PROCEDURE/INSTRUCTION COVER SHEET

TITLE:	ADMINISTRATIVE REVIEW OF EIC DESIGN CHECKLISTS
NUMBER:	DAP-DI-EIC-003

Revision	Prepared	Date	Reviewed	Date	Approved	Date
0	RBWagner	20 Nov 86	D.F. Brosan	11/21/86	[illegible]	11/25/86

Note: Rev. 0 of this Discipline Instruction contains 19 sheets ~~including~~ attachments and cover sheet.

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1.0 PURPOSE

This discipline instruction defines the methodology and requirements for performing administrative reviews of completed DAP design checklists. The purpose is to ensure that the approved DAP design checklists have been completed in accordance with DAP procedural requirements and to provide the mechanism for documenting the necessary corrective action to these checklists. Information extracted from DAP documentation will be cross-referenced to other pertinent data in order to comply with a commitment made to the NRC (i.e., HDA number(s), DIR numbers, criterion, etc.). The implementation of this discipline instruction identifies those design checklists which do not comply with DAP procedures.

2.0 SCOPE

This instruction addresses the administrative review of Design Review Evaluation Checklists, Type "C", for the electrical/instrumentation and control disciplines, referred to as design checklists.

3.0 DEFINITIONS AND RESPONSIBILITIES

3.1 Definitions

3.1.1 Design Checklists

Type "C" checklists which have been prepared and implemented in accordance with the requirements of DAPs-4, -5, and -6.

3.1.2 Administrative Checklists (Form A-1)

Checklists prepared in accordance with this Discipline Instruction that are used to verify that design checklists meet the requirements of the DAP procedures.

3.2 Responsibilities

3.2.1 Administrative Checklist Reviewer

The Administrative Checklist Reviewer is responsible for performing administrative checklist reviews in accordance with the requirements of this instruction.

3.2.2 Discipline Coordinator

The Discipline Coordinator is responsible for the following:

- o Evaluating reviewers' comments and issuing design checklist revisions or supplements as necessary.
- o Assigning reviewers who have been trained in this Discipline Instruction and meet the requirements of DAP-15.

4.0 INSTRUCTION

4.1 General

DAP review of design input and output information is performed in accordance with DAPs -5, and -6, using design checklists prepared in accordance with DAP-4. In addition, DAP-14 identifies the requirements which must be met for the design checklist to become a record which meets the requirements of the CPRT Program Plan.

The activities described in the following sections shall be performed to review the compliance of issued Type C checklists with DAP requirements.

4.2 Performance of the Administrative Checklist Review

Form A-1, or its equivalent as approved by the Discipline Coordinator, shall be used to document the administrative review discussed in Section 4.1. Instructions for completion of this checklist are included in Attachment A.

All attributes on Form A-1 should be designated as "Sat.," "Unsat.," or "N/A." For any attribute designated as "Unsat." or "N/A", the Checklist Reviewer shall document the reasons in the comments column on the administrative checklist.

The reviewer shall assute himself of the adequacy of the completed administrative checklist and sign in the "Reviewer" space.

4.3 Approval of the Administrative Checklist Package

4.3.1 Upon completion of the Forms A-1 and B-1, the reviewer shall submit the forms, along with the applicable Type "C" checklist(s) and attachments to the Discipline Coordinator as an administrative checklist package. The Discipline Coordinator is responsible for resolution of "Unsat" items

and review and approval of Form A-1, which he shall indicate by signing the "Resolution of Unsats.", line on the form. The discipline coordinator is also responsible for supplying Form B-1 to the data base entry coordinator.

4.3.2 After entry of the Form B-1 information into the data base, a printout in the format of Form B-1 will be prepared. A reviewer shall review the printout Form B-1 for correctness and sign in the "Reviewer" space. The printout form shall be approved by the Discipline Coordinator, who shall sign the "Approved By" line of the printout form.

4.4 Design Checklist Revisions

Revisions or supplements to design checklists that are required to be completed to address "Unsats." on Form A-1 that were identified during this administrative review shall be processed in accordance with DAP-4.

4.5 Recording Checklist Database Information

See Attachment B for guidance on completing the data base entry collection form, Form B-1.

5.0 DOCUMENTATION

5.1 Each completed administrative checklist (Form A-1) shall be forwarded to the DAP Manager in accordance with DAP-14.

5.2 Each completed computer generated data base entry collection form (Form B-1) shall be forwarded to the DAP Manager in accordance with DAP-14.

5.3 Approved administrative checklists and data base entry collection forms shall be submitted to the Project Administrative Assistant for filing, distribution and/or data entry.

ATTACHMENT A

INSTRUCTIONS FOR THE IMPLEMENTATION OF FORM A-1 FOR THE ADMINISTRATIVE REVIEW OF DESIGN CHECKLISTS

1. Obtain the following:

   a. Log of checklist forms.
   b. Memos approving checklist forms.
   c. Log of approved design checklists.
   d. List of qualified reviewers, checkers, and approvers with qualification date supplied by the Training Coordinator.
   e. Approved design checklists.

2. Review approved design checklist and complete Attachment A (Form A-1). The Administrative Checklist Number shall correspond to the design checklist number as follows: DAP-ACL-X-YYY-WWW/Z (Administrative Checklist) corresponds to DAP-CLC-X-YYY-WWW/Z (Design Checklist).

3. "Unsats." on Form A-1 shall be resolved by entering the revision number of the design checklist in the appropriate column of Form A-1.

ATTACHMENT A

(FORM A-1)

COMPLETED CHECKLIST REVIEW

DAP-ACL-_____-_____-_____

Attribute Reviewed	SAT/ UNSAT/ NA	Design Checklist Revision # Which Resolves UNSAT	Comments
1. The design checklist form number is provided on each page of the design checklist in a format which includes the DAP Form number, its revision number, and the date of approval.			
2. The design checklist form and revision is logged in the Discipline Coordinators' log.			
3. The design checklist form is approved by memo from the Discipline Coordinator.			
4. The design checklist has a control identifier number on each page in the format of DAP-CLC-X-YYY-WWW (optional). Design checklists approved prior to 9/17/86 may have a control identifier number in the format of DAP-CL-X-YYY-WWW (optional).			
5. This identifier number and revision is documented in the discipline log.			

ATTACHMENT A

(FORM A-1)

(continued)

Attribute Reviewed	SAT/ UNSAT/ NA	Design Checklist Revision # Which Resolves UNSAT	Comments
6. The design checklist identifies the following: a. Criteria List Number and Revision b. Criteria Numbers c. Correlation between the checklist attribute/criterion and the Criteria List Criterion Number or for Generic Specification and Generic Calculation checklists, a reference source for the criteria/attribute. d. Review Topic Number e. General Description f. Primary References (i.e., drawings, calculations, specifications)			
7. All identified references, except for design change documents where all pages were reviewed, within the design checklist contain document number and page.			
8. The correlation between the design checklist attributes marked "Sat." or "Unsat." and HDA is identified. (DAP-5 and -6, Section 4.3).			

ATTACHMENT A

(FORM A-1)

(continued)

Attribute Reviewed	SAT/ UNSAT/ NA	Design Checklist Revision # Which Resolves UNSAT	Comments
9. The training in DAPs -2, -4, -5, -6 and -13 (for calculations) for the reviewer, checker, and approver was current when the design checklist was performed. This assessment is based on training reviews and signature dates on the design checklist.			
10. DIR numbers are assigned for each "Unsat." design checklist item and "Unsat." items are explained in the "Comments" column. (DAP-5 and -6, Section 4.5).			
11. All RFI's in the comments section of the design checklist are closed or converted to a DIR.			
12. The design checklist includes a general description of the checklist topical area.			
13. All revisions/supplements have been properly checked and approved. The following information (DAP-4, Section 5.0) is required:			
a. Revision number and date are entered on the design checklist.			

Attribute Reviewed	SAT/ UNSAT/ NA	Design Checklist Revision # Which Resolves UNSAT	Comments
b. Sections of the design checklist affected by the revision are marked with a vertical line and revision number in margin.			
c. Supplements are identified with a unique supplement number.			
d. Revisions have been reviewed, checked, and approved.			
14. The design checklists meet the following requirements for Quality Records (DAP-14, Appendix E). NOTE: If working with an "original" of the checklist that is in the DAP Files as a copy, evaluate these items on the basis of the expected condition of the copy.			
a. The design checklist is an original document, or a copy which, when reproduced, will produce a legible copy.			
b. Corrections are properly annotated, initialed, and dated.			

Attribute Reviewed	SAT/ UNSAT/ NA	Design Checklist Revision # Which Resolves UNSAT	Comments
c. No white-out, correction tape, or pencil is used.			
d. Ink colors, other than black or red, are not used.			
e. No highlighter is used.			
f. The design checklist and attachments are properly bound (e.g., stapled, attached to a file folder, placed in a binder, etc.).			
g. If the design checklist is supplemented with attachments, then a checklist package cover sheet is provided which lists each individual checklist, including checklist number, title revision, and number of pages.			
h. The design checklist contents are identified as a complete package, e.g., total page count is identified on the checklist cover sheet and sheet numbers are correctly identified on each page of the design checklist, in the Format Sheet No. XX of YY.			

ATTACHMENT A

(FORM A-1)

(continued)

Attribute Reviewed	SAT/ UNSAT/ NA	Design Checklist Revision # Which Resolves UNSAT	Comments
i. All changes, annotations, enhancements to improve legibility or comments on Project documents shall be dated and initialed. Highlight on references used for review do not require signature and dating provided the highlight was not necessary for the review or is not referenced specifically in the design checklist.			
15. All checklist items reviewed are designated as "SAT.", "UNSAT.", "N/A", or N/C".			
16. Where it is not apparent to a qualified reviewer, the use of "N/A" or "N/C" on the design checklist should be accompanied by an explanation in the "Comments" column or an attachment to the design checklist.			

Reviewer: _____ / _____
Signature Date

Resolution of UNSAT's Verified: _____ / _____
Signature Date

ATTACHMENT B

INSTRUCTIONS FOR THE IMPLEMENTATION OF FORM B-1 FOR DATA BASE ENTRY

1. The information to be entered on data base entry Form B-1 will be extracted directly from the corresponding design review checklist.

2. Information should be entered on Form B-1 in accordance with the formatting information provided below:

   (a) ITEM numbers 1-10 identified on Form B-1 are defined below. Each of these descriptions define a data field in which the information must be entered using the format described in the corresponding DESCRIPTION section.

ITEM	DESCRIPTION
1. FORM B-1 NO. DAP-BCL-X-YYY/Z or DAP-BCL-X-YYY-WWW/Z	Form B-1 Number X = Discipline (E, I) YYY = Design Checklist No. (numeric) WWW = Generic Spec. or Generic Calc Checklist No. (e.g., GS1 or GC1) Z = Revision (0-9)
2. CHECKLIST NO./REV. DAP-CLC-X-YYY/Z or DAP-CL-X-YYY/Z or DAP-CLC-X-YYY-WWW/Z	Design Checklist Number and Revision X = Discipline (E, I) YYY = Design Checklist No. (numeric) WWW = Generic Spec. or Generic Calc Checklist No. (e.g., GS1 or GC1) Z = Revision (0-9)
3. TOPIC NO. XYY	Discipline Topic Number X = Discipline (E, I) YY = Topic No. (numeric)
4. CHECKLIST FORM NO. DAP-X-YYY/Z	Checklist Form Number and Revision X = Discipline (E, I) YYY = Form No. (numeric) Z = Revision (0-9)
5. ATTRIBUTE NO. AAA	Checklist Attribute Number AAA = Attribute Number as it appears on Checklist

ITEM	DESCRIPTION
6. CRITERIA LIST NO./REV. DAP-CR-XXX-YYY/Z	Criteria List Number and Revision XXX = Discipline (EIC) YYY = Criteria List No. (numeric) Z = Revision (0-9)
7. CRITERION NO. AAA.A	Criterion Number AAA.A = Criterion Number as it appears on Criteria list.
8. HDA NO. XYYY.YYZ	HDA Number X = Discipline (E, I) YYY.YY = HDA No. (numeric) Z = HDA No. (alpha)
9. STATUS S, U, N, C	Checklist Attribute Status S = Sat. U = Unsat. N = N/A C = N/C
10. DIR No. D-YYYY	DIR Number Associated with Checklist Attributes Statused "Unsat." YYYY = DIR No. (numeric)

(b) Checklist information must be entered in the correct space on Form B-1 in place of the variable "placeholders," (i.e., A, W, X, Y, Z).

(c) Only the spaces "held" by the variables A, W, X, Y, and Z in the DESCRIPTION section must be entered on Form B-1. For example, to enter the design checklist number and revision for Checklist DAP-CLC-E-002, Rev. O, the correct format as described in the DESCRIPTION section for item 2 is E-002/0. NOTE: Unless review of a Generic Specification or Generic Calc. Checklist is being performed, DO NOT ENTER ANY CHARACTER in the spaces held by WWW.

(d) Field width is pre-determined to allow for enough characters to accomodate the variety of input information required. The reviewer need not be concerned with number or type of characters (alpha/numeric) when entering information on Form B-1.

(e) Criterion numbers (ITEM 7), HDA numbers (ITEM 8) and DIR numbers (ITEM 10) should be entered on Form B-1 for each design checklist attribute as applicable. It is not necessary that all four sections available for each of these items on Form B-1 are filled in. If the checklist attribute has fewer than four corresponding criterion numbers, HDA numbers, or DIR numbers, then the remaining section or sections will be left blank. If the checklist attribute requires more than four spaces for any of the items listed above, then the attribute number and all corresponding items must be entered on the following line, including the additional Criterion, HDA, and DIR numbers as necessary.

DATA BASE COLLECTION FORM
FORM B-1

(1) DOCUMENT NO. DAP-BCL-___ ___ ___-___ ___ ___/___				DATA BASE COLLECTION FORM FORM B-1						PREPARER _____ SHEET ____ of ____				
(2) DESIGN CKLIST NO./REV. DAP-CLC-___ ___ ___-___ ___ ___/___				(3) TOPIC NO.		(3) TOPIC NO.		(3) TOPIC NO.		(4) CKLIST FORM NO./REV. DAP-___-___ ___ ___/___				
(5) ATTRIBUTE NO.	(6) CRITLST NO./REV.	(7) CRIT 1	(7) CRIT 2	(7) CRIT 3	(7) CRIT 4	(8) HDA 1	(8) HDA 2	(8) HDA 3	(8) HDA 4	(9) STATUS	(10) DIR 1	(10) DIR 2	(10) DIR 3	(10) DIR 4

(1) DOCUMENT NO. DAP-BCL-___ ___ ___-___ ___ ___/___	DATA BASE COLLECTION FORM FORM B-1 (Continuation Page)	SHEET ____ of ____

(5) ATTRIBUTE NO.	(6) CRITLST NO./REV.	(7) CRIT 1	(7) CRIT 2	(7) CRIT 3	(7) CRIT 4	(8) HDA 1	(8) HDA 2	(8) HDA 3	(8) HDA 4	(9) STATUS	(10) DIR 1	(10) DIR 2	(10) DIR 3	(10) DIR 4