

NUCLEAR SAFETY DIRECTORATE - BUSINESS MANAGEMENT SYSTEM		
BUSINESS SUPPORT <b>LICENCE INSTRUMENT NUMBERING &amp; ISSUE</b>		<b>BSS/CAN/005</b>
		ISSUE 003
Approved By: <i>Alun J Williams</i>	A Williams	Issue Date: 1/10/04
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## 1. Purpose & Scope

1.1 This procedure describes the processes involved in generating a Licence Instrument (LI) number from 1 October 2004 onwards and also issuing a subsequently produced Licence Instrument.

## 2. Policy

2.1 All Licence Instruments shall have a unique site specific reference number. With effect from 1 October 2004, the numbering system will be consecutive, regardless of the type of Licence Instrument. To avoid possible confusion with previously issued numbers, the numbering system will commence at 500. Upon the issue of a new licence, the numbering system will revert back to 500.

## 3. Responsibilities

3.1 Inspectors are responsible for initially requesting a Licence Instrument number as detailed in BMS/INS/001 and for providing any file reference(s). When the Licence Instrument has been issued, inspectors are responsible for producing and forwarding two signed originals to Unit 4b for retention.

3.2 Admin Support staff are responsible for generating a Licence Instrument number and entering the necessary details on the DMS system. The DMS User Guide provides details of how this should be done.

3.3 Admin Support staff are responsible for determining the "file holders" via the DMS and for sending enclosures to Registry or the File Holder(s).

3.4 Registry staff shall file all enclosures when the file is held in Registry.

3.5 Unit 4b is responsible for ensuring the secure storage of master copies of all Licence Instruments.

#### 4. Definitions

4.1 LI - Licence Instrument.

4.2 DMS - Document Management System.

4.3 BMS – Business Management System.

#### 5. Procedure

5.1 See flowchart.

#### 6. Associated Documents

- |     |                     |  |
|-----|---------------------|--|
| 6.1 | INS/001             | Consents, Approvals, Directions and Licence Instruments                              |
| 6.2 | G/NSD/<br>ADMIN/001 | DMS User Manual  |
| 6.3 | BSS/IMT/005         | Inputting enclosures onto the DMS  |
| 6.4 | <b>BSS/CAN/006</b>  | Consents / Approvals / Agreements – recording of performance management information. |

**NSD BMS BSS/CAN/005**

*Responsibility*

**LICENCE INSTRUMENT - NUMBERING & ISSUE**

*Associated guidance*

