



Inspection Reports for Research Reactors

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Inspection Meetings Minutes

- At the end of each inspection meeting and before leaving the facility, the lead inspector prepares minutes of inspection
- Inspection minutes include:
 - A short description of the conduct of inspection
 - The list of participants
 - The facts, findings, discussion details and direct observations made during the inspection
- Minutes of inspection are discussed and agreed by the lead inspector and by the reactor manager or his designated representative

Inspection Reports

- After each regulatory inspection, a report is prepared by the lead inspector with input provided by the inspection team members
- The inspection report is reviewed and approved according to established internal procedures of the regulatory body

Purposes of Inspection Reports

- Record the results of all inspection activities relating to safety or of regulatory significance
- Document and record an assessment of operator activities in relation to safety
- Record the discussions held with facility personnel, facility management, and other involved operating personnel
- Provide a basis for notifying the operator of the inspection findings and of any non-compliance with regulatory requirements
- Record any findings or conclusions reached by inspectors
- Provide a record for any enforcement action

Purposes of Inspection Reports (con't)

- Record any recommendations by inspector(s) for future action by the operator or the regulatory body
- Record progress on implementation of recommendations from previous inspections
- Inform other members of the regulatory body
- Contribute to maintaining institutional memory

Inspection Report Contents

Inspection reports typically contain information on the inspection:

- Identification of the facility, purpose and date of inspection, inspectors names and list of participants
- Methods used in the inspection (interviews, observations, document review, etc.)
- Reference to applicable regulations and criteria used in the assessment
- Details of facility areas, activities, processes, documents, SSCs that were inspected, assessed or reviewed

Inspection Report Contents

Inspection reports typically contain records of:

- Actual or potential problems related to safety, deficiencies or violations found during inspection
- Results of any checks for compliance with the conditions of authorization for the facility and applicable national regulations
- Regulatory action taken by the inspector(s) and consequent actions taken by the operating organization
- Discussions held with the facility personnel about points of concern

Inspection Report Contents

Inspection report typically contains records of (con't):

- Findings or conclusions of the inspector(s), including corrective or enforcement actions
- Recommendations made by inspectors for future actions, such as proposals for future inspections or proposals for regulatory action

Use of Inspection Reports

Inspections reports provide:

- A basis for future regulatory actions
- A basis for identifying major or generic issues which require specific inspections or generic regulatory action
- Information to regulatory staff including those responsible for review and assessment
- A basis for periodic reviews of inspection findings including trends and root causes
- A means for sharing information with other inspectors
- A means of giving information to other interested parties and governmental bodies

Distribution of Inspection Findings

- Inspection findings need to be forwarded to the operator for necessary corrective action
- Inspection findings need to be discussed at regular meetings of inspectors, in particular for identifying generic issues and trends
- Inspection reports need to be distributed according to established internal procedures

Publication of Inspection Findings

- Findings of inspections and regulatory decisions may be made available to the public for information on the safety of nuclear installations and the effectiveness of the regulatory body
- If the practice in some countries is to publish inspection reports, confidential information should be withheld, such as:
 - security information
 - Individuals personal or medical information
 - proprietary information