

Millstone Unit One OPERATIONS MANUAL

SECTION 3.8

"MAINTENANCE OF OPERATOR LICENSES"

Sponsor: D.J. Meekhoff

1-23-98

Effective Date

<u>TABLE OF CONTENTS</u>	<u>PAGE NUMBER</u>
1.0 PURPOSE	2
2.0 APPLICABILITY	2
3.0 REFERENCES	2
4.0 DEFINITIONS	2
5.0 MAINTAINING LICENSE ACTIVE	3
6.0 RESTORING AN INACTIVE LICENSE TO AN ACTIVE STATUS	3
7.0 STATUS CHANGE OF OPERATOR OR SENIOR OPERATOR LICENSE	4
8.0 MEDICAL REQUIREMENTS	5
9.0 LICENSE RESTRICTIONS	6
10.0 ATTACHMENTS	6

Approved By:

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MP1 Operations Manager

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1.0 PURPOSE

This section provides guidance for the maintenance of Operator and Senior Operator Licenses.

2.0 APPLICABILITY

This section is applicable to all Operator and Senior Operator Licensed personnel in Unit 1 Operations. The requirements of 10CFR55, Operators' Licenses, pertain to all personnel holding an NRC License.

3.0 REFERENCES

- 3.1 10CFR55, Operators' Licenses
- 3.2 Engineering Record Correspondence ER-95-042
- 3.3 NOV 245/95-07-01 response dated May 1996
- 3.4 MNPS-1 UFSAR Section 6.4, Habitability Systems
- 3.5 TRM 273-7.4, Control Room Habitability Technical Requirements
- 3.6 CR M1-97-1211, Weaknesses Identified in Control Room Habitability Program; Use & Control of SCBA Prescription Inserts
- 3.8 NUREG 0737, Clarification of TMI Action Plan Requirements

4.0 DEFINITIONS

- 4.1 ACTIVE LICENSE:
The license of an Individual who has stood a minimum of either 7 eight hour watches or 5 twelve hour watches per calendar quarter.
- 4.2 WATCHSTANDER:
An individual who has a position on a shift crew as defined in Technical Specifications that requires an Operator or Senior Operator License.
- 4.3 UNIT 1 OPERATIONS QUALIFICATION LIST:
A comprehensive master list of the qualification and license status of personnel assigned to Unit 1 Operations Department. This list shall be maintained current through the Shift Narrative Logging Program and printed in the format of Attachment 5. Printed copy shall be maintained in the Shift Managers office.

5.0 MAINTAINING LICENSES ACTIVE

- 5.1 Each Unit 1 Operations Department Operator or Senior Operator licensed by the NRC shall maintain his/her license in an active status unless specifically granted permission by the Operations Manager or Assistant Operations Manager to allow his/her license to become inactive.
- 5.2 To maintain active status, each Unit 1 Operations Department Operator or Senior Operator Licenseholder shall perform the functions of an operator or senior operator, as appropriate, for a minimum of either 7 eight hour shifts or 5 twelve hour shifts per calendar quarter. This includes turnover at the beginning and end of watch.
- 5.3 Each Unit 1 Operations Department Operator or Senior Operator Licenseholder shall record watches on the License Maintenance Form, Attachment 1.
- 5.4 Each Unit 1 Operations Department Operator or Senior Operator shall be responsible to immediately notify the Operations Manager or Assistant Operations Manager if the requirement to stand a minimum of either 7 eight hour watches or 5 twelve hour watches per calendar quarter has not been met.
- 5.5 The requirements of Step 5.2 shall apply in the first calendar quarter and each subsequent calendar quarter following issuance of a new license or reactivation of an inactive license.

6.0 RESTORING AN INACTIVE LICENSE TO ACTIVE STATUS

- 6.1 To activate an Operator, Senior Operator, or Senior Operator Limited to Fuel Handling License:
 - 6.1.1 The Operator or Senior Operator licenseholder shall complete a minimum of 40 hours of shift functions under the direction of an operator or senior operator, as appropriate, in the position to which the individual will be assigned.
 - 6.1.2 A Senior Operator limited to Fuel Handling shall complete one shift under the direction of a senior operator supervising fuel movement.
 - 6.1.3 The licenseholder shall perform a complete tour of the plant with a Shift Manager.

- 6.1.4 The licenseholder shall perform a complete review of all shift turnover procedures.
- 6.1.5 The licenseholder shall be current in the appropriate Licensed Operator Requalification Program.
- 6.1.6 The requirements contained in 6.1.1 through 6.1.6 shall be documented on Attachment 2, License Reactivation Certification.
- 6.1.7 The Director, Unit Operations, or designee, shall sign a letter certifying the restoration of the license to active status. The letter shall be in the format of Attachment 3 for a Senior Operator Limited to Fuel Handling License or Attachment 4 for an Operator or Senior Operator License.
- 6.1.8 When steps 6.1.1 through 6.1.7, as appropriate, are complete, the license will be active and the licenseholder shall be permitted to assume independent duties at positions requiring such license.
- 6.1.9 The Assistant Operations Manager shall, upon notification, update the Unit 1 Operations Qualification List, to reflect the License status change of the affected individual.

7.0 STATUS CHANGE OF OPERATOR OR SENIOR OPERATOR LICENSE

- 7.1 Rescinding an Operator or Senior Operator License.
 - 7.1.1 When the need for an individual to maintain a license no longer exists, Nuclear Licensing shall prepare and submit a letter requesting the NRC to rescind the particular license. The letter must be submitted to the NRC within 30 days of the determination that the individual no longer requires a license.
 - 7.1.2 The Assistant Operations Manager shall, upon notification update Attachment 5, Unit 1 Operations Qualification List, to reflect the License and Qualification status change of the affected individual.

7.2 Suspending an Operator or Senior Operator License

7.2.1 When an Operator or Senior Operator is prohibited from assuming watchstanding duties as the result of examination failure, failure to maintain SCBA compatible corrective lenses available, if required, or other reason, the Operations Manager or Assistant Operations Manager shall declare that individual's license suspended.

7.2.2 The Operations Manager or Assistant Operations Manager shall immediately update Attachment 5, Unit 1 Operations Qualification List, to reflect the License status change of the affected individual.

7.3 Inactivating an Operator or Senior Operator License

7.3.1 When notified that an Operator or Senior Operator has not met the requirements of Section 5.0, the Operations Manager or Assistant Operations Manager shall declare that individual's license inactive.

7.3.2 The Operations Manager or Assistant Operations Manager shall immediately update Attachment 5, Unit 1 Operations Qualification List, to reflect the License status change of the affected individual.

8.0 MEDICAL REQUIREMENTS

8.1 Each licensed Operator or Senior Operator shall be responsible to notify the Medical Department of the occurrence of an abnormal physical or mental condition. Conditions include but are not limited to:

- Heart attack
- Surgery
- Eye problems
- Hearing problems
- Use of prescription medication

8.2 The Medical Department shall determine if the condition could adversely affect the performance of assigned operator job duties or cause operational errors endangering public health and safety

- 8.3 The NRC shall be notified within 30 days of the determination that a licensed operator or senior operator has developed a condition which could adversely affect the performance of his/her assigned operator job duties or cause operational errors endangering public health and safety

9.0 LICENSE RESTRICTIONS

9.1 Corrective Lenses

- 9.1.1 All Operators and Senior Operators whose license carries a corrective lenses restriction shall maintain SCBA compatible corrective lenses inserts in the Control Room SCBA glasses storage cabinet.
- 9.1.2 All Operators and Senior Operators maintaining SCBA compatible corrective lenses inserts in the Control Room SCBA glasses storage cabinet shall be responsible to ensure the corrective lenses inserts are current with their latest prescription. Inserts shall be ordered through the Site Optician.
- 9.1.3 Any Operator or Senior Operator whose license carries a corrective lenses restriction shall immediately notify the Operations Manager or Assistant Operations Manager upon determination that they do not have a current SCBA compatible corrective lenses insert in the Control Room SCBA glasses storage cabinet.

10.0 ATTACHMENTS

- 1-OM 3.8-1 License Maintenance Form
- 1-OM 3.8-2 License Reactivation Certification
- 1-OM 3.8.3 Inactive to Active Licenses Status, (letter)
- 1-OM 3.8.4 Inactive to Active Licenses Status, (letter)
- 1-OM 3.8-5 Unit 1 Operations-Qualification List



Northeast
Utilities System

Memo

January 26, 1998
MP1-OPS OM-98-003

TO: Distribution

FROM: R. M. Schmidtknecht
Manager
Unit One Operations
Millstone Extension 4280

SUBJECT: Issuance of MP1 Operations Manual Sections

Attached for issuance are the following OM Sections:

Title	Effective Date
OM Index	1/23/98
Sections 1-CM-3.8, Rev. 0 "Maintenance of Operator License"	1/23/98

RMS/scr
Attachments (3)

Distribution: OM Manual
P.D. Hinnenkamp
R.M. Schnidtknecht
E.E. Berry
B.C. Merryman
SM Manual via Sylke Robertson
Training via Brenda Rein
Unit One CDL via Holly Burnham

Unit 1 Operations Department OM Index

1/23/98

<u>Number</u>	<u>Subsection</u>	<u>Title</u>	<u>Rev.</u>	<u>Status</u>
SECTION 0		OPERATIONS MANUAL		
	0.1	Control Of The Operations Manual	0	Issued
SECTION 1		OPERATIONS DEPARTMENT		
	1.1	Operations Organization	1	Issued
SECTION 2		OPERATIONS POLICIES		
	2.1	Appearance/Uniform Policy	0	Issued
	2.2	Operations Personnel Career Plan	0	Issued
	2.3	Crew Member Rotation/Reassignment	0	Issued
	2.4	Shift Manning Requirements	0	Issued
	2.5	Not Used		
	2.6	Vacation Policy	0	Issued
	2.7	Control Room Protocol	0	Issued
	2.8	Control Room Access Policy	0	Issued
	2.9	Shift Turnover Policy	0	Issued
	2.10	Response to Events	1	Issued
SECTION 3		OPS PERSONNEL RESPONSIBILITIES		
	3.1	Operations Manager	1	Issued
	3.1a	Assistant Operations Manager	0	Issued
	3.2	Senior Licensed Operators	0	Issued
	3.3	Licensed Operator	0	Issued
	3.4	Non-Licensed Operators	0	Issued
	3.5	Shift Technical Advisors	0	Issued
	3.6	Operations Work Control Supervisor	0	Issued
	3.7	Control Room Clerk	0	Issued
	3.8	Maintenance of Operators License's	0	Issued
	3.9	License School Selection Process	0	Issued
	3.10	Reactivity Management	0	Issued
	3.11	Cold Weather Preparation & Operation	0	Issued
SECTION 4		COMMUNICATIONS		
	4.1	Verbal Communications	0	Issued
	4.2	Briefings	0	Issued
	4.3	Standing Night Orders	0	Issued
	4.4	Notifications	1	Issued
SECTION 5		TRAINING		
	5.1	Training Overview		
	5.2	OJT/TPE		
	5.3	Simulator Training	0	Issued
	5.4	Document Acknowledgment Sheets	1	Issued
	5.5	Not Used		

Unit 1 Operations Department OM Index

<u>Number</u>	<u>Subsection</u>	<u>Title</u>	<u>Rev.</u>	<u>Status</u>
SECTION 6		SHIFT/PERSONNEL RELIEF		
	6.1	Shift Turnover	0	Issued
	6.2	Temporary Relief	0	Issued
	6.4	Consumables and Service	0	Issued
SECTION 7		OPERATIONS		
	7.1	Alarms and Indications	0	Issued
	7.2	Not Used		
	7.3	Not Used		
	7.4	Operations Key Control		
	7.5	Operation of Motor Operated Valves	0	Issued
	7.6	Not Used		
	7.7	Not Used		
	7.9	Operations Infrared Thermometers Program	0	Issued
SECTION 8		ROUNDS AND LOGS		
	8.1	Requirements for Rounds		
	8.2	Requirements for Logs	1	Issued
	8.3	Recorder Charts and Annunciators		
SECTION 9		PROCEDURES		
	9.1	Procedure Use	0	Issued
	9.2	Procedure Administration	0	Issued
	9.3	Operator Aids	0	Issued
SECTION 10		PLANT/EQUIPMENT STATUS		
	10.1	Plant Status Documentation	0	Issued
	10.2	Equipment Deficiencies		
	10.3	Control Room Panel, Annunciator, & CRD Deficiencies	0	Issued
	10.4	Not Used		
	10.5	Equipment Returned to Service		
	10.6	Not Used		
	10.7	Not Used		
	10.8	Not Used		
	10.9	Operability Determination Processing	0	Issued
	10.10	System Readiness Review		
	10.11	Surveillance Test Data for Pumps & Valves		
SECTION 11		STAR AND VERIFICATIONS		
	11.1	Operations Self-Checking Program (STAR)	0	Issued
SECTION 12		LCOs AND PERFORMANCE MONITORING		
	12.1	Safety System Performance Indicator Monitoring		
	12.2	Operation Action Logs		
	12.3	Technical Specifications and TRM	0	Issued

Unit 1 Operations Department OM Index

<u>Number</u>	<u>Subsection</u>	<u>Title</u>	<u>Rev.</u>	<u>Status</u>
SECTION 13		OVERSIGHT		
	13.1	Operations Oversight Program	1	Issued
SECTION 14		PLANT SYSTEMS/MISCELLANEOUS		
	14.1	Divers Working Intake		
	14.2	Equipment Rotation Schedule		
	14.4	Waste Oil Separator Pits Inspection		
SECTION 15		OPERABILITY		
	15.1	Operability (Later)		
SECTION 16		OPERATIONS PERFORMANCE		
	16.1	Operations Performance Standards		
SECTION 17		ELECTRICAL		
	17.1	Sub Station (Convex) Interface		
	17.2	Resetting Protective Devices/Restoring Power	0	Issued
	17.3	Not Used		
	17.4	Unit 1 Transformer Yard Control	0	Issued
SECTION 18		RADWASTE		
	18.1	Radwaste Operations		