

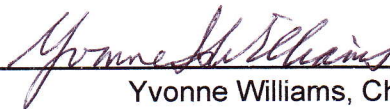
THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS
POWER AND ENERGY SOCIETY
NUCLEAR POWER ENGINEERING COMMITTEE

SUBCOMMITTEE – 3

OPERATIONS, MAINTENANCE, AGING, TESTING, AND RELIABILITY

ORGANIZATION AND PROCEDURES MANUAL

Approved by:



Yvonne Williams, Chair, SC-3

Effective
Date:

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Rev.

1

**The Institute of Electrical and Electronics Engineers
Nuclear Power Engineering Committee, Subcommittee-3
Organization and Procedures Manual**

1.0 Purpose:

The purpose of this document is to provide the members of Subcommittee 3 (hereinafter called SC-3) and each subcommittee working group (WG) with procedures and guidelines for the operations of the subcommittee and the working groups and promotion of the IEEE support of the nuclear industry. IEEE, PES, and NPEC Constitutions, Bylaws, Policies, and Procedures take precedence over this document, if any conflicts arise

2.0 Scope:

SC-3 scope covers development and maintenance of standards, guides, and recommended practices (hereafter called ‘standards’) concerning treatment of matters relating to the operations, maintenance, aging, testing, and reliability of systems and equipment in nuclear facilities. The SC-3 organization and responsibilities are depicted in Figure 1 -- NPEC Subcommittee-3 and Working Groups. Included in the SC activities are coordination with other groups with respect to the acquisition, evaluation, and application of data and the coordination of related nuclear standards. The following are included within SC-3 activities:

2.1 Treatment of matters relating to system requirements and methods for monitoring, maintaining, and testing of equipment during construction, plant startup and operation in nuclear facilities (WG-3.1).

WG-3.1 is responsible for maintenance of:

- IEEE Std 336, Recommended Practice for Installation, Inspection and Testing for Class 1E Power, Instrumentation, and Control Equipment at Nuclear Facilities.
- IEEE Std 338, Standard for Criteria for the Periodic Surveillance Testing of Nuclear Power Generating Station Safety Systems.
- IEEE Std 1819, Standard for Risk-Informed Categorization and Treatment of Electrical and Electronic Equipment at Nuclear Power Generating Stations and Other Nuclear Facilities.

2.2 Treatment of matters relating to plant security systems and equipment for nuclear facilities (WG-3.2).

WG-3.2 is responsible for maintenance of:

- IEEE Std 692, Standard Criteria for Security Systems for Nuclear Power Generating Stations.

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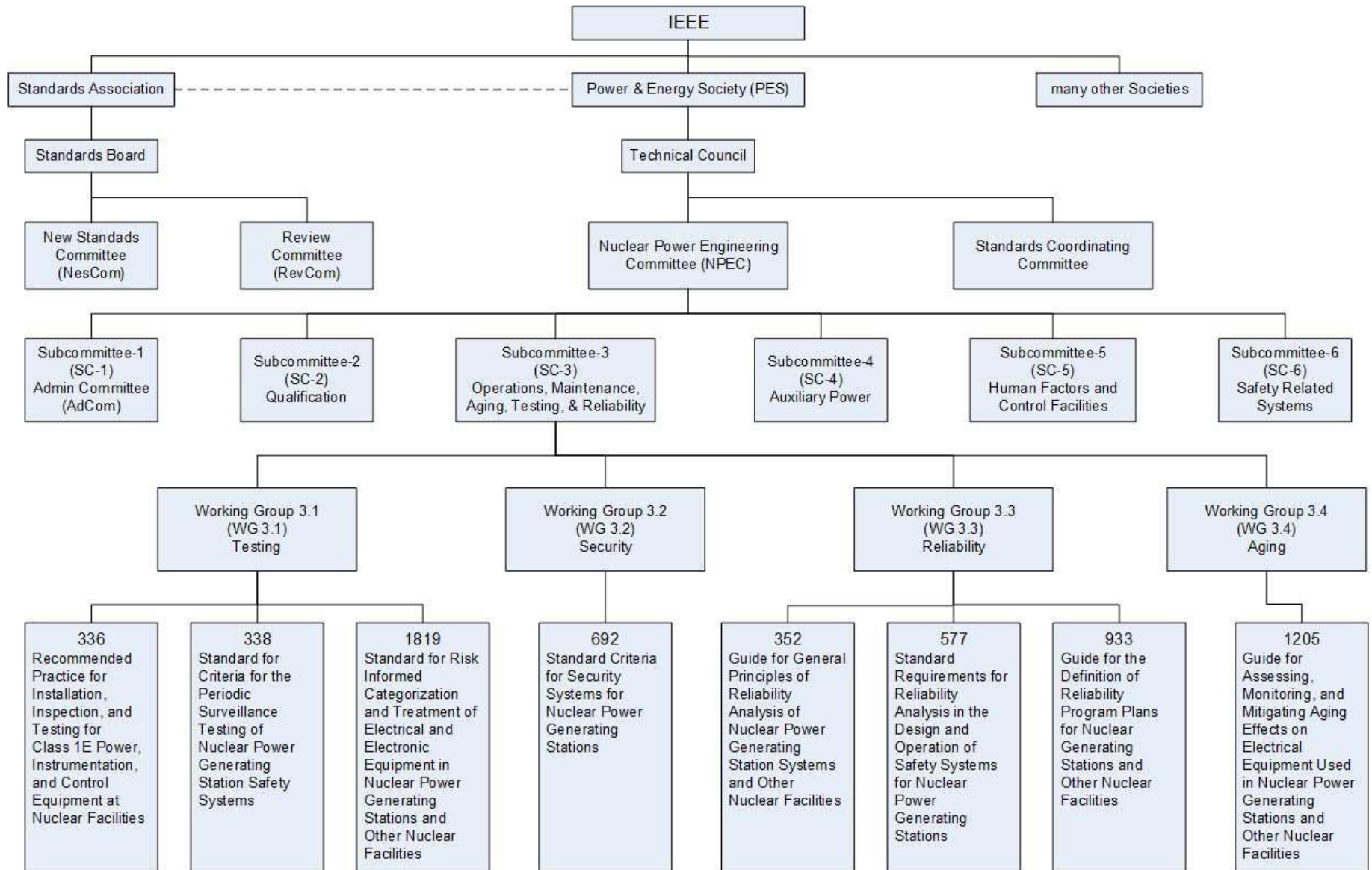


Figure 1 – NPEC Subcommittee-3 and Working Groups

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2.3 Treatment of matters relating to the analysis of reliability and availability of systems and components in nuclear facilities (WG-3.3).

WG-3.3 is responsible for maintenance of:

- IEEE Std 352, Guide for General Principles of Reliability Analysis of Nuclear Power Generating Station Safety Systems.
- IEEE Std 577, Standard Requirements for Reliability Analysis in the Design and Operation of Safety Systems for Nuclear Power Generating Stations.
- IEEE Std 933, Guide for the Definition of Reliability Program Plans for Nuclear Power Generating Stations and Other Nuclear Facilities.

2.4 Treatment of matters relating to the aging and condition monitoring of systems and components in nuclear facilities (WG-3.4).

WG-3.4 is responsible for maintenance of:

- IEEE Std 1205, Guide for Assessing, Monitoring, and Mitigating Aging Effects on Electrical Equipment Used in Nuclear Power Generating Stations and Other Nuclear Facilities.

3.0 Subcommittee Members:

Members of the subcommittee are responsible for coordinating the generation and maintenance of standards and other activities to further the purposes of the subcommittee.

The requirements for membership are:

- 3.1 Membership in SC-3 shall be open to those members of IEEE who express an interest in supporting SC-3 activities:
 - 3.1.1 Participation in SC-3 activities.
 - 3.1.2 Participation in SC-3 Working Group activities.
 - 3.1.3 Regular attendance and contribution to the subcommittee meetings.
- 3.2 Non-IEEE members and members of other IEEE societies and committees can become members of SC-3, if their recognized expertise will enhance the capabilities of the subcommittee.
- 3.3 New members may be nominated by any current member of SC-3. New members shall be appointed by the SC-3 Chair with the concurrence of the SC-3 membership.
- 3.4 Membership shall be sufficiently diverse to ensure balanced representation by the various industry interests (i.e., academic, general interest, government/military, producer, user).
- 3.5 The responsibilities of membership include:
 - 3.5.1 Members shall participate in Working Group activities.

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- 3.5.2 Subcommittee members shall be technically competent in the fields of interest within the scope of the subcommittee.
- 3.5.3 Subcommittee members shall regularly attend and contribute to the subcommittee meetings. After missing two consecutive subcommittee meetings, a review by the subcommittee shall be performed to investigate the intentions of the member concerning future participation in SC-3.
- 3.5.4 Subcommittee members shall work to ensure that the quality of the SC-3 and associated working group deliverables meets the requirements of IEEE, and that those deliverables are acceptable for NPEC review.
- 3.6 Honorary membership may be awarded to distinguished individuals who are long-term members of SC-3 but who can no longer attend meetings on a regular basis and whose knowledge and expertise would add substantively to the subcommittee. An honorary member may participate in meetings but has no voting privilege. Honorary members may be appointed by the SC-3 Chair with the concurrence of the SC-3 membership. Honorary members receive meeting notices and are included on distribution for meeting minutes.
- 3.7 Corresponding membership to the subcommittee may be offered to individuals, who are long-term members of SC-3, to utilize the expertise of those who are not normally able to attend the SC-3 meetings. Corresponding members should participate in SC-3 activities, but do not have any voting privilege. Corresponding members to SC-3 shall be appointed by the SC-3 Chair, with the concurrence of the SC-3 membership. Corresponding members receive meeting notices and are included on distribution for meeting minutes.

4.0 Officer Responsibilities:

The officers for SC-3 consist of the Chair, the Vice-Chair and the Secretary. The term for these offices runs concurrently, typically two years. The SC-3 Chair shall be appointed by the NPEC Chair with consideration of the recommendations of the SC-3 membership. The Vice-Chair and Secretary are appointed by the Chair, subject to concurrence by the SC-3 membership and confirmation by the NPEC Chair. In general, the succession is from Secretary to Vice-Chair to Chair. The assistance of other subcommittee members may be requested by these officers (e.g., a Webmaster to maintain the SC-3 website); however the ultimate responsibility remains with the officer making the request.

4.1 Subcommittee Chair

The duties and responsibilities of the subcommittee Chair include, but are not limited to, the following:

- 4.1.1 Develop the subcommittee meeting agendas, generally four weeks in advance of the meetings, and preside at those meetings.

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- 4.1.2 Organize and maintain the subcommittee with suitable working groups to carry on its work. Coordinate SC-3 and its WG activities in conjunction with the other SC-3 officers and WG chairs.
- 4.1.3 [Deleted]
- 4.1.4 Refer proposals for new work or revisions to the scope of old work to the NPEC Chair.
- 4.1.5 Provide appropriate liaison for working groups and outside groups to contribute to the development of assigned standards.
- 4.1.6 Coordinate jointly sponsored projects involving participation of multiple SC's and/or external organizations.
- 4.1.7 Serve as member of the NPEC Administrative Committee (SC-1) (ADCOM).
- 4.1.8 Keep work on standards projects on schedule and strictly within bounds of the approved scope.
- 4.1.9 Conduct assigned standards development work in conformance with established IEEE SA requirements.
- 4.1.10 Arrange for technical meeting presentations at SC-3 meetings and NPEC meetings.
- 4.1.11 Keep SC-1 (ADCOM) and NPEC fully informed of the status of assigned projects.
- 4.1.12 Provide NPEC with written subcommittee reports at each NPEC meeting.

4.2 Vice Chair

The SC 3 Vice-Chair shall assume the duties of the Chair in the event of the Chair's absence or incapacity. The Vice-Chair shall perform such other duties as may be assigned by the SC-3 Chair, typically including maintenance of the SC-3 standards schedule and maintenance of this Operations and Procedures Manual.

The SC-3 standards schedule is the tool used by the subcommittee to plan the revision cycle and establish a schedule for review for each of its assigned standards and keep track of progress towards that goal.

4.3 Secretary

The responsibilities and duties of the SC-3 Secretary include, but are not limited to, the following:

- 4.3.1 Maintain current roster for the subcommittee and its working groups and distribute the roster to SC and WG members.
- 4.3.2 Keep the membership informed of scheduled meetings and agendas.
- 4.3.3 Issue Action Items List.

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- 4.3.4 Maintain the permanent record of each subcommittee meeting in the form of meeting minutes. The draft minutes shall be communicated to SC-3 members, preferably within the six weeks immediately following the meeting.
- 4.3.5 Maintain a record of members appointed, dismissed, and/or reinstated to SC-3.
- 4.3.6 Provide to new incoming members a link and login information for the NPEC and SC-3 websites, where the NPEC, SC-3 and WG information can be obtained, including the following:
 - i. NPEC Organization and Procedures Manual
 - ii. IEEE Standards Style Manual
 - iii. IEEE Standards template and instructions
 - iv. SC-3 Organization and Procedures Manual (this document)
 - v. SC-3 meeting minutes and presentations made at meetings
 - vi. SC-3 and WG membership information
- 4.3.7 In the event of the Vice-Chair's incapacity, the Secretary shall assume any or all of the powers and duties of the Vice-Chair, as requested by the Chair.
- 4.3.8 Maintain the SC-3 finances, including:
 - a) Maintain financial records for the SC.
 - b) Control all funds into and out of the subcommittee's bank account or cash.
 - c) Follow IEEE policies concerning standards activities and finances.
 - d) Adhere to the [IEEE Finance Operations Manual](#).
 - e) Prepare the year-end financial reconciliation, including WG finances, for submission to the NPEC Secretary, as necessary.

5.0 Meetings

SC-3 shall conduct at least two subcommittee meetings each year. Meeting locations should preferably coincide with NPEC meetings. If not, meeting location should take into account the availability of facilities and accessibility, and it shall be approved by the members. The meeting notice (time and place) should be communicated to each SC-3 member in a timely manner.

6.0 Conduct of Business

The procedure for conducting business by SC-3 shall be as follows:

- 6.1 The quorum necessary to transact the general business of SC-3 shall be 50 percent of SC-3 voting members.

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- 6.2 In transacting general business, a motion is passed if a simple majority of the votes cast, excluding abstentions, is affirmative.
- 6.3 When approving documents for submittal to NPEC, such as standards, an affirmative vote is required by a minimum two-thirds of the votes cast, once a quorum is established. Electronic means or telephone calls may be used to obtain the votes of members unable to attend the meeting, if required. Results of a vote are to be documented in summary form, and may be reported in meeting minutes or a separate memo.

Should business be conducted outside of the subcommittee meetings, the above requirements shall again be followed.

7.0 Working Groups

Additional details on the organization and operation of the working groups are provided in the NPEC Working Group Policies & Procedures.

- 7.1 A working group should consist of at least five (preferably 10) SC-3 members, consulting with others as necessary.
- 7.2 The function of a Working Group is to complete the assignments (typically standards maintenance) as directed by the SC-3 Chair.
- 7.3 Each Working Group shall be headed by a Chair, appointed by the SC-3 Chair. The Working Group Chair shall be a member of IEEE, SC-3, and the IEEE Standards Association (SA). A Vice-Chair and other Working Group officers may be appointed by the Working Group Chair. Each Working Group Chair shall maintain a file of concerns to be dispositioned at the next update of the output document (generally these concerns are identified through the comment process). The WG Chair is the point of contact for SC-3 matters regarding the WG, and coordinates with the SC-3 officers.
- 7.4 The Working Group shall review each assigned standard for currency and to determine appropriate standard maintenance actions, in accordance with the schedule established within the SC-3 standards schedule.

8.0 Hierarchy

The latest version of several documents takes precedence over these procedures in the following order:

New York State Not-For-Profit Corporation Law
IEEE Certificate of Incorporation
IEEE Constitution
IEEE Bylaws
IEEE Policies
IEEE Board of Directors Resolutions
IEEE Standards Association Operations Manual

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IEEE-SA Board of Governors Resolutions
[IEEE-SA Standards Board Bylaws](#)
[IEEE-SA Standards Board Operations Manual](#)
IEEE-SA Standards Board Resolutions
[IEEE Power and Energy Society Constitution](#)
[IEEE Power and Energy Society Bylaws](#)
[IEEE/PES/NPEC Organization and Procedures Manual](#)
NPEC Policies and Procedures
NPEC Working Group Policies and Procedures
IEEE/PES/NPEC/SC-3 Organization and Procedures Manual (this document)

Robert's Rules of Order Newly Revised (RONR) is the recommended guide on questions of parliamentary procedure not addressed in these procedures.

9.0 Subcommittee roster

A subcommittee roster serves as a record of members and participants in the subcommittee and is an initial tool if an issue of indemnification arises.

The Secretary, or designee, shall maintain a current and accurate roster of members and participants in the subcommittee. The roster shall include at least the following:

- a) Title of the Sponsor and its designation (IEEE Power and Energy Society (PES) Nuclear Power Engineering Committee (NPEC)).
- b) Title of the subcommittee and its designation.
- c) Officers--Chair, Vice-Chair, & Secretary (as applicable).
- d) Members and participants (including names, addresses, email addresses, phone numbers, and affiliations for all members).

A copy of the subcommittee roster shall be supplied to the IEEE Standards Association at least annually by the Secretary or designee, as requested. Due to privacy concerns, the roster shall not be distributed, except to the IEEE-SA staff, IEEE-SA Board of Governors and IEEE-SA Standards Board, unless all members and participants have submitted their written approval for such distribution, as required by IEEE regulations. The subcommittee roster may be distributed to the members and posted on the private SC-3 website, solely for the conduct of subcommittee and WG business. Any abuse of this policy shall be cause for immediate dismissal of the WG member(s).

10.0 Conduct

It is expected that participants in the subcommittee behave in a professional manner at all times. Participation shall demonstrate respect and courtesy towards officers and each other, while allowing participants a fair and equal opportunity to contribute to the meeting, in accordance with the [IEEE Code of Ethics](#).

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Participants shall comply with all applicable laws (national and international) and act in accordance with all IEEE Standards policies and procedures. Where applicable, participants shall comply with [IEEE Policies Section 9.8](#) on Conflict of Interest.

11.0 Communications

Formal inquiries relating to the subcommittee should be directed to the Chair and recorded by the Secretary. All replies to such inquiries shall be made through the Chair. These communications shall make it clear that they are responses from the subcommittee.

12.0 Modifications to these procedures

These Policies and Procedures outline the orderly transaction of business by the Subcommittee. Recommendations for changes to this document should be forwarded to the Chair for consideration. The Subcommittee Chair should periodically direct a review and potential update of the document.

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**Appendix A
Policies and Procedures for SC-3 Working Groups**

DELETED

[Refer to NPEC WG P&P]