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**MC-1**

TP Number 21.001.02  
Revision 0  
Date Eff. 8/28/84  
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ON-SHIFT ADVISOR TRAINING, DUTIES AND RESPONSIBILITIES

1.0 PURPOSE

This procedure provides details on the training, duties and responsibilities for the On-Shift advisors.

2.0 RESPONSIBILITY

The Operating Engineer shall be responsible for insuring the proper implementation of this procedure.

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SR2-1021.200-6.421

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### 3.0 DISCUSSION

- 3.1 The responsibility for directing the operation and manipulating the controls for the plant belong to the licensed plant operators. The on-shift advisor may provide direction and guidance to plant operators at the specific request of the Watch Engineer/Watch Supervisor.
- 3.2 The NRC has directed that an experienced, qualified, and previously licensed person be on shift as an advisor and be assigned to the control room at all times, until the plant operating staff has gained the required level of experience. This requirement shall become effective at fuel load.
- 3.3 The following instructions are contained in this procedure:
  - 8.1 Qualifications
  - 8.2 Training and Evaluations
  - 8.3 On-Shift Advisor Narrative Log
  - 8.4 Shift Turnover
  - 8.5 Duties and Responsibilities

### 4.0 PRECAUTIONS

N/A

### 5.0 PREREQUISITES

- 5.1 Each On-shift advisor shall meet the qualification requirements established by Reference 11.1
- 5.2 Each On-shift adviser shall have received SNPS specific training and be certified as an On-shift advisor by a review board, prior to being assigned on-shift advisor duties.

### 6.0 LIMITATIONS AND ACTIONS

- 6.1 The NRC staff shall be notified one month prior to the release of the on-shift advisors.
- 6.2 An On-shift Advisor is required to be on site and available to the Watch Engineer at all times after fuel loading has started.

### 7.0 MATERIALS AND TEST EQUIPMENT

N/A

### 8.0 PROCEDURE

- 8.1 Qualifications
  - 8.1.1 Each individual selected to be an on-shift advisor shall have been previously licensed as an SRO at a comparable BWR plant and meets or exceeds the requirements established by the NRC to be an on-shift advisor.

- 8.1.2 The following documentation of each on-shift adviser shall be maintained by the section responsible for performing each function:
- a. A current resume of each adviser. This resume shall highlight the previous operating experience.
  - b. Documentation of the training each adviser received, a copy of all written exams each completed and their results, and copies of notes and the written evaluation of the oral examination.
  - c. A statement as to the medical qualification of each on-shift adviser and a copy of the eye exam.
- 8.1.3 Each on-shift advisor shall be physically qualified under the same program as the licensed operators are qualified.

## 8.2 Training and Evaluations

- 8.2.1 Prior to being assigned duties as an on-shift advisor, each individual shall have been trained in the following:
- a. Plant procedures including administrative, normal/abnormal, and emergency.
  - b. Technical Specifications.
  - c. Plant systems.
  - d. Training in accordance with procedures to allow unescorted plant access during all operating conditions.
- 8.2.2 Each on-shift advisor shall be qualified by written and oral examinations.
- 8.2.3 Each on-shift advisor's performance shall be evaluated by the Operating Engineer in accordance with the standard LILCO evaluation policy used for all Operations Section personnel.

## 8.3 On-Shift Advisor Narrative Log

- 8.3.1 Logs shall be kept with clear, concise, complete and legible entries. Entries shall be in ink and should be consecutive with no blank lines between them.
- 8.3.2 Every 0000-0800 shift shall begin their respective log entries with the date at the top of a fresh page.
- 8.3.3 Errors in log entries shall be voided by drawing one line through the entry and shall be initialed.
- 8.3.4 Completed log books shall be filed in SR2 Central Files after review by the Operating Engineer or his designee.

- 8.3.5 Narrative logs should be prepared in chronological order and when necessary to insert additional information after the fact, entry should be noted with the actual time of the event and marked "Late Entry".
- 8.3.6 The on-shift advisor log is not intended to duplicate entries made in other station logs or to document specific plant evolutions.
- 8.3.7 The on-shift advisor log is to be used to provide continuity for shift changes and document THEIR activities and recommendations.
- 8.3.8 The Operating Engineer shall review the narrative log periodically and initial the last entry to document his review.

8.4 Shift Turnover

- 8.4.1 The shift turnover shall be documented in the on-shift adviser narrative log as follows:
  - .1 The on-coming advisor shall review the listed logs back to entries of their last working shift but not beyond the past 15 days. Watch Engineer's Log, Lifted Leads & Jumper log, Temporary Procedure Changes Log, Maintenance Work Request Log, Radiation Work Permit File, SECP Log, Night Orders, and Required Reading.
  - .2 Following transmittal of the verbal information between the on-duty advisor and the oncoming advisor, the on-duty advisor shall make the last entry on the narrative log as follows; "Relieved by \_\_\_\_\_" with the oncoming on-shift advisor's name where indicated followed by the off-going advisor's signature.
  - .3 The on-coming shift advisor shall document his review of logs and acceptance of the watch by stamping and completing the required information and initialing the checklist.

Date \_\_\_\_\_ Time \_\_\_\_\_

Watch Engineer's Log	_____
Lifted Leads & Jumper Log	_____
Temporary Procedures Changes Log	_____
Maintenance Work Request Log	_____
Radiation Work Permit File	_____
SECP Log	_____
Night Orders	_____
Required Reading	_____
Current shift turnover sheets	_____

Signature \_\_\_\_\_

## 8.5 DUTIES AND RESPONSIBILITIES

- .1 The on-shift advisor shall have direct access through the operating chain to the Operating Engineer, the Operating Manager, or the Plant Manager during normal work hours. He shall have access to the assigned Plant Duty personnel at all other times.
- .2 The on-shift advisor shall be responsible to the on duty Watch Engineer for his activities. He shall report any observations or make suggestions as to the proper course of actions to the Watch Engineer. In the event of a disagreement over the proper course of action to be taken, the concern shall be brought to the attention of the personnel listed in .1 above.
- .3 The on-shift advisor shall recommend shutting down the reactor whenever he deems that to be a prudent action. This recommendation shall be entered into the on-shift advisors' narrative log book.
- .4 The on-shift advisor shall be cognizant of present plant conditions and planned evolutions at all times.
- .5 The on-shift advisor shall be cognizant of Technical Specifications and advise the Watch Engineer on plant conditions relating to the Technical Specifications. He shall be aware of all Limited Conditions of Operation and entry into or exit from Action Statements at all times.
- .6 The on-shift advisor shall provide advice as to the conduct of present or planned plant conditions or evolutions to the Watch Engineer or to other members of the operating staff at the request of the Watch Engineer.
- .7 The on-shift advisor shall not direct the performance of any activities that require a NRC license.
- .8 When not on shift, the advisor shall perform duties as assigned by the Operating Engineer or his designee.
- .9 The on-shift advisor shall review for completeness and accuracy the shift turnover sheets for the Watch Engineer/supervisor and Control Room, NSO narrative log, Watch Engineer's narrative log, completed operating procedures, completed surveillances, and other documents as requested by the Watch Engineer or the Operating Engineer.
- .10 The on-shift advisor shall be considered to be a member of the shift crew and shall have access to plant areas as other members of the operating crew.

9.0 ACCEPTANCE CRITERIA

N/A

10.0 FINAL CONDITIONS

N/A

11.0 REFERENCES

11.1 CILAR number 84-15

12.0 APPENDICES

N/A

ENCLOSURE 2  
PERFORMANCE REPORT

Weekly Examinations

<u>NAME</u>	<u>WEEK 1</u>	<u>WEEK 2</u>	<u>WEEK 3</u>	<u>WEEK 4</u>
Eric Dean *	93	86.5	87	92
Howard Drake	91.5	93.8	83.7	95.5
David Lee	85.9	93.3	77.2	90.2
Paul Oreshack	93	89.6	76.1	91.2
Boyd Strickland	88	97.9	98.9	89.5
Roger Varnadore	88.7	97.9	100	93.8

POS Audit Examination

<u>NAME</u>	<u>Category 6</u>	<u>Category 7</u>	<u>Category 8</u>	<u>Written Overall</u>	<u>Walkthrough/ Recommendation</u>
Eric Dean *	84.5	94.3	94.3	92.6	NA
Howard Drake	93.0	85.7	88.1	90.3	PASS/CERTIFY
David Lee	85.5	89.5	89.0	89.5	PASS/CERTIFY
Paul Oreshack	82.0	83.3	96.2	92.1	PASS/CERTIFY
Boyd Strickland	86.5	87.6	92.4	90.3	PASS/CERTIFY
Roger Varnadore	82.5	95.2	96.2	92.9	PASS/CERTIFY

Shoreham Certification Examination

<u>NAME</u>	<u>Section 6</u>	<u>Section 7</u>	<u>Section 8</u>	<u>Written Overall</u>	<u>Oral Examination</u>
Eric Dean *	99.4	94.1	83.3	92.3	NA
Howard Drake	97.5	88.2	84.7	90.2	86.9
David Lee	95.6	81.9	95.8	91.3	92.2
Paul Oreshack	83.6	92.6	88.9	89.1	90.5
Boyd Strickland	86.9	95.6	97.2	93.9	94.0
Roger Varnadore	92.5	91.2	97.2	93.7	98.8

\* Not assigned as Shift Advisor