

TITLE RELIEVING THE WATCH (SHIFT TURNOVER)

APPROVED _____

MANAGER

SCOPE

This procedure establishes the rules of practice for transfer of responsibility from one operating shift to the next. This procedure does not cover relief of any one shift member during operations or the transition from the normal operating staff to an emergency operating staff.

DISCUSSION

This procedure has been established to assure a smooth transition from one operating shift to the next and to assure that those items important to plant operation and safety receive adequate attention. In general, this procedure summarizes the NRC and industry standards as well as those in the Company's "General Operating Orders for Steam Electric Power Plants."

PROCEDURE

1. Shift employees shall relieve the watch at the established time.
2. A checklist shall be provided for the oncoming and offgoing control room operators and the oncoming shift supervisor to complete and sign. The following items, as a minimum, shall be included in the checklist.
 - a. Assurance that critical plant parameters are within allowable limits (parameters and allowable limits shall be listed on the checklist).
 - b. Assurance of the availability and proper alignment of all systems essential to the prevention and mitigation of operational transients and accidents by a check of the control console. (What to check and criteria for acceptable status shall be included on the checklist.)
 - c. Identification of systems and components that are in a degraded mode of operation permitted by the Technical Specifications. For such systems and components, the length of time in the degraded mode shall be compared with the Technical Specifications action statement (this shall be recorded as a separate entry on the checklist).

Checklists or logs shall be provided for completion by the offgoing and ongoing auxiliary operators and technicians. Such checklists or logs shall include any equipment under maintenance or test that by themselves could degrade a system critical to the prevention and mitigation of operational transients and accidents or initiate an operational transient (what to check and the criteria for acceptable status shall be included in the checklist).

NUCLEAR GENERATION DEPARTMENT

NUMBER NPAP A-101

REVISION 3

DATE 3/27/80

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3. The operator being relieved shall not leave his station until he has completed and signed his log for the shift and given the oncoming operator a full report on station conditions. This shall include, as appropriate: 1) jobs or tests in progress, 2) bypassed or jumpered features, 3) cleared equipment, 4) work planned for upcoming shift, and 5) any other unusual conditions.
4. The relieving operator shall not take over the station until he is fully aware of its condition. No employee shall attempt work for which he is not mentally or physically fit. If the operator being relieved has reasonable grounds to suspect that the oncoming operator is either mentally or physically unfit to take over the shift, he shall report this immediately to the Shift Foreman and shall remain at his station until the matter is resolved.

If the Shift Foreman has reasonable grounds to suspect that the incoming operator is either mentally or physically unfit to take over the shift, he shall prohibit such employee from working until satisfactory medical or other evidence indicating his fitness is secured.

5. Shift employees shall familiarize themselves with all activities within their jurisdiction that have taken place during the preceding two shifts. As soon as practical following the start of the shift, the incoming operator shall read the log back to the time at which he was last on shift. In the event of an extended absence it is only necessary to review the log for the previous five days. He shall then acknowledge that this has been done by initialling the log near the signature of the operator who signed for the previous shift, or by making an appropriate statement in his own log entries that he has read the previous logs, or equivalent.
6. A procedure or supplemental procedure shall be written to establish a system to evaluate the effectiveness of the shift and relief turnover procedure (for example, periodic independent verification of system alignments).

REFERENCES

1. ANS 3.2/ANSI N18.7, "Administrative Controls and Quality Assurance for the Operational Phase of Nuclear Power Plants."
2. NRC Regulatory Guide 1.33: "Quality Assurance Program Requirements (Operation)."
3. "General Operating Orders," Steam Generation Department, Section 2.
4. NUREG-0578 "TMI-2 Lessons Learned Task Force Status Report and Short-Term Recommendations."

