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TITLE: CP-CPM 7.1 PACKAGE FLOW CONTROL	ORIGINATOR	<i>WE Baker</i>	<i>1-20-84</i>	Date
	REVIEWED BY:	<i>JBLP</i> B&R QA	<i>1/23/84</i>	Date
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Per Rev 1

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o.11 LIST OF APPENDICES TO CPM 7.1

<u>APPENDIX NO.</u>	<u>TITLE</u>
7.1A	INTERIM RECORDS VAULT OPERATION
7.1B	ELECTRICAL
7.1C	MECHANICAL/MILLWRIGHT
7.1D	CIVIL/RIGGING
7.1E	INSTRUMENTATION

1.0 INTRODUCTION

This procedure and its appendices have been prepared to delineate the requirements for the preparation, storage, and control of documentation packages for CPSES Unit #2 construction activities.

2.0 GENERAL

2.1 REFERENCES

- 2.1.1 CP-QP 18.0
- 2.1.2 CP-CPM 6.10

2.2 ABBREVIATIONS

IRV	- Interim Records Vault
PFC	- Package Flow Control
IRVSS	- Interim Records Vault Satellite Station
IR	- Inspection Report
DP	- Documentation Package
PPRV	- Permanent Plant Records Vault

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2.3 TERMS/DEFINITIONS

- Package Flow Control Group - The group assigned the responsibility of preparing Unit 2 Documentation Packages, and maintaining completed packages until required for systems turnover.
- Interim Records Vault - The physical location where completed packages are maintained.
- Interim Records Vault Satellite - The physical location where incomplete packages are maintained and issued to craft on a daily basis for required work.

2.4 GENERAL DISCUSSION

All responsibilities shall refer to the personnel specified or their designee.

3.0 PROCEDURE

3.1 PROCEDURE IMPLEMENTATION

The implementation of this procedure shall be the responsibility of the Package Flow Control Group under the direction of the Package Flow Control Supervisors.

It is the intent that the applicable Appendix to this procedure be used in conjunction with this procedure for the preparation and control of documentation packages.

4.0 DOCUMENTATION STORAGE AND MAINTENANCE

4.1 Completed documentation shall be stored and maintained in the Interim Records Vault under the direction of the Package Flow Control Supervisor in accordance with the provisions of Appendix A.

4.2 In-process documentation shall be stored in the Interim Records Vault Satellite Station under the direction of the Package Flow Control Supervisor in accordance with the provisions of Appendix A.

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5.0 PACKAGE INITIATION AND FLOW

- 5.1 Upon the initiation of this program, the documentation for those items which are statused as complete on the room inventory will be retrieved from the PPRV and packaged under the format as described in the applicable appendix to this procedure. The PFC Group will insert IR's and request inspections where necessary to fulfill documentation and inspection requirements.
- 5.2 Documentation Packages shall be prepared by the Package Flow Control Group for all work items identified as incomplete on the room inventory and for any new work items as they are released or identified.
- 5.3 Packages shall be prepared in accordance with the applicable appendix to this procedure for the item.
- 5.4 When the package is prepared the items shall be statused in the data base as working and the package shall be transmitted to the IRV Satellite Station to be filed until requested by craft.
- 5.5 All documentation packages requested from the IRV Satellite shall be signed out to the individual requesting the package and shall be checked back to the IRV Satellite on a daily basis.
- 5.6 Upon completion of a documentation package the IRV Satellite Supervisor shall transmit the package to the Interim Records Vault utilizing a transmittal form, a copy of which shall be sent to the applicable craft Superintendent.
- 5.7 Upon receiving a completed package the IRV Group shall status the item as complete in the data base.

6.0 TRAVELERS

- 6.1 Construction prepared Travelers shall be transmitted to the IRV Satellite Station by the initiating group to be cataloged and inserted into the applicable documentation package. The Traveler shall remain a part of the documentation package from that point forward. Documentation packages requiring travelers as specified in the appendix for the item will not be issued to craft prior to receipt and logging of the required travelers.
- 6.2 Engineering prepared Travelers shall be transmitted to the Package Flow Control Group by the Engineer, utilizing a transmittal form provided by Package Flow Control. The PFC Supervisor shall send a copy of the transmittal which has been stamped received, to the applicable Craft Superintendent as a method of informing him that the Traveler exists.

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6.3	Additional specifics pertaining to Travelers as they apply to individual crafts may be found in the applicable appendix for the item.			
7.0	<u>INSPECTION REPORTS</u>			
7.1	Inspection Report Forms for Non-ASME activities shall be placed into the documentation package at the time of package preparation by the PFC Group. IR Forms shall be numbered by the PFC Supervisor utilizing numbers supplied by the TUGCO QA IR Coordinator for this purpose. Applicable heading or other identification information on the IR shall be completed by the PFC prior to issuance to the IRVS.			
7.2	The PFC Supervisor is responsible for maintaining a log of the numbers issued and the item for which it was issued. A copy of completed IR's will be transmitted to the designated TUGCO QA IR Coordinator to account for all numbers issued at the time of completion of the documentation package. This procedure shall be used in conjunction with CP-QP 18.0 for the handling of IR's.			
7.3	Field generated IR's shall be transmitted to the Package Flow Control Group to receive a number and to be inserted into the applicable documentation package. If the applicable package has been previously completed, a copy of the IR shall be transmitted to the applicable Craft Superintendent by the PFC Group as a method of informing the craft that the IR exists.			
8.0	<u>PACKAGE ISSUANCE</u>			
8.1	All documentation packages shall contain an inventory card which lists the contents of the package.			
8.2	The IRV Satellite Personnel shall remove the inventory card from the package at the time of package issuance, indicate on the card the individual to whom the package was issued and file the card in the package file to account for the package.			
8.3	The contents of the documentation package shall be checked against the inventory card by Satellite Personnel prior to issuance and again upon the return to file or completion to assure the required documents are present.			
8.4	Requests for packages shall be made on a PFC Package Request Form. This two part form will provide space to list a number of packages on one request. One copy of the form will be returned to the responsible foreman with the requested packages.			
8.5	The request form shall also provide spaces for the foreman to indicate the action to be taken when the packages are returned to the Satellite.			

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8.6 When the packages are returned to the IRV Satellite the foremans copy of the request form shall be returned with the packages and the foreman or his designee shall have indicated the action to be taken with the package. One of the following shall have been indicated:

- QC Inspection
- Package Complete
- Return to file
- Return to craft

This action will eliminate unnecessary filing and review of packages that are to be returned to craft the following day and will expedite reissuance.

8.7 The IRV Satellite Personnel shall review all request forms at the end of each shift to assure that all packages have been returned and shall inform the applicable Craft Superintendent of any discrepancies.

8.8 For special circumstances the Craft General Superintendent may submit a special request for a limited number of packages to be retained by the craft for a specific extended amount of time.

Note: IRN's shall be transmitted to the IRVSS for incorporation into the documentation package in accordance with reference 2.1.2.