

PROCEDURE FOR HANDLING OF Q-LISTED ITEMS



MAINTENANCE
DIVISION

Procedure for Handling of Q-Listed Items

NO. MA-7

REV. 1 DATE 10-10-80

APPR. ¹⁰⁻¹⁵⁻⁸⁰
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1.0 Purpose:
 1.1 The purpose of this procedure is to ensure that the quality of Q-listed items at PBAPS is not impaired by handling operations performed by the Maintenance Division.

2.0 Scope:
 2.1 This procedure applies to the handling of Q-listed items from the point of receipt by the Maintenance Division through storage, transportation to the work area, and installation at Peach Bottom Station. This procedure also applies to the handling of non-Q-listed items which could affect the integrity of a Q-listed system.

This procedure does not apply to the unloading, transporting, and storing of small items which can be handled manually. Such items may, for convenience, be placed on pallets and handled by fork lift truck or be transported to the work area by truck and shall remain exempt from this procedure.

- 3.0 References:
- 3.1 ANSI-N45.2.2 - 1972 - Packaging, Shipping, Receiving, Storage and Handling of Items for Nuclear Power Plants.
 - 3.2 10 CFR 50, Appendix B, Criterion XIII - Handling, Storage, and Shipping.
 - 3.3 Peach Bottom Quality Assurance Plan, Volume I, Section 13 Handling, Storage, and Shipping.
 - 3.4 Regulatory Guide No. 1.38 (3/16/73) - Quality Assurance Requirements for Packaging, Shipping, Receiving, Storage and Handling of Items for Water-Cooled Nuclear Power Plants.
 - 3.5 MA-20 - Procedure for Certification of Inspectors of Handling Equipment and Rigging.
 - 3.6 A-19-Administrative Procedure for Preparation and Distribution of Maintenance (M) Procedures.
 - 3.7 Peach Bottom Procedure, M-17.1 "Frequent and Periodic Inspection of Overhead and Gantry Cranes"

4.0 Responsibilities:
 4.1 Maintenance Division Engineering Section Engineer in Charge or his designated alternate is hereafter referred to as Maintenance Engineer. He is responsible for determining when this procedure shall be utilized, the handling category of each item, and for monitoring the handling activities to ensure compliance with the Procedure. He is responsible for reviewing, approving, logging, and filing the Item Handling Reports and any associated

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Special Handling Instructions.

4.2 The Maintenance Division Rigging Supervisor* is responsible for:

4.2.1 Preparing the Item Handling Report and any associated Special Handling Instructions.

4.2.2 Installing and testing handling equipment and rigging, and directing the subsequent handling operations.

4.2.3 Establishing and Controlling access to the Maintenance Division's certified rigging storage area.

FOOTNOTE: The title "Rigging Supervisor" is used in this procedure to designate the position of the man in charge of all Maintenance Division rigging and handling activities at Peach Bottom regardless of his job title.

4.2.4 Requesting the use of various rigging/lifting equipment from Transportation Division, or PBAPS Shift Supervision, as applicable.

4.2.5 Establishing and monitoring an inspection program for handling equipment and rigging.

4.3 The Maintenance Division Inspector of Handling Equipment and Rigging is a responsible 1st class Maintenance Division rigger. He is responsible for performing periodic inspections to verify that certified rigging and equipment is in good condition. The Inspector is also responsible for performing frequent inspection of handling equipment during use as required.

4.4 The Transportation Division is responsible for providing (and periodically inspecting) certified mobile handling equipment, as requested by the Maintenance Division. Transportation is further responsible for providing qualified operators and evidence that both the equipment and operators are properly certified.

4.5 PBAPS Shift supervision is responsible for approving and scheduling the use of permanent plant handling equipment by Maintenance personnel.

5.0 Prerequisites

5.1 None.

5.2

6.0 Procedure:

6.1 General Requirements

6.1.1 This procedure shall be utilized to control the operations of Maintenance Division personnel in handling Q-listed items from the point of receipt to installation in the plant. The point of receipt is the



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location at which the Maintenance Division assumes responsibility for handling the item.

6.1.2 This procedure shall also be utilized to control the operations of Maintenance Division personnel in handling non-Q-listed items when said handling operations could jeopardize a Q-listed system.

6.2 Planning

6.2.1 The Rigging Supervisor, shall make a preliminary review of the handling operation to determine whether the conditions of Paragraph 6.1 are present, and, accordingly, whether this procedure shall be invoked. If in his judgement a separate procedure may be required, he will contact the Maintenance Engineering section representative. He shall review the physical characteristics of the item, the conditions in the areas where the handling will be performed, and any other information pertinent to the handling operation.

6.2.2 If the Maintenance Engineer determines that the procedure shall be utilized, he shall notify the Rigging Supervisor of the classification of the items (see Para. 6.3) and the requirement for special handling instructions (if any).

6.3 Classification of items handled:


6.3.1 The quality control requirements for handling activities covered by this procedure are based on dividing the items into three (3) categories according to their important physical characteristics. The manufacturer's minimum requirements shall be considered when classifying the items. An item shall not be reclassified to lower status without approval by the Maintenance Division Engineering Section which assigned the original category.

6.3.2 Items which require quality controlled handling activities shall be classified into one of the three following categories.
Category A-Items classified in Category A are those that require specially selected equipment and detailed procedures for handling operations because of large size and weight. Examples of items that may be assigned to this category are:

- (a) Reactor vessels
- (b) Major components of reactor vessel internals
- (c) Spent fuel casks

Note: This procedure is not applicable to handling Category A items. Separate Maintenance procedures will be prepared for each Category A operation.

Category B-Items classified in Category B are those that may be handled

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with conventional handling equipment but require detailed procedures because of weight, size, susceptibility to shock damage, high nil-ductility transition temperature, or any similar condition. Examples of items that may be assigned to this category are:

- (a) Primary and intermediate coolant pumps and their internals.
- (b) Safety related instrument cabinets and control boards.
- (c) Control rod drive mechanisms.
- (d) Fuel Handling equipment.
- (e) Purification equipment.
- (f) Fuel.
- (g) Core components (small).
- (h) Reactor vessel head.

Category C-Items classified in Category C are those that may be handled with conventional equipment using standard rigging practice. Included in this category are both construction and permanent plant materials not included in Categories A and B.

6.3.3 The Maintenance Engineer shall determine which handling category is applicable to a particular item and shall advise the Rigging Supervisor.


6.4 Procedures and Instructions

6.4.1 When the Maintenance Engineer has determined that this procedure shall be invoked an IHR (Item Handling Report) (Exhibit MA-7.2) shall be prepared under the direction of the Rigging Supervisor prior to the start of any handling activity.

6.4.2 The Rigging Supervisor, or the designated 1st class Rigger, shall complete Section I of the Item Handling Report as follows:

6.4.2.1 For B Handling activities, he shall request a Special Procedure, list the approximate weight of the item and shall attach a sketch of the proposed rigging arrangement, showing the size of the rigging tools to be used, specific lift points, the center of gravity of the item (if available), and the size, length, and angle of all chokers, slings, and chain hoists.

6.4.2.2 For Category C handling activities he shall: list the approximate weight of the item, provide a sketch/description of the proposed handling

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methods, prescribe the type and minimum size of rigging equipment to be utilized, and list any angle limitations on chokers, slings, and chain hoists.

6.4.2.3 Detailed handling instructions shall be prepared for all items that require special handling because of weight, size, susceptibility to shock damage, high nil-ductility transition temperature, etc. Such instructions shall be prepared and approved prior to the time the item is to be handled and shall give weights, sling locations, balance points, method of attachment, hoist capacity, maximum hoist line speeds, and other pertinent features to be considered as necessary for safe handling.


6.4.2.4 The detailed handling instructions shall include the following as a minimum:

Category A Items-These items are not covered by this procedure. Separate procedures for each item would include the following:

- (a) Responsibilities of organizations and key individuals.
- (b) Identification of equipment to be used.
- (c) Applicable manufacturer's instructions and conditions and conditions of operation for both the handling equipment and the item being handling.
- (d) Work instructions for single tasks that must be accomplished in a specified sequence.
- (e) Acceptance criteria for satisfactory completion of a task.
- (f) Inspection check points which require documented acceptance.
- (g) Maximum allowable safe loads and specific measures to ensure that these loads are not exceeded.
- (h) Any restoration which may be required to return modified permanent plant equipment to its original condition.
- (i) Soils tests, as applicable.

Category B Items

- (a) Identification of equipment to be used.
- (b) Applicable manufacturer's instructions and conditions of operation for both the handling equipment and the item being handled.
- (c) Work instructions for single tasks that must be accomplished in a specific sequence.

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Category C Items

(a) Written detailed procedures are not required. Category C items shall be handled by experienced personnel in accordance with good rigging and handling practices as described in the safety handbooks, ANSI standards, and corporate or contractor standards designated for the job, and in compliance with regulations. Manufacturer's load charts and general safe rigging manuals shall be available to personnel.

6.4.2.5 The Rigging Supervisor or the designated 1st class Rigger shall submit the prepared IHR and any necessary detailed Handling Instructions to the Maintenance Engineer for approval.

6.4.3 The Maintenance Engineer shall review the Item Handling Report and detailed Handling instructions to verify that the proposed rigging arrangement and handling instructions are satisfactory, have a sufficient safety factor, and comply with good engineering practice as described in various procedures, specifications, and manufacturer's recommendations. The Maintenance Engineer may consult with other Maintenance Division Engineering section personnel in his review of the proposed rigging arrangement to make use of their expertise. The Maintenance Engineer shall indicate his approval by signing Section I of the IHR. The Rigging Inspector shall assign the IHR a number, make appropriate entries on the IHR log and transmit the IHR number to the 1st class Rigger for use during the handling operation.

6.5 Handling

6.5.1 The 1st class Rigger shall install all necessary handling equipment and rigging in accordance with the details of the Item Handling Report. Only certified rigging tools and equipment (see 6.6) shall be used.

6.5.2 In some cases, the detailed Handling Instructions may require that a test load of the rigging arrangement be performed prior to the actual handling of the item. The 1st class rigger shall make the necessary arrangements and shall simulate as closely as possible the loading and field conditions of the actual lift.

6.5.3 The Rigging Supervisor shall monitor the actual handling operation to ensure that it is performed in accordance with the approved Item Handling Report and any associated detailed Handling Instructions.

6.5.4 At the completion of the handling operation, the Rigging Supervisor shall sign Section II of the Item Handling Report to verify that he performed the handling operation in accordance with the approved procedures and instructions. He shall submit the Item Handling Report to the Maintenance Engineer for Approval.

6.5.5 The Maintenance Engineer shall review the completed Item Handling Report and shall indicate his approval by signing Section II. The Rigging Supervisor shall attach a copy of the Item Handling Report to the completed MRF and place the original in the "Item Handling Reports file,"



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and shall complete the item entry in the IHR log. Exhibit MA-7.3

6.6 CERTIFICATION, INSPECTION, MAINTENANCE, AND CONTROL OF RIGGING TOOLS EQUIPMENT

6.6.1 Equipment and rigging used for handling of items covered by this procedure can be divided into three general types. The following paragraphs define the three types of handling equipment and rigging, list examples and define the various responsibilities for certification, inspection, maintenance, and control of each.

6.6.2 Standard Manufactured Components-including rigging which is kept available from several sources as catalog items, generally kept in stock, and normally used as components of a handling system. Examples: chains, hooks, shackles, links, fiber ropes, casters, rollers, shoes, wheels, wire rope cribbing, eyebolts, chain blocks.

Certification for each piece of rigging, a manufacturer's "Certificate of Test" shall be available in the Maintenance Division files. The "Certificate of Test" shall verify that the piece is in accordance with applicable industry standards, and shall be traceable to the rigging by means of a unique, permanent identification number on the rigging.

Control-The Maintenance Division shall control the use of certified rigging. All rigging shall be maintained in a locked storage area and the Rigging Supervisor shall control access to the area. A Rigging Equipment list (Exhibit MA-7.6) shall be used to identify the person who removes rigging from storage and the location in the plant where it will be used, and the date it is returned to storage.

6.6.2.1 Inspection-The Maintenance Division shall be responsible for inspecting its rigging. A visual examination of all rigging shall be made prior to any handling operation to ensure that the installed rigging is in good condition. In addition, a periodic inspection of all certified rigging tools shall be made by a qualified Inspector of Handling Equipment and Rigging (see MA- 2.). Periodic inspections shall be performed at least yearly or at more frequent intervals as determined by the Rigging Supervisor (e.g. after major outages). Each piece listed in the Rigging Equipment list shall be located and inspected. Damaged equipment shall be repaired and recertified or shall be discarded and the Rigging Equipment list modified accordingly. The yearly inspection shall be documented on a Handling Equipment Rigging Inspection Report (Exhibit MA-7.4).

6.6.3 Equipment which the P.E. Company owned or rental equipment Transportation Div. supplies for use by the Maintenance Division shall be certified and controlled by Transportation Division as follows: Examples: Gantry, Mobile and Jib cranes, fork lift trucks, tractors, trailers.

6.6.3.1 Certification-Transportation Division is responsible for obtaining and filing the necessary certifications for all equipment which is furnished to the Maintenance Division for handling under this procedure. Evidence


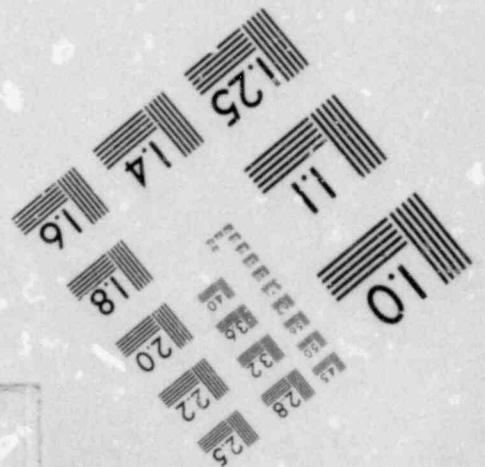
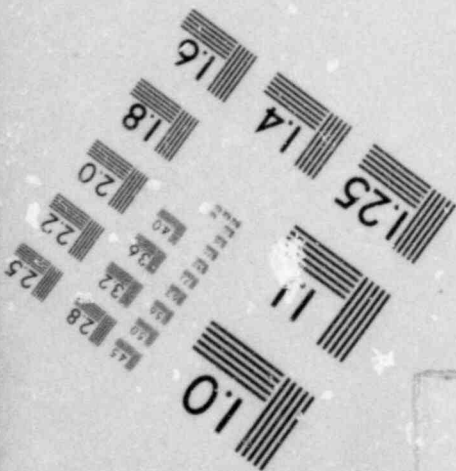
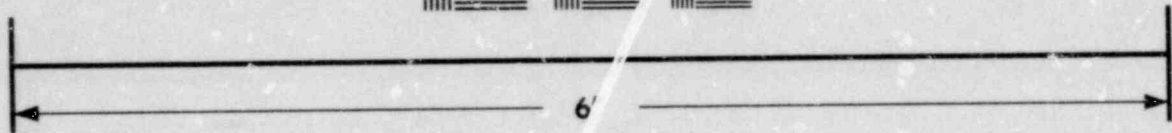
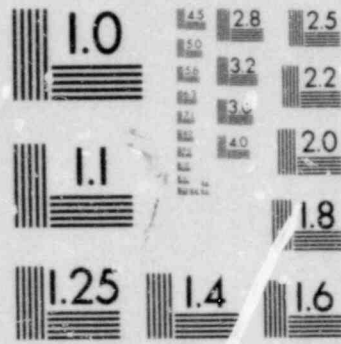
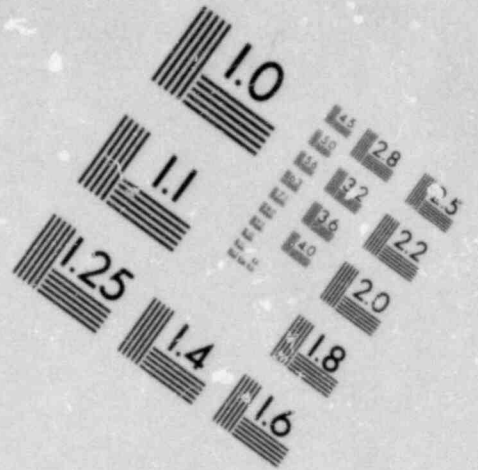
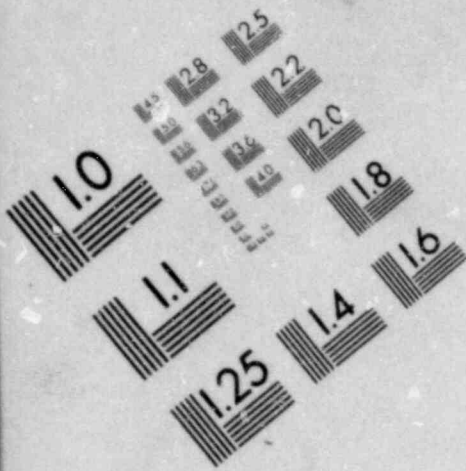
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IMAGE EVALUATION
TEST TARGET (MT-3)



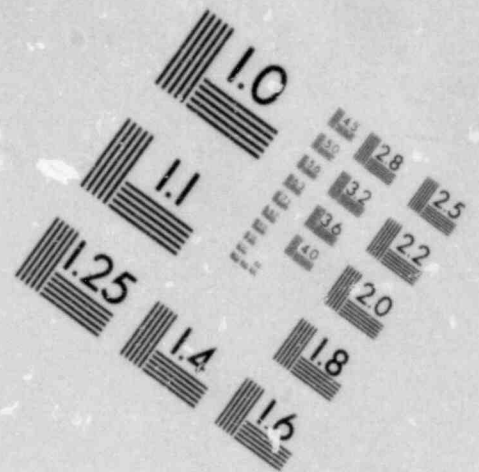
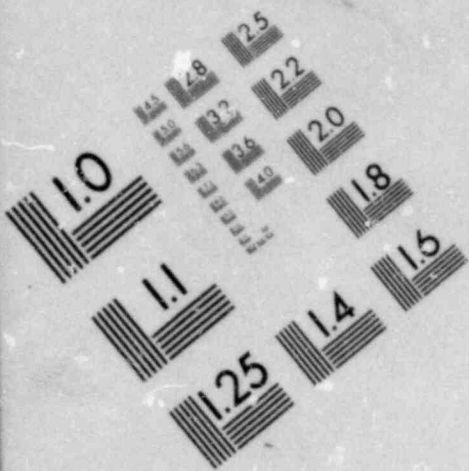
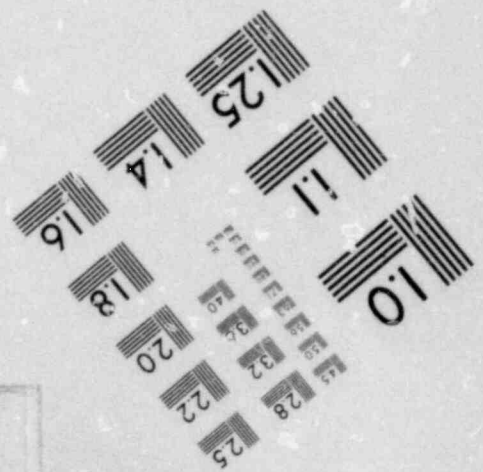
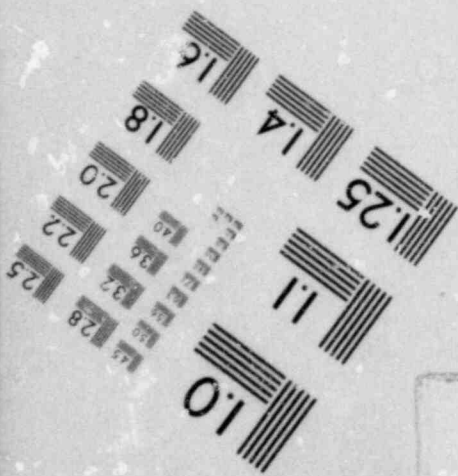
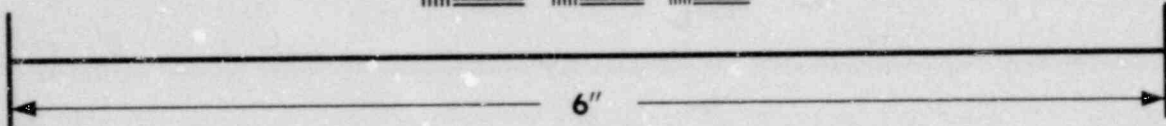
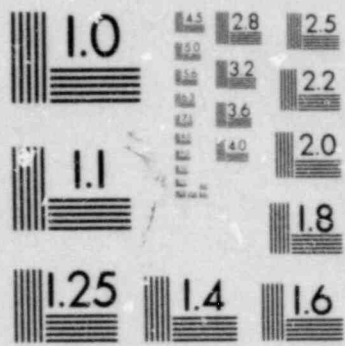



IMAGE EVALUATION
TEST TARGET (MT-3)



of the certification shall be sent with the Equipment to provide a means of assuring Maintenance Division that the equipment is properly certified for the intended use. A copy of the certificate will be attached to the MRF. When equipment is provided with an operator or driver, Transportation Division shall provide evidence that he is qualified to operate the equipment.

- 6.6.3.2 Control-The Rigging Supervisor shall notify Transportation Division of the equipment needed, the accompanying certifications required, the date it will be required, and he shall state that the equipment will be used to handle Q-listed items. Transportation Division will arrange to furnish the requested equipment with evidence of proper certification on the date specified.
- 6.6.3.3 Inspections-A Maintenance Division Inspector of Handling Equipment and Rigging shall perform or verify frequent inspections of the equipment prior to its use. These inspections shall be documented on the "Frequent Inspection Checklist" Exhibit MA-7.5. Periodic inspections required by various codes and standards shall be performed by Transportation Division.
- 6.6.4 Permanent Plant Handling Equipment-includes permanently installed equipment which is intended primarily for maintenance and operation. Examples: fuel handling equipment, overhead cranes for reactor and turbine buildings jib cranes, specially designed rigging assemblies.
- 6.6.4.1 Certification-Maintenance Division at the request of PBAPS, Operating is responsible for inspecting and preparing the necessary certifications for all permanent plant handling equipment. Prior to using the equipment, the 1st class rigger shall obtain evidence and ensure that the equipment is properly certified. The evidence shall be placed in the Rigging Supervisor's files.
- 6.6.4.2 Control- The Rigging Supervisor shall contact PBAPS Shift supervision and request the use of specific permanent plant handling equipment, noting the date and duration the equipment will be required and briefly describing the handling activity. PBAPS Shift supervision shall grant permission for Maintenance Division to use the requested equipment provided it does not interfere with other previously scheduled plant activities.
- 6.6.4.3 Inspections-A Maintenance Division Rigging Equipment Inspector shall make a visual inspection of the permanent plant handling equipment prior to its use and shall document the inspection by signing the "Pre-Operational Inspection Form" Exhibit MA7.1 which is kept in the operator's cab. All limit switches shall be checked at the beginning of each work shift, all hooks, chains, slings, ropes, brakes, and safety latches shall be checked daily. All documented periodic inspections required by Maintenance Division will be performed in accordance with specific procedures and Maintenance Division Standard Work Instructions.
- 6.6.5 All inspection tools or equipment used by the Rigging Inspector in the performance of his duties shall be calibrated and controlled in accordance with MA-6 Procedure for Calibration and control of Maintenance Division

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Test Equipment.

7.0

Documentation:

The "Item Handling Report", (Form MDF-7) shall document that the item is handled in accordance with the approved procedure. The original of the report shall be filed in the "Item Handling Reports File" of the Maintenance Division Rigging files, by the Rigging supervisor.

7.1

The "Item Handling Reports Log, (Form MDF-8) shall be used to provide accountability of the Item Handling reports and to provide a reference for possible repetitive handling of the same type item. The Log shall be maintained in the Maintenance Division Rigging files.

7.2

The Handling Equipment and Rigging Inspection Report (Form MDF-9) shall be used by the Inspector of Handling and Rigging Equipment to document the date of the latest inspection of all Maintenance Division handling equipment and rigging. The form shall list each piece of equipment, its location in the plant, the results of its inspection, and the repairs or disposition required (if any). The completed forms shall be filed in the Rigging Inspection File of the Maintenance Division files.

7.3

A Rigging Equipment List (Form MDF-11) shall be prepared and maintained by the Rigging Supervisor or his designee, to provide accountability for each piece of certified handling equipment and rigging owned by the Maintenance Division. Each certified piece shall be included and shall be identified by listing the following information: description serial number, location in plant, name of person responsible, and date the equipment was removed from (and returned to) the certified rigging storage area. The Rigging Equipment shall be kept in the locked storage area for certified handling equipment.

7.4

The certification papers for the handling equipment and rigging shall be maintained by the Rigging Supervisor and kept in the files of the Supervisor.

7.5


The written evidence supplied by the Transportation Division to verify that a piece of handling equipment (or its operator) is properly certified to perform a specific operation shall be filed in the Maintenance Division Rigging file.

7.6

The Frequent Inspection Checklist (Form MDF-10) or equivalent form contained in other procedures shall be used to document the daily inspections prior to use performed by the Inspector of Handling Equipment and Rigging on the lifting, hoisting, and Transporting Equipment supplied by the Maintenance or Transportation Divisions. The completed checklist shall be filed in the Maintenance Division Rigging File .

7.7

The "Daily Pre-operational Inspection (Form MDF-6)", is kept in the operators cab of each piece of permanent plant handling equipment to document the daily visual inspections. The form is designed to cover


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the use of the piece during the entire calendar month and, when completed, is filed in the Maintenance Division Rigging Files.

8.0 Exhibits:

- 8.1 Exhibit MA-7.1, "Pre-operational Inspection Report," Form MDF-6, (2 sheets).
- 8.2 Exhibit MA-7.2, "Item Handling Report," Form MDF-7.
- 8.3 Exhibit MA-7.3, "Item Handling Reports Log," Form MDF-8.
- 8.4 Exhibit MA-7.4, "Handling Equipment and Rigging Inspection Report," Form MDF-9.
- 8.5 Exhibit MA-7.5, "Frequent Inspection Checklist," Form MDF-10.
- 8.6 Exhibit MA-7.6, "Rigging Equipment List, Form MDF-11.

FOOTNOTE: The title "Rigging Supervisor" is used in this procedure to designate the position of the man in charge of all Maintenance Division rigging and handling activities at Peach Bottom regardless of his job title.

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MAINTENANCE
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PEACH BOTTOM ATOMIC POWER PLANT

MAINTENANCE DIVISION

DAILY PRE-OPERATIONAL INSPECTION REPORT

MONTH: _____

YEAR: _____

Inspect the six items listed below and complete the inspection sheet using the five conditions listed on the attached sheet. Sign sheet under applicable day before placing crane into service. Days when the crane is not operated leave blank.

Item Description	DAY:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
All functional operating mechanisms for maladjustment interfering w/proper operation.																																		
Deterioration or leakage in lines, tanks, valves, drain pumps, & other parts of air or hydraulic systems.																																		
Visually inspect hooks for deformation or cracks, reject hooks with cracks or having more than 15% in excess of normal throat opening or more than 10° twist from the plane of unbent hook.																																		
Hoist ropes - visual inspection daily.																																		
Check trip out switch (limit). Drift on all hooks. Respond to all control systems.																																		
Hoist chains - visual inspection daily for excessive wear of chain drive sprockets & excessive chain stretch.																																		
Signature in applicable date. At beginning of month, remove previous month inspection sheet & send to Engineer-In-Charge, Engineering Section, Oregon.																																		

EXHIBIT MA-7.1



MAINTENANCE
DIVISION

PEACH BOTTOM ATOMIC POWER PLANT
MAINTENANCE DIVISION
PRE-OPERATIONAL INSPECTION REPORT

STATION: _____ MONTH/YEAR: _____

CRANE NO.: _____ CAPACITY: _____

MANUFACTURER: _____

CONDITIONS:

1. Good condition, operable.
2. Fair condition, maintenance may be required next inspection.
3. Poor condition, maintenance required, restricted operation.
4. Poor condition, unsafe to operate.
5. Items not applicable to the crane under inspection should be marked "N/A" in the (1) box.

REMARKS:

SUBJECT INFORMATION DEFINING REPAIR OR SUGGESTIONS FOR IMPROVEMENT FOR NEXT INSPECTION:

Inspected by: _____
(Rigger First Class)

(Maintenance Station Foreman)

Date: _____



PEACH BOTTOM ATOMIC POWER PLANT
MAINTENANCE DIVISION

MAINTENANCE /
DIVISION

ITEM HANDLING REPORT

IHR NO. _____

SECTION I

Unit No. _____ MRP No. _____

Item: _____ Approx. Wt. _____

Sketch of Proposed Handling Arrangement:

Special Handling Procedures: Required? _____ Yes _____ No
Attached? _____ Yes _____ No

Additional Precautions:

NOTE: Only certified rigging tools
and equipment may be used.

Prepared by: _____ / _____
Rigging Supervisor Date

Approved by: _____ / _____
Maint. Engineer Date

SECTION II

Work completed per above procedure with: _____ No exceptions.
_____ The exceptions listed below.

Prepared by: _____ / _____
Rigging Supervisor Date

Approved by: _____ / _____
Maintenance Engineer Date



PEACH BOTTOM ATOMIC POWER PLANT
 MAINTENANCE DIVISION

MAINTENANCE
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ITEM HANDLING REPORTS LOG

Sheet No. _____

IHR Number	Date Assigned	Rigging Superv. Initials	Unit No(s)	MRF No.	Special Instruct. Required?	IHR Section I		IHR Section II		IHR Filed (Date)	Comments
						Initials	Date	Approved	Initials		



MAINTENANCE
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PEACH BOTTOM ATOMIC POWER PLANT
MAINTENANCE DIVISION

HANDLING EQUIPMENT-AND RIGGING INSPECTION REPORT

Inspection
Performed By: _____
Certified Rigging Supervisor

Inspection
Performed by: _____
Date: _____ Payroll No.: _____

DESCRIPTION	SIZE/REACH	SERIAL NUMBER	LOCATION IN PLANT	CONDITION (SEE CODE BELOW)	COMMENTS

When determining the condition of rigging equipment, use one of the following identifying symbols:
A - Equipment is in good condition.
B - Equipment is damaged and needs repair. Equipment must be removed from service and may not be used until repairs and recertification are complete.
X - Equipment is damaged and cannot be repaired. Discard or destroy at once.

