5/4-24 SCP 2-

TITLE PAGE (APPROVAL SHEET)

DEPARTMENTAL PROCEDURE MD-1-011 REVISION 2

APPROVAL DATE August 11, 1983

EFFECTIVE DATE August 11, 1983

MAINTENANCE DEPARTMENT PROCEDURES - DEVELOPMENT, CONTROL, AND DISTRIBUTION

APPROVED: L. Vincent Timm

DEPARTMENTAL PROCEDURE

CHANGE/REVISION/DELETION REQUEST

PROCEDURE NO. MD-1-011 TITLE Maintenance Department Procedures - Development, Control and Distribution

EFFECTIVE DATE _____
(if different from Group Head approval date)

PROCEDURE STATUS

A. Change No. 2

B. Revision No. 2

C. Deletion N/A

REASON FOR CHANGE, REVISION, OR DELETION

Shorten Technical Review Checklist (AP 6.9) to one page in length. Re-designate additional checklist items as "Procedure Writing Guidelines."

REVIEW SIGNATURES

Originator David Doherty Date 11-3-83

Technical Review Robert B Stanford Date 11/3/83

PROCEDURE EVALUATION - Does this change, revision, or deletion:

	YES	NO
1. Change the facility as described in the FSAR?		X
2. Change the procedures as described in the FSAR?		X
3. Conduct tests/experiments not described in the FSAR?		X
4. Create a condition or conduct an operation which exceeds or could result in exceeding, the limits in Technical Specification?		X

If the answer to any of the above is yes, complete and attach a 10 CFR 50.59 Safety Evaluation checklist.

PROCEDURE EVALUATION Robert B Stanford Date 11/3/83

Q.C. Review L. L. Sherman Date 11-3-83

Department Head [signature] Date 11/3/83

TEMPORARY APPROVAL SIGNATURES *

NOS _____ Date _____

Maint. Super (or Group/Dept. Head) _____ Date _____

*Temporary approval must be followed by QC Review, Department Head Review and Group Head Approval within 14 days.

PERMANENT APPROVAL SIGNATURE (Changes/Deletions Only - For Revisions, see Title Page)

Group Head [signature] Date 11/3/83

DEPARTMENTAL PROCEDURE

CHANGE/REVISION/DELETION REQUEST

PROCEDURE NO. MD-1-011 TITLE Maintenance Department Procedures - Development, Control and Distribution

EFFECTIVE DATE _____
(if different from Group Head approval date)

PROCEDURE STATUS

A. Change No. 1

B. Revision No. 2

C. Deletion N/A

REASON FOR CHANGE, REVISION, OR DELETION

Amplify wording on how "Changes" may be entered. Enter Att. 6.12 identifying locations of CONTROLLED VOLUMES. Require completeness verification at least every two years.

REVIEW SIGNATURES

Originator David Bofenth Date 9-21-83

Technical Review Robert B Hanford Date 9/22/83

PROCEDURE EVALUATION - Does this change, revision, or deletion:

	YES	NO
1. Change the facility as described in the FSAR?	___	✓
2. Change the procedures as described in the FSAR?	___	✓
3. Conduct tests/experiments not described in the FSAR?	___	✓
4. Create a condition or conduct an operation which exceeds or could result in exceeding, the limits in Technical Specification?	___	✓

If the answer to any of the above is yes, complete and attach a 10 CFR 50.59 Safety Evaluation checklist.

PROCEDURE EVALUATION Robert B Hanford (R24) Date 9/22/83

Q.C. Review NA [illegible] Date 9-22-83

Department Head [illegible] Date 9/21/83

TEMPORARY APPROVAL SIGNATURES *

NOS _____ Date _____

Maint. Super (or Group/Dept. Head) _____ Date _____

*Temporary approval must be followed by QC Review, Department Head Review and Group Head Approval within 14 days.

PERMANENT APPROVAL SIGNATURE (Changes/Deletions Only - For Revisions, see Title Page)

Group Head [signature] Date 9/22/83

WATERFORD 3 SES

DEPARTMENTAL PROCEDURE

CHANGE/REVISION/DELETION REQUEST

Procedure No. MD-1-011 Title Maintenance Department Procedures — Development, Control, and Distribution

Effective Date _____
(If different from Group Head approval date)

Complete A, B, or C

A. Change No. N/A

B. Revision No. 2

C. Deletion N/A

REASON FOR CHANGE, REVISION, OR DELETION

Incorporate Group Head as approval authority. Add Attachments 6.10 and 6.11. Add steps to require Field Control Copy verification every 7 days. Expand definition section. Revise signature section of Attachment 6.8.

REQUIRED SIGNATURES

Originator David Doherth Date 8-1-83

Technical Review Robert B. Bickford Date 8/8/83

SAFETY EVALUATION

Does this change, revision, or deletion:	YES	NO
1. Change the facility as described in the FSAR?	___	X
2. Change the procedures as described in the FSAR?	___	X
3. Conduct tests/experiments not described in the FSAR?	___	X
4. Create a condition or conduct an operation which exceeds or could result in exceeding, the limits in Technical Specification?	___	X

If the answer to any of the above is yes, complete and attach a 10 CFR 50.59 Safety Evaluation checklist.

Safety Evaluation Robert B. Bickford Date 8/8/83

Temporary Approval * _____ Date _____

Temporary Approval * _____ Date _____

QC Review L. L. Skinner Date 8-10-83

Group/Department Head _____ Date _____

*Temporary approval must be followed by QC Review and Group/Department Head approval within 14 days.

TABLE OF CONTENTS

LIST OF EFFECTIVE PAGES

Title	Revision 2
1-41	Revision 2
1, 16, 18, 21, 23, 42	CHANGE 1
1, 8, 9, 10, 11, 13, 22, 23, 15, 32-39.	CHANGE 2

CHANGE 1 9-21-83

CHANGE 2 11-3-83

1.0 PURPOSE

This procedure provides the guidance and the mechanism necessary to develop, review and approve; change or revise; and delete, control and distribute Waterford 3 SES Maintenance Department Procedures.

2.0 REFERENCES

2.1 UNT-1-002, Procedure Numbering and Format

2.2 UNT-4-009, Control, Distribution and Handling of Program Descriptions and Plant Operating Procedures

2.3 UNT-1-004, Plant Operations Review Committee

2.4 ANSI N18.7-1976 (ANS3.2), Administrative Controls and Quality Assurance for the Operational Phase of Nuclear Power Plants

2.5 USNRC Regulatory Guide 1.33, Revision 2, February 1978, Quality Assurance Program Requirements (Operations)

2.6 Waterford 3 SES Final Safety Analysis Report, Section 13.5, Plant Procedures

2.7 Waterford 3 SES Final Safety Analysis Report, Section 16.6.0, Administrative Controls

2.8 UNT-1-003, Procedure Development, Review and Approval; Change and Revision; and Deletion

2.9 UNT-5-002, Condition Identification and Work Authorization

3.0 DEFINITIONS

3.1 PERSONNEL TERMS

3.1.1 Author - The person assigned by the cognizant Group Head or Department Head to write a procedure; or any individual designated by the cognizant Group/Department Head to perform a function assigned to the "Author" in this procedure.

3.1.2 Originator - The person who initiates a change, revision or deletion of an approved procedure.

3.1.3 Technical Reviewer - The person assigned by the cognizant Group Head or Department Head to conduct a technical review of a new procedure or of a change, revision or deletion of an approved procedure. The Technical Reviewer shall not be the Author/Originator of the subject new procedure change, revision or deletion.

3.2 PROCEDURAL TERMS

3.2.1 Departmental Procedures - Procedures which are not required to be in the Plant Operating Manual (POM), but which are necessary for the proper functioning of departments. Reference 2.8 requires that certain procedures be reviewed by PORC and approved by the Plant Manager-Nuclear. These include administrative procedures that control maintenance of safety-related equipment, Technical Specification Surveillance Procedures, and procedures for maintenance of major equipment such as:

3.2.1.1 Rework of steam generator tubes

3.2.1.2 Replacement of reactor coolant pump seals

3.2.1.3 Replacement of important strainers and filters

3.2.1.4 Rework or replacement of safety valves

3.2.1.5 Rework or replacement of nuclear instruments

3.2.1.6 Removal and replacement of reactor vessel head

3.2.2 Typographical Correction - The correction of an obvious, non-numerical typographical error in an approved procedure by a single line through the erroneous character(s) writing in the correct character(s), and initialing and dating the correction. Anyone may make a typographical correction to a departmental procedure. Review and approval are not applicable.

3.2.3 Revision - The word processing and reissuing of an approved procedure for the purpose of incorporating any modification(s) to its content, organization or format. The difference between a revision and a change (step 3.2.4) is one of scope; a proposed change that would render a procedure difficult to read or comprehend due to multiple addendum pages and/or strikeouts should be processed as a revision. Revisions are approved by the Group Head or his designee. Unless specifically stated otherwise in this procedure, approval by Group Head is to mean "Group Head or his designee."

3.2.4 Change - The reissuing of individual marked-up pages of an approved procedure for the purpose of incorporating any modification(s) to its content, organization or format. Changes are approved by the Group Head.

3.2.4.1 The following types of modification require Group Head approval prior to implementation:

A. Any change which alters either the purpose or scope of a procedure as stated in the "Purpose" section

B. Any change which alters an acceptance criterion or acceptance limits associated with a procedure

C. Any change to quantitative setpoints or limits associated with a nuclear safety-related system or components

D. Any change which results in operation of equipment or components in a mode of operation or to satisfy a function for which they were not designed

3.2.4.2 The following types of modification require Plant Engineering evaluation prior to approval by the Group Head:

A. Any change which results in a change to the facility as described/presented in the FSAR

B. Any change to plant procedures or administrative controls as described or referenced in the FSAR

C. Any change which proposes a test or experiment not described in the FSAR

D. Any change which creates a condition or conducts an operation which exceeds or could result in exceeding the limits in Technical Specifications

3.2.5 Temporary Change - A change (step 3.2.4) which is needed on an immediate basis and which does not involve any of the eight criteria of step 3.2.4.1 or 3.2.4.2.

A temporary change is implemented following temporary approval by the NOS and Maintenance Supervisor (or Group Head). Temporary changes must be reviewed by QC and approved by the Group Head within 14 days of the temporary approval date. If the Group Head grants approval within the 14-day period, they become permanent changes.

3.2.6 Approval Date - The date upon which the Group Head signs approval of a new procedure, revision, change or deletion.

3.2.7 Effective Date - A specific implementation date for a new procedure revision, change or deletion. The effective date may be a milestone activity such as "fuel load." When an effective date is not indicated on a Review Cover Sheet or Change/Revision/Deletion Request, the approval date (step 3.2.6) serves as the effective date.

3.2.8 POMC Print - The typed/edited copy of the procedure draft from word processing.

3.2.9 Central Distribution Location - The storage location where the departmental Master Copy of each procedure is kept.

3.2.10 Master Copy - The first copy produced from the Group Head-approved POMC print. The Master Copy shall be kept as a Controlled Copy and designated as the Master Copy.

3.2.11 Controlled Copy - Procedures which are stamped on the title page in red as "Controlled Copy." Each department shall maintain accountability of its Controlled Copies and verfiy that they are the latest approved version of the procedure.

3.2.12 Field Controlled Copy - Procedures which are stamped on the title page in red as "Field Controlled Copy." Each department will maintain accountability of issued Field Controlled procedures for seven (7) days and ensure that they are verified (as required) to be the latest approved version of the procedure.

3.2.13 Uncontrolled Copy - Any procedure not meeting the criteria of step 3.2.11 or 3.2.12. Copies of original RED marked procedures are to be considered Uncontrolled Copies. Uncontrolled Copies shall not be used to perform "in-hand" procedure maintenance.

3.2.14 Verification - Comparison of a procedure's content to a Controlled Copy of the procedure to ensure that they are identical.

3.2.15 "In-Hand" Procedure Use - Maintenance tasks to be done by physically having and referring to the appropriate written Field Controlled procedure. These tasks are defined in UNT-4-009 (Reference 2.2).

3.2.16 Group Head - The supervisor who is responsible for all maintenance tasks and departments (I&C, Electrical, Mechanical).

3.2.17 Department Head - The supervisor who is responsible for an individual maintenance department (I&C, Electrical, Mechanical) and the maintenance tasks associated with the department.

4.0 RESPONSIBILITIES

4.1 The Group Head or his designee shall have overall responsibility for implementation of this procedure.

4.2 The Group Head or his designee shall be responsible for preparing, implementing and maintaining this procedure.

4.3 The department is responsible for:

4.3.1 Maintaining the department's procedure binders

4.3.2 Entering new procedures into the binders

4.3.3 Ensuring that all procedure revisions and changes are promptly entered into all Controlled Copies including Field Controlled Copies

4.3.4 Ensuring that all procedures which involve coordination with other departments receive a technical review by the affected department

4.4 Plant Engineering shall review procedures which involve complex maintenance as determined by the Department Head.

4.5 Central Records shall maintain a copy of all procedures (including changes, revisions and deletions) as the historical record.

4.6 Other responsibilities are as delineated in section 5.0.

5.0 PROCEDURE

5.1 GENERAL

5.1.1 Maintenance that can affect the performance of plant equipment and/or the quality of such maintenance shall be properly preplanned and performed in accordance with written procedures. Skills normally possessed by qualified maintenance personnel may not require detailed step-by-step delineation in a procedure. UNT-5-002, section 5.1.11, contains additional guidance for determining when a procedure is required.

5.1.2 Procedures which are to be used on an infrequent or one-time basis should be issued as Special Work Instruction. The Department Head should determine which procedures are issued as permanent procedures.

5.1.3 Procedures shall be reviewed at least every two years. A procedure is considered reviewed if a revision has been approved. Departments shall ensure that documentation of the two-year procedure review is produced.

5.1.4 Procedures which were deleted from the POM because it was determined that PORC/PM-N approval is not required shall be designated as departmental procedures. The department shall designate a Master Copy of the procedure. The Master Copy shall be kept at the Central Distribution Location. Copies of the Master Copy shall be placed in the departmental procedure binders in accordance with section 5.6.

5.2 DEVELOPMENT, REVIEW AND APPROVAL OF NEW PROCEDURES

NOTE

Attachment 6.1 is a flow chart of new procedure development.

5.2.1 The cognizant Department Head initiates a new procedure by assigning the Author and one or more Technical Reviewer(s).

5.2.2 The Author shall prepare a clean, legible rough draft in a format prescribed by UNT-1-002 (Reference 2.1). The Author shall ensure that adequate provisions have been made to provide necessary Quality Control Hold and/or Witness Points. The author shall utilize the guidelines of Attachment 6.9 (pages 2 thru 8) in preparing the draft.

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5.2.2.1 The Author shall determine which attachments can be word processed and which will require drafting. Attachments requiring drafting shall be approved by the Department Head. Rough drafts of attachments requiring drafting should be

submitted to Drafting in time to receive completed work prior to Group Head approval.

5.2.2.2 If a procedure is not complete, the author shall prepare a Missing Information List (Attachment 6.3) prior to submission for technical review. Each missing item (such as UNID tag numbers, setpoints, procedure references, acceptance criteria, etc.) shall be listed on the Missing Information List. The Author shall insert a "(LATER)" in the procedure at the location of the missing item. Missing information is cleared by a change or revision.

5.2.2.3 The Author shall complete entries at the top of the Review Cover Sheet (Attachment 6.4). If the procedure is to have a specific effective date, the effective date/milestone activity shall be indicated.

5.2.2.4 The Author shall determine the number of review copies needed and duplicate his rough draft to provide copies for the Technical Reviewer(s).

5.2.2.5 The Author shall attach forms and distribute copies of the rough draft as follows:

A. Attach Review Cover Sheet and Missing Information List for copy (or copies) for the Technical Reviewer(s)

5.2.3 Technical Review - The Technical Reviewer(s) shall perform the following function:

5.2.3.1 Conduct a thorough review, including verification of any Hold/Witness Points. The Technical Reviewer should review the procedure to verify compliance with the applicable procedure writing guidelines established on Page 2 thru 8 of Attachment 6.9. The Technical Reviewer(s) should document the conduct of the technical review by completing a Technical Review Checklist (Page 1 of Attachment 6.9). Any questions answered "NO" on the Technical Review Checklist shall be documented on a Document Review Comments sheet by entering the appropriate comment. Comments will be submitted by the Technical Reviewer to the Author for resolution. If the

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Technical Reviewer and the Author are unable to resolve comments, the responsible Department Head shall determine a resolution and document the resolution on the affected Document Review Comments sheet, ~~Technical Review Checklist Cover Sheet or both (if applicable).~~ CHANGE 2 5.2b 11-3-87

5.2.3.2 After the Author has incorporated any comments in the draft, the Technical Reviewer shall answer procedure evaluation questions 1 through 4 on the Review Cover Sheet (Attachment 6.4), sign it and date it.

5.2.3.3 If the Review Cover Sheet has a "YES" answer for any of questions 1 through 4, the Technical Reviewer shall complete, sign and date the 10CFR50.59 Safety Evaluation (Attachment 6.5), and:

A. In an attachment, set forth the bases and criteria used to determine that the reviewed procedure does or does not involve an "unreviewed safety question."

B. Include an evaluation for each question 1 through 7 of the Safety Evaluation.

5.2.3.4 Attach these sheets, the Missing Information List, the Technical Review Checklist, ~~Cover Sheet, and the Technical Review Checklist~~ to the Review Cover Sheet and draft. Submit to Author. CHANGE 2 5.2a 11-3-87

NOTE

When a procedure is needed immediately, the editing-word processing cycle may be bypassed; however, the procedure must be submitted to word processing on a timely basis following Group Head approval so that a typed and edited copy will be produced. Instructions for the processing of handwritten RUSH procedures are given in section 5.2.13.

5.2.4 After obtaining approval recommendation signatures from the Technical Reviewer(s) on the Review Cover Sheet, the procedure shall be prepared for editing/word processing by verifying the following items:

5.2.4.1 The Review Cover Sheet has required signatures and all required information is properly completed.

5.2.4.2 Any "NO" answer on the Technical Review Checklist ~~Cover Sheet~~ is accompanied by a Document Review Comments sheet and is indicated "Resolved." CHANGE 3 SD 11-3-87

5.2.4.3 All draft pages, including photocopies of any attachments not yet drafted, are present.

5.2.5 The department shall then submit the draft procedure to POMC, where it is edited and a print is made and proofread.

5.2.6 After receipt of the POMC print (typed and edited), the department shall forward the POMC print (or a copy) to the QC Engineer with the Review Cover Sheet.

5.2.7 QC Review - The QC Engineer shall perform a quality control review of the procedure.

5.2.7.1 The QC Engineer shall verify or, if necessary, identify any QC Hold/Witness Points required in the procedure.

5.2.7.2 He shall meet, when necessary, with the Technical Reviewer or Department Head to resolve any comments.

5.2.7.3 He shall indicate completion of the review and satisfactory incorporation of comments by signing and dating the Review Cover Sheet. He shall then return the procedure, Review Cover Sheet and QC Checklist (if applicable) to the department.

5.2.8 Department Head review - After QC review, the Department Head shall review the procedure.

5.2.8.1 The Department Head shall use Document Review Comments sheets (Attachment 6.6) to note comments.

5.2.8.2 The Author shall resolve comments received and incorporate them in the POMC print of the procedure.

5.2.8.3 In the event that a draft is accompanied by a Safety Evaluation, Plant Engineering and PORC shall evaluate any unreviewed safety question.

5.2.8.4 Upon satisfactory resolution of Department Head comments, the Department Head shall sign the Review Cover Sheet.

5.2.9 Upon satisfactory resolution of Department Head comments, the department shall forward the POMC print with all comments incorporated to word processing where a final print of the procedure incorporating all review comments shall be made.

5.2.10 The department shall prepare a Title Page (Attachment 6.7) and submit the following for Group Head approval:

5.2.10.1 Final POMC print of procedure

5.2.10.2 Title Page

5.2.10.3 Review Cover Sheet

5.2.10.4 Technical Review Checklist ~~Cover Sheet and Technical Review Checklist~~ CHANGE 2 SAR 11-3-83

5.2.10.5 Document Review Comments sheets

5.2.10.6 10 CFR 50.59 Safety Evaluation, if applicable

5.2.10.7 QC Review Checklist, if applicable

5.2.11 Group Head Approval - The Group Head shall review the procedure (resolve comments with Author), then sign the Title Page (Attachment 6.7), thereby signifying procedure approval. The department shall ensure that the approval date (and effective date, if different) appear on the Title Page.

5.2.12 The department shall reproduce the final POMC print and designate this as the Master Copy. The Master Copy shall be kept at the Central Distribution Location where it will be maintained and controlled in accordance with section 5.6.

5.2.13 In an immediate need situation, a procedure may be reviewed, approved and issued for use in handwritten form. The procedure for this is as follows:

5.2.13.1 The draft procedure shall be prepared per steps 5.2.2 through 5.2.2.5. In addition, the Author shall ensure that:

A. The procedure number appears on each page, including attachments.

B. Each page is clearly numbered in the format "page n of n."

Technical review and comment resolution shall be performed per steps 5.2.3 through 5.2.3.4.

5.2.13.2 Following technical review, the department shall forward the procedure, Review Cover Sheet, and 10 CFR 50.59 Safety Evaluation (if applicable) to QC. QC review shall be performed per steps 5.2.7 through 5.2.7.3.

5.2.13.3 The Department Head shall review the procedure per steps 5.2.8 through 5.2.8.4.

5.2.13.4 The Group Head shall review and approve the procedure per step 5.2.11, then sign and date the Title Page.

5.2.13.5 The department shall ensure that the proper revision number appears on each page of the procedure, then distribute the procedure per step 5.2.12.

5.2.13.6 The department shall prepare an entry for the "tickler file," whose purpose it is to track procedures which are approved in handwritten form.

5.2.13.7 The Department shall submit the handwritten procedure to editing/word processing on a timely basis and remove the entry from the "tickler file" upon approval. The draft as submitted to word processing shall include all changes approved by the Group Head (when still applicable).

5.2.13.8 The revision to the handwritten procedure shall be processed, reviewed and approved per section 5.3 of this procedure.

5.3 DEVELOPMENT, REVIEW AND APPROVAL OF REVISIONS

NOTE

Attachment 6.1 is a flow chart of revision development.

5.3.1 Originator - The Originator completes the top of a Change/Revision/Deletion Request form (Attachment 6.8) by entering the procedure number, procedure title and effective date (if applicable); entering the revision number (step 5.3.1.1); writing a brief description of the reason for the revision; and signing and dating the "Originator" line. Blank spaces (e.g., "Effective Date," "Change No.," "Deletion") shall be filled in with "N/A."

5.3.1.1 The revision number shall be the latest approved revision number of the procedure incremented by one (1).

5.3.1.2 The Originator shall attach either a marked-up copy of the procedure or a rewritten draft of the procedure.

5.3.1.3 The Originator shall ensure that all changes which have been approved since the last approved revision of the procedure are incorporated into his proposed revision.

5.3.1.4 If the revision will add or clear any missing information, the Originator shall attach a revised Missing Information List.

5.3.1.5 The Originator shall prepare the procedure for processing per section 5.2 of this procedure, except that:

~~A. The Department Head may waive technical review by entering "NA" and his initials on the "Technical Review" line of the Change/Revision/Deletion Request.~~

~~B. If the Department Head waives technical review, he shall perform and sign "Procedure Evaluation" on the Change/Revision/Deletion Request.~~

A C. Wherever the term "Review Cover Sheet" appears in section 5.2, the term "Change/Revision/Deletion Request" should be substituted.

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5.4 DEVELOPMENT, REVIEW AND APPROVAL OF CHANGES

NOTE

1. Attachment 6.2 is a flow chart of change development.
2. To correct an obvious, nonnumerical typographical error in an approved procedure, see step 3.2.2 of this procedure.

5.4.1 Originator - The Originator shall complete the top of a Change/Revision/Deletion Request (Attachment 6.8) by entering the procedure number, procedure title and effective date (if applicable); entering the change number and the latest revision number of the procedure; writing a brief description of the reason for the change; and signing and dating the "Originator" line. Blank spaces (e.g., "Effective Date" and "Deletion") shall be filled in with "N/A."

5.4.1.1 The Originator shall attach all pages affected by the change, including the "LIST OF EFFECTIVE PAGES" page. Changes may be entered as follows:

A. Deletions may be made by a single line crossout or the deleted portion erased by means of xerography.

B. Additions and deletions shall be written with a black smearproof ink or typed on the affected page (if brief enough to be legible) or on addendum pages numbered (previous page no.) -A, -B, etc.

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5.4.1.2 The Originator shall draw a change bar in the right-hand margin next to each change and write "Change" and the change number next to it. The Originator shall enter his initials and the current date in the right margin beside the change bar.

5.4.1.3 The Originator shall mark up the LIST OF EFFECTIVE PAGES to indicate which pages were affected by the change. An example follows:

LIST OF EFFECTIVE PAGES

Title	Revision 0
1-35	Revision 0
2, 8, 8A	Change 1
31, 33-35	Change 2

5.4.1.4 If the change will add or clear any missing information, the Originator shall prepare a revised Missing Information List and attach it to the Change/Revision/Deletion Request.

5.4.2 Technical Review is as follows:

NOTE

The Originator may have a temporary change reviewed by the Technical Reviewer as for a normal change; the temporary change review is designed to speed processing in immediate need situations.

5.4.2.1 Change - The Technical Reviewer shall perform and sign "Technical Review" on the Change/Revision/Deletion Request (completion of the Technical Review Checklist is not applicable to changes).

5.4.2.2 Temporary Change - The Originator shall enter "NA" and his initials on the "Technical Review" line.

5.4.3 Procedure Evaluation is as follows:

5.4.3.1 Change - The Technical Reviewer shall perform and sign "Procedure Evaluation" on the Change/Revision/Deletion Request. For any procedure evaluation question answered "YES," he shall complete a 10 CFR 50.59 Safety Evaluation per steps 5.2.3.3 (A and B) of this procedure.

5.4.3.2 Temporary Change - The Originator shall perform and sign "Procedure Evaluation" on the Change/Revision/Deletion Request. For any procedure evaluation question answered "YES," he shall complete a 10 CFR 50.59 Safety Evaluation per steps 5.2.3.3 (A and B) of this procedure.

5.4.4 QC Review is as follows:

5.4.4.1 Change - The Originator shall submit the change package (consisting of the Change/Revision/Deletion Request; the attached, marked-up procedure pages; a revised Missing Information List, if applicable; and a 10 CFR 50.59 Safety Evaluation, if

applicable) to the QC Engineer. The QC Engineer or his designee shall review the change and sign on the "QC Review" line.

5.4.4.2 Temporary Change - QC review is delayed until after the change has received temporary approval (step 5.4.6.2).

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5.4.5 Department Head review is as follows:

5.4.5.1 Change - The Department Head shall review the change and sign the line on the Change/Revision/Deletion Request.

5.4.5.2 Temporary Change - Department Head review may be delayed until after the change has received temporary approval (step 5.4.6.2).

5.4.6 Approval is as follows:

5.4.6.1 Change - Following QC review, the change shall be forwarded to the Group Head. The Group Head shall review and sign the line on the Change/Revision/Delection Request.

5.4.6.2 Temporary Change - The Originator shall obtain temporary approval signatures from a Nuclear Operations Supervisor (SRO if a plant operating license has been issued) and the Maintenance Supervisor or Group/Department Head. The Maintenance Supervisor or Group/Department Head approval can be obtained via telephone. On the following work day, the Group Head shall countersign the telephone authorization.

5.4.7 Procedure Change Distribution

5.4.7.1 Change - The department shall process the change package per section 5.6 with the following exceptions:

A. A copy of the procedure change package shall be entered into all Controlled Copies of procedures. The revised change pages shall replace preexisting pages.

B. A copy of the Change/Revision/Deletion request form shall remain ahead of the Title Page (arranged in descending-change-number order if previous changes have been entered).

5.4.7.2 Temporary Change - The department shall document approval of the temporary change in the Change Log for each procedure in the

appropriate Field Controlled procedure file. Additional processing shall be as per section 5.6 with the following exceptions:

A. Place the entire Change/Revision/Deletion Request package in front of the procedure's Title Page. Do not replace preexisting pages with changed pages; this is only done following Group Head approval.

B. If there have been previous changes to the procedure, the Change/Revision/Deletion Request packages will be arranged in descending-change-number order in front of the procedure's Title Page (e.g. Change 3, Change 2, Change 1).

C. The department shall obtain the QC Engineer, Department Head and Group Head approval within 14 days following the date of temporary approval. The temporary change is then processed and distributed as for a change (step 5.4.7.1).

5.5 DELETION OF PROCEDURES

5.5.1 Nonapproved procedure - In the course of submitting input to the Procedure Status Report (PSR), the department may indicate the deletion of any nonapproved department procedure.

5.5.2 Approved procedure - Deletion of an approved department procedure requires the following review and approval process:

5.5.2.1 Originator - The Originator completes the top of a Change/Revision/Deletion Request (Attachment 6.8) by entering the procedure number, procedure title and effective deletion date (if applicable); checking the "Deletion" Line; writing a brief description of the reason for the deletion; and signing and dating the "Originator" line. The description shall include identification of any replacement procedures.

5.5.2.2 Technical Review - The Technical Reviewer reviews the procedure for the impact, if any, that its deletion would have on the

plant. The Technical Review Checklist is not applicable, but Document Review Comments sheets (Attachment 6.6) may be attached. He then signs the "Technical Review" line on the Change/Revision/Deletion Request.

5.5.2.3 Safety Evaluation - The Technical Reviewer then completes the Safety Evaluation section of the Change/Revision/Deletion Request. If the procedure's deletion would cause a "YES" answer to any one of the four Safety Evaluation questions, he completes and attaches the 10 CFR 50.59 Safety Evaluation (Attachment 6.5) per steps 5.2.3.3A and 5.2.3.3B of this procedure.

5.5.2.4 QC Review - The QC Engineer determines whether a quality assurance review is required. Completion of the QC Review Checklist is not required, but any comments can be noted on Document Review Comments sheets (Attachment 6.6). He then either signs the "QC Review" line on the Change/Revision/Deletion Request form, or enters "NA" and his initials if review is not required.

5.5.2.5 Department Head Review - The Department Head may use Document Review Comments sheets to note any comments and shall submit any comments sheets to the Author for resolution. In the event that the deletion request is accompanied by a Safety Evaluation, Plant Engineering shall evaluate any unreviewed safety question. The Department Head shall indicate his approval by signing the "Department Head Approval" line.

5.5.2.6 Group Head Approval - If the Group Head approves the deletion request, he shall sign the "Group/Department Head Approval" line.

5.5.2.7 Word Processing - The department shall submit a Procedure Report Revision Form (Attachment 6.4, UNT-1-002) to Word Processing so the procedure title will be removed from the POM Index.

5.5.2.8 Departmental Processing - The department shall remove the procedure from departmental binders and field files and submit the deletion package to Central Records for the Historical Record File. A copy of the Deletion Request form shall replace the deleted procedure in all controlled departmental procedure binders. Procedure numbers of deleted procedures shall not be re-used.

5.6 CONTROL AND DISTRIBUTION OF PROCEDURES

5.6.1 Each Department shall maintain complete sets (as necessary) of Controlled Departmental procedures and those POM and inter-departmental procedures deemed necessary for proper Department operation. The Department shall maintain a listing of the current locations of these procedures on Attachment 6.12 of this procedure. The Department shall insert a copy of Attachment 6.12 into the front of every Departmental Controlled Copy binder and verify (by initialing the appropriate blank) that the binder contains the most recent version of the procedure no less than once every two years.

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5.6.2 Each department shall maintain and issue Controlled Copies of departmental procedures for field use. This responsibility may be delegated to a Control Distribution Location.

5.6.3 Field Controlled Copies shall be issued for use where "in-hand" procedures are to be used.

5.6.3.1 The name of the person holding Field Controlled Copies shall be maintained for a period of not less than seven days. Within this seven-day period, the issued procedure shall be returned as required to post all updates (i.e., changes, revisions, deletions) against the procedure.

5.6.3.2 Documentation that the Field Controlled Copy reflects the latest approved version of the procedure shall be performed by comparing it to the departmental Master Copy of least once every seven days while in use and upon checkout. This documentation shall be recorded on a copy of the Field Control Copy Verification Form (Attachment 6.10). This copy shall be inserted after the title page of the procedure.

5.6.3.3 Field Controlled Copies shall be conspicuously identified on the title page as follows:

FIELD CONTROLLED (stamped in red)

MUST BE RE-VERIFIED
7 DAYS
FROM CHECKOUT DATE

5.6.4 Departmental Controlled Copies shall not be written on or marked in any manner, except for typographical corrections, nor shall any portion be removed. The procedure must remain intact to be considered a Controlled Copy.

5.6.5 A Change Log (Attachment 6.11) shall be established and maintained for each Field Controlled Copy.

5.6.5.1 All changes, both permanent and temporary, affecting the Field Controlled procedure shall be posted in this log.

5.6.5.2 If there is no Field Controlled Copy file for a procedure, then the Change Log will be maintained in the departmental Master Copy file.

5.6.6 The Department shall transmit the following to Central Records for Historical record storage:

5.6.6.1 Final POMC procedure print (also change packages, or handwritten approved procedures)

5.6.6.2 Original signature pages for the following (as applicable):

A. Title Page

B. Review Cover Sheet

C. Change/Revision/Deletion Request

5.6.6.3 Original QC Checklist

5.6.6.4 Document Review Comments sheets

5.6.6.5 Technical Review Checklist

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5.6.6 The Central Distribution Location will maintain a copy of the final POMC procedure print (as approved) which is to be designated

as the departmental Master Copy. The Central Distribution Location will use the Master Copy to provide Controlled/Uncontrolled Copies for departmental use as required.

6.0 ATTACHMENTS

6.1 New Procedure/Revision Flow Chart

6.2 Procedure Change Flow Chart

6.3 Missing Information List

6.4 Review Cover Sheet

6.5 10 CFR 50.59 Safety Evaluation

6.6 Document Review Comments

6.7 Title Page (Approval Sheet)

6.8 Change/Revision/Deletion Request

6.9 Technical Review Checklist / Procedure Writing Guidelines | CHANGE 2 SDA 11-3-83

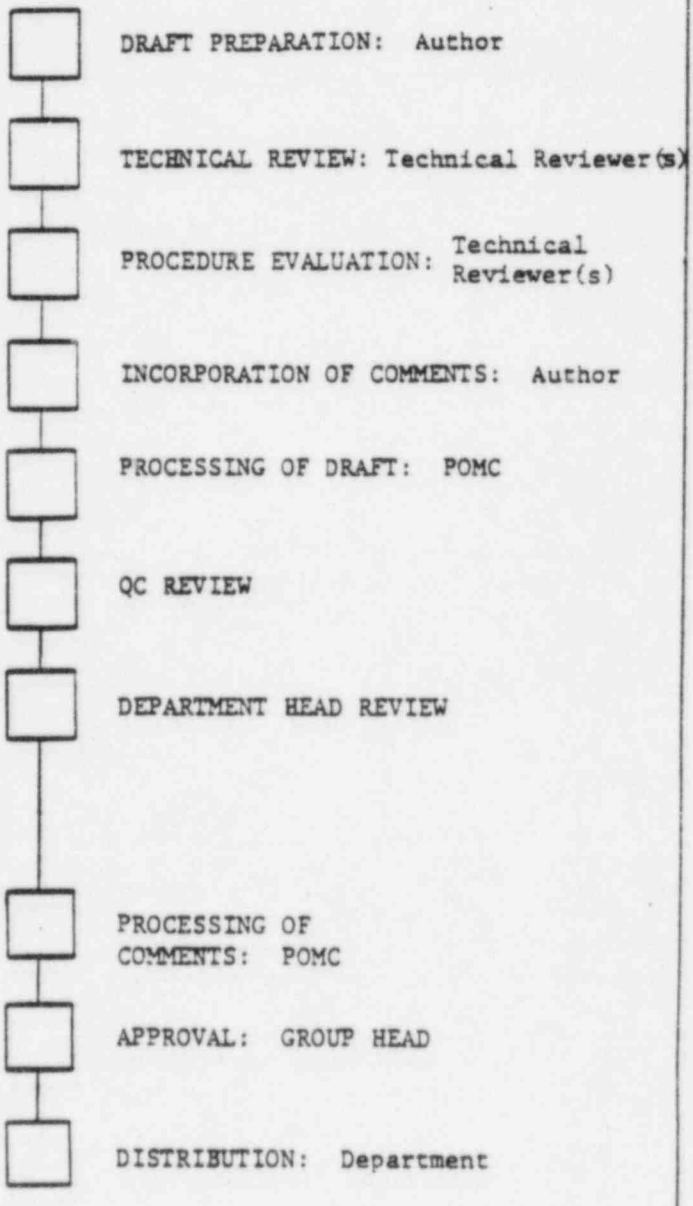
6.10 Field Control Copy Verification Form

6.11 Field Controlled Copy Change Log | CHANGE 1 SDA 9-21-83

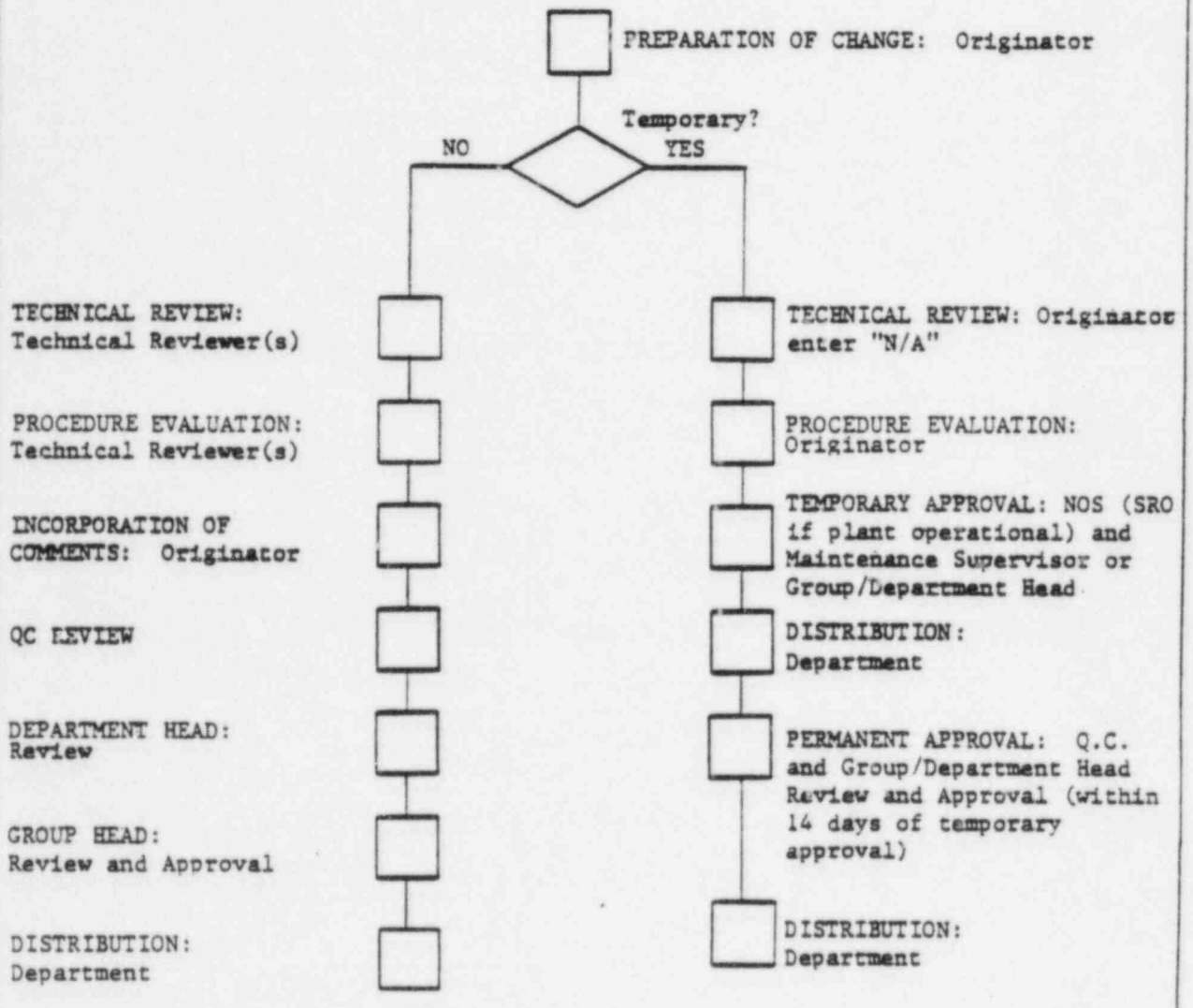
6.12 Controlled Copies (Locations and Verification)

7.0 COMMITMENTS AND REFERENCES

NEW PROCEDURE/REVISION FLOW CHART



PROCEDURE CHANGE FLOW CHART



MISSING INFORMATION LIST

PROCEDURE TITLE: _____

PROCEDURE NUMBER: _____ REVISION NUMBER: _____

ITEM NUMBER	ITEM	AFFECTED PARAGRAPH	CLEARED BY/DATE	
			DATE	INITIALS

ALL MISSING INFORMATION ON THIS LIST HAS BEEN CLEARED. _____ / _____

INITIALS/DATE

WATERFORD 3 SES

DEPARTMENTAL PROCEDURE

REVIEW COVER SHEET

PROCEDURE_____ TYPE_____

TITLE_____ PROCEDURE EFFECTIVE DATE_____
(If different from Group Head approval date)

_____

AUTHOR_____

TECHNICAL REVIEW_____
Signature, Technical Reviewer Date

PROCEDURE EVALUATION

Does this procedure:

1. Change the facility as described in the FSAR? YES___NO___
2. Change the procedures as described in the FSAR? YES___NO___
3. Conduct test/experiments not described in the FSAR? YES___NO___
4. Create a condition or conduct an operation which exceeds, or could result in exceeding, the limits in Technical Specification? YES___NO___

If any question 1 through 4 has been answered YES, complete and attach a 10 CFR 50.59 SAFETY EVALUATION.

PROCEDURE EVALUATION_____
Signature, Technical Reviewer Date

QC REVIEW_____
Signature, QC Engineer Date

DEPARTMENT HEAD REVIEW _____
Signature Date

10 CFR 50.59 SAFETY EVALUATION

PROCEDURE NO._____ TITLE_____

CHANGE NO._____ _____

REVISION NO._____

DELETION? YES ___ NO ___

UNREVIEWED SAFETY QUESTION

1. Will the probability of occurrence of an accident previously calculated in the FSAR be increased? YES___ NO___

2. Will the consequences of an accident previously evaluated in the FSAR be increased? YES___ NO___

3. Will the probability of malfunction of equipment previously calculated in the FSAR be increased? YES___ NO___

4. Will the consequences of a malfunction of equipment previously evaluated in the FSAR be increased? YES___ NO___

5. Will the possibility be created for an accident of a different type than any previously evaluated in the FSAR? YES___ NO___

6. Will the possibility be created for a malfunction of a different type than any previously evaluated in the FSAR? YES___ NO___

7. Will the margin of safety as defined in the basis for any Technical Specification be reduced? YES___ NO___

The bases and criteria used to determine that the proposed change does or does not involve an "unreviewed safety question" are attached to this Safety Evaluation.

TECHNICAL REVIEWER_____ DATE_____

Signature

DOCUMENT REVIEW COMMENTS

DOCUMENT NO. _____ REV./DRAFT _____

TITLE _____

COMMENT NO.	COMMENT	RESOLUTION NO.	RESOLUTION

1. Reviewed By:

_____
Reviewer Date

2. Comments Reviewed By:

_____
Author Date

3. Resolution of Comments Accepted By

_____
Reviewer Date

TITLE PAGE (APPROVAL SHEET)

(procedure no.)

DEPARTMENTAL PROCEDURE_____ REVISION_____

APPROVAL DATE_____

EFFECTIVE DATE_____

(procedure type, all capitals)

(title, all capitals)

APPROVED:_____

GROUP HEAD (or designee) SIGNATURE

DEPARTMENTAL PROCEDURE

CHANGE/REVISION/DELETION REQUEST

PROCEDURE NO. _____ TITLE _____

EFFECTIVE DATE _____
(if different from Group Head approval date) _____

PROCEDURE STATUS

A. Change No. _____

B. Revision No. _____

C. Deletion _____

REASON FOR CHANGE, REVISION, OR DELETION

_____

_____

_____

REVIEW SIGNATURES

Originator _____ Date _____

Technical Review _____ Date _____

PROCEDURE EVALUATION - Does this change, revision, or deletion:

	YES	NO
1. Change the facility as described in the FSAR?	_____	_____
2. Change the procedures as described in the FSAR?	_____	_____
3. Conduct tests/experiments not described in the FSAR?	_____	_____
4. Create a condition or conduct an operation which exceeds or could result in exceeding, the limits in Technical Specification?	_____	_____

If the answer to any of the above is yes, complete and attach a 10 CFR 50.59 Safety Evaluation checklist.

PROCEDURE EVALUATION _____ Date _____

Q.C. Review _____ Date _____

Department Head _____ Date _____

TEMPORARY APPROVAL SIGNATURES *

NOS _____ Date _____

Maint. Super (or Group/Dept. Head) _____ Date _____

*Temporary approval must be followed by QC Review, Department Head Review and Group Head Approval within 14 days.

PERMANENT APPROVAL SIGNATURE (Changes/Deletions Only - For Revisions, see Title Page)

Group Head _____ Date _____

TECHNICAL REVIEW CHECKLIST

PROCEDURE NO. _____ TITLE _____

REVISION NO.

INSTRUCTIONS FOR TECHNICAL REVIEWER

A. This form is required for new procedures and revisions. It is not applicable to changes or deletions.

B. If any of the checklist items cannot be verified with a "YES" answer, document each item on an attached Document Review Comment Sheet; and return to the author for resolution.

C. Following resolution of comments, change the answer, initial and date and return this checklist to the Author. No Technical Review Checklist with an unresolved "NO" answer should be submitted to the POMC.

		YES	NO
1.	Can this procedure be performed in verbatim compliance and in the sequence listed?	___	___
2.	Is all the information necessary for procedure performance in the procedure or listed as a Reference?	___	___
3.	Are all necessary references readily available?	___	___
4.	Are all necessary materials, test equipment, etc., listed in the procedure?	___	___
5.	Are all steps clear and require no interpretation?	___	___
6.	Are the prerequisites/initial conditions sufficient?	___	___
7.	Do precautions or notes warn Operators of alarms to be received or equipment made inoperable during the procedure?	___	___
8.	Are plant systems/components properly restored and retested?	___	___
9.	Are all equipment numbers and/or nomenclature in the procedure identical to those displayed on the equipment or controls?	___	___
10.	Can all of the equipment/components in the procedure be easily located?	___	___
11.	Are applicable safety precautions included in the procedure?	___	___
12.	Does the procedure meet the requirements of the applicable codes, standards, regulatory guides, Technical Specifications, FSAR, etc?	___	___
13.	Does the procedure conform to the applicable procedure guidelines (pages 2 thru 8 of Attachment 6.9)?	___	___
14.	Is post-maintenance testing conducted in accordance with the applicable Technical Specifications and vendor and/or engineering recommendations?	___	___
15.	Is the procedure consistent with all Technical Specification limiting conditions for operation and applicable vendor-recommended operating limits?	___	___

TECHNICAL REVIEWER: DATE:

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PROCEDURE WRITING GUIDELINES

A. GENERAL

1. The procedure does not have the potential of involving an unreviewed safety question, as documented by "NO" answers to all Safety Evaluation questions on the attached Review Cover Sheet or Change/Revision/Delation Request.

B. FORMAT

1. The procedure format is correct for the appropriate procedure type as described in UNT-1-002.

2. The procedure categorization (e.g., Surveillance, Administration, etc.) is correct per the requirements of UNT-1-002.

C. PURPOSE

1. The purpose statement clearly identifies the objective of the procedure.

2. The purpose statement clearly identifies the systems, subsystems, or equipment to which the procedure is applicable.

D. REFERENCES

1. All reference documents are identified correctly.

2. All references identified are easily available to any individual who might be performing this procedure.

E. DEFINITIONS

1. Definitions are provided for all terms or phrases which have a special or limited meaning when applied within the context of the procedure.

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F. RESPONSIBILITIES

1. Significant group and departmental interfaces associated with the conduct of the procedure are clearly idenified.

2. Organizational and position titles and describtions are current and correct.

3. Responsibilities are clear and designate accountability and evaluation of results.

G. PREREQUISITES

The PREREQUISITES section provides the individuals performing the procedure enough information to properly plan and schedule procedure performance, including:

1. Other procedures which must be completed prior to use.

2. The number and/or types of personnel required to perform the procedure.

3. All bulk materials, chemicals, solvents, bottled gases, etc. required during the conduct of the procedure.

4. Any required condition not associated with specific system or plant operatingconditions (e.g., reactor vessel head installed, airlock inner door strong backs in place, blind flanges installed, etc.)

H. PRECAUTIONS AND LIMITATIONS

1. All major equipment operating precautions and limits recommended by the appropriate vendor manuals are included

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2. Any unique personnel hazard which may exist during the conduct of the procedure is identified along with any personnel protective equipment required.

3. Any procedural evolution which may introduce a significant probability of degrading nuclear, equipment, or personnel safety through a single human or equipment failure is noted with an appropriate caution.

4. Any entry into a Technical Specification action statement through removing components from service for testing, maintenance, etc. is noted.

5. Controls are included to ensure that all applicable cleanliness requirements are satisfied per appropriate plant procedures/industry standards.

I. INITIAL CONDITIONS

1. All plant or system operating conditions required to be establised prior to the start of the procedure are identified. This includes operational mode or alignment and operating parameters.

2. All initial conditions associated with indicated process parameters have a tolerance associated with them (e.g., pressurizer pressure is 2150 ±20 psig).

3. Notification and authorization of the NOS to start the procedure is obtained and documented for any procedure affecting equipment or system availability, nuclear safety, capacity, or which will affect operating indications.

4. Cross references to other procedures utilized to establish initial operating modes or system configurations are correct (e.g., system in operation per section ____ of OP_____).

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J. MATERIAL AND TEST EQUIPMENT

1. All special tools or test equipment required to perform the procedure are specified (by the appropriate part number and/or unique nomenclature, if applicable).

2. Calibration requirements are specified for all special tools and/or test equipment.

3. Adequate provisions exist when specifying the type of test equipment to be utilized to ensure that the appropriate ranges are specified and that required accuracies are obtained.

4. All materials necessary to perform the procedure are adequately specified.

K. ACCEPTANCE CRITERIA

1. Source documentation for the development of acceptance criteria is included in the REFERENCES section of the procedure.

2. The acceptance criteria provided are consistent with the values provided in the referenced source documentation.

3. Verification of acceptance criteria is consistent with the stated purpose of the procedure.

4. If a quantitative acceptance criterion is based on deviation from a design value, the acceptance criterion is stated as a range with an upper or lower acceptance value, as appropriate.

L. PROCEDURE

1. The procedure minimizes raferences to other procedures and provides all instructional information required to perform the activity.

2. Raferences to other procedures specify the exact section, paragraph, page, or steps, as appropriate.

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3. Adequate provisions have been made to provide necessary Quality Control hold and/or witness points.

4. The procedure provides for verification and signoff of actions.

5. Individual steps are short, concise, identifiable steps as opposed to multi-sentence paragraphs.

6. Each step has the following provisions incorporated:

   a. Each action to be taken is specifically identified.

   b. Limits and setpoints are accurate and stated quantitatively with the proper units.

   c. It is clear which individual is to perform the step.

7. Warnings, cautions, and note applicable to the performance of specific steps or series of steps are accurate, highlighted, and placed immediately ahead of the step to be performed.

8. All equipment, switches, controls, indications, or alarms requiring alignment are specifically identified using the appropriate step (does not refer to previous steps).

10. The procedure is written so as to employ good ALARA principles and avoid unnecessary personnel exposure.

11. If system components are aligned in other than their as-found or normal operational alignment, the procedure includes the following:

    a. Each item or component requiring realignment is individually specified.

    b. Each item is correctly identified with a unique number or nomenclature.

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c. The position or state to which the component is to be placed is clearly and correctly specified with a signoff to document restoration.

d. If proper restoration of the component has safety significance, double independent verification is provided with provisions for signoffs for each verification performed.

12. The procedure includes positive verification that applicable acceptance criteria have been satisfied and provides guidance for subsequent action to be taken in the event that acceptance criteria are not met.

13. The procedure can be performed in the sequence in which it was written.

14. The procedure is consistent with all Technical Specification limiting conditions for operation and applicable vendor-recommended operating limits.

Q. SETPOINTS

1. All setpoints listed are provided with the proper engineering units.

2. All setpoints are consistent with values provided in the latest source documentation.

R. FINAL CONDITIONS

1. All conditions whose existance indicates that the purpose of an Emergency Implementing Plan procedure or instruction has been fulfilled are listed.

S. ATTACHMENTS

1. All illustrations, graphs, charts, tables, and computational formulas are accurate and appropriate for their intended use.

2. Data sheets have provisions for recording all data to be collected, the time each data set was recorded, identity of the data recorder, and the process or test instrumentation used to obtain the data.

3. Adequate identification is provided on each data sheet to identify test equipment used in the test equipment control program.

4. All data sheets that involve computations provide adequate instructions for performance of calculations and use of the data sheet.

5. All calculational results are provided with an independent verification for accuracy.

T. COMMITMENTS AND REFERENCES

1. All commitments to NRC Regulatory Guides or NUREG documents are consistent with commitments made in the FSAR.

2. All commitments listed are applicable to the procedure.

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FIELD CONTROL COPY VERIFICATION FORM

Procedure Number: _____ Revision Number: _____

VERIFIED BY (signature)	DATE	VERIFIED BY (signature)	DATE

FIELD CONTROLLED COPY CHANGE LOG

PROCEDURE NO: _____ TITLE: _____

REVISION NO: _____

CHANGE NUMBER	AUTHOR CHANGE ORIGINATOR (PRINT)	CHANGE STATUS			ENTERED BY: INITIALS
		TENTATIVE POSTING DATE (if any)	TEMPORARY APPR. DATE (if any)	PERMANENT APPROVAL DATE	

NOTES:

1. Permanent approval must be obtained within 14 days of temporary approval date.

CONTROLLED COPIES (LOCATIONS AND VERIFICATION)

MAINTENANCE DEPARTMENT CONTROLLED VOLUME LOCATIONS

ELECTRICAL DEPARTMENT (Control Stamp Number: 054-D,054)

1. EMAPS Trailer
2. Q.C. Department
3. Central Distribution Location
4. Electrical Shop Supervisor's Office
5. Startup Location - Trailer 95
6.

INSTRUMENTATION AND CONTROL DEPARTMENT (Control Stamp Number: 054)

1. I & C Trailer
2. Q.C. Department
3. Central Distribution Location
4.
5.
6.

MECHANICAL DEPARTMENT (Control Stamp Number: P29,P09,S47,054)

1. Mechanical Maintenance Trailer (2 copies)
2. Mechanical Maintenance Shop
3. Central Distribution Location
4.
5.
6.

VOLUME VERIFICATION

COPY LOCATION:

VOLUME NUMBER	DATE VERIFIED	VERIFIED AS MOST UP-TO-DATE COPY (INITIALS)	VOLUME NUMBER	DATE VERIFIED	VERIFIED AS MOST UP-TO-DATE COPY (INITIALS)

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