

**Company Name** \_\_\_\_\_ **Date** \_\_\_\_\_

Date:	Team Member:	Other References	Conform	
			Y	N
<b>NBIC–Part 3, 1.8.5.1</b>				
<b>a. Organization</b>				
a.1.	Has the Organizational Structure of the program identified the levels of management responsible for the Quality System Program?			
a.2.	Are the individual or individuals responsible for the Quality System Program established and documented? (by title)			
a.3.	Are individual or individuals and organization responsible for defining and measuring the overall effectiveness of the Quality System Program sufficiently independent from the pressures of production?			
a.4.	Do the individual or individuals responsible for Quality have direct access to upper level management on matters effecting quality?			
a.5.	Has management provided measures for individuals or groups assigned the responsibilities of inspection, testing, checking or otherwise verifying an activity has been correctly performed?			
a.6.	Does the responsibility of individual (s) or group(s) that affect quality include the review, acceptance and control of written procedures and monitoring of all activities concerned with the Quality System Program?			

Objective evidence, observations, deficiencies, CAR status, etc. Include functional title of personnel interviewed

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<p><b>b. 1. Quality System Program</b></p> <p>b.1.1. Does the Quality System Program define the organizational structure (chart) within the program, and is it implemented as described in the text of the Quality Assurance Manual?</p> <p>b.1.2. Does the organizational structure delineate the levels of responsibilities, authority, and lines of communication for the individual involved in the program?</p> <p>b.1.3. Is the Quality System Program clearly documented and supported by written policies, procedures, and instructions, and are these written policies and procedures based on the organization’s scope of work to be performed?</p> <p>b.1.4. Are all the elements that are required by NBIC Part 3 been implemented?</p> <p>b.1.5. Does the program provide for accomplishment of activities affecting quality under suitably controlled conditions and prerequisites for activities satisfied?</p> <p>b.1.6. Does the program provide for ready detection of nonconforming materials and items, and for the timely and positive corrective action?</p> <p>b.1.7. Does the Quality System Program clearly and accurately define the scope of activities, and whether the activities will be conducted in the shop, at field sites, or both?</p> <p>b.1.8. Are repair/replacement activities controlled at all points necessary (scope) to assure conformance to the rules of the NBIC, ASME Section XI, regulatory/jurisdictional requirements and the Quality System Program?</p> <p>b.1.9. Is the Policy and Responsibility Statement signed by management and contain all required statements?</p>				
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<p><b>b.2 Indocctrination and Training</b></p> <p>b.2.1. Does the Program clearly establish requirements for indoctrination and training of all personnel effecting quality, including criteria established for individuals?</p> <p>b.2.2. Does the indoctrination and training program achieve suitable proficiency, and is the program maintained for all personnel affecting quality?</p> <p>b.2.3. Does personnel affecting quality within the scope of the program, including personnel of subcontracted services, qualified as specified by the NBIC?</p> <p>b.2.4. Has a system been implemented for documenting indoctrination and training activities, and is proficiency maintained?</p> <p>b.2.5. Are individual(s), or groups responsible for indoctrination and training activities, well defined, and is the system being implemented as described?</p> <p><b>b.3. Authorized Nuclear Inspection Agency of Record</b></p> <p>b.3.1. Are proposed changes to the Quality System Manual accepted by the Authorized Nuclear Inspection Agency, (Authorized Nuclear Inspector Supervisor) prior to implementation?</p>				
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b.3.2.	Has the Authorized Nuclear Inspector been notified prior to any changes, including evidence of acceptance of the Authorized Nuclear Inspection Agency of the Quality System Manual? (objective evidence)			
b.3.3.	Is the accepted Quality System Manual available for use by the Authorized Nuclear Inspector?			
b.3.4.	Verify that work controlled points necessary to implement the program are controlled to assure conformance to the rules of the NBIC.			
b.3.5.	Does the system provide to the ANI drawings, process sheets, procedures and additional information to accomplish applicable Code requirements, and are there provisions for instructions to the workforce?			
<b>c.</b>	<b>Design Control</b>			
c.1.	Does the Quality System Program provide for control of design activities whether performed by the applicant, owner, or subcontracted services?			
c.2.	Does the Quality System assure that, and correctly incorporate the owner's design specifications, drawings, procedures, and instructions which are necessary to perform the work undertaken?			
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<p>c.3. Does the system provide provisions to assure that the appropriate quality standards are specified and included in the owner’s design specification, drawings, procedures, and instructions?</p> <p>c.4. Does the system provide for the review of the owner’s design specification, drawings, procedures, and instructions meeting requirements of a specific code edition/addenda of Section XI, NBIC or other codes/standards?</p> <p>c.5. Are the applicant’s engineering personnel properly qualified and certified as required by the applicable Code Section of the ASME Boiler and Pressure Vessel Code for Section III, and XI?</p> <p>c.6. Are there provisions for reconciling any design conflicts between the owner and the repair/replacement organization?</p> <p>c.7. Are controls identified for subcontracting design and verification of design documents?</p> <p><b>d. Procurement Document Control</b></p> <p>d.1. Does the program establish a system for control of documents for the procurement of materials, items, and subcontracted services?</p>				
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<p>d.2. Is there control of documents, including revisions, for procurement of materials, items, and subcontracted services? Does this include requirements to the extent necessary to assure compliance with the owner’s design specification, ASME Section III, or applicable code of construction, and ASME Section XI?</p> <p>d.3. Does the quality program require the supplier to maintain a Quality System Program consistent with the applicable requirements of the section of the ASME Code to which the items are constructed?</p> <p>d.4. Has the system been implemented to assure that all purchased materials, items, and subcontracted services conform to the requirements as established by the Quality System Program, the NBIC and the applicable ASME Code Section?</p> <p><b>e. Instructions, Procedures, and Drawings.</b></p> <p>e.1. Has the applicant established a system for the review and approval of instructions, procedures, and drawings, including revisions?</p> <p>e.2. Does the system provide for instructions, procedures, drawings to be used, identified and distributed to personnel to assure Code compliance?</p> <p>e.3. Do the instructions, procedures, and drawings include the appropriate quantitative and qualitative criteria for determining that activities affecting quality have been satisfactorily accomplished?</p>				
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<p>e.4. Does the applicant maintain a written description of procedures used for the control of quality and examination?</p> <p>e.5. Do the written procedures and/or work instructions provide sufficient detail to accomplish the requirement, and are they implemented as required?</p> <p>e.6. Are instructions, procedures, and drawings made available to the Authorized Nuclear Inspector, and are they approved for release by authorized personnel?</p> <p><b>f. Document Control</b></p> <p>f.1. Does the applicant's system establish the controls for issuance, use, revisions, and disposition of documents for the following?</p> <p>(a). Specifications;</p> <p>(b). Work Instructions;</p> <p>(c). Procedures;</p> <p>(d). Drawings.</p>				
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<p>f.2. Has the Quality System Program established measures to ensure that the latest applicable documents, including changes are reviewed for adequacy?</p> <p>f.3. Does the control system establish measures for distribution of documents to locations where the prescribed activity will be performed?</p> <p><b>g. Control of Purchased Materials, Items and Services.</b></p> <p>g.1. Has the applicant established a system which assures that all purchased materials, items and services conform to the requirements of the owner's design specification and applicable edition and addenda of Section III, and Section XI of the ASME Code?</p> <p>g.2. Are activities (inspections, procedures, instructions) that affect quality being properly implemented in accordance with the Quality System Manual?</p> <p>g.3. Does the system require identification of materials, items and services for traceability for source evaluations?</p>				
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<p>g.4. Does the system provide for objective evidence of quality requirements for material, items, or services furnished by suppliers?</p> <p>g.5. Does the system provide source and receipt examination of material, items, and suppliers?</p> <p><b>h. Identification and Control of Materials and Items.</b></p> <p>h.1. Has the Quality System Program established requirements for the identification and control of materials and items, included partially fabricated assemblies?</p> <p>h.2. Does the system require maintenance of identification of materials and items, either on the material or item, or on a record throughout the repair, or replacement activity? (storage and handling)</p> <p>h.3. Is the method used for the identification markings of materials, or items either permanent or temporary? Are the markings, whether permanent or temporary, legible and not detrimental to the component or system?</p> <p>h.4. Do the instructions for identification of materials or items describe where the identification will be located, and assure that the markings will not interfere with the function or quality of the item?</p>				
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<p>h.5. Is the information on Certified Material Test Reports, or Certificates of Compliance verified for applicable Code requirements, as specified in the owner’s design specification?</p> <p>h.6. Is the applicant’s program requirements for the review and acceptance of all Certified Material Test Reports, and Certificate of Compliance adequate?</p> <p>h.7. Are tests performed by the applicant in compliance with the material specification or other requirements and the supporting documents list all the required range of values?</p> <p><b>i. Control of Processes.</b></p> <p>i.1. Does the Quality System Program establish controls for processes used; i.e., NDE, Welding, Heat Treatment and Bending and Forming?</p> <p>i.2. Is all NDE performed in accordance with the owner’s specification and Code requirements?</p>				
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i.2.2. Are all NDE Procedures and personnel approved and qualified in accordance with the applicant's Quality System Program?				
i.2.3. Have all NDE Procedures been demonstrated to the satisfaction of the Authorized Nuclear Inspector on sample pieces with known defects prior to use?				
i.2.4. Are there provisions for the Authorized Nuclear Inspector to have NDE Procedures and/or NDE personnel re-qualified, when deemed necessary?				
i.3. Is welding performed in accordance with the applicant's Quality System Program, the applicable sections of Section XI, the NBIC, and properly documented?				
i.3.1. Are there provisions that welding be performed in accordance with the owner's design specification using qualified procedures and personnel?				
i.3.2. Are there provisions for the responsibility for qualification and certification of welding procedures?				
i.3.3. Has responsibility been established for qualification and certification of welders, and welding operators?				
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i.3.4. Is there a system in place that establishes responsibility for instruction, assignment, and supervision of welders, and welding operators?  i.3.5. Does the system provide for re-qualification of weld procedures, welders, and welding operators by the Authorized Nuclear Inspector?  i.4. Has the applicant qualified, or if subcontracted, approved the applicable Heat Treatment procedures in accordance with the owner's specification?  i.4.1. Does the approved heat treatment procedures satisfy the applicable ASME Sections III, or Section XI requirements, whichever is applicable?  i.4.2. Are personnel performing heat treatment activity qualified and certified, as applicable, to the certificate holder's procedures?  i.4.3. Has the applicant's program established provisions for the review and acceptance of heat treatment activities, which includes requirements for identification, traceability, and receipt inspection?				
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<p>i.4.4. Do the welding procedures that are used, satisfy the heat treatment requirements as established by the owner’s design specification, and applicable Code requirements?</p> <p>i.5. Has the applicant established bending and forming procedures to satisfy applicable Code requirements, and the owner’s specification?</p> <p>i.5.1. Does the applicant’s bending and forming procedure identify the appropriate acceptance requirements as established by the Code or the owner’s design specification?</p> <p>i.5.2. Have the procedures for bending and forming operation been reviewed and approved as required?</p> <p>i.6. Do the Process Sheets, Check Lists, or Travelers identify NDE, Welding, Heat Treatment, Bending and Forming activities? Are documents numbered and assigned a revision level which the process conforms? Is space provided for reporting results of the completion of specific operations?</p> <p><b>j. Examination, Tests, and Inspections.</b></p> <p>j.1. Are in-process, final examination, and tests performed in accordance with the applicant’s Quality System Program?</p>				
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<p>j.2. Has the applicant established that in-process and final examination and tests are in accordance with specifications, drawings, instructions, and procedures which incorporate or reference the requirements and acceptance limits contained in the applicable design documents?</p> <p style="margin-left: 40px;">(a). Calibrated instrumentation;                      (b). Equipment type;                      (c). Trained personnel;                      (d). Condition of test equipment and the item to be tested;                      (e). Suitable environmental conditions;                      (f). Provisions for data acquisition.</p> <p>j.3. Are examination activities affecting quality performed by persons other than the person who performed the activity being examined?</p> <p>j.4. Do process sheets, travelers, or checklists identify the activity to be performed, document number, and revision to which the examination or test is to be performed, with space provided for recording the applicable results?</p> <p>j.5. Do process sheets, travelers, or checklists provide provisions for the quality personnel and Authorized Nuclear Inspectors to select Hold Points and sign off inspections?</p> <p>j.6. Does the applicant's Quality System Program establish requirements that the Authorized Nuclear Inspectors' Hold Points cannot be bypassed?</p>				
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<b>k. Test Control</b>				
k.1. Has an interface system been established between the certificate holder's and the owner's test control procedures, which incorporates or references the requirements and acceptance limits contained in the design documents?				
k.2. Do test control procedures include provisions for assuring that the prerequisites for given tests have been met, and is there adequate (calibrated) instrumentation available and used?				
k.3. Are the necessary provisions for monitoring or witnessing tests identified in the applicable test procedure?				
k.4. Has the applicant established prerequisites that calibrated instrumentation, and the appropriate equipment used; trained personnel are used, and condition of test equipment and the item to be tested meet suitable environmental conditions, and are there provisions for data acquisition?				
k.5. Is there a system for compiling, documenting, and evaluating test results?				
<b>l. Control of Measurement and Test Equipment</b>				
l.1. Does the applicant's Quality System Program establish requirements for the calibration, control, issuance, and retrieval of measurement and test equipment?				
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<p>1.2. Is measurement and test equipment identified to ensure traceability of the equipment being tested, and are records maintained?</p> <p>1.3. Is the measurement and test equipment designed for the activity being tested, in regard to range, type, and accuracy to verify conformance to established requirements?</p> <p>1.4. Has the applicant developed procedures to ensure that all measurement and test equipment is calibrated, properly adjusted at specific periods, or used at intervals to maintain accuracy within the specified limits? (frequency)</p> <p>1.5. Are the calibration methods used for measurement and test equipment traceable to known standards, where such standards exist?</p>				
<p><b>m. Quality Records</b></p> <p>m.1. Has the applicant established procedures for maintenance of Quality Records based on the owner’s designation for the repair and replacement program?</p> <p>m.2. Does the applicant’s procedure for Quality Records identify requirements for maintenance of the following?</p> <ul style="list-style-type: none"> <li>(a). Materials;</li> <li>(b). Manufacturing;</li> <li>(c). Examinations and test data taken before and during the repair or replacement;</li> <li>(d). Applicable procedures;</li> <li>(e). Specifications;</li> <li>(f). Drawings used (as built) with applicable revisions, and issue date;</li> <li>(g). Identification numbers of all documents;</li> <li>(h). Others as required by the Code and QA manual.</li> </ul>				
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m.3. Do the Quality Records identify qualification of personnel, procedures, equipment and related repairs, or replacement activities?  m.4. Verify that the applicant provides suitable protection from deterioration and damage for all records while in the applicant’s care.  m.5. Verify the control system used for the storage, maintenance, retrieval and correction of records.  m.6. Are there provisions for transfer of records to the owner at their request?  m.7. Does the system provide for, after the completion of repair, or replacement activities that the records, including audit reports required to verify compliance with the applicable engineering documents and the applicant’s Quality System Program have been maintained at a place mutually agreed upon by the owner and the applicant?  m.8. Is there identified responsibilities for review, approval and certification of records as identified in the QA manual including NR-1 or NVR-1?				
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<p>m.9. Does the applicant’s program identify requirements that Quality Records shall be maintained for a period of five years after the completion of the repair, or replacement, but not less than two years after further normal operation of the plant?</p> <p>m.10. Does the applicant’s Quality System Program identify requirements for submitting the original and one legible copy of the completed Form NR-1, or Form NVR-1, as applicable to the National Board, and the jurisdiction, if required?</p> <p><b>n. Examination and Test Status.</b></p> <p>n.1. Does the applicant’s Quality System Program establish requirements to indicate by the use of markings, such as stamps, tags, labels, routing cards, or other suitable means, the status of examinations and tests performed upon individual items?</p> <p>n.2. Does the applicant’s Quality System Program establish measures that provide for the identification of items which conform to examination and test requirements, and those that do not conform?</p> <p>n.3. Has the applicant developed and implemented procedures for control of statistics?</p> <p>n.4. Does the Quality System Program identify responsibilities for controlling status indicators, including the authority for applying and removing status indicators?</p>				
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<p><b>o. Nonconforming Materials or Items.</b></p> <p>o.1. Does the applicant’s system provide for responsibility of identifying nonconforming items, procedures, and instructions?</p> <p>o.2. Does the applicant’s nonconforming system provide for identification of deviation of Code or manual requirements?</p> <p>o.3. Does the applicant’s system provide for correction of nonconforming items or procedures?</p> <p>o.4. Does the system provide for the identification of nonconforming items?</p> <p>o.5. Does the applicant’s system provide for resolution of non-conformances?</p> <p>o.6. Does the applicant’s system provide for the Authorized Nuclear Inspectors’ involvement?</p> <p>o.7. Does the Quality System Program provide for closure and filing/maintenance of documents?</p>				

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<b>NBIC-Part 3, 1.8.5.1</b>				
<b>p. Corrective Action</b>				
p.1. Does the applicant’s system provide for correction of conditions adverse to quality?				
p.2. Does the system provide for documenting corrective actions?				
p.3. Verify that the system provides for determining conditions for corrective action.				
p.4. Verify that the system provides for management review.				
<b>q. Audits</b>				
q.1. Are there provisions for planned, comprehensive annual audits of all elements of the Quality System to determine effectiveness of the program?				
q.2. Does the applicant provide responsibility for assigning auditors and lead auditors for both internal and external audits?				
q.3. Does the system provide for audits to be conducted in accordance with an audit scope, audit plans, and audit checklists?				
q.4. Does the applicant’s system provide for not assigning auditors to areas where they are responsible?				
q.5. Are there provisions for the required audit report to be submitted by the lead auditor?				
q.6. Are there provisions for qualification and certification of auditors and lead auditors?				

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<p><b>r. Authorized Nuclear Inspector</b></p> <p>r.1. Are there provisions for the Authorized Inspector’s review of design documents, including the User’s Design Specification?</p> <p>r.2. Are there provisions for free access of the applicant’s or subcontracted facility to satisfy Code requirements?</p> <p>r.3. Are there provisions for selecting Code required and additional Hold and inspection Points?</p> <p>r.4. Are there provisions for annual audits?</p> <p>r.5. Are there provisions for signing Form NR-1?</p> <p>r.6. Are there provisions for a Bound Diary to document performed activities?</p>				
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<p>r.7. Are there provisions for monitoring the certificate holder's program and recording such monitoring in the Bound Diary?</p> <p><b>s. Interface with the Owner's Repair</b></p> <p>s.1. Is the applicant's repair and replacement program acceptable to the jurisdiction and the Owner's Authorized In-Service Nuclear Inspector (ANII)?</p> <p>s.2. Does the applicant's repair and replacement program satisfy Section XI of the ASME Code?</p> <p>s.3. Does the applicant's repair and replacement program have provisions for documenting the activities on the Form NR-1 or Form NVR-1, whichever is applicable?</p> <p>s.4. Does the applicant provide the Form NR-1 and/or NVR-1 provided to the Owner, and jurisdiction as required?</p> <p>s.5. Does the applicant's program provide for control of nameplates and stamping?</p>			

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