ADMINISTRATIVE PROCEDURE COVER FORM

A. IDENTIFICATION

NUMBER AQ1.002 REVISION 02

TITLE Station Operating Procedures

ORIGINATOR G. Kline, R. Cooney

B. INDEPENDENT REVIEW

TITLE	SIGNATURE	DATE
Compliance Manager	Geoffrey Kingston	8/9/84

C. DEPARTMENT SUPVR./MGR APPROVAL (IF APPLICABLE)

TITLE	SIGNATURE	DATE

D. QUALITY ASSURANCE REVIEW (AQ PROCEDURES ONLY)

TITLE	SIGNATURE	DATE
QADS	J. Darnock	8/9/84

E. SORC APPROVAL SORC MEETING NO. 84-12

F. APPROVAL AND IMPLEMENTATION

STATION MANAGER	APPROVED DATE	EFFECTIVE DATE
J. E. Mottley	8/9/84	8/17/84

STATION OPERATING PROCELURES

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1.0 OBJECTIVE

This procedure provides the standards for preparing, reviewing, approving, changing, and revising station operating procedures and special procedures.

2.0 REFERENCES

2.1 TECHNICAL

ANS 3.2, ANSI N18.7 - 1976, Administrative Controls and Quality Assurance for the Operational Phase of Nuclear Power Plants

Seabrook Station Operational Quality Assurance Program Manual

Seabrook Station Technical Specifications

10CFR50.59

2.2 PROCEDURAL

Regulatory Guide 1.33, Rev. 2, February 1978, Quality Assurance Program Requirements (Operation)

Seabrook Station Writer's Guide for Emergency and Abnormal Procedures

AQ1.001, Station Manual Procedure

AQ5.005, Repetitive Task Procedure

AQ6.009, Procedure Control and Distribution

AQ6.017, Records Retention

3.0 SCOPE

The standards prescribed in this procedure govern the preparation, review, approval, change, and revision process required for all station operating procedures listed in Appendix B of the Procedure Index.

When station operating procedures are used for equipment, systems, functions, services, or components which are outside the scope of the Operational Quality Assurance Program (OQAP), they provide the appropriate degree of administrative control. Failure to implement all provisions of these procedures for activities outside the control of the OQAP does not violate the program.

4.0 DEFINITIONS AND ABBREVIATIONS

4.1 TERMS AND DEFINITIONS

APPROVAL AUTHORIZATION - Unless otherwise specified, an approval signature or authorizations designated to a staff position shall mean that individual or an authorized designee.

4.1 TERMS AND DEFINITIONS (CON'T)

INTENT CHANGE - Any change to a procedure which results in alteration of the procedural method, scope, or acceptance criteria.

NON-INTENT CHANGE - Any change to a procedure which does not result in alteration of the procedural method, scope, or acceptance criteria.

SPECIAL PROCEDURE - A procedure which may be used for an infrequently performed evolution and which shall not be included in the permanent list of station procedures.

STATION OPERATING PROCEDURE - Any procedures which are used to perform functions directly related to the operation, maintenance or surveillance of systems and equipment, and other technical functions performed by the operations and technical services groups.

UNREVIEWED SAFETY QUESTION - Any procedure, or change, which could (a) increase the probability of occurrence, or the consequences, of an accident or malfunction of equipment important to safety, as previously evaluated in the safety-analysis report, (b) create a possibility for an accident or malfunction of a different type than evaluated previously in the safety-analysis report, or (c) reduce the margin of safety as defined in the basis for any technical specifications.

5.0 RESPONSIBILITIES

5.1 STATION MANAGER

The station manager is responsible for approving station operating procedures and special procedures, to include changes and revisions.

5.2 STATION OPERATION REVIEW COMMITTEE (SORC)

The SORC, unless waivered by the committee or exempted by Figure 7.1, is responsible for reviewing operating procedures and recommending approval/disapproval to the station manager.

5.3 QUALITY ASSURANCE DEPARTMENT SUPERVISOR

The quality assurance department supervisor is responsible for reviewing "S" and "X" operating procedures.

5.4 DOCUMENT CONTROL CENTER SUPERVISOR

The document control center supervisor is responsible for ensuring that all operating procedures, forms and changes are issued and filed per administrative procedure AQ6.009, Procedure Control and Distribution, and that documentation is maintained per administrative procedure AQ6.017, Records Retention.

5.5 DEPARTMENT SUPERVISORS

Department supervisors are responsible for ensuring that operating procedures, changes, and revisions are prepared, reviewed, and maintained as outlined in this procedure.

6.C INSTRUCTIONS

6.1 STATION OPERATING PROCEDURES

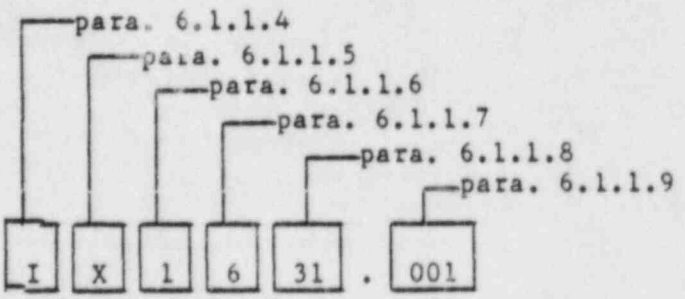
6.1.1 Identification and Control

1. Detailed procedures shall be prepared, implemented, and maintained to cover, at a minimum, those procedures identified in the Seabrook Station Technical Specifications, Section 6.8.1.

2. Operating procedures are categorized, prepared, revised, changed, and periodically reviewed by the responsible supervisor, as shown in the matrix below.

SITE	UNIT 1	UNIT 2	CATEGORY	RESPONSIBLE SUPERVISOR
0000	1000	2000	GENERAL AND SYSTEM OPS	Assistant Operations Manager
0100	1100	2100	VAS RESPONSE	Assistant Operations Manager
0200	1200	2200	ABNORMAL OPS	Assistant Operations Manager
0300	1300	3300	EMERGENCY OPS	Assistant Operations Manager
0400	1400	2400	OPERATIONS SURVEILLANCE	Assistant Operations Manager
0500	1500	2500	MAINTENANCE	Maintenance Department Supervisor
0595	1595	2595	RAD WASTE	Rad Waste/Utilities Supervisor
0599	1599	2599	UTILITIES	Rad Waste/Utilities Supervisor
0600	1600	2600	INSTRUMENT AND CONTROL	I&C Department Supervisor
0700	1700	2700	REACTOR ENGINEERING	RE Department Supervisor
0800	1800	2800	ENGINEERING SERVICES	Engineering Services Department Supervisor
0850	1850	2850	COMPUTER ENGINEERING	CE Department Supervisor
0900	1900	2900	CHEMISTRY	Chemistry Department Supervisor
0950	1950	2950	HEALTH PHYSICS	HP Department Supervisor

3. Each procedure number consists of a two letter prefix, unit number, category designator, identification number and, if applicable, the commonality suffix number (e.g., IX1631.001).



6.1 STATION OPERATING PROCEDURES (CON'T)

6.1.1 Identification and Control (Con't)

4. The first letter in the procedure number prefix identifies the department responsible for the procedure. These letters are defined as

C - Chemistry	O - Operations
E - Engineering Services	P - Computer Engineering
H - Health Physics	R - Reactor Engineering
I - Instrumentation and Control	W - Rad Waste
M - Maintenance	U - Utilities

5. The second letter in the procedure number prefix identifies the review and approval classification for the procedure.

"D" - denotes those procedures which are not nuclear safety related, apply to only a single department, and require an independent review and the approval of the department supervisor and Station Manager.

"N" - denotes those procedures associated with Non-Nuclear Safety Class systems, structures, and components.

"S" - denotes those procedures associated with nuclear safety, specifically those related to operation and maintenance of Nuclear Safety Class structures, systems, and components identified in the Operational Quality Assurance Program.

"X" - denotes those procedures satisfying the requirements of the Technical Specifications Surveillances.

> NOTE
>
> Figure 7.1 provides the review and approval criteria for each classification.

6. The first digit in the procedure number identifies the "Unit" applicability.

"0" - denotes a common site procedure.
"1" - denotes a unit 1 procedure.
"2" - denotes a unit 2 procedure.

7. The second digit in the procedure number identifies the procedure categories. These numbers are defined as

0 - General and System OPS	6 - Instrument and Control
1 - VAS Response	7 - Reactor Engineering
2 - Abnormal OPS	8 - Engineering Services/Computer Engineering
3 - Emergency OPS	9 - Chemistry/Health Physics
4 - Operations Surveillance	
5 - Maintenance/Rad Waste and Utilities	

6.1 STATION OPERATING PROCEDURES (CON'T)

6.1.1 Identification and Control (Con't)

8. The third and fourth digits of the procedure number are its sequential designator. This designator is selected and assigned by the department supervisor responsible for preparing the procedure.

9. Optional three digit decimal selected by the responsible department supervisor, which is normally used to designate a series of procedures (e.g., system commonality).

6.1.2 Format

1. Prepare Form AQ1.002A, Station Operating Procedure Cover Form, for each operating procedure prepared and forwarded for review, approval, and implementation.

2. Each operating procedure shall contain a title page prepared in the format shown on page 1 of this procedure, to include the revision number of each page and form.

> NOTE
>
> Emergency procedures contained in the Emergency Procedures book in the control room are exempted from the requirements of paragraphs 6.1.2.1 and 6.1.2.2.

3. Each page of the operating procedure, to include figures, shall contain the procedure number, page number, and revision number in the format shown in this procedure.

> NOTE
>
> Figure 7.5 and the Seabrook Station Writer's Guide for Emergency and Abnormal Procedures, provide exceptions and additional guidance.

4. Format procedures per the guidelines in

   a. Figure 7.2, for General Operating Procedures,

   b. Figure 7.3, for System Operating Procedures,

   c. Figure 7.4, for VAS Response Procedures,

   d. Figure 7.5, for Emergency Operations and Abnormal Operations Procedures,

   e. Figure 7.6, for Technical Services Procedures, or

   f. Figure 7.7, for Technical Specifications Surveillance Procedures.

5. Sections that are not applicable may be omitted.

6.1 STATION OPERATING PROCEDURES (CON'T)

6.1.3 Forms

1. Forms are prepared in support of procedures such as unit start-up, when check-off lists containing initials or signatures for key steps and, where necessary, approvals prior to starting major evolutions, are required.

2. Forms are prepared in support of procedures when equipment and valve line ups are written for system operating procedures to control equipment, valve, or switch line ups for various modes of operation.

3. Forms are prepared in support of procedures when data sheets for instrument calibration, chemistry and health physics, preventive maintenance, and engineering tests are required in support of those procedures. Ensure that the forms contain the appropriate references, approval signatures, and acceptance criteria.

4. Forms prepared in support of Technical Specifications Surveillance procedures will contain the applicable Technical Specifications Surveillance number, applicable mode(s) for performance, acceptance criteria, and required performance/ approval signatures.

NOTE
Preventive maintenance and surveillance items are generally performed per with a Repetitive Task Sheet, as specified in AQ5.005, Repetitive Task Procedure.

6.1.4 Forms Identification and Control

1. Forms implemented in support of operating procedures shall contain the same number as the procedure which governs their preparation or format.

2. Use an alphabetical letter at the end of the procedure number to identify the form. The first two forms associated with IX1631.001 would be IX1631.001A and IX1631.001B.

3. Forms developed in support of operating procedures are included with the procedure, and are reviewed, approved, revised, and controlled in the same manner as the procedure.

6.1.5 Forms Format

1. Each form developed under the guidelines of paragraph 6.1.3 shall contain a descriptive title, centered, at the top of the first page.

6.1 STATION OPERATING PROCEDURES (CON'T)

6.1.5 Forms Format (Con't)

2. Each page of the form shall contain "Page # of #" in the upper right hand corner.

3. Each page of the form shall contain the form identity number (reference paragraph 6.1.4.2) in the lower right hand corner, and the "Rev. #" directly under it.

6.2 PROCEDURE/FORM REVIEW AND APPROVAL

6.2.1 Overview

1. Figure 7.1 provides the review and approval guidelines for each classification of operating procedure.

2. Forms prepared in support of operating procedures shall be subject to the same review and approval criteria as the procedure itself.

3. The review and approval of all initial issue operating procedures, and subsequent revisions, is documented on Form AQ1.002A, Station Operating Procedure Cover Form.

6.2.2 Independent Review

1. Each operating procedure is independently reviewed by a member of the station staff knowledgeable in the areas addressed by the procedure.

2. This review shall be performed prior to forwarding the procedure to SORC, if SORC review is required.

3. As a minimum, the independent reviewer shall consider the

   a. Proper form and content of the procedure.

   b. Nuclear safety and environmental impact of the procedure.

   c. Safety of plant personnel.

   e. Safety and proper operation of equipment.

   f. Technical accuracy in performing the intended function.

   g. Quality Assurance and Regulatory requirements.

4. The independent reviewer signs Section B, Form AQ1.002A.

6.2 PROCEDURE/FORM REVIEW AND APPROVAL (CON'T)

6.2.3 Department Supervisor/Manager Approval

1. The department supervisor/manager shall ensure that the procedure has received an independent review as specified in paragraph 6.2.2, and that the independent reviewer is knowledgeable in the areas addressed by the procedure.

2. This review shall be performed prior to forwarding the procedure to SORC, if SORC review is required.

3. The department supervisor/manager may perform both the independent review specified in paragraph 6.2.2, and the department supervisor/manager approval.

4. The department supervisor/manager indicates approval in Section C, Form AQ1.002A.

6.2.4 Quality Assurance Review

1. The quality assurance department supervisor, or an authorized designee, reviews "S" and "X" operating procedures.

2. As a minimum, the quality assurance review considers the compliance of "S" and "X" procedures with applicable quality assurance requirements.

3. The quality assurance reviewer signs Section D, Form AQ1.002A.

6.2.5 Station Operation Review Committee (SORC) Review

1. Unless exempted in Figure 7.1 or waivered by SORC, each operating procedure is reviewed by the SORC prior to forwarding it for the station manager's approval.

2. This review/approval is noted in Section D, Form AQ1.002A using the SORC meeting number. Additionally, the review and results are noted in the SORC meeting minutes.

3. As a minimum, the SORC review considers the

   a. Consistency of the procedure's title with the objective.

   b. Nuclear safety and environmental impact of the procedure.

   c. Safety of plant personnel.

   d. Safety and proper operation of equipment.

6.2 PROCEDURE/FORM REVIEW AND APPROVAL (CON'T)

6.2.5 Station Operation Review Committee (SORC) Review (Con't)

NOTE
If the procedure constitutes a Technical Specifications and/or FSAR change, forward it to the Nuclear Safety Audit and Review Committee (NSARC).

4. SORC shall not recommend approval of a procedure if following it causes inherent danger to personnel or equipment. SORC shall either return the procedure to the originator, or recommend approval pending incorporation of necessary changes which facilitate its safe performance.

5. If the procedure or its revision deviates from the FSAR in method or scope, a written Safety Analysis Evaluation must be prepared and documented in the SORC meeting notes per 10CFR50.59.

6.2.6 Station Manager Approval

1. Station manager's approval is obtained after the applicable reviews specified in paragraphs 6.2.2 through 6.2.4 are documented on Form AQ1.002A.

2. All procedures are approved for implementation on the "Effective Date" specified by the station manager in Section E, Form AQ1.002A.

6.3 PROCEDURE DEVIATIONS

6.3.1 The procedure change mechanism allows for formal review of deviations from the operating procedures. However, certain deviations from the procedures do not require a change to the procedure.

6.3.2 The following subparagraphs provide examples and guidelines for determining when formal procedure changes are not required.

1. Procedure steps may be performed out of sequence, provided this does not compromise the intent of the procedure.

2. Non applicable steps may be omitted provided

   a. the applicability is stated in the body of the procedure, or

   b. the responsible department supervisor identifies the non applicable steps and appropriately initials the steps which are not to be performed.

6.3 PROCEDURE DEVIATIONS (CON'T)

6.3.2 (Con't)

3. Equivalent instrumentation may be used in place of specified instrumentation.

4. Procedure steps which are modified specifically by other SORC approved documents, such as special procedures, may be performed as specified in the approved document.

5. Under certain conditions, it may not be desirable to complete a valve line up or equipment checklist as written, because certain components are isolated for maintenance or other conflicting requirements, or only a partial line up or checklist may be required.

a. Under these conditions, the shift supervisor may authorize a deviation from the line up or checklist by initialing the change and entering "NA" in any sections which are not to be performed.

b. The reason(s) for the deviation shall be indicated on the line up or checklist.

6.4 REVISIONS AND CANCELLATIONS

6.4.1 Revision Identification

1. The initial issue of a procedure is "Rev. 00." Therefore, when a procedure is revised for the first time, Form AQ1.002A, the "Title Page," and each revised page of the procedure is prepared to reflect "Rev. 01."

2. Each time the procedure is revised, Form AQ1.002A, the "Title Page," and all revised pages of the procedure are prepared to reflect the current revision level, regardless whether or not a page was previously revised. If desired, the entire procedure may be revised.

3. Revised material is identified by a solid vertical line in the right hand margin, adjacent to the text changed.

4. Initial form approval is "Rev. 00." When a form is revised, it is revised in whole, the revision number is the next consecutive revision number for the procedure, and the procedure "Title Page" is updated with the revision number.

6.4 REVISIONS AND CANCELLATIONS (CON'T)

6.4.2 Revision Processing

Prepare a new Form AQ1.002A, attach it to the revised procedure, and complete the processes described in paragraph 6.2.

6.4.3 Cancellation

1. Under certain conditions, it may be desirable to cancel a procedure, such as incorporation of the procedure into a similar procedure.

2. Cancellation of a SORC reviewed procedure must be reviewed by the SORC, evaluated as an unreviewed safety question, documented in the SORC meeting minutes, and approved by the station manager.

3. Use Form AQ1.002B, Station Operating Procedure Cancellation Form, to process cancellations.

4. Provide all procedure holders with copies of the approved Form AQ1.002B and file the cancelled procedure in the historical file.

6.5 CHANGES

6.5.1 Overview

1. Procedure changes may be temporary or permanent.

   a. Temporary changes are those which are written for a specific evolution or period of time, and which become invalid following the evolution or specified time period.

NOTE
Changes may be temporary only if they are non-intent changes to the procedure.

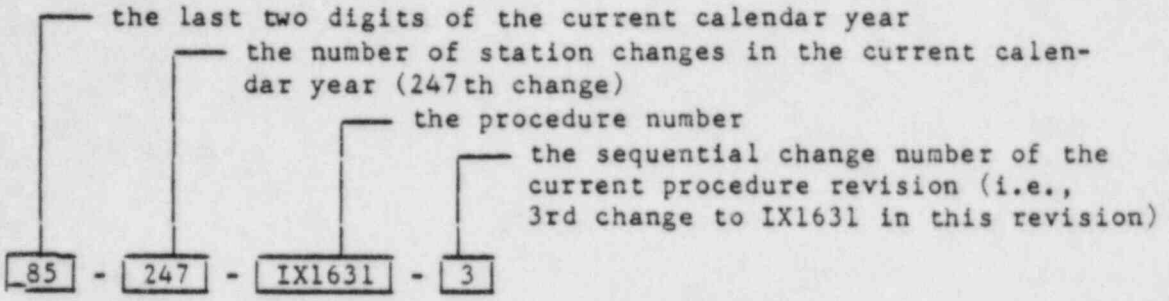
   b. Permanent changes are those which permanently alter the procedure.

2. The originator of the change completes Form AQ1.002C, Station Operating Procedure Change Form, checks the "temporary" or "permanent" box, and provides expiration conditions when the change is "temporary."

6.5 CHANGES (CON'T)

6.5.2 Numbering

Number non-intent and intent changes sequentially against the effective revision of the procedure, using a four part identifier (e.g., 85-247-IX1631-3).



6.5.3 Non-Intent Changes

1. A non-intent change may be prepared by any member of the station staff, using Form AQ1.002C, Station Operating Procedure Change Form.

2. Approval and implementation require the concurrence of both a station staff supervisor knowledgeable in the area(s) affected, and either the unit shift supervisor or the shift superintendent.

3. All non-intent changes to SORC approved procedures and forms shall be forwarded through the responsible department supervisor to SORC, for review, within 14 days of implementation.

4. All non-intent changes to non-SORC approved procedures and forms shall be forwarded directly to the station manager for approval.

5. If a non-intent change is disapproved, the originator and approvers who implemented the change shall be formally notified, the change shall be cancelled, and appropriate corrective action(s) shall be taken.

6. Distribute non-intent changes per administrative procedure AQ6.009, Procedure Control and Distribution.

a. Attach the change sheet to the front of the procedure or form.

b. As an administrative aid, draw a vertical line in the right hand margin, adjacent to the information changed, and write the change number beside it.

6.5 CHANGES (CON'T)

6.5.4 Intent Changes

1. An intent change may be prepared by any member of the station staff, using Form AQ1.002C, Station Operating Procedure Change Form.

2. All intent changes to SORC approved procedures shall be reviewed by the knowledgeable department supervisor prior to forwarding them to SORC.

3. The SORC shall review all intent changes to SORC approved procedures prior to implementation of the change.

4. All intent changes to non-SORC approved procedures shall be reviewed by the knowledgeable department supervisor prior to forwarding them to the station manager.

5. The responsible department supervisor and the SORC review all intent changes for safety and environmental impact.

6. The change is approved and implemented only after any required SORC reviews are completed and the station manager signs Form AQ1.002C.

7. Distribute intent changes per administrative procedure AQ6.009, Procedure Control and Distribution.

NOTE
As a general rule, prepare a procedure revision after three changes are made to a procedure, and incorporate the changes into the revision. If, during the use of a procedure, it is necessary to exceed the third change, prepare the revision after the activity is completed.

6.5.5 Cancellation

1. Intent and non-intent changes may be cancelled using any of the following methods.

   a. Superseding the change with a later procedure revision.

   b. Specifically cancelling the change in a later procedure change.

   c. The SORC formally cancels the temporary or permanent change.

6.5 CHANGES (CON'T)

6.5.5 Cancellation (Con't)

2. When permanent changes are cancelled per paragraph 6.5.5.1.c, Form AQ1.002B, Station Operating Procedure Cancellation Form, is signed by the station manager and provided to all copyholders of the procedure.

3. When a change is cancelled using the methods described in paragraphs 6.5.5.1.b or 6.5.5.1.c, the copyholder indicates cancelled and the cancellation date across Form AQ1.002C, Station Operating Procedure Change Form, and lines through the change numbers in the procedure.

4. Subsequent changes to the same revision continue in the same numbering sequence as if the change were in effect.

5. Temporary changes are automatically cancelled when the conditions for the change are satisfied.

6.6 SPECIAL PROCEDURES

6.6.1 Preparation

1. Special procedures are prepared, as necessary, to support infrequent evolutions and testing requiring written procedures which are not amenable to inclusion in other controlling documents.

2. Prepare special procedures per the format guidelines established in paragraph 6.1.2 and Figure 7.7.

6.6.2 Numbering

1. Special procedures shall be numbered using a two letter prefix-year-unit applicability-and sequential designator.

2. For example, "IX86-2-1" would be the first procedure applicable to unit 2, written in 1986 by I&C, requiring the same review and approval as established for "X" series operating procedures.

3. Forms are numbered using a sequential alpha-designator at the end of the special procedure number (e.g., IX86-2-1A).

6.6.3 Review and Approval

Special procedures, to include changes and revisions, require the same review and approval as specified for permanent station operating procedures.

6.6 SPECIAL PROCEDURES (CON'T)

6.6.4 Distribution

1. The document control center shall ensure that there are two controlled copies prepared for each special procedure.

2. One copy of the special procedure is retained in the document control center, and one copy is distributed to the responsible department supervisor.

3. A current index with copies of all special procedures and associated changes shall be maintained by the document control center.

6.7 PERIODIC REVIEWS, DISTRIBUTION, AND HISTORICAL RECORDS

6.7.1 Periodic Reviews

1. Prior to initial use, each station operating procedure and subsequent revisions shall be reviewed per paragraph 6.2.

2. Station operating procedures and associated forms designated "S" and "X" shall be reviewed every two years; those designated "N" shall be reviewed every four years, based on the "Effective Date" in Section E, Form AQ1.002A.

6.7.2 Distribution

1. The document control center shall distribute station operating procedures per administrative procedure AQ6.009, Procedure Control and Distribution.

2. As a minimum, complete sets of procedures shall be maintained by the document control center.

6.7.3 Historical Records

1. A historical file of all station operating procedures, changes, and subsequent revisions shall be maintained by the document control center per administrative procedure AQ6.017, Records Retention.

2. A listing of effective station procedures shall be maintained in Appendix B of the Procedure Index per administrative procedure AQ1.001, Station Manual Procedure.

6.8 VENDOR PROCEDURES

6.8.1 Preparation

1. Technical Specification required procedures for vendor-supervised and station-staff-conducted or vendor-supervised and vendor-conducted activities onsite may be prepared in one of the following ways:

   a. Station staff may prepare a procedure in accordance with the requirements of this procedure to govern the vendor activities onsite.

   b. The vendor may prepare a procedure in accordance with the requirements of this procedure to govern his activities onsite.

   c. The vendor may prepare procedures in his own format which may not conform to the requirements of this procedure and propose that those procedures govern his onsite activities.

2. Procedures as described in 6.8.1.1.a or 6.8.1.1.b shall be processed in accordance with the requirements of this procedure.

3. Procedures as described in 6.8.1.1.c shall be evaluated by a cognizant station department and, if acceptable, shall be given a station procedure cover sheet with a procedure number assigned per 6.1.1.

6.8.2 Review and Approval

1. Review and approval of vendor procedures shall be in accordance with the requirements of this procedure except it may be modified to accommodate a different format.

6.8.3 Changes

1. In accordance with this procedure except that procedures generated in accordance with Sections 6.8.1.1.b or 6.8.1.1.c above should receive vendor concurrence prior to change implementation.

7.0 FIGURES

Figure 7.1 - Station Operating Procedure Review and Approval

Figure 7.2 - General Operating Procedure Format

Figure 7.3 - System Operating Procedure Format

7.0 FIGURES (CON'T)

Figure 7.4 - VAS Response Procedure Format

Figure 7.5 - Emergency Operations and Abnormal Operations Procedure Format Example

Figure 7.6 - Technical Services Procedure Format

Figure 7.7 - Technical Specification Surveillance Procedure Format

8.0 FORMS

AQ1.002A, Station Operating Procedure Cover Form

AQ1.002B, Station Operating Procedure Cancellation Form

4Q1.002C, Station Operating Procedure Change Form

FIGURE 7.1

STATION OPERATING PROCEDURE REVIEW AND APPROVAL

CATEGORY	INDEPENDENT REVIEW	DEPT SUPVR/ MGR APPROVAL	QA REVIEW	SORC* REVIEW	STN MGR APPROVAL
X	XX	XX	XX	XX	XX
S	XX	XX	XX	XX	XX
N	XX	XX		XX	XX
D	XX	XX			XX

(* - Refer to paragraph 6.2.4.1 for further applicability)

FIGURE 7.2

GENERAL OPERATING PROCEDURE FORMAT

1.0 OBJECTIVE

Clearly state the purpose for which the procedure is intended. If the purpose is not clear from the title, a separate statement of applicability shall be provided to identify the reasons for particular operations.

2.0 REFERENCES

References, to include references to technical specifications, shall be included in procedures as applicable. References shall be identified within the body of the procedure when the sequence of steps requires other tasks to be performed prior to, or concurrent with, a particular step within that task.

3.0 PRECAUTIONS

Precautions shall be established to alert the individual performing the task to those important measures which shall be used to protect equipment and personnel, including the public, or to avoid an abnormal or emergency situation.

4.0 LIMITATION AND SETPOINTS

When appropriate, quantitative control guides shall be provided to specify limitations and setpoints on parameters being controlled.

5.0 PREREQUISITES

Each procedure shall identify those independent actions or procedures which shall be completed prior to its use. Prerequisites applicable only to certain sections of a procedure shall be so identified.

6.0 INITIAL CONDITIONS

Each procedure shall identify those plant conditions which shall exist prior to its use. Initial conditions applicable only to certain sections of a procedure shall be so identified.

7.0 PROCEDURE

The main body of a procedure shall contain step-by-step instructions in the degree of detail necessary for performing a required function or task.

"Notes" may be used to provide additional information or provide clarification of procedure steps. Notes should be indented and may preceed or follow affected procedure steps.

"Cautions" are used to provide the procedure user information important to personnel, equipment, or plant safety. A "Caution" should be margined similarly to the step or steps affected, underlined, and preceed affected procedure steps.

FIGURE 7.2

GENERAL OPERATING PROCEDURE FORMAT
(Continued)

8.0 FINAL CONDITIONS

Each procedure shall identify those plant conditions which shall exist following its use. Final conditions applicable only to certain sections of a procedure shall be so identified.

9.0 FIGURES

This section is provided to list Figures or Tables which are part of the associated procedure. A Figure or Table will contain the same information and page numbering in the upper right hand corner as any other page of the procedure. A Figure or Table shall be identified as such, and labeled 9.1, 9.2, etc. The Figure or Table shall also contain a descriptive title in the top center of the first page of the Figure/Table.

10.0 FORMS

This section is provided to list forms associated with the procedure. Forms are used in support of the procedure as instructed in paragraph 6.2. Forms include checkoff lists, data sheets, evaluation forms, etc.

FIGURE 7.3

SYSTEM OPERATING PROCEDURE FORMAT

1.0 OBJECTIVE

Clearly state the purpose for which the procedure is intended. If the purpose is not clear from the title, a separate statement of applicability shall be provided to identify the reasons for particular operations.

2.0 REFERENCES

References, to include references to technical specifications, shall be included in procedures as applicable References shall be identified within the body of the procedure when the sequence of steps requires other tasks to be performed prior to, or concurrent with, a particular step within that task.

3.0 PRECAUTIONS

Precautions shall be established to alert the individual performing the task to those important measures which shall be used to protect equipment and personnel, including the public, or to avoid an abnormal or emergency situation.

4.0 LIMITATION AND SETPOINTS

When appropriate, quantitative control guides shall be provided to specify limitations and setpoints on parameters being controlled.

5.0 PREREQUISITES

Each procedure shall identify those independent actions or procedures which shall be completed prior to its use. Prerequisites applicable only to certain sections of a procedure shall be so identified.

6.0 PROCEDURE

The main body of a procedure shall contain step-by-step instructions in the degree of detail necessary for performing a required function or task.

"Notes" may be used to provide additional information or provide clarification of procedure steps. Notes should be indented and may preceed or follow affected procedure steps.

"Cautions" are used to provide the procedure user information important to personnel, equipment, or plant safety. A "Caution" should be margined similarly to the step or steps affected, underlined, and preceed affected procedure steps.

FIGURE 7.3

SYSTEM OPERATING PROCEDURE FORMAT
(Continued)

7.0 FIGURES

This section is provided to list Figures or Tables which are part of the associated procedure. A Figure or Table will contain the same information and page numbering in the upper right hand corner as any other page of the procedure. A Figure or Table shall be identified as such, and labeled 7.1, 7.2, etc. The Figure or Table shall also contain a descriptive title in the top center of the first page of the Figure/Table.

8.0 FORMS

This section is provided to list forms associated with the procedure. Forms are used in support of the procedure as instructed in paragraph 6.2. Forms include checkoff lists, data sheets, evaluation forms, etc.

FIGURE 7.4

VAS RESPONSE PROCEDURE FORMAT

ALARM: INITIATING DEVICE:

SETPOINT: LOCATION:

ASSOCIATED AUTOMATIC ACTIONS:

1.0 PROBABLE CAUSES OF THE ALARM:

A listing of the equipment, instrumentation or operational condition which could cause the initiation of the alarm.

2.0 IMMEDIATE ACTIONS:

These steps should specify immediate actions for operation of controls or confirmation of automatic actions that are required for immediate response to the alarm.

3.0 SUBSEQUENT ACTIONS:

Steps should be included to provide continued safe operation under the alarm condition and/or elimination of the alarm condition.

4.0 TECHNICAL DATA:

A listing of reference documents, procedures or reference data applicable to the condition.

FIGURE 7.5

EMERGENCY OPERATIONS AND ABNORMAL OPERATIONS PROCEDURE FORMAT EXAMPLE

Procedure Code (Emergency Procedures) | Procedure Title | Procedure Number Revision Number Date

Code	Symptom/Title:	OS1301 Revision 1 1 September 1985
	REACTOR TRIP RECOVERY	

STEP	ACTION/EXPECTED RESPONSE	RESPONSE NOT OBTAINED
CAUTION	If SI actuation occurs at any time, immediately go to E-0, REACTOR TRIP OR SAFETY INJECTION STEP 5.	
	NOTE Foldout page should be open	
1	Check RCS Average Temperature:	
	a. Temperature - DECREASING TO (1) °F	a. Dump steam 1) Manually open condenser steam dump valves -OR- manually open steam generator PORVs. 2) Manually close valves
	b. Temperature - LESS THAN (2) °F	
	1) Verify feedwater flow control valves - CLOSED (3)	
	c. Temperature - STABILIZES AT (1) °F	b. Stop dumping steam. IF cooldown continues, THEN close main steamline isolation valves.
2	Establish AFW Flow:	
	a. Start AFW pumps b. Align AFW valves - OPEN OR CLOSE AS APPROPRIATE (4) c. Verify AFW Flow	c. IF AFW flow NOT verified, THEN go to FR-H1 LOSS OF SECONDARY HEAT SINK.
3	VERIFY ALL CONTROL RODS FULLY INSERTED	IF two or more control rods NOT fully inserted, THEN emergency borate (5) ppm for each control rod not fully inserted.

Page of

Left-Hand Column
Basic action sequence

Right-Hand Column
Contingencies and transitions

CAUTION - critical and precautionary information

NOTE - advisory information

High level action step BOLD TYPE

Detailed steps - how to do high level action

Contingency action - when expected response is not obtained.

Transition to another procedure number and title

Logic statement, IF THEN emphasized.

Plant specific data required

FIGURE 7.6

TECHNICAL SERVICES PROCEDURE FORMAT

1.0 OBJECTIVE

Clearly state the purpose for which the procedure is intended. If the purpose is not clear from the title, a separate statement of applicability shall be provided to identify the reasons for particular operations.

2.0 REFERENCES

References, to include references to technical specifications, shall be included in procedures as applicable. References shall be identified within the body of the procedure when the sequence of steps requires other tasks to be performed prior to, or concurrent with, a particular step within that task.

3.0 DISCUSSION

A statement or statements to provide additional information for performing the procedure, as applicable.

4.0 ACCEPTANCE CRITERIA

Procedures shall contain, where applicable, acceptance criteria against which the success or failure of test-type activity would be judged. In some cases, there would be qualitative criteria (i.e., a given event does or does not occur). In other cases, quantitative values would be designated.

5.0 PRECAUTIONS

Precautions shall be established to alert the individual performing the task to those important measures which shall be used to protect equipment and personnel, including the public, or to avoid an abnormal or emergency situation.

6.0 PREREQUISITES

Each procedure shall identify those independent actions or procedures which shall be completed prior to its use. Prerequisites applicable only to certain sections of a procedure shall be so identified.

7.0 INITIAL CONDITIONS

Each procedure shall identify those plant conditions which shall exist prior to its use. Initial conditions applicable only to certain sections of a procedure shall be so identified.

FIGURE 7.6

TECHNICAL SERVICES PROCEDURE FORMAT
(Continued)

8.0 PROCEDURE

The main body of a procedure shall contain step-by-step instructions in the degree of detail necessary for performing a required function or task.

"Notes" may be used to provide additional information or provide clarification of procedure steps. Notes should be indented and may preceed or follow affected procedure steps.

"Cautions" are used to provide the procedure user information important to personnel, equipment, or plant safety. A "Caution" should be margined similarly to the step or steps affected, underlined, and preceed affected procedure steps.

9.0 FINAL CONDITIONS

Each procedure shall identify those plant conditions which shall exist following its use. Final conditions applicable only to certain sections of a procedure shall be so identified.

10.0 FIGURES

This section is provided to list Figures or Tables which are part of the associated procedure. A Figure or Table will contain the same information and page numbering in the upper right hand corner as any other page of the procedure. A Figure or Table shall be identified as such, and labeled 10.1, 10.2, etc. The Figure or Table shall also contain a descriptive title in the top center of the first page of the Figure/Table.

11.0 FORMS

This section is provided to list forms associated with the procedure. Forms are used in support of the procedure as instructed in paragraph 6.2. Forms include checkoff lists, data sheets, evaluation forms, etc.

FIGURE 7.7

TECHNICAL SPECIFICATION SURVEILLANCE PROCEDURE FORMAT

1.0 OBJECTIVE

Clearly state the purpose for which the procedure is intended. If the purpose is not clear from the title, a separate statement of applicability shall be provided to identify the reasons for particular operations.

2.0 REFERENCES

References, to include references to technical specifications, shall be included in procedures as applicable. References shall be identified within the body of the procedure when the sequence of steps requires other tasks to be performed prior to, or concurrent with, a particular step within that task.

3.0 DISCUSSION

A statement or statements to provide additional information for performing the procedure, as applicable.

4.0 ACCEPTANCE CRITERIA

Procedures shall contain, where applicable, acceptance criteria against which the success or failure of test-type activity would be judged. In some cases, there would be qualitative criteria (i.e., a given event does or does not occur). In other cases, quantitative values would be designated.

5.0 PRECAUTIONS

Precautions shall be established to alert the individual performing the task to those important measures which shall be used to protect equipment and personnel, including the public, or to avoid an abnormal or emergency situation.

6.0 PREREQUISITES

Each procedure shall identify those independent actions or procedures which shall be completed prior to its use. Prerequisites applicable only to certain sections of a procedure shall be so identified.

7.0 INITIAL CONDITIONS

Each procedure shall identify those plant conditions which shall exist prior to its use. Initial conditions applicable only to certain sections of a procedure shall be so identified.

FIGURE 7.7

TECHNICAL SPECIFICATION SURVEILLANCE PROCEDURE FORMAT
(Continued)

8.0 PROCEDURE

The main body of a procedure shall contain step-by-step instructions in the degree of detail necessary for performing a required function or task.

"Notes" may be used to provide additional information or provide clarification of procedure steps. Notes should be indented and may preceed or follow affected procedure steps.

"Cautions" are used to provide the procedure user information important to personnel, equipment, or plant safety. A "Caution" should be margined similarly to the step or steps affected, underlined, and preceed affected procedure steps.

9.0 FINAL CONDITIONS

Each procedure shall identify those plant conditions which shall exist following its use. Final conditions applicable only to certain sections of a procedure shall be so identified.

10.0 FIGURES

The section is provided to list Figures or Tables which are part of the associated procedure. A Figure or Table will contain the same information and page numbering in the upper right hand corner as any other page of the procedure. A Figure or Table shall be identified as such, and labeled 10.1, 10.2, etc. The Figure or Table shall also contain a descriptive title in the top center of the first page of the Figure/Table.

11.0 FORMS

This section is provided to list forms associated with the procedure. Forms are used in support of the procedure as instructed in paragraph 6.2. Forms include checkoff lists, data sheets, evaluation forms, etc.

STATION OPERATING PROCEDURE COVER FORM

A. IDENTIFICATION

NUMBER _____ REVISION _____

TITLE _____

ORIGINATOR _____

B. INDEPENDENT REVIEW

TITLE	SIGNATURE	DATE

C. DEPARTMENT SUPVR./MGR APPROVAL

TITLE	SIGNATURE	DATE

D. QUALITY ASSURANCE REVIEW ("S" AND "X" PROCEDURES ONLY)

TITLE	SIGNATURE	DATE

E. SORC APPROVAL SORC MEETING NO. _____

F. APPROVAL AND IMPLEMENTATION

STATION MANAGER	APPROVED DATE	EFFECTIVE DATE

STATION OPERATING PROCEDURE CANCELLATION FORM

A. IDENTIFICATION

NUMBER _____ REVISION _____

TITLE _____

ORIGINATOR _____

B. REASON FOR CANCELLATION

_____

_____

_____

C. APPROVAL

DEPT SUPVR/MGR (if applicable) _____

SORC MEETING NUMBER _____

STATION MANAGER _____ DATE _____

STATION OPERATING PROCEDURE CHANGE FORM

A. IDENTIFICATION

Proc. No. _____ Rev. _____ Change No. _____

Title _____

Initiated By _____ Date _____

B. CHANGE: _____

C. TYPE OF CHANGE (NON-INTENT ONLY)

☐ Permanent ☐ Temporary - Indicate evolution or specific time change is valid. _____

D. REASON FOR CHANGE: _____

E. NON-INTENT CHANGE AUTHORIZATION (N/A FOR INTENT CHANGE)

TITLE	SIGNATURE	DATE

F. REVIEW AND APPROVAL

Department Supervisor _____ _____

SORC Meeting No. _____

Station Manager _____ _____