NMC Committed to Nuclear Excellence	JOB PERFORMANCE MEASURE (JPM)

SITE: MONTICELLO NUCLEAR GENERATING PLANT

JPM TITLE: CONTROL ROOM SHIFT TURNOVER CHECKLIST

JPM NUMBER: JPM-3139-002 **REV.** 1

RELATED PRA INFORMATION: None

TASK NUMBERS / TASK TITLE(S): CR298.103
Perform the Control Room Shift Turnover Checklist

K/A NUMBERS: 2.1.31 Ability to locate control room switches, controls, and Indications, and to determine that they correctly reflect the desired plant lineup. **RO/SRO:** 4.6/4.3

APPLICABLE METHOD OF TESTING:

Discussion: [ ] Simulate/walkthrough: [ ] Perform: [X]

EVALUATION LOCATION: In-Plant: [ ] Control Room: [ ]
Simulator: [X] Other: [ ]
Lab: [ ]

Time for Completion: 15 Minutes Time Critical: No

Alternate Path: No

TASK APPLICABILITY: SRO: [X] RO: [X] NLO [ ]

Additional site-specific signatures may be added as desired.

Developed by:		
	Developer	Date
Validated by:		
	Validator (See JPM Validation Checklist, Attachment 1)	Date
Approved by:		
	Training Supervisor	Date

Retention: Life of Plant
Retain in: Training Record
Form retained in accordance with record retention schedule identified in FP-G-RM-01.

JPM Number: JPM-3139-002

JPM Title: Control Room Shift Turnover Checklist

Examinee: _____ **Evaluator:** _____

Job Title: _____ **Date:** _____

Start Time _____ **Finish Time** _____

PERFORMANCE RESULTS: **SAT:** ☐ **UNSAT:** ☐

COMMENTS/FEEDBACK: (Make written comments for any steps graded unsatisfactory).

EVALUATOR'S SIGNATURE: _____

NOTE: Only this page needs to be retained in examinee's record if completed satisfactorily. If unsatisfactory performance is demonstrated, the entire JPM should be retained.

(Modify text in Briefing/Turnover Box as necessary)

JPM BRIEFING/TURNOVER
Add required site specific JPM briefing material here: for example: *This section is read once for the entire package of JPMs. It is not required to review this section for every JPM being performed in the package. The initial conditions and initiating cue(s)/tasks to be performed should be read and then provided to the examinee.* *You may use any approved reference materials normally available including logs. Make all written reports, oral reports, and log entries as if the evolution is actually being performed.* *EOP Immediate Actions are required to be performed from memory. After completing immediate action steps without using the procedure, you may then use any approved reference materials.* *If this JPM is performed on the simulator, the JPM administrator should only give cues that are NOT indicated on the simulator. If simulator indication is sufficient to indicate the completion of a step, the JPM administrator should NOT have to give a cue to the trainee to continue the evolution.*

I will explain the initial conditions, which step(s) to simulate or discuss, and provide initiating cues. When you complete the task successfully, the objective for this job performance measure will be satisfied.

DURING THE JPM, ENSURE PROPER SAFETY PRECAUTIONS, FME, AND/OR RADIOLOGICAL CONCERNS AS APPLICABLE ARE FOLLOWED.

INITIAL CONDITIONS:

- The reactor is operating at power.
- You are an off going licensed control room operator for the 19-07 shift.
- The following work activities were completed during your shift::
  - Back-wash/Pre-coat of #11 RWCU Filter Demin
  - I&C emergent WO on Digital FW Control
  - 0255-03-IA-1-1 (Core Spray Loop A Quarterly Pump and Valve Tests)

INITIATING CUES (IF APPLICABLE):

- Manually complete the front page of 3139 (Control Room Shift Turnover Checklist.)

Instructor Note: Provide Blank turnover checklist to candidate.

JPM PERFORMANCE INFORMATION

Required Materials: Blank Checklist 3139
See JPM Setup Instructions

General References: OWI-02.01 (Operations Shift Turnover)

Task Standards: Complete front page of Control Room Shift Turnover Checklist

Start Time: _____

NOTE: When providing "Evaluator Cues" to the examinee, care must be exercised to avoid prompting the examinee. Typically cues are only provided when the examinee's actions warrant receiving the information (i.e., the examinee looks or asks for the indication).

IMPORTANT: Critical steps are marked with a "Y" below the performance step number. Failure to meet the standard for any critical step SHALL result in failure of this JPM, per FP-T-SAT-73, Licensed Operator Requalification Program Examinations.

Performance Step: 1 **Critical: N**	Complete page 1 of the checklist by filling in the current information.
Standard:	Completes page 1 of checklist for normal operating conditions. Operator may use diverse instrumentation and SPDS to accurately record normal operating conditions.
Evaluator Note:	The two abnormal conditions are covered in Performance Steps 2 and 3.
Evaluator Cue:	None
Performance:	**SATISFACTORY** ☐ **UNSATISFACTORY** ☐
Comments:	

Performance Step: 2 **Critical: Y**	Record Rx Level Mode
Standard:	Recognizes single element control. Reports condition to CRS.
Evaluator Cue:	Acknowledge report. As CRS, direct Operator to continue with the checklist. The CRS will initiate an investigation as to why condition was present and will direct OATC to closely monitor Rx Level Control. If asked (optional cues): Do NOT return mode to 3-element, state that the current condition (single element) is needed for investigation.
Performance:	**SATISFACTORY** ☐ **UNSATISFACTORY** ☐
Comments:	

Performance Step: 3 **Critical: Y**	Record "A" Core Spray switch position, alarms, and valve line-up
Standard:	Notes MO-1753 (CS Injection Inboard) valve has no indication position. Reports to CRS.
Evaluator Note:	Operator may attempt to change indication bulbs; have bulbs available for them to do so.
Evaluator Cue:	Acknowledge report that MO-1753 (CS Injection Inboard) has no indication position. Direct the operator to continue with the checklist. CRS will initiate investigation as to why valve is out of position; the current condition is needed for investigation.
Performance:	**SATISFACTORY** ☐ **UNSATISFACTORY** ☐
Comments:	

Performance Step: 4 **Critical: N**	**INFORM EVALUATOR THAT THE TASK HAS BEEN COMPLETED.**
Standard:	Operator informs evaluator that the task is completed.
Evaluator Cue:	None
Performance:	**SATISFACTORY** ☐ **UNSATISFACTORY** ☐
Comments:	

Terminating Cues: None

Stop Time: _____

Historical Record: Bank – Editorial changes for 2009 NRC Exam

TURNOVER SHEET

INITIAL CONDITIONS:

- The reactor is operating at power.
- You are an off going licensed control room operator for the 19-07 shift.
- The following work activities were completed during your shift::
  - Back-wash/Pre-coat of #11 RWCU Filter Demin
  - I&C emergent WO on Digital FW Control
  - 0255-03-IA-1-1 (Core Spray Loop A Quarterly Pump and Valve Tests)

INITIATING CUES (IF APPLICABLE):

Manually complete the front page of 3139 (Control Room Shift Turnover Checklist)

JPM SET UP:

- 100% power (IC-286 for 2009 NRC Exam)
- Place Feedwater Level Control in single element
- Enter Overrides listed below to remove MO-1753 light indication on C-03

SIMULATOR - MALFUNCTIONS:

	MALF ID	MALFUNCTION TITLE	DELAY	RAMP	EVENT	VALUE	FINAL.
1.							
2.							

SIMULATOR - OVERRIDES:

	OVERRIDE ID.	OVERRIDE DESCRIPTION	DELAY	RAMP	EVENT	VALUE	FINAL
1.	DS084-02 A531P29-12	MO-1753 GREEN LAMP	00:00:00	00:00:00	NONE	OFF	OFF
2.	DS085-02 A531P29-11	MO-1753 RED LAMP	00:00:00	00:00:00	NONE	OFF	OFF

SIMULATOR - REMOTE FUNCTIONS:

	REMOTE FUNC. No.	REMOTE FUNCTION TITLE	DELAY	RAMP	EVENT	VALUE	FINAL
1.							
2.							

ATTACHMENT 1

JOB PERFORMANCE MEASURE VALIDATION CHECKLIST

ALL STEPS IN THIS CHECKLIST ARE TO BE PERFORMED UPON INITIAL VALIDATION AND PRIOR TO USE.

REVIEW STATEMENTS	YES	NO	N/A
1. Are all items on the cover page filled in correctly?	☐	☐	
2. Has the JPM been reviewed and validated by SMEs?	☐	☐	☐
3. Can the required conditions for the JPM be appropriately established in the simulator if required?	☐	☐	☐
4. Do the performance steps accurately reflect trainee's actions in accordance with plant procedures?	☐	☐	
5. Is the standard for each performance item specific as to what controls, indications and ranges are required to evaluate if the trainee properly performed the step?	☐	☐	
6. If the task is NOT time critical, has the completion time been established based on validation data or incumbent experience?	☐	☐	☐
7. If the task is time critical, is the time critical portion based upon actual task performance requirements?	☐	☐	☐
8. Is the Licensee level appropriate for the task being evaluated if required? NOT applicable to Non-Licensed Operators	☐	☐	☐
9. Is the K/A appropriate to the task and to the licensee level if required? NOT applicable to Non-Licensed Operators	☐	☐	☐
10. Have the performance steps been identified and typed (Critical / Sequence / Time Critical) appropriately?	☐	☐	
11. Have all special tools and equipment needed to perform the task been identified?	☐	☐	
12. Are all references identified, current, and accurate?	☐	☐	
13. Have all required cues (as anticipated) been identified for the evaluator to assist task completion?	☐	☐	

All applicable questions must be answered "YES" or the JPM is NOT valid for use. If all applicable questions are answered "YES" then the JPM is considered valid and can be performed as written. The individual(s) performing the validation sign and date this form.

Validation Personnel /Date	Validation Personnel/Date
Validation Personnel /Date	Validation Personnel/Date
Validation Personnel /Date	Validation Personnel/Date
Validation Personnel /Date	Validation Personnel/Date

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To be able to use the macros, after opening Word go to: Tools/Macro/Security and set the security level at either Low or Medium, close completely out of Word and reopen Word to activate Macros. If you are concerned with macro viruses, check with your site to be assured of active virus scanning.

Buttons	Results from pressing toolbar buttons
	Update JPM Information - Runs the macro for inputting information into the cover sheet. [Note: - The JPM Title and Number is automatically added to the top of the second page by the use of Cross Reference fields.]
	Add JPM Step - Adds a Performance Step table at the end of that section, prior to the 'Terminating Cues:'.
	Insert JPM Step - Inserts a Performance Step table in front of an existing Performance Step table. [NOTE: - You must have your cursor inside a Performance Step table, otherwise; you will get an error message if your cursor is anywhere else.]
	Critical Step - Toggles the Performance Step to 'Critical'. Removes **all** of the text to the right of the words '**Critical**' and replaces them with the text string ' **Y (SEQ-)**'. The cursor is placed between the '**-**' and the '**)**', to allow you to insert the sequence number for the performance step. [NOTE - You must have your cursor inside the Performance Step table you want to make into a critical step otherwise you get an error message.]
	Non-Critical Step - Toggles the Performance Step to 'Non-Critical'. Removes **all** of the text to the right of the words '**Critical**' and replaces them with the text string ' **N (SEQ-)**'. The cursor is placed between the '**-**' and the '**)**', to allow you to insert the sequence number for the performance step. [NOTE - You must have your cursor inside the Performance Step table you want to make into a non-critical step otherwise you get an error message.]
	Evaluator Note - Adds a row to the Performance Step table under the '**Standard:**' line, to allow you to enter any notes for the Evaluator.
	Remove Evaluator Note - Removes the '**Evaluator Note:**' line if it was added to the Performance Step table. [NOTE - You must have your cursor inside the Performance Step you want to remove the Evaluator Note from otherwise it removes two lines from the table above the cursor.]
	Evaluator Cue - Adds a row to the Performance Step table above the '**Performance:**' line, to allow you to enter any cues for the Evaluator.
	Remove Evaluator Cue - Removes the '**Evaluator Cue:**' line if it was added to the Performance Step table. [NOTE - You must have your cursor inside the Performance Step you want to remove the Evaluator Cue from otherwise it removes two lines from the table above the cursor.]
	Simulator Setup Page - Adds a Simulator Setup page near the end.
	Remove Simulator Setup Page - Removes the inserted Simulator Setup page.
	Update Turnover Sheet - Takes the turnover information from page 3 (JPM Briefing / Turnover page) and updates the Trainee's version of the turnover page, located prior to Attachment 1 (the last page of the JPM).
	Not For Exam Use - Places a shaded Word Art text box diagonally across the first page. To remove the text, place your cursor near the top right side of the coversheet and select the Word Art text and delete.

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