

Vermont Department of Health Radioactive Materials Program

ATTACHMENT 1.1-5 TO RMPP 1.1

Administrative Qualitative Checklist



1. Spell check has been run. Spelling of names on cover letter and license are consistent.
2. Issue date on the license and cover letter match.
3. Cover letter and license contain proper “Official Use Only- Security Related Information (OUO-SRI)” banner, as required.
4. Mailing address identified on cover letter matches address in item 2 of the license.
5. License contains correct page numbers and amendment number. All initial licenses will be Amendment 0.
6. License conditions are correctly numbered on the license.
7. Document(s) are added to the tie-down conditions of the license, such as licensee commitments included in the application for leak test frequencies. Dates for all licensee commitments are correctly referenced in the tie down conditions of the license.
8. Cover letter has the correct license numbers, date specified, and signatures.
9. Licensing worksheets (checklists) are completed prior to Web Based Licensing processing. All electronic signatures (reviewer and supervisor) are completed.
10. All information on the Web Based Licensing (WBL) worksheet is filled out and correct (Program Codes, Contact, RSO, Address, etc.....).
11. Error reduction techniques are utilized, such as: re-read/proof read/secondary review after printing which ensures that the printed license matches the screen and is appropriate prior to mailing the license.