

COMANCHE PEAK STEAM ELECTRIC STATION
OPERATIONS DEPARTMENT ADMINISTRATION MANUAL

NON-SAFETY-RELATED

REPORTING OF OPERATIONAL INCIDENTS

PROCEDURE NO. ODA-107

REVISION NO. 0

**FOR INFORMATION
ONLY**

SUBMITTED BY:

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DATE:

4/10/81

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DATE:

7/14/81

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1.0 Purpose

The purpose of this procedure is to prescribe the method of reporting operational incidents which occur at CPSES.

2.0 Applicability

This procedure is applicable to reports which are prepared by the Operations Department for the purpose of documenting a significant operational incident. These reports are intended for CPSES use and shall not be used in lieu of any other required report or document. This procedure becomes effective when issued.

3.0 Definitions

3.1 Operational Incident - Any event or sequence of events which occurs at CPSES and is determined to be of significance to be documented.

4.0 Instructions

4.1 General

4.1.1 Any person within the Operations Department may prepare and submit an incident report.

4.1.2 The Operations Engineer is responsible for the review of each incident report and will maintain an index, ODA-107-2.

4.1.3 The report may be routed to other Operations Department personnel for additional individual review as specified in ODA-106, "Review of Documents."

4.2 Preparation of Incident Report

4.2.1 Each report shall be prepared on Form ODA-107-1, Attachment 1. The following items should be completed by the persons preparing the report:

4.2.1.1 Incident Date - the date that the incident began.

4.2.1.2 Incident Time - the time that the incident began, as can best be determined.

4.2.1.3 Unit - designate either 1, 2 or X (common to both units).

4.2.1.4 Incident Description - a summary of the incident. The detail of the description is dependent upon the event's severity and complexity.

4.2.1.5 Comments - any observations or recommendations of the originator.

4.2.1.6 The originator shall sign and date the report.

4.2.1.7 If the report does not provide adequate space, additional sheets may be attached.

4.2.2 The report shall be submitted to the Operations Engineer.

4.2.3 The Operations Engineer will record the report in the index and assign an incident number to the report.

5.0 References

None

6.0 Attachments

6.1 Sample format for Operations Department Incident Report, Attachment 1

6.2 Sample format for Operations Department Incident Report Index, Attachment 2

