

OPERATIONS DEPARTMENT INSTRUCTION

N2-ODI-5.15
Rev 02

SSS AND ASSS PLANT MONITORING GUIDE

Approved: *For Jerry Helker*
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FOR INFORMATION ONLY

1.0 PURPOSE

This instruction provides guidance on performing plant monitoring by the on-duty Station Shift Supervisor (SSS) and Assistant Station Shift Supervisor (ASSS). Plant monitoring by on-shift operations management personnel are an integral part in ensuring safe and efficient operation of Unit 2.

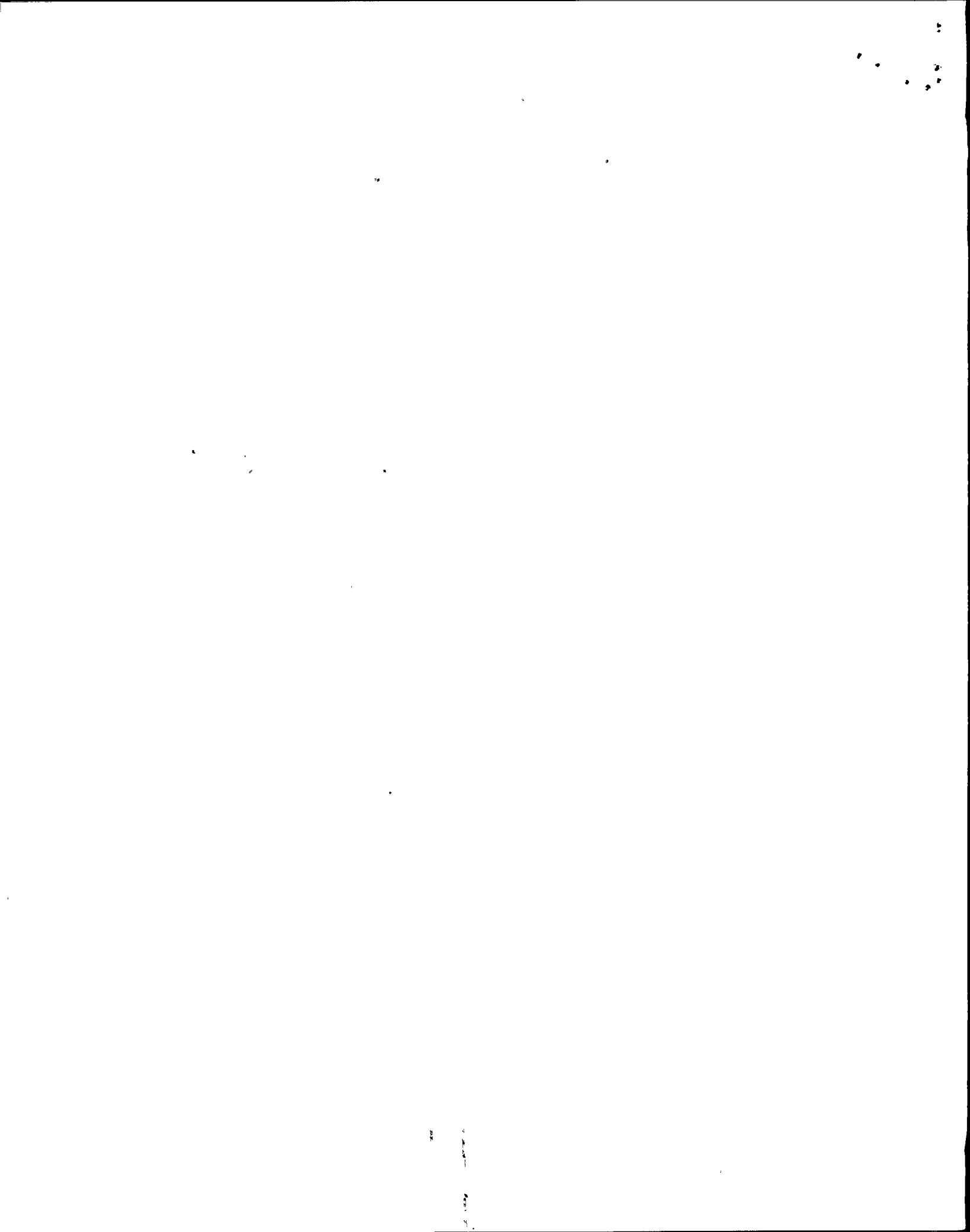
2.0 FREQUENCY

A plant monitoring report should be submitted by each on-duty SSS and ASSS once during each 0000-0800 and 1600-2400 shift.

3.0 SCOPE

The plant monitoring should consist of the SSS/ASSS comments noted for at least one of the following areas:

- a. Housekeeping concerns
- b. Safety practices/concerns
- c. Performance of operator rounds
- d. Procedural compliance



3.0 (Cont)

In addition to the items noted above, the SSS/ASSS should each monitor and assess one OJT/OJE activity for non-licensed operators and report on the individual and shift cumulative doses for the year to date.

4.0 PROCEDURE

4.1 Housekeeping and Safety

Plant cleanliness is of utmost importance from an appearance and radiological standpoint. Plant tours should identify areas where housekeeping needs improvement. Areas where operations is responsible should be cleaned up by operations. Areas needing housekeeping attention should be noted on Attachment 1 along with a description of the action taken to remedy the situation. In general the following items should be assessed during a tour:

- a. Satisfactory housekeeping and cleanliness.
- b. Drain and vent hoses properly installed and routed to a floor or equipment drain.
- c. Evidence of oil, steam or water leakage is noted.
- d. Radiation and contaminated areas clearly marked.
- e. Floor drains (except those intentionally plugged) are open and accessible.

4.2 Since plant cleanliness and safety go hand in hand, the following safety concerns should be assessed during the tour:

- a. Gas cylinders are secured, with caps installed if the cylinder is not in use.
- b. Any water leakage around energized equipment is noted.
- c. Walking surfaces are free of water and oil.
- d. High rad doors/gates are shut, latched and locked.
- e. Scaffold, temporarily stored material or ladders do not create a hazard to personnel or equipment.
- f. Combustible material is stored properly.
- g. Personnel are adhering to established and posted safety rules.

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4.3 Performance of Operator Rounds

In-plant operators are the eyes and ears of every SSS. At least once/year every operator should have his performance of rounds assessed by the SSS or ASSS to ensure complete and accurate rounds are being made. Observations concerning the following should be noted on Attachment 1:

- a. Operator rounds guides are being properly used.
- b. Operator makes special note of steam, water, oil leakage including the source.
- c. Operator notifies the Control Room of abnormal conditions.
- d. Operator maintains areas of his responsibility in good order.
- e. Rounds are performed in a consistent manner by all members of the shift.

4.4 Procedural Compliance

The SSS and ASSS shall periodically observe (not just oversee) the performance of operator activities involving use of procedures. This will ensure consistent application of the use of procedures. Observations concerning the following should be noted on Attachment 1:

- a. Is the operator familiar with the procedure.
- b. Was the operator knowledgeable of expected results.
- c. Was the procedure accurate and adequate to perform the task.
- d. Were any procedure changes required to be made to this procedure.

4.5 Assessment of OJT/OJE Activities

The SSS and ASSS shall assess the progress and effectiveness of the OJT/OJE process by the individuals on their shift. Items to be assessed include the following:

- a. The evaluator reviewed and is familiar with the task being evaluated.
- b. The evaluator has ensured that the knowledge portion of the task has been signed off prior to evaluating the task.
- c. The evaluator asked pertinent follow-up of questions of the trainee.

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4.5

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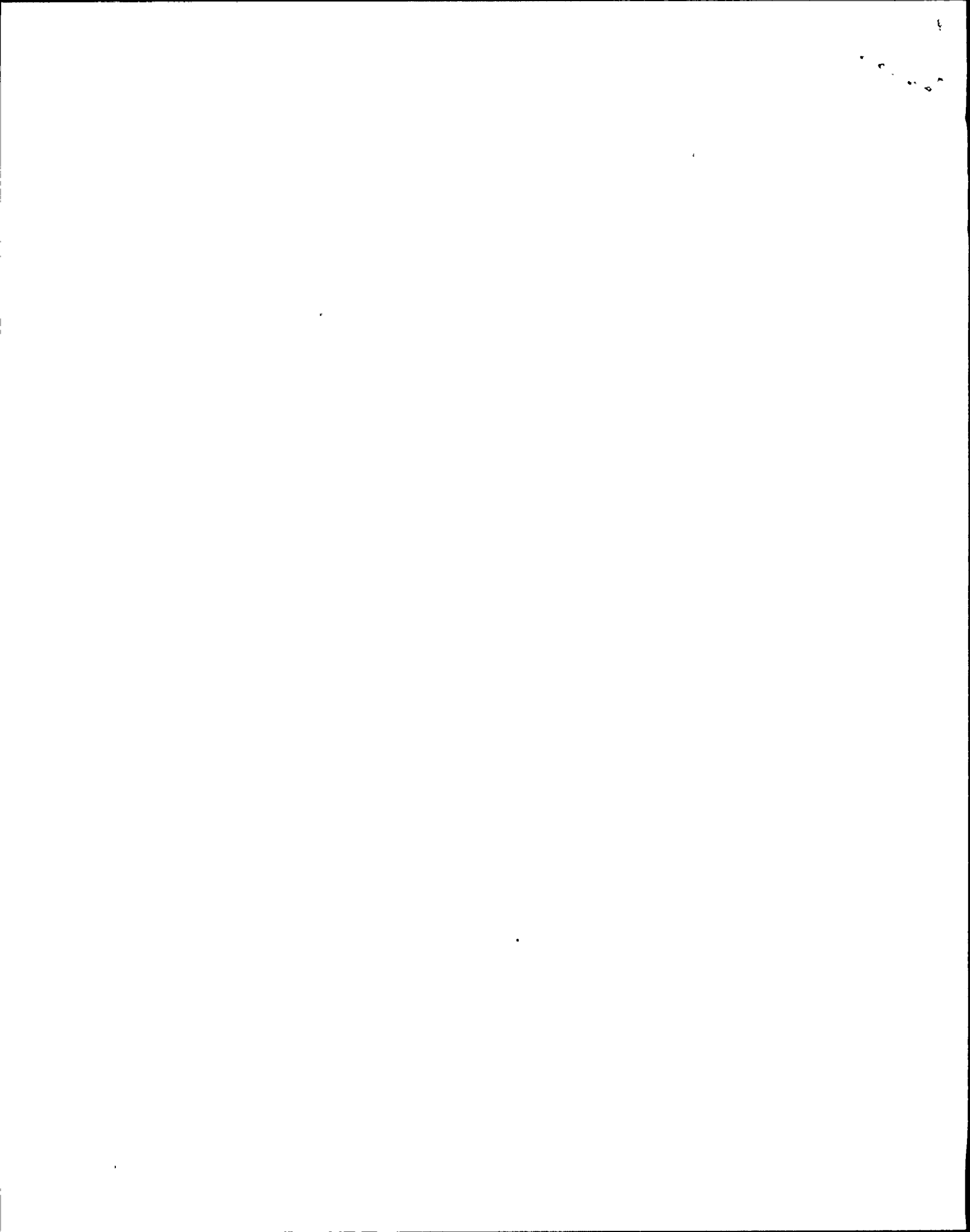
- d. During the OJT evaluation the evaluator does not prompt or otherwise help the trainee perform the task.
- e. The trainee demonstrated clear understanding of the task.
- f. The trainee utilizes approved procedures to accomplish the task.

4.6

Shift Dose Report

Maintaining individual and shift cumulative dose ALARA is a goal of the Operations Department at Unit 2 and all the persons working in it. Items to be included in this report are:

- a. Shift cumulative dose including the percentage of the yearly goal reached.
- b. Individual doses of shift members.
- c. An explanation for any individual on shift dose greater than the established goals and a reason for the discrepancy.



ATTACHMENT 1
SSS/ASSS PLANT MONITORING REPORT

Date _____

By _____

1.1 Housekeeping Comments

1.2 Safety Observations/Concerns

1.3 Performance of Operator Rounds

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ATTACHMENT 1 (Cont)

1.4 Procedural Compliance

1.5 Assessment of OJE/OJT

1.6 Individual and Shift Cumulative Dose Report

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