

Yellow

September 9, 1985

✓ Virginia Electric and Power Company
ATTN: Mr. W. L. Stewart
Vice President-Nuclear Operations
P. O. Box 26666
Richmond, VA 23261

Gentlemen:

SUBJECT: REQUALIFICATION PROGRAM EVALUATION

In a telephone conversation between Mr. Bill Marshall, Lead Licensed Operator Instructor, and Mr. Sandy Lawyer, Operator Licensing Section, arrangements were made for an evaluation of the requalification program at the Surry Power Station. The evaluation visit is scheduled for the period November 18 to December 20, 1985.

For this visit, the NRC examiner will administer NRC prepared written, oral, and simulator examinations. When the NRC examiner arrives at the site, he will meet with the appropriate facility personnel to review the schedule for these examinations. For the examiner to adequately prepare for this visit, it will be necessary for the facility to furnish the approved reference material listed in Enclosure 1, "Reference Material Requirements for Requalification Program Evaluations," by September 18, 1985. Mr. Marshall has been advised of our reference material requirements and where they are to be sent.

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

This request for information was approved by the Office of Management and Budget under Clearance Number 3150-0101, which expires on 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, DC 20503.

Thank you for your consideration in this matter. If you have any questions on the evaluation process, please contact Mr. Bruce Wilson, 404/221-5542 or Mr. Sandy Lawyer, 404/221-5601.

Sincerely,

(Original Signed By)

Virgil L. Brownlee, Chief
Reactor Projects Branch 2
Division of Reactor Projects

Enclosures: (See page 2)

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Enclosures:

1. Reference Material Requirements
2. Administration of Operator Licensing
Written Exams

cc w/encls:

- ✓ B. Shiver, Corporate Training Director
- ✓ J. Bailey, Superintendent of Training
- ✓ R. Saunders, Station Manager

bcc w/encls:

- ✓ Senior Resident Inspector
- Document Control Desk
- Commonwealth of Virginia

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ENCLOSURE 1

REFERENCE MATERIAL REQUIREMENTS FOR REQUALIFICATION PROGRAM EVALUATION

1. An index of administrative, operating, abnormal and emergency procedures
2. All administrative procedures (as applicable to reactor operation or safety)
3. All integrated plant procedures (normal or general operating procedures)
4. Emergency procedures (emergency instructions, abnormal, or special procedures)
5. Standing orders (important orders which are safety-related and may supersede the regular procedures)
6. Fuel-handling and core-loading procedures (initial core-loading procedure, when appropriate)
7. Annunciator procedures (alarm procedures, including set points)
8. Radiation protection manual (radiation control manual or procedures)
9. Emergency plan
10. Technical Specifications
11. Plant technical data (curve) book
12. Lesson plans (training manuals, plant orientation manual, systems descriptions)
13. Systems operating procedures
14. Piping and instrumentation diagrams, electrical single-line diagrams, or flow diagrams
15. Copies of facility RO and SRO requalification examinations administered during the past two years
16. Simulator malfunction list with descriptive summary of malfunction effects

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. All procedures and reference material should be bound or in the form used by the control room operators, with appropriate indexes or tables of contents to ensure efficient use.

ENCLOSURE 2

ADMINISTRATION OF OPERATOR
LICENSING WRITTEN EXAMINATIONS

NRC Requirements:

1. A single room should be provided by the facility for completing the written examination. The location of this room and supporting restroom facilities should be such as to prevent contact with all other facility/contractor personnel for 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 one candidate per 5 X 2½ ft., minimum size table with 3-foot spacing between tables. No wall charts, models, and/or other training materials may be present in the examining room.
3. Suitable arrangements are to be made by the facility for the candidates to have lunch, coffee, etc. These arrangements will be reviewed by the examiner and/or proctor.
4. The facility shall arrange to have a maximum of one facility staff member per section available to review the examination questions and answer key. This review will begin after the completion of the written examination and normally be limited to two hours per examination (RO, SRO).
5. The facility will provide sealed pads of paper for each candidate's use in completing the examination. All reference material needed to complete the examination will be furnished by the examiner. Candidates may bring calculators but no other equipment or reference material to the examination room.
6. Only black ink or dark pencil should be used for writing answers to questions.
7. Candidates will be asked to provide positive identification at the start of the written examination.