

**CENTER FOR NUCLEAR WASTE
REGULATORY ANALYSES**

TECHNICAL OPERATING PROCEDURE

Proc. TOP-025

Revision 0

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Title **TOP-025 Preparation of NRC Assessment Reports**

EFFECTIVITY

Revision 0 of this procedure became effective on August 2003.

This procedure consists of the pages and changes listed below.

<u>Page No.</u>	<u>Change No.</u>	<u>Date Effective</u>
ALL	0	9/8/03

Supersedes Procedure No.

Approvals			
Written by <i>Robert Brient</i> Robert Brient	Date 9/5/03	Technical Review <i>R. Weber</i> Rod Weber	Date 9/3/03
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1 PURPOSE AND SCOPE

This procedure describes the method for planning and preparing reports for U.S. Nuclear Regulatory Commission (NRC) assessments of U.S. Department of Energy (DOE) activities. These assessments may include observation audits, audits, and inspections. The Center for Nuclear Waste Regulatory Analyses (CNWRA) is frequently assigned the responsibility for preparing reports.

2 RESPONSIBILITY

3.1 Director, Quality Assurance

The CNWRA Director of Quality Assurance (QA) has overall responsibility for implementation of this procedure.

3.2 Report Author

The report author, assigned by the Director of Quality Assurance, is a member of the assessment team. The author is responsible for planning the report, compiling the input, preparing the final draft, and resolving review comments.

4 PROCEDURE

4.1 Report Schedules

In order to meet report deadlines, the following schedule commitments must be met:

- All team input shall be complete and provided to the lead author by the conclusion of the assessment activity.
- The final draft report shall be submitted to Director of Quality Assurance within 5 working days after the assessment activity.
- Required reviews (see QAP-002) shall be completed within 9 working days after the assessment activity.
- Shipment of the report to NRC shall be completed within 10 working days after the assessment conclusion.

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4.2 Assignment of the Report Lead Author

4.2.1 NRC and CNWRA assessment team members (including the lead author) shall be trained and qualified. For observation audits, training should be in accordance with NRC Inspection Manual Chapter 2410, Conduct of Observation Audits. Lead authors shall be experienced in assessment and familiar with the report approach and content as described in Inspection Manual Chapter 2410, section 2410-08.

4.2.2 The Director of Quality Assurance shall assign a lead author from among the CNWRA members of an assessment team, consistent with the requirements of section 4.2.1.

4.2.3 The Director of Quality Assurance shall coordinate with the supervisor of the assessment report lead author to ensure that the assignee can dedicate full time to the report for at least the 5 working days immediately following the conclusion of the assessment activity.

4.3 Report Planning and Coordination

4.3.1 Planning for the report shall begin prior to departing for the assessment. The lead author shall review the assessment plan and associated documentation and review the report template. Based on the available information and using the report template, an initial outline and organization of the report shall be prepared.

4.3.2 The lead author shall consult with the assessment team members and coordinate with the team lead regarding their individual inputs and team conclusions. The lead author shall review previously issued example reports with the other team members so that the content, level of detail, and approach are understood, particularly by less experienced members. Team members should be reminded that their complete input must be provided before the conclusion of the assessment. The team lead's concurrence should be obtained for the general organization of the report.

4.3.3 During the assessment, the lead author shall have word processing equipment available and shall enter information into the draft report as the information becomes available.

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4.4 Report Compilation

4.4.1 Before the assessment exit conference, the observation team shall convene to develop their conclusions for the balance of the report.

In addition, the individual team member contributions to the report shall be provided. The lead author should review the contributions before the assessment conclusion in order to clarify or resolve any questions, with the assistance of the lead observer as necessary.

4.4.2 The lead author shall compile the information obtained during the assessment and the team member contributions into the format of the report template. The lead author should edit the contributions from the other team members as needed for consistent grammar and style.

4.4.3 No later than the 5 working days after the assessment conclusion, the lead author shall submit the draft report to the Director of Quality Assurance to begin the report review and comment resolution process in accordance with QAP-002.

4.5 Report Submittal

4.5.1 Assessment audit reports shall be indicated as "PREDECISIONAL" on the header of each page of the report.

4.5.2 The QAP-002 review and comment resolution process shall be scheduled and completed so that the report can be submitted to NRC within 10 working days after the assessment activity.

4.5.3 A standard transmittal letter shall accompany the report for delivery.

5 RECORDS

Assessment reports shall be maintained as permanent QA records as required by QAP-012.