

### SENIOR RESIDENT AND RESIDENT INSPECTOR SITE TURNOVER

#### 1202-01 PURPOSE

To establish the turnover process to be utilized by Senior Resident Inspectors (SRI) and Resident Inspectors (RI) upon assignment to a resident site.

#### 1202-02 OBJECTIVES

02.01 To provide a process for the transfer of duties and responsibilities between the incoming and outgoing SRI and RI.

02.02 To ensure that incoming SRI and RI have the necessary knowledge and site familiarity to successfully implement the reactor oversight process (including allegations and enforcement) and emergency response duties.

#### 1202-03 APPLICABILITY

This inspection manual chapter (IMC) applies to the outgoing and incoming SRIs and RIs who will be transferring permanent duties and responsibilities. This IMC should also be referenced to assure adequate turnover for temporary assignments.

#### 1202-04 RESPONSIBILITIES AND AUTHORITIES

##### 04.01 Projects Branch Chief.

- a. Coordinate turnover process and ensure IMC appropriately completed.
- b. Ensure press release is issued announcing the assignment of the new SRI or RI.

##### 04.02 SRI.

- a. Coordinate and schedule implementation of the applicable attachment with the incoming SRI or RI. (Outgoing SRI)
- b. Assist incoming SRI or RI in completion of attachments. (Outgoing SRI)

- c. Complete Attachment A, "SRI Site Turnover Checklist." (Incoming SRI)
- d. Provide completed documentation of turnover to the Projects Branch Chief. (Incoming SRI)

04.03 RI.

- a. Assist incoming RI in completion of Attachment B, "RI Site Turnover Checklist." (Outgoing RI)
- b. Complete Attachment B, "RI Site Turnover Checklist." (Incoming RI)
- c. Provide completed documentation of turnover to the Projects Branch Chief. (Incoming RI)

04.04 Public Affairs Officer. Issue press release announcing new SRI or RI assignment.

1202-05 GENERAL INSTRUCTIONS

05.01 Site Turnover.

This IMC should be initiated approximately thirty (30) days before the reporting date for the incoming SRI or RI. The new SRI or RI may assume duties and responsibilities at the site prior to completion of the applicable attachment, however, the attachment should be completed, to the extent possible, no later than sixty (60) days after arriving onsite. The outgoing SRI or RI should arrange to be at the site for a minimum of one (1) week with the incoming SRI or RI to assist in completion of this IMC. The IMC should also be referenced to assure adequate turnover for temporary SRI and RI assignments.

The incoming SRI or RI should provide a short biography to the regional Public Affairs Officer prior to reporting to the site. A press release announcing the assignment of the new SRI or RI should be issued no later than two (2) weeks after arriving onsite.

END

Attachments:

- A. Senior Resident Inspector Site Turnover Checklist
- B. Resident Inspector Site Turnover Checklist





ATTACHMENT A  
SENIOR RESIDENT INSPECTOR SITE TURNOVER CHECKLIST

IV. External Stakeholders

\_\_\_\_\_  
Incoming SRI Initials

- A. Discuss with regional Public Affairs Officer recent media interest.
- B. Discuss with regional State Liaison Officer local and state items of interest.
- C. Determine if need exists to meet with local or state officials (consult Branch Chief and State Liaison Officer).
- D. Discuss or visit licensee's visitor center, if applicable.

V. Resident Office Resource Management

\_\_\_\_\_  
Incoming SRI Initials

- A. Turnover office keys and note location of all other keys.
- B. Review office filing system and location of supplies with Office Assistant (OA).
- C. Review method of sending and receiving local mail and overnight express mail with OA.
- D. Review safeguards material storage including location of secure communication equipment, removable hard drive, and safeguards printer.
- E. Ensure office safe combination has been changed in accordance with regional guidance.
- F. Conduct test of safeguards communication equipment.
- G. Complete property transfer in accordance with applicable regional guidance for all property assigned to the outgoing SRI.
- H. Turnover NRC mobile phone to incoming SRI, if applicable.
- I. Place an order for business cards.
- J. Verify staff emergency response contact information and provide updates to the Regional Office and licensee, as appropriate.

VI. Back-up Site Responsibilities

\_\_\_\_\_  
Incoming SRI Initials

- A. Review back-up site responsibilities and access requirements.

ATTACHMENT A  
SENIOR RESIDENT INSPECTOR SITE TURNOVER CHECKLIST

VII. Personnel Matters

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Incoming SRI Initials

- A. Review current and past performance of RI and OA with outgoing SRI.
- B. Discuss any special circumstances or limitations that exist for RI and OA with outgoing SRI.
- C. Review Individual Development Plans for RI and OA.
- D. Review status of pending and approved training courses.
- E. Review status of staff qualifications.
- F. Review upcoming annual leave and other planned activities (objectivity visit, training, team inspections, etc...) to assess impact on site coverage requirements.

\_\_\_\_\_  
Incoming SRI Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Branch Chief Signature

\_\_\_\_\_  
Date

END



ATTACHMENT B  
RESIDENT INSPECTOR SITE TURNOVER CHECKLIST

II. Emergency Response

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Incoming RI Initials

- A. Tour emergency operations facility (EOF), technical support center (TSC), operations support center (OSC), and backup facilities.
- B. Meet with licensee's Emergency Preparedness Manager.
- C. Review licensee's incident response procedures and evacuation routes.
- D. Review licensee's emergency action level matrix.
- E. Review site specific response for events involving a hurricane, earthquake, security, and fire.
- F. Identify location of emergency equipment within resident office (satellite phone, KI pills, etc...).
- G. Discuss location of hospitals for medical emergencies involving contaminated personnel.
- H. Turnover or order a new Government Emergency Telecommunication (GETS) card.
- I. Turnover licensee pager to incoming RI, if applicable.
- J. Verify staff emergency response contact information and provide updates to the Regional Office and licensee, as appropriate.

III. Site Security

\_\_\_\_\_  
Incoming RI Initials

- A. Review licensee's security plan.
- B. Meet with licensee's Security Manager.
- C. Tour security facilities (CAS, SAS, BREs, ready rooms, etc...).

IV. External Stakeholders

\_\_\_\_\_  
Incoming RI Initials

- A. Discuss with regional Public Affairs Officer recent media interest.
- B. Discuss with regional State Liaison Officer local and state items of interest.
- C. Determine if need exists to meet with local or state officials (consult Branch Chief and State Liaison Officer).
- D. Discuss or visit licensee's visitor center, if applicable.



ATTACHMENT B  
RESIDENT INSPECTOR SITE TURNOVER CHECKLIST

- V. Resident Office Resource Management \_\_\_\_\_  
Incoming RI Initials
- A. Turnover office keys and note location of all other keys.
  - B. Review office filing system and location of supplies with Office Assistant (OA).
  - C. Review method of sending and receiving local mail and overnight express mail with OA.
  - D. Review safeguards material storage including location of secure communication equipment, removable hard drive, and safeguards printer.
  - E. Ensure office safe combination has been changed in accordance with regional guidance.
  - F. Conduct test of safeguards communication equipment.
  - G. Complete property transfer in accordance with applicable regional guidance for all property assigned to the outgoing RI.
  - H. Turnover NRC mobile phone to incoming RI, if applicable.
  - I. Place an order for business cards.
- VI. Back-up Site Responsibilities \_\_\_\_\_  
Incoming RI Initials
- A. Review back-up site responsibilities and access requirements.
- VII. Personnel Matters \_\_\_\_\_  
Incoming RI Initials
- A. Provide SRI with copy of most recent performance appraisal.
  - B. Provide SRI with most recent Individual Development Plan.
  - C. Discuss with SRI any special circumstances or limitations.
  - D. Inform SRI of upcoming annual leave and other planned activities (objectivity visit, training, team inspections, etc...) that could impact site coverage requirements.

ATTACHMENT B  
RESIDENT INSPECTOR SITE TURNOVER CHECKLIST

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Incoming RI Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
SRI Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Branch Chief Signature

\_\_\_\_\_  
Date

END

Revision History for IMC 1202

Commitment Tracking Number	Issue Date	Description of Change	Training Needed	Training Completion Date	Comment Resolution Accession Number
N/A	08/22/05	Revision history reviewed	None	N/A	N/A
N/A	10/31/08 CN 08-031	Complete re-write of document. Revised to update and clarify the turnover process for SRIs and RIs. Incorporate Feedback Form 1205-1251.	None	N/A	ML082810541