

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 all 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.
- Work Start Authorization – Because there is only a single 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.