

TENNESSEE VALLEY AUTHORITY

EMPLOYEE CONCERNS TASK GROUP

PROCEDURE

ECTG A.4

PROGRAM PROCEDURE REVISIONS

INTERIM

CURRENT REVISION LEVEL: 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	General Revision.
2	1	Change of 5.0 heading title.
	3	Included requirements for identification of draft revisions.
3	1, 3	Defined process for making non-intent changes to the program.
	2	Deleted requirement for using alpha character to denote each successive draft of a revision.

1.0 PURPOSE

The purpose of this procedure is to establish requirements for the development, review, concurrence, and approval of the Employee Concerns Task Group (ECTG) description implementing procedures including subsequent revisions. This procedure also allows the ECTG Program Manager to issue written directives and policy statements 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 description, implementing procedures, written directives and policy statements, and non-intent procedure revisions.

4.1.2 CEG-Hs and the Program Control & Administration (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.

4.2 Site Director

4.2.1 Site Directors are responsible for reviewing and concurring with those portions of the Program and its implementing procedures for which they have been assigned a responsibility.

5.0 PROCEDURE

5.1 Initial Issue of Program Procedure

5.1.1 The PC&A Staff and/or the Office of Nuclear Power (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 Senior Review Panel (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. |
- 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 For intent changes to the program, as determined by the ECTG Program Manager, the PC&A Staff shall formally solicit comments from CEG-Hs, ECTG Manager and Assistant Manager, the SRP, site directors, and others as deemed appropriate by the Program Manager 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 For non-intent changes (Non-intent changes are those changes which do not degrade basic commitments.) to the program, as determined by the ECTG program manager, the PC&A Staff shall informally solicit comments, using Attachment A, from those deemed appropriate by the ECTG program manager.
- 5.2.7 Non-intent revisions shall be annotated by an alpha character denoting each successive non-intent revision at a given numeric revision level.
- 5.2.8 The ECTG Program Manager or Assistant Program Manager authorizes issuance of the revision by signing the procedure approval sheet(s).
- 5.2.9 Non-intent revisions are noted as in the following example:
- "Revision 2-A"
- This notes the first non-intent revision 2.

5.3 Retiring

- 5.3.1 At the conclusion of the program, all policy statements will be included as Attachment H of program procedure ECTG M.1.
- 5.3.2 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.
- 5.3.3 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: _____

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 which is a description of the ECSP.