

ND Work Recording Procedures

BSS/FPG/008

Issue No: 004

Target Audience:
All ND Staff

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1 Purpose and scope

1.1 The Nuclear Directorate operates the COIN work recording system to record inspector's time in order to:

- 1) drive the process of charging licensees by attributing inspector's direct effort to a site, a licensee or a type of installation;
- 2) record data on types of activity which enables the Directorate to provide planning and monitoring information prescribed by HSE and produce Output Performance data for use within ND, at HSE Board level and Operations Group; and
- 3) to provide a facility for generating management information at Unit, Divisional and Directorate level.

2 Policy

2.1 All inspectors are required to complete work recordings in a timely manner. All inspectors must input their own recordings onto the system. This should be completed as soon as possible after the end of each week and be no more than 2 weeks in arrears at any time.

2.2 Inspectors who will be away from their offices or on leave should enter their work recordings in advance. This is especially important when absences falls at the end of a quarter (end of June, September, December or March) and the five months stage (end of August) when late recordings can hold up the charging process with the knock on effect of HSE not receiving payments from licensees by the planned date and timely management information cannot be produced.

2.3 Admin. Support Units should only input work recordings for inspectors on sick leave. This should be done within 2 weeks of the date to which they refer.

3. Responsibilities

3.1 Line Managers are responsible for:

- 1) ensuring that work recording for their staff is no more than 2 weeks in arrears;
- 2) ensuring that staff are generally recording to the correct charging numbers, activities, location details, sub numbers etc, in line with ND guidance on work recording; and

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