der. ARMS BROWN & ROOT, INC. PROCEDURE EFFECTIVE NDEXED CPSES NUMBER DATE REVISION JOB 35-1195 DATE: DCP-3 10 846/80 1 of 7 ORIGINATOR: TITLE: The 6-30-8 REVIEWED BY : LEW CPSES DOCUMENT CONTROL PROGRAM B&R No. of the lot allo APPROVED BY CONSTRUCTION PROJECT MANAGER DATE TABLE OF CONTENTS 0.i Section Title PSES 35-1195 0101.0 REFERENCES ONTROL 2.0 INTRODUCTION DOCUME 2.1 PURPOSE SCOPE 2.2 3.0 PROCEDURE 3.1 REPRODUCTION AND DISTRIBUTION ON 3.1.1 Scope of Controlled Documents 3.1.2 Controlled Copy Stamp DCN#1 3.1.3 Issuance of Design Documents For Construction 3.1.4 Document Revisions Den #2 3.1.5 Non-controlled Distribution 3.1.6 Non-DCC Controlled Distribution 3.2 RECEIPT AND ACCOUNTING FOR CONTROLLED DOCUMENTS 3.2.1 Receipt of Controlled Documents 3.2.2 Accounting for Controlled Documents 1.0 REFERENCES 1.1 Brown & Root Quality Assurance Manual F0IA-85-59 1.2 35-1195-CP-CPM-6.3 1.3 35-1195-DEI-9 1.4 TUQ-552 1.5 IM-15260 2.0 INTRODUCTION 2.1 PURPOSE The purpose of this procedure is to describe the document control activities at the Comanche Peak Steam Electric Station (CPSES). 8606120079 860512 PDR FOIA GARDE85-59 PDR

JOB 35-1195 Comanche Peak Steam Electric Station

Construction Procedure DOCUMENT CHANGE NOTICE NUMBER 2 Sheet 1 of 2

DATES

ARMS INDEXED

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:

Iginator

Reviewed by:

2.6/30 Brown

DGCO Quality Assurance

Reviewed by:

12-1-90 Date Manager Dject

December 1, Effectiv 1980 fective Date

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DATE.

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Construction Procedure DOCUMENT CHANGE NOTICE NUMBER 1

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ARMS

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: Reviewed by: 8-2: uality Assurance Date Brown ginator 8/33/80 Date Reviewed by Date Construction Manager Project

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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,

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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 "O" 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.

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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:



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.



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

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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.

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JOB 35	-1195	DCP-3	10	8/6/80	6 of 7				
3.1.6	Pre-DCC Contr	olled Distributi	lon						
	"Controlled d the distribut	"Controlled distribution" may be made by any department provided the distribution is in accordance with approved procedures.							
.1.6.1	as "4 day" or	controlled dist "10 day" distri olled distributi	bution, shal	1 be followed	by sub-				
.2	RECEIPT AND A	CCOUNTING FOR CO	NTROLLED DOC	JMENTS					
.2.1	Receipt of Co	ntrolled Documen	its						
.2.1.1	Prior to intensite file cus	rface with DCC i todians have com	nvolving any pleted one of	controlled do f the followin	ocuments,				
	1. DCC orien custodian	tation class (gi s were tested).	ven during 1	977-78 before	file				
	2. Passing g knowledge	rade on DCC test of DCP-3.	, which is ba	ased on a thor	ough				
	Documentation by DCC, at Per	supporting such rsonnel Training	qualificatio	on shall be ma	intained				
.2.1.2	Controlled doo custodians.	Controlled document receipt from the DCC shall be only by file custodians.							
.2.1.3	at the same lo custodians wil Log Books. If against the at stamp their co the design cha make a logshee	documentation s ocation as the a l post <u>all</u> desi f the design cha ffected document ontrolled copies ange indicator s et for the affec on the logsheet	ffected docum gn changes ir nge received , the site fi of the affec tamp, shown i ted document,	nents. The sin their Design is the first le custodians ted document( n paragraph 3	te file Change issued must s) with .1.4.1,				
	g t k		current revis <u>ill not</u> be po ange logbooks olled copies	ion of sted . DCC of all owing REVISION					
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	d z c v a d t	When authorized in design change info tations holding the change information cussed above. How riewed by response offect that discip to affect the action cained as discusses thall be maintained	prmation shal he affected d n neither mai wever, the de ible personne pline's work ivities, they ed above. Co	<pre>1 be distribut ocuments, and ntained or pos sign change mu 1 to ensure it activities. k shall be post pies of this a</pre>	ed to organi the design ted as dis- ist be re- does not here they ed and main-	
3.2.1.4	must mark the	ent being received DCN number on th Te the DCN with t	ne cover shee	t of the affec	ustodian ted pro-	
	*	Only when a new r will a new update document. Upon r DCC, file custodi in their Design C discard the old 1	ed log sheet eceipt of th lans should r Change Log Boo	be distributed e new log shee eplace the old	with that t from the log sheet	
3.2.1.5	"Mail-out" di	stribution is mad	le by letter	accompanied by	DRCL.	
3.2.2	Accounting for Controlled Documents					
3.2.2.1	cable design	d copy holders wi r controlled docu documents are cur rent approved and	ment files to rent and that	o ensure that t the design c	all appli- hange logs	
3.2.2.2	In order to p from the DCC will indicate	erform these audi a "recipient trac :	ts, file cust e" for their	todians should control numbe	request r which	
	2. Appropria	uments they are s te revision of ea copies of the do	ch document.	-		
	logbooks. On	r design change l CC and compare th ce that is done, ked at each file	eir logbook(s the physical	s) with the DCO	master	
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	of the document	ason, a superseden nt must be stamped erseded documents	d or marked "	'VOID". When r	e face no longer	
et al transitione						

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	JOB 35-1	195	DCP-3	10	8/6/80	7 of 7
	3.2.1.4	must mark the	ent being receive DCN number on t le the DCN with	he cover she	et of the aff	
			Only when a new tributed will a pributed with th the new log shee should replace t change Log Book the old log shee	new updated at document. t from the D he old log s with the new	log sheet be	dis- t of
	3.2.1.5	"Mail-out" di	stribution is ma	de by letter	accompanied	by DRCL.
	3.2.2	Accounting fo	r Controlled Doc	uments		
Den #2	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.				
A va	3.2.2.2		erform these aud a "recipient tra :			
-		1. Those doc	uments they are	shown as hav	ing.	
		2. Appropria	te revision of e	ach document		
. 33		3. Number of	copies of the d	ocument they	have.	
		come to the D logbooks. On	r design change CC and compare t ice that is done, ked at each file	heir logbook the physica	(s) with the 1	DCC master
	3.2.2.3		be written to th been completed required.			
	3.2.2.4	of the docume	ason, a supersed ent must be stamp erseded document	ed or marked	"VOID". When	
			Due to the exten change bars norm margin have been	ally appearin		
			-	-		

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	JOB 35-	1195	DCP-3	10	.8/6/80	6 of 7			
	3.1.6	Pre-DCC Contr	Pre-DCC Controlled Distribution						
			listribution" ma tion is in accord						
3.1.6.1		Any temporary controlled distribution made by a department, such as "4 day" or "10 day" distribution, shall be followed by sub- sequent controlled distribution by the DCC or the cognizant department.							
	· 3.20 1	RESEIPT AND A	RESEIPT AND ACCOUNTING FOR CONTROLLED DOCUMENTS						
3	3.2.9	Receipt of Co	ontrolled Docume	nts					
	3 1	Prior to interface with DCC involving any controlled documents, site file custodians have completed one of the following:							
		<ol> <li>DCC orientation class (given during 1977-78 before file custodians were tested).</li> </ol>							
	per per si	<ol> <li>Passing grade on DCC test, which is based on a thorough knowledge of DCP-3.</li> </ol>							
per		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	3.2.1.3	at the same 1 custodians with Log Books. It against the a stamp their of the design ch make a logshe	e documentation location as the ill post <u>all</u> des If the design ch affected documen controlled copie hange indicator eet for the affe r on the logshee	affected docu ign changes i ange received t, the site f s of the affe stamp, shown cted document	ments. The si n their Design is the first ile custodians cted document( in paragraph 3	ite file i Change issued s must (s) with 3.1.4.1,			
	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 pro- cedure and file the DCN with the procedure.							
		NOTE:	Only when a new tributed will a tributed with t the new log she should replace sign Change Log discard the old	new updated hat document. et from the D the old log s Book with th	log sheet be c Upon receipt CC, file custo heet in their	lis- t of dians De-			

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3.2.1.5		stribution is m r Controlled Do		accompanied	by DRCL.
3.2.2.1 3.2.2.1 3.2.2.2	All controlle plete audit o all applicabl change logs s	ed copy holders f their control e design docume how the current perform these au a "recipient tr	will, one ead led document ints are curre approved and dits, file cu	files to ensurent and that t issued designustodians shou	re that he design n change ld request
	<ol> <li>Those doc</li> <li>Appropria</li> </ol>	uments they are te revision of copies of the	each documen	t.	
	to the DCC an books. Once	r design change d compare their that is done, t each file loca	logbook(s) the physical of	with the DCC m	aster log-
3.2.2.3		be written to t been completed required.			
3.2.2.4	of the docume	eason, a superse ent must be stam berseded documen	ped or marked	d "VOID". Whe	
		Due to the exte change bars nor margin have bee	mally appeari		nt.

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