

TENNESSEE VALLEY AUTHORITY

EMPLOYEE CONCERNS TASK GROUP

PROCEDURE

ECTG A.3

EMPLOYEE CONCERNS PROGRAM COMPUTER SYSTEM (ECPS) DATA PROCESSING

CURRENT REVISION LEVEL: INTERIM FINAL 3

PREPARED BY: Technical Assistance Staff

REVISED BY: Technical Assistance Staff

APPROVED BY: W. R. Brown

DATE APPROVED: 3/14/87

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HISTORY OF REVISION

<u>REV NUMBER</u>	<u>PAGES REVISED</u>	<u>REASON FOR CURRENT REVISION</u>
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.
3	2	To make appropriate reference to Attachment A and B and revise the input data sheets for clarity. Deleted attachments D and E

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:

- Provide a tracking mechanism for concerns and their corrective actions
- Provide a searchable historical summary record of each concern for future use during the ongoing Employee Concerns Program
- 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 and maintenance of the database. |
- 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 using Attachment A, Attachment B, or similar forms. |

5.0 PROCEDURE (Continued)

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

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

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

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

6.0 ATTACHMENTS

Attachment A, Input Sheet for Entry or Modification to Concern Global Fields |

Attachment B, Input Sheet for Modification to Unique Fields for Concern, Category, Subcategory |

Attachment C, Input Sheet for Modification to Category/Subcategory Assignment for Concern |

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Concern Addition or Modification
Global Fields

Add: (complete all fields)

Modify: (complete concern # and fields to be changed)

Concern: -----

Categories Assigned: -----

Report Location: --

Received/Identified: -- / -- / -- Plant: -----

Nuclear Safety Generic Applicability

	<u>Plant</u>	<u>BFN</u>	<u>BLN</u>	<u>SON</u>	<u>WBN</u>
Current Entry					
K-form Review:	---	-	-	-	-

Concern Subject (100 spaces):

Concern Text (500 spaces):

TAS Originator: _____ Date _____

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Modification to Unique Fields for this Concern, Category, Subcategory

Category: __ Subcategory: __ __ __ Concern: - - - - -

Non-shared/shared (N,S): _

Current Report Level	BFN	BLN	..SQN	WBN
Applicability (Y,N):	-	-	-	-
Safety-Related (NA,NO,SR,SS):	-	-	-	-
Findings Class (A,B,C,D,E,NA):	-	-	-	-

Justification/Explanation:

Category Authorization: _____ Date _____

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Modifications to Category/Subcategory Assignment for this Concern

Concern: _____

Change:

Existing Category: __ New Category: __

Existing Subcategory: _____ New Subcategory: _____

Add: Delete:

Category: __ Subcategory: _____

Non-shared/shared (N,S): _

Complete the following if Change or Add field is checked.

Current Report Level	<u>BFN</u>	<u>BLN</u>	<u>SON</u>	<u>WBN</u>
Applicability (Y,N):	-	-	-	-
Safety-Related (NA,NO,SR,SS):	--	--	--	--
Findings Class (A,B,C,D,E,NA):	--	--	--	--
Justification/Explanation:				

Each category involved in changes must sign.

Category Authorization: _____ Date _____

Category Authorization: _____ Date _____

Category Authorization: _____ Date _____