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HOUSTON LIGHTING AND POWER COMPANY
SOUTH TEXAS PROJECT
ELECTRIC GENERATING STATION
PLANT PROCEDURES MANUAL

STATION PROCEDURE

NON SAFETY-RELATED (O)

Work Process Program

OPGP03-ZA-0090
Rev. 8
Page 1 of 35

APPROVED: *Al Parker* 1/20/94 1/25/94
PLANT MANAGER DATE APPROVED DATE EFFECTIVE

PROCEDURE USE CONTROL: AVAILABLE

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3.5 Changes and Revisions

3.5.1 Pen and Ink changes and N/A of Steps

Additional Work Instructions or clarifications that do not alter the Scope or Intent of work activities may be added as "Pen and Ink Changes". Changes of this type shall be documented in the Work Package. All Pen and Ink Changes and/or N/A of steps will be initialed and dated. If a step/requirement is found N/A'd without an initial and date, the step/requirement will either be performed or the initial and date filled in/obtained.

- The Work Supervisor is responsible and authorized to make Pen and Ink changes.

3.5.2 Revisions

A Work Package Revision is required when the additional instructions or clarifications change the Scope or Intent of the work activity.

- Revisions are required to be routed as the original Work Package (including WSA) (SPR 910151).

3.5.2.1 The Planner of a Revision shall:

- Identify why the revision is required and its purpose.
- Specify the step of the Work Package that the revision must follow and indicate the step/section to return to upon completion of the revision.
- Revise testing requirements, if required.

3.6 Scheduling

- #### 3.6.1
- The Integrated Schedule is used to schedule on-line work activities including Corrective Maintenance, Preventive Maintenance, Surveillance Testing, and support tasks. This Schedule is based on the Integrated Scheduling Matrix which specifies when a system, sub-system or component may be taken out of service for maintenance or special activities (e.g., special testing requested by Engineering) during the 12 week schedule cycle.

- If scheduled items cannot work or additional resources are available, work items should be deleted from or added to the daily schedule. This shall be coordinated by the Work Supervisor and OWCG.

3.7 Conduct of Maintenance

3.7.1 Work Assignment

- 3.7.1.1 Manpower assignments should be made specific to the scope, conditions and environment involved in the maintenance activity.
- 3.7.1.2 The Work Supervisor shall ensure personnel have the necessary skills, experience and training certification specific to the work task (OMR 85-21).
- 3.7.1.3 The Work Supervisor shall be aware of personnel accumulated radiation dose when making assignments to ensure that radiation exposure limits and ALARA objectives are met.

3.7.2 Work Performance

- 3.7.2.1 With the exception of Priority 1 work, personnel shall not perform maintenance, alter, change or modify plant equipment without an approved work document authorizing the activity.
- 3.7.2.2 If the configuration of the equipment does not match the configuration of the work documents, the craft shall notify the Work Supervisor (SPR 910484; DR 91-027; SER 84-069).
- 3.7.2.3 The Work Supervisor should notify the WSA of problems or delays that impact the scheduled work.
- 3.7.2.4 The Work Supervisor shall review Work Packages prior to work performance to ensure the package is "Ready to Work". This includes (LER 2-91-010):
 - Sufficient information and direction is contained to support work performance by qualified craftsmen.
 - The instructions address personnel and equipment safety.
 - Required permits and clearances are in order.
 - Parts are available.
 - All References have been verified current.

- Documents, or appropriate extracts, listed in the reference section are in the package.
- 3.7.2.5 The Work Supervisor shall conduct a pre-job brief prior to work start (SPR 910422).
- The Work Supervisor should utilize a prejob briefing checklist. Emphasis should be placed on being mentally prepared, attention to detail and self-verification.
- 3.7.2.6 A pre-job walkdown of the work area should be done to identify potentially hazardous conditions or problem areas.
- 3.7.2.7 If the work can be accomplished more efficiently by using multiple crews to complete one Work Package, the Lead Discipline Work Supervisor may copy the applicable portions of the Work Package to be used by the crews. Upon completion of the work, the Lead Discipline Work Supervisor shall ensure the applicable information is transferred to the original Work Package and the copies destroyed.
- 3.7.2.8 Work Instruction steps shall be done in sequence unless the Work Instructions or the Work Supervisor specify otherwise.
- 3.7.2.9 Work Instruction sign-offs and data sheets shall be documented upon completion of the step, or if a specific situation warrants, as soon as possible thereafter (e.g., exit from contamination area). It is the craft responsibility to determine if adequate justification exists for delays in signing off steps
- When an initial or signature is required to verify completion of an action, the initials or signature indicate that the action was completed satisfactorily. The initial or signature shall be completed by the person performing the action or, in the case of worker and reader, the reader may initial or sign the action completion.

- Parts of a Work Instruction or checklist/data sheet, including associated quality inspection points, which are not needed to complete the maintenance activity, shall be lined through (or marked NA, as appropriate), initialed and dated or NA'd. This shall be done by Maintenance supervision/foreman or Maintenance Planners. The reason shall be explained in the Work Package (SPR 910461).
 - Documentation of work shall be thorough, legible and complete. Document corrections shall be made by single line-out with initials/date.
- 3.7.2.10 Proper documentation of work performed is the responsibility of the craft performing the work. Detailing as-found, as-left, difficulties in job completion, and/or potential failure mechanism is needed however, repeating the Work Instructions or procedure steps is not required. For example, if the Work Instructions are to fix a leaking pump seal and the craft discover the seal damaged vice normal wear, the documentation should include details specifying the damage. Work documentation should include, but is not limited to:
- Start/completion times/dates.
 - Information that provides pertinent equipment historical data (including parts and material information) not detailed in the job step.
- Further information concerning work documentation is contained in Addendum 5.
- 3.7.2.11 If the work document contains a hold point or verification point, the craft shall ensure the appropriate group is notified and the hold or verification point is complete prior to continuing the work (SPR 870304).
- 3.7.2.12 Personnel shall control and protect Work Package documents while performing maintenance work.
- 3.7.2.13 "Field Copies" may be used under certain conditions such as work in a contamination area or in areas where oil, water, etc. could damage it.

- Following completion of work, all data, work information, signatures, initials and dates shall be transcribed to the original work document and the "Field Copies" properly discarded/destroyed.
 - QC signatures shall be transcribed by QC personnel.
- 3.7.2.14 The back-dating of any work document is prohibited. Late entries may be used by stating the entry is a "Late Entry" and using the date the activity occurred. The entry will be initialed and dated by the person making the late entry, using the date the late entry is made (Speakout 12266).
- 3.7.2.15 All tools and equipment to be used must be in good, serviceable condition, M&TE in current calibration, controlled and accountable during the entire course of the job.
- 3.7.2.16 Work group personnel shall verify that station component identification matches the component specified as requiring maintenance in the work document.
- 3.7.2.17 Personnel shall observe and comply with radiological posting and controls.
- 3.7.2.18 Precautions shall be taken whenever work is done, such that the work activity and any tools/equipment used will not accidentally damage or remove equipment from service, thus compromising essential plant safety functions.
- 3.7.2.19 Personnel shall be aware of the potential affects maintenance work may have on associated plant functions and personnel, which may include but is not limited to:
- Fire barrier removal.
 - HVAC systems when welding, burning, painting, etc.
 - Security/fire doors.
 - Oxygen depletion or other hazards when using certain chemicals.
 - Seismic /environmental qualification effect.
 - Security barrier removal.
- 3.7.2.20 If, during work in progress, a discrepancy is discovered that is not within the Scope or Intent of the work, a revision or another Service Request shall be written.

- Changes, revisions, additions or modifications to work documents shall be accomplished in accordance with paragraph 3.5.

3.7.3 Shift Turnover

3.7.3.1 Work Supervisors should familiarize themselves with the status of work in progress and new work to be started on their shift.

3.7.3.2 Shift turnovers may be written or oral and should be conducted such that essential information is transferred in a timely and accurate manner (IEN 86-007).

- Work Packages shall be updated to reflect current work status, necessary turnover instructions, problems encountered or any other important information about the job.
- As a minimum, a review of the latest sequence of completed/documented Work Instruction steps should be done at turnover.

3.7.4 Work Completion

3.7.4.1 A Work Package shall not be completed unless the equipment is in design configuration (e.g., approved drawing, dispositioned PCF, etc.) including all fasteners in place, panels closed, etc.

3.7.4.2 Work group personnel shall ensure that the completion of a maintenance activity includes:

- Review of the Work Package to verify signatures, signoffs and summary documentation are complete and correct.
- Work areas are restored to original cleanliness or better.
- Complete Engineering Notification Required Tag, if required, and forward to the MED Coordinator.
- All work documentation is complete, including M&TE, Permits, Job Summary.
- Return unused parts.
- Remove and discard the SR Tag.