

DOCUMENTS - REVIEW AND APPROVAL PROCESS FOR
SITE ORDERS, PROCEDURES AND INSTRUCTIONS

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QA PROGRAM AFFECTING

DOCUMENTS - REVIEW AND APPROVAL PROCESS FOR
SITE ORDERS, PROCEDURES AND INSTRUCTIONS

1.0 OBJECTIVES

- 1.1 To specify the method for review, approval/cancellation and publication of Nuclear Generation Site Department Orders, Procedures and Instructions.
- 1.2 To provide document controls consistent with Technical Specifications: Sections 6.5.2.1, 6.5.2.4, 6.8.1, and 6.8.2 for all Units.

2.0 REFERENCES

2.1 Site Order

- 2.1.1 S0123-PF-1, Site Orders, Procedures, Instructions and Forms Control Program

2.2 Procedures

- 2.2.1 S0123-VI-0.9, Documents - Author's Guide to the Preparation of Site Orders, Procedures and Instructions
- 2.2.2 S0123-VI-1.3, Documents - Guidelines for Completing the Unreviewed Safety Question and Environmental Evaluation
- 2.2.3 S0123-VI-1.4, Forms Management
- 2.2.4 S0123-VI-1.0.1, Documents - Temporary Change Notices (TCNs), Preparation, Review, Approval, Incorporation and Distribution
- 2.2.5 S0123-XIV-3.1, Configuration Document Change Control
- 2.2.6 S0123-VI-2, Record Retention Assessments and Record Preparation/Transmittal to Corporate Documentation Management (CDM)-SONGS

2.3 Corporate Policy/Procedure

- 2.3.1 ESM 3.50.10, Protection of Safeguards Information

2.4 Other

- 2.4.1 CDS QA Procedure SOS0123-26-8-16-CDM, Receipt, Control and Distribution of Station Orders, Operating Instructions and Station Procedures at SONGS 1, 2 and 3 Site

2.0 REFERENCES (Continued)

- 2.4.2 PF(123) 109, Routing and Document Control (previously numbered SO(123) 109)
- 2.4.3 CC(123) 261, Review Comment and Resolution | TEN
- 2.4.4 PF(123) 109-1, Unreviewed Safety Question Evaluation (previously numbered SO(123) 109-1)
- 2.4.5 PF(123) 324, Identification of Procedures Requiring Site Approval (previously numbered SO(123) 324)
- 2.4.6 PF(123) 186, Site Procedures Group (SPG) Review Transmittal for Site Documents (previously numbered SO(123) 186)
- 2.4.7 PF(123) 185, Site Procedures Group Service Request (previously numbered SO(123) 185)
- 2.4.8 CC(123) 183, Configuration Document Checklist | TEN
- 2.4.9 CC(123) 184, Configuration Documents Requiring Change | TEN
- 2.4.10 PF(123) 109-2, Forms Review and Approval
- 2.4.11 SCE 26-22-2, Data Transmittal

3.0 PREREQUISITE

- 3.1 Prior to use of a user-controlled copy of this procedure, it is the user's responsibility to verify that the revision and any TCNs are current by one of the following methods: | TEN
 - 3.1.1 Check it against a CDM controlled copy and any TCNs. | TEN
 - 3.1.2 Access the SCE Document Configuration System (SDCS). | TEN
 - 3.1.3 Contact CDM by telephone or through counter inquiry.
 - 3.1.4 Obtain a user-controlled copy of the procedure from CDM. | TEN
 - 3.1.5 Reference a current (within one week) Destination Configuration Control Log and associated daily update.

4.0 PRECAUTION(S)

- 4.1 None

5.0 CHECKLIST(S)

5.1 None

6.0 PROCEDURE

6.1 General Information

- 6.1.1 Any new or revised Site Order, Procedure or Instruction, with the exception of Project and Contractor/Subcontractor (C/S-C) (see Definitions, Attachment 1) documents, shall be researched, drafted and formatted, as well as a history file maintained, in accordance with Reference 2.2.1.
- 6.1.2 Subsequent changes to Project or C/S-C documents that have been determined to require Site approval shall be handled in accordance with this document or Reference 2.2.4.
- 6.1.3 Project and C/S-C document format shall be in accordance with the applicable Project or C/S-C procedures.
- 6.1.4 Site Project and C/S-C document and revision numbers need only appear on the Project or C/S-C document cover page.
- 6.1.5 Project and C/S-C documents may be cancelled by written memorandum to CDM when the following requirements have been met:
- .1 Documents are determined to be obsolete and no longer required.
 - .2 Site issued document numbers are other than the Project and C/S-C Site document numbers identified in Reference 2.2.1.
Examples: S02-SPSU-0941, S01-FCQCM-19.11
 - .3 Document issue date on each procedure is 1 year or more old.
 - .4 Five or more documents are to be cancelled at the same time.

6.0 PROCEDURE (Continued)

- 6.1.5.5 Cancellation memorandum identifies documents with quality affecting activities and ensures these activities are either no longer performed or performed in other issued procedures.
- .6 SPG Supervisor approves request.
- 6.1.6 Safeguards Orders or Procedures shall be handled in accordance with Reference 2.3.1.
- 6.1.7 A designee may perform SPG functions if authorized by SPG Supervision and/or Manager, Material and Administrative Services.

6.2 Site Review/Approval Determination for Project and C/S-C Documents

NOTE: For those Project and C/S-C documents that have previously been determined to require Site approval and are being revised/cancelled, go to Section 6.3, as appropriate.

- 6.2.1 Author (Project Administration or C/S-C Site Originator) shall:
 - .1 Submit Project Administrative Procedures (APs), Retrofit Work Procedures (WPs), and C/S-C documents that have not previously received a Site review/approval determination to the assigned Site Procedures Group (SPG) writer on Form SCE 26-22-2, Data Transmittal, for submittal to the Manager, Compliance or Designee for assessment of the need for Site approval.
- 6.2.2 SPG Writer shall:
 - .1 Forward document to the Manager, Compliance or Designee with Form PF(123) 324, Identification of Procedures Requiring Site Approval (see Attachment 4).
- 6.2.3 Manager, Compliance or Designee shall:
 - .1 Determine whether the document requires Site review and approval (the criterion to be used is whether the document falls within the categories outlined in Section 6.8.1 of the Unit 1, 2 and 3 Technical Specifications or if it affects nuclear safety).

6.0 PROCEDURE (Continued)

- 6.2.3.2 If Site approval is required, designate one responsible CFDM on Form PF(123) 324.
- .2.1 CFDM concurrence with the above designation will be sought; however, should concurrence be unattainable, the issue will be brought to the attention of the Deputy Station Manager for resolution.
- .3 Return the document to the assigned SPG writer with written notification of review/approval decision on PF(123) 324.
- 6.2.4 SPG Writer shall:
 - .1 Return documents not requiring Site approval to the originator with a copy of the PF(123) 324 form.
 - .2 Assign a Site document number and initiate Formal Interdisciplinary Review preparation for documents requiring Site approval.
 - .3 Forward original PF(123) 324 form to CDM.

6.3 Formal/Interdisciplinary Review Preparation

- 6.3.1 SPG Writer shall:
 - .1 Submit to the author as applicable:
 - .1.1 Review ready draft.
 - .1.2 Author identified document(s) to be cancelled or approved concurrently.
 - .1.3 Forms PF(123) 109, Routing and Document Control, and PF(123) 109-1, Unreviewed Safety Question Evaluation for each document to be reviewed.
 - .1.4 Forms CC(123) 183, Configuration Document Checklist and CC(123) 184, Configuration Documents Requiring Change. | 11-3
 - .1.5 Form PF(123) 109-2, Forms Review and Approval, when controlled forms are in need of revision or cancellation.
 - .2 Assist the author in preparation of the document and PF(123) 109(s) as requested by the author.

6.0 PROCEDURE (Continued)

6.3.2 Author shall:

- .1 Review the review-ready draft.
- .2 Note any title change from previous revision.
- .3 Review the commitment, Corrective Action Request (CAR) or other reason for initiating the subject draft review.
- .4 Review any document(s) to be cancelled, superseded or published with the publication of the subject draft.
- .5 Review the piping and instrumentation diagram(s) (P&IDs) number(s), other drawings and documents as applicable or actual plant configuration checked during preparation.
- .6 Check outstanding Temporary Change Notices (TCNs) per CDM records and provide for the disposition of each.
- .7 Determine whether the subject draft was produced as a result of a Facility Design Change, i.e., a Proposed Facility Change (PFC), TFM, a Nonconformance Report (NCR) or a Field Change Notice (FCN), and its identifying number, if applicable.
- .8 Process Site Controlled Forms (see Definitions, Attachment 1) along with the subject draft in accordance with Reference 2.2.3, if applicable.
- .9 Review the subject draft for effect on other published documents within the author's responsible discipline and initiate appropriate changes.
- .10 Review the subject draft for effect on other responsible disciplines.

6.0 PROCEDURE (Continued)

- 6.3.2.11.1 If documents under the responsibility of other disciplines are potentially affected, prepare Forms CC(123) 183 and CC(123) 184 in accordance with Reference 2.2.5 for each of the other affected disciplines. *Ken*

NOTE: Based on the interdisciplinary review selection provided by the Cognizant Supervisor, the SPG writer shall prepare Forms CC(123) 183 and CC(123) 184 (in accordance with Reference 2.2.5) for those Project and C/S-C documents which require Site approval. (See step 6.3.5.5.) *Ken*

- .11 If designated to do so by supervision, determine the need for an independent environmental evaluation.
- .12 Ascertain the previous approval authorities by reviewing the PF(123) 109(s) from the previous revision(s), if applicable, which may be obtained directly from CDM or through the assigned SPG writer.
- .12.1 Changes to documents, i.e., revisions, shall be reviewed and approved by the same organizations that performed the original review and approval unless Site management designates and approves other responsible organization(s) on the PF(123) 109.

NOTE: Documents that are currently designated Not QA Program Affecting do not require QA review. See Attachment 2, Keypoint 13A.

- .13 Prepare a PF(123) 109 for the review ready draft.
- .14 Indicate subject document's current "QA PROGRAM AFFECTING" status.
- .15 Prepare a PF(123) 109 for any document(s) to be published or cancelled concurrently, including previous approval authorities.

6.0 PROCEDURE (Continued)

- 6.3.2.16 Attach applicable information to facilitate review, such as valve list(s) or drawing(s), if appropriate.
- .17 Ensure that superseded or otherwise obsolete documents within the assigned responsible discipline are identified and prepared for concurrent cancellation.
- .18 Provide review-ready draft(s), appropriate cancellation(s), applicable PF(123) 109(s) (document package), CC(123) 183 and CC(123) 184 to the assigned SPG writer for submittal to the Cognizant Supervisor
or
- .19 Submit the document package directly to the Cognizant Supervisor, if applicable.
- 6.3.3 Cognizant Supervisor or Designee shall:
 - .1 Review the draft(s) and prepared PF(123) 109 to determine readiness for Formal/Interdisciplinary Review.
 - .2 Review document(s) to be cancelled to determine readiness for Formal/Interdisciplinary Review and prepared PF(123) 109(s), if included in the document package.
 - .2.1 Ensure licensing commitments and/or required provisions have been provided for in new or existing documents, unless the program/provision is no longer required.
 - .3 Verify author entries on PF(123) 109(s).
 - .4 Review or prepare Formal/Interdisciplinary Review selections, ensuring the following are represented, as applicable:
 - .4.1 Responsible discipline(s) affected (i.e., work required, responsibility assigned, accountability designated or documents requiring change) by the subject document(s).
 - .4.2 Previous revision approval authorities.

6.0 PROCEDURE (Continued)

- 6.3.3.4.3 Manager, Nuclear Engineering and Safety, review of Emergency Operating Instructions (EOIs) and Abnormal Operating Instructions (AOIs) and other documents, if deemed appropriate by the Cognizant Supervisor.
- .4.4 Manager, Nuclear Engineering and Safety, review of significant procedure/instruction changes which would benefit from review in the special area of expertise assigned to Nuclear Engineering, e.g., Nuclear Analysis, design criteria and certain industry research and development programs.
- .4.5 Supervisor of Environmental Services review of significant procedure/instruction changes which could significantly alter the impact of the Site on the environment.

NOTE: Quality Assurance review is mandatory for all documents designated as QA Program Affecting.

- .4.6 Quality Assurance for QA Program Affecting documents.
- .4.7 Superintendent of the affected unit(s) review of all Project documents (with the exception of Project AP and Retrofit WP documents).
- .4.8 SCE Project Engineering review of all Project documents (if required by Project APs).
- .4.9 Nuclear Engineering Representative review of all Project Unit 2/3 documents (if required by Project APs).
- .4.10 SCE Station Engineering TWG designee review of all Project Technical documents under the jurisdiction of the Manager, Technical.
- .5 Provide proposed "QA PROGRAM AFFECTING" determination of subject draft's contents (see Definitions, Attachment 1).
- .6 Indicate whether QA final approval is required. (The criterion to be used is specified in Chapter 5A of the TQAM.)
- .7 Determine need for training by the Nuclear Training Division and enter appropriate training contact.

6.0 PROCEDURE (Continued)

- 6.3.3.4.8 Complete Environmental Evaluation (if designated by the CFDM) in accordance with Reference 2.2.2, if desired at this time.
- .9 Denote comments on PF(123) 109. If comments exceed space provided on PF(123) 109, record on CC(123) 261. *Ken*
- .10 If satisfied with the document, the PF(123) 109 has been filled out appropriately, and the appropriate reviewers have been designated, sign and date the PF(123) 109.
- .11 Prepare PF(123) 109-1 for "QA Affecting" documents, if desired at this time.
- .12 Return draft, document(s) to be cancelled, completed PF(123) 109(s), PF(123) 109-1, CC(123) 183 and CC(123) 184 to the author or SPG writer, as appropriate. *Ken*
- 6.3.4 Author should:
- .1 If received from the Cognizant Supervisor, review document package.
- .2 Provide the document package with review period noted (see Definitions, Attachment 1), information regarding the date the document is needed and other special instructions to the SPG writer.
- 6.3.5 SPG Writer shall:
- .1 Ascertain proposed "QA PROGRAM AFFECTING" recommendation from the PF(123) 109.
- .2 Enter proposed "QA PROGRAM AFFECTING" recommendation on document cover sheet, if necessary.
- .3 Review title of revised document and title entry on PF(123) 109 against CDM Index, if appropriate.
- .3.1 Note "title change" on the PF(123) 109, if applicable.
- .4 Prepare Form PF(123) 186, SPG Review Transmittal for Site Documents, indicating review period as determined by the author.

6.0 PROCEDURE (Continued)

6.3.5.5 Prepare Forms CC(123) 183 and CC(123) 184 for Project ^{REN} and C/S-C documents in accordance with Reference 2.2.5 if the interdisciplinary review selection crosses divisional boundaries (e.g., Maintenance to Operations).

.6 Prepare the appropriate number of copies.

.7 Distribute PF(123) 186, CC(123) 183, CC(123) 184 and ^{REN} document packages to reviewers concurrently.

6.4 Formal/Interdisciplinary Review

6.4.1 Formal/Interdisciplinary Reviewers shall:

.1 Provide a deliberately critical examination of the document.

.2 Denote A or B comments on PF(123) 109 and record comments, or enter "none" on PF(123) 109, as appropriate.

.2.1 If applicable, utilize CC(123) 261 (Attachment 3) to ^{REN} record additional comments that cannot be accommodated on PF(123) 109.

.3 Consider the effect of subject document upon document(s) within the reviewer's responsible discipline.

.3.1 Remove Forms CC(123) 183 and CC(123) 184. ^{REN}

.3.2 Complete the determination of affected documents on Form CC(123) 184 in accordance with Reference 2.2.5, and forward a copy to the Lead Engineer, Configuration Control for entry into SOCR. ^{REN}

.3.3 Initiate change to affected document(s), if applicable, ensuring compatibility between documents.

.3.4 When the required changes are complete, return Form CC(123) 184 to the Lead Engineer, Configuration Control.

.4 Return review package to SPG writer within designated review period.

6.0 PROCEDURE (Continued)

6.4.1.5 Comments and reviews which are not received by the due date shall be so noted by the SPG writer on Form PF(123) 109. They may not be considered in the current revision, but should be addressed in a subsequent change (not applicable to Project and C/S-C documents).

6.4.2 Site Quality Assurance Manager or Designated Supervisor(s):

- .1 Review subject draft per 6.4.1.
- .2 Review subject draft to determine whether the document affects quality.
- .3 Indicate review and approval with proposed "NOT QA PROGRAM AFFECTING" determination by signature and date,

or
- .4 Alter determination accordingly, then sign and date.
- .5 Return review package to SPG writer within designated review period.

6.4.3 SPG Writer shall:

- .1 Check proposed "QA PROGRAM AFFECTING" determination for Quality Assurance concurrence, as applicable.
 - .1.1 Enter determination on document cover sheet, if changed.
- .2 Collect all comments received for the subject document.
- .3 Advise author of missing reviews.
- .4 Attempt to retrieve all reviews.
- .5 Assist in the resolution of A and B comments, if directed to do so by author.

6.0 PROCEDURE (Continued)

6.4.3.6 Provide author with all comments.

NOTE: Project procedures which have received comments shall be forwarded to the Test/Administrative Procedure Preparation Coordinator on Form SCE 26-22-2.

6.5 Comment Resolution

6.5.1 If no comments are received, proceed to 6.6.

6.5.2 Author shall:

- .1 Review all comments received.
- .2 Direct SPG writer to resolve A comments, if appropriate.
- .3 Ensure resolution of B comments with the respective reviewers.
- .4 Record comment resolution(s) on comment sheets.
- .5 Alter document in accordance with the stated resolutions.
- .6 Coordinate typing and proofreading with Text Processing or request SPG assistance.

6.5.3 SPG Writer shall: (Not applicable to Project and C/S-C documents)

- .1 Review marked-up document for clarity of changes, if requested to do so by author.
- .2 Have document retyped, if necessary.
- .3 Proofread corrected document, making changes if permitted by the author to do so.
- .4 Return corrected document to author.

6.0 PROCEDURE (Continued)

6.5.4 Author shall:

- .1 Review corrected document.
- .2 Determine the need for a second Formal/ Interdisciplinary Review as a result of major technical or content changes due to comment resolution/incorporation using the criteria of step 6.3.3.4.
- .3 Return the corrected document to SPG writer, indicating whether comment resolution concurrence or a second Formal/Interdisciplinary Review should be sought,

or

- .4 Obtain comment resolution from reviewers, providing final approval document package to SPG writer.

6.5.5 SPG Writer shall:

- .1 If requested to assist in comment resolution concurrence, submit corrected document and PF(123) 109, denoting comment resolution to respective reviewers,

or

- .2 As directed by the author, initiate a second Formal/Interdisciplinary Review by returning to step 6.3.1 and proceeding accordingly.

6.5.6 Formal/Interdisciplinary Reviewers shall:

- .1 Review corrected document for adequacy of comment resolution.
- .2 Initial and date PF(123) 109 or CC(123) 261 to approve comment resolution, |^{rev}

or

- .3 Indicate disapproval of comment resolution by stating "unacceptable" on appropriate form or by withholding "resolution approved by" initials.
- .4 Return document package to author or SPG writer, as appropriate.

6.0 PROCEDURE (Continued)

6.5.7 SPG Writer shall:

- .1 If requested to assist in comment resolution concurrence, review appropriate forms for B comment resolution approval.
- .2 If all B comments are not resolved per the reviewers, return to step 6.4.3.6 and proceed accordingly.
- .3 If all B comment resolutions are approved, prepare document package for final approval.

NOTE: If B comments cannot be resolved between reviewer(s) and author, assistance will be sought through the chain of command and, if necessary, ultimately will rest with the appropriate CFDMs.

6.6 Final Approval

6.6.1 SPG Writer shall:

- .1 Conduct a thorough check of the document.
- .2 Prepare a final approval document package.
- .3 Submit documents requiring QA final approval to Quality Assurance.
- .4 If the document does not require QA final approval, enter "N/A" on PF(123) 109 and proceed to step 6.6.4.

6.6.2 Quality Assurance (For Information Only)

- .1 Review final approval document package.
- .2 Provide comments on CC(123) 261 or enter "none" on PF(123) 109, as appropriate.
- .3 Indicate approval by signature and date on PF(123) 109(s).
- .4 Return document package to SPG writer.

6.0 PROCEDURE (Continued)

6.6.3 SPG Writer shall:

- .1 Review document package for approval.
- .2 If additional B comments are received, return to step 6.4.3.6 and proceed accordingly.
- .3 If additional A comments are received, notify author of same and resolve or return to author as directed.
- .4 If approval has been obtained, submit the document package to the designated Cognizant Supervisor or designee, including Form PF(123) 109-1 with documents determined to be "QA PROGRAM AFFECTING."
- .5 If no Cognizant Supervisor or designee has been appointed to complete the Environmental Evaluation or PF(123) 109-1, proceed to step 6.6.5.3.

6.6.4 Designated Cognizant Supervisor or Designee should:

- .1 Review the entire document package, considering:
 - .1.1 Technical accuracy.

CAUTION Procedure provisions which are based on, or
----- extracted from, supplier data (drawings, manuals, bulletins, notices, etc.) must be reviewed for technical content as part of the procedure review process. No reliance should be placed on any previous review or status stamping of supplier data unless this review meets the criteria of this procedure.

- .1.2 Compliance with policy and requirements.
- .1.3 Effect of document(s) on other responsible discipline(s) and on Site document(s) within Cognizant Supervisor's discipline.
- .2 Initiate additional review(s) as deemed appropriate.
- .3 Provide additional comments on PF(123) 109 or CC(123) 261, if necessary.

ITEM

6.0 PROCEDURE (Continued)

- 6.6.4.4 If satisfied with document(s) and PF(123) 109(s),
 - .4.1 Determine the implementation status of any related Facility Design Change (see Definitions, Attachment 1) by checking with Equipment Status Control:
 - .4.1.1 If a procedure is related to a Facility Design Change and is required prior to turnover of the system in accordance with Technical Specification surveillance or other operational concern requirements, the procedure may be approved prior to implementation of the design change.
 - .4.2 Indicate the status review of implemented, related Facility Design Change(s) by signature and date on the PF(123) 109.
 - .4.3 Prepare and/or approve (if designated by the CFDM) Form PF(123) 109-1 for "QA PROGRAM AFFECTING" documents using the guidelines provided in Reference 2.2.2.
 - .5 Return document package to SPG writer.
- 6.6.5 SPG Writer shall:
 - .1 Check total package for proper completion and provide, as necessary, the following:
 - .1.1 Proper document pagination and format.
 - .1.2 The disposition of any TCNs outstanding since document preparation per CDM records.
 - .1.3 Proper accountability for each indicated review.
 - .1.4 Sequential numbering of all returned PF(123) 109(s) and all received Formal/Interdisciplinary Reviewer comments.
 - .1.5 Proper numbering of PF(123) 109-1, if required.
 - .2 Prepare final approval package for Cognizant Functional Division Manager (CFDM) (Reference 2.1.1).
 - .3 Submit final approval packages to the responsible CFDM (see Attachment 5 for a listing of CFDM responsibility for Project documents).

6.0 PROCEDURE (Continued)

6.6.6 Cognizant Functional Division Manager (CFDM) shall:

- .1 Review entire document package.
- .1.1 Assess the reviewer selection and note the actual reviews performed on the subject document.
- .2 Provide additional comments, if applicable, which may include a request for additional reviews, as appropriate.
- .3 If satisfied with document(s) and PF(123) 109(s),
- .4 Enter effective date on document to permit training if deemed necessary.
- .4.1 Review prepared Environmental Evaluation and approve, if applicable.
- .4.2 Prepare Form PF(123) 109-1 for "QA PROGRAM AFFECTING" documents in accordance with the guidelines in Reference 2.2.2,
- or
- .4.3 Review prepared Form PF(123) 109-1.
- .4.4 Indicate approval of the document and concurrence with the scope of interdisciplinary review by signature and date on PF(123) 109 and, if applicable, sign and date Form PF(123) 109-1.
- .5 Return entire document package to SPG writer.

6.6.7 SPG Writer shall:

- .1 Check package for final approval.
- .2 If final approval of a procedure/instruction has been obtained, proceed to step 6.7.
- .3 If additional comments have been received, return to step 6.4.3.6 and proceed accordingly.
- .4 If subject document is a Site Order, submit final approval package to Station Manager, as appropriate. | TLM

6.0 PROCEDURE (Continued)

6.6.8 Station Manager: |TCN

- .1 Review Site Order package.
- .2 Provide comments on CC(123) 261, as appropriate. |TCN
- .3 If satisfied with Site Order and PF(123) 109(s), indicate approval by signature and date on PF(123) 109.
- .4 Return Site Order package to SPG writer.

6.6.9 SPG Writer shall:

- .1 Review package for additional comments or approval.
- .2 If additional comments have been received, return to step 6.4.3.6 and proceed accordingly.
- .3 If Station Manager's final approval has been obtained, prepare Site Order package for publication. |TCN

6.7 Publication

6.7.1 Author shall:

- .1 If circumstances require immediate issuance of a document which only partially supersedes another, issue a TCN (Reference 2.2.4) concurrently against the partially superseded document to delete the superseded sections.

6.7.2 SPG Writer or Designee shall:

- .1 Verify outstanding TCNs per CDM records and check the disposition provided for each.
- .2 If additional TCNs have been issued, DO NOT proceed. All outstanding TCNs shall be accounted for prior to publication. NOTIFY AUTHOR.
- .3 Attach comment sheets, if comments received.
- .4 Attach completed PF(123) 109-1 for "QA PROGRAM AFFECTING" document(s). |TCN

6.0 PROCEDURE (Continued)

- 6.7.2.5 Attach copy of completed PF(123) 109-2 for controlled forms, if applicable. TCN
- .5.1 If required, submit original PF(123) 109-2 along with a copy of PF(123) 109 to the SPG Forms Control Clerk.
- .6 Check if training has been indicated or "NO" checked on PF(123) 109.
- .6.1 Check "Yes" on PF(123) 109 if a copy of the document(s) and approved PF(123) 109(s) need to be sent to Nuclear Training Division, Office Administrator, or indicate N/A.
- .7 Assess changes (i.e., new/revised/cancelled attachments, forms, checklists, sign-offs) that have been made to records (see Definitions, Attachment 1) within the document(s).
- .7.1 Check "Yes" on PF(123) 109 if records are significantly affected to indicate a copy of the document(s) and approved PF(123) 109(s) need to be sent to Operations and Maintenance Support (Reference 2.2.6) or indicate N/A. TCN
- .8 Submit original CC(123) 183 and CC(123) 184 with a copy of PF(123) 109 to the Supervisor, Configuration Control.
- .9 Sign and date PF(123) 109 indicating the preparation/completion of the document package and submit to CDM for publication. TCN
- .10 Submit original non-Project document package(s) to CDM or Project Administration, as appropriate, on Form SCE 26-22-2, noting which document(s) must be cancelled or issued simultaneously.
- .11 Return original Project document package(s) to Project Administration on Form SCE 26-22-2, noting which document(s) must be cancelled or issued simultaneously.
- 6.7.3 Project Administration shall:
- .1 Record the Site approval in the appropriate Project Log.
- .2 Route the original document package(s) to CDM on a release package in accordance with the applicable Project procedures.

6.0 PROCEDURE (Continued)

6.7.4 CDM (For Information Only)

- .1 If documents are indicated as requiring simultaneous issuance/cancellation and one or more requires rejection, return all indicated documents to SPG or Project Administration, as applicable.
- .2 Process approved documents in accordance with Reference 2.4.1.
- .3 Affix the effective date, unless provided.

NOTE: A cancellation date, 12 months from the effective date, is affixed to Special Procedures (SP prefix) (see Definitions, Attachment 1) by CDM prior to publication. Special Procedures are automatically cancelled upon the cancellation date and are removed/recalled from Site controlled files in accordance with Reference 2.4.1. 172

- .4 Affix the cancellation date, as appropriate.
- .5 Distribute documents in accordance with the distribution matrix.
- .6 Recall Project or C/S-C documents from the field upon written notification from the Site Procedures Group.

6.8 Late Comments (Not applicable to Project and C/S-C documents)

6.8.1 SPG Writer shall:

- .1 Submit the original Nuclear Engineering and Safety comments on EOIs or AOIs to CDM for retention, if applicable.
- .2 Return late comments to author.

6.0 PROCEDURE (Continued)

6.8.2 Author shall:

- .1 Review late comments.
- .2 If late B comments warrant an immediate change, initiate a revision in accordance with Reference 2.2.1 or a TCN in accordance with Reference 2.2.4.
- .3 Retain other late comments for the next revision.

7.0 RECORDS

- 7.1 Approved Site documents, PF(123) 109(s), comments and applicable PF(123) 109-1(s) shall be filed in CDM.
- 7.2 Approved PF(123) 324 forms shall be filed in CDM.

DEFINITIONS

1. A Comment - An informational or editorial comment which should be resolved prior to publication.
2. B Comment - A significant technical comment which shall be resolved prior to final approval of the document, e.g., issues pertaining to responsibilities, safety, environmental impact and QA PROGRAM AFFECTING determination.
3. CFDM - Cognizant Functional Division Manager
4. Contractor/Subcontractor (C/S-C) Document - A document generated by an independent contractor or subcontractor to perform a specified activity.
5. Facility Design Change - A change to the physical configuration of facility structures, systems or components. Facility Design Changes may take the form of Design Change Packages, Proposed Facility Changes, Temporary Facility Modifications, and dispositioned Nonconformance Reports.
6. Formal/Interdisciplinary Review - A deliberately critical examination of a document prior to publication which is initiated by the responsible Cognizant Supervisor and recorded on Form PF(123) 109, Routing and Document Control.
7. Implementation - Implementation of a Facility Design Change is defined as turnover of the system/system components to Station.
8. May - The word "may" is used to denote permission, neither a requirement nor a recommendation.
9. Piping and Instrumentation Diagram(s) (P&IDs) - Diagrams which function to define process flowpath parametric boundaries such as flowpaths, pressures and temperatures and to provide schematic representation of instrumentation.
10. Project Document - A procedure generated by Project to perform a specified activity.
11. QA Program Affecting - A term used to indicate programs and activities controlled by the Topical Quality Assurance Manual or activities subject to a 10 CFR 50.59 Review. Within the text of documents, QA Program Affecting may be abbreviated as "QA Affecting."
12. Records - Those documents which furnish documentary evidence of the quality ^{of} of items and of activities affecting quality.

DEFINITIONS (Continued)

13. Review Period - The designated number of working days permitted for review. A standard parallel review is ten (10) working days and a rush review is five (5) for Site Documents. A two (2) day review is requested for C/S-C and certain Project documents.
14. Shall - The word "shall" is used to denote a requirement.
15. Should - The word "should" is used to denote a recommendation.
16. Site Controlled Form - A form whose design is controlled by Nuclear Generation Site Department Forms Control and is properly approved for use.
17. Site Document - A document that has received approval for use at the Nuclear Generation Site in accordance with this document (S0123-VI-1.0).
18. Special Procedure - A special procedure controls a specified activity which is to be performed only once or over a short period of time. Twelve (12) months from the effective date a special procedure is automatically cancelled for use by CDM, who retains a file copy.
19. Temporary Facility Modification (TFM) - A Temporary Facility Modification is required for a facility structure, system or component which, when used to perform its function as a part of the facility, is in an other-than-as-designed condition.

ROUTING AND DOCUMENT CONTROL - UNIT (1)
PF(123) 109

NOTE: Entries should be typed or written legibly with a black, medium ballpoint pen.

(2) A. Title: _____

(3) Site Document Number: _____ Rev. No.: _____

(4) Document Author/Originator: _____ PAX: _____
(Print Name)

(5) Date Routed: _____ SPG Writer: _____ PAX: _____
(Print Name)

(6) B. Reason for Review: _____

(7) C. This document has been verified against the P&ID(s): YES _____
NO _____ N/A _____ P&ID Number(s) _____ *TCN*

(8) Verified against actual plant configuration: YES _____ NO _____ N/A _____
PERFORMED BY: _____ Date _____
Author/Originator

(9) D. TCNs: N/A _____ Incorporated _____ Cancelled _____
No. No. No.
Disapproved _____
No.

(10) E. Is this document (or revision) a result of a Facility Design Change?
(PFC, NCR, or TFM, FCN) YES _____ NO _____ *FCN*
Facility Design Change Identifier: _____
Type Number

FACSIMILE

ROUTING AND DOCUMENT CONTROL

PF(123) 109
(Continued)

(11) F. Disposition of Site Controlled Form(s):
No Change Needed _____ New, revised or cancelled _____
[See attached PF(123) 109-2]

G. FORMAL/INTERDISCIPLINARY REVIEW: (Blank areas are for independent reviews. Print in person's name and organization.)

(12) REVIEWED BY:

[X] If Reqd.	Position/ Org.	(13) Initials	(14) Comments	[X] If Reqd.	Position/ Org.	(13) Initials	(14) Comments
	1. STATION MGR				17. Shift Supt. Unit 1 2 3		
	DEPUTY				18. Supt. Unit 1 2 3		
	2. STATION MGR				19. Supvr. Engr. (Computers)		
	3. MGR OPS				20. Supvr. Chemistry		
	4. MGR TECH				21. Supvg. Engr. Power Gener.		
	5. MGR MAINT				22. Supvg. Engr. NSSS Engrg.		
	6. MGR H.P.				23. Maint. Supvr. Unit 1 2 3		
	7. MGR OUTG MGMT				24. Supvr. I&C		
	8. MGR PROJ 1 2 3				25. Supvr. CC		
	9. MGR O&M SUPPORT				26. MGR NE&S		
	10. MGR B&C CONTROL						
	11. MGR M&AS		(13A)[X]		29. QA/QC		
	MGR NUC.				28.		
	12. TRNG. MGR				29.		
	13. COMPLIANCE MGR				30.		
	14. SECURITY MGR				31.		
	15. EMERG. PREP. MGR				32.		
	16. MTRL. SPPT.						

FACSIMILE

ROUTING AND DOCUMENT CONTROL

PF(123) 109
 (Continued)

(15) H. Training Required: YES _____ NO _____

Discipline Contact for Training Coordination _____ PAX _____
 (Print Name)

(16) I. QA Program Affecting Determination:

CURRENT [X] one PROPOSED [X] one *Ken*

QA PROGRAM AFFECTING		
NOT QA PROGRAM AFFECTING		

Proposed Not QA Program Affecting Determination

APPROVED BY: (17) _____ DATE _____
 QUALITY ASSURANCE

(18) J. Document Requires QA Final Approval: YES _____ NO _____

(19) K. Document and Review(s) Approved By: _____ Date _____
 Cognizant Supervisor

(20) L. Reviewer Comments

If comments are informational, enter "A" and initial.
 If technical comments require resolution prior to approval, enter "B"
 and initial.
 Indicate acceptance of the resolution of B comments by entering initials
 and date.

PREPARED BY	TYPE	COMMENT(S)	RESOLUTION	RESOLUTION APPROVED BY	DATE

Attach CC(123) 261 form, if necessary.

FACSIMILE

ROUTING AND DOCUMENT CONTROL
PF(123) 109
(Continued)

(21) M. QA Final Document Approval:

APPROVED BY: _____
Quality Assurance Date

(22) N. Environmental Evaluation: (Guidelines provided in S0123-VI-1.3)

NOTE: If an environmental question is posed, the document shall not be approved until the Supervisor, Environmental Services, has completed an environmental review.

Could implementation of this document pose adverse environmental effects of any type directly or indirectly? TCN

POSSIBLY ___ Reason: _____

NO ___ "The nature of this document is such that it will not result in a condition which significantly alters the impact of the station on the environment nor does it pose an unreviewed environmental question."

APPROVED BY: _____
Cognizant Functional Division Manager or Designee

(23) O. Facility Design Change Implementation

REVIEWED BY: _____
Cognizant Supervisor

P. Final Document Approval and Reviewer Concurrence:
(24)

APPROVED BY: _____
Cognizant Functional Division Manager Date

(24A)

(25)

ORDER APPROVED BY: _____
Station Manager Date

FACSIMILE

ROUTING AND DOCUMENT CONTROL

PF(123) 109
(Continued)

(26) Q. Document Package Preparation

PERFORMED BY: _____ Date _____
SPG Writer or Designee

(27) R. Copy(ies) to be forwarded by CDM

YES/NA
Indicated by SPG

1. Copy of PF(123) 109 and document to
be sent to:

YES N/A

Nuclear Training Division (Office
Administrator)

— —

Operations and Maintenance Support Div.

— —

2. Copy forwarded to Nuclear Safety Group

PERFORMED BY: _____ Date _____
CDM

FACSIMILE

ROUTING AND DOCUMENT CONTROL

PF(123) 109

(Continued)

Keypoints:

Author

1. Enter SONGS unit number(s) to which the subject document applies.
2. Enter the full title as it appears on the subject document.
3. Enter SPG/CDM assigned number and current revision number.
4. Print name of individual responsible for content and clarification of a new or revised document. If cancellation of a document, or C/S-C document being submitted, print name of originator.

Enter PAX number of author or originator, as appropriate.

6. Provide a detailed reason for revision/review, including as appropriate:

- CAR/NRC commitment(s) and date(s).
- Licensing commitment change(s) and implementation due date(s).
- TITLE CHANGE, if any title change has been made to the subject document draft.
- TCN incorporation
- Proposed Facility Change(s).
- Nonregulatory commitment(s), e.g., INPO.
- Implements turnover package.
- Cancel - Superseded by _____. Licensing commitments transferred to _____.
- Cancel - Program/Provisions no longer required.
- Supersedes _____.
- Issue/Cancel _____ simultaneously.

ROUTING AND DOCUMENT CONTROL

PF(123) 109

(Continued)

Keypoints: (Continued)

7. Provide answer. If yes, enter P&ID number(s).
8. Provide answer, sign, and date. If answer is N/A, then N/A may be entered on the signature line.
9. Provide the disposition of each outstanding TCN recorded by CDM or check N/A as appropriate.
10. Check Yes or No. If Yes, provide that design change's type/category and identifying number.
11. Provide disposition of Site Controlled Forms.
12. Based upon review of subject draft's effect upon other responsible disciplines, or possible adverse environmental impact, check and/or write in appropriate reviewers.

Consider previous review and approval authorities from prior routing documents.

- 13A. If the document is currently designated as Not QA Program Affecting, it does not require QA review. For current Not QA Program Affecting documents, put a line through the QA block, initial, and state "Not Required" in the adjacent blocks. All other documents require QA review as a minimum.

Cognizant Supervisor

Review Author entries.

15. Determine whether formal training is required on the subject document's contents. Provide the discipline training contact for coordination of formal training, if applicable.
16. Check "QA Program Affecting" determination.

Proposed Not QA Program Affecting determinations must be approved by QA and reflected in Keypoint 17. Enter N/A in Keypoint 17 for all other determinations.

ROUTING AND DOCUMENT CONTROL

PF(123) 109

(Continued)

Keypoints: (Continued)

18. Indicate if the document requires QA final approval, depending upon whether the document describes and controls activities affecting safety related items.

If the document does not require QA final approval, enter N/A in Keypoint 21. *read*

19. Indicate approval of subject document and appropriate reviewer selection approval by signature and date. *read*

23. After interdisciplinary review and just prior to CFDM final approval, provide signature and date of Facility Design Change implementation.

Enter "N/A" for procedures required for the turnover of the system in accordance with Technical Specification surveillance requirements, other operational concern requirements or if the document is not related to a Facility Design Change.

SPG Writer

5. Enter date document is distributed for review, name, and PAX number.
- 24A. A line may be inserted for an additional document approver (i.e., Deputy Station Manager), to facilitate document sign-off. *read*

Formal/Interdisciplinary Reviewers

13. Indicate review of subject document by providing initials on PF(123) 109.
14. Indicate presence of comments by entering "A" or "B" on PF(123) 109.

or

Indicate absence of comments by entering "none" on PF(123) 109.

20. Record comments on PF(123) 109. If necessary, attach CC(123) 261. Indicate comment approval by entering initials and date. *read*

Site Quality Assurance Manager or Designated Supervisor(s)

17. Review and approve proposed "Not QA Program Affecting" determination or alter determination. Sign and date to indicate review and approval of determination.

Quality Assurance (For Information Only)

21. Indicate final approval of document(s) by signature and date, if required.

ROUTING AND DOCUMENT CONTROL

PF(123) 109
(Continued)

Keypoints: (Continued)

Cognizant Functional Division Manager or Designee

22. Approve environmental evaluation by signing and dating.
(Reference 2.2.2)

Cognizant Functional Division Manager

24. Indicate final approval of the subject document and concurrence with the review the subject document has received by signature and date.

- 24A. Indicated Approver (If entered)

Indicate final approval of subject document by signature and date.

Station Manager (For Orders Only)

25. Indicate final approval of Order(s) for Station Divisions, including those reporting to the Deputy Station Manager, and concurrence with the review the subject Order has received by signature and date.

SPG Writer or Designee

26. Indicate document package preparation by signature and date.

CDM

27. 1. Provide copy to the Nuclear Training Division and Operations and Maintenance Support Division when "YES" has been indicated, which includes subject document and PF(123) 109.
2. Provide copy to the Nuclear Safety Group, which includes subject document, PF(123) 109 and, if applicable, PF(123) 109-1.
3. Sign and date.

REVIEW COMMENT AND RESOLUTION - CC(123) 261
KEYPOINTS

from

DOCUMENT REVIEW AND COMMENT

1. The reviewer records the identifying information for the document being reviewed.
2. The reviewer records comments, the initials of the reviewer and the type comment ("A" information only and "B" resolution required). Comments from several reviewers may be entered on one sheet.
3. The principle reviewer or supervisor is identified for follow-up and comment resolution.

COMMENTS RESOLUTION

4. The person responsible for resolution of comments reviews the comments and determines the resolution to be made. Either this person or the reviewer should record the resolution.
5. When the comment is satisfactorily resolved, the reviewer or supervisor initials and dates the Resolution Approved column. If telephone approval of comment resolution is obtained, this fact is recorded (e.g., "Per Telcon with (name) of (date) (signature of resolver)."

IDENTIFICATION OF PROCEDURES REQUIRING SITE APPROVAL

PF(123) 324, REVISION 0

KEYPOINTS

SPG WRITER

- (1) Indicate type of procedure being assessed (i.e., Project, Retrofit, C/S-C, other).
- (2) Enter name of Contractor/Subcontractor, if applicable.
- (3) Enter document title.
- (4) Enter document number.
- (5) Enter document revision number per CDM records.
- (6) Enter SONGS unit number(s) to which the subject document applies.
- (9) Enter name and date.

MANAGER, COMPLIANCE/DESIGNEE

- (7) Indicate whether Site approval required for the subject document.
- (8) Select responsible Cognizant Functional Division Manager(CFDM).
- (10) Sign and date indicating approval of determination.

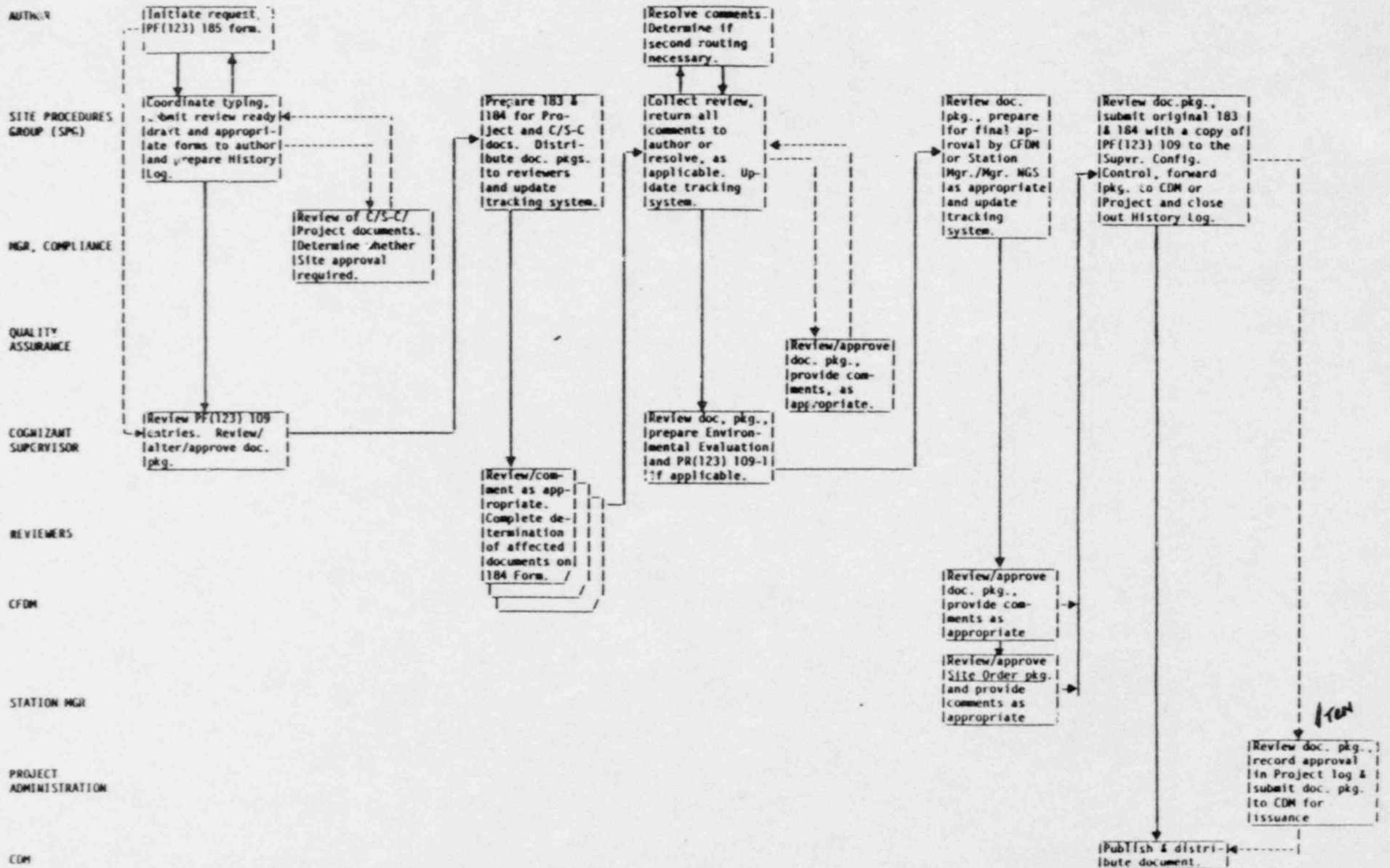
CFDM RESPONSIBILITY MATRIX FOR PROJECT DOCUMENTS

<u>Project Procedure Designator</u>	<u>Responsible CFDM</u>
AC - Acceptance Test	Mgr., Technical
AP - Administrative Procedure	Various *
CT - Calibration Test	Mgr., Maintenance
CV - Cleanness Verification Test	Mgr., Technical
GP - General Procedure	Mgr., Technical
GT - Generic Test	Mgr., Technical
MP - Maintenance	Mgr., Maintenance
PA - Power Ascension	Mgr., Operations
PE - Preoperational Test	Mgr., Technical
SP - Specific Test	Mgr., Technical
ST - Special Test	Mgr., Technical
TI - Test Instruction	Mgr., Technical
TP - Test Procedure	Mgr., Technical
WP - Work Procedure	Various *

* CFDM responsibility for Project APs and WPs is determined by the Manager, Compliance (see section 6.2.1.1).

NOTE: The Deputy Station Manager shall approve Project documents within his jurisdiction (Security) in addition to the appropriate CFDM. KED

FLOW CHART



REVISION DESCRIPTION

ABSTRACT

SO123-VI-1.1, Station Approval of Startup Procedures and Temporary Change Notices, and SO123-VI-1.2, Station Review and Approval of Contractor/Subcontractor Procedures after Unit Licensing, are being cancelled in order to establish a unified Site document processing system. All document processing provisions exclusive to Project and Contractor/Subcontractor (C/S-C) documents have been incorporated into SO123-VI-1.0, Revision 11. All document numbering requirements have been transferred to SO123-VI-0.9, Documents-Author's Guide to the Preparation of Site Orders, Procedures and Instructions.

Major Changes Include:

1. Elimination of multiple reviews by SCE Station Engineering and Quality Assurance on Project documents. Presently, SCE Station Engineering and QA participate in both the Project internal review (TWG) and the Station SO(123) 109 review processes. This revision will combine the TWG and 109 reviews into one Site review process. The Project TWG approval sheet will be eliminated in favor of the Site SO(123) 109 form. The previous TWG Chairman will act as the Cognizant Supervisor for SO(123) 109 purposes, selecting the necessary interdisciplinary reviewers from Project and Station.
2. Elimination of Project TCN equivalent forms (i.e., PCNs, WPCNs, TICNs, APCNs). Presently Project TCNs are approved within Project, attached to Site TCNs (SO(123) 110), and routed for Site approval. The Project and Site TCNs are equivalent in content, the only difference being the signatures required. This revision will eliminate the Project TCNs in favor of the Site TCN. Project TCN approval authorities will be maintained by allowing these individuals to sign as Plant Management Staff on the Site TCN form.
3. Unification of site document numbering. Project and Station will no longer have different document numbers for the same Site document. Project and C/S-C documents will utilize the Roman numeral system presently outlined in SO123-VI-0.9.
4. Formalization of Project Management and Manager, Compliance roles in determining which C/S-C documents require Site approval.

FOR INFORMATION ONLY

TEMPORARY CHANGE NOTICE

Page 1 of 1
TCN No. 11-3
(For CDM use only)

TECHNICAL SPECIFICATION VIOLATION IF NOT COMPLETED WITHIN 14 DAYS

Site Document No. S0123-VI-1.0 Revision No. 11 SINGLE USE TCN YES NO X
Site Document Title Documents - Review and Approval Process for Site Orders, Procedures and Instructions

1. PREPARED BY: L. Falcone PAX: 89447 ORGANIZATION: M&AS/SPG
2. DATE/TIME ORIGINATED: 7/27/87 1 p.m. 3. ISSUANCE DATE: SEP 14 1987 (CDM USE ONLY)
4. SINGLE USE TCN cancels on: (CDM USE ONLY)
5. If required, TCN Deviation Approval: CFDM (or designee): n/a
Signature/If by telecon print name and so state Date/Time

6. Check appropriate box: Entire Document Attached Affected Page(s) Attached
Superseded/Incorporated TCN(s): 11-2 No. (If none, so state) (Not applicable for SINGLE USE TCNs)

7. This change cannot wait until the next revision of the Site Document and is required:
A. To implement facility design change (PFC, NCR, TFM, etc.)

RECEIVED CDM
SEP 14 1987

Facility design change identifier Identify PFC, NCR, TFM etc. Identifier
Implementation of the facility design change has been determined. YES NO
(If NO, a TCN cannot be approved until the facility design change has been implemented.)
B. Other (e.g., CAR, Licensing Commitments) Specific Reason: Update section 6.7.2 to address records being forwarded to O&MS; reference current forms and update PF(123) 109 form; incorporate organization changes.

8. Is the document being TCN'd QA Affecting? YES NO (If YES, complete the boxes below.) (If NO, see * below.)
(This is indicated on the Table of Contents page of the Site Document. If not indicated, treat as QA Affecting.)

A.	Does this change affect FSAR or Tech. Spec. commitments?	YES	NO	<input checked="" type="checkbox"/>
B.	Does this change affect the nonradiological environment of any offsite area previously undisturbed during site preparation and plant construction?	YES	NO	<input checked="" type="checkbox"/>
C.	Is the intent of the original document altered?	YES	NO	<input checked="" type="checkbox"/>
D.	Is the document to be changed an Emergency Operating Instruction?	YES	NO	<input checked="" type="checkbox"/>
E.	Does this change pose an unreviewed safety question per 10 CFR 50.59, i.e., does it increase the probability of occurrence or the consequences of an accident; create the possibility of a different accident; or reduce the Tech. Spec. margin of safety?	YES	NO	<input checked="" type="checkbox"/>

(IF THE ANSWER TO A, B, C, D OR E IS YES, A TCN IS NOT AUTHORIZED.)

9. Does this change affect licensing commitment requirements? YES NO

10. Copy forwarded to the Nuclear Safety Group. (QA Affecting TCNs only)

PERFORMED BY: [Signature] Date: 9-14-87 (CDM)

11. The entire document was reviewed in conjunction with this TCN. REVIEWED AND APPROVED BY: n/a (CDM or Designee) Date

12. SIGNATURES REQUIRED:

REVIEWED AND APPROVED BY: (AT LEAST ONE (1) SRO ON THE UNIT AFFECTED)	
1) [Signature] 7/27/87 11:20am Plant Management Staff - Unit 1	2) [Signature] 3/27/87 11:20am Plant Management Staff - Units 2&3
3) [Signature] 7-28-87 1443 SRO - Unit 1	4) [Signature] 7/28/87 1453 SRO - Units 2&3
REVIEWED AND APPROVED BY: [Signature] 7/29/87 Cognizant Functional Division Manager	
5) [Signature] 8/28/87 6) [Signature] 8/6/87 Quality Assurance - Units 1, 2 and 3	

* If a document is Not QA Affecting, obtain initial approval from the Cognizant Supervisor(s) on the affected Unit(s) [signs on Plant Management Staff line(s)] and final approval from the CFDM prior to submittal to CDM. No other signatures are required.

** If QA Affecting, approval shall be by two members of the Plant Management Staff knowledgeable in the areas affected, at least one of whom holds an SRO License on the unit or units affected. (For TCN approval, members of the Plant Management Staff are defined as the supervisor in charge of the shift, or as designated in writing by the CFDM, exercising responsibility in the specific area and unit(s) addressed by the change.)

*** If YES, the Shift Superintendent shall provide the required SRO approval.