

BROWN & ROOT, INC. CPSES	PROCEDURE NUMBER	REVISION	EFFECTIVE DATE	ARMS INDEXED PAGE
JOB 35-1195	DCP-3	10	DATE: 8/6/80	1 of 7
TITLE: CPSES DOCUMENT CONTROL PROGRAM VOID	ORIGINATOR: <u>Thomas Ford</u> REVIEWED BY: <u>LEW</u> <u>SEA</u> <u>B&R QA</u> <u>TUGCO QA</u> APPROVED BY: <u>DC [Signature]</u> CONSTRUCTION PROJECT MANAGER			6-30-80 DATE 8-8-80 DATE 7/7/80 DATE 8-4-80 DATE

o.i TABLE OF CONTENTS

<u>Section</u>	<u>Title</u>
1.0	<u>REFERENCES</u>
2.0	<u>INTRODUCTION</u>
2.1	<u>PURPOSE</u>
2.2	<u>SCOPE</u>
3.0	<u>PROCEDURE</u>
3.1	<u>REPRODUCTION AND DISTRIBUTION</u>
3.1.1	<u>Scope of Controlled Documents</u>
3.1.2	<u>Controlled Copy Stamp</u>
3.1.3	<u>Issuance of Design Documents For Construction</u>
3.1.4	<u>Document Revisions</u>
3.1.5	<u>Non-controlled Distribution</u>
3.1.6	<u>Non-DCC Controlled Distribution</u>
3.2	<u>RECEIPT AND ACCOUNTING FOR CONTROLLED DOCUMENTS</u>
3.2.1	<u>Receipt of Controlled Documents</u>
3.2.2	<u>Accounting for Controlled Documents</u>

VOID

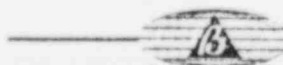


DCN #1
DCN #2

1.0	<u>REFERENCES</u>
1.1	Brown & Root Quality Assurance Manual
1.2	35-1195-CP-CPM-6.3
1.3	35-1195-DEI-9
1.4	TUQ-552
1.5	IM-15260
2.0	<u>INTRODUCTION</u>
2.1	<u>PURPOSE</u>

FOIA-85-59
S/57

The purpose of this procedure is to describe the document control activities at the Comanche Peak Steam Electric Station (CPSES).



ARMS
INDEXED

JOB 35-1195
Comanche Peak Steam Electric Station

DATE: _____

Construction Procedure
DOCUMENT CHANGE NOTICE NUMBER 2 Sheet 1 of 2

This notice applies to Construction Procedure No. 35-1195- DCP-3 Revision 10.

This change will be incorporated in the next revision of the procedure.

Change the procedure as follows:

Replace Page 7 of 7 with the attached.

Reason for change: To eliminate unnecessary posting of Design Changes.

This change approved by:

Reviewed by:

[Signature] 11/24/80
Originator Date

[Signature] 11/26/80
Brown & Root Quality Assurance Date

[Signature] 11/26/80
FUGCO Quality Assurance Date

Reviewed by:

[Signature] 12-1-80
Construction Project Manager Date

December 1, 1980
Effective Date



JOB 35-1195
Comanche Peak Steam Electric Station

ARMS
INDEXED

DATE

Construction Procedure
DOCUMENT CHANGE NOTICE NUMBER 1

Sheet 1 of 3

This notice applies to Construction Procedure No. 35-1195- DCP-3 Revision 10.

This change will be incorporated in the next revision of the procedure.

Change the procedure as follows:

Replace pages 6 of 7 and 7 of 7 with the attached.

Reason for change: Clarification.

This change approved by:

Shom Hood 8-22-80
Originator Date

Reviewed by:

James R. [Signature] 8/25/80
Brown & Root Quality Assurance Date

Reviewed by:

[Signature] 8/25/80
Construction Project Manager Date

SA [Signature] 8/25/80
UGCO Quality Assurance Date

9/25/80
Effective Date



BROWN & ROOT, INC. CPSES JOB 35-1195	PROCEDURE NUMBER	REVISION	EFFECTIVE DATE	PAGE
	DCP-3	10	8/6/80	2 of 7

2.2 SCOPE

This procedure addresses the activities of and responsibilities for the control, receipt, reproduction, distribution, storage, and retrieval of construction and design documents generated at the site or received by the Document Control Center (DCC).

3.0 PROCEDURE

3.1 REPRODUCTION AND DISTRIBUTION

3.1.1 Scope of Controlled Documents

DCC will be responsible for the reproduction of controlled documents including, but not limited to, drawings, specifications, design changes, procedures, instructions, and construction hold notices.

3.1.1.1 Controlled documents (control stamped only) shall be distributed to recipients identified by their respective control numbers on the Distribution Routing Control List (DRCL). Design changes and other non-control stamped documents will be control distributed by the Document Distribution Log (DDL).

3.1.2 Controlled Copy Stamp

Reproduced "controlled" copies will be identified with the "controlled copy stamp" (see figure below) and the control number entered in the shaded area of the stamp.



3.1.3 Issuance of Design Documents For Construction

G&H controlled documents transmitted to the site via a G&H transmittal letter will be checked for approval signatures,



BROWN & ROOT, INC. CPSES JOB 35-1195	PROCEDURE NUMBER	REVISION	EFFECTIVE DATE	PAGE
	DCP-3	10	8/6/80	3 of 7

stamped with the following stamp, and distributed as required.

ISSUED FOR CONSTRUCTION

NOTE: Prior to February 1, 1979, documents were stamped "Approved by TUSI" and shall be considered as issued for construction.

- 3.1.3.1 G&H design drawings must have a numerical revision designation of at least "0" for issuance. Drawings without numerical revision designations or with alpha revision designations shall be considered preliminary drawings and shall be stamped as follows:

PRELIMINARY COPY
THIS DOCUMENT HAS NOT BEEN
APPROVED AND IS NOT TO BE USED FOR
ANY PHYSICAL CONSTRUCTION ACTIVITY

NOTE: If a G&H approval letter revises the status of a preliminary drawing to a TUSI Status 1, it may be issued as a controlled drawing.

3.1.4 Document Revisions

- 3.1.4.1 Revisions to documents including but not limited to, design changes and document change notices, which affect other controlled documents, shall be distributed to the same control recipients receiving the affected document. Revisions to these types of documents shall be processed in the same manner as the original issue.



BROWN & ROOT, INC. CPSES JOB 35-1195	PROCEDURE NUMBER	REVISION	EFFECTIVE DATE	PAGE
	DCP-3	10	8/6/80	4 of 7

- 3.1.4.2 Any document reproduced and distributed by the DCC that is affected by design change documentation will be marked with the following stamps:

**THIS DOCUMENT
AFFECTED BY
DESIGN CHANGES**

OR

**THIS DOCUMENT
AFFECTED BY
DESIGN CHANGES**

3.1.5 Non-controlled Distribution

Non-controlled distribution of documents may be made for the purposes listed below provided they are not used for production activities and are appropriately marked. It shall be the recipients' responsibility to ensure these copies have not been superseded by revisions.

3.1.5.1 Information Copies

"Information Copies" may be issued on request to non-craft departments. When craft departments request "Information Copies," they will only be issued to file custodians, with the appropriate craft superintendent's signature.

INFORMATION COPY

THIS DOCUMENT IS FOR INFORMATION ONLY.
CONTACT DOCUMENT CONTROL FOR CURRENT
STATUS AND REVISION.



BROWN & ROOT, INC. CPSES JOB 35-1195	PROCEDURE NUMBER	REVISION	EFFECTIVE DATE	PAGE
	DCP-3	10	8/6/80	5 of 7

3.1.5.2 Bid Document Copy

BID DOCUMENT

3.1.5.3 Take-off Copy

TAKE-OFF COPY

TO BE USED FOR TAKE-OFF ONLY. THIS DOCUMENT DOES NOT REFLECT STATUS OR DESIGN CHANGE INFORMATION AND IS NOT TO BE USED FOR ANY PHYSICAL CONSTRUCTION ACTIVITY.

3.1.5.4 Training Copy

FOR TRAINING PURPOSES ONLY

NOTE: Some document copies may reflect both a black "Information Copy" stamp and a control stamp (with a control copy number in the shaded area). These are valid control copies, issued by the DCC, and can be used in the field for construction.



BROWN & ROOT, INC. CPSES	PROCEDURE NUMBER	REVISION	EFFECTIVE DATE	PAGE
JOB 35-1195	DCP-3	10	8/6/80	6 of 7

3.1.6 Pre-DCC Controlled Distribution

"Controlled distribution" may be made by any department provided the distribution is in accordance with approved procedures.

3.1.6.1 Any temporary controlled distribution made by a department, such as "4 day" or "10 day" distribution, shall be followed by subsequent controlled distribution by the DCC or the cognizant department.

3.2 RECEIPT AND ACCOUNTING FOR CONTROLLED DOCUMENTS

3.2.1 Receipt of Controlled Documents

3.2.1.1 Prior to interface with DCC involving any controlled documents, site file custodians have completed one of the following:

1. DCC orientation class (given during 1977-78 before file custodians were tested).
2. Passing grade on DCC test, which is based on a thorough knowledge of DCP-3.

Documentation supporting such qualification shall be maintained by DCC, at Personnel Training.

3.2.1.2 Controlled document receipt from the DCC shall be only by file custodians.

3.2.1.3 Design change documentation shall be distributed and maintained at the same location as the affected documents. The site file custodians will post all design changes in their Design Change Log Books. If the design change received is the first issued against the affected document, the site file custodians must stamp their controlled copies of the affected document(s) with the design change indicator stamp, shown in paragraph 3.1.4.1, make a logsheet for the affected document, and note the design change number on the logsheet.

NOTE: Classification of hangers will be governed by the current revision of DCA-5021 which will not be posted in the design change logbooks. DCC will stamp controlled copies of all hanger drawings with the following stamp:

CHECK CURRENT REVISION
OF DCA-5021 FOR HANGER
CLASSIFICATION.



BROWN & ROOT, INC. CPSES JOB 35-1195	PROCEDURE NUMBER	REVISION	EFFECTIVE DATE	PAGE
	DCP-3	10	8/6/80	7 of 7

EXCLUSION: When authorized in writing by the Senior Staff Engineer design change information shall be distributed to organizations holding the affected documents, and the design change information neither maintained or posted as discussed above. However, the design change must be reviewed by responsible personnel to ensure it does not affect that discipline's work activities. Where they do affect the activities, they shall be posted and maintained as discussed above. Copies of this authorization shall be maintained by the DCC supervisor.

- 3.2.1.4 If the document being received is a DCN, the site file custodian must mark the DCN number on the cover sheet of the affected procedure and file the DCN with the procedure.

NOTE: Only when a new revision of a document is distributed will a new updated log sheet be distributed with that document. Upon receipt of the new log sheet from the DCC, file custodians should replace the old log sheet in their Design Change Log Book with the new one, and discard the old log sheet.

- 3.2.1.5 "Mail-out" distribution is made by letter accompanied by DRCL.

3.2.2 Accounting for Controlled Documents

- 3.2.2.1 All controlled copy holders will, one each quarter do a complete audit of their controlled document files to ensure that all applicable design documents are current and that the design change logs shown the current approved and issued design change information.

- 3.2.2.2 In order to perform these audits, file custodians should request from the DCC a "recipient trace" for their control number which will indicate:

1. Those documents they are shown as having.
2. Appropriate revision of each document.
3. Number of copies of the document they have.

To audit their design change logs, site file custodians will come to the DCC and compare their logbook(s) with the DCC master logbooks. Once that is done, the physical design change files shall be checked at each file location.

- 3.2.2.3 A memo shall be written to the DCC supervisor indicating that the audit has been completed and corrective action, if any, has been taken as required.

- 3.2.2.4 If for any reason, a superseded document is retained, the face of the document must be stamped or marked "VOID". When no longer required, superseded documents should be destroyed.



BROWN & ROOT, INC. CPSES JOB 35-1195	PROCEDURE NUMBER	REVISION	EFFECTIVE DATE	PAGE
	DCP-3	10	8/6/80	7 of 7

- 3.2.1.4 If the document being received is a DCN, the site file custodian must mark the DCN number on the cover sheet of the affected procedure and file the DCN with the procedure.

NOTE: Only when a new revision of a document is distributed will a new updated log sheet be distributed with that document. Upon receipt of the new log sheet from the DCC, file custodians should replace the old log sheet in their Design Change Log Book with the new one, and discard the old log sheet.

VOID

- 3.2.1.5 "Mail-out" distribution is made by letter accompanied by DRCL.

3.2.2 Accounting for Controlled Documents

- 3.2.2.1 All controlled copy holders will, one each quarter do a complete audit of their controlled document files to ensure that all applicable design documents are current and that the design change logs show the current approved and issued design change information.

- 3.2.2.2 In order to perform these audits, file custodians should request from the DCC a "recipient trace" for their control number which will indicate:

1. Those documents they are shown as having.
2. Appropriate revision of each document.
3. Number of copies of the document they have.

To audit their design change logs, site file custodians will come to the DCC and compare their logbook(s) with the DCC master logbooks. Once that is done, the physical design change files shall be checked at each file location.

- 3.2.2.3 A memo shall be written to the DCC supervisor indicating that the audit has been completed and corrective action, if any, has been taken as required.

- 3.2.2.4 If for any reason, a superseded document is retained, the face of the document must be stamped or marked "VOID". When no longer required, superseded documents should be destroyed.

NOTE: Due to the extent of issuing Revision 10, change bars normally appearing in the right margin have been omitted.



For DCN #2

VOID

BROWN & ROOT, INC. CPSES JOB 35-1195	PROCEDURE NUMBER	REVISION	EFFECTIVE DATE	PAGE
	DCP-3	10	8/6/80	6 of 7

3.1.6 Pre-DCC Controlled Distribution

"Controlled distribution" may be made by any department provided the distribution is in accordance with approved procedures.

3.1.6.1 Any temporary controlled distribution made by a department, such as "4 day" or "10 day" distribution, shall be followed by subsequent controlled distribution by the DCC or the cognizant department.

3.2 RECEIPT AND ACCOUNTING FOR CONTROLLED DOCUMENTS

3.2.1 Receipt of Controlled Documents

3.2.1.1 Prior to interface with DCC involving any controlled documents, site file custodians have completed one of the following:

1. DCC orientation class (given during 1977-78 before file custodians were tested).
2. Passing grade on DCC test, which is based on a thorough knowledge of DCP-3.

Documentation supporting such qualification shall be maintained by DCC, at Personnel Training.

3.2.1.2 Controlled document receipt from the DCC shall be only by file custodians.

3.2.1.3 Design change documentation shall be distributed and maintained at the same location as the affected documents. The site file custodians will post all design changes in their Design Change Log Books. If the design change received is the first issued against the affected document, the site file custodians must stamp their controlled copies of the affected document(s) with the design change indicator stamp, shown in paragraph 3.1.4.1, make a logsheet for the affected document and note the design change number on the logsheet.

3.2.1.4 If the document being received is a DCN, the site file custodian must mark the DCN number on the cover sheet of the affected procedure and file the DCN with the procedure.

NOTE: Only when a new revision of a document is distributed will a new updated log sheet be distributed with that document. Upon receipt of the new log sheet from the DCC, file custodians should replace the old log sheet in their Design Change Log Book with the new one, and discard the old log sheet.



VOID
VOID
per DCN #1

BROWN & ROOT, INC. CPSES JOB 35-1195	PROCEDURE NUMBER	REVISION	EFFECTIVE DATE	PAGE
	DCP-3	10	8/6/80	7 of 7

3.2.1.5 "Mail-out" distribution is made by letter accompanied by DRCL.

3.2.2 Accounting for Controlled Documents

3.2.2.1 All controlled copy holders will, one each quarter do a complete audit of their controlled document files to ensure that all applicable design documents are current and that the design change logs show the current approved and issued design change information.

3.2.2.2 In order to perform these audits, file custodians should request from the DCC a "recipient trace" for their control number which will indicate:

1. Those documents they are shown as having.
2. Appropriate revision of each document.
3. Number of copies of the document they have.

To audit their design change logs, site file custodians will come to the DCC and compare their logbook(s) with the DCC master logbooks. Once that is done, the physical design change files shall be checked at each file location.

3.2.2.3 A memo shall be written to the DCC supervisor indicating that the audit has been completed and corrective action, if any, has been taken as required.

3.2.2.4 If for any reason, a superseded document is retained, the face of the document must be stamped or marked "VOID". When no longer required, superseded documents should be destroyed.

Note: Due to the extent of issuing Revision 10, change bars normally appearing in the right margin have been omitted.

