

TENNESSEE VALLEY AUTHORITY

EMPLOYEE CONCERNS TASK GROUP

PROCEDURE

ECTG C.2

ANALYSIS AND REPORTING OF EVALUATION  
RESULTS

CURRENT REVISION LEVEL: INTERIM  FINAL  2

PREPARED BY: PC&A Staff

REVISED BY: Nuclear Procedures Staff

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HISTORY OF REVISION

<u>REV NUMBER</u>	<u>PAGES REVISED</u>	<u>REASON FOR CURRENT REVISION</u>
1	All	General revision.
2	All	Complete rewrite.

## 1.0 PURPOSE/SCOPE

The purpose of this procedure is to provide guidance to the ECTG in analyzing and reporting the results of evaluations. Additionally, this procedure provides the review, concurrence, and approval requirements for the ECSP Reports and provides the requirements for documenting the need for corrective actions.

## 2.0 REFERENCES

- 2.1 Program Procedure ECTG M.1, "Employee Concerns Task Group Procedure"
- 2.2 Procedure ECTG A.3, "Employee Concerns Program Computer System (ECPS) Data Processing"
- 2.3 Procedure ECTG C.1, "Receipt, Processing, and Evaluation of Concerns"
- 2.4 Procedure ECTG C.3, "Corrective Actions"
- 2.5 "ECSP Reports Writer's Guide"

## 3.0 DEFINITIONS

None

## 4.0 RESPONSIBILITIES

### 4.1 Manager of Nuclear Power

The Manager of Nuclear Power shall be responsible for reviewing and concurring with the Employee Concerns Special Program (ECSP) Final Report.

### 4.2 ECTG Program Manager

The ECTG Program Manager shall be responsible for:

- a. Providing and approving the ECSP Reports Writer's Guide.
- b. Approving all Subcategory and Category Reports.
- c. Preparing and approving the ECSP Final Report.
- d. Approving the initiation section of ECSP Corrective Action Tracking Documents.

4.3 Senior Review Panel (SRP)

The SRP shall be responsible for reviewing and concurring with Site Specific element reports, Subcategory, Category Reports and ECSP Final Report.

4.4 Category Evaluation Group Heads (CEG-Hs)

CEG-Hs shall be responsible for:

- a. Approving Element Reports
- b. Concurring with Subcategory and Category Reports
- c. Concurring with the initiation section of ECSP Corrective Action Tracking Documents.

4.5 Technical Assistance Staff (TAS)

The TAS shall be responsible for reviewing the technical adequacy of Element, Subcategory, and Category Reports.

4.6 Program Control & Administration (PC&A) Staff

The PC&A shall be responsible for inputs into the Employee Concerns Program Computer System (ECPS) data base of required information related to the various ECSP Reports and tracking information related to the ECSP Corrective Action Tracking Documents.

4.7 Peer Reviewers

Peer reviewers shall be responsible for verifying the completeness and technical adequacy of Element, Subcategory, and Category Reports.

4.8 Assigned Report Writers

Based on the evaluations conducted and the basis provided in case files, assigned report writers shall prepare Element, Subcategory and Category Reports or the ECSP Final Report (if directed) in accordance with guidance provided in appropriate portions of the ECSP Reports Writer's Guide approved by the ECTG Program Manager.

4.9 ONP Employee Concerns Program Manager

The ONP Employee Concern Program Manager shall be responsible for tracking of ECSP Corrective Action Tracking Documents for nonsafety-related employee concerns after disbanding of the ECTG.

5.0 PROCEDURE

5.1 Analyzing and Reporting Evaluation Results

5.1.1 Reference 2.5, the ECSP Reports Writer's Guide, provides the assigned report writers with information and guidance relative to analyzing the evaluation results and documenting the evaluation process, the evaluation results, and the analysis of these results. Reference 2.5 also provides guidance on report formatting.

5.1.2 The lowest level of reports (i.e., either Element or Subcategory Reports) may be written with a scope that is applicable to only one site when necessary to carry out an approved Site Restart Implementation Plan as discussed in Program Procedure ECTG M.1. Otherwise, Element and Subcategory Reports shall encompass all sites. When site-specific Element Reports are prepared in order to support plant restart, final Element and Subcategory Reports shall be prepared to encompass all applicable sites. The final Reports shall, when approved, supersede the site-specific Reports that were prepared.

5.2 Review, Concurrence, and Approval of the ECSP Reports

5.2.1 Reviews, concurrences, and approvals of the ECSP Reports shall be documented on a standardized ECSP Reports cover sheet. Reference 2.5 provides guidance on the cover sheet's format.

5.2.3 The ECSP Reports shall be reviewed, concurred with, and approved as shown in the table below:

REPORT TYPE	PEER	TAS	CEG-H	SRP	ECTG PM	MGR, ONP
Site Specific Element	X	X	*	0		
Complete Element	X	X	*	X		
Complete Subcategory	X	X	0	0	*	
Category	X	X	0	0	*	
ECSP Final				0	*	0

X=Reviews

0=Concurs

\*=Approves

5.3 Documenting The Need For Corrective Actions

- 5.3.1 In order to ensure that specific items identified in the ECSP Reports that require corrective actions are clearly identified and communicated to affected Site Directors or other TVA responsible managers, Attachment A of Procedure ECTG C.3 shall be used.
- 5.3.2 The assigned report writers shall initiate Attachment A of Procedure ECTG C.3 (ECSP Corrective Action Tracking Document) for each negative finding as defined in Reference 2.5. Instructions for completing the initiation section of the ECSP Corrective Action Tracking Document (CATD) are provided in Procedure ECTG C.3.
- 5.3.3 The CATDs needed for a given Report (site-specific or otherwise) should be completed and reviewed at the same time the associated Reports are reviewed, concurred with, and approved. The CATDs shall be signed by the preparer, concurred with by the CEG-H, and approved by the ECTG Manager.
- 5.3.4 The PC&A Staff shall track the CATDs until closeout or until disbanding of the ECTG. At that time the on-going ONP Employee Concerns Program Manager shall be responsible for tracking nonsafety-related CATDs to closeout.
- 5.3.5 Procedure ECTG C.3 provides the procedural requirements for transmittal, further processing, tracking, verification and closeout of CATDs.

6.0 ATTACHMENTS

None