



FOR INFORMATION ONLY

NUCLEAR OPERATIONS PROCEDURE

VENDOR MANUAL CONTROL

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Date

QA Program related:  Yes  No

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VENDOR MANUAL CONTROLI. PURPOSE

The purpose of this procedure is to establish a system for the overall control of Vendor Manuals associated with the installation, operation, and maintenance of Pilgrim Nuclear Power Station. This procedure will also identify and assign responsibilities related to implementation of, and adherence to, the Vendor Manual Control System.

II. SCOPE

This procedure governs activities associated with Vendor Manual control concerning the following:

- Required Instructions
- Required Vendor Manuals
- Vendor Manual Classification
- Vendor Manual Indexes
- Controlled Vendor Manual Files
- Vendor Manual Record Copy Control
- Vendor Manual Inventory
- Vendor Manual Additions and Deletions
- Vendor Manual Revisions
- Retrievability
- Required Records

III. APPLICABILITY

This procedure is applicable to all Vendor Manuals involved with the installation, operation and maintenance activities of Pilgrim Nuclear Power Station. This procedure is not applicable to the FSAR, Quality Assurance Manuals, or other manuals of similar nature for which other internal methods exist to control their distribution and revision. In addition, industrial standards are exempt from this control process.

IV. REFERENCES

- A. ANSI M45.2.9 - 1974: Requirements for Collections, Storage, and Maintenance of QA Records for Nuclear Power Plants.
- B. ANSI M45.2.11 - 1974: QA Requirements for the Design of Nuclear Power Plants.
- C. ANSI M45.2.13 - 1976: Quality Assurance Requirements for Control of Procurement of Items and Services.
- D. BEQAM Volume II, Section 3, 5, 6 and 7.
- E. NOPB3A7: Control of Category 3 Documents.

V. DEFINITIONS

- A. Vendor Manual - A document including instruction sheets provided by a Vendor or supplier, to provide technical information pertaining to the installation, operation, and/or maintenance of a system, structure or component.
- B. Record Vendor Manual - A record Vendor Manual is one copy retained by the Records Management Group and controlled in accordance with the requirements of this NOP.
- C. Vendor Manual Control - The process utilized to assure the adequacy and availability of controlled Vendor Manuals which reflect the current configuration of Pilgrim Nuclear Power Station.
- D. Safety Related Vendor Manual Revision - A revision to a Class 1 controlled Vendor Manual resulting from a change to, addition of, or removal of, a safety related item, system or structure; or resulting from a change in the operation or maintenance of a safety related item, system or structure.
- E. Validation - The process of annotating the generic Vendor Manual/Instruction (Revision) to reflect the actual configuration or specific equipment at PNPS.
- F. Owner of the Vendor Manual - The Cognizant NOD Chief/Group Leader responsible for the specific Vendor Manual (any overlap or duplicate responsibility will be resolved through the KOM).



RESPONSIBILITIES

- A. Nuclear Operations Manager is responsible for providing an implementation system for the requirements of this NOP.
- B. The Nuclear Engineering Department Manager is responsible for providing a system which implement the NED requirements of this NOP.
- C. The Nuclear Management Services Manager has the responsibility for establishing guidelines and providing direction and support to ensure the requirements of this NOP are effectively and efficiently met.
  - The Records Management Group Leader is responsible for adherence to instructions pertaining to Vendor Manual control, Vendor Manual inventory, indexes, record Vendor Manuals, Vendor Manual issuance, required records and controlled Vendor Manual files.
  - The Document Control Center Supervisor (PNPS/Braintree) is responsible for maintenance, inventories, and required records for the controlled Vendor Manual files.
- D. Each Chief/Group Leader is responsible for ensuring that their staff follows the requirements of this NOP.

VII. REQUIREMENTSA. Required Instructions

- Vendor Manual control is organized, described and administered by this NOP.
- This system shall be coordinated by Records Management Group through work instructions meeting the requirements of this procedure.

B. Required Vendor Manuals

- Vendor Manuals used to prepare safety related procedures, or to perform safety related activities shall be validated, and controlled by the Vendor Manual Control System.
- Vendor Manuals that provide information or instructions concerning structures systems or components should be controlled, by the Vendor Manual Control System.

C. Vendor Manual Classification

- Vendor Manuals shall be classified with respect to plant operation and public safety.
- The following classifications shall be applied to the Vendor Manuals in the control system.

Class 1 Vendor Manuals shall include the Vendor Manuals that are considered essential to the performance of safety related procedures or equipment maintenance.

Class 2 Vendor Manuals shall include the controlled manuals that do not qualify as Class 1. It should be noted that identical manuals could be both Class 1 and 2 depending upon the specific application of the individual instruments.

D. Vendor Manual Indices

- DCC shall prepare an index for each controlled Vendor Manual file, which will include the following information for those Vendor Manuals in the file:
  - Vendor Manual Title
  - PNPS Vendor Manual Number
  - PNPS Revision Number
  - Vendor Manual Classification
  - Distribution Matrix/or List (as provided by Owner of the Individual Vendor Manual)
- An index comprised of deleted Vendor Manuals shall be prepared and shall contain the following information.
  - PNPS Vendor Manual Number
  - PNPS Number of superseding Vendor Manual (if applicable).
- A cross reference index, Vendor Manual Number versus PNPS Vendor Manual Number shall be prepared.
- Controlled Vendor Manual indices shall be updated upon receipt of a New Vendor Manual, a revision to an existing manual, or deletion of an existing manual.

- Indexes shall be made available at DCC, and a controlled copy issued to:
  - NOD Chiefs/Group Leaders
  - WED
  - WOSD
  - DC
  - QA

E. Controlled Vendor Manual Files

- One copy of each Vendor Manual shall be designated as the Record copy and shall remain in the PNPS DCC.
- Controlled copies of each Vendor Manual shall be assigned and distributed in accordance with the specific manual's distribution matrix, or revision thereof, as prepared by the Owner of the Vendor Manual. Auditing and revision of these Manuals is the responsibility of the Records Management Group. Periodic QA audit shall also be performed.
- One controlled copy of each Vendor Manual shall be assigned to the WED. Access to these Manuals shall be controlled by WED. Auditing and revisions of these Manuals is the responsibility of the Records Management Group.
- Additional copies of each Manual shall be maintained and/or reproduced by the PNPS DCC for issue to other parties. These copies are uncontrolled documents and do not have to be maintained current.

F. Record Vendor Manual Control

- Records Management Group shall maintain and control a Record Vendor Manual for each item in the Vendor Manual Control System.
- Each record Vendor Manual shall be identified as the RECORD Manual.
- Each record Vendor Manual shall be marked to indicate its classification.



G. Vendor Manual Inventory

- Controlled Vendor Manual files and RECORD Vendor Manual files shall be inventoried once every two (2) years by the Records Management Group to ensure accountability.
- During this inventory, the contents of each Class 1 Vendor Manual shall be page checked for completeness and correct revisions.
- Inventory discrepancies shall be identified and corrected in a timely manner.

H. Vendor Manual Additions and Deletions

- Controls shall be established for the addition or deletion of controlled Vendor Manuals through the Cognizant Owner of the specific Vendor Manual/Instruction. Attachment 1 provides the authorizing, control and approval document.
- The Nuclear Operations Manager (or his designee) shall approve Vendor Manuals for addition to, or deletion from, the Vendor Manual Control System. New Vendor Manuals shall be validated through the cognizant Chief/Group Leader (or designee) prior to being placed in RCC.
- Records Management Group shall assign PWPS Vendor Manual numbers/revision numbers to new/revised Vendor Manuals.
- The following information shall be identified when processing new Vendor Manuals:
  - Vendor Manual Title
  - PWPS Vendor Manual Number
  - PWPS Revision Number
  - List of current pages identifying the correct revision for each page.
  - Vendor Manual Classification
  - Distribution Matrix (or List)

I. Vendor Manual Revisions

- Revising Class 1 Vendor Manuals

- The proposed revision shall be reviewed and approved by the Owner of the Vendor Manual (i.e. if an operating revision, the group that operates the equipment approves, if a Maintenance/Control revision, the Maintenance Group approves).
- The cognizant Chief/Group Leader is responsible for deciding (documenting) if a Safety Evaluation is required and preparing/obtaining this Evaluation.
- The NDM (or his designee) then authorizes the revision.
- **Revising Class 2 Vendor Manuals**
  - The proposed revision shall be approved and authorized by the Cognizant Chief/Group Leader.
  - Revisions shall not be made to controlled Vendor Manuals until the PDC/change has been implemented at the plant, if applicable. Approval PDCs that are outstanding and not yet closed out will be annotated on the cover sheet of the controlled and record copies of each specific Vendor Manual affected.
  - Provisions shall be established for documenting the following: (Attachment 1 may be used for this purpose).
    - Responsible person initiating and preparing revision
    - Vendor Manual revision number
    - Brief justification for addition, revision or deletion
    - Safety Evaluation (Class 1 only)
  - Vendor Manual revisions shall be processed in a timely manner.
- J. Retrievability
  - Vendor Manuals and authorizing documents shall be identifiable and retrievable.
  - Provisions should be established for categorizing Vendor Manuals by system and subject for ease of retrieval.
- K. Required Records
  - The following records shall be collected, stored, and maintained, by Records Management, for the life of the plant:



# FOR INFORMATION

Page 9 of **ONLY**  
N0PB444  
February 15, 1984

- Revised material from Vendor Manuals.
- Deleted Class 1 Vendor Manuals
- Authorization documents for Vendor Manual addition, revision, or deletion.
- The following records shall be retained by Records Management Group as indicated:
  - Authorizing documents for new controlled Vendor Manual files. (lifetime)
  - Authorizing documents to change contents of controlled manual files. (lifetime)
  - Vendor Manual inventory results. (2 years from inventory completion date)
- In the event of a lost or destroyed manual, the individual responsible for the manual shall take the following action:
  - Notify DCC of the loss or destruction. DCC will issue a replacement controlled manual.
  - DCC will update the Vendor Manual index to reflect this replacement action.
  - If, at a later date, a manual that was lost is found, it will be returned to DCC for disposition.

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VENDOR MANUAL CHANGE REQUEST

VENDOR MANUAL TITLE: \_\_\_\_\_

VENDOR MANUAL NO: \_\_\_\_\_

ADDITION \_\_\_\_\_ REVISION \_\_\_\_\_ DELETION \_\_\_\_\_

REVISION NO. \_\_\_\_\_ CLASSIFICATION \_\_\_\_\_ SE (N/A/NO) \_\_\_\_\_

Summary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Initiated By: \_\_\_\_\_ Date \_\_\_\_\_

Signature

Date

REVIEWED BY \_\_\_\_\_  
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Comments

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Validated By: \_\_\_\_\_

Date \_\_\_\_\_

Reviewed (owner) \_\_\_\_\_

Date \_\_\_\_\_

Approved By: \_\_\_\_\_

Date \_\_\_\_\_