

NRC INSPECTION MANUAL

IRIB

MANUAL CHAPTER 0040

PREPARING, REVISING, AND ISSUING DOCUMENTS
FOR THE NRC INSPECTION MANUAL

0040-01	PURPOSE	1
0040-02	OBJECTIVES	1
0040-03	DEFINITIONS	1
03.01	General	1
03.02	Types of Inspection Manual Documents	1
03.03	Support Information for Inspection Manual Documents	3
0040-04	RESPONSIBILITIES AND AUTHORITIES	3
04.01	Program Office.....	3
04.02	Originating Organization	3
04.03	Director, Division of Inspection and Regional Support (DIRS), NRR	4
04.04	Deputy Director, DIRS, NRR.....	4
04.05	Chief, Reactor Security Oversight Branch (RSOB), NSIR	5
04.06	Chief, Inspection and Regulatory Improvements Branch (IRIB), NSIR	5
04.07	Chief, Reactor Inspection Branch (IRIB), NRR	5
04.08	Non-ROP Inspection Programs Deputy Directors	5
04.09	Inspection Manual Coordinators: NRO, NMSS, FSME, and NSIR.....	6
04.10	NRR Inspection Manual Coordinator	6
0040-05	GENERAL INSTRUCTIONS FOR ALL DOCUMENT TYPES	7
05.01	Plain Writing Guidance	7
05.02	Program Document Requirements.....	8
05.03	Revisions to Documents	9
05.04	References	9
05.05	Incorporating Other Documents	9
05.06	Requests for Guidance, Revisions, and New Documents.....	9
0040-06	DOCUMENT PREPARATION AND PROCESSING	9
06.01	Training Considerations	9
06.02	Document Preparation	10
06.03	Incorporating Generic Requirements	10
06.04	Regional and Office Comments	11
06.05	Comment Resolution	12
06.06	Update or Create Revision History Page	12
06.07	Document Issuing Package	13
06.08	Deleting Documents.....	13
06.09	Manual Coordinator's Review	14
06.10	Final Approval.....	14
06.11	Standard Distribution of Manual Documents.....	14
0040-07	DOCUMENT TYPES AND FORMATS	14
07.01	Inspection Manual Chapters (IMCs).....	14
07.02	Inspection Procedures (IPs).....	15
07.03	Temporary Instructions (TIs).....	16
07.04	Operating Experience Smart Samples (OpESSs).....	19
07.05	Appendix.....	20
07.06	Table.....	20
07.07	Figure.....	20

07.08	Exhibit	20
07.09	Issue Date.....	20
07.10	Document Number.....	20
Exhibit 1A	- NRR Document Issuing Form (DIF)	E1A-1
Exhibit 1B	- FSME Document Issuing Form (DIF).....	E1B-1
Exhibit 1C	- NMSS Document Issuing Form (DIF)	E1C-1
Exhibit 1D	- NRO Document Issuing Form (DIF).....	E1D-1
Exhibit 1E	- NSIR Document Issuing Form (DIF)	E1E-1
Exhibit 2	- Example of Comment Resolution Table	E2-1
Exhibit 3	- Example of Revision History Page	E3-1
Exhibit 4	- Example of Document Formatting	E4-1
Exhibit 5	- Format Requirements Checklist	E5-1
Exhibit 6	- Guidance for Using MS Word 2007	E6-1
Attachment 1	- Revision History for IMC 0040	Att1-1

0040-01 PURPOSE

01.01 Inspection Manual Chapter 0040 establishes the basic requirements and format for preparing and obtaining comments on the U.S. Nuclear Regulatory Commission (NRC) Inspection Manual (Manual), including Manual chapters, inspection procedures, temporary instructions, and Operating Experience Smart Samples.

01.02 Instructions are provided on how to prepare appendixes, tables, figures, and other material for Manual documents.

01.03 Responsibilities and authorities for preparing, issuing, and revising documents for the Manual are specified.

01.04 Processes are established to prepare, revise, and issue Manual documents, including those used by the various NRC Offices that conduct inspection programs such as: Office of New Reactors (NRO), Office of Nuclear Reactor Regulation (NRR), Office of Nuclear Material Safety and Safeguards (NMSS), Office of Federal and State Materials and Environmental Management Programs (FSME), and Office of Nuclear Security and Incident Response (NSIR).

0040-02 OBJECTIVES

02.01 To help managers and staff plan and develop clear, accurate, and effective Manual documents.

02.02 To ensure consistency in the format and content of Manual documents.

0040-03 DEFINITIONS

03.01 General.

- a. Program Document. A Manual chapter, inspection procedure, temporary instruction, or Operating Experience Smart Sample.
- b. Document Issuing Form. A form required to initiate creation, revision, or deletion of a program document.
- c. Originating Organization. The NRC program office, division, and/or branch responsible for the creation and modification of a program document.
- d. Reactor Oversight Program (ROP). NRC's regulatory framework for operating reactors that includes licensee performance indicator (PI) data, NRC inspection activity and determination of inspection finding significance, and licensee performance assessment.

03.02 Types of Inspection Manual Documents.

- a. Inspection Manual Chapter (IMC). A document containing written administrative or inspection program statements of policy. IMCs state the purpose, objectives, definitions, responsibilities, authorities, and basic requirements for inspection programs. An IMC for an inspection program defines the program through a listing of inspection procedures, which is normally appended to the IMC.
- b. Inspection Procedure (IP). A statement of the objectives, requirements, and specific guidance for inspection activities, which are focused on safety, security, or safeguards. IPs describe the activities performed by an inspector or technical staff, including administrative requirements. IPs also identify the applicable program, state the objective of the inspection, list the inspection requirements, give inspection guidance, and estimate the resources needed.
- c. Temporary Instruction (TI). A temporary inspection procedure is focused on current safety issues or concerns not currently addressed by established IPs or IMCs. TIs are issued to supplement an inspection program and generally are placed in effect for a period of 12 to 24 months. They are used for a one-time initial inspection of a safety issue or a one-time collection of information. If a TI will be in effect for more than 24 months, special justification is required.
- d. Operating Experience Smart Sample (OpESS). A mechanism used to integrate operating experience (OpE) into the ROP inspection process. The OpESS makes relevant OpE more accessible to inspectors in the form of a detailed synopsis of selected issues determined to have potential generic safety implications. OpESS's inform and enhance ROP inspection samples within existing ROP inspection procedure requirements and level of effort. Additional information is provided in IMC 2523, "NRC Application of Operating Experience."
- e. Change Notice (CN). A sequentially numbered and dated transmittal document that lists new, revised, and/or deleted program documents; distributes new and revised program documents; and includes a "Remarks" section that summarizes the reasons for issuing, revising, or deleting a document. Any required special training identified in an IP or TI is also stated.
- f. Technical Guidance. A program document issued to provide specific guidance to address a particular technical question that is associated with an inspection procedure. These guidance documents are found in Part 9900 of the Manual. No new technical guidance documents will be issued or revised.

It is planned that every technical guidance document will be reviewed. Based on the type of document and current use, it will be relocated from the inspection manual to another document collection; redefined as another program document, such as an IMC or IP; or deleted entirely.

- g. 10 CFR Guidance. A guidance document on acceptable approaches to particular issues involving rules and regulations in 10 CFR. These guidance documents are found in Part 9900 of the Manual. No new 10 CFR guidance documents will be issued or revised.

It is planned that every 10 CFR Guidance document will be reviewed. Based on the type of document and current use, it will be relocated from the inspection manual to another document collection; redefined as another program document, such as an IMC or IP; or deleted entirely.

03.03 Support Information for Inspection Manual Documents.

- a. Table of Contents. The introductory outline of the entire Inspection Manual's structure and listing of the Manual's active program documents.
- b. Attachment. Material that is relevant to a document but is too detailed or extensive to be practically included directly in the body of the document. Attachments generally are in the form of a numbered table, exhibit, figure, appendix, etc.

0040-04 RESPONSIBILITIES AND AUTHORITIES

04.01 Program Office.

- a. NRR appoints Inspection Manual Coordinator.
- b. NMSS appoints NMSS Inspection Manual Coordinator.
- c. FSME appoints FSME Inspection Manual Coordinator.
- d. NSIR appoints NSIR Inspection Manual Coordinator.
- e. NRO appoints NRO Inspection Manual Coordinator.

04.02 Originating Organization. Following are responsibilities of the originating organization.

- a. Develops and revises program documents necessary to carry out assigned organizational programmatic responsibilities.
- b. Performs tasks consistent with internal office guidance, such as preparing memoranda to obtain comments on proposed new and revised program documents from other organizations and stakeholders.
 1. NRR will ensure that NRR Office Instruction OVRST-102, "NRR Procedures for Processing Inspection Manual Documents" is implemented.
 2. NMSS will ensure that the Policy and Procedure (P&P) Letter 1-76, "Office of Nuclear Material Safety and Safeguards' Procedures for Processing Inspection Manual Chapters and Inspection Procedures," is implemented.

3. FSME will ensure that FSME Policy and Procedure 6-8, "Office of Federal and State Materials and Environmental Management Programs Procedures for Processing Inspection Manual Chapters and Inspection Procedures," is implemented.
- c. Performs comment resolution and creates a comment resolution summary page for each program document.
- d. Identifies training needs associated with performing new or revised procedures required in an IP or a TI, as described in subsection 06.01 of this IMC.
- e. Obtains the necessary approval for any increase in the Full Time Equivalent (FTE) inspection effort specified in a program document.
- f. Informs NRC technical staff of a pending procedure change and ensures that required training is provided before the procedure is issued.
- g. Prepares and routes final drafts of newly created or modified program documents to the originating organization's Inspection Manual (IM) Coordinator when ready for issuance, in accordance with applicable internal office guidance.
- h. Ensures that a TI is managed by: providing guidance for follow-up and closure of the TI, including specific regional responsibilities; clearly distinguishing mandatory requirements; reviewing and analyzing TI results; giving feedback to the appropriate managers, as necessary; determining whether additional inspection is needed as follow-up to the TI; and submitting the document issuing form (Exhibit 1A, 1B, 1C, 1D, or 1E) to the IM Coordinator of the originating office when initiating, revising, or deleting the TI.
- i. Conducts a review of each of its program documents to determine whether a document should be revised or deleted.
- j. Informs the NRC staff in the affected division about evaluation, revision, or deletion of a program document.
- k. In cases where the program document impacts another office of the NRC, through shared use of resources or scheduling; communicates the parameters and scope of the proposed program document early in the process; includes the other office in the comment seeking and resolution process; and adds an additional signature line on the document issuing form for the other office's management (branch chief or higher).

04.03 Director, Division of Inspection and Regional Support (DIRS), NRR.

Coordinates inspection policies, programs, and guidance for nuclear reactors.

04.04 Deputy Director, DIRS, NRR.

- a. Reviews regional best practices and initiatives for possible incorporation into the reactor inspection program.

- b. Ensures that all ROP program documents conform to IMC 0308, "Reactor Oversight Process Basis Document."
- c. Approves the content of ROP documents necessary to carry out assigned program functions.
- d. Confirms that a ROP document meets the requirements of this IMC prior to signing the document issuing form (Exhibit 1A).

04.05 Chief, Reactor Security Oversight Branch (RSOB), NSIR.

- a. Reviews and approves program documents that relate to the security cornerstone of the ROP.
- b. Approves and signs requests for comments on program documents that relate to the security cornerstone of the ROP in accordance with applicable office guidance.

04.06 Chief, Inspection and Regulatory Improvements Branch (IRIB), NSIR.

- a. Reviews and approves program documents that relate to the emergency preparedness cornerstone of the ROP.
- b. Approves and signs requests for comments on program documents that relate to the emergency preparedness cornerstone of the ROP in accordance with applicable office guidance.

04.07 Chief, Reactor Inspection Branch (IRIB), NRR.

- a. Reviews and approves content for all inspection manual documents that relate to the ROP unless otherwise stated in NRR Office Instruction OVRST-102. In addition to the designated NSIR branch chief review and approval identified in section 04.05 or 04.06 above, reviews and approves content for inspection manual documents that relate to the security cornerstone and emergency preparedness cornerstone of the ROP.
- b. Approves and signs requests for comments on program documents for the ROP unless otherwise stated in NRR Office Instruction OVRST-102.

04.08 Non-ROP Inspection Programs Deputy Directors.

- a. Approves the content of documents necessary to carry out assigned program functions.
- b. Confirms that document meets the requirements of this IMC prior to signing the document issuing form (Exhibit 1A, 1B, 1C, 1D, or 1E).

- c. Approves and signs requests for comments on program documents in accordance with applicable office guidance.

04.09 Inspection Manual Coordinators: NRO, NMSS, FSME, and NSIR.

- a. Ensure that the appropriate inspection program organizations, NRC regional offices, and other affected NRC offices are given the opportunity to comment on documents affecting their programs.
- b. Verify that the requirements of this IMC are met in the preparation and approval of program documents.
- c. Ensure that the policies and procedures outlined in their office's internal guidance (e.g., P&P Letter 1-76 for NMSS and P&P Letter 6-8 for FSME) have been followed.
- d. Track the progress of draft program documents submitted to them for issuance and make the status of submitted documents available to those who submitted them, from the date of submission to the date of issuance.
- e. Accept final drafts of newly-created or modified documents prepared by the originating office for submission to the NRR Inspection Manual Coordinator for final processing and issuance.

04.10 NRR Inspection Manual Coordinator.

- a. Performs the same tasks as the other IM Coordinators as described above for NRR, including ensuring that the policies and procedures of NRR Office Instruction OVRST-102 have been followed, and also:
- b. Accepts final drafts of newly-created or modified program documents from IM Coordinators of other offices for issuance in the Manual. No documents should be accepted from any individual other than an IM Coordinator identified in advance by the originating office's management.
- c. Returns final drafts of program documents to the IM Coordinators of originating offices other than NRR when further changes are required.
- d. Ensures that all format and other requirements have been met for final drafts of program documents. For program documents originating from offices other than NRR, the approvals of the office and division management will be accepted with respect to content.
- e. Assures availability of inspection program documents through the NRC's Agency wide Documents Access and Management System (ADAMS) and the NRC Web site.
- f. Updates the Inspection Procedure Authority File of NRR's Reactor Program System/Inspection Procedure Authority System (RPS/IPAS).

- g. Tracks the progress of draft program documents and makes the status of submitted documents available to the IM Coordinators who submitted them, from the date of submission to the date of issuance.

0040-05 GENERAL INSTRUCTIONS FOR ALL DOCUMENT TYPES

All ROP program documents must conform to IMC 0308, "Reactor Oversight Process Basis Document." If changes or revisions alter the scope or basis of a program document, appropriate updates to the ROP Basis Document are required. Once the need for a basis change is recognized, the appropriate changes to IMC 0308 should be written and provided to the IMC 0308 owner for incorporation into the next issuance of IMC 0308, which will occur approximately every year.

Consider the impact that changes in a particular Manual document (e.g., IMC, IP, TI, or OpESS) will have on other Manual documents. Contact the originating office of the affected Manual document(s) and coordinate further changes that are essential to maintaining consistency within the Manual.

05.01 Plain Writing Guidance. State clearly what the NRC technical staff is to do. Use specific and objective words. State who, what, when, where, and why. State conditions, limitations, and exceptions separately. Write in a readable style in simple English. It is not just desirable for an NRC technical staff to understand your writing; it is mandatory.

- a. Use short words, short sentences, and short paragraphs. If possible, avoid words that are not in common use outside of the NRC unless they are defined or explained. (Most of the program documents are publicly available). Divide long drawn-out sentences into two or more sentences. Try to limit paragraphs to 10 lines or less. Reorganize material to break lengthy, complex paragraphs into several paragraphs or a list.
- b. Read and edit draft material from the user's perspective. Replace wordy prepositions ("in the vicinity of") with one-word prepositions ("near").
- c. For further guidance, refer to NUREG-1379, "NRC Editorial Style Guide," and the Government Printing Office Style Manual (latest edition). These references can be found under the Plain Language Action Plan on the internal website. Also refer to Webster's dictionary (latest edition).
- d. Terminology must be consistent. Do not use two or more words for the same idea, concept, or activity. Except for abbreviations in common use, show the complete word, title, or phrase the first time it is used with the abbreviation in parenthesis immediately after. An example is service water system operational performance inspection (SWSOPI).
- e. The originator must make clear what is mandatory of NRC technical staff and what is discretionary. For example, use "must," "shall," and "will" to indicate

mandatory requirements and “can,” “may,” “might,” and “should” to convey discretion.

- f. Since Web links can change, the insertion of a Web link in a document is not preferred and should normally only be used to provide supplemental, non-critical information.
- g. For all new documents and those that contain extensive revisions, the originator should follow the Agency procedures to receive technical editing assistance.

05.02 Program Document Requirements. All drafts and final documents shall be prepared in Microsoft Office Word (MS Word), consistent with the format described in this IMC, and stored in ADAMS. Exhibit 6 provides guidance in using MS Word to prepare Manual documents.)

- a. Format requirements listed in Exhibit 5 for tab settings, margins, horizontal graphics line, footers, and page numbering, must be followed.
- b. On the first line, centered, capitalized, and in Arial 19-point bold font, the words NRC Inspection Manual shall be entered; and against the right margin, the organizational code in Arial 10-point font, entered.
- c. The main body and the footer must be in Arial 12-point font, fully justified. Do not use bold, italic, shadow, or other appearances. Underline may be used for emphasis. The only exceptions are charts and graphs that may appear in the main body, and commitments, which are required to be in italics (see subsection 06.03 of this IMC).
- d. All footers shall be the same throughout the entire document with the following format: the issue date at the left margin and the document number at the right margin. Page numbers should be located at the bottom center of each page, and numbering should restart with each new component: the table of contents (if any) in lower-case Roman numerals; the body of the document with Arabic numbers; and exhibits, tables and attachments with a designating prefix (letter or letter/number combination), hyphen, and number (e.g., the third page of Exhibit 4 as E4-3).
- e. The last page(s) of a program document shall list the revision history (see subsection 06.06 of this IMC) to include: the ADAMS accession number of the document, a brief description of the scope of the revision, training required as a result of the change, the date the training was completed, ADAMS accession number for comment resolution summary, and commitment tracking identification numbers specific to the document (see Exhibit 3).
- f. The Manual document must be placed in ADAMS. The originator should ensure version control when revising and creating Manual documents by using the ADAMS check-out and check-in procedures and other version control techniques for exclusive use of official copies from ADAMS.

- g. All new or substantially revised Manual documents should be reviewed by an Agency technical editor.

05.03 Revisions to Documents. When Manual documents are revised, the entire document is reissued. To make revisions, edit the MS Word version of the current document. First remove the existing vertical lines in the margins showing revised text and the red font of changed text by clicking on the Review tab and then accepting all changes in document. Save the document. Then set up the Track Changes options in MS Word to display insertions in red and Changed Lines in the Outside Border to always show balloons (see Exhibit 6). In the case of a total rewrite of a document, it is not necessary mark the changes in red with lines in the margins. Revisions are issued by a change notice. Major changes to the document must be noted in the revision history page (see subsection 06.06 of this IMC).

05.04 References. References must be directly relevant to the document and essential to its completion. The reference list shall include all other inspection manual documents (IMC, IPs, and TIs) that appear in the document. References may not be used simply to convey historical information. References to another inspection program document must include the type of document, the number, and the section or appendix (e.g., IMC 2500-05.01; IMC 2500, Appendix A). Reference to another section of the same document should include a phrase such as 'subsection 04.01 of this IMC.'

Any commitment being added to a document (such as requirements of a generic letter) shall also be listed in the section where it appears and identified with a commitment tracking number as described in subsection 06.03 of this IMC. Commitments must also be included under the commitment section of the revision history page.

05.05 Incorporating Other Documents. Documents from the NRC or other agencies may be incorporated by reference into Manual documents when necessary to conduct the inspection program.

05.06 Requests for Guidance, Revisions, and New Documents.

- a. Requests for guidance, new documents, and revisions to documents applicable to the ROP should be initiated using the Feedback Process, as described in IMC 0801, "Reactor Oversight Process Feedback Program." This process will track the requests through the evaluation and editing periods.
- b. Requests for guidance, new documents, and revisions to documents other than those applicable to the ROP should be addressed to the Chief, IRIB, NRR for reactor inspection programs or to the applicable manager in NRO, NMSS, FSME, or NSIR.

0040-06 DOCUMENT PREPARATION AND PROCESSING

06.01 Training Considerations. When planning to revise an existing document or create a new document, assess the need for NRC technical staff to be trained. This determination should consider whether written guidance already exists, the complexity

of the activity, and the frequency in which the staff performs the activity. In general, training should be developed for activities that require a new skill, are complex in nature, or require a subject matter expert to answer questions. When training is required, the originating organization is responsible for developing the technical content and determining the most appropriate training method. Training methods include updating written guidance, conducting a teleconference or video conference, recording the training on video tape, developing computer or Web-based training, adding self-study or on-the-job training standards to existing qualification requirements, or conducting regional presentations. When selecting the training method, consider the time needed for all affected staff to complete the training and that training should be completed prior to issuing the Manual document.

06.02 Document Preparation. Develop a new document in the current version of MS Word, using the structure and format requirements, described in this IMC.

Use the current official Manual document as the starting point for a revised Manual document. Retrieve the MS Word of the document from the NRC Web site and save it as a separate working file. To retrieve the most recent MS Word version: go to the NRC internal home page and follow these steps, click on: (1) Organization, (2) click on NRR, (3) click on ROP Digital City, (4) under the section "Inspection Documents" or "Security Documents," click on type of Manual document, and (5) locate the number of the document. The MS Word file associated with the document is the file labeled "doc" on the public Web; and linked to the MS Word icon, on the internal website for security-related documents.

06.03 Incorporating Generic Requirements.

- a. There are instances when specific inspection requirements are placed in an inspection procedure to satisfy a generic requirement (e.g., identified in a generic or bulletin). When adding the commitments of a generic requirement to a Manual document, the requirement shall be identified as follows:
 1. The text that defines the commitment shall be italicized. This is a specific exception to the requirement not to use italic text type in a program document for emphasis. Spacing before and after the text should be such that the information clearly stands out within the document.
 2. A commitment tracking number shall be assigned using the next sequential number available for that procedure. This number shall be bracketed and entered following the italicized text (e.g., [CX]); and the commitment tracking number, added to the revision history page.
- b. To delete a generic requirement that is no longer valid, the approval of the respective division director is required.

For IMC 0040, the following commitment applies:

To ensure that generic inspection requirements are not inadvertently deleted through a revision to a procedure, a review of the revision history section shall be performed. If the revision history does not cover a minimum of 4 years, then a review of the change notices from the past 4 years for that document shall be performed and the results documented in the revision history page. Change Notices are located on the external NRC Web Page. [C1]

06.04 Regional and Office Comments. Drafts of new or substantially revised inspection program documents must be sent for review and comment to offices that will be affected by the changes. Documents that will have an effect on more than one office, i.e., NRO, NMSS, FSME and NSIR, need to be routed through the appropriate IM Coordinators to ensure affected divisions and regions have had the opportunity to comment on the document. IM Coordinators in NRO, NMSS, FSME, and NSIR should follow the appropriate internal office guidance (e.g., Office Instruction OVRST-102 for NRR, P&P Letter 1-76 for NMSS, and P&P Letter 6-8 for FSME). Each office's IM Coordinator shall ensure comments from regional offices and other internal stakeholders of the document have been obtained according to the applicable office guidance. It is the responsibility of the originating office to obtain comments, perform comment resolution, and create a comment resolution summary page for each document.

- a. The purpose of the commenting period is to resolve issues specific to the proposed change to the document. Comments outside the scope of the proposed change are not appropriate for this process and should be submitted using the processes described in subsection 05.06 of this IMC.
- b. Comments from the regions are important because the regions implement the inspection programs. However, requests for their comments must be controlled so they do not become burdensome on their workload. Minor, non-substantive changes do not need to be sent to the regions for comment. In those cases, the comment resolution column of the revision history page is marked N/A (see subsection 06.06 of this IMC). Determine if a document must be sent to the region by answering the following questions:
 1. Will the proposed document affect regional resources?
 2. Will the document significantly affect regional programs?
 3. Is a regional perspective really needed?
 4. Are the regions interested in the subject?
 5. Does the document represent a major policy change?
 6. Could any of the proposed changes to an existing procedure potentially change its context and/or impact the inspection program?

If the answer to any of the questions is “yes,” then a draft of the document should be sent to all regions and other affected offices for comments.

- c. The rules for sending draft documents to the regions for comments are:
 1. Send only final drafts.
 2. Identify a technical person in the originating office who the regions can contact to discuss the document.
 3. Prepare the request far enough in advance of the document’s deadline to allow for review of not less than 30 calendar days.
 4. Each program office shall identify persons in each region and other stakeholders in organizations within the NRC to review the draft documents out for comment.
 5. For requests for regional comments on new or revised Manual documents that involve major policy changes, send a copy to the Office of the Deputy Executive Director for Regulatory Programs and the Office of the Inspector General.

06.05 Comment Resolution. The originating office will include a copy of all substantive written comments received with their disposition briefly noted in the document issuing package. The originator will enter the final version of the comment resolution summary into ADAMS and list the accession number on the revision history page. (See Exhibit 2 for an example of a comment resolution summary.) Prior to submitting the document issuing package to the NRR Inspection Manual Coordinator, the comment resolution summary shall be declared as an official non-public record in ADAMS.

06.06 Update or Create Revision History Page. Maintaining a revision history page will ensure that requirements are not inadvertently deleted. If a revision history page does not already exist for the document, it shall be created by the originator using Exhibit 3 as an example. The first time the document is issued, the “Description of Change” column shall include a statement that a four-year historical search for commitments was conducted and whether or not commitments were found. The training completion date (if training is required) in all cases shall be prior to the document issue date. When applicable, ROP feedback form numbers shall be listed in the “Description of Change” column. ADAMS Accession numbers of the document and comment resolution summaries shall be listed. To provide an historical record of the document, consider listing the ADAMS Accession numbers for previous revisions. The issue date will be filled in by the NRR Inspection Manual Coordinator prior to issuing the final document.

Note: The revision history page identifies certain commitments. In addition to being used as a mechanism for knowledge transfer and to generate the change notice, it also is a way to quickly identify why the document was created or modified and the last time it was reviewed. Documents not containing a revision history page will be returned to the originator for correction.

06.07 Document Issuing Package. It is the responsibility of the IM Coordinator of the originating office to ensure that all documents are correctly formatted and that the comment resolution summary is an official document prior to routing to the NRR Inspection Manual Coordinator. Exhibits 4 and 5 shall be used to meet this requirement. Documents failing to adhere to the guidelines provided in these exhibits will be returned to the IM Coordinator of the originating office, and then to the originator for correction.

Before routing the document to its IM Coordinator, the originating organization shall enter the final document and comment resolution summary into ADAMS and prepare a hard-copy document issuing package. The comment resolution summary shall be profiled as non-publicly available. Owner rights to the final document shall be granted to the originating office IM Coordinator and the NRR Inspection Manual Coordinator. A complete document issuing package consists of the following:

- a. A completed and signed paper copy of the document issuing form (Exhibit 1A, 1B, 1C, 1D, or 1E). If more than one office provides input to creating or revising a document, additional signature lines may be added to the document issuing form. If the resources of another office are anticipated to be used in the inspection activity, an additional line for the signature of a branch chief or deputy director of that office must be added. Electronic files of the document issuing forms (Exhibit 1A, 1B, 1C, 1D, and 1E) are posted on the NRR ROP Digital City website (from the NRC internal home page, go to NRR, then ROP Digital City, and then select the office document issuing form from the bottom, left pull-down menu, "Forms, Templates, Sample Reports and More").
- b. A paper copy of the final version of the document to be issued, including color copies of any graphics or exhibits that are intended to be shown in color. The paper document should be identical to the electronic version of the document in ADAMS.
- c. A paper copy of the comment resolution summary (see Exhibit 2).
- d. Completed ADAMS Document Submission Forms (Form 665S) for the final document to be issued and the comment resolution summary. For public documents, it is required that a Sensitive Unclassified Non-Safeguards Information (SUNSI) review be completed; and the words, 'SUNSI Review Complete' entered in the keyword field of the ADAMS profile before a Manual document is issued. Non-public documents must have entered into the ADAMS profile and documented on the Form 665, applicable entries for the keyword and document sensitivity fields.

06.08 Deleting Documents. For documents for which the inspection activity is complete or no longer applicable, the originating organization shall submit the Document Issuing Form (Exhibit 1A, 1B, 1C, 1D, or 1E), with the box, "Deletion" checked and write the reason for deletion. The document will be removed from the active documents of the Inspection Manual that are listed in the Table of Contents and

posted on the Web. Deleted documents will be saved in ADAMS (see 04.05 (h) of this manual chapter).

06.09 Manual Coordinator's Review. The originating organization of any NRO, NMSS, FSME, or NSIR document shall route all document packages to the respective office's IM Coordinator for review. Upon satisfactory review, the originating office's IM Coordinator then shall submit the document to the NRR Inspection Manual Coordinator. NRR documents are routed directly to the NRR Inspection Manual Coordinator. Documents submitted to the NRR Inspection Manual Coordinator that are not ready for issuance will be returned to the IM Coordinator of the originating office for correction, as required. The NRR Inspection Manual Coordinator reviews the document for publication.

06.10 Final Approval. Final approval of program documents for inclusion in the Manual is given by the deputy director of the originating office. The NRR Inspection Manual Coordinator will publish the change notice on the NRC Web site.

06.11 Standard Distribution of Manual Documents. New and revised Manual documents are distributed by publication of a change notice. IM Coordinators outside of NRR shall ensure that the document gets the widest dissemination necessary in accordance with internal office policy.

0040-07 DOCUMENT TYPES AND FORMATS

07.01 Inspection Manual Chapters. IMCs are used to describe inspection programs and include the following:

- a. Table of Contents. Due to the amount of information provided in an IMC, a table of contents shall be included to allow the user to make more efficient use of the document. Pages of the Table of Contents shall be numbered with lower-case Roman numerals.
- b. Section 01, "Purpose." Provides a broad statement of the topic covered by the IMC.
- c. Section 02, "Objectives." Used to state the aim of the program or functions covered by the IMC. This section is not required if this information is already covered in Section 01.
- d. Section 03, "Applicability." Identifies the type of facilities, operations, actions, or population for which the IMC is applicable. The applicability section is optional.
- e. Section 04, "Definitions." A definition is only necessary if the term is used in a special sense or the meaning may not be clear to the user.
- f. Section 05, "Responsibilities and Authorities." Provides a brief description of ownerships arranged from higher to lower levels of authorities.

- g. Section 06, "Requirements." This section is used to provide the specific instructions of the IMC.
- h. Section 07, "References." The reference section shall list all other inspection manual documents (IMCs, IPs, and TIs) that appear in the document, plus other relevant documents as described in subsection 05.04. Additional sections can be used beyond 07, as required, to provide better structure to the document.

07.02 Inspection Procedures. IPs describe the activities to be performed by an inspector to implement a part of an inspection program. IPs include the following sections:

- a. "Program Applicability." Identifies the IMC(s) to which the IP applies.
- b. Section 01, "Inspection Objective(s)." States the objective(s) of the IP.
- c. Section 02, "Inspection Requirement(s) and Inspection Guidance." Describes the requirements for completing the procedure and achieving its objectives and corresponding inspection guidance. This section may specify systems, components, and records to be inspected and inspection methods such as sampling (including sample sizes), observation, records review, and interviews. The IP should not involve excessive reviews of documents. Some auditing of documents (e.g., reports, analyses) may be necessary, but the emphasis should be on inspecting equipment and observing licensee activities. Ensure it is clear to the inspector what portions are mandatory and what, if any, are optional.

This section may contain general guidance. After each requirement, specific inspection guidance should follow. Specific guidance explains how individual requirements can be accomplished and alerts the inspector to potential problems. Clearly identify guidance, so it will not be mistaken for additional inspection requirements. For new procedures, the guidance section can be used to tell the inspector how the originating office intended the requirements to be accomplished. For existing procedures, the guidance should reflect experience gained or problems encountered in performing the inspection.

Note: For existing IPs, there is an option to separate the inspection requirements and inspection guidance into two sections based on, specific organizational needs. For this option, the inspection guidance section may offer general as well as specific guidance; and each inspection requirement should have a specific number or letter assigned to it for identification purposes. The identifier should be used in the inspection guidance section to associate the specific guidance to the associated requirement. When there are two separate sections, if no guidance is given for a requirement, the corresponding identifier in the guidance section should use the phrase, "No inspection guidance."

- d. Section 03, "Resource Estimate." An estimate of the average time needed to complete the inspection (not including preparation and documentation time). This estimate is for broad resource planning and is not intended as a measure for judging the inspector's or the region's performance. Actual inspections may

require substantially more or less time, depending on the individual circumstances.

- e. Section 04, "References." Lists documents that will be immediately helpful to the inspector in performing the inspection procedure. The reference section is not intended to be a historical listing of documents about the inspection area. It should be limited to those references directly relevant to performing the procedure. Manual documents should not reference documents, policies, or practices of the Institute of Nuclear Power Operations (INPO).

The reference section shall list all other inspection manual documents (IMCs, IPs, and TIs) that appear in the document. For NRC documents, the ADAMS accession number (e.g., ML003717333) should be listed last. Regulatory guides and industry standards and codes do not need an ADAMS accession number.

Procedures for the risk-informed baseline inspection program for reactors may include requirements and guidance in attachments to the procedures. For this program, the attachments correspond to "inspectable areas" within the "cornerstones of safety" that form the foundation of the ROP (see IMC 2515, "Light-Water Reactor Inspection Program -- Operations Phase").

- f. Section 05, "Procedure Completion." Defines the minimum sample size to be inspected and reported in the RPS in order to consider the procedure complete. Describes what is meant by inspection sample(s) and how samples are counted.

07.03 Temporary Instructions (TIs). A TI is primarily used as a one-time inspection of a significant generic safety issue; however, it can also be used as a one-time collection of information under certain circumstances. Requests for new TIs in the ROP should be sent by e-mail to the IRIB Branch Chief. The e-mail should state the purpose and any requirement that the TI be initiated; and for information-gathering TIs, why the information is needed, how the information will be used, why the information cannot be obtained by other means, and the approximate resources it will take.

A TI is usually in effect from 12 months to 24 months. If a TI will be in effect for less than 12 months or more than 24 months, the originator must provide a special justification to the IRIB Branch Chief by e-mail. TIs may require follow-up inspections.

Each TI has an expected completion date and an expiration date. If the stated purpose of the TI has not been accomplished by the expiration date or if there is a need to add clarification to existing requirements and guidance, the originating organization may revise and reissue the TI. The revised TI must be accompanied by a document issuing form (Exhibit 1A, 1B, 1C, 1D or 1E) justifying the re-issuance. TIs are the only Manual documents that use revision numbers. Revisions of other Manual documents are indicated only by the new issue date.

TIs shall contain the following information:

- a. Cornerstone (for ROP TIs only). Lists the cornerstone(s) for which the TI is applicable.

- b. Applicability (for ROP TIs only). Identifies the facility or facilities, site(s), and unit(s) for which the TI is applicable.
- c. Section 01, "Objective(s)." Lists the objective(s) of the TI. For multiple objectives, use a bulleted list. This section also states whether the nature of the TI is performance-based or information-gathering.
- d. Section 02, "Background." Provides critical pertinent background information to assist in TI implementation and the reasons for issuing the TI.
- e. Section 03, "Inspection Requirements and Inspection Guidance." This section presents, in a numerically-ordered list of distinct, concise statements, the specific inspection items that need to be accomplished in order to meet the objective(s) stated in Section 01. Each numbered requirement shall be followed by specific guidance to implement the requirement. TIs emphasize observing activities. They are not to be used for solely reviewing documents. TI requirements should be performance-based, clearly stated, and focused on the implementation of programs, modifications, and procedures. However, TIs that are information-gathering by nature may involve inspection requirements that are slightly different from performance-based requirements.

Revisions of existing TIs may have separate sections for inspection requirements and inspection guidance based on, specific organizational needs.

- f. Section 04, "Reporting Requirements." States where and how the TI results will be documented. In most cases, TI results are documented in inspection reports, (e.g., in accordance with IMC 0612, Power Reactor Inspection Reports)." The TI shall specify the location and information required to be documented. In cases where the inspection results are not to be documented in a routine inspection report, sufficient additional information must be provided regarding the specific reporting requirements. Any non-standard distribution of reports documenting the TI inspections should be specified in this section (e.g., filling out a table that is attached to the TI and e-mailing it to NRR for review).
- g. Section 05, "Completion Schedule." This section includes an expected date for completion of the TI. This date should be reasonable and should precede the expiration date of the TI to allow the originating organization sufficient time to interpret, analyze, and report the TI results. For ROP TIs, completion dates should be the last day of a calendar year quarter (March 31, June 30, September 30, or December 31).
- h. Section 06, "Expiration." States the effective duration of the TI and includes an expiration date, which marks the official end of the TI. In establishing the expiration date for TIs under the ROP, consider the amount of time beyond the completion date the staff will need to complete the inspection report and associated enforcement activities. After the expiration date, no resources shall be charged to the TI, and the originating organization shall follow the procedures

described in subsection 06.09 of this IMC to delete the TI from the Inspection Manual.

- i. Section 07, "Contact(s)." This section identifies the originating organization (office, division, and branch) and the name, phone number, and e-mail address of technical contact(s) who are designated to answer questions about the TI. Usually the author of the TI is considered the lead technical contact. Other technical contacts may include, but are not limited to, other staff within the branch and the immediate supervisor of the technical lead.
- j. Section 08, "Statistical Data Reporting." This section identifies temporary instruction number(s), the associated charge codes (e.g., Inspection Procedure Authority System (IPE) and activity codes) for the TI and, if necessary, the inspection procedure and code to which an inspector should charge time for any follow-up inspections after the TI has been completed. For ROP-related TIs, all inspection effort should be charged to TI 2515/XXX (which represents the number of the TI), the IPE code of TI, and the activity code of TIP for preparation or TID for documentation.
- k. Section 09, "Resource Estimate." This section presents an estimate of the direct inspection effort (DIE) in hours per unit or site needed to complete the TI inspection requirements. The estimated average time should include a band (i.e., a low and a high estimate). If the resources during the implementation of the TI can be attributed to other IPs other than the TI, provide a list of potentially applicable IPs, and an estimate (in hours) of the potential usage.
- l. Section 10, "Training." This section states the required training needed in order to successfully accomplish the inspection requirements. If the necessary training needed is covered by program office's general training and qualification program (e.g., IMC 1245, Qualification Program for the Office of Nuclear Reactor Regulation Programs,) stating the applicable appendix of training IMC will suffice.
- m. Section 11, "References." Lists documents that will be immediately helpful to the inspector in performing the TI. The reference section shall list all other inspection manual documents (IMCs, IPs, and TIs) that appear in the document.

When the originating organization determines that the stated purpose of the TI has been accomplished, it shall prepare a final report documenting the TI results for distribution to pertinent staff no later than the expiration date. The final report may also recommend additional inspections or changes to the inspection program. In those cases, the originating organization shall add the appropriate branch chief (for the ROP, Chief, IRIB), to the distribution.

When the stated purpose of the TI has been accomplished, the originating organization will delete the TI by submitting a document issuing form (Exhibit 1A, 1B, 1C, 1D, or 1E) to the IM coordinator. All TIs shall be deleted by the expiration date.

07.04 Operating Experience Smart Samples (OpESSs). OpESSs may be employed to inform and enhance ROP inspection of selected OpE issues determined to have potential generic safety implications. OpESSs are only developed when inspection can be accomplished within existing ROP inspection requirements and level of effort. Issues that cannot be addressed within existing ROP inspection requirements and level of effort should be considered for a one-time inspection under a TI.

OpESSs contain the following information:

- a. **Cornerstone.** List the cornerstone(s) for which the OpESS is applicable. The cornerstone(s) may include one or all of the cornerstones listed for the ROP pertinent inspection procedure(s).
- b. **Applicability.** Identifies the type of plant (e.g., PWR, BWR, CE, Mark 1 containment, etc.) that is affected or could be inspected under the OpESS.
- c. **Objective(s).** Lists the objective(s) of the OpESS. The objective(s) may be more specific than those specified in the selected inspection procedure(s) but must be congruent with the stated objective(s) of the selected inspection procedure(s).
- d. **Background.** Presents OpE associated with the OpESS and relevant research and references.
- e. **Inspection Guidance.** Provides the information and links for inspectors to use during inspection of the OpESS. Include a list of applicable ROP baseline IP(s) and how the OpESS satisfies one (or more) of the sample requirements for the IP(s). The guidance may be more specific than those specified in the selected IP(s), but must be congruent with the stated objective(s) of the selected IP(s).
- f. **References.** List of documents that will be helpful to the inspector in performing the OpESS. These may include related generic communications, management briefing slides, Regulatory Guides, INPO documents, previous related inspection findings, and OpE communications. Include hyperlinks when available.
- g. **Reporting Results/Time Charges/Additional Issues.** In general, OpESS results will be documented and inspection reports will be distributed in accordance with guidance specific to existing inspection procedure(s) and IMC 0612, "Power Reactor Inspection Reports." Any guidance on non-standard documentation or distribution shall be specified in this section. In addition, provide guidance on how inspectors are to charge their time under the baseline ROP inspection program.
- h. **Contact(s).** Identifies the name, phone number, and e-mail address of technical contact(s) who are designated to answer questions about the OpESS. This is generally the OpESS author and applicable NRR contacts. This contact information may be redacted from the OpESS posted on the NRC public webpage.

- i. **Attachments.** May be used as necessary to provide additional information related to the OpESS.

07.05 **Appendix.** An appendix may contain additional instructional material. Appendixes must pertain to the IMC, IP, or TI to which they are appended. They should not contain policies, responsibilities, or requirements, which are to be covered in the basic document.

- a. Purpose. Briefly explain why an appendix is being provided.
- b. Background. Provide necessary information to understand the guidance of the appendix, as well as its context.
- c. Discussion. Provide necessary detailed information for the appendix.

07.06 **Table.** Every table should have a number (Table 1, 2, etc.) and should be cited in the text by that number. In general, tables should have titles.

07.07 **Figure.** Every figure should have a number (Figure 1, 2, etc.) and should be cited in the text by that number. In general, figures should have titles. The NRC Graphic Services Section, Office of Administration, is available to prepare figures.

07.08 **Exhibit.** Every exhibit should be numbered (Exhibit 1, 2, etc.) and should be cited in the text by that number.

07.09 **Issue Date.** The issue date is on each page of the document in the form XX/XX/XX and is placed at the lower left of the page (as illustrated in this IMC). The issue date is omitted from the first page of an IMC that contains a Table of Contents. The actual date will be entered by the NRR Inspection Manual Coordinator before the document is issued.

07.10 **Document Number.** The document number is put at the bottom right of all pages containing an issue date. Revisions of Manual documents have the same number as the original document. The NRR Inspection Manual Coordinator is responsible for assigning numbers for new Manual documents. Office Inspection Manual Coordinators and NRR document originators should request the NRR Inspection Manual Coordinator to reserve numbers for new Manual documents before the document issuing package is prepared.

0040-08 REFERENCES

IMC 0308, "Reactor Oversight Process (ROP) Basis Document"

IMC 0801, "Reactor Oversight Process Feedback Program"

IMC 1245, "Qualification Program for Operating Reactor Programs"

IMC 2515, "Light-Water Reactor Inspection Program -- Operations Phase"

[NUREG-1379, "NRC Editorial Style Guide"](#)

[U.S. Government Printing Office Style Manual](#)

END

Exhibits:

1. Document Issuing Forms, 1A, 1B, 1C, 1D, 1E
2. Example of Comment Resolution Summary
3. Example of Revision History Page
4. Example of Document Formatting
5. Format Requirements Checklist
6. Guidance for Using MS Word

Attachment:

Revision History for IMC 0040

Exhibit 1A - NRR Document Issuing Form (DIF)
(posted on NRC internal website: NRR/ROP Digital City)

Exhibit 1B - FSME Document Issuing Form (DIF)
(posted on NRC internal website: NRR/ROP Digital City)

Exhibit 1C - NMSS Document Issuing Form (DIF)
(posted on NRC internal website: NRR/ROP Digital City)

Exhibit 1D - NRO Document Issuing Form (DIF)
(posted on NRC internal website: NRR/ROP Digital City)

Exhibit 1E - NSIR Document Issuing Form (DIF)
(posted on NRC internal website: NRR/ROP Digital City)

Exhibit 2 - Example of Comment Resolution Table

Resolution of Comments for

IMC XXXX (Date)

Source	Comment	Added	Remarks
R-I	The first comment is stated or paraphrased.	Yes	No remarks necessary if comment incorporated in full.
R-I	Second comment is stated or paraphrased.	No	Explain why comment not incorporated into program document.
R-II	No comments		
R-III	Xxxx xxxxx xxxx xxx xx.	Yes	Explain why, if comment only partially incorporated.
R-IV	Xxx xxxxx xxx xxxx.	Yes	...
NMSS	Xxxx xxxx xxxxx xx.	Yes	...
FSME	Xxxx xxxx xxxxx xx.	Yes	...

Exhibit 3 - Example of Revision History Page

Commitment Tracking Number	Document Accession Number and Issue Date	Description of Change	Training Needed	Training Completion Date	Comment Resolution Accession Number
N/A	MLXXXXXXXX 3/17/06	First issuance. Completed 4 year search for commitments and found none.	None	N/A	N/A
N/A	MLXXXXXXXX 11/18/04	Revised to include feedback from inspectors and also for editorial changes	None	N/A	N/A
C-1 Reference: Generic Letter (GL) 04-01	MLXXXXXXXX 6/16/04	Incorporated comments of GL 04-01	Web-based training for all power reactor inspectors	4/20/04	ML060905000
N/A	MLXXXXXX	Revised to change sample size and clarify inspection guidance. (ROPFFs XXXXX-1234 and XXXXX-1235)	None	N/A	MLXXXXXXXX

NRC INSPECTION MANUAL

ABCD

MANUAL CHAPTER XXXX

TITLE (All CAPS)

XXXX-01 PURPOSE (All CAPS starting at third tab)

Two lines dividing each section. One line dividing paragraphs and subsections.

XXXX-02 OBJECTIVE(S) (OR POLICY)

Sections may be subdivided and paragraphed as follows (do not use 02.01 unless there is an 02.02):

02.01 Subsections. Numbered consecutively. Titles are underlined with a period at the end. Further subdivisions formatted and numbered as shown below.

- a. XXXXXXXX XXXXXX XXXX XXXXXXXXXXXX X XXXXXXXX XXXXXXXX XXXX XXXXX XXXXXXXX XXXX X
XXXXXXX X XXX XXX.
- b. XXXXXX, "XXX." XXXXXXXX XXXXXX XXXX XXXXXXXXXXXX X XXXXXXXX XXXXXXXX XXXX XXXXX
XXXXXX XXXX X.
 - 1. XXXXXXXXX X XXX X XXXXX XXXXXXXXXXXX XXXX XXXXXXXXXXXX XXXXXXXXXXXX X XXXXXXXX
XXXXXX XXXX XXXX.
 - (a) Xxx XXXXXX XXXX XXXXXXXXXXXX XXXXX XXXXX XXXXXXXXXXXX XXXXXXXXXXXX XXXXX
XXXXXXXX XXXX XXXXXXX XXX.
 - (1) XXXXX XXXXXXXXXXXX XXXXXXXXXXXXXXXX XXXXXXXXXXX XXXXX XX XXXXXXXXXXXXX.

02.02 XXXXXXXX XXXXXXXXXXXXX. Xxx XXXX X XXXXXXXX XXXXX XXXXXXXXXXXX XXXXXXXXXXXX X XXXX
XXXXXX XX XXXX.

Exhibit 5 - Format Requirements Checklist

Note: Refer to Exhibit 6 for instructions on how to format using MS Word.

Margins for all pages:

Top margin at 0.75"

Bottom margin at 0.50"

Left and right margins at 1.0"

Tab settings for 1st line (NRC Inspection Manual in center and Originating Organization code at right):

3.25" Center Tab

6.5" Right Tab

Tab settings for body of document:

Relative to left margin: 0.19", 0.56", 1.00", 1.44", 1.88", 2.25", 2.69", 3.13", 3.50", 3.94", 4.38", 5.19", 5.63", 6.06"

Default tab stops: 0.42"

Tab settings for footer:

Portrait format:

3.25" Center Tab

6.5" Right Tab

Landscape format:

4.5" Center Tab

9" Right Tab

Page one requirements:

Line 1: NRC Inspection Manual in all CAPS in bold Arial 19-point font, centered; and originating organization code in Arial 10-point font, against the right margin.

Line 1 **NRC INSPECTION MANUAL** IRIB

Line 2: Blank

Line 3: Document title in all CAPS in Arial 12-point font, centered with horizontal line above and below document title.

Line 3 MANUAL CHAPTER 0040

Lines 4 and 5: Blank

Line 6: Document Name in all CAPS in Arial 12-point font, centered.

Line 6 PREPARING, REVISING, AND ISSUING DOCUMENTS
FOR THE NRC INSPECTION MANUAL

Body of document:

12-point Arial font
Justification set to full

Page numbers:

When there is a table of contents, do not number the title page before it.
Number the table of contents with lower-case Roman numerals (i, ii, iii).
Number the body of the document with Arabic numerals (1, 2, 3).
Number each new section following the body with its own prefix (e.g., E1 for Exhibit 1, Att1 for Attachment 1), followed by a hyphen, and then an Arabic numeral. Begin renumbering with page 1 for each new section (E1-1, Att1-1).

Footers:

'Issue Date: XX/XX/XX' against left margin
Page number in center
'(Document Number)' against right margin
12-point Arial font

Official Use Only Document Headers/ Footers:

Follow the SUNSI guidance and place the required wording (e.g., "Official Use Only") centered in the headers and footers of all applicable pages.

Exhibit 6 - Guidance for Using MS Word 2007

Horizontal lines above and below title:

Type three dashes in a row without spaces (---) and press the Enter key.

Margins:

Page Layout tab, click on Page Setup. Enter margins (see Exhibit 5).

Page Numbering:

Create a new section each time the page numbering or formatting changes. New sections should be created for the title page, table of contents, main body, and each attachment. To create a section break, from the **Page Layout** tab, click on Breaks and under Section Breaks, next page.

Tabs:

Home tab, click on Paragraph (box below appears). Click on Tabs (bottom left) and enter the list of settings from Exhibit 5 for tab settings for body of document.

Adjust tabs while working on the document by highlighting text to be formatted, clicking on Paragraph, and entering:

Alignment=Justified

Left Indentation

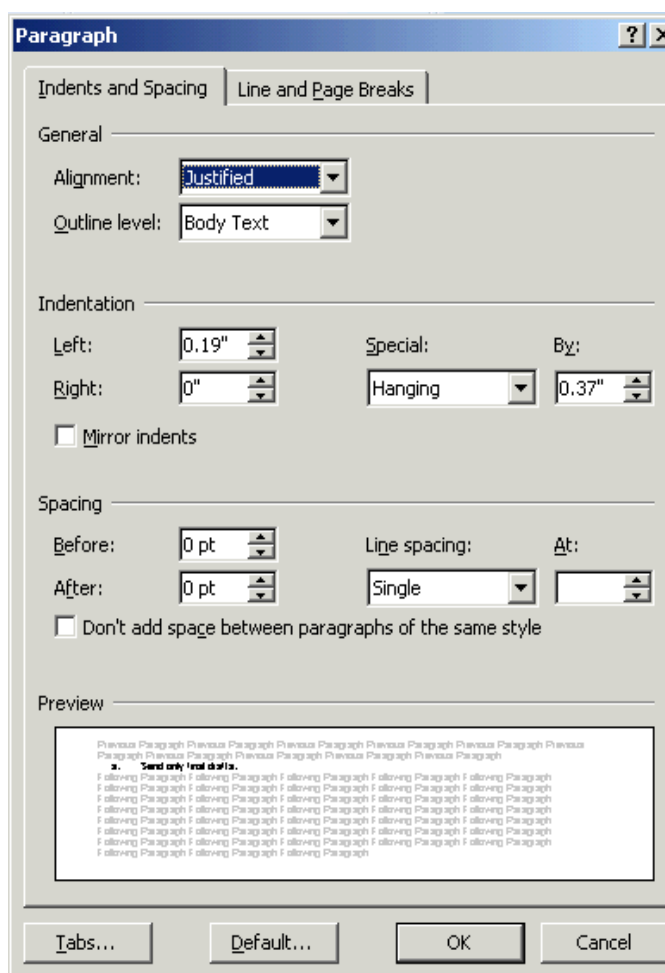
- a,b,c = 0.19" Hanging by 0.37"
- 1,2,3 = 0.56" Hanging by 0.44"
- (1), (2), (3) = 1.00" Hanging by 0.44"
- (a),(b),(c) = 1.44" Hanging by 0.44"

Right indentation = 0"

Spacing Before and After = 0

Line spacing = Single

Note: The correct format can be copied from one section to another by highlighting text from the section you want copied, clicking on the Format Paint (brush icon), and highlighting the section to which you want the format copied.



Example of formatting for a,b,c,

Footers:

Insert tab, select Footer and pull down to 'Blank (Three Columns).'

For left footer, type: Issue Date: XX/XX/XX

For right footer, type: number of document

For center footer, click Insert tab, click on Page Number, (if applicable enter any prefix to the number), and select Plain Number

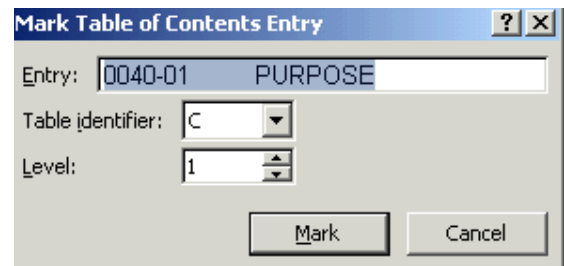
To make changes from one footer section to the next, open the Header/Footer toolbar by double-clicking in the footer. Click on 'Link to Previous,' to remove the link from the previous footer. (This is a toggle switch.)

Table of Contents:

Entries in the table of contents shall list titles and page numbers.

First mark the items you want displayed in the Table of Contents:

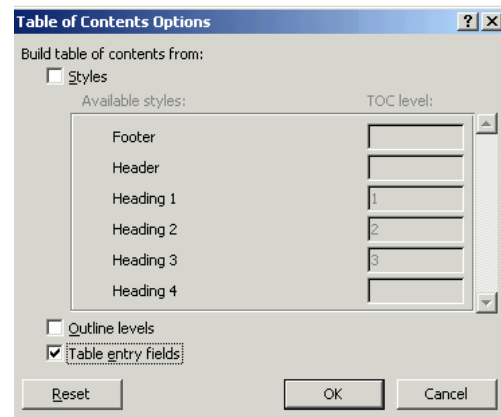
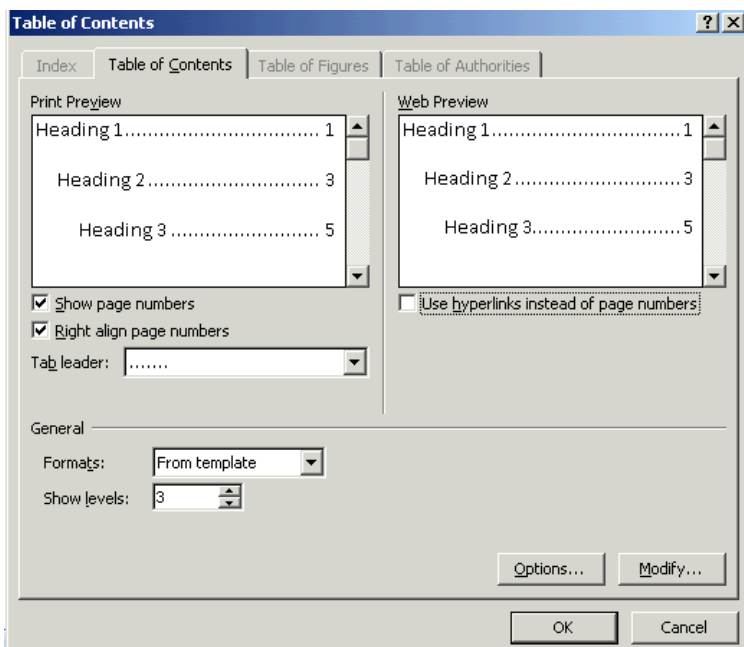
1. Highlight the text and hold down the keys CNTRL + SHIFT + the letter O.
2. In the box that appears, select the Level Numbers
Sections (0040-01) = Level 1
Subsections (01.01) = Level 2
Add additional levels if appropriate



Box that appears after entering SHIFT+CNTRL+O

After all items are marked, display the Table of Contents.

3. Click on the place where you want the table of contents inserted. On the **References** tab, select Table of Contents. Pull down to Insert Table of Contents (see image below at left). Uncheck Use hyperlinks instead of page numbers and click on Options. (This brings up the image at right).



4. Uncheck the Styles and Outline levels, check Table entry fields, and click OK twice to generate the table of contents.

5. After the table of contents is displayed:
 - For entries after the main body, type in the prefix before the 1
 - Remove any underlining by highlighting the text and clicking on the underline button.

6. After making changes to the text, re-generate the table of contents by depressing the F9 key.

Set the Track Changes Options to display red font and lines for changes:

For final drafts of documents to be issued:

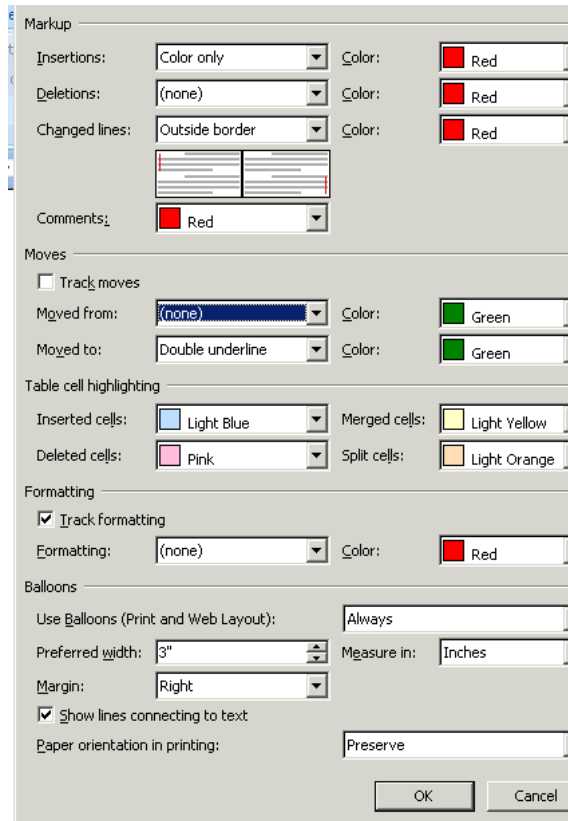
In the Review tab, Tracking, select Final Showing Markup and then click on Track Changes/Change Tracking Options and set as follows

Markup Insertions = Color only
 Color = Red
 Deletions = None,
 Color = Red
 Formatting = None,
 Color = Red
 Changed Lines = Outside
 Border Color = Red

Moves Uncheck Track Moves

Formatting Check Track formatting,
 none, color Red

Balloons Always



For documents sent out for comment:
 Same as above except Deletions = Strikethrough

View the entire document to display balloons. Remove all balloons before submitting document to be issued by right clicking on each balloon and accepting the changes.

Attachment 1 - Revision History for IMC 0040

Commitment Tracking Number	Document Accession Number and Issue Date	Description of Change	Training Required	Training Completion Date	Comment Resolution Accession Number
C1 Reference: Davis-Besse Lessons Learned Task Force Item 3.1.2(3) and Problem Identification Form 2005- 008	ML040690209 02/02/04 CN 04-003	Revised to ensure that revisions of inspection procedures do not inadvertently delete inspection requirements that were added as a result of an event or occurrence that had generic applicability.	None	N/A	N/A
N/A	ML053210382 11/28/05 CN 05-031	Complete rewrite of document structure, add requirement for revision history page, minor revision to DIF. Completed 4 year historical CN search	None	N/A	ML053210329
N/A	ML063260070 03/05/07 CN 07-008	This document is being revised to update and clarify the processes that will be used to prepare, revise, and issue Manual documents, including processes used by the various NRC offices that conduct inspection.	None	N/A	ML070570542

N/A	ML071580744 06/20/07 CN 07-020	This document has been revised to establish deadlines for submission of Manual documents in WordPerfect and MS Word formats; update the Office of New Reactors' document issuing form, pursuant to Feedback Form 0040-1144; and provide greater clarity and incorporate editorial changes in response to Feedback Form 0040-1128. It also serves as a template for a Manual document in MS Word.	None	N/A	ML071580749
N/A	ML082240426 08/19/08 CN 08-024	The document has been revised to clarify instructions on the use of Microsoft (MS) Word in preparing inspection manual documents, reflect office-related requests to modify document issuing forms, respond to Feedback Forms, and make editorial improvements.	None	N/A	ML082240428
N/A	ML082820151 10/29/09 CN 09-025	Relocates program office document issuing forms from IMC 0040 to the NRR Digital City website. Adds a document issuing form for NSIR. Clarifies authorization requirements for documents affecting multiple program offices. Stipulates that no new technical guidance or 10 CFR guidance documents will be issued and that these documents will be relocated in the future.	None	N/A	ML092170189
N/A	ML11053A009 06/02/11 CN 11-009	Improved the process: (1) all documents to have a references section which includes a list of other IPs, IMCs, or TIs that appear in the document (ROPFF 0040- 1354). (2) the document's ML number to be listed on the revision history page. (3) comment resolution	None	N/A	ML11125A085

		<p>summary to be an official non-public record prior to submittal to NRR.</p> <p>(4) For new IPs and TIs, the requirements and guidance sections are to be combined (ROPFF 0040-1645).</p> <p>(5) Clarified organizational responsibilities. (6) Upgraded guidance on MS Word to version 2007. (7) Made editorial improvements.</p>			
N/A	ML11242A062 11/16/11 CN 11-035	Included guidance on the formatting of an Operating Experience Smart Sample. Change coordinated with development of IMC 2523, "NRC Application of Operating Experience."	None	N/A	N/A