

OPERATIONAL READINESS SELF ASSESSMENT PROGRAM

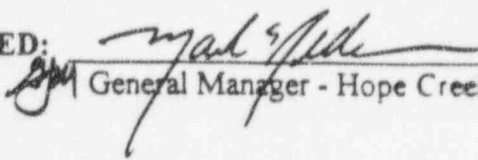
SPONSOR : General Manager - Hope Creek Operations

REVISION SUMMARY

This is a new procedure.

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Effective upon issuance

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TABLE OF CONTENTS

<u>SECTION</u>	<u>TITLE</u>	<u>PAGE</u>
1.0	PURPOSE.....	2
2.0	SCOPE.....	2
3.0	RESPONSIBILITIES.....	2
4.0	PROCESS DESCRIPTION.....	4
5.0	PROCEDURE.....	5
5.1	Initiating Readiness Affirmations.....	5
5.2	Affirming System Readiness.....	5
5.3	Affirming Core Configuration Readiness.....	6
5.4	Affirming Departmental Readiness.....	6
5.5	Affirming Operational Readiness.....	7
5.6	Reviewing Systems, Departmental and Operational Readiness Affirmations.....	8
5.7	Records.....	8
6.0	REFERENCES.....	9
 FORMS		
Form 1	System Readiness Affirmation Form.....	10
Form 2	Core Configuration Affirmation Form.....	11
Form 3	Departmental Readiness Affirmation Form.....	12
Form 4	Operational Readiness Affirmation Form.....	13

OPERATIONAL READINESS SELF ASSESSMENT PROGRAM

1.0 PURPOSE

To establish an integrated line-management self-assessment program to assist station personnel in determining the readiness to safely and reliably startup and operate the station from an outage of greater than four weeks.

2.0 SCOPE

This procedure describes the self assessment activities (System, Departmental and Operational Readiness Affirmations) to be used by the Operations, Maintenance, Outage & Planning, Chemistry, Radiation Protection, System Engineering, and Licensing Departments when determining restart readiness. Other departments, may be added at the direction of the General Manager Hope Creek Operations.

3.0 RESPONSIBILITIES

3.1 The Senior Vice President - Nuclear Operations will make a determination that the station is ready to safely and reliably startup and operate through the next operating cycle.

3.2 The General Manager - Hope Creek Operations is responsible for:

- Providing the Senior Vice President - Nuclear Operations a recommendation regarding readiness to safely and reliably startup and operate the station
- Establishing expectations with responsible managers relative to organizational readiness
- Ensuring the system, departmental and operational readiness reviews affirm that the station is ready to safely and reliably startup and operate through the next operating cycle

3.3 The Operations Manager is responsible for:

- Identifying and/or recommending systems requiring a System Readiness Review
- Affirming the Operations Department has completed an Operational Readiness Review and they are ready to support the safe and reliable startup and operation of the station through the next operating cycle.

3.4 The Senior Nuclear Shift Supervisor (SNSS) is responsible for:

- Operational acceptance of systems
- Affirming the station is in a condition of material readiness to support safe and reliable startup and operation and the operating crew is prepared and ready to startup and operate the station in a safe and reliable manner through the next operating cycle.

3.5 The Manager - Outage & Planning is responsible for:

- Scheduling System Readiness Reviews utilizing input from the System Managers
- Affirming that the station Outage & Planning Department is in a condition of readiness to support the safe and reliable startup and operation of the station through the next operating cycle
- Initiating system, departmental and operational readiness affirmation processes at an appropriate time prior to outage completion

3.6 The Technical Manager - (New Title-Manager System Engineering) is responsible for:

- Identifying and/or approving those systems requiring a System Readiness Review
- Affirming that the System Engineering organization is in a condition of readiness to support the safe and reliable startup and operation of the station through the next operating cycle
- Verifying that core load evaluations are complete.

3.7 The System Managers are responsible for:

- Performing System Readiness Review walkdowns and resolving issues/problems which emerge as a result of the walkdowns
- Affirming that their assigned systems are in a condition of readiness to support the safe and reliable startup and operation of the station through the next operating cycle

3.8 The Reactor Engineer (New Title - Reactor Engineering Supervisor) is responsible for verifying that the as-loaded fuel complies with the core load design (the verification is performed prior to installation of the reactor head).

- 3.9 The Manager - Nuclear Fuels is responsible for affirming the as-supplied fuel and core reload design meets the applicable design criterion.
- 3.10 Selected Managers (see 5.4) are responsible for affirming their departments are in a condition of readiness to support the safe and reliable startup and operation of the station through the next operating cycle.

4.0 PROCESS DESCRIPTION

- 4.1 The operational readiness self assessment process will verify completion of the necessary startup required actions and affirmation of System, Departmental and Operational Readiness. The process includes a combination of management reviews and field observations of material condition and personnel performance.

- System Readiness affirmations by the respective System Managers provide assurance that each system is ready to support the safe and reliable startup and operation of the station through the next cycle. This affirmation is based on coordinated walkdowns of systems with the Operations personnel, a review of current system's conditions that may have changed since shutdown of the plant and subsequent completion of required startup actions.
- Departmental Readiness affirmations by selected departments provides assurance that the departments are in a state of readiness to support the safe and reliable startup and operation of the station through the next cycle. These affirmations consist of a self-assessment of the departmental readiness and a review of inspection and evaluation results to ensure that required startup actions have been completed. Responsible Managers will have an initial meeting with the General Manager in which expectations, relative to organizational readiness, will be established. Each Manager will later affirm readiness and present their self assessment results to the General Manager.
- Operational Readiness affirmations by each SNSS and operating crew provides assurance that the Operating Shifts are satisfied with the plant material condition and they are ready to operate the station in a safe and reliable manner through the next operating cycle. The affirmation also includes a verification of operator training, establishment of an acceptable control room working environment and that operations performance expectations have been established and effectively communicated.

- 4.2 The General Manager will convene a SORC meeting to review these affirmations and to verify compliance with regulatory commitments and any special criteria. These reviews/verifications will be used to determine the station is in a condition to be safely and reliably operated through the next operating cycle. Based on these affirmations, the General Manager will recommend to the Senior Vice President - Nuclear Operations that the station be allowed to return to service.
- 4.3 The Senior Vice President - Nuclear Operations will approve returning the station to service based on input from the General Manager, Senior Vice President - Nuclear Engineering and Director - Quality Assurance and Nuclear Safety Review.

5.0 PROCEDURE

5.1 Initiating Readiness Affirmations

The Manager - Outage & Planning should initiate action to begin the systems, organizational and operational readiness affirmation processes at the appropriate time to permit an orderly assessment and affirmation prior to outage completion. Factors to be considered in determining when to initiate the process include outage scope and duration. It is anticipated that the affirmation process will start no later than two weeks before the end of the outage. Note that many of the review activities necessary to provide operational readiness affirmation are to be initiated by the responsible manager earlier in the outage.

5.2 Affirming System Readiness

The System Managers will:

- 5.2.1 Review the scope of the maintenance activities performed on each of their systems during the outage using process outline¹ in HC SA-SD.ZZ-8, System Readiness Review Board (SRRB)
- 5.2.2 Perform System Readiness Review walkdowns for selected systems to assess the physical status of the systems. Verify that scaffolding and temporary shielding have been removed, hoses have been removed from vents and drains, there are no obvious physical integrity problems and the housekeeping of the general area is satisfactory. Use an Action Request (AR) IAW NAP-6, Corrective Action Program to track items to be resolved before startup
- 5.2.3 Affirm that, to the best of their knowledge and judgment, their systems are ready to support the safe and reliable startup and operation of the station through the next operating cycle. Consider the following in making this affirmation:
 - The material condition of the system is satisfactory.
 - The required startup actions have been successfully completed.
 - Compensatory measures (if appropriate) for rescheduled item have been established
 - Rescheduled open items on the system have been prioritized.
 - System Readiness Review walkdowns have been completed.
- 5.2.4 Complete a Form 1, System Readiness Affirmation Form, to affirm individual system readiness. Make copies of the Forms and send the originals to the Manager - System Engineering and the copies to Manager - Outage and Planning

5.3 Affirming Core Configuration Readiness

5.3.1 The Manager - Nuclear Fuels will:

- A. Verify the as-supplied fuel and core configuration meets the applicable design criterion.
- B. Complete a Form 2, Core Configuration Affirmation Form, to affirm fuel and core configuration compliance and forward the Form to the Manager -System Engineering

5.3.2 The Manager - System Engineering will ensure the as loaded core complies with the core configuration and sign/date the Form.

5.4 Affirming Departmental Readiness

Managers of the following departments should affirm to the best of their knowledge and judgment, their departments are in a state of readiness to support the safe and reliable startup and operation of the station through the next cycle.

- Operations
- Maintenance
- Chemistry
- Radiation Protection
- Outage & Planning
- System Engineering
- Nuclear Licensing
- other departments maybe added at the direction of the General Manager - Hope Creek Operations

5.4.1 Each selected Department Manager should consider the following for affirmation of departmental readiness:

- Adequacy of staffing levels, personnel experience and qualifications to demonstrate compliance with regulatory requirements and commitments and support the safe and reliable startup and operation of the station during the next operating cycle.
- Completion of personnel training in the following areas (if applicable); refresher training on normal startup evolutions, power ascension, and operation at power; industry operating experience and unusual events at similar plants; emergency preparedness; changes in plant configuration; changes in plant operating and emergency procedures; changes in work control procedures; and changes in other key administrative procedures and processes
- Resolution of recurring performance issues and reduction of backlogs to manageable levels (if applicable).

5.4.1 (Continued)

- Demonstration of progress in enhancing performance in the following areas:
 - Ability to effectively identify root causes of problems and to define appropriate corrective actions,
 - Ability to implement defined corrective actions in a timely and effective manner,
 - Utilization of critical self-assessment methods to identify problems and to support continued improvement
 - Establishment of goals and priorities for the continued improvement of organizational performance.

5.4.2 Complete a Form 3, Departmental Readiness Affirmation Form, to affirm Departmental readiness.

5.5 Affirming Operational Readiness

5.5.1 The Operations Manager should conduct meetings with the SNSSs and Operations staff to review progress in attaining operational readiness.

5.5.2 The SNSS of each crew should:

- A. In conjunction with their crews conduct reasonable and appropriate activities to accomplish the objective of attaining, demonstrating and affirming operational readiness. Consider the following to support the affirmation of operating crew readiness:
 - Adequacy of staffing levels, personnel experience and qualification levels.
 - Completion of appropriate personnel refresher training of shift personnel, including training on plant, procedures and process changes.
 - Completion of training of shift personnel on the startup and power ascension plan
- B. In conjunction with their crews, affirm to the best of their knowledge and judgment that the station is in a condition of material readiness to support safe and reliable startup and operation. Consider the following:
 - Adequacy of the material condition of the plant, including the current status of operator workarounds, to support safe and reliable restart and operation during the next operating cycle.
 - Review of Temporary Modifications

5.5.2 (Continued)

- All outage related temporary fire suppression systems removed and Fire Protection requirements or commitments ready to support startup
 - Temporary power feeds removed/MCCs restored; installed temporary power feeds, if applicable, reviewed to ensure they will not affect safety or operations.
 - Establishment of an acceptable Control Room working environment, including minimizing Control Room and operator distractions (acceptable DL-10's)
 - Demonstration of adequate management support, including the establishment of expectations and standards for conduct of operations, provisions to ensure control of plant and equipment status (configuration) and the ability to obtain appropriate attention and response to high priority problems.
- C. Complete a Form 4, Operational Readiness Affirmation Form, to affirm Operational Readiness and forward the Forms to the Operations Manager.

5.6 Reviewing System, Departmental and Operational Readiness Affirmations

- 5.6.1 The General Manager should, upon completion of the System, Departmental and Operational affirmation processes, convene a SORC meeting to review/assess the station's readiness to return to service.
- 5.6.2 The SORC should:
- A. Review the System, Departmental and Operational readiness affirmations.
 - B. Document the status (complete/incomplete) of each Manager's affirmation. Verify incomplete items affecting startup or power operation are identified with responsibility and completion dates assigned, and are being monitored by the appropriate management level.
 - C. Verify basic regulatory commitments and special criteria required for startup and power operation have been met.
 - D. Based on their reviews, provide a restart recommendation to the General Manager
- 5.6.3 The General Manager should provide the Senior Vice President - Nuclear Operations a recommendation regarding readiness to safely and reliably startup and operate the station
- 5.6.4 The Senior Vice President - Nuclear Operations will make a determination that the station is ready to safely and reliably startup and operate through the next operating cycle.

5.7 Records

The Manager - Outage & Planning should ensure completed Forms 1-4 are retained IAW the Records Management Program, NAP-11.

6.0 REFERENCES

- 6.1 NC.NA-AP.ZZ-0006(Q), Corrective Action Program
- 6.2 NC.NA-AP.ZZ-0011(Q), Records Management Program
- 6.3 HC.SA-SD.ZZ-0008, System Readiness Review Board (SRRB)

FORM 1
Page 1 of 1

SYSTEM READINESS AFFIRMATION FORM

System Abbreviation _____

System Name _____

System Manager _____

REVIEW SUMMARY:

The System Manager should initial each item below to affirm that he/she has completed the required action:

- _____ System Readiness Review completed in accordance with _____
- _____ Compensatory measures (if appropriate) have been established for rescheduled items.
- _____ System restoration schedule ensures the safe, reliable, and complete return to service of the system.
- _____ System Manager Walkdowns completed as specified by the Manager - System Engineering.
- _____ Compensatory measures (if applicable) established for significant recurring, or repetitive equipment failures.

AFFIRMATION:

Based upon an evaluation of the considerations set forth in Section 5.2, and to the best of my knowledge and judgment, the system is in a state of readiness to support the safe and reliable startup and power operation through the next cycle.

System Manager Signature/Date _____ / _____

REMARKS: (Attach a continuation sheet if appropriate)

REVIEWS AND APPROVALS:

Supervisor Signature/Date _____ / _____

Manager - System Engineering Signature/Date _____ / _____

FORM 2
Page 1 of 1

CORE CONFIGURATION AFFIRMATION FORM

AFFIRMATION:

Based on my knowledge and judgment, the required actions have been completed and the core load design is ready to support safe and reliable operation through the next operating cycle.

Manager - Nuclear Fuels Signature/Date: _____ / _____

AFFIRMATION:

Based on my knowledge and judgment, the required actions have been completed and the core configuration has been verified and is in accordance with the reload design.

Manager - System Engineering Signature/Date: _____ / _____

FORM 3
Page 1 of 1

DEPARTMENTAL READINESS AFFIRMATION FORM

Department: _____
 Department Manager: _____

REVIEW SUMMARY:

The Department Manager should initial each item below to affirm that he/she has completed the required actions:

- _____ Review SORC Action items for items under departments responsibility due during the outage and resolve any items not completed as listed. (List exceptions)
- _____ Review Licensing Action items under departments responsibility to ensure that all items committed to be completed during outage are complete and closed out. (List exceptions)
- _____ Review PMs/STs under departments responsibility to ensure all are complete or satisfactory as required to support Mode 1 and 2 operation. (List exceptions)
- _____ Review PMs under departments responsibility to identify all that require an outage and come due before next scheduled outage.
- _____ Completion of actions under departments responsibility to respond to NRC, QA, INPO findings and/or CAP trending reports that are designated for completion prior to startup or provision of justification for rescheduling
- _____ Areas designated in NAP-31 under departments responsibility inspected and cleanliness satisfactory.
- _____ Review all outage required and LCO-related ARs under departments responsibility to ensure completion to maximum extent possible. (List exceptions)
- _____ Review and provide an assessment of uncompleted preventive maintenance tasks scheduled but not completed during the outage under departments responsibility.
- _____ Review annunciator and Control Room indicator status under departments responsibility and restore as many to operable as possible. (List exceptions)
- _____ Review pre-closeout conditions/status of containment areas where work items under departments responsibility were conducted. Correct deficiencies as required.
- _____ Review posting of barriers required for startup. (RP only)
- _____ Conduct EOP walkdowns to ensure procedure adequacy. (Operations only)

AFFIRMATION:

Based upon an evaluation of the considerations set forth in Section 5.4 and to the best of my knowledge and judgment, the department is in a condition of readiness to support the safe and reliable restart and operation of the station during the next operating cycle.

REMARKS: (Attach a continuation sheet if appropriate)

REVIEWS AND APPROVALS:

Department Manager Signature/Date _____ / _____

FORM 4
Page 1 of 1

OPERATIONAL READINESS AFFIRMATION FORM

Shift Designator: _____

SNSS _____

REVIEW SUMMARY:

The SNSS should initial each item below to affirm that he/she and the operating crew have completed the required actions:

- _____ Shift staffing levels, including personnel experience and qualification levels, are adequate.
- _____ Refresher training of shift personnel, including training on plant, procedures, and process changes, has been completed.
- _____ The material condition of the plant, including the current status of operator workarounds is adequate to support safe and reliable restart and operation.
- _____ Provisions to ensure an acceptable control room working environment have been established.
- _____ Expectations and standards for conduct of operations have been established and effectively communicated.

AFFIRMATION:

Based upon an evaluation of the considerations set forth in Section 5.5, and to the best of my knowledge and judgment and the knowledge and judgment of my operating crew, the station is in a condition of material readiness to support the safe and reliable startup and power operation through the next cycle and the operating crew is ready to startup and operate the station in a safe and reliable manner.

SNSS Signature/Date _____ / _____

REMARKS: (Attach a continuation sheet if appropriate)

REVIEWS AND APPROVALS:

Operating Engineer Signature/Date _____ / _____
(New Title - Assistant Manager - Operations)

Operation Manager Signature/Date _____ / _____