

**INSPECTION ADMINISTRATIVE PROCEDURE**

**A-101**

**INSPECTION PLANNING AND SCHEDULING**

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Revision 3

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Verification and Confirmation Official

Date: 2/24/03

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Date: 2/24/03

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# **INSPECTION ADMINISTRATIVE PROCEDURE A-101, REV. 3**

## **INSPECTION PLANNING AND SCHEDULING**

### **1.0 PURPOSE**

This procedure describes the WTP Safety Regulation Division (OSR) planning and scheduling activities performed to ensure an overall inspection plan and schedule are in place. The inspection plan and schedule satisfies the OSR inspection objectives and maintains the timing and coordination of specific inspections relative to the Contractor's work.

### **2.0 POLICY**

The OSR will develop and periodically update an integrated inspection plan and schedule. This Plan will provide approximate inspection dates and subject areas. The Plan and Schedule will include inspections necessary to meet the objectives of the Inspection Program Implementation Plan and will be coordinated with the Contractor's activities to ensure time-critical inspection activities are performed. The Plan and Schedule will be publicly available on the OSR website. Planned unannounced inspections will not be included on the website.

### **3.0 GENERAL REQUIREMENTS**

#### **3.1 Inspection Plan and Schedule Preparation**

The Verification and Confirmation Official (VCO) is responsible for preparation of the Inspection Plan. In accordance with the ORP Integrated Assessment Schedule, by October 1 of each year, the Safety Regulation Official (SRO) shall provide an annual inspection plan to the ORP Assessment Coordinator.<sup>1</sup> The Coordinator should be notified when any changes occur, and the plan is to be revised at least quarterly. To maintain the ORP Integrated Schedule as a comprehensive record, quarterly updates should also include any reactive inspections conducted. Each input or revision should include the following inspection information:

- Title
- Organization
- Description (e.g., name of facility, activity, and document)
- Anticipated start and completion dates.

Planned inspections must be appropriate and compatible with the ongoing schedule of the Contractor's programs. In preparing the inspection plan, the VCO or designee should consider the following:

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<sup>1</sup> Currently, the Director, Office of Environmental Safety and Quality is acting as the ORP Assessment Coordinator

- Time-critical aspects of certain inspections (e.g., inspection of rebar placement)
- Conducting authorization-related inspections well in advance of the planned authorization or decision-making date
- Analyzing Contractor performance trends as evidenced by prior inspections and incidents
- Identifying the availability of inspection resources.

Prior to finalization of the Plan, the VCO should provide the proposed schedule to the OSR staff for review and input. The OSR staff should, based on their knowledge of Contractor activities and performance, provide input of inspection areas for consideration and the timeframe inspections should be conducted to ensure the OSR inspection program, to the extent practical, reviews potential problem areas early in the schedule. The VCO should review these comments and revise the Plan as appropriate.

The Plan shall be reviewed by the VCO and approved by the SRO. Following approval, a copy of the Plan (with information concerning unannounced inspections removed) will be sent to the Contractor and the ORP Assessment Coordinator as described above, and placed on the OSR website. The ORP Assessment Coordinator should also be notified when each inspection is completed.

Attachments: None