

TEXAS UTILITIES SERVICES INC.	INSTRUCTION	REVISION	ISSUE DATE	PAGE
CONTROLLED COPY NO. <u>HF-002</u>	CP-EI-4.0-4	2	6/9/83	1 of 10
FIELD STRUCTURAL ENGINEERING GROUP DESIGN CONTROL INSTRUCTION	PREPARED BY <u><i>Baron Sater</i></u> <i>BB</i> APPROVED BY <u><i>RM Kissinger</i></u>			

1.0 REFERENCES

- 1-A CP-EP-4.0 "Design Control"
- 1-B CP-EI-4.0-3 "Instruction for Control of Design Documents"
- 1-C CP-EP-4.5 "Design Verification"

2.0 GENERAL

2.1 PURPOSE

The purpose of this instruction is to establish a standard method, format, and sequence for the generation and/or revision of design documents and the method of control of these documents by the Field Structural Engineering Group (FSEG).

2.2 SCOPE

The scope of this instruction shall apply to design documents identified by the Field Structural Engineering Group (e.g., conduit support design drawings, 2323-S-910 series).

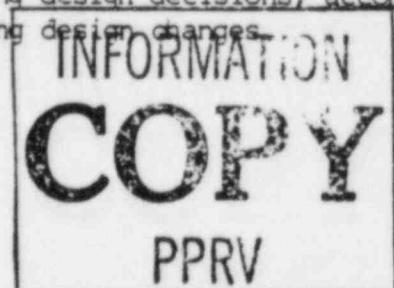
2.3 RESPONSIBILITY

It shall be the responsibility of the FSEG Supervisor to assure that documents are generated, revised and controlled in accordance with this instruction.

2.4 DESIGN INPUT

- 2.4.1 For design documents included in the scope of this procedure, the original design organization shall provide the FSEG with sufficient design input documentation (criteria, data, calculations, etc.) to allow a consistent basis for making design decisions, accomplishing design verification and evaluating design changes.

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2.4.2 When the Field Structural Engineering Group revises or develops new criteria necessary to accomplish design activities, the engineering organization developing the original criteria shall be documented in writing to the Comanche Peak Engineering and Construction Manager. Copies shall be forwarded to any other affected engineering organization.

2.4.3 All design inputs are controlled in accordance with Reference 1-B.

2.5 PERSONNEL QUALIFICATIONS

2.5.1 The FSEG Supervisor shall maintain a list of engineering personnel qualified and authorized to check, approve and design review documents.

2.5.2 Designation of an individual to perform any of the above engineering functions shall be based on his experience, performance and overall job knowledge.

3.0 INSTRUCTIONS

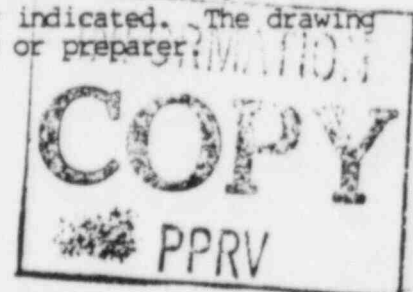
3.1 Design documents which are to be generated or revised on site shall be maintained by the FSEG. Record copies of these documents shall be maintained on site.

3.2 Request for generation or revision of design documents may be initiated by any design or construction personnel involved in the Comanche Peak Project.

3.3 All requests for generation or revision of a design document to be processed by the FSEG shall be in a suitable format, acceptable to that group, to provide sufficient details to evaluate the request.

3.4 The FSEG shall review all requests and perform any design calculation required to assure its acceptability. The group is responsible to assure that all design criteria and code and regulatory requirements pertaining to the design document are adhered to.

3.5 If the request is found acceptable, the appropriate design document shall be generated or revised. All changes from previous revisions shall be clearly indicated. The drawing shall be initialed by the draftsman or preparer.



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- 3.6 The engineer performing the review and/or design calculations shall check the document for accuracy and shall initial the "Checked" block indicating his approval.
- 3.7 Following the engineering check in 3.6, the document shall be approved by an individual authorized by the FSEG Supervisor. Such approval shall be indicated by initialing the approval block.
- 3.8 The approved document shall be distributed to all parties performing construction, inspection or other related interface activities. Each controlled drawing issued shall be stamped with the stampface shown in Figure 6 and the control number of the document holder shall be entered on the cross hatched area of the stampface. A record copy of each document shall be maintained on site. All distribution shall be controlled by the FSEG. A log (Figure 1) shall be maintained indicating each party on controlled distribution, number of copies, issue date of each revision and document holder receipt acknowledgement date.
- 3.9 Each document issue shall be accomplished by a Design Document Transmittal Form (Figure 2). The form shall be signed by the file custodian for the document holder. It shall be the responsibility of the individual signing the form to dispose of any superseded issues.
- 3.10 In addition to the controlled distribution above, any affected Design Organization shall be forwarded an information copy of each document stamped "For Engineering and Office Use Only". Additional information copies may, upon request, be provided to other parties.
- 3.11 DESIGN VERIFICATION OR DESIGN REVIEW
- 3.11.1 Each design document generated or revised under the jurisdiction of this procedure shall require design review.
- 3.11.2 A Design Review Log (Figure 3) shall be maintained by the FSEG. It shall indicate the document and revision number, responsibility for design review, date design review complete and design reviewer. Design review performed on site shall be in accordance with Reference 1-C.
- 3.11.3 When the responsibility for design review is assigned to an off-site party, the FSEG shall inform the organization performing the review in writing of the items assigned to them. The reviewing organization shall formally acknowledge completion of the design review to the FSEG to close out each item in the Design Review Log.

INFORMATION
COPY
PPRV

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3.12 DESIGN DEVIATIONS

- 3.12.1 When occasions arise to deviate from design documents controlled within the scope of this instruction, a DCA or CMC may be used to document such deviations.
- 3.12.2 Deviations shall not be incorporated in the design document.
- 3.12.3 DCA's and CMC's shall be prepared, approved and distributed in accordance with Reference 1-B except that the FSEG shall make distribution to all controlled document holders.
- 3.12.4 The FSEG shall maintain a log (Figure 4) for each drawing indicating the deviations affecting the drawing.
- 3.12.5 The File Custodian shall acknowledge receipt of each DCA or CMC by initialing and dating the Deviation Distribution Sheet (Figure 5).

3.13 ACCOUNTING FOR CONTROLLED DOCUMENTS

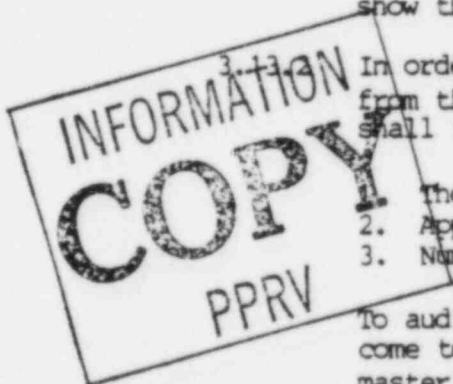
- 3.13.1 All controlled copy holders shall, biannually do a complete audit of their controlled document files to ensure that all applicable design documents are current and that the design change logs show the current approved and issued design change information.

In order to perform these audits, file custodians should request from the FSEG a "recipient trace" for their control number which shall indicate:

- 1. Those documents they are shown as having.
- 2. Appropriate revision of each document.
- 3. Number of copies of the document they have.

To audit their design change logs, site file custodians shall come to the FSEG and compare their logbook(s) with the FSEG master logbooks. Once that is done, the physical design change files shall be checked at each file location.

- 3.13.3 A memo shall be written to the FSEG supervisor indicating that the audit has been completed and corrective action, if any, has been taken as required.
- 3.13.4 If for any reason, a superseded document is retained, the face of the document must be stamped or marked "VOID". When no longer required, superseded documents should be destroyed.



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FIGURE 2

DESIGN DOCUMENT TRANSMITTAL FORM

(TYPICAL)

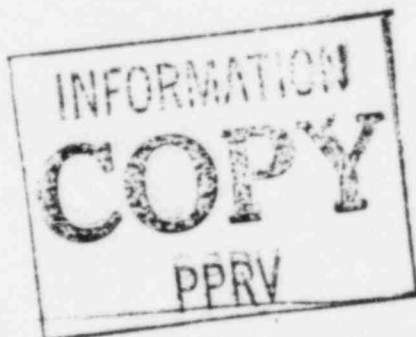
TO: _____

CONTROL# _____

THE FOLLOWING DESIGN DOCUMENTS ARE HEREBY ISSUED FOR CONSTRUCTION:

	Document No.	No. Copies	Rev. No.	Issue Date
1.				
2.				
3.				
4.				
5.				
6.				
7.				
9.				
10.				
11.				
12.				

PLEASE DESTROY OR MARK "VOID" ANY PREVIOUS REVISIONS IN YOUR POSSESSION.



DISCIPLINE GROUP AUTHORIZED
SIGNATURE

DATE

RECEIVED BY

DATE

INFORMATION
COPY
 PPRV



FIGURE 6

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Retention & Use
B+R Process File

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TITLE: CPSES DOCUMENT CONTROL PROGRAM VOID	ORIGINATOR: <u>Robert M. Strand</u>	DATE: <u>8/5/83</u>
	REVIEWED BY: <u>B. C. Scott</u>	DATE: <u>8/5/83</u>
	<u>Chase</u>	DATE: <u>8/5/83</u>
	APPROVED BY: <u>[Signature]</u>	DATE: <u>8/5/83</u>

CONSTRUCTION PROJECT MANAGER

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4.0	<u>ATTACHMENTS</u>	
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No. 3	Document Routing to the Document Control Center Sheet	
No. 4	Controlled Distribution Request	
No. 5	Document Distribution Log	
1.0	<u>REFERENCES</u>	
1.1	Brown & Root Quality Assurance Manual	
1.2	35-1195-CP-CPM 6.3	
1.3	35-1195-DEI-9	
1.4	TUQ-552	
1.5	IM-15260	
1.6	35-1195-DCP-7	
1.7	35-1195-DEI-7	

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TITLE: CPSES DOCUMENT CONTROL PROGRAM	ORIGINATOR:	**see original signature sheet ** DATE		
	REVIEWED BY:	** see original signature sheet ** B&R QA DATE ** see original signature sheet ** TUGCO QA DATE		
	APPROVED BY	** see original signature sheet ** CONSTRUCTION PROJECT MANAGER DATE		

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1.2	35-1195-CP-CPM 6.3
1.3	35-1195-DEI-9
1.4	TUQ-552
1.5	IM-15260
1.6	35-1195-DCP-7
1.7	35-1195-DEI-7
1.8	35-1195-DEI-10



JOB 35-1195

COMANCHE PEAK STEAM ELECTRIC STATION

Construction Procedure
DOCUMENT CHANGE NOTICE NUMBER 5

Notice applicable to Construction Procedure No. 35-1195- DGP-3 Rev. 16.

This change will be incorporated in the next revision of the procedure.

Change the procedure as follows:

Please replace the following pages with the attached:

Page 5 of 8

Page 6 of 8

Page 1 of 1; Attachment 1

Please attach Page 1 of 8 on original signature sheet.

Reviewed by:

J. P. [Signature] 11-2-83
Originator Date

[Signature] 11/9/83
Brown & Root Quality Assurance Date

Approved by:

[Signature] 11/4/83
TUGCO Quality Assurance Date

D. P. [Signature] 11-16-83
Construction Project Manager Date

November 16, 1983
Effective Date



JOB 35-1195

COMANCHE PEAK STEAM ELECTRIC STATION

Construction Procedure
DOCUMENT CHANGE NOTICE NUMBER 4

Notice applicable to Construction Procedure No. 35-1195- DGP-3 Rev. 16.

This change will be incorporated in the next revision of the procedure.

Change the procedure as follows:

Please replace the following page(s) with the attached:

Page 4 of 8.

Reviewed by:

[Signature] 10-7-83
Originator Date

[Signature] 10/10/83
Brown & Root Quality Assurance Date

Approved by:

[Signature] 10/7/83
TUGCO Quality Assurance Date

[Signature] 10-11-83
Construction Project Manager Date

October 11, 1983
Effective Date



JOB 35-1195

COMANCHE PEAK STEAM ELECTRIC STATION

Construction Procedure
DOCUMENT CHANGE NOTICE NUMBER 3

Notice applicable to Construction Procedure No. 35-1195- DCP-3 Rev. 16

This change will be incorporated in the next revision of the procedure.

Change the procedure as follows:

Please replace the following pages with the attached:

Page 4 of 8
Page 5 of 8
Page 6 of 8
Page 7 of 8
Page 8 of 8

** Procedural change on page 4 only. Pages 5 through 8 show paragraph movement.

Reviewed by:

[Signature] 9-20-83
Originator Date

[Signature] 9-22-83
Brown & Root Quality Assurance Date

Approved by:

[Signature] 9/23/83
TUGCO Quality Assurance Date

[Signature] 9/27/83
Construction Project Manager Date

September 27, 1983
Effective Date



JOB 35-1195

COMANCHE PEAK STEAM ELECTRIC STATION

Construction Procedure
DOCUMENT CHANGE NOTICE NUMBER 2

Notice applicable to Construction Procedure No. 35-1195- DCP-3 Rev. 16

This change will be incorporated in the next revision of the procedure.

Change the procedure as follows:

Please replace the following page(s) with the attached:

Page 5 of 8

Reviewed by:

J. M. Strand 9-2-83 J. B. C. H. 9/6/83
Originator Date 9/13 Brown & Root Quality Assurance Date

Approved by:

N. K. Kuehner 9/12/83
TUGCO Quality Assurance Date

D. L. Strand 9-12-83
Construction Project Manager Date

September 12, 1983
Effective Date



JOB 35-1195

COMANCHE PEAK STEAM ELECTRIC STATION

Construction Procedure
DOCUMENT CHANGE NOTICE NUMBER 1

Notice applicable to Construction Procedure No. 35-1195- DGP-3 Rev. 16

This change will be incorporated in the next revision of the procedure.

Change the procedure as follows:

Please replace the following page(s) with the attached:

Page 7 of 8

Reviewed by:

[Signature] 8-16-83
Originator Date

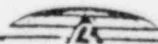
[Signature] 8/17/83
Brown & Root Quality Assurance Date

Approved by:

[Signature] 8/23/83
UGCO Quality Assurance Date

[Signature] 8-24-83
Construction Project Manager Date

August 24, 1983
Effective Date



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2.0 INTRODUCTION

2.1 PURPOSE

The purpose of this procedure is to describe the document control activities at the Comanche Peak Steam Electric Station (CPSES).

2.2 SCOPE

This procedure addresses the activities of and responsibilities for the control, receipt, reproduction, distribution, storage and retrieval of construction and design documents generated at the site or received by the Document Control Center (DCC). Instructions, procedures, and/or drawings shall be readily available for use at locations where the prescribed activities are performed, and for use by the Authorized Nuclear Inspector (ANI).

3.0 PROCEDURE

3.1 REPRODUCTION AND DISTRIBUTION

3.1.1 Scope of Controlled Documents

DCC will be responsible for the reproduction of controlled documents including, but not limited to, drawings, specifications, design changes, procedures, instructions, and construction hold notices.

3.1.1.1 Controlled documents (control stamped only) shall be distributed to the satellites and the several control numbered recipients on the Distribution Routing Control List (DRCL). This in accordance with the Document Disposition (Attachment 2) which is prepared by the DCC Supervisor and lists the satellite control numbers and the several recipient control numbers, the document number and quantities distributed. DRCL's are prepared in accordance with Construction Procedure DEI-7. Design changes are distributed to holders of affected controlled documents.

3.1.1.2 Distribution of B&R initiated construction procedures is in accordance with the "Document Routing to the Document Control Center Sheet" (Attachment 3) which is received with the procedure from the Procedures Department.



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3.1.2 Controlled Distribution

- 3.1.2.1 Controlled documents will be identified by the red "controlled copy" stamp (shown below) with the satellite and recipient number in the shaded area of the stamp



- 3.1.2.2 Upon receipt of project or design documents, the DCC Supervisor shall review the document to ensure the document has been properly approved for use. Documents not approved or not released for use shall not be issued for construction, but may be issued as uncontrolled documents per 3.1.3.

- 3.1.2.3 G&H Design drawings must have a numerical revision designation of a least "0" for issuance. Drawings without numerical revision designations or with alpha revision designations shall be considered preliminary drawings and shall not be issued for construction. These documents may be issued as uncontrolled documents per 3.1.3.

NOTE: If G&H approval letter revises the status of a preliminary drawing to a TUSI Status 1, it may be issued as a controlled drawing.

- 3.1.2.4 Controlled documents affected by design change documentation shall be stamped as follows:

**THIS DOCUMENT
AFFECTED BY
DESIGN CHANGES**

- 3.1.2.5 Revisions to documents including but not limited to, design changes and document change notices, which affect other controlled documents, shall be distributed to the same control recipients receiving the affected document. Revisions to these types of documents shall be processed in the same manner as the original issue.

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3.1.3 Other Distribution

3.1.3.1 Documents may be distributed upon request by authorized site personnel for purposes other than production (physical construction) or QC inspection activities. The DCC Supervisor shall maintain a roster of authorized personnel. DCC shall maintain no responsibility for revision status of documents distributed in this manner.

3.1.3.2 Documents distributed in this manner shall be stamped "FOR OFFICE AND ENGINEERING USE ONLY" as follows:

FOR OFFICE AND
ENGINEERING USE ONLY

3.1.3.3 These documents shall be stamped per 3.1.2.4 ("THIS DOCUMENT AFFECTED BY DESIGN CHANGES") when applicable. DCC shall make available a list of design changes upon request.

3.1.3.4 Documents may be upgraded to controlled status by including the provisions of 3.1.2.

3.1.4 Special Distribution

"Special Distribution Schedules" (SDS) will form the basis of all limited engineering document distribution requirements. (See DEI - 10)

3.1.5 Transmittal of Engineering Documentation

3.1.5.1 BRHL's will be issued to engineering organizations as controlled documents per paragraph 3.1.2. These drawings can be issued to construction organizations per paragraph 3.1.3. Documents issued per paragraph 3.1.3 will be current upon issue only. It shall be the responsibility of the user or holder to assure current revision control.

3.1.5.2 Documents issued per paragraph 3.1.2 may be used to transmit information to engineering organizations by copying. These documents shall be stamped "FOR OFFICE AND ENGINEERING USE ONLY" and ~~in~~ addition the "CONTROL STAMP" shall be crossed out.

3.2 RECEIPT AND ACCOUNTING FOR CONTROLLED DOCUMENTS

3.2.1 Receipt of Controlled Documents

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3.2.1.1 Satellite Document Control Centers are the file custodians. Prior to interface with the crafts and disciplines in the distribution of any controlled documents, DCC personnel shall have completed both of the following requirements:

1. Document Control Orientation Class
2. Passing grade on DCC test which is based on a thorough knowledge of DCP-3.

Documentation supporting such qualification shall be maintained by DCC. Records for maintenance of qualification are retained by the Training Department in accordance with CP-CPM 2.2.

3.2.1.2 Design change documentation shall be distributed to and maintained at the same location as the affected documents. The satellites shall log design changes as applicable. No other design changes need be distributed, posted, or maintained in these areas. If the design change received is the first issue against the affected document, the satellite shall stamp controlled copies of the affected document(s) with design change indicator stamp, shown in paragraph 3.1.2.4, make a logsheet (Attachment 1), as applicable, for the affected document, and note the design change number on the logsheet.

NOTE: Classification of hangers will be governed by the current revision of DCA-5021 which will not be posted in the design change logbooks. DCC will stamp controlled copies of all hanger drawings with the following stamp:

**CHECK CURRENT REVISION
OF DCA-5021 FOR HANGER
CLASSIFICATION**

NOTE: Small bore hanger logs shall reflect all open and incorporated design changes but not drawing revisions.

EXCLUSION: Design change information shall be distributed to organizations holding the affected documents. The design change shall be reviewed by responsible personnel to ensure it does not affect the discipline's work activities. Where they do affect the activities, they shall be posted and maintained as discussed above. If they do not affect the work activities, the changes need not be posted or maintained.

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- 3.2.1.3 A record of whom a document was checked out to shall be maintained by the satellite. Documentation issued to the craft for daily work activities shall be returned at the end of the shift to the distribution source. Upon receipt of a revised document, the superceded document shall be retrieved and replaced with the current document. Superceded documents may be retained by the holder. If retained the drawings shall be stamped "VOID" and "FOR RECORD PURPOSES ONLY".

NOTE: Documents (controlled) may be checked out to persons in the disciplines or groups other than the crafts for extended periods of time. It is mandatory however, that the signout log list the name, group, location and telephone extension of the copyholder so that the document may be updated should it go out of revision or a design change be entered against the document. It is the satellites obligation to maintain this update.

- 3.2.1.4 If the document being received is a DCN, the satellite custodian must mark the DCN number on the cover sheet of the affected procedure and file the DCN with the procedure.

NOTE: Only when a new revision of a document is distributed will a new updated log sheet be distributed with that document. Upon receipt of the new log sheet from the DCC, file custodians should replace the old log sheet in their Design Change Log Book with the new one, and discard the old log sheet.

- 3.2.1.4 "Mail-out" distribution is made by letter accompanied by DRCL.

3.2.2 Accounting for Controlled Documents

- 3.2.2.1 All satellites and the several control numbers will be the subject of monitoring by an independent monitoring team. This team shall report directly to the Supervisor of DCC. This group shall monitor all controlled document files to ensure that all applicable design documents are current and that design change logs, manual and computer, show the current approved and issued design change information. All monitoring will be a continuing operation - satellite to satellite.

- 3.2.2.2 Monitoring shall be performed by using the "Recipient Trace" issued to each satellite and the several control numbers by the central DCC, which will indicate:

1. Those documents they are shown as having.
2. Appropriate revision of document.
3. The number of copies of the document they have.

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To monitor the design change logs, the monitoring team will compare the Master Dcc logs with satellite and control number logs. When that has been done, the physical design change files shall be checked at each file location.

3.2.2.3 The monitoring team group leader shall write a memo to the DCC Supervisor indicating the monitoring activity has been completed and noting any discrepancies and corrective action taken. These monitoring reports shall be maintained in the DCC central office.

3.2.2.3 When a controlled document is checked out to a foreman or craftsman, he becomes responsible for its security. In the event the document is lost, the DCC satellite from which the document was logged out should be notified as quickly as possible. The satellite supervisor shall notify the craft superintendent in writing of the loss and request that appropriate action be taken.

To obtain a "replacement" copy of a controlled document the satellite supervisor must complete a "Controlled Distribution Request" form (Attachment 4) specifying document number, revision and number of copies to be replaced. This request must be signed and submitted to the DCC Computer Distribution Group. A replacement DRCL will then be issued to the Document Reproduction Group for processing.

3.2.2.4 If for any reason, a superceded document is retained, the face of the document must be stamped or marked "VCID". When no longer required, superceded documents should be destroyed.

EXCLUSION: Drawings issued in accordance with paragraph 3.4 and drawings issued for use in Hanger Packages are not subject to the aforementioned audits.

DCC will maintain a file for DRCL's with signed acknowledgement by File Custodians verifying actual receipt of controlled documents. A cross-check will be performed to ensure receipt of documents and the appropriate discipline will be notified of any discrepancies.

3.3 MAINTENANCE AND STORAGE OF DOCUMENTS

3.3.1 Maintenance of Documents

The DCC shall maintain a file of current document revisions and as-built drawings as they are received. Additionally, a listing of all such documents and a list of all active changes shall be maintained.

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3.3.2 Storage of Documents

Project Record files are stored by the DCC. These include, but are not limited to, specifications, procedures, correspondence, manuals, drawings, aperture cards, and silver microfiche originals.

3.4 DISTRIBUTION OF DOCUMENTS TO TRAVELER, PROCUREMENT OR HYDRO PACKAGES

Documents required for fabrication, installation and/or inspection may be issued for inclusion into a traveler, procurement or hydro package. The document shall be identified as being part of the package and that it cannot be used independently of the package by stating on the document "This document shall be used only in conjunction with Operation Traveler # _____."

NOTE: For hydro packages, the hydro number shall be entered instead of the traveler number, and the number identified as a hydro test number.

NOTE: For procurement packages, the bid/purchase order number shall be entered instead of the traveler number, and the number identified as bid/purchase order number.

It shall be the responsibility of the organization controlling the package to ensure the current document revision number is referenced in the package.

EXCLUSION: Traveler packages containing drawings which have weld numbers assigned by Welding Engineering, and all Hanger Packages, are excluded from the aforementioned control alternative.

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ATTACHMENT 2
DOCUMENT DISPOSITION

DOCUMENT DISPOSITION

1 OF 2

DCN: TPCP -15-1195-DCP-07
REPRODUCTION METHOD: PS

ORIGINAL

2

DCN	ISSUE	RETURN	LIST	KEPT	DCN	ISSUE	RETURN	LIST	KEPT
06	0000	000	000	000	06	0000	000	000	000
07	0001	000	000	000	07	0001	000	000	000
08	0002	000	000	000	08	0002	000	000	000
09	0003	000	000	000	09	0003	000	000	000
10	0004	000	000	000	10	0004	000	000	000
11	0005	000	000	000	11	0005	000	000	000
12	0006	000	000	000	12	0006	000	000	000
13	0007	000	000	000	13	0007	000	000	000
14	0008	000	000	000	14	0008	000	000	000
15	0009	000	000	000	15	0009	000	000	000
16	0010	000	000	000	16	0010	000	000	000
17	0011	000	000	000	17	0011	000	000	000
18	0012	000	000	000	18	0012	000	000	000
19	0013	000	000	000	19	0013	000	000	000
20	0014	000	000	000	20	0014	000	000	000
21	0015	000	000	000	21	0015	000	000	000
22	0016	000	000	000	22	0016	000	000	000
23	0017	000	000	000	23	0017	000	000	000
24	0018	000	000	000	24	0018	000	000	000
25	0019	000	000	000	25	0019	000	000	000
26	0020	000	000	000	26	0020	000	000	000
27	0021	000	000	000	27	0021	000	000	000
28	0022	000	000	000	28	0022	000	000	000
29	0023	000	000	000	29	0023	000	000	000
30	0024	000	000	000	30	0024	000	000	000
31	0025	000	000	000	31	0025	000	000	000
32	0026	000	000	000	32	0026	000	000	000
33	0027	000	000	000	33	0027	000	000	000
34	0028	000	000	000	34	0028	000	000	000
35	0029	000	000	000	35	0029	000	000	000
36	0030	000	000	000	36	0030	000	000	000
37	0031	000	000	000	37	0031	000	000	000
38	0032	000	000	000	38	0032	000	000	000
39	0033	000	000	000	39	0033	000	000	000
40	0034	000	000	000	40	0034	000	000	000
41	0035	000	000	000	41	0035	000	000	000
42	0036	000	000	000	42	0036	000	000	000
43	0037	000	000	000	43	0037	000	000	000
44	0038	000	000	000	44	0038	000	000	000
45	0039	000	000	000	45	0039	000	000	000
46	0040	000	000	000	46	0040	000	000	000
47	0041	000	000	000	47	0041	000	000	000
48	0042	000	000	000	48	0042	000	000	000
49	0043	000	000	000	49	0043	000	000	000
50	0044	000	000	000	50	0044	000	000	000
51	0045	000	000	000	51	0045	000	000	000
52	0046	000	000	000	52	0046	000	000	000
53	0047	000	000	000	53	0047	000	000	000
54	0048	000	000	000	54	0048	000	000	000
55	0049	000	000	000	55	0049	000	000	000
56	0050	000	000	000	56	0050	000	000	000
57	0051	000	000	000	57	0051	000	000	000
58	0052	000	000	000	58	0052	000	000	000
59	0053	000	000	000	59	0053	000	000	000
60	0054	000	000	000	60	0054	000	000	000
61	0055	000	000	000	61	0055	000	000	000
62	0056	000	000	000	62	0056	000	000	000
63	0057	000	000	000	63	0057	000	000	000
64	0058	000	000	000	64	0058	000	000	000
65	0059	000	000	000	65	0059	000	000	000
66	0060	000	000	000	66	0060	000	000	000
67	0061	000	000	000	67	0061	000	000	000
68	0062	000	000	000	68	0062	000	000	000
69	0063	000	000	000	69	0063	000	000	000
70	0064	000	000	000	70	0064	000	000	000
71	0065	000	000	000	71	0065	000	000	000
72	0066	000	000	000	72	0066	000	000	000
73	0067	000	000	000	73	0067	000	000	000
74	0068	000	000	000	74	0068	000	000	000
75	0069	000	000	000	75	0069	000	000	000
76	0070	000	000	000	76	0070	000	000	000
77	0071	000	000	000	77	0071	000	000	000
78	0072	000	000	000	78	0072	000	000	000
79	0073	000	000	000	79	0073	000	000	000
80	0074	000	000	000	80	0074	000	000	000
81	0075	000	000	000	81	0075	000	000	000
82	0076	000	000	000	82	0076	000	000	000
83	0077	000	000	000	83	0077	000	000	000
84	0078	000	000	000	84	0078	000	000	000
85	0079	000	000	000	85	0079	000	000	000
86	0080	000	000	000	86	0080	000	000	000
87	0081	000	000	000	87	0081	000	000	000
88	0082	000	000	000	88	0082	000	000	000
89	0083	000	000	000	89	0083	000	000	000
90	0084	000	000	000	90	0084	000	000	000
91	0085	000	000	000	91	0085	000	000	000
92	0086	000	000	000	92	0086	000	000	000
93	0087	000	000	000	93	0087	000	000	000
94	0088	000	000	000	94	0088	000	000	000
95	0089	000	000	000	95	0089	000	000	000
96	0090	000	000	000	96	0090	000	000	000
97	0091	000	000	000	97	0091	000	000	000
98	0092	000	000	000	98	0092	000	000	000
99	0093	000	000	000	99	0093	000	000	000
100	0094	000	000	000	100	0094	000	000	000



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ATTACHMENT 3

DOCUMENT ROUTING TO THE DOCUMENT CONTROL CENTER

DOCUMENT I.D.: _____

FROM: _____ DATE: _____
(ORGANIZATION)

HANDLING INSTRUCTIONS:

- ☐ Distribute
☐ Hold
☐ File Only - no distribution
☐ Route for approval (Procedures only)
☐ Other: _____

DISTRIBUTION: _____

SPECIAL INSTRUCTIONS: _____

 Date

 Routed by

 Date



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ATTACHMENT 4

CONTROL NO.		CONTROLLED DISTRIBUTION REQUEST			No 14597	
ADDITIONAL	REPLACEMENT	RETURN	DATE	FOR OCC USE ONLY		
				ORCL DATE		
DOCUMENT/DRAWING NUMBER	PAGE NO.	REV. NO.	NUMBER OF COPIES	PURCHASE VENDOR ORDER #	STATUS	

* File Custodian's signature required on all requests

INSTRUCTIONS TO REQUESTOR:			Requestor's Signature
1. Fill at Request	2. Retain Yellow Copy	3. Put White & Pink Copies in Request Basket	



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3.1.3 Other Distribution

3.1.3.1 Documents may be distributed upon request by authorized site personnel for purposes other than production (physical construction) or QC inspection activities. The DCC Supervisor shall maintain a roster of authorized personnel. DCC shall maintain no responsibility for revision status of documents distributed in this manner.

3.1.3.2. Documents distributed in this manner shall be stamped "FOR OFFICE AND ENGINEERING USE ONLY" as follows:

3.1.3.3 These documents shall be stamped per 3.1.2.4 ("THIS DOCUMENT AFFECTED BY DESIGN CHANGES") when applicable. DCC shall make available a list of design changes upon request.

3.1.4. Special Distribution

3.1.4.1 BRHL's will be issued to engineering organizations as controlled documents per paragraph 3.1.2. These drawings can be issued to construction organizations per paragraph 3.1.3. Documents issued per paragraph 3.1.3 will be current upon issue only. It shall be the responsibility of the user or holder to assure current revision control.

3.1.4.2 Documents issued per paragraph 3.1.2 may be used to transmit information to engineering organizations by copying. These documents shall be stamped "FOR OFFICE AND ENGINEERING USE ONLY". In addition, the "CONTROL STAMP" shall be crossed out.

3.2. RECEIPT AND ACCOUNTING FOR CONTROLLED DOCUMENTS

3.2.1. Receipt of Controlled Documents

3.2.1.1. Satellite Document Control Centers are the file custodians. Prior to interface with the crafts and disciplines in the distribution of any controlled documents, DCC personnel shall have completed both of the following requirements:

1. Document Control Orientation Class
2. Passing grade on DCC test which is based on a thorough knowledge of DCP-3.



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Documentation supporting such qualification shall be maintained by DCC. Records for maintenance of qualification are retained by the Training Department in accordance with CP-CPM 2.2.

3.2.1.2

Design change documentation shall be distributed to and maintained at the same location as the affected documents. The satellites shall log design changes. No other design changes need be distributed, posted, or maintained in these areas. If the design change received is the first issue against the affected document, the satellite shall stamp controlled copies of the affected document(s) with design change indicator stamp, shown in paragraph 3.1.2.4, make a logsheet (Attachment 1) for the affected document, and note the design change number on the logsheet.

NOTE: Classification of hangers will be governed by the current revision of DCA-5021 which will not be posted in the design change logbooks. DCC will stamp controlled copies of all hanger drawings with the following stamp:

**CHECK CURRENT REVISION
OF DCA-5021 FOR HANGER
CLASSIFICATION.**

NOTE: Small bore hanger logs shall reflect all open and incorporated design changes but not drawing revisions.

EXCLUSION: Design change information shall be distributed to organizations holding the affected documents. The design change shall be reviewed by responsible personnel to ensure it does not affect the discipline's work activities. Where they do affect the activities, they shall be posted and maintained as discussed above. If they do not affect the work activities, the changes need not be posted or maintained.

3.2.1.3

A record of whom a document was checked out to shall be maintained by the satellite. Documentation issued to the craft for daily work activities shall be returned at the end of the shift to the distribution source. Upon receipt of a revised document, the superceded document shall be retrieved and replaced with the current document. Superceded documents may be retained by the holder. If retained the drawings shall be stamped "VOID" and "FOR RECORD PURPOSES ONLY".

NOTE: Documents (controlled) may be checked out to persons in the disciplines or groups other than the crafts for extended periods of time. It is mandatory however, that the signout log list the name, group, location and telephone extension of the copyholder so that the document may be updated should it go out of revision or a design change be entered against the document. It is the satellites obligation to maintain this update.



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3.2.1.4 If the document being received is a DCN, the satellite custodian must mark the DCN number on the cover sheet of the affected procedure and file the DCN with the procedure.

NOTE: Only when a new revision of a document is distributed will a new updated log sheet be distributed with that document. Upon receipt of the new log sheet from the DCC, file custodians should replace the old log sheet in their Design Change Log Book with the new one, and discard the old log sheet.

VOID

3.2.1.5 "Mail-out" distribution is made by letter accompanied by DRCL.

3.2.2 Accounting for Controlled Documents

3.2.2.1 All satellites and the several control numbers will be the subject of monitoring by an independent monitoring team. This team shall report directly to the Supervisor of DCC. This group shall monitor all controlled document files to ensure that all applicable design documents are current and that design change logs show the current approved and issued design change information. All monitoring will be a continuing operation - satellite to satellite.

3.2.2.2 Monitoring shall be performed by using the "Recipient Trace" issued to each satellite and the several control numbers by the central DCC, which will indicate:

1. Those documents they are shown as having
2. Appropriate revision of each document
3. The number of copies of the document they have.

To monitor the design change logs, the monitoring team will compare the Master DCC logs with satellite and control number logs. When that has been done, the physical design change files shall be checked at each file location.

3.2.2.3 The monitoring team group leader shall write a memo to the DCC Supervisor indicating the monitoring activity has been completed and noting any discrepancies and corrective action taken. These monitoring reports shall be maintained in the DCC central office.

3.2.2.3 When a controlled document is checked out to a foreman or craftsman, he becomes responsible for its security. In the event the document is lost, the DCC satellite from which the document was logged out should be notified as quickly as possible. The satellite supervisor shall notify the craft superintendent in writing of the loss and request that appropriate action be taken.

3 per DCN #3

VOID



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To obtain a "replacement" copy of a controlled document the satellite supervisor must complete a "Controlled Distribution Request" form (Attachment 4) specifying document number, revision and number of copies to be replaced. This request must be signed and submitted to the DCC Computer Distribution Group. A replacement DRCL will then be issued to the Document Reproduction Group for processing.

3.2.2.4

If for any reason, a superceded document is retained, the face of the document must be ~~labeled~~ or marked "VOID". ~~When no longer required,~~ superceded documents should be destroyed.

Drawings issued in accordance with paragraph 3.4 and drawings issued for use in Hanger Packages are not subject to the aforementioned audits.

DCC will maintain a file for DRCL's with signed acknowledgement by File Custodians verifying actual receipt of controlled documents. A cross-check will be performed to ensure receipt of documents and the appropriate discipline will be notified of any discrepancies.

MAINTENANCE AND STORAGE OF DOCUMENTS

Maintenance of Documents

The DCC shall maintain a file of current document revisions and as-built drawings as they are received. Additionally, a listing of all such documents and a list of all active changes shall be maintained.

3.3.2

Storage of Documents

Project Record files are stored by the DCC. These include, but are not limited to, specifications, procedures, correspondence, manuals, drawings, aperture cards, and silver microfiche originals.

3.4

DISTRIBUTION OF DOCUMENTS TO TRAVELER, PROCUREMENT OR HYDRO PACKAGES

Documents required for fabrication, installation and/or inspection may be issued for inclusion into a traveler, procurement or hydro package. The document shall be identified as being part of the package and that it cannot be used independently of the package by stating on the document "This document shall be used only in conjunction with Operation Traveler # _____."



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NOTE: For hydro packages, the hydro number shall be entered instead of the traveler number, and the number identified as a hydro test number.

NOTE: For procurement packages, the bid/purchase order number shall be entered instead of the traveler number, and the number identified as bid/purchase order number.

It shall be the responsibility of the organization controlling the package to ensure the current document revision number is referenced in the package.

EXCLUSION: Traveler packages containing drawings which have weld numbers assigned by Welding Engineering, and all Hanger Packages, are excluded from the aforementioned control alternative.

VOID
VOID
VOID
VOID



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Documentation supporting such qualification shall be maintained by DCC. Records for maintenance of qualification are retained by the Training Department in accordance with CP-CPM 2.2.

- 3.2.1.2 Design change documentation shall be distributed to and maintained at the same location as the affected documents. The satellites shall log design changes. No other design changes need be distributed, posted, or maintained in these areas. If the design change received is the first issue against the affected document, the satellite shall stamp controlled copies of the affected document(s) with design change indicator stamp, shown in paragraph 3.1.2.4, make a logsheet (Attachment 1) for the affected document, and note the design change number on the logsheet.

NOTE: Classification of hangers will be governed by the current revision of DCA-5021 which will not be posted in the design change logbooks. DCC will stamp controlled copies of all hanger drawings with the following stamp:

VOID CHECK CURRENT REVISION
OF DCA-5021 FOR HANGER
CLASSIFICATION.

NOTE: Small bore hanger logs shall reflect all open and incorporated design changes but not drawing revisions.

EXCLUSION: Design change information shall be distributed to organizations holding the affected documents. The design change shall be reviewed by responsible personnel to ensure it does not affect the discipline's work activities. Where they do affect the activities, they shall be posted and maintained as discussed above. If they do not affect the work activities, the changes need not be posted or maintained.

- 3.2.1.3 A record of whom a document was checked out to shall be maintained by the satellite. Documentation issued to the craft for daily work activities shall be returned at the end of the shift to the distribution source. Upon receipt of a revised document, the superceded document shall be retrieved and replaced with the current document. Superceded documents may be retained by the holder. If retained the drawings shall be stamped "VOID" and "FOR RECORD PURPOSES ONLY".



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To obtain a "replacement" copy of a controlled document the satellite supervisor must complete a "Controlled Distribution Request" form (Attachment 4) specifying document number, revision and number of copies to be replaced. This request must be signed and submitted to the DCC Computer Distribution Group. A replacement DRCL will then be issued to the Document Reproduction Group for processing.

- 3.2.2.4 If for any reason, a superceded document is retained, the face of the document must be stamped or marked "VOID". When no longer required, superceded documents should be destroyed.

EXCLUSION: Drawings issued in accordance with paragraph 3.4 and drawings issued for use in Hanger Packages are not subject to the aforementioned audits.

DCC will maintain a file for DRCL's with signed acknowledgement by File Custodians verifying actual receipt of controlled documents. A cross-check will be performed to ensure receipt of documents and the appropriate discipline will be notified of any discrepancies.

3.3 MAINTENANCE AND STORAGE OF DOCUMENTS

3.3.1 Maintenance of Documents

The DCC shall maintain a file of current document revisions and as-built drawings as they are received. Additionally, a listing of all such documents and a list of all active changes shall be maintained.

3.3.2 Storage of Documents

Project Record files are stored by the DCC. These include, but are not limited to, specifications, procedures, correspondence, manuals, drawings, aperture cards, and silver microfiche originals.

NOTE: If circumstances exist for non-Code activities that require deviation from requirements of this procedure, exceptions will be authorized in writing by the Senior Staff Engineer and such authorization will be kept on file by the Document Control Supervisor.

3.4 DISTRIBUTION OF DOCUMENTS TO TRAVELER, PROCUREMENT OR HYDRO PACKAGES

Documents required for fabrication, installation and/or inspection may be issued for inclusion into a traveler, procurement or hydro package. The document shall be identified as being part of the package and that it cannot be used independently of the package by stating on the document "This document shall be used only in conjunction with Operation Traveler # _____."



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2.0 INTRODUCTION

2.1 PURPOSE

The purpose of this procedure is to describe the document control activities at the Comanche Peak Steam Electric Station (CPSES).

2.2 SCOPE

This procedure addresses the activities of and responsibilities for the control, receipt, reproduction, distribution, storage and retrieval of construction and design documents generated at the site or received by the Document Control Center (DCC). Instructions, procedures, and/or drawings shall be readily available for use at locations where the prescribed activities are performed, and for use by the Authorized Nuclear Inspector (ANI).

3.0 PROCEDURE

3.1 REPRODUCTION AND DISTRIBUTION

3.1.1 Scope of Controlled Documents

DCC will be responsible for the reproduction of controlled documents including, but not limited to, drawings, specifications, design changes, procedures, instructions, and construction hold notices.

3.1.1.1 Controlled documents (control stamped only) shall be distributed to the satellites and the several control numbered recipients on the Distribution Routing Control List (DRCL). This in accordance with the Document Disposition (Attachment 2) which is prepared by the DCC Supervisor and lists the satellite control numbers and the several recipient control numbers, the document number and quantities distributed. DRCL's are prepared in accordance with Construction Procedure DEI-7. Design changes are distributed to holders of affected controlled documents.

3.1.1.2 Distribution of B&R initiated construction procedures is in accordance with the "Document Routing to the Document Control Center Sheet" (Attachment 3) which is received with the procedure from the Procedures Department.

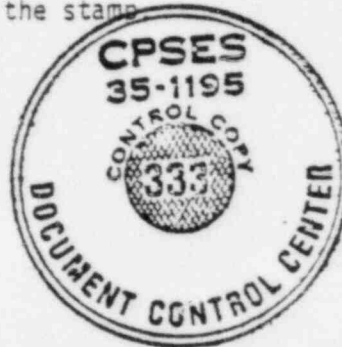
VOID



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3.1.2 Controlled Distribution

- 3.1.2.1 Controlled documents will be identified by the red "controlled copy" stamp (shown below) with the satellite and recipient number in the shaded area of the stamp



- 3.1.2.2 Upon receipt of project or design documents, the DCC Supervisor shall review the document to ensure the document has been properly approved for use. Documents not approved or not released for use shall not be issued for construction, but may be issued as uncontrolled documents per 3.1.3.

- 3.1.2.3 G&H Design drawings must have a numerical revision designation of a least "0" for issuance. Drawings without numerical revision designations or with alpha revision designations shall be considered preliminary drawings and shall not be issued for construction. These documents may be issued as uncontrolled documents per 3.1.3.

NOTE: If G&H approval letter revises the status of a preliminary drawing to a TUSI Status 1, it may be issued as a controlled drawing.

- 3.1.2.4 Controlled documents affected by design change documentation shall be stamped as follows:

**THIS DOCUMENT
AFFECTED BY
DESIGN CHANGES**

- 3.1.2.5 Revisions to documents including but not limited to, design changes and document change notices, which affect other controlled documents, shall be distributed to the same control recipients receiving the affected document. Revisions to these types of documents shall be processed in the same manner as the original issue.



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3.1.3 Other Distribution

3.1.3.1 Documents may be distributed upon request by authorized site personnel for purposes other than production (physical construction) or QC inspection activities. The DCC Supervisor shall maintain a roster of authorized personnel. DCC shall maintain no responsibility for revision status of documents distributed in this manner.

3.1.3.2 Documents distributed in this manner shall be stamped "FOR OFFICE AND ENGINEERING USE ONLY" as follows:

**FOR OFFICE AND
ENGINEERING USE ONLY.**

3.1.3.3 These documents shall be stamped per 3.1.2.4 ("THIS DOCUMENT AFFECTED BY DESIGN CHANGES") when applicable. DCC shall make available a list of design changes upon request.

3.1.3.4 Documents may be upgraded to controlled status by including the provisions of 3.1.2.

3.1.4 Special Distribution

"Special Distribution Schedules" (SDS) will form the basis of all limited engineering document distribution requirements. (See DEI - 10)

3.1.5 Transmittal of Engineering Documentation

3.1.5.1 BRHL's will be issued to engineering organizations as controlled documents per paragraph 3.1.2. These drawings can be issued to construction organizations per paragraph 3.1.3 Documents issued per paragraph 3.1.3 will be current upon issue only. It shall be the responsibility of the user or holder to assure current revision control.

3.1.5.2 Documents issued per paragraph 3.1.2 may be used to transmit information to engineering organizations by copying. These documents shall be stamped "FOR OFFICE AND ENGINEERING USE ONLY" and in addition the "CONTROL STAMP" shall be crossed out.

3.2 RECEIPT AND ACCOUNTING FOR CONTROLLED DOCUMENTS

3.2.1 Receipt of Controlled Documents

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3.2.1.1 Satellite Document Control Centers are the file custodians. Prior to interface with the crafts and disciplines in the distribution of any controlled documents, DCC personnel shall have completed both of the following requirements:

1. Document Control Orientation Class
2. Passing grade on DCC test which is based on a thorough knowledge of DCP-3.

Documentation supporting such qualification shall be maintained by DCC. Records for maintenance of qualification are retained by the Training Department in accordance with CP-CPM 2.2.

3.2.1.2 Design change documentation shall be distributed to and maintained at the same location as the affected documents. The satellites shall log design changes as applicable. No other design changes need be distributed, posted, or maintained in these areas. If the design change received is the first issue against the affected document, the satellite shall stamp controlled copies of the affected document(s) with design change indicator stamp, shown in paragraph 3.1.2.4, make a logsheet (Attachment 1), as applicable, for the affected document, and note the design change number on the logsheet.

NOTE: Classification of hangers will be governed by the current revision of DCA-5021 which will not be posted in the design change logbooks. DCC will stamp controlled copies of all hanger drawings with the following stamp:

**CHECK CURRENT REVISION
OF DCA-5021 FOR HANGER
CLASSIFICATION**

NOTE: Small bore hanger logs shall reflect all open and incorporated design changes but not drawing revisions.

EXCLUSION: Design change information shall be distributed to organizations holding the affected documents. The design change shall be reviewed by responsible personnel to ensure it does not affect the discipline's work activities. Where they do affect the activities, they shall be posted and maintained as discussed above. If they do not affect the work activities, the changes need not be posted or maintained.



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- 3.2.1.3 A record of whom a document was checked out to shall be maintained by the satellite. Documentation issued to the craft for daily work activities shall be returned at the end of the shift to the distribution source. Upon receipt of a revised document, the superceded document shall be retrieved and replaced with the current document. Superceded documents may be retained by the holder. If retained the drawings shall be stamped "VOID" and "FOR RECORD PURPOSES ONLY".

NOTE: Documents (controlled) may be checked out to persons in the disciplines or groups other than the crafts for extended periods of time. It is mandatory however, that the signout log list the name, group, location and telephone extension of the copyholder so that the document may be updated should it go out of revision or a design change be entered against the document. It is the satellites obligation to maintain this update.

- 3.2.1.4 If the document being received is a DCN, the satellite custodian must mark the DCN number on the cover sheet of the affected procedure and file the DCN with the procedure.

NOTE: Only when a new revision of a document is distributed will a new updated log sheet be distributed with that document. Upon receipt of the new log sheet from the DCC, file custodians should replace the old log sheet in their Design Change Log Book with the new one, and discard the old log sheet.

- 3.2.1.4 "Mail-out" distribution is made by letter accompanied by DRCL.

3.2.2 Accounting for Controlled Documents

- 3.2.2.1 All satellites and the several control numbers will be the subject of monitoring by an independent monitoring team. This team shall report directly to the Supervisor of DCC. This group shall monitor all controlled document files to ensure that all applicable design documents are current and that design change logs, manual and computer, show the current approved and issued design change information. All monitoring will be a continuing operation - satellite to satellite.

- 3.2.2.2 Monitoring shall be performed by using the "Recipient Trace" issued to each satellite and the several control numbers by the central DCC, which will indicate:

1. Those documents they are shown as having.
2. Appropriate revision of document.
3. The number of copies of the document they have.

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To monitor the design change logs, the monitoring team will compare the Master Dcc logs with satellite and control number logs. When that has been done, the physical design change files shall be checked at each file location.

3.2.2.3 The monitoring team group leader shall write a memo to the DCC Supervisor indicating the monitoring activity has been completed and noting any discrepancies and corrective action taken. These monitoring reports shall be maintained in the DCC central office.

3.2.2.3 When a controlled document is checked out to a foreman or craftsman, he becomes responsible for its security. In the event the document is lost, the DCC satellite from which the document was logged out should be notified as quickly as possible. The satellite supervisor shall notify the craft superintendent in writing of the loss and request that appropriate action be taken.

To obtain a "replacement" copy of a controlled document the satellite supervisor must complete a "Controlled Distribution Request" form (Attachment 4) specifying document number, revision and number of copies to be replaced. This request must be signed and submitted to the DCC Computer Distribution Group. A replacement DRCL will then be issued to the Document Reproduction Group for processing.

3.2.2.4 If for any reason, a superceded document is retained, the face of the document must be stamped or marked "VOID". When no longer required, superceded documents should be destroyed.

EXCLUSION: Drawings issued in accordance with paragraph 3.4 and drawings issued for use in Hanger Packages are not subject to the aforementioned audits.

DCC will maintain a file for DRCL's with signed acknowledgement by File Custodians verifying actual receipt of controlled documents. A cross-check will be performed to ensure receipt of documents and the appropriate discipline will be notified of any discrepancies.

3.3 MAINTENANCE AND STORAGE OF DOCUMENTS

3.3.1 Maintenance of Documents

The DCC shall maintain a file of current document revisions and as-built drawings as they are received. Additionally, a listing of all such documents and a list of all active changes shall be maintained.

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3.3.2 Storage of Documents

Project Record files are stored by the DCC. These include, but are not limited to, specifications, procedures, correspondence, manuals, drawings, aperture cards, and silver microfiche originals.

3.4 DISTRIBUTION OF DOCUMENTS TO TRAVELER, PROCUREMENT OR HYDRO PACKAGES

Documents required for fabrication, installation and/or inspection may be issued for inclusion into a traveler, procurement or hydro package. The document shall be identified as being part of the package and that it cannot be used independently of the package by stating on the document "This document shall be used only in conjunction with Operation Traveler # _____."

NOTE: For hydro packages, the hydro number shall be entered instead of the traveler number, and the number identified as a hydro test number.

NOTE: For procurement packages, the bid/purchase order number shall be entered instead of the traveler number, and the number identified as bid/purchase order number.

It shall be the responsibility of the organization controlling the package to ensure the current document revision number is referenced in the package.

EXCLUSION: Traveler packages containing drawings which have weld numbers assigned by Welding Engineering, and all Hanger Packages, are excluded from the aforementioned control alternative.



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ATTACHMENT 2
DOCUMENT DISPOSITION

DOCUMENT DISPOSITION

1 OF 2

DCN: TDCP -35-1195-DCP-07

REPRODUCTION MEDIUM: PG

16	CODE	ISSUE	RETURN	LIST	KEPT	CODE	ISSUE	RETURN	LIST	KEPT
07						001	001	000	000	000
08	001	001	000	000	000	002	001	000	000	000
09	002	001	000	000	000	003	001	000	000	000
10	007	001	000	000	000	004	001	000	000	000
11	012	001	000	000	000	005	001	000	000	000
12	022	001	000	000	000	006	001	000	000	000
13	032	002	000	000	000	007	002	000	000	000
14	036	001	000	000	000	008	001	000	000	000
15	040	002	000	000	000	009	001	000	000	000
16	044	001	000	000	000	010	001	000	000	000
17	048	001	000	000	000	011	001	000	000	000



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ATTACHMENT 3

DOCUMENT ROUTING TO THE DOCUMENT CONTROL CENTER

DOCUMENT I.D.: _____

FROM: _____ DATE: _____
(ORGANIZATION)

HANDLING INSTRUCTIONS:

- ☐ Distribute
☐ Hold
☐ File Only - no distribution
☐ Route for approval (Procedures only)
☐ Other: _____

DISTRIBUTION: _____

SPECIAL INSTRUCTIONS: _____

DCS Receipt Acknowledgment _____

Routed by _____

Date

Date



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3.1.3 Other Distribution

3.1.3.1 Documents may be ~~distributed~~ upon request by authorized site personnel for purposes other than production (physical construction) or QC inspection activities. The DCC Supervisor shall maintain a roster of authorized personnel. DCC shall maintain no responsibility for revision status of documents distributed in this manner.

3.1.3.2 Documents ~~distributed~~ in this manner shall be stamped "FOR OFFICE AND ENGINEERING USE ONLY" as follows:

**FOR OFFICE AND
ENGINEERING USE ONLY**

3.1.3.3 These documents shall be stamped per 3.1.2.4 ("THIS DOCUMENT AFFECTED BY DESIGN CHANGES") when applicable. DCC shall make available a list of design changes upon request.

3.1.3.4 Documents may be upgraded to controlled status by including the provisions of 3.1.2.

3.1.4 Special Distribution

"Special Distribution Schedules" (SDS) will form the basis of all limited engineering document distribution requirements. (See DEI - 10)

3.1.5 Transmittal of Engineering Documentation

3.1.5.1 BRHL's will be issued to engineering organizations as controlled documents per paragraph 3.1.2. These drawings can be issued to construction organizations per paragraph 3.1.3. Documents issued per paragraph 3.1.3 will be current upon issue only. It shall be the responsibility of the user or holder to assure current revision control.

3.1.5.2 Documents issued per paragraph 3.1.2 may be used to transmit information to engineering organizations by copying. These documents shall be stamped "VOID".

3.2 RECEIPT AND ACCOUNTING FOR CONTROLLED DOCUMENTS

3.2.1 Receipt of Controlled Documents

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TITLE: CPSES DOCUMENT CONTROL PROGRAM VOID	ORIGINATOR: <u>Robert F. M. Strand</u> <u>8/5/83</u>			DATE
	REVIEWED BY: <u>B. C. Scott</u> <u>8/5/83</u>			DATE
	<u>B. C. Scott</u> B&R QA <u>W. J. [unclear]</u> TUGCO QA			DATE
	APPROVED BY: <u>[Signature]</u> <u>8/5/83</u>			DATE
			CONSTRUCTION PROJECT MANAGER	

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2.1	PURPOSE	
2.2	SCOPE	
3.0	<u>PROCEDURE</u>	
3.1	<u>REPRODUCTION AND DISTRIBUTION</u>	
3.1.1	Scope of Controlled Documents	
3.1.2	Controlled Distribution	
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3.2	<u>RECEIPT AND ACCOUNTING FOR CONTROLLED DOCUMENTS</u>	
3.2.1	Receipt of Controlled Documents	
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3.3	<u>MAINTENANCE AND STORAGE OF DOCUMENTS</u>	
3.3.1	Maintenance of Documents	
3.3.2	Storage of Documents	
3.4	<u>DISTRIBUTION OF DOCUMENTS TO TRAVELER, PROCUREMENT OR HYDRO PACKAGES</u>	
4.0	<u>ATTACHMENTS</u>	
No. 1	Design Change Log	
No. 2	Document Disposition	
No. 3	Document Routing to the Document Control Center Sheet	
No. 4	Controlled Distribution Request	
No. 5	Document Distribution Log	
1.0	<u>REFERENCES</u>	
1.1	Brown & Root Quality Assurance Manual	
1.2	35-1195-CP-CPM 6.3	
1.3	35-1195-DEI-9	
1.4	TUQ-552	
1.5	IM-15260	
1.6	35-1195-DCP-7	
1.7	35-1195-DEI-7	

VOID VOID

DCN #1
#2
#3
#4
DCN #5



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TITLE: CPSES DOCUMENT CONTROL PROGRAM	ORIGINATOR:	**see original signature sheet **	DATE
	REVIEWED BY:	** see original signature sheet **	DATE
		B&R QA	DATE
		** see original signature sheet **	DATE
	TUGCO QA	DATE	
	APPROVED BY	** see original signature sheet **	DATE
		CONSTRUCTION PROJECT MANAGER	DATE

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1.0	<u>REFERENCES</u>
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3.1	REPRODUCTION AND DISTRIBUTION
3.1.1	<u>Scope of Controlled Documents</u>
3.1.2	<u>Controlled Distribution</u>
3.1.3	<u>Other Distribution</u>
3.1.4	<u>Special Distribution</u>
3.2	RECEIPT AND ACCOUNTING FOR CONTROLLED DOCUMENTS
3.2.1	<u>Receipt of Controlled Documents</u>
3.2.2	<u>Accounting for Controlled Documents</u>
3.3	MAINTENANCE AND STORAGE OF DOCUMENTS
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3.3.2	<u>Storage of Documents</u>
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4.0	<u>ATTACHMENTS</u>
No. 1	Design Change Log
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1.0	<u>REFERENCES</u>
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1.3	35-1195-DEI-9
1.4	TUQ-552
1.5	IM-15260
1.6	35-1195-DCP-7
1.7	35-1195-DEI-7
1.8	35-1195-DEI-10

JOB 35-1195

COMANCHE PEAK STEAM ELECTRIC STATION

Construction Procedure
DOCUMENT CHANGE NOTICE NUMBER 5

Notice applicable to Construction Procedure No. 35-1195- DCP-3 Rev. 16

This change will be incorporated in the next revision of the procedure.

Change the procedure as follows:

Please replace the following pages with the attached:

Page 5 of 8

Page 6 of 8

Page 1 of 1; Attachment 1

Please attach Page 1 of 8 on original signature sheet.

Reviewed by:

J. D. Hutchinson Jr. 11-2-83 MBL 11/9/83
Originator Date Brown & Root Quality Assurance Date

Approved by:

C. V. Rogers 11/14/83
TUGCO Quality Assurance Date

D. C. Frankum 11-16-83
Construction Project Manager Date

November 16, 1983
Effective Date



JOB 35-1195

COMANCHE PEAK STEAM ELECTRIC STATION

Construction Procedure
DOCUMENT CHANGE NOTICE NUMBER 4

Notice applicable to Construction Procedure No. 35-1195- ncc-3 Rev. 16.

This change will be incorporated in the next revision of the procedure.

Change the procedure as follows:

Please replace the following page(s) with the attached:

Page 4 of 8

Reviewed by:

[Signature] 10-7-83
Originator Date

[Signature] 10/10/83
Brown & Root Quality Assurance Date

Approved by:

[Signature] 10/7/83
TUGCO Quality Assurance Date

[Signature] 10-11-83
Construction Project Manager Date

October 11, 1983
Effective Date



JOB 35-1195

COMANCHE PEAK STEAM ELECTRIC STATION

Construction Procedure
DOCUMENT CHANGE NOTICE NUMBER 3

Notice applicable to Construction Procedure No. 35-1195- DCP-3 Rev. 16

This change will be incorporated in the next revision of the procedure.

Change the procedure as follows:

Please replace the following pages with the attached:

Page 4 of 8
Page 5 of 8
Page 6 of 8
Page 7 of 8
Page 8 of 8

** Procedural change on page 4 only. Pages 5 through 8 show paragraph movement.

Reviewed by:

[Signature] 9-20-83 [Signature] 9/22/83
Originator Date Brown & Root Quality Assurance Date

Approved by:

[Signature] 9/23/83
TUGCO Quality Assurance Date

[Signature] 9/27/83
Construction Project Manager Date

September 27, 1983
Effective Date



JOB 35-1195

COMANCHE PEAK STEAM ELECTRIC STATION

Construction Procedure
DOCUMENT CHANGE NOTICE NUMBER 2

Notice applicable to Construction Procedure No. 35-1195- DCP-3 Rev. 16

This change will be incorporated in the next revision of the procedure.

Change the procedure as follows:

Please replace the following page(s) with the attached:

Page 5 of 8

Reviewed by:

F. M. Strand 9-2-83 9/6/83
Originator Date Date
Brown & Root Quality Assurance

Approved by:

W. K. Kiefer 9/12/83
TUGCO Quality Assurance Date

D. C. Stankum 9-12-83
Construction Project Manager Date

September 12, 1983
Effective Date



JOB 35-1195

COMANCHE PEAK STEAM ELECTRIC STATION

Construction Procedure
DOCUMENT CHANGE NOTICE NUMBER 1

Notice applicable to Construction Procedure No. 35-1195- DGP-3 Rev. 16

This change will be incorporated in the next revision of the procedure.

Change the procedure as follows:

Please replace the following page(s) with the attached:

Page 7 of 8

Reviewed by:

[Signature] 8-16-83
Originator Date

[Signature] 8/17/83
Brown & Root Quality Assurance Date

Approved by:

[Signature] 8/23/83
TUGCO Quality Assurance Date

[Signature] 8-24-83
Construction Project Manager Date

August 24, 1983
Effective Date



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3.2.1.1 Satellite Document Control Centers are the file custodians. Prior to interface with the crafts and disciplines in the distribution of any controlled documents, DCC personnel shall have completed both of the following requirements:

1. Document Control Orientation Class
2. Passing grade on DCC test which is based on a thorough knowledge of DCP-3.

Documentation supporting such qualification shall be maintained by DCC. Records for maintenance of qualification are retained by the Training Department in accordance with CP-CPM 2.2.

3.2.1.2 Design change documentation shall be distributed to and maintained at the same location as the affected documents. The satellites shall log design changes. No other design changes need be distributed, posted, or maintained in these areas. If the design change received is the first issue against the affected document, the satellite shall stamp controlled copies of the affected document(s) with design change indicator stamp, shown in paragraph 3.1.2.4, make a logsheet (Attachment 1) for the affected document, and note the design change number on the logsheet.

NOTE: Classification of hangers will be governed by the current revision of DCA-5021 which will not be posted in the design change logbooks. DCC will stamp controlled copies of all hanger drawings with the following stamp:

**CHECK CURRENT REVISION
OF DCA-5021 FOR HANGER
CLASSIFICATION.**

NOTE: Small bore hanger logs shall reflect all open and incorporated design changes but not drawing revisions.

EXCLUSION: Design change information shall be distributed to organizations holding the affected documents. The design change shall be reviewed by responsible personnel to ensure it does not affect the discipline's work activities. Where they do affect the activities, they shall be posted and maintained as discussed above. If they do not affect the work activities, the changes need not be posted or maintained.



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- 3.2.1.3 A record of whom a document was checked out to shall be maintained by the satellite. Documentation issued to the craft for daily work activities shall be returned at the end of the shift to the distribution source. Upon receipt of a revised document, the superceded document shall be retrieved and replaced with the current document. Superceded documents may be retained by the holder. If retained the drawings shall be stamped "VOID" and "FOR RECORD PURPOSES ONLY".

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- 3.2.2.2 Monitoring shall be performed by using the "Recipient Trace" issued to each satellite and the several control numbers by the central DCC, which will indicate:

1. Those documents they are shown as having
2. Appropriate revision of each document
3. The number of copies of the document they have.



VOID

per DCN #5

PAGE

1 of 1

DESIGN CHANGE LOG

[illegible]

VOID

per DCN #5

