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MECHANICAL QC DISCIPLINE MANUAL

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TEXAS UTILITIES GENERATING CO CPSES	PROCEDURE NUMBER	REVISION	ISSUE DATE	PAGE
	CP-QP-18.3	2	12/2/80	1 of 3
PERMANENT PLANT RECORDS SYSTEM ORGANIZATION	PREPARED BY: <u>J. L. Brinkley</u> DATE: <u>12-1-80</u>			
	APPROVED BY: <u>J. R. Gussman</u> DATE: <u>12/2/80</u>			

1.0 REFERENCES

1-A CP-QP-18.2, "Implementation of The Permanent Plant Records Management System"

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2.0 GENERAL

The purpose of this Procedure is to define the personnel and functional organization of the Comanche Peak Permanent Plant Records Management System and to describe the working documents utilized in its implementation, as required by Reference 1-A.

The program organization is designed to approach the problems of massive information collection, storage, and retrievability to deal with the specific problems encountered in the identification, collection, processing, computer indexing, microfilming, and storage of plant construction and operating records in a coordinated manner under the direction of Texas Utilities Generating Company.

3.0 PROCEDURE

3.1 PERSONNEL ORGANIZATION

The personnel organization of the records management program is shown diagrammatically in Figure 1.

3.1.1 Records Management Coordinator

The Records Management Coordinator is responsible for the functions of the overall system and the interfacing between specific groups. The Records Management Coordinator reports to the TUGCO Administrative Services Supervisor and receives technical input from the TUGCO (construction) Site QA Supervisor. The duties and responsibilities of this position include the following:

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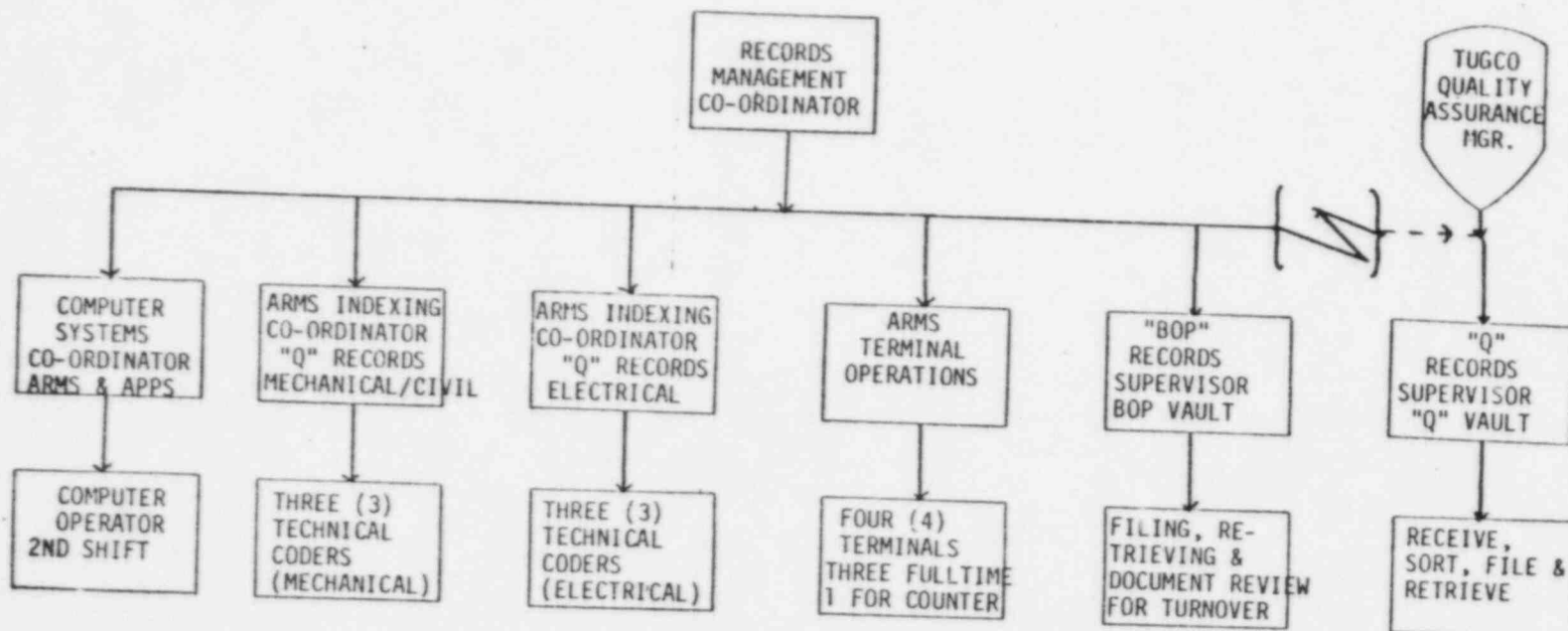
- a. Prepare program procedures and supportive documentation and submit procedures to the Site QA Supervisor for approval.
- b. Coordinate the index development for permanent plant records as retained in the Automated Records Management System (ARMS).
- c. Implement the procedures contained in the Records Management Manual.
- d. Control the flow of site received and site-generated permanent plant records through identification, ARMS input, and processing to final storage in the records vault.
- e. Provide technical direction to the ARMS Computer Coordinator.
- f. Institute and conduct a training program for permanent plant records personnel.
- g. Interface with microfilming activities as they relate to permanent plant records.

3.2 DOCUMENT RELATIONSHIPS

The implementing document/manuals for the Records Management Department serve the purposes described below:

- a. The Records Management Manual contains procedures that shall be used to implement the records management program.
- b. The ARMS Coding Manual is a working document utilized by ARMS coding/indexing personnel which contains current logic tables for the Records Management System Index (RMSI) Document Type Codes and Master Subject Codes, and standardized coding format sheets for all document types indexed into ARMS. The Manual shall be maintained by the ARMS Index Coordinator and updated at the direction of the Records Management Coordinator.

ORGANIZATION CHART PERMANENT PLANT RECORDS



BOP - BALANCE OF PLANT

"Q" - QUALITY OR SAFETY-RELATED RECORDS

--- - TECHNICAL INPUT

See B
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TEXAS UTILITIES GENERATING CO.
CPSES

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PERMANENT PLANT RECORD RECEIPT CONTROL AND STORAGE	PREPARED BY: <u>Joe L. B. [Signature]</u>			DATE: <u>12-1-80</u>
	APPROVED BY: <u>JL [Signature]</u>			DATE: <u>12/2/80</u>

1.0 REFERENCES

1-A CP-QP-18.2, "Implementation of the Permanent Plant Records Management System"

1-B CP-QP-18.5, "Automated Records Management System Implementation"

2.0 GENERAL

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The purpose of this Procedure is to supplement Reference 1-A by detailing the methods used to receive permanent plant records into the records storage vault, identify the records to a pre-designated file location, and control records up to and including final storage.

3.0 PROCEDURE

3.1 RECORD RECEIPT

After documentation has been received into the records storage vault for classification and further processing, classification as to retention time shall be performed per the Record File Index maintained in the vault. The File Index shall be updated as new document types are generated.

3.1.1 Non-permanent (Non Lifetime) Documents

Non-permanent (non lifetime) documents shall be given a file index address and shall be filed in proper file locations within the records vault.

3.1.2 Lifetime Documents

Lifetime documents identified in the Records File Index shall be forwarded to the ARMS technical coders for further processing in

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accordance with Reference 1-B where file/subfile locations shall be assigned. Upon completion of ARMS processing, documentation shall be filed in the appropriate locations within the records storage vault.

3.1.3 Errors or Discrepancies

Any errors or discrepancies noted on permanent plant records during the receipt/processing activities shall be brought to the attention of the originator, when practical, for correction or supplementation by the personnel discovering the discrepancy. Matters that cannot be resolved shall be identified to the Records Management Coordinator.

3.2 RECORD FILE INDEX

The Records File Index is a descriptive listing of document types on file in the records storage vault detailing record title, file/ subfile locations, and retention time and has been prepared to cover hardcopy file locations for Lifetime and non-permanent CPSES permanent plant documentation.

3.2.1 Lifetime Record File

The Lifetime Record File separates verification records by the unit code, i.e., 17.1 (Unit 1 and "X" common to both units) and 17.2 (Unit 2).

Unit files shall be subdivided by structure (civil and electrical records) or system (mechanical/electrical/instrumentation records). Records shall be further sub-divided by item identification code and by type of record (see Figure 1 for example).

3.2.1.1 Radiographic Film File

Radiographic film shall be filed in accordance with the permanent record file index.

3.2.1.2 Westinghouse Microfiche

Westinghouse microfiche shall be filed by the project purchase order number and Quality Release (QR) number.

3.2.2 Non-Permanent File Index

The Non-permanent file index shall reflect the file location of those records not categorized as lifetime verification documentation. The file index is based upon the 18 point criteria of 10CFR50, Appendix B (See Figure 2 for example).

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3.3 STORAGE AND SAFEKEEPING

All hard copies of permanent plant verification records for safety-related systems and balance of plant systems alike, shall be maintained in the records storage vault. The records vault is a reinforced concrete block structure with fire retardant insulation. Entrance doors are three-hour fire rated. Environmental control is achieved by a forced air heating/cooling system.

Verification records shall be stored in standard steel file cabinets within the records vault, and other than during processing, shall not be stored on table tops, open shelves, file cabinet tops, or other open spaces. Smoking shall not be allowed in the records storage vault.

The Records Management Coordinator shall post a list of personnel authorized to enter the vault storage area. Personnel not on this list may gain entry only with the expressed permission of the Nuclear Records Management Coordinator or his designee. Personnel allowed entrance to the records storage area shall be accompanied by an authorized individual at all times unless specifically directed otherwise. A "guest" shall not be allowed to remove or re-file records in the file storage cabinets.

3.4 RETRIEVAL OF PERMANENT PLANT RECORDS

Hard copies of verification records shall be retrieved from files only by the Records Management Coordinator or those authorized by him when requested for purposes of review, audit, or revision. Upon removal of any document from its file location, the record shall be replaced by an "out" card containing the name of the person retaining the record, the record identification, and the date. When documents are returned, the "out" card shall be removed and a line drawn through the withdrawal information.

File copies of verification documents shall not be allowed to leave the records vault for any purpose without the expressed consent of the Site QA Manager. Corrections shall be made to documents by drawing a single line through voided or incorrect entries, and the initials and date of the correcting individual shall be clearly indicated on the document near the correction. Black ink only shall be used for this purpose.

3.5 DISPOSITION OF PERMANENT PLANT RECORDS

Lifetime verification records shall be kept in hard copy files in the record storage vault until such time as Texas Utilities Generating Company directs their disposal or removal to another location.

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Non-permanent verification records shall be maintained in the record storage vault for the designated retention period at which time these records may be disposed of in accordance with TUGCO station operating procedures.

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FIGURE I

PERMANENT RECORDS FILE INDEX

17.0

FILE LEGEND

A. FILE LOCATION

17. Permanent Records (Example 1 & 2)

B. UNIT NO.

1. Unit No. 1 & Common (Example 1)

2. Unit No. 2 (Example 2)

C. STRUCTURE/SYSTEM

04. Service Water (Example 1)

93. Containment Building (Example 2)

D. TYPE OF RECORD

11. Equipment (Example 1)

2. Cadweld (Example 2)

E. SUBFILE NO.

SWSRAU-01 Strainers (Example 1)

200 Cadweld Sleeve Inspection Record
(Example 2)

PERM. PLT. RECORD

RTN	FILE LOG.
	A.B.C.D.
SUBFILE LOG.	E

EXAMPLE I

PERM. PLT. RECORD

RTN	FILE LOG.
L	17.1.04.11
SUBFILE LOG.	CP1-SWSRAU-01

EXAMPLE 2

PERM. PLT. RECORD

RTN	FILE LOG.
L	17.2.9.3.2
SUBFILE LOG.	200

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FIGURE 2



Brown & Root Inc.
QUALITY ASSURANCE DEPARTMENT
RECORD FILE INDEX

PROJECT: CPSES

JOS NO: 35-1195

UNIT: N/A

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DOC	REVISION	FILE	SUBFILE DESIGNATION/DESCRIPTION	TITLE	FILE TAB
QA		7.0		PURCHASE MATERIAL & EQUIPMENT	
RD	N	7.0-A		APPROVED PROJECT BIDDERS LIST	
RD	N	7.0-B		APPROVED PROJECT SUPPLIERS LIST	
AD	N	7.0-C		QA APPROVED VENDOR'S LIST	
RD	N	7.0-D		"O" PURCHASE ORDER REVIEW	
RD	N	7.0-E	ALPHABETICALLY BY VENDOR NAME	PURCHASE ORDER SUPPORTER FILE - (THESE FILES CONTAIN POSSIBLE VENDORS WHO HAVE BEEN SENT PRE-BID EVALUATION FORMS FOR "O" MATERIAL AND EQUIPMENT (THESE REFERENCE DOCUMENTS WILL BE FILED AT THE END OF THE PURCHASE ORDER FILES)	
QA	2	7.1	ALPHABETICALLY BY VENDOR SUB-FILED BY P.O. #	P. O. & CHANGE ORDERS	
	2	7.2	ALPHABETICALLY BY VENDOR SUB-FILED BY P.O. #	PRE-BID EVALUATION	
	2	7.3	ALPHABETICALLY BY VENDOR SUB-FILED BY P.O. #	INQUIRY AND STORIES LIST	
	2	7.4	ALPHABETICALLY BY VENDOR SUB-FILED BY P.O. #	QA PROGRAM REVIEWS	
	2	7.5	ALPHABETICALLY BY VENDOR SUB-FILED BY P.O. #	PRE-WARD FACILITY SURVEY	
	5	7.6	ALPHABETICALLY BY VENDOR SUB-FILED BY P.O. #	VENDOR SURVEILLANCE REPORTS	
	6	7.7	ALPHABETICALLY BY VENDOR SUB-FILED BY P.O. #	FACILITY AUDITS	
	6	7.8	ALPHABETICALLY BY VENDOR SUB-FILED BY P.O. #	NON-CONFORMANCE REPORTS	
	2	7.9	ALPHABETICALLY BY VENDOR SUB-FILED BY P.O. #	QA PROGRAM APPROVALS	
	0	7.10	ALPHABETICALLY BY VENDOR SUB-FILED BY P.O. #	GENERAL CORRESPONDENCE (VSA)	