

APPENDIX D

CHECKLIST FOR PLANT PROCEDURES

All activities listed below should be covered by written procedures. The list is not intended to be all inclusive nor is it intended to imply that procedures be developed with the same titles as those on the list. This listing is divided into four categories and provides guidance on topics to be covered.

1. Management Control Procedures:

- a. Training
- b. Audits and Assessments
- c. Incident Investigation
- d. Records Management
- e. Configuration Management
- f. Quality Assurance
- g. Equipment control (lockout/tagout)
- h. Shift turnover
- i. Work Control
- j. Management control
- k. Procedure management
- l. Nuclear criticality safety
- m. Fire protection
- n. Radiation protection
- o. Radioactive waste management
- p. Maintenance
- q. Environmental protection
- r. Chemical process safety
- s. Operations
- t. Calibration control
- u. Preventive maintenance
- v. Design Control
- w. Test Control
- x. Laser Safety

2. Operating Procedures

- a. System Procedures that Address Startup, Operation, Shutdown Control of Process Operations and Recovery After a Process Upset
 1. Ventilation
 2. Criticality alarms
 3. Shift routines, shift turnover and operating practices
 4. Decontamination operations
 5. Plant Utilities (air, other gases, cooling water, fire water, steam)
 6. Temporary changes in operating procedures
- b. Abnormal Operation/Alarm Response:

1. Loss of cooling water
 2. Loss of instrument air
 3. Loss of electrical power
 4. Loss of criticality alarm system
 5. Fires
 6. Chemical process releases
3. Maintenance Activities that Address System Repair, Calibration, Surveillance, and Functional Testing
- a. Repairs and preventive repairs of items relied on for safety
 - b. Testing of criticality alarm units
 - c. Calibration of items relied on for safety
 - d. HEPA filter maintenance
 - e. Functional testing of items relied on for safety
 - f. Relief valve replacement/testing
 - g. Surveillance/monitoring
 - h. Pressure vessel testing
 - i. Piping integrity testing
 - j. Containment device testing
4. Emergency Procedures:
- a. Response to a criticality
 - b. Hazardous process chemical releases