

WP 04-AD3007

Revision 1

CMS Alarm Disable Authorization

Management Control Procedure

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APPROVED FOR USE

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INTRODUCTION

The purpose of this procedure is to provide the Facility Shift Manager (FSM) instructions for authorizing the Central Monitoring Room Operator (CMRO) to disable alarms in the Central Monitoring System (CMS); to establish and maintain a logbook for records of disabled alarms; to provide the CMRO instructions for recording the disabling and enabling of CMS alarms; and to provide the CMRO instructions for performing weekly reviews of the alarm disable logsheets. The scope of this procedure is to maintain configuration control of all CMS alarms at the Waste Isolation Pilot Plant. Completed logsheets generated by performance of this procedure are quality records.

REFERENCES

BASELINE DOCUMENTS

- DOE Order 5480.19, Conduct of Operations Requirements for DOE Facilities
- WP 13-1, Washington TRU Solutions LLC Quality Assurance Program Description

REFERENCED DOCUMENT

- WP 04-CO, Conduct of Operations

PRECAUTIONS AND LIMITATIONS

- The Facility Operations Manager (FOM) or designee is responsible for validating Quality Assurance Records.
- The FSM/designee is responsible for authorizing the disabling and enabling of any CMS alarms.
- The CMRO is responsible for the following:
 - The actual disabling of alarms
 - Enabling CMS alarms
 - Conducting a weekly review of the CMS Alarm Disable Logbook
 - Correcting review deficiencies in the Alarm Disable Logbook

PERFORMANCE

NOTE

For the purposes of this procedure authorization may be per telecon, radio, or by signature of the person giving the authorization.

1.0 ALARM DISABLE AUTHORIZATION LOGBOOK

1.2 A logbook titled CMS Alarm Disable Logbook will be maintained for storage of Alarm Disable Logsheets (Attachment 1).

1.3 The CMS Alarm Disable Logbook will contain a section for listing alarms that are disabled.

1.4 Corrections to logsheet entries will be done in accordance with WP 04-CO.

2.0 CMS ALARM DISABLE AUTHORIZATION

2.1 The FSM/designee or CMRO will determine the need for disabling an alarm in the CMS.

2.2 The CMRO will obtain authorization from the FSM/designee prior to disabling any alarm.

2.3 The CMRO will fill in blocks 1 through 5 on the Alarm Disable Logsheets for the alarm to be disabled.

2.4 The FSM/designee will ensure that the necessary actions are taken to comply with safe operating practices prior to authorizing the disabling of any CMS alarm.

2.5 The CMRO may now disable the alarm.

3.0 REENABLING OF CMS ALARMS

3.1 The CMRO will be aware of the result of reenabling of the CMS alarm.

3.2 The CMRO will obtain authorization from the FSM/designee prior to reenabling of any CMS alarm and enter in block 6 of the logsheet.

3.3 The CMRO will reenable the alarm and enter the date of enable and initials in block 7 of the logsheet.

| 4.0 WEEKLY ALARM DISABLE LOGBOOK REVIEW

- | 4.1 The CMRO will perform a weekly review of the Alarm Disable Logsheets.
- | 4.2 The CMRO will print out a copy of the alarms disabled page.
- 4.3 The CMRO will compare the printouts to the data listed on the logsheets. Any discrepancies will be reported to the FSM/designee for determination of operational impact and any corrective actions required.
- 4.4 When the review is complete, the CMRO will record on the next available line of the logsheet "Review Complete - No Discrepancies" or "Review Complete - Discrepancies Corrected", as appropriate. The CMRO will sign and date the entry.
- 4.5 The CMRO will remove completed logsheets from the logbook and forward them to the FSM/designee for validation.

5.0 RECORDS

- 5.1 The FOM/designee will validate the records and forward them to the Facility Operations records coordinator for storage.

