	PSES	NUMBER	REVISION	DATE	PAGE
JOB 35	5-1195	CP-QAP-17.1	6	MAR 01 1984	1 of 7
TITLE: CORRECTIVE ACTION		ORIGINATOR: REVIEWED BY APPROVED BY	RA Site	BOCH QA Manager D	- 18 km 8 DATE - 10 km DATE - 1/18/2 DATE
1.0	REERENCES				
1.0	None	FOI	NEOR	MATION ON	LY
2.0	GENERAL	FU	N INI OIL		
2.1	PURPOSE				
	To provide a which are a evaluated an	a systematic me adverse to qua nd reported to the causes of	the approximate the second	sure that cond promptly ident priate personn tions are corr	ified, nel in
2.2	and correctiv	ve action to pre	clude recur	rence is implem	ected, i nented.
2.2	This procedu construction deficient, of action whet department of regulatory bo	ve action to pre activities which or nonconformin her identified or by external odies.	all Safet ch are repoing that may d by indi agencies,	y Class 1, 2 rted as unaccep require corr viduals withi such as custom	and 3 otable, rective n the ers or
2.2	This procedu construction deficient, of action whet department of regulatory books RESPONSIBILIT	ve action to pre activities which or nonconformin her identified or by external odies.	all Safet ch are repoi g that may d by indi agencies,	y Class 1, 2 rted as unaccep require corr viduals withi such as custom	and 3 btable, rective n the ers or
2.2	This procedu construction deficient, of action whet department of regulatory bo RESPONSIBILIT The Site QA procedure wh maintaining completed.	ve action to pre activities which or nonconformin her identified or by external odies. TY Manager shall ich provides th visibility of c	all Safet ch are repo g that may d by indi agencies, ensure im he mechanismorrective a	y Class 1, 2 rted as unaccep require corr viduals withi such as custom plementation or n for initiati ctions until th	and 3 otable, rective n the ers or f this ng and hey are
2.2 2.3 3.0	This procedu construction deficient, of action whet department of regulatory bo RESPONSIBILIT The Site QA procedure wh maintaining completed. <u>PROCEDURE</u>	ve action to pre activities which or nonconformin her identified or by external odies. TY Manager shall ich provides th visibility of c	all Safet ch are repoind g that may d by indi agencies, ensure im he mechanism orrective a	y Class 1, 2 rted as unaccep require corr viduals within such as custom plementation or n for initiati ctions until th OIA-85	and 3 btable, rective n the ers or f this ng and hey are
2.2 2.3 3.0 3.1	This procedu construction deficient, of action whet department of regulatory bo RESPONSIBILIT The Site QA procedure wh maintaining completed. <u>PROCEDURE</u> REVIEW OF UNV	ve action to pre activities which or nonconformin her identified or by external odies. TY Manager shall ich provides th visibility of c	all Safet ch are repoind g that may d by indi agencies, ensure im he mechanism orrective a	y Class 1, 2 rted as unaccept require corr viduals within such as custom plementation or n for initiati ctions until th OIA-85	and 3 table, rective n the ers or f this ng and hey are 5-59

C	PSES	NUMBER	REVISION	DATE	PAGE
J08 3	5-1195	CP-QAP-17.1	6	MAR 01 1984	2 of 7
3.1.1	The Qualt the follo a. Nono b. Desi c. Comp d. Base e. Unsa This rev evaluate <u>Reporting</u> The means vary from to formation identific are taken in corre	ity Engineering Gro owing documents whi conformance Reports ign Change Authoriz bonent Modification e/Weld Metal Ins at Inspection Repor riew shall be don conditions which al s of reporting the n memos, to letters al reports; but cation it is nech n and followed-up for ecting and prevent	oup (QEG) Su ch denote un (CP-QAP-16. ations (CP-Q Cards (CP-Q pection Rep ts (CP-QAP-1 e at least may require need for co s, to correct regardless essary that to assure that ing recurre	pervisor shall r acceptable condi 1); AP-4.1); AP-4.1); ports (CP-QAP-1 5.1). quarterly and a corrective ac orrective action tive action requ of the manne corrective ac at they are effe nce of the pro	eview tions: 6.1). shall tion. s can ests, r of tions ective ogram.
	Upon comp submit a	pletion of the revi report to the Site	ew, the QE G QA Manager	roup Supervisor indicating:	shall
	a. Resu wher	its of review, uti e applicable; and	lizing trend	analysis techni	ques,
	b. Reco	mmendations for co	prrective act	ions, as applic	able;
	1.	Memos and/or le identify condition develop into CAR the responsible will contain the	tters of co ons which i deficiencies manager. following	oncern are use f not corrected and are direct Memos and le minimum informa	d to d may ed to tters tion:
		a) Action desig	nee		
		b) Description	of the proble	em	
		c) Committed ad	ction to co	rrect the cond	ition

(3)

.

BROWN & ROOT, INC. CPSES	NUMBER	REVISION	ISSUE DATE	PAGE	
JOB 35-1195	CP-QAP-17.1	6	MAR 01 1984	3 of 7	

3.2 CORRECTIVE ACTION REQUESTS

3.2.1 Initiation

If adverse conditions exist as identified in the report described in Paragraph 3.1.1, the Site QA Manager may initiate a Corrective Action Request (CAR, Attachment 1). The Site QA Manager shall assign the CAR to an "Action Addressee" and forward the CAR to QEG for distribution.

The Site QA Manager, upon identification of a single condition which is significantly adverse to quality shall initiate a CAR at the time the condition is identified.

3.2.2 Distribution

Upon receipt, QEG shall assign a number and enter the CAR into the CAR Log (Attachment 2). A copy of the CAR shall then be forwarded to the "Action Addressee" and copies sent to:

- a. Construction Project Manager;
- b. Brown & Root QA Manager;
- c. Owner's Managers of Engineering and Construction;
- d. Owner's QA Manager;
- e. Owner's Site QA Supervisor;
- f. The ANI; and
- g. The QE Group Supervisor.

3.2.3 Corrective Action Response

The "Action Addressee" shall complete the appropriate section of the CAR by identifying the cause of the condition and shall propose corrective action required to preclude recurrence and establish a committment date for completion of corrective action. The "Action Addressee" shall then return the CAR to the QE Group Supervisor for subsequent evaluation.

BROWN & ROOT, INC. CPSES	NUMBER	REVISION	ISSUE DATE	PAGE	
JOB 35-1195	CP-QAP-17.1	6	'MAR 01 1984	4 of 7	

3.2.4 Evaluation of Response

Upon receipt of the corrective action response, the QE Group Supervisor shall evaluate the response for acceptability. If acceptable, he shall notify the "Action Addressee" by memo indicating an acceptable response. Should the corrective action response be unsatisfactory, the QE Group Supervisor shall obtain a satisfactory response from the "Action Addressee". If a resolution cannot be agreed upon, the QE Group Supervisor shall notify the Site QA Manager who shall initiate a Stop Work Order (SWO) in accordance with CP-QAP-17.2. The Site QA Manager shall advise the Brown & Root QA Manager, by interoffice memo with a copy of the SWO, who will then coordinate obtaining a satisfactory resolution at appropriate levels of management.

3.2.5 Verification of Corrective Action

The Construction Project Manager is responsible for providing satisfactory corrective action.

The QE Group Supervisor shall conduct a follow-up investigation within 10 days after the committed implementation date to ensure that the required corrective action has been completed.

If corrective action has been completed, the QE Group Supervisor shall sign the CAR verifying that corrective action is complete and forward the CAR to the Site QA Manager for formal closure.

If corrective action is incomplete the QE Group Supervisor shall notify the Site QA Manager who shall initiate a SWO in accordance with CP-QAP-17.2 and distributed per Paragrpah 3.2.2. Work may be resumed only after documented approval from the Site QA Manager.

3.2.6 CAR Revision

CAR's may be revised at any time, after issuance and prior to closure, for the following reasons:

- a. Clarity of terms, conditions, and dispositions;
- b. Additional descriptive information; and/or
- c. Change in disposition responsibility.

BROWN & ROOT, INC. CPSES	NUMBER	REVISION	ISSUE DATE	PAGE	
JOB 35-1195	CP-QAP-17.1	6	MAR 01 1984	5 of 7	

When a CAR requires revision, it shall be identified with the letter "R" immediately following the CAR number and a sequential number indicating the level of the revision. The reason for the revision and the individual initiating the revision shall be stated on the CAR. CAR revisions shall be initiated by the same organization that performed the original preparation providing they have signature authority. CAR revisions shall receive the same review and approval cycle as the original CAR. QEG shall maintain the original CAR.

3.2.7 Voiding a CAR

The Site QA Manager, during processing, may disposition a CAR to state "Not a CAR Condition" or similar wording. He shall provide justification for such disposition on the CAR, and shall sign for closure. When a CAR is dispositioned in this manner, the original is forwarded to QCG with a copy to ANI.

3.2.8 Formal Closure

After implementation of the corrective action has been verified by the QE Group Supervisor, the Site QA Manager shall close the CAR by signing and dating the "QA Review/ Closure" portion of the CAR. The CAR shall be forwarded to QEG for distribution.

3.2.9 Distribution of Closed CAR

QEG shall update the CAR Log and distribute copies of the closed CAR to personnel indicated in Section 3.2.2.

The CAR original shall be transmitted to the Owner in accordance with CP-QAP-18.1.



ISSUE SROWN & ROOT, INC. PAGE DATE REVISION CPSES NUMBER MAR 01 1984 JOB 35-1195 6 of 7 6 CP-CAP-17.1 ATTACHMENT 1 Browner Rocking al l 14.78 27113 -----------------Expected Long Little Late____ ------WIRELS PF ---------LATE ----------

e

* * ... m

100 26 1105					7 . 6 7
108 32-1132		CP-QAP-17.1	6	MAR 01 1984	/ 01 /
			ATTACHMENT	2	
3					
a a a a a a a a a a a a a a a a a a a					
-	altrane arts				
11	I				
BrownG'Rool.In	*1 #1mm10/m				
	And Rull gammid were at at an durit				in manual sol
autom	11-				

and the second second

2012 (A. 177 (A. 16)

.

 $\mathcal{F} = \mathcal{F}$

. . . .

......

• • • • • •

- ---

TEXAS UTILITIES SERVICES INC.

OFFICE MEMORANDUM

To All Building Managers

CPP-15,313

_ Glen Rose, Texas ____ March 2, 1984

Subject

COMANCHE PEAK STEAM ELECTRIC STATION ADMINISTRATIVE GUIDELINE FOR THE BUILDING MANAGEMENT ORGANIZATIONS REFERENCE 1) CPP-14,690-ATTACHED

Site quality assurance has completed a surveillance activity of the status of inspection and nonconformance reports associated with the cable spread room. The surveillance did not include IRs for electrical separation or post-construction verification deficiency reports. The surveillance activity concluded over 50 reports were improperly statused in the Master Data Base (MDB).

The activities of the Building Management Groups are prescribed in the subject guideline issued per Reference 1. Use of the Master Data Base is described as the source document for information. Proper maintenance of the MDB is essential.

Please proceed with the following for each interfacing group in the respective building groups.

- Re-instruct and emphasize the importance of implementing the established reporting systems properly and in a timely manner, and
- Review the guideline for possible revision to more clearly state the duties and responsibilities required to accomplish item 1.

Each organization is expected to discuss any proposals with Fred G. Burgess.

Assistant Project General Mahager

JIM/RPB/and

cc:	G. B.	Crane
	B. J.	Murray
	Z. L.	Powers
	LA	Dittmar
	E.C.	Frankum
	E G.	Tolson
	FG	Rimoss

BB-100

EXAS UTILITIES SERVICES II

OFFICE MEMORANDUM

CPP-14690

Æ

To	Distribution	Glen	Rose, Texas December 9, 1983
	COMANCH	PEAK STEAM FIRSTOT	STATION

SUBJECT: ADMINISTRATIVE CUIDELINES FOR THE BUILDING MANAGEMENT ORGANIZATIONS

The attached guidelines are submitted for your implementation. These guidelines provide criteria for the basic organization and operation of the Building Management Organizations (attachment 1) and criteria for input to the Master Data Base (attachment 2).

While these guidelines are general enough to allow you flexibility to conduct your day to day activities, the programatic details shall not be deviated from. If revisions are required, notify me and I'll evaluate your request and take the appropriate action. Otherwise, I expect each building organization to be in compliance with these guidelines.

10 RECEIVED Merriv Jr. DEC 1 3 1983 JTM/JPC/th cc: Gene Crane Texas Utilities Services, Inc. B.J. Murray CPSES Const. Office John Finneran D.C. Frankum Fred Burgess R.G. Tolson John Dittmar

aorge	Burgess
Aerritt	Norman
1311	Johnson
icBay	Popplewell
alder	Creamer
Deem	Kissinger
Strange	Finneran
Robaugh	Миттау
avis	
licks	
Sentry	R. Baker
	File

1.0 INTRODUCTION

These guidelines provide a generic description and general gudelines for the organization and operation of the Building Management Organizations (BMD) for those areas designated by Project General Management (PMG). An organizational chart for this organization is shown in Attachment 1.

2.0 DESCRIPTION

2.1 General

The Building Management Organizations (BMO) were established to make the most efficient use of project resources. The BMO's consist of representatives selected from the Engineering, Construction, and QA organizations who are responsible for performing these activities. The Engineering and craft personnel support the building managers to whom they are assigned for routine scheduling and work assignments; however, the department supervisors are responsible for the technical direction of these personnel. QC personnel report to the applicable QA department manager. Additionally, each BMO contains a paper flow group (PFG) which is responsible for obtaining, preparing, assembling, routing, and/or tracking the documents necessary to perform tasks in accordance with the established, approved project procedures. These documents include drawings, design change documents, Room Work Notifications (RWN), Start-up Work Authorizations (SWA), Inspected Item Removal Notices (IRN), travelers, etc. A brief description of the flow for each document is provided in paragraph 3.0.

2.2 Responsibilities

Each BMO will be a self-sufficient organization and will be responsible for performing work in accordance with the applicable construction, engineering, and QA project procedures. Design and QA/QC documents will be initiated by the personnel in the respective groups and these documents handled in accordance with the discipline's implementing procedures. The paper flow groups are responsible for contralizing and controlling all necessary documentation for a specific construction activity in designated areas of the plant.

3.0 PAPER FLOW GROUP (PFG)

The PFG is responsible for preparing or obtaining, assembling, routing, tracking, and reviewing the documents required to perform a task. The same person may perform one or more of the following functions.

3.1 PFG COORDINATOR

The PFG Coordinator (Attachment 2) receives and reviews documents, Inspection Reports (IR), Nonconformance Reports (NCR), Design Change Authorizations (DCA), Component Modification Cards (CMC), etc., to determine what work is required. After review the coordinator routes the documents to the appropriate PFG member for logging and statusing. Work packages are assembled and transmitted to the appropriate group for action, and the transmittal statused on the Master Data Base (MDB). Opon completion of the work, the package is returned to the coordinator for logging and closure. The coordinator updates the MDB status and submits the closed package to the Permanent Plant Records Vault (PPRV).

3.2 MDB COORDINATOR

The MDB coordinator is responsible for maintaining a current status of open items in the MDB. The coordinator receives input from the PFG Leader or PFG Coordinator, verifies the input is not already in the MDB, and inputs the item referencing the applicable supporting documents. The coordinator updates the status as input is received.

3.3 DESIGN CHANGE DEFICIENCY COORDINATOR

The coordinator will maintain a status of all deficient DCA's and CMC's by building, elevation, and room. The coordinator will review all available documentation to determine if the documentation exists which will resolve the deficiency. If the documentation is not found, the coordinator identifies the need for a reverification of the item by QC. If the reverification is "unsat" and requires additional work, the coordinator advises the PFG Coordinator who assembles a work package as described in paragraph 3.1. If the reverification is "sat", the closed IR is submitted to the PPRV and the item closed.

3.4 TRAVELER FLOW

3.4.1 Conduit Traveler Flow

When the raceway is completed, the coordinator transmits the raceway to QC. If satisfactory, QA prepares an IR and submits it to the coordinator who submits a copy to the craft. The coordinator advises the PFG coordinator of "unsat" conditions and work packages are prepared in accordance with paragraph 3.1.

3.4.2 Electrical and Civil Traveler Flow

The coordinator receives the traveler, logs it, obtains all supporting documentation and assembles the work package, and issues the package to the craft. After the primary craft work is complete, the coordinator coordinates the remaining work with the responsible department. The coordinator statuses, logs, and transmits completed travelers along with their sat IR's to the PPRV.

3.4.3 Cable Tray Banger or Cable Tray Traveler Flow

The coordinator prepares the traveler when requested by the craft. The coordinator assembles the package with the applicable drawings and other required documentation and submits the package to the craft for work. The craft-complete package is returned to the coordinator who transmits it to QC for inspection. The completed packages are returned to the coordinator who transmits them to the Permanent Plant Records Vault (PPRV).

3.5 BISCO COORDINATION

The coordinator will be responsible for establishing and maintaining a status of penetrations requiring penetration or radiation seals.

3.5.1 Penetration Seals (Mechanical and Instrumentation)

The coordinator will prepare an IR listing the seals by trace and room number which are to be worked. The IR is sent to the Procurement Management Group (PMG) who initiates rework or sealing of the penetration, as appropriate. The coordinator advises the MDB of the status.

3.5.2 Radiation Seals

After the penetrations are released from PMG for sealing, the coordinator will initiate and route the seal release. After the release signatures are received, the PMG will authorize BISCO to install the seals. The coordinator advises the MDB of the status.

3.5.3 Seal Removal

If a seal has to be removed, the coordinator will be presented with an IRN prepared by the craft and review it for accuracy. The coordinator will decide who will remove the seal and so state on the IRN prior to signing it. The coordinator will forward copies of the IRN and the Penetration Seal Removal Request to QC and BISCO.

3.6 THERMOLAG COORDINATION

The coordinator issues and racks the release form and inputs the release to the MDB. The coordinator performs research and obtains signatures which indicate that all known work is completed. The coordinator then notifies the Paint Department so the Thermolag may be applied. Upon completion of the application, the Paint Department transmits the application documentation to the coordinator for review and transmittal to the PPRV, and input of the status to the MDB.

3.7 SWA FLOW

The coordinator will be informed of the need for an SWA by being presented a work item (e.g., CMC, NCR, etc.) The coordinator will assemble the documents necessary to complete the work item, prepare a SWA (see Attachment 3 for flow chart), present the package to Start-up for numbering, and dispositioning (authorization hold or rejection), and advise the MDB of the SWA disposition and SWA number. The coordinator will present ASME-related SWA's for signature to the QC Building Supervisor responsible for N-5 operations prior to any work being performed. The coordinator will retain the original SWA and submit a copy and the work package to the craft. Upon return of the completed work package the coordinator will insure that all the work items have been accepted with an inspection report. The SWA will be signed off in the PFG and returned to Start-up. The coordinator will advise the MDB of the status.

3.8 IRN COORDINATION

The coordinator will prepare an IRN based on a request or a work package. The coordinator will assign a number to and log the IRN, obtain the responsible craft superintendent's and QC signatures, and submit a copy to the PPRV. Copies will be filed in the work package or with the PPG. Upon completion of the work, the IRN log and MDB will be statused as complete.

3.9 VAULT DEFICIENCY COORDINATION

The PPRV will notify the coordinator of PPRV documentation deficiencies. The coordinator will review all logs, card files, and other documentation sources to determine if documentation exists to resolve the deficiency. If no such documentation exists, the coordinator will request QC powerification, and submit the resulting IR to the PPRV.

3.10 INSPECTION REPORT COORDINATION

The IR coordinator is responsible for receipt, nuber assignment, logging, routing, and review of IR's, (See Attachment 4 for flow chart).

3.11 NCR COORDINATION

i

The NCR Coordinator is responsible for receipt, logging, routing, and review of NCR;s in accordance with the applicable QA program's procedure. (See Attachment 5 for flow chart).



ATTNOBBAIT 2

÷

. .

· PRU ORIMITATION CIMPL



)

)

NFIMINENT 3

• • •



- -

.

AITMUNUT

.



-

2

** MAI INUT, AS APTLICAUR

FORDITIAL PADIMERAM BUNKER B.G., DCA, NEIC, OF, EIC.

-



ALTINDEMET &

ż

Attachment 2

MDB Guidelines Revision 1 : Page 1 of 7

Master Data Base (MDB) Guidelines

1.0 Introduction

The MDB is intended to provide all project organizations and groups a convenient and integrated means of identifying, coordinating and progress tracking outstanding work items on systems, components and structures.

It should be emphasized that <u>all</u> groups must participate in the punchlist mechanics; i.e., adding, removing or changing the status of an item; and therefore, the following guidelines must be followed to ensure that the MDB is an accurate document. Timely completion of the work items will preclude this punchlist from becoming unwieldly.

- 2.0 MDB Operation Guidelines
 - 2.1 All items must be input in accordance with the attached standard input form.

NOTE: Standard input form is shown as Attachment 1. Copies may be obtained from the Completions Group.

2.2 Additions or modifications to the basic MDB computer program must be reviewed and approved by the Startup Manager and Construction Manager prior to implementation of program changes.

NOTE: MDB printout headings are described by Attachment 2. . .

- 2.3 All requests for computerized list programs must be reviewed and approved by the Startup Manager and Construction Manager prior to programming' activity being authorized.
- 2.4 The following types of items should be listed against the applicable' building subsystem number (8900 series) as the "Primary Subsystem" and the subsystem affected by the item, if any, should be listed in the "Special" column.
 - a. Structural
 - b. Paint

c. Pipe Supports

- d. Conduit Supports
- e. Raceway (tray and conduit)
- f. Insulation
- g. Firewrap
- h. Penetration Seals
- i. Lighting

and the set of the set		the second s	
	11 11 11 11		
118# 	57 8010 57 8010 58 8010 50 10 10 10 10	PICIAL 278. 1996 1117	*1-41_RC=+*X1_/. C7** 8+
<pre>/** **********************************</pre>			
1/1 -1/1/ /1/10 /9 10/04/11/00 1+1/44.0/24. //#'5 40/10/78 - 4488.			

FYAMPLE

MDB Guidelines Revision 1 Page 2 of 7

- 2.5 The following types of items should be listed against the applicable subsystem number as the Primary Subsystem with the plant elevation, room and building number listed in the "Location" column.
 - a. Piping including welded attachments
 - b. Cable
 - c. Equipment
 - d. Valve
 - e. Instrument
- 2.6 All internal group punchlists that require action(s) by other project groups must be entered on the MDB. The MDB should not reference other work lists. The contents of these work lists should be entered on the MDB.
- 2.7 As a minimum, each punchlist item should identify the problem, affected equipment/component by number, related documents if any, subsystem, and location by building, room and elevation in the plant and a brief description of the problem.
- 2.8 Multiple problems should not be listed as a single item.
- 2.9 Those items affecting a subsystem that has been turned over and requires physical work to clear the item must be postscripted as "S."

2.10 As a minimum, the following items should be input to the MDB:

- NCR's (Excluding those handled by Hanger Task Force and those affecting items in warehouse)
- b. TDR's
- c. TDCR's
- d. TUGCO walkdown items
- e. Completions' group walkdown items
- f. Startup walkdown items
- g. Weld Engineering deficiencies
- h. SWA's (on-hold or older than 3 weeks)
- 1. Non-ASME QC punchlist
- j. ASME QC punchlist
- k. Engineering separation punchlists
- 1. QA document deficiency lists
- m. FDSG walkdown items
- n. Area Management walkdown items

MDB Guidelines Revision 1 Page 3 of 7

- 2.11 All input from various site groups should be processed through one of the following groups for review prior to input to the MDB.
 - 1. Paper flow group for applicable building manager
 - a. Reactor Building
 - b. Auxiliary Building
 - c. Electrical-Control Building
 - d. Safeguard Building
 - 2. Startup Completions Group
- 2.12 The following groups should forward inputs to the applicable Building Management paper flow group:
 - a. Engineering
 - b. Construction
 - c. Non-ASME QC
- 2.13 The following group should forward input to Startup:

TUGCO Operations

2.14 The following group should forward input to ASME QC:

Weld Engineering

- 2.15 The Building Management, Startup, Completions and ASME QC groups must review all MDB input as follows;
 - . a. Review input for format compliance
 - b. Estimate assignment of responsibility
 - c. Determine turnover status
 - d. Screen for duplication
 - e. Assure that item description is clear
 - . Review for correct system/subsystem assignment
 - NOT: Items not meeting review criteria should be returned to originator for correction, clarification, etc.
- 2.16 The current practice of verifying the completion of physical work on turned over components (i.e., postscripted with "S") by the Startup Support Group or System Test Engineer prior to item closure on the MDB should continue.

This same practice is advisable and should be applied as deemed necessary by each applicable Building Management group.

DEPT./IIAME Ext. Ext	IANGE (CHE	ECK ONE	. 6	AFFE	CTED C	NOAMO	ENT TU	ANED OV	ER YE8_MO.	
EM . DOCUMENT / DESCRIPTION	LOCATION	SWA +	VIELD DA 1	OPECIAL	neg.	PREMARY BECOND RE3P.	PTIAT	DATE COMP.	REMARKS	1
										11
									-	
								1		
			-							
					.					
				•						
		-		1						

ATTACHMENT 2

MDB Guidelines Revision 1 Page 5 of 7

.1

LEGEND FOR MASTER DATA BASE INPUT FORM

ITEM NO.

Sequential number as items are added to Data Base

DOCUMENT/DESCRIPTION

Reference documents. Component identification number and brief description of problem.

LOCATION

Building T/O No., Room No., Elevation

SWA NO./STATUS .

Assigned SWA No. Status = A=Authorized H=On Hold *=Work Complete In Retest, **=SWA Closed

START-UP NEED DATE/PRIORITY

Date needed to support scheduled start-up activities. Priority I - Needs immediate attention Priority II- Testing interferances that are not Priority I

SPECIAL

Column designated to flag Generic Items i.e. (SEP) Separation Problems, (STA 802) Items to be cleared prior to Final Acceptance by Owner, etc. and secondary Subsystems affected by item.

REQUISITION INFORMATION

Field Requisition No. Purchase Order No. Supplement No. Expected Ship Date/Actual Ship Date

PRIMARY/SECONDARY RESPONSIBILITY

List of Departments in descending order which have some responsibility in satisfactorily completing and closing out item.

MDB Guidelines Revision 1 Page 6 of 7

ACPSI - ALLIS CHALMERS POWER SYSTEMS, INC. AM = AREA MANAGER BSC - BAHNSON SERVICE COMPANY CE - TUSI CIVIL ENGINEERING CM = COMPLETIONS MANAGER CS - CIVIL SUPERINTENDENT CSB = CIVIL SUPERINTENDENT BUILDING CSI = CIVIL SUPERINTENDENT IRON CSL = CIVIL SUPERINTENDENT LABOR CSP = CIVIL SUPERINTENDENT PAINT DFT - DRAFTING DRG = DESIGN REVIEW GROUP DSG = DAMAGE STUDY GROUP EE = TUSI ELECTRICAL ENGINEERING ES = ELECTRICAL SUPERINTENDENT ETG = ELECTRICAL TEST GROUP GFPS . GRINNELL FIRE PROTECTIONS SYSTEMS HELB = HANGER ENGINEERING LARGE BORE HESB - HANGER ENGINEERING SMALL BORE HSLB - HANGER SUPERINTENDENT LARGE BORE HSSB = HANGER SUPERINTENDENT SMALL BORE HYD - STARTUP HYDRO GROUP IE = TUSI INSTRUMENTATION ENGINEERING IS - INSTRUMENTATION SUPERINTENDENT ME = TUSI MECHANICAL ENGINEERING MGR = TUSI PROJECT MANAGER MS = MILLWRIGHT SUPERINTENDENT MTG = MECHANICAL TEST GROUP NE = TUSI NUCLEAR ENGINEERING PMG = PROCUMRENT MANAGEMENT GROUP PPV = PERMANENT PLANT VAULT PS = PIPING SUPERINTENDENT QCA = QUALITY CONTROL ASME QCN = QUALITY CONTROL NON-ASME QCNM = QUALITY CONTROL NON-ASME MECHANICAL QCNS = QUALITY CONTROL NON-ASME STRUCTURAL QCNP = QUALITY CONTROL NON-ASME PAINT QCNH = QUALITY CONTROL NON-ASME HANGER. QCNC - QUALITY CONTROL NON-ASME CIVIL QCNE = QUALITY CONTROL NON-ASME ELECTRICAL QCS = QUALITY CONTROL COMPLETIONS STARTUP SSP = STARTUP SPECIAL PROJECTS STE = STARTUP TEST ENGINEER SUB = SUBCONTRACTS MANAGER

MDB Guidelines Revision 1 Page 7 of 7

TAP - THERMAL EXPANSION TEST GROUP TEM - TUGCO ELECTRICAL MAINTENANCE TES - TUGCO ENGINEERING SUPERINTENDENT TFE = TASK FORCE ELECTRICAL TFK = STARTUP SUPPORT GROUP TFM - TASK FORCE MECHANICAL TIM - TUGCO INSTRUMENTATION MAINTENANCE TMM - TUGCO MECHANICAL MAINTENANCE TPM = TUGCO PLANT MANAGER WE = WELDING ENGINEERING WEST - WESTINCHOUSE SITE MANAGER EE-03 = SAFEGUARD BUILDING ENGINEERING GROUP CE-03 - SAFEGUARD BUILDING ENGINEER GROUP EE-02 - CONTAINMENT BUILDING ENGINE C GROUP CE-02 = CONTAINMENT BUILDING ENGINE NG GROUP EE-04" = ELECTRICAL-CONTROL BUILDIN, SIGINEERING GROUP CE-04 = ELECTRICAL-CONTROL BUILDIN INGINEERING GROUP EE-4A = AUXILIARY BUILDING ENGINEERING GROUP CE-4A = AUXILIARY BUILDING ENGINEERING GROUP

PT/AT

Preoperational/Acceptance Test Procedure Number that cannot be started or completed until item is completed and closed out.

COMPLETION DATE

Date item is closed.

REMARKS

Additional information needed to clarify problem or support status.

TEXAS UTILITI	ES GENERATING CO	PROCEDURE NUMBER	REVISION	DATE	PAG
	CPSES	CP-QP-17.0	4	APR 2 7 1984	1 of
CORRECT	TIVE ACTION	PREPARED SY	al	Irenan	- 1/2 DATE
		APPROVED BY:	Q.	Vega	- 4/2G
1.0	REFERENCES				
1-A	CP-QP-15.7, "T Reports"	Fracking of Aud	it Reports	CORREEVe A	ction
2.0	GENERAL	FOR INF	UNIMATIO		
2.1	PURPOSE AND SCO	DPE			
	action to pre adverse to qual safety-related identified as require correct	construction a deficient or tive action.	n of signi of this pro ctivities a nonconformin	ficant condit cedure encompa it CPSES that ng and which	ions isses are may
2.2	RESPONSIBILITY				
	The Quality As: Supervisor are for corrective manner, as responsibility	surance Superviso responsible for action in a sys described here	or and the Q the evalu tematic, ti in, within	uality Enginee ation of the mely and effec their area	ering need tive of
3.0	PROCEDURE	E.		25-59	
3.1	BASIC ACTIVITIE	ES	UIA	00-00	
	Quality Assu routinely invol	rance/Quality lved in the follo	Engineering wing basic	personnel activities:	are
	routinely invol	lved in the follo	wing basic	activities:	

BB-101

Form No. 2 8511070023 2pp.

- TUGCO OA

TEXAS UTILITIES GENERATING CO. CPSES	PROCEDURE	REVISION	ISSUE DATE	PAGE
	CP-QP-17.0	4	APR 2 7 1984	2 of 2

- a. Review of nonconformances and unsatisfactory conditions documented on Nonconformance Reports, Inspection Reports, and QC Deficiency Reports.
- b. Frequent discussions with cognizant personnel.
- Monitoring/Surveillance of selected Construction Activities.
- d. Review of Field Design Changes/Deviations.

The results of these activities form the basic background data for evaluating conditions which may require corrective action. Where feasible, the evaluation results are tracked using trend analysis techniques as an objective method of ascertaining the need for corrective action.

- 3.2 REPORTING
- 3.2.1 Quarterly Trend Analysis Reports

Each calendar quarter a trend analysis report is prepared for the QE Supervisor. This trend analysis is based on the review of deficiencies reported on Inspection Reports, Deficiency Reports, and Nonconformance Reports and certain field design changes and deviations. The Site QA Manager will issue Corrective Action Requests per Paragraph 3.2.2 for trends identified as adverse to quality.

3.2.2 Corrective Action Request

When conditions adverse to quality are identified through the activities in Paragraph 3.1 that, due to their significance and/or repetitive nature, require immediate attention the Site QA Manager shall issue a Corrective Action Request (CAR) in a formal letter to appropriate management personnel. The CAR shall specify a date by which written response is required from the addressee. Implementation of stated corrective action shall be verified by Site QA, this verification will be documented and the responsible manager notified as to the acceptability of corrective action by memo from the Site QA Manager.

Tracking of open CAR's will be in accordance with Reference 1-A.