

NUCLEAR GENERATION SITE
UNITS 1, 2 AND 3
COMPLETE REVISION
EFFECTIVE DATE JAN 28 1988

ADMINISTRATIVE PROCEDURE
REVISION 3
S0123-VI-1.0.1
PAGE 1 OF 30

DOCUMENTS - TEMPORARY CHANGE NOTICES (TCNs)

PREPARATION, REVIEW, APPROVAL, INCORPORATION AND DISTRIBUTION

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QA PROGRAM AFFECTING

DOCUMENTS - TEMPORARY CHANGE NOTICES (TCNs)
PREPARATION, REVIEW, APPROVAL, INCORPORATION AND DISTRIBUTION

1.0 OBJECTIVES

- 1.1 The purpose of this Procedure is to delineate the methods of preparation, review, approval/disapproval/cancellation and distribution of temporary changes to Site Documents when time does not permit a complete revision of the document.
- 1.2 This Procedure also describes the process for incorporation of temporary changes into user-controlled (see Definitions, Attachment 1) copies of Site Documents and the cancellation of unincorporated temporary changes.

2.0 REFERENCES

2.1 NRC Commitments

- 2.1.1 Units 1, 2 and 3 Technical Specifications, Section 6.8.3
- 2.1.2 Topical Quality Assurance Manual (TQAM) Chapters 1-C and 5-A

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-1.0, Review and Approval Process for Site Orders, Procedures and Instructions
- 2.2.3 S0123-VI-1.4, Forms Management
- 2.2.4 S0123-VI-1.0.2, Annual/Biennial Review of Site Orders, Procedures and Instructions
- 2.2.5 S0123-0-23, Control of System Alignments
- 2.2.6 S0123-0-20, Use of Procedures
- 2.2.7 S0123-VI-28, Corporate Documentation Management Drawing Control - Quality Assurance Record Processes
- 2.2.8 S0123-VI-1.0.3, Methods of Handling Invalid Steps/Sections
- 2.2.9 S0123-V-5.10, Temporary Facility Modification (TFM)

2.3 Other

- 2.3.1 PF(123) 101, Final Approval/Disapproval/Cancellation Routing for Issued Temporary Change Notice(s)

2.0 REFERENCES (continued)

- 2.3.2 PF(123) 110, Temporary Change Notice
- 2.3.3 AD(123) 22, Drawing/Document Request
- 2.3.4 SCE 26-22-2, Data Transmittal

3.0 PREREQUISITES

3.1 Prior to use of user-controlled copy (see Definitions, Attachment 1) of this procedure, it is the user's responsibility to verify that the revision and any TCNs are current by utilizing one of the following methods:

- 3.1.1 Check it against a CDM controlled copy and any TCNs.
- 3.1.2 Access an SCE Document Configuration System (SDCS).
- 3.1.3 Contact CDM by telephone or through counter inquiry.
- 3.1.4 Obtain a user-controlled copy of this procedure from CDM.
- 3.1.5 Reference a current (within one week) 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 TCN System - General

- 6.1.1 Under certain circumstances, it may be necessary to make changes to Site Documents when insufficient time is available to complete the normal revision preparation, review and approval process. A TCN or SINGLE USE TCN (see Definitions, Attachment 1) may be utilized, provided the following conditions are met:
 - .1 The intent (see Definitions, Attachment 1) of the original document is not altered.
 - .2 The document to be changed is NOT an Emergency Operating Instruction or Site Form. Site Forms shall be revised in accordance with Reference 2.2.3.

6.0 PROCEDURE (Continued)

CAUTION If the implementation of a SINGLE USE TCN is
===== delayed, the specific plant or equipment
 conditions that necessitated its use shall be
 re-evaluated by the TCN user.

- 6.1.2 SINGLE USE TCNs shall be initiated when certain plant or equipment conditions require a one-time change to be made to a Site Document.
 - .1 SINGLE USE TCNs shall remain in effect for "only" one (1) use of the procedure/instruction, and are to be automatically cancelled thirty (30) days after issue.
 - .2 A SINGLE USE TCN shall not be counted in the total quantity of ten (10) outstanding (see Definitions, Attachment 1) TCNs allowed to be issued against the document.
- 6.1.3 A Procedure Modification Permit (PMP) may be used, in lieu of TCNs, by on-shift Operators to resolve issues that facilitate use of a procedure for current plant conditions, when such conditions are different from those assumed by the original procedure (Reference 2.2.6).
- 6.1.4 TCNs are used to initiate changes: that have the potential to affect plant maintenance activities; are needed out of operational necessity (see Definitions, Attachment 1); and/or to implement NRC commitments, when a revision cannot be made in the time required.
 - .1 TCNs should be used to make technical corrections such as the following before/during use of the affected Procedure or Instruction (the following list is considered to be representative, but not necessarily all inclusive):
 - .1. Correct technical data which would affect the process/function being performed (such as, ± 15 to $+ 15$, PO18 to PO19, etc.).
 - .1.2 Correct procedures which are inconsistent with actual performance (e.g., correct component ID's, correct frequencies, CAR/NRC Inspection responses).
 - .1.3 Implement a facility design change (e.g., PFC, NCR, TFM).
 - .1.4 Correct information regarding possible plant conditions, modifications or procedural errors which alter the accuracy or misconstrues the intent of any instruction/procedure (e.g., ISEG/IE Notices).

6.0 PROCEDURE (Continued)

- 6.1.4.1.5 Identify new components or valves which are out of position due to PFCs, DCPs.
- .1.6 Provide for Temporary Modifications being installed in the system. An abnormal evolution document (see Definitions, Attachment 1) may be used in lieu of a TCN.
- .1.7 Enhance equipment system condition or performance.
- .1.8 Increase personnel safety.
- 6.1.5 TCNs should not be used solely to correct editorial or typographical errors (spelling errors, transposed letters/ words, etc.).
- 6.1.6 Acceptable methods for addressing step(s)/section(s) in procedure(s)/instruction(s) that constitute the use of Preexisting Condition (PX/C), Not Used, or Blank shall be handled in accordance with Reference 2.2.8.
- 6.1.7 No more than ten (10) outstanding TCNs (see Definitions, Attachment 1) shall be allowed to accumulate against a Site Document which has been determined to be QA Program Affecting without deviation approval (exception indicated below).
 - .1 Project and Contractor/Subcontractor documents are exempt from the limit of 10 outstanding TCNs and the format requirements stated within this procedure. Project and Contractor/Subcontractor TCN format shall be presented in accordance with their procedures.
 - .2 Deviations to allow more than ten (10) outstanding TCNs shall be granted by obtaining the approval of the Cognizant Functional Division Manager (CFDM) or Designee on each subsequent TCN over the tenth outstanding TCN. (Refer to Attachment 3 and keypoints.)
 - .3 A Site Document shall be revised and published or a "typed" entire document TCN issued within six (6) months of the date of issuance of the tenth outstanding TCN.
 - .3.1 The six (6) month revision limitation may be waived by the CFDM for an additional three (3) months when a procedure is determined to be substantially into the revision process. Availability of documentation supporting this waiver is the responsibility of the appropriate discipline.
- 6.1.8 TCNs initiated against Site Documents determined to be QA Program Affecting (see Attachment 1, Reference 2.2.2, and Technical Specifications for Units 1, 2 and 3, Section 6.8.1.) shall be processed in accordance with Sections 6.3 or 6.4, and 6.5 or 6.6.

6.0 PROCEDURE (Continued)

- 6.1.8.1 TCNs initiated against Site Documents that have not received a "quality" classification shall be treated as QA Program Affecting and processed in accordance with Section 6.3 or 6.4, and 6.5 or 6.6 until the document "quality" classification has been made.
- 6.1.9 If a TCN involves changes in responsibilities in other than the originating discipline, the Division responsible for TCN initiation shall obtain concurrence from the discipline impacted (i.e., E-Mail, Telephone Notes, initials from cognizant individual in discipline impacted on the PF(123) 110 form). Documentation supporting TCN concurrence is the responsibility of the discipline initiating the TCN.

6.2 TCN Preparation Instructions

6.2.1 Originator:

- NOTES: (1) Entire Document TCN (see Definitions, Attachment 1) is the preferred TCN method.
- (2) Affected Page(s) TCN (see Definitions, Attachment 1) is the preferred TCN method for SINGLE USE TCNs.

- .1 TCNs shall be prepared in accordance with the following instructions.
- .2 Preparation Instruction Applicable to Both Entire Document and Affected Page(s) TCNs
- .2.1 Obtain a clear, reproducible copy of the current (entire) Site Document including outstanding TCNs, if applicable.
- .2.2 Review the portion of the document being TCN'd to ensure Nuclear Regulatory Commission (NRC) commitments (see Definitions, Attachment 1) are met or retained.
- .2.3 If the subject matter of the TCN requires incorporating support from other responsible discipline(s), retain responsibility with the original discipline and incorporate support from other disciplines by request or direction (Reference 2.2.1).
- .2.4 Ensure TCNs which change signature/initial areas in Site Documents adhere to the Standardized Categories for Signatures and Initials (Reference 2.2.1).

6.0 PROCEDURE (Continued)

- 6.2.1.2.5 If the need for the TCN is because of another document (i.e., an NRC commitment), this document should be included in the "Reference" section and the related procedural steps should identify the "new" reference.

.3 Preparation Instruction for Entire Document TCNs (Preferred Method)

- .3.1 Make the desired changes to the document ensuring you do not write in the margins of the affected pages or squeeze wording into spaces so tightly that reproduction renders information illegible.
- .3.1.1 Include in this TCN changes from all outstanding TCNs that are still applicable.
- .3.2 If time permits, have the entire document text processed with the TCN changes included. Retyped documents shall:
- .3.2.1 Reflect the effective date of the document as shown on the Table of Contents page of the current document.
- .3.2.2 Be thoroughly proofread against the current site document, including any outstanding TCNs.
- .3.3 If section/step renumbering occurs, ensure references to section(s)/step(s) are correct.
- .3.3.1 In the interest of expediency section(s)/step(s) may be lined-out without renumbering; however, references to section(s)/step(s) throughout the remainder of the document shall be checked for accuracy and corrections made if necessary.
- .3.4 If time permits, Site Document format may be upgraded to the current format shown in Reference 2.2.1; however, this is not mandatory and documents may be TCN'd in their present format.

NOTE: Formatting changes, i.e., step renumbering and/or repagination, underlining, bolding, do not constitute the need for change bars. Current content changes within section(s)/step(s) shall be indicated by change bars.

- .3.5 Show a reference to the current TCN change(s) in the margin of the affected page(s) by using change bar(s).

Example: | TCN

- .3.5.1 Prior TCN changes, that are still applicable, may be shown by retaining the change bars and indicating the previously issued TCN number(s) in the margins. If prior TCN changes are shown, it should be done with consistency.

6.0 PROCEDURE (Continued)

- 6.2.1.3.6 Complete Form PF(123) 110 (see Attachment 3 and keypoints) and attach to the document.
- .3.6.1 "Entire Document" TCNs shall supersede/incorporate all outstanding TCNs, except SINGLE USE TCNs.
- .3.6.2 TCN form PF(123) 110 shall indicate the specific TCN(s), by number, which are being superseded/incorporated. A blanket statement such as "Supersedes all prior TCNs" is not acceptable.
- .3.7 Number all of the pages of the TCN package beginning with Form PF(123) 110.
- .3.7.1 Pagination may be entirely sequential, including the TCN form, or the TCN form may be paginated independently, i.e., page 1 of 1.
- .3.7.2 If an A page is inserted into the body of an entire document TCN, the previous page shall state (below the page number) that the A page follows. For example, page 35 must be supplemented with page 35A, page 35 shall state page 35A follows.
- 6.2.1.4 Preparation Instruction for Affected Page(s) TCNs
 - .4.1 Mark-up (or type-in) the actual changes on the affected page(s) from the document ensuring you do not write in the margins of the affected pages or squeeze wording into spaces so tightly that reproduction renders information illegible.
 - .4.2 If TCN changes cannot be shown as mark-ups on the affected page(s) and additional pages are required:
 - .4.2.1 Line-out sections that are being changed and/or indicate new sections.
 - .4.2.2 Attach the additional page(s) containing the change. This page shall contain the Site Document number/revision and be paginated to sequentially fit into the document being changed.

Example: PAGE 3A OF 24
 - .4.2.3 If section/step renumbering occurs, ensure references(s) to section(s)/step(s) are correct.
 - .4.2.4 In the interest of expediency section(s)/step(s) may be lined-out without renumbering; however, references to section(s)/step(s) throughout the remainder of the document shall be checked for accuracy and corrections made if necessary.

6.0 PROCEDURE (Continued)

NOTE: Formatting changes, i.e., step renumbering and/or repagination, underlining, bolding, do not constitute the need for change bars. Current content changes within section(s)/step(s) shall be indicated by change bars.

- 6.2.1.4.3 Show a reference to the current TCN change(s) in the margin of the affected page by using a bar.

Example:

TCN

- .4.3.1 Prior TCN changes, that are still applicable, may be shown by retaining the change bars and indicating the previously issued TCN number(s) in the margins. If prior TCN changes are shown, it should be done with consistency.
- .4.4 Complete Form PF(123) 110 (see Attachment 3 and keypoints) and attach to the Affected Page(s).
 - .4.4.1 All pages of the Affected Page(s) TCN, beginning with the PF(123) 110 form, shall be numbered. This pagination is for the entire TCN package (PF(123) 110 form and affected document pages). It is in addition to the document pagination indicated on the affected pages.
 - .4.4.2 If applicable, TCN form PF(123) 110 shall indicate the specific TCN(s), by number, which are being superseded/incorporated. A blanket statement such as "Supersedes all prior TCNs" is not acceptable.

6.2.1.5 Form PF(123) 110 Completion

- .5.1 For a SINGLE USE TCN, check the appropriate space on the PF(123) 110 form.
- .5.2 Ensure Form PF(123) 110 is properly completed (see Attachment 3 and keypoints) and that all initial approvals are obtained in accordance with Section 6.3. SPG personnel are available to assist with this function.
 - .5.2.1 If personnel, other than the originator, obtain initial approvals (i.e., SPG), the originator should include a copy of the basis or document that initiated the TCN change to aid the individuals performing the initial approval. This should speed up the SRO approval process.

6.2.1.6 Non-CDM Hours TCNs

- .6.1 TCNs initiated during non-CDM hours (see Definitions, Attachment 1) shall be authorized in accordance with Section 6.4.

6.0 PROCEDURE (Continued)

6.3 Initial Approval and Distribution of QA Affecting TCNs and SINGLE USE TCNs

6.3.1 Originator

- NOTES:
- (1) If the TCN is not needed immediately in order to continue a work activity in process or to meet a specific licensing commitment, the originator should have all approvals obtained before transmitting to CDM for issuance. If this process is elected, the TCN may be forwarded to the Site Procedures Group (SPG) for approval routing.
 - (2) Each Division may impose additional routing requirements for initial approval of TCNs. For example; during normal hours, Maintenance Division requires Maintenance Engineering approval of TCNs prior to issuance.

- .1 Upon completion of the appropriate keypoints of Attachment 3, obtain initial approvals in accordance with the following:
 - .1.1 One member of the Plant Management Staff AND one Senior Reactor Operator (SRO) licensed on the Unit or Units affected.
 - .1.2 One of the approvals on the TCN shall represent the discipline responsible for the Site Document. (This must be obtained prior to requesting SRO approval.)
 - .1.3 One of the two approvals required may be obtained by telecon and shall be recorded by printing the name of the person authorized to approve, the date of the approval, the words "per telecon" and the signature of the person receiving the telecon approvals.

Example: B. Jones, 07/01/82, per telecon Joe Smith
 - .1.4 The approval of the Operations Shift Superintendent in charge of the shift shall be required if the SRO answers the following question YES on the TCN: "Could this TCN affect or does it represent a change to a plant operation in progress?" (See Attachment 3 and keypoints.)
 - .1.4.1 The TCN originator should be prepared to provide information pertaining to the answer to the above question, upon request.

6.0 PROCEDURE (Continued)

6.3.1.1.5 If the Site Document has an SO123 prefix, it requires the signatures of: a member of Plant Management Staff from Units 1, and 2/3 or a member of Plant Management Staff responsible for Units 1, 2/3, and of an SRO from Units 1, and 2/3.

.1.5.1 If the TCN is sent to CDM with only initial approval, CFDM approval shall be completed within 14 days of the date of issuance (Reference 2.1.1).

.1.5.2 If after initial approval and issuance, the TCN is disapproved prior to CFDM final approval on the PF(123) 110 form, disapproval shall be obtained within 14 days of the date of issuance.

NOTE: Annual/Biennial Review credit is not allowed against a Single Use TCN.

.2 The CFDM or designee, as authorized by the CFDM in accordance with Reference 2.2.4, may review the entire Site Document in conjunction with a TCN and receive Annual/Biennial Review credit.

.2.1 If annual/biennial review credit is desired, the CFDM or designee shall review the Site Document to ensure the document (Reference 2.2.4):

.2.1.1 Conforms to the standardized categories for signatures and initials as contained within Reference 2.2.1.

.2.1.2 Achieves its stated objective safely.

.2.1.3 Provides methods that result in appropriate documentation.

.2.1.4 Format is appropriate for the type of document. Format guidelines are contained in Reference 2.2.1.

.2.1.5 Includes all of the procedural steps necessary to adequately fulfill its purpose.

.2.1.6 Correctly addresses the current Technical Specifications.

.2.2 CFDM or designee shall sign and date Form PF(123) 110 in the appropriate area if the entire Site Document was reviewed in conjunction with the TCN and found to be acceptable as written. This shall accomplish annual/biennial review of the Site Document and constitute a disposition of Acceptable As Written-Extend (Reference 2.2.4).

.3 If TCN issuance is desired after all initial approvals are obtained, forward the TCN documents to CDM on SCE 26-22-2, Data Transmittal, for issuance.

6.0 PROCEDURE (Continued)

6.3.1.3.1 For TCNs initiated during non-CDM hours, refer to Section 6.4.

6.3.2 CDM

.1 Verify the TCN does not exceed the limit of ten (10) outstanding TCNs (see Section 6.1.7). SINGLE USE TCNs are not counted in the total of ten (10) outstanding TCNs (see Section 6.1.2.2).

.1.1 If a deviation is required and not authorized on the PF(123) 110 form, return the TCN to the originator to obtain deviation approval.

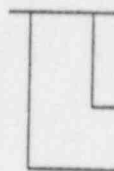
.2 If the document is a TCN or SINGLE USE TCN, assign the appropriate numbering sequence, and enter the issuance date on the PF(123) 110 form.

NOTE: Prior to July 18, 1983, TCNs were numbered sequentially and did not revert to one (1) upon the issuance of a document revision. This sequential numbering shall continue on those TCNs initiated against documents that, as of July 18, 1983, already had outstanding TCNs. As these documents are revised, numbering shall be in accordance with the following step.

.2.1 TCNs are numbered sequentially and revert to number one (1) upon the issuance of a revision to the Site Document. The TCN number shall be assigned by CDM prior to issuance. (See Section 6.4 for numbering of TCNs authorized for use during non CDM hours.)

Example: TCN No.

2 - 1



TCN Sequential Number

Site Document Revision No.

.2.2 SINGLE USE TCNs only - Enter automatic cancellation date thirty (30) days from the issuance date and assign unique number.

.3 Prepare and distribute copies in accordance with Reference 2.2.7.

6.0 PROCEDURE (Continued)

NOTE: Once a SINGLE USE TCN has been issued for use, For Information Only copies of SINGLE USE TCNs shall be made available upon request and not be printed on orange paper.

6.3.2.3.2 For SINGLE USE TCNs, no more than five (5) orange copies shall immediately be prepared and given to the originator for use.

.3.2.1 The first page of the actual SINGLE USE TCN (not the PF(123) 110 form) shall be stamped "SINGLE USE TCN" without obliterating any pertinent information.

.4 Forward all original TCNs or SINGLE USE TCNs to the SPG. As appropriate, the SPG shall obtain final approval and initiate Annual/Biennial Review credit, if applicable.

6.4 Authorization of QA Affecting TCNs During Non-CDM Hours (see Definitions, Attachment 1)

NOTES: 1) This modified TCN process only applies during non-CDM hours (see Definitions, Attachment 1).

2) If a TCN is needed for immediate use during non-CDM hours, initial approvals on Form PF(123) 110 shall authorize use of the TCN to perform the work activities.

6.4.1 Originator

.1 Verify that the Site Document to be TCN'd is the most current revision and/or TCN(s) per Section 3.1.

.2 Prepare the technical data/text changes to the Site Document (see Section 6.2).

.3 Complete the current revision of Form PF(123) 110 (see Attachment 3 and Keypoints).

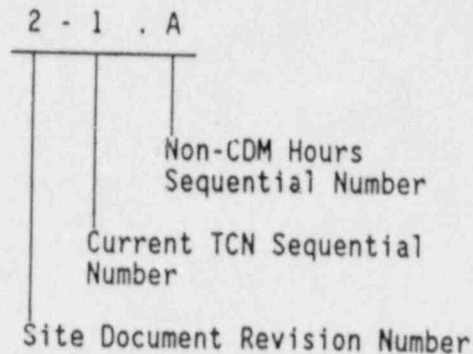
.4 Obtain initial approvals in accordance with Section 6.3.1 of this procedure. Responsibility for obtaining these approvals rests with the originating organization.

6.0 PROCEDURE (Continued)

6.4.1.5 Enter the TCN number as follows:

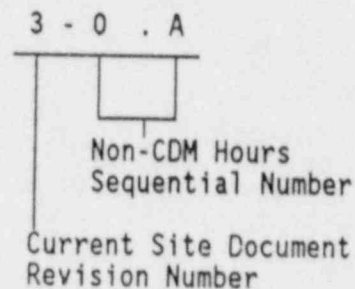
- .5.1 For documents with outstanding TCNs, enter the most current TCN number, followed by a period and the sequential alphanumeric identifier.

Example: TCN No.



- .5.2 For documents with the outstanding Revision only, enter the current revision number followed by a dash "0" period and the sequential alphanumeric identifier.

Example: TCN No.



- .6 If the procedure has checklists, data sheets or associated sign-offs, prepare a user-controlled copy for the user.
- .7 Transmit the original approved TCN to the SPG TCN Control Clerk or to CDM using Form SCE 26-22-2, Data Transmittal, no later than 9:00 a.m. on the first work day following TCN authorization.

NOTE: The organization that originates the TCN is responsible for ensuring transmittal to the SPG or CDM. Deviations are not acceptable.

6.0 PROCEDURE (Continued)

6.4.2 SPG

- .1 Upon receipt of the original TCN from the originating organization, transmit to CDM for processing in accordance with Reference 2.2.7, OR

6.4.3 CCM

- .1 Upon receipt of the original TCN from the originating organization, process in accordance with Reference 2.2.7.

6.5 Final Approval, Processing and Distribution of Issued QA Affecting TCNs and SINGLE USE TCNs

6.5.1 SPG

- .1 Upon receipt of the original TCNs from CDM (per Section 6.3.2.4), perform the following:
 - .1.1 Enter the information into the SPG TCN Tracking System and stamp "SPG" in the right-hand corner of Form PF(123) 110.
 - .1.2 Prepare Form PF(123) 101 (see Attachment 2 and keypoints) and forward with the PF(123) 110 form as follows:
 - .1.2.1 Route to established internal discipline reviewers (identified to the SPG by the appropriate Division), if applicable.
 - .1.2.2 Route to CFDM for review and approval/disapproval.
 - .1.2.3 Route to Quality Assurance (QA) for review and approval/disapproval.

6.5.2 Reviewers

- .1 Receive the PF(123) 101 form and the PF(123) 110 form from the SPG, approve/disapprove the TCN.
 - .1.1 Comments pertaining to the Site Document's content, but do not constitute disapproval of the TCN, may be returned on comment sheet(s) [i.e., CC(123) 261, Review, Comment and Resolution] to the SPG along with the TCN.
 - .1.1.1 Technical content comments ("B") constitute disapproval and shall be handled in accordance with Section 6.6.

NOTE: Annual/Biennial Review credit is not allowed against a Single Use TCN.

- .2 The CFDM or designee, authorized by the CFDM in accordance with Reference 2.2.4, may review the entire Site Document in conjunction with a TCN and receive Annual/Biennial Review credit.

6.0 PROCEDURE (Continued)

- 6.5.2.2.1 If annual/biennial review credit is desired, the CFDM or designee shall review the Site Document to ensure the document (Reference 2.2.4):
- .2.1.1 Conforms to the standardized categories for signatures and initials as contained within Reference 2.2.1.
 - .2.1.2 Achieves its stated objective safely.
 - .2.1.3 Provides methods that result in appropriate documentation.
 - .2.1.4 Format is appropriate for the type of document. Format guidelines are contained in Reference 2.2.1.
 - .2.1.5 Includes all of the procedural steps necessary to adequately fulfill its purpose.
 - .2.1.6 Correctly addresses the current Technical Specifications.
 - .2.2 CFDM or designee shall sign and date Form PF(123) 110 in the appropriate area if the entire Site Document was reviewed in conjunction with the TCN and found to be acceptable as written. This shall accomplish annual/biennial review of the Site Document and constitute a disposition of Acceptable As Written-Extend (Reference 2.2.4).
 - .3 If disapproved, indicate date and provide name, telephone number and reason on PF(123) 101 form. DO NOT SIGN the PF(123) 110 form (see Attachments 2 and 3 and keypoints).
 - .4 Return the TCN package to the SPG.

6.5.3 SPG

- .1 Receive the final approved/disapproved TCN and enter the information into the SPG TCN Tracking System.
- .2 If no signature or date has been entered on Form PF(123) 110 after the statement "The entire document was reviewed in conjunction with this TCN and found to be acceptable as written. This constitutes an annual/biennial review disposition of Acceptable As Written-Extend (SO123-VI-1.0.2)," enter N/A (see Attachment 3 and keypoints).
- .3 If an authorized signature and a date has been entered and the TCN has received final approval, initiate Annual/Biennial Review credit.
- .4 If the TCN has been approved, initiate SCE 26-22-2, Data Transmittal, and forward the approved TCN to CDM for final processing.

6.0 PROCEDURE (Continued)

- 6.5.3.5 If the TCN has been disapproved, contact the appropriate CFDM for assignment of a designee for evaluation (if not previously established in writing). Forward the TCN and the PF(123) 101 form to the designee for evaluation of the effects of disapproval which are documented in accordance with Section 6.6 of this Procedure.
- .6 Forward comment sheet(s) (if any), that did not warrant TCN disapproval, to appropriate discipline personnel for future consideration.

6.5.4 CDM

- .1 Receive the final approved TCN from the SPG and process in accordance with Reference 2.2.7.

6.6 Disapproved Issued QA Affecting TCNs and SINGLE USE TCNs, Processing and Distribution

NOTE: Disapprovals shall be initiated based on technical content only, editorial items, i.e., typographical errors (spelling errors, transposed letters/words), missing TCN bars, shall NOT constitute rationale for TCN disapproval. Incorrect references to step(s)/section(s) are not considered typographical errors; they are considered technical errors.

6.6.1 CFDM or Designee

- .1 Complete the PF(123) 101 in accordance with Attachment 2 and keypoints.
- .2 If the evaluation supports disapproval of the TCN, check the line marked "YES," sign and date the PF(123) 101 form, and answer supporting questions. Return the PF(123) 101 form and TCN to the SPG for disapproval routing.
- .3 If the evaluation does not support disapproval of the TCN, check the line marked "NO," and sign and date the PF(123) 101 form.
- .3.1 Contact the reviewer who disapproved the TCN to attempt to resolve the issues raised to allow final approval on the PF(123) 110 form, OR
- .3.2 Return the disapproval evaluation to the SPG for rerouting to the disapprover for reconsideration and possible approval on the PF(123) 110 form.
- .3.3 If the reviewer reconsiders and approves the TCN, final approval routing shall continue in accordance with Section 6.5.

6.0 PROCEDURE (Continued)

6.6.1.4 Return the PF(123) 101 form and TCN to the PG.

6.6.2 The Plant Management Staff in the discipline responsible for initiating the TCN shall:

.1 Ensure that all information which is not part of the disapproval and is pertinent to the Site Document is retained by:

.1.1 Checking the appropriate space(s) on the PF(123) 101 form (see Attachment 2 and Keypoints), to reinstate the superseded/incorporated TCNs listed on the corresponding PF(123) 110 form and/or to reinstate the document revision, OR

.1.2 Coordinating the preparation and issuance of a new TCN to replace the TCN disapproval.

.1.2.1 If applicable, communicate concurrent CDM release needs to SPG.

6.6.3 SPG

.1 Update the TCN Tracking System and perform the following:

.2 Obtain CFDM's signature on PF(123) 101, indicating disapproval.

.3 If necessary, reroute the TCN through QA.

.4 Notify TCN originator of disapproval.

.5 Sign and date the PF(123) 101 and forward the completed package to CDM for processing.

.5.1 Notify CDM on SCE 26-22-2 of any "special" processing requests, i.e., coordinate concurrent processing of disapproval/new TCN.

6.6.4 CDM

.1 Receive the disapproved TCN package and process it in accordance with Reference 2.2.7.

6.7 Cancellation of Issued QA Affecting TCNs and SINGLE USE TCNs, Processing and Distribution

6.7.1 "Automatic" Cancellations, which do not require cancellation utilizing Form PF(123) 101, shall:

.1 Occur at the next revision of the Site Document when the TCN disposition is stated on the PF(123) 109 form.

6.0 PROCEDURE (Continued)

- 6.7.1.2 Occur thirty (30) days from the date of issuance for SINGLE USE TCNs.

NOTE: The cancellation of TCNs which implement TFMs shall be accomplished in accordance with Reference 2.2.9.

- 6.7.2 The cancellation originator shall have Form PF(123) 101 prepared to cancel an issued (final approved) TCN, attach a copy of the TCN to be cancelled, and provide the following information:

- .1 Name and PAX number.
- .2 Site Document number and associated revision number.
- .3 TCN number.
- .4 Issuance date of TCN to be cancelled.
- .5 Reason for cancellation request.
- .6 Cancellation routing addressees.

- 6.7.3 The Designee, as determined by the CFDM, shall complete the evaluation in accordance with Attachment 2 and keypoints and return the package to the SPG.

- 6.7.4 The SPG shall enter the appropriate information on the SPG TCN Tracking System and forward to the CFDM and QA for cancellation approval.

- 6.7.5 CFDM and QA shall review the evaluation.

- .1 If the evaluation is acceptable, approve the TCN for cancellation in accordance with Attachment 2 and keypoints.
- .2 Return the package to SPG for processing.

- 6.7.6 SPG

- .1 Update the SPG TCN Tracking System.
- .2 Notify TCN cancellation originator of disapproval.
- .3 If approved, forward the original PF(123) 101 to CDM.
- .4 If not approved, forward the package to the originator.

- 6.7.7 CDM

- .1 Process TCN cancellation in accordance with Reference 2.2.7.

6.0 PROCEDURE (Continued)

6.8 Approval Processing and Distribution of Not QA Affecting TCNs

6.8.1 Originator and/or SPG

- .1 Obtain initial approval by a Cognizant Supervisor on the unit(s) affected. If the Site Document has an SO123 prefix, a signature of a Cognizant Supervisor from Unit 1 and from Units 2 and 3, or a Cognizant Supervisor for Units 1, 2 and 3 shall be obtained.
- .2 Enter N/A on the SRO and Quality Assurance signature lines on the PF(123) 110 form.
- .3 Obtain final approval from the CFDM.
- .4 Forward the original approved TCN to CDM on an SCE 26-22-2, Data Transmittal.

6.8.2 CDM

- .1 Prepare and distribute the TCN in accordance with Reference 2.2.7.

6.9 Cancellation of Issued Not QA Affecting TCNs

6.9.1 "Automatic" cancellations, which do not require cancellation utilizing Form PF(123) 101, shall occur at the next revision of the document when the TCN disposition is shown on the PF(123) 109 form.

6.9.2 The cancellation originator shall have Form PF(123) 101 prepared to cancel an issued (final approved) Not QA Affecting TCN, attach a copy of the TCN to be cancelled, and provide the following information:

- .1 Name and PAX number.
- .2 Site Document number and revision number.
- .3 TCN number.
- .4 Issuance date of TCN to be cancelled.
- .5 Reason for cancellation.
- .6 Enter N/A in the "evaluation" section of Form PF(123) 101 and on the Quality Assurance signature line.

6.9.3 Originator and/or SPG

- .1 Forward to the CFDM for approval.
- .2 If approved, forward to CDM for processing.

6.0 PROCEDURE (Continued)

6.10 Incorporating TCN Pages into User-Controlled Copies of Site Documents

6.10.1 Site Document Users should:

- .1 When TCNs are attached to Site Documents and contain only the affected page(s) of that Site document, update the user-controlled copy prior to use in the following manner:
 - .1.1 Remove Form PF(123) 110 from the TCN package and place in front of the subject procedure.
 - .1.2 Insert the affected page(s) which show the TCN changes as replacements for the unmarked affected page(s), and/or incorporate any affected "A" page(s) sequentially into the document as the page immediately following its corresponding numeric page.
 - .1.3 Properly dispose of the pages removed from the Site Document (e.g., Safeguards Information shredded).

7.0 RECORDS

7.1 Site Documents and the applicable PF(123) 101 and/or PF(123) 110 form shall be filed in CDM.

7.2 All applicable reference and commitment documents used in the writing of TCNs to an order, procedure, instruction should be maintained in a central history file within the responsible discipline.

7.2.1 Disciplines may use any of the following items to augment the history file (see Reference 2.2.1):

- .1 Developmental Resources
- .2 Revision Description
- .3 History File Summary

DEFINITIONS

1. Abnormal Evolution Document - A document produced in accordance with Reference 2.2.5.
2. Affected Page(s) TCN - Changed page(s) only of a document distributed with the TCN form.
3. Cancel - The act of invalidating or annulling to indicate it shall not be used again.
4. Entire Document TCN - The complete document distributed with the TCN form.
5. Incorporation - The act of merging or combining together into an organized body.
6. Intent - The objective of the Site Document (this is not meant to limit the objective of a Site Document from change, but rather is intended to maintain the original scope of the document). It is implied that this shall be achieved safely, result in the appropriate documentation, and include those procedural steps necessary to adequately fulfill the objective in compliance with the applicable requirements.
7. Issued TCN - TCN with initial approvals which has received an issuance date and been distributed by CDM (not applicable to TCNs identified in Section 6.4).
8. Nuclear Regulatory Commission (NRC) Commitment - Any requirement agreed upon by Southern California Edison (SCE) management and the Nuclear Regulatory Commission (NRC) via formal correspondence or any requirement ordered by the NRC.

Formal correspondence includes letters written or documents forwarded under SCE letterhead, periodic or situational reports required by the NRC (e.g., Licensee Event Reports) and telex transmissions pursuant to required reporting requirements.

Some of the documents which contain NRC commitments are: Operating Licenses; Technical Specifications; Final Safety Analysis Reports (FSAR); Topical Quality Assurance Manual (TQAM); NUREGs; Title 10 - Code of Federal Regulations; NRC Generic Letters; SCE letters to the NRC; I&E Bulletins and Licensing Commitment Lists.

9. Non-CDM Hours - The hours that the CDM-SONGS centers are normally CLOSED.

Main Center:
M-F 1700 - 0700
Sat. Closed
Sun. Closed

Satellite Center:
M-F 1600 - 0730
Sat. Closed
Sun. Closed

Emergency call out is available. Hours are extended during outages. Contact CDM-SONGS for OPEN/CLOSED hours during outages.

DEFINITIONS (Continued)

10. Operational Necessity - Changes needed to support, or that could impact, plant operation immediately or anticipated within 30 days of the TCN issuance date.
11. Outstanding TCN - Any unincorporated TCN that has been issued against a Site Document and listed on the Document Configuration Control Log (CDM Index); e.g., those TCNs provided with a procedure for use in the field.
12. Plant Management Staff - For TCN approval, Plant Management Staff is defined as any supervisor in charge of the shift, or as designated in writing by the CFDM, exercising responsibility in the specific area and unit or units addressed by the change.
13. Published TCN - TCN with final approvals distributed by CDM.
14. 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."
15. SINGLE USE TCN - A method by which a one-time change can be made to a Site Document. This change may be necessary due to certain plant or equipment conditions and, once approved, remains in effect for thirty (30) days and one use of the procedure/instruction. It shall not incorporate or supersede existing TCNs.
16. SRO - Senior Reactor Operator.
17. Supersede - To take the place of; replace or succeed.
18. User-controlled - Drawings, procedures, or other design disclosure documents not stamped "Issued to a Controlled Location" or "CDM Sattelite" obtained and controlled by organizations other than CDM-SONGS. Printed (hardcopy) copies of documents obtained from authorized computer systems when released for Site use, i.e., Songs Document Management System (SDMS), are considered user-controlled. Acceptable method(s) to verify current document status prior to use shall be delineated within appropriate Site documents.

NUCLEAR GENERATION SITE
UNITS 1, 2 AND 3

ADMINISTRATIVE PROCEDURE S0123-VI-1.0.1
REVISION 3
ATTACHMENT 2

PAGE 24 OF 30

REFERENCE: S0123-VI-1.0.1

FINAL APPROVAL/DISAPPROVAL/CANCELLATION ROUTING
FOR ISSUED TEMPORARY CHANGE NOTICE(S)

① TCN NO. _____ SITE DOCUMENT NO. _____ REV. NO. _____
ISSUANCE DATE: ② _____ CANCELLATION ORIGINATOR (1)(B) ③ _____
④ DATE ROUTED: _____ PRINT NAME _____ PAX _____
*DATE DUE: _____
*Technical Specification Violation: if not completed within 14 days from date of issuance.

ROUTING SEQUENCE	ADDRESSEE/ORG.	ACTION REQUESTED	DATE / INITIAL	
			APPROVED	DISAPPROVED (1)(A)
1		Review & Approve		
2	⑤	Review & Approve	⑥	
3		Review & Approve		
4		Review & Approve		
5		Review & Approve		
6	Site Procedures Group (SPG)	Forward to CDM		

(1) Reason for (A) ☐ Disapproval/Disapproved By: ⑦ _____ Pax: _____ (B) ☐ Cancellation
(Print Name)

⑧ If TCN is disapproved, return directly to the Site Procedures Group (SPG).

DESIGNEE: _____
PRINT

EVALUATION OF THE USE OF AN ISSUED TCN INCLUDING THE EFFECT(S) AS A RESULT OF
DISAPPROVAL/CANCELLATION (USE REVERSE SIDE, IF REQUIRED).

⑨

EVALUATION SUPPORTS DISAPPROVAL/CANCELLATION OF TCN? YES* _____ NO** _____

*If YES, answer questions 1, 2., and 3. **If NO, TCN to be returned to disapprover by SPG.

PREPARED BY: ⑩ _____ Date _____

- ⑪
1. NCR REQUIRED TO DISPOSITION EQUIPMENT OR RERUN TEST? YES _____ NO _____ NCR No. _____
 2. REINSTATE SUPERSEDED/INCORPORATED TCNS LISTED ON PF(123) 110 FORM? YES _____ NO _____
 3. REINSTATE DOCUMENT REVISION? YES _____ NO _____

REVIEW OF EVALUATION and TCN DISPOSITION:

⑫A ☐ DISAPPROVED
☐ CANCELLED

⑫ { APPROVED BY: _____ Date _____
Functional Division Manager
APPROVED BY: _____ Date _____
Quality Assurance

ORIGINAL FORWARDED TO CDM:

PERFORMED BY: ⑬ _____ Date _____
SPG

COPY FORWARDED TO THE NUCLEAR SAFETY GROUP:

PERFORMED BY: ⑭ _____ Date _____
CDM

PF(123) 101, Rev. 0

FACSIMILE

ATTACHMENT 2

PAGE 1 OF 3

FINAL APPROVAL/DISAPPROVAL/CANCELLATION ROUTING FOR
ISSUED TEMPORARY CHANGE NOTICE(S)
PF(123) 101

KEYPOINTS

SPG

- (1) Indicate TCN No., Site Document No. and Revision No. as shown on the issued PF(123) 110.
- (2) Show issuance date from the issued PF(123) 110.
- (3) Provide the name of the individual preparing/requesting cancellation and PAX number. If not a cancellation, enter N/A.
- (4) Date the package is being routed and the date by which final approval/disapproval must be completed.
- (5) List name(s) of individuals who will review and approve the PF(123) 110 (as a minimum the appropriate CFDM and QA).

REVIEWERS

- (6) Review the PF(123) 110, sign in the final approval designation area on the PF(123) 110 and date the PF(123) 101 indicating approval.

NOTE: If approval is not granted - DO NOT SIGN the PF(123) 110 form. Enter date of disapproval on the PF(123) 101.

- (7) Provide your name, PAX number and a reason for disapproval. Forward the package to the SPG.

SPG

Receive the package, notify originator of disapproval and contact CFDM for a Designee (if not previously established in writing) to perform evaluation.

- (8) Enter Designee's name.

FINAL APPROVAL/DISAPPROVAL/CANCELLATION ROUTING FOR
ISSUED TEMPORARY CHANGE NOTICE(S)
PF(123) 101

KEYPOINTS (Continued)

CFDM/DESIGNEE

- (9) Perform evaluation indicating affect of disapproval (cancellation) on the acceptability of previous tests or other critical operations. (Does evaluation support disapproval/cancellation? If No, attempt to resolve issues with individual disapproving to gain TCN approval or return the disapproval evaluation to the SPG for rerouting to the disapprover for reconsideration and possible TCN approval.)
- (10) Sign and date upon completion of evaluation.
- (11) If previous operations have been invalidated, is an NCR required? If Yes, provide NCR Number. Should previously active TCNs, that were superseded/incorporated into this TCN on the corresponding PF(123) 110 form, be reinstated? Check Yes if you want to reinstate the previously active TCNs. Should the previous document revision be reinstated? Check Yes if it is necessary to redistribute the document revision to the field, i.e., an entire document TCN is disapproved/cancelled and the line that indicates superseded/incorporated TCNs on the PF(123) 110 states None.

Return to SPG.

SPG

- (12A) Check the disapproved or cancelled block if TCN disapproval/cancellation evaluation supports disapproval/cancellation - YES checked. (Disapproval occurs during TCN processing, cancellation, if initiated, is to an issued, final approved TCN.)
- (12) Obtain approval from the CFDM and QA and dates of approval.
- (13) Provide signature and date. Forward to CDM.

CDM

- (14) Provide signature and date. Forward copy to NSG.

Reinstate prior TCN(s) and/or document revision, if required.

REFERENCE S0123-VI-1.0.1

PAGE ____ OF ____

TEMPORARY CHANGE NOTICE

FOR COM USE ONLY

1. TCM NO. _____ ISSUANCE DATE _____ SINGLE USE TCM CANCELLED ON: _____
Copy forwarded to the Nuclear Safety Group. PERFORMED BY: _____ DATE _____

TECHNICAL SPECIFICATION VIOLATION IF NOT COMPLETED WITHIN 14 DAYS

2. Site Document No. _____ Revision No. _____ SINGLE USE TCM YES ☒ NO ☐

3. Site Document Title _____

4. PREPARED BY: _____ PAX: _____ ORGANIZATION: _____

5. DATE TIME ORIGINATED: _____

6. If required, TCM Deviation Approval: APPROVED BY: _____
CFDM (or designee) SIGNATURE (or by TELETYPE PRINT NAME AND SO STATE) DATE _____

7. Check appropriate box: ☐ Entire Document Attached ☐ Affected Page(s) Attached
Superseded/Incorporated TCM(s): _____ ☐ Not Applicable for SINGLE USE TCM

8. This change cannot wait until the next revision of the Site Document and is required:
a. To implement Facility design change (PFC, NCR, TCM, etc.)
Facility design change identifier: _____
Indicate PFC, NCR, TCM, etc. Identifier: _____
Implementation of the Facility design change has been determined. YES ☐ NO ☐
If NO, a TCM cannot be approved until the Facility design change has been implemented.
b. Other (e.g., CAR, NRC Commitments): Specific Reason: _____
Use reverse side, if required.

9. Is the document being TCM'd DA 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 DA affecting.)

a. Does this change affect PSAR or Tech. Spec. commitments?	YES <input type="checkbox"/> NO <input type="checkbox"/>
b. Does this change affect the nonradiological environment of any offsite area previously undisturbed during site preparation and plant construction?	YES <input type="checkbox"/> NO <input type="checkbox"/>
c. Is the intent of the original document altered?	YES <input type="checkbox"/> NO <input type="checkbox"/>
d. Is the document to be changed an Emergency Operating Instruction?	YES <input type="checkbox"/> NO <input 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 <input type="checkbox"/> NO <input type="checkbox"/>

(If the answer to A, B, C, D or E is YES, a TCM is NOT AUTHORIZED.)

10. The entire document was reviewed in conjunction with this TCM and found to be acceptable as written. This constitutes an administrative review disposition of Acceptable as Written-Extend (S0123-VI-1.0.2).
REVIEWED AND APPROVED BY: _____ CFDM or Designee DATE _____

11. SIGNATURES REQUIRED:

INITIAL APPROVAL

REVIEWED AND APPROVED BY: ** (AT LEAST ONE (1) SRO ON THE UNIT AFFECTED)

1) Plant Management Staff - Unit 1 _____ Date _____ Time _____	2) Plant Management Staff - Units 2&3 _____ Date _____ Time _____
3) SRO - Unit 1 _____ Date _____ Time _____	4) SRO - Units 2&3 _____ Date _____ Time _____

FINAL APPROVAL

REVIEWED AND APPROVED BY:

5) Signatory Functional Division Manager _____ Date _____	6) Quality Assurance - Units 1, 2 and 3 _____ Date _____
---	--

*If a document is NOT DA affecting, obtain initial approval from the Signatory Supervisor on the affected unit (or on Plant Management Staff line(s)) and final approval from the CFDM prior to submittal to COM. No other signatory is required.

*If DA affecting, approval shall be by one member of the Plant Management Staff knowledgeable in the areas affected, and one SRO licensed on the unit or units affected. (For TCM 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.

PR-1231 (10, REV. 1)

TEMPORARY CHANGE NOTICE
PF(123) 110

KEYPOINTS

ORIGINATOR

- (2) Indicate Site Document number and revision number.

NOTE: The document must meet the criterion for a SINGLE USE TCN as stated in the Definitions, Attachment 1.

- (3) Indicate whether the document is a SINGLE USE TCN by checking yes in the appropriate space. Check NO if the document is a regular TCN.
- (4) Provide full title of Site Document.
- (5) TCN preparer's name, PAX number and initiating organization. Provide the date/time TCN was originated.
- (6) If a deviation is required, obtain the signature of or show telecon approval by the appropriate CFDM or designee. Provide date/time of approval.

Example: Per telecon with A. E. Talley 5/31/84-4:30 p.m.

- (7) Check the appropriate box. Attach the entire Site Document or affected pages. Indicate any TCNs by number, which are being superseded/incorporated. This space shall not apply to SINGLE USE TCNs.
- (c) Check 5.A., or B. as applicable. If 5.B. is checked, state the specific reason for the change and include CAR numbers, Tech. Spec. Amendment No. and Paragraph No., when applicable. This area may also be used to provide training information. If item 5.A. is checked, provide facility design change identifier and determine whether the facility design change has been implemented. (If determination has not been made, a TCN is NOT authorized.)

- NOTES:
- (1) Implementation of Unit 1, 2 and 3 PFCs shall be determined by checking with Configuration Control following turnover of system components to Station.
- (2) Implementation of Temporary Facility Modifications (TFM) shall be determined as follows:
- a) Unit 1 shall be determined by checking with Equipment Control.
- b) Units 2/3 TFMs not important to safety will be determined by checking the TFM log in the Control Room.

TEMPORARY CHANGE NOTICE
PF(123) 110

KEYPOINTS (Continued)

ORIGINATOR (Continued)

- NOTES: (Continued)
- c) Units 2/3 TFMs important to safety are determined through QA per the NCR implementation determination process. (Refer to item 3 below).
 - (3) Implementation of Units 1, 2 and 3 NCRs (accept-as-is and repair disposition) shall be determined by checking with the appropriate QA Section.
 - (9) Ascertain whether or not the Site Document has been determined to be QA Program Affecting. (This is indicated on the Table of Contents page of the document. If not indicated, treat as QA Affecting.) Answer Yes or No. If yes, complete 6.A. through 6.E.
 - (10) If time permits, have CFDM or designee review the entire document in conjunction with the TCN and if found to be acceptable as written sign and date to allow Annual/Biennial Review disposition of Acceptable As Written-Extended (Reference 2.2.4). Credit shall be given for Annual/Biennial Review. (SPG shall enter N/A if this area has not been signed or N/A has not been entered during final approval.)
 - (11) Obtain initial approvals (including one SRO from the unit affected and a member of Plant Management Staff knowledgeable in the areas affected for QA Affecting TCNs) before authorizing use of a TCN during non-CDM hours or before taking the TCN to CDM for issuance. (SPG may be requested to obtain initial approvals during normal working hours.)

Examples: An S01 Series Site document requires an SRO from Unit 1 and a member of Plant Management Staff from Unit 1

An S023 Series Site document requires an SRO from Units 2 and 3 and a member of Plant Management Staff from Units 2 and 3.

An S0123 Series Site document requires an SRO from Unit 1 and from Units 2 and 3 and a member of Plant Management Staff from Unit 1 and Units 2 and 3 or a member of Plant Management Staff responsible for Units 1, 2 and 3.

Ensure that the SRO answers the question regarding changes to plant operations in progress. If the answer is yes, the Shift Superintendent shall provide the required SRO/Shift Superintendent Approval.

TEMPORARY CHANGE NOTICE (Continued)
PF(123) 110

KEYPOINTS (Continued)

ORIGINATOR (Continued)

- (11) Not QA Affecting TCNs require initial approval only by the Cognizant Supervisor(s) for the affected unit(s). The Cognizant Supervisor(s) shall sign on the Plant Management Staff line(s). Final approval is obtained from the CFDM. Both signatures shall be obtained prior to submitting the Not QA Affecting TCN to CDM. Enter N/A on the SRO and Quality Assurance signature lines.

CDM

- (1) Provide the TCN or SINGLE USE TCN number.

NOTE: No more than ten (10) outstanding TCNs shall be issued against a revision of a Site document determined to be QA Program Affecting unless granted a deviation. Deviations shall be approved by the CFDM or designee (Project and Contractor/Subcontractor documents are exempted from this restriction).

Enter date TCN is issued.

Enter, for SINGLE USE TCNs only, the date that it automatically cancels.

Provide signature of CDM representative and the date TCN is forwarded to the Nuclear Safety Group after final approval.

SPG

- (12) Obtain final approvals via PF(123) 101.