

Activity Operator Aids

1.0 Purpose This guideline provides a method to ensure that operator aids are authorized, approved, posted, and utilized in accordance with established plant procedures.

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

- The procedures establishing the authority and responsibilities for the use of operator aids.
- The operator aids used in plant operations.
- Operator implementation of operator aids.

References

1. INPO Guideline 85-17.

3.0 Guidelines

3.1 In preparation for and during the conduct of this surveillance

- Obtain and review implementing procedures, instructions, and drawings governing this activity.
- Prepare a guide or checklist using the selected items from this guideline.
- Review past surveys, audits, surveillances, and other evaluations/assessments.
- 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 Chapter 1 for specific details on the attributes listed above.

3.2 Assemble and review applicable procedures associated with operator aids to ensure that procedures establish

A. Responsibilities for authorization and approval of operator aids.

B. Methodology for ensuring that operator aids are current and valid.

3.3 Select and review a representative sample of operator aids to ensure conformance to the associated procedure including:

A. The operator aid does not supersede or conflict with other procedures or information.

B. The operator aid supplements procedures and is not used in lieu of procedures.

C. For permanently and nonpermanently installed aids verify

1. Type.
2. Authorized and approved.
3. Posted so as not to obscure instruments and controls.

- 4. Periodic review for correct location and content.
 - 5. Prompt removal when no longer needed.
- 3.4 Interview a representative sample of personnel who utilize operator aids to verify proper understanding of the implementation of operator aids.
 - 3.5 Observe an operator evolution during which operator aids are routinely utilized to verify proper implementation of operator aids.

4.0 Other Guidelines for Consideration

- 4.1 See Chapter 1, "General Quality Surveillance Guidance."