

DEC 10 1987

FORM SDSP-1
 PROCEDURE AND INSTRUCTION REVIEW AND APPROVAL COVER SHEET

(for SPS use only)

Unit	Procedure No.	2-Digit Tracking No.	Title	Revision No.
	SDSP-12.4	04	RETURN to Service PLANT Acceptance and Closure OF MODIFICATIONS	2

CHECK AS APPROPRIATE: Permanent Change [] Cancellation [] New procedure
 [] Temporary change (Expiration date if less than 120 days after approval _____)

Originator list affected pages & forms: ALL

SPS list pages affected after word processing: GENERAL REVISION 4-8-88

ORIGINATOR: Tim Czubakowski Date 3-30-88 Section Sys Eng Phone 3354

OPERATIONS
 Name of Responsible Section

IXI Mark H S 4/7/88
 RSPC Signature Date

Technical Review Required? Yes No
 Initials of Responsible Section Supervisor making determination: RET

IXI Robert M Keon 4/15/88
 Responsible Section Supervisor Date
 (Signature AFTER any required Technical Review)

RET
4/15/88 FORC IN CH OR JURY REVIEW

RET
4/15/88

PRINCIPAL MANAGERS CONCURRENCE SIGNATURES	DATE
<input type="checkbox"/> Assistant to Site Director	_____
<input type="checkbox"/> Site Planning & Scheduling	_____
<input type="checkbox"/> Site Services Manager	_____
<input type="checkbox"/> Manager of Site Licensing	_____
<input checked="" type="checkbox"/> <u>John A. [Signature]</u> <u>4/15/88</u> Project Management Manager	<u>4/15/88</u>
<input checked="" type="checkbox"/> <u>Robert M Keon</u> <u>4/15/88</u> Project Engineer (DHE)	<u>4/15/88</u>
<input checked="" type="checkbox"/> <u>Robert M Keon</u> <u>4/15/88</u> Modifications Manager	<u>4/15/88</u>
<input type="checkbox"/> Materials & Procurement Svcs Mgr	_____
<input type="checkbox"/> Financial Services Manager	_____
<input type="checkbox"/> Manager:	_____

AFFECTED SECTIONS CONCURRENCE SIGNATURES	DATE
<input type="checkbox"/> Operations (UZ Supt)	_____
<input type="checkbox"/> Vendor Manual Coordinator	_____
<input type="checkbox"/> Fire Protection Engineer	_____
<input type="checkbox"/> Safety Supervisor	_____
<input type="checkbox"/> RADCON Supervisor	_____
<input type="checkbox"/> Security	_____
<input type="checkbox"/> PORS Supervisor	_____
<input type="checkbox"/> Training Supervisor	_____
<input type="checkbox"/> Section: _____	_____
<input type="checkbox"/> Section: _____	_____
<input type="checkbox"/> Section: _____	_____
<input checked="" type="checkbox"/> <u>Robert E. [Signature]</u> <u>4/15/88</u> Site Procedures Staff Supervisor	<u>4/15/88</u>

For Instructions approved by a Section Supervisor, mark the following approvals "NA."

PORC Review required? Yes [] No

Robert M Keon 4/16/88
 PORC Chairman or PORC Minutes No. Date

Site Director 4/16/88
 Site Director (SDSPs only) Date

Robert M Keon 4/16/88
 Plant Manager or PORC Minutes No. Date

Retention Period: Lifetime
 2100p
 General Revision

Responsibility: Document Control

HISTORY OF REVISION/REVIEW

<u>REV. NO.</u>	<u>DATE</u>	<u>REVISED PAGES</u>	<u>REASON FOR CURRENT REVISION</u>
0	05/04/87	All	New procedure
1	08/26/87	1-3,5-9,14-17, 19-28,30-32	To incorporate changes required for implementation of the Design Change Notice Process.
2	04/18/88	All	Reduce scope of procedure to include plant acceptance and closure of individual modifications.

REV 0002

RETURN TO SERVICE AND CLOSURE OF MODIFICATIONS

1.0 PURPOSE

The purpose of this instruction is to provide guidance and controls for establishing plant acceptance of a completed modification, determining that the system, equipment, and/or components affected by the modification can be returned to service, and plant closure of a modification.

2.0 SCOPE

The scope of this procedure begins at modification work and design work completion, as determined in BFEP PI-88-04 and SDSP-8.4, through plant closure of a modification. This procedure applies to all new and open ECNs and DCNs with the exception of Non-Work-Required DCNs which are covered in SDSP-8.11.

3.0 REFERENCES

3.1 Requirements

- NQAM, Part II 3.2 and 3.2A
- NQAM, Part I, ID-QAP-6.2

3.2 Interface Documents

- SDSP-8.4, Preparation and Processing of Workplan and Inspection Records
- SDSP-8.1, Design Change Requests
- SDSP-8.10, ECN/DCN Package Review
- SDSP-8.11, Design Change Notices
- SDSP-8.12, Plant Modifications - Overall Program
- BFEP PI-87-41, Design Change Notice
- BFEP PI-88-04, Change Document Closure and System Plant Acceptance

4.0 DEFINITIONS

DNE System Engineer - The DNE Engineer assigned the responsibility of a particular system for DNE.

Implementing Organization - The organization that has been assigned the responsibility for performing the modification described in a ECN/DCN package.

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4.0 DEFINITIONS (Continued)

Modification - A planned change in plant design accomplished in accordance with the requirements and limitations of applicable codes, standards, specifications, licenses, and pre-determined safety restrictions that results in a work activity that alters the configuration, function, or operating characteristics of a system, structure, or component.

Partial Closure - A process by which a modification that is in some intermediate stage of implementation can be closed out provided the remaining work is not required, and an engineering basis for work completed has been established, and the termination point of implementation does not adversely affect operation or operability requirements for the operability functions required.

Responsible Engineer - The engineer in the implementing organization who has been assigned the task of implementing the modification.

System Engineer - Plant engineer assigned responsibility for one or more systems or a knowledgeable individual designated by the Plant Manager.

Workplan Coordinator - An individual responsible for statusing, tracking, and distributing information relevant to ECNs and DCNs.

5.0 BACKGROUND

For every modification that is performed to the plant, an evaluation must be performed to ensure that affected procedures, programs, and documentation are properly updated to reflect the implemented change. For newly generated ECNs and DCNs, this evaluation is being initiated in accordance with SDSP-8.10 and the affected procedures, programs, and documentation are identified during the approval of the design change. Upon work completion, this procedure will evaluate the previously identified items and ensure closure of those required for plant acceptance of the modification. This procedure will also initiate an evaluation for any existing design changes that have not been evaluated.

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6.0 INSTRUCTIONS

6.1 Initiation of a Modification Turnover Package

Upon completion of installation, testing (if applicable), and finalization of design for a given modification, the WPC should receive the applicable completion statements from the appropriate organizations in accordance with SDSP-8.4 and BFEP-PI-88-04. The Operations, Maintenance, and Technical Support Services (System Engineer) organizations should have completed Impact Review Forms, for their appropriate organizations, in accordance with SDSP-8.10. For existing modifications, PMI-2 sheets, completed in accordance with PMI-8.2 (now cancelled), cannot be substituted for SDSP-8.10 Impact Review Forms; however, the PMI-2 sheets may be used as attachments to or references for the Impact Review Forms that will be required for closure of all ECN's/DCN's. Workplans that were written and closed in accordance with BF-8.3 (now cancelled) that had specific procedures listed as being required to be revised and a sign off if training was required in the workplan, will also require Impact Review Forms. However, the workplan number can be referenced on the Impact Review Form in lieu of listing specific procedures. The WPC can provide information pertaining to the modifications that require a new Impact Review Form prior to closure.

6.1.1 The WPC must:

- [1] Receive the Design Statement from DNE.
- [2] Notify the System Engineering Supervisor to initiate a Modification Turnover Package (MTP) for that modification.
- [3] Notify the Responsible Engineer in the implementing organization to perform a Field Survey of the modification in accordance with Section 6.2 of this procedure.
- [4] Forward copies of the Design Statement to the System Engineering Supervisor, Maintenance Organizations, Operations Section and the implementing organization.

Each section should have received a copy of the Modifications Work Completion Statement from the WPC in accordance with SDSP-8.4.

6.1.2 The SYSTEM ENGINEERING SUPERVISOR should:

- [1] Assign the responsible System Engineer for processing the Modification Turnover Package.
- [2] Forward the Design Statement to the responsible System Engineer.

6.1 Initiation of a Modification Turnover Package (Continued)

6.1.3 The SYSTEM ENGINEER should:

[1] Initiate the Modification Turnover Package Coversheet Form SDSP-249.

[2] Ensure Operations and Maintenance organizations have been notified that a modification is being processed for Return-to-Service (RTS) and that RTS items identified on their Impact Review Forms need to be completed.

6.1.4 The OPERATIONS, MAINTENANCE, and SYSTEM ENGINEERING SECTIONS shall:

[1] Review the Design Statement from the WPC.

[2] Review the Impact Review Form for that modification to determine if training is required prior to Return-to-Service of the modification.

[3] Determine if a Form SDSP-112 was completed, if applicable.

Has a Form <u>SDSP-112</u> been completed?	Then the Operation, Maintenance, and System Engineering Section
Yes	Notify training of design completion. Go to Section 6.1.5.
No	Go to Section <u>6.1.7</u> .

6.1.5 The TRAINING DEPARTMENT shall:

[1] Complete actions identified on the Form SDSP-112 for the modification upon receipt of notification of design completion.

[2] Forward completed Form SDSP-112 to the organization requesting the Training (OPS., Maint., Sys. Eng.).

6.1.6 OPERATIONS, MAINTENANCE, SYSTEM ENGINEERING SECTIONS shall:

[1] Acknowledge that Form SDSP-112 has been received and that Training has completed the actions as requested.

[2] Attach Form SDSP-112 to the Impact Review Form maintained in WPC file, if applicable.

6.1 Initiation of a Modification Turnover Package (Continued)

6.1.7 OPERATIONS, MAINTENANCE, SYSTEM ENGINEERING SECTION shall:

- [1] Review Impact Review Form items for effects from FCRs and F-DCNs.
- [2] Review Impact Review Form items against reduced scope of a modification, if applicable.
- [3] Notify immediate supervisor of the need for secondary drawings to complete procedure revisions required for Return-to-Service.

NOTE: If the immediate supervisor determines the need for additional drawings is valid, a memo should be transmitted from the Plant Manager to the Project Engineer requesting that DNE issue the necessary drawings to support return to service.

- [4] Complete Impact Review Form open items required for Return-to-Service (RTS).
- [5] Sign and date original Impact Review Forms when all open items required for Return-to-Service are completed (original Impact Review Forms are held by the WPC).
- [6] Notify System Engineer that all open items required for Return-to-Service have been completed.

6.1.8 The WPC shall:

- [1] Update tracking system as information becomes available.
- [2] Forward copy of signed Impact Review Form to the System Engineer.

6.2 Field Surveys

6.2.1 The IMPLEMENTING ORGANIZATION RESPONSIBLE ENGINEER shall:

- [1] Initiate Form SDSP-251.
- [2] Contact the System Engineer of the scheduled time for the Field Survey. At least three days lead time should be given.

6.2 Field Surveys (Continued)

6.2.2 The SYSTEM ENGINEER should:

- [1] Coordinate the participation of representatives of other plant sections as needed (OPS, PMT, Restart Test, etc.)
- [2] Determine if plant organizations waive participation in the field survey.

If the plant organization:	The System Engineer must
Waives participation	-Acknowledge the waiver by signing and dating Form <u>SDSP-251</u> . -Attach copy of Form <u>SDSP-251</u> to MTP. -Send original Form <u>SDSP-251</u> to the WPC. -Notify implementing organization Responsible Engineer that field survey has been waived. -Goes to Section 6.3.
Wants to participate in the Field Survey.	Go to Section <u>6.2.3</u> .

6.2.3 The RESPONSIBLE ENGINEER shall:

- [1] Conduct the Field Survey of the modification work area. The purpose for the Field Survey is not to reverify that the installation was done in accordance with the WP&IR/WP, but to familiarize the plant staff with the modification and to identify any open items incidental to installation, operation, or maintenance such as scaffolding, rigging, housekeeping, etc. that require resolution prior to Return-to-Service or Final Closure.
- [2] Identify Open items, associated with the modification, discovered during the Field Survey and document them on Form SDSP-251.
- [3] Initiate the required paperwork (MRs, etc.) to close the open items.
- [4] Assign appropriate closure levels to the open items with concurrence of the System Engineer, in accordance with Attachment A.
- [5] Enter the tracking and work document numbers on Form SDSP-251.
- [6] Obtain participants' signatures.
- [7] Forward the original Form SDSP-251 to the WPC and a copy to the System Engineer for inclusion in the MTP for the modification.



6.2. Field Surveys (Continued)

6.2.4 The WPC should:

- [1] Enter open items into the tracking system.
- [2] Status and track open items.
- [3] Notify the System Engineer when all Level I items are completed.

6.3 Return-to-Service of Modification

The MTP, consisting of the original MTP Cover Sheet and copies of the Modification and Design Work Completion Statements, the Field Survey Form with closure levels assigned to the open items, and the Impact Review Forms if all RTS Open Items have been completed and the form signed, should be in the possession of the responsible System Engineer to begin to establish RTS of the modification.

6.3.1 The SYSTEM ENGINEER shall:

- [1] Ensure that all open items required for RTS are completed prior to recommending RTS of the modification.

The System Engineer may defer a closure Level 1 item to closure Level 2 with concurrence from the System Engineering Supervisor

- [2] Note any special conditions on the MTP Cover Sheet.
- [3] Complete Part II of Form SDSP-249 for recommending RTS.
- [4] Forward the MTP to the System Engineer Supervisor for approval.

6.3.2 The SYSTEM ENGINEER SUPERVISOR shall:

- [1] Review MTP for completeness.
- [2] Sign and date MTP Cover Sheet Form SDSP-249.
- [3] Forward MTP to Operations Superintendent.



6.3 Return-to-Service of Modification (Continued)

6.3.3 The OPERATIONS SUPERINTENDENT shall:

- [1] Review the MTP for concurrence with the System Engineer's recommendation for Return-to-Service of the modification.

If the Operations Superintendent	The Operations Superintendent must
Concurs with the recommendation for RTS	Sign and date the MTP Cover Sheet and forward the MTP to the System Engineer
Does not concur with the recommendation for RTS	Return the MTP to the System Engineer with reason for rejection for comment resolution and resubmittal

- [2] Forward a copy of the signed MTP Cover Sheet to the Shift Operations Supervisor for information only.

6.3.4 The SYSTEM ENGINEER shall:

- [1] Review the MTP and ensure that any Final Closure and closure Level 2 open items have the sections responsible for closing the open items identified.

NOTE: Each responsible section identified with Final Closure and closure Level 2 items in the MTP is responsible for completing those items in a satisfactory and timely fashion to support a scheduled date for final ECN/DCN closure.

- [2] Forward the MTP to the WPC.

6.3.5 The WPC shall:

- [1] File the original MTP Cover Sheet in the modification file.
- [2] Update the required tracking systems as necessary.

6.4 Final Closure and Closure Level 2 Open Items

6.4.1 The IMPLEMENTING ORGANIZATION, OPERATIONS, MAINTENANCE and SYSTEM ENGINEER shall:

- [1] Sign original Impact Review Form or Field Survey Form maintained by the Workplan Coordinator indicating Level 2 Field Survey items and Final Closure impact items are completed.
- [2] Notify Workplan Coordinator of completion.



6.4 Final Closure and Closure Level 2 Open Items (Continued)

6.4.2 The WPC shall:

- [1] Status and track to completion the Final Closure and Closure Level 2 open items.
- [2] Complete remaining portions of the MTP Cover Sheet.
- [3] Forward a copy of the completed MTP Cover Sheet to the Project Engineer, Plant Manager and DNS/ERCU.
- [4] Update required tracking systems as necessary.
- [5] Forward the original MTP to permanent record lifetime storage.

7.0 RESPONSIBILITIES

- | | |
|---|---|
| All Plant Sections | - Identify and close out items impacted by a design change in support of scheduled dates for Return-to-Service and DCN/ECN Closure. |
| System Engineer | - Process the Modification Turnover Package in accordance with this procedure. |
| Operations Superintendent | - Review and approve MTP for RTS after completion of a plant modification. |
| Workplan Coordinator | - Maintain and distribute Impact Review Forms in accordance with this procedure.
- Maintain a tracking system for open items generated from Impact Review Forms.
- Track closure of Final Closure and Closure Level 2 open items. |
| Implementing Organization Responsible Engineers | - Perform Field Surveys in accordance with this procedure. |
| System Engineering Supervisor | - Assign responsible System Engineers as required by this procedure. |

8.0 ATTACHMENTS AND FORMS

Attachment A - Closure Levels

Form SDSP-249 - Modification Turnover Package Coversheet

Form SDSP-251 - Modification Turnover - Field Survey Open Items

9.0 RECORD RETENTION

The completed Modification Turnover Package is a Quality Assurance Document with lifetime retention and must be maintained in accordance with SDSP-2.5. DCS is responsible for storage.

ATTACHMENT A

CLOSURE LEVELS

CLOSURE LEVEL 1 - Item is required to be completed prior to Return-to-Service for the modification. These items usually affect operation and/or maintenance of the system or component.

CLOSURE LEVEL 2 - Item is required to be completed prior to ECN/DCN Final Closure. These items are usually housekeeping or other general type items and should not affect operation or maintenance by system or component.

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S A M P L E

SOSP-12.4 FORM SOSP-249 (P 1 OF 1)

APR 18 1988

TENNESSEE VALLEY AUTHORITY BROWNS FERRY NUCLEAR PLANT SITE DIRECTOR STANDARD PRACTICE	MODIFICATION TURNOVER PACKAGE COVER SHEET	1. T/O PKG. NO. 2. PAGE 1 OF 3. ECN/DCN (CIRCLE ONE)
PART I. TURNOVER DESCRIPTION		
4. UNIT	5. SYSTEMS INVOLVED	6. USOD REV FINAL? Y <input type="checkbox"/> N <input type="checkbox"/> (SEE BLOCK 131)
7. TURNOVER PACKAGE SCOPE/DESCRIPTION:		
PART II. ACTIONS REQUIRED FOR RETURN TO SERVICE		
8.		
A. ALL IMPACT ITEMS REQUIRED FOR RETURN TO SERVICE, AS IDENTIFIED ON SOSP-8.10 "IMPACT REVIEW FORMS", HAVE BEEN COMPLETED. COPIES OF SOSP FORMS-243, 244 & 245 ARE ATTACHED.		<input checked="" type="checkbox"/>
B. ALL LEVEL 1 FIELD SURVEY ITEMS, AS IDENTIFIED ON THE "FIELD SURVEY OPEN ITEMS" LIST, HAVE BEEN COMPLETED. COPY OF SOSP-12.4 FORM SOSP-251 IS ATTACHED.		<input type="checkbox"/>
C. COPY OF PI 88-04 "DESIGN STATEMENT" IS ATTACHED.		<input type="checkbox"/>
D. COPY OF SOSP-9.4 "WORK COMPLETION STATEMENT", FORM SOSP-133 IS ATTACHED.		<input type="checkbox"/>
E. UPDATED PRIMARY DRAWINGS ARE IN THE CONTROL ROOM.		<input type="checkbox"/>
F. CRITICAL DRAWINGS HAVE BEEN UPDATED.		<input type="checkbox"/>
9. SPECIAL CONDITIONS, IF APPLICABLE:		
10. BASED ON A REVIEW OF THE ABOVE DOCUMENTS, RETURN TO SERVICE OF THE SYSTEM AFFECTED BY THIS ECN/DCN IS RECOMMENDED.		11. ACCEPTED
SYSTEM ENGINEER	DATE	SYSTEM ENGINEER SUPV
		OPERATIONS SPT
		DATE
PART III. ACTIONS REQUIRED FOR FINAL PLANT CLOSURE OF ECN/DCN		
12.		
ALL IMPACT ITEMS (FORMS SOSP-243, 244 & 245) REQUIRED FOR FINAL ECN/DCN CLOSURE HAVE BEEN COMPLETED		<input checked="" type="checkbox"/>
ALL LEVEL 2 FIELD ITEMS (FORM SOSP-251) HAVE BEEN COMPLETED		<input type="checkbox"/>
13. FINAL USOD REVISION NO. AND RING NO.		14. ECN/DCN CLOSED
		WORKPLAN COORDINATOR
		DATE
PART IV. COMMENTS		
15. COMMENTS:		

CONFIGURATION MANAGEMENT FORM

RETENTION PERIOD: LIFETIME RESPONSIBILITY: DOCUMENT CONTROL SUPV 4/88
 0603798-22

