MANAGEMENT MEETINGS - ENTRANCE AND EXIT INTERVIEWS

PROGRAM APPLICABILITY:

30703-01 INSPECTION OBJECTIVE

1. Region Based Inspectors

Assure that licensee onsite management is aware of the overall scope and schedule for the inspection to be performed and that they are apprised of the preliminary findings of the inspection including any apparent noncompliance with Regulatory requirements or other safety related concerns prior to the inspector leaving the site.

2. Resident Inspectors

Assure that the resident inspector(s) meet frequently (at least once each week) with onsite management to review inspection findings.

30703-02 INSPECTION REQUIREMENTS

1.0 Region Based Inspectors

1.1 Entrance Interview

a. The region based inspector will meet with the Senior Resident inspector, if available, and review the scope of the proposed inspection prior to the entrance interview with the licensee.

b. An entrance interview shall also be conducted with the Plant Manager or the most senior licensee representative directly responsible for the areas to be inspected.

c. During the entrance interview, the inspector should address the following as related to the functional areas to be examined during the inspection, as appropriate.

(1) Status of resolution of outstanding inspection items.

(2) Status of corrective action relating to licensee commitments in correspondence to IE, e.g., enforcement action, Bulletins, immediate action letters.

(3) Scope of inspection including estimated duration.

(4) Records, procedures or documents to be reviewed.

(5) Personnel to be interviewed.

(6) Special tests or activities to be witnessed which require coordination between the inspector and the licensee, e.g., surveillance test, refueling activity.

1.2 Exit Interview

a. At the conclusion of each inspection, an exit interview shall be conducted with the most senior licensee representative at the location of the inspection.

b. During the exit interview the licensee representative should be made aware of the preliminary inspection findings including any apparent items of noncompliance with regulatory requirements, safety-related concerns or unresolved items identified during the inspection. Significant safety concerns must receive immediate attention from the licensee.

c. The senior or resident inspector normally will not participate in exit meetings conducted by region based inspectors unless significant enforcement action is expected to be discussed. Therefore, arrangements should be made to debrief with the resident inspector prior to the meeting or to leave exit interview notes for subsequent review.

2.0 Resident Inspectors

2.1 Entrance Interviews

a. It is not normally necessary for a resident inspector to conduct an entrance interview i.e., as defined in II.1.1.c. These communications should be made routinely with senior licensee plant management. However, in unusual circumstances such as when records not normally retained on site are necessary to complete an inspection, when persons not normally assigned to the site are required for interviews or when inspection completion requires a trip to the licensee's corporate office or other off-site facility, the licensee's plant management should be informed specifically and in sufficient time to make appropriate arrangements.

b. Entrance interviews conducted by regional-based inspectors or other NRC and/or contractor personnel should be attended by the resident inspector(s), as time permits and, as appropriate.

2.2 Exit Interviews

a. Promptly discuss significant inspection findings, especially items of noncompliance with regulatory requirements and safety concerns with senior licensee plant management and regional supervision as they are identified. Significant safety concerns must receive immediate attention from the licensee.

b. Not less than once per month, conduct an exit interview with the most senior licensee plant management representative to review inspection findings and to determine the status of previous outstanding inspection findings and corrective action for inclusion in the monthly report. In addition, recent

NRC/industry developments, events of interest at other facilities, licensee items of interest etc., should be addressed.

c. The exit interviews conducted by regional-based inspectors or other NRC and/or contractor personnel should not be attended unless significant enforcement action is to be discussed. Therefore, arrangements should be made for these personnel to debrief with the resident inspector prior to the meeting or to leave exit interview notes for subsequent review.

30703-03 INSPECTION GUIDANCE

1 and 2 Do not discuss trivia, don't ramble, present your point concisely and support your position with facts.

1.1.b, 1.2.a, 2.1.a, 2.2.b When the Plant Manager is not available, the interview will be conducted with the next lower level of onsite licensee management.

1.1.b If desired, the licensee representative may be given an indication of the tentative schedule for discussing or reviewing selected inspection items with various licensee staff personnel.

1.1.c Certain inspection items involving visual observations and/or records review are better performed unannounced; therefore, these types of items where even short time prior notification is undesirable should not be discussed during the Entrance Interview.

1.1.c(5) Identification of personnel to be interviewed is only accomplished to enhance inspector efficiency and to give the licensee the opportunity to have the most knowledgeable individual present to respond in the areas being inspected. If no prior notification to the licensee of an area to be inspected is planned, then this item is not to be discussed.

1.2 and 2.2. The licensee should have been informed of preliminary negative findings in a timely manner before the exit interview - No surprises.

1.2.b and 2.2. If items of noncompliance or safety concerns are identified that affect continued operation of a licensed facility in violation of significant Regulatory requirements or operation in an unsafe manner, prompt corrective action must be initiated by the licensee. The inspector should not leave the site until the concern is fully understood by the licensee and corrective action has been initiated. If disagreement exists between the inspector and the licensee as to the magnitude of the concern relative to continued plant operation, the regional management (or the HQ Duty Officer during off hours) should be notified immediately.

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