

December 02, 2011

MEMORANDUM TO: Raymond K. Lorson, Director
Division of Nuclear Materials Safety
Region I

Anne T. Boland, Director
Division of Nuclear Materials Safety
Region III

Roy J. Caniano, Director
Division of Nuclear Materials Safety
Region IV

Douglas W. Weaver, Acting Director
Division of Spent Fuel Storage and Transportation
Office of Nuclear Material Safety and Safeguards

FROM: Brian J. McDermott, Director **/RA/ for JLuehman**
Division of Materials Safety and State Agreements
Office of Federal and State Materials
and Environmental Management Programs

SUBJECT: NOTIFICATION OF UPDATED NRC FORMS 591, SAFETY AND
COMPLIANCE INSPECTION, AND FORM 591M, SAFETY
INSPECTION REPORT AND COMPLIANCE INSPECTION

This memorandum is to inform you of the recently revised NRC Form 591 "Safety and Compliance Inspection Part 1 and Part 2" and Form 591M "Safety Inspection Report and Compliance Inspection". On September 30, 2009, in response to the Office of the Inspector General (OIG) audit OIG-08-A-17 the Office of Enforcement (OE) audited a sample from each of the regional offices of completed NRC Form 591s, "Safety Inspection Report and Compliance Inspection", and letters documenting non-escalated materials inspection findings. The 2009 OE audit identified a number of areas where documentation on NRC Form 591s could be strengthened.

On November 15, 2010, the Office of Federal and State Materials and Environmental Management Programs (FSME) issued a revised Inspection Manual Chapter 2800, "Materials Inspection Program," that established the required level of review for Form 591 and revised Form 591 to include a block for branch chief concurrence. On May 13, 2011, OE completed a follow-up audit and determined that versions of NRC Form 591 are being used by inspectors in different NRC offices, and in some cases, the versions being used do not contain a branch chief signature block as now required by IMC 2800.

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Additionally, audit observed that Form 591 does not reference the Enforcement Policy as the basis for how the violation's significance was determined.

FSME has revised Forms 591 and 591M to reflect the OE audit findings. The Forms are attached to this memorandum and are located in the NRC Forms Library in SharePoint. Please ensure that your staff is using the current Form 591 and 591M issued in October 2011.

Enclosure:

1. Form 591 Part 1 and Part 2
2. Form 591M

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Enclosure:

1. Form 591 Part 1 and Part 2
2. Form 591M

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