RELIABILITY PROCEDURE

TITLE: Organizational Structure and Internal Inspection System of the Radiography Program

DEPARTMENT: 830 REVIEW DATES:

PART NUMBER: CO 10-1

APPROVED: Walter Chaput 2/13/81
Dept. Head

DATE: 1-1-73

REVISED DATE: 8-15-79 12/18/80

SPECIFIC INFORMATION: To define the control exercised over the radiography program at the Defiance Plant.

STEP	WHAT TO DO	HOW TO DO IT	COMMENTS
1.	Definition of the Organizational Structure at the Defiance Plant	A) Active control over the radiography program at the Defiance Plant is maintained by delegation of authority and responsibility for the program by the Plant Manager to designated members of management in the metallurgical and safety departments.	
2.	Responsibilities of the Chief Metallurgist	B) Mr. Walt Chaput, Chief Metallurgist in Plant II, has the overall responsibility for assurance that comission regulations, statements, representations, and procedures contained in the radiography license are complied with. He will also: 1) Supervise the Radiation Protection Officer in the performance of his duties. 2) Act in an advisory capacity to higher management. 3) Assume control and institute corrective action in emergency situations. 4) Investigate cause of incidents and determine the necessary preventative action. 5) Review and approve operating instructions and procedures.	

Warren Clegg

STEP	WHAT TO DO	HOW TO DO IT	COMMENTS
.	Responsibilities of the Chief Metallurgist (Continue	6) Make unannounced inspections of the cobalt facility to determine compliance with commision regulations, license conditions, operating and emergency procedures, and insure correction of any noted deficiencies.	
.	Responsibilities of the Radiation Protection Officer.	A) Mr. Arnold Seling, Plant I Laboratory General Supervisor, is the assigned Radiation Protection Officer. He reports to the Chief Metallurgist and is responsible for active control over the radiography program. He will also: 1) Serve as laison officer with the Nuclear Regulatory Commision on license matters. 2) Act in an advisory capacity to Radiography personnel. 3) Maintain control of procurement and disposal of licensed by product material. 4) Conduct a quarterly interval inspection to assure the use of the facility is in accordance with the license, the Nuclear Regulatory Commision regulations, and the operating and emergency procedures. 5) Conduct a quarterly maintenance inspection of the radiographic equipment and schedule an annual preventative and corrective maintenance inspection by a qualified manufacturers service man. 6) Develope and maintain up-to-date operating and emergency procedures. 7) Review to insure maintenance of the record system. 8) Prepare and submit the annual reports to the office of Workmens Compensation and Radiation records.	

Wayne Clayton

CO 30-1

STEP	WHAT TO DO	HOW TO DO IT	COMMENTS
	Responsibilities of the Radiation Protection Officer. (Continued)	9) In the absence of or at direction of the Chief Metallurgist, assume control in emergency situations and submit reports as may be required by Commisicn Regulations. 10) Maintain managerial control over the following radiographic program: a) Personnel Monitoring b) Survey Instrument Calibration c) Quarterly Inventory d) Leak Testing e) Facility Security f) Radiation Survey g) Utilization Log h) Personnel Instruction	
	Responsibilities of the Plant Safety Director	A) The Plant Safety Director has the overall responsibility for safety plant wide. He will make or direct that inquiries and observations be made to satisfy himself that the radiography operation will not jeopardize either the radiography personnel or other personnel in the plant. He will be notified of any emergency or incident and will take cooperative action with the chief metallurgist as the situation requires.	
	Responsibilities of the Radiographer.	A) The radiographer is a salaried laboratory employee and as such will have an active interest in the proper management of the radiography program. He personally performs the radiography and is directly responsible to higher management that it is performed in accordance with commision regulations and provisions of the NRC license. B) The radiographer initially receives the film badge reports from the processing laboratory. After recording this data on NRC - 5 forms, the processing laboratory reports are sent to the plant physician for review and filing in the plant medical files. The radiographer will notify the plant physician of any emergency or condition involving a potential health hazard.	

Warren Cooper

STEP	WHAT TO DO	HOW TO DO IT	COMMENTS
6.	Internal Inspection System	A) In order to insure that commission regulations, license provisions and operating and emergency procedures are followed by the radiographers, management will set up records and conduct inspections. Each active radiographer will be observed and questioned to ensure he is following operating procedures, understands emergency procedures and maintenance of records. These inspections will be conducted at intervals of three months and results recorded. Immediate corrective action will be taken to rectify any deficiencies. The action taken will be noted and recorded. These inspections will be made in an announced and unannounced basis by the Chief Metallurgist and the Radiation Protection Officer. The Radiation Protection Officer will make one specific, formal, comprehensive inspection on a quarterly basis. A record of the inspection will be made on the Daily Gamma Ray Projector Inspection sheet listing any deficiencies. Any deficiencies noted by the Radiation Protection Officer will be reported to the Chief Metallurgist along with corrective action. The following items should be covered during the inspections: 1) Personnel Monitoring 2) NRC - 5 Forms 3) Survey Instrument Calibration 4) Quarterly Inventory 5) Leak Tests 6) Facility Security 7) Radiation Survey 8) Utilization Log 9) Projector Maintenance Check Sheet 10) Operating Procedure 11) Emergency Procedure 12) Storage of by product material 13) Radiation Warning Signs 14) Bulletin Board Posting	

Walt Chapel