

NUCLEAR SAFETY DIRECTORATE - BUSINESS MANAGEMENT SYSTEM		
SITE INSPECTION & ENFORCEMENT NSD's FAST STREAM REPORTING PROCESS		INS/011
		ISSUE 001
Approved By: B J Furness	B J Furness	Issue Date: 27/03/00
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1. Purpose & Scope

1.1 This procedure sets down the NSD arrangements for recording and disseminating initial information relating to incidents at licensed nuclear sites. It supersedes Staff Notice 14 Rev 2, August 1994.

1.2 The procedure provides instruction to Inspectors on when to raise reporting forms (FAST 1 and 2) and refers to appropriate Business Management System (BMS) core administrative procedures.

2. Policy

2.1 NII uses a "fast stream" reporting system to alert senior staff and also to ensure that Other Govt. Dept. (OGDs) receive advance notice of:

1) incidents that meet the Ministerial Reporting Criteria currently identical with the HSE Publication Criteria, shown in guidance document in **G/INS/003** and

2) incidents that are likely to have National Press interest, even if they are not "reportable".

2.2 Preliminary reports (**FAST 1s**) are intended to alert interested parties to events at nuclear licensed sites are circulated at two levels:

1) FULL CIRCULATION - where the incident / event meets the Ministerial Reporting / HSE Publication Criteria, or where there is likely to be National Press interest at the time of reporting. These reports are distributed to NSD / HSE senior staff and to OGDs; and

2) DIVISIONAL CIRCULATION - where the report will not be distributed beyond the NSD division concerned. Each division will define its own internal arrangements for circulation and any wider dissemination (including the distribution to the HSE Press Office).

2.3 Follow-up / final reports (**FAST 2s**) are raised in relation to events that meet the Ministerial Reporting / HSE Publication Criteria. The purpose of the FAST 2 is to generate the text which will appear in the Quarterly Statement of Incidents at Nuclear Installations made by HSE under section 11 of the HSW Act. It should again be noted that the Ministerial Reporting Criteria and HSE's Publication Criteria are currently identical.

3. Responsibilities

Site Inspector

3.1 The Site Inspector for the relevant site is responsible for completing the FAST 1 form and passing on to his / her administration team for onward dissemination. If the Site Inspector is unavailable then other Site Inspectors within the same unit should complete the form as available. Depending upon the exact nature of the incident / event reported, discretion may be needed to determine whether the incident / event justifies the raising of a FAST 1 form but the licensee's Licence Condition 7 compliance arrangements should significantly inform this process. It is also the responsibility of the Site Inspectors to inform the relevant Administration team of any update to a previously raised Fast Stream, this is to ensure a unique entry is maintained. Completion of the FAST 2 form is the responsibility of the relevant Site Inspector.

Unit Head

3.2 The Unit Head for the relevant site is responsible for completing the FAST 1 form if Site Inspectors are unavailable in **3.1** above. Unit Heads are also responsible for exchange of relevant information pertaining to an incident or event within their Division of NSD or wider as necessary.

Unit 1F

3.3 Unit 1F is responsible for the overall operation of the system as denoted by this procedure. Any administrative and operational aspects of the system requiring revision or modification remain the

responsibility of Unit 1F who have a central co-ordinating role for the whole of NSD. This includes collation of monthly statistical data, summaries and keeping of all records and registered files associated with the system.

3.4 The United Kingdom INES National Officer (UKINO), who is a member of Unit 1F, is responsible for the peer review of the licensee's assigned INES ratings. NSD's role in this respect is one of alerting and informing the notification process which is primarily the licensee's role under their arrangements.

4. Definitions

4.1 The term "incident" and "event" for the purpose of this procedure does **not** include those which would involve a site's emergency plan to be invoked. Such major incidents and events are designated Class 1 or Class 2 under the NSD's emergency arrangements as defined in the Emergency Procedures Handbook and are dealt with there under.

4.2 "Incidents", "events", "occurrences", "notification" and "report" are not assigned any special meaning in this procedure. Any matter brought to the attention of an Inspector may require the raising of a FAST 1. This is at the discretion of the Inspector, noting the policy requirement at **2.1**, and the reporting categories of the licensee's arrangements.

4.3 HSWA - Health and Safety at Work Act

4.4 OGD - Other Government Departments

4.5 HSE - Health and Safety Executive

4.6 DETR - Dept. of the Environment, Transport and the Regions

4.7 SPD - Safety Policy Directorate

4.8 INES - International Nuclear Events Scale

4.9 BEGL - British Energy Generation Limited (formally Nuclear Electric)

4.10 BEG(UK)L - British Energy Generation (UK) Limited (formally Scottish Nuclear Ltd)

4.11 BNFL - British Nuclear Fuels Ltd

4.12 UKAEA - United Kingdom Atomic Energy Authority

5. Procedure

When to raise a Fast 1

5.1 Apart from the requirements of **para 2.1**, FAST 1s should be raised for any matter that the Inspector believes should be brought to the attention of interested parties. It is expected that the categories requiring FAST 1s will have been established by virtue of the definition and implementation of adequate arrangements under Licence Condition 7.

5.2 A FAST 1 form should be either on the FAST 1 proforma (**Appendix 1** gives example) or entered electronically on the style sheet which is held and controlled by Unit 1F admin support. The FAST 1 report should be completed in black ink and block capitals to assist photocopying. Information contained on the FAST 1 will form the basis of any further actions which may need to be taken. The actual notification process within NSD's Bootle HQ is described in the following paragraphs.

The Notification Process

5.3 Notifications by the licensee can be made via 3 routes:

- a) to the Divisional Support Offices (working hours);
- b) to an Inspector directly (working hours);
- c) to a Nominated Inspector (silent hours - via the HSE Duty Officer system).

5.4 Instructions for receiving and progressing notifications for each route are given below.

5.5 Incident notifications to the Divisional Support Office should be transferred to an Inspector, on the basis of the following availability:

- 1) the Site Inspector for the Site;

- 2) any other Site Inspector within the Unit;
- 3) the Unit Head of the relevant site;
- 4) any other Divisional Inspector (where necessary, up to Unit Head);
- 5) the Divisional Deputy Chief Inspector.

5.6 The procedure overleaf is not applicable to calls received on the "red telephone" which are to be dealt with in accordance with the NSD Emergency Procedures Handbook, see **para 5.7** below.

5.7 The Inspector receiving the notification either directly, or from Divisional admin support, must confirm the site has not invoked the Emergency Plan. If a Class 1 or Class 2 incident has been declared, this must be dealt with in accordance with the NSD Emergency Procedures Handbook (EPHB) and is outwith this procedure. The "Nominated Inspector" as defined in the EPHB should be contacted. If the Inspector is notified whilst on site, where appropriate, the information should be passed to an Inspector in Bootle or to the Divisional admin support at the first opportunity.

The Dissemination Process (excluding Defence sites - see **para 5.13**)

5.8 From the information supplied by the Licensee, the Inspector should judge whether or not the incident meets the Ministerial Reporting / HSE Publication Criteria as shown in **Appendix 2**, and record the relevant criteria. See guidance **G/INS/003**

5.9 If the Inspector decides that the incident meets the Reporting Publication Criteria, the relevant Unit Head must be informed. If he / she is not available, an alternative member of the Division Management Team must be informed.

5.10 Where an incident does not meet the Reporting Publication Criteria but there is likely to be Press interest the inspector should indicate this on the FAST 1. The inspector should use discretion, and if necessary seek advice from his / her Unit Head, in making these decisions.

5.11 In the case of British Energy, BNFL and UKAEA, the Inspector should establish whether the incident being notified to NSD will be

reported by the Licensee to the Minister under the Ministerial Reporting Arrangements and record this on the FAST 1. If there appears to be a different of opinion between the licensee's reporting intentions and the Inspector's judgement under **paragraph 5.6**, the relevant Unit Head should be alerted. HSE's judgement with respect to publication will be made known in writing to the licensee by the relevant Unit / Division.

5.12 There are two distribution routes for the FAST 1 for civilian licensed sites. These are:

1) FULL CIRCULATION, If the incident meets the Ministerial Reporting / HSE Publication Criteria or there is likely to be significant early National Press interest, the FAST 1 should be marked at the top FULL CIRCULATION by the Inspector. It will then be distributed to NSD / HSE senior staff, the HSE Press Office and to OGDs.

2) DIVISIONAL CIRCULATION, If the incident does not meet the Ministerial / HSE's Publication Criteria and is unlikely to generate significant Press interest, the FAST 1 should be marked at the top DIVISIONAL CIRCULATION by the Inspector. The FAST 1 will not be distributed outside the Division of origin, but may be distributed to the HSE Press Office as well depending on Divisional arrangements.

5.13 In cases of FULL CIRCULATION the FAST 1 when completed should be delivered by hand to the relevant Divisional Administrative Support team. In cases of DIVISIONAL CIRCULATION, each Division will establish procedures for the recording and distribution of this information. See **BSS/CAN/010** for distribution details.

Defence Sites Dissemination Process

5.14 If information has been received from a Defence site, the lead responsibility for reporting upon nuclear safety matters to Parliament rests with the Secretary of State for Defence.

5.15 Presently this includes the reporting of incident information. However, DETR Ministers will still expect to be briefed (via SPD) in appropriate cases. The Inspector therefore must:

1) prefix the incident number box on the FAST 1 with a "D";

2) determine whether it should remain a Divisional Report or receive a wider distribution within HSE. NB.

Consultation with the Divisional Head and / or Chief Inspector must be undertaken before any distribution beyond NSD. If it is to be distributed outside the Division, the Inspector should make the FAST 1 as follows: NOT TO BE CIRCULATED OUTSIDE HSE; and

3) consult an appropriate Unit Head before the FAST 1 is taken to the Divisional Administrative Support (to ensure considerations in **BSS/CAN/010** for distribution of Defence sites. **sub para (2)** above have been undertaken). See

Information on INES rating

5.16 Within Unit 1F, NSD has the role of the International Nuclear Event Scale (INES) National Officer and one of the responsibilities is to ensure the consistent application of the scale. The National Officer will routinely gather information on the licensees' ratings in order to review them. Site Inspectors should seek to establish if an INES rating has been given and record it on the FAST 1 form. Inspectors should note that:

1) licensees committed to the INES system are BEGL (formally NE), BEG(UK)L (formally SNL), BNFL, UKAEA, Research Reactors and Nycomed Amersham.

2) licensees have agreed that they will provide the rating for all appropriate nuclear events reported to NSD;

3) if the event is non-nuclear, the words NOT APPLICABLE should be entered in this space;

4) if the rating is not known, the FAST 1 report should not be delayed to await the INES rating from licensees. However, where appropriate, the Site Inspector should obtain the rating from the licensee at the earliest opportunity. Relevant Divisional support staff will contact the Site Inspector approximately one week after the date of the FAST 1 to obtain the rating.

Distribution of FAST 1 Forms

5.17 See BSS/CAN/010 for the Administrative Procedure.

Action in NSD Secretariat (Rose Court)

5.18 When a copy of a FAST 1 is received from relevant Divisional Support Office, Bootle, the report should be copied and distributed in accordance with BSS/CAN/010.

The Final Report (FAST 2) Process

5.19 A FAST 2 report should be completed for each incident see **Appendix 2** for example which meets Ministerial Reporting / HSE Publication Criteria. Guidance on completing the FAST 2 is given in **BSS/CAN/011**. The purpose of the FAST 2 is to generate the text which will appear in HSE's Quarterly Statement of Incidents at Nuclear Installations.

The Quarterly Statement

5.20 The NSD Secretariat is responsible for compiling the Quarterly Statement and has available the FAST 1 reports which will identify if the incidents:

- 1) meet the Ministerial Reporting / HSE Publication Criteria, or still carry an "unknown" category;
- 2) are to be reported to the Minister by the licensee;
- 3) are from sites to the Ministerial reporting arrangements (i.e. British Energy, BNFL, BNFL Magnox Generation, Nycomed Amersham and UKAEA);
- 4) are subject to categorisation differences between NSD and the licensee.

5.21 In addition some incidents may have other correspondence attached, for example, if there has been any parliamentary correspondence. Operational Divisions are prompted to produce relevant FAST 2 reports as at **para 5.18** above.

5.22 NSD Secretariat will collate the responses from each Operational

Division and consult the Press Office before the quarterly statement is submitted to the Chief Inspector for formal approval, and will circulate it with the distribution given in BSS/CAN/011.

5.23 HSE's London HQ Press Office and Information Centre will be responsible for the final publication and distribution as described in BSS/CAN/011.

6. Associated Documents

6.1 **G/INS/003** - Guidance: NSD's Fast Stream Reporting Process

6.2 **BSS/CAN/010** - Fast Stream Incident Report (Fast 1) Numbering & Issue

6.3 **BSS/CAN/011** - Processing Follow Up Incident Reports (Fast 2s)

6.4 EPHB - NSD's Emergency Procedures Handbook

6.5 HSWA - Health and Safety at Work Act

APPENDIX 1

Fast Stream Report - FAST 1  for printing

FULL CIRCULATION



HSE

Health &
Safety
Executive
NII

Incident Report no.

File reference NUC /22 P E

**Preliminary Report - Provisional
Information**

NUC /70/7P E

Nuclear Incidents - Fast Stream Report FAST 1

NUC 18.00 /9P E

The following is a preliminary report of a nuclear incident and is without prejudice to the results of further investigation and study, It is provided for information ONLY at this stage and should not be used without further reference to NII.

Please transmit by hand at all stages. NOTE: REPORT TO BE TYPED OR COMPLETED IN BLACK INK AND BLOCK CAPITALS

1. Name of site:

Date of Incident: _____ Time of incident: _____ Hours _____
 Source of information: _____ Time and date information received: _____ Hours _____
 _____ 23/03/1999

Part of plant involved: _____

2. Nature of Incident: Licensee INES rating:

Is the incident likely to be of interest to the Department of Transport
 Yes No Not known

the Department of Transport

Was radioactivity released?
 Yes No Not known

If yes, give quantity and nature of release -

Were personnel affected? Yes No Not known

If Yes, How were they affected? -

Is the incident notifiable under Licence Conditions or other statutory provisions?
 Yes No Not known

Licence Conditions or other statutory provisions?

Does the incident meet HSE's publication criteria? Yes No Not known

If Yes - which criterion? 1 2a 2b 3 4a 4b 5

Is the Press likely to have an interest ?

Yes

No

Is the Licensee reporting the incident

Yes

No

Not known

under the Ministerial Reporting Arrangements?

Is the licensee issuing a press release?

Yes

No

Not known

3. Initial Estimate of Safety Implication

Is the safety significance thought likely to:

be:

Major?

Minor?

Not known

affecting only the reported site?

Yes

No

Not known

be applicable to other sites?

Yes

No

Not known

have major significance:

a) in the short term?

Yes

No

Not known

b) in the long term?

Yes

No

Not known

Any other comments

4. Action taken by NII

5. Any Other Comments

Report made by

Name (in BLOCKS)

Date

APPENDIX 2

Health and Safety Executive

Incident Report
No

NII

Follow up / Final Report FAST 2

Nuclear Incidents - Fast Stream Report 2

This form is a follow up to a Preliminary Report (FAST 1) on a nuclear incident. It is used in cases where incidents have met HSE's publication criteria. Its purpose is to generate the text for inclusion in HSC/E's Quarterly Statement of Nuclear Incidents at Nuclear Installations.

This report is a follow up to the FAST 1 dated

HSE Publication Criteria no has been met in respect of this incident

Text for inclusion in the quarterly statement is as follows:

Signature Grade

Name (block capitals) Date

Unit SI:

DCI:



Health & Safety Executive
NII

Incident Report no.

File reference

Preliminary Report - Provisional Information

Nuclear Incidents - Fast Stream Report FAST 1

The following is a preliminary report of a nuclear incident and is without prejudice to the results of further investigation and study, It is provided for information ONLY at this stage and should not be used without further reference to NII.
Please transmit by hand at all stages. NOTE: REPORT TO BE TYPED OR COMPLETED IN BLACK INK AND BLOCK CAPITALS

1. Name of site:

Date of Incident: _____ Time of incident: _____ Day Hours _____
 Source of information: _____ Time and date information received: 11:36 11/02/1999
 Part of plant involved: _____

2. Nature of Incident:

Licensee INES rating:

Is the incident likely to be of interest to the Department of Transport Yes No Not known

Was radioactivity released? Yes No Not known

If yes, give quantity and nature of release - Not applicable

Were personnel affected? Yes No Not known

If Yes, How were they affected? - Not applicable

Is the incident notifiable under Licence Conditions or other statutory provisions? Yes No Not known

Does the incident meet HSE's publication criteria? Yes No Not known

If Yes - which criterion?

	1	2a	2b	3	4a	4b	5
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is the Press likely to have an interest ? Yes No

Is the Licensee reporting the incident under the Ministerial Reporting Arrangements? Yes No Not known

Is the licensee issuing a press release? Yes No Not known

3. Initial Estimate of Safety Implication

<i>What is the safety significance thought to be?</i>	Major	<input type="checkbox"/>	Minor	<input type="checkbox"/>	Not known	<input type="checkbox"/>
affecting only the reported site?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Not known	<input type="checkbox"/>
be applicable to other sites?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Not known	<input type="checkbox"/>
<i>Have major significance:</i>						
a) in the short term?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Not known	<input type="checkbox"/>
b) in the long term?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Not known	<input type="checkbox"/>

Any other comments

4. Action taken by NII

5. Any Other Comments

Report made by

Name (in BLOCKS)

Date