Checklist for Project Managers and Backfit Coordinators to Verify the Document Profile Fields for the Externally-Generated Facility-Specific Backfit Documents

The following values are critical for accurate document retrieval:

ADAMS Document Profile Fields	Review Document for Accuracy and Changes Are changes needed?	
	No	**Yes**
	No Action Required	**Take the following actions**
Document Date (Date on the document)		Send corrections to ADAMSIM[1] via e-mail
Title		Construct an appropriate title using the following format: name of facility, backfit claim initiator (who initiated the backfit issue, NRC or licensee), and the document subject heading. Advise ADAMSIM via e-mail to make necessary corrections. Example: Donald C. Cook Nuclear Plant, Units 1 and 2, NRC, "Backfit Determination for Degraded Voltage Protection at D. C. Cook." **Note:** PM/BC must consult the agency records.
Author Name (Select the name from the incoming cover letter)		Send corrections to ADAMSIM via e-mail.
Author Affiliation (Select Licensee/Certificate Holder, company/utility or association from the cover letter)		Send corrections to ADAMSIM via e-mail.

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[1] After auditing externally-generated backfit documents, the Project Manager or Backfit Coordinator (PM/BC) will contact the ADAMSIM staff via e-mail to identify appropriate corrections. Be sure to include the ML# of the document and a verbatim correction. At the PM/BC's request, the ADAMSIM staff will make appropriate corrections to the document profile field to ensure its accurate retrieval.

ADAMS Document Profile Fields	Review Document for Accuracy and Changes Are changes needed?	
	No	**Yes**
	No Action Required	Take the following action

Addressee Affiliation (NRC office/Region)		Send corrections to ADAMSIM via e-mail.
Docket No.		Select all affected Docket Numbers (may have more than one entry) and advise ADAMSIM via e-mail to make the necessary corrections.
Keyword		Select one of the following backfit classifications, as appropriate: Compliance, Adequate Protection, Cost-justified Safety Enhancement. Advise ADAMSIM via e-mail to make the necessary corrections. **Note:** PM or BC must consult the agency records because the backfit classification may be revised during the backfit process.
License/Certificate No.		Select all affected License/Certificate Numbers (may have more than one entry) and advise ADAMSIM via e-mail to make the necessary corrections.
Document Status		Select one of the following, as appropriate: initial, ongoing, final. Advise ADAMSIM of the status.