



U.S. NUCLEAR REGULATORY COMMISSION  
**STANDARD REVIEW PLAN**  
 OFFICE OF NUCLEAR REACTOR REGULATION

SECTION 13.5

PLANT PROCEDURES

REVIEW RESPONSIBILITIES

Primary - Operator Licensing Branch (OLB)

Secondary - None

I. AREAS OF REVIEW

OLB reviews the plant procedures, as described in the applicant's safety analysis report (SAR). This section of the SAR should describe administrative and operating procedures that will be used by the operating organization (plant staff) to assure that routine operating, off-normal, and emergency activities are conducted in a safe manner. In general, it is not expected that detailed written procedures will be included in the SAR. The preliminary safety analysis report (PSAR) should describe preliminary schedules for their preparation and the final safety analysis report (FSAR) should provide descriptions as to the nature and content of procedures as detailed below.

1. The SAR section on administrative procedures (13.5.1) should include a commitment to conduct all safety-related operations by detailed written and approved procedures, and should provide for the preparation of written administrative procedures which will govern the safety-related activities of the plant staff. The FSAR should identify the persons (by title and organization) having responsibility for the writing of procedures, and the persons who must review and approve them before they are implemented. In the FSAR, a description of administrative procedures should be provided which should include the following:

- a. Standing orders to operations shift supervisors and shift crews including:
  - (1) The reactor operator's authority and responsibilities.
  - (2) The senior operator's authority and responsibilities.
  - (3) The responsibility to meet the requirements of 10 CFR §50.54(i), (j), (k), (l), and (m), including a diagram of the control area that indicates the area designated "at the controls."

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**USNRC STANDARD REVIEW PLAN**

Standard review plans are prepared for the guidance of the Office of Nuclear Reactor Regulation staff responsible for the review of applications to construct and operate nuclear power plants. These documents are made available to the public as part of the Commission's policy to inform the nuclear industry and the general public of regulatory procedures and policies. Standard review plans are not substitutes for regulatory guides or the Commission's regulations and compliance with them is not required. The standard review plan sections are keyed to Revision 2 of the Standard Format and Content of Safety Analysis Reports for Nuclear Power Plants. Not all sections of the Standard Format have a corresponding review plan.

Published standard review plans will be revised periodically, as appropriate, to accommodate comments and to reflect new information and experience.

Comments and suggestions for improvement will be considered and should be sent to the U.S. Nuclear Regulatory Commission, Office of Nuclear Reactor Regulation, Washington, D.C. 20555.

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- b. Special orders of a transient or self-cancelling character.
  - c. Equipment control procedures.
  - d. Control of maintenance and modifications.
  - e. Master surveillance testing schedule.
  - f. Temporary procedures.
2. A section on operating and maintenance procedures should be included in the FSAR (13.5.2).
- a. The first part should deal with procedures which are performed by licensed operators in the control room. Each such operating procedure should be identified by title and included in a described classification system. The general format and content for each class should be described. The following categories should be included, but need not necessarily form the basis for classifying these procedures:
    - (1) System procedures.
    - (2) General plant procedures.
    - (3) Off-normal operating procedures.
    - (4) Emergency procedures.
    - (5) Alarm response procedures.
    - (6) Temporary procedures.

In category (5), individual alarm response procedures should not be listed. However, the system employed to classify or subclassify alarm responses, and the methods to be employed by operators to retrieve or refer to alarm response procedures should be described. Immediate action procedures required to be memorized should be identified.

- b. The second part of this section should describe how other operating and maintenance procedures are classified, what group or groups within the operating organization have the responsibility for following each class of procedures, and the general objectives and character of each class and subclass. The following categories should be included. If their general objectives and characters are described elsewhere in the FSAR, or application, these may be described by specific reference thereto.
  - (1) Plant radiation protection procedures.
  - (2) Emergency preparedness procedures.
  - (3) Instrument calibration test procedures.
  - (4) Chemical and radiochemical control procedures.
  - (5) Radioactive waste management procedures.
  - (6) Maintenance and modification procedures.
  - (7) Materials control procedures.
  - (8) Plant security procedures.

II. ACCEPTANCE CRITERIA

This section of the SAR should demonstrate the applicant's commitment to the conduct of operations by means of written and approved procedures. It constitutes additional evidence of his technical qualifications, and forms a basis for a key part of the regulatory inspection program.

A generally acceptable target date for completion of administrative procedures and operating procedures is about six months before fuel loading, inasmuch as familiarization with these procedures is an essential part of the staff training program, including preparation for operator license examinations prior to criticality.

This section of the FSAR should comply with the guidance contained in Section 5, ANSI N18.7-1972, and Regulatory Guide 1.33, or present acceptable alternatives. In addition, this section of the FSAR should indicate the plans for meeting the requirements of §50.54(i), (j), (k), (l), and (m) of 10 CFR Part 50.

III. REVIEW PROCEDURES

The review of this section consists of a detailed comparison of the information submitted with the acceptance criteria of II above, as applicable to the PSAR or FSAR. When the reviewer has determined that each of these criteria has been satisfied, based upon the statements made by the applicant in the SAR, the review of this section is complete.

IV. EVALUATION FINDINGS

The reviewer verifies that the information presented and his review support the following type of conclusion, to be used in the staff's safety evaluation report:

"The applicant's provisions for administrative procedures and operating procedures conform to Regulatory Guide 1.33 and applicable industry standards and are acceptable.

"The applicant's provisions meet the requirements of §50.54(i), (j), (k), (l), and (m) of 10 CFR Part 50.

"The significant provisions will be included in the administration controls section of the plant's technical specifications."

The evaluation findings for this section should also include the following:

1. A statement that plant operations are to be performed in accordance with written and approved procedures.
2. A brief description of the categories of procedures to be included.
3. A brief description of the review and approval mechanism for procedures and changes, thereto.

V. REFERENCES

1. ANSI N18.7-1972, "Standard for Administrative Controls for Nuclear Power Plants," American National Standards Institute (1972).
2. Regulatory Guide 1.33, "Quality Assurance Program Requirements (Operation)."
3. 10 CFR Part 50, §50.54, "Conditions of Licenses."
4. Regulatory Guide 1.70, "Standard Format and Content of Safety Analysis Reports for Nuclear Power Plants," Revision 2.

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