

PROCEDURE FOR CONTROL OF
PROJECT CORRESPONDENCE

CPCO REVIEW/APPROVAL

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ADMINISTRATIVE TASK

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INFORMATION ONLY

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TABLE OF REVISIONS

Revision 0, Date November 4, 1982

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Revision 1, Date January 28, 1983

Add sheet 2 of 4, "Table of Revisions"; change ATP-1 to ATP-1-Q; Add paragraphs "Required Documentation", paragraph V, and "References", paragraph VI.

Revision 2, Date May 26, 1983

Revised procedure title, sections I through IV and VI.

Procedure for Control of Project Correspondence

I. SCOPE

This procedure describes the steps to be followed for logging and distributing quality-related project correspondence. Documents that are for "information only" shall not be subject to these controls.

The requirements for the handling, storage, shipping and general control of quality-related documents are described in another procedure (Reference B).

II. RESPONSIBILITIES

The Project Administrator shall be responsible for implementing this correspondence control procedure.

III. DEFINITIONS

Quality-related documents are those documents that are generated in the course of performing tasks that affect quality. These documents shall include the technical interface correspondence to and from the client, reports, drawings, and other pertinent documents as required by the MGJEC QA Manual (Reference A).

IV. PROCEDURE

- A. A log for all client interface correspondence shall be established and maintained by the Project Administrator. It shall have provisions for recording document control numbers which are assigned to documents and for recording incoming and out going dates.
- B. The incoming technical, contractual and quality assurance correspondence shall be identified using Exhibit 3 and controlled as follows:
 1. The following shall be placed on the first sheet of the correspondence by administrative personnel under the direction of the Project Administrator:
 - a) Received date
 - b) Project number

- c) Document control number (indicates document is controlled)
 2. Correspondence data shall be recorded in the Interface Correspondence In-Log. (See Exhibit 1.0)
 3. The document shall be routed to the Project Administrator who shall determine the distribution for the document. Copies may be made for distribution or the original may be routed and returned. Incoming correspondence which contains quality-related controlled documents shall not be copied unless the document is stamped "Information Only". The Project Administrator shall verify that the document received agrees with the transmitted document.
 4. After the distribution routing, the original document shall be filed in the appropriate file as indicated in the log.
 5. If the document is in response to an out going document, the date of the incoming correspondence shall be recorded in the appropriate response column of the Interface Correspondence Out-Log.
- C. Out going technical, contractual and quality assurance correspondence shall be controlled as follows:
1. All correspondence shall contain the document control number and the project number. Letters shall have the document control number on all pages except any attachments.
 2. The document control number shall be recorded in the Interface Correspondence Out-Log. (See Exhibit 2.0)
 3. If the document is in response to an incoming document, the out going date shall be recorded in the appropriate response column of the Interface Correspondence In-Log.
 4. A copy of the out-going document shall be placed in the file that is indicated in the Log.

V. REQUIRED DOCUMENTATION

- A. Interface Correspondence In-Log (Exhibit 1.0)
- B. Interface Correspondence Out-Log (Exhibit 2.0)

VI. REFERENCE

- A. MGJEC Quality Assurance Manual. (Latest Revision)
- B. MGJEC Procedure ATP-10-Q, "Procedure for Document Control"
(latest revision).

Quality Document Checklist

The listing below is, in part, taken from ANSI N45.2.11 and is provided to indicate the generic types of subjects to be considered as Quality Documents and/or design input. Since the selection of design inputs may vary with each job, the Project Manager is responsible for providing additional guidance to project personnel if the selection of inputs has not been formally prescribed (e.g., in the proposal, contract, or design specification).

Quality Documents shall include but are not limited to the following, where applicable:

- A. Quality Assurance Documents
 - B. Contract Documents
 - C. Procedures
 - D. Drawings and Specifications
 - E. Design Inputs
1. Basic functions of each structure, system, and component.
 2. Performance requirements such as capacity, rating, system output.
 3. Codes, standards, and regulatory requirements including the applicable issue and/or addenda.
 4. Design conditions such as pressure, temperature, fluid chemistry and voltage.
 5. Loads such as seismic, wind, thermal and dynamic.
 6. Environmental conditions anticipated during storage, construction and operation such as pressure, temperature, humidity, corrosiveness, site elevation, wind direction, nuclear radiation, electromagnetic radiation and duration of exposure.
 7. Interface requirements including definition of the functional and physical interfaces involving structures, systems and components.
 8. Material requirements including such items as compatibility, electrical insulation properties, protective coating and corrosion resistance.

9. Mechanical requirements such as vibration, stress, shock and reaction forces.
10. Structural requirements covering such items as equipment foundations and pipe supports.
11. Hydraulic requirements such as pump net positive suction heads (NPSH), allowable pressure drops, and allowable fluid velocities.
12. Chemistry requirements such as provisions for sampling and limitations on water chemistry.
13. Electrical requirements such as source of power, voltage, raceway requirements, electrical insulation and motor requirements.
14. Layout and arrangement requirements.
15. Operational requirements under various conditions, such as plant startup, normal plant operation, plant shutdown, plant emergency operations, special or infrequent operation and system abnormal or emergency operation.
16. Instrumentation and control requirements including indicating instruments, controls and alarms required for operation, testing and maintenance. Other requirements such as the type of instrument, installed spares, range of measurement and location of indication should also be included.
17. Access and administrative control requirements for plant security.
18. Redundancy, diversity, and separation requirements of structures, systems and components.
19. Failure affects requirements of structures, systems and components, including a definition of those events and accidents which they must be designed to withstand.
20. Test requirements including in-plant tests and the conditions under which they will be performed.
21. Accessibility, maintenance, repair, and inservice inspection requirements for the plant, including the conditions under which these will be performed.

22. Personnel requirements and limitations including the qualification and number of personnel available for plant operation, maintenance, testing and inspection and permissible personnel radiation exposures for specified areas and conditions.
23. Transportability requirements such as size and shipping weight, limitations, I.C.C. regulations.
24. Fire protection or resistance requirements.
25. Handling, storage, and shipping requirements.
26. Other requirements to prevent undue risk to the health and safety of the public.
27. Materials, processes, parts and equipment suitable for application.
28. Safety requirements for preventing personnel injury including such items as radiation hazards, restricting the use of dangerous materials, escape provisions from enclosures, and grounding of electrical systems.