

INSPECTOR ACCOMPANIMENT SUMMARY SHEET FOR SA-109

A/S: _____ 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:		
LRW Disposal Facility:		License #:
Phase: <input type="checkbox"/> Operations <input type="checkbox"/> Closure		Priority:
Periods: <input type="checkbox"/> Pre-Licensing <input type="checkbox"/> Construction <input type="checkbox"/> Pre-operations <input type="checkbox"/> Operations <input type="checkbox"/> Closure <input type="checkbox"/> Post-closure <input type="checkbox"/> Institutional Control Period		
Location(s) Inspected:		
Inspection Dates:		Inspector:
Inspection Type:		
<input type="checkbox"/> Unannounced		<input type="checkbox"/> Announced
Activities Inspected		
Procedure Used:		
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 (including last inspection record or report)		
<p>Appropriate radiation detection and measurement instruments for activities inspected</p> <ul style="list-style-type: none"> <input type="checkbox"/> Calibrated <input type="checkbox"/> Instrument response check, if appropriate 		
<p>Supplemental materials:</p> <ul style="list-style-type: none"> <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		
Inquired about any incidents, overexposures, worker injuries, equipment failure, etc.		
Inquired about what activities are occurring at the LLRW disposal facility		

ITEM	OK or N/A	COMMENTS/QUESTIONS
INSPECTION		
Use of appropriate inspection form or checklist		
"Walk through" of licensee facility		
Observation of licensee performance, licensee operations, licensed activities in progress		
Independent or confirmatory measurements performed including validation of public dose limits		
Facilities checked for proper posting,		
Waste checked for proper labeling and marking		
Site security and site boundaries verified <input type="checkbox"/> Restricted area and facility perimeter fence integrity <input type="checkbox"/> Guard force or licensee personnel maintaining security		
Workers checked for proper dosimetry		
Interviews and discussions conducted with: <input type="checkbox"/> Licensee personnel and radworkers <input type="checkbox"/> Ancillary workers		
Adherence to ALARA evaluated		
Inspection conducted in sufficient scope & depth		

ITEM	OK or N/A	COMMENTS/QUESTIONS
Verification of corrections to: <input type="checkbox"/> previous violations <input type="checkbox"/> open or unresolved items		
Review of management oversight of licensed activities		

ITEM	OK or N/A	COMMENTS/QUESTIONS
Document the specific activity(ies) the inspector reviewed:		

ITEM	OK or N/A	COMMENTS/QUESTIONS
<p>Inspectors should review select records to supplement the performance-based inspection, as appropriate. For example:</p> <ul style="list-style-type: none"> <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 <input type="checkbox"/> refresher training <input type="checkbox"/> authorized users <input type="checkbox"/> incidents and allegations <input type="checkbox"/> instrument calibration <input type="checkbox"/> radiological 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"/> sealed source inventory <input type="checkbox"/> vehicle surveys <input type="checkbox"/> equipment & maintenance <input type="checkbox"/> release of air & sewer effluents <input type="checkbox"/> environmental sampling & monitoring <input type="checkbox"/> waste management, storage & disposal <input type="checkbox"/> hazmat refresher training <input type="checkbox"/> transportation of materials (waste manifests) <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

The purposes of the inspector accompaniment(s) are to: (a) observe the status of LLRW disposal facility safety and security, (b) observe the inspector to ensure the inspector is familiar with the inspection process and procedures, (c) evaluate the adequacy of inspection tools and equipment used, (d) evaluate the completeness of the on-site inspection, and examine inspection reports, inspection records, and findings. If an onsite inspector is stationed at the facility, the reviewer(s) may observe this inspector as part of the inspector accompaniments.

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 or management and Team Leader on:		