CAROLINA POWER & LIGHT COMPANY

SHEARON HARRIS NUCLEAR POWER PLANT

PLANT OPERATING MANUAL

VOLUME 1

PART 1

PROCEDURE TYPE: ADMINISTRATIVE PROCEDURE (AP)

NUMBER: AP-026

TITLE: CORRECTIVE ACTION PROGRAM

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REVISION 1

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APPROVED: _____ 10/24/86
Signature Date

TITLE: J. L. WILLIS, PLANT GENERAL MANAGER

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1.0 PURPOSE

This procedure establishes administrative requirements in support of the SHNPP Corrective Action Program (CAP). This procedure describes a comprehensive tracking program which will be utilized to assure identified action items are completed in a timely manner and establishes the requirement that a status summary is reported on a routine basis.

2.0 REFERENCES

2.1 Nuclear Operations Department Procedure 7.24, Corrective Action Program.

2.2 Operating Experience Feedback (ONSI-1).

2.3 Procedure for Corporate QA Audits, CQAD 80-1.

3.0 RESPONSIBILITIES

3.1 Director - Regulatory Compliance is responsible for maintaining the CAP.

3.2 Unit Managers and supervisors will assure accurate and appropriate information is forwarded to the Director - Regulatory Compliance for input into the CAP Action Item List and the CAP Report.

3.3 Regulatory Compliance Unit shall:

a. Evaluate items identified by other groups for inclusion in the CAP program.

b. Review all incoming and outgoing correspondence under Regulatory Compliance responsibility for items appropriate to be entered into the CAP tracking system.

c. Monitor NRC, ANI and INPO inspection activities and enter plant commitments and corrective action into the CAP.

d. Identify and enter into the CAP other action items requiring tracking and timely close out, including NRC reporting requirements such as LERs, Technical Specification routine reports.

e. Tracking Quality Assurance NCRs issued to Harris Plant Operations Section organizations using the CAP in order to assure timely close out.

f. Maintain the CAP current.

3.0 RESPONSIBILITIES (Cont'd)

3.4 Organizations Affected - any CP&L personnel may be affected by the requirements of this procedure.

4.0 DEFINITIONS/ABBREVIATIONS

None Applicable

5.0 PROCEDURE

5.1 CAP Action Item List

1. The CAP Action Items List will be used to evaluate and track problem areas requiring corrective action such as:

   a. Action items assigned by Plant Management (e.g., internal actions required to clear CAP Items).

   b. Commitments to non-CP&L organizations (e.g., NRC, INPO).

   c. Commitments to other CP&L organizations (e.g., Corporate Quality Assurance (CQA), Corporate Nuclear Safety (CNS)).

   d. PNSC Action Items.

   e. Response to external audits.

   f. Other items as appropriate.

   Items will be entered and deleted from the CAP Action Item List as follows:

2. The Regulatory Compliance Unit will enter items into the CAP Action Item List and track those items until they are documented as resolved.

3. The Director - Regulatory Compliance, or his designee, will assign responsibility for the resolution of CAP items by using the top portion of Attachment 1, CAP Action Assignment Form.

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4. To request removal/closeout of an item from the CAP program, the responsible supervisor or manager shall return Attachment 1 to the Director - Regulatory Compliance with the bottom section completed and signed. Specific reference shall be made to indicate how the item was addressed, or documentation verifying completion of the assigned item (i.e., a copy of a revised procedure page or other documents) or the equivalent information on another signed document may be provided.

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5.0 PROCEDURES (Cont'd)

5. The CAP Action Item List Printout of Items should be distributed to plant management by the first working day of each week.

6. To transfer responsibility of a CAP Action Item from the assigned organization to another organization requires acknowledgement by both organizations managers that said action is taking place.

7. Priority of CAP Item:

a. The onsite originator of the CAP item will set the priority. The following criteria is a guideline which may be used for establishing the CAP priority.

PRIORITY-1:

Highest priority work items represting a perceived imminent hazard to nuclear safety, personnel or unit generation.

PRIORITY-2:

Required work items representing commitments to regulatory agencies and management.

PRIORITY-3:

Priority work items representing a significant potential hazard to nuclear safety, personnel safety, unit operation, or a significant cost benefit.

PRIORITY-4:

Routing work items having a moderate effect on nuclear safety, personnel safety,unit operation, or a moderate cost benefit.

PRIORITY-5:

Routine work items having a nominal effect on nuclear safety, personnel safety, unit operations or a normal cost benefit.

b. Priority 1 and 2 items have firm dates controlled by management and the due date will not be changed without the agreement of the Plant General Manager.

5.1 CAP Action Item List (Cont'd)

c. Priority 3, 4, and 5 items have flexibility in their due dates and can be changed based on the items priority content and availability of resources. A speed memo to Reg. Compliance with new completion date will extend the original due date. This does not include QA/QC items which must go through the proper QA/QC Channels for extensions.

5.2 Quarterly CAP Summary Report

The Regulatory Compliance Unit will prepare a CAP Summary Quarterly Report covering the operation of the program for the previous quarter. The report for the previous quarter will be forwarded to the Vice President - Harris Nuclear Project within thirty (30) days from the end of the previous quarter.

6.0 DIAGRAMS/ATTACHMENTS

Cap Action Assignment Form

Attachment 1

CAP Action Assignment Form

Date: _____

Priority: _____

TO: _____

FROM: Director - Regulatory Compliance _____

The Following CAP Action Item Is Assigned For Your Disposition:

CAP Item No.: _____ Due Date: _____

Description: _____

_____

_____

_____

_____

_____

Source
Document _____

****

FROM: _____

TO: Director - Regulatory Compliance

The Above CAP Action Item Has Been Completed.

Resolution: (Attach Supporting Documentation): _____

_____

_____

_____

_____

Signature: _____ Date: _____

(Form AP-026-1-1)

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