detailed procedure for "Control of Deficiencies" is found in the Station Administration Manual. Basically, any station personnel observing a deficient condition shall complete Section A of the Deficiency Report Form (DR) and submit the form to the QA Section. The DR is then assigned a number, recorded in the Deficiency Report Log, reviewed by the QA Supervisor, and sent to the responsible Department Superintendent or Section Supervisor for disposition. The responsible Superintendent or Supervisor determines the appropriate corrective action required to correct the deficiency, records it on the DR, and sends the DR back to the QA Section for review and concurrence. The QA Supervisor signs the QA Concurrence portion of the DR and