

Attachment 901.4-2 Inspection Report Content

Department of Energy and Environmental Protection

Radiation Control Program

The content for Radiation Control Program Inspection Reports should consist of the applicable elements on this list. Details about these elements are in RCP 601.4 *Documentation of Inspection Results*.

- Cover Letter on Department letterhead
 - Address, Date, Salutation
 - Subject
 - Introductory Paragraphs
 - Body
 - Closing
- DEEP RCP Form 591M, Notice of Violation or Warning Letter or Clear Inspection Report (Attachments 602.4-1, 602.4-3, and 602.4-4)
- Report
 - Scope
 - Observations and Findings
 - Generic Issues, if any
 - Violations, if any
 - Conclusions
 - Exit Meeting Summary
 - Absence of Proprietary Information
 - Characterization of Licensee Response
 - Oral statements and Regulatory Commitments
 - Report Attachments
 - Key Points of Contact
 - List of Items Opened, Closed and Discussed (optional)
 - List of Documents Reviewed
 - List of Acronyms