

NUCLEAR SAFETY DIRECTORATE - BUSINESS MANAGEMENT SYSTEM			
SITE INSPECTION AND ENFORCEMENT FOREWORD		INS/FWD	
		ISSUE 001	
Approved By: <i>B J Furness</i>	B J Furness	Issue Date: 27/03/01	
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## 1. Purpose & Scope

1.1 The purpose of this manual, as part of NSD's Business Management System, is to provide the policies and procedures to ensure a consistent approach to Site Inspection and Enforcement activities on nuclear licensed sites.

## 2. Policy

2.1 The primary purpose of site inspection and enforcement is to further HSE's and NSD's mission. Inspection and enforcement activities are conducted to confirm compliance with the law, and are carried out according to NII's duty to the public, workers and other stakeholders.

2.2 NSD will endeavour to achieve this by checking that duty holders at sites regulated by NII are operating safely, are in compliance with Health & Safety Law and by initiating appropriate enforcement action when it is established that they are not.

2.3 Inspections are planned so that effort is directed towards matters of the highest safety significance unless otherwise directed by line managers. Compliance with key conditions of the site licence is checked frequently, and over a 3 year period inspectors check compliance with all licence conditions.

2.4 NSD is committed to the HSC / HSE Continuing Aim 2 principles of consistency, proportionality, transparency and targetting in all its regulatory activities. It is also committed to the principle of continuous improvement in our activities with the aim of optimising effectiveness and efficiency.

2.5 Site inspectors are the focal point for all matters relating to their site. They are normally expected to remain with their sites for about 4 years, though on occasions staff may be moved after a shorter or longer period.

2.6 Unit Heads will, in general, take responsibility for regulatory interaction at corporate level.

2.7 It is recognised that some out of normal hours work will be required for

operational reasons but site inspectors are not required to work overtime in order to meet basic work requirements.

### **3. Roles and Responsibilities**

3.1 Site Inspectors inspect safety aspects of activities on sites, the way safety is managed and check for compliance with the law. They will make judgments on safety adequacy (using specialist assistance when appropriate) and secure remedial action where necessary.

3.2 Inspectors aim to complete planned inspection programmes, but should not do so to the detriment of emerging matters of greater safety significance or potential worker or public concern. Inspectors should advise managers when the minimum core of planned inspections cannot be achieved or is at risk and propose and agree alternative actions.

3.3 Within NSD, the Inspection Co-ordination Group (ICG) will act as a forum for the discussion of inspection practices, the dissemination of good practice, encouragement of consistency of inspection and enforcement practice across licensees, and be a source of considered advice to senior managers on inspection and enforcement issues. The ICG comprises of the Unit Heads from all Inspection Units and the Head of the Strategy Unit 1F.

3.4 Whilst the above paragraphs provide a broad guidance for staff, within each Site Inspection and Enforcement procedure, there are more clearly defined roles and responsibilities for those staff associated with this activity.

### **4. Definitions**

4.1 HSC / E - Health and Safety Commission / Executive

4.2 NSD - Nuclear Safety Directorate

4.3 NII - Nuclear Installations Inspectorate

4.2 ICG - Inspection Co-ordination Group