

TENNESSEE VALLEY AUTHORITY

EMPLOYEE CONCERNS TASK GROUP

PROCEDURE

ECTG C.2

ANALYSIS AND REPORTING OF EVALUATION
RESULTS

CURRENT REVISION LEVEL: INTERIM
FINAL _____ 3 _____

PREPARED BY: _____ Technical Assistance Staff

REVISED BY: _____ Technical Assistance Staff

APPROVED BY: _____ W. L. 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	All	Complete rewrite.
3	1, 2, and 3	Revised for clarification.
	4	Allows transmittal of "Information Only" CATDs.

1.0 PURPOSE/SCOPE

The purpose of this procedure is to provide guidance to the Employee Concern Task Group (ECTG) in analyzing and reporting the results of evaluations. Additionally, this procedure provides the review, concurrence, and approval requirements for the Employee Concern Task Group (ECTG) 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 "ECTG 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 Task Group (ECTG) Final Report.

4.2 ECTG Program Manager

The ECTG Program Manager shall be responsible for:

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

4.3 Senior Review Panel (SRP)

The SRP shall be responsible for reviewing and concurring with site specific element reports, subcategory reports, category reports and the ECTG 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 ECTG CATDs.

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 Staff shall be responsible for inputs into the Employee Concerns Program Computer System (ECPS) data base of required information related to the ECTG CATDs.

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 ECTG Final Report (if directed) in accordance with guidance provided in appropriate portions of the ECTG reports Writer's Guide approved by the ECTG Program Manager.

4.9 Office of Nuclear Power (ONP) Employee Concerns Program Manager

The Office of Nuclear Power (ONP) Employee Concern Program Manager shall be responsible for tracking of nonquality-related ECTG CATDs for employee concerns after disbanding of the ECTG.

5.0 PROCEDURE

5.1 Analyzing and Reporting Evaluation Results

5.1.1 Reference 2.5, the ECTG 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/or 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 ECTG Reports

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

5.2.3 The ECTG 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	*	
ECTG 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 ECTG 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 an ECTG Corrective Action Tracking Document (Attachment A of Procedure ECTG C.3) for each negative finding as defined in Reference 2.5. Instructions for completing the initiation section of the ECTG 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.

NOTE: "Information Only" CATDs may be transmitted to the applicable site director before the issuance of the applicable subcategory report.

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 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