

NRC INSPECTION MANUAL

INSPECTION PROCEDURE 30800

INITIAL MANAGEMENT MEETING MATERIALS LICENSEES

PROGRAM APPLICABILITY:

30800-01 INSPECTION OBJECTIVE

To inform management of the role of the Office of Inspection and Enforcement and general inspection and enforcement policy and procedures.

30800-02 INSPECTION REQUIREMENTS

Conduct a meeting with management to discuss the role of the Office of Inspection and Enforcement in the NRC organization, the inspection program, inspection techniques, policy of unannounced inspections, enforcement policies and procedures, and other appropriate subjects.

30800-03 INSPECTION GUIDANCE

The major topics to be covered in this meeting are:

A brief description of IE functions, inspection techniques, policy for unannounced inspections, methods of taking enforcement actions, use of consultants by IE, the conduct of entrance and exit interviews, and the provisions of Part 19.

Emphasize that inspections are made on a random sampling basis of various licensee activities and do not replace or supplement the requirements for the licensee to have effective management controls and audits.

Summarize problems noted in other, similar licensed activities (do not identify other licensees by name) which may be applicable to the licensee's operation, and which are appropriate subjects for a management discussion.

Summarize important items about the level of compliance or performance expected of the licensee which are appropriate for a management discussion.

END