

## **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