

TENNESSEE VALLEY AUTHORITY

EMPLOYEE CONCERNS TASK GROUP

PROCEDURE

ECTG A.4

PROGRAM PROCEDURE REVISIONS

CURRENT REVISION LEVEL: INTERIM   
FINAL  2

PREPARED BY: TECHNICAL ASSISTANCE STAFF

REVISED BY: NUCLEAR PROCEDURES STAFF

APPROVED BY: W R Brown

DATE APPROVED: 8/28/86

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A PDR

HISTORY OF REVISION

<u>REV NUMBER</u>	<u>PAGES REVISED</u>	<u>REASON FOR CURRENT REVISION</u>
1	All	General Revision.
2	1	Change of 5.0 heading title.
	3	Included requirements for identification of draft revisions.

## 1.0 PURPOSE

The purpose of this procedure is to establish requirements for the development, review, concurrence, and approval of the Employee Concerns Special Program and its implementing procedures including subsequent revisions. This procedure also allows the ECTG Program Manager to issue written directives to additionally define and control activities as determined necessary.

## 2.0 REFERENCES

2.1 Program Procedure ECTG M.1, "Employee Concerns Task Group Program Procedure."

## 3.0 DEFINITIONS

None

## 4.0 RESPONSIBILITIES

### 4.1 Employee Concerns Task Group

- 4.1.1 ECTG Program Manager is responsible for approval of the Program, implementing procedures, and written directives.
- 4.1.2 CEG-Hs and the PC&A Staff are responsible to identify needed changes to the Program and its implementing procedures. CEG-Hs also shall review and concur with new or revised Program or procedures.
- 4.1.3 Site Directors are responsible for reviewing and concurring with the Program and its implementing procedures for those portions for which they have been assigned a responsibility.

## 5.0 PROCEDURE

### 5.1 Initial Issue of Program Procedure

- 5.1.1 The Program Control & Administration (PC&A) Staff and/or the ONP Nuclear Procedures Staff author initial drafts of the Program and its implementing procedures. Implementing procedures shall be in the format provided in Attachment B.

- 5.1.2 The PC&A Staff shall formally solicit comments using Attachment A from all CEG-Hs, PC&A Staff, ECTG Program Manager, Assistant Program Manager, the SRP, Site Directors, and others as applicable.
- 5.1.3 The author shall incorporate or otherwise resolve comments as appropriate.
- 5.1.4 The ECTG Program Manager or Assistant Program Manager (the final approving authority) shall approve by signing the Program Procedure approval sheet(s) and shall then ensure the issuance.

NOTE: Program revisions and procedures and their revisions may be issued on an interim basis after approval by the ECTG Program Manager; however, the other required concurrences shall be obtained within 14 days, or the interim issue withdrawn. Final approval and reissue at the same revision level shall be accomplished if required to resolve comments to obtain the concurrences.

## 5.2 Revisions

- 5.2.1 Any ECTG member can identify needed revisions to their respective CEG-H or Staff Supervisor.
- 5.2.2 The CEG-H or Staff Supervisor initiates the request for Program Procedure revision if needed and forwards it to the ECTG Assistant Program Manager.
- 5.2.3 If the ECTG Program Manager approves the need for the proposed revision, the responsibility to draft the revision is delegated to the appropriate group/staff. Draft versions of revisions shall be annotated by an alpha character denoting each successive draft of the revision.
- 5.2.4 The delegated group/staff shall author the revision. Changes shall be designated by asterisks or revision bars in the margin. If the revision is a general revision and causes major rewrite none are required; however, the History Revision shall note a revision has been made. The History of Revision shall specify the reason for the change.

- 5.2.5 The PC&A Staff shall formally solicit comments from CEG-Hs, ECTG Manager and Assistant Manager, the SRP, Site Directors, and others as required using Attachment A. The ECTG Program Manager or the Manager of Nuclear Power shall provide final resolution for comments which cannot be resolved with commenters by document preparers.
- 5.2.6 The ECTG Program Manager or Assistant Program Manager authorizes issuance of the revision by signing the procedure approval sheet(s).
- 5.2.7 Draft revisions are noted as in the following example:

"Revision 2-A"

This notes the first draft of revision 2.

### 5.3 Retiring

- 5.3.1 At or near the end of the Program, the ECTG Program Manager shall determine when there is no longer a need for this Program Procedure.
- 5.3.2 When the Program Procedure is no longer needed, the procedure cover sheet shall have the following added:

"This Program Procedure is retired effective (insert effective date). The ECTG's effort has been completed, thereby obviating the need for this procedure."

\_\_\_\_\_  
(ECTG - Program Manager)

\_\_\_\_\_  
(Date)

### 6.0 ATTACHMENTS

Attachment A, ECTG Program Procedure Review and Concurrence

Attachment B, Format of ECTG Procedures

ECTG PROGRAM PROCEDURE  
REVIEW AND CONCURRENCE

Review and Concurrence Requested by: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Return Comments/Signed Concurrence to the ECTG PC&A Staff.

Attached ECTG Procedure No. \_\_\_\_\_ Rev. \_\_\_\_\_

Title: \_\_\_\_\_

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Comment No.	Comment	Comment No.	Resolution
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Additional Sheets  
Attached

Additional Sheets  
Attached

Commentor: \_\_\_\_\_ / \_\_\_\_\_  
Date

Author: \_\_\_\_\_ / \_\_\_\_\_  
Date

Comments Resolved/Concurrence: \_\_\_\_\_ / \_\_\_\_\_  
Date

Format of ECTG Procedures

- 1.0 PURPOSE/SCOPE - Identify the need for the procedure and a summary statement as to what it applies to.
- 2.0 REFERENCES - List other ECTG procedures which are referenced within the text and other documents on which the procedure is based.
- 3.0 DEFINITIONS - Provide a definition for those terms whose definition is not obvious as it is used in the text.
- 4.0 RESPONSIBILITIES - Provide a summary of the primary responsibilities of the titled individuals discussed in the text of paragraph 5.0.
- 5.0 PROCEDURE - Provide necessary instructions in sufficient detail to control the associated activity(s).
- 6.0 ATTACHMENTS - List each Attachment and its title that is appended to the procedure.

NOTE: The format requirements do not apply to ECTG M.1