

**QUALITY ASSURANCE PROCEDURE QA - 17**

QUALITY ASSURANCE RECORDS

FOR

SEABROOK STATION

PUBLIC SERVICE COMPANY OF  
 NEW HAMPSHIRE

J.O. 9763

January 14, 1974

**CONTROLLED**

Prepared by: R. C. Holzwarth  
 Quality Assurance Engineer

Approved by: G. F. Cole, Project Manager

Approved by: G. B. Silverwood  
 G. B. Silverwood, Manager  
 Reliability & Quality Assurance

No.	Date	Prep. By	QA/Rev.	Appr. By
1	4/18/74	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
2	11/1/74	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
3	12/6/74	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
4	10/27/75	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

Revision				Approval	
No.	Date	Page Nos. Revised	Prep. By	Project Manager	Manager R&QA
5	5/10/78	i, ii, 2 & 8 of App.A	<i>[Signature]</i>		<i>[Signature]</i>
6	3/1/79	Figure 1 (Page 7)			<i>[Signature]</i>
7	1/2/79	P.6 of App.A	<i>[Signature]</i>		<i>[Signature]</i>
8	1/24/80	App.A-Pgs. 2 thru 14	<i>[Signature]</i>		<i>[Signature]</i>
9	9/9/83	see page ii	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
10	2/28/85	All	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
11	2/11/86	2, 3, 6, APP. A	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

United Engineers Procedure

Quality Assurance Procedure QA-17: Quality Assurance Records

rev 11: 2/11/86  
rev 10: 2/28/85  
rev 9: 9/09/83  
rev 8: 1/24/80

QUALITY ASSURANCE PROCEDURE

QA-17

IDENTIFICATION OF CHANGES

<u>Section</u>	<u>Page</u>	<u>Reason</u>
III.A.2, III.A.3	2	Incorporated ACN No. 285
III.C.5	3	Organization Change
IV.E.3.A.4)	6	Incorporated ACN No. 285
Appendix A	1	Incorporated ACN No. 285
Appendix A	5	Incorporated Previous Comment
Appendix A	8	Incorporated ACN No. 292 to Agree with NQAM



&amp; constructors inc

SUBJECT: QUALITY ASSURANCE RECORDS

REV: 11

DATE: 2/11/86

PAGE 1 of 6

I. SCOPE

This procedure describes the control system maintained by UE&C for Quality Assurance Records.

II. GENERALA. Purpose

1. To impose the applicable portions of Standard XVII in the Quality Assurance Manual-Corporate Standards and ANSI N45.2.9 on the project.
2. To define records and documents which are generated or maintained, by UE&C for substantiating conformance to applicable standards, codes, agency or Client requirements. The document sources are shown in Figure 1 along with the controlling record procedures.
3. To establish the measures necessary for control, retention and retrieval of QA records.

B. References

1. Project Administrative Procedures.
2. ANSI N45.2.9 Requirements for Collection, Storage and Maintenance of Quality Assurance Records.
3. QA-7-2 - Control of Purchased Material-Vendor Surveillance.
4. QA-18 - Quality Assurance Audits.
5. QCP-17-1 - Records Review.
6. QCP-17-2 - Quality Assurance Records.
7. Construction Division Standard Guideline Procedure GGCP-2 Drawing Specification & Document Control.
8. General Administrative Procedure GAP-0014, Document Control Center.
9. General Administrative Procedure GAP-0006, Identification, Filing and Retrieval System.
10. New Hampshire Yankee (NHY) Field Quality Control and Audit Group - Record Center Manual.

C. Record Requirements

1. Records shall be identifiable and retrievable, and shall be made available to the Owners or their designated representatives, regulatory agency representatives and the Authorized Inspector, as appropriate.

B. Construction Manager

1. The Project Construction Manager is responsible for the establishment and maintenance of all UE&C Project Construction Records.

C. Reliability and Quality Assurance

1. R&QA is responsible for auditing the QA records in accordance with QA-18.
2. The Supervising Engineer-Project Quality is responsible for establishing and maintaining Home Office working files for all documentation applicable as required by project QA procedures.
3. The Supervising Engineer-Vendor Surveillance is responsible for establishing and maintaining working files in accordance with QA-7-2.
4. The Project Field QC Manager is responsible for maintaining the site Quality Assurance Master File for receiving, storage, and inspection/surveillance in accordance with QCP-17-2. He is also responsible for maintaining files for records generated as a result of UE&C construction activities.
5. The Audit Group is responsible for auditing QA records program, and establishing and maintaining working files for auditing in accordance with QA-18.

IV. PROCEDURE

A. Records Program

1. UE&C employs a records program which provides for data input, maintenance, updating and retrieval of QA records. The sources of the documents and the controlling procedures are shown in Figure 1.
2. A list of quality-related documents for safety-related activities that will be generated, collected and maintained by the Project is shown on Appendix A. This list:

C. Project Document Control Center

1. Power Division Standard GAP-0014 shall be followed in maintaining QA records.
2. Project records of design and procurement activities shall be identifiable to the items covered and shall be retrievable. Design and procurement records typically include drawings, specifications, calculations, stress reports, evidence of design verification, vendor submittals (procedures and manufacturing records), procurement documents and related correspondence.
3. All "Final" (reviewed, approved and issued) hard copies of QA records shall be submitted for microfilming. Other QA records identified by Supervising Discipline Engineers as being sufficiently important to warrant copying shall also be microfilmed.
4. The disposition of hard copies of QA records after microfilming shall be dependent upon agreements reached with the Owner on the form of the permanent record files and other related considerations.

D. Construction Office Building

1. Construction Procedure for Drawing, Specification & Document Control and QCP-17-2, shall be followed for maintaining the records identified as COB in Appendix A.
2. QCP-17-2 shall be followed for maintaining the QA records identified as Site QA/COB point of access in Appendix A.

E. Document Storage Requirements (Protective Measures)

1. Project Files

- a. UE&C Project records shall be maintained in duplicate files stored in separate locations. These records shall be retained as microfilm or hard copy or a combination of these. Duplicates of the microfilm copies of records are maintained in the Record Retention Room of the Reproduction Department. Before microfilming, the documents shall be reviewed for completeness, legibility and identification in accordance with procedure GAP-0014.

**DOCUMENT FLOW & DISPOSITION**

ACTIVITY	UE & C CONSTRUCTION		WESTINGHOUSE NSSS	SEABROOK YANKEE DCC	SUBCONTRACTORS	CONTROLLING RECORDS PROCEDURES
	ENGINEERING	MANAGER				
UE & C ENG & DESIGN DOCUMENTS	ORIGINAL DOCUMENTS	HARD COPIES & MICROFILM (CONSTRUCTION FILE)	-----	HARD COPIES & MICROFILM (NORMAL PROJECT DIST)	HARD COPIES NEEDED TO DO JOB	GAP 0014 QA-17
SITE DATA PACKAGE RECEIVED FOR EQUIPMENT	COPY FOR INFO	HARD COPIES FOR REVIEW & TURNOVER (MASTER QA FILE)	-----	HARD COPIES TURNED OVER BY C M	-----	QCP-17-2
WESTINGHOUSE QUALITY RELEASE FOR NSSS EQUIP	-----	HARD COPIES FOR REVIEW & TURNOVER (MASTER QA FILE)	ORIGINAL COPY	HARD COPY TURNED OVER BY C M	-----	QCP-17-2
WESTINGHOUSE DOCUMENT PACKAGE FOR NSSS EQUIP	-----	-----	ORIGINAL COPY	HARD COPIES & MICROFILM TURNED OVER BY NSSS	-----	YAEC PROCEDURE (WESTINGHOUSE QA PROCEDURES)
SUBCONTRACTOR SITE CONSTRUCTION RECORDS - CIVIL / STRUCTURAL	SUBMITTALS REQUIRED BY SPECIFICATIONS	HARD COPIES FOR REVIEW AS REQUIRED FOR CONSTRUCTION REPORT	-----	HARD COPIES TURNED OVER BY SUBCONTRACTORS	ORIGINALS	QCP-17-2 (SITE CONTRACTOR QC PROCEDURES)
SUBCONTRACTOR SITE CONSTRUCTION RECORD - ALL OTHER	SUBMITTALS REQUIRED BY SPECIFICATIONS	SUBMITTALS REQUIRED BY SPECIFICATIONS	-----	HARD COPY TURNED OVER BY SUBCONTRACTOR	ORIGINALS	YAEC PROCEDURE (SITE CONTRACTOR QC PROCEDURES)
UE & C CONSTRUCTION DOCUMENTS	-----	INITIATED BY CONSTRUCTION	-----	ORIGINALS TURNED OVER BY CONSTRUCTION	-----	QCP-17-1
UE-B-C QA/QC DOCUMENTS	-----	-----	-----	ORIGINALS TURNED OVER BY QA/QC	-----	QCP-17-1

FIGURE 1

**SEABROOK**  
 QA-17  
 REV. 11  
 2/11/84

APPENDIX A

FOOTNOTES

SEABROOK  
QA-17  
APPENDIX A  
Rev. 11  
2/11/86  
Page 1 of 19

1. Point of Access

DCC - Document Control Center  
FP - Foreign Print Control Center  
COB - Construction Office Building  
CCC - Assigned Calculation Control Center

2. Turnover to Owner prior to commercial operation.
3. Turnover to Owner is part of the normal distribution as the records are generated.
4. File requirements at site are lifetime storage(L) and 0, 1, 2, 3, 6 years of storage after commercial operation.
5. Copies for permanent records to be supplied by Owner.
6. Alpha-numeric designation from Owner Field Quality Control and Audit Group-Record Center Manual.
7. These procedures will be submitted to engineering for review and comment; or approval as required by the UE&C specification. At the same time a copy of the procedures will be submitted to Owner.
8. Originator will be contractor or the applicable UE&C Discipline when the work activity is within UE&C's scope of work.



APPENDIX A (Cont'd)

<u>LIST A (Continued)</u>	<u>ORIGINATOR</u>	<u>(1)</u> <u>PT. OF ACCESS</u>	<u>TURNOVER</u> <u>TO OWNER</u>	<u>(4)</u> <u>FILE</u> <u>REQ'T</u>
<u>DESIGN RECORDS</u>				
QA System Audit Reports	R&QA	DCC	Microfiche(3)	6
Safety Analysis Report	Safety Licensing Eng.	DCC	Hard Copies(3)	L
Stress Reports	Eng.	DCC	Microfiche(3)	L
Systems Descriptions	Eng.	DCC	Microfiche(3)	L
Systems Process and Instrumentation Diagrams	Eng.	DCC	Microfiche(3)	L
Technical Analysis, Evaluations and Reports	Eng.	DCC	Microfiche(3)	L
Reconciliation of Drawings to Stress Reports	Eng.	DCC	Microfiche(3)	L
Overpressure Protection Report or Analysis	Eng.	DCC	Microfiche(3)	L

APPENDIX A (Cont'd)

LIST B (Continued)

<u>VENDOR PRE-MANUFACTURING RECORD REQUIREMENTS</u>	<u>ORIGINATOR</u>	<u>PT. OF ACCESS</u> (1)	<u>TURNOVER TO OWNER</u>	<u>FILE REQ'T</u> (4)
Test Equipment Calibration Procedure	Vendor	FP	Microfiche(2)	0
Radiographic Inspection Procedure	Vendor	FP	Microfiche(2)	0
Ultrasonic Inspection Procedure	Vendor	FP	Microfiche(2)	0
Weld Material Control Procedure	Vendor	FP	Microfiche(2)	2
Welding Procedures	Vendor	FP	Microfiche(2)	L
Welding Procedure Qualification & Data Reports	Vendor	FP	Microfiche(2)	2
Welding Personnel Qualifications	Vendor	Vendor	N/A	2
Detailed Inspection Plan	Vendor	FP	Microfiche(2)	L
Certificate of Authorization	Vendor	FP	Microfiche(2)	L

APPENDIX A (Cont'd)

LIST C (Cont'd)

<u>VENDORS MANUFACTURING RECORDS</u>	<u>ORIGINATOR</u>	<u>(1) PT. OF ACCESS</u>	<u>TURNOVER TO OWNER</u>	<u>(4) FILE REQ'T</u>
Material Properties Records	Vendor	COB	Hard Copies(3)	L
Nonconformance to Procurement Documents	Vendor	COB/DCC	Hard Copies(3)/ Microfiche	L
Performance Test Records	Vendor	COB	Hard Copies(3)	L
Pipe and Fitting Location Report	Vendor	COB	Hard Copies(3)	L
User Tensile Test Reports of Reinforcing Steel	Vendor	COB	Hard Copies(2)	L
Pressure Test Results (including Hydrotest)	Vendor	COB	Hard Copies(3)	L
Test Equipment Calibration Records	Vendor	Vendor	NA	Until Recal.
QA System Audit Report	R&QA	DCC	Microfiche(3)	6
Radiographs, Review Forms	Vendor	COB	Hard Copies(3)	L
Ultrasonic Examination Results	Vendor	COB	Hard Copies(3)	L
Welding Filler Metal Reports	Vendor	COB	Hard Copies(3)	L

APPENDIX A (Cont'd)

LIST D

<u>PROCUREMENT RECORDS</u>	<u>ORIGINATOR</u>	(1) <u>PT. OF ACCESS</u>	<u>TURNOVER TO OWNER</u>	(4) <u>FILE REQ'T</u>
Purchaser's Pre-Award Quality Assurance Survey	R&QA	DCC	Microfiche(3)	2
Pre-Award Meeting Minutes	Purchasing	DCC	Microfiche(3)	2
Procurement Procedures	Purchasing	DCC	Microfiche(3)	3
Procurement Specification	Purchasing	DCC	Microfiche(3)	L
Purchase Order Including Amendments	Purchasing	Purchasing	Microfiche(3)	L
Audit Reports	R&QA	DCC	Microfiche(3)	6

APPENDIX A (Cont'd)

LIST E (Cont'd)

<u>CONSTRUCTION RECORDS</u>	<u>ORIGINATOR(8)</u>	<u>PT. OF ACCESS</u> (1)	<u>TURNOVER TO OWNER</u>	<u>FILE REQ'T</u> (4)
Concrete Cylinder Test Reports and Charts	Test Lab.	Site QA/COB	Hard Copies(2)	L
Concrete Mix Design Reports	Test Lab.	DCC	Microfiche	L
Concrete Placement Records	Contractor/UE&C	Site QA/COB	Hard Copies(2)	L
Inspection Reports for Channel Pressure Tests	Contractor/UE&C	Site QA/COB	Hard Copies(2)	L
Material Property Reports on Containment Liner and Accessories	Vendor	Site QA/COB	Hard Copies(3)	L
Material Property Reports on Metal Containment Shell and Accessories	Vendor	Site QA/COB	Hard Copies(3)	L
Material Property Reports on Reinforcing Steel	Vendor	Site QA/COB	Hard Copies(3)	L
Material Property Reports on Reinforcing Steel Splice Sleeve Material	Vendor	Site QA/COB	Hard Copies(3)	L
Material Property Reports on Steel Embedments in Concrete	Vendor	Site QA/COB	Hard Copies(3)	L

SEABROOK  
QA-17  
APPENDIX A  
Rev. 11  
2/11/86  
Page 11 of 19

APPENDIX A (Cont'd)

LIST E (Cont'd)

<u>CONSTRUCTION RECORDS</u>	<u>ORIGINATOR</u>	<u>PT. OF ACCESS</u> (1)	<u>TURNOVER TO OWNER</u>	<u>FILE REQ'T</u> (4)
Slump Test Results	Test Lab.	Site QA/COB	Hard Copies(2)	0
Soil Compaction Test Reports	Test Lab.	Site QA/COB	Hard Copies(2)	1
User's Tensile Test Reports on Reinforcing Steel Splices	Test Lab.	Site QA/COB	Hard Copies(2)	1

APPENDIX A (Cont'd)

LIST E (Cont'd)

<u>CONSTRUCTION RECORDS</u>	<u>ORIGINATOR (8)</u>	<u>(1) PT. OF ACCESS</u>	<u>TURNOVER TO OWNER</u>	<u>(4) FILE REQ'T</u>
Radiographic Test Final Results	UE&C/Contractor	COB/FP	Microfiche(2)	L
Ultrasonic Test Procedures	UE&C/Contractor	COB/FP	Microfiche(2)	2
Ultrasonic Test Final Results	UE&C/Contractor	COB/FP	Microfiche(2)	L
Weld Procedures	UE&C/Contractor	COB/FP	Microfiche(2)	L
Weld Procedures Qualifications and Results	UE&C/Contractor	COB/FP	Microfiche(2)	2
Welding Filler Metal Material Reports	UE&C/Contractor	COB/FP	Microfiche(2)	L
Welding Material Control Procedures	UE&C/Contractor	COB/FP	Microfiche(2)	2
Welding Personnel Qualifications	UE&C	COB	Microfiche(2)	2
Welding Process Sheets	UE&C	COB	Microfiche(2)	L
<u>Mechanical (7)</u>				
Cleaning Procedures & Results	UE&C/Contractor	COB/FP	Microfiche(2)	L
Chemical Composition User's Test (Grab Samples) for Thermal Insulation	Contractor	FP	Microfiche(2)	L

APPENDIX A (Cont'd)

LIST E (Cont'd)

<u>CONSTRUCTION RECORDS</u>	<u>ORIGINATOR (8)</u>	<u>PT. OF ACCESS (1)</u>	<u>TURNOVER TO OWNER</u>	<u>FILE REQ'T (4)</u>
Pipe and Fittings Material Property Reports	UE&C/Contractor	COB/FP	Microfiche(2)	L
Pipe Hanger and Restraint Data	UE&C/Contractor	COB/FP	Microfiche(2)	L
Safety Valve Response Test Procedures	Contractor	FP	Microfiche(2)	L
Safety Valve Response Test Results	Contractor	FP	Microfiche(2)	6
<u>Electrical and I &amp; C (7)</u>				
Cable Pulling Procedures	UE&C	COB	Microfiche(2)	0
Cable Separation Check Lists	UE&C	COB	Microfiche(2)	1
Cable Splicing Procedures	UE&C	COB	Microfiche(2)	L
Cable Terminating Procedures	UE&C	COB	Microfiche(2)	L
Certified Cable Test Reports	UE&C	COB	Microfiche(2)	L
Documentation of Testing Performed After Installation and Prior to Systems Conditional Acceptance	UE&C	COB	Microfiche(2)	2
Field Workmanship Checklist or Equivalent Logs	UE&C	COB	Microfiche(2)	1



APPENDIX A (Cont'd)

LIST E (Cont'd)

<u>CONSTRUCTION RECORDS</u>	<u>ORIGINATOR (8)</u>	<u>PT. OF ACCESS (1)</u>	<u>TURNOVER TO OWNER</u>	<u>FILE REQ'T (4)</u>
Special Tool Calibration Records	UE&C	COB/FP	Microfiche(2)	Until Recal.
Specifications and Drawings	UE&C/Contractor	COB/FP	Microfiche(2)	L
UE&C Audit Reports	R&QA	DCC	Microfiche(2)	6