TENNESSEE VALLEY AUTHORITY

EMPLOYEE CONCERNS TASK GROUP

PROCEDURE

ECTG A.3

EMPLOYEE CONCERNS PROGRAM COMPUTER SYSTEM (ECPS) DATA PROCESSING

CURRENT REVISION LEVEL:
INTERIM ☐
FINAL ☒ _____2_____

PREPARED BY: <u>Program Control and Administrative</u>

REVISED BY: _____<u>Nuclear Procedures Staff</u>_____

APPROVED BY: _____W R Brown_____

DATE APPROVED: _____8/28/86_____

HISTORY OF REVISION

REV NUMBER	PAGES REVISED	REASON FOR CURRENT REVISION
1	All, added attachments A, B, C, D, and E	General Revision.
2	Attachment A, B, C, D, and E	General revisions to input sheets.

1.0 PURPOSE

The purpose of this procedure is to define responsibilities for identification and entry of information into the Employee Concerns Program Computer System (ECPS). The purpose of the ECPS is to:

o Provide a tracking mechanism for concerns and their corrective actions
o Provide a searchable historical summary record of each concern for future use during the ongoing Employee Concerns Program.
o Provide a searchable index to aid in retrieval of related records.

2.0 REFERENCES

2.1 Employee Concerns Program Computer System (ECPS) User Guide.

2.2 Procedure ECTG A.1, "Processing of Generically Applicable Employee Concerns."

2.3 Procedure ECTG C.1, "Receipt, Processing, and Evaluation of Concerns."

3.0 DEFINITIONS

None

4.0 RESPONSIBILITIES

4.1 The Program Control and Administration (PC&A) Staff is responsible for all data entry, maintenance of the database, and retrieval of information from the system.

4.2 The Technical Assistance Staff (TAS) and Category Evaluation Group Heads (CEG-Hs) are responsible for providing the information to PC&A Staff for entry into the database.

5.0 PROCEDURE

5.1 The TAS shall coordinate with the responsible group head (CEG-H) to provide the PC&A Staff information for entry of newly identified concern inputs. Attachment A shall be used for this information.

5.2 The CEG-H provides updates to the PC&A Staff as needed to indicate evaluation status including completion. Attachment B shall be used for this information.

5.3 The CEG-H provides information to the PC&A Staff related to completion of the evaluation, utilizing Attachment C .

5.4 The CEG-H shall provide information indicating corrective action information, utilizing Attachment D.

5.5 The CEG-H coordinates with the verifying organization to provide information concerning corrective action verification, utilizing Attachment E.

5.6 The PC&A Staff shall coordinate utilization of the database.

    5.6.1 The PC&A Staff shall control issuance of passwords for computer access.

    5.6.2 The PC&A Staff Data Entry Clerk shall initial and date all input sheets at time of entry into the computer.

    5.6.3 The PC&A Staff shall provide routine reports indicating pertinent status information.

    5.6.4 The PC&A Staff shall be the primary point of contact for all statistical information provided from the database.

    5.6.5 The PC&A Staff shall assist in preparation of unique reports relating specific information as requested by CEG-H.

6.0 <u>ATTACHMENTS</u>

Attachment A, Input Sheet for New Concern Entry

Attachment B, Input Sheet for Concern Evaluations

Attachment C, Input Sheet for Subcategory Evaluation Corrective Action

Attachment D, Input Sheet for Concern Historical Information

Attachment E, Input Sheet for Concerns with Individual Specific Evaluations

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Input Sheet for New Concern Entry

*CATEGORY: _ _   SUBCATEGORY: _ _ _ _ _
*CONCERN: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

SCREEN: MSLCECA-3
*PLANT: _ _ _   *REPORT LOCATION: _ _

*RECEIVED/IDENTIFIED: _ _/ _ _/ _ _ *INTERVIEWER : _ _ _

*CONFIDENTIAL (Y/N): _ _

*SAFETY-RELATED (NS, SS, NA): _ _

NSRS/QTC REPORT: _ _ _ _ _ _ _ _ _ _ _ _ _ _

KEYWORDS FOR SEARCHES

A: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ B: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
C: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ D: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

SUBJECT (100 Spaces):

SCREEN: MSLCECA-4
*CONCERN (500 Spaces):

SCREEN: MSLCECA-8

NUCLEAR SAFETY GENERIC APPLICABILITY

	PLT	BFN	BLN	SQN	WBN
CURRENT ENTRY					
*K-FORM REVIEW	_ _ _	_ _	_ _	_ _	_ _

*Asterisk items are completed by TAS, all other items completed by responsible CEG-H.

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Input Sheet for Concern Evaluations

CATEGORY: _ _   SUBCATEGORY: _ _ _ _ _   CONCERN: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

SCREEN: MSLCECA-3

REPORTABLE (Y/N): __   STOP WORK (Y/N): __
STOP WORK REFERENCE: _ _ _ _ _ _ _ _ _ _ _ _
REPORTABLE REFERENCE: _ _ _ _ _ _ _ _ _ _ _ _ _ _

ROOT CAUSE KEYWORDS

E: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _   F: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

SCREEN: MSLCECA-8

NUCLEAR SAFETY GENERIC APPLICABILITY

	PLT	BFN	BLN	SQN	WBN
CURRENT ENTRY REPORT LEVEL:	_ _ _	_	_	_	_

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Input Sheet for Evaluation and Corrective Action

CATEGORY: _ _   SUBCATEGORY: _ _ _ _ _

SCREEN: MSLCECA-2
DESCRIPTION:

EVALUATION	BFN	BLN	SQN	WBN	OTHER
DUE:	_ _/_ _/_ _	_ _/_ _/_ _	_ _/_ _/_ _	_ _/_ _/_ _	_ _/_ _/_ _
START:	_ _/_ _/_ _	_ _/_ _/_ _	_ _/_ _/_ _	_ _/_ _/_ _	_ _/_ _/_ _
COMP:	_ _/_ _/_ _	_ _/_ _/_ _	_ _/_ _/_ _	_ _/_ _/_ _	_ _/_ _/_ _

CORRECTIVE ACTION	BFN	BLN	SQN	WBN	OTHER
DUE:	_ _/_ _/_ _	_ _/_ _/_ _	_ _/_ _/_ _	_ _/_ _/_ _	_ _/_ _/_ _
START:	_ _/_ _/_ _	_ _/_ _/_ _	_ _/_ _/_ _	_ _/_ _/_ _	_ _/_ _/_ _
COMP:	_ _/_ _/_ _	_ _/_ _/_ _	_ _/_ _/_ _	_ _/_ _/_ _	_ _/_ _/_ _

CORRECTION ACTION ORGANIZATION
BFN: _ _ _ _ _ _ _ _ _ _ _ _ _
BLN: _ _ _ _ _ _ _ _ _ _ _ _ _
SQN: _ _ _ _ _ _ _ _ _ _ _ _ _
WBN: _ _ _ _ _ _ _ _ _ _ _ _ _
OTHER: _ _ _ _ _ _ _ _ _ _ _ _ _

REMARKS (100 Spaces):

SCREEN: MSLCECA-7
CORRECTIVE ACTION REFERENCE:

	IMMEDIATE	REGULAR
BFN:	_ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _
BLN:	_ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _
SQN:	_ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _
WBN:	_ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _
OTHER:	_ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _

CORRECTIVE ACTION DESCRIPTION (750 Spaces):

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Input Sheet for Concern Historical Information

CATEGORY: _ _ SUBCATEGORY: _ _ _ _ _ CONCERN: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

SCREEN: MSLCECA-3
CLOSED TO EMPLOYEE: _ _/_ _/_ _ INITIALLY SUBSTANTIATED (Y/N): __

NSRS/QTC REPORT: _ _ _ _ _ _ _ _ _ _ _ _ _ _

SCREEN: MSLCECA-4
FINDINGS (250 Spaces):

SCREEN: MSLCECA-5
RECOMMENDATIONS (250 Spaces):

CORRECTIVE ACTION (250 Spaces):

SCREEN: MSLCECA-8

NUCLEAR SAFETY GENERIC APPLICABILITY

	PLT	BFN	BLN	SQN	WBN
INITIAL ENTRY (HIST) K-FORM REVIEW	_ _ _	__	__	__	__
REPORT LEVEL	_ _ _	__	__	__	__
RESPONSE LEVEL	_ _ _	__	__	__	__

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Input Sheet for Concerns With Individual Specific Evaluations

CATEGORY: _ _   SUBCATEGORY: _ _ _ _ _   CONCERN: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

SCREEN: MNECA 6
LOCATION: _ _ _   PRIORITY: _ _

INVESTIGATION NUMBER: _ _ _ _ _ _ _ _ _ _ _ _   INVESTIGATION DATE: _ _/_ _/_ _

INVESTIGATOR: _ _ _   INVESTIGATION STATUS: _ _

STATUS FLAGS

SUBSTANTIATED (Y/N): _ _ CORRECTIVE ACTION: _ _

CORRECTIVE ACTION REFERENCE: _ _ _ _ _ _ _ _ _ _ _ _

QUALITY ASSURANCE VERIFICATION (Y/N): _ _

FINDING (100 Spaces):