

Activity: Authorities and Responsibilities

1.0 Purpose: This guideline provides a method to assure that the authorities and responsibilities for activities conducted by nuclear personnel are clearly defined and effectively implemented.

2.0 Scope: This guideline provides a method to review the adequacy of:

- E The procedures establishing authority and responsibility of nuclear operations personnel.
- E The interfaces between organizations involved in multi- departmental activities.
- E The activities performed by those person(s) assigned those tasks.

3.0 References:

3.1 ANSI N18.7, "Administrative Controls and Quality Assurance for the Operational Phase of Nuclear Power Plants"

4.0 Guidelines:

4.1 In preparation for and during the conduct of this surveillance:

- E Obtain and review implementing procedures, instructions and drawings governing this activity.

- E Prepare a guide or checklist using the selected items from this guideline.

- E Review past surveys, audits, surveillances and other evaluations/ assessments.

- E Ensure that checklists include, where applicable, actual observations of performance, general plant conditions, radiological work practices, housekeeping, work document controls and use, and safety practices.

NOTE: Refer to Guideline A.1, "General Quality Surveillance Guidance," for specific details on the attributes listed above.

- 4.2 Verify that the organization established includes on-site personnel concerned with day-to-day activities of operations, maintenance and certain technical services.

- 4.3 Verify that the lines of communication, authority and responsibility are established from the highest level, through intermediate levels to and including the on-site operating organization (including those off-site organizations responsible for support functions such as procurement, design, etc.).

- 4.4 Verify that persons responsible for cleanliness controls are identified and assigned early on in the process to facilitate the placement of cleanliness requirements in design drawings and procurement specifications.
- 4.5 Verify that persons responsible for housekeeping specify detailed methods and procedures for conducting these activities.
- 4.6 Verify that persons responsible for activities associated with material and service supplies include planning to determine what is to be accomplished, who is to accomplish it, how it is to be accomplished and when it is to be accomplished.
- 4.7 Verify that persons responsible for inspection for safety related activities are qualified and independent of the work being performed and not directly responsible for supervision of the work.
- 4.8 Verify through a review of a representative number of activities that those functions are being carried out consistent with established procedures such as:
 - A. Design activities (including design changes)

- B. Design verification
- C. Inspection planning
- D. Quality Control inspection
- E. Procedure revision/review approval
- F. Document review (supervisory following tests, maintenance and modification)
- G. Unescorted access (security control authorizations)
- H. Corrective action verifications
- I. Reportable occurrences (including 10CFR21)
- J. Material inventory and purchasing (including material return)
- K. Maintenance/modification planning
- L. Drawing revision and update

M. QA record transmittal

N. Material control and storage

O. M&TE out of tolerance reviews

P. Equipment clearance controls

5.0 Other Guidelines for Consideration:

5.1 A.1, "General Quality Surveillance Guidance"