

NUCLEAR POWER

INDIAN POINT STATION

STATION ADMINISTRATIVE ORDER NO. 131 REV. 3

TITLE: STATION NUCLEAR SAFETY COMMITTEE

Reviewed By:

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SNSC Elsa N White 421 4-24-81
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Station Nuclear Safety CommitteeI. INTENT

The intent of this Station Administrative Order is to describe the procedures by which the Station Nuclear Safety Committee (SNSC) will fulfill its responsibilities.

The Administrative Procedures contained in this SAO are divided into the following sections:

- 1.0 SNSC Composition
- 2.0 Presentation to the Committee
 - 2.1 Method of Submission
 - 2.2 Content
- 3.0 Subcommittees
- 4.0 Review
 - 4.1 Responsibilities
- 5.0 Committee Concurrences, Evaluations, Recommendations and Reports
- 6.0 Records
 - 6.1 Minutes
 - 6.2 Results of Reviews, Evaluations, Recommendations and Reports

1.0 COMPOSITION

The Station Nuclear Safety Committee shall, as a minimum, be composed as follows:

Chairman:	General Manager-Technical Support
Member:	General Manager-Nuclear Power Generation
Member:	General Manager-Administrative Services
Member:	General Manager-Environmental Health & Safety
Member:	Technical Consultant
Member:	Chief Operations Engineer
Member:	Maintenance Engineer
Member:	Instrument and Control Engineer
Member:	Test and Performance Engineer
Member:	Major Projects Manager
Member:	Reactor Engineer
Member:	Security Administrator
Member:	Site Q.A. Manager (Q.A. Dept.)
Member:	Principal Field Engineer (Eng. Dept.)

In addition, other technically competent individuals may be appointed by the SNSC Chairman to serve as SNSC members.

2.0 PRESENTATIONS TO THE COMMITTEE

2.1 Method of Submission

All items requiring Committee review must be presented to the Secretary or Chairman (Vice-Chairman in his absence) either in written or verbal form.

2.2 Preparation of Item for Review

As much pertinent information as possible on the subject shall be written or typed. It shall also be as complete and near final format as possible for the review.

3.0 SUBCOMMITTEES

The SNSC Chairman may establish subcommittees and assign members to them. At least one subcommittee member shall be a SNSC member. The Chairman and Vice Chairman of SNSC are ex-officio members of all subcommittees.

4.0 REVIEW MECHANISMS

All reviews shall be finalized at a formal SNSC meeting. The Chairman (Vice-Chairman in his absence) may conduct any type of premeeting review that he deems appropriate

Note: A telephone conference call between a quorum of Committee members and alternates constitutes a formal Committee meeting.

4.1 Responsibilities

The Station Nuclear Safety Committee shall be responsible for:

- a. Review of (1) all procedures required by Technical Specification 6.8 and changes to these procedures (2) any other proposed procedures or changes as determined by the General Manager, Technical Support to affect Nuclear Safety
- b. Review of all proposed tests and experiments that affect nuclear safety.

- c. Review of all proposed changes to the Technical Specifications.
- d. Review of all proposed changes or modifications to plant systems or equipment that affect nuclear safety
- e. Review of all operating procedures, required the ETSR, SECTION 5.4.1, as they pertain to the radiological environmental specifications
- f. Investigation of all violations of the Technical Specifications and preparation and forwarding of a report covering evaluation and recommendations to prevent recurrence to the Vice President, Nuclear Power and to the Chairman of the Nuclear Facilities Safety Committee.

The review should be completed within 30 days after the Chairman learns of the violation.

- g. Review of facility operations to detect potential safety hazards
- h. Performance of special reviews and investigations and the issuance of reports thereon as requested by the Chairman of the Nuclear Facilities Safety Committee.
- i. Review of the Plant Security Plan and implementing procedures (within two-year intervals) and submission of recommended changes to the Chairman of the Nuclear Facilities Safety Committee.
- j. Review of the Emergency Plan and implementing procedures (within one-year intervals) and submission of recommended changes to the Chairman of the Nuclear Facilities Safety Committee.
- k. Insuring that all applicable procedures are appropriately modified to incorporate changes to the Technical Specifications.
- l. Approve bringing the plant critical if the Senior Watch Supervisor or the Shift Technical Advisor have not positively identified the cause of the reactor trip, have determined that start-up may involve unusual conditions or have any reason to believe that a potential safety hazard exists.

- m. Participate, on a periodic basis, in systematic reviews of equipment malfunctions and their repairs. The reviews are to be based upon malfunction and repair information given in closed out nonconformance reports, closed out Deficiency Reports and closed out SORs for the period. Results of the reviews, including any recommended actions shall be documented and submitted to the manager of the affected organization, as a minimum.

5.0 COMMITTEE CONCURRENCES, EVALUATIONS, RECOMMENDATIONS AND REPORTS

5.1 Committee Evaluations and Recommendations

The Chairman or his designee shall prepare all required Committee evaluations and recommendations.

Half or more of the members involved shall review the initial draft. The Chairman or his designee shall resolve any comments. Majority concurrence of the full Committee shall constitute. Committee approval of the final document.

5.2 REPORTS

The Chairman or his design shall prepare all Committee reports.

A quorum of members and alternates shall review the initial draft. The Chairman or his designee shall resolve any comments. Majority concurrence of the full Committee shall constitute Committee approval of the final reports.

All Committee reports shall be included in the minutes of the meeting.

- 5.2.1 The Chairman, however, is authorized to issue Committee reports which have not had the normal review and approval. This practice shall not be the norm, though, and the Chairman shall only issue reports in this way when: (1) He knows a majority of the Committee members are aware of the need for a report, and (2) A majority of the Committee have agreed to the substance of the report.

6.0 RECORDS

The Secretary appointed by the Chairman shall maintain all Committee records. The following minimum records shall be kept for the life of the station as specified.

6.1 Minutes

Minutes shall be promptly prepared after each meeting of the Station Nuclear Safety Committee. Minutes shall contain at least the following:

1. Meeting date and starting time.
2. Members and/or alternates and guests present.
3. Subjects discussed.
4. Any evaluation and/or recommendation made by the Committee; also when recommendations are accepted for implementation (or when it is found they will not be implemented).

Each member or alternate who was at the meeting shall receive for comment an initial draft of the minutes. The Secretary shall have any comments resolved and approved minutes prepared for distribution as follows:

1. Chairman - General Manager - Technical Support
2. Vice President - Nuclear Power
3. General Manager - Nuclear Power Generation
4. General Manager - Environmental Health & Safety
5. General Manager - Administrative Services
6. Secretary - Nuclear Facilities Safety Committee
7. SNSC - Members and Alternates
8. PASNY
9. Nuclear Training Director
10. File

6.2 Results of Reviews, Evaluations, Recommendations and Reports

Copies of all Committee reports, evaluations, recommendations and review results shall be distributed in the same manner as the minutes of meetings. Additional copies will be distributed as determined appropriate by the Chairman.

Note: The deviation in format between this SAO and SAO 100 is recognized and is judged to be permissible considering the nature of the material contained herein.

II. Supersession/Cancellation

This SAO supersedes and cancels SAO 131 Rev. 2 and is issued to reflect changes in Corporate Instruction CI-240-1 "Quality Assurance Program for Operating Nuclear Plants".