

NUCLEAR SAFETY DIRECTORATE - BUSINESS MANAGEMENT SYSTEM		
BUSINESS SUPPORT		BSS/HRM/019
LOCAL RULES UNDER IRR99 FOR NSD STAFF		ISSUE 002
VISITING NUCLEAR SITES		
Approved By: <i>A J Williams</i>	A Williams	Issue Date: 04/08/2004
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1. Purpose & Scope

1.1 This document describes NSD's Local Rules and the procedures to be followed by all NSD staff before, during and after visiting a nuclear site.

2. Policy

2.1 Staff who visit controlled or supervised areas on a nuclear site are considered to be "working with Ionising Radiation" for the purpose of the Ionising Radiations Regulations 1999 (IRR99) and are therefore subject to these Regulations. It is a requirement of IRR99 Regulation 17(1) that every radiation employer who undertakes work with ionising radiation shall make and set down in writing local rules for the purpose of enabling the work to be carried out safely.

2.2 Although it is open to question whether NSD is a radiation employer as defined in IRR99, nevertheless NSD has indicated that it will regard itself as a radiation employer and have Local Rules.

2.3 All members of NSD staff must follow these Local Rules when visiting a nuclear or non-nuclear site e.g. FOD enforced workplace.

2.4 Line managers will consider the need for individual NSD staff members to be classified or non-classified workers. NSD has decided that its classified workers visiting nuclear sites will be considered to be outside workers.

2.5 Line managers will have specific health and safety responsibilities clearly defined in their personal work plans. They will also agree individual health and safety objectives with staff to accord with the Directorate annual health and safety plan and to meet the relevant performance standards.

2.6 NSD requires staff who are classified persons to have radiation passbooks issued under IRR99 when visiting or entering controlled or supervised areas inside the EC.

2.7 NSD is committed to the principle that dose should be kept 'as low as reasonably practicable'.

2.8 All staff who may be exposed to radiation shall be issued with suitable monitoring equipment.

2.9 NSD shall co-operate with licensees and others by providing them with updated

information on its staff.

2.10 Regulation 2(5) provides that Inspectors may exercise powers of entry regardless of the requirements of IRR99. NSD's policy has always been that HSE Inspectors and industry shall carry out their business in a manner such that legal powers should not need to be invoked except in exceptional circumstances agreed by the RPS (also see 7.29).

3. Responsibilities

3.1 Any member of NSD staff who visits a nuclear site must follow the procedures identified in this document and observe the requirements of all Health and Safety legislation (including IRR99).

3.2 NSD staff shall be responsible for:-

- 1) ensuring that they comply with relevant NSD requirements,
- 2) ensuring that they comply with Licensee or employer requirements,
- 3) planning and undertaking their work to seek to minimise their exposure to ionising radiation commensurate with operational requirements,
- 4) reporting in writing to their line manager any circumstances which they suspect or have been informed about which is likely to have resulted in an abnormal exposure to them,
- 5) wearing suitable monitoring equipment provided by NSD, Licensee or employer, and complying with NSD's timetable for the issue and return of such equipment and
- 6) informing their line manager of any medical condition which may affect their work with 'ionising radiations'.

3.3 Female staff who are engaged in work with ionising radiation are strongly advised to inform their line managers in writing as soon as they discover that they have become pregnant or if they are breast feeding.

3.4 Line Managers are responsible for the safety of their staff. They shall ensure that staff are registered and classified appropriately and issued with suitable monitoring dosimeters. They shall review the classification of their staff on an annual basis to decide on the continuing need for classification or if declassification is appropriate. They shall contact the NSD RPA for advice on changes to work duties and classification status of staff who are expectant or new mothers or who notify them of any relevant medical condition.

3.5 Dosimetry Officer is responsible for administering NSD's dosimetry arrangements. The Dosimetry Officer shall maintain the required information in NSD's dosimeter database and personal files, process the registration and

classification of NSD staff, issue and arrange processing of monitoring equipment.

3.6 The NSD Radiation Protection Adviser shall provide advice to NSD RPS's and Management and issue an annual report to NSD's Health & Safety Committee.

3.7 NSD's H & S Committee shall review the annual report from the RPA and take any appropriate action.

3.8 Radiation Protection Supervisors have responsibilities for securing compliance with IRR99, primarily by ensuring that their staff and other appropriate persons follow NSD's Local Rules. An aide memoire for RPSs is provided in **Annex 3**.

3.9 NSD's Radiation Protection Supervisors (RPS) shall advise and assist staff and their managers to monitor exposure to radiation doses they may receive during the course of their duties.

3.10 Division Heads are responsible for identifying the need for protocols between HSE and licensees.

4. Definitions

4.1 RPS - Radiation Protection Supervisor

4.2 RPA - Radiation Protection Adviser

4.3 TLD - Thermo-luminescent dosimeter

4.4 IRR99 - Ionising Radiations Regulations 1999

4.5 Dosimetry Officer – Appointed member of NSD staff with specific administrative responsibilities for IRR registration and equipment

4.6 Dosform 1 – NSD's registration and classification form

4.7 Form F349 – HSE's radiation passbook request form

4.8 Form 122 – HSE's termination of registration / classification form

5. Classification of NSD staff

5.1 Some NSD staff who regularly enter radiation controlled or supervised areas may be designated as classified persons (Regulation 20 of IRR99), while others are unclassified. Line Managers must ensure that for all relevant staff the registration and classification forms have been completed, authorised by an RPS and sent to the Dosimetry Officer who arranges the registration of staff with NRPB and also updates the NSD classification database.

5.2 Line managers should review the classification of their staff annually based on the nature of the work that is carried out by each member of staff and with advice from the NSD RPA, where necessary. Reviews should also be undertaken when a

members of staff first joins a unit.

5.3 More detailed guidance on classification is given in **Annex 1**.

6. Monitoring of NSD staff

6.1 NSD staff entering radiation controlled or supervised areas may be exposed to ionising radiations in the course of their duties and must wear a TLD issued by NSD. Staff visiting sites and requiring TLDs shall apply to the Dosimetry Officer in Division 3 not less than 2 days prior to the visit. In exceptional circumstances when a TLD is required urgently the RPA should be consulted.

6.2 Staff shall return used TLDs each quarter and obtain new TLDs for the following quarter. Staff who are classified shall also ensure that the appropriate dose results are recorded in their passbooks.

6.3 Staff going abroad, who may be exposed to radiation, shall consult their RPS for advice, obtain and take appropriate monitoring equipment and radiation passbook if required.

6.4 More detailed guidance on the monitoring of NSD staff is given in **Annex 2**.

7. Procedures for each site visit

7.1 There are several aspects that must be considered before, during and after a site visit and these are covered in the following sections. The requirements in these procedures apply to all NSD employees visiting nuclear sites.

Before a Site Visit

7.2 **Discussion with site inspector** - Before a site visit you should, if possible, notify or consult the appropriate site inspector who should be able to advise you if there is a specific protocol for visits to the site, to provide you with any relevant information for your visit and to indicate whether there are any special requirements. For example, you may need to undergo site induction training and familiarisation when you arrive on site for the first time and subsequently at regular intervals. If your proposed visit will involve only areas where clearly no work with ionising radiation is being undertaken e.g. conference centre, library, restaurant, etc. then you should make this clear in the discussion with the site inspector prior to your visit.

7.3 It is important that you comply with the operator's Local Rules. The site inspector should be able to assist you to obtain a copy, if necessary. You should either:

1. study the operator's Local Rules for the plant(s) to be visited so that you do not endanger yourself or others during the visit and set an exemplary example of compliance with IRR99 or,
2. arrange to be accompanied during your visit by somebody who is knowledgeable

about the operator's Local Rules and who can advise you of the requirements. If you are visiting a site for the first time, or if you are unfamiliar with the plant or site of interest, it is advisable to be accompanied, unless you have obtained agreement not to be accompanied from your line manager and the site inspector and/or the RPS for the relevant site inspection unit.

The site inspector may also notify the site operator and the plant management of your forthcoming visit. You should clarify whether you will need any personal protective equipment e.g. a respirator. It may be necessary before a visit to supply some information such as clothing size, etc.

7.4 Discussion with appropriate Radiation Protection Supervisor (RPS) -

Regulation 17(2) of IRR99 requires NSD as the employer to take all reasonable steps to ensure that you observe any local rules which are relevant to the work which you intend to do on site. Regulation 17(4) requires NSD to appoint RPSs who are responsible for the general supervision of NSD's staff working with ionising radiation to ensure that there are appropriate safeguards in place and that the requirements of IRR99 and NSD's Local Rules are followed. The RPS should be satisfied that the site operator's local rules are adequate for the protection of NSD staff visiting site.

7.5 You should consider the need to discuss the proposed visit with an RPS before going to site. If the head of your unit is not an RPS then you should discuss the visit with the head of the unit which has regulatory responsibility for the site. The names of the current RPSs are on the list of NSD duty holders which is displayed on the Health and Safety notice boards situated on each floor of St. Peter's House and are part of these Local Rules.

7.6 To enable your RPS to discharge his/her duties you must make him/her aware of your proposed activities on site. If you are an infrequent visitor to the site then you must have a discussion with your RPS before each site visit. If you are a frequent visitor carrying out similar tasks at a site, then you may, with the agreement of your RPS, have less frequent discussions. Your RPS should be made aware of any significant tasks that you intend to carry out for the first time or that are out of the ordinary, e.g. the wearing of respiratory protective equipment or working in areas where the airborne activity may be relatively high. You must obtain your line manager's permission prior to wearing RPE, except emergency respirators. If you are in doubt as to the precautions to be taken when visiting the site you should seek advice from your RPS. The RPS should be aware of any training requirements for the visit and be satisfied that you have received or will receive the relevant training before carrying out the planned activity.

7.7 The RPS needs to be satisfied that the proposed activity is justified and that you are aware of the associated risks (see **BSS/HRM/010** and **G/BSS/HRM/006**). The need for any special arrangements e.g. for new and expectant mothers (see **BSS/HRM/008** and **G/BSS/HRM/004**) should be considered. You should make your RPS aware of any concerns you may have about your medical fitness e.g. cuts, skin complaints, etc. rather than wait for the results of a medical review to inform the RPS.

7.8 If you are non-classified then you should help your RPS make an up to date

estimate of the whole body dose received by you during the current calendar year. The RPS should then sign the dose form in **Annex 2** to confirm this estimate. If your RPS is not available, then you should arrange for the form to be completed by the RPS for the unit with site inspection responsibility for the site to be visited. In exceptional cases the NTL for the radiation protection group may complete the form. If you are an RPS, DCI or the CI and propose to visit a site then you can sign your own form, although it may be appropriate to discuss the visit with the RPS who has regulatory responsibility for the site or the NTL for radiation protection.

7.9 Dose information - It is important that you have sufficient up to date personal dose information to allow the site operator to discharge the duties under Regulation 11 (Dose limitation) of IRR99 and other legal obligations. If you are a classified worker then the dose information is contained in your radiation passbook. If you are non-classified you should obtain a copy of your latest dose summary from the Dosimetry Officer and arrange for the appropriate RPS to complete your dose form before your site visit (see para 7.8). There may be circumstances when the dose record is needed at short notice e.g. if you are on site. In such a case it may be possible for the dose record form to be completed and faxed to the appropriate licensee. However, it may not always be possible at short notice e.g. outside normal working hours or if the RPS requires additional information from you. If you are a classified worker make sure the dose information in your radiation passbook is up to date, in particular the cumulative dose and quarterly dose records for the current calendar year. If you discover that your passbook is lost, then inform your RPS and the Dosimetry Officer as soon as possible. Guidance on ionising radiation classification and exposure monitoring is given in **Annexes 1 and 2**.

7.10 NSD dosimeter - You must ensure that you have your NSD dosimeter - a TLD (thermo-luminescent dosimeter) in all areas designated as supervised or controlled under IRR99. You must check that it is in good condition. If you discover that your TLD is lost or damaged, then you must inform the your RPS and the Dosimetry Officer as soon as possible. You should also check to ensure that your TLD is up to date i.e. the date of the proposed visit is not later than the date stamped on the TLD. If it is then advise the Dosimetry Officer and arrange for an up to date TLD to be made available. You are responsible for returning your used TLD and obtaining a new one at the end of each calendar quarter.

7.11 Medical review - If you are a classified worker you should check the statement confirming your fitness to work with ionising radiation. Periodic health reviews are carried out annually (within a 14 month window) and you should be notified in writing of the results of these reviews. You should also check that your radiation passbook has been updated to confirm your medical fitness. If it needs updating you should refer to the Dosimetry Officer.

7.12 If the period between your most recent medical review and the planned site visit is more than 11 months, then it is important that you check whether the site operator's Local Rules or other arrangements will allow you to access the controlled areas of interest. Some operators may attempt to refuse access to controlled areas if the period is close to or exceeds 12 months. If there are any doubts, then you are expected to ensure that you have the site operator's agreement to go into controlled areas prior to actually going to the site.

7.13 **Checklist** - The checklist in **Annex 4** should enable a quick check to be made of the important aspects that must be considered. If any item on the checklist is not satisfied then you should discuss the matter with your RPS.

7.14 **Working overseas** - Special arrangements may need to be made if you plan to go overseas to visit a nuclear site. The arrangements will depend on whether you are making a visit within the EU, outside the EU, for a very short visit or for an extended stay and whether or not you are a classified worker. You should advise your RPS of any such visit as soon as possible to enable appropriate arrangements to be made. Further guidance is given in **Annex 2**.

7.15 **Other guidance** - The BMS system contains instructions, procedure and guidance on a range of safety topics. Before going to site you should familiarise yourself with the appropriate BMS documents which are listed under "Associated Documents" at the end of this document, in particular BSS/HRM/010 and G/BSS/HRM/006 - Guidance and Procedure for Identifying and Controlling Risks for NSD staff visiting Nuclear Sites. Useful information on radiation protection can also be found on the HSE web site (<http://www.hse.gov.uk>).

The Site Visit

7.16 On arrival at the site you should confirm whether any training is required for your site visit e.g. site induction training. Such training may cover site health and safety matters, the various alarms that may be sounded in an emergency and how to respond to them, entry to and egress from controlled areas and the use of personal dosimetry provided by the site operator.

7.17 At the plant to be visited, you should make yourself known to the local management and should provide sufficient personal dose information to the operator to allow him/her to properly discharge his/her legal obligations. If you discover that you do not have your TLD, dose record or radiation passbook you should contact your RPS as soon as possible to seek advice. If this is not possible then you should contact another appropriate RPS or an RPA in NSD.

7.18 You should be aware that you have a responsibility for your own safety and of the need to co-operate so far as necessary with site operators to enable them to comply with their responsibilities. You must follow the site operator's Local Rules. If you believe that the Local Rules will not ensure your safety, then consult with your RPS or line manager prior to following the Local Rules. You should take note of and generally adhere to the site operator's advice on matters of radiological safety i. e. use of dosimeters, protective clothing, equipment, any associated training or medical examination that may be necessary before the use of such clothing or equipment and the provision of biological samples for the assessment of possible intakes of radioactivity.

7.19 You should check that your TLD and any dosimeters provided by the site operators are in good condition. They should be worn in the front of the body between the hip and the shoulder whenever you enter an area designated as controlled or supervised under Regulation 16(1) of the IRR99.

7.20 You should check with the site operator whether additional dosimetry is

required e.g. personal air sampler, criticality locket, for the areas of the plant you intend to visit. You should request the additional dosimetry from the site operator.

7.21 You should inform the site operator of any cuts or breaks in the skin if you wish to enter a controlled or supervised area where radioactive contamination is present. It may be necessary to cover the affected area with a suitable dressing.

7.22 If you are non-classified and wish to go into a controlled area of the plant then you will be required to follow the site operator's written arrangements under Regulation 18(2) of the IRR99. You should be aware of your national insurance number since this is frequently needed for the written system of work. You must adhere to the instructions and restrictions in the written arrangements for your own safety. If you are unclear about any of the written arrangements then you must seek advice. If you are visiting a site for the first time, or if you are unfamiliar with the plant or site of interest, you are required to be accompanied unless you have obtained agreement not to be accompanied from your RPS or the RPS for the relevant site inspection unit. If appropriate, you should ask for someone familiar with the area of the plant to be visited to escort you in order to provide advice on safety matters relevant to the plant, and also the contingency plan for the building and the site emergency plan.

7.23 You should also familiarise yourself with the operator's Local Rules for the plant to be visited and follow them. You should be aware of warning alarms and the necessary reaction to them. For areas with a criticality incident detection and alarm system it is essential that you recognise the alarm and the required response. You should ask whether any special safety precautions are in force, and if so you should comply with them.

7.24 You should be aware of the procedures for crossing barriers from / to controlled and supervised areas in order to prevent contaminating yourself, other workers, clean areas of the plant and also outside the site. On leaving a controlled or supervised area you must monitor yourself to avoid spreading contamination. It is important that you use the correct monitoring equipment to detect any contamination. Any loose items e.g. dosimeter, notebooks, pens, folders, documents, etc., which you are carrying and which may have become contaminated must also be monitored. There may be arrangements in place for this to be done by site staff. Advice should be sought from your escort or other persons working in the area. If there is an option to change / wear the site operator's clothing then this should be the preferred option.

7.25 It is important to keep your dose to a level that is as low as reasonably practicable (ALARP). You should avoid remaining unnecessarily in plant areas where the radiation levels may be high.

Return from Site

7.26 If you have reasonable cause to believe that you have received an overexposure to radiation then you must comply with any reasonable request by the site operator regarding an investigation. You must also notify your line manager as your employer's representative. NSD would expect any potential abnormalities to be also identified by the site operator. The co-operation between employers

required by IRR99 should ensure that NSD is quickly made aware of such abnormalities and appropriate investigation by HSE and/or the site operator would follow. Your line manager must notify NSD management, an NSD Radiation Protection Adviser and the Directorate's Health and Safety Co-ordinator. You must co-operate with any subsequent investigation.

7.27 RPSs are provided with dose result summaries for their staff on a quarterly basis. Abnormal exposures or significant variations to a dose record should be investigated by the RPS who should also consider some follow up if the dose is above that expected. Regulation 8(7) requires a formal investigation whenever the dose exceeds 15 mSv in a year or such lower level of dose specified by the employer. For NSD a lower dose of 0.5 mSv in a quarter should be used.

7.28 You must take care of your NSD dosimeter at all times and you should return it promptly for assessment when requested by the Dosimetry Officer. If you discover that your NSD dosimeter is lost, damaged or destroyed or it is not practicable to assess the received dose over any period then you must inform your RPS and the Dosimetry Officer as soon as possible.

7.29 Regulation 2(5)(a) of the IRR99 makes provision for persons with legal powers of entry to enter or remain in a controlled or supervised area to exercise these powers. NSD management do not wish to see these powers used lightly. There is concern that using the power of warrant in this way would absolve the licensee from the responsibility of your safety. If you invoke this regulation in the course of your work on site, you must inform your line manager on the appropriate file on return from site.

8. Auditing and monitoring of arrangements

8.1 Difficulties in complying with the Local Rules and more generally with IRR99 may be identified by NSD staff. The Head of Unit 3e has responsibility overall for implementing NSD's arrangements with assistance from technical and policy specialists as appropriate together with advice from the RPA and NTL for Radiological Protection where necessary. Specific difficulties should be discussed with line management and the appropriate RPS and raised through NSD's existing committee structure if necessary.

9. Associated Documents

9.1 The Ionising Radiations Regulations 1999

9.2 Work with Ionising Radiation, - Ionising Radiations Regulations 1999, Approved Code of Practice and Guidance L121 HSE Books, 2000

9.3 **BSS/HRM/008** - Procedure: Health and Safety of New and Expectant Mothers

9.4 **G/BSS/HRM/004** - Guidance: Health and Safety of New and Expectant Mothers

9.5 **BSS/HRM/009** - Procedure: Issue and Renewal of Personal Protective Equipment

9.6 **BSS/HRM/010** - Procedure: Identifying and Controlling Risks for NSD staff visiting Nuclear Sites

9.7 **G/BSS/HRM/006** - Guidance: Identifying and Controlling Risks for NSD staff visiting Nuclear Sites

Annex 1

Classification of NSD staff

1. The employer for NSD staff is the Health and Safety Executive who has responsibilities under IRR99. Day-to-day responsibility is delegated to the Director of the Nuclear Safety Directorate.
2. HSE is not the employer for those persons for whom NSD sponsor visits to nuclear sites e.g. NSD contractors, overseas visitors, visitors from other government departments. Appropriate arrangements under IRR 99 will be needed. These will include the onward transmission of dose reports and exchange of information about risks on site and procedures.
3. Under IRR99 as the 'employer', HSE is responsible for designating as 'classified persons', any of its staff who are likely to receive an effective dose in excess of 6mSv per year or an equivalent dose which exceeds three-tenths of any relevant dose limit. In order to become classified, the member of staff has to be over 18 and to have been certified fit to work with ionising radiations by an employment medical adviser or appointed doctor.
4. To become classified a full medical by the appointed doctor is required. NSD subsequently ensures that the fitness of each classified person is reviewed annually by an appointed doctor via a paper review and every fifth year by a full medical. In the event of a classified worker being declared 'unfit' the appropriate action will be determined by the line management after taking suitable advice e.g. from the RPA or appointed doctor.
5. HRU maintains confidential medical records of classified NSD staff. HRU monitors when medical reviews are due, issues letters and medical forms to remind individuals when medical checks are required, liaises with the appointed doctor to ensure that medicals are carried out within the timescales and also notifies individuals of the results of the medicals.
6. Few NSD staff are likely to fall within the legal requirement for classification (based on historical monitoring evidence and future potential exposure). NSD follows current industry practice in classifying those workers who are most likely to be exposed to ionising radiations but also takes into account the operational requirements of Site Inspectors and Project Inspectors. In addition, designation as a classified worker may be a local requirement for access to certain parts of a site. The temptation to over classify should be avoided so as to set a good example, and because there are costs involved (need for statutory records, medical reviews, radiation passbooks etc).
7. Generally, site inspectors and project inspectors are classified while assessors and policy staff are unclassified. However any NSD member of staff inspecting a reactor pressure vessel structure, carrying out prolonged and regular entries into radiological controlled areas or the taking of measurements and samples should be considered to be 'working with ionising

radiation' for the purposes of the regulations. Members of NSD staff who do not work with ionising radiation (e.g. administrative support staff) may be invited to visit a nuclear site. In that case, a combination of professional NSD escort or escorts provided by the operator will ensure that they comply with IRR99.

8. Once classified, an employee should normally remain so until the end of a calendar year. HSE can only cease designation of employees as classified persons before the end of a calendar year in the following circumstances,

- a. an employee ceases employment,
- b. the appointed doctor (or employment medical advisor) requires that the employee should not be engaged in work with ionising radiations as a classified worker,
- c. an employee transfers to other duties within NSD (or HSE) and the new duties do not involve significant exposure to ionising radiations (exposure is significant if the employee is likely to receive an effective dose at a rate exceeding 1 mSv per year as a result of work in the new post or new duties).

9. Classification and declassification of staff will be made in writing (see Dosform 1) by the appropriate Head of Unit (who must be an RPS) after taking advice, if necessary, from an NSD RPA. The Dosimetry Officer will apply for radiation passbooks for staff who are classified workers (see form NRPB F349).

10. When a member of staff transfers to a different unit within NSD or other parts of HSE, line managers shall review the classification of the staff in consultation with the new line manager as appropriate. On the termination of employment of a member of staff, the line manager shall advise the Dosimetry Officer (see Form 122) so that the register of classified persons can be updated and a termination record issued. They shall also offer and arrange a whole body scan if staff request this assurance.

11. For the purposes of IRR99 Regulation 2(1) HSE adopts the role as a "radiation employer" and NSD classified staff are designated as 'Outside Workers'. However HSE / NSD has no radiological controlled areas of its own. There are a number of requirements in IRR99 that apply to HSE as a radiation employer which must be undertaken in the controlled area of another employer. In order to meet these requirements, Division 3 staff:

- a. establish appropriate arrangements with site operators for NSD visitors to obtain information about the radiological risks relevant to the intended activities and to identify any special training needs that may be required,
- b. liaise with RPSs to ensure that staff obtain sufficient information before visiting a site,
- c. ensure that the protocol agreed with the site operators includes a requirement to estimate the dose received during the course of activities on site,
- d. provide assistance to site operators by giving personal dosimetry data when required by the Regulations or when a radiation passbook is incomplete or has been mislaid,

e. issue reminders through the Dosimetry Officer to line managers when routine medical checks are required for classified staff. Staff shall ensure that they present themselves for medical examinations when required,

f. where it is not possible to establish general arrangements in advance, all NSD Divisions will take advice from an NSD Radiation Protection Adviser and Radiation Protection Supervisor as appropriate.

IONISING RADIATION REGULATIONS

REGISTRATION and CLASSIFICATION

NSD Div 3
Room 807
St Peters House

Part 1

Please arrange for the following member of staff to be registered and issued with a TLD dosimeter as required by IRR 99 Regs.

Name of Employee:-

Unit:-

Location:-

Tel No:-

National Insurance Number:-

Home Address:-

Employee to be registered as classified worker? Yes/No

(If Yes complete additional information at part 2)

Part 2

Please arrange for the above member of staff to be designated as a classified worker and for them to have appropriate medical surveillance, under the provisions of IRR 99 Regs.

Employee registered: Yes/No

GP's name and Address:-

Part 3

Line Managers signature.....

Name.....

(must be RPS)

Date.....

Location.....

Dosform 1 (6/00)

**NRPB RADIATION DOSE RECORD SERVICE
NOTIFICATION OF TERMINATION OF DOSE RECORD KEEPING**

To: NATIONAL RADIOLOGICAL PROTECTION BOARD

Personnel Monitoring Services
Chilton
Didcot
Oxfordshire OX11 ORQ

NRPB Reference Number

Notes:

1. Notice of termination:-

To prevent production of unwanted named doseimeters, at least three weeks notice should be given, where possible.

2. Termination Record:-

For any **CLASSIFIED** radiation worker, we will send a Termination Record to the Central Index of Dose Information of the Health and Safety Executive, in accordance with Regulation 21 of the Ionising Radiations Regulations. A copy of the Termination Record will be sent to you to give to the worker, and a Closing Report for your retention.

For any **UNCLASSIFIED** person, two Closing Reports will be sent to you, one for the employee and one for your retention.

3. Dosemeters:-

It is essential that ALL outstanding dosimeters issued to the worker, INCLUDING any issue which may have been dispatched before your termination request was received, are returned without delay after the last day of monitoring. Failure to return dosimeters promptly will cause notional doses to be included in the reports.

Details of worker:-

Name and address of your establishment:- Signature of RPA or RPS:-

Date:-

EMPLOYER'S NAME: _____ CIDI REF NO.: _____

ADDRESS: _____

TEL NO.: _____ FAX NO.: _____ TELEX NO.: _____

Please provide a Radiation Passbook for each of the following:

National Insurance Number	Title (Mr/Mrs, etc)	Surname	Forenames	Special comments

Date: _____

Signed: _____
(Authorised Person)

NOTES:

1. A Passbook can only be issued for employees who are already registered as Classified Persons with the NRPB Approved Dosimetry Service (Co-ordination & Record Keeping).
2. Completed forms should be returned to Personal Monitoring Services (Outside Workers), NRPB, Chilton, Didcot, Oxon, OX11 0RQ.

NRPB F349

Annex 2

Personal Dosimetry

1. HSE has appointed the National Radiological Protection Board's Approved Dosimetry Service (ADS) to make routine assessments of external radiation doses for HSE classified workers and for co-ordination and record keeping purposes.
2. The Dosimetry Officer in Division 3 with advice from the RPA is responsible for the administration of NSD's personal dosimetry system which includes:
 - a. the maintenance & updating of NSD's personal dossier system
 - b. the maintenance and updating of NSD's classification database
 - c. the routine issue and collection of dosimeters
 - d. liaison with NSD's Approved Dosimetry Service

- e. the issue and updating of Radiation Passbooks
- f. the updating and request of Medical reviews
- g. the requesting and issue of termination records
- h. the summary of quarterly dose returns to RPSs and line managers
- i. the quality assurance of Classification Status with NRPB

3. Staff intending to go to a site must obtain the appropriate dosimetry information together with the required personal dosimeter. If they have any doubts as to the aptness of the dosimetry provided, they should consult their RPS and / or the RPA. An example of a circumstance where additional dosimetry may be required would be when NSD staff visit a foreign nuclear installation. NSD have additional electronic dosimeters for use by its staff and the NSD Dosimetry Officer administers the arrangements for issue.

4. Staff should be aware that the NSD dosimetry consists of a NRPB TLD 700 dosimeter provided by the NRPB approved dosimetry service. The approval covers the use of the dosimetry in most situations of interest during routine operations and accidents. However, in some circumstances additional dosimetry may be needed e.g. where there is the potential for internal exposures or in accident situations that could result in doses > 0.5 gray. In such situations staff should request the additional dosimetry from the site operator.

Passbook Arrangements

5. As part of the personal dosimetry arrangements in place within NSD for IRR99, Division 3 support staff arrange for:

- a. Issue and updating of radiation passbooks,
- b. Liaison with the Approved Dosimetry Service
- c. Replacement of lost books
- d. RPSs are responsible for investigating any losses or other irregularities, such as missing entries or mis-use of books.

6. Staff holding a radiation passbook are responsible for ensuring that it is given to Division 3 support staff for updating when requested. Staff must take the passbook with them to site and provide any necessary information to the Licensee or to the employer whose controlled area you wish to enter. The employer will probably ask for the passbook in order to check on the dose received so far in the current year and to enter the estimated dose for the current visit. Owners of passbooks should take appropriate measures to safeguard the passbook against loss, damage or unauthorised entries. If it is lost you must report it to the appropriate RPS.

Overseas Visits

7. IRR99 requires that if an outside worker is sent overseas (including Northern Ireland) by his employer, suitable arrangements must be made to ensure the continuing assessment of the

dose received by that outside worker through the approved dosimetry service.

8. NSD staff should wear their HSE dosimeter where there is no risk of loss or damage. Additional dosimetry may be provided on a case by case basis on advice from the appropriate RPS. Supplementary dose information provided to NSD by overseas operators will be retained in personal dossiers maintained by Division 3.

9. NSD expects overseas operators to provide an estimated dose at the time of the visit. If they are unable or unwilling to make an entry into the passbook, an entry may be made by Division 3 based upon advice from NSD's RPA and the relevant RPS.

HM NUCLEAR INSTALLATIONS INSPECTORATE

Name:	Employer's Address
	Health & Safety Executive
Date of Birth:	St Peter's House
	Balliol Road
NI Number:	Bootle
	L20 2LZ

Status:

Medical Review Date:

IONISING RADIATIONS REGULATIONS 1999: REGULATION 15 CO - OPERATION BETWEEN EMPLOYERS

1. You asked me to provide you with the latest dose history held by our approved dosimetry service, NRPB.

2. Your whole body dose recorded by NRPB for the year up to and including _____ is

Dose: _____ **mSv**

3. Your RPS should now estimate the total dose you have received in the current calendar year and certify below

NII General Office
0151 951 4052

My estimate of the whole body dose received by the above person in the current calendar year including today is

mSv

Signed _____ Date _____

Radiation Protection Supervisor

Annex 3

RPS Aide memoire

The RPS is responsible for securing compliance with IRR99 by supervising adherence to NSD's Local Rules by their staff. The following list of tasks should assist the RPS in carrying out this duty.

- w Check that staff are aware of, understand and follow NSD's Local Rules.
- w Check that staff have received basic training in radiation protection and IRR99.
- w Ensure that staff have appropriate classification and dosimetry.
- w Ensure that visits by NSD staff to controlled areas are justified.
- w Check that there is adequate discussion with staff on proposed site visits.
- w Ensure that the generic prior risk assessment (see **BSS/HRM/010** Identifying and Controlling Risks for NSD staff visiting sites) applies to the proposed work, or otherwise produce a specific risk assessment for the relevant work.
- w Check that staff have received any specialised training required for a visit e.g. RPE training before agreeing to wear RPE.
- w Remind staff not to wear RPE without RPS agreement.
- w Advise female staff of the importance of informing the RPS in writing when they become aware of being pregnant. In such cases the RPS needs to make special arrangements (see BSS/HRM/008 Health and safety of New and Expectant Mothers).
- w Complete the dose summary form for non-classified staff before they go to site.
- w Check that staff follow procedures regarding medical surveillance.
- w Check that staff return their dosimeters to the Dosimetry Officer within the time specified.
- w Review staff doses quarterly, investigate anomalies and carry out a formal investigation if an individual's dose exceeds 0.5 mSv in any quarter.
- w Review the classification of staff on an annual basis and when staff join unit.

w Site inspection unit head RPS to ensure that the Local Rules at the sites inspected meet the IRR99 requirements and provide adequate protection for NSD staff.

Annex 4

Checklist for site visit

Item to be checked	Non-classified worker	Classified worker
Discussions with site inspector and RPS		
Proposed visit has been discussed with site inspector	X	X
Proposed visit has been discussed with appropriate RPS (see para 7.4)	X	X
NSD dosimeter		
TLD is in good condition	X	X
TLD is valid for period of visit	X	X
Dose information		
Dose record form		
contains up to date information	X	
has been signed by an RPS or an RPA	X	
Radiation passbook		
contains most recent quarterly dose assessment		X
contains dose estimates for each site visit since the latest dose assessment entry		X
Medical review		
Passbook shows up to date statement of fitness (see para 7.11)		X