COMANCHE PEAK STEAM ELECTRIC STATION

ENGINEERING DEPARTMENT ADMINISTRATION MANUAL

CONTROLLED COPY NO. _____

SURVEILLANCE TRACKING PROGRAM

PROCEDURE NO. EDA-109

REVISION NO. 0

SAFETY-RELATED

SUBMITTED BY: _____ DATE: 11/9/84
ENGINEERING SUPERINTENDENT

APPROVED BY: _____ DATE: 1/14/85
for MANAGER, PLANT OPERATIONS

1.0 Purpose

The purpose of this procedure is to describe the methods and delineate the responsibilities for administering the CPSES Surveillance Tracking Program.

2.0 Applicability

This procedure is applicable upon receipt of an operating license.

3.0 Definitions

3.1 Surveillance Database Activity Sheet - A computer generated output of all fixed data contained in the Surveillance Tracking Database for a given surveillance activity.

3.2 Data Sheet - Any paper used to document the performance or results of a surveillance test. Data sheets may contain automatically recorded data, manually collected data, or any computations or calculations made to arrive at the test results.

3.3 Master Surveillance Test List (MSTL) - A controlled document which lists the procedure(s) which satisfies each surveillance requirement. It also contains the required frequency and applicable mode for each surveillance requirement.

3.4 Planner Summary - The computer generated output of the Surveillance Tracking Program which provides a forecast of future surveillance tests. It is a planning aid for department planners.

3.5 Supervisor Summary - The computer generated output of the Surveillance Tracking Program which lists surveillance tests that are due to be performed during a specified time interval.

3.6 Surveillance Activity Report Form - The computer generated output of the Surveillance Tracking Program which lists the specific surveillance activities which are satisfied by a given surveillance procedure(s).

3.7 Surveillance Test Data Package - A package consisting of a Surveillance Activity Report Form (if applicable), a Test Verification Sheet, and any Data Sheets used to document the performance or results of the surveillance test.

3.8 Surveillance Tracking Program - A computer based program which is used to track surveillance test requirements.

3.9 Test Verification Sheet - One page of a surveillance procedure data package which documents supervisory approval of the test results.

4.0 **Instructions**

    4.1 **The Surveillance Test Coordinator shall be responsible for:**

        4.1.1 Maintaining the Master Surveillance Test List.

        4.1.2 Maintaining the Surveillance Tracking Program and Database

        4.1.3 Maintaining the Surveillance Tracking Program Log Book.

    4.2 Master Surveillance Test List (MSTL)

        4.2.1 The Surveillance Test Coordinator shall compile all changes to the MSTL in the Surveillance Tracking Program Logbook. These changes shall be incorporated into the next proposed MSTL revision which shall be forwarded to the Results Engineer for approval.

        4.2.2 The approved revision shall be forwarded to the Records Group for distribution.

        4.2.3 The MSTL shall be reviewed at least annually by the Surveillance Test Coordinator.

    4.3 Surveillance Tracking Program

        4.3.1 The Surveillance Tracking Program shall be maintained in accordance with EDA-301, "Control of Computer Program."

        4.3.2 The Surveillance Tracking Program Database

            4.3.2.1 The Surveillance Tracking Database shall be maintained both on a computer and as a hard copy, and shall include all station surveillance requirements specified in Section 4 of the CPSES Technical Specifications.

            4.3.2.2 All proposed changes to the Surveillance Tracking Database shall be submitted to the Surveillance Test Coordinator.

            4.3.2.3 The Surveillance Test Coordinator shall designate which proposed changes will be implemented and have the Surveillance Database Activity Sheet Data Form completed as described below. Changes which require the MSTL to be revised shall not be made until the MSTL revision is approved.

4.3.2.3.1 If a surveillance activity is being added to the Surveillance Tracking Database, the Surveillance Database Activity Sheet Data Form shall be completed by entering all applicable information.

4.3.2.3.2 If a surveillance activity in the Surveillance Tracking Database is being changed, the Surveillance Database Activity Sheet Data Form shall be completed by entering the activity number on the line labeled UNIQ and any information that has changed.

4.3.2.3.3 If a surveillance activity is being deleted from the Surveillance Tracking Database, the Surveillance Database Activity Sheet Data Form shall be completed by entering the activity number on the line labeled UNIQ and writing the word DELETED to the right of the UNIQ line.

4.3.2.4 The Surveillance Test Coordinator shall review and authorize each change to the Surveillance Tracking Database by signing and dating the completed Surveillance Database Activity Sheet Data Form.

4.3.2.5 The authorized change will then be entered into Surveillance Tracking Database, and the individual entering the change shall sign and date the Surveillance Database Activity Sheet Data Form. Individuals authorized to enter changes to the Surveillance Database shall be designated by the Surveillance Test Coordinator.

4.3.2.6 A new Surveillance Database Activity Sheet shall be generated, and the Surveillance Database Activity Sheet Data Form attached.

4.3.2.7 The Surveillance Test Coordinator shall verify the change has been entered correctly and sign and date the Surveillance Database Activity Sheet Data Form.

4.3.2.8   The new Surveillance Database Activity Sheet and the Surveillance Database Activity Sheet Data Form shall be filed in the hard copy of the Surveillance Tracking Database. Superceded Surveillance Database Activity Sheets may be discarded, with the exception of the initial Surveillance Database Activity Sheet. The initial Surveillance Database Activity Sheet and all Surveillance Database Activity Sheet Data forms shall be retained for at least five years.

4.3.3 Surveillance Tracking Program Reports

4.3.3.1   The Surveillance Test Coordinator will generate and distribute the Planner Summary and Supervisor Summary as specified by STA-702, "Surveillance Test Program."

4.3.3.2   Surveillance Activity Report Forms shall be generated for procedures as determined by the Surveillance Test Coordinator.

4.3.3.3   The Surveillance Test Coordinator may generate additional reports upon request.

4.3.4 Surveillance Test Data Packages

4.3.4.1   Surveillance Test Data Packages received by the Surveillance Test Coordinator shall be credited in the Surveillance Tracking Program and distributed to the system engineer for review.

4.3.4.1.1   If a discrepancy is noted during the review of a Surveillance Test Data Package, the system engineer shall return the data package to the performing organization for resolution, via the Surveillance Test Coordinator.

4.3.4.1.2   If the Surveillance Test Data Package fails to meet Surveillance Test acceptance criteria, actions shall be taken in accordance with STA-702, "Surveillance Test Program", and any credit previously given for the performance of that surveillance activity shall be disallowed.

4.3.4.1.3 The Surveillance Test Coordinator shall log into the Surveillance Tracking Program that the Surveillance Test Data Package was returned to the performing organization.

4.3.4.2 The system engineer, upon completion of his review of the Surveillance Test Data Package, shall initial the Test Verification Sheet and forward the data package to the Results Engineer for review.

4.3.4.3 The Results Engineer shall review the Surveillance Test Data Package, sign the Test Verification Sheet, and return the Surveillance Test Data Package to the Surveillance Test Coordinator.

4.3.4.4 The Surveillance Test Coordinator shall log the date into the Surveillance Tracking Program and forward the Surveillance Test Data Package to the Records Supervisor.

4.3.5 Surveillance Tracking Program Logbook

4.3.5.1 The Surveillance Tracking Program Logbook shall include, as a minimum, a change log in which the Surveillance Test Coordinator shall track changes to the Master Surveillance Test List and changes to Surveillance Tracking Database data fields marked with an asterisk on Attachment 1.

4.3.5.2 The Surveillance Tracking Program Logbook may contain a chronological log in which the Surveillance Test Coordinator may, at his discretion, record information of concern to the Surveillance Tracking Program.

4.3.5.3 The Surveillance Tracking Program Logbook shall be forwarded to the Records Supervisor for retention after being filled.

5.0 References

5.1 EDA-301, "Control of Computer Program"

5.2 STA-202, "Preparation, Review, Approval and Revision of Station Procedures"

5.3 STA-702, "Surveillance Test Program"

6.0 <u>Attachments</u>

    6.1 Sample format for Surveillance Database Activity Sheet Data Form

    6.2 Sample format for Surveillance Database Activity Sheet

ATTACHMENT 1
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SURVEILLANCE DATABASE ACTIVITY SHEET DATA FORM

```
* UNIQ :_ _ _ _ _ _ _
* UNIT :_
* TECH :_ _ _ _ _ _ _ _ _ _ _ _
* TEST :_
* PROC :_ _ _ _ _ _ _ _ _ _         _ _ _ _ _ _ _ _ _ _
* FREQ :_ _
* FREQN:_ _ _ _
  DISS :_ _ _ _ _
  DDUE :_ _ _ _ _
  DVIO :_ _ _ _ _
* MODE :_ _ _ _ _
* MODEN:_ _ _ _
* ORG  :_ _
  DESCR:_ _ _ _ _ _ _ _ _ _ _ _ _ _ _
       _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
  TAG  :_ _ _ _ _ _ _ _ _ _ _ _ _ _ _
  SYST :_ _
  PCON :_ _ _ _ _
  PCONN:_ _ _ _
  OLD1 :_ _ _ _ _
  OLD2 :_ _ _ _ _
  OLD3 :_ _ _ _ _
  LEAD :_ _
* EXT  :_
* SCHED:_
  SENG :_ _ _ _ _ _ _
  RMKS :_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
        _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
        _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
        _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
        _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
        _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
  USER1:_ _
  USER2:_ _
  USER3:_ _
  USER4:_ _ _ _ _ _ _ _
  USER5:_ _ _ _ _ _
  USER6:_ _ _ _ _ _ _ _ _ _ _ _ _
```

ATTACHMENT 2
PAGE 1 OF 1

SURVEILLANCE DATABASE ACTIVITY SHEET

SURVEILLANCE DATABASE ACTIVITY 01148000

```
UNIQ :01148000

UNIT :1

TECH :4.3.3.3.1.2c

TEST :b

PROC :INC-7697A

FREQ :RF

FREQN:

MODE :123456

MODEN:

ORG :CS

DESCR:CHAN CAL TRIAX PEAK ACC CH 1PPRA-03

TAG :

SYST :SE

PCON :

PCONN:

LEAD :90

EXT :Y

SCHED:Y

EING :BRAUN

RMKS :



USER1:

USER2:

USER3:

USER4:

USER5:

USER6:
```