PGN/SGT WORK PROCESS

Last Modified: 05/12/2010

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INTRODUCTION/PURPOSE:

During the Containment Repair Project at CR3, a process needed to be established to track the performance of SGT work.   This was not only for historical (post-mod) purposes, but to allow easy accessibility (through PassPort) for anyone to view the latest revision to any of SGT's Work Packages (WPs) with their WPCNs (Work Package Change Notices) included.

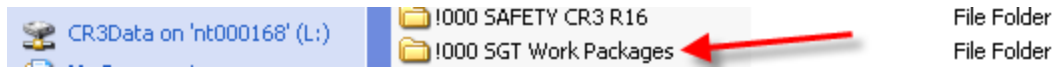Using this process has allowed anyone on site to keep track of work as it progresses.

ROLES AND RESPONSIBILITIES

- **PGN Project Management**: Sign CLIENT approval on Hard Copy of SGT's WP or WPCN as necessary prior to any scanning of document or electronic approval. This prevents having to stop work when the Passport task would have to be "returned" from the "working" status and re-routed through the electronic approval process.

- **SGT Document Control Representative**:   Scan documents (WPs and WPCNs) upon hard copy approval and land the files in the designated folder to be used for the sole purpose of creating links within a PassPort task. Then, email to distribution list of required individuals that the associated document has been uploaded into the shared folder and is ready to be linked into PassPort.

- **SGT Lead Field Engineer or Supervisor**: Ensure that all necessary Reviews have been completed and Approvals have been documented appropriately prior to turning the WP or WPCN over to Document Control for scanning.

- **Planner (or other individual knowledgeable in PassPort)**:   Create PassPort Work Order Tasks for the performance of SGT WPs as necessary. *NOTE* this is not a detailed work task; it is simply a placeholder/tracking mechanism for SGT's work documents. When an email is received from SGT Document Control Representative that approved WPs or WPCNs have been uploaded to the shared folder, create links to the appropriate PassPort task.
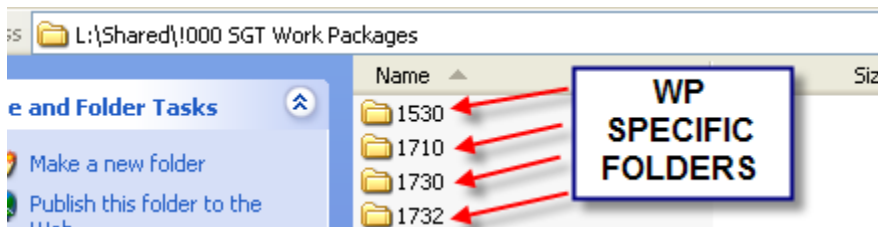
SEQUENCE OF EVENTS:

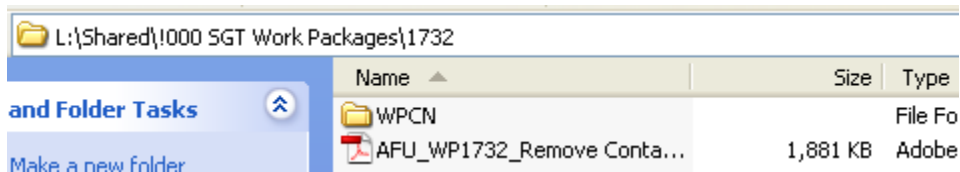As an example; the process would follow the sequence listed below:

1. A folder must be created on the shared drive to be used as a common landing place for approved SGT documents. *NOTE* this folder should not be used for any purpose other than to create PassPort links within a Work Order Task:
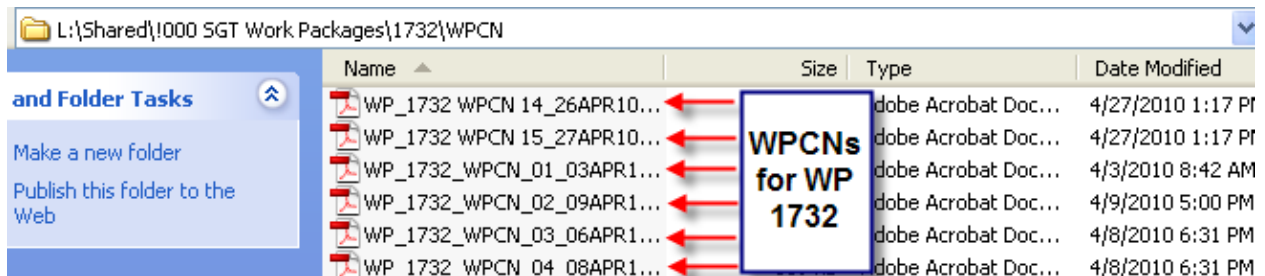

1.1 Within this folder, a folder for each WP can be created:

1.2 Within each WP specific folder, the Approved for Use (AFU) WP resides, along with a folder to land all approved WPCNs.

1.3 Approved WPCNs are landed in the WPCN folder for the subject WP.

2. Planner must create a PassPort Work Order Task to hold and track the approved SGT documents. The Task description may be generic. Ensure that the task is charged to the appropriate cost code. This task will also cover all administrative requirements including clearance requirements, and allow work start authorization.

3. SGT Lead Field Engineer or Supervisor will ensure that all necessary reviews have been completed and all approvals have been documented appropriately prior to turning the WP or WPCN over to Document Control for scanning.

4.   SGT Document Control Representative will scan copies of completed, signed and approved WPs and WPCNs to their appropriate landing location on the shared drive. Then, will send out an email notification to all appropriate individuals stating that the document is approved and ready to be linked to the appropriate PassPort Work Order Task. It may read as follows or similar:

> Please be advised that WPCN #14 for WP 1732 was approved yesterday 26-Apr-10 and WPCN #15 also for WP 1732 was approved today 27-Apr-10 and both have been uploaded onto the L drive: *L:\Shared\!000 SGT Work Packages\1732.*
>
> Thank You!

5.   Planner will create links in the Document References section of the appropriate work order task, to the appropriate file name specified on the Shared drive. *NOTE* none of the files need to be "checked" to print with the package. SGT already has Master copies of their WPs and WPCNs.

OTHER:

It is wise to make a spreadsheet to show the relationship between PassPort Work Orders, ECs, and SGT WP numbers. This is a big help to locate specific PassPort Work Orders related to a specific WPs (or vice versa). The spreadsheet may resemble the following:

Work Order-Ta	Status	EC #	SGT WP	Task Title/Description
1669229-01	RETURNED			SGT, MATERIAL ALLOCATION ONLY, WO 1669229
1669229-02	READY			SGT,R-16 IMPLEMENT TEMP POWER OUTSIDE RB
1669229-03	CXCL/REQ			9,SGT, PROVIDE TEMP.POWER AS NEEDED, EC 70377
1669229-04	WORKING	70377	1735	9,SGT, PROVIDE SUPPORT AS NEEDED, EC 63020
1686388-01	WORKING	74801	1737	Z,CORE DRILL HOLES TO SPPT ROOT CAUSE IAW WP 1737
1686388-02	WORKING	74801		81,BORE SCOPE INSPECTIONS
1686388-03	RETURNED			Z,PT407T RB EXAM& TESTING TO SPPT ROOT CAUSE NCR3
1686388-04	WORKING	74801		Y,CO,OW,SPPT ROOT CAUSE INVEST CTMT MONITORING D
1686388-05	PLAN			Z, MW, TENDON PLATFORM REPOSITIONING FOR CORE BO
1686388-06	WORKING			58,SCAFFOLDING FOR SUPPORT OF CORE DRILLING
1686388-07	PLAN			56,SPPT ROOT CAUSE INVEST CTMT CONCRETE TENDONS
1686388-08	RETURNED			81, SURVEY FOR CONTAINMENT DELAMINATION INVESTIGA
1686388-09	PLAN			56, DE-GREASE LOWER 30' OF TENDONS 34V12, 34V13, 34V14
1686388-10	PLAN	74801		57,REPAIR CONTAINMENT CORE DRILL HOLES (EC74801)
1686388-11	WORKING	74801	1737	Z,CORE DRILL 10 4"X32" ADDITIONAL HOLES IAW WP1737 V
1686388-12	RETURNED			INSTALL TEMP ACOUSTIC MONITORING DEVICES OUTSIDE
1686388-13	WORKING			Z, DYE PENETRANT TEST IN CORE BORE HOLES
1686388-14	WORKING			MECH TO INSTALL EQUIP HATCH IN DOGHOUSE
1686751-02	WORKING	75000		Z,CRANE OPERATION FOR RB DELAMINATION REPAIR,EC-75
1686751-03	H/APPR	75000		58,SGT, PROVIDE SCAFFOLDING SUPPORT, OUT,EC-75000
1686751-04	FINISHED	75000	1730	SGT,PERFORM CRACK ARRESTING IAW WP 1730
1689629-02	CXCL/REQ	75497		55,REROUTE CONDUIT ON CONTAINMENT WALL IAW EC 75
1689629-03	CXCL/REQ	75497		REMOVE/REINSTALL CABLES ON CONTAINMENT WALL IAW
1689629-04	WORKING	75497	1530	55,SGT,REMOVE OUTSIDE INTERFERENCES IAW WP 1530
1689629-05	PLAN	75497	3530	55,SGT,RE-INSTALL OUTSIDE INTERFERENCES IAW WP 3530
1690303-01	RETURNED			SGT MATERIAL **USE WO 1665491**
1690303-02	PLAN	75218	1710	56,SGT,PHASE 2, DETENSION/REMOVE TENDONS IAW WP I
1690303-03	WORKING	75218	1710A	56,SGT,TENDON DETENSION PREPATORY WORK IAW WP I
1690303-04	WORKING	75218	1710B	56, SGT,TENDON DETENSION IAW WP 1710B
1690303-05	PLAN			E, IMPULSE RESPONSE/ IMPACT ECHO TESTING, EC 75218
1690303-06	PLAN			Y, CONTINGENCY PLAN FOR ACOUSTIC MONIT/STRAIN GA
1690322-02	PLAN	75219	1732	57,SGT,PHASE 3, CONCRETE REMOVAL IAW WP 1732

If you have any questions or concerns regarding this document, please contact Canon McCray or Wayne Barnes.

SGT

WPCN

PROCESS

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PURPOSE:

Provide a means of communication to all appropriate individuals about SGTs WPCN (Work Package Change Notice, or Scope change) process. Provide a clear overview of expectations and proposed method of performance in relation to PassPort Work Orders, SGT Work packages, and additional clearance requirements.

This subject matter is open for discussion. The goal is to ensure that we are meeting RNP expectations. Please note that this is not a document stating "how it's going to be done". This is an attempt to lay the foundation for "how it's going to be done" and obtain RNP concurrence. This information is derived from the processes that have worked in the past, (and are still working) for both Progress Energy and SGT during work performance.

THE PROCESS:

- A "single" PassPort Work Order task is generated for the performance of EACH SGT Work Package.
    - This PassPort Work Order will be used to cover all administrative requirements, including clearance requirements for the SGT Work Package performance, and allow initial Work Start Authorization.
    - The documents panel of this PassPort WO will eventually have embedded links to all of the WPCNs associated with the subject SGT Work Package.

To eliminate time restraints*****, a New Work Order task will **NOT** be necessary for each WPCN as they are generated (this is because the vast majority of WPCNs are simply editorial, or addition of forms etc.).

*time restraints: IF a new PassPort WO were generated for each WPCN that is generated, THEN the PassPort WO task would have to have the already approved WPCN attached to the Documents Panel, then routed for an electronic approval in PassPort, then printed upon approval, and additional work start authorized for the WPCN prior to taking an actual work start. In the heat of an outage, this can take a significant amount of time. **Note** that this is also the reason that SGT has a "CLIENT" approval signature slot on all Hard Copies of WPs and WPCNs. The intent is for all hard copies to be totally approved by <u>all</u> appropriate individuals, so that the WPCN may simply be scanned in and embedded in the SGT Work Package.

- In the event that any new additional clearance requirements may be needed or a clearance boundary change is required (see bullet below), THEN a new PassPort WO Task will be generated specifically for the new Clearance Requirements, and the WPCN will still be embedded in the original task that performs the SGT Work Package.

    - The responsibility for the determination of any Clearance Boundary Change requirements relative to the scope of the WPCN are as follows:

        1. SGT Field Engineer has the Primary responsibility to understand the scope of the WPCN relative to the existing clearance boundary and to request a boundary change if required.

        2. Reviewer/approvers of the WPCN.

        3. SGT Cognizant Work Group Supervisors.

- <u>Work Start Authorization</u> – Because there is only a <u>single</u> PassPort WO task that generically performs a specific WP (in its entirety, with all WPCNs included, even those not yet generated), there is only the "initial" Work Start Authorization. The intent is for SGT to operate using this "initial" Work Start Authorization, without having to stop work and obtain an additional Work Start Authorization each time a WPCN is written.

If you have any questions, comments, or concerns about the SGT WPCN PROCESS document, contact Canon McCray or Mike Key via email.