

## REGIONAL OFFICE REVIEW PROCEDURE

### A. Purpose

To establish a procedure and criteria to review the administration of the operator licensing functions in the Regional Offices and to review Operator Licensing and Training Branches (IOLB and HOIB) support of the Regional Offices in carrying out the operator licensing functions delegated to the Regions.

### B. Background

1. NRR and NRO are responsible for regulatory policy and licensing operators pursuant to 10 CFR Part 55. To monitor the execution of this responsibility, IOLB/HOIB shall oversee the operator licensing functions delegated to the Regional Offices. The oversight function shall include a quadrennial office visit, which is a review that may be conducted off site and/or on site in accordance with the procedures of this manual chapter.
2. The objectives of the review include:
  - a. Evaluating Regional consistency in implementing the regulations, Examination Standards, and other policy guidance. Consistency is evaluated by assessing examination administration, quality, level of difficulty, and grading.
  - b. Providing feedback to NRR/NRO management concerning the adequacy of the operator licensing functions delegated to the Regional Offices.
  - c. Evaluating examiner feedback and the responsiveness of IOLB/HOIB to that feedback, along with any other identified issues based on observations and interactions.
  - d. Determining the adequacy of IOLB/HOIB support provided to the Regional Offices to carry out their functions.
  - e. Ensure licensing decisions are implemented per the latest NUREG 1021 revision guidance and not adversely affected by regional process errors.
3. A detailed review of all functional areas or all aspects of a function is not required during each review. Items of particular interest for review shall be those identified problem areas from previous reviews.

C. Implementation Procedure

1. Specific information and requirements regarding Team Leader selection, team composition, certain sampling requirements (including a review of examination reports issued by the region to be audited), and scheduling of the Regional Office Review can be found in OLMC-330, "Operator Licensing Oversight Program." The review Team Leader shall contact the appropriate Regional Branch Chief to arrange an optimal time for the review. The date of the review should be selected to coincide with a time when most examiners are in the office and available for interviews (telephone, electronic, and in-person). The review should be scheduled to accommodate NRR (and NRO, if the review includes areas related to new reactors) Program Office manager participation in the exit briefing. After the review has been arranged, and approximately thirty days prior to the scheduled review date, the Team Leader will send a memorandum in the format of Attachment 1 to the Regional Office being reviewed.
  
2. The review shall evaluate the administration of delegated operator licensing functions within the Region (using the assessment guidance in Attachment 2) and the support and guidance provided to the Regional Offices by IOLB and HOIB (if applicable). The assessment of many of the elements that make up the regional operator licensing functions will be both objective and subjective in nature. For those licensing functions, where definitive requirements have been previously established, the ratings will be based on objective measurements of performance against those requirements. The specific ratings are defined as follows:

SATISFACTORY (S):

- Goals and requirements are consistently met or exceeded.
- Schedules are realistic and consistently met.
- Initiatives are implemented with positive results.

NEEDS IMPROVEMENT (NI):

- Goals and requirements are consistently not met.
- Schedules are frequently not met.
- Regional management attention is warranted.
- Potential vulnerability or deficiency.

NOT APPLICABLE (NA):

- Not applicable or not evaluated.
- Any use of this rating must be justified.

3. Additional reviews may be scheduled if necessary to meet the objectives of the review program. However, a region should receive no more than one office review in any fiscal year unless unforeseen or special circumstances arise. If an additional office review is necessary then the NRR Program Office will document the circumstances requiring the additional review in the associated quadrennial operator licensing program review report. HOIB can schedule an office review focused only on new reactors if HOIB determines it is necessary.
4. The office review will be performed by a team consisting of the necessary expertise to adequately evaluate the areas assigned by the NRR and NRO Program Offices. The review of examination material will be performed by certified examiners. When possible, the team will include an experienced examiner from another Regional Office and an operator licensing assistant (OLA) from IOLB or another Regional Office. The Team Leader will generally be a senior license examiner from IOLB, but may also be led by a senior license examiner from HOIB. Although a senior examiner from HOIB may lead the team, the review will be under the cognizance of IOLB, and the report will be issued from IOLB. HOIB examiners may also participate as members of the audit team, particularly when areas to be assessed in accordance with Section 6 (Assessment Areas, below) include aspects of the new reactors.
5. An exit meeting shall be scheduled at the end of the review to discuss the findings of the review team and concerns of the Regional Office. Prior to the exit meeting, the review Team Leader will discuss the team's findings with the appropriate Regional management. The NRR Program Office manager should join the review team to interview Regional staff, attend the exit meeting, and discuss policy matters with Regional Office management. At their discretion, the NRO Program Office manager may join the review team when the review areas involve new reactors. Regional staff may attend the exit meeting at Regional Office management discretion. The review Team Leader will ensure a bridgeline is reserved for the exit meeting and will provide the bridgeline information to individuals who are unable to attend in person.
6. Assessment Areas

A detailed review of each of the following assessment areas or all aspects of an assessment area is not required during each review. Identified areas with issues from previous reviews, regional self-assessments, and off-site audits are generally of particular interest.

  - a. The Examination Administrative Requirements Assessment (Attachment 2 Section 1.0) shall be completed in conjunction with the Written and Operating Test examination packages selected for review. Note that

these examination packages may include those already audited per OLMC-320.

- b. The Operating and Written Examination Assessments (Attachment 2 Sections 2.0 and 3.0) should be used to review selected portions of examination packages. Note that these examination packages are in addition to those audited per OLMC-320. Since each Regional Office is responsible for quality assurance of examinations, no distinction shall be made between examinations written by the NRC or by the facility licensee. The examination package shall be reviewed for compliance with the applicable revision of the Examination Standards in effect at the time the examination was administered.
- c. The Operator Requalification Program Assessment (Attachment 2 Section 4.0) shall be used to review one or two requalification program examinations or inspections, as applicable.
- d. The Regional Operations Assessment (Attachment 2 Section 5.0) shall be used to review the Region's method of disseminating guidance from the NRR and NRO Program Offices, scheduling examinations, handling waiver requests, reviewing medical evaluation forms, processing license denial appeals, docket management, and Reactor Program System Operator Licensing (RPS-OL) entries. There must be evidence of a means to ensure that all examiners receive clarification or interpretations of established policy or the Examination Standards.
- e. The Resource Utilization Assessment (Attachment 2 Section 6.0) shall be used to assess the effectiveness of the Regional Offices' examiner training program and the efficiency of examiner resource utilization.
- f. The Regional and Program Office Communications Section (Attachment 2 Section 7.0) shall be used to assess the interaction between the Regional Office and IOLB staff and/or HOIB staff.
- g. The Regional Differences Assessment (Attachment 2 Section 8.0) shall be used to assess the Regional Office's ability to identify regional differences and implement IOLB and HOIB resolutions.
- h. The Cross-Regional Examination Participation Assessment (Attachment 2 Section 9.0) shall be used to assess the Regional Office's participation in cross-regional examinations and documentation of the results of that participation.

7. General Implementation Guidance

- a. The Team Leader shall prepare a review plan based on the IOLB examination audit scheduled issued per OLMC-330 and the results of previous reviews/audits and assign the assessment areas among the team members based on their experience and expertise.
- b. The Team Leader shall have the IOLB OLA run the following reports, as applicable, covering the period since the last review in the Regional Office and distribute them to the appropriate team members to facilitate the review:
  - RPS-OL Report 14, "License Restriction Report"
  - RPS-OL Report 18, "Proposed Denials / Appeals Status"
  - RPS-OL Report 19, "Waiver Tracking"
  - RPS-OL Report 25, "Fitness for Duty"
  - RPS PM Report 3, "Completion Status and Hours by Inspection Procedure," for IP-71111.11B and Q
  - ROP Inspection Findings Summary from the NRR Dynamic Web Page (found at [http://cio8.nrc.gov/nrr-office/rps/dyn/rop\\_ir1\\_select.cfm](http://cio8.nrc.gov/nrr-office/rps/dyn/rop_ir1_select.cfm))
  - Hours charged to Operator Licensing PA Codes 114165 from the NRR Dynamic Web Page (found at [http://cio8.nrc.gov/nrr-office/rps/dyn/rits3a\\_select.cfm](http://cio8.nrc.gov/nrr-office/rps/dyn/rits3a_select.cfm) )
  - Examination audit reports
  - Regional operator licensing self-assessment reports, if performed

The Team Leader shall also distribute to the team members the previous IOLB Regional Office Review Report.

- c. If applicable, portions of the reviews are being performed using digital resources (such as ADAMS and RPS-OL) prior to the on-site portion of the review to maximize efficiency of the time spent at the Regional Office.
- d. See OLMC 330, "Regional Oversight Review Program," for additional guidance.
- e. The Team leader shall review the regional differences list before the review (located at <http://fusion.nrc.gov/nrr/team/dirs/iolb/Shared%20Documents/Forms/AllItems.aspx?InitialTabId=Ribbon%2EDocument&VisibilityContext=WSSTabPersistence>). The Team Leader shall evaluate whether the region implemented the IOLB and/or HOIB resolutions to the regional differences. If the Team Leader or any team member identifies a new

regional difference, she/he will ensure that it gets added to the regional differences list.

D. Documentation Required

A report shall be prepared by the Team Leader upon completion of the office review. This report shall summarize the findings of the assessment team regarding the adequacy and consistency of program implementation by the Regional Office and areas where IOLB and/or HOIB must provide additional support for the Regional Office. The report shall be from the Director, Division of Inspection and Regional Support (DIRS), and may be concurred upon by the Director, Division of Construction Inspection and Operational Programs (DCIP) for reviews involving aspects of implementation of the new reactors operator licensing program, to the appropriate Regional Division Director and other appropriate Regional Office personnel. Prior to final distribution of the report, a preliminary copy shall be sent to the Regional Office for review and comment. The Regional Office's comments will be considered for inclusion in the final report.

ATTACHMENT 1

EXAMPLE OF LETTER TO REGION SCHEDULING QUADRENNIAL OFFICE REVIEW

MEMORANDUM TO: (\_\_\_NAME\_\_\_), Director  
Division of Reactor Safety, R(\_\_\_)

FROM: (NAME), Director  
Division of Inspection and Regional Support  
Office of Nuclear Reactor Regulation

SUBJECT: QUADRENNIAL PROGRAM REVIEW OF THE OPERATOR  
LICENSING FUNCTION IN REGION (\_\_\_)

The Operator Licensing and Training Branch (IOLB) is planning to perform its quadrennial Region (\_\_\_) office review during the week of (\_\_\_DATE\_\_\_). (\_\_\_NAME\_\_\_) of [IOLB OR HOIB] has discussed this visit with (\_\_\_REGION CONTACT\_\_\_) of your staff and confirmed the dates. (\_\_\_REGION CONTACT\_\_\_) has also agreed to arrange for working space for the review team. (\_\_\_TEAM LEADER\_\_\_) [IOLB OR HOIB] will lead the team consisting of himself/herself, (\_\_\_LIST HQ TEAM MEMBERS\_\_\_) [IOLB OR HOIB], and (\_\_\_NAME OF REGIONAL EXAMINER\_\_\_) from Region (\_\_\_).

Enclosed for your information is the planned agenda for this review. (\_\_\_NAME AND TITLE \_\_\_) will be the NRR management representative and will discuss the operator licensing programs with you and your staff, review the team's findings, and participate in the exit briefing. [(\_\_\_NAME AND TITLE\_\_\_) from NRO will also participate as a management representative.]

We appreciate the cooperation of you and your staff for this review. I believe that the success of this important review function depends on a high level of regional office cooperation. If you or your staff have any questions pertaining to this review, please call me or [NAME], Chief, IOLB/HOIB, at (301) 415-1004 or (301) 415-[ # ], respectively.

Attachment:  
As stated

Distribution:  
Regional BC (\_\_\_NAME\_\_\_)  
IOLB OLA  
Regional OLA  
Team Members  
IOLB/HOIB R/F

Concurrence: Team Leader, IOLB BC, HOIB BC, DCIP DD (if applicable), DIRS DD

**SAMPLE AGENDA**

- DAY ONE** Assemble and brief team on schedule for visit (TEAM LEADER)  
Brief Region (\_\_\_) management and staff on schedule for visit (TEAM LEADER)  
Begin Assessment of Regional Operator Licensing Activities (TEAM)
- DAY TWO** Continue Assessment of Operator Licensing Activities (TEAM)  
Meet with Regional Operator Licensing Staff to discuss recent IOLB and HOIB (if applicable) activities and answer questions (TEAM LEADER/MANAGER)
- DAY THREE** Continue Assessment of Regional Operator Licensing Activities (TEAM)  
Continue meeting with Regional Operator Licensing Staff to discuss recent IOLB and HOIB (if applicable) activities and answer questions (TEAM LEADER/MANAGER)  
Brief NRR (and NRO, if applicable) manager on team findings (TEAM)
- DAY FOUR** Prepare exit meeting summary (TEAM)  
Exit meeting with Regional Office Management (TEAM)

ATTACHMENT 2

ASSESSMENT OF THE REGIONAL OPERATOR LICENSING PROGRAM

ASSESSMENT SUMMARY SHEET

1.0	<u>EXAMINATION ADMINISTRATIVE REQUIREMENTS ASSESSMENT</u>	S/NI/NA
2.0	<u>OPERATING TEST ASSESSMENT</u>	S/NI/NA
3.0	<u>WRITTEN EXAMINATION ASSESSMENT</u>	S/NI/NA
4.0	<u>OPERATOR REQUALIFICATION PROGRAM ASSESSMENT</u>	S/NI/NA
5.0	<u>REGIONAL OPERATIONS ASSESSMENT</u>	S/NI/NA
6.0	<u>RESOURCE UTILIZATION ASSESSMENT</u>	S/NI/NA
7.0	<u>REGIONAL AND PROGRAM OFFICE COMMUNICATIONS</u>	S/NI/NA
8.0	<u>REGIONAL DIFFERENCES ASSESSMENT</u> S/NI/NA	
9.0	<u>CROSS-REGIONAL EXAMINATION PARTICIPATION ASSESSMENT</u> S/NI/NA	

DEFINITIONS OF ASSESSMENT RATINGS

SATISFACTORY (S):

- Goals and requirements are consistently met or exceeded.
- Schedules are consistently met.
- Initiatives are implemented with positive results.

NEEDS IMPROVEMENT (NI):

- Goals and requirements are consistently not met.
- Schedules are frequently not met.

- Regional management attention is warranted. - Potential vulnerability or deficiency.

NOT APPLICABLE (NA):

- Not applicable or not evaluated.
- Any use of this rating must be justified.

ASSESSMENT OF THE REGIONAL OPERATOR LICENSING PROGRAM

1.0 EXAMINATION ADMINISTRATIVE REQUIREMENTS ASSESSMENT

Examinations assessed: \_\_\_\_\_

- 1.1 Pre- and Post-Examination Security Agreements were executed in accordance with the Examination Standards. (ES-201, Section D.2.b; Form ES-201-3)

Comments:

- 1.2 License applications (NRC Form 398 & NRC Form 396) were reviewed for completeness and accuracy and approved by an examiner. (ES-202, Section C.2)

Comments:

- 1.3 An ADAMS Facility Examination File exists for each facility, containing the following information for at least the last two examinations administered:

1.1.3.1 Pertinent written correspondence, checklists, and forms listed in ES-501, Section F.1 are included. ADAMS files have public release dates consistent with program office delayed-release guidance.

Comments:

- 1.4 Examination results notification was performed in accordance with ES-501, Section E.1.

Comments:

- 1.5 The Examination Report was prepared in accordance with ES-501, Section E.3.

Comments:

## 2.0 OPERATING TEST ASSESSMENT

Examinations assessed: \_\_\_\_\_

### 2.1 **Adequacy of the facility walk-through portions of initial examination operating tests**

2.1.1 The facility walk-through test complies with ES-301 (use Forms ES-301-1, 2, and 3 as guides). Quality reviews were conducted in accordance with ES-201, Sections C.3.e, f, and g and ES-301, Section E.2, as documented on Forms ES-201-2 and ES-301-3. Any comments (if available) were properly resolved and the final examination was revised, as necessary, prior to regional supervisor approval.

Comments:

2.1.2 The facility walk-through appears to be an appropriate test of system knowledge. (Evaluate only if JPMs are available.)

Comments:

### 2.2 **Adequacy of the integrated plant operations portions of initial examination operating tests**

2.2.1 The simulator scenarios comply with ES-301 (use Form ES-301-4 as a guide). Quality reviews were conducted in accordance with ES-201, Sections C.3.e, f, and g and ES-301, Section E.2, as documented on Forms ES-201-2, ES-301-3, and ES-301-4. Any comments (if available) were properly resolved and the final examination was revised, as necessary, prior to regional supervisor approval.

Comments:

2.2.2 The simulator scenarios appear to be an appropriate test of integrated plant operations.

Comments:

### 2.3 **Examination Record Retention**

2.3.1 Sample 2-3 individual docket files, including those of operators who failed the exam, to ensure the files contain the following:

2.3.1.1 Examination Reports (Forms ES-303-1, ES-303-2, as-run ES-D-1) for each operator, along with all correspondence with the applicant. (ES-501, Section F.2)

Comments:

2.3.1.2 For any operator who failed the operating test of the NRC exam, docket file contains all failed portions of the exam, including Form ES-D-2 if the simulator operating test portion was failed, in addition to the forms identified in item 2.3.1.1 (ES-501, Section F.2). Verify that the operating test comments justify the grades assigned per ES-303.

Comments:

2.3.2 The Facility Examination File contains the as-run Forms for each scenario set (ES-D-1 and D-2) and operating test outlines (ES-301-1 and 301-2) administered during the last two examinations at the facility.

Comments:

### 3.0 WRITTEN EXAMINATION ASSESSMENT

Examinations assessed: \_\_\_\_\_

#### 3.1 **Adequacy of the written examination reviews**

3.1.1 Quality examination reviews were conducted in accordance with ES-201, Sections C.3.e, f, and g and ES-401, Section E.2 or ES-401N, Section E.2 as documented on Forms ES-201-2, ES-401-6, ES-401-9, ES-401N-6, and ES-401N-9, as applicable. Any comments (if available) were properly resolved and the final examination was revised, as necessary, prior to regional supervisor approval.

Comments:

3.1.2 Any changes to examination grading are fully documented by the reviewer with original grading lined out but legible (no white out or other obscuring methods used). (ES-403, D.2)

Comments:

- 3.1.3 Perform an independent review on a sample (~25%) of the submitted written examination questions using Forms ES-401-6 and ES-401-9, or Forms ES-401N-6 and ES-401N-9, as applicable. The independent written examination review substantially agrees with the region's review as documented on Forms ES-401-6 and ES-401-9, or Forms ES-401N-6 and ES-401N-9, as applicable. Review ES 401-9 or ES-401N-9 Forms associated with different exams, and document any significant inconsistencies.

Comments:

### 3.2 **Examination Record Retention**

The ADAMS Facility Examination File shall contain the following information for at least the last two examinations administered:

- 3.2.1 The final written examination and answer key with all changes incorporated, and the NRC-approved examination that was pre-reviewed by the facility licensee (including licensee comments) or the draft examination submitted by the facility licensee for NRC review.

Comments:

## 4.0 OPERATOR REQUALIFICATION PROGRAM ASSESSMENT

Inspections assessed: \_\_\_\_\_

- 4.1 Requalification program inspections conducted in accordance with IP 71111.11B once per requalification cycle. Additionally, resident inspectors perform quarterly inspections in accordance with IP 71111.11Q.

Comments:

- 4.2 The Regional Office announces its intent to conduct inspections.

Comments:

- 4.3 Requests for the facility licensee to submit specific examinations in advance are made in writing (see ROI 94-08).

Comments:

- 4.4 How many inspectors are typically dispatched to the site? How long are the inspectors at the site? How many DIE hours have been required to complete the inspections (the IP estimates 96 hrs DIE with an additional 4 hours per quarter for resident staff to review requalification activities)? (Refer to RPS PM Report 3)

Comments:

- 4.5 Is there any evidence that the Examination Standards are being treated as requirements (see ROI-94-29)?

Comments:

- 4.6 Are inspection findings (refer to the NRR Dynamic Webpage ROP report) well supported and consistent with IOLB and/or HOIB guidance? Are conclusions reasonable and based on facts discussed in the report?

Comments:

- 4.7 Are the NRC inspectors qualified to perform the inspection?

Comments:

## 5.0 REGIONAL OPERATIONS ASSESSMENT

### 5.1 **Region/Headquarters Interactions**

- 5.1.1 What method is used to disseminate information to examiners (e.g., ROIs, Conference call notes, appeal results, manual chapter changes)?

Comments:

- 5.1.2 If Regional OLAs are not maintaining an updated file (hardcopy) for ROIs, then verify examiners are capable of accessing the ADAMS document file for ROIs. (This is required by OLMC-160, Regional Office Interactions)

Comments:

- 5.1.3 Summarize Regional views on level of IOLB and/or HOIB support and timeliness of response to requests for support. Include planned or completed actions taken to address Regional comments.

Comments:

## 5.2 **Waivers**

- 5.2.1 Using RPS-OL report 19, determine how many applications requested “waivers” (which includes waivers, deferrals, and excusals) during the review period.
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- 5.2.2 Does the Regional Offices’ resolution of waivers, deferrals, excusals, and exemptions conform to NRC policy (ES-204, C.2)?

Comments:

- 5.2.3 Using RPS-OL Report 19 and ADAMS operator docket files, verify that a sample of the waiver decisions are documented on NRC Form 398 (ES-204, C.2.e) and in correspondence to the applicant (ES-204, C.2.d).

Comments:

## 5.3 **Review of medical examinations**

- 5.3.1 Does the Region have an effective medical examination tracking system to monitor the status and location of medical reviews?

Comments:

- 5.3.2 Select several ADAMS operator docket files to ensure NRC Form 396 and, if appropriate, the NRC doctor’s review are filed in each docket.

Comments:

- 5.3.3 Verify that only current medical examinations have been accepted. (ES-202, Sections C.1.a and C.2.a; ES-204, Section D.1.c; ES-605, Section C.3)

Comments:

- 5.3.4 Using RPS-OL Report 14, check several ADAMS operator docket files for which the medical evaluations require license restrictions. Are the restrictions stated on the license?

Comments:

- 5.3.5 Using RPS-OL Report 25, verify that fitness for duty cases are fully documented in the ADAMS operator docket files file(s).

Comments:

#### 5.4 **License denial and appeal process**

- 5.4.1 Number of failures overturned -

5.4.1.1 by the Regional Office: \_\_\_\_\_

5.4.1.2 by IOLB or HOIB: \_\_\_\_\_

- 5.4.2 Should the Regional Office reasonably have been expected to identify and correct the flawed test items prior to examination administration or during the grading process?

Comments:

- 5.4.3 Did the Region support the appeal process in accordance with ES-502 or ES-605, as applicable, and OLMC-500?

Comments:

- 5.4.4 Using RPS-OL Report 18, verify that any appellants' ADAMS operator docket files include documentation from DIRS or DCIP, as applicable, on the appeal results.

Comments:

- 5.4.5 For any appeal that resulted in examination grading changes, confirm that the data in RPS-OL was updated.

Comments:

#### 5.5 **Docket Management and Office Procedures**

- 5.5.1 Applications are logged in as received.

Comments:

5.5.2 Applications are processed within 30 days of receipt.

Comments:

5.5.3 ADAMS Operator docket files are maintained up to date.

Comments:

5.5.4 ADAMS Facility Examination Files are maintained up-to-date.

Comments:

5.5.5 Docket security is designed and maintained to ensure the privacy of applicants.

Comments:

5.5.6 The docket locator system provides for the capability to track the physical location of dockets that have not yet been digitized and added to ADAMS at all times.

Comments:

5.5.7 Completeness of facility ADAMS Examination File contents verified by a random sample of facility files for completeness required per ES-501, Section F.1. ADAMS files have public release dates consistent with program office delayed-release guidance.

Comments:

5.5.8 Completeness of ADAMS operator docket file contents verified by a random sample of docket files for completeness required per ES-501, Section F.2. Track a minimum of one application through the complete process from date of receipt to issuance of license or denial.

Comments:

5.5.9 License Logs (if the region uses them) are complete and up to date.

Comments:

## 5.6 Status of RPS-OL Entries/Licensing Assistant Interaction with RPS-OL

5.6.1 RPS-OL entries are up to date within one week of the review date.

Comments:

5.6.2 Were any errors found during a comparison of a random sample of ADAMS operator docket entries with their RPS-OL entries?

Comments:

5.6.3 Document any notable issues experienced with RPS-OL after the last review and convey recent RPS-OL developments to the Licensing Assistant.

Comments:

## 6.0 RESOURCE UTILIZATION ASSESSMENT

### 6.1 **Examiner training and development**

6.1.1 Is the training program implemented for new examiners? (Inspection Manual Chapter 1245, Appendix C-10).

Comments:

6.1.2 Perform a sample review of new examiner training journals to determine compliance with Appendix C-10 of MC-1245, if applicable.

Comments:

6.1.3 Has each examiner been audited during an operating test or inspection on an annual basis in accordance with Inspection Manual Chapter 0102? Are the exam audits adequately documented?

Comments:

6.1.4 Has each examiner attended a reactor technology and an examination techniques refresher training course at 3-(calendar) year intervals (MC-1245, Appendix D-1)?

Comments:

6.1.5 Has each examiner maintained proficiency by administering one complete operating test per calendar year (MC-1245, Appendix D-1)?

Comments:

- 6.1.6 Number of examiners cross-qualified as reactor inspectors and expected completion dates for cross-qualification of all current staff members:
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## 6.2 **Staff Utilization**

- 6.2.1 Did the Regional office staff participate in meetings with utility training staffs other than routine meetings associated with specific examination assignments?

Comments:

- 6.2.2 Did the Regional office staff attend training conferences and workshops held by utility organizations (e.g., Mid-Atlantic Nuclear Training Group)?

Comments:

- 6.2.3 Review printouts of examiner time usage and evaluate appropriateness of charged time for examinations and requalification program inspections.

Comments:

- 6.2.4 Did the Regional staff adequately support the National Examiners' Conference?

Comments:

## 7.0 REGIONAL AND PROGRAM OFFICE COMMUNICATIONS

### 7.1 **Feedback from Regions**

- 7.1.1 Do Regional Office staff, other than the Branch Chief, regularly participate in the biweekly phone call with the Program Office?

Comments:

- 7.1.2 Do Regional Office staff have access to Operator Licensing ADAMS folders, including all ROIs?

Comments:

7.1.3 Did the Regional Office Branch Chief(s) participate in the annual counterpart meeting?

Comments:

7.1.4 Has the NRR (and NRO, for regions with new reactors) Operator Licensing Program Office Branch Chief visited the Regional Office since the last Regional Office review?

Comments:

## 8.0 REGIONAL DIFFERENCES ASSESSMENT

8.1 Is the Regional Office identifying differences and inconsistencies with other Regional Offices and notifying IOLB (and HOIB, as applicable) accordingly?

Comments:

8.2 Is the Regional Office periodically reviewing the regional differences list to ensure compliance with IOLB and HOIB resolutions?

Comments:

8.3 Is the Regional Office implementing IOLB (and HOIB, as applicable) resolutions to regional differences and inconsistencies?

Comments:

8.4 Were any new regional differences identified as a result of the review? If so, ensure that these differences are documented in the regional differences list for review and resolution by IOLB (or HOIB, as applicable).

Comments:

## 9.0 CROSS-REGIONAL EXAMINATION PARTICIPATION ASSESSMENT

9.1 How many examiners from the Regional Office participated in cross-regional examinations? Excluding new reactors?

Comments:

9.2 Did the Regional Office document the results of the cross-regional examinations' participation?

Comments:

9.3 Were any regional differences identified as a result of the cross-regional examination participation? If so, were these differences provided to IOLB for review and resolution?

Comments:

9.4 How much cross-regional support was provided to this Regional Office?

Comments: