QC PROCEDURE FOR: RETENTION OF QUALITY ASSURANCE RECORDS	PROCEDURE NO. 17.3
	REVISION LETTER B
	PAGE 1 OF 8

	NAME	ORGANIZATION	DATE
PREPARED BY:	[illegible]	NQA Program	2-20-76
CHECKED BY:	R. P. Lynsky	NQA Program	2-23-76
REVIEWED AND APPROVED BY:	J. G. Rawlings by RPL	Nuclear Quality Systems	2-23-76
	J. W. Reed	Nuclear Quality Engineering	2-26-76
	C. E. White	Nuclear NDE	3-1-76
	[illegible]	Nuclear Inspection	3-1-76
	[illegible]	Contract Administration	3-2-76
	[illegible]	Component Engineering	3-3-76
	[illegible]	Welding Engineering	3-3-76
	[illegible]	NQA Manager	3-3-76

CONTRACT APPLICABILITY
All

EFFECTIVE DATE: 3-4-76

1.0 Purpose:

1.1 To delineate technical details and administrative controls governing accumulation and retention of Quality Assurance records. This procedure is in conformance with Quality Assurance System 17 requirements.

2.0 Procedure for accumulation and retention of records relating to specific contracts.

2.1 Those records relating to specific contracts and the organizations responsible for their accumulation and retention are shown in *Form Pages 78 and 79* (Quality Engineer's Records Checklist). *If it is determined that these records are to be maintained by C-E after shipment, the storage time shall be for 40 years or the life of the plant.* Each organization shall maintain those records for which they are responsible in an orderly manner so as to assure retrievability. Such files shall also be maintained in such a way as to minimize the possibility of loss, damage or deterioration. *Records may be maintained on micro-film.*

2.1.1 Those records for which Nuclear Quality Assurance Sections are responsible shall be defined as follows:

(A) Quality Engineering:

1. Certified Material Test Reports
2. *Reports of Inspection*
3. *Completed Shop Travelers (see Note below)*
4. Rejection Notices and Disposition, (Including weld repair maps)
5. ASME Code Data Reports and Certifications (*To include Partial Data Reports*
6. Vendor's Nondestructive Examination Specifications
7. Integrated Manufacturing/Quality Plans
8. Waiver Approvals (Design Engineering waivers)
9. Contract Quality Assurance Correspondence
10. *Material Certification Reports*
11. Purchase Orders
12. Radiograph Location Maps

NOTE: It will not be necessary to keep travelers used to fabricate jigs, fixtures, backing bars, run-out tabs, temporary lifting lugs, tie straps, and round-up rings.

(B) Inspection

1. Ferrite and Weld Chemistry Records
2. Hydrostatic Test Records
3. Quench and Temper Logs
4. Accumulated Post Weld Heat Treat Time Records
5. Weld Inspection Records
6. Name Plate Facsimiles
7. Leak Test Records
8. Inspection Records (Sketches, logs, etc.)
9. Back-up Data for As Built Drawings
10. Back-up Data for Material Identification and Location Maps

(C) Nondestructive Examination

1. Radiographic Film
2. Radiographic Technique Sheet
3. Weld Seam Acceptance Forms
4. Ultrasonic Test Examination Records

2.1.2 Other departments shown in *Form Pages 78 and 79* as having a specific responsibility for accumulation and retention of Quality Assurance records shall prepare such detail procedures governing the filing, storage, and responsibility and any other pertinent details required to assure compliance with the requirements of this Quality Assurance System.

2.2 The cognizant Quality Engineer shall verify *by audit* the record retention activities a minimum of every nine (9) months. This verification shall be accomplished utilizing the Quality Engineer's Records Checklist (see form pages 78 and 79) and shall be documented by the Quality Engineer's dated signature on the back of the form. Discrepancies noted as a result of this review shall be brought to the attention of the responsible Department for correction.

2.3 Prior to release for shipment per Quality Assurance System 10, the cognizant Quality Engineer shall circulate the Records Checklist to the responsible departments. These departments shall sign all the applicable blanks on the checklist in affirmation that the required records have been retained and are in proper order. Upon completion of all required sign-offs, the cognizant Quality Engineer shall *verify*, sign and date the checklist and forward the original to the Authorized Inspection Agency Representative.

2.4 Records on completed contracts *which were not generated by the Quality Assurance Department* shall be forwarded by responsible organizations to the Administrative Services Department for inactive storage. Procedures governing the forwarding and inactive storage of complete records shall be prescribed by Administrative Services. Organizations transferring records shall comply with the requirements of these procedures and the requirements of this Quality Assurance System.

2.5 Quality Assurance Department records accumulated and maintained by *Sections* as shown in paragraph 2.1.1 above shall be forwarded to the Quality *Assurance* Records Group upon request with six (6) months of component shipment. Such records, with the exception of Radiography film, Radiography Acceptance Forms and Radiographic Technique Sheets shall be forwarded in bound folders suitably labeled as to content. Radiographic Film, Technique Sheets, and Acceptance Forms shall be stored together in film envelopes marked and labeled in accordance with requirements of Quality Assurance System 9 *or in folders with other bound documents*.

The summary sheet indicating the type of records and other identification (see nomenclature in paragraph 2.1.1 above) shall accompany all transferred records. *QA Records* personnel assisted by personnel from transferring organizations as required shall store such records in suitable file containers. In parallel with storage activities a Record Section File Card shall be prepared on each file box indicating the following minimum information:

1. Box Number
2. Contract Number or Miscellaneous
3. Contents of Box
4. Location of Box

A copy of the *information listed on the* completed file card shall be placed in each filled box.

Records received by the Quality *Assurance* Records Group shall be stored in *the* Quality Assurance Storage Area to provide ready reference as required to furnish information on shipped components. *Those records in the Storage Area may be removed only by Nuclear Quality Assurance personnel. The person removing the record must identify himself in writing to Quality Assurance Records, indicate the records removed and the date of removal.*

3.0 Procedure for accumulation and storage of other Quality Assurance Records

3.1 Quality Assurance Records relating to more than one contract, e.g., calibration records, welding procedure qualification records, etc., and the organization responsible for their accumulation and retention are shown in *Appendix I* of this procedure. These records shall be maintained for *at least* 40 years. Responsible organizations shall maintain such records for a specified active period predicated upon their use in accordance with the requirements of paragraph 2.1 above. *The responsible organization has the option of micro-filming the records which must be maintained.* The active period for each type of document shall be specified by the organization responsible for its accumulation and retention after which these documents shall be forwarded to Administrative Services for inactive storage in accordance with Paragraph 2.4 above.

3.1.1 Specific *Nuclear* Quality Assurance Section responsibilities shall be as follows:

A) Nondestructive Examination and Inspector personnel qualification records shall be maintained in *Nuclear Quality Systems* until the certification is no longer valid. Subsequent to this, such records shall be forwarded to the Quality *Assurance* Records Group annually for storage in accordance with paragraph 2.4.1 and 2.4.2 above.

B) Calibration Records shall be maintained in the Gage Room until the item is no longer usable. Records on unusable items shall be forwarded to the Quality *Assurance* Records Group annually for storage in accordance with paragraph 2.4.1 and 2.4.2 above.

C) Furnace Recorder Charts, Quench Records, and Furnace Charge Records shall be retained in Inspection for four (4) years. Such records shall be forwarded in the first quarter of the fifth (5) year preceding their generation to the Quality *Assurance* Records Group for retention and storage in accordance with paragraph 2.4.1 and 2.4.2 above.

D) All documentation relative to the qualification to the Nondestructive Examination procedures and equipment with the exception of Radiography Film shall be maintained in active Quality Engineering files for a period not to exceed five (5) years after the last date of use of the procedure or equipment. Subsequent to this, the records shall be forwarded to the Quality *Assurance* Records Group for retention and storage in accordance with paragraph 2.4.1 and 2.4.2 above. Radiographs relative to Nondestructive Examination procedure and equipment qualifications shall be retained by the Nondestructive Examination Section using the same procedures and the same time period specified for other documents above.

4.0 After the expiration of the required retention period for contract quality records, *Contract Administration* shall coordinate with the Owner for the transfer or destruction of the records. After 40 years, quality records not relating to specific contracts *may* be destroyed.

5.0 Corrections and/or Modifications of Quality Assurance Records:

5.1 The following requirements shall apply to all handwritten records entries:

A. Entries shall be legibly written in ink or ball point pen.

B. All signatures shall include initials and last name minimum

C. All signatures shall be dated as to indicate the month, day and year.

5.2 Record revision shall be made by marking through the original entry using a single ink line in such a manner that the original entry is not obliterated. The revised entry is then completed and signed-off by the person making the revision in accordance with the procedures defined in Paragraph 5.1 above.

5.3 No *erasures* shall be permitted to remove any record of document entry.

APPENDIX I

The following records having application to multiple contracts shall be maintained by the Organization as noted:

A) *Metallurgical & Materials* Laboratory:

1. ASME Code, Addenda, and Code Cases
2. Purchase Specifications
3. M&P Specifications
4. Certification of Qualification of Destructive Test Personnel

B) *Quality Engineering:*

1. *Calibration Control Manual for Measuring and Test Equipment*

C) Inspection:

1. Heat treatment charts, charge records, and quench and temper records
2. Calibration records

D) Nondestructive Examination Section:

1. Radiography Film relative to equipment and procedure qualifications

E) Welding Engineering:

1. *Welding procedure qualification records*
2. Welding personnel certification records
3. *Detail Welding Procedures (DWP's)*
4. *Detail Welding Procedure Specifications (DWPS's)*

F) Methods Engineering:

1. Nuclear Fabrication Practices

G) Quality Systems:

1. *Quality Control Procedures*
2. *Quality Assurance Manual Systems*
3. *Internal and external quality audit reports*
4. *Corrective Action records and reports*
5. *Inspection and Test Instructions*
6. *Appraisal Personnel Certification Records*

POWER SYSTEMS
General Services Quality Assurance
Windsor, Connecticut

* REV. 01 SAM 8/30/76

SAM/ATF
OM-FILE

CERTIFICATION OF EQUIPMENT

9270.9032734-D

SEP 1 1976

Project: Louisiana Power & Light - Waterford #3
Contract: 9270
Component: Reactor Vessel
Component Code No.: 21-02-01-0000
Vendor: C-E NCM
Vendor Dwg. No.: See Note #1
Mfg. Order/ Purchase Order No.: 9032734 / -----------
Supp.: ~~60~~ 63* / ----------
Specification No.: *9270 ~~09720~~-PE-110
Rev. No.: 3
Tag Nos.: 74170
Shipment No.: 1
☐ Partial
☒ Final

We hereby certify the above referenced equipment was fabricated and tested in accordance with the Purchase Order/Manufacturing Order Requirements, together with referenced Codes, Specifications and Procedures and is acceptable for shipment.

Certified by: [signature] 7.23.76
Vendor Representative & Title — Date
P. C. Kiefer, QE

Except as indicated,* technical documentation required prior to shipment and requiring Functional Group review has been received, reviewed, and accepted. • As-built drawings (Para. 7.1.6), certification of materials (Para.7.4.2), and Vessel Fabrication Report (Para. 7.5).

[signature] 7/20/76
C-E Cognizant Engineer — Date
T. W. Iannuzzi 7/20/76

Except as indicated,* the above referenced equipment has satisfactorily passed a final inspection and/or a review of required documentation preparatory to shipment. Documented evidence of satisfactory fabrication and required testing is available and shall be maintained on file in accordance with P.O./M.O. requirements. Certification by C-E does not constitute approval of any designs, materials or equipment which will not fulfill the requirements established by the P.O./M.O. The Seller shall accept full responsibility for its work and compliance with the procurement document(s).

•

CA F Parekh 7 23 76.
C-E GQC Representative — Date
~~B. B. Deger~~

Distribution:

To: B. R. Davis
Mgr., GSQA Group QC

cc: J. O. Booth
Customer Site Erection Representative

n/a
C-E Construction Services

W. D. Mawhinney
C-E Project Mgr.

R. J. Brooks
C-E Production Control

n/a
C-E Purchasing

T. W. Iannuzzi
C-E Functional Engrg. Group

Note #1: Refer to Dwg. Nos.:

B 74170-162-001-06
B 74170-162-002-04

C-E 0010340 (Rev. 9/75)