

TITLE      DAP INTERFACES AND COMMUNICATIONS						
NUMBER      DAP-12						
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## 1.0 PURPOSE

This procedure defines the requirements for the control and documentation of interfaces and communications between third-party Design Adequacy Program (DAP) personnel and all other parties, including parties internal to the CPRT and external parties such as the Nuclear Regulatory Commission.

## 2.0 SCOPE

All oral communications, meetings and exchanges of written documents that are "substantive items" to the DAP scope, conclusions, or resulting corrective actions shall be controlled by this procedure. In addition, this procedure provides documentation requirements for DAP external communications that do not contain "substantive items," but may include potential input to the DAP. This procedure does not apply to communications, meetings, or document exchanges conducted entirely by DAP third-party personnel. Furthermore, this procedure does not apply to public meetings where a stenographic record is maintained.

This procedure governs interfaces between the DAP Review Team Leader (RTL) and other RTLs except the QA/QC RTL. The DAP interface with the QA/QC program is governed by DAP-19.

## 3.0 DEFINITIONS AND RESPONSIBILITIES

### 3.1 Definitions

#### 3.1.1 Substantive Item

A substantive item is any matter pertinent to the definition or revision of the DAP scope as defined in the CPRT Program Plan and its appendices, the bases

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for and results of evaluations leading to DAP conclusions, and the acceptance by the DAP of remedial programs and the associated corrective actions. (Technical information exchange and project statusing are not "substantive items" and are not controlled under this procedure.)

### 3.1.2      Contact Log Sheets

Contact log sheets (Attachment A) are used to document a summary of substantive items discussed and any actions agreed upon as a result of a conversation or meeting, or to document orally-obtained information that may serve as a DAP input.

## 3.2      Responsibilities

### 3.2.1      Third-Party DAP Personnel

DAP third-party personnel are responsible for ensuring that the interfaces and communications within their scope of responsibility, as defined by this procedure, are documented in accordance with the requirements of this procedure. This procedure and each revision thereto is effective ten days after approval.

Attachment B identifies interfaces between third-party DAP personnel and other parties. The "X"s in the table represent the existence of an interface and the level at which communications and commitments are made within the respective DAP and outside organizations. Exceptions to the identified interfaces are approved by the Review Team Leader or his designee.

### 3.2.2      DAP Review Team Leader (RTL)

The DAP RTL is responsible for:

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- o Receiving and reviewing for design implications ISAP Results Reports or other design concerns from other, non-QA/QC, RTLs.
- o Notifying the other, non-QA/QC, RTLs of non-design issues or concerns identified during the conduct of the various DSAPs.

## 4.0 INSTRUCTION

### 4.1 Interfaces

DAP third-party personnel may interface (i.e., have contact such as oral conversations, meetings, correspondence, etc.) and make commitments with parties external to the DAP organization at the levels identified on Attachment B provided substantive items are documented in accordance with Section 4.2 of this procedure and orally-obtained information potentially serving as a DAP input is documented in accordance with Section 4.4 of this procedure.

If during the RTL's review (as required by the CPRT Program Plan) of ISAP Results Reports or design concerns from other non QA/QC RTLs items are found to have design implications and requiring further investigation, the RTL (or his designee) will notify the appropriate DAP discipline coordinator. The discipline coordinator will review the available information and issue DIRs in accordance with DAP-2 as appropriate to document the concern.

If during the conduct of a DSAP a non-design issue is identified, the DAP RTL will notify the appropriate, non-QA/QC, RTL in writing of the concern.

### 4.2 Documentation of Substantive Items

A "Contact Log Sheet" (Attachment A) shall be prepared to document



substantive items discussed in conversations or meetings. The contact log sheets shall identify participants in the conversation or meeting, their organizations, the date of the conversation or meeting, the date of issuance of the Contact Log Sheet, provide a summary of substantive items discussed, and identify any actions agreed upon as a result of the conversation or meeting. Contact log sheets documenting substantive items shall be retained in accordance with Section 5.0 of this procedure.

#### 4.3 Consultation with Review Team Leader

DAP third-party personnel shall consult with the Review Team Leader (or DAP Manager in his absence) if he or she is unclear whether an item is substantive and requires documentation in accordance with Section 4.2 of this procedure. If neither the Review Team Leader nor the DAP Manager is available for consultation, DAP third-party personnel shall assume that the item requires documentation and followup with the Review Team Leader at a later time.

#### 4.4 Documentation of Oral Information

DAP third-party personnel may request information or discuss with appropriate interfaces any Comanche Peak Project engineering assumptions, calculations, design bases, interpretations of licensing or code requirements, etc. necessary to execute the DAP review scope without documenting the discussions provided that substantive items as defined in Section 3.1.1 of this procedure are not addressed. Where information obtained in this manner is potentially useful as an input to the DAP, DAP third-party personnel shall request written documentation by the source. If such documentation is not practical or cannot be obtained in a reasonable amount of time, DAP third-party personnel shall document the information on a contact log sheet. Attachments to the contact log sheet may be made as appropriate. Contact

log sheets documenting potential DAP input shall be retained in accordance with Section 5.0 of this procedure with copies filed within the appropriate DSAP file.

#### 4.5 NRC Interface, NRC Audits, and Public Meetings

The Review Team Leader shall serve as the principal DAP interface with the NRC and the public concerning matters pertinent to the CPRT Design Adequacy Program. He shall coordinate DAP matters with appropriate representatives of TUGCO and the NRC in identifying the need for public meetings, developing the agenda and arranging logistics. He shall coordinate with NRC representatives for arranging logistics for NRC audits of the DAP. DAP third-party personnel and Comanche Peak Project personnel shall not assume any of these responsibilities unless specifically authorized by the Review Team Leader. (An exception to this is senior TUGCO management for their areas of responsibility.)

#### 4.6 Action Requirements

Any action required as a result of the contact shall be listed in the appropriate place on the Contact Log Sheet. If no action is required "N/A" shall be entered into the "Action" space.

#### 4.7 Closure of Action Requirements

The Discipline Coordinator (or designee) shall maintain a written cross-reference that documents accomplishment of the required actions.

## 5.0 DOCUMENTATION

This section applies to contact log sheets used to document substantive items and potential input to the DAP.

### 5.1 Identification

DAP personnel who prepare contact log sheets shall obtain a control identification number from the DAP Manager or his designated representative. This identification number shall be of the following format:

DAP-CLS-X-YY-ZZZ

Sequential Number  
Discipline/Subject Code (see Attachment C)  
Contact Log Sheet Type (see Attachment C)

### 5.2 Transmittal

Upon completion, contact log sheets shall be transmitted to the DAP Manager.

### 5.3 Retention

The DAP Manager or his designated representative shall enter all contact log sheets on the Contact Log Sheet Control Register (Attachment D) including title/subject, identification number, date of issue and revision number. The original contact log sheets shall be filed in a timely manner within File 14.0 of the DAP General File. These documents shall be maintained by the DAP Manager or his designated representative in an auditable form in accordance with DAP-14, DAP Records.



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Contact log sheets shall be available for NRC audit at a time agreed upon by the NRC and the Review Team Leader.

### 5.4 Revisions

Revisions of contact log sheets shall not be made by any individuals other than the originator or his designated representative. Such revisions may only be made to correct an error of omission or transposition.

Under no circumstances should facts, figures or any other details of the conversation, meeting, or document be modified.

### 5.5 Documentation of Closure

For Contact Log Sheets requiring action, documentation of the accomplishment of the action shall be placed in the same file as the Contact Log Sheet as well as other appropriate files.

COMANCHE PEAK RESPONSE TEAM  
TRT/DAP CONTACT LOG SHEET

FILE NO: \_\_\_\_\_  
ISSUANCE DATE: \_\_\_\_\_  
ID NO: DAP-CLS- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
REV: \_\_\_\_\_

SUMMARY OF TELECON \_\_\_\_\_ OR MEETING \_\_\_\_\_ DATE (of contact): \_\_\_\_\_

SUBJECT: \_\_\_\_\_

ORGANIZATION(S): \_\_\_\_\_

PARTICIPANTS: DAP: \_\_\_\_\_

OTHERS: \_\_\_\_\_

SUMMARY (Use attachments as necessary): \_\_\_\_\_

ACTION: \_\_\_\_\_

**DISTRIBUTION:** \_\_\_\_\_

## ATTACHMENT B

### TYPICAL INTERFACES BETWEEN DAP PERSONNEL AND OTHER PARTIES

DAP Role	INTERNAL TO CPRT							EXTERNAL TO CPRT		
	TUGCO			THIRD PARTY				NRC		All Other Parties
	Personnel & Contractors	DSAP Coordinators	Management <sup>2/</sup>	TRT RTLs	GOC and QA/QC Programs	CPRT Program Manager	SRT	NRC Reviewers/Consultants	NRC Management <sup>3/</sup>	
Reviewers	X									
Discipline Coordinators	X	X		X						
DAP Management <sup>1/</sup>	X	X	X	X	X	X		X		
Review Team Leader	X	X	X	X	X	X	X	X	X	X

1. DAP Manager, Construction Quality Interface Manager, Project Management Coordinator
2. Project General Management, Senior Management
3. CPSES Project Director, Project Managers, Technical Managers

## ATTACHMENT C

### COMMANCHE PEAK DESIGN ADEQUACY PROGRAM LOG SHEET TYPES AND DISCIPLINE/SUBJECT CODES

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#### Log Sheet Types

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<u>Code</u>	<u>Type</u>
S	Substantive Item (Section 4.2)
I	DAP Input (Section 4.4)

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#### Discipline/Subject Codes

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<u>Code</u>	<u>Discipline</u>
C/S	Civil/Structural
P	Piping and Supports
M	Mechanical
EIS	Electrical/Instrumentation
PGI	Programmatic/Generic Implications
PM	DAP Management/Review Team Leader

**ATTACHMENT D**

## CONTACT LOG SHEET CONTROL REGISTER

PROJ. NO. DAP

PAGE \_\_\_\_\_ of \_\_\_\_\_

PROJECT - CPRT Design Adequacy Program

DAP FILE NO. -

[illegible]