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PREPARATION OF
QUALITY PROCEDURES
AND INSTRUCTIONS

PREPARED BY:

David March

11/19/79
DATE

APPROVED BY:

RJ Johnson

11/19/79
DATE

FOR INFORMATION ONLY

1.0 REFERENCES

1-A TUGCO/TUSI CPSES QA Plan

1-B CP-QP-7.1, "Control of Quality Procedures and Instructions"

2.0 GENERAL

2.1 PURPOSE AND SCOPE

The purpose of this procedure is to establish a basic approach and general format for the preparation and approval of quality procedures and instructions. This procedure is applicable to quality documents prepared to prescribe QA/QC functions not under the jurisdiction of the ASME Code, Section III, Division 1.

2.2 DEFINITIONS

2.2.1 Quality Procedures

Quality procedures are documents which outline or define the general requirements of various quality related functions or activities. The requirements outlined/defined within procedures are derived from specific Quality Assurance commitments of the Comanche Peak Project as well as Engineering/Construction requirements specified in design documents and associated supplier recommendations and/or requirements.

2.2.2 Quality Instructions

Quality instructions are supplemental documents that normally prescribe detailed information required to implement QA/QC requirements established in quality procedures as well as construction procedures/instructions.

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2.3 RESPONSIBILITIES AND APPROVALS

The need for originating or revising quality procedures or instructions related to the construction phase of the CPSES project has been delegated through Reference 1-A by the TUGCo, Manager Quality Assurance to the TUGCo Site QA Supervisor. Delegation of procedure/instruction preparation at the CPSES site is handled informally based on project needs and manpower availability. Normally, procedure preparation is accomplished by various staff personnel with approval by the Site QA Supervisor whereas instruction preparation and approval is accomplished by or through the Quality Engineering Supervisor.

3.0 PROCEDURE

3.1 PREPARATION

Individuals assigned to prepare or revise quality documents shall research the following documents, as applicable, to assure adequate incorporation of and subsequent implementation of the CPSES QA/QC functions.

- a. CPSES Final Safety Analysis Report
- b. Specifications and Drawings
- c. ASME Boiler and Pressure Vessel Code
- d. Regulatory Requirements
- e. Related Industry Codes and Standards
- f. Related Procedures and Instructions
- g. Supplier Documents and Manuals

The author(s) shall also consult other personnel knowledgeable in the document's subject for experienced input (e.g. Construction Engineering, Project Engineering, Crafts) to assure that the document requirements are practical and efficient.

Planning aides such as flow charts or outlines shall be utilized as necessary to facilitate preparing the document. Major emphasis shall be placed on a straightforward and simple approach.

3.2 REVIEW

The author(s) should normally submit prepared documents to cognizant individual(s) for review and comment. Any comments generated shall be resolved by the author(s) prior to submittal for approval.

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3.3 REVISIONS

Revisions to procedures and instructions shall be processed in the same general manner as original issues, unless specifically authorized by the TUGCo Site QA Supervisor or the TUGCo, Manager Quality Assurance.

3.4 FORMAT

3.4.1 General

Quality Procedures and Instructions should be prepared using a decimal numbering system and basic heading format similar to this procedure. Typical forms used in Procedure/Instruction preparation are illustrated in Figures 1 and 2.

The Quality Procedure or Instruction Title Page (Figure 1) shall be a numbered page that includes the text of the document. It shall contain the following information:

- a. Title of the document
- b. Identification number of the document
- c. Revision number
- d. Issue date
- e. Page number - all title pages shall be numbered Page 1 of a total number of pages in the text.
- f. Signature of the individuals preparing and approving the document.

Subsequent pages of the text shall be similar to Figure 2 and shall include the document number, revision, issue date and page number.

3.4.2 Text

The text of the document shall be divided into three sections as follows:

1.0 REFERENCES

The "References" section shall list by title codes, standards, regulatory guides, procedures, etc., that are referenced in the text of the document. References shall be listed in the order introduced in the text and preceded by a number/letter designation (i.e. 1-A, 1-B, 1-C, etc.).

2.0 GENERAL

The "General" section shall be used for supporting information and shall be used to describe the purpose and scope of the document. The "General" section may also be used for collecting information and requirements that cannot be considered procedural (instructional) but are still necessary to accomplish the purpose of the document.

3.0 PROCEDURE (or INSTRUCTION)

This section shall contain descriptions of operations and activities that must be accomplished to fulfill the purpose of the document. Requirements should be arranged in a logical sequence. Figures and tables may be used as needed to supplement the document. These figures and/or tables will be numbered as pages of the document text and will be labeled appropriately near the top of the page, similar to the figures included with this procedure.

3.4.3

Headings and Lists

Quality procedures shall be prepared using a decimal numbering system in a "block" format. Each decimally numbered paragraph shall have a topic heading. Section headings (e.g. 1.0, 2.0, 3.0) shall be in capital letters and underlined. Main paragraph headings (e.g. 1.1, 1.2, 2.1) shall be in capital letters without an underline. Subparagraph headings (e.g. 1.1.1, 1.1.2) shall be with initial capitals and then lower-cased letters with the entire headings underlined. Items in a series or list shall be introduced by a sentence ending with a colon and preceded by lower-cased letters arranged in alphabetical order. Sections, main paragraphs, subparagraphs and lists shall conform to the format presented in the example below:

3.0 PROCEDURE

3.1 DOCUMENTATION

3.1.1 Surveillance

The following attributes shall be in minimum items observed during routine surveillance efforts relative to documentation:

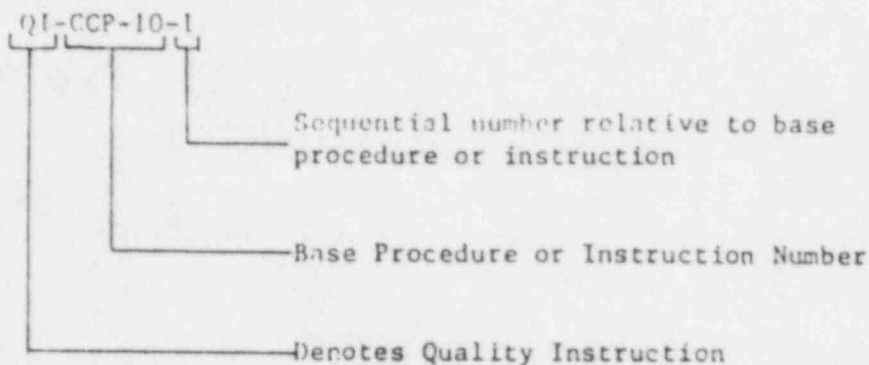
- a. Legibility
- b. Continuity
- c. Traceability

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3.5

NUMBERING SYSTEM

Quality procedures are numbered to coincide with Quality Assurance Criterion established in ANSI N45.2 - 1971 using acronyms similar to this procedure. Quality Instructions normally supplement Quality or Construction Procedures/Instructions and are numbered generally as illustrated below:



The TUGCo QA secretary maintains control and a record of the numbering system utilized for Quality Procedures and Instructions.

3.6

DEVIATIONS

Where necessary to assure effective controls, Quality Instructions may be also used to deviate from or to serve as a revision notice to requirements specified in Quality Procedures/Instructions. This provision should only be utilized where expediency is required to assure positive control of QA/QC functions.

Instructions used in this manner shall be approved by the TUGCo Site QA Supervisor.

3.7

DOCUMENT CONTROL

Procedures/Instructions prepared per this procedure shall be controlled in accordance with Reference 1-B.

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FIGURE 1

PROCEDURE or INSTRUCTION

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PREPARED BY: _____ DATE _____ APPROVED BY: _____ DATE _____				

TUGCO OA

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FIGURE 2

PROCEDURE or INSTRUCTION

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TUGCO OA

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PREPARATION OF QUALITY PROCEDURES AND INSTRUCTIONS 7/2/84 JCF	PREPARED BY: <u>James H. Hovatt</u> <u>4/30/81</u> DATE			
	APPROVED BY: <u>W. R. J. Jolson</u> <u>5/4/81</u> DATE			

HISTORICAL FILE

REFERENCES

- 1-A TUGCO/TUSI CPSES QA Plan
- 1-B CP-QP-7.1, "Issuance and Control of Procedures and Instructions"

2.0 GENERAL

2.1 PURPOSE AND SCOPE

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2.2 DEFINITIONS

2.2.1 Quality Procedures

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2.3 RESPONSIBILITIES AND APPROVALS

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- f. Related Procedures and Instructions
- g. Supplier Documents and Manuals

The author(s) shall also consult other personnel knowledgeable in the document's subject for experienced input, (e.g. Construction Engineering, Project Engineering, Crafts) to assure that the document requirements are practical and efficient.

Major emphasis shall be placed on a straightforward and simple approach.

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3.2 REVIEW

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3.3 REVISIONS

Revisions to procedures and instructions shall be processed in the same general manner as original issues, unless specifically authorized by the TUGCO Site QA Supervisor or the TUGCO Manager Quality Assurance.

3.4 FORMAT

3.4.1 General

Quality Procedures and Instructions should be prepared using a decimal numbering system and basic heading format similar to this procedure. Typical forms used in Procedure/Instruction preparation are illustrated in Figure 1.

The Quality Procedure or Instruction Title Page (Figure 1) shall be a numbered page that includes the text of the document. It shall contain the following information:

- a. Title of the document
- b. Identification number of the document
- c. Revision number
- d. Issue date
- e. Page number - all title pages shall be numbered Page 1 of a total number of pages in the document
- f. Signature of the individuals preparing and approving the document.

Subsequent pages of the text shall be similar to those labeled in Figure 1 and shall include the document number, revision, issue date and page number.

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3.4.2 Text

The text of the document shall be divided into three sections as follows:

1.0 REFERENCES

The "References" section shall list by title codes, standards, regulatory guides, procedures, etc., that are referenced in the text of the document. References shall be listed in the order introduced in the text and preceded by a number/letter designation (i.e. 1-A, 1-B, 1-C, etc.).

2.0 GENERAL

The "General" section shall be used for supporting information and shall be used to describe the purpose and scope of the document. The "General" section may also be used for collecting information and requirements that cannot be considered procedural (instructional) but are still necessary to accomplish the purpose of the document.

3.0 PROCEDURE (or INSTRUCTION)

This section shall contain descriptions of operations and activities that must be accomplished to fulfill the purpose of the document. Requirements should be arranged in a logical sequence. Figures and tables may be used as needed to supplement the document. These figures and/or tables will be numbered as pages of the document and will be labeled appropriately near the top of the page, similar to the figures included with this procedure.

3.4.3 Headings and Lists

Quality procedures shall be prepared using a decimal numbering system in a "block" format. Each decimally numbered paragraph shall have a topic heading. Section headings (e.g. 1.0, 2.0, 3.0) shall be in capital letters and underlined. Main paragraph headings (e.g. 1.1, 1.2, 2.1) shall be in capital letters without an underline. Subparagraph headings (e.g. 1.1.1, 1.1.2) shall be with initial capitals and then lower-cased letters with the entire headings underlined. Items in a series or list

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shall be introduced by a sentence ending with a colon and preceded by lower-cased letters arranged in alphabetical order. Sections, main paragraphs, subparagraphs and lists shall conform to the format presented in the example below:

3.0 PROCEDURE

3.1 DOCUMENTATION

3.1.1 Surveillance

The following attributes shall be in minimum items observed during routine surveillance efforts relative to documentation:

- a. Legibility
- b. Continuity
- c. Traceability

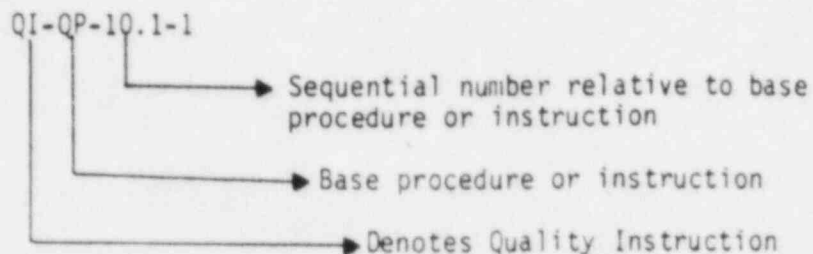
3.5 NUMBERING SYSTEM

Quality procedures are numbered to coincide with Quality Assurance Criterion established in ANSI N45.2 - 1971 using acronyms similar to this procedure. Quality Instructions normally supplement Quality or Construction Procedures/Instructions.

Quality Procedures numbering prefixes shall be established as "CP-QP" followed by an assigned number for each category of procedure. Quality Instruction prefixes shall be established as "QI-QP" and the Instruction Number shall be distinguished from the related procedural document by the use of a decimal point. For example, the Quality Procedure CP-QP-11.3 has to do with Electrical Inspection. In numbering all related subordinate instructions to this procedure, the originator would make use of the procedural number 11.3, adding a dash and a suffix number for each instruction. Accordingly, Class 1E Cable Tray Raceway Inspection is numbered QI-QP-11.3-24 and Verifying Cable Tray Types and Sizes instruction is labeled 11.3-24.2, etc.

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Example:



The CPSES QA Librarian, under the supervision of the QE Supervisor, maintains control and a record of the numbering system utilized for Quality Procedures and Instructions.

3.6 DEVIATIONS

Where necessary to assure effective controls, Quality Instructions may be also used to deviate from or to serve as a revision notice to requirements specified in Quality Procedures/Instructions. This provision should only be utilized where expediency is required to assure positive control of QA/QC functions.

Instructions used in this manner shall be approved by the TUGCO Site QA Supervisor.

3.7 DOCUMENT CONTROL

Procedures/Instructions prepared per this procedure shall be controlled in accordance with Reference 1-8.

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FIGURE 1

PAPER USED FOR
TEXAS UTILITIES
QUALITY DOCUMENTS

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FRONT COVER
PAGE FOR TUGCO
INSTRUCTIONS
(OI-QP's)

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FRONT COVER
PAGE FOR TUGCO
PROCEDURES
(CP-QP's)

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SECOND AND
SUBSEQUENT
PAGES FOR
TUGCO
INSTRUCTIONS
(OI-QP's)

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SECOND AND
SUBSEQUENT
PAGES FOR
TUGCO
PROCEDURES
(CP-QP's)