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Plant Procedures

OPGPO3-ZA-0002
Rev. 21
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FIELD CHANGE FORM
OPGPO3-ZA-0002-4
(Page 1 of 1)

FC NO. 72-0197

N/A ANY OTHERS NOT NEEDED

NO YES One-Time-Only FC
 NO YES Typed prior to the Section B approval?

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SECTION A - DESCRIPTION	
Procedure No. <u>OPGPO3-ZA-0002</u>	Rev No. <u>4</u>
Procedure Title <u>WORK PROCESS PROGRAM</u>	
QUALITY CLASSIFICATION: <input checked="" type="checkbox"/> QUALITY-RELATED <input type="checkbox"/> NON QUALITY-RELATED APPROVAL CLASSIFICATION: <input checked="" type="checkbox"/> STATION <input type="checkbox"/> DEPARTMENT Description of Change(s): <u>Added Note To INTENT section on Modifying packages downloaded from TRUCKS, address of source station that have been performed but not signed off, added step to "STEP WORK" configuration was at each station monthly, exceeded ul labsta</u> Reason for Change(s): <u>SPEAKER CHANGE 12268 END</u> <u>SPR 9/10/94</u>	
AFFECTED/ADDITIONAL PAGES <u>4, 4a, 14, 21a, 21</u>	
Prepared by (Signature) <u>[Signature]</u>	Date <u>3-26-92</u>
Prepared by (Print) <u>[Name]</u>	
SECTION B - APPROVAL	
Recommend Approval <u>[Signature]</u>	Date <u>3/26/92</u>
Recommend Approval <u>[Signature]</u>	Date <u>3/26/92</u>
Approved <u>[Signature]</u>	Date <u>3-27-92</u>
<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES Is this FC a minor change to correct an obvious typographical, editorial or drafting error? If YES, provide explanation/justification in the "Reason for Change" above and the LCK Form and Technical and Surveillance Procedure Review Checklists are not required.	
SECTION C - FINAL REVIEW AND APPROVAL OF TYPED COPY	
NOTE: Cognizant DM Review <u>SHALL</u> be completed within 21 calendar days of effective date.	
Satisfactory <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES	Station Problem Report No. <u>N/A</u>
Revision Required <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES	MATS ITEM NO: <u>9101700-869</u>
Is a change required to the other unit's and/or trains' procedures? <input type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A	
Training required <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES	Tracking No.(s) <u>N/A</u>
**Reviewed by <u>[Signature]</u>	Date <u>3/27/92</u>
Approved by <u>[Signature]</u>	Date <u>4/20/92</u>
Plant Manager or Cog DM	

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** This signature not required for Department Procedures.
@ Plant Manager signature required for Station Procedures.
Cognizant DM signature required for Department Procedures.
This FORM, when completed, SHALL be retained for the life of the plant.

- 4.1.2.7 If a step, which requires signature and date signoff, is performed but not signed, the step performer shall do the following: (Speakout Concern 12266)

NOTE

Step "date" is date of signature, not date of performance.

1. Sign and date the step.
2. Make an entry in the work package comments section noting the date the step was actually performed, if date is different than signature date.

FC 93-0197

4.5.3.8 IF the work document contains a hold point or verification point, THEN the craft ensures the appropriate group is notified and the hold or verification point is complete prior to continuing the work (SPR 870304).

4.5.3.9 Proper documentation of work performed is the responsibility of the craft performing the work. Work documentation includes, but is not limited to:

- Detailed as-found, as-left, difficulties in job completion, and/or potential failure mechanism. Repeating the Work Instructions or procedure steps is not required.
- Start/completion times/dates
- Parts and material information that provide pertinent equipment historical data not detailed in the job step.

4.5.3.10 The back-dating of any work document is prohibited. Late entries MAY be made by the Performer or the Supervisor by stating the entry is a "Late Entry" and using the date the activity occurred. The entry SHALL then be initialed and dated by the person making the late entry, using the date the late entry is made (Speakout 12266).

4.5.4 Work Completion

4.5.4.1 Work Package SHOULD not be considered complete unless the equipment is in design configuration (e.g., approved drawing, approved engineering documents, etc.).

4.5.4.2 Upon completion of the work, the Work Supervisor ensures the following:

- Review of the Work Package to verify signatures, signoffs and summary documentation are complete and correct.
- Part retention requirements for Root Cause Analysis are evaluated for conditions identified as a CAQ-S or SCAQ, with assistance from Engineering as required.
- All required QC inspections are performed.

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