

NOV 21 1984

Docket No. 50-315
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American Electric Power Service
Corporation
Indiana and Michigan Electric Company
ATTN: Mr. John E. Dolan
Vice Chairman
Engineering and Construction
1 Riverside Plaza
Columbus, OH 43216

Dear Mr. Dolon:

Subject: Operator and Senior Operator Licensing Examinations

In a telephone conversation between Mr. T. Reidinger (Operator Licensing) and Mr. Bill Nichols and Mr. Dick Stasser (Training Staff), arrangements were made for the administration of examinations at the D. C. Cook Nuclear Plant.

The written examinations are scheduled for the week of February 25, 1985. The plant oral examinations are (also) scheduled for the week of February 25, 1985.

In order for us to meet the above schedule, it will be necessary for the facility to furnish the approved reference material listed in Enclosure 1 "Reference Material Requirements for Operator/Senior Operator Licensing Examinations" by January 11, 1985. Any delay in receiving this material will result in a delay in administering the examinations. Our examinations are scheduled far in advance with considerable planning to best utilize our limited examiner manpower and to meet the examination dates requested by the various facilities. Therefore, missing the January 11, 1985 deadline, even by a few days, will likely result in a long delay since it may not be possible to reschedule examinations at other facilities. Mr. Bill Nichols has been advised of our reference material requirements, the number of reference material sets that are required, and the examiners' names and addresses where each set is to be mailed.

The facility management is responsible for providing adequate space and facilities in order to properly conduct the written examinations. Enclosure 2, "Administration of Operator/Senior Operator Licensing Written Examinations," describes our requirements for conducting these examinations. Mr. Bill Nichols has also been informed of these requirements.

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All operator and senior license applications should normally be submitted at least 60 days prior to the first examination dates so that we will be able to review the training and experience of the candidates, process the medical certifications, and prepare final examiner assignments after candidate eligibility has been determined. If the applications are not received at least 30 days prior to the examination dates it is likely that a postponement will be necessary.

This request for information was approved by the Office of Management and Budget under Clearance Number 3150-0101, which expires June 30, 1986. Comments on burden and duplication may be directed to the Office of Management and Budget, Reports Management Room 3208, New Executive Office Building, Washington, D.C. 20503.

Thank you for your consideration in this matter. If you have any questions regarding the examination procedures and requirements, please contact Mr. J. McMillen at 312-790-5559.

Sincerely,

Original signed by W. S. Little (for)

R. D. Walker, Chief
Operations Branch

Enclosures:

1. Reference Material Requirements
for Operator/Senior Operator
Licensing Examination
2. Administration of Operator
Licensing Written Examinations

cc w/o encls:

D. Wigginton, Project Manager, NRR
D. Beckham, Branch Chief, OLB

cc w/encls:

W. G. Smith, Jr., Plant Manager
DMB/Document Control Desk (RIDS)
Resident Inspector, RIII
Ronald Callen, Michigan
Public Service Commission
EIS Coordinator, USEPA
Region 5 Office
Bill Nichols, Plant Training
Manager

RIII

TRR
Reidinger/pg
11/13/84

RIII

Smith
McMillen
11/21/84

RIII

Walker
Walker
11/21

ENCLOSURE 1

Reference Material Requirements for Operator/Senior
Operator Licensing Examinations

Note: Required Material is indicated by an "x" opposite the item.

- X 1. Procedure Index (alphabetical by subject)
- X 2. All administrative Procedures (as applicable to reactor operation or safety)
- X 3. All Integrated Plant Procedures (Normal or General Operating Procedures)
- X 4. Emergency Procedures (Emergency Instructions, Abnormal or Special Procedures)
- X 5. Standing Orders (Important orders which are safety related and may supersede the regular procedures)
- X 6. Fuel Handling and Core Loading Procedures, (Initial Core Loading Procedure, when appropriate)
- X 7. Annunciator Procedures (alarm procedures, including set points)
- X 8. Radiation Protection Manual (Radiation Control Manual or Procedures)
- X 9. Emergency Plan Implementing Procedures
- X 10. Technical Specifications
- X 11. Lesson Plans (Training Manuals, Plant Orientation Manual, System Descriptions, Reactor Theory, Thermodynamics, etc.)
- X 12. System Operating Procedures
- X 13. Piping and Instrumentation Diagrams, electrical single line diagrams, or flow diagrams
- X 14. Technical Data Book, and/or plant curve information as used by operators
- X 15. Questions and Answers that Licensee has prepared (Voluntary by Licensee)
- 16. Malfunction and Initial Condition Material for Simulator (if applicable)
- X 17. Other : Note: Please send entire P&ID.

All of the above reference material should be approved, final issues, and should be so marked. Uncontrolled, preliminary, or other such issues will not be acceptable except for cold license examinations. All procedures and reference material should be bound or in the form as used by the control room operators, with appropriate indexes or tables of contents so that they can be used efficiently.

If a cold-license plant has not finalized some of the material, the chief examiner is responsible for ensuring that the most complete, up-to-date material is available and that agreement has been reached with the licensee for limiting changes before the administration of the examination.

ENCLOSURE 2

Administration of Reactor/Senior Reactor Operator Licensing Written Examinations

Operator Licensing Branch requirements are:

1. A single room shall be provided for completing the written examination. The location of this room and supporting restroom facilities shall be such as to prevent contact with all other facility and/or contractor personnel during the duration of the written examination. If necessary, the facility should make arrangements for the use of a suitable room at a local school, motel, or other building. Obtaining this room is the responsibility of the licensee.
2. Minimum spacing is required to ensure exam integrity as determined by the chief examiner. Minimum spacing should be one candidate per table, with 3 foot spacing between tables. No wall charts, models, and/or other training materials shall be present in the examination room.
3. Suitable arrangements are to be made by the facility if the candidates are to have lunch, coffee, etc. These arrangements shall comply with Item 1 above. These arrangements will be reviewed by the examiner and/or proctor.
4. The facility may arrange to have a maximum of one facility staff member per section per examination available to review the examination questions and answer key. This review will only begin after all of the candidates have completed the examination and all examination materials and notes have been turned in to the examiner. The review will normally be limited to a maximum of 2 hours (elapsed time). After the review, all copies of the examinations and answer keys will be collected by the examiner.
5. The licensee will provide pads of 8-1/2 x 11" lined paper in unopened packages for each candidate's use in completing the examination. The examiner will distribute these pads to the candidates. All reference material needed to complete the examination will be furnished by the examiner. Candidates can bring pens, pencils, calculators or slide rules into the examination room and no other equipment or reference material is allowed.
6. Only black ink or dark pencils should be used for writing answers to questions.