

SA-102 INSPECTOR ACCOMPANIMENT SUMMARY SHEET

A/S or NRC Office: _____ Reviewer: _____ Accompaniment No. _____

PRELIMINARY DISCUSSION WITH INSPECTOR		DONE
1.	Explain the reviewer's role in the inspection	<input type="checkbox"/>
2.	Discuss introducing reviewer to licensee and explaining his/her role in inspection	<input type="checkbox"/>
3.	Explain methods to be used in evaluating inspector's performance and providing feedback	<input type="checkbox"/>
GENERAL INFORMATION:		
Licensee:		License #:
License Type:		Priority:
Location(s) Inspected:		
Inspection Dates:		Inspector:
ADDITIONAL INFORMATION:		
Procedure used:		
Inspection Type:		
<input type="checkbox"/> Unannounced		<input type="checkbox"/> Announced
<input type="checkbox"/> Routine	<input type="checkbox"/> Initial	<input type="checkbox"/> Special <input type="checkbox"/> Reciprocity
<input type="checkbox"/> Office	<input type="checkbox"/> Security	<input type="checkbox"/> Temporary Job Site/Field Station
PERFORMANCE COMMENTS AND INSPECTION FINDINGS		

ITEM	OK or N/A	COMMENTS/QUESTIONS
INSPECTOR'S PREPARATION		
Adequate review of license, tie-down conditions, compliance history, & NMED search		
Inspection procedure(s), guidance, plan or field form		
Appropriate radiation detection and measurement instruments for activities inspected <input type="checkbox"/> Calibrated <input type="checkbox"/> Instrument response check, if appropriate		
Supplemental materials: <input type="checkbox"/> Identification <input type="checkbox"/> Regulations <input type="checkbox"/> Forms <input type="checkbox"/> Dosimetry		
OPENING		
Entrance briefing conducted at appropriate level		
Explanation of inspection purpose, scope, method		
INSPECTION		
Use of appropriate inspection form or checklist		
"Walk through" of licensee facility		
Observation of licensee performance, licensee operations, licensed activities in progress		
Independent and/or confirmatory measurements performed including validation of public dose limits		

ITEM	OK or N/A	COMMENTS/QUESTIONS
Facilities checked for proper posting, materials checked for proper labeling		
Security verified <input type="checkbox"/> security of less than category 2 <input type="checkbox"/> security of category 2 or higher <ul style="list-style-type: none"> <input type="checkbox"/> verification of NSTS <input type="checkbox"/> access authorization program <input type="checkbox"/> physical protection of materials in use <input type="checkbox"/> physical protection of materials in transit <input type="checkbox"/> review of selected records related to security requirements 		
Workers checked for proper dosimetry		
Interviews and discussions conducted with: <input type="checkbox"/> RAM users <input type="checkbox"/> Ancillary workers		
Verification of shielding of materials		
Adherence to ALARA evaluated		
Inspection conducted in sufficient scope & depth		
Verification of corrections to: <input type="checkbox"/> previous violations <input type="checkbox"/> open or unresolved items		

ITEM	OK or N/A	COMMENTS/QUESTIONS
Review of management oversight of licensed activities		
Review of incidents, medical events,equipment failures, overexposures, etc.		
Document the specific activity(ies) the inspector observed:		

ITEM	OK or N/A	COMMENTS/QUESTIONS
RECORDS REVIEWED		
<p>Inspectors should review records to supplement the performance-based inspection, as appropriate. For example:</p> <ul style="list-style-type: none"> <input type="checkbox"/> procurement & inventory <input type="checkbox"/> receipt & transfer of material <input type="checkbox"/> internal (safety & security) audits <input type="checkbox"/> radiation safety committee meeting minutes <input type="checkbox"/> qualification and training of personnel; refresher training <input type="checkbox"/> authorized users <input type="checkbox"/> instrument calibration <input type="checkbox"/> surveys & monitoring <input type="checkbox"/> personnel dosimetry, bioassay, declarations of pregnancy <input type="checkbox"/> operating & emergency procedures <input type="checkbox"/> utilization logs <input type="checkbox"/> leak tests <input type="checkbox"/> written directives & patient release <input type="checkbox"/> decommissioning <input type="checkbox"/> equipment & maintenance <input type="checkbox"/> release of air & sewer effluents <input type="checkbox"/> waste management, storage & disposal <input type="checkbox"/> hazmat refresher training <input type="checkbox"/> transportation of materials <input type="checkbox"/> any new licensee procedure 		

ITEM	OK or N/A	COMMENTS/QUESTIONS
INSPECTOR'S PROFESSIONALISM		
Use of proper health physics techniques (self-monitoring, time, distance, shielding, use of survey instrument, etc.)		
Accurate evaluation of radiation safety		
Knowledge of health physics & regulations		
Appropriate appearance for license type, including proper use of PPE and safety equipment as appropriate		
Skill in wording questions		
Suitable rapport with management and workers		
CLOSING		
Preparation for exit meeting; assembly of supporting material		
Exit conducted at appropriate management level		
Violations fully explained; license condition or regulation cited		
Recommendations clearly distinguished from violations, as applicable		
Impending enforcement actions explained		
Licensee advised of expected response and need for corrective actions		

SUMMARY OF EVALUATION			
<p>The purposes of the inspector accompaniment(s) are to: (a) observe the inspector to ensure the inspector is familiar with the inspection process and procedures; (b) evaluate the adequacy of inspection tools and equipment used; and (c) evaluate the completeness of the on-site inspection.</p>			
1.	Inspector's performance	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Needs Improvement
2.	Performance comments:		
3.	Specific areas of improvement:		
4.	The inspector might benefit from additional training in: (Specify type of training, e.g., formal course, mentoring, on-the-job, webinar, etc.)		
5.	<input type="checkbox"/> Evaluation discussed with inspector at the end of the inspection on:		
6	<input type="checkbox"/> Evaluation discussed with Team Leader on:		
7.	<input type="checkbox"/> Evaluation discussed during conference call with inspector's supervisor / management and Team Leader on:		