

NRC INSPECTION MANUAL

IQVB

INSPECTION MANUAL CHAPTER 1245, APPENDIX C8

VENDOR INSPECTOR
TECHNICAL PROFICIENCY
TRAINING AND QUALIFICATION JOURNAL

Effective Date: 03/27/2020

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Introduction

The inspector training and qualification program requires a candidate to complete a variety of assignments. Each assignment has been selected to help the candidate learn information or practice a skill that will be important to performing the job of a Vendor Inspector. After completing the entire qualification process, a candidate will have demonstrated proficiency in each of the competencies that describe a successful Vendor Inspector.

Completion of IMC 1245, Appendix A is recommended before beginning activities or courses in this standard, but the trainee's branch chief can override this recommendation based on the trainee's experience. You may complete the General Proficiency requirements contained in IMC 1245, Appendix B together with the Technical Proficiency requirements outlined in this journal.

Recommended Vendor Inspector Training Courses

- Nuclear Utility Procurement Course (External Training offered by the Electric Power Research Institute (EPRI))

The class may be completed at any point during the certification process. However, the candidate will realize the most benefit if it is taken after reviewing the references for ISA-VI-3.

Vendor Inspector Technical Proficiency Individual Study Activities

TOPIC: (ISA-VI-1) Vendor Quality Assurance Program

PURPOSE: The purpose of this activity is to familiarize the candidate with the documents necessary to provide an NRC vendor inspector with the bases and guidance required to support vendor inspection activities.

COMPETENCY AREAS: INSPECTION

LEVEL OF EFFORT: 15 hours

- REFERENCES:
1. 10 CFR Part 50, Appendix B (Appendix B), "Quality Assurance Criteria for Nuclear Power Plants and Fuel Reprocessing Plants"
 2. 10 CFR 50.54, "Conditions of License"
 3. 10 CFR 50.55, "Conditions of construction permits, early site permits, combined licenses, and manufacturing licenses"
 4. 10 CFR 50.34, "Contents of applications; technical information"
 5. 10 CFR 52.17, "Contents of applications; technical information"
 6. 10 CFR 52.47, "Contents of applications; technical information"
 7. 10 CFR 52.79, "Contents of applications; technical information in final safety analysis report"
 8. 10 CFR 52.137, "Contents of applications; technical information"
 9. 10 CFR 52.157, "Contents of applications; technical information in final safety analysis report"
 10. Regulatory Guide (RG) 1.28, "Quality Assurance Program Requirements (Design and Construction)," Current Revision
 11. RG 1.33, "Quality Assurance Program Requirements (Operation)," Current Revision
 12. RG 1.164, "Dedication of Commercial-Grade Items for Use in Nuclear Power Plants;" Current Revision
 13. RG 1.231, "Acceptance of Commercial-Grade Design and Analysis Computer Programs Used in Safety Related Applications for Nuclear Power Plants;" Current Revision
 14. RG 1.234, "Evaluating Deviations and Reporting Defects and Noncompliance Under 10 CFR Part 21," Current Revision

15. NRC Standard Review Plan (SRP) 17.5, "Quality Assurance Program Description - Design Certification, Early Site Permit and New License Applicants" **Current Version**
16. SECY-03-0117, "Approaches for Adopting More Widely Accepted International Quality Standards"
17. Regulatory Issue Summary (RIS) 2000-18, "Guidance on Managing Quality Assurance Records in Electronic Media"
18. RIS 15-08, "Oversight of Counterfeit, Fraudulent and Suspect Items in the Nuclear Industry."
19. RIS 16-01, "Nuclear Energy Institute Guidance for the Use of Accreditation in lieu of Commercial Grade Surveys for Procurement of Laboratory Calibration and Test Services"
20. RIS 18-05, "Supplier Oversight Issues Identified During Recent NRC Vendor Inspections"
21. Inspection Manual Chapter (IMC) 2507 "Vendor Inspections," Current Revision-
22. IMC 0617 "Vendor and Quality Assurance Implementation Inspection Reports" Current Revision
23. American Society of Mechanical Engineers (ASME) Standard NQA-1 (1994, 2008, 2012, 2015 Editions), "Quality Assurance Program for Nuclear Facility Applications"
24. American National Standards Institute (ANSI)/American Nuclear Society (ANS) 3.2-2012, "Managerial, Administrative, and Quality Assurance Controls for Operational Phase of Nuclear Power Plants,"
25. ANSI 45.2, "Quality Assurance Requirements for Nuclear Power Plants"
26. International Standards Organization (ISO) Q9001, "Quality management systems – Requirements" **Current Version**
27. Nuclear Energy Institute (NEI) 14-05, "Guidelines for the Use of Accreditation in Lieu of Commercial Grade Surveys for Procurement of Laboratory Calibration and Test Services," Revision 1, Washington DC, August 2014
28. NEI 14-09, "Guidelines for Implementations of 10 CFR Part 21 Reporting of Defects and Noncompliance," Revision 1, February 2016

29. The current version of the Vendor Inspection Program Plan (VIPP): <http://www.nrc.gov/reactors/new-reactors/oversight/quality-assurance/vendor-insp/vendor-insp-prog-plan.html>

EVALUATION
CRITERIA:

At the completion of this activity, the candidate should be knowledgeable in the following areas:

1. **Why Appendix B was developed.** How the Appendix B criteria applies to vendors and how the criteria are used during vendor inspections.
2. Methods acceptable to the NRC staff for complying with the Commission's regulations with regard to overall quality assurance program requirements and implementation as described in NRC RGs.

Understand how the ANSI and ASME standards specify requirements for the establishment and execution of quality assurance programs for the siting, design, construction, operation, and decommissioning of nuclear facilities that meet the requirements of Appendix B.
3. **Provide a narrative of the history and interaction of the documents.**
4. Understand NRC guidance on managing quality assurance records in electronic media.
5. Understand how vendors, particularly international vendors, attempt to implement an **ISO Q9001 program** in lieu of an Appendix B program. **Understand the areas that are deficient and must be addressed and methods that are acceptable. Know the source for the differences.**
6. Understand how the VIPP is applied to the NRC **Quality Assurance and Vendor Inspection branch.**
7. **Understand how the Vendor Inspection Program (VIP) supports the NRC mission.**

TASKS:

1. Review Appendix B and discuss the application to vendors with a qualified vendor inspector.
2. Review the specified industry guidance and discuss how the guidance meets the requirements of Appendix B with a qualified vendor inspector.
3. Review the specified RGs and RISs and discuss their application to vendors with a qualified vendor inspector.

4. Review SRP 17.5 and discuss its **use & limitations when reviewing vendors** with a qualified vendor inspector.
5. Review ISO Q9001 and discuss its similarities with, and differences from, Appendix B with a qualified vendor inspector. **Discuss how to address the issue of a vendor using ISO Q9001 for NRC regulated work.**
6. Review and discuss the VIPP with a qualified vendor inspector. **Be able to state the purpose and objectives of the VIP.**
7. **Be able to discuss the ranking of vendors and determination of which vendors are selected for inspection.**
8. **Discuss the importance of the NRC VIP. Include in the discussion the expected outcomes of the program, examples where improvements to the industry have occurred because of the VIP, and improvements to the regulatory framework. Explain how inspection of vendors supports the NRC Mission.**
9. Meet with your supervisor or a qualified vendor inspector to discuss any questions that you may have as a result of this activity and to demonstrate that you can meet the evaluation criteria listed above.

DOCUMENTATION:

Obtain your supervisor's signature in the line item for Item ISA-VI-1 in the Vendor Inspector Technical Proficiency Level Signature Card and Certification Form.

Vendor Inspector Technical Proficiency Individual Study Activity

TOPIC: (ISA-VI-2) 10 CFR Part 21 Reporting of Defects and Noncompliance.

PURPOSE: The purpose of this activity is to familiarize the candidate with the procedures, guidance and activities applicable to the Reporting Requirements of 10 CFR Part 21, and defect reporting bases and guidance.

COMPETENCY AREAS: INSPECTION

LEVEL OF EFFORT: 15 hours

- REFERENCES:
1. 10 CFR Part 21 (Part 21), "Reporting of Defects and Noncompliance"
 2. Section 206, "Noncompliance" of the Energy Reorganization Act of 1974
 3. RG 1.234 "Evaluating Deviations and Reporting Defects and Noncompliance Under 10 CFR Part 21," Current Revision
 4. NUREG-0302, "Remarks Presented (Questions/Answers Discussed) at Public Regional Meetings to Discuss Regulations (10 CFR Part 21) for Reporting of Defects and Noncompliance," Revision 1, July 1977 (<https://www.nrc.gov/reading-rm/doc-collections/nuregs/staff/sr0302/>)
 5. 10 CFR 50.55(e), "Conditions of construction permits, early site permits, combined licenses, and manufacturing licenses", Definitions
 6. LIC-403, "Procedures for Handling Deficiency Reports (10 CFR Part 21, 10 CFR Part 50.55(e))"
 7. Nuclear Energy Institute (NEI) 14-09, "Guidelines for Implementations of 10 CFR Part 21 Reporting of Defects and Noncompliance," Revision 1, February 2016
 8. RIS 2010-05, "Applicability of 10 CFR Part 21 Requirements to Applicants for Standard Design Certifications," May 24, 2010
 9. Inspection Procedure (IP) 36100, "Inspection of 10 CFR Part 21 and Programs for Reporting Defects and Noncompliance" Current Revision
 10. IP 3600.01, "Inspection of 10 CFR 50.55(e) Programs for Reporting Defects and Noncompliance During Construction" Current Revision

EVALUATION
CRITERIA:

After completing this study, the candidate should be able to:

1. Discuss the requirements of Part 21, its legal basis and applicability to licensees and vendors. **Know the key sections and definitions of Part 21, be able to provide citations.**
2. **Know the phases a Part 21 evaluation progresses through. Describe the actions required of a vendor/licensee, and the time allotted for those actions.**
3. Understand the differences between a deviation and a defect and the vendor's responsibility toward each. **Describe the five (5) definitions for a defect. Know how they are related and how each is used by a vendor/licensee to conclude a condition is or is not a defect.**
4. **Know the actions that must be taken by a vendor/licensee at the conclusion of a Part 21 evaluation. (21.21)**
5. Identify the attributes you will be looking for, **to demonstrate** compliance with Part 21 during a tour of the vendor's facilities.
6. **Know, understand and explain** the differences between Part 21 and **10 CFR 50.55(e).**
7. Identify the records that the vendor should have, to demonstrate compliance with this regulation.
8. Understand how the need for performance of a vendor inspection may be identified through NRC staff review of Part 21 notifications.
9. **Know the key definitions related to evaluating and reporting presented in 10 CFR 21.3**
10. **Know understand and explain the how Part 21 is unique among NRC regulations.**
11. **Know and understand why 10 CFR 21.41 is important to conducting inspections at vendor facilities.**
12. **Know how Part 21 would be applied to an international vendor. Any limitations or special considerations in enforcement of such requirements on an international vendor.**

TASKS:-

The activities listed below shall be performed under the guidance of a qualified vendor inspector. Discuss the evaluation criteria with your supervisor for documentation on signature card:

1. Review the references to understand the principles discussed in the evaluation criteria.
2. Discuss the requirements of Part 21 and 10 CFR 50.55(e) with your supervisor or qualified vendor inspector to gain an understanding of these regulations.
3. Demonstrate an understanding of 10 CFR Part 21 requirements by developing a personal plan to inspect a vendor's Part 21 program. Discuss your plan and how to execute it with a qualified vendor inspector.
4. Meet with your supervisor or a qualified vendor inspector to discuss any questions that you may have as a result of this activity and demonstrate that you can meet the evaluation criteria listed above.

DOCUMENTATION: Obtain your supervisor's signature in the line item for Item ISA-VI-2 in the Vendor Inspector Technical Proficiency Level Signature Card and Certification Form.

Vendor Inspector Technical Proficiency Individual Study Activity

TOPIC: (ISA-VI-3) Commercial Grade Dedication

PURPOSE: The purpose of this activity is to familiarize the candidate with the procedures, guidance and activities applicable to the commercial-grade dedication (CGD) process. The candidate should develop an understanding of how a commercial item can be used as a basic component through a dedication process. In all cases, the dedication process must be conducted in accordance with the applicable provisions of Appendix B to 10 CFR Part 50.

COMPETENCY
AREAS: REGULATORY FRAMEWORK
INSPECTION

LEVEL OF EFFORT: 30 hours

Note: To gain the most from this study area, the references should be read in order.

- REFERENCES:
1. RG 1.164, "Dedication of Commercial-Grade Items for Use in Nuclear Power Plants," Current Revision
 2. RG 1.231, "Acceptance of Commercial-Grade Design and Analysis Computer Programs Used in Safety-Related Applications for Nuclear Power Plants," Current Revision
 3. EPRI Technical Report 1025243, "Plant Engineering: Guideline for the Acceptance of Commercial-Grade Design and Analysis Computer Programs Used in Nuclear Safety-Related Applications," Revision 1, issued December 2013
 4. 10 CFR Part 21, "Reporting of Defects and Noncompliance"
 5. NRC Generic Letter (GL) 89-02, "Actions to Improve the Detection of Counterfeit and Fraudulently Marketed Products"
 6. GL 91-05, "Licensee Commercial-Grade Procurement and Dedication Programs"
 7. EPRI 3002002982, "Plant Engineering: Guideline for the Acceptance of Commercial-Grade Items in Nuclear Safety-Related Applications," Revision 1 to EPRI NP-5662 and TR-102260, September 2014
 8. IP 43004, "Inspection of Commercial-Grade Dedication Programs," Current Revision

EVALUATION
CRITERIA:

Use the references above to answer the Evaluation Criteria. At the completion of this activity, you will be asked to demonstrate your understanding of the Vendor Inspector's role concerning CGD by successfully discussing/explaining the following:

1. State the purpose of CGD.
2. State the four acceptable methods of dedicating commercial grade items. Be able to describe key characteristics, special concerns, and limitations of each method. Name the regulatory source for these concerns and limitations.
3. Describe what is meant by "critical characteristics" and their importance to the CGD process.
4. Describe examples of critical characteristics associated with mechanical, electrical, and software-based SSCs.
5. Describe the difference between like-for-like and equivalent replacement.
6. Describe the three characteristics of effective procurement and dedication programs.
7. Describe EPRI guidance on sampling.
8. Describe the responsibilities of a dedicating entity with a regard to Part 21 reporting and record keeping.

TASKS:

The activities listed below shall be performed under the guidance of a qualified vendor inspector. Discuss the evaluation criteria with your supervisor for documentation on signature card:

1. Review the references to understand the principles discussed in the evaluation criteria.
2. Review Enclosure 1 to GL 91-05 for specifics of inspection findings related to CGD programs.
3. Demonstrate your understanding of CGD Program through discussions with a qualified vendor inspector.
4. Develop a plan to inspect a vendor's CGD program and implementing procedures. Evaluate a dedication package (e.g. technical evaluation, critical characteristics, acceptance criteria, acceptance methods). Discuss your observations with a qualified vendor inspector.

5. Discuss the evaluation criteria with a qualified vendor inspector or with your Supervisor.

DOCUMENTATION:

Obtain your supervisor's signature in the line item for Item ISA-VI-3 in the Vendor Inspector Technical Proficiency Level Signature Card and Certification Form.

Vendor Inspector Technical Proficiency On-the-Job

TOPIC: (OJT-VI-1) Preparing for a Vendor Inspection

PURPOSE: The purpose of this activity is to provide the candidate with experience in the actions and research required to adequately prepare to perform a vendor inspection.

COMPETENCY AREAS: INSPECTION

LEVEL OF EFFORT: 20 hours

- REFERENCES:
1. IMC 2507, "Construction, Vendor Inspections," Current Revision
 - IMC 0620, "Inspection Documents and Records," Current Revision
 2. IMC 35710, "Quality Assurance Software Used in Applications," Current Revision
 3. IP 36100, "Inspection of 10 CFR Parts 21 and 50.55(e) Programs for Reporting Defects and Noncompliance"
 4. IP 43002, "Routine Inspections of Nuclear Vendors," Current Revision
 5. IP 43003, "Reactive Inspection of Nuclear Vendors," Current Revision
 6. IP 43004, "Inspection of Commercial-Grade Dedication Programs," Current Revision
 7. IP 43005, "NRC Oversight of Third-Party Organizations Implementing Quality Assurance Requirements," Current Revision
 8. IP 43006, "Inspection of the Implementation of Mitigation Strategies Order Regarding the use of National Strategic Alliance for FLEX Emergency Response (SAFER) Centers," Current Revision
 9. IP 81811, "Protection of Safeguards Information by Design Certification Applicants and Vendors," Current Revision
 10. Allegation Webpage, <https://www.nrc.gov/about-nrc/regulatory/allegations-resp.html>
 11. Enforcement webpage, <https://www.nrc.gov/about-nrc/regulatory/enforcement.html>
 12. Vendor Inspection Webpage, <https://www.nrc.gov/reactors/new-reactors/oversight/quality-assurance/vendor-insp.html>

13. 10 CFR 50.8, "Information Collection Requirements: OMB Approval"
14. VIPP, Current Revision

EVALUATION
CRITERIA:

At the completion of this activity, a candidate should be able to:

1. State the **timeline and** actions required to be taken prior to the performance of **an announced and unannounced** vendor inspection. **State the considerations a team leader must address in each case.**
2. State the areas to be researched and reviewed prior to a vendor inspection.
3. State the goals of the vendor inspection.
4. Explain the acceptable methods of communicating with a vendor prior to, during; and following an inspection.
5. Explain any handling or record keeping requirements that must be observed/performed for an inspection.
6. Identify who is the Enforcement Coordinator that works primarily with inspectors from the Vendor Inspection Branch. Identify who is the Nuclear Procurement Issues Committee (NUPIC) coordinator, and the Allegations Team contact. Be able to describe the records they maintain. Know why and how to use these records in preparing for an inspection. Explain what, if any, special handling must be conducted/observed when working with those records and information.

TASKS:

1. Attend/**conduct** a telephone call with a vendor to announce the upcoming inspection and to obtain confirmation on the inspection dates.
2. Explain how to obtain **or where to find** a vendor inspection docket number. **Explain the steps a team leader must follow to ensure RPS and HRMS contain the inspection data.**
3. Explain the information required to be in an announcement letter. Explain the steps involved in preparing/drafting the announcement letter and the timeline for preparing/issuing the letter. Prepare an Announcement Letter for an upcoming inspection which informs the vendor of the inspection and documents the dates. **Have the letter signed/released.**
4. Explain the steps for creating the goals of the inspection. Explain how those are used in the preparation of an Inspection Plan. Explain why the research should include a review of current allegation, NUPIC reports, Part 21 reports ASME audits and the

vendor docket file for information related to the specific areas to be inspected. Explain where to find these documents or how to gain access to them.

5. Prepare the inspection plan for a vendor inspection. Ensure the plan is prepared in accordance with the required timeline and makes note of the trip's logistics.
6. Prepare entrance meeting notes for a vendor inspection. Explain each part of the notes and why each is important.
7. Discuss with your supervisor the considerations that must be addressed in selecting team members. Note any special technical considerations that a team leader must address when developing a team or developing requirements for tech staff assistance.
8. Discuss with supervisor or qualified vendor inspector any special considerations when inspecting utilizing IP 81811. Explain why that inspection is conducted by Vendor Inspectors.
9. Discuss with supervisor or qualified vendor inspector any special considerations when inspecting SAFER equipment.
10. Discuss with your supervisor or a qualified vendor inspector any special considerations when conducting a NUPIC observation.
11. Discuss with your supervisor or a qualified vendor inspector any special considerations when conducting a safety conscious work environment (SCWE) inspection.
12. Meet with your supervisor or a qualified vendor inspector to discuss any questions that you may have as a result of this activity and demonstrate that you can meet the evaluation criteria listed above.

DOCUMENTATION:

Obtain the supervisor's signature in the line Item OJT-VI-1 of the Vendor Inspector Qualification Signature Card and Certification Form.

Inspector Technical Proficiency On-the-Job Activity

TOPIC: (OJT-VI-2) Conducting a Vendor Inspection

PURPOSE: The purpose of this activity is to provide the candidate with experience in the actions and activities required to successfully perform a vendor inspection.

COMPETENCY AREAS: INSPECTION

LEVEL OF EFFORT: Varies

- REFERENCES:
1. OJT-VI-1, "Preparing for a Vendor Inspection"
 2. IMC 1245A ISA-3, "Inspector Objectivity, Protocol, and Professional Conduct"
 3. IMC 1245A ISA-5, "Allegations"
 4. IMC 0620, "Inspection Documents and Records" Current Revision
 5. IMC 1245C-8 ISA-VI-2, "10 CFR Part 21 Reporting of Defects and Noncompliance"
 6. MD 8.17, "Licensee Complaints Against NRC Employees"

- EVALUATION CRITERIA:
- At the completion of this activity, a candidate should be able to:
1. State the actions required to be taken during the performance of a vendor inspection.
 2. State examples of the protocol required to be adhered to during the performance of the vendor inspection. **Be able to explain the NRCs expectations of Inspectors, note any differences between interaction with vendors rather than licensees.**
 3. State the key points to be made to the vendor during the entrance and exit meeting.
 4. State how the goals of the vendor inspection were achieved by the activities performed during the inspection.
 5. **Explain how to respond to a report of wrongdoing by NRC personnel received during an inspection. Explain proper handling of the report making note of any difference in handling procedures if the report is received at a vendor facility rather than a licensee facility.**
 6. **Explain how to address disrespectful, threatening or otherwise**

inappropriate behavior by Vendor/Licensee personnel during an inspection.

7. Explain how to properly receive and handle an allegation. State the time line and procedure for handling and evaluation of an allegation. Explain any differences in handling at a vendor site than a license site. Explain what you should do to ensure the allegation is properly dispositioned.
8. Explain “unfettered access” for a vendor inspection. What restrictions, if any, are placed on an NRC inspector in a vendor’s facility. Explain the legal and regulatory basis for this access.

TASKS:

During the preparation or performance of a vendor inspection, discuss the required **inspector protocols** with a qualified inspector or supervisor.

1. Discuss NRC guidelines for sharing written notes or other information with a vendor.
2. Discuss how inspection findings are to be characterized during an inspection exit meeting.
3. Discuss acceptable conduct for NRC inspectors during a Vendor Inspection. Explain why Vendor Inspectors must be mindful of their conduct during a Vendor inspection. Give some examples of common things that Vendor Inspectors must not do during inspections.
4. Discuss how allegation-related information should be handled and/or addressed during the inspection.
5. Discuss the proper handling of vendor proprietary information and copying and removal of vendor documents.
6. Attend/**conduct** an inspection entrance meeting.
7. **Under supervision of a qualified inspector, perform** inspection tasks assigned which **should** include: (1) the review of documents, (2) observation of activities, (3) inspection of equipment, material, and product, and (4) interviewing of vendor personnel.
8. **Develop daily debrief notes. Conduct daily debriefs during an inspection. Discuss with the team the aspects of issues that make them minor or more than minor. Discuss what would be needed to be present or absent to make the issue minor or more than minor.**
9. **Develop exit notes and attend/conduct** an inspection exit meeting.
10. **Meet with your supervisor or a qualified vendor inspector to discuss any questions that you may have as a result of these activities and demonstrate that you can meet the evaluation criteria listed above.**

DOCUMENTATION:

Obtain your supervisor's signature in the line Item OJT-VI-2 of the Vendor Inspector Technical Proficiency Level Signature Card and Certification Form.

Vendor Inspector Technical Proficiency On-the-Job Activity

TOPIC: (OJT-VI-3) Writing a Vendor Inspection Report

PURPOSE: The purpose of this activity is to provide the candidate with experience in the actions and research required to document the results of an inspection conducted at a vendor.

COMPETENCY AREAS: INSPECTION

LEVEL OF EFFORT: 40 hours

- REFERENCES:
1. IMC 0617, "Vendor and Quality Assurance Implementation Inspection Reports"
 2. IMC 1245C-8 OJT-VI-1, "Preparing for a Vendor Inspection"
 3. IMC 0620, "Inspection Documents and Records" Current Revision
 4. Recent Vendor Inspection reports

EVALUATION CRITERIA:

At the completion of this activity, a candidate should be able to:

1. State the steps taken and the information used to prepare vendor inspection report input.
2. State the attributes to look for in an inspection report input to verify that the goals of the inspection have been accomplished and adequately verified.
3. State the steps that are required to assemble the inspection report into its final form and prepare the cover letter that transmits the report to the vendor.
4. **D raft a vendor inspection report for a Branch Chief's signature.**
5. Explain the actions you must take and the timeliness requirements for documents you received from the vendor or that you utilized (copies of procedures, procurement documents, manuals, etc.) or that you developed (notes, photos, etc.) while inspecting or while preparing an Inspection Report.
6. Explain the actions you must take and the timeliness requirements for letters received from the vendor that dispute report findings. What actions are necessary to initiate an independent review and how is this controlled.
7. Explain actions afforded to a vendor that disputes the results of an

NRC inspection such as preliminary enforcement conference (PEC) and alternative dispute resolution (ADR).

TASKS:

1. Prepare inspection report input for areas you inspected. Sources of information will be notes taken during the inspection and review of vendor documents (both on and off-site).
2. Prepare a Notice of Nonconformance (NON) and/or Notice of Violation (NOV), if identified during vendor inspection. If one is not identified use information provided by your supervisor or a qualified vendor inspector. Understand and explain the format necessary to properly document a finding. Note the similarities and differences between NONs and NOV's.
3. Review the items identified on an inspection or use information provided by a supervisor/senior vendor inspector. Explain why each was screened to the level it was. Explain the screening process for minor and more than minor issues.
4. Draft the findings review panel (FRP) notes page for an inspection that you were a team member. Conduct the FRP.
5. Draft the cover letter which will transmit the vendor inspection report and any NOV's or NONs to the vendor.
6. Draft the ADAMS Document submission sheet (Form NRC-665) which is required to be submitted with the vendor inspection report.
7. Meet with your supervisor or a qualified vendor inspector to discuss any questions that you may have as a result of this activity and demonstrate that you can meet the evaluation criteria listed above.
8. Assist or write, as appropriate to your position, the report for that inspection, participating through to the report being signed by the Branch Chief.

DOCUMENTATION:

Obtain your supervisor's signature on the line Item OJT-VI-3 on the Vendor Inspector Technical Proficiency Level Signature Card and Certification Form.

Vendor Inspector Technical Proficiency Level
Signature Card and Certification

Vendor Inspector Name: _____	Employee Initials / Date	Supervisor's Signature / Date
Recommended Training Courses		
Nuclear Utility Procurement Course		
Individual Study Activities		
ISA-VI-1 Vendor Quality Assurance Program		
ISA-VI-2 10 CFR Part 21 Reporting		
ISA-VI-3 Commercial-Grade Dedication		
On-the-Job Activities		
OJT-VI-1 Preparing for a Vendor Inspection		
OJT-VI-2 Conducting a Vendor Inspection		
OJT-VI-3 Writing a Vendor Inspection Report		

Supervisor's signature indicates successful completion of all required courses and activities listed in this journal and readiness to appear before the Oral Qualification Board.

Supervisor's Signature: _____ Date: _____

Form 1: Vendor Inspector Technical Proficiency Level Equivalency Justification	
Vendor Inspector Name: _____	Identify equivalent training and experience for which the inspector is to be given credit
Recommended Training Courses	
Nuclear Utility Procurement Course	
Individual Study Activities	
ISA-VI-1 Vendor Quality Assurance Program	
ISA-VI-2 10 CFR Part 21 Reporting	
ISA-VI-3 Commercial-Grade Dedication	
On-the-Job Activities	
OJT-VI-1 Preparing for a Vendor Inspection	
OJT-VI-2 Conducting a Vendor Inspection	
OJT-VI-3 Writing a Vendor Inspection Report	

Supervisor's Recommendation: Signature / Date: _____

Division Director's Approval: Signature / Date: _____

Copies to: Supervisor, Vendor Inspector, and Human Resources

Revision History Sheet
Attachment 1

Commitment Tracking Number	Accession Number Issue Date Change Notice	Description of Change	Description of Training Required and Completion Date	Comment Resolution and Closed Feedback Form Accession Number (Pre-Decisional, Non-Public Information)
	ML031340255 05/29/2003 CN 03-017	Initial issuance of Appendix C8. This section was not available to be included with the 05/01/03 revision of IMC 1245.		n/a
N/A	ML073520588 01/10/08 CN 08-001	Appendix C-8 was extensively revised to update the content and format of the document. Completed 4-year historical CN search.	None	ML073510727
N/A	ML12248A339 12/19/12 CN-12-029	This revision updates references in ISA-1 and ISA-3, adds Evaluation Criteria 6 to ISA-3, and adds new knowledge requirements (a reference, evaluation criteria, and task) regarding the vendor inspection program plan to ISA-1.	None	ML12290A180
N/A	ML18047A195 07/30/18 CN 18-023	This revision updates the references in OJT-3 to account for the creation of IMC 0617.		ML18065A657 Closed FF: 1245C8-2266 ML18134A021
N/A	ML19193A101 03/27/20 CN 20-018	Added EPRI Nuclear Utility Procurement Course. Updated throughout to reflect changes in the program, NRC organizational changes, and reference document revisions. Removed references to out of date references and corrected format errors.	None	ML19193A100