

# Feedback on AIA Activities During Surveys & Reviews

Survey/Review Completed on:

**Company Details** Enter Company's name and location where the evaluation was conducted.

**Company Name:** \_\_\_\_\_ **Company ID:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Team Leader:** \_\_\_\_\_

**Type of Activity**

Indicate activity that was performed

☐

Non-Nuclear Review

☐

Nuclear Survey

**Authorized Inspection Agency**

**AIA of Record:** \_\_\_\_\_

Indicate the name of AIA, & Supervisor or Inspector

**Supervisor (AIS/ANIS):**

**Inspector (AI/ANI):**

Has the Certificate Holder had more than one Authorized Inspection Agency since the last Review/Survey?

☐

Yes

☐

No

If yes, indicate the name of the AIA, Supervisor (AIS/ANIS) and Authorized Inspector (AI/ANI).

**Note:** The following questions relate to any AI/ANI who has been assigned to the Certificate Holder since the last review/survey.

	<u><b>Current AIA</b></u>	<u><b>Previous AIA</b></u>
<b>1.</b> a. Was the quality manual presented to the Team reviewed and accepted by the AI/ANI prior to its implementation?	<input type="checkbox"/> Yes <sup>(*)</sup> <input type="checkbox"/> No <input type="checkbox"/> N/A	
b. Did the quality manual reviewed by the Team meet the requirements of the quality control/assurance system, and the applicable Sections of the ASME Code?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>2.</b> a. Did the Inspector use process sheets to designate inspection points at stages of construction that will provide meaningful results to verify ASME BPV Code and quality program requirements are met?	<input type="checkbox"/> Yes <sup>(*)</sup> <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <sup>(*)</sup> <input type="checkbox"/> No <input type="checkbox"/> UNK
b. Did the Inspector use process sheets to document the performance of inspections at designated points completed at stages of construction?	<input type="checkbox"/> Yes <sup>(*)</sup> <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <sup>(*)</sup> <input type="checkbox"/> No <input type="checkbox"/> UNK
<b>3.</b> a. Was the inspector diary available for the Review / Survey?	<input type="checkbox"/> Yes <sup>(*)</sup> <input type="checkbox"/> No <input type="checkbox"/> N/A	
b. Was the inspector diary used to record daily inspections performed for verification, witness activities, and quality program monitoring activities?	<input type="checkbox"/> Yes <sup>(*)</sup> <input type="checkbox"/> No <input type="checkbox"/> N/A	

## Feedback on AIA Activities During Surveys & Reviews

---

	<u>Current AIA</u>	<u>Previous AIA</u>
4. Did the Inspector verify the Certificate Holder's representative accurately completed and certified the Manufacturer's Data Report form prior to Authorized Inspector certification?	<input type="checkbox"/> Yes <sup>(*)</sup> <input type="checkbox"/> No <input type="checkbox"/> N/A	
5. Did the Inspector review and accept non-conformance dispositions and verify corrective actions performed; and verify non-conformances are closed in accordance with the Certificate Holder's quality program?	<input type="checkbox"/> Yes <sup>(*)</sup> <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <sup>(*)</sup> <input type="checkbox"/> No <input type="checkbox"/> UNK
6. Has the Inspector monitored the quality program and verified conformity?	<input type="checkbox"/> Yes <sup>(*)</sup> <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <sup>(*)</sup> <input type="checkbox"/> No <input type="checkbox"/> UNK
7. Did the Team observe any evidence of improper performance of activities by the Inspector?	<input type="checkbox"/> Yes <sup>(*)</sup> <input type="checkbox"/> No <input type="checkbox"/> N/A	
8. Should the frequency of inspections and monitoring activities be increased at the Certificate Holder's facility?	<input type="checkbox"/> Yes <sup>(*)</sup> <input type="checkbox"/> No <input type="checkbox"/> N/A	
9. Has the Supervisor made visits to the location?	<input type="checkbox"/> Yes <sup>(*)</sup> <input type="checkbox"/> No <input type="checkbox"/> N/A	
10. Did the Supervisor record the dates of the visits when related to Code supervisory duties in the inspector diary?	<input type="checkbox"/> Yes <sup>(*)</sup> <input type="checkbox"/> No <input type="checkbox"/> N/A	
11. Were the responses on this feedback report reviewed with the Inspector and /or Supervisor of the current AIA of record?	<input type="checkbox"/> Yes <sup>(*)</sup> <input type="checkbox"/> No <input type="checkbox"/> N/A	

**Note: Any answer with an asterisk (\*) symbol requires an explanation in the comments section**

**Comments:**

*(attach additional sheets if necessary)*

**Date:**

**Team Leader Signature**

## Instructions for completing this form

The AIA is to be evaluated using the 10 points identified on the front side of this form. When evaluating the AIA the following additional points should be considered for each element on the front side of this form.

Question 1 - Has the QC or QA Manual been accepted by the designated AIA representative?

- ✓ Was the manual accepted prior to the Survey or Joint Review?
- ✓ Is the AI/ANIS familiar with the requirements of the manual?

Question 2 - Are the inspection points meaningful?

- ✓ Do inspection points meet Code requirements:
  - required inspections prior to closure for testing?
  - witnessing hydrostatic or pneumatic tests?
  - that the nameplate stamping is correct?

Question 3 - Does the Inspector keep a bound record or diary and

- ✓ Is it completed for each visit?
- ✓ Is it legible?
- ✓ Does it describe the scope of the activities performed for each visit?
- ✓ Are Nonconformities or other concerns recorded?
- ✓ If an electronic diary is used, is it secured to prevent revisions, additions, or deletions to data which has been recorded?

Question 4 - Is this the same individual(s) assigned this responsibility in the Manual?

- ✓ Does the Code Data Report contain all required information?

Question 5 - Is AI/ANI given copies of all NCR's with the disposition "Use As Is", "Repair"?

- ✓ Does the NCR process show documented involvement of the AI/ANI?

Question 6 - Monitoring of the quality program as required by QAI for Nuclear, and in Section I, IV, VIII Div. 1, 2 and 3 of the Code shall be documented in the Inspectors diary. (Inspection is not monitoring)

- ✓ Has the Inspector monitored the quality assurance program and verified conformity?

Question 7 - Is there evidence that the Inspector (ANI/AI) has documented the following activities in the shop log book, or by initial and date on documents:

- ✓ The manufacturer or installer has required Certificate of Authorization to construct the items contacted for and that the certificate has not expired?
- ✓ The Certificate Holder has the necessary Code books, Addenda and Code Cases for the work they perform?
- ✓ The design specification and design report, when required, are available, properly certified by a RPE, and that they are on file?
- ✓ That material complies with the applicable ASME Code requirements?
- ✓ Verified the Certificate Holder's controls to maintain traceability of the material?
- ✓ That the Certificate Holder's personnel are examining all cut edges as required by the ASME Code?
- ✓ That all welders, welding operators, brazers, and brazing operators have been properly qualified?
- ✓ That all welding and brazing procedures have been properly qualified?
- ✓ That required heat treatment has been performed and documented?
- ✓ That NDE and tests have been performed by qualified personnel and at the results are documented and meet Code requirements?
- ✓ The Inspector performed the required inspections prior to closure for testing?
- ✓ The Inspector witnessed hydrostatic or pneumatic tests.
- ✓ The Inspector verified that that the nameplate stamping is correct and that the nameplate has been properly attached?

Question 8 - Is the coverage by the AI/ANI or CI adequate?

- ✓ Are there any findings or recommendations made by the Team related to the activities or duties of the AI/ANIS?

Question 9 - Are there records related to the supervisory duties?

- ✓ Did the Supervisor perform a technical performance evaluation of the Inspectors activities?
- ✓ Did the Supervisor document their activity in the Inspectors shop log book/diary?
- ✓ Is there evidence that the Supervisor has audited the performance of the Inspector on a planned and periodic basis?

Question 10 - Are there records of their visits to the Certificate Holder's locations when related to supervisory duties?

- ✓ Has the audit been recorded in writing and does it contain a comment regarding the status of item audited?
- ✓ Were audits conducted at least twice a year of activities covered by the QA Manual when performed at locations not assigned to an ANI? (Section III Requirement)

Question 11 - Was the feedback report reviewed with the current AIA of record representative?

- ✓ Was a copy of the feedback report left with the AIA representative?