

Southern Nuclear Operating Company
J. M. Farley Nuclear Plant
P. O. Drawer 470
Ashford, Alabama 36312
Telephone 205 899-5156



Southern Nuclear Operating Company
the southern electric system

March 13, 1995

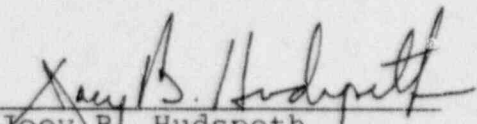
US Nuclear Regulatory Commission
ATON: Document Control Desk
Washington, DC 20555

Dear Sir:

Attached is revision 28 to the Emergency Plan. Please change out pages per your list of effective pages.

If you have any questions please contact me at extension 4530, (334) 899-5156.

Sincerely,


Joey B. Hudspeth
Document Control Supervisor

cc: L. Enfinger
B. Vanderbye
Commitment Tracking
File

P. S. Also, please find attached your new revisions to the EIP's.

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FIGURE 5
CENTRAL FILE

Document Transmittal Form Farley Nuclear Plant
Document Control

Southern Nuclear

To	DOCUMENT CONTROL DESK	Date	950313
Remarks	TRAINING FOR UPDATING CONTROLLED DOCUMENTS		
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REMARKS

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REMARKS

* IN ACCORDANCE WITH CAR 2101 AND CAR 2104
ATTACHED IS TRAINING THAT IS REQUIRED FOR
EVERY CONTROLLED DOCUMENT COPY HOLDER.
YOU ARE TO READ THE ATTACHED AND RETAIN IT
FOR FUTURE REFERENCE.

- THE SIGNED TRANSMITTAL (WHICH REPRESENTS THAT YOU HAVE READ AND UNDERSTAND THE ATTACHED TRAINING) IS TO BE RETURNED BY (WED., 3/22/95) TO MEET THE WORK DUE DATES OF THE CAR.

- IF YOU HAVE ANY QUESTIONS CONTACT ME AT EXT. 4530.

Aug 15. Hudspeth

INSTRUCTIONS TO ADDRESSEE

1. Verify the documents received agree with the above description.
2. Incorporate the transmitted documents into your files.
3. Documents or portions thereof presently in your possession which are superseded by the documents hereby transmitted must be clearly marked "VOID" or discarded. If return of superseded documents is requested in the above "Returned Requested" column, attach the superseded documents to this form prior to returning it.
4. Sign in the space indicating that you have completed these instructions and return this form to the address below.

WHITE - ROUTING COPY
YELLOW - SUSPENSE COPY

Southern Nuclear Operating Company
P. O. Drawer 470

Ashford, Alabama 36312

Attention: Document Control Supervisor

Signature of Addressee

Date Received

INSTRUCTIONS AND DEFINITIONS
FOR CONTROLLED DOCUMENT
COPYHOLDERS & USERS--IN
ACCORDANCE WITH CAR 2101
CAR 2104

NOTE: "IF YOU HAVE A
QUESTION CONCERNING
YOUR CONTROLLED
DOCUMENTS ALWAYS
CONTACT DOCUMENT
CONTROL!"

RETAIN THIS MATERIAL FOR FUTURE USE.

**INSTRUCTIONS TO CONTROLLED DOCUMENT
COPY HOLDERS:**

*** BE SURE YOU ARE WORKING FROM THE MOST
CURRENT REVISION OF YOUR CONTROLLED
DOCUMENT.**

***UPON THE RECEIPT OF A DOCUMENT TRANSMITTAL
VERIFY THE INFORMATION ON THE TRANSMITTAL
AGREES WITH THE CONTROLLED DOCUMENTS
ATTACHED. READ THE INSTRUCTIONS CAREFULLY ON
THE TRANSMITTAL AND FOLLOW THE DIRECTIONS.
AFTER YOU HAVE ACCOMPLISHED THIS, SIGN THE
TRANSMITTAL AND RETURN IT TO DOCUMENT
CONTROL. NOTE: TO EXPEDITE THE SIGNED
TRANSMITTAL, PLACE IT IN AN ENVELOPE, ADDRESS
SATELLITE TRANSMITTALS TO SATELLITE DOCUMENT
CONTROL AND CENTRAL FILE TRANSMITTALS TO
SERVICE BUILDING DOCUMENT CONTROL.**

***TRANSMITTAL NOT RECEIVED BY DOCUMENT
CONTROL WITHIN 14 DAYS OF THE DATE OF THE
TRANSMITTAL WILL BE REFERRED TO YOUR
MANAGER FOR DISPOSITION.**

***WHEN FILING CONTROLLED DOCUMENTS IN YOUR
AREA AND YOU DISCOVER A CONTROLLED DOCUMENT
IS MISSING FROM YOUR FILES OR THERE IS A
DISCREPANCY CONTACT DOCUMENT CONTROL
IMMEDIATELY.**

***DO NOT REQUEST A REPLACEMENT COPY OF A CONTROLLED DOCUMENT WITHOUT A THOROUGH INVESTIGATION. A LOST DOCUMENT COULD APPEAR LATER, OUT OF DATE. YOUR MANAGER WILL BE NOTIFIED OF ANY REPLACEMENT COPIES ISSUED.**

***IF YOU ARE WORKING FROM A RESTRICTED PROCEDURE OR DRAWING, BE SURE THE EXPIRATION DATE HAS NOT BEEN EXCEEDED.**

***CONTROLLED COPIES OF PROCEDURES AND TEMPORARY CHANGES ARE TO BE IN THE UNIT SPECIFIC COLOR. (UNIT 2 GREEN)
(UNIT 1 YELLOW, SHARED WHITE) FOR TCN'S
(UNIT 2 BLUE, UNIT 1 PINK AND SHARED PINK)**

***IF YOU WISH TO BE REMOVED FROM CONTROLLED DISTRIBUTION FOR A CATEGORY OF CONTROLLED PROCEDURES WITH A COPY NUMBER, YOU ARE TO SEND A MEMO TO THE DOCUMENT CONTROL SUPERVISOR OR (E-MAIL) AND RETURN YOUR DOCUMENTS TO DOCUMENT CONTROL. LIST THE LOST DOCUMENT ON THE MEMO.**

*** IF YOU WISH TO TRANSFER YOUR CONTROLLED DOCUMENTS FROM YOUR NAME TO ANOTHER, YOU ARE TO SEND A MEMO TO THE DOCUMENT CONTROL SUPV. OR (E-MAIL) AND RETURN THE DOCUMENTS TO DOCUMENT CONTROL. THE DOCUMENTS WILL BE VERIFIED AND RE-ISSUED TO THE NEW COPYHOLDER.**

***IF YOU HAVE CONTROLLED DOCUMENTS CHECKED OUT AND YOU ARE AWAY FROM THE JOB FOR A PERIOD OF TIME, YOU SHOULD DESIGNATE SOMEONE TO PERFORM YOUR FILING. (THIS PERSON SHOULD BE SOMEONE WHO HAS RECEIVED TRAINING ON PROPER METHODS OF FILING CONTROLLED DOCUMENTS.)**

***WHEN PERFORMING THE ANNUAL PROCEDURE VERIFICATION ON CONTROLLED DOCUMENTS BE SURE OF THE FOLLOWING:**

- THE REV. OF THE DOCUMENTS IN YOUR FILES AND COPY NUMBER OF THE DOCUMENTS IN YOUR FILES MATCH WHAT IS ON THE ATTACHED PRINTOUT.**
- IF DOCUMENTS APPEAR IN YOUR FILE THAT ARE NOT ON THE ATTACHED PRINTOUT, REMOVE THEM AND BRING THEM TO DOCUMENT CONTROL.**
- IF AN INCORRECT REVISION IS IN YOUR FILES REMOVE THE OLD REVISION IMMEDIATELY AND DISCARD IT. RECORD THE DISCREPANCY AND NOTIFY DOCUMENT CONTROL.**
- IF A DOCUMENT APPEARS ON THE ATTACHED PRINTOUT BUT IS NOT IN YOUR FILES, INVESTIGATE AND TRY TO DETERMINE WHERE THE DOCUMENT IS.**

DOCUMENT THE MISSING DOCUMENT NUMBER AND NOTIFY DOCUMENT CONTROL.

- YOU ARE NOT TO SIGN THE VERIFICATION UNTIL ALL DISCREPANCIES HAVE BEEN RESOLVED. ONCE THE DISCREPANCIES HAVE BEEN RESOLVED OR IF THERE ARE NO DISCREPANCIES, THEN SIGN THE**

VERIFICATION AND RETURN IT TO DOCUMENT CONTROL BY THE DATE SPECIFIED.

***LEGIBILITY IS VERY IMPORTANT. BE SURE TO ALWAYS WRITE YOUR NAME LEGIBLY ON TRANSMITTALS AND VERIFICATIONS. ENSURE ANYTHING WHICH YOU RECORD ON TRANSMITTALS OR VERIFICATIONS IS LEGIBLE.**

***IF YOU ARE RESPONSIBLE FOR MAINTAINING CONTROLLED PROCEDURES THAT ARE ACCESSED FREQUENTLY , YOU NEED TO ESTABLISH A CHECKOUT SYSTEM SO THAT PROCEDURES THAT ARE REMOVED FROM YOUR FILES CAN BE REPLACED AND NOT END UP BEING REPORTED AS LOST. THIS IS VERY IMPORTANT THAT YOU ESTABLISH A CHECK OUT SYSTEM. IF YOU NEED HELP WITH THIS CONTACT ME AND I WILL BE GLAD TO ASSIST YOU.
EXT. 4530. (D.C. SUPV.)**

***ON THE NEXT CDD VERIFICATION YOU WILL BE ASKED TO VERIFY PLANT CURVES. AN EXAMPLE OF A CURVE NUMBER AS IT WILL APPEAR ON THE VERIFICATION IS AS FOLLOWS: FNP-1-VOL1-CRV64A.**

***WHEN FILING ONE TIME ONLY TEMPORARY CHANGES WHICH HAVE AN EXPIRATION DATE, YOU ARE TO INCORPORATE THESE TCN'S INTO YOUR CONTROLLED COPIES OF PROCEDURES. DOCUMENT CONTROL WILL NOTIFY YOU AS TO WHEN TO REMOVE THE EXPIRED TCN AND WILL SEND YOU NEW PAGES TO REPLACE THE EXPIRED ONES.**

***UPON RECEIPT OF A MEMORANDUM THAT IS TO BE INSERTED INTO YOUR CONTROLLED COPY OF YOUR PROCEDURE, YOU ARE TO FILE THE MEMORANDUM BEHIND THE COVERSHEET OF YOUR PROCEDURE. THE MEMO CONTAINS THE SAME COPY NUMBER AS THE COPY NUMBER OF THE PROCEDURE. ONCE THE MEMO IS FILED BEHIND THE COVER SHEET IT BECOMES PART OF THAT PROCEDURE. IT IS TO STAY WITH THAT REV. OF THAT PROCEDURE AND IF THAT PROCEDURE IS REVISED THE MEMO IS TO BE TRANSFERRED TO THE NEW REV.**

IF A MEMO COMES OUT THAT UPDATES THE MEMO IN YOUR FILE, YOU ARE TO REMOVE AND DISCARD THE MEMO IN YOUR FILE AND REPLACE IT WITH THE NEW MEMO.

***AT INTERVALS NOT TO EXCEED TWELVE MONTHS, PLANT GENERATED MANUALS AND THE UNIT 1 AND UNIT 2 TECHNICAL SPECIFICATIONS SHALL BE PAGE CHECKED TO ENSURE EACH PAGE IS CURRENT. THE ADDRESSEE SHALL USE THE LIST OF EFFECTIVE PAGES FILED IN EACH DOCUMENT TO PERFORM HIS PAGE CHECK. DOCUMENT CONTROL SHALL NOTIFY EACH COPYHOLDER BY MEMO OF THIS REQUIREMENT ALONG WITH INSTRUCTIONS.**

***BLUELINES , LAMINATED DRAWINGS AND RESTRICTED USE DRAWINGS ARE DISTRIBUTED BY SATELLITE DOCUMENT CONTROL AND ARE TO BE MAINTAINED CURRENT WITH THE LATEST DESIGN CHANGES. ADHESIVE LABELS CONTAINING DESIGN CHANGE INFORMATION ARE TO BE APPLIED TO CONTROLLED DRAWINGS WHICH HAVE**

OUTSTANDING DESIGN INFORMATION. IF YOU HAVE ANY QUESTIONS AS TO WHAT TO POST OR IF YOU HAVE THE CORRECT INFORMATION CONTACT SATELLIE DOCUMENT CONTROL EXT. 3476.

***VENDOR MANUALS ARE CONTROLLED BY THE SERVICE BUILDING DOCUMENT CONTROL AND MAY ALSO HAVE DESIGN CHANGE INFORMATION TO BE ANNOTATED TO THEM. DOCUMENT CONTROL UPDATES VENDOR MANUALS BY RECALLING THEM FROM THE CONTROLLED COPYHOLDER, HOWEVER IF A DESIGN CHANGE LABEL IS TRANSMITTED TO YOU WHILE YOU HAVE A VENDOR MANUAL IN YOUR POSSESSION, YOU ARE RESPONSIBLE FOR APPLYING THAT LABEL TO YOUR CONTROLLED MANUAL.**

*******NOTE: THE CONSEQUENCES OF NOT
MAINTAINING YOUR CONTROLLED DOCUMENTS
PROPERLY CAN CAUSE PERSONAL INJURY, DAMAGE
TO PLANT EQUIPMENT, PLANT TRIPS, SAER, NRC AND
PLANT PROCEDURAL VIOLATIONS AND CAN RESULT IN
DISCIPLINARY ACTION. YOUR SIGNATURE ON A
DOCUMENT TRANSMITTAL OF A VERIFICATION
SIGNIFIES YOU HAVE ACCOMPLISHED ALL THE
PROCEDURAL REQUIREMENTS AND THAT YOU ARE
RESPONSIBLE FOR THE DISPOSITION OF THE
DOCUMENTS LISTED.
REMEMBER, IF YOU ARE NOT SURE ABOUT HOW TO
HANDLE YOUR CONTROLLED DOCUMENT OR YOU
DON'T FEEL CONFIDENT YOUR DOCUMENT IS UP TO
DATE, CONTACT DOCUMENT CONTROL.*******

DEFINITIONS:

CONTROLLED DOCUMENT-----A DOCUMENT THAT IS CONTROLLED MEANS THAT THE MOST CURRENT REVISION OF A DOCUMENT IS ISSUED AND TRACKED BY FNP DOCUMENT CONTROL. THE INDIVIDUAL OR LOCATION THAT IS SHOWN HAVING THE CONTROLLED DOCUMENT CHECKED OUT IS RESPONSIBLE FOR ENSURING THAT ANY UPDATES ARE FILED PROPERLY.

CONTROLLED COPYHODER-----THE INDIVIDUAL OR LOCATION TO WHICH A CONTROLLED DOCUMENT IS CHECKED OUT TO.

CONTROLLED PROCEDURE-----A CONTROLLED PROCEDURE MAY BE ISSUED AS ANY OF THE FOLLOWING (A CONTROLLED PROCEDURE WITH COPY NUMBER), (OFFICIAL TEST COPY), OR RESTRICTED USE COPY.

A CONTROLLED PROCEDURE WITH COPY NUMBER-----THIS TYPE OF CONTROLLED PROCEDURE IS ISSUED FROM THE MASTER COPY IN DOCUMENT CONTROL. IT IS COPIED IN THE UNIT SPECIFIC COLOR, (GREEN FOR UNIT 2, YELLOW FOR UNIT 1, BLUE FOR UNIT 2 TCN'S AND PINK FOR UNIT 1 TCN'S. SHARED ARE COPIED IN WHITE WITH PINK TCN'S). DOCUMENT CONTROL STAMPS THE COPIES (IN RED INK) WITH A STAMP THAT READS: "DOCUMENT CONTROL CONTROLLED COPY DO NOT REPRODUCE, COPY NUMBER:" THESE PROCEDURES ARE ENTERED AND TRACKED IN THE FNPIMS CONTROLLED DOCUMENT DISTRIBUTION SYSTEM (CDD). INDIVIDUALS OR LOCATIONS THAT HAVE THESE TYPE OF PROCEDURES NORMALLY WISH TO MAINTAIN THEM PERMANENTLY, SUCH AS (THE CONTROL ROOM OR THE LABS).

OFFICIAL TEST COPY-----THIS TYPE OF CONTROLLED PROCEDURE IS ISSUED FROM THE MASTER COPY IN DOCUMENT CONTROL. IT IS COPIED IN THE UNIT SPECIFIC COLOR AND STAMPED (IN RED INK) WITH A STAMP THAT READS: "OFFICIAL TEST COPY" AND ABOVE THESE WORDS IS THE DATE THE PROCEDURE WAS ISSUED WITH A DASH FOR THE NUMBER OF COPIES OF THAT PARTICULAR PROCEDURE ISSUED ON THAT DATE. EXAMPLE: 950501-1. IN ADDITION, THE STAMP HAS AN AREA TO CHECK "VOID" IF THE PROCEDURE IS NO

LONGER NEEDED AND AN AREA TO CHECK "VOID PARTIALLY PERFORMED" IF THE TEST WAS PARTIALLY PERFORMED AND WORK HAD TO BE TERMINATED FOR SOME REASON. THERE IS ALSO AN AREA ON THE STAMP TO PUT THE REASON.

NOTE: THESE PROCEDURES ARE USED ONLY TO DOCUMENT THE RESULTS OF TEST. FOR THE MAINTENANCE AREAS (I&C, MM, EM) A WORK ORDER NUMBER IS ASSOCIATED WITH THE OFFICIAL TEST. AS LONG AS THE WORK ORDER IS OPEN DOCUMENT CONTROL IS RESPONSIBLE FOR SENDING REVISIONS AND TEMPORARY CHANGE NOTICES TO THE HOLDERS OF THE OFFICIAL TEST COPIES ASSOCIATED WITH THAT WORK ORDER.

FOR OPERATIONS OFFICIAL TEST COPIES, WEEKLY LISTS ARE PROVIDED TO DOCUMENT CONTROL REQUESTING WHAT IS NEEDED FOR UPCOMING SURVEILLANCE TEST, VALVE LINEUPS ETC. DOCUMENT CONTROL PERSONNEL AND THE FNP OPS-SHIFT CLERKS WORK CLOSELY TOGETHER TO ENSURE THE CONTROL ROOM HAS ON FILE WHAT IS REQUIRED.

THE REMAINING GROUPS EITHER VERBALLY REQUEST THE OFFICIAL TEST COPY THEY NEED OVER THE PHONE OR BY COMING TO THE SERVICE BUILDING SUPPORT COUNTER.

OFFICIAL TEST COPY INFORMATION IS MAINTAINED BY DOCUMENT CONTROL IN THE OFFICIAL TEST COPY CHECKOUT LOGS.

RESTRICTED USE COPY PROCEDURE—THIS TYPE OF CONTROLLED PROCEDURE IS ISSUED FROM THE MASTER COPY BY DOCUMENT CONTROL. IT IS COPIED IN THE UNIT SPECIFIC COLOR AND STAMPED (IN RED INK) WITH A STAMP WHICH READS "RESTRICTED USE COPY, ISSUE DATE, EXPIRATION DATE, WORK ORDER NO. AND A STATEMENT WHICH SAYS (DO NOT USE IF CURRENT DATE EXCEEDS EXPIRATION DATE). THESE TYPE PROCEDURES ARE CONTROLLED BY DOCUMENT CONTROL FOR A CERTAIN NUMBER OF DAYS AND ONCE THAT DATE HAS EXPIRED THEN IT IS NO LONGER TRACKED. IT IS VERY IMPORTANT TO BE AWARE OF THE EXPIRATION DATE OF YOUR RESTRICTED USE COPY. IF THE DATE HAS EXPIRED OR IS ABOUT TO EXPIRE YOU SHOULD COME TO DOCUMENT CONTROL AND REQUEST THAT YOUR PROCEDURE BE EXTENDED UNTIL YOUR JOB IS FINISHED. RESTRICTED USE PROCEDURES ARE TRACKED WITHIN THE FNPIMS CDD PROGRAM.

NOTE: IF A PROCEDURE HAS PLACES WITHIN THE BODY THAT REQUIRES DATA TO BE FILLED OUT AND THE PROCEDURE IS USED TO PERFORM A WORK ACTIVITY IT SHOULD BE REQUESTED FROM DOCUMENT CONTROL AS AN OFFICIAL TEST COPY NOT RESTRICTED USE. OFFICIAL TEST COPIES ARE MAINTAINED RETRIEVABLE IN DOCUMENT CONTROL AFTER THE TESTS ARE COMPLETED. ANY PROCEDURE USED TO RECORD DATA IS REQUIRED TO BE KEPT ON FILE AS A QUALITY ASSURANCE RECORD.

NOTE: IF YOU NEED A COPY OF A PROCEDURE FOR REFERENCE ONLY, WHICH MEANS THAT YOU WISH TO READ OR REVIEW THE PROCEDURE AND NOT USE IT IN A WORK ACTIVITY, YOU MAY COME TO DOCUMENT CONTROL AND MAKE A COPY FROM THE MASTER PROCEDURE. THIS COPY DOES NOT HAVE TO BE COPIED IN A PARTICULAR COLOR, HOWEVER IT MUST BE STAMPED (IN RED INK) WITH A STAMP THE READS "UNCONTROLLED COPY CAUTION: THIS COPY IS NOT MAINTAINED CURRENT. DO NOT USE IN A SAFETY RELATED ACTIVITY."

SATELLITE DOCUMENT CONTROL——A BRANCH LOCATION OF THE SERVICE BUILDING DOCUMENT CONTROL LOCATED IN THE SUPPORT BUILDING (NORTH).

VENDOR MANUALS——MANUALS PRODUCED BY EQUIPMENT VENDORS. THE DOCUMENT NUMBER FOR VENDOR MANUALS BEGINS WITH THE LETTER (U) FOLLOWED BY (6) NUMERICS. (EXAMPLE U214443)

PLANT MANUALS——MANUALS GENERATED BY FARLEY NUCLEAR PLANT. THE DOCUMENT NUMBER FOR PLANT MANUALS FOLLOWS THE SAME FORMAT AS FOR PROCEDURES. (EXAMPLE: FNP-0-M-043)

TECH. SPECS.-----UNIT 1 AND UNIT 2 STANDARD TECHNICAL SPECIFICATIONS.

COMPUTER DISKS-----A MEDIA FOR STORING COMPUTER INFORMATION. THE COMPUTER DISKS THAT DOCUMENT CONTROL MAINTAIN AS CONTROLLED ALSO CARRY A PROCEDURE NUMBER FORMAT. (EXAMPLE: FNP-9-MAC-6)

PLANT CURVE-----A GRAPH OR TABLE WHICH DISPLAYS A MEASUREMENT OF THE CHARACTERIZATION OF A COMPONENT. A PLANT CURVE CARRIES A DOCUMENT NUMBER OF NUMERICS WITH ALPHA CHARACTERS. (EXAMPLE: 64, 31B ETC.)

INQUIRY-----A DOCUMENT GENERATED BY SOUTHERN COMPANY SERVICES OR BECHTEL CORPORATION WHICH INCLUDES SPECIFICATIONS FOR VARIOUS PLANT SYSTEMS AND COMPONENTS. AN INQUIRY CARRIES A DOCUMENT NUMBER AS SHOWN IN THIS EXAMPLE (SS1102-9)

RFM-----AN ACRONYM FOR REFERENCE FILE MANAGER, AN ELECTRONIC DRAWING RETRIEVAL PROGRAM. DRAWINGS OBTAINED FROM RFM AND COPIED FROM A PLOTTER ARE TO BE CONTROLLED PRIOR TO BEING USED IN A WORK ACTIVITY.

BLUEPRINTS-----DOMESTIC AND VENDOR DRAWINGS REPRODUCED FROM MYLAR FILM OR SEPIA.

LAMINATED PRINTS-----DOMESTIC AND VENDOR DRAWINGS REPRODUCED IN PAPER FORM FROM 35MM APERTURE CARDS AND THEN LAMINATED. (EX: USED HEAVILY IN THE CONTROL ROOM. MAY BE MARKED ON WITH GREASE PENS AND WIPED AWAY. OFTEN REFERRED TO AS WASH OFFS.)

DRAWING TAB-----AN ADHESIVE LABEL THAT IS APPLIED TO CONTROLLED COPIES OF VENDOR MANUALS, VENDOR DRAWINGS, DOMESTIC DRAWINGS OR INQUIRES WHICH SHOWS THE DOCUMENT NUMBER OF ANY DESIGN CHANGES THAT ARE ASSOCIATED WITH THAT DOCUMENT BUT HAVE NOT BEEN INCORPORATED. THIS LABEL IS GENERATED IN SATELLITE DOCUMENT CONTROL AND IS SENT TO CONTROLLED COPY HOLDERS OF THE DOCUMENTS MENTIONED AS NEEDED FOR THEM TO APPLY TO THEIR CONTROLLED DOCUMENTS.

DOMESTIC DRAWINGS-----DRAWINGS PRODUCED BY ALABAMA POWER OR ITS CONTRACTED OR SUBCONTRACTED ARCHITECT/ENGINEERING ORGANIZATIONS. (THESE DRAWING NUMBERS BEGIN WITH A,B,C,D,E OR F FOLLOWED BY (6) NUMERICS.) (EXAMPLE: D175003 SHEET 1)

VENDOR DRAWINGS-----DRAWINGS PRODUCED BY EQUIPMENT VENDORS. THE DOCUMENT NUMBER FORMAT IS THE SAME AS VENDOR MANUALS, BEGINNING WITH A (U) FOLLOWED BY (6) NUMERICS. (EXAMPLE: U164164)

DATE: January 18, 1995
RE: Procedure Management
FROM: Dave Morey *DM*
TO: All Controlled Copy Holders

At the very beginning of this letter, I want to emphasize that I know each of you has a strong personal commitment to performing your Farley Nuclear Plant activities using current, approved procedures and drawings.

However, we recently received an NRC violation which points out the following:

- We had a number of controlled procedures and drawings not complete, not up-to-date
- There were over 200 overdue document transmittal notices to controlled copy holders (like yourselves) not returned. (Many were six months overdue.)
- Several annual reviews were not being completed. (The report stated, "...in a timely manner..." but if an annual review is overdue by a year, is it timeliness or just not being done, or being done but not reported?)

Again, I emphasize that I am confident that each of you are committed to using current, approved procedures. But, we seem to be lax in the performance of our procedure management activities, i.e., documenting--in a timely manner--that the procedures and drawings we are using are current and approved.

Procedure Management
Page 2

There could be many explanations for having such a high commitment to performing work by proper procedures, but not following procedures for documenting that our procedures and drawings are current and approved. Each individual can rationalize his or her situation; however, no one can justify allowing this double standard to continue.

Each of us desires to be part of a world class organization. In many ways, Plant Farley is world class. But, to be truly world class, we must stay atop all our commitments and responsibilities.

Your support in obtaining world class procedure management is appreciated.

DNM:mgd

procma.doc