

SOUTH TEXAS PROJECT ELECTRIC GENERATING STATION SPEAKOUT PROGRAM INSTRUCTION SPI-08 SPEAKOUT Review Committee	NUMBER	REV. NO.
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1.0 PURPOSE

This instruction establishes the duties, responsibilities and composition of the SPEAKOUT Review Committee.

2.0 SCOPE

This instruction applies to concerns processed through the SPEAKOUT Review Committee.

3.0 DEFINITIONS

None

4.0 REFERENCES

4.1 SPEAKOUT Program Instruction Manual, SPI-09, Recommendations/Suggestions.

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 the designated chairman of the SPEAKOUT Review Committee(SRC).
- 5.3 The Manager, Quality Performance/SPEAKOUT, is responsible for determining what material requires SRC review. This will normally include all Class 1 concerns.
- 5.4 The Manager, Quality Performance/SPEAKOUT, is responsible for scheduling and conducting SRC meetings when required.
- 5.5 The Manager, Quality Performance/SPEAKOUT, is responsible for preparing and signing all SRC correspondence and transmitting recommendations as required.
- 5.6 The SRC is responsible for the review and final approval of all Investigation Reports and Response Letters forwarded by the chairman. (NOTE: Response letters are included only if a reply was requested by the concernee and an address was provided.)

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- 5.6.1 The SRC is responsible for verifying that the substance of the Investigation Report is responsive to the concern, that the report clearly identifies facts supporting the conclusions, that the details of the investigation are technically accurate, and that potentially generic situations are addressed.
- 5.6.2 The SRC is responsible for reviewing SPEAKOUT Response Letters to ensure the results of SPEAKOUT investigations are incorporated into the letters and the concerns are answered.
- 5.6.3 The SRC is responsible for reviewing and concurring with, or modifying, recommendations to HL&P Management.
- 5.7 The Manager, Quality Performance/SPEAKOUT, is responsible for determining when additional reviews by persons other than the SRC members is appropriate.
- 5.8 The Manager, Quality Performance/SPEAKOUT, is responsible for determining when review by a member of the SRC would not be appropriate.
- 6.0 REQUIREMENTS
- 6.1 The SRC shall be comprised of the Manager, Quality Performance/SPEAKOUT and representatives from Nuclear Assurance Department, Nuclear Licensing Department, and Human Resources (legal).
- 6.2 Copies of designated Investigation Reports and Response Letters may be forwarded to the SRC for review. If all participants agree that the criteria of Section 5.6 are met, a formal meeting need not be conducted.

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- 6.3 The SRC members prepare comments, when appropriate, concerning Investigation Reports and Response Letters. Editorial or typographical corrections, and corrections which do not materially affect the report, will not require another review by the SRC.
- 6.4 The SRC will meet to review, approve, or comment on Investigation Reports and Response Letters when comments cannot be resolved by a review of documentation; or when deemed appropriate by the Manager, Quality Performance/SPEAKOUT.
- 6.5 The SRC approves, approves with comments, requests further investigation, or rejects Investigation Reports and Response Letters.
- 6.6 Recommendations or suggestions approved by the SRC are forwarded by the Manager, Quality Performance/SPEAKOUT to the appropriate department for consideration and action.
- 7.0 DOCUMENTATION
- See Appendix IV, Appendix D
- 8.0 Attachments
- None