



INTERNAL
CORRESPONDENCE

NPM 2002-0594

To: J. Freels

From: A. J. Cayia

Date: ~~March 10, 2002~~

Subject: OVERSIGHT OF PLANT MODIFICATIONS

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 G. Corell R. Milner Shift Managers File

Effective immediately, I want to institute a process whereby senior management will provide effective oversight of all modifications to the facility. Plant modifications will receive two reviews; the first at the completion of the conceptual design phase and the second at the completion of the detailed design phase.

The reviews will include the following as a minimum:

- a) Concise statement of the problem that we are trying to solve
- b) Description of the design and licensing basis for the system being modified as it applies to the proposed modification
- c) Options under consideration/considered
- d) Conceptual solutions
- e) Critical attributes of the solutions
- f) System and component drawings that clearly show the changes to be made to the plant along with product brochures for new hardware that we are proposing installing in the plant.

The management panel that will review these modifications will include the following:

- Plant Manager or Site Vice President as Chair
- Operations Manager
- Maintenance Manager
- Radiation Protection Manager
- Chemistry Manager
- Training Manager
- Engineering Director
- Licensing Representative
- Shift Manager responsible for the system being modified

The minimum quorum will be comprised of a chairperson, operations, maintenance, engineering and shift manager with no more than two designees acting for the key managers.

Minutes will be kept of the two reviews and these will be included as part of the design change package. Please institute this process change for all pending plant modifications.

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