13.5 PLANT PROCEDURES

The Senior Vice President and Chief Nuclear Officer - Millstone issues administrative procedures to implement auditable requirements or commitments governing station operation. Administrative procedures are written on a department (or common department), unit, and station (or common station) level. Technical Procedures are written on a unit and department (or common department) level. These procedures are required for controlling the specifics of station operations, including specifications; maintenance and modification; periodic test, inspection, calibration, and special processes; and plant and equipment operation. (92-5 3/93) 97-423 12/97 (92-5)

13.5.1 Administrative Procedures

13.5.1.1 Conformance with Regulatory Guide 1.33

Regulatory Guide 1.33, Rev. 2, issued February 1978, Quality Assurance Program Requirements, and ANSI 18.7/ANS 3.2 - 1976/Standard for Administrative Controls for Nuclear Power Plants, is used as guidance for the preparation of administrative and station procedures. 97-423

13.5.1.2 Preparation of Procedures

(93-48 1/94)

Review and approval of procedures is in accordance with Technical Specifications. Station Procedures (or Site Administrative Procedures) indicated in 13.5.1.1 (regarding procedure categorization provided in Regulatory Guide 1.33) are reviewed by the Site Operations Review Committee (SORC) or Station Qualified Reviewer (SQR) Program, as appropriate and approved by Senior Vice President and Chief Nuclear Officer - Millstone or SQR Department Manager, respectively. Unit and Department Procedures (either Administrative or Technical) are reviewed by the Plant Operations Review Committee (PORC) or Station Qualified Reviewer (SQR) Program, as appropriate, and are approved by the Unit 3 Director or SQR Department Manager, respectively. 97-423

13.5.1.3 Procedures

Administrative Procedures include Department, Unit, and Station Procedures that cover a wide range of topics. Major areas are described as follows. 97-423

Standing Orders to Operating Personnel

Administrative procedures define the authorities and responsibilities of operating personnel. The procedures specify the number of personnel with reactor operator and senior reactor operator licenses required to be on site or at the controls in all plant conditions. (Figure 13.5-1 shows the area of the control room which has been designated "at the controls.") These procedures contain the necessary directives to implement Sections i, j, k, l, and m of 10CFR50.54. The administrative procedures direct the proper maintenance, review, and disposition of operating records, establish requirements for shift turnover, and establish the authority and responsibilities of the person in charge of the control room to limit access. Procedures also direct the assignment of shift personnel to duty stations, establish limits for scheduled working hours, provide methods of timely and concise feedback of operating experience to applicable plant staff, and describe methods used to verify operational 97-423

97-423 12/97 (95-57 12/95) activities are performed correctly. Procedures also provide for shift turnover such that all necessary information is properly transmitted to the oncoming shifts.

Crane Operations

97-423 Personnel involved with crane operations over the fuel pool are qualified and conduct crane operations in accordance with ANSI B30.2-1976 (Chapter 2-3), Overhead and Gantry Cranes.

Special Orders of a Transient or Self-Cancelling Character

97-423 Night orders can be issued when appropriate to provide guidance to operating shifts. When used, night orders are of a temporary nature. When appropriate, night orders are incorporated into either a special procedure or an administrative procedure if the need becomes permanent.

Equipment Control Procedures

97-423 (93-48 1/94) Instructions are written to specify proper methods of obtaining clearances on plant equipment for maintenance or construction and to specify procedures for control of jumper, lifted lead, and bypass control. The clearance procedure assigns responsibility for clearance issue to the shift manager. A licensed operator, after ensuring he or she is aware of the effect of the activity on the system, is required to authorize all maintenance, tests, and surveillances performed on plant systems. Upon completion of the item, the document is returned to the operator for acceptance or for the purpose of returning the system to service. The administrative procedures which control these evolutions provide the required explicit notification of operational personnel whenever a safety related system is removed from and returned to service. The clearance procedure also contains certain restrictions on the issuance of a clearance. The work control procedures for control of 97-423 jumper, lifted lead, and bypass control allow temporary alterations to critical structures, systems, or components to facilitate tests, maintenance, or operations. They specify administrative procedures to be followed in performing such alterations.

Control of Maintenance and Modifications

97-423 (92-5 3/93) Administrative procedures implement the review and approval requirements for maintenance and modifications. These procedures include the control of plant modifications and maintenance on safety-related equipment. These procedures establish a framework of special process and maintenance procedures.

Master Surveillance Testing Schedule

97-423 (92-5) An administrative work control procedure establishes a master test control list, implements the surveillance test program, and assigns responsibility for review and approval of surveillance procedures in accordance with Technical Specifications. Written surveillance procedures are controlled as Department or Common Department procedures.

Procedures for Logbook Usage and Control (95-57 12/95)

An administrative department procedure establishes the requirements for logbook usage and control. (97-423 12/97)

Maintenance and Testing of Safety-Related Systems

The Work Control Process is used for administratively controlling maintenance and testing of safety-related systems so that prior to the removal of a safety-related system from service, the credited redundant system is verified operable. For equipment that requires specific surveillance in accordance with Technical Specifications, surveillance testing is verified to be up to date or the successful surveillance testing of the credited redundant system is completed prior to removing the system from service. (9/87) 97-423

These procedures are reviewed and approved, if necessary, to ensure operability of safety systems prior to taking credit for the system(s) to satisfy Technical Specification requirements.

Independent position verification of safety-related components/systems (valves, breakers, and control switches) with no indication in the control room are performed prior to the return- to-service of the component/system. (97-423 (9/87)

Special Procedures

Special procedures are prepared as necessary to support infrequently performed activities which are not to be included in the permanent list of procedures. A special procedure can be written for any type of procedure (i.e., maintenance, operating, testing). The format of a special procedure is the same as the applicable type of administrative or technical procedure. All requirements for review, approval, revisions, and changes are the same as for permanent procedures. (9/87) 97-423 (9/87)

13.5.2 Operating and Maintenance Procedures

Operating and maintenance procedures are divided into several categories which are described in the following subsections. The list of these procedures is contained in the Master Document Index in accordance with Office Services Computerized Administrative Records (OSCAR). (92-5 3/93) 97-423

Operating and maintenance procedures preparation is the responsibility of the appropriate department head. When a procedure is written, the applicable department Head/Manager is responsible to forward the procedure for review and approval in accordance with Technical Specifications. Unit specific procedures are approved by the Unit 3 Director or SQR Department Manager, as appropriate, and common station procedures are approved by the Senior Vice President and Chief Nuclear Officer - Millstone. (92-5) (92-5)

Plant operations are performed in accordance with written and approved Station and Department procedures. (92-5)

97-423 12/97

13.5.2.1 Operations Department Procedures

13.5.2.1.1 General Operating Procedures

(92-5 3/93) 97-423

These procedures cover major plant evolutions. The list of these procedures is controlled by NDM 4, "Controlled Document Distribution," and is contained in the Electronic Master Document Index in accordance with Office Services Computerized Administrative Records (OSCAR). Step-by-step instructions are provided for the function or task with the appropriate cross reference to system operating procedures for details of specific system operation. Appropriate precautions and limitations are included.

13.5.2.1.2 System Operating Procedures

97-423 (92-5)

These procedures provide step-by-step details for system operations with appropriate prerequisites, precautions, and limitations. Each procedure covers the expected modes of operation of the system as well as startup, shutdown, filling and venting, and standby operation as applicable. The list of these procedures is controlled by NDM 4, "Controlled Document Distribution," and is contained in the Electronic Master Document Index in accordance with Office Service Computerized Administrative Records (OSCAR).

13.5.2.1.3 Annunciation Response Procedures

These procedures provide step-by-step details for appropriate system operation in response to annunciators. Annunciator alert plant personnel of a changing conditions which could lead to off normal system performance. The list of these procedures is controlled by NDM 4, Controlled Document Distribution," and is contained in the Electronic Master Document Index in accordance with Office Services Computerized Administrative Records (OSCAR).

13.5.2.1.4 Abnormal Operating Procedures

(92-5)

Abnormal Operating Procedures are prepared for abnormal operation of the unit. Abnormal operation is a condition that could degrade into an emergency or could violate Technical Specifications if proper action were not taken. These procedures identify the symptoms of the abnormal condition, automatic actions that may occur, and the appropriate immediate and subsequent operator actions. The list of these procedures is controlled by NDM 4, "Controlled Document Distribution," and is contained in the Electronic Master Document Index In accordance with Office Services Computerized Administrative Records (OSCAR).

13.5.2.1.5 Emergency Operating Procedures

(9/87) 97-423 (92-5)

Emergency Operating Procedures are prepared for conditions which might possibly lead to injury of plant personnel or the public if the release of radioactivity in excess of established limits occurs. These procedures include symptoms of the emergency conditions, automatic actions that may or should occur, and immediate and subsequent operator actions. All immediate actions are required to be memorized by the operator since the primary responsibility for detection of an emergency and initiation of corrective action rests upon the operator. Emergency operating procedures are prepared based upon Revision 1B to the Westinghouse Owners Group Emergency Guidelines, and subsequent revision thereto, as implemented pending approval by the NRC. The list of these procedures is controlled by

NDM 4, "Controlled Document Distribution," and is contained in the Electronic Master Document Index in accordance with Office Services Computerized Administrative Records (OSCAR). 97-423 12/97

13.5.2.1.6 Operations Surveillance Procedures

These procedures provide step-by-step details for system or component surveillance. These procedures verify the operability of the system or component in accordance with Technical Specifications. The list of these procedures is controlled by NDM 4, Controlled Document Distribution," and is contained in the Electronic Master Document Index in accordance with Office Services Computerized Administrative Records (OSCAR).

13.5.2.2 Department Procedures

Procedures are written by the chemistry, health physics, instrumentation and controls, condition based maintenance, security, generation test, maintenance services, material control, nuclear document services, computer services, engineering and any other group. These procedures control the specific activities of these departments in support of unit or station operation (may be common or unit specific). Station calibration procedures written by the Maintenance or Instrument Action and Control departments are also Common or Unit specific procedures. (92-5 3193)

13.5.2.2.1 Health Physics Procedures

Health physics procedures support Section 12.5 and 10CFR20 requirements.

13.5.2.2.2 Emergency Preparedness Procedures

Emergency preparedness procedures are covered under Section 13.3.

13.5.2.2.3 Instrumentation and Control Procedures

Instrumentation and Control Procedures are prepared for the performance of periodic calibration, testing, and channel checking of safety-related plant instrumentation and all instruments used to satisfy technical specification requirements. These procedures ensure measurement accuracies adequate to maintain plant safety parameters within operational and safety limits. In addition, instrumentation and control procedures outline the periodic calibration and accuracy requirements of test equipment necessary to support the calibration of safety related instrumentation. 1 (11/87) 97-423

13.5.2.2.4 Condition Based Maintenance Procedures

Condition Based Maintenance Procedures are prepared to monitor the condition of safety related and balance of plant equipment.

13.5.2.2.5 Chemistry Procedures

Chemistry procedures are prepared covering the routine analysis and sampling methods to ensure compliance with plant chemistry and discharge limits. (92-5)

97-423 12/97

13.5.2.2.6 Radioactive Waste System Procedures

Procedures for operation of radwaste systems are included in system operating procedures.

97-423

13.5.2.2.7 Plant Security Instructions

This topic is discussed in Section 13.6.

97-423

13.5.2.2.8 Material Control Procedures

This topic is covered by administrative procedures in Section 13.5.1.3.

97-423

13.5.2.2.9 Maintenance Procedures

Maintenance procedures are prepared to cover safety-related work which requires a specific technique or sequence not normally part of an individual's routine skill.

97-423

The procedures support the requirements and programs of Section 13.5.1.3 which covers administrative control of maintenance.

13.5.2.2.10 Fire Protection Procedures

(92-5 3/93)

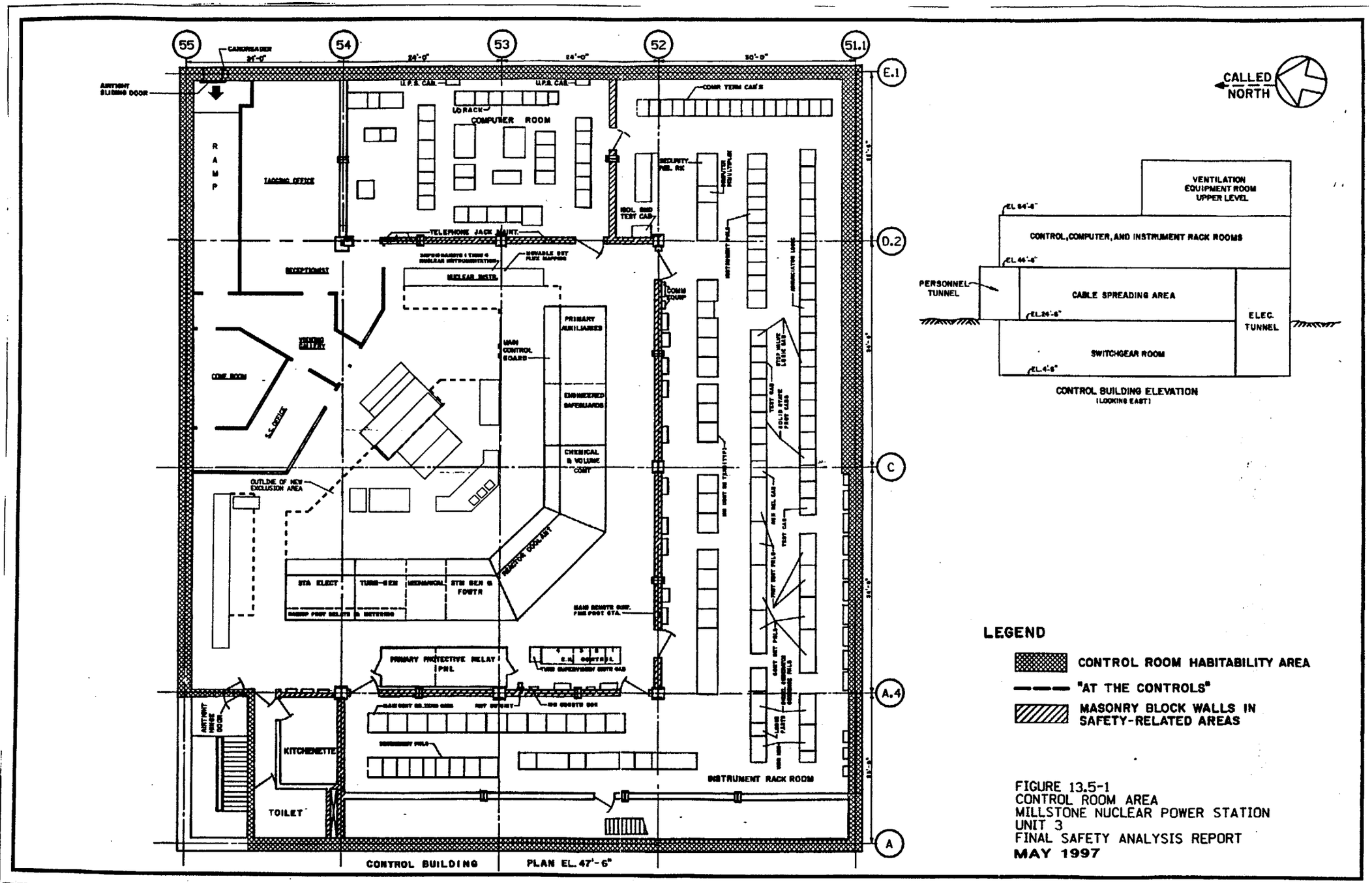
97-423

The Fire Protection Program is described in Section 9.5.1. The list of these procedures is controlled by NDM 4, "Controlled Document Distribution," and is contained in the Electronic Master Document Index in accordance with Office Services Computerized Administrative Records (OSCAR).

13.5.2.2.11 Special Procedures

(8)

This topic is covered by administrative procedures (refer to FSAR Section 13.5.1.3, Special Procedures).



CONTROL BUILDING ELEVATION
(LOOKING EAST)

CALLED NORTH

LEGEND

- CONTROL ROOM HABITABILITY AREA
- "AT THE CONTROLS"
- MASONRY BLOCK WALLS IN SAFETY-RELATED AREAS

FIGURE 13.5-1
CONTROL ROOM AREA
MILLSTONE NUCLEAR POWER STATION
UNIT 3
FINAL SAFETY ANALYSIS REPORT
MAY 1997