

### SENIOR RESIDENT INSPECTOR SITE TURNOVER

#### 1202-01 PURPOSE

To provide general guidance for a Senior Resident Inspector (SRI) to follow during the turnover of a site upon reassignment.

#### 1202-02 OBJECTIVES

This manual chapter (MC) provides general guidelines for the transfer of responsibilities between the incoming and outgoing SRIs.

#### 1202-03 APPLICABILITY

This Manual Chapter should be initiated approximately 60 days before the reporting date for the incoming SRI. The Appendices to this MC should be completed, to the extent possible, prior to the departure of the current Senior Resident Inspector and before the new Senior Resident Inspector assumes the duties and responsibilities of the site.

#### 1202-04 RESPONSIBILITIES AND AUTHORITIES

##### 04.01 Outgoing SRI

- a. Review the attached appendices and develop a schedule to adequately accomplish the recommended actions. Coordinate this schedule with the incoming SRI
- b. Request a listing from Division of Resource Management and Administration (DRMA), of property items assigned to the site and the SRI.

##### 04.02 Incoming SRI

- a. Conduct turnover of site responsibilities addressing each action in appendices A-C as appropriate.
- b. Complete the example "Property Account Change Form" Attachment D or similar form for accepting control of property.

- c. Document completion of turnover to the responsible NRC managers, including copies of the completed attachments or similar forms.
- d. Assume responsibility as SRI at the new site, after obtaining a clear understanding of the status of the inspection program, of all open inspection items, other safety issues as discussed in the Plant Issues Matrix (PIM), and the status of all assigned staff.

04.03 Projects Branch Chief

- a. Review and coordinate turnover process.
- b. Prepare short biography of incoming SRI prior to SRI reporting date. Assure a press release is prepared announcing the assignment of a new SRI to coincide with the SRI's reporting date. Specifically notify state and local emergency preparedness officials of the impending turnover.

04.04 Public Affairs Officer

- a. Issue press release announcing new SRI assignment to coincide with the new SRI's arrival at the site.

END

Appendices:

- A. Site Responsibilities
- B. Property Turnover
- C. Personnel Matters
- D. Property Account Change Form

ATTACHMENT A  
SITE RESPONSIBILITIES

- I. Review Site Activities and discuss the following:
  - A. Review Inspection Plan (IP), Site Activity Schedule (SAS), Plant Issues Matrix (PIM) and Items Report (IR).
    1. Review status of current inspection plan and status of inspection procedures. Pay close attention to the status of open Temporary Instructions (TIs).
    2. Review the current end of cycle review annual assessment letter with attached PIM issued to the licensee.
    3. Review current PIM report.
    4. Review current Site Activity Schedule.
    5. Review last Agency Action Review package.
    6. Discuss plant-specific risk insights with Senior Reactor Analyst.
  - B. Allegations
    1. Discuss with Branch Chief all open allegation issues.
    2. Status of long-standing issues (Department of Labor, Office of Investigations, etc.).
  - C. Item Reporting
    1. Review IR open items for the site and with special emphasis on the age of any unresolved items and violations.
    2. Review status of any open Safety Issues Management System (SIMS) items. Contact the Technical Support Staff for a current printout.
  - D. Review any special licensee corrective actions.
    1. Review any outstanding Confirmatory Action Letters, Orders, or Notices of Discretionary Enforcement (NOED).
  - E. Site Organization
    1. Review site organization chart.
    2. Meet key licensee management.
    3. Tour the entire facility, as accessible.
    4. Tour control room, vital equipment lineups, problem annunciators and other abnormal or repetitive problem equipment.
    5. Discuss any plant/equipment problems for which the root causes might not have been resolved.
    6. Meet as many control room Shift Supervisors as possible.

## II. Emergency Response

- A. Turnover of NRC pager and discuss local contractor for pager service. (complete form in Attachment 4)
- B. Tour Emergency Operations Facility, Technical Support Center, Operations Support Center and backup facilities.
- C. Discuss licensee emergency procedures for communities and states within 10 mile radius.
- D. Discuss resident response capability - commuting time.
- E. Review licensee's incident response procedures and evacuation routes.
- F. Review any unique requirements such as hurricanes, earthquakes, and fire emergencies, i.e. (satellite phone), etc..
- G. Review procedure for testing system sirens and emergency communication systems.
- H. Discuss notification agreement with licensee for calls to SRI/RI.
- I. Discuss location of hospitals for medical emergency involving contaminated personnel.

## III. Office Access and Work Hours

- A. Turnover of office keys and note location of all other keys.
- B. Review licensee work hours and department makeup and shifts.
- C. Review resident staff work hours and assignments.
- D. Review with Branch Chief status of Site Back shift and Deep Back shift, and Inspection Utilization.

## IV. Office Equipment, Supplies, Mail

- A. Review filing system with site secretary.
- B. Review repair contracts for fax, copier, computers, etc..
- C. Status of supplies, hardhats, etc..
- D. Review method of sending and receiving local mail and overnight express mail.

## V. Local Officials and Public Document Room (PDR)

- A. Discuss or visit the local PDR.
- B. Call or meet with meet local officials to introduce the incoming SRI.
- C. Prepare a short biography of the incoming SRI and submit to the Regional Public Affairs Officer for press release approximately 60 days prior to reporting to the site.
- D. Discuss local media interest issues and contacts.

## VI. Backup Site Responsibilities

- A. Review backup site responsibilities.
- B. Identify any required training and access requirements.

VII. Site Security

- A. Discuss site security plan.
- B. Review safeguards material storage, if any.
- C. Learn office safe combination if applicable.

VIII. Site Access Requirements

- A. Arrange site badging for incoming SRI.
- B. Provide updated NRC-4 forms to the Regional Radiation Safety Officer (RSO).
- C. Discuss training and access requirements for contaminated areas and vital areas such as the containment and the Central Alarm Station (CAS).

END

ATTACHMENT B

PROPERTY TURNOVER

Property transfer will be conducted in accordance with the applicable Regional Office Instruction "Property Management System".

Incoming  
SRI Initials

- I. Outgoing SRI will obtain a listing from the Region Property Custodian one month in advance of the arrival of the incoming SRI for all property assigned to site or the SRI that is to remain at the site. \_\_\_\_\_
- II. Outgoing SRI complete a Property Account Change Form (Attachment 4) for all property assigned at the site to be transferred to new SRI. \_\_\_\_\_
- III. Incoming SRI will sign Property Account Change Forms and accept control of the property and note any problems on the Property Account Change Forms. \_\_\_\_\_
- IV. Outgoing SRI will turnover long distance calling card if one exists for the site resident office. Incoming SRI will review FTS 2000 Authorization Code Cards (as applicable). \_\_\_\_\_
- V. Outgoing SRI will turnover pager(s) to incoming SRI and complete Property Account Change form. \_\_\_\_\_

END

ATTACHMENT C  
PERSONNEL MATTERS

- I. Appraisals and Individual Development Plans
  - A. Discuss status of personnel appraisals. Provide written appraisal input to incoming SRI for all site employees as appropriate. Contact Human Resources to determine if summary appraisals are to be conducted at turnover.
  - B. Review employee background information (education and experience), and IDPs concerning planned training, and assignments (special inspections, etc.)
  
- II. Inspection Assignments
  - A. Discuss division of assigned inspector activities.
  - B. Review outstanding issues with residents and office assistant(s).

END

# PROPERTY ACCOUNT CHANGE FORM

(Please Use a Separate Form for Each Item)

TAG NO.: \_\_\_\_\_

ITEM DESCRIPTION: \_\_\_\_\_

JUSTIFICATION: (Please check one)

- \_\_\_\_\_ Reassignment/Detail/Rotation/Promotion
- \_\_\_\_\_ Exit (Termination/Resignation/Retirement)
- \_\_\_\_\_ Convenience/Space
- \_\_\_\_\_ Excess
- \_\_\_\_\_ Useable (No longer Needed)
- \_\_\_\_\_ Other \_\_\_\_\_

## TRANSFERRED FROM (Person Assigned)

NAME: \_\_\_\_\_  
(Print)

DIVISION: \_\_\_\_\_ ROOM NO./LOCATION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ (Date)

PINK COPY OF 119 ATTACHED:  (yes)  (no)

## TRANSFERRED TO

NAME: \_\_\_\_\_  
(Print)

SUPERVISOR: \_\_\_\_\_

DIVISION: \_\_\_\_\_ ROOM NO./LOCATION: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_  
(Signature)

COMMENTS: