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Dear PROMS customers,

I hope your summer is going well and the plant(s) are operating smoothly. The purpose of this email is to possibly start a discussion with you on expanding the use of PROMS. This may be beneficial for the procedure writers who use PROMS, the manager of a group that has procedure maintenance responsibility, and for the overall plant. Over the past few years, we have had customers implement additional procedure sets, which has improved the efficiency in maintaining their documents. Considerations for sets to be included in PROMS are Operations, Admin, Chemistry and Maintenance. Currently, one plant has placed all of their procedures into the PROMS application.

There are many benefits of having more procedure sets in PROMS. For example,

- The ability to perform global searches across multiple procedure sets. Having more procedure sets in PROMS makes global searches even more useful.
- All procedure sets are easily accessible on the PROMS Navigation ("Tree view") panel.
- Greater consistency in the procedure formats. Volian can create a single column format to handle many different single column procedure sets for the plant. PROMS can handle many of the unique features of procedure sets.
- Use of Library documents across procedure sets to promote consistency in the following areas:
 - Cover Pages
 - Foldout Pages
 - Revision and Continuous Action Summaries
 - Attachments
- Consistent use of information stored in Referenced Objects, including how equipment is referenced within the procedures.
- PROMS can handle work flow revisions and store the approved version of procedures for easy access and to provide a mechanism for quick (i.e., "Pen and ink") changes to the approved without impacting the current "working draft" of a procedure in the middle of a revision.

PROMS has a unique feature titled "Parent/Child Publishing Capability" (P/C PC), which numerous PROMS customers are using. This feature allows the procedure writer to maintain a single (i.e., Parent) procedure and create multiple (i.e., Child) procedures from the single parent. For example, for a two-unit plant that only has minor differences between the units, the Unit 1 procedures will be very similar to the Unit 2 procedures. In PROMS, the procedure writer would maintain a single procedure and then print either the Unit 1 version or the Unit 2

version. Unit number differences as well as equipment numbering is handled automatically by PROMS. If there are minor differences in procedure text that is needed, the procedure writer can specify whether a step is applicable to Unit 1, Unit 2, or both. The default is both. There is no limit to the number of Child procedures that can be maintained by a single Parent procedure. The key to this feature working efficiently is the initial setup of the Equipment Referenced Objects and the P/C PC parameters. Volian can assist the plant in ensuring this feature is set up properly as part of the PROMS Maintenance budget, if possible.

I have attached a comparison of PROMS to Microsoft Word that outlines the key differences between using a standard word processor like Microsoft Word and PROMS.

For many of you, the procedure sets outlined below are already in PROMS. However, you may not be taking full advantage of all the robust features that are built into the application. To implement many of the improvements recommended by Volian requires a relatively small amount of effort by Volian that may be able to be funded by your PROMS Maintenance budget depending upon the scope involved and the budget that is left. For larger efforts, including converting additional procedure sets into PROMS, Volian will send a formal proposal.

PROMS has features that will help all the procedure writers at the plant. Below are some examples of unique features that can help maintain specific procedure sets:

Alarm Response Procedures

Whether local or control room annunciators are analog or digital alarms, Alarm Point procedures have several unique aspects that can make them difficult to maintain. First is the sheer number of alarm points. Today's fully digital control room could easily have over ten thousand alarm points. Even the older analog control rooms will have several thousand alarm points. This makes even keeping track of up-to-date files a challenge for other procedure authoring platforms. Typically alarm point procedures are grouped together into Alarm Response Procedures (ARPs) based on systems for electronic alarms or alarm panel for analog alarms. The PROMS navigation ("tree view") panel is ideal for organizing the thousands of alarm points so that it is simple to navigate to the correct alarm point procedure. PROMS allows the user to group alarm points by system, alarm panel, or any other useful category. For example, for an analog control room, each alarm panel could be a procedure set in PROMS with each alarm window having a separate alarm point procedure. PROMS has a unique method of combining all the individual alarm point procedures into a single Alarm Response Procedure pdf file when creating the ARP file.

Typically, each Alarm Point procedure will have information related to the alarm point at the top of the first page of the alarm point. For electronic I&C systems, this information is stored in the electronic platform (e.g., Ovation for Westinghouse systems) that can be exported to a spreadsheet format. Volian has developed a method for populating a PROMS RO database using the information from that alarm point spreadsheet. Once the information is in ROs, Volian has created a method using the PROMS format file and PROMS coding to automatically populate the alarm point information onto the Alarm Point procedure page. If the alarm point information changes, then the RO data can be modified either manually by you, or Volian can repopulate it for you without impacting any existing RO links. For electronic procedures that need the PDF files for the display system, PROMS can name the pdf files correctly to allow direct input into the electronic platform.

Abnormal Operating Procedures

The expansion of PROMS use to Abnormal Operating Procedures (AOPs) is a natural extension from the EOPs that many of our customers have already done. Some plants have single column AOPs, others have two column AOPs, and others have both. Regardless, Volian can develop a format that conforms to your writer's guide requirements. The AOPs typically have many of the same actions as in EOPs and use the same setpoint values and equipment nomenclature that you may already have in Referenced Objects. The AOP set could benefit from sharing this information with the EOPs potentially making both sets more consistent.

Some AOPs, including procedures based on the PWROG Abnormal Response Guidelines (ARGs), would typically have background and/or deviation documents associated with them. The Enhanced Document feature in PROMS can be used to ensure consistency between the procedure and its supporting documents.

SAMGs

The Severe Accident Management Guidelines (SAMGs) at plants are based on the generic PWROG SAMGs. The PWROG developed an innovative method of displaying supplemental information on the facing page of the printed procedure. For word processors, this proved problematic to keep the supplemental information aligned with the procedure steps. For that reason, many plants decided to forgo this approach and simply created an attachment for the supplemental information. Volian developed a method to ensure that the supplemental information always aligns with its corresponding step. To our knowledge, PROMS is the only procedure maintenance system that can do this!

The SAMGs consist of both single-column and two-column procedures. Volian can create specific formats for both, or the plant could use their EOP format for the two-column procedures and their standard universal single-column format for the single-column procedures.

System and Surveillance Procedures

What sets System and Surveillance procedures apart from other procedure sets is the sheer volume of equipment that is referenced. PROMS can help manage that volume. If you currently do not have a complete equipment RO database, then Volian can autoloading your equipment data from any Excel or comma delimited file. In doing so, we can filter out equipment/systems that are not applicable. For example, the potable water system is probably not referenced in your procedures, but may be included in your total plant equipment database.

Many of these procedures have either checklist attachments or valve lineups. Volian can create specific formats for these sections that make them easy to maintain.

Surveillance Test procedures typically have "Acceptance Criteria" that periodically change and are used in a number of locations within the procedure set. Thus, they are an ideal candidate to be stored and maintained in an RO database. Volian has set up an Acceptance Criteria RO database for one customer and it is straight forward to implement.

Electrical Procedures (Instrument Failure Guides)

Electrical procedures, such as Instrument Failure Guides, have multiple procedures that are very similar. For example, the "A" train procedure would be very similar to the corresponding "B" train procedure. This makes the P/C PC feature of PROMS very useful to maintain the procedures. Similarly, instrument channel procedures can use the P/C PC feature as well.

These single column procedures can take advantage of all the features for the other procedure sets described above.

If you are interested in finding out more information about expanding the use of PROMS at your plant, please contact me.

Sincerely,

Paul A. Linn

Paul A. Linn
Vice President