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Work Request (WR) Generation, Screening and Classification				

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1.0 PURPOSE

- [1] To describe the process used for generation, screening, and classification of Work Requests (WR's).

2.0 REFERENCES

- [1] ANSI N18.7 – 1976, “Administrative Control and Quality Assurance for the Operational Phase of Nuclear Power Plants”
- [2] Entergy Quality Assurance Program Manual (QAPM)
- [3] EN-WM-101, “On-Line Work Management Process”
- [4] INPO 97-013, “Guidelines for the Conduct of Maintenance at Nuclear Power Stations”
- [5] INPO Guideline AP-928, “Work Management Process Description”
- [6] EN-LI-102, “Corrective Action Process”
- [7] 10 CFR 50.65 (a)(3) & (a)(4)

3.0 DEFINITIONS

- [1] Equipment Number - A unique alphanumeric identification assigned to permanent plant components.
- [2] Emergency Maintenance: The correction of a condition or deficiency that:
- (a) Constitutes an immediate and direct threat to the health and safety of the public.
 - (b) Requires immediate attention to prevent deterioration of plant conditions to a possible unsafe or unstable level, *which would then* constitute an immediate and direct threat to the health and safety of the public.
 - (c) Poses a significant industrial hazard that must be corrected immediately to prevent or mitigate actual serious injury or death.

The Shift Manager can authorize the immediate start of repair efforts, in parallel with initiation and planning of a Priority 1 Work Request/Work Order. The Work Order should be completed as soon as practical to document the repairs.

- [3] Expedited Work Order – Work determined to be “Emergency Maintenance” where the need exists, as determined by the Shift Manager, to commence work in the field prior to detailed work package planning. The work performed under an expedited work order must be that which can be characterized as skill-of-the-craft. An expedited work order is not a routine activity, but may be utilized in situations where an immediate threat is

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present to personnel safety. The Shift Manager is responsible for assessing the risk of performing work under an expedited work order.

[4] Indus Asset Suite (IAS) – The Software product used by the Entergy Fleet for Work Management, Engineering Change, Materials Purchasing and Contracts and for the creation of new controlled documents and revisions to controlled documents (controlled document information populates EDMS via an interface).

[5] Job Type – The code that identifies at the TASK level the type of work to be performed. Refer to EN-WM-105. The following definitions characterize the equipment degradation aspects of the identified issue:

(a) Corrective Maintenance – The classification of any work on **power block** systems, structures, or components (SSC's) where the SSC has failed or is significantly degraded to the point that failure is imminent (within its operating cycle/PM interval) and no longer conforms to or is incapable of performing the SSC's design function. An SSC should be considered failed or significantly degraded if the deficiency is similar to any of the following examples:

- Is removed from service because of actual or incipient failure
- Significant component degradation that affects system operability –The SSC may be determined operable by engineering assessment, but the degradation is significant and requires immediate corrective action. This normally includes any deficiency that requires a basis for continued operation as defined in NRC Generic Letter 91-18, and should be considered as corrective maintenance.
- Creates the potential for rapidly increasing component degradation.
- Releases fluids that create significant exposure or contamination concerns. Minor leaks that can be controlled and managed by simple drip catch containments would not be included here.
- Significant component degradation identified from the conduct of predictive, periodic, or preventive maintenance which, if not resolved, could result in equipment failure or significant additional damage prior to its next scheduled preventive maintenance period.

(b) Elective Maintenance – The classification of any work on **power block** equipment in which potential or actual degradation is minor and does not threaten the component's design function or performance criteria, and the failure of a non-significant component that does not threaten the system's design function or performance criteria:

- Minor leaks that do not justify immediate action to repair

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- Minor degradation identified by predictive, periodic, or planned preventive maintenance activities that warrant attention to maintain the long-term reliability of the equipment but is not expected to result in failure prior to its next scheduled preventive maintenance period.
 - Other minor plant equipment deficiencies that do not affect plant operation, nuclear or plant reliability or the ability of station operators to properly respond to normal, off-normal, or accident transients or conditions.
- (c) Other Maintenance – The classification of work **not** reflecting a material condition deficiency on station **power block** equipment. The following would be included in this classification:
- Proactive actions to enhance station equipment performance that are not directly related to existing deficiencies (betterment activities)
 - Work efforts to rebuild removed components for return to stock and reuse at the later date
 - Pre-outage work required to support planned or forced outage activities
 - Minor deficiency monitoring (MDM) work
 - Investigations or inspections on fully functional power block or non-power-block equipment related to industry operating experience or generic issues.
- (d) Toolpouch Maintenance - Toolpouch Maintenance consists of work that requires no documentation in permanent plant records and is within the skill of the individual to perform. This includes standard nuclear power plant work practices such as control of consumable materials, tool control and radiological work practices. It may be corrected in the field by the individual identifying the deficiency, or corrected by another qualified person. A work request is initiated to track tool pouch work when the issue is not corrected at the time of identification. The work request is processed using the “Open Minor Maintenance” IAS option.
- (e) Contingency Maintenance – Work to be performed if a component is found to be in a degraded state during other repairs or inspections. Contingency work is not counted in the corrective, elective, or other maintenance backlog.
- [6] Minor Deficiency Monitoring (MDM) process – A process for the management of low-level maintenance deficiencies whose significance is such that it would not prudently warrant taking the equipment out of service to repair by itself. All MDM activities would be defined as “Other” maintenance (priority 5F), irrespective of “power

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block” determination. Stations shall ensure that MDM items are clearly identified and tracked using work order attributes to allow ready identification and consideration for inclusion if the equipment is removed from service for other reasons, or if further degradation would raise the significance of the deficiency. Formal tracking and monitoring programs are required and the EPRI modeled leak monitoring is an example. Stations must ensure that periodic cross-functional reviews are performed (minimum annual review) on the total inventory of MDM maintenance activities to ensure that the significance of these deficiencies, individually or in the aggregate, has not changed and that they are correctly grouped in this category.

[7] Minor Maintenance – Work that can be conducted using Skill of the Craft without detailed written work instructions and meets the following criteria:

- No power reduction
- No risk significant work
- No entry into a Limiting Condition for Operation (LCO) / Allowed Outage Time (AOT)
- No entry into a Technical Requirements Manual (TRM) time clock
- Does not impact safety related functions or environmental qualification
- Limited impact on resources external to the performing group – minimal coordination
- Limited special controls (General access Radiation Work Permits (RWP's), as an example)
- No welding on plant equipment
- No complex work
- No plant configuration changes
- No impact on program requirements (e.g. ,MOV, AOV, ISI, IST)
- No impact on reactivity management; no impact on the ability to monitor, measure, or control reactor power or fuel criticality status.

[8] Predictive Maintenance (PDM) – The application of inspection and diagnostics based analysis methods to monitor and trend the performance or functional condition of equipment and to warn of impending failure or degradation of components.

[9] Priority – Work Requests and Work Orders are assigned a priority based on the

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significance of the condition identified. For on line work, the priority is determined in accordance with Attachment 9.1. Each priority state is shown below along with guidelines for starting the work.

- Priority 1: Begin immediately following planning of the work order and work around the clock.
- Priority 2: Schedule at earliest opportunity within T-3.
- Priority 3: Schedule at next available system week within the 12 week process or next available system window.
- Priority 4: Schedule as resources allow within the normal process.
- Priority 5: Work only when time allows (fill in activity).
- Priority 8: Outage work where performance is mandatory (required / de-rate)
- Priority 9: Outage work where performance is discretionary (potential)

[10] Power Block Equipment - All SSC's required for the safe and reliable operation of the station. It will include all safety-related and balance-of-plant system and components required for the operation of the station, including radioactive waste processing and storage, and switchyard equipment maintained by the station. Systems, structures, or components required to maintain federal or state regulatory compliance should be included in this grouping. This classification does not include buildings or structures that support station staff, such as offices or storage structures, or the HVAC and support systems focused only on habitability of those structures.

[11] Skill Of The Craft – A task that workers are familiar with and experienced in performing, which are not complex in the actions required and are common to their craft. Familiarity may have been gained through training or on the job performance. To perform the task safely and successfully, the worker would not require further instruction or oversight.

[12] Work Instructions - A set of work steps included in a work package provided to direct how work is to be accomplished.

[13] Work Request Screening Committee – The Work Request Screening Committee, chaired by Scheduling, meets each normal workday and reviews WR's contained on the work screening report (Attachment 9.5). The standard report is WEB based and includes work requests that have not been previously converted to work orders or approved as toolpouch, and includes all work requests generated since the previous meeting.

, Scheduling will review the work screening report prior to the meeting and provide

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suggested schedule dates for any work requests where the proposed scheduled date is inside T-15.

At a minimum, the following site departments/personnel are members of the Work Request Screening Committee:

- Operations
- Engineering
- Planning
- Scheduling
- Maintenance (knowledgeable of the division and scope of work between the Mechanical, Electrical, I&C, and FIN team areas of responsibility)

[14] Work Request – (WR) The document used to identify items for screening to determine if it will be processed via the work order process. Toolpouch work is tracked by a work request when the issue is not corrected at the time of identification.

4.0 RESPONSIBILITIES

- [1] The Director PS&O is responsible for the maintenance of this procedure.
- [2] The Planning and Scheduling/Outage Manager or designee is responsible for direction and oversight to ensure proper classification and prioritization of work activities.
- [3] Engineering Managers or designees are responsible for direction and oversight to ensure Engineering input to the Work Request Screening Committee with respect to priority and work requests that identify key system health issues.
- [4] The Shift Manager (SM) is responsible for direction and oversight pertaining to the following:
- Identifying plant conditions or situations that warrant Emergency Maintenance
 - Identifying plant conditions or situations that warrant Priority 1 Maintenance
 - Determining the need for an Expedited Work Order for Priority 1 Maintenance
 - Assessing the risk of performing work under an Expedited Work Order
 - Ensuring OPS assessment of new work requests is performed each shift
 - Communicating emergent work issues to the Work Week Manager

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[5] The Planning Supervisor is responsible for:

- Inputting data to IAS received from the Work Request Screening Committee and converting the appropriate work requests to work orders. Work Requests should be converted to Work Orders within 24 hours of classification.
- Starts the cancellation process for WR's identified for cancellation during the WR screening meeting.
- Documenting the justification for canceling a work request in IAS.
- Ensuring the review of work requests classified as Corrective or Elective for extensive Engineering Support and Long Lead time parts within 2 working days of classification

[6] Scheduling is responsible for chairing the Work Request Screening Committee and providing suggested schedule dates based on their knowledge of future schedules.

[7] All plant personnel are responsible for initiating WR's to document needed repairs, if Toolpouch maintenance cannot be performed.

5.0 DETAILS

5.1 PRECAUTIONS AND LIMITATIONS

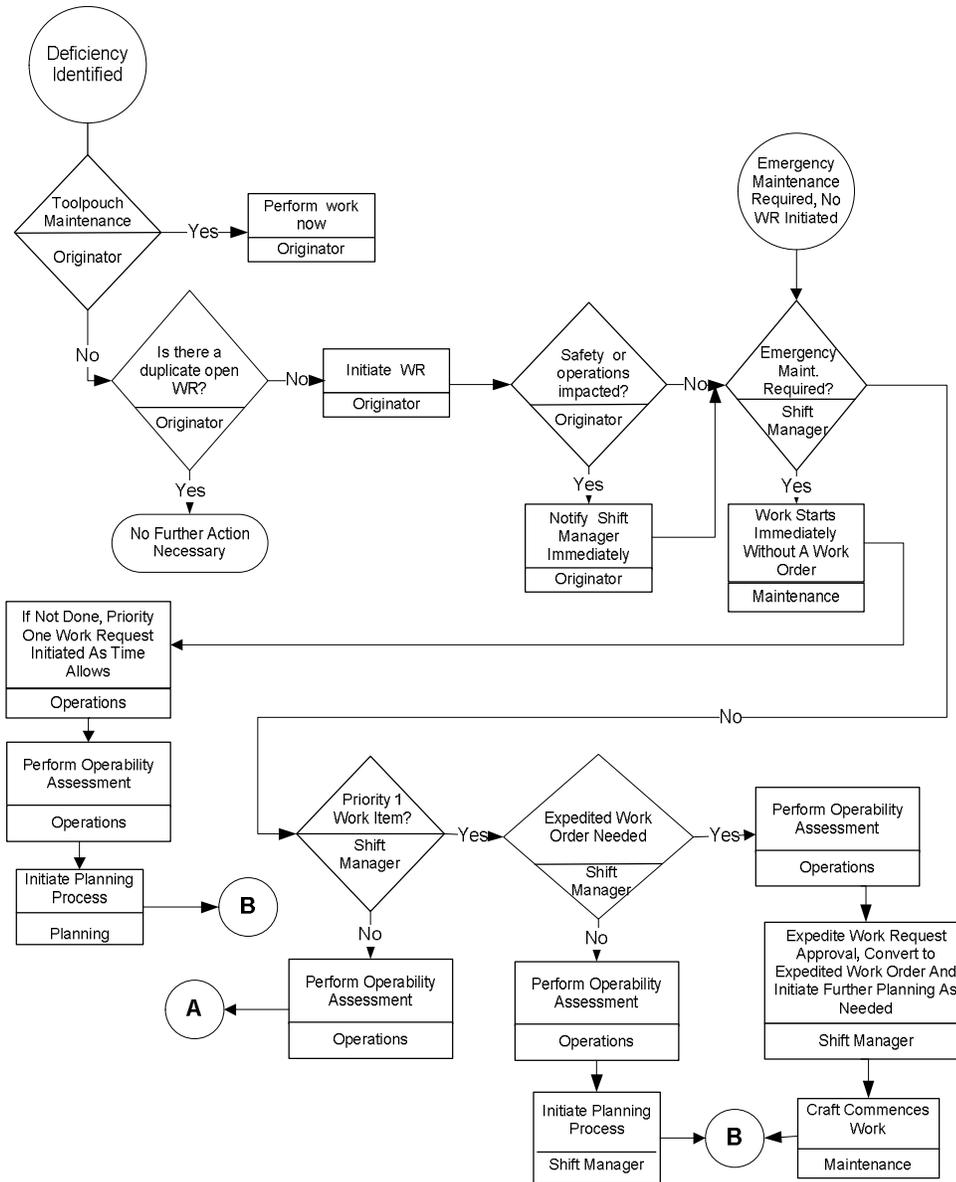
None

5.2 WR GENERATION

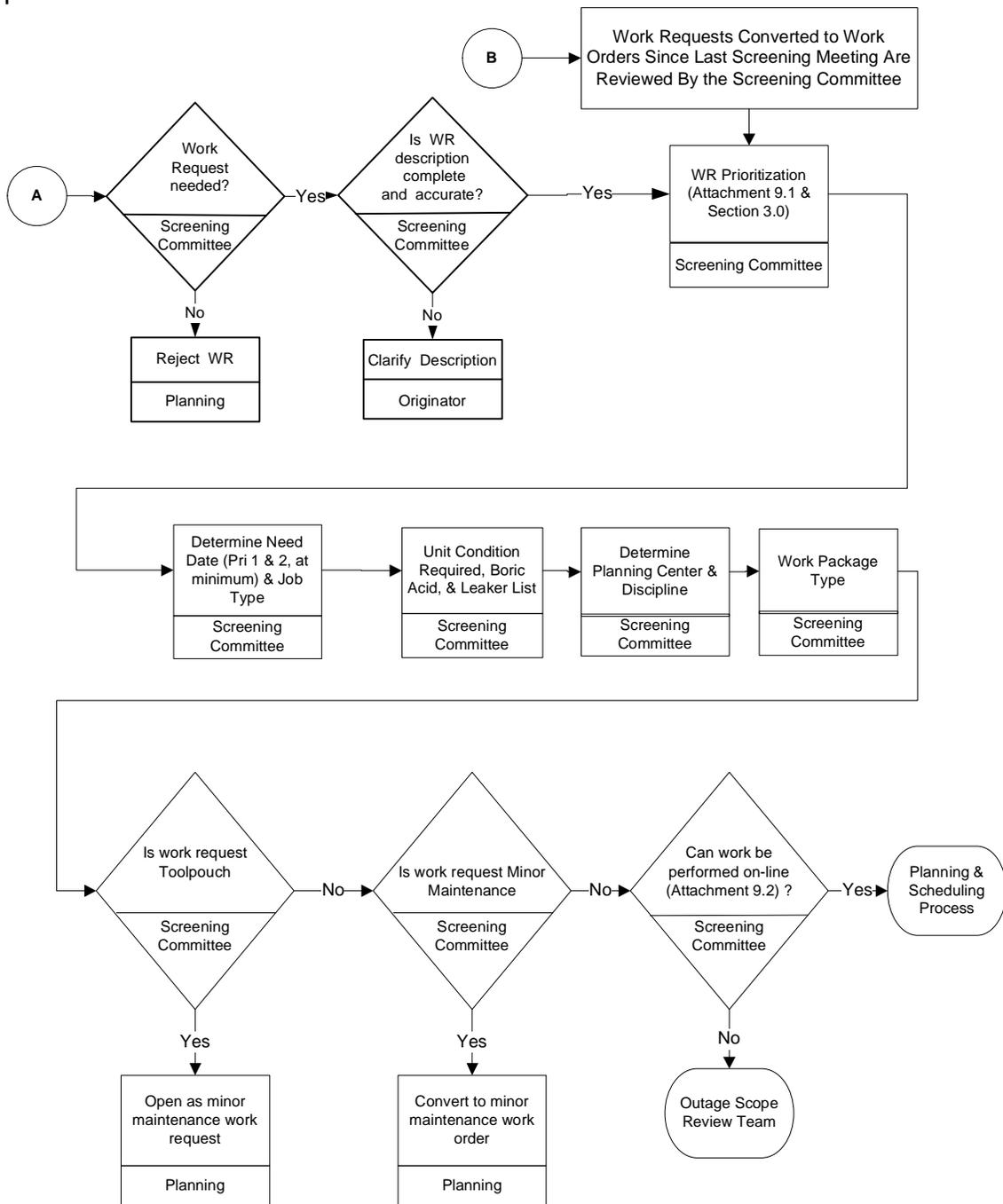
[1] The WR generation, screening and classification flow charts are shown below. The table following the flow charts contains an explanation of each part of the process.



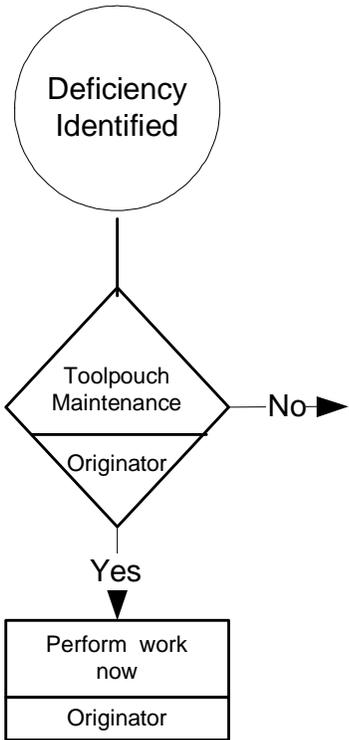
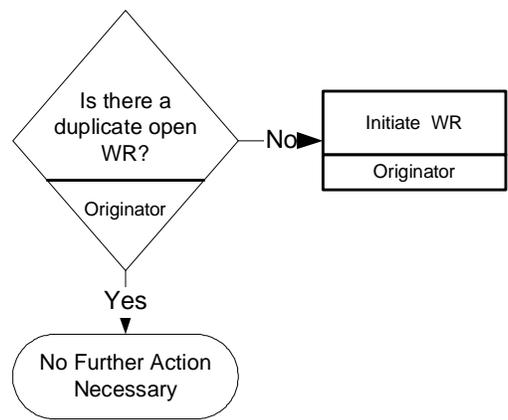
Work Request (WR) Generation, Screening and Classification



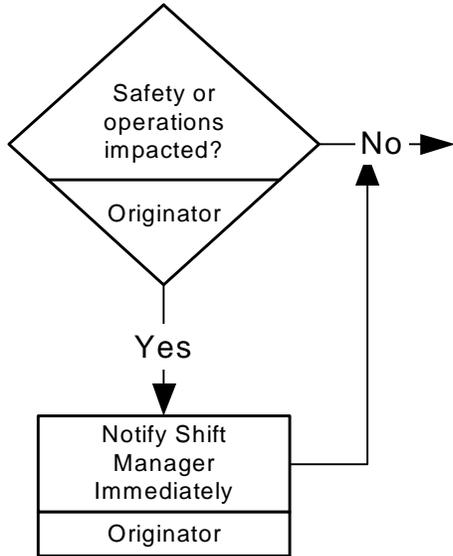
[2] The Work Request generation, screening and classification flow charts are shown below. The table following the flow charts contains explanation of each part of the process:



5.2[2] cont.

 <pre> graph TD A((Deficiency Identified)) --> B{Toolpouch Maintenance Originator} B -- No --> C[] B -- Yes --> D[Perform work now Originator] style C width:0px,height:0px </pre>	<p>The individual discovering the deficiency, or another person, can repair it, if qualified to do so, utilizing Toolpouch Maintenance, and if:</p> <ul style="list-style-type: none"> • the activity does not affect a safety related function • there is no risk of a plant transient • the activity does not require either a procedure, work instructions or material other than consumable • the activity does not involve work on ASME Code or EQ equipment • the activity does not alter plant configuration • the activity is not complex and is within the skill of the personnel • the activity does not affect a Maintenance Rule function • the activity requires no additional support beyond that for normal plant access
 <pre> graph TD A{Is there a duplicate open WR? Originator} -- No --> B[Initiate WR Originator] A -- Yes --> C([No Further Action Necessary]) </pre>	<p>If the requirements for Toolpouch Maintenance are not met, the identifier should generate a WR in IAS. IAS required actions for Work Request Initiation, Operability Screening and Classification are contained in Attachment 9.6.</p> <p>The identifier of the activity provides the following information:</p> <ul style="list-style-type: none"> • Originator name (Defaults in IAS) • The date identified (Defaults in IAS) • identification of the component including Equipment Number • A description of the deficiency (Attach. 9.3) • Recommended solution, if known

5.2[2] cont.

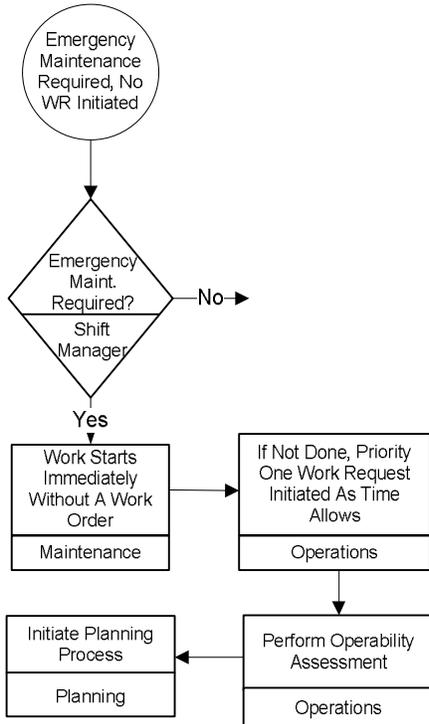


If the deficiency meets any of the following criteria, the Shift Manager shall be notified immediately.

- it is potentially reportable
- it affects the operability or functionality of a safety related system
- it could cause a plant trip or transient
- it presents an immediate threat to personnel or equipment safety

The Shift Manager uses the information provided by the identifier to determine whether work should be started prior to the next Work Request Screening meeting.

A Condition Report may be required in accordance with applicable site corrective action program requirements.

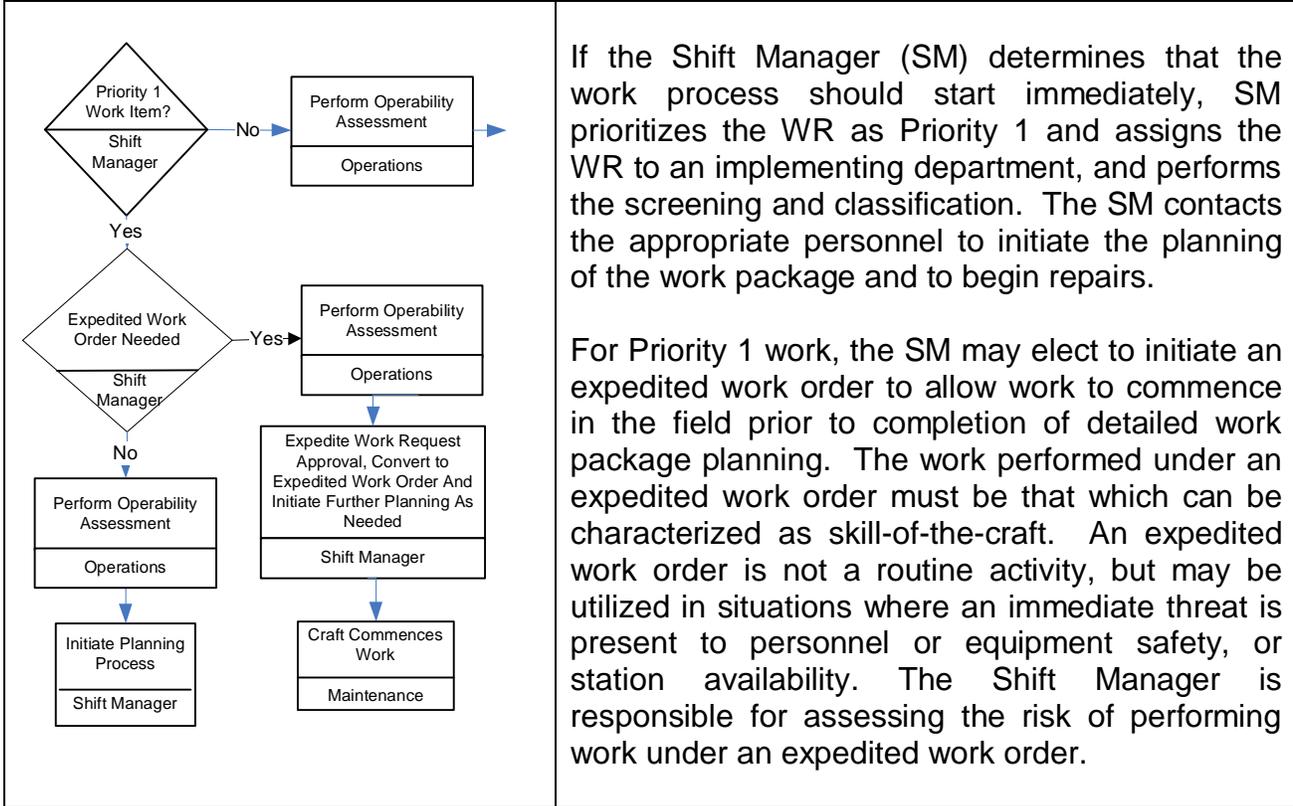


If plant conditions meet the requirements of Emergency Maintenance, the Shift Manager may direct work activities to begin immediately, prior to the generation of a WR. When time permits an Urgent – Priority 1 WR should be initiated. For Emergency Maintenance, any or all steps in the work control process can be bypassed at the discretion of Shift Manager. The work performed shall be documented at the completion of the work.

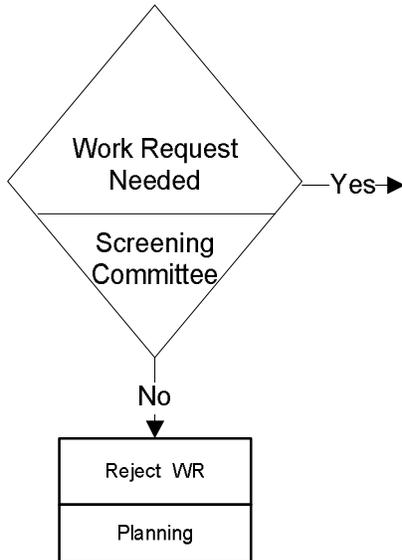
The SM ensures Operability Screening is performed for new work requests each shift.



5.2[2] cont.



5.2[2] cont.



The Work Request Screening Committee reviews WR's on the next normal working day. The meeting is chaired by Scheduling. The Planning Supervisor, or designee, inputs the data that results from the meeting for each work request.

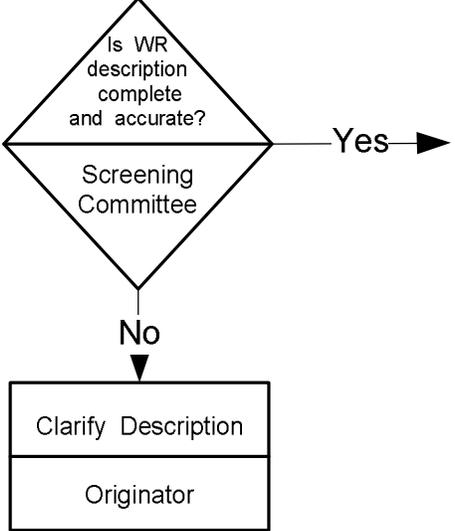
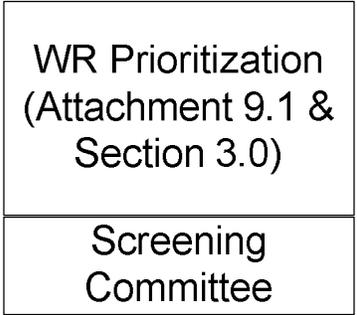
The Planning Supervisor / designee is responsible for identifying and initiating the work request cancellation process. Justification for canceling a work request will be based on the criteria below. The Planning Supervisor / designee will document the justification for canceling a work request in IAS.

The Planning Supervisor may cancel a WR if any of the following criteria are met:

- a duplicate WR exists
- the problem no longer exists or cannot be duplicated
- the problem is added to another WR or WO
- WR that requests a modification to the plant may be canceled to the plant configuration change process.

A WR may not be canceled to a repetitive task until the task has been completed.

5.2[2] cont.

 <pre> graph TD A{Is WR description complete and accurate?} -- Yes --> B[Screening Committee] A -- No --> C[Clarify Description Originator] </pre>	<p>The Work Request Screening Committee reviews the information on the WR to determine whether the component identification and description of the deficiency provide an adequate basis for planning, scheduling and equipment history. If the information provided is not adequate, the Work Request Screening Committee will assign an individual to obtain and bring this information back to the committee.</p> <p>If changes are made to the WR, which may affect operability, functionality, or additional planning and scheduling is required; then the individual that made the changes is responsible for notifying the departments affected, and the Shift Manager.</p> <p>If Loss of Redundant Equipment will cause a reduction in generation capacity or loss of a function or the system aggregate changes due to deficiency then re-prioritize per Attachment 9.1. (Prioritization Matrix)</p>
 <pre> graph TD A[WR Prioritization (Attachment 9.1 & Section 3.0)] --> B[Screening Committee] </pre>	<p>The Work Request Screening Committee prioritizes the WR using the definitions in Section 3.0 and Attachment 9.1 for guidance.</p>

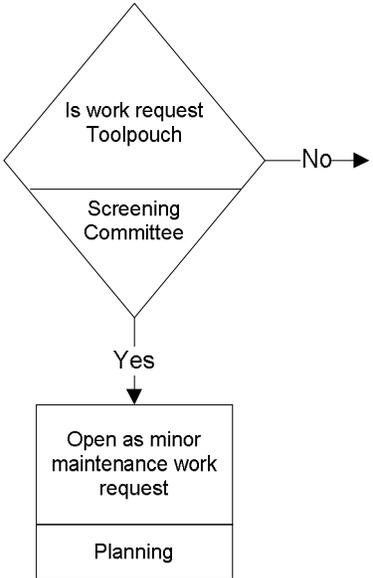
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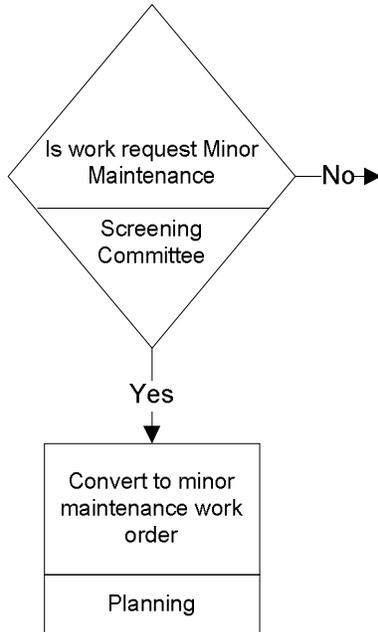
5.2[2] cont.

<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Determine Need Date (Pri 1 & 2, at minimum) & Job Type </div> <div style="border: 1px solid black; padding: 5px;"> Screening Committee </div>	<p>The Work Request Screening Committee determines the Need date for Priority 1 and Priority 2 work requests (subject to WWM approval), at a minimum. Need dates for Priority 3, 4 and 5 work requests may be assigned. Unit Coordinator Scheduling will review the work request screening report prior to the meeting and provide suggested dates for any work requests where the proposed schedule date is inside T-15.</p> <p>The Work Request Screening Committee determines the maintenance job type (Corrective, Elective, Other or Contingency maintenance).</p>
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Unit Condition Required, Boric Acid, & Leaker List </div> <div style="border: 1px solid black; padding: 5px;"> Screening Committee </div>	<p>The Work Request Screening Committee determines the Unit Condition Required and; Boric Acid and Leaker List applicability.</p>
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Determination Planning Center & Discipline </div> <div style="border: 1px solid black; padding: 5px;"> Screening Committee </div>	<p>The Work Request Screening Committee determines the Planning Center and Discipline.</p>

<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Determination Maint. Level</div> <div style="border: 1px solid black; padding: 5px;">Screening Committee</div>	<p>The Work Request Screening Committee determines the maintenance level (Compliance, Reference or Minor Maintenance).</p>
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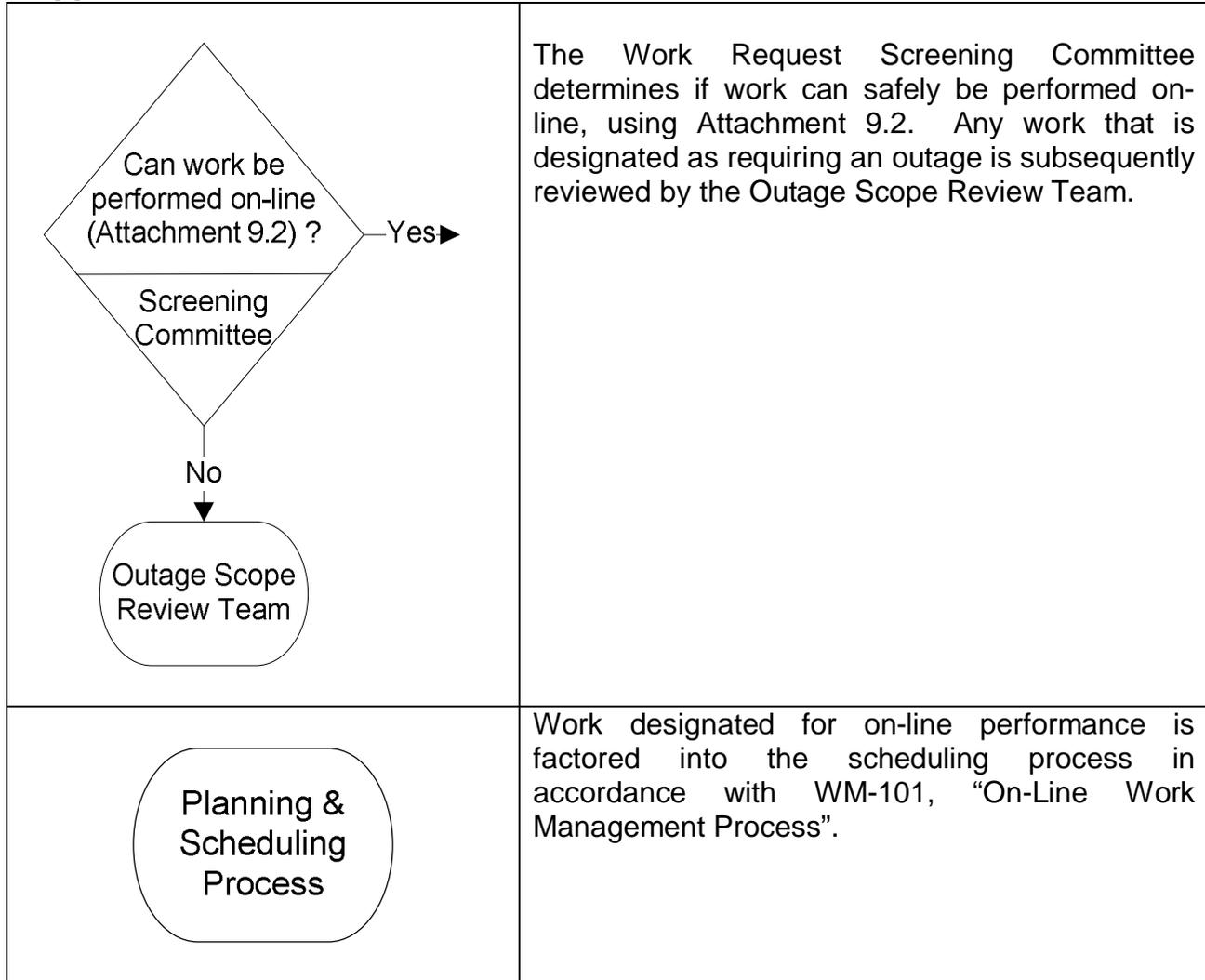
5.2[2] cont.

 <pre> graph TD A{Is work request Toolpouch Screening Committee} -- No --> B[] A -- Yes --> C[Open as minor maintenance work request Planning] style B width:0px,height:0px </pre>	<p>The Work Request Screening Committee determines whether work is Toolpouch. Any work request that is designated as Toolpouch is dispositioned as a Minor Maintenance work request.</p>
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The Work Request Screening Committee determines whether work is Minor Maintenance. Any work request that is designated as Minor Maintenance is subsequently converted to a Minor Maintenance work order.

5.2[2] cont.



5.3 PROVISION FOR HARDCOPY WORK REQUESTS

- [1] In the event that Indus Asset Suite (IAS) is inoperative for an extended period of time, work requests should be handwritten. Attachment 9.4 is to be used to hand write a work request.
- [2] The initiator obtains a blank copy of attachment 9.4, and fills in Unit, Equipment Number, Equipment Name, Condition Description, Date/Time Reported, and applicable Condition Report number, if any.
- [3] The handwritten work request is brought to the Work Management Center during normal working hours; for other than normal working hours it is taken to the applicable Control Room.
- [4] An applicable Operations SRO performs the operability review and signs the work

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request

- [5] During normal working hours, work requests deemed to meet Priority 1 criteria by the Shift Manager will be given to the Planning Supervisor to plan the work package; for other than normal working hours the SM contacts the appropriate personnel to initiate the planning of the work package.
- [6] Work requests not meeting Priority 1 criteria are collected at the Work Management Center, and screened at the work request screening meeting. The Planning Supervisor retains the work requests following screening for entry into IAS when it becomes available.
- [7] Work requests not meeting Priority 1 criteria are usually not planned until IAS has returned to service due to the quality control built into the IAS process. The Work Week Manager will determine the need to plan a hand written non-Priority 1 work order.
- [8] The hand written work request will be the cover sheet for the hand written work order. EN-WM-105 Planning will be used as the guide to provide as complete a hand written work order as possible.

6.0 **INTERFACES**

- [1] Indus Asset Suite (IAS)

7.0 **RECORDS**

None

8.0 **OBLIGATION AND REGULATORY COMMITMENT CROSS-REFERENCES**

Document	Document Section	NMM Procedure Section	Site Applicability
QAPM	B.1.C	3.0[2], 3.0[9], 5.2	All

9.0 **ATTACHMENTS**

- 9.1 On Line WR Priority Matrix
- 9.2 On-Line Screening Flow Chart

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9.3 Work Request Deficiency Description Guidance

9.4 Example Hard Copy WR

9.5 Example Work Request Screening Committee Report

9.6 IAS Work Request Processing

ATTACHMENT 9.1
ON LINE WR PRIORITY MATRIX

PRIORITIZATION MATRIX						
COMPONENT CLASSIFICATION WORK SIGNIFICANCE		WORK TYPE				
		Power Block			Non-Power Block	
		Failure or Significant Degradation with System Inoperable or Unavailable	Failure or Significant Degradation with System Operable and Available	Component Degraded or Non-Significant Component failure	Hoist, M&TE, Shop Work, Enhancement Mods, Pre-outage, MDM	Buildings & Support Systems, Grounds, Tools Site Betterment
		Corrective	Corrective	Elective	Other	Other
CLASS	10	8	6	4	3	
<ul style="list-style-type: none"> • Technical Specification AOT Entry • Regulatory Non-compliance • Maintenance rule risk significant system function affected 	10	100 (1A)	80 (2A)	60 (3B)	40 (4A)	X
<ul style="list-style-type: none"> • Risk to or loss of generation • Significant: <ul style="list-style-type: none"> ▪ Personnel Safety Concern ▪ Control Room Deficiency ▪ Security Deficiency • Control Room Annunciator • Operator workaround • Key System Health Issue • Fire Impairment • Maint Rule(a)(1) Action 	9	90 (1B)	72 (2B)	54 (3D)	36 (4B)	27 (4F)
<ul style="list-style-type: none"> • ALARA or Equip Safety Concern • Regulatory Compliance Threat • PDM Required Action 	8	80 (2A)	64 (3A)	48 (3F)	32 (4C)	24 (4G)
<ul style="list-style-type: none"> • Operator Burden • Out Of Spec Reading • Ops Concern 	7	70 (2C)	56 (3C)	42 (3G)	28 (4E)	21 (4H)
<ul style="list-style-type: none"> • All other maintenance rule systems • Non-significant Control Room Deficiency 	6	60 (3B)	48 (3F)	36 (4B)	24 (4G)	18 (5A)
<ul style="list-style-type: none"> • Balance of plant systems 	5	50 (3E)	40 (4A)	30 (4D)	20 (4I)	15 (5C)
<ul style="list-style-type: none"> • Minor security issue • Minor safety or ALARA issue 	4	40 (4A)	32 (4C)	24 (4G)	16 (5B)	12 (5D)
<ul style="list-style-type: none"> • Building & structures & support systems 	3	X	X	X	12 (5D)	9 (5E)
<ul style="list-style-type: none"> • Grounds • Tools • All other 	2	X	X	X	8 (5F)	6 (5G)

PRI
EMER
1
2
3
4
5

NORMAL SCHEDULING GUIDANCE**
See section 3.0 for emergency maintenance requirements

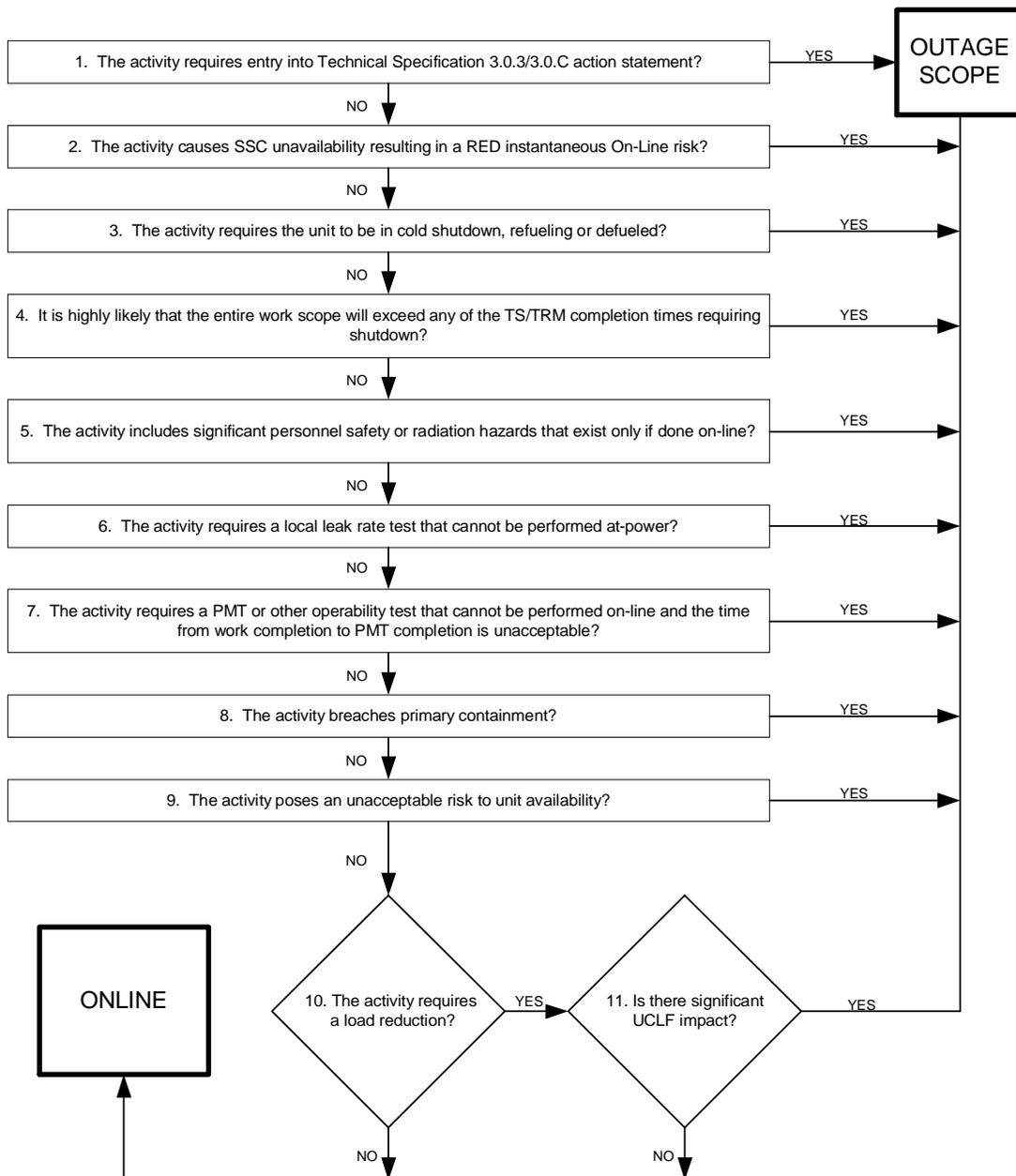
- Red (100-90)** = Begin immediately following work order planning and work around the clock
- Yellow (89-70)** = Schedule at earliest opportunity within T-3
- Orange (69-42)** = Schedule at next available system week within 12 week process or next available system window
- White (41-19)** = Schedule as resources allow within the normal process
- Green (18-1)** = Work only when time allows (fill-in activity)

Point Values = Class X Work Type and is for information only

** Exceptions to normal guidance will be controlled and approved by appropriate management.

Note: Alpha-numerical ratings are used to signify sub-classifications of each priority.

All work will be performed on-line unless it meets one of the following criteria to be assigned as outage work. Any exception to this guidance shall require concurrence of the Outage Scope Review Team



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WHAT IS THE PROBLEM?

- | | |
|---|--|
| 1. <i>Unacceptable -
Acceptable -</i> | Valve leaks
Valve packing leak; no adjustment left; leaking ~10 drops/minute |
| 2. <i>Unacceptable -
Acceptable -</i> | Motor does not start
Motor does not start; motor rotates by hand; breaker does not appear tripped |
| 3. <i>Unacceptable -
Acceptable -</i> | Indication cannot be calibrated in Spec
Indication out of calibration in low range; reads 5 psi high; appears bourdon tube damaged. |

WHAT IS THE MAGNITUDE OF THE PROBLEM?

1. Approximately 1/2 gpm leak
2. Not repeatable, unreliable, do not use

HOW DISCOVERED

1. During maintenance
2. During surveillance
3. During Post Maintenance Testing
3. During walk down, manager observation

INFORMATION OR CONCERNS

1. Leakage may impinge on MCC if it worsens
2. Was noisy during prior shift.
3. Out of acceptable tolerance at 20 psig, (13psig Setpoint, 8psig-18psig)

ADDITIONAL LOCATION INFORMATION

1. Include CLARIFYING location information (e.g. above tank, below grating, near column row etc.)

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ATTACHMENT 9.4

EXAMPLE HARD COPY WR/WO

Sheet 1 of 1

Unit:	Date/Time Reported:
Equipment Number:	Equipment Name:
Condition Report #:	
Condition Description:	
Operability Review (SRO Signature):	
Attach Work Instructions, Including Post Maintenance Testing Requirements	Peer Review:
Permits:	Hold Card/Clearance:
	RWP:
References:	Parts:
Workers:	Man-hours:
As Found Conditions:	
Work Performed:	
Completed Date/Time:	

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Work Request Initiation

If the requirements for Tool pouch Maintenance are not met, the identifier generates a WR by logging in to IAS.

The identifier of the activity provides the following information:

- identification of the component including Equipment Number
- a detailed description of the deficiency (Attach. 9.3)
- recommended solution, if known

The work request is initiated (IAS displays the WR number) when the originator records the problem description and selects 'Enter' or 'Apply'. This action sets up a series route path to Operations (SRO) for Operability Screening and Classification for action. New work requests are routed to Engineering for Information only.

The identifier must submit the request for Operability Screening by selecting the 'OK' button after the work request number is displayed. This action changes the Work Request status from 'ORIG' To 'H/APPR', sends a AAA message to Operations SRO alert group members and routes the Work request into Operations inbox for operability screening.

Operability Screening

When a new work request is submitted for approval, The SM ensures Operability Screening is performed for new work requests each shift. WR's requiring Operability Screening may be accessed by SRO's in the Operations SRO alert group by selecting the ALERTS button on the IAS toolbar. Upon completing the operability screening, the SRO selects the Option to Approve Work Request. IAS captures the approving SRO signature electronically and the WR is routed to the Classification inbox for disposition by the Planning Supervisor/designee.

Classification

The Planning Supervisor/designee accesses the Work Flow for Work Request Screening and enters the following information: Priority, Job Type, Disc, Planning Center, Unit Condition required. The need date may be entered and the outage indicator is checked if the Unit Condition Required is '5'. The Approve Work Request button is enabled after required fields are entered and the Planning Supv. / designee approves the work request. The Work Request status is changed from 'H/APPR' to 'APPROVED'. For tool pouch maintenance, the work request status is changed to Minor Maintenance request and is not converted to a work order. Approved work requests not opened as Minor Maintenance enter the work order process described in WM-105 'Planning'