

Northeast Utilities  
Millstone - Unit 3

Independent Corrective Action Verification Program  
(ICAVP)

Programmatic Review Checklist

CK-MP3-04-03D, Rev. 0

Change Procedure Implementation

Prepared by: P. Sheppard  
Name

P. Sheppard  
Signature

6/25/97  
Date

Approved by: T. J. Ryan  
Name

T. J. Ryan  
Signature

6/25/97  
Date

IMPLEMENTATION

|                        |   |
|------------------------|---|
| <u>Change Process:</u> | Procedures<br>Lead Procedures: DC 1 and OP 3265 |
| Verified By:           | Date:   |
| Concurrence By:        | Date:   |

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Procedure: \_\_\_\_\_  
Change No.: \_\_\_\_\_ Date of Revision/Change: \_\_\_\_\_

Procedure Changes

Note: Questions 1 to 8 do not concern changes to Emergency, Abnormal, Off-Normal, or Severe Accident Management procedures. Questions 9 to 11 do concern changes to Emergency Operating Procedures (EOPs) and other procedures which support the performance of the EOP Network.

1. Has the procedure been reviewed within two years from the procedure Approval Date (see Biennial Review Date on Procedure Cover Page) or has a "Do Not Use Notice" been issued? Note: The "Do Not Use" process is not applicable to Common Station, Station, or Unit procedures (Ref. Procedure DC 1, 1.12, 1.13 and 1.14).  
yes \_\_\_\_\_ no \_\_\_\_\_ n/a \_\_\_\_\_
2. If the procedure is a special procedure, is the procedure approved, and changed the same as a permanent procedure? Special procedures control infrequently performed activities not controlled by permanent station procedures (Ref. DC 1, 1.1).  
yes \_\_\_\_\_ no \_\_\_\_\_ n/a \_\_\_\_\_
3. Have non-intent procedure changes been approved within 14 days? Intent changes are alterations to: regulatory, policy or technical bases; responsibilities or interfaces; setpoints, acceptance criteria, safety limits, operating limits, or tolerances; scope; applicability; basic method or process; commitments; inspection or hold points; or initial conditions. Procedure changes which require a safety evaluation or environmental evaluation are also intent changes (Ref. DC 1, 1.5.3, 1.6.3.a.4, and Attachment 1, Technical Specification 6.8.3).  
yes \_\_\_\_\_ no \_\_\_\_\_ n/a \_\_\_\_\_
4. If the procedure change is a non-intent change to a Station, Unit, Common Station, or Common Department procedure, the procedure change must be a one-time change (Ref. DC 1, 1.5.3 and Attachment 1). Is it? Note: Technical Specification 6.8.3.a requires that temporary changes to procedures required by Technical Specification 6.8.1 not alter the intent.  
yes \_\_\_\_\_ no \_\_\_\_\_ n/a \_\_\_\_\_

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5. If the procedure is a vendor procedure, it may only be approved for use at a single Unit (Ref. DC 1, 1.1 and 1.11). Is it?  
yes \_\_\_\_\_ no \_\_\_\_\_ n/a \_\_\_\_\_
6. If the change is to a vendor's procedure, it must be made by the vendor (Ref. DC 1, 1.11). Is it?  
yes \_\_\_\_\_ no \_\_\_\_\_ n/a \_\_\_\_\_
7. Has the Department Procedure Coordinator specified who must receive training for the procedure or procedure change and what material should be covered and has this been reviewed by the Department Head or Responsible Individual (Ref. DC 3, 1.19.2, 1.19.6, and Attachment 1 and DC 1, 1.10.26 and 1.10.30)?  
yes \_\_\_\_\_ no \_\_\_\_\_ n/a \_\_\_\_\_
8. Does the procedure change have a "Procedure and Form Change Request" Form (Attachment 6 to DC 1) and, when applicable, a "Documentation of Training Requirements" Form (Attachment 5 to DC 1)?  
yes \_\_\_\_\_ no \_\_\_\_\_ n/a \_\_\_\_\_
9. Have all modifications made using the "Change" method been formally incorporated into the procedure by revision, within 14 days of the effective change date (OP 3265, 4.2.1, note)?  
yes \_\_\_\_\_ no \_\_\_\_\_ n/a \_\_\_\_\_
10. Do EOPs have an entry section in the procedure? This section is to list other EOPs and their specific steps that refer the operator to the current procedure, presents symptoms, such as alarms, indications, automatic system activations, and parameter changes, and states the plant Mode when the EOP is applicable (OP 3266, 1.3).  
yes \_\_\_\_\_ no \_\_\_\_\_ n/a \_\_\_\_\_
11. If the EOP (those based on the ERGs only) can be used for any Modes other than 1, 2, or 3, is a generic paragraph requiring a step by step evaluation of the procedure included (OP 3266, 1.3)? Attachments 5 and 6 to procedure OP 3266 contain lists of ERG derived EOPs and non-ERG derived EOPs.  
yes \_\_\_\_\_ no \_\_\_\_\_ n/a \_\_\_\_\_

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**Comments**

*For any "no" Items, provide the reason and any appropriate discussion. For any "no" items which are determined not to be a discrepancy, provide the basis.*

Item No.

Discussion