


PROCEDURE FOR CERTIFICATION OF
INSPECTORS OF HANDLING EQUIPMENT
 AND RIGGING

 MAINTENANCE DIVISION	Procedure for Certification of Inspectors of Handling Equipment and Rigging	NO. MA-20
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1.0 PURPOSE

1.1 The purpose of this procedure is to:

- (1) Ensure that Maintenance Division Inspectors of Handling Equipment and Rigging (herein after referred to as "Rigging Inspectors") are qualified to perform their assigned work at PBAPS.
- (2) Define the scope of a Rigging Inspector's responsibilities and authority.
- (3) Provide a means of certifying the qualification of Rigging Inspectors.

2.0 SCOPE

2.1 This procedure applies to all inspections of handling equipment and rigging performed by the Maintenance Division at PBAPS as required by MA-7.

3.0 REFERENCES

- 3.1 MA-1 - Procedure for Preparation of Maintenance Division Procedures.
- 3.2 MA-18 - Procedure for Indoctrination and Training of Maintenance Division Personnel in QA/QC Requirements
- 3.3 MA-7 - Procedure for Handling Q-listed Items.
- 3.4 ANSI - N45.2,6, 1973 - Qualifications of Inspection, Examination and Testing Personnel for Construction Phase of Nuclear Power Plants.
- 3.5 PBAPS Quality Assurance Plan, Volume III.
- 3.6 NCR Regulatory Guide No. 1.58 - August, 1973.

4.0 RESPONSIBILITIES

4.1 The Superintendent of the Maintenance Division is responsible for:

4.1.1 Approving the "Certificate of Qualification" of Maintenance Division Inspectors of Handling Equipment and Rigging Form T-25 (Exhibit MA-20.1)

4.2 The Engineer-in-Charge of the Engineering Section is responsible for:

4.2.1 Approving the "Record of Inspection Assignments" Form T-24 (Exhibit MA-20.3).

4.2.2 Approving the "Evaluation of Job Performance" Form MDF-5 (Exhibit 20.2).

4.3 The Rigging Supervisor is responsible for:



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- 4.3.1 Making rigging inspection assignments to the various qualified individuals assigned to work at Peach Bottom.
- 4.3.2 Maintaining a file for all forms T-25, and MDF-5, and T-24 (Exhibits MA-20.1, MA-20.2, MA-20.3).
- 4.3.3 Arranging for the repair or disposal, as required, of any damaged handling equipment or rigging, and updating his records accordingly.
- 4.3.4 Preparing a periodic Performance Evaluation for each Rigging Inspector.
- 4.3.5 Assuring that a "Record of Inspection Assignments" Forms for each inspector are kept current - Form T-24 (Exhibit MA-20.3).
- 4.4 A member of the Maintenance Division Engineering Section is responsible for:
 - 4.4.1 Reviewing and approving Inspection Programs proposed by the Rigging Supervisor.
 - 4.4.2 Preparing a procedure for any rigging or handling equipment as required.
- 4.5 The foreman, training and testing section, is responsible for:
 - 4.5.1 Arranging for any indoctrination, training, and testing required for certification of Rigging Inspectors.
 - 4.5.2 Preparing a Certificate of Qualification Form (T-25).
 - 4.5.3 Notifying the Rigging Supervisor to prepare or update the documents as required, to keep each rigging inspector's qualification forms current.
- 4.6 The Maintenance Division Safety Foreman is responsible for:
 - 4.6.1 Arranging for PECO Medical Department to initially certify Rigging Inspectors vision examinations results and to perform annual vision examinations.
- 4.7 The Rigging Inspector is responsible for:
 - 4.7.1 Checking and inspecting the handling equipment and rigging used by the Maintenance Division in the handling operations defined in Procedure MA-7.
 - 4.7.2 Completing the "Record of Inspections" Form T-24 (Exhibit MA-20.3).
 - 4.7.3 Preparing "Record of Rigging Inspection Assignments" (Form T-24) as required.
- 5.0 PREREQUISITES:
- 5.1 None.

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6.0 PROCEDURE:

6.1 Selection of Inspectors

1.1 The individuals assigned as "Inspectors of Handling Equipment and Rigging. (Rigging Inspectors)" shall be Maintenance Division riggers who have attained as a minimum the rating of Rigger, First Class.

6.2 Duties & Assignment of Inspectors

6.2.1 Riggers from Maintenance Division shall be assigned as Rigging Inspectors by the Rigging Supervisor.

6.2.2 Rigging Inspectors shall check and inspect, as required, the handling equipment and rigging which is used by the Maintenance Division or its sub-contractors in the handling operations covered by MA-7. The Rigging Inspector shall inspect and verify conformance to the applicable procedure and any additional inspection criteria.

6.2.3 The Rigging Inspector shall document his inspections by signing and dating the appropriate procedural forms. The Rigging Inspector shall stop the use of any handling equipment or rigging which he finds to be damaged or not in accordance with the applicable inspection criteria.

6.2.4 If the Rigging Inspector removes from service a particular piece of handling equipment or rigging, he shall indicate in the Rigging Equipment List Exhibit 20.5 that it is not available for service, and shall complete the Rigging and Handling Equipment, Field Inspection Report. (Exhibit MA-20.4). He shall discuss the proposed resolution with the Rigging Supervisor.


6.2.4.1 The Rigging Supervisor will have a member of the Maintenance Engineering Section review the repair.

6.2.5 If the item can be repaired, the Rigging Supervisor shall arrange for the repair work to be performed. When repairs are complete, the Rigging Supervisor shall have the item recertified by qualified testing personnel and re-inspected by a Rigging Inspector. If the re-inspection is satisfactory, the item may be released for use in quality controlled handling operations, and the file of certification papers and the Rigging Equipment List shall be updated accordingly.

6.2.6 If the item cannot be satisfactorily repaired, the Rigging Supervisor shall arrange for it to be discarded or destroyed. The file of certification papers and the Rigging Equipment List shall be revised accordingly to indicate that the item is no longer available for service.


6.3 Certification of Rigging Inspectors

6.3.1 Maintenance Division Rigging Inspectors shall be certified as being qualified to perform their assigned work. The certification shall be supported by appropriate measures such as training, evaluation, and periodic review, to

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assure the initial and continued proficiency of each Rigging Inspector. The effective period of certification shall not exceed two years. At the end of the effective period of certification each Rigging Inspector shall be recertified in accordance with this procedure.

- 6.3.2 The qualifications of personnel for initial certification and recertification shall be documented by the foreman, Testing & Training, on the "Certificate of Qualification of Maintenance Division Inspectors of Handling Equipment and Rigging" (Form T-24, Exhibit MA-20.1). The various sections of the form shall be completed as follows:
 - 6.3.2.1 Handling Equipment and Rigging Inspections
 - 6.3.2.2 Level of Capability shall be either Level 1, 2, or 3, as listed in Table 1, ANSI N45.2-1973. The education and experience requirements specified in Paragraph 3.1 ANSI N45.2-1973 for the various levels of capability should not be treated as absolute, when other factors provide reasonable assurance that a person can competently perform a given task.
 - 6.3.2.3 Effective Period of Certifications shall begin on the date the certificate is signed by the Superintendent of the Maintenance Division. The effective period of certification shall not exceed two years.
 - 6.3.2.4 Basis Used for Certification Shall Include:
 - 6.3.2.4.1 Education, College: List the initials of the degree, the name of the institution granting the degree, and the year of graduation. Also, list the same of each undergraduate and graduate school attended with the starting and completion dates.
 - 6.3.2.4.2 Other Education/Training: List any that is related to nuclear and/or inspection work, with name and location of school, length of training, and the year that the training occurred.
 - 6.3.2.4.3 Employment Record: List in chronological order each Philadelphia Electric Company position held, noting job title and dates of position.
 - 6.3.2.4.4 Rigging and/or Inspection Experience: Briefly describe any significant areas of previous experience.
 - 6.3.2.4.5 Vision Requirements Verified: PECO Medical Department shall verify that the Rigging Inspector meets the vision requirements of Paragraphs 3.2.1 (1) and (2) ANSI N45.2.6 - 1973.
 - 6.3.2.4.6 Approval: The Superintendent, Maintenance Division shall approve and sign the Certificate of Qualification form.
 - 6.3.5 The executed copies of the Certificate of Qualification forms shall be kept in the Maintenance Division personnel files.
 - 6.3.6 Subsequent yearly vision examinations shall be performed and recorded on the "Maintenance Division Rigging Inspection Personnel Vision Examination Schedule." Evidence of yearly examination shall be attached to the individual's Certificate of Qualification form and shall be retained in the Maintenance Division personnel files. The Maintenance Division Safety foreman shall maintain a vision

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examination schedule for all Rigging Inspectors.

6.3.7 The Engineering Section, Engineer-in-Charge or his designated alternate shall maintain a list of "Personnel Certified as Qualified Inspectors of Handling Equipment and Rigging."

6.4 Training

6.4.1 All Rigging Inspectors shall receive periodic indoctrination and training in QA/QC requirements in accordance with MA-18. Training shall include indoctrination in: (1) MA-7 and other related Maintenance Division Procedures, (2) the applicable codes and standards, and (3) the duties and responsibilities of a Rigging Inspector.

6.4.2 If the Rigging Inspector's background and experience is such that he lacks the necessary skill and knowledge in the use of any tools, gages, instruments, or any other inspection equipment that he may be required to use, the Foreman, Testing and Training Section, shall arrange for the Rigging Inspector to be given the necessary training in the use of such equipment. When the training is complete, the Foreman, Testing and Training Section, shall document its completion by recording it in the "Other Training" Section of the Rigging Inspectors Certificate of Qualification form.

6.4.3 The Foreman, Training and Testing, shall administer and document the indoctrination and training program in accordance with MA-18 and MA-9.

6.5 Inspection Program

6.5.1 The Maintenance Rigging Supervisor shall ensure that frequent and periodic inspections of the handling equipment and rigging as required by MA-7 are made. Inspections shall be performed in accordance with the program described therein.


6.5.1.1 If there is no inspection program available for a particular piece of handling equipment or rigging, a Maintenance Engineer shall prepare a proposed inspection program which will ensure compliance with the various codes and specification associated with the item. He shall submit the proposed inspection program to another Maintenance Engineer for independent review.

6.6 Record of Inspection Assignments

6.6.1 Each Rigging Inspector shall document his inspection assignments by completing a "record of Division Inspections" (Form T-24, Exhibit MA-20.3) and submitting it to the Rigging Supervisor. A form shall be submitted at least yearly.

6.6.2 The Rigging Supervisor shall review and verify each form submitted by the Rigging Inspectors under his supervision. He shall forward the verified originals to the Engineering Section, Engineer-in-Charge for placement in the Inspector's file.

6.7 Evaluation of Performance

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6.7.1 The Rigging Supervisor shall prepare an evaluation of the job performance of each Rigging Inspector in his group using the "Evaluation of Job Performance" form. Evaluation shall be performed at the time of initial certification and at periodic intervals not to exceed two years. The evaluation shall include a review of the Rigging Inspector's current capability, the activities he is currently qualified to perform, his knowledge and observance of the applicable procedures and specifications and any other pertinent facts. The Rigging Supervisor shall forward his evaluation to the Engineering Section, Engineer-in-Charge.

6.7.2 The Engineering Section, Engineer-in-Charge, shall review the evaluation prepared by the Rigging Supervisor. He shall review the capability of each Rigging Inspector and shall indicate his evaluation by signing the appropriate space in the "Approval" section of the form and entering his signature and date.

6.7.2.1 If it is determined that the capabilities of a Rigging Inspector are in accordance with the qualifications specified for the job, his certification as a qualified inspector of handling equipment and rigging may be continued for a period not to exceed two years.

6.7.2.2 If it is determined that the capabilities of a Rigging Inspector are not in accordance with the qualifications specified for the job, he shall be so notified and shall be removed from the list of certified Rigging Inspectors until such time as he has been trained in the needed skills and has been re-certified as being qualified to perform the work. A new Certificate of Qualification form shall be prepared by the Foreman, Testing and Training, to document the re-certification of the Rigging Inspector.

6.7.3 The completed form T-24 (Exhibit MA-20.1) shall be placed in the individual's personnel file.

7.0 DOCUMENTATION:


7.1 The Maintenance Division Form T-24 (Exhibit MA-20.1) shall document the credentials and qualification level of each Rigging Inspector and kept in the personnel files at Oregon Shops.

7.2 The "Evaluation of Job Performance" for MDF-5 (Exhibit MA-20.2) shall document the Rigging Inspector's performance and kept in the personnel files at Oregon Shops.


7.3 The "Record of Maintenance Division Inspection of Handling Equipment and Rigging" Form T-24 (Exhibit MA-20.3) shall document the Rigging Inspector's inspection assignments and shall be kept in the Peach Bottom Rigging Supervisors files. Upon completion shall be signed by the Engineer-in-Charge Engineering Section and placed in the personnel files at Oregon Shops.

8.0 EXHIBITS:

8.1 Certificate of Qualification of Maintenance Division Inspectors of Handling

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- Equipment and Rigging (Form T-25, Exhibit MA-20.1)
- 8.2 Evaluation of Job Performance - Handling Equipment and Rigging Inspection (Form MDF-5, Rev. o.), Exhibit MA-20.2
- 8.3 Record of Inspections (Form T-24), Exhibit MA-20.3
- 8.4 Field Inspection Report, Exhibit MA-20.4

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MAINTENANCE
DIVISION

PEACH BOTTOM ATOMIC POWER PLANT
MAINTENANCE DIVISION

EVALUATION OF JOB PERFORMANCE

HANDLING EQUIPMENT AND RIGGING INSPECTION

NAME: _____

PAYROLL NO.: _____

_____ The capabilities of this inspector are in accordance with the qualifications specified for the job. I recommend extension of his current certification as a qualified inspector for a period not to exceed two years.

_____ The capabilities of the inspector are not in accordance with the qualifications specified for the job. He should be removed from the list of certified inspectors until such time as he has received the additional training noted below.

Rigging Supervisor

Date

ADDITIONAL TRAINING REQUIRED:

APPROVED: _____

Engineer-In-Charge, Maintenance Division/Date



MAINTENANCE
DIVISION

PEACH BOTTOM ATOMIC POWER PLANT

MAINTENANCE DIVISION

RIGGING & HANDLING EQUIPMENT

FIELD INSPECTION REPORT

EQUIPMENT NO. _____

EQUIPMENT DESCRIPTION:

PURPOSE OF INSPECTION:

RESULTS:

COMMENTS:

Prepared by: _____
Maintenance Rigging Supervisor

Date: _____

Reviewed by: _____
Engineering Section Representative

Date: _____

