

# NRC INSPECTION MANUAL

RDB

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## INSPECTION MANUAL CHAPTER 0610 EXHIBIT 1

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### INSPECTION REPORT TEMPLATES

Effective Date: 07/01/2025

Master Microsoft Word file templates can be accessed, copied, and modified for your specific application using the ADAMS accession number listed below (non-public).

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#### PACKAGE OF INSPECTION REPORT TEMPLATES: ML25141A078

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The package includes templates for both routine inspection reports and security-related inspection reports. The package also includes a template for observational site visits at Federal partners, general licensees, and non-licensees as appropriate. This site visit template should also be used for non-routine site visits at licensed and unlicensed sites. Inspection report templates for the nuclear materials program are located in IMC 0610, Attachment 2, "Nuclear Materials Inspection Documentation."

Updates to the templates will be approved by the responsible branch chief in consultation, as appropriate, with the Regional Offices, OE, and OGC. Version control will be accomplished by updating the MS Word templates in ADAMS and informing stakeholders.

The Reactor Program System (RPS) is expected to be used for decommissioning, uranium recovery, and spent fuel program inspection reports. The RPS will auto-generate the report details including a basic cover letter, violations (if any), and inspection procedure results. The report templates are necessary to ensure that a set standard is emulated by RPS. The report templates include various options and contingencies that may not always be needed. Some cover letters and inspection reports may have to be developed using information that is not included in the templates such as documentation of escalated enforcement and investigation results.

Enforcement Manual Appendix B, "Standard Formats for Enforcement Packages," [<https://www.nrc.gov/about-nrc/regulatory/enforcement/guidance.html>] provides additional enforcement-related sample cover letters. There may be instances where sample guidance may need to be taken from these templates and Enforcement Manual Appendix B to generate an appropriate cover letter. The text in the Enforcement Manual should be considered as the principal source of enforcement-related guidance.

OEDO Procedure 0357, "Correspondence Management" (ML16173A109, for internal use only, not publicly available) provides additional information on the proper development of correspondences. All cover letters and associated inspection reports should follow the guidance provided in the NRC's Editorial Style Guide (NUREG-1379).

Management Directive 12.6, "NRC Controlled Unclassified Information (CUI) Program" provides additional information on document marking and control. Cover letters shall be marked for the highest level of controlled information in the inspection report. Decontrolled security inspection report cover letters which are made publicly available should have their document control markings struck through (i.e., "**OFFICIAL USE ONLY – SECURITY-RELATED INFORMATION**").

Within the templates themselves:

Italic text provides amplifying guidance. This text should either be modified or deleted in the final cover letter.

[ ] – Indicates the need to provide information specific to your circumstance.

END

Attachment 1 – Revision History for IMC 0611 Exhibit 1

Commitment Tracking Number	Accession Number Issue Date Change Notice	Description of Change	Description of Training Required and Completion Date	Comment Resolution and Closed Feedback Form Accession Number (Pre-Decisional, Non-Public Information)
N/A	ML25149A2160 06/27/25 CN 25-023	Initial issuance.	None	ML25149A221