



OPERATIONS DEPARTMENT INSTRUCTION

N2-ODI-5.09
Rev. 0

WORK REQUESTS

Approved: [Signature] 4/24/89
FOR INFORMATION ONLY

1:0 PURPOSE

The purpose of this instruction is to assure consistent review of WRs prior to acceptance of equipment by the Operations Department.

2.0 DISCUSSION

The SSS performs the final review of WRs prior to acceptance of equipment for service. There are certain signoffs and criteria that must be checked and evaluated to ensure equipment is ready for operation. Attachment 1 to this instruction provides a checklist for use in this review and evaluation. It is not meant to preclude further review of the WR package, but defines minimum review criteria.

3.0 ACTION REQUIRED

Attachment 1 (Operations WR Acceptance Checklist) will be used whenever a WR is reviewed for signature on line 39. The checklist may be attached to the WR, but must be consulted for each review.

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ATTACHMENT 1

OPERATIONS WR ACCEPTANCE CHECKLIST

The following items (as a minimum) must be verified prior to signing line #39, accepting the component for service:

- Line #13: Signed by an SRO in Operations.
(if #18 Safety Class is SR or Q)
- Line #34: Signed by a Department Supervisor
- Line #35: Signed by QA
- Line #36: Signed by a Department Supervisor. May be signed by an SSS, MUST be signed or cosigned by an SRO if #18 Safety Class is SR or Q.
- Line #36: Signed or cosigned by an SRO. (if #18 Safety Class is SR or Q)
- Line #37: Either:
 - A procedure is listed, or
 - A PMTR is attached and box is checked, or
 - NR is checked if no PMT is required.
- PMT is adequate for the work performed (refer to N2-SO-16, as required)
- Line #38: Signed by PMT verifier (may be an SSS).
- Copy of PMT specified on line #37 attached, is required.
- Line #39: Signed, or appropriate notification(s) made if any deficiencies noted.

