

Activity: Commitment Verification and Control

1.0 Purpose: This guideline provides a method to assure that commitments made to regulatory authorities are identified, incorporated, and maintained in implementing procedures, instructions, or policies.

2.0 Scope: This guideline provides a method to review the adequacy of administrative controls that provide for implementation of regulatory commitments.

3.0 References:

3.1 Licensing Docket File

4.0 Guidelines:

4.1 In preparation for and during the conduct of this surveillance:

E Obtain and review implementing procedures, instructions and drawings governing this activity.

E Prepare a guide or checklist using the selected items from this guideline.

E Review past surveys, audits, surveillances and other evaluations/ assessments.

E Ensure that checklists include, where applicable, actual observations of performance, general plant conditions, radiological work practices, housekeeping, work document controls and use, and safety practices.

NOTE: Refer to Guideline A.1, "General Quality Surveillance Guidance," for specific details

on the attributes listed above.

- 4.2 Verify that commitments are identified and entered into a tracking system as they are made.
 - 4.3 Verify that actions are taken to implement commitments in a timely manner.
 - 4.4 Verify that controls to preclude invalidating previously implemented commitments are effective.
- 5.0 Other Guidelines for Consideration:
- 5.1 A.1, "General Quality Surveillance Guidance"