NMC Committed to Nuclear Excellence	JOB PERFORMANCE MEASURE (JPM)

SITE:	MONTICELLO NUCLEAR GENERATING PLANT
JPM TITLE:	SWAPPING OFF-GAS STORAGE TANKS
JPM NUMBER:	JPM-B.07.02.02-003 **REV.** 2
RELATED PRA INFORMATION:	None
TASK NUMBERS / TASK TITLE(S):	CR271.123 Perform swapping of Off Gas Storage Tanks
K/A NUMBERS:	271000 A4.09 Offgas system controls/components **RO/SRO:** 3.3/3.2

APPLICABLE METHOD OF TESTING:

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

EVALUATION LOCATION: In-Plant: [ ] Control Room: [ ]

Simulator: [X] Other: [ ]

Lab: [ ]

Time for Completion: 30 Minutes Time Critical: No

Alternate Path: Yes

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-B.07.02.02-003

JPM Title: Swapping Off-Gas Storage Tanks

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:

- You are the Balance of Plant Operator.
- The plant is operating at 100% power.
- Off-gas storage tank #13 is being filled and tank #14 is being discharged.
- Stack filter # 11 is in service.
- Condenser Air in-leakage is 22 scfm.
- An APEO has already been dispatched to the off-gas storage building (ext. 1838).

INITIATING CUES:

The Control Room Supervisor directs you to swap off-gas storage tanks per B.07.02.02-05 E.1 (Swapping Off-Gas Storage Tanks) so that #14 tank is being filled and #15 tank is being discharged."

JPM PERFORMANCE INFORMATION

Required Materials: See Simulator Setup
Form 2168 Appropriately Filled Out And Posted At Panel C-252A

General References: B.07.02.02-05.E.1 Rev 12
B.07.02.02-05.G.1 Rev 12
C.6-252-A-11

Task Standards: Swaps Storage Tanks And Bypasses Off-Gas Storage

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: Y**	Procedure Step 1 Isolate filled tank as follows: a. <u>When</u> a storage tank pressure reaches 200 psig to 275 psig, OR annunciator OFF-GAS FULL STORAGE TANK (C-07) alarms, or when directed by Shift Supervision, <u>Then</u> dispatch an operator to the Compressed Gas Storage Building. b. Momentarily depress the operating compressor OG COMP OFF PUSH BUTTON (Panel C-252A) c. OPEN OG-82, Hold Up Tk Drn Hdr Stop.
Standard:	Verifies #13 storage tank > 200 psig. Operator depresses the OFF pushbutton for C-1001A, 11 OG CMPSR (HS-C252-HM) and observes the Off-Loaded-On green light on, red light off on upper Panel 252A MIMIC display. (This removes the operating compressor from service). Directs Outplant Operator to OPEN OG-82
Evaluator Cue:	**State as Outplant Operator OG-82 is open.**
Performance:	**SATISFACTORY** ☐ **UNSATISFACTORY** ☐
Comments:	

Performance Step: 2 **Critical: N**	Procedure Step 1 **<u>NOTE</u>: The drain traps on the storage tanks leak by and are normally isolated. This step will blow any condensation out of the filled tank before it is placed in STORE.** d. Slowly THROTTLE OPEN the OGST DRN TRAP BYP on the filled tank for approximately 5 to 10 seconds, THEN CLOSE the same valve: • 11 Tank, OG-81-1 • 12 Tank, OG-81-2 • **13 Tank, OG-81-3** • 14 Tank, OG-81-4 • 15 Tank, OG-81-5 e. CLOSE OG-82.
Standard:	Directs Outplant Operator to: • OPEN OG-81-3 for 5-10 seconds then CLOSE OG-81-3 • CLOSE OG-82
Evaluator Cue:	**State as Outplant Operator:** • OG-81-3 has been opened for 5-10 seconds and is now closed. • OG-82 is closed.
Performance:	**SATISFACTORY** ☐ **UNSATISFACTORY** ☐
Comments:	

Performance Step: 3 **Critical: Y**	Procedure Step 1 **<u>NOTE</u>: Moving the handswitch out of the FILL position starts the 12 hour interlock timer. The discharge valve can <u>NOT</u> be opened until this timer times out.** f. Place the STORAGE TANK CONTROL SWITCH (C-252) for the filled tank in the STORE position: • 11 Tank, HS-7635 • 12 Tank, HS-7643 • **13 Tank, HS-7651** • 14 Tank, HS-7659 • 15 Tank, HS-7667
Standard:	Operator places the handswitch HS-7651 storage tank #13 Control Switch in the STORE position and observes green light off.
Evaluator Cue:	None
Performance:	**SATISFACTORY** ☐ **UNSATISFACTORY** ☐
Comments:	

Performance Step: 4 **Critical: Y**	Procedure Step 1 g. CLOSE the STORAGE TANK INLET ISOLATION for the appropriate tank: • OG-76-1 • OG-76-2 • **OG-76-3** • OG-76-4 • OG-76-5 h. CLOSE the STORAGE TANK INLET ISOLATION for the appropriate tank: • OG-77-1 • OG-77-2 • **OG-77-3** • OG-77-4 • OG-77-5
Standard:	Directs Outplant Operator to close OG-76-3 & OG-77-3.
Evaluator Cue:	**State as Outplant Operator:** OG-76-3 and OG-77-3 are closed.
Performance:	**SATISFACTORY** ☐ **UNSATISFACTORY** ☐
Comments:	

Performance Step: 5 **Critical: Y**	Procedure Step 2. Isolate discharged tank as follows: a. With flow controller, FC-7676, OGHU OG To Stack Flow Cntrl, (Panel C-252A) in MANUAL, adjust output to zero. (1) <u>If</u> FCV-7676 is inoperable, <u>Then</u> perform steps 1 and 2 of Special Procedures B.07.02.02-05.G.6. Manual Bypass of the Discharge Rate Control Station. b. Verify CLOSED OG-90, Off-Gas Flow Control Station Bypass
Standard:	Adjusts output of FC-7676 to zero and **(Non-CRITICAL)** verifies CLOSED OG-90
Evaluator Cue:	**State as Outplant Operator:** OG-90 is CLOSED.
Evaluator Note:	**If asked about FC-7676 state is operable.**
Performance:	**SATISFACTORY** ☐ **UNSATISFACTORY** ☐
Comments:	

Performance Step: 6 **Critical: Y**	Procedure Step 2. i. Place the STORAGE TANK CONTROL SWITCH (C-252) for the discharged tank in the STORE position: • 11 Tank, HS-7635 • 12 Tank, HS-7643 • 13 Tank, HS-7651 • **14 Tank, HS-7659** • 15 Tank, HS-7667 j. CLOSE HOLDUP TANK DISCHARGE valve for the appropriate tank: • 11 Tank, OG-78-1 • 12 Tank, OG-78-2 • 13 Tank, OG-78-3 • **14 Tank, OG-78-4** • 15 Tank, OG-78-5 k. CLOSE the Tank Header Isolation valve: OG-77-1 OR OG-77-2 OR OG-77-3 **OR OG-77-4** OR OG-77-5
Standard:	Operator places handswitch HS-7659 in the STORE position. Observes red light off for #14 storage tank Directs Outplant Operator to close OG-78-4 & OG-77-4.
Evaluator Cue:	**State as Outplant Operator:** OG-78-4 and OG-77-4 are closed.
Performance:	**SATISFACTORY** ☐ **UNSATISFACTORY** ☐
Comments:	

Performance Step: 7 **Critical: N**	**CAUTION** **Only one tank at a time should be in the FILL mode; otherwise, off-gas will flow between tanks.** Procedure Step 3. Select tank to be filled as follows: a. Refer to Form 2168 (Storage Tank Status). b. Select the next scheduled tank for filling, normally the last discharged. c. When isolation of filled storage tank is complete, Then depressurize the storage tank inlet header by momentarily cracking open the operating compressor's DISCHARGE HEADER PRESSURE BLEED valve. • 11 OG Compressor, OG-75-1 • 12 OG Compressor, OG-75-2.
Standard:	Operator refers to form 2168 (posted on panel C-252A). The tank that is to be filled has been directed by the CRS (#14). Operator directs the Outplant Operator to momentarily OPEN and then CLOSE OG-75-1
Evaluator Cue:	**State as Outplant Operator:** OG-75-1 has been cracked open and is now closed.
Performance:	**SATISFACTORY** ☐ **UNSATISFACTORY** ☐
Comments:	

Performance Step: 8 **Critical: Y**	Procedure Step 3. **<u>NOTE</u>: The HOLDUP TANK STOP VALVES, OG-77-1, OG-77-2, OG-77-3, OG-77-4 and OG-77-5, can function as check valves preventing flow into the tank if their tank is selected with the inlet header pressurized.** d. <u>Open</u> the HOLDUP TANK HEADER ISOLATION valve: • 11 Tank, OG-77-1 • 12 Tank, OG-77-2 • 13 Tank, OG-77-3 • **14 Tank, OG-77-4** • 15 Tank, OG-77-5 e. OPEN the HOLDUP TANK INLET ISOLATION valve for the tank selected: • 11 Tank, OG-76-1 • 12 Tank, OG-76-2 • 13 Tank, OG-76-3 • **14 Tank, OG-76-4** • 15 Tank, OG-76-5
Standard:	Directs the Outplant Operator to open OG-77-4 and OG-76-4.
Evaluator Cue:	**State as Outplant Operator:** OG-77-4 AND OG-76-4 are open.
Performance:	**SATISFACTORY** ☐ **UNSATISFACTORY** ☐
Comments:	

Performance Step: 9 **Critical: Y**	Procedure Step 3. f. Place the STORAGE TANK CONTROL SWITCH (C-252A) for the selected tank in the FILL position. • 11 Tank, HS-7635 • 12 Tank, HS-7643 • 13 Tank, HS-7651 • **14 Tank, HS-7659** • 15 Tank, HS-7667
Standard:	Places handswitch HS-7659 for storage tank #14 in the fill position and observes green light on.
Evaluator Cue:	None
Performance:	**SATISFACTORY** ☐ **UNSATISFACTORY** ☐
Comments:	

Performance Step: 10 **Critical: Y**	Procedure Step 3. g. Momentarily depress both OG CMPSR RESET PUSH BUTTONS (C-252A). h. Momentarily depress the desired compressor OG COMP ON PUSH BUTTON (C-252A)
Standard:	Operator momentarily depress' both RESET push buttons. Operator momentarily depress' the ON push button for #11 OG Compressor.
Evaluator Cue:	None
Performance:	**SATISFACTORY** ☐ **UNSATISFACTORY** ☐
Comments:	

Performance Step: 11 **Critical: N**	**CAUTION** **Only one tank at a time can be in DISCHARGE mode; otherwise, off-gas will flow between tanks.** Procedure Step 4 Select the tank to be discharged by the following method. a. If the storage tank room temperature is less than 55°F as indicated by an alarm on annunciator 252-A-11 (Storage Tank Room Temp Low), Then discharge storage tank IAW procedure C.6-252-A-11.
Standard:	Operator should respond to alarm 252-A-11 and reference ARP C.6-252-A-11.
Evaluator Cue:	None
Performance:	**SATISFACTORY** ☐ **UNSATISFACTORY** ☐
Comments:	

Performance Step: 12 **Critical: Y**	ARP Procedure 1. Dispatch an Operator to verify TI-7713 indicates low temperature. 2. If the storage tank vault ambient temperature can NOT be maintained above 55°F, Then terminate the release of storage tanks, AND bypass the Compressed Gas Storage System per B.07.02.02 (Off-Gas Holdup System). 3. Notify Shift Supervision.
Standard:	Operator directs Outplant Operator to verify low temperature on TI-7713. Refers to section G.1. of B.07.02.02-05
Evaluator Cue:	**State as Outplant Operator:** TI-7713 indicates 54°F. Acknowledge the notification as CRS.
Performance:	**SATISFACTORY** ☐ **UNSATISFACTORY** ☐
Comments:	

Performance Step: 13	(Operator enters procedure B.07.02.02-05.G.1)
Critical: N	1. If loss of the storage system is NOT due to out-of-spec recombiner outlet gases, Then proceed to step 5 to begin the bypass of the storage system.
Standard:	Operator reviews procedure and recognizes need to begin at STEP 5.
Evaluator Cue:	None
Performance:	**SATISFACTORY** ☐ **UNSATISFACTORY** ☐
Comments:	

Performance Step: 14 **Critical: Y**	**NOTE: Steps 5.a. through 5.i. direct the actual bypassing of the storage system.** Procedure Step 5. Bypass the storage system. **NOTE: If the current release rate is > 9,000 uci/sec, the release rate may increase to a value greater than the instantaneous release rate limit of 90,000 uci/Sec upon bypass of the storage system.** a. Isolate the Off-Gas Compressor Suction Filters from the 42″ Diameter Delay Line. 1) CLOSE 11 COMP SUCT FILTER INLET, OG-59-1 2) CLOSE 12 COMP SUCT FILTER INLET, OG-59-2
Standard:	Operator observes on Panel C-257 stack WRGM release rate is <9000 uci/sec Directs Outplant Operator to close OG-59-1 AND OG-59-2.
Evaluator Cue:	**State as Outplant Operator:** OG-59-1 and OG-59-2 are closed.
Performance:	**SATISFACTORY** ☐ **UNSATISFACTORY** ☐
Comments:	

Performance Step: 15 **Critical: Y**	Procedure Step 5. b. Verify Off-Gas Compressors are shutdown.
Standard:	Operator depresses the Off pushbutton for C-1001A, 11 OG CMPSR (HS-C252-HM) and observes the Off-Loaded-on green light on, red light off on upper Panel 252A MIMIC display.
Evaluator Cue:	None
Performance:	**SATISFACTORY** ☐ **UNSATISFACTORY** ☐
Comments:	

Performance Step: 16 **Critical: Y**	Procedure Step 5. c. Verify all storage tanks in the STORE mode. Operator takes the following handswitches to store and observes no light on. • 11 Tank, HS-7635 • 12 Tank, HS-7643 • 13 Tank, HS-7651 • **14 Tank, HS-7659** • 15 Tank, HS-7667
Standard:	Placed storage tank #14 control switch in the STORE position.
Evaluator Cue:	None
Performance:	**SATISFACTORY** ☐ **UNSATISFACTORY** ☐
Comments:	

Performance Step: 17 **Critical: N**	Procedure Step 5. d. Verify the following valves are CLOSED 1). HOLDUP TANK INLET ISOLATION valves: • OG-76-1 • OG-76-2 • OG-76-3 • **OG-76-4** • OG-76-5 2). TANK HEADER ISOLATION valves: • OG-77-1 • OG-77-2 • OG-77-3 • **OG-77-4** • OG-77-5 3). HOLDUP TANK DISCHARGE ISOLATION valves • OG-78-1 • OG-78-2 • OG-78-3 • **OG-78-4** • OG-78-5
Standard:	Verifies the above valves are closed.
Evaluator Cue:	As Outplant operator, state these valves are CLOSED
Performance:	**SATISFACTORY** ☐ **UNSATISFACTORY** ☐
Comments:	

Performance Step: 18 **Critical: Y**	**NOTE: This will prevent reverse flow through the stack filters and into the 42" delay line when the bypass valve HCV-7583 is opened.** e. Perform the following: 1) If filter 11 is in service, Then CLOSE OG-5-1, 11 STACK FILTER INLET. 2) If filter 12 is in service, Then CLOSE OG-5-2, 12 STACK FILTER INLET.
Standard:	Directs the Outplant Operator to CLOSE OG-5-1.
Evaluator Cue:	**State as Outplant Operator:** OG-5-1 is closed.
Performance:	**SATISFACTORY** ☐ **UNSATISFACTORY** ☐
Comments:	

Performance Step: 19 **Critical: Y**	**NOTE: The following checks that the 42" Delay Line pressure is at atmospheric pressure.** f. When the 11 or 12 Condenser Outlet Press PI-7539A (C-252B) or PI-7539B (C-252C) increases to 14.5 psia, Then OPEN HCS-7583, Off-gas Vent HCV-7583 (keylocked handswitch).
Standard:	Operator monitors pressure on PI-7539A and PI-7539B and when pressures is 14.5 psia then places the bypass keylocked handswitch HCS-7583 in the OPEN position. Observes the red light on for HCV-7583 on the upper mimic.
Evaluator Cue:	Wait ≈ 30 seconds then tell the operator that both pressure indicators are at 14.5 psia. Once operator has placed keylock switch to OPEN then terminate the JPM at this point by stating, "This JPM is complete".
Performance:	**SATISFACTORY** ☐ **UNSATISFACTORY** ☐
Comments:	

Terminating Cues: See above (Performance Step 19 Evaluator Cue)

Stop Time: _____

Historical Record: MNGP JPM Bank (2005 NRC Exam)
Procedure updates for 2009 NRC Exam

JPM SETUP INFORMATION

Instructor Actions Prior to JPM Administration:

- Initialize the simulator to any IC with the plant at 100% power (IC-287 for 2009 NRC Exam).
- Ensure Off-gas Storage tank # 13 is being filled and #14 is being discharged.
- Ensure tank # 13 is > 200 psig
- Ensure condenser in leakage is < 22 scfm
- Ensure FC-7676 is OPEN and PI-7660 reads approximately 0.0 psig
- Ensure # 11 Off-gas compressor is running and an orange non-operating tag is on # 12 Off-gas compressor.
- Form 2168 Appropriately Filled Out And Posted At Panel C-252A

	MALF ID	MALFUNCTION TITLE	DELAY	RAMP	EVENT	VALUE	FINAL .
1.	252-A-01	H&V ALARM STORAGE BLDG	00:00:00	00:00:00	None	True	True
2.	252-A-11	STORAGE TANK ROOM TEMP LOW	00:00:00	00:00:00	None	True	True

SIMULATOR - OVERRIDES:

	OVERRIDE ID.	OVERRIDE DESCRIPTION	DELAY	RAMP	EVENT	VALUE	FINAL
1.							
2.							

SIMULATOR - REMOTE FUNCTIONS:

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

TURNOVER SHEET

INITIAL CONDITIONS:

- You are the Balance of Plant Operator.
- The plant is operating at 100% power.
- Off-gas storage tank #13 is being filled and tank #14 is being discharged.
- Stack filter # 11 is in service.
- Condenser Air in-leakage is 22 scfm.
- An APEO has already been dispatched to the off-gas storage building (ext. 1838).

INITIATING CUES:

The Control Room Supervisor directs you to swap off-gas storage tanks per B.07.02.02-05 E.1 (Swapping Off-Gas Storage Tanks) so that #14 tank is being filled and #15 tank is being discharged."

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

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

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.

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

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