

\*\*\* UNCONTROLLED PROCEDURE - DO NOT USE TO PERFORM WORK or ISSUE FOR USE \*\*\*

PACIFIC GAS AND ELECTRIC COMPANY

NUMBER CF4.ID5

NUCLEAR POWER GENERATION

REVISION 2

INTER-DEPARTMENTAL ADMINISTRATIVE PROCEDURE

PAGE 1 OF 3

TITLE: CONFIGURATION CONTROL DURING  
MAINTENANCE ACTIVITIES

APPROVED: \_\_\_\_\_

04/10/96

04/10/96

DATE

EFFECTIVE DATE

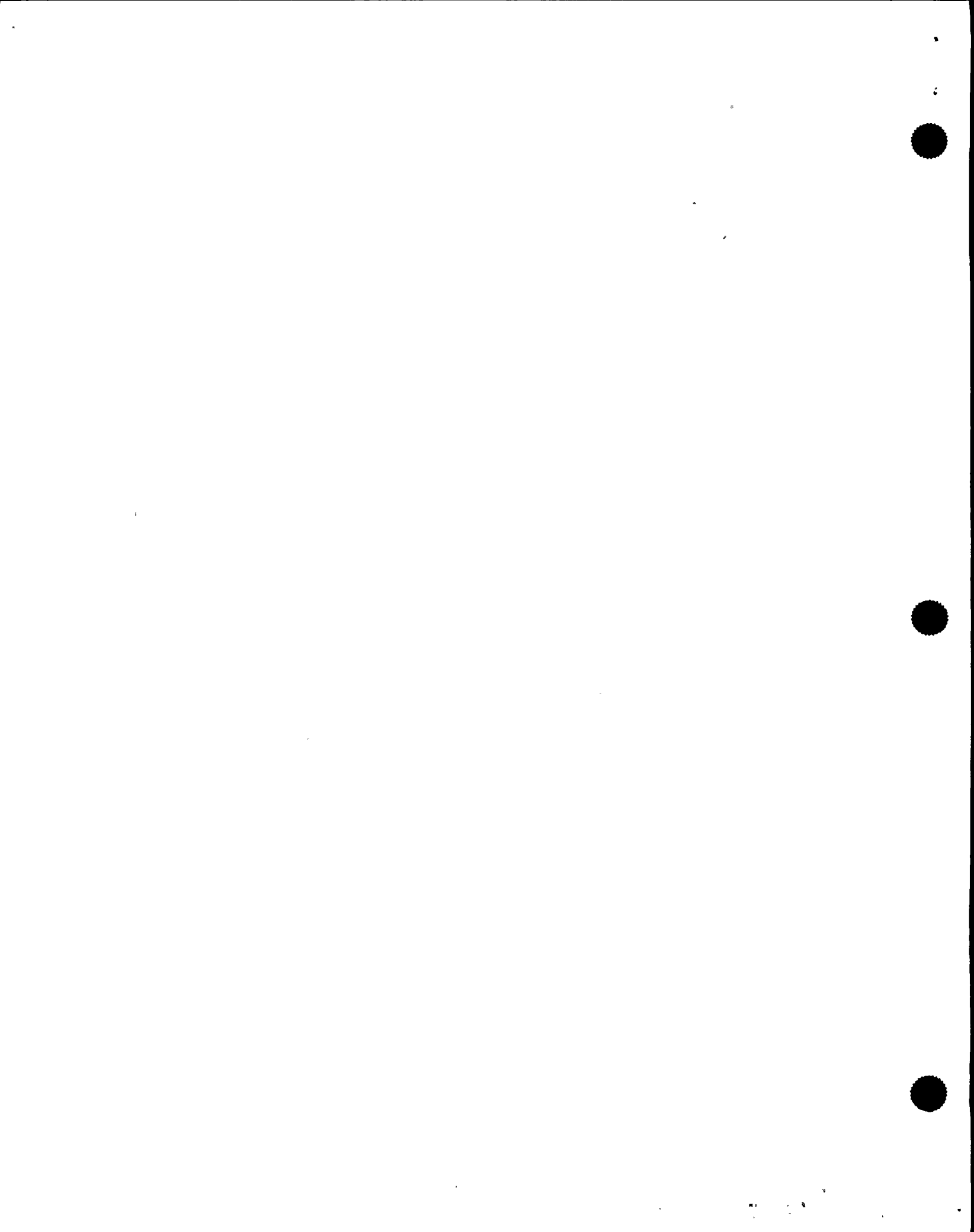
SPONSORING ORGANIZATION: PROCEDURE SERVICES

PROCEDURE CLASSIFICATION: QUALITY RELATED

REVIEW LEVEL: "A"

## 1. SCOPE

- 1.1 The purpose of this procedure is to provide a method of documenting authorized changes to plant equipment where provision for documentation has not been provided by the governing procedure, Loop Test, or Work Order. Typical documentation activities covered by this procedure include:
- Installation of electrical jumpers
  - Lifted leads
  - Removal of process tubing
  - Mechanical jumpers and bypasses
  - Valve manipulations
  - Hanging/affixing Tags and Stickers
  - Opening of disconnects, test switches, knife switches, and fuses
- 1.2 The authorization to make changes to plant equipment and the term "Plant Equipment" is defined in OP1.DC18, "Authorization for Equipment Operation and Maintenance."
- 1.3 This procedure shall not be used for the purpose of documenting the installation of "jumpers" and M&TE where a Jumper Log is required per CF4.ID7, "Temporary Modifications - Plant Jumpers and M&TE."
- 1.4 The requirements of this procedure do not apply to equipment or components not meeting the definition of Plant Equipment. However, it may be used for non-Plant Equipment as determined by the job supervisor.
- 1.5 Use of the previous revision of Form 69-11636 is allowed in Work Packages which have already been prepared. Additionally, manipulation of valves, disconnects, test switches, knife switches, fuses, and miscellaneous manipulations may be documented on the "Lifted Circuit/Tubing/Jumpers Configuration Record" in Work Packages which have already been prepared.
- 1.6 No other revision bars are provided as extensive changes were made to this procedure.



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2. DEFINITIONS

- 2.1 JUMPER - electrical jumpers, lifted electrical leads, and mechanical jumpers/bypasses.
- 2.2 PROCESS TUBING - Tubing used to connect sensors (flow transmitters, pressure switches, etc.) to the process being monitored or to the primary sensing element.

3. RESPONSIBILITIES

Personnel performing maintenance are responsible for implementing this procedure.

4. INSTRUCTIONS

- 4.1 General "rules for use" for Form 69-11636 ("Status Sheet") are stated on the form.
- 4.2 Special requirements for "Jumpers" and Process Tubing
  - 4.2.1 Where appropriate, make a sketch of the wiring or process tubing configuration on the space provided on the Status Sheet.

\*\*\*\*\*  
**CAUTION:** Refer to AD4.ID7, "Cleanliness Controls for Corrosion Resistant Alloys" if affixing identification tags or materials to piping or tubing.  
 \*\*\*\*\*

- 4.2.2 Verify each wire to be lifted or process tubing line to be removed is properly identified (wire floater, wire color, etc.). If no identification is present, attach a number/letter type wire marker (Brady, T&B, etc.) to each wire to be lifted or process tubing line to be removed. Record wire/process tube identification on the Status Sheet.

NOTE: Do not use masking tape or marking pen as the information tends to fade and rub off.

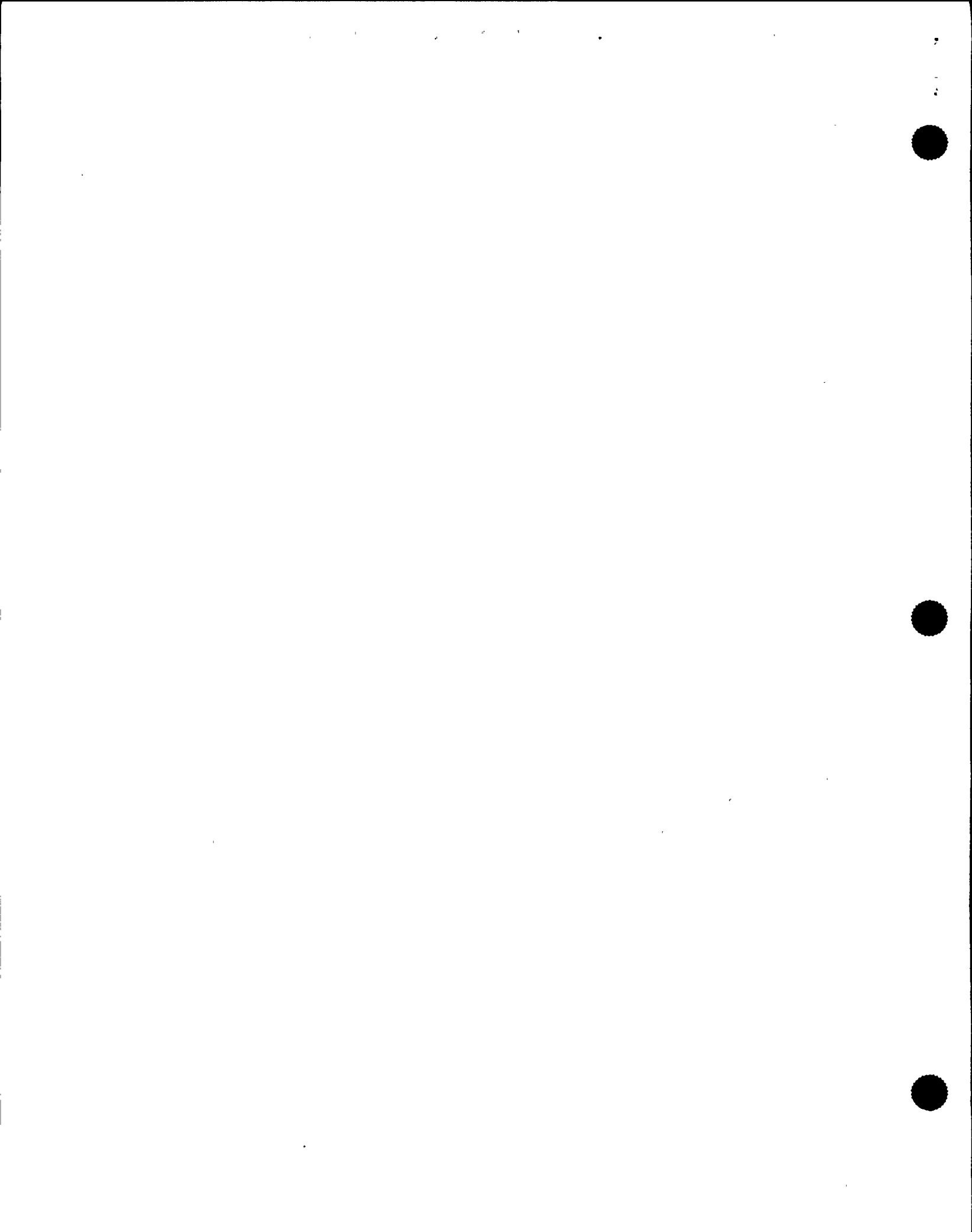
- 4.2.3 For each wire or process tube to be lifted or removed, verify the associated termination point on the device is properly identified. If no identification is present, attach a wire marker to the termination point. Record the termination point on the Status Sheet.
- 4.2.4 Record information identifying the location where the circuit has been lifted on the Status Sheet.

5. RECORDS

Status Sheets shall be processed and microfilmed with the associated Work Package.

6. ATTACHMENTS

- 6.1 Form 69-11636, "Configuration Control During Maintenance Activities," 04/08/96



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**7. REFERENCES**

- 7.1 OP1.DC18, "Authorization for Equipment Operation and Maintenance."
- 7.2 OP1.DC19, "Plant Status Controls."
- 7.3 OP1.ID2, "DCPP Clearance Process."
- 7.4 OP2.DC2, "Verification of Operating Activities."
- 7.5 NCR DC2-90-TI-N039.

**8. SPONSOR**

Dennis Reed



# Configuration Control During Maintenance Activities

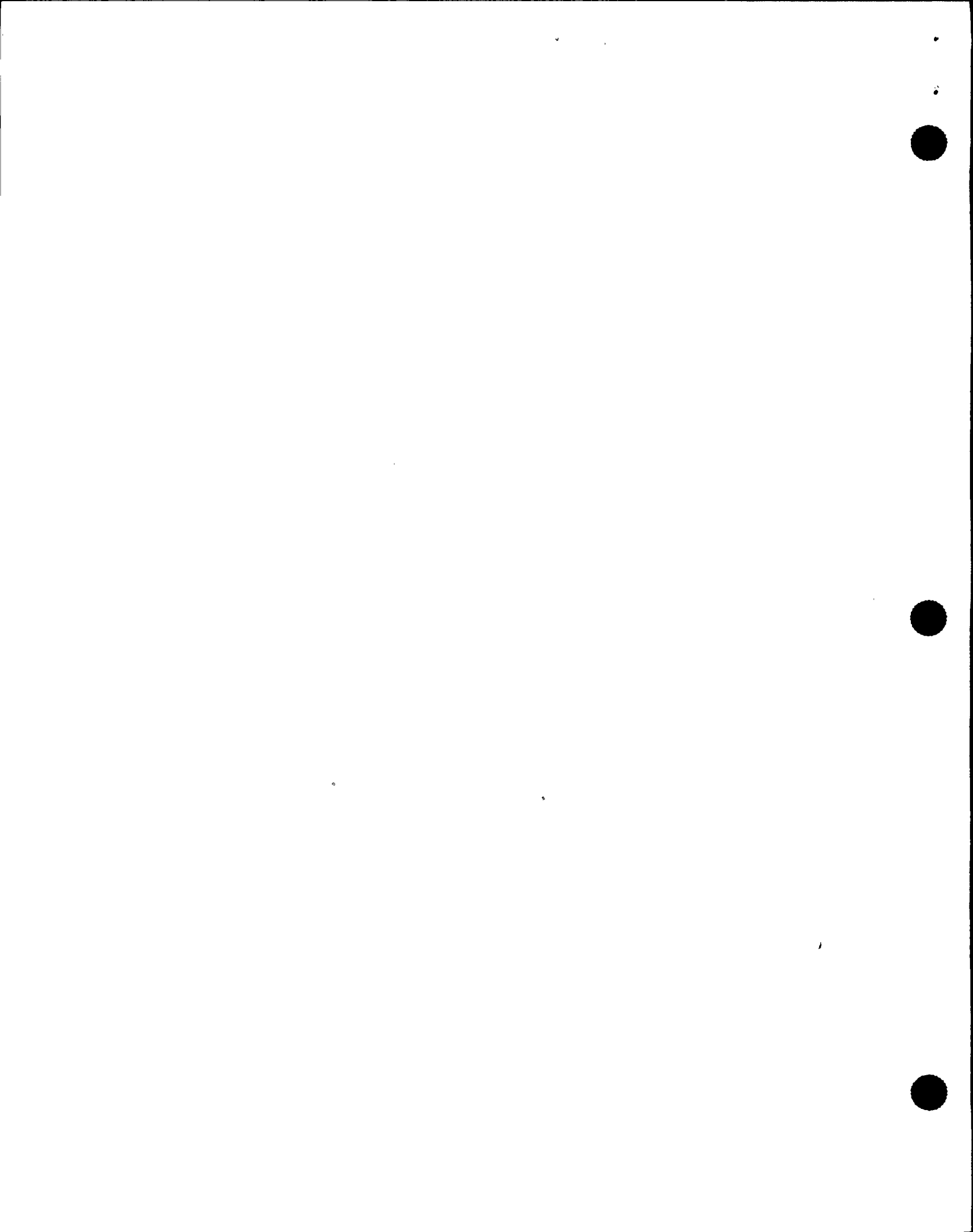
Unit No.	Work Order No:	Work Start Date:
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This form shall be used for documentation purposes only. All work shall be authorized per OP1.DC18 and performed in accordance with a procedure, Loop Test, or Work Order.

1. Document "As Found" condition BEFORE changing equipment position or configuration.
2. Modifications - Perform an Independent or Concurrent Verification for activities specified by the work package or OP1.DC2, "Verification of Operating Activities."
3. Restorations - With the exception of Tags and Stickers, perform an Independent Verification of all restoration activities.
4. Prior to completion of the work activity:
  - all tags and stickers shall be removed, and
  - all equipment, components, circuitry, and tubing shall be restored to normal configuration, unless otherwise allowed and tracked by a procedure or Jumper Log.

Sketch:

Jumpers, Lifted Circuits, Mechanical Bypasses, & Process Tubing Location (Wire ID, Terminal(s), physical location, etc.)	Modification		Restoration	
	PERF	VERF	PERF	VERF





Valves, Switches, and other Components		Modification		Restoration	
Component ID	"As Found" Position	PERF	VERF	PERF	VERF

Tag and Sticker Record				
Device	Location	Tag/Sticker Type	Affixed	Removed
			PERF	PERF
		<input type="checkbox"/> Red Tag <input type="checkbox"/> Caution <input type="checkbox"/> Info <input type="checkbox"/> OOS		
		<input type="checkbox"/> Red Tag <input type="checkbox"/> Caution <input type="checkbox"/> Info <input type="checkbox"/> OOS		
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Remarks: \_\_\_\_\_  
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Performed By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

