

SAMPLE CHECKLIST FOR THE TEAM LEADERS TO ASSIST IN PREPARATION FOR THE IMPEP REVIEW

- ☐ Contact team members and determine their availability for projected IMPEP review target dates.
- ☐ Assign indicators to team members.
- ☐ Contact State or Region and establish dates for IMPEP review no later than 120 days before a review schedule target.
- ☐ Ensures that hotel reservations for team and NRC management attending exit.
- ☐ Ensure that Inspector Accompaniments are completed by appropriate team member before on-site review.
- ☐ Send Questionnaire at least 120 days prior to on-site portion
 - ☐ __Received completed Questionnaire at least 2 weeks prior to the review
- ☐ Request and arrange location(s) for the team at State or Regional offices during the on-site portion of the IMPEP review.
- ☐ Assemble and send the following information to the appropriate team members as soon as it is available:
 - ☐ __Response to the IMPEP Questionnaire
 - ☐ __Electronic links for the past IMPEP review
 - ☐ __NMED print out of incidents for specific State or Region
 - ☐ __Appropriate correspondence
 - ☐ __Electronic links, if appropriate, or copies of State's current regulations from RSAO
 - ☐ __State Regulation Status (SRS) Sheet
 - ☐ __All periodic meeting summaries or mid-cycle review reports since last IMPEP
 - ☐ __All allegations referred to the Agreement State by the NRC (contact RSAO and NMSS allegation coordinator)
 - ☐ __Other_____
- ☐ Conduct Pre-Review Teleconference with team and IMPEP Program Manager.