**Demographics**

Name:

Company:

Facility(s) Name:

Telephone number:

Email Address:

Point of Contact for specific document types if not you:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Drawings | Calcs | Engg Docs | VTDs | FSAR | Proc |
| Name |  |  |  |  |  |  |
| Phone |  |  |  |  |  |  |
| Email |  |  |  |  |  |  |

**Drawings**

Definitions:

Drafter: One who spends 90-100% of their time updating drawings.

Designer: One who spends 0-20% of their time updating drawings.

How many drafters support your facility (either at the site or in the home office)? Note: The count should only include full time permanent employees dedicated to supporting your facility.

How many designers support your facility (either at the site or in the home office)? Note: The count should only include full time permanent employees dedicated to supporting your facility.

How many units do your drafting/designer personnel support?

Do you supplement your full time draftsperson (not designer) work force with outside contractors/temporary employees?

If so, how many drafters?

Approximately how many drawings are maintained for your facility?

Do you use a graded approach for your drawings?

If so, what are they and what are the drawing update frequencies?

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| --- | --- | --- |
| **Class/Priority** | **Brief Description** | **Update Frequency** |
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Can you provide the number of drawings waiting to be updated (total backlog)?

Can you provide the number of drawings waiting to be updated that are beyond your procedural update frequency (total OVERDUE backlog)?

Are NEW drawings, developed for change packages that have been physically installed in the field but have not been issued Active, included in your backlog numbers?

Do you have a drafting standard/procedure?

Do you hold your Engineer of Choice (EOC) to this standard/procedure?

Do you have an “owners acceptance” review of CAD files either created or revised from your EOC (admin review of drafting procedure compliance and incorporation of change paper)?

Are new drawings developed by EOCs turned over to you (native CAD files)?

Have you had any tagging events or equipment/unit trips due to an un-updated drawing (change paper available but was not used)?

If so, can you explain?

What CAD application does your facility use?

**Calculations**

Do you use a graded approach for your calculations?

If so, what are they and what are the document update frequencies?

|  |  |  |
| --- | --- | --- |
| Class/Priority | Brief Description | Update Frequency |
|  |  |  |
|  |  |  |
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Do you require vendors who develop new calculations to turn over the native files (not pdf)?

Do you have a performance indicator for calculations?

If so, what is the backlog (total in-house to be updated) and overdue (beyond procedural update frequencies) numbers?

Do you require, at a minimum, some sort of administrative change package in order to update a calculation?

Do you require a 50.59 review for calculation revisions?

Do you allow vendor calculations (calculations created by a vendor, not in your format) to be added as a Vendor Document?

**Other Engineering Documents**

Do you have a classification/category for digital equipment documentation (including software)?

Do you have a procedure for maintaining this digital documentation?

**Vendor Documents**

Do you have a performance indicator for re-contact vendor document updates (GL 90-03)?

Do you require, at a minimum, some sort of administrative change package in order to update a vendor document?

If not, then do you allow Maintenance Work Instructions to reference vendor documents, or to use the information in the vendor documents to develop Work Instructions?

**FSAR**

Do you maintain figures in your FSAR?

If so, who maintains the figures (drafting, Reg Assurance)?

Do you have plans to remove the figures and only reference design drawings?

**Procedures**

Are procedures included as affected documents (change paper created and statused) within your design change package?

Are your procedures categorized in your change package similar to “needed for turnover to Operations” and “not needed for turnover to Operations”?

If so, how are the “not needed for turnover” procedures tracked to closure?

**Document/Configuration Management**

What software do you use to maintain your Document Management?

Are your Records maintained in that same software?

If not, what software?

Is your configuration maintained in your Document Management software?

If not, what software?

**OPEN**

What question(s) not already listed in this questionnaire do you want answered or addressed at the FCI Breakout session?

During this breakout session, many people request copies of procedures (drawings, VTDs, calcs, etc). If you are willing and able to distribute your procedures, please send me copies with this questionnaire and I will compile them as well. Bring a flash drive to the conference so I can copy them to your drive.