

MIDLAND ENERGY CENTER  
SPATIAL SYSTEMS INTERACTION PROGRAM/SEISMIC

CPCO Document Review/Approval Form

Document Title: PROCEDURE FOR PREPARATION OF  
PROJECT TECHNICAL REPORTS

Document Number/Revision/Date: ATP-13-Q/01/August 26, 1983

TABLE OF CPCO REVIEW/APPROVAL

Rev. No.	Date	SSIP/S		MPQAD	Date
		Project Engineer	Date		
0	08/01/83	(Issued for Comment)			
1	08/26/83	<i>Roger Tuttle 8/31/83</i> <i>James Pearce 8/26/83</i>			

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INFORMATION ONLY

PROCEDURE FOR PREPARATION OF  
PROJECT TECHNICAL REPORTS

ADMINISTRATIVE TASK  
PROCEDURE NO: ATP-13-Q  
REVISION NO: 1

DATE: August 26, 1983

PAGE: 1 of 9

PREPARED BY/Date: Raymond J. Durand 8-26-83

APPROVED BY/Date: Steven P. Jones 8-26-83

INFORMATION ONLY

MARK TECHNOLOGIES CORPORATION  
333 Hayes Street  
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TABLE OF REVISIONS

Revision 0,     Date: August 1, 1983

Original Issue

Revision 1,     Date: August 26, 1983

Revised   II.A, IV.A, V,

Added     II.D.

## Procedure for Preparation of Project Technical Reports

### I. SCOPE

This procedure establishes methods for the preparation, review, and approval of Project Technical Reports (PTR's) originated by Mark Technologies Corporation (MTC) and within the scope of the MTC QA Program (Reference A).

### II. RESPONSIBILITIES

#### A. PROJECT MANAGER

The Project Manager is responsible for establishing which data is to be documented in a Project Technical Report, and for assigning qualified personnel to prepare PTR's, and approval of PTR's.

#### B. SUPERVISING ENGINEER

The Supervising Engineer has the following responsibilities:

- o Supervises calculations, analyses, text preparation and content, and other technical activities to be performed in accordance with established procedures and project requirements.
- o Reviews the PTR for completeness, reasonableness, and for consistency with supporting calculations.

#### C. ENGINEER

The designated Engineer shall prepare the PTR in accordance with this procedure and as directed by the Supervising Engineer.

#### D. PROJECT ADMINISTRATOR

The Project Administrator shall log and issue the PTR in accordance with this procedure.

### III. DEFINITIONS

- A. Project Technical Report (PTR) - The summarization and interpretation of the results of approved calculations, analyses, tests or other technical studies or activities.

#### IV. PROCEDURE

##### A. REPORT PREPARATION

The responsible Engineer shall review design inputs and final analysis results to be used in the PTR to assure that the results are reasonable and consistent with project requirements. The PTR shall be a conventional engineering report with client requirements incorporated.

##### 1. Supporting Calculations, Analyses and Tests

Supporting calculations, analyses, tests or other data (which form the technical basis for the report) shall be prepared, reviewed and approved in accordance with Reference B.

##### B. ORGANIZATION

Unless project requirements dictate otherwise, the report shall be structured as follows:

- o Title Page
- o Approval Cover Sheet (Similar to Exhibit A)
- o Table of Revisions
- o Code Certification (when necessary)
- o Table of Contents (including Appendices)
- o Abstract or Summary
- o Text of Report
- o References
- o Appendices (as required)

##### 1. References

The PTR shall reference its sources of design and analysis input. These sources may include codes and standards, drawings, specifications, correspondence, document transmittals, other reports, engineering handbooks, and special studies. Supporting calculations and analyses prepared by MTC as part of the report effort shall also be referenced, so that there is clear traceability from the report to its source documents.



C. REPORT IDENTIFICATION AND CONTROL

1. Report Identification Numbers

Reports shall be uniquely identified by a report number issued by the Project Administrator.

2. Page Identification

Report pages shall be identifiable by page number, report number, and revision level.

3. Report Log

A Report Log, similar in format to Exhibit B, showing report numbers, titles, and current revision status shall be maintained by the Project Administrator or his designee.

D. REVIEW AND APPROVAL

1. Review

The Supervising Engineer shall review the report to verify its completeness and technical adequacy.

2. Approval

After completion of the review, the report shall be approved by the Project Manager or his designee.

E. ISSUANCE AND REVISIONS

1. Preliminary Issue

Reports issued for comment or review prior to final release shall be marked "Preliminary" or "Draft."

2. Final Issue

Final PTR's shall not be approved and issued until supporting calculations, drawings, and/or analyses have also been completed and approved in accordance with quality procedures. The initial report revision shall be Revision 0.

3. Revisions

Revisions to PTR's shall be prepared, reviewed, and approved in the same manner as the original, as prescribed by this procedure. Revisions following Revision 0 shall be designated Revision 1, 2, 3, etc. Where possible, each revision shall be issued as a complete report. Where this is not possible because of the size of the report (e.g., a small change to a large report), or because of project requirements, the Supervising Engineer may issue the revised pages only, plus a new approval coversheet, a revised table of contents (if necessary), and a revised Table of Revisions which explains the change in full and the pages affected.

4. Documentation of Revisions

The Table of Revisions (see Section E.3 above) shall identify the sections of the PTR revised and the general nature of the revision. The record shall be cumulative, such that the summary in the current PTR revision shall identify all previous revisions.

F. RECORDS

PTR's shall be controlled in accordance with Reference C.

IV. REQUIRED DOCUMENTATION

- A. Project Technical Report Approval Coversheet (Exhibit A)
- B. Project Technical Report Log (Exhibit B)

V. REFERENCES

- A. MTC Quality Assurance Manual (latest revision)
- B. ATP-12-Q - MTC Procedure for Performing Calculations and Technical Studies (latest revision)
- C. ATP-10-Q - MTC Procedure for Document Control (latest revision)



MARK TECHNOLOGIES CORPORATION  
PROJECT TECHNICAL REPORT  
APPROVAL COVERSHEET

TITLE: \_\_\_\_\_  
REPORT NUMBER: \_\_\_\_\_  
CLIENT: \_\_\_\_\_ PROJECT NO. \_\_\_\_\_

REVISION RECORD				
REV. NO.	DATE	PREPARED	REVIEWED	APPROVED

ATP-13-Q  
Revision 1  
Page 9 of 9  
Exhibit B

Project Number: \_\_\_\_\_

Sheet \_\_\_\_\_ of \_\_\_\_\_

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