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INSPECTION ADMINISTRATIVE PROCEDURE A-104, REV. 3

INSPECTION PREPARATION

1.0 PURPOSE

This procedure provides guidance in preparing for WTP Safety Regulation Division (OSR) inspections to ensure inspections occur professionally, efficiently, and effectively.

2.0 POLICY

The inspector should prepare for each inspection by reviewing appropriate authorization basis documents including Preliminary Safety Analysis Reports (PSARs), Safety Evaluation Reports (SERs), Integrated Safety Management Plans (ISMPs), Contractor commitments and procedures, OSR inspection procedures, previous related inspection reports and open items, applicable Construction Deficiency and Occurrence Reports, and other related information to maximize the effectiveness of the inspection and to minimize imposing unnecessary burdens on the Contractor.

3.0 GENERAL REQUIREMENTS

3.1 SELECTION OF LEAD INSPECTOR AND STAFF

The Verification and Confirmation Official (VCO) will designate the lead inspector and staff for each OSR inspection. The lead inspector should be a qualified inspector in accordance with Inspection Administrative Procedure A-109, "Inspector Qualification Program."

3.2 PREPARATION OF AN INSPECTION PLAN

The lead inspector should prepare or supervise the preparation of a written inspection plan before the start of each inspection. Refer to the attachment to this procedure for an inspection plan sample. The inspection plan should address the following:

- Objectives and scope
- Procedures to be used
- Specific areas to be inspected taking into account the concept of "tailoring"
- Individual inspection staff responsibilities

- Open items to be reviewed. The lead inspector should review with the VCO the OSR open items list and determine which items should be included in the inspection plan for review.
- Any other matters deemed relevant by the lead inspector or the VCO.

3.3 LOGISTICS REQUIREMENTS

The lead inspector will be responsible for arranging for logistical support needed to conduct the inspection. This support includes, but is not limited to, arrangements for work space at the Contractor facilities, Contractor points-of-contact for requesting information or arranging interviews with Contractor staff, arranging meeting places and times, identifying OSR meeting participants and key contractor participants, identifying agenda items for meetings, securing appropriate access clearances for inspectors, and identifying and securing the help of consultants/contractors to assist in the inspection (if necessary and appropriate). The VCO should approve the use of OSR consultants/contractors. The lead inspector may delegate these functions as deemed appropriate.

3.4 INDIVIDUAL INSPECTION ASSIGNMENTS

The lead inspector will make inspection assignments for individual inspectors. Inspector assignments should be based on the inspectors' expertise and the need to implement the scope of the planned inspection.

3.5 INFORMATION ACQUISITION

Team inspectors should research the area to be inspected to identify authorization basis requirements, contract requirements, Contractor commitments, program descriptions, relevant safety evaluation report information, and other related information. In addition, in accordance with Inspection Administrative Procedure A-102, "Announced and Unannounced Inspections and Related Information Requests," the lead inspector may elect to hold an early meeting with the Contractor to explain the purpose of the inspection and obtain background information needed for the inspection. The background information can be used to aid in the preparation of the inspection plan. Information may also be requested from the Contractor via a formal transmittal request. If team inspectors determine information from the Contractor is needed, the request should be forwarded to the lead inspector for review and subsequently transmitted to the Contractor in accordance with Inspection Administrative Procedure A-102.

3.6 TRAINING

The lead inspector is responsible for determining training and/or briefing requirements, if any, for team inspectors before conducting the inspection. In general, new inspectors, contractors, and OSR inspectors who have not completed the inspection certification program will require a

basic orientation session that discusses inspection protocols, the purposes of the inspection, the inspection schedule, key facilities to be inspected, inspection history, and other topics as appropriate before performing the specific inspection. Additional topics can be incorporated into training sessions, as necessary. The lead inspector should identify relevant background materials to be read by all participating inspection staff before commencement of the inspection.

Attachment: Inspection Plan Sample

ATTACHMENT: Inspection Plan Sample

Inspection Plan
On-Location Inspection Activities for the Period July 13 – August 22, 2002

Dates of Inspection: July 13-August 22, 2002

Inspection Team: [Lead Inspector]
[inspector]
[inspector]
[inspector]
[inspector]

Planned Meetings: Entrance – 3:00 p.m., July 12, 2002
Exit – 2:00 p.m., August 22, 2002

Report Number: A-03-OSR-RPPWTP-012

1. Objectives and scope of the inspection:

- a. Verify the Contractor is performing Firewater and important-to-safety construction activities in accordance with Contract, authorization basis, and authorization agreement requirements. Areas of focus include the following:
- Assessing the adequacy and effectiveness of the Contractor’s performance regarding installation and testing of Firewater Main piping installations
 - Assessing the adequacy of the Contractor’s performance regarding installation of forms, rebar, and embedments associated with HLW and LAW basemat installation
 - Assessing the adequacy of the ITS concrete production and placement activities for the LAW and HLW basemats
 - Assessing the Contractor’s readiness to conduct rebar coupler/fabrication activities at Graham Steel
 - Assessing the adequacy of the ITS onsite testing lab by conducting a vertical slice inspection of the testing lab’s implementation of its QA manual and procedures.
- b. Verify the Contractor is implementing an effective Industrial Health and Safety program at the WTP construction site. This will be accomplished by:

- Assessing the adequacy and effectiveness of the Contractor's cranes, hoists, elevators, and conveyors activities and program
 - Assessing the adequacy and effectiveness of the Contractor's safety program associated with FRE installations and concrete placements
 - Assessing the adequacy and effectiveness of the Contractor's welding and cutting activities and program.
- c. Review the Contractor's actions to address open items:
- IR-01-010-02-FIN, Contractor did not perform adequate receipt inspection of Fire Hydrants in that they were accepted without the required UL listing
 - IR-02-004-01-IFI, Adequacy of Contractor review of concrete technical specifications
 - IR-02-004-03-FIN, Firewater bolted joint accessories were not coated as required by NFPA 24 per SRD, Safety Criterion 4.5-17
 - IR-02-009-01-IFI, Follow-up on procurement process for C5 duct in HLW.
2. Procedures to be used:
- a. Inspection Administrative Procedure A-112, "Construction On-Location Inspection Program"
 - b. Inspection Technical Procedure I-113, "Structural Concrete Inspection"
 - c. Inspection Technical Procedure I-137, "Inspection of Fire Protection System Construction"
 - d. Inspection Technical Procedure I-138, "Inspection of Fire Protection System Inspection, Testing, and Maintenance"
 - e. Inspection Technical Procedure I-112, "Geotechnical/Foundations Inspections"
 - f. Inspection Technical Procedure I-162, "Industrial Health and Safety Inspection"
 - g. Inspection Administrative Procedure A-106, "Verification of Corrective Actions."
3. Individual inspection staff responsibilities:
- See attached chart.

4. Open items to be reviewed:

See 1.c, above.

5. Plan on submitting draft inspection report input to [lead inspector] by close-of-business on or before [one week after the exit meeting]. Review prior OSR Inspection Report (IR-02-008) for general level of detail and content (located on the OSR web page). Rather than listing procedures and documents reviewed at the beginning of each section titled "Observations and Assessments," they should be listed in the section as they are discussed to support the assessments. The following are a few general rules concerning inspection report input:

- a. Use the term "the Contractor," not Bechtel National, Inc.
- b. If referring to Contractor procedures, specifications or drawings provide Title, Revision, and Issue Date.
- c. Spell out all acronyms when first used.
- d. Use past tense.
- e. Provide details of inspections to substantiate observations (negative or positive), weaknesses, or Findings. Do not write excessively on non-problem areas.
- f. Follow the general format of inspection report IR-02-008. If you plan to deviate, talk to [lead inspector] first.
- g. E-mail completed input to [lead inspector] at [---].

6. Any other matters deemed relevant by the inspector or VCO:

None

Inspection Assignment Chart

Item No.	Inspection Area/Issue	Applicable OSR Inspection Procedure	Responsible Inspector	General Comment
1	Firewater installation and testing	I-137 and I-138	[inspector]	
2	IH&S Oversight	I-161	[inspector]	
3	Adequacy of Concrete production and placement activities	I-113	[inspector]	
4	Follow-up on IR-01-010-02-FIN, IR-02-004-01-IFI, and IR-02-004-03-FIN, IR-02-009-01-IFI	A-106 and I-112	[inspector]	
5	Adequacy of rebar fabrication/coupler installation activities	I-113	[inspector]	
6	Adequacy of testing lab	I-112, and I-113	[inspector]	

Reviewed By: _____ Date _____
Lead Inspector

Approved By: _____ Date _____
Verification and Confirmation Official