

Yellow

December 20, 1982

Virginia Electric and Power Company
ATTN: Mr. W. L. Stewart, Vice President
of Nuclear Operations
P. O. Box 26666
Richmond, Virginia 23261

50-338

Dear Mr. Stewart:

Subject: Operator and Senior Operator Licensing Examinations

In a telephone conversation between Mr. Kevin White, Training Coordinator and Mr. Art Johnson, License Examiner, Operator Licensing Section, arrangements were made for the administration of the examinations at the North Anna Facility.

The written examinations and the plant oral examinations are scheduled for the week of March 21, 1983.

In order for us to meet the above schedule, it will be necessary for the facility to furnish the approved reference material listed in Enclosure 1 by January 17, 1983. Any delay in receiving this material will result in a delay in administering of the examinations. Our examinations are scheduled far in advance with considerable planning to utilize our present limited examiner manpower and to meet the examination dates requested by the various facilities. Therefore, missing the January 17, 1983, deadline even by a few days, will likely result in a long delay, since it would not be possible to reschedule examinations at other facilities. Mr. Kevin White has been advised of our reference material requirements, the number of reference material sets that are required, and the examiner's names and addresses where each set is to be mailed.

The facility management is responsible for providing adequate space and facilities in order to properly conduct the written examinations. Enclosure 2, "Administration of Operator Licensing Written Examinations" describes our requirements for conducting these examinations. Mr. Kevin White has also been informed of these requirements.

All operator and senior license applications should be submitted at least 60 days prior to the first examination dates so that we will be able to review the training and experience of the candidates, process the medical certifications, and prepare final examiner assignments after candidate eligibility has been determined.

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Thank you for your consideration in this matter. If you have any questions regarding the examination procedures and requirements, please contact Bruce A. Wilson, 404/221-5583, or Art Johnson, 404/221-5794.

Sincerely,

(Original signed by VLBrownlee)

H. C. Dance, Chief
Project Branch 2
Division of Project and
Resident Programs

Enclosures:

1. "Reference Material
Requirements for Operator
License Examinations"
2. "Administration of Operator
Licensing Written Examinations"

cc w/encl.:

B. Shiver, Facility Training Supervisor
W.R. Cartwright, Plant Superintendent

bcc w/encl.:

Resident Inspector, M. Shymlock
Document Management Branch

Thomas P. Hamrick
Oak Ridge National Lab
Bldg. 3001, Rm. 109
Oak Ridge, Tennessee 37830

RII

ASJ
AJohnson:dc
12/15/82

RII

BW
BWilson
12/15/82

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AG
AGibson
12/16/82

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HD
HDance
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ENCLOSURE 1

REFERENCE MATERIAL REQUIREMENTS FOR OPERATOR LICENSING EXAMINATIONS

1. All Administrative Procedures (as applicable to reactor operation or safety)
2. All Integrated Plant Procedures (Normal or General Operating Procedures)
3. Emergency Procedures (Emergency Instructions, Abnormal or Special Procedures)
4. Standing Orders (important orders which are safety related and may supersede the regular procedures)
5. Fuel Handling Procedures.
6. Annunciator Procedures (alarm procedures, including set points)
7. Radiation Protection Manual (Radiation Control Manual or Procedures)
8. Emergency Plan
9. Technical Specifications
10. Lesson Plans (Training Manuals, Plant Orientation Manual, System Descriptions)
11. System Operating Procedures
12. Piping and Instrumentation Diagrams, electrical single line diagrams, or flow diagrams
13. Final Safety Analysis Report, Chapters 4, 5, 6, 7, 8, 9, 10, 13 and 15
14. Technical Data (Curve) Book, as used by operators

All of the above reference material should be approved, final issue, and should be so marked. Uncontrolled, preliminary, or other such issues will not be acceptable. All procedures and reference material should be bound or in the form as used by the control room operators, with appropriate indexes or tables of contents to enable efficient use.

ENCLOSURE 2

ADMINISTRATION OF OPERATOR
LICENSING WRITTEN EXAMINATIONS

Operator Licensing Branch Requirements:

1. A single room shall be provided for completing the written examination. The location of this room and supporting restroom facilities shall be such as to prevent contact with all other facility/contractor personnel during the duration of the written examination. If necessary, the facility should make arrangements for the use of a suitable room at a local school, motel, or other building. Obtaining this room is the responsibility of the licensee.
2. Minimum spacing is one candidate per 5 x 2½ ft., minimum size table with 3 foot spacing between tables. No wall charts, models, and/or other training materials shall be present in the examining room.
3. Suitable arrangements are to be made by the facility for the candidates to have lunch, coffee, etc. These arrangements will be reviewed by the examiner and/or proctor.
4. The facility shall arrange to have a maximum of three knowledgeable personnel available to review the examination questions and answer key. This review will only begin after the start of the written examination and normally be limited to two hours.
5. The examiner will provide pads of paper for each candidate's use in completing the examination. All reference material needed to complete the examination will be furnished by the examiner. Candidates can bring calculators or slide rules but no other equipment or reference material to the examination room.
6. Only black ink should be used for writing answers to questions.