DAIRYLAND POWER COOPERATIVE LA CROSSE BOILING WATER REACTOR

STATEMENT OF QUALITY ASSURANCE POLICY

The Quality Assurance Program described herein has been developed by Dairyland Power Cooperative (DPC) to assure safe and reliable operation of La Crosse Boiling Water Reactor (LACBWR) in a SAFSTOR condition. This program is designed to meet the requirements of Title 10 of the Code of Federal Regulations, Part 50, Appendix B, "Quality Assurance Criteria for Nuclear Power Plants and Fuel Reprocessing Plants," as it would apply to a possession-only condition.

The Quality Assurance Program applies to all activities affecting the functions of the structures, systems, and components that are associated with a possession-only license. These activities include design, operations, maintenance, repair, fuel handling, testing and modifications. Design and fabrication of shipping casks used for shipment of radioactive material will not be conducted under this Quality Assurance Program.

The DPC QA Director is responsible for the establishment of a Quality Assurance Program which meets the requirements of 10 CFR 50, Appendix B, and implementation of the program.

William L Berg (General Manager)

May 1994 (Date)

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DAIRYLAND POWER COOPERATIVE

LACBWR

QUALITY ASSURANCE
PROGRAM DESCRIPTION

REV. NO. 9

INTRODUCTION

DATE 04/12/94 PAGE 1 OF 2

REVD: APPROVED:
QA Director Date

REVD: Plant Manager Date

Date

REVD: General Manager Date

0.0 INTRODUCTION

A. General

The La Crosse Boiling Water Reactor (LACBWR) Quality Assurance Program is designed to meet the requirements of 10 CFR 50, Appendix B, and reflects the direction of applicable regulatory guides and industry standards, as they apply to a possession-only condition, thereby assuring that the health and safety of the public is not caused undue risk.

The program described herein is applied by Dairyland Power Cooperative (DPC) to assure safe operation of the LACBWR facility. It applies to those identified structures, systems, and components associated with a safe storage condition. It shall be applied to activities such as design, procurement, modifications, fabrication, installation, maintenance, testing, and fuel handling at the LACBWR plant by DPC or its subcontractors.

Design and fabrication of shipping casks used for shipment of radioactive material will not be conducted under this Quality Assurance Program.

Quality Assurance (QA) as defined herein encompasses all those planned and systematic actions necessary to provide adequate confidence that a component, structure, or system will perform satisfactorily in service. It is recognized as an interdisciplinary function and not the sole responsibility of the Quality Assurance Department.

It is DPC's policy that the group performing and directly responsible for the work, such as engineering, design, procurement, maintenance, and testing is responsible for the quality of work. This includes quality control and verification that their work is performed in accordance with approved documents. The QA Department has responsibility for auditing the other groups and assuring DPC management that the QA Program is being fully implemented.

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B. Terms and Definitions

The definitions listed below are used frequently throughout this document.

COMPANY - Dairyland Power Cooperative (DPC)

LACBWR - La Crosse Boiling Water Reactor.

QUALITY ASSURANCE (QA) - All those planned and systematic actions necessary to provide adequate confidence that a structure, system, or component will perform satisfactorily in service.

QUALITY CONTROL (QC) - Those Quality Assurance actions which provide a means to control and measure the characteristics of an item, process or facility to established requirements.

ORC - Operations Review Committee.

<u>FACILITY</u> - Encompasses the site and facility systems which support a possession-only license condition, but excludes electric power transmission apparatus located beyond the site switchyard.

<u>PLANT PROCEDURE</u> - A document describing the manner of conducting an action or process.

<u>ADMINISTRATIVE CONTROL PROCEDURE (ACP)</u> - A document which establishes the guidelines and requirements governing functional activities (i.e., Administration, Material Request, Control Room Log, etc.).

QUALITY ASSURANCE INSTRUCTION (QAI) - A document which establishes the guidelines and requirements governing quality assurance and control activities.

QA MANUAL - Manual comprised of the QA Program Description.

SRC - Safety Review Committee.

QUALITY ASSURANCE PROCEDURE (QUA) - A document which establishes the guidelines and requirements governing the Generation Division quality-related activities.

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DATE 04/12/94 PAGE 1 OF 3

REVD: BLW 4-25-84 APPROVED:
QA Director Date

REVD: Jeff Lack S/12/94 General Manager Date

ORGANIZATION

A. General Requirements

Figure I shows the organizational structures for the LACBWR facility and establishes the functional lines of authority and responsibility of various groups and individuals participating in the LACBWR QA Program. The authority and duties of persons or groups responsible for the direction, implementation, and auditing of this program are as follows:

- DPC General Manager has corporate responsibility for all quality assurance matters relating to design, construction, installation, maintenance, and testing of the LACBWR facility. He has delegated the authority and responsibility for administration of quality assurance for LACBWR to the DPC QA Director.
- Genoa Site Manager, who reports to the Director of Plant Operations, has line responsibility for the day-to-day operations of LACBWR.
- 3. LACBWR Plant Manager has onsite responsibility for the possession-only condition of the facility within the limits set forth in the Decommissioning Plan and Technical Specifications. He has responsibility for implementing the quality assurance requirements at the plant, through administrative control procedures and procedures required to fulfill the requirements of this program. All activities pertaining to the LACBWR plant are coordinated through the Plant Manager. Activities performed by outside individuals or groups, including SRC, outside consultants, and representatives of NRC activities with regard to the LACBWR plant are performed under the authority and responsibility of the Plant Manager. The Plant Manager has complete overall technical and administrative control over the groups designated in the organizational chart for the facility.

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The Plant Manager directly supervises and coordinates all activities related to possession-only operation and maintenance of the facility through the Shift Supervisors and coordinates the activities of the maintenance departments. The Plant Manager ensures that regular inspections of the facility are performed and reviews all log sheets, malfunction reports, and maintenance records. The Plant Manager is concerned with the detailed operation and maintenance of the facility. The Plant Manager enforces all facility operating and safety procedures and assures that approved operating and maintenance procedures are followed.

- A Shift Supervisor has responsibility for establishing and implementing a training and requalification program for operators in accordance with applicable regulations.
- 5. Quality / ssurance Director has responsibility for establishing a quality assurance program, performing audits of the program to determine its effectiveness. The Quality Assurance Director has the authority to stop fabrication, installation, or testing of structures, systems, or components which do not conform to specifications or approved procedures.
- 6. The Operations Review Committee is an advisory committee to the Plant Manager. They review facility operations and verify implementation of site quality assurance practices. The minutes of the ORC are distributed to the Safety Review Committee.
- 7. The <u>Safety Review Committee</u> is an advisory committee responsible to the General Manager for independent reviews and audits to verify that the facility is being maintained consistent with company safety, administrative, and licensing provisions.
- 8. Technical Support Staff consists of onsite and offsite engineers, covering various disciplines, responsible to the Plant Manager. They provide technical services to the Plant Manager in areas of licensing, analyzing test results, design changes, and may, as requested, perform audits to provide assurance that facility activities are being performed consistent with approved procedures and licensing provisions.

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B. Facility Organization Requirements

- 1. The facility organization includes one or more individuals trained in the various disciplines as noted in Figure 1.
- Job descriptions have been provided for all personnel of the LACBWR staff. The job descriptions identify the authority and responsibility that are associated with the position.

C. Dairyland Power Cooperative Organization

Figure 2 shows the organization structure for the Dairyland Power Cooperative. The LACBWR facility is a responsibility of the General Manager. The Materials Management Division has responsibility for all purchases as they apply to all generating stations, including LACBWR. The Materials Management Division has responsibility for control, identification, and issuance of all materials, parts, and components. Materials Management is under the Assistant General Manager for Finance and Administration.

DAIRYLAND POWER COOPERATIVE

LACBWR

QUALITY ASSURANCE
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REVD:

QA Director

QA Director

Plant Manager

Date

SECTION II REV. NO. 9

QUALITY ASSURANCE PROGRAM

DATE 04/12/94 PAGE 1 OF 2

APPROVED:

QA Director

QA Director

QA Director

QA Director

Date

Date

General Manager

Date

II. QUALITY ASSURANCE PROGRAM

A. General

The QA Program described herein sets forth the requirements for the QA organization, personnel responsibilities, controls, and measures established to achieve, maintain, and document quality. These requirements include, but are not limited to, the following:

- Incorporation of applicable regulatory criteria, codes, standards, and design bases for structures, systems, and components into the test, operating, and maintenance procedures.
- 2. Performance of all installation, calibration, and testing on all necessary components in accordance with approved procedures.
- Approved procedures being used in the operation, maintenance, testing, fuel handling, repairing, and modification of the facility in compliance with licensing regulations and consistent with quality practices established by DPC.
- Maintenance of QA record keeping, including reports, test results, records, and logs.
- Resolution of items of deficiency as noted by LACBWR QA personnel, Safety Review Committee, and NRC Compliance with appropriate notifications made to DPC Corporate Management.
- Performance of audits by QA personnel to verify that administrative controls, plant procedures, and procurement documents contain the necessary QA input requirements and appropriate documentation thereof.

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B. Applicability

The LACBWR QA Program is based on the requirements of 10 CFR 50, Appendix B, "Quality Assurance Requirements for Nuclear Power Plants," and Regulatory Guide 1.33 which addresses the applicable requirements of ANSI N18.7-1976, "Administrative Controls and Quality Assurance for the Operational Phase of Nuclear Power Plants," as they apply to a possession-only license.

C. Implementation

Individuals assigned responsibilities, as discussed under "ORGANIZATION," shall prepare administrative and quality assurance procedures as necessary to implement the requirements of this program. Procedures shall include appropriate quantitative and qualitative acceptance criteria necessary to determine that the activity is being properly performed. Audit reports are distributed to DPC management for their review and assessment of the QA Program, as to effectiveness, scope, adequacy, and implementation. Indoctrination in the QA Program requirements shall be provided to all facility personnel performing activities which could affect the quality of components, systems, or structures.

DAIRYLAND POWER COOPERATIVE

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QUALITY ASSURANCE
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DATE 04/12/94 PAGE 1 OF 2

REVD: Bollow Y-25-97 Date

REVD: Jacob Park 5/12/94 Date

REVD: Jacob Park 5/12/94 General Manager Date

III. DESIGN CONTROL AND REVIEW

A. General

This section establishes the requirements to assure that the structures, systems, and components of the LACBWR are added, deleted, changed or modified in accordance with the codes, standards, and regulations that governed the original design, except as amended and approved. Measures shall be established for the review, evaluation, and approval of all design changes governing structures, systems, or components.

Design and fabrication of shipping casks used for shipment of radioactive materials will not be conducted under this section.

B. Responsibilities

- The Quality Assurance Department is responsible for establishing procedures to implement design control. QA shall review design drawings, specifications, calculations, and procurement documents that assure that quality standards are included or referenced.
- The Job Coordinator assigned by the Plant Manager is responsible for completion of any facility change that becomes necessary for the LACBWR facility.
- The Job Coordinator is responsible for the incorporation of design bases, regulatory requirements, codes and standards into drawings, specifications, procedures, and instructions.
- 4. The General Manager has overall responsibility for facility modifications.

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- 5. The Operations Review Committee is responsible for reviewing all proposed modifications for facility changes and recommending approval or disapproval to the Plant Manager. The review shall determine whether the proposed modifications involve any unreviewed safety question or a possible change in the Technical Specifications.
- The Plant Manager is responsible for reviewing the recommendations of the Operations Review Committee and taking appropriate action. He shall refer any unreviewed safety question to the Safety Review Committee.
- 7. The Safety Review Committee is responsible for providing an independent review of requests for facility changes. They shall provide assurance that the facility modification meets the design bases, regulatory requirements, and applicable codes and standards.

- A Facility Change Proposal shall be initiated for all modifications.
 Facility Change Proposals may be initiated by any knowledgeable personnel.
- 2. All proposed modifications shall be reviewed to determine whether they involve an unreviewed safety question.
- 3. Design bases, regulatory requirements, and applicable codes and standards shall be delineated for all proposed plant modifications. These shall be incorporated into drawings, specifications, procurement documents, and procedures by the Job Coordinator. The Quality Assurance Department shall specify appropriate quality standards.
- 4. A Design Control Procedure shall be prepared to describe and control the design changes from inception through final approval, release, distribution, and implementation of the change. The procedure shall provide for the review of stress, hydraulic, thermal, and accident analyses, compatibility of materials, maintenance, test, and repair. The procedures provide for a design review by an engineer or other qualified individual other than the one who performed the design.

DAIRYLAND POWER COOPERATIVE

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QUALITY ASSURANCE
PROGRAM DESCRIPTION

REVD:

QA Director
QA Director
Plant Manager

Date

SECTION IV
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PROCUREMENT DOCUMENT CONTROL

DATE 04/12/94
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APPROVED:

QA Director
Date

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PROCUREMENT DOCUMENT CONTROL

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APPROVED:

General Manager
Date

IV. PROCUREMENT DUCUMENT CONTROL

A. General

This section establishes the measures to assure that procurement documents (purchase requisitions and orders) covering material, equipment, and services specify appropriate quality requirements. The purchase order specifies or references the applicable requirements, design bases, codes, and standards to assure quality.

B. Responsibilities

- The Quality Assurance Department is responsible for developing procedures to control the preparation, review, and approval of purchase orders for material, equipment, and services covered by the Quality Assurance Program.
- LACBWR Staff are responsible for initiation of material requisition worksheets for material, equipment, and services required for maintenance, repair, and minor modifications, as applicable to the needs of their departments.
- 3. The Engineering Staff is responsible for preparing engineering specifications which detail the technical and quality requirements for material, equipment, and services. Engineering is also responsible for preparing material requisition worksheets for material, equipment, and services required for major facility modifications.
- Purchasing is responsible for preparing, reviewing, approving, issuing, and controlling purchase orders.

REV. NO. 9 SECTION IV DAIRYLAND POWER COCPERATIVE LACBWR PROCUREMENT DOCUMENT CONTROL QUALITY ASSURANCE PROGRAM DESCRIPTION PAGE 2 OF 2 DATE 04/12/94 1. Purchase requisitions for new material, equipment, and services and for spare or replacement parts shall be initiated by any department personnel. The purchase requisition shall contain the information such

- as quantity, item description, and technical and quality requirements necessary for procurement of the item.
- 2. Purchase orders shall include specifications which contain all the information necessary to assure that material, equipment, and services are of adequate quality. This shall include material selection, design data, equipment description, source inspection and testing requirements, cleaning, and packaging requirements, and required documentation as deemed necessary.
- 3. Documentation required to provide evidence that materials, equipment, and services are of adequate quality shall be clearly delineated in purchase orders. This shall include a listing of each item of documentation to be submitted, when it is to be submitted, what requires approval prior to manufacture, and to whom it shall be submitted.
- 4. To the extent necessary, procurement documents shall require suppliers of material, equipment, and services to have a quality assurance program complying with the pertinent provisions of 10 CFR 50, Appendix B. Suppliers shall be required to provide DPC access to their facilities and records for inspection and audit, as required, to determine compliance with provisions of the purchase order. These requirements shall extend to lower tier procurements, as determined by DPC management.
- 5. Purchase requisitions and engineering specifications shall be reviewed by the Quality Assurance Department to assure that all necessary technical and quality requirements are included or referenced.
- 6. Formal purchase orders which have been prepared from the purchase requisition shall be reviewed to assure that all required information is correctly incorporated.
- 7. Changes in technical content in procurement documents shall be initiated and reviewed in accordance with the same procedures utilized in preparation of the original document. The Plant Manager's approval is required prior to any changes being implemented to previously approved documents which are quality related.

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DATE 04/12/94 PAGE 1 OF 3

REVD: APPROVED:

QA Director Date

REVD: Plant Manager Date

SECTION V REV. NO. 9

INSTRUCTIONS, PROCEDURES, AND DRAWINGS

APPROVED:

APPROVED:

General Manager Date

V. INSTRUCTIONS, PROCEDURES, AND DRAWINGS

A. General

This section establishes the measures to assure that activities relating to a possession-only condition are performed in accordance with approved instructions, procedures, and drawings.

B. Responsibilities

- The Quality Assurance Department is responsible for preparing or reviewing all procedures which are required for implementation of the QAPD.
- LACBWR Operations Department is responsible for initiating and reviewing changes in routine, abnormal, and emergency procedures.
- Department Personnel are responsible for initiating their respective maintenance procedures.
- The Plant Manager is responsible for approval of all new procedures or changes to existing procedures.
- Requirements for temporary procedures or changes in an approved procedure are governed by Technical Specifications.
- The Operations Review Committee is responsible for reviewing all initial and revised procedures that affect facility operations and shall determine whether these procedures involve an unreviewed safety question.
- 7. The Safety Review Committee shall review new procedures or changes to existing procedures, when determined by the Operations Review Committee that they involve an unreviewed safety question.

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INSTRUCTIONS, PROCEDURES, AND DRAWINGS

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- Detailed instruction for possession-only operation of the plant shall be contained in procedures and checklists covering the following activities:
 - a. administrative control,
 - b. general system operation,
 - c. startup, operation, and shutdown of systems,
 - d. correction of abnormal, off-normal, or alarm conditions,
 - e. control of emergencies and other significant events,
 - f. radioactivity control,
 - g. chemical and radiochemical control,
 - h. security
 - i. quality assurance
 - j. fuel handling, and
 - k. or any other procedures required by Regulatory Guide 1.33, Revision 2, for a possession-only condition.
- For activities other than those within normal craft expertise, instructions
 for maintenance and repair shall be contained in procedures. These
 procedures shall contain instructions for preparation, performance,
 checkout and return to service. The procedures may reference
 manufacturer's instruction manuals, drawings, and other sources, as
 applicable.
- 3. Instructions, procedures, or drawings shall delineate the method and sequence by which an activity is to be performed. These documents shall include appropriate quantitative or qualitative acceptance criteria for determining that the activity has been satisfactorily performed.
- The department responsible for an activity shall be required to provide the necessary internal review and approval of instructions, procedures, or drawings prior to performing the activity.

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QUALITY ASSURANCE PROGRAM DESCRIPTION SECTION V

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- 5. Changes to or deviations from established instructions, procedures, or drawings will require the same review and approval as the original released document. However, temporary changes to procedures which do not change the intent of the original procedure may be made in ink, dated, and approved by two people on the facility staff. Such changes shall be documented and reviewed in accordance with Technical Specifications.
- Applicable sections of the appropriate procedures shall be followed in the review, processing of changes or deviations, filing, and distribution of procedures, drawings, and specifications.

DAIRYLAND POWER COOPERATIVE

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QUALITY ASSURANCE
PROGRAM DESCRIPTION

DATE 04/12/94 PAGE 1 OF 2

REVD: AD DIRECTOR Date

REVD: APPROVED:
QA Director Date

REVD: Plant Manager Date

SECTION VI REV. NO. 9

DOCUMENT CONTROL

DATE 04/12/94 PAGE 1 OF 2

APPROVED:

William 1 Borg 5/19/99
General Manager Date

VI. DOCUMENT CONTROL

A. GENERAL

This section establishes the requirements for document control as it applies to the LACBWR facility.

B. RESPONSIBILITIES

- The Quality Assurance Department is responsible for preparing a standard procedure for controlling the issuance of procedures and is also responsible for preparing procedures for controlling the distribution of operating, maintenance, repair, and modification procedures.
- 2. One Shift Supervisor has been assigned the responsibility for the official copies of the LACBWR Operating Manual and for maintaining all approved changes to the manual. He is further responsible for the assurance that approved drawings, procedures, and other pertinent documents are incorporated in the LACBWR Operating Manual.
- The DPC Drawing Control Specialist is responsible for preparing a standard procedure for controlling the issuance of drawings and specifications.

C. REQUIREMENTS

 Procedures shall be established for the issuance of procedures, drawings, and specifications. A document control procedure shall be prepared to provide a uniform system of document identification.

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2. All documents shall have an identification number, title, date, and revision number. Documents shall be filed and controlled by use of this identification. Each type of document shall be filed in a central location identified in a document control procedure.

- 3. Drawings, specifications, and procedures, including revisions, shall be reviewed for adequacy and approved for release by authorized personnel. The required reviews and approvals shall be specified in a document control procedure.
- 4. The Administrative Secretary shall assure that current documents are distributed to and used at the location where the prescribed activity is performed. Documents and revisions shall be distributed as specified in a document control procedure. Preliminary and superseded documents shall be clearly identified and closely controlled to preclude their misuse.
- 5. An index of each type of document shall be established and maintained to provide the current status of documents.

DAIRYLAND POWER COOPERATIVE

LACBWR

QUALITY ASSURANCE
PROGRAM DESCRIPTION

DATE 04/12/94 PAGE 1 OF 2

REVD: APPROVED:

QA Director Date

REVD: Approved:

QA Director Date

REVD: Approved:

QA Director Date

REVD: Approved:

General Manager Date

VII. CONTROL OF PURCHASED MATERIAL, EQUIPMENT AND SERVICES

A. General

This section establishes the requirements to assure that purchased material, equipment, and services, whether purchased directly or through contractors and subcontractors, conform to the procurement documents.

B. Responsibilities

- The Quality Assurance Department is responsible for developing procedures for supplier evaluation and selection. QA shall be responsible for coordinating supplier evaluation, selection, and evaluating supplier Quality Programs.
- The Engineering Staff shall be responsible for evaluating supplier manufacturing and technical capabilities.
- 3. The Operations Department shall be responsible for evaluating the performance of material and equipment in service.
- The Quality Assurance Department is responsible for developing procedures for receiving inspection of material and equipment.

C. Supplier Qualification

 Qualification of suppliers shall consist of DPC's experience with the supplier, supplier's reputation and experience in the field, and in the nuclear industry, and his Quality Assurance Program and other factors, as appropriate.

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CONTROL OF PURCHASED MATERIAL, EQUIPMENT, AND SERVICES

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D. Source Inspection

- When appropriate, suppliers shall be requested to furnish DPC with sufficient information concerning their manufacturing and inspection plan to permit DPC or their designated agent to plan and implement a source inspection plan.
- 2. When appropriate, inspection plans shall include witness and hold points for inspection of items, witnessing of processes or tests, audit of required quality documentation, and verification that vendors have complied with the specification requirements and have documented any deviation from the specifications.

E. Receiving Inspection

- Items shall be examined by the Storekeeper upon receipt for shipping damage, correctness of identification, and specified quality documentation, in accordance with approved instructions.
- Documentary evidence that items conform to purchase order requirements shall be available at the plant prior to installation or use of the item.
- 3. Documentary evidence shall be sufficient to identify the specific requirements such as codes, standards, and specifications met by the purchased item. This requirement shall be satisfied by having available at the plant, copies of the purchase order and appropriate documents referenced therein.
- 4. All QC ordered materials, parts, and components will be segregated upon receipt and will be placed in a receiving inspection hold area separate from storage facilities. After acceptance, the material will be stamped as acceptable and placed in specified spare parts storage.
- During receiving inspection, if a nonconformance or discrepancy exists, the material shall be placed on hold and will remain in a hold status until final disposition is determined. A Discrepancy Report shall be initiated.
- Items dispositioned as unacceptable for use shall be rejected and removed from the controlled receiving inspection area.

REV. NO. 9 SECTION VIII DAIRYLAND POWER COOPERATIVE LACBWR IDENTIFICATION AND CONTROL OF MATERIAL, PARTS, AND COMPONENTS QUALITY ASSURANCE PROGRAM DESCRIPTION PAGE 1 OF DATE 04/12/94 APPROVED: REV'D: Date General Manager REVD: 5/12/94

COMPONENTS CONTROL OF MATERIALS, PARTS, AND

A. General

This section establishes the requirements for identification and control of material, parts, and components from receipt at the plant through installation or use.

B. Responsibilities

- The Quality Assurance Department is responsible for establishing the overall requirements for the identification and control of materials, parts, and components from receipt through installation or use, and/or developing procedures and instructions for the control and issuance of quality related materials, parts, and components.
- The Plant Manager shall approve and implement procedures for the identification and control of materials, parts, and components.
- 3. The Materials Management Division of DPC is responsible for control of, identification, and issuance of all material, parts, and components.

C. Requirements

 Approved instructions and procedures shall be implemented for the identification and control of materials, parts, and components from receipt through installation or use. An identification system utilizing purchase order numbers shall be implemented for identification of material, parts, and components.

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IDENTIFICATION AND CONTROL OF MATERIAL, PARTS, AND COMPONENTS

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- 2. Specifications shall require that materials, parts, and components are identified in accordance with purchase order numbers and shall require that documentation have identification providing traceability to the item.
- 3. Physical identification by purchase order number shall be used to the maximum extent possible for relating an item at any time to applicable documentation. Identification shall be either on the item or records traceable to the item. Where physical identification is impractical, physical separation, procedural control, or other appropriate means shall be employed.

DAIRYLAND POWER COOPERATIVE

LACBWR

CONTROL OF SPECIAL PROCESSES

QUALITY ASSURANCE
PROGRAM DESCRIPTION

DATE 04/12/94 PAGE 1 OF 2

REV'D:

QA Director
Date

REV'D:

Plant Manager

APPROVED:

General Manager

Date

IX. CONTROL OF SPECIAL PROCESSES

A. General

This section establishes the measures to assure that special processes, including welding, heat treating, and non-destructive testing, are controlled and accomplished by qualified personnel using qualified procedures in accordance with applicable codes, standards, specifications, criteria, and other special requirements.

B. Responsibilities

- The Quality Assurance Department is responsible for establishing procedures which describe how personnel and procedures are qualified for special processes.
- Members of the facility staff are responsible for preparing procedures for welding, heat treating, cleaning, non- destructive examination, and filler metal control. The Plant Manager is responsible for qualification of personnel in special processes and maintaining records of qualified personnel and procedures.
- The Quality Assurance Department is responsible for assuring that maintenance, repair, and modification work involving special processes are performed by qualified personnel in accordance with qualified procedures.

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CONTROL OF SPECIAL PROCESSES

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- Welding, heat treating, cleaning or decontamination of parts, and non-destructive examination shall be accomplished under controlled conditions in accordance with applicable codes, standards, criteria, and other special requirements, using qualified personnel and procedures. Qualification of personnel and procedures shall comply with the requirements of applicable codes and standards.
- Welders and welding procedures shall be qualified in accordance with Section IX of the ASME Boiler and Pressure Vessel Code. Records of the test results obtained in welding procedures and welder performance qualifications and a listing of qualified personnel and procedures shall be maintained.
- Non-destructive examination personnel shall be qualified in accordance with the American Society for Non-destructive Testing Standard SNT-TC-1A. Records of training, test results, and a listing of qualified personnel shall be maintained.
- 4. Plant procedures shall be established to describe the requirements for qualification of personnel and procedures.
- Procedures shall be established to describe the method used to control the receipt, storage, baking, drying, and disbursal of welding filler metals.
- Equipment used for accomplishing special processes shall be calibrated, maintained, stored, handled, and issued in accordance with applicable procedures.

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QA Director Date

REVD: ADDITION

APPROVED:

General Manager Date

X. INSPECTION

A. General

This section establishes a program for inspection of possession-only activities to verify conformance with approved procedures, drawings, and specifications.

B. Responsibilities

- The Quality Assurance Department is responsible for assuring that adequate inspection requirements are included in engineering specifications and for reviewing any inspection procedures that implement this section of the manual.
- The QA Department is responsible for establishing inspection procedures and assuring that adequate inspection requirements are included in procedures. They are also responsible for coordinating the assignments of qualified inspection personnel.
- The Plant Manager shall be responsible for approving inspection procedures. The Plant Manager shall also assure that sufficient inspections are performed to provide adequate confidence that activities meet predetermined requirements.

- Inspections shall only be performed by qualified personnel. In no case shall the acceptance inspection be performed by the individual who performed the activity.
- Mandatory inspection hold points, which require witnessing or inspecting
 of an activity before processing, shall be indicated in the appropriate
 procedures or specifications. The inspection shall be documented to
 indicate approval and release prior to continuation of the activity.

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INSPECTION

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- Inspection requirements shall apply to all activities whether performed by company personnel or contractor personnel, and shall require that inspection procedures and instructions are provided with necessary drawings prior to commencing inspection activities.
- Inspection requirements governing modifications, repairs, and replacement shall be in accordance with the original design and inspection requirements or as amended by approved changes to the original design.

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REVD: ADDITION

REVD: Plant Manager

Plant Manager

Date

SECTION XI REV. NO. 9

TEST CONTROL

DATE 04/12/94 PAGE 1 OF 3

APPROVED:

William L Borg 5/19/94
General Manager

Date

XI. TEST CONTROL

A. General

This section establishes the requirements for a test program to demonstrate that structures, systems, and components will perform satisfactorily in service. The test program shall include, but not be limited to, surveillance testing, special tests, post maintenance testing, and testing following modification or significant changes in procedures.

B. Responsibilities

- The Quality Assurance Department is responsible for establishing the requirements to control the test program. The test program shall include, but not be limited to, surveillance testing, special tests, post maintenance testing, and testing following modification or significant changes in procedures.
- The facility Engineers and/or designated Supervisors shall be responsible for preparation and review of test procedures, surveillance during testing, and review and documentation of test results.
- The Plant Manager is responsible for the approval of test procedures.
 He is also responsible for the conduct of all testing associated with
 LACBWR.
- 4. The Engineering Staff is responsible for establishing specifications, requirements and acceptance criteria for testing following plant modifications. Engineering also shall review and approve test results for testing following plant modifications.

DAIRYLAND POWER COOPERATIVE SECTION XI REV. NO. 9 LACBWR QUALITY ASSURANCE PROGRAM DESCRIPTION DATE 04/12/94 PAGE 2 OF 3

- The Operations Review Committee is responsible for the review of all
 proposed test procedures and for review of procedures for special testing
 and performance testing following facility modification.
- 6. The Safety Review Committee is responsible for reviewing proposed tests which involve an unreviewed safety question and is responsible for reviewing the safety evaluation for tests completed under the provisions of a safety analysis, to verify that such tests did not constitute an unreviewed safety question.

- A program shall be established to assure that all testing required to demonstrate that structures, systems, and components will perform satisfactorily in service is identified and documented.
- Testing shall be performed in accordance with approved test procedures which incorporate or reference the requirements and acceptance criteria contained in applicable design documents and Technical Specifications.
- Test procedures shall incorporate, but not be limited to, requirements for such items as: hold points, witness points, caution notes, emergency requirements and test jumper logs.
- 4. Test procedures shall include, as a minimum, provisions for assuring that:
 - a. Prerequisites have been completed that include, as a minimum:
 - 1) Control of systems status as necessary.
 - 2) Availability of calibrated instrumentation and special equipment.
 - b. Test objectives and applicable acceptance limits are stated.
 - c. Test results are documented.
 - d. Detailed instructions for performing the test are included.
 - e. Test results are reviewed and approved.

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5. Test reports shall include identification of the inspector, individual conducting the test, the data recorder, the type of observation made, the equipment used, the test results, the acceptability of the test results, and approved disposition for any deviations.

Test results which fail to meet the requirements and acceptance criteria shall be properly noted and appropriate corrective action taken.

DAIRYLAND POWER COOPERATIVE

LACBWR

QUALITY ASSURANCE
PROGRAM DESCRIPTION

DATE 04/12/94 PAGE 1 OF 2

REVD: AD Page Date

REVD: ALD Page S/12/94
Plant Manager Date

SECTION XII REV. NO. 9

CONTROL OF MEASURING AND TEST EQUIPMENT

DATE 04/12/94 PAGE 1 OF 2

APPROVED:

APPROVED:

General Manager Date

XII. CONTROL OF MEASURING AND TEST EQUIPMENT

A. General

This section establishes the requirements for written procedures for the control, calibration, and periodic adjustment of tools, gauges, instruments, and other measuring and test equipment used to verify conformance to established requirements.

B. Responsibilities

- The Quality Assurance Department is responsible for establishing requirements for a program for the control, calibration, and periodic adjustment of tools, gauges, instruments, and other measuring and test equipment used by facility personnel.
- Crafts Personnel are responsible for periodic calibration and adjustment of tools, gauges, instruments, and other measuring and test equipment to assure compliance with the implementing procedures.
- The Plant Manager is responsible for implementing the requirements of this section of the manual. He is also responsible for approving procedures.

C. Requirements

 Inspection, test, and work procedures shall include provisions to assure that tools, gauges, instruments, and other inspection, measuring, and test equipment and devices used in activities affecting quality are of the proper range, type, and accuracy to verify conformance to established requirements and test parameters. DAIRYLAND POWER COOPERATIVE

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2. To assure equipment accuracy, inspection, measuring, and test equipment shall be controlled, calibrated, adjusted, and maintained periodically, or prior to use. Calibrations are performed against certified periodically, or prior to use. Calibrations are performed against certified

- 2. To assure equipment accuracy, inspection, measuring, and test equipment shall be controlled, calibrated, adjusted, and maintained periodically, or prior to use. Calibrations are performed against certified measurement standards that are traceable to nationally recognized standards. Where national standards do not exist, provisions will be established to document the basis for calibration. Control measures and procedures shall prevent the use of calibrated tools, gauges, instruments, and other measuring and test equipment by unauthorized personnel. Special calibration and control measures are not required for devices when normal commercial practices provide adequate accuracy.
- 3. Measuring and test equipment shall be controlled by a permanently affixed serial number. Calibration decals, tags or stickers shall be displayed prominently on each device and shall reflect the item serial number, the date of calibration, and due date of the next calibration (for recurring calibration).
- 4. When an item of measuring and test equipment is found to be out of calibration, an investigation will be conducted and documented to determine the validity of previous inspections, tests, or calibrations which were performed with the use of that item.
- Records or logs of the calibration history of measuring and test equipment shall be maintained.

DAIRYLAND POWER COOPERATIVE

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PROGRAM DESCRIPTION

REVD:

QA Director

QA Director

Plant Manager

Date

SECTION XIII

REV. NO. 9

HANDLING, STORAGE AND SHIPPING

DATE 04/12/94

PAGE 1 OF 2

APPROVED:

William LBORS 5/19/99

General Manager

Date

XIII. HANDLING, STORAGE, AND SHIPPING

A. General

This section establishes the requirements for procedures to control the handling, storage, shipping, cleaning, packaging, and preservation of material and equipment to prevent damage, deterioration, or loss through shipment installation or use.

B. Responsibilities

- The Quality Assurance Department is responsible for establishing requirements for the handling, storage, and shipping of materials, parts, and components covered by the Quality Assurance Program.
- The Plant Manager is responsible for implementing the requirements of this section of the Quality Assurance Program Description and shall approve all implementing procedures.

- The requirements for handling, storage, shipping, cleaning, and preservation of materials, and equipment shall be documented in approved procedures.
- Procurement documents shall include instructions for the handling, storage, shipping, cleaning, and preservation of the item being supplied as applicable.
- Procurement documents specify marking requirements, special covering, and protective environments, such as inert gas atmosphere, moisture content levels, and temperature levels, as applicable.

DAIRYLAND POWER COOPERATIVE SECTION XIII REV. NO. 9

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- Specifications and procedures establish the requirements for special handling tools and equipment to ensure safe and adequate handling of critical, sensitive, or radioactive items.
- Special handling tools and equipment will be inspected and tested in accordance with approved procedures, at specified intervals, to verify that tools and equipment are adequately maintained.
- 6. Materials and equipment will normally be handled by stockroom personnel. Fuel and other special shipments which require special equipment and handling will be handled by others. The proper use of fuel handling equipment will be described in fuel handling procedures.
- 7. Storage of material and equipment will be in areas free from fumes, vapors, and dust. Storage will be in areas protected from the weather and in which chemical storage is excluded, except as may be specifically authorized in writing. Storage will be in areas which satisfy the handling and storage requirements specified for the item.

REV. NO. 9 SECTION XIV DAIRYLAND POWER COOPERATIVE LACBWR INSPECTION, TEST, AND OPERATING STATUS **QUALITY ASSURANCE** PROGRAM DESCRIPTION PAGE 1 OF DATE 04/12/94 APPROVED: General Manager 5/12/94 Plant Manager Date

XIV.INSPECTION, TEST, AND OPERATING STATUS

A. General

This section of the manual describes the system for indicating the inspection, test, and operating status of components and systems.

B. Responsibilities

- The Plant Manager is responsible for ensuring that the status of operating equipment or systems to be removed from service for maintenance, test, inspection, repair, or modification is in accordance with the approved LACBWR procedures. The Plant Manager is also responsible for the control of facility status during equipment or system modifications.
- The QA Department shall monitor the status of activities for their compliance to approved procedures and shall ensure that inspection results are properly logged. They shall establish the procedures for implementing the work inspection or status sheets during maintenance, repair, and modifications and shall ensure that inspection results are properly logged.

- Equipment or systems not ready for normal service shall be clearly identified by the use of tags, an equipment status board and the Control Room Log Book to indicate their status.
- Equipment or system inspection and test status shall be indicated by use of a yellow "Special Information" Tag or Control Room Log Book.

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INSPECTION, TEST, AND OPERATING STATUS

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- Systems, components, and equipment which are found to be unacceptable during or after testing shall be clearly identified in the Shift Supervisor's Log Book or on the Test Data Sheets.
- Fuel handling operations involving fuel assemblies or other radioactive sources shall be identified and controlled by the use of tags, control log sheets, or other suitable means.
- Facility maintenance, repair, or modification of components, systems, or structures will utilize a test sheet or Shift Supervisor log entry to indicate its acceptance or rejection for a particular component, system, or structure.
- Maintenance Requests shall be used to originate, approve, authorize, and document all non-routine maintenance or repair work performed at LACBWR.

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DATE 04/12/94 PAGE 1 OF 2

REVD: BLUM 19 1-29-94 APPROVED:
QA Director Date

REVD: Jephan 5/12/94 General Manager Date

XV. NONCONFORMING MATERIALS, PARTS, OR COMPONENTS

A. General

This section establishes the measures to control materials, parts, or components which do not conform to requirements in order to prevent their inadvertent use or installation.

B. Pesponsibilities

- The Quality Assurance Department shall be responsible for establishing a procedure to control, evaluation, and disposition of deficient materials, parts, and components.
- The Engineering Staff is responsible for reviewing nonconforming items which cannot be corrected by vendor action and recommending disposition. The Engineering Staff is also responsible for preparing procedures for repair and rework of nonconforming items.

- Materials, parts, or components which do not conform to requirements shall be identified and placed in a hold status. Nonconforming items shall remain in a segregated area until approved disposition has been received.
- The vendor shall be notified of all nonconforming items and requested to correct the deficiency. Purchasing is responsible for coordinating the disposition of deficient items with vendors. The Engineering Staff is responsible for inspecting and accepting or rejecting items which have been corrected by vendors.

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		G MATERIAL	S, PART	rs,
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3. Deficiencies which cannot be corrected by the vendor shall be reviewed by the Engineering Staff. The Engineering Staff will recommend repair, rework, accept, or reject. Items shall be repaired or reworked only in accordance with approved procedures and shall be reinspected after repair by the QA Department. QA shall ensure that documented and approved procedures are available prior to repair or rework and shall reinspect all repaired or reworked items.

Items which are accepted for use with a known deficiency shall be fully documented with the specification requirement, justification for acceptance, and effect of such use. All such items shall be approved prior to use by the Plant Manager.

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PROGRAM DESCRIPTION

REVD: ADDITION

REVD: ADDITION

Date

APPROVED:

QA Director

QA Director

Plant Manager

Date

SECTION XVI

REV. NO. 9

CORRECTIVE ACTION

DATE 04/12/94

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APPROVED:

General Manager

Date

General Manager

Date

XVI. CORRECTIVE ACTION

A. General

This section establishes measures to assure that conditions adverse to quality, such as failures, malfunctions, deficiencies, deviations, defective material and equipment, and nonconformances are promptly identified and corrected.

B. Responsibilities

- The Quality Assurance Department is responsible for establishing procedures for the identification, review, and correction of conditions adverse to quality.
- The Operations Review Committee is responsible for reviewing significant conditions adverse to quality and recommending corrective action.
- The Engineering Staff is responsible for reviewing conditions adverse to quality which involve design deficiencies to determine the cause of the condition and for recommending corrective action to preclude repetition.

C. Requirements

 Conditions adverse to quality, such as failures, malfunctions, deficiencies, deviations, defective material and equipment, as specified in ACP-17.1, shall be reported on an Incident Report or Licensee Event Report (LER). The Incident Report shall identify the condition, the cause of the condition, and the corrective action taken.

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- Conditions adverse to quality which involve design deficiencies or recommended corrective action which involves a design change shall be reviewed by the Engineering Staff.
- Nonconforming materials, parts, or components shall be identified by a
 Deficiency Report. A Deficiency Report shall be initiated and processed
 whenever the actual condition is not in accordance with drawings or
 specifications. Corrective action is an integral part of the nonconforming
 control system.
- 4. Maintenance Requests can be a part of the documented corrective action program.
- Quality Assurance Department shall audit corrective actions to assure that the cause of the condition has been determined and that corrective action has been taken in accordance with recommendations.

REV. NO. 9 DAIRYLAND POWER COOPERATIVE SECTION XVII LACBWR QUALITY ASSURANCE RECORDS QUALITY ASSURANCE PROGRAM DESCRIPTION PAGE 1 OF DATE 04/12/94 APPROVED: REV'D: akelliam L Berg 5/19/ General Manager Date 5/12/14 REV'D: Plant Manager Date

XVII.QUALITY ASSURANCE RECORDS

A. General

This section establishes measures for maintaining records which cover all documents and records associated with the operation, maintenance, repair, and modification of structures, systems, and components covered by the Quality Assurance Program Description.

B. Responsibilities

- 1. The Quality Assurance Director is responsible for the QA Department establishing the requirements of this section.
- 2. The Plant Manager is responsible for approving and implementing procedures for this section.

C. Storage Requirements

- Originals of special process records are stored in a fire-retardant area designed to accommodate such records.
- Onsite storage facility is constructed in such a manner as to safeguard the contents from fire, extreme temperature, and moisture variations.
- Entry to the record storage areas is controlled and only authorized personnel are permitted access.
- Storage requirements shall meet ANSI N45.2.9, "Requirements for Collection, Storage, and Maintenance of Quality Assurance Records."

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D. System Requirements

- A system shall be established to identify all documents that must be kept permanently (lifetime records). An index of non-permanent records shall be established.
- An approved document listing will be reviewed on a regular basis to verify that the record file contains the latest revisions of all required documents.
- 3. A system will be established to control the issuance and return of all records.

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SECTION XVIII REV. NO. 9

AUDITS

AUDITS

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APPROVED:

QUALITY A

XVIII.AUDITS

A. General

This section establishes the requirements for a system of planned and documented audits to verify compliance with all aspects of the Quality Assurance Program Description contained in the Quality Assurance Program and to assess the effectiveness of the program. The system provides for the reporting and review of audit results by appropriate levels of supervision and management.

B. Responsibilities

 The Quality Assurance Department is responsible for implementing this section. They are responsible for developing audit checklists, designating and training audit personnel, and conducting audits.

- Audits shall be performed in accordance with written procedures or checklists by appropriately training personnel having no direct responsibilities in the area audited.
- Audits may be conducted by Quality Assurance personnel or other qualified personnel, such as technical specialists from other com: departments and outside consultants.
- Audit and surveillance results shall be documented and reviewed with supervision responsible for the area audited who shall take necessary action to correct reported deficiencies.
- Audit results shall be documented and reported to the supervision having responsibility in the area audited.

SECTION XVIII REV. NO. 9 DAIRYLAND POWER COOPERATIVE LACBWR **AUDITS** QUALITY ASSURANCE PROGRAM DESCRIPTION DATE 04/12/94 PAGE 2 OF 2 5. Quality Assurance Auditors shall assess the following: a. evaluation of quality assurance practices, procedures, and instructions: b. effectiveness of implementation; and c. conformance with approved procedures. 6. A system of planned and scheduled audits shall be generated. In addition, audits shall be conducted on an unscheduled basis, when one or more of the following conditions exist: a. When significant changes are made in functional areas of the Quality Assurance Program, including significant reorganizations and procedural revisions. b. When it is suspected that safety performance, or reliability of an item is questionable due to deficiencies or nonconformances in the Quality Assurance Program. c. When a systematic, independent assessment of program effectiveness or item quality, or both, is considered necessary.

d. When it is considered necessary to verify the implementation of

 Deficiencies or nonconformances uncovered during an audit shall be documented and brought to the attention of the Plant Manager. A reaudit shall be performed to verify that corrective actions have been

taken to correct the deficiencies or nonconformances.

8. Audit reports are sent to DPC management for their review and

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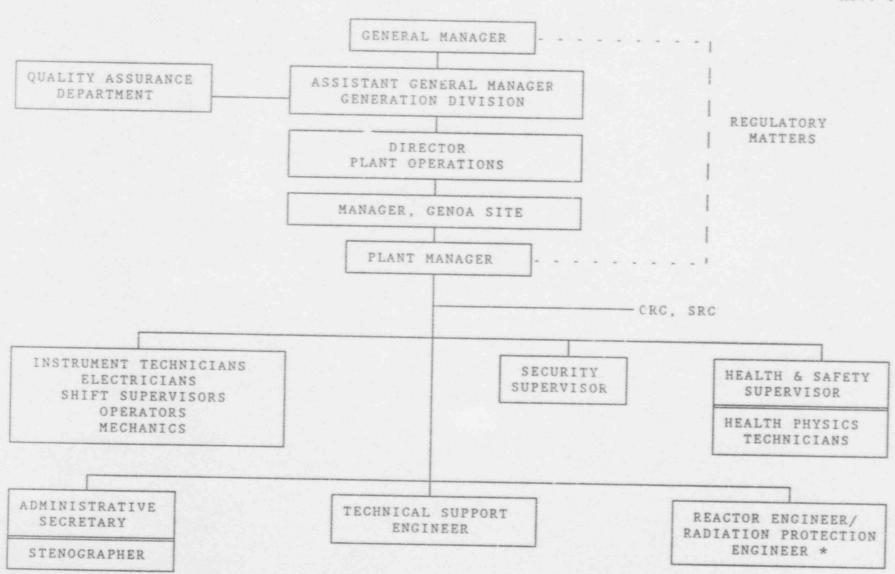
required corrective actions.

assessment of the QA Program.

TABLE 1 Rev. 9

CORRELATION OF LACBUR QUALITY ASSURANCE PROGRAM WITH REGULATORY GUIDE 1.33 REQUIREMENTS

TARRYIN CHANTEN ARRIVE MARKET THE COLUMN		REGULATORY GUIDE 1.33				
LACBWR	QUALITY ASSURANCE PROGRAM (SECTION)	IMPLEMENTING PROCEDURES	ANSI 18.7 (SECTION)	APPENDIX B (SECTION)		
0.0	INTRODUCTION	*	*	-		
I.	ORGANIZATION	ACP-02.1, ACP-03.1	1, 3.1, 3.2, 3.4.2	I		
II.	QUALITY ASSURANCE PROGRAM	ACP-03.1, QAI-1	3.1, 3.2, 3.3, 3.4.2, 5.1, 5.2	II		
III.	DESIGN CONTROL AND REVIEW	ACP-04.1, ACP-03.3, ACP-04.3	5.2.7.2	III		
IV.	PROCUREMENT DOCUMENT CONTROL	ACP-05.1	5.2.13.1	IV, V, VI		
٧.	INSTRUCTIONS, PROCEDURES, AND DRAWINGS	LACBWR OPERATING MANUAL ACP-06.1, ACP-06.2	5.2.7, 5.3	V		
VI.	DOCUMENT CONTROL	ACP-06.1, 06.3, 07.1, 07.3 ECP-2, QAI-2, QAI-3	5.2.15	VI		
VII.	CONTROL OF PURCHASED MATERIAL, EQUIPMENT, AND SERVICES	ACP-08.2, ACP-08.4 QUA-006, 007	5.2.13.2	VII, VIII		
VIII.	IDENTIFICATION AND CONTROL OF MATERIALS, PARTS, & COMPONENTS	ACP-09.1, ACP-30.1	5.2.13.3	VIII		
IX.	CONTROL OF SPECIAL PROCESSES	ACP-10.1, ACP-10.3	5.2.12., 5.2.18	IX		
Х.	INSPECTION	ACP-11.1, QUA-002, 003, 004, 005, 006, 008, 009, 010, 011	5.2.17	x		
XI.	TEST CONTROL	ACP-12.1	5.2.19	XI		
XII.	CONTROL OF MEASURING AND TEST EQUIPMENT	ACP-13.1	5.2.16	MII		
XIII.	HANDLING, STORAGE, & SHIPPING	ACP-14.0, ACP-30.1	5.2.13.4	XIII		
XIV.	INSPECTION, TEST AND OPERATING STATUS	ACP-2.3, ACP-11.1, ACP-12.1 ACP-15.1, ACP-15.2	5.2.6, 5.2.14	XIV		
XV.	NONCONFORMING MATERIALS, PARTS, OR COMPONENTS	ACP-16.0, QAI-7	5.2.14	XV		
XVI.	CORRECTIVE ACTION	ACP-17.1, 17.2, 17.3, 17.4	5.2.11	XVI		
XVII.	QUALITY ASSURANCE RECORDS	ACP-18.1	5.2.12	XVII		
XVIII.	AUDITS	QAI-5, QAI-6, ACP-19.0	4.5	XVIII		



^{*} Duties to be performed with assistance of qualified consultants when necessary.



BCARD OF MANAGEMENT ORGANIZATION DIRECTORS MARCH 1993 GENERAL LEGAL COUNSEL MANAGER Wheeler, Van Sickle & William L. Berg Anderson **ADMINISTRATION** EXTERNAL Mary Sexton Executive Secretary & RELATIONS Administrative Assistant Thomas A. Steele, Director to the General Manager INFORMATION HUMAN - Benifits & HRIS - Compensation & Labor Relations TECHNOLOGY RESOURCES - Safety & Security

GENERATION

- Cooperative Systems Coordination

- Technology Planning & Transfer

- Data Center

- Information Center

- Technical Services

Assistant General Manager

John P. Leifer

* Generations Support Service Flambeau Hydroelectric Station Generation Engineering Generation Maintenance Performance Administration Power Projects

* Plant Operations
Aima Station
E.J. Stonemon Station
Genoa 3 Station
J.P. Madgett Station
LACBWR

* Quality Assurance

* System Operations
Operations Computers
Operations Planning
System Operations Center

TRANSMISSION

Bradford C. Brasel, Director

Assistant General Manager

Charles V. Sone Crainte

* Administration

* Electrical Engineering
Electrical Engineering
Facility Planning
Substation Design
Telecommunications Engineering
Telecommunications Maintenance

* Transmission Construction & Maintenance
Clearing
Electrical Maintenance

Electrical Maintenance Field Operations Substation Construction Transmission Construction Transmission Maintenance Vehicle Maintenance

* Transmission Engineering Real Estate/Right-of-Way/Related Svs Regulatory Coordinator Staff Attorney Survey Transmission Design

CUSTOMER SERVICES & PLANNING

Mary L. Lund, Director

Assistant General Manager Vacant

Administration
 Corporate Planning
 Information Service

Audio Visual/Graphics
Employee Communications
Printing
* Integrated Planning

Forcasting
Resource Planning
* Member Programs
Area Development
Energy Management
Marketing

FINANCE & ADMINISTRATION

Assistant General Manager Robert C. Mueller

* Administration
* Accounting
 Accounting
 Accountis Payable
 Cafeteria
 Financial Systems
 General Accounting
 Mail Services
 Office Services
 Payroll
 Property Accounting
 Records Management

- Training & Employment

* Financial Management Budget Cash Management Financial Analysis Risk Management

* Internal Audit
* Procurement
Aviation
Building Services
Fuel
Materials Management
Purchasing