

SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION SPEAKOUT PROGRAM INSTRUCTION SPI-02 CLASSIFICATION OF CONCERNS	NUMBER	REV. NO.
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1.0 PURPOSE

This instruction delineates how SPEAKOUT concerns are classified for assignment of investigation.

2.0 SCOPE

This instruction applies to all concerns received by SPEAKOUT.

3.0 DEFINITIONS

Refer to Section IV, Appendix C, Definitions.

4.0 REFERENCES

None

5.0 RESPONSIBILITIES

- 5.1 The Manager, Quality Performance/SPEAKOUT, is responsible for the maintenance and implementation of this instruction.
- 5.2 The Manager, Quality Performance/SPEAKOUT, is responsible for the classification of all concerns received by SPEAKOUT.
- 5.3 The General Manager, Nuclear Assurance, is responsible for reviewing classifications/assignments for accuracy, of all concerns classified by the Manager, Quality Performance/SPEAKOUT, at least monthly.
- 5.4 The Manager, Quality Performance/SPEAKOUT, is responsible for assigning all Class 1 (nuclear safety or quality) concerns to a SPEAKOUT Investigator.
- 5.5 The Manager, Quality Performance/SPEAKOUT, is responsible for assigning Class 2, 3, 4, and 5 concerns to the respective HL&P department for their investigation and response.

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6.0 REQUIREMENTS

6.1 The Manager, Quality Performance/SPEAKOUT, or a designee reads and evaluates each concern and classifies them into one of the following categories:

- Class 1 - Nuclear Safety or Quality
- Class 2 - Human Resources
- Class 3 - Industrial Safety
- Class 4 - Security
- Class 5 - Management

6.2 Keyword Code Assignment - The Manager, Quality Performance/SPEAKOUT, is responsible for determining the subject or subjects of each concern and assigns a code from the Keyword Code Glossary (Attachment A-1). This Keyword Code allows for computer search and sorting by subject.

6.3 Concerns assigned a classification and Keyword Code are forwarded to the Interviewer/Investigator for tracking and distribution.

6.4 When a concern is received which relates to personnel contamination, increased radiation exposure, the ALARA program or any issues which could relate to the preceding, the information, with the concernees identity protected, shall be forwarded to the chairperson of the RADIOLOGICAL HEALTH ADVISORY COMMITTEE.

7.0 DOCUMENTATION

See Appendix IV D, Documentation and Forms

8.0 Attachments

Keyword Glossary and Codes, Attachment A-1.

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KEYWORD GLOSSARY & CODES
ATTACHMENT A-1

CODE No.	KEYWORD
XXR	SPEAKOUT Review Committee Recommendations to the Project.
X01	Air Quality
X02	Anchor Bolts (anchor bolts, Hilti bolts, .C.)
X03	Cable Tray
X04	Cables
X05	Cadwelds (exothermal process)
X06	Communication Problems (language barrier between shifts, supervisor won't listen)
X07	Concrete
X08	Conduits (electrical, mechanical or other)
X09	Design/Engineering (design changes, inadequacies)
X10	Discrimination
X11	Document Control (FDCC, etc.)
X12	Doors (all types)
X13	Drugs/Alcohol
X14	Electrical Components
X15	Falsification of Documents
X16	Fire (electrical, mechanical or other)
X17	Hangers
X18	H & I QA/QC (harassment and intimidation)

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KEYWORD GLOSSARY & CODES

<u>CODE NO.</u>	<u>KEYWORD</u>
X19	H & I other (i.e., craftsmen)
X20	Housekeeping
X21	HVAC (heating, ventilation and air conditioning)
X22	Lack of Resources (money, material, tools, etc.)
X23	Lighting (all types)
X24	Maintenance
X25	Manpower
X26	Mechanical Components
X27	NDE
X28	NRC (problems with)
X29	Paints and Coatings
X30	Parking (roads, site access)
X31	Personnel Pay and Hours
X32	Personnel qualification (other than welding)
X33	Piping (all types)
X34	Problems or Questions about SPEAKOUT
X35	Procedure Problems (complexity, revision, clarity, etc.)
X36	Procurement
X37	Rebar

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<u>Code No.</u>	<u>KEYWORD</u>
X38	Receiving (inspection, damage, procedure etc.)
X39	Recommendations (suggestions)
X40	Record Programs and Controls (not including drawing control, etc.)
X41	References to Brown & Root
X42	Rigging
X43	Safeguards Information (operating plant security, i.e., documents, drawings, and equipment)
X44	Safety/First Aid (accidents, quality of care & service)
X45	Sanitization
X46	Scaffolding
X47	Soils (compaction, reservoir)
X48	Stainless Steel (liners, pipes, tanks)
X49	Storage (equipment items)
X50	Structural Steel
X51	Tools (shortages, quality, contamination, etc.)
X52	Testings (practices)
X53	Traceability (material and control)
X54	Transfer, Job Assignment, or Termination (other than H&I)
X55	Waste and Inefficiencies (manpower, material, OT)
X56	Welding
X57	Workmanship

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<u>Code No.</u>	<u>KEYWORD</u>
X58	Startup
X59	Morale Problem
X60	Quantity vs Quality
X61	Instrumentation & Control (calibration, equipment, etc.)
X62	Training or Instruction
X63	Nuclear Waste
X64	Filler Material Problems
X65	Drawings (legibility, quality, content)
X66	Nonconformance Report Problems (invalidation, suppression, disposition)
X67	Procedure Violations (told to, verbal violations)
X68	Environmental
X69	Quality Control
X70	Quality Assurance
X71	Wrongdoing
X72	Malicious Mischief
X73	Miscellaneous
X74	Section 210a Complaints
X75	Nuclear Operation

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Code
No.

KEYWORD

X76	Alara/Radiation
X77	Site Evacuation
X78	Radiation Monitoring
X79	Human Resources
X80	Employee Misconduct
X81	Security Related Issues
X82	Theft of Property