

Revised NCP Form 757

OCWE Champion Checklist:

- ☒ Become familiar with the material in this handbook.
- ☒ Make sure employees are aware of the new form and the requirement to get a tracking number from OE.
- ☒ Help ensure that all NCP Forms are filed in the ADAMS folder in the Main Library.

Revised NCP Form Facts at a Glance:

- The NCP Form has been revised to address recommendations from a 2010 OIG audit on the NCP <http://www.nrc.gov/reading-rm/doc-collections/insp-gen/2011/oig-11-a-02.pdf> and insights from several years of experience.
- The significant revisions include:
 - A tracking number.
 - Creation of a NCP PM.
 - Clarification of the role of Document Sponsor, Document Signer, and creation of NCP Reviewer (normally Document Signer).
 - Detailed implementation guidance included in Section E.
 - A requirement to summarize the issues in Section C and reach consensus with non-concurring individual before completing the process (this ensures common understanding of issues).
 - Clarified guidance on handling NCP Form as record in ADAMS.