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Working Group on Inspection Practices

Nuclear Power Plant Observed Inspection Practices Programme

WGIP – 01

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1. Nuclear power plant observed inspection practices programme

1.1. WGIP-01-01 Background

In 2011, at the request of the Committee on Nuclear Regulatory Activities (CNRA), the Working Group on Inspection Practices (WGIP) began developing the Nuclear Power Plant Observed Inspection Practices Programme. The programme promotes in-person observations and benchmarking of inspection practices among Regulatory Bodies (RB) that are members of the Nuclear Energy Agency (NEA).

The WGIP presented its proposal at the CNRA's June 2012 meeting, where it was endorsed and approved. This was followed by two pilot observed inspections in 2013 and the first official publication of the programme in 2014 (*WGIP-01 Nuclear Power Plant Observed Inspection Practices Programme*).

1.2. WGIP-01-02 Purpose and scope

The purpose of the Nuclear Power Plant Observed Inspection Practices Programme is to implement a process to collect and make available information to member countries for improving inspection techniques.

This task is accomplished by in-person observations of the planning and execution, of inspections by other member countries and by documenting commendable practices[1] and lessons learnt.

This effort is aligned with the CNRA's Operating Guidelines (NEA/CNRA/R(2017)5/REV1) which states that the main objectives of the WGIP are, in particular, to identify and share;

- information and experience related to inspections practices (e.g. planning, conducting, enforcement) and programmes, as well as to the organisation of RB's;
- methods to evaluate and improve the effectiveness and efficiency of inspections;
- methods to assess and/or rate the safety significance of inspection findings and results.

1.3. WGIP-01-03 Objectives

03.01 To exchange inspection techniques and determine "commendable practices" that may be implemented by RBs in other countries;

03.02 To expand member country knowledge of different country-specific inspection programmes, rules, regulations, configuration and layouts of plants and licensee and RB interactions, organisations and operations;

03.03 To facilitate volunteering member countries (called "visiting" countries) traveling to a nuclear power plant facility in a host member country, and to observe plant operations

[1] According to CNRA procedure, commendable practices have to be ratified by the WGIP and approved by CNRA. All commendable practices identified by the observed inspection team will have to go through the validation process and thus can be modified.

and inspection techniques implemented by the RB and/or the licensee (the licensee if delegated to by the RB, e.g. in France), respectively;

03.04 To facilitate networking of individuals employed by member country RBs with the objective to foster cooperation and a free-flow of information exchange and knowledge related to safe operation of nuclear power plants worldwide;

03.05 To provide assessment input into the inspection report for the host country RB at the discretion of the RB and the visiting countries.

1.4. WGIP-01-04 Applicability

The Nuclear Power Plant Observed Inspection Practices Programme will be conducted in one country if it is scheduled during a year concurrent with a WGIP workshop or in two separate host countries for years when there is no workshop scheduled.

This annual/semi-annual schedule is also contingent on the expectations of the CNRA and the availability of member countries to both provide inspectors/observers and to host an observed inspection. NEA member countries participate in the Nuclear Power Plant Observed Inspection Practices Programme on a voluntary basis. Volunteer member countries are to use approval protocols specific to the RB and country requirements to gain permission and acquire the necessary funds for its observers to travel.

1.5. WGIP-01-05 Definitions

05.01 Committee on Nuclear Regulatory Activities. The CNRA of the Organisation for Economic Cooperation and Development (OECD)/ NEA is an international committee made up primarily of senior nuclear regulators. It was set up in 1989 as a forum for the exchange of information and experience among regulatory organisations and for the review of developments which could affect regulatory requirements. CNRA is responsible for the programme of the Agency concerning the regulation, licensing and inspection of nuclear installations with regard to both technical and human aspects of nuclear safety.

05.02 Nuclear Energy Agency. The NEA is an intergovernmental agency which operates under the framework of the OECD based in Boulogne-Billancourt, France. The mission of the NEA is to assist its member countries in maintaining and further developing, through international cooperation, the scientific, technological and legal bases required for a safe, environmentally friendly and economical use of nuclear energy for peaceful purposes. It strives to provide authoritative assessments and to forge common understandings on key issues as input to government decisions on nuclear energy policy and to broader OECD policy analyses in areas such as energy and sustainable development of low-carbon economies.

05.03 WGIP. Established by the CNRA, the purpose of the WGIP is to facilitate the exchange of information and experience related to regulatory safety inspections between CNRA members.

05.04 Commendable practices. A commendable practice promotes the enhancement of a RB's framework by proposing ideas to improve the efficiency and/or effectiveness of inspection practices/programmes. It must be of a nature whereby their promotion throughout the RB community is deemed acceptable and beneficial.

A commendable practice is neither an international standard nor guideline. Before adopting a commendable practice, each RB is responsible for conducting its own due diligence in light of its legislative and regulatory frameworks.

Each commendable practice must adhere to the following two criteria;

a safety significant (i.e. safety implication)

b will facilitate the work of RBs (i.e. providing a common understanding for RBs)

In addition, commendable practices may exhibit one of the following characteristics;

c innovative character

d relevant as a tool to harmonise and/or improve inspection practices

e has been adopted by several RBs

1.6. WGIP-01-06 Responsibilities and authorities

06.01 Host country/RB of the host country (e.g. RB Inspector/Inspection team leader)

a Fulfils the role of the RB's inspection team leader for the host country's inspection activities. Works closely with the observed inspection team (see section 06.02);

b Selects the dates and the nuclear power plant site for the observed inspection;

c Determines subject and scope of the observed inspection and if possible, provides the observed inspection team with the applicable inspection procedures to be observed;

d Determines the duration of the observed inspection and develops the schedule/agenda of activities to be accomplished during the observed inspection;

e Coordinates site access between the licensee and the observed inspection team and coordinates with the licensee areas to be accessed;

f Provides a list of requirements (e.g. site access training, passports, medical, radiological, etc.) and documentation (forms to read and sign, training material, dosimetry forms, etc.) to the observed inspection team necessary for accessing the site of the host country;

g Provides specific directions to the site, directions from the airport or railway station to the vicinity of the site, and a list of local accommodations to visiting observers;

h Takes care that rooms for meetings of the observed inspection team are provided;

i Determines the maximum number of visiting observed inspection team members (usually, the number of observers is from three to five).

06.02 Observed inspection team

a Designates the report author who is responsible for assembling the Nuclear Power Plant Observed Inspection Practices Programme report input and issuing it. Also designates the Coordinator (see section 06.04);

b Supports presentation of the Nuclear Power Plant Observed Inspection Practices Programme report to the WGIP if possible;

c Participates in planning meetings for Nuclear Power Plant Observed Inspection Practices Programme activities;

d Uses a list of accommodations provided by host country to make necessary travel and hotel bookings, seek funding and travel to host country;

e Completes forms and training activities and provides required forms, documentation and credentials to the RB of the host country for site access;

f Each visiting observer is responsible for his/her own radioprotection (including dose management under his/her domestic requirement) and respects the local rules of radioprotection during the observed inspection;

g Attends plant, public and RB meetings;

h Tours host country nuclear power plant to gain an understanding of the plant layout and assessment of plant activities and evolutions;

i Provides Nuclear Power Plant Observed Inspection Practices Programme report input to the report author;

j Participates in end of the day caucus to discuss activities observed, meetings attended, and areas inspected and discusses similarities and differences in plant operations, inspection techniques, communications, site programmes (particularly the corrective action programme) and identifies commendable practices (see definition 05.04).

06.03 Report author

The report author is a member of the observed inspection team (may also be the coordinator).

a Collects observation and/or inspection input from the observed inspection team and documents observations using the report format template in Annex A;

b Verifies that the commendable practices are consistent with the "Guidance on Developing and Approving Commendable Practices";

c Provides draft report to the observed inspection team for review and incorporates comments received;

d Finalises the report and forwards the final product to the NEA WGIP Secretariat.

06.04 Coordinator

The coordinator is a member of the observed inspection team who ensures consistent application of the Nuclear Power Plant Observed Inspection Practices Programme.

a Acts as the principal point of contact/leader for the observed inspection team. May also be the report author (see also section 06.03, Report author);

b Works collaboratively with the RB of the host country to execute the Nuclear Power Plant Observed Inspection Practices Programme;

c Leads team planning discussions. If possible, the WGIP representative of the host country participates in the observed inspection, in the role of the coordinator, in order to ensure consistency with the programme and that the principles of this programme are followed. If the WGIP representative from the host country cannot attend the observed inspection, he/she should provide support to the host country representative to the greatest extent possible (see also section 06.05, Facilitator);

d Leads end of day caucus discussions to develop commendable practices and observations;

e Ensures the observed inspection team is aware of predetermined logistics (meeting times, locations and areas to be inspected) and that site access requirements (forms, documentation and credentials) have been satisfied and that the RB has been notified (see section 06.01, Host country/RB of the host country) (see also section 06.05, Facilitator);

f Ensures that the observed inspection team provides required Nuclear Power Plant Observed Inspection Practices Programme report input to the report author and that due dates and milestones are met regarding completing the report;

g Supports presentation of the Nuclear Power Plant Observed Inspection Practices Programme report to the WGIP if possible.

06.05 Facilitator

In the event that the WGIP member is unable to be a member of the observed inspection team [and perform the responsibilities of the observed inspection coordinator (see section 06.04, Coordinator)], it is highly recommended that he/she act as a Facilitator in order to provide support for the planning and conduct of the observed inspection.

a Ensures consistency with the programme to the greatest extent possible and that the principles of this programme are followed;

b Ensures the observed inspection team is aware of predetermined logistics (meeting times, locations and areas to be inspected) and that site access requirements (forms, documentation and credentials) have been satisfied and that the RB has been notified (see section 06.01, Host Country/RB of the host country);

c Supports presentation of the Nuclear Power Plant Observed Inspection Practices Programme report to the WGIP.

1.7. WGIP-01-07 Methodology

07.01 The following steps outline recommendations for pre-site preparation, site visit and post site activities during visits to the host country nuclear power plants.

07.02 Pre-site visit preparation activities

a The WGIP will review the status of the Nuclear Power Plant Observed Inspection Practices Programme during its regular meetings and will manage the programme in consideration of the CNRA's direction as well as the capabilities and interests of the different member countries. This includes the frequency of each member countries volunteering, the geographic distribution of participating member countries, and any concerns regarding the working language. The review will include the proposed sites selected for the upcoming year and will provide a review of the observed inspections performed since the last WGIP meeting.

b In any given year, it is preferred that the Nuclear Power Plant Observed Inspection Practices Programme will be conducted by several member countries (it is suggested there be at least five (5)) that volunteer to participate in the programme (See also section 06.01(i) regarding limitations on the specific number of observed inspection team member per observed inspection). One or two of the member countries participating in the programme will volunteer to host the programme in their respective countries (see section 04). The WGIP members may select the specific volunteers during the WGIP meeting preceding the year the site visits are conducted;

c Consideration is to be given to having an additional country volunteer as a backup in the event a country cannot participate. It is expected that volunteers that are unable to participate give notice to the WGIP at least six months in advance, if possible, but not less than two months.

d It is expected that observed inspection team members be experienced/senior nuclear power plant inspectors and have a strong command of the English language. If the

observed inspection is focused on a particular area, the nominees should be cognizant and experienced in this area.

e Once the volunteer/host country has been selected, the NEA WGIP Secretariat coordinates a teleconference with the observed inspection team by February or March (for observed inspections planned for the autumn) or September or October (for observed inspections planned for the spring). During this teleconference:

1) The host country RB confirms the proposed dates (about one week in length - highly recommended to take place Monday through Friday) and the location/site(s). The observed inspection may be either conducted during normal operation or outage phases. Since refuelling outages often occur during the spring and autumn, there is a good opportunity for the team to observe the host country RB's oversight during outages. The dates and locations are to be provided nine months in advance of the conduct of the observed inspection, but no less than four months, and confirmed at a WGIP meeting.

2) The host country RB provides the observed inspection team with the licensee's and RB's organisational chart (if available) and a list of hotels that are close to the site being visited.

3) The host country RB communicates the requirements (such as passports, medical certificate, dosimetry records, completing a site access exam, completing necessary plant access documents, etc.) for site access.

4) If possible, the host country RB develops an agenda for the observed inspection using the checklist in Annex B as a guide and provides the proposed agenda to the observed inspection team. Annex B is based on inspection areas and inspection procedures used by the United Sates. and Spanish regulators. The inspection procedures are hyperlinked to provide inspection area ideas.

5) When applicable and if aligned in particular with the NEA budget constraints, the NEA WGIP Secretariat can participate in the Nuclear Power Plant Observed Inspection Practices Programme and, in this case, can support if needed the observed inspection team coordinator (See section 06.06 Nuclear Power Plant Observed Inspection Practices Programme coordinator). The NEA and the RB of the host country work collaboratively to support the Nuclear Power Plant Observed Inspection Practices Programme preparation and conduct.

f Approximately two months before traveling to the site, observed inspection team members provide the host country RB all required documentation/forms/credentials necessary for accessing the site – this may be transmitted using the most efficient and secure means (e.g. by fax, e-mail or postal service).

g Approximately one month before visiting the site, if it is considered necessary, the NEA WGIP Secretariat coordinates a second call with the observed inspection team in order to confirm logistics, meeting times and agendas. Also the team selects an observed inspection team coordinator, if not already done so, and a report author from the group who will be responsible for generating the observed inspection report using the template located in Annex A.

07.03 Site visit activities

a The day before arriving onsite, the observed inspection team, including the host country RB inspectors, decide on a meeting location outside of the site (such as a local hotel) so the observation team members can get to know other members and exchange information regarding directions to the site, where to park and meet at the site and the initial meeting times. It is recommended that the following information also be discussed:

1) brief history of the site;
2) recent operational history;
3) recent significant issues or licensing actions;
4) a reinforcement of site access, radiological or industrial safety requirements;
5) an overview of the RB and licensee organisational chart.

This activity is recommended so the team can use the time on the first day to focus on observation activities rather than administrative items.

b On the first day of the visit, the observed inspection team meets at the agreed location and time. The host country RB holds a briefing to discuss pre-planned activities. It is preferred that this briefing be conducted daily throughout the observed inspection. It is expected that consideration is given to inviting the licensee or, if specifically requested by the licensee, to discuss with the observed inspection team the following:

1) radiological conditions and requirements (radiation work permits and high dose areas and activities);
2) industrial safety requirements;
3) emergency preparedness and evacuation protocols in the event of a plant emergency.

2. For the duration of the observed inspection (recommended for five days as mentioned above), the team follows the schedule/agenda developed by the host country with the goal of touring and observing as much of the plant areas as possible including, for example:

1) control panel walk downs;
2) a tour inside containment (if accessible);
3) the observation of plant activities such as maintenance, testing and RB-related inspections;
4) meeting with key members of the licensee organisation when available and at their convenience;
5) attending plan of the day meetings, industry, public or RB exit meetings, corrective action review meetings, plant oversight review committee meetings, shift turnover meetings, and the RB organisation (by teleconference if possible) meetings.

3. Any safety issues that the observed inspection team identifies are to be immediately communicated to the host country inspectors so that they may use proper protocols to inform the licensee and RB management of the issues.

4. At the conclusion of each day, the observed inspection team gather for an end of day caucus. The purpose of the caucus is to discuss activities observed, meetings attended, and areas inspected by the host country RB, and to discuss similarities and differences in plant operations, inspection techniques, communications, site programmes (particularly the corrective action programme) and to identify good practices. From this list, the observed inspection team agrees on the commendable practices, which will be captured by the designated report author.
5. The day before the last day of the visit, the observed inspection team collectively develops exit notes that will be communicated to the coordinator. These notes contain all the observations made regarding the licensee or the plant. The coordinator collates any pertinent information and provides this information to the RB (it is recommended that this is through the RB's inspection team leader who is supporting the observed inspection team) for sharing with the licensee on the last day if the RB's inspection team decide so.
    1) It is expected that the host country RB coordinates with the licensee on exit meeting times, location and recommended key licensee personnel (senior managers and supervisors) who should attend the exit meeting. It is expected that the observation team attends the meeting.
    2) The purpose of the exit meeting is for the RBs inspectors and managers to communicate the preliminary results of their inspection to the licensee. The host country may request that the observed inspection team also share their preliminary observations as well at this time.
    3) The observed inspection team could take advantage of this opportunity to communicate its appreciation for the licensee's accommodating the Nuclear Power Plant Observed Inspection Practices Programme. It is anticipated that the observed inspection team communicates that the product from the visit is an Nuclear Power Plant Observed Inspection Practices Programme report containing insights from observations gathered during the week, "commendable practices" and any country-specific similarities and differences in plant operations, rules and regulations and the implementation of inspection programmes.

07.04 Post site visit activities

a After the exit meeting, the observed inspection team will send observation input to the designated report author.

b The designated report author will provide the RB with a copy of the final report when completed. Draft versions of the report should be shared with the host country RB for comment if desired.

c After the observed inspection, the observation team shall keep a strict neutral approach and abstain from any communication on the results (including deviances) of the inspection. It shall deliver no external information (e.g. external stakeholders, press, etc.) before the host country has completed its post-inspection activities. If any observers from a visiting country are compelled to provide a formal communication concerning their participation in the observed inspection, the observer(s) are to notify the host country in advance of the impending communication.

d Within thirty days of the exit meeting date, the report author will write the report using Annex A as a template and send a final draft copy to each observation team member for review/comment and approval. It is highly recommended that a first draft be developed by the report author as soon as possible after the inspection observation. All observation team members are required to (or must) complete their review within seven days after receiving a copy of the final draft report.

e The report author/coordinator incorporates comments from the observation team and sends the final report to the Chair of the WGIP and the NEA WGIP Secretariat. The report will be presented by a team member (designated by the observation team) at the next subsequent WGIP meeting. Included in the presentation are both the perspectives of the observation team and the host country RB.

f When approved by the WGIP, the NEA WGIP Secretariat will post the observed inspection report on the internal WGIP website for reference by WGIP members. Identified commendable practices will be published as part of a periodic report on WGIP Commendable Practices, which will be presented to the CNRA.

1.8. WGIP-01-08 Records

Observed inspection report: see annex 1

1.8.1. Attachments

Annex A: Template for WGIP Practices report

Annex B: Nuclear power plant inspection observation checklist

Annex A. Template for WGIP Practices report.

Inspection Observations; Nuclear Power Plant Observed Inspection Practices Programme

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1. Introduction purpose and scope of the inspection observation

The task proposed by the Working Group on Inspection Practices (WGIP) relating to the benchmarking of inspection practices among the different RBs, which are members of the Nuclear Energy Agency (NEA), was approved in the meeting of the NEA's Committee on Nuclear Regulatory Activities (CNRA) of June 2012.

Any WGIP task proposal is accompanied by a document where the task's purpose, relevance, work process and expected results are detailed; they are the following:

- Title of the task: Inspection observation.
- Purpose and scope: The purpose of the task is to implement a process for improving the inspection techniques of member countries by witnessing/observing the planning and execution activities and other activities imposed by the RB on the inspections conducted by other member countries.
- This task satisfies the requirement of having appropriate nuclear skills and infrastructures, pursuant to the CNRA/Committee on the Safety of Nuclear Installations (CSNI) Joint Strategic Plan - 2017-2020, which specifically states that CNRA programmes should include development of exchange programmes for the inspectors and the scientific and technical experts of the different RBs.
- Relevance of the task: This effort will help support the WGIP's main goals.
    - Promoting mutual cooperation and learning so as to improve the regulatory effectiveness of existing inspection practices, preparing reports, and disseminating learnt lessons by sponsoring and organising international workshops on regulatory practices.
    - Considering which inspection practices are suitable for tackling future challenges faced by RBs.
    - Taking into account the lessons learnt by regulators and those derived from inspections and operating experience.
- Expected results: At the end of each witnessing or observation of an inspection, the results will be documented, setting out the way in which they may be used to improve the inspections of NEA member countries.

2. Inspection observers

The inspection took place from [*Date*] through [*Date*] during the [*Plant Condition* (forced shutdown/normal operations/refuelling outage)] of the [*Name of Plant*], which is located in [*Province/Republic/State*], [*Country*].

The participating inspectors included:

- [Country]: [Names], [Titles] of [Name of Plant];
- [Country]: [Names], [Titles] of [Name of Plant];
- [Country]: [Names], [Titles] of [Name of Plant]; and
- [Country]: [Names], [Titles] of [Name of Plant];

This report has been performed with the contribution of the whole observation team members and written by the inspector from [County], [Name of author].

3. Summary of inspection observation activities.

The visiting inspectors spent [number] days at the [Plant name]. Briefly describe a summary of inspection activities that are planned for the entire week.

The most relevant activities are detailed below:

[Day], [Date] (List under the day of the week and date of that day the activities recommended below that were conducted.)

- Briefly **describe requirements to access the site** (such as the need for passports, medical certificates, whole body counts, issuance of thermo luminescent) and any noted differences in access control between RBs.
- On the first day, it is expected that the **host country inspectors would provide a general discussion of plant layout, major activities occurring throughout the day followed by a tour of the facility.** [A brief description of what was discussed should be provided here].
- Based on time and availability, the visiting observation team may **meet with the senior managers at the site if possible and convenient with the licensee (and if deemed appropriate by the host country RB)** (such as the Site Vice President Operations Manager, Licensing Manager, Radiation Protection Manager, Engineering Manager and/or the Shift Outage Control Center Manager). During these meetings the observation team asks appropriate and pertinent questions regarding plant status, plant conditions, major operational concerns and these managers' understandings of the RB inspectors role at the site. The questions should be asked with the intent of trying to understand the differences between plant operations and the RB's role at the site. At a minimum, the observation team are to receive a briefing on radiological conditions, major plant evolutions and plant status. [A brief description of whom and what was discussed and noted differences between RBs are provided here].
- Since safe continued operation depends significantly on the health of the corrective action programme, the observation team **discuss with the host inspectors and/or with the licensee Quality Assurance manager if possible how the corrective action programme works at the site**. [A brief description of whom and what was discussed and noted differences between RBs are provided here].
- The host country inspectors and the observation team conduct field walk downs of the plant focusing on areas that contain safety-related equipment and areas that contain equipment that are important to safety. The write-up includes information on work control processes (such as the robustness of implementing protected train concept and inspection techniques used for this area) and the differences in experiences of the RB inspectors are briefly described] [Some examples of these areas are listed below]:
    - [Control Room]: After obtaining permission from the operators and while keeping the number of observers entering into the control room to a minimum to prevent congestion and distractions, the host provides a brief walk down of the control room panels,
    - [Safety-related Cable and Battery Rooms],
    - [Control Room HVAC Rooms],

- [Emergency Diesel Generators and Station Blackout Diesels],
- [Fire Protection System and associated pipes, pumps and tanks],
- [Safety-related Water Systems (Service Water, Component Cooling Water, Essential Water) Canals, Pond, Pumps and pipe galleries],
- [Reactor Building – Fuel Pool],
- [Reactor Building – Accumulators for Control Rod Drive (for BWRs)],
- [Reactor Building – Standby Liquid Injection System (for BWRs)],
- [Reactor Building – Safety Injection Pumps, piping and valves],
- [Auxiliary Building – Essential Air Compressors],
- [Portable FLEX equipment],
- [Switchyard and Transmission],
- [Cooling Towers],
- [Ultimate Heat Sink],
- [Turbine Building – Auxiliary Feedwater Pumps],
- [Turbine Building – Motor and Steam Driven Feedwater Pumps],
- [Turbine Building – Main Turbine and Generator],
- [Turbine Building – Standby Feedwater System],
- [Tour of Plant Simulator],
- [Tour of Technical Support Center],
- [Tour of Emergency Operations Facility],
- [Tour of Operational Support Center],
- [Tour of Safe Shutdown or Remote Panels].

- Briefly describe meetings attended throughout the week and describe the differences between RBs (frequency/content/scope) with respect to meetings with the licensee staff. Also identify any practices that the observation team feels are "commendable practices." Some examples of meetings are described below:
  - [ALARA Planning Meetings],
  - [Plan of the Day Meetings],
  - [Outage Planning Meetings (if applicable)],
  - [Periodic Meetings with licensing points of contacts],
  - [Periodic debriefings with plant management],
  - [Public Meetings (such as End of Cycle meetings) conducted during the week],
  - [Corrective Action Review Board Meetings] and
  - [Daily conference call between the resident inspectors and their regional manager].
- Briefly describe major evolutions/inspection areas observed, and inspection procedures used. Some examples of those activities are listed below:

  - Inspection Procedure (IP) #####.##, Reactor Safety-Initiating Events, Mitigating Systems, Barrier Integrity
  - IP #####.##, Adverse Weather Protection
  - IP #####.##, Equipment Alignment
  - IP #####.##, Fire Protection Annual/Quarterly
  - IP #####.##, Fire Protection (Triennial)
  - IP #####.##, Flood Protection Measures
  - IP #####.##, Heat Sink Performance
  - IP #####.##, In-service Inspection Activities
  - IP #####.##, Licensed Operator Requalification Programme and Licensed Operator Performance
  - IP #####.##, Maintenance Effectiveness
  - IP #####.##, Maintenance Risk Assessments and Emergent Work Control
  - IP #####.##, Operability Determinations and Functionality Assessments
  - IP #####.##, Evaluations of Changes, Tests, or Experiments and Permanent Plant Modifications"
  - IP #####.##, Plant Modifications
  - IP #####.##, Post Maintenance Testing
  - IP #####.##, Refuelling and Other Outage Activities
  - IP #####.##, Component Design Basis Inspection
  - IP #####.##, Surveillance Testing
  - IP #####.##, Drill Evaluation
  - IP #####, Performance Indicator Verification
  - IP #####, Problem Identification and Resolution
  - IP #####, Event Follow-up
  - Plant Status
- Review of accessing to licence holder databases and documentation.
- Development of regulatory actions.
- End of the day caucus: Observers are to discuss activities observed, meetings attended, and areas inspected and discuss similarities and differences in plant operations, inspection techniques, communications, site programmes (particularly the corrective action programme) and identify commendable practices. The similarities and differences are to be listed here and commendable practices are to be agreed upon. These items accumulate and are to be developed daily and eventually rolled into the conclusions section of the report.
- [Optional] The observation team should consider holding an exit meeting with site staff and report experiences gained from the visit and any insights or observations developed from the tour of the facility.

4. Observations /proposed commendable practices

4.1. General conclusions

The team considered the inspection observation as a good opportunity to share experiences with other regulators. There were many similarities and a few differences identified in inspection practices between the [*place the names of the participating member countries here*].

List any obstacles (such as communications, plant/unit entry requirements, need for medical certificate, dosimetry records, training requirements) that were encountered during the trip.

[Optional] Note the level of licensee cooperation and major differences in RB and license holder communications (i.e. how inspection findings are transmitted). Also note major programme differences (i.e. the use of radiological protection signals, green, yellow, orange, and red, was identified)

Observations - Brief description of any relevant observations.

4.2. Similarities/differences and commendable practices (complete the table below):

Inspection Techniques		
Differences	Similarities	Commendable Practices [criteria n°]
Inspection programmes (inspection scoping and procedures, performance indicators, findings, violations and enforcement)		
Differences	Similarities	Commendable Practices [criteria n°]
Licensee programmes (work control, corrective action, RP, testing, maintenance and EP)		
Differences	Similarities	Commendable Practices [criteria n°]
Communication: (with License Holder/within RB/with public)		
Differences	Similarities	Commendable Practices [criteria n°]
Organisational structure (license holder and RB)		
Differences	Similarities	Commendable Practices [criteria n°]

Annex B. Nuclear power plant inspection observation checklist

	Site Visited:		**Name**	**Last Name**	**First Name**
	City:		**Visitor**		
	State:		**Host**		
	Country:				
	Objectives:			**Were the Objectives met? (*Yes/No):***	*If "no", why?*
	Vendor:			**Dates:**	
√		Observations/Comments/ Noted Difference Between RBs	√		Observations/Comments/ Noted Difference Between RBs
	General Tour:			**General Tour (cont.):**	
	Outside			**Reactor/Auxiliary Bldg**	
	Independent Spent Fuel Storage Installation			**Engineered Safety Features Rooms**	
	Technical Support Center			***Pumps***	
	Emergency Operating Facility			***Safety-related R Batteries***	
	Owner Controlled Area			***Emergency Diesel Generators***	
	Protected Area			***Heating Ventilation and Air Conditioning***	
	Intake Structure			***Reactor Protection System/Relay/Breakers***	
	Fire Pumps			**Spent Fuel Pool**	
	Station Blackout Equipment			***Laboratory (Post Accident Sampling System/Hot Chem Lab)***	
	Safety-related R Heat Sink			***Containment***	
				Meetings Attended:	
	Turbine Building			***Shift Turnover***	
	Control Room			***Plan of the day***	

	Main Feedwater/Auxiliary Water Pumps			***Inspection Entrance/Exits***	
√		Observations/Comments/ Noted Difference Between RBs	√		Observations/Comments/ Noted Difference Between RBs
	Condensers			***Corrective Action Review Board***	
	Turbine			***Plant Onsite Review Committee***	
	Main Steam Isolation Valves				
	Steam Dumps				
	Personnel Interactions:			**Inspections Observed:**	
	Site VP			***IP 71111, Reactor Safety-Initiating Events, Mitigating Systems, Barrier Integrity***	
	Ops Mgr			***IP71111.01, Adverse Weather Protection***	
	Maint Mgr			***IP 71111.04, Equipment Alignment***	
	Engineering Mgr			***IP 71111.05AQ, Fire Protection Annual/Quarterly***	
	RP Mgr			***IP 71111.05 T, Fire Protection (Triennial)***	
	QA Mgr			***IP 71111.06, Flood Protection Measures***	
	Licensing Mgr			***IP 71111.07, Heat Sink Performance***	
	EP Mgr			***IP 71111.08, In-service Inspection Activities***	
	Outage Mgr			***IP 71111.11, Licensed Operator Requalification Programme and Licensed Operator Performance***	

√		Observations/Comments/ Noted Difference Between RBs	√		Observations/Comments/ Noted Difference Between RBs
	Security Mgr			***IP 71111.12, Maintenance Effectiveness***	
				IP 71111.13, Maintenance Risk Assessments and Emergent Work Control	
	RB Senior Inspector			***IP 71111.15, Operability Determinations and Functionality Assessments***	
	RB Senior Inspector			***IP 71111.17, Evaluations of Changes, Tests, or Experiments and Permanent Plant Modifications"***	
	RB Inspector			***IP 71111.18, Plant Modifications***	
	RB Inspector			***IP 71111.19, Post Maintenance Testing***	
	RB Inspector			***IP 71111.20, Refuelling and Other Outage Activities***	
	RB Support Staff			***IP 71111.21, Component Design Basis Inspection***	
	RB Support Staff			***IP 71111.22, Surveillance Testing***	
	RB Management			***IP 71114.06, Drill Evaluation***	
	RB Management			***IP 71151, Performance Indicator Verification***	
√		Observations/Comments/ Noted Difference Between RBs	√		Observations/Comments/ Noted Difference Between RBs
	RB Management			***IP 71152, Problem Identification and Resolution***	

	RB Management			***IP 71153, Event Follow-up***	
	RB Management			***MC 2515, Appendix D, PLANT STATUS***	
	How Did the Process Work?				