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Millstone Unit One OPERATIONS MANUAL

SECTION 10.9

"OPERABILITY DETERMINATION PROCESSING"

Sponsor: D.J. Meekhoff

6-13-97

Effective Date

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Approved By:



MP1 Operations Manager

1.0 PURPOSE

- 1.1 This section defines the functions and responsibilities of Operations Department personnel for processing Operability Determinations.
- 1.2 This section provides guidance on the performance of required Operability Determination audits.
- 1.3 This section also provides training requirements and expectations for Operations Department personnel who process Operability Determinations.

2.0 ROLES AND RESPONSIBILITIES

2.1 Shift Manager:

- 2.1.1 Maintains hardcopy OD logbook with active index and copies of open ODs.
- 2.1.2 Approves RECOs, accepts completed ODs and approves closure of ODs in accordance with RP-5.
- 2.1.3 Ensures processing of ODs in conformance with time periods specified in RP-5.

2.2 Control Room Clerk:

- 2.2.1 On a weekly basis, reviews the Shift Manager's OD Log book and removes closed ODs and transmits them to the OD coordinator.
- 2.2.2 Assists the Shift Manager with the processing of open ODs.

2.3 Operations Department OD Coordinator:

- 2.3.1 Reviews closed ODs to ensure compliance with RP-5.
- 2.3.2 Transmits closed ODs to the Experience Assessment Department and maintains chronological copy of transmittal cover letters.
- 2.3.3 Serves as point of contact for resolving problems and questions regarding ODs for department personnel and serves as administrator of the OD database for Unit 1.
- 2.3.4 Performs OD audits as required by RP-5.

3.0 GENERAL REQUIREMENTS

- 3.1 Operability determinations shall be performed in accordance with RP-5.
- 3.2 Operability Determinations shall be performed using the computerized Operability Determination Database. The only exception shall be when the computer Network is disabled and it is necessary to process ODs.
- 3.3 When manual ODs are initiated, all applicable information will be entered into the database by the preparer and approved by the Shift Manager as soon as practicable when the computer system returns to service.
- 3.4 When a new OD is initiated, the Shift Manager shall place a hardcopy of the OD in the Control Room OD Logbook along with a new printout of the index.
- 3.5 Hardcopies of all Open ODs shall be kept in the Control Room OD Logbook until closed out.
- 3.6 The Shift Manager shall sign hardcopies of Attachment 5, Attachment 6 and Attachment 8 at the appropriate times during OD processing.
- 3.7 The Shift Manager shall verify that all applicable blocks on the OD (Attachment 6) are filled in and a hardcopy is signed by the appropriate personnel prior to accepting it.
- 3.8 When ODs are closed (by signature on Attachment 8), the Shift Manager shall place the hardcopy OD in the back section of the Control Room OD Logbook and shall replace the OD Index in the Logbook with a current printoff.
- 3.9 On a weekly basis, the Control Room Clerk shall remove any closed ODs from the Control Room OD logbook and transmit these to the OD coordinator.
- 3.10 The OD coordinator shall review closed ODs for conformance to RP-5 administrative requirements and review the computer database to ensure consistency with the closed hardcopy.
- 3.11 The OD coordinator shall transmit closed ODs to the Experience Assessment Department and maintain a chronological file of these transmittal letters.

4.0 OPERABILITY DETERMINATION AUDITS

- 4.1 The OD coordinator shall perform an audit of the Unit OD in accordance with RP-5 requirements.
- 4.2 OD audits shall be documented as Department Self Assessments.

- 4.3 The OD coordinator shall maintain a chronological file of the OD audit reports and documentation of required corrective actions.

5.0 **TRAINING REQUIREMENTS**

- 5.1 Shift Managers and Unit Supervisors shall receive initial classroom training in the performance and processing of ODs provided by the Nuclear Training Department.
- 5.2 Shift Managers and Unit Supervisors shall receive DAS familiarization of changes to the RP-5 OD procedure.
- 5.3 The Department Manager shall transmit Training records (completed DAS forms) to Nuclear Training for retention.
- 5.4 The Department Manager shall ensure required department personnel complete the necessary training as stipulated above.

6.0 **DEFINITIONS**

- **OD** - Operability Determination.
- **RECO** - Reasonable Expectation for Continued Operability, used in RP-5 to determine a reasonable expectation that the subject SSE can be considered operable while the formal (preliminary or final) Operability Determination is completed.
- **DAS** - Document Acknowledgment Sheet - A formal process for controlled routing of required reading, see OM Section 5.4