

COMANCHE PEAK STEAM ELECTRIC STATION
OPERATIONS DEPARTMENT ADMINISTRATION MANUAL

SAFETY-RELATED

OPERATIONS DEPARTMENT
ORGANIZATION AND RESPONSIBILITIES

Procedure No. ODA-101

Revision No. 1

FOR INFORMATION
ONLY

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1.0 Purpose

This procedure describes the Operations Department organization and the responsibilities of the members of that organization.

2.0 Applicability

This procedure is applicable to all personnel assigned to the Operations Department. Specific duties of shift operating personnel are discussed further in other Operations Department Administrative Procedures and Manuals. This procedure becomes effective when issued.

3.0 Definitions

None

4.0 Instructions

4.1 Operations Superintendent

The Operations Superintendent is responsible to the Manager Of Plant Operations for the operation of the station in a safe, reliable and efficient manner, consistent with regulatory and administrative requirements. The duties of the Operations Superintendent include the following:

- 4.1.1 Responsibility for all operating activities at CPSES.
- 4.1.2 Member of the Station Operations Review Committee (SORC).
- 4.1.3 Responsibility for the implementation of the Operations Administrative Control and Quality Assurance Plan (OACQAP) as it applies to operational activities.
- 4.1.4 Technical and administrative direction of:
 - 4.1.4.1 Shift Supervisor:
 - 4.1.4.2 Operations Engineer
- 4.1.5 Responsibility for acquiring and maintaining a USNRC Senior Reactor Operator License.
- 4.1.6 Responsibility for operational documentation.

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- 4.1.7 Responsibility for ensuring that an adequate number of properly trained and licensed personnel are available to operate the station.
- 4.1.8 Responsibility for ensuring that technical assistance is available to shift operating personnel.

4.2 Operations Engineer

The Operations Engineer is responsible to the Operations Superintendent for monitoring station operations and providing technical and administrative support to the Operations Department. Specific duties of the Operations Engineer include:

- 4.2.1 Responsibility for maintaining thorough familiarity with daily station operating activities and advising the Operations Superintendent.
- 4.2.2 Responsibility for providing technical and administrative support to the Operations Department and necessary information to shift operating personnel.
- 4.2.3 Technical and administrative direction of assigned engineers.
- 4.2.4 Responsibility for coordinating operating activities with maintenance and engineering functional areas.
- 4.2.5 Responsibility for Operations Department activities in the absence of the Operations Superintendent.
- 4.2.6 Responsibility for preparation, maintenance and periodic review of operational documentation, including procedures, reports and logs.
- 4.2.7 Acquisition and maintenance of a current USNRC Senior Reactor Operator License.
- 4.2.8 Responsibility for assistance in planning and coordinating operating activities, preparation of the operations department budget and monitoring the availability of operating supplies.
- 4.2.9 Other specific duties of the Operations Engineer as delineated in the following procedures:

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4.2.9.1 ODA-104, "Operations Department Document Control"

4.2.9.2 ODA-301, "Operating Logs"

4.3 Engineer, Operations

This Engineer(s) is responsible to the Operations Engineer for providing staff support to the Operations Department, as directed. Specific duties of the Engineer include:

4.3.1 Responsibility for the preparation, maintenance, and periodic review of assigned operational documentation, including procedures, reports, and logs.

4.3.2 Responsibility for providing technical support to the Operations Department.

4.4 Shift Supervisor

The responsibilities of the Shift Supervisor are discussed in Procedure ODA-102, "Shift Complement, Responsibilities and Authorities".

4.5 Assistant Shift Supervisor

The responsibilities of the Assistant Shift Supervisor are discussed in Procedure ODA-102, "Shift Complement, Responsibilities and Authorities".

4.6 Reactor Operator

The responsibilities of the Reactor Operator are discussed in Procedure ODA-102, "Shift Complement, Responsibilities and Authorities".

4.7 Auxiliary Operator

The responsibilities of the Auxiliary Operator are discussed in Procedure ODA-102, "Shift Complement, Responsibilities and Authorities".

5.0 References

5.1 Procedure STA-102, "CPSES Organization"

6.0 Attachments

None