

PROJECT
INSTRUCTION

Sargent & Lundy

INSTRUCTION PI-MP3-12
REV. 1

Client: Northeast Utilities

Station: Millstone Unit 3

Title: **PROJECT FILE INDEX**

☒ **Related**

☐ **Non-Safety-Related**

Reviewed By:

Approved By:

System Lead

Programmatic
Lead

O&M Lead

Accident
Mitigation
Lead

QA Engineer

Internal Review
Committee
Chairman


Verification Team
Manager

Date: 4-28-97

Description

Rev. 1

Revised Attachment 7.2

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1.0 PURPOSE

This project instruction supplements S&L Procedure GQ-6.01 for the implementation of the Project File Index for the Northeast Utilities Millstone Unit 3 Independent Corrective Action Verification Program (ICAVP).

2.0 REFERENCE

- 2.1 GQ-6.01, "Project Distribution List and Project File Indexes."
- 2.2 GOP 17.02, "Quality Assurance Records Control System"

3.0 DEFINITIONS

- 3.1 **Project File Index** - A project file index is a listing of document categories with location references for the central consolidated project file.
- 3.2 **Central Consolidated Project Files** - Central consolidated project files include documents pertaining to a project or group of projects for a single client and are maintained by a project team, usually under the direction of the Project Manager or his designee. Central consolidated project files are interdepartmental and are the source from which the Records Center receives documents for long-term storage.
- 3.3 **Project Documents** - Project documents are defined in the applicable project instructions. Examples of these documents are listed on Attachment 7.1.
- 3.4 **Internal Project Correspondence** - Internal project correspondence includes documents generated within S&L which are not distributed outside of S&L. Internal project correspondence includes, but is not limited to, the documents listed in Attachment 7.1.
- 3.5 **External Project Correspondence** - External project correspondence includes documents generated within S&L and distributed outside of S&L, as well as documents generated outside of S&L. External project correspondence includes, but is not limited to, the documents listed in Attachment 7.1.

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- 3.6 **Special Project Documents** - Some project documents, such as purchase orders and contracts are normally filed with the Project Manager rather than the central consolidated project file. Files containing these documents are considered part of the central consolidated project file and shall be referenced in the project file index.

4.0 RESPONSIBILITIES

- 4.1 The Verification Team (VT) Manager shall be responsible for establishing the central consolidated project file, and ensuring the transmittal to file of documents per Subsection 5.2.1.
- 4.2. Verification Team (VT) Group Leads shall be responsible for ensuring the transmittal to file of documents per Subsection 5.3.

5.0 PROCEDURE

- 5.1 The VT Manager shall establish a central consolidated project file for the filing of documents.
- 5.2 Project documents shall be filed in the central consolidated project file in accordance with the project file index (Attachment 7.2). There are two general categories of project documents - generic project documents and task-specific documents.
- 5.2.1 The project file index contains the subcategories of the files for the generic project documents. It also indicates the person responsible for sending each subcategory of document to the central consolidated project File.
- 5.2.2 Task-specific documents shall be filed by Verification Team identity, Verification element (system or program) and applicable review checklist. The project file index lists the subcategories and responsibilities.
- 5.3 All project personnel shall clearly indicate the appropriate project file number from the index when submitting documents to the central consolidated project file. The DPD personnel assigned to maintain the central consolidated project file shall file the documents chronologically in appropriate subcategory of the file system. If there

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are questions about the file number or no file number is shown, the DPD personnel shall resolve this with the person submitting the document or their supervisor.

- 5.4 Project documents shall be submitted to the project file as soon as possible after receipt/issue to keep the files current. Project personnel may keep working files in their own work areas as necessary in the performance of their work. The use and number of working files should be minimized. The individual is responsible for ensuring that the documents in the working file are current before relying upon them for quality related decisions.
- 5.5 External project correspondence shall be filed in two places. [Note: This is the only instance of permanent duplicate files on the project.] A copy of the correspondence should be filed under generic project files, and a copy should also be filed under the task-specific file when related to a task. The recipient, or addressee, is responsible for directing incoming external correspondence to the generic file and the task-specific file. The person signing the external correspondence is responsible for submitting outgoing correspondence to the generic project file and to the task-specific files.
- 5.6 A submittal schedule for QA records which shall be retained by S&L shall be developed in accordance with procedure GQ-17.01. These records shall be transmitted to storage in accordance with procedure GQ-17.02. Project-related documents which are not QA records shall not be sent to storage until the project has been completed and the transmittal has been authorized by the VT Manager."

6.0 REVISIONS

The project file index (Attachment 7.2) may be revised by the VT Manager. The issue of a new or revised project file index shall not require retraining in this PI unless the VT Manager determines that, in a particular case, retraining is necessary.

7.0 ATTACHMENTS

- 7.1 Types of project-related documents (1 page)
- 7.2 Project File Index (2 pages)

TYPES OF PROJECT-RELATED DOCUMENTS

INTERNAL PROJECT CORRESPONDENCE

- Interoffice Memoranda
- Meeting Notes
- Internal Status Reports
- Internal Schedules, Lists, Estimates, and Budgets
- Internal hand-written or PC-generated Documents
- Telephone Memoranda Issued Internally

EXTERNAL PROJECT CORRESPONDENCE

- Correspondence sent to S&L by Northeast Utilities , NRC and Others
- Correspondence sent by S&L to Northeast Utilities, NRC and Others
- Notes of meetings between S&L and Northeast Utilities, NRC and Others
- Schedules or Status Reports
- Telephone memoranda issued externally

PROJECT DOCUMENTS

- Discrepancy Reports
- System Review Checklists
- Modification Review Checklists
- O&M&T Review Checklists
- Programmatic Review Checklists
- Accident Mitigation Review Checklists
- Walkdown Checklists
- Project Instructions
- Final Report

**MILLSTONE UNIT 3 ICAVP
PROJECT FILE INDEX**

I. GENERIC PROJECT FILES

<u>File No.</u>	<u>Title</u>	<u>Position Title Responsible for Submitting - Project Files</u>
MP3-1.0	Contract and Supplements	VT Manager
MP3-1.1	Commercial Correspondence	VT Manager
MP3-1.2	ICAVP Requirements	VT Manager
MP3-1.3	Public Meeting Materials & Notes	VT Manager
MP3-2.0	Project Manual	VT Manager
MP3-2.1	Training Records	VT Manager
MP3-2.2	Personnel Issues - Conflict of Interest Statement	VT Manager
MP3-3.0	Status Reports	VT Manager
MP3-4.0	General Quality Assurance	Auditor
MP3-4.1	Internal Audits	Auditor
MP3-4.2	External Audits	Auditor
MP3-5.0	Project Team Meeting Notes	VT Manager
MP3-5.1	Other Internal Meeting Notes	VT Group Lead
MP3-5.2	External Project Meeting Notes (Not Specific to a Task)	VT Manager
MP3-6.0	Manpower Planning and Overall Project Schedules	VT Manager
MP3-7.0	External Correspondence to NU or NRC	VT Manager
MP3-8.0	Correspondence from NU or NRC	VT Manager
MP3-9.0	Discrepancy Reports	VT Manager
MP3-10.0	Differing Professional Opinions	VT Manager

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II. TASK-SPECIFIC PROJECT FILES

<u>File No.</u>	<u>Title</u>	<u>Position Title Responsible for Submitting - Project Files</u>
SRG-XXX-YY-ZZ	System Review Files	SRG Lead
CRG-XXX-YY-ZZ	Configuration Review Files	SRG Lead
ORG-XXX-YY-ZZ	O&M&T Review Files	ORG Lead
ARG-XXX-YY-ZZ	Accident Mitigation Review Files	ARG Lead
PRG-AAA-YY-ZZ	Programmatic Review Files	PRG Lead

Where: XXX = 3 Letter System Designator Assigned by ARG or SRG Lead.

 YY-ZZ = Last 4 Digits of Checklist Number
 (Example: Use 02-01 for CK-MP3-02-01)

 AAA = 3 Letter Program Designator Assigned by PRG