

WASHINGTON PUBLIC POWER SUPPLY SYSTEM
UNCONTROLLED COPY PLANT PROCEDURES MANUAL

WNP. 2

PROCEDURE NUMBER *1.3.6	APPROVED <i>[Signature]</i>	DATE 07/15/83
VOLUME NAME 1 ADMINISTRATIVE PROCEDURES		
SECTION 1.3 CONDUCT OF OPERATIONS		
TITLE *1.3.6 SHIFT TURNOVER		

1.3.6.1 Purpose

This procedure provides instruction for offgoing and oncoming shift personnel during shift turnover to ensure a comprehensive exchange of information and accomplishment of individual shift responsibilities.

1.3.6.2 Procedure

- A. No person shall permit a relief person to assume the shift if there is doubt the relief is alert, coherent, and fully capable of responsible performance; no person shall assume a shift position unless physically and mentally fit.
- B. Offgoing shift personnel shall not leave assigned work stations until satisfied the relief person is fully aware of existing conditions and not until the relief acknowledges that the relief is complete.
- C. Each shift position shall be relieved by a qualified person who is properly licensed and/or qualified to assume the responsibilities of the position.
- D. The offgoing shift should place the plant or any ongoing activity in a stable condition prior to beginning the shift turnover process whenever possible.
- E. Prior to assuming the shift, the relieving individual shall review documented information applicable to the position such as logs, special instruction, night orders, and procedure which were generated in the offtime interval.
- F. Oncoming and offgoing Control Room personnel shall walk-down control boards/consols to verify checklist items and exchange other pertinent information.

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- G. The oncoming Shift Manager shall complete the checklist per Attachment I.
- H. The offgoing and oncoming Control Room Supervisor shall complete the checklist per Attachment II. The oncoming Control Room Operators will review and sign this checklist.
- I. The offgoing and oncoming Shift Support supervisors shall complete the checklist per Attachment III. The oncoming Turbine Building, Reactor Building/Radwaste and outside EO's will review and sign this checklist.
- J. Shift Turnover Checklists shall be collected and transmitted to the Operations Manager at the end of each week-day night shift.

1.3.6.3 Documentation

After review by the Operations Manager, the checklists shall be retained per the 1.6 Series of the Plant Procedure Manual.

1.3.6.4 Attachments

- A. Attachment I - Shift Manager Shift Turnover Checklist
- B. Attachment II - Control Room Supervisor Shift Turnover Checklist
- C. Attachment III - Shift Support Supervisor Shift Turnover Checklist

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ATTACHMENT I

SHIFT MANAGER

SHIFT TURNOVER CHECKLIST

Offgoing Manager _____

Date _____

Oncoming Manager _____

Shift ____ M ____ D ____ S

Part I - To be reviewed prior to oncoming Manager relieving the shift (check).

_____ Shift Crew Composition	_____ Active MWRs
_____ Fire Brigade Composition	_____ RWPs
_____ Liquid Discharge Permits	_____ Active Surveillance
_____ Shift Manager's Log	_____ Pri. Cont. Status (Outages)
_____ Night Orders Log	_____ Sec. Cont. Status (Outages)
_____ LCO Status	_____ Inop Equipment Status

Part II - To be reviewed shortly after assuming the shift (check).

_____ C.R.S. Log	_____ Liquid Waste Capacity
_____ Jumper Log/Inventory	_____ Surveillance Schedule
_____ Inop/Bypass Boards	_____ Planned MWR/Operations
_____ New/Revised Procedures	_____ Hot Work Permits
_____ Controlled Key Status	_____ Equip. Oper. Log Sheet
_____ C.R.S. Shift Turnover Checklist	
_____ S.S.S. Shift Turnover Checklist	



ATTACHMENT II

CONTROL ROOM SUPERVISOR

SHIFT TURNOVER CHECKLIST

Offgoing C.R.S. _____ Date _____

Ongoing C.R.S. _____ Shift _____ M _____ D _____ S _____

Part I - To be completed by offgoing Supervisor.

A. Mode Switch: _____ Shutdown _____ Refuel _____ Startup _____ Run _____

B. Power: _____ SRM _____ IRM _____ % APRM _____ MWE Press: _____ psig

C. Recirc: Loop A M/A: _____ Man. _____ % Valve _____ Auto
Loop B M/A: _____ Man. _____ % Valve _____ Auto
Flux M/A: _____ Man. _____ % Set _____ Auto
Master M/A: _____ % Set _____ X 10⁶ lb/hr, core

D. Feedwater: S.U. Valve M/A _____ Man. _____ % Open _____ Auto _____ Stpt
RFWDT A M/A _____ Man. _____ RPM _____ Auto
RFWDT B M/A _____ Man. _____ RPM _____ Auto
Master M/A _____ Man. _____ Auto _____ Stpt
Element _____ 1 _____ 3 Sensor _____ A _____ B
Demins on line (#) _____ Demin dP _____ psid

E. Power Limits: PCIOMR _____ Yes _____ No
Power Distribution _____ Yes _____ No

F. Rods: Sequence _____ Rod _____ Notch _____ Inops (List) _____

G. Bypassed:

IRM _____ A _____ C _____ E _____ G _____ B _____ D _____ F _____ N
APRM _____ A _____ C _____ E _____ B _____ D _____ F _____
Flow Unit _____ A _____ C _____ B _____ D _____
RBM _____ A _____ B _____
RSCS (List Rods) _____

H. MAPLHGR _____ TYPE _____ LIMIT _____ MFLPD _____ M CPR _____

_____ F RTP _____

1. Inop/Bypass Status Boards: Initial for check of each board; explain all Bypass/Inop indications.

_____ HPCS	_____ SW-A	_____ MSLC Div I
_____ LPCS	_____ SW-B	_____ MSLC Div II
_____ LPCI-A	_____ SLC-A	_____ CIA-A
_____ LPCI-B	_____ SLC-A	_____ CIA-B
_____ LPCI-C	_____ RPS-A	_____ SBTG Div I
_____ RCIC Div I	_____ RPS-B	_____ SBTG Div II
_____ RCIC Div II	_____ 24 VDC Div I	_____ CAC Div I
_____ DG-1	_____ 24 VDC Div II	_____ CAC Div II
_____ DG-2	_____ 125 VDC Div I	_____ CR H&V Div I
_____ NSSS Div I	_____ 125 VDC Div II	_____ CR H&V Div II
_____ NSSS Div II	_____ 250 VDC	_____ Vent & Purge Div I
		_____ Vent & Purge Div II

Inop/Bypass indication explanations: _____

J. Degraded Equipment: List systems or components and if applicable, Technical Specification Time limitation.

<u>Sys/Comp</u>	<u>Date/Time Entering</u>	<u>Time Interval</u>	<u>Date/Time Required</u>
	<u>Degraded Mode</u>	<u>Allowed</u>	<u>Operational</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Reviewed: _____
 Oncoming Supervisor, Date/Time



Part II - To be reviewed during turnover (Oncoming Supervisor initials).

- | | |
|---|---|
| <input type="checkbox"/> Control Board Walkdown | <input type="checkbox"/> Lifted Wire/Jumper Log |
| <input type="checkbox"/> Alarms | <input type="checkbox"/> Active Surveillance |
| <input type="checkbox"/> Offsite Power Sources | <input type="checkbox"/> Active MWR/CO |

Part III - To be reviewed shortly after shift turnover.

- A. SRVs: 1) List SRVs having a tailpipe temperature greater than 250°F

- 2) List SRVs having an unilluminated neon circuit continuity light

B. Plant Parameters:

Drywell: Press _____ Ave. Temp _____ % O₂ _____ Leakage; EDR _____ FDR _____
Suppression Pool/Chamber: Level _____ Ave. Temp (H₂O) _____ % O₂ _____
Spray Ponds (A/B): Level _____ / _____ Temp _____ / _____
Offgas: Pretreat (m³/hr) _____ Stack (cpm) _____
Feedwater: mho/cm _____

C. Annunciators: Tested _____

D. Controllers nulled:

CRD Flow FW
 RCIC RFW Pump Minimum Flow
 RECIRC

E. Procedures: New/revised procedures reviewed _____.

F. Indicating Lamp Survey = List any failed lamps not immediately replaced and/or repaired _____

The oncoming Control Room Operators have reviewed Parts I and II and have discussed current and planned evaluations with the person they are relieving.

CRO Signature

CRO Signature

ATTACHMENT III

SHIFT SUPPORT SUPERVISOR/ SHIFT TURNOVER CHECKLIST

Offgoing Support Supervisor _____ Date _____

Oncoming Support Supervisor _____ Shift ____ M ____ D ____ S

Part I - To be completed by offgoing Supervisor.

Condensate: On-line demins: ____ A ____ B ____ C ____ D ____ E ____ F; dP ____ psig
Waste TK Levels: CPR-TK-14 _____, CPR-TK-92A _____,
CPR-TK-92B _____

Demin H₂O: DW-TK-1 Level ____ Inservice Train ____ A ____ B

Radwaste Tank: Levels: ____ FDR-TK-6, ____ EDR-TK-2, ____ EDR-TK-5

Diesel Oil Levels: ____ DO-TK-1A, ____ DO-TK-1B, ____ DO-TK-2

Part II - To be reviewed during shift turnover.

- | | |
|-----------------------------|-------------------------------|
| ____ Radwaste Log | ____ Inop Equip Status |
| ____ Shift Crew Composition | ____ Liquid Discharge Permits |
| ____ EO Log Sheets | ____ Fire Watch/Weld Permits |
| ____ Active MWR/CO | ____ RWP |
| ____ Active Surveillance | |

The oncoming EO's have discussed current and planned evaluations with the person they are relieving.

____ Turbine Building EO ____ Rx Bldg./RW EO ____ Outside EO

Part III - To be reviewed shortly after shift turnover.

- | | |
|---------------------------------|---|
| ____ MWR/CO Schedule | ____ N ₂ Inventory for Inert |
| ____ Surveillance Schedule | ____ N ₂ CRD Accumulators |
| ____ New/Revised Procedures | ____ N ₂ CIA Backup |
| ____ Protective Clothing Status | ____ M.U. H ₂ O Treat Log |

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