A-129

Approval	Vogtle Electric Generating Plant	Procedure No.
W.F. Kitchens	NUCLEAR OPERATIONS	00350-C
Date 12/27/89	Unit COMMON	Revision No. 19
	Georgia Power	Page No. 1 of 35

OFFICE OF SECRETARY
DOCKETING & SERVICE
BRANCH

VOID

WORK REQUEST PROGRAM

1.0 PURPOSE

This procedure establishes administrative controls for maintenance activities at Vogtle Electric Generating Plant (VEGP). It provides for identification, control, and documentation of maintenance activities.

Procedure 29402-C, "WPG Work Request Processing" will be used in conjunction with this procedure to complete define the processing of a work order.

2.0 DEFINITIONS

2.1 WORK PLANNING GROUP (WPG)

A group of assigned individuals in the Planning, Scheduling and Work Control section of the Outages and Planning Department that plan, develop, prioritize, schedule, review, evaluate, and maintain history of repairs for Maintenance Work Orders (MWO).

2.2 PREVENTIVE MAINTENANCE (PM)

Work tasks performed on a predetermined schedule, in accordance with Procedure 20015-C, "Preventive Maintenance", to maintain equipment reliability.

2.3 PREDICTIVE MAINTENANCE (MP)

Work tasks performed on equipment or components to predetermine failures by obtaining and trending historical data through preventive maintenance, oil analysis, MOVATS, vibration monitoring corrective work orders, etc.

2.4 PLANNED MAINTENANCE

Preventive maintenance, predictive maintenance and other work tasks performed on equipment components to prevent unexpected failure.

2.5 CORRECTIVE MAINTENANCE

Work tasks performed on systems or components to resolve items identified through preventive or predictive maintenance, surveillance, inspections and/or other methods.

2.6 WORK REQUEST TAG (WRT)

A three part tag used to identify deficiencies or work required on plant equipment or components, to properly flag equipment in the field and to allow Shift Supervisor (SS)/On-Shift Operations Supervisor (OSOS) notification of equipment problems.

2.7 WORK ORDER (WO)

When referenced in this procedure the step applies to an MWO and/or SWO.

2.8 MAINTENANCE WORK ORDER (MWO)

A site document used to perform and document maintenance on plant equipment or components, to ensure specific work controls are identified and the work history is maintained.

2.9 SUPPORT WORK ORDER (SWO)

A site document used to request support activities other than those activities encompassed in the maintenance work order program. Some examples of support activities are identified in Section 4.1.11.

2.10 SPECIAL INDICATORS

Indicators identified in NPMIS equipment file to flag special requirements for applicable components. Some examples are critical components (RXTRIP), Technical Specification (TSPEC), Local Leak Rate Test (LLRT), etc.

2.11 WALKDOWN SHEET

A computer generated form, attached to each MWO or SWO initiated, to identify certain requirements for MWO or SWO packaging. A planning tool to identify drawings, manuals, special requirements, etc.

2.12 EMERGENCY MAINTENANCE

Any immediate mandatory maintenance or repair activity that is necessary to maintain safe operation or shutdown capabilities.

2.13 URGENT MAINTENANCE

Maintenance that is not as critical as emergency maintenance but in the opinion of the On-Shift Operations Supervisor is critical to schedule or safety and should be performed during the next 24-hour period.

2.14 CALIBRATION

Work tasks performed to compare and adjust equipment and/or instruments to a predetermined reference value, within tolerances.

2.15 SURVEILLANCE

Testing performed on a periodic basis to verify and document that structures, systems, and components are functioning properly and should remain in a readiness state capable of fulfilling the intended safety-related function.

2.16 FUNCTIONAL TESTS

Performance of those steps necessary to determine structures, systems and components function in accordance with predetermined specifications. Functional tests may include: Surveillance tests, ISI tests, ASME Section XI requirements and inspections in accordance with Procedure 29401-C, "Maintenance Work Order Functional Test".

2.17 INSPECTIONS

Examination, observation or measurement to determine the conformance of materials, supplies, components, parts, appurtenances, systems, personnel performance, procedures, processes or structures to predetermined requirements.

2.18 MAINTENANCE HISTORY

A written chronological record of work tasks performed on a component from initial turnover to present.

2.19 SUPERVISOR

A member of Georgia Power Supervision; foreman and above including a cognizant individual as defined in Procedure 00801-C, "Control Of Onsite Contractors".

2.20 CONTRACTOR MAINTENANCE

Maintenance performed on the plant by personnel selected according to Procedure 00801-C.

2.21 AUTHORIZED INSPECTOR

An employee of an Authorized Inspection Agency who has qualifications for, and has been properly qualified for ASME Section III Division 1 and ASME Section XI, Preservice/Inservice Inspection.

2.22 SPECIAL REVIEW

A review by one of the following:

Plant Review Board
Fire Protection Engineer
Equipment Qualification Group
Technical Support
Authorized Inspector (AI)

2.21 FIRE PROTECTION PROGRAM COMPONENT

Those plant components required by VEGP FSAR 9.5.1 to be operational in order to maintain the viability of the Fire Protection Program.

2.22 CRITICAL COMPONENTS

Components which have been identified by reactor trip (RXTRIP) special indicator in NPMIS to trip the unit unless special care is taken. A system, control, protection scheme, or component which will cause a unit trip if it itself is inadvertently bumped, grounded, shorted, or misoperated, or if it fails in service.

3.0 RESPONSIBILITIES

3.1 MANAGER MAINTENANCE

The Manager Maintenance ensures that the Maintenance Program is effectively implemented as follows:

3.1.1 Policies, procedures, and administrative controls are established and updated as necessary.

3.1.2 Work tasks are documented and performed in accordance with approved procedures and safe work practices.

3.1.3 Installation of temporary jumpers and lifting wires in accordance with Procedures 00305-C, "Temporary Jumper And Lifted Wire Control" and 20429-C, "Short Term Documentation Of Temporary Jumpers And Lifted Wires".

3.1.4 Implementation of temporary modifications and hanging tags in accordance with Procedure 00307-C, "Temporary Modifications".

3.1.5 Disposition of parts/equipment removed from the plant is performed and documented.

3.1.6 Cleanliness requirements are established in accordance with Procedures 00254-C, "Plant Housekeeping/Material Condition Program" and 20427-C, "Maintenance Cleanliness And Housekeeping Control".

3.1.7 An On-the-Job Training (OJT) Program is developed and coordinated with the Training Department.

3.1.8 Mockups, when needed, are set up to hold work task exposures ALARA. Mockups are coordinated with Health Physics.

3.1.9 Ensure ASME Section XI Repair and Replacement Program is implemented in accordance with Procedure 20100-C, "ASME Section XI Repair/Replacement Program".

3.1.10 Ensure that a preventive maintenance program is established and implemented in accordance with Procedure 20015-C, "Preventive Maintenance".

3.1.11 Ensure that a predictive maintenance program is established and implemented in accordance with Procedure 20016-C, "Predictive Maintenance Program".

3.1.12 Nuclear Plant Management Information System (NPMIS) is operational to support all scheduled outage plans and the corrective, planned and surveillance maintenance programs.

3.2 MANAGER OPERATIONS

The Manager Operations ensures that the Maintenance Program is supported as follows:

3.2.1 Operations and maintenance activities are coordinated effectively in accordance with existing plant conditions through the operations representative in the Work Planning Group (WPG).

3.2.2 WRTs are processed during off-normal working hours for emergency maintenance.

3.2.3 System status is recorded during work tasks when required.

3.2.4 Clearances are performed for work tasks.

3.2.5 Fire Protection (FP) Limiting Conditions for Operation (LCO) action statements are implemented prior to existence of the Limiting Condition to prevent violation of FP operability requirements.

3.2.6 Numbers are assigned for temporary jumpers and lifted wires in accordance with Procedure "00306-C, "Temporary Jumper And Lifted Wire Control".

3.2.7 Functional test requirements may be assigned and/or changed by a qualified SS or OSOS.

3.2.8 All security-related work request are coordinated with the Security Department.

3.2.9 Assigns a VEGP licensed certified Operations Department Representative to authorize work that does not affect plant operations.

3.2.10 Ensures that Unit Shift Supervisor is cognizant of ongoing work on critical components.

3.2.11 Ensures Operations Engineering maintains the critical component List and an updated list is provided to Maintenance Engineering when any changes are made to the List for inclusion into NPMIS.

3.2.12 Transient combustible permits or ignition source permits are issued, as required and that the need for a fire watch has been evaluated.

3.3 MANAGER ENGINEERING SUPPORT (MES)

The MES ensures that the Maintenance Program is supported as follows:

3.3.1 WRTs are initiated for Plant Modification Packages.

3.3.2 Designated work task procedures are provided for Plant Modification Packages.

3.3.3 Fire Protection post-work reviews, if applicable, are completed.

3.3.4 Shield plug and blockwall removal evaluation is completed if applicable.

3.3.5 Scaffolding pre-installation reviews, if applicable, are completed per approved plant procedures for scaffolding control.

3.3.6 Numbers are assigned for Temporary Modifications in accordance with Procedure 00307-C, "Temporary Modifications".

3.3.7 Engineering Support performs reviews required to support and improvement work. Specifically, the HVAC Supervisor/Duty Engineer completes reviews and grants approval of work activities such as welding and painting in areas that can affect exhaust and filtration charcoal beds.

3.4 WORK PLANNING AND CONTROLS SUPERINTENDENT

The Work Planning and Controls Superintendent of the Outages and Planning Department ensures that the Maintenance Program is supported as follows:

3.4.1 Work orders receive all required reviews prior to issuing to maintenance.

3.4.2 RWP requests are submitted to Health Physics for work in Radiation Control Areas (RCA) usually 24 hours prior to starting work in accordance with Procedure 00930-C, "Radiation And Contamination Control".

3.4.3 MWO packages are assembled from WRT'S.

3.4.4 MWO packages are reviewed upon completion.

3.4.5 Equipment history records are maintained.

3.4.6 Maintenance activities are tracked.

3.4.7 Maintenance activities are accurately reported.

3.4.8 Maintenance work tasks are adequately defined and correctly resolved.

3.4.9 MWO packages are evaluated to ensure that acceptance criteria is met.

3.4.10 Maintenance work schedules are established.

3.4.11 Clearances are initiated for MWO packages.

3.4.12 Fire protection work evaluation is performed on all work orders by qualified personnel.

3.4.13 Identify MWO as critical component from the reactor trip possible special indicator in NPMIS.

3.4.14 Operations Work Planner assigns appropriate functional test requirements.

3.5 MANAGER PLANT TRAINING AND EMERGENCY PREPAREDNESS

The Manager Plant Training And Emergency Preparedness ensures that the Maintenance Program is supported as follows:

3.5.1 The OJT Program is coordinated with the Maintenance Department.

3.5.2 Adequate / training is provided to keep exposures ALARA as required.

3.5.3 Develop Training Programs to meet job qualification requirements established by the Maintenance Department and Outages and Planning Department.

3.5.4 Training records are maintained.

3.6 MANAGER HEALTH PHYSICS AND CHEMISTRY

The Manager Health Physics/Chemistry ensures that the Maintenance Program is supported as follows:

3.6.1 ALARA reviews are performed on all Radiation Work Permit (RWP) requests per Procedure 00930-C, "Radiation And Contamination Control", and Procedure 00910-C, "VEGP ALARA Program".

3.6.2 HP surveys are performed in a timely manner.

3.6.3 RWPs are issued per Procedure 43007-C, "Issuance, Use And Control Of Radiation Work Permits" and that proper radiological controls are instituted per 00910-C.

3.6.4 When contacted regarding draining of systems (Section 4.1.23) Chemistry is responsible for:

a. Evaluating the effect the draining will have on permitted effluent pathways.

b. Inspecting the system to evaluate the effectiveness of the corrosion control program, if time permits.

3.6.5 Provide for initial reviews of MWO's and SWO's.

3.7 MAINTENANCE ENGINEERING SUPERVISOR

The Maintenance Engineering Supervisor ensures that the Maintenance Program is supported as follows:

3.7.1 Predictive maintenance program work tasks are scheduled, tracked, trended, and evaluated.

3.7.2 Preventive maintenance program is maintained. Preventive or Predictive MWO's generated are evaluated to ensure train separation for equipment has been achieved prior to MWO generation.

3.7.3 A welding program is maintained in accordance with Procedure 20110-C, "Weld Control Program".

3.7.4 NPMIS equipment data base is maintained and periodic coordination with the WPG is conducted to determine need for additional fields for outage support activities.

3.7.5 Ensure ASME Section XI Repair and Replacement Program is implemented in accordance with Procedure 20100-C, "ASME Section XI Repair/Replacement Program".

3.8 QUALITY CONTROL SUPERINTENDENT

The Quality Control Superintendent ensures that the Maintenance Program is verified as follows:

3.8.1 Inspections, examinations and tests are performed in accordance with Procedure 00201-C, "Quality Control Inspection Program".

3.8.2 MWOs are reviewed for quality requirements.

3.8.3 Monitoring of work tasks is performed.

3.9 MANAGER OUTAGES AND PLANNING

The Manager Outages and Planning ensures planned outage, forced outage, and refueling activities effectively implement planning, scheduling, and maintenance program requirements as follows:

3.9.1 Provides and approves for use all outage planning sequence of events prior to schedule distribution and implementation.

3.9.2 Work will be administratively governed by the Plant Administrative, Work Planning, and Outages and Planning procedures.

3.9.3 Work plans, procedures and practices shall be under the Nuclear Operations QA Program.

3.9.4 Work Orders assigned are packaged, planned, and scheduled by the Modifications and Outage Support Group (MOSG) and reviewed and approved by Work Planning Group.

3.10 MODIFICATIONS AND OUTAGE SUPPORT GROUP (MOSG) SUPERINTENDENT

The MOSG Superintendent is responsible for certain maintenance support activities and implementing work package, on request.

4.0 INSTRUCTIONS

4.1 WORK REQUEST TAG INSTRUCTIONS

4.1.1 When conditions requiring maintenance are identified all plant personnel are responsible for completing a Work Request Tag (WRT). (See Figure 1 for Example)

4.1.2 A WRT may be submitted by any individual requesting maintenance support by completing the applicable portions of the WRT and delivering the WRT to the Support Shift Supervisor.

4.1.3 When completing the WRT, the initiator should give an accurate, concise and complete description of the problem, indications for investigative maintenance, failure description for corrective maintenance, or a summary of the modification/installation for design changes in the problem block. This narrative should provide a clear description without the need to resort to reference documents, i.e., KER's, FCR's, etc.

4.1.4 If the WRT is to correct an item identified by a DC, NRC or QA Audit Finding or to address a commitment (regulatory or other) the initiator will indicate so by entering the identifying number in the problem block in addition to the problem description and attach a copy of the commitment, DC, etc. If the WRT was identified during the performance of a surveillance or an MWO, that document number will be referenced.

4.1.5 If the WRT is to implement a capital budget item, the general work order (GWO) number should be included in the problem block.

4.1.6 The initiator will complete the WRT through the "originator" line, attach the field copy to the component and deliver the WRT to the appropriate shift supervisor or WPG, as appropriate.

Non-corrective maintenance WRT's may be approved and processed by the WPG. (Examples are WRT's for DCP implementation, WRTs to perform planned activities to support outage preparation, etc). If processed by the WPG, the Operations Work Planning reviewer will complete the reviews and sign the OSOS/SS review block, in lieu of the actions required in section 4.1.7.

NOTES

a. WRT's will be hung for items identified as needing corrective maintenance in the field. Items that are not physically broken, leaking, missing, etc., do NOT require the field copy WRT to be hung. Example of this type may be a WRT for a DCP.

b. WRT's will NOT be hung on equipment inside the containment.

4.1.7 The Shift Supervisor will perform the following:

4.1.7.1 Evaluate the WRT for operational deficiencies which require reportability. (The On-Shift Operations Supervisor (OSOS) will make immediate notification to regulatory agencies and ensure a Deficiency Card is initiated in accordance with Procedure 00150-C.)

4.1.7.2 Evaluate the affect on plant operation and initiate compensatory action as required.

4.1.7.3 Evaluate the WRT for completeness. If any portion is determined inadequate or lacking in information, he will contact the initiator and/or return the WRT for clarification.

4.1.7.4 Assign the appropriate priority as defined below:

X - Emergency (Sec. 2.11)

U - Urgent (Sec. 2.12)

1 - Safety - Personnel, Plant Equipment, Public; LCO or equipment problem which could require a power reduction within 72 hours. Items with a significant impact on plant operation/efficiency.

2 - Other LCO's with 7 day or less shutdown requirements. Items which impact continued plant operation/efficiency or that support surveillances.

3 - Other LCO's, other items affecting plant operations/efficiency. Security, Fire Protection, License Commitments.

4 - Items affecting plant material condition.

5 - Items which may be repaired at any time.

4.1.7.5 Indicate associated LCO, Information LCO or Fire Protection LCO numbers in spaces provided.

4.1.7.6 Indicate the appropriate mode restraint.

NOTE

The mode restraint evaluation must be made conservatively. If a WRT is written for a problem which would not render a component inoperable, it should still be coded as a restraint to the lowest mode for which that component could be required operable. This ensures a proper evaluation is performed on each WRT immediately prior to a mode change. (In-progress maintenance activities could render a component temporarily inoperable or completed activities could require performance of a functional test prior to a mode change.)

4.1.7.7 Indicate if the work may be performed at power or during a unit outage. If outage, the highest mode in which the work may be performed should be indicated (i.e., 1 would indicate it is outage but may be performed in Mode 1 such as a MFWP outage WRT.)

4.1.7.8 Indicate special conditions required to perform maintenance by circling the appropriate 2 digit number on the back of the original tag.

4.1.7.9 Approve the WRT by signing and dating the WRT and forwarding the original WRT to the Work Planning Group and a copy of the WRT to the Engineering Support Department for information.

4.1.8 The Work Planning Group (WPG) will process the WRT in accordance with 29402-C.

4.1.9 The WPG will determine if the WRT should be processed as a Maintenance Work Order (MWO) or a Support Work Order (SWO).

NOTE

Support Work Orders (SWO's) are generally work items that require less planning and/or administrative controls.

4.1.10 The following maintenance activities may be addressed without initiation of a Work Request Tag. If a WRT is initiated, it will be processed as a Support Work Order requiring minimal review prior to issuance.

4.1.10.1 Replacement of light bulbs, both indication and illumination bulbs.

4.1.10.2 Emergency and exit lighting, plant lighting fixtures and field run non EE580 related cabling.

4.1.10.3 Maintenance work on non-plant operational equipment by contractors under a maintenance agreement contract given out in accordance with Procedure 70106-C, "Contract Administration".

4.1.10.4 Labor items (pumping out ditches or manholes, spill cleanup, transporting barrels, shoring, cribbing, etc.)

4.1.10.5 Inking systems on plant chart recorders.

4.1.10.6 Security System Camera adjustments and cleaning as requested by the SNS.

CAUTION

Prior to performing any of the following (4.1.10.7 through 4.1.10.24), notify the Unit Shift Supervisor. Notification is also required at the start of each shift, unless the USS indicates otherwise.

4.1.10.7 Installing and/or changing identification tags except for ASME Code plates and vendor name plates.

4.1.10.8 Replacement of passive accessories, such as knobs, handles, latches (for non-seismic equipment), lens, covers (except for those required for Equipment Qualification), thumb screws, etc.

4.1.10.9 Tightening of packing on manually operated valves. (Motor- and air-operated valve packing adjustments and repacking a valve require a WRT and MWO.)

4.1.10.10 Tightening of flanged leaks, fitting leaks, etc. on non-safety-related piping and/or tubing.

4.1.10.11 Instrument calibrations when required by approved plant procedures for instrument calibrations and/or adjustments when performed using approved plant procedures that require SS notification prior to and or completion of the work.

When performed during maintenance activities other than surveillances, all pertinent documentation shall be transmitted to Document Control and filed by procedure number.

4.1.10.12 Investigative-type work that assists in the determination of problem identification or description. Investigative work may include use of instruments (Fluke meters, VOM, etc.) but does not include component disassembly, lifted leads or other corrective-type maintenance.

4.1.10.13 Maintenance activities performed during the performance of approved plant surveillance procedures providing all the requirements of this procedure for the maintenance activity, such as QC review, Equipment Qualification, parts traceability, etc. are met.

4.1.10.14 Removal and reinstallation of threaded pipe caps or hose fittings downstream of drains, vents, etc.

4.1.10.15 Removal and reinstallation of blind flanges, gaskets, studs, and nuts on pipe downstream of drains and vents. (NON-Q SYSTEMS ONLY)

4.1.10.16 Performance of routine lubrication in accordance with Procedure 20411-C, "Control Of Lubricants".

4.1.10.17 Installation and removal of scaffolding in accordance with Procedures 20003-C, "Scaffold Construction And Control".

4.1.10.18 Removal and reinstallation of insulation in accordance with Procedure 20002-C, "Control Of Insulation Removal And Installation".

4.1.10.19 Repairs on telecommunications equipment other than Security Communications equipment.

4.1.10.20 Adjustments of pump packing by qualified maintenance personnel (replacement of packing will require a WRT and MWO.)

4.1.10.21 Application of sealant to secondary equipment and piping to stop identified in-leakage.

4.1.10.22 Repairs to doors. (except fire doors)

4.1.10.23 Repair rework and adjustment of tooling that does not have a permanent plant tag number

4.1.10.24 Work on ancillary buildings such as the Service Building, Administration Building, etc.

4.1.11 Support Work Orders (SWO's) are required for the following:

4.1.11.1 Facility work such as painting, labeling, work on handrails, lighting systems, etc.

4.1.11.2 Spare parts rebuild.

4.1.11.3 Repairs to fire doors.

4.1.12 MWOs generated per 4.1.11 will be reviewed as required in accordance with 29402-C.

NOTE

Support Work Orders (SWO's) may or may not require all review signatures. The Work Planner may obtain or N/A any review as determined appropriate.

4.1.13 Maintenance will be scheduled and planned so as not to compromise the safety of the plant. Planning will consider the possible safety and ALARA consequences of concurrent or sequential maintenance, testing or operating activities. Equipment required to be operable for the prevailing mode will be available, and maintenance will be performed in a manner such that license limits are not violated. Planning for maintenance will include evaluation of the use of special processes, equipment, and materials in performance of the task, including assessment of potential hazards to personnel and equipment.

4.1.14 Work orders which modify the plant configuration will be processed under the controls of procedure 00400-C "Plant Design Control".

4.1.15 The WPC will assign the MWO package to the Supervisor/Foreman of the responsible group for implementation of the work package. The MWO will be packaged in accordance with Procedure 29402-C, "WPC Work Request Processing".

4.1.16 When personnel are ready to start work, the individual will go to the Control Room and obtain authorization to begin work from the applicable Shift Supervisor (SS), with the following exceptions:

NOTE

When investigative type WO work, not under a clearance, is continued beyond one shift the Unit Shift Supervisor shall be notified at the start of the new shift prior to continuing work, unless the US3 indicates otherwise.

4.1.16.1 If a WO is security-related and DOES NOT require a clearance, the individual will go to the Supervisor Nuclear Security - Captain (SNS-CPT) to obtain authorization to begin work. The SNS-CPT or designee, will sign the WO to authorize work to begin.

4.1.16.2 If a WO is security-related and DOES require a clearance, the individual will go to the Shift Supervisor (SS) who will initial and date the WO and authorize work to begin, in accordance with step 4.1.16.

4.1.16.3 If a WO is related to the demin water plant but does not affect the water-making capability of the plant, the individual will go to the Chemistry Foreman to obtain authorization to begin work.

4.1.16.4 If the Work Order does not affect plant operation or the load carrying capability of the plant, then the Operations Work Planning representative may approve the WO. These WO's may include but are not limited to; fire protection, coatings, structural, heat tracing, work performed in shops, and other general facility work.

4.1.17 Authorized Operations personnel will verify that the equipment or system can be released and determine what length of time it may be out of service.

4.1.18 Equipment clearance will be obtained, as necessary, from the SS per Procedure 00304-C, "Equipment Clearance And Tagging" prior to beginning work.

4.1.19 If the work task is in a closed tank, vessel, space, electrical manhole, or room with no ventilation, then individual doing the work, prior to beginning the work task, will contact appropriate personnel per Procedure 00258-C, "Safe Work Procedure For Closed Vessels, Confined Spaces, Wet Locations And Systems".

4.1.20 If the work task impacts a Fire Protection Program component such that a FP LCO will be entered, the SS will ensure that the required LCO actions are implemented prior to the existence of the limiting condition.

4.1.21 The individual foreman/supervisor will designate the appropriate Housekeeping Zone and/or cleanliness controls in accordance with Procedure 20427-C, "Maintenance Cleanliness And Housekeeping Control" and indicate the requirements on the WO Form.

4.1.22 Authorization to begin work will be documented on the MWO/SWO by the applicable Shift Supervisor, SNS-CPT Chemistry Foreman, or OPS WPC Rep (See 4.1.16) signing the WO and the Unit SS issuing a subclearance as required to the foreman/supervisor responsible for the work.

4.1.23 If the work task requires draining of water in Secondary systems or subsystems, contact Chemistry Section personnel prior to draining. For Primary systems/subsystems contact Radwaste Section Personnel prior to draining.

4.1.24 The assigned work crew will:

4.1.24.1 Obtain working copies of procedures as required for data sheets and/or procedures listed or referenced in WO package.

4.1.24.2 Verify clearance boundaries. Notify Control Room when valves are repositioned during maintenance activities.

4.1.24.3 Review the RWP, receive a pre-job or post-job radiological briefing (if required), sign in and out on the RWP, and notify HP if the work is suspended or terminated.

4.1.24.4 Notify QC personnel, four hours in advance, if possible, to witness the predetermined step(s). Work is not to proceed beyond a QC inspection, witness or Hold Point unless a waiver has been approved by QC personnel. Contractor maintenance activities shall be worked to their specific QC/QA procedure where applicable.

4.1.24.5 Observe safe, efficient, and professional work practices.

4.1.24.6 Prior to working on equipment, check equipment ID number to be sure the correct equipment is being worked. System draining will be coordinated by Operations with the HP/Chemistry Department.

4.1.24.7 Investigate and document the cause of the malfunction. Investigations, inspections, examinations and observations pertinent to evaluating the cause of the malfunction and/or corrective action will be documented on the WO.

4.1.24.8 Attach all applicable documents to the WO package.

4.1.24.9 Document, on the Work Order, all work performed during the work activity. Should additional space be required to properly document complex work performed, a Work Order Continuation Sheet (Figure 2) will be used. If more than one Continuation Sheet is used, each will be sequentially numbered (in upper-right corner).

NOTE

If the maintenance required for a particular work order involves more than one crew, each foreman/ supervisor will sign and date the WO, that their work is complete or as complete as possible (including specific steps of procedure completed) and has been reviewed and approved prior to the transfer of the WO to the next responsible crew.

4.1.24.10 Document the disposition of replaced equipment/parts and list both the old and new part numbers/serial numbers on the MWO.

4.1.24.11 If warehouse material was required to complete the work, a check mark will be placed in Block 28. Material/Equipment Request (MER) numbers will be recorded in the block. A copy of the MER will be attached to the Work Order (WO). Lot, reel, spool, heat, grade, part, serial numbers, etc., will be recorded on the WO or the attached MER. All material removed shall be documented on the work order with as much information on the item removed, as available.

4.1.24.12 The use of bulk materials, such as; thermal overloads, lugs; fittings, packing, etc., shall be controlled in accordance with Procedure 00352-C, "Control Of In-Process Materials", unless the quality and traceability of the material can be established by other means. The part number and MIR/MER number from the bulk material identification tag will be written on the WO.

4.1.25 If all the work required cannot be performed, the work foreman/supervisor will document, on the WO, why the work could not be completed and sign and date at the end of the description. Return the WO package to WPC for further evaluation and/or instructions.

a. The WPC will determine if the WO is to be revised due to a scope and/or intent change or if a new MWO is required.

b. When a revision is required, a revision sheet will be initiated and routed for review in accordance with the instructions for WO revision sheet and Procedure 29402-C, "WPC Work Request Processing".

c. The WO will then be returned to the field for work to be completed as required.

4.1.26 During maintenance activities on non-safety related critical components or safety-related components, if it is necessary to change the scope or intent of the work, a new WO will be generated or the original will be returned to the WPC for revision to encompass the changed scope or intent. WPC will determine if a new WO is to be generated or the original WO amended. The new or revised original WO will be processed in accordance with all previous steps of this procedure. If a new WO is issued, it will reference the old WO number.

4.1.27 During maintenance activities on non-safety related non critical components, the MWO may be revised by the foreman, as required, to accomplish the required maintenance. If this is required, the foreman should contact the SS, NSSS, or Chemistry Foreman (as outlined in Step 4.1.16) to inform him that additional work is required. The foreman will clearly document all additional work on the WO.

4.1.28 The job foreman, upon completion of work, will:

4.1.28.1 Review the applicable documentation for completeness and verify that acceptance criteria for the identified problem has been met if known.

4.1.28.2 Ensure that any unsatisfactory work results or conditions noted during the performance of the work have been documented on the WO.

4.1.28.3 Ensure that the WO is completed, as applicable per 29402-C.

4.1.28.4 Inspect and ensure the work area is returned to the level of cleanliness required for the area.

4.1.28.5 Ensure the "Work Request Tag" has been removed from the equipment and attach the WRT to the Work Order (WO).

4.1.28.6 Sign and date the appropriate block of the WO after insuring that all blocks that are not applicable are marked N/A.

4.1.28.7 Ensure that inspections of work are performed, as required.

a. Inspections are performed during and/or after the work to ensure the quality of the work and compliance with design. Inspections may be identified and performed by qualified individuals as appropriate.

b. The results of all inspections performed will be documented. Further action based on results and the documentation will be part of the WO package. Such documentation may include:

(1) Quality Control Inspection Reports,

(2) Maintenance Procedure Technical Results,

(3) Instrument Control Calibrations, etc.

4.1.29 QC personnel will perform required inspections and verifications and document on the WO where appropriate.

NOTE

If work was performed and inspection under a contractor's GPC approved QA/QC Program, the contractor's QA representative will sign and date the WO where appropriate.

4.1.30 When the review is complete, the WO package will be returned to the WPG where a functional or special test requirement will be assigned, if required, using Procedure 29401-C, "Maintenance Work Order Functional Tests" as a guideline. After the Functional test is assigned the WO will be forwarded to the appropriate department to perform the Functional test.

4.1.30.1 If the WO is sent to any department other than Operations for the completion of the functional test requirements, that department will complete the functional test in coordination with the SS (or Chemistry) as necessary.

4.1.30.2 If the functional test is acceptable, the person who performed the functional test will sign and date the WO and check the WO SAT and return the WO to WPG.

4.1.30.3 If not acceptable, indicate "UNSAT" on the WO and sign and date. State the reason for the UNSAT condition in the work performed section of the WO. Return the WO to the WPG for revision or generation of a new WRT and WO closure.

NOTES

a. The work can continue on an UNSAT WO by use of a revision. A WO is not closed until accepted by the SS, SSS, or SNS-CPT (as appropriate).

b. Special tests on security systems will be performed by a Security Supervisor, or designee, to ensure regulatory requirements are maintained.

4.1.31 When the work task is complete, the WO package will be returned to the SS, SSS or SNS-CPT (as appropriate, see Step 4.1.16) for closeout as follows:

4.1.31.1 If a clearance was required, the equipment clearance, obtained per Procedure 00304-C, "Equipment Clearance And Tagging", will be closed out, if all sub-clearance holders are signed off.

4.1.31.2 The system/equipment should be restored to normal per the applicable operating procedure as determined by the SS or SSS.

4.1.31.3 Verifying that surveillance, functional, acceptance, inspections and/or special tests are completed, as required, and the WO is completed as applicable.

NOTE

Shield plugs and blockwalls, where required, shall be reinstalled after completion of the functional test or after verification that the functional test does not require access to the component.

4.1.31.4 The WO will be signed by the SS, SSS, or SNS-CPT (as appropriate - see Step 4.1.16), if acceptable. If not acceptable, the SS, SSS or SNS-CPT will sign, date, and write UNSAT on the WO.

4.1.31.5 The Fire Protection LCO action may be released provided the condition causing the LCO no longer exists.

4.1.31.6 All of the WO package will be returned to the WPC except Safeguard WOs, which will be returned to Document Control.

4.1.31.7 If related to a security system, ensure that the Security Supervisor has been notified.

4.1.32 WO's with partial work complete may be closed if remaining work to be completed is on equipment/items not requiring an WO or on open PM's verified not to have commitments. This only voids remaining work and the WO shall document the reason for not completing remaining tasks.

4.2 CALIBRATION PROGRAM

The preventive maintenance program will determine scope and schedule calibration of instrumentation not covered by Technical Specifications in accordance with Procedure 20015-C, "Prevent Maintenance".

4.2.1 Calibration frequencies will be maintained as part of the program.

4.2.2 Calibration schedule and frequencies may be altered as operating experience is gained and as equipment history is developed.

4.3 VOIDING WO's

4.3.1 All WO's to be voided will be returned to WPC, with proper documentation on the WO, for evaluation and voiding per Procedure 29402-C, "WPC Work Request Processing".

4.3.2 Open PM's verified not to have commitments may be voided with a statement on the WO noting no commitments identified.

4.4 EMERGENCY MAINTENANCE

4.4.1 Emergency maintenance may be performed without the issuance or approval of an WO or procedure.

4.4.2 Emergency maintenance will be documented and reviewed promptly after completion of the work, or as plant conditions permit by use of the WO.

4.4.3 Emergency maintenance will only be authorized by the General Manager - Nuclear Plant, Assistant General Manager - Plant Operations, OSOS, or their respective designee.

4.4.4 If time permits, an Emergency WO should be processed per Subsection 4.5.

4.5 EMERGENCY WORK ORDER PROCESSING

Under emergency operating conditions, as determined by the On-Shift Operations Supervisor, (OSOS), where immediate actions are required to protect the health and safety of the public and plant personnel to safe protect equipment or prevent deterioration of plant conditions to an unsafe level, maintenance activities may be accomplished without the use of written procedures. After accomplishing the maintenance work, it shall be documented and given the same degree of review as though preplanned and performed according to written procedure. Emergency work will be performed as outlined.

4.5.1 If the need for an emergency WO arises, as determined by the OSOS or designee, the OSOS or designee will:

4.5.1.1 Notify on-shift maintenance supervision of the declaration of an emergency WO.

4.5.1.2 Notify QC of the emergency WO and request they meet in an area designated by the OSOS.

4.5.1.3 Call WPG and get WO number.

4.5.1.4 Notify Health Physics if work is to be performed in a Radiological Controlled Area.

4.5.2 The Maintenance Supervisor/Foreman will send a crew to the designated area to meet with OSOS, QC and other pertinent personnel.

4.5.3 The OSOS will release the personnel to perform the work and make an entry in the Shift Supervisor's log as to the WO Number, foreman responsible for the crew, QC representative present, and course of action agreed upon.

4.5.4 The foreman of the crew is responsible for ensuring work is documented in detail, including all parts used (where installed), test equipment and calibration due dates, etc., that the work done can be tracked, and the WO properly closed out.

4.5.5 The WO will be routed in a normal manner after completion of the work and functional test, if required.

4.5.6 Lack of paperwork or QC representation will not delay work that is necessary to protect the health and safety of the public.

4.6 URGENT MAINTENANCE

Urgent maintenance will require an WO be processed as described in Section 4.1. When the OSOS authorizes an urgent WO, the information for the WO may be provided by telephone to the WPG.

4.7 RECORDS

Records of formal test, inspections, and required data taken during a maintenance activity on safety-related systems or components will be maintained in accordance with Procedure 00100-C, "Quality Assurance Records Administration".

4.8 MATERIAL TRANSFER

When a material transfer between tag numbered items is determined to be expedient to urgent/emergency maintenance, the following steps will be followed:

a. An emergency/urgent MWO will be initiated in accordance with 4.5 or 4.6 to remove the component. Approval by PRG is required to verify compatible material prior to returning equipment to service.

b. QC will witness the removal of safety-related components/subcomponents.

4.9 EQUIPMENT QUALIFICATION

MWO's for safety-related equipment, including PERMS and PAM instrumentation (project class 61J), will require a review by the Nuclear Operations Equipment Qualification Group in accordance with Procedure 29402-C, "WPG Work Request Processing".

4.10 CRITICAL COMPONENT PROCESSING

4.10.1 Work on critical components should be planned and performed in such a manner to preclude reactor trips and to limit plant exposure to trip potential activities.

4.10.2 MWO's should be marked or stamped in such a manner that it is readily known when working on a critical component.

4.10.3 When working on critical components:

4.10.3.1 The worker should be knowledgeable and familiar with the task.

4.10.3.2 The task instructions should be completely self-explanatory and fully planned.

4.10.3.3 Any special precautions for the task should be identified and adhered to.

4.10.3.4 Personnel involved in the activity should be briefed on work details, risks, and precautions and limitations.

4.10.3.5 Each critical component MWO scheduled should be discussed in the POD until field work is complete. The decision of whether a work order is to proceed until completion without breaks, whether MWO is to be worked by specific individuals at specific times or other limitations will be made at the POD. The goal is minimizing trip potential.

4.10.3.6 Any precautions or limitations can be added to an MWO by OSOS or SS as applicable to ensure clarification of limitations. No scope changes are required.

4.11 PREVENTIVE MAINTENANCE

MWO's for preventive maintenance (PM) will be generated on the NPMIS.

5.0 REFERENCES

5.1 Regulatory Guide 1.33, Revision 2, February 1978, "Quality Assurance Program Requirements (Operation)"

5.2 ANSI N18.7-1976, "Administrative Controls and Quality Assurance for the Operational Phase of Nuclear Power Plants"

5.3 VEGP Technical Specifications, Section 4.0

5.4 Title 29 CFR 1910, Occupation Safety and Health Administration (OSHA 2206, Revised, June 1981)

5.5 VEGP FSAR, Section 13.5.1, "Administrative Procedures"

5.6 VEGP FSAR, Section 13.5.2, "Operating and Maintenance Procedure"

5.7 VEGP FSAR, Section 17.2, "Operations Quality Assurance Program"

5.8 NUREG 0800, "Standard Review Plan", Section 9.5.1, and VEGP FSAR Section 9.5.1, "Fire Protection Program"

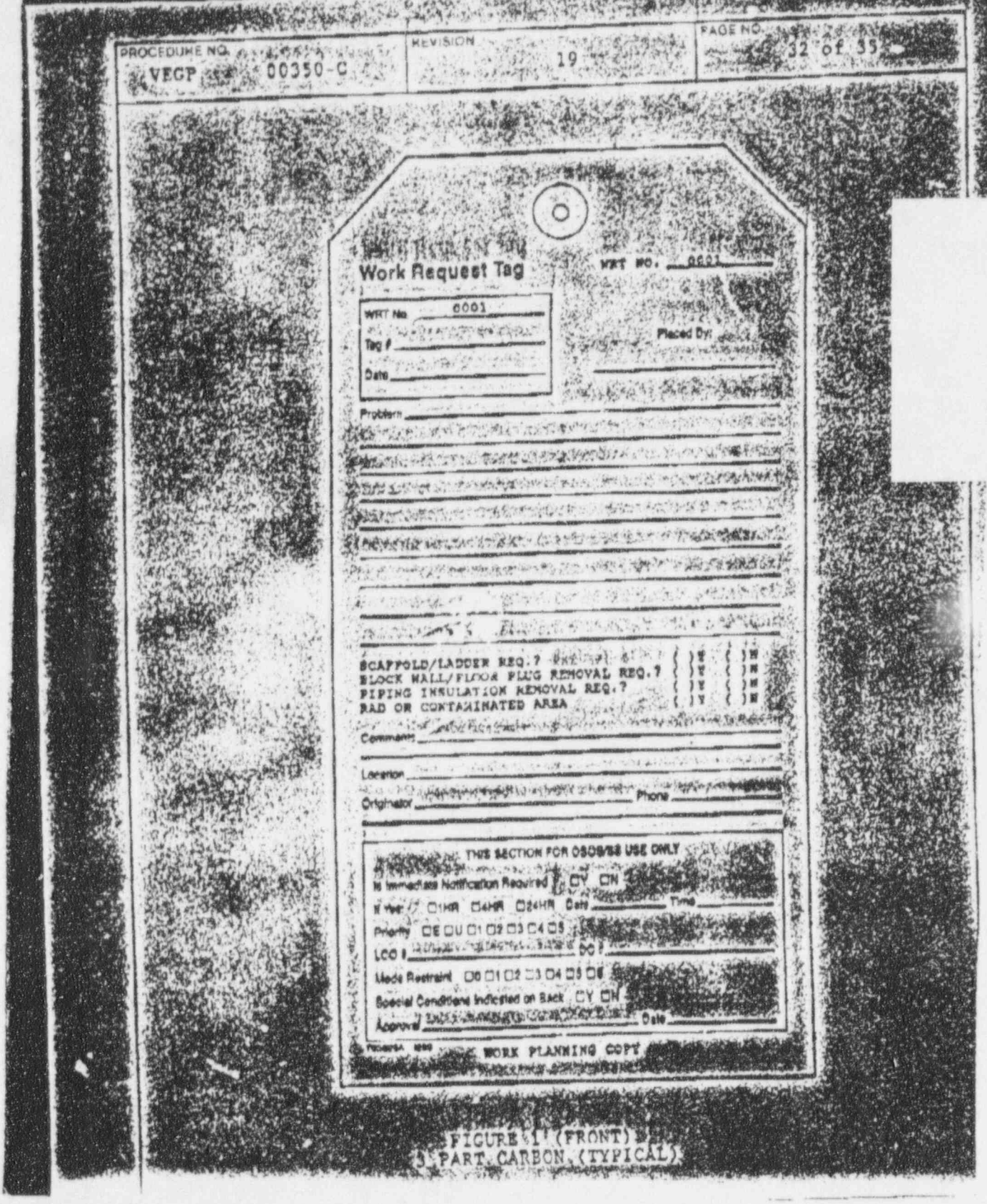
PROCEDURE NO.	REVISION	PAGE NO.
VEGP 00350-C	19	30 of 35

5.9 PROCEDURES

5.9.1	00100-C,	"Quality Assurance Records Administration"
5.9.2	00108-C,	"Control, Approval, And Use Of Vendor Manuals And Revisions"
5.9.3	00150-C,	"Deficiency Control"
5.9.4	00201-C,	"Quality Control Inspection Program"
5.9.5	00254-C,	"Plant Housekeeping/Material Condition Program"
5.9.6	00258-C,	"Safe Work Procedures For Closed Vessels, Confined Spaces, Wet Locations And Systems"
5.9.7	00260-C	"Control Of Chemicals/Fluids"
5.9.8	00304-C,	"Equipment Clearance And Tagging"
5.9.9	00306-C,	"Temporary Jumper And Lifted Wire Control"
5.9.10	00307-C,	"Temporary Modifications"
5.9.11	00352-C,	"Control Of In-Process Materials"
5.9.12	00400-C,	"Plant Design Control"
5.9.13	00800-C,	"Requisition Of Materials And Services"
5.9.14	00801-C,	"Control Of Onsite Contractors"
5.9.15	00853-C,	"Material Identification, Control And Issue"
5.9.16	00910-C	"VEGP ALARA Program"
5.9.17	00930-C,	"Radiation And Contamination Control"
5.9.18	20002-C,	"Control of Insulation Removal and Installation"
5.9.19	20003-C,	"Scaffold Construction And Control"
5.9.20	20015-C,	"Preventive Maintenance"
5.9.21	20016-C,	"Predictive Maintenance Program"
5.9.22	20100-C,	"ASME Section XI Repair/Replacement Program"

5.9.23	20110-C,	"Weld Control Program"
5.9.24	20411-C,	"Control Of Lubrication"
5.9.25	20427-C,	"Maintenance Cleanliness And Housekeeping Control"
5.9.26	20429-C	"Short Term Documentation Of Temporary Jumpers And Lifted Wires"
5.9.27	29401-C,	"Maintenance Work Order Functional Test"
5.9.28	29402-C,	"WPG Work Request Processing"
5.9.29	70106-C,	"Contractor Administration"
5.9.30	70556-C,	"Transfer Of Materials From Construction Warehouse To Nuclear Operations"
5.9.31	92015-C,	"Control Of Transient Combustibles"
5.9.32	92020-C,	"Control Of Ignition Sources"
5.9.33	92026-C,	"Fire Protection Work Evaluation"
5.9.34	92028-C	"Control Of Fire Area Boundaries"
5.9.35	92035-C,	"Fire Protection Operability Requirements"

END OF PROCEDURE TEXT



Work Request Tag

WRT NO. 0001

WRT No. 0001
Tag #
Date
Placed By:
Problem
SCAFFOLD/LADDER REQ.? ( )Y ( )N
BLOCK WALL/FLOOR PLUG REMOVAL REQ.? ( )Y ( )N
PIPING INSULATION REMOVAL REQ.? ( )Y ( )N
RAD OR CONTAMINATED AREA ( )Y ( )N
Comments
Location
Originator
Phone
THIS SECTION FOR OSOB/SS USE ONLY
Is Immediate Notification Required ☐Y ☐N
If Yes ☐1HR ☐4HR ☐24HR Date Time
Priority ☐E ☐U ☐1 ☐2 ☐3 ☐4 ☐5
LCO # DC #
Mode Restraint ☐0 ☐1 ☐2 ☐3 ☐4 ☐5 ☐6
Special Conditions Indicated on Back ☐Y ☐N
Approved Date
WORK PLANNING COPY

FIGURE 1 (FRONT)
3 PART CARBON (TYPICAL)

PROCEDURE NO.	REVISION	PAGE NO.
VEGP 00350-C	19	33 of 35

Special Conditions

00 No Special Requirements
01 Milestones
06 Analysis
06 Water Treatment Outage
07 Aux. Steam Aux. Bir. Outage
08 Service/Inst. Air Outage
09 Fire Protection Outage
10 HVAC/Chiller Outage (Non-EDF)
11 MSR A&D Outage
12 MSR B&D Outage
14 Heater Drain Pp Outage
16 Condensate Pp Outage
17 Circ. Water Bot Outage
18 'A' Train Power. LP Htr. Outage (1,2,3)
19 'B' Train Power. LP Htr. Outage (1,2,3)
20 'C' Train Pwr. HP Htr. Outage (1,2,3)
21 'A' Train Pwr. HP Htr. Outage (4&5)
22 'B' Train Pwr. HP Htr. Outage (4&5)
23 6A Htr. Outage
24 6B Htr. Outage
25 'A' MFW Pp Outage
26 'B' MFW Pp Outage
28 Turbine Thr/Rx Trip
29 Generator Degassed
30 Short Cycle Recirc.
32 Circ. Water Pp Outage
34 Steam Generator Blowdown Outage
36 MSIV's Closed
38 Vacuum Broken
40 Condensate Sys. Shut Down
42 Circ. Water Sys. Shutdown
44 Containment Entry (Outside Shield)
46 Containment Entry (Inside Shield)
48 BI Accumulators Drained/Depress.
49 Spent Fuel Pool Cooling Outage
50 Charging Pp Outage
52 RCP(s) Shutdown
54 Charging/Letdown Sys. Outage
56 Seal Injection Outage
58 RCS Depressurized
60 RCS Midloop
64 Steam Generator Drained
60 Rx Vessel Defueled
61 AFW Train/System Outage
62 SI Pp/Train Outage
63 Containment Spray Pp/Train Outage
64 Diesel Generator Outage
65 RHR Pp/Train Outage
66 NSCW Pp/Train Outage
67 HVAC/Chiller Outage (EDF)
68 CCW Pp/Train Outage
69 Electrical Bus Outage (Mode 5)
70 Special Test(s)/Surveillance(s)
75 Functional Test Requiring Outage
76 CTMT PL Requiring Outage
80 No Special Conditions

CIRCLE ONE OR MORE

FIGURE 1 (BACK) (CONT'D.)

WORK REQUEST TAG INSTRUCTIONS

NOTE

These instructions are intended to provide guidance on correctly completing WRT. Blocks not required to be completed for a specific WRT will be marked N/A.

WRT No.	Control number assigned by the WPC, via NPMIS
MTL Tag	The number of the component associated with the work request
Date	Date WRT initiated
Placed By	Name (printed) of individual hanging tag (N/A if in containment)
Problem	Complete Description of problem or reason work is required providing an accurate, complete description of the problem indications for investigative maintenance, failure description for corrective maintenance, or summary of modification/installation for design changes. This should contain as much detail as possible to clearly describe the problem, failure or design change without the need to review reference documents. The problem description should not state what should be repaired/reworked nor should it contain work instructions. General descriptions such as "1PSV 9999 is relieving below setpoint pressure of 350 psig", "Pressure Indicator 1 PI 99999, 0-60 psig, was broken during scaffold installation"; "Loss of breaker control power, Suspect blown fuse", and "Breaker is to normal chilled water pump" are acceptable. If WRT corrects a deficiency identified by a DC, NRC or QA audit finding, so state and enter identifying number. (Initiator or Work Planner)
Location	Where equipment is located. Include Building, Level and Room.
Submitted by	Name (printed) of individual completing Tag.

FIGURE 1 (CONT'D)

WO CONTINUATION SHEET

WO NO. _____ WRT NO. _____

CONTINUATION _____

FIGURE 2 (EXAMPLE)