



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

NRC INSPECTION MANUAL

RPEB

INSPECTION PROCEDURE 40301

SAFETY COMMITTEE ACTIVITY

PROGRAM APPLICABILITY: 2513

40301-01 INSPECTION OBJECTIVE

To verify that the on-site and off-site safety review committees or their equivalents have been established and are functioning in conformance with technical specifications requirements and commitments in the application.

40301-02 INSPECTION REQUIREMENTS

02.01 Onsite Review Group

a. Program Review

1. Verify that the written program and/or charter has been prepared and contains the following:
 - (a) Responsibility and authority for conducting independent reviews.
 - (b) Review group membership.
 - (c) Method and responsibility for designating alternate members.
 - (d) Requirements for a committee quorum.
 - (e) Meeting frequency.
 - (f) Requirements for maintaining and distributing minutes and records of review group activities.
 - (g) Lines of communication and interface with offsite review group.
 - (h) Provisions for followup action to resolve identified deficiencies.
2. Verify that the written program and/or charter for the review group requires that it will review those subjects identified in Section 6 of the technical specifications and Section 13 of the FSAR.

3. Verify that the written program and/or charter for the review group specifies the mechanism for initiating and conducting the review of subjects identified in Section 6 of the technical specifications and Section 13 of the FSAR.

b. Implementation

1. Review the review group minutes for meetings conducted during the previous 90 days, and determine if the review group activities are being carried out in accordance with the established written program and/or charter.

02.02 Offsite Review Group

a. Program Review

1. Verify that the written program and/or charter has been prepared and contains the following:
 - (a) Responsibility and authority for conducting independent reviews.
 - (b) Review group membership.
 - (c) Method and responsibility for designating alternate members,
 - (d) Requirements for committee quorum.
 - (e) Meeting frequency.
 - (f) Requirements for maintaining and distributing minutes and records of review group activities.
 - (g) Lines of communication and interface with onsite review group.
 - (h) Provisions for followup action to resolve identified deficiencies.
2. Verify that the written program and/or charter for the review group requires that it will review those subjects identified in Section 6 of the technical specifications.
3. Verify that the written program and/or charter for the review group specifies the mechanism for initiating and conducting the review of subjects identified in Section 6 of the technical specifications.

b. Implementation

1. Review the review group minutes for meetings conducted during the previous 90 days, and determine if the review group activities are being carried out in accordance with the established written program and/or charter.

General

The onsite and offsite review groups are discussed in Section 6.5 of the proposed Technical Specifications, Section 13.4 of the standard FSAR and Section 4 of ANSI N18.7, Rev. 1, Draft 5. Section 4.2 of ANSI N18.7 specified that written programs for review activities should be prepared. These written programs and/or charters should address the objectives and methods for performing the required reviews of various activities. For example, procedures or checksheets could be prepared for reviewing design changes, plant procedures, reportable occurrences and so forth.

It is the intent of the Technical Specifications that review group action to satisfy review responsibilities be taken with a quorum of the committee present in a meeting. This provides for a free exchange of ideas, questions or doubts that members might have. Sequential routing of material to committee members for review is not an acceptable substitute for review action taken by a quorum of the committee in a meeting. It should be noted that material may be routed to committee members for comment and preliminary approval prior to a meeting. However, final approval of an issue must be reflected in minutes of a full committee meeting attended by at least a quorum of committee members.

The review groups may also use subcommittees to perform preliminary review of activities. For example, a subcommittee could be designated to review the technical adequacy of certain procedures. Based on its review the subcommittee would make a recommendation to the whole review group and be available to answer questions. Based on knowledge of the subcommittee's expertise, recommendations, and ability to answer pertinent questions, the review group's responsibility could be satisfied.

The objectives of this inspection procedure are to verify that onsite and offsite review organizations have:

1. Been established in conformance with FSAR commitments and technical specification requirements.
2. Developed a written program and/or charter that will assure that commitments and requirements for the review of plant activities will be implemented.
3. Defined the objectives and methods by which their review activities will be performed.

Certain Technical Specifications have been issued which do not require the classical onsite and offsite review committee concepts. In those instances the review function should be inspected against appropriate requirements and/or commitments described in the FSAR and proposed technical specifications.

The requirements of this procedures need not be inspected for subsequent units at the same site when the initial safety committees are common to all units.

END

