

	NUCLEAR SAFETY DIRECTORATE - BUSINESS MANAGEMENT SYSTEM		
	RESEARCH GUIDANCE: NUCLEAR RESEARCH INDEX ISSUE CLOSURE PROCESS		G/RES/003
	Approved By: Peter Storey		P Storey
	Open Government Status: Fully Open		Issue Date: 01/12/04 Review Date: 31/11/07

1. Purpose & Scope

1.1 This guidance note addresses the procedure for closing issues on the Nuclear Research Index after completion of a licensee funded research project if the licensee proposes that the issue be closed, or after a levy research project.

2. Procedure

2.1 For licensee funded projects, licensee Guidance Note 4 (Project Completion Report) includes a recommendation to NII whether the project completion enables any issues to be closed. For levy-funded projects, the NII rep should automatically consider whether the corresponding NRI issue could be closed. (There should always be an issue corresponding to a levy project.)

2.2 The NII rep considers the information provided on the form from licensee GN 4 and decides whether the NRI issue can be closed. Reasons include:

1. Research reports address safety issue satisfactorily
2. The results of further research would be too late to be of benefit (e.g. because of Magnox reactor closures)
3. The issue is no longer relevant (e.g. because the plant, process or procedure at which issue was aimed no longer exists)
4. No further appropriate research can be identified (issue can be reopened in the future if necessary)
5. There has been sufficient progress on the issue by means other than research
6. Other – please specify.

2.3 If closure is agreed, the NII rep prepares a closeout statement (Appendix). This records formally why the NRI issue has been closed, gives a brief summary of the results of the work, and acts as a signpost to where further information can be obtained. The closure statement should be placed on the appropriate technical area file, and on the

project file for levy projects. The NRI database should be updated to close the issue.

2.4 If the issue closure is not agreed, despite the licensee's recommendation, this should be communicated to the licensee together with the reason. Consideration should be given to the following:

- What further work is required to close the issue?
- Can the issue be closed for one of the companies?
- Has there been sufficient progress on the issue (by licensee or HSE Levy projects, by in-house research, or by other means) to change the issue, so that it reflects accurately the remaining safety concern? If so, identify and give details of remaining safety concern.

This information should be recorded on the NRI. The most practical way to change the issue is to close the issue and open a new issue or sub-issue with a refocused scope.

2.5 It should be noted that failure of the licensee(s) to implement the results of the research should be taken up through regulatory routes rather than being a reason not to close the issue.

2.6 Consideration should be given to the principal implications of the results.

1. Are there any recommendations for implementation?
2. Is there any regulatory action required?

3. Associated documents

3.1 [Licensee NSR GN 4 Project completion report](#)

3.2 G/RES/002 Nuclear Research Index

4. Abbreviations

GN Guidance Note
NRI Nuclear Research Index
NSD Nuclear Safety Division

NII Closeout statement: *(NII technical rep to complete)*

Technical Area: <i>(copied from above)</i>	
1 Issue Number	
2 Sub-issue number	
3 Description / Description of safety issue:	<i>Taken from open NRI</i>
4 Programme requirements/ Expected outcome:	<i>Taken from open NRI</i>
5 Date raised for NRI:	<i>Taken from open NRI</i>
6 Final report title(s):	<i>Taken from Licensee GN 4 Box 1</i>
7 Final report number(s):	<i>Taken from Licensee GN 4 Box 1</i>
8 Report date(s):	<i>Taken from Licensee GN 4 Box 1</i>
9 Project conclusions:	<i>Taken from Licensee GN 4 Box 3.7</i>
10 Reasons for closing issue:	<i>As in para 2.2</i>
11 For further information on how to get access to the reports please contact:	<p><i>for Magnox reports: Steve Daniell, steve.daniell@magnox.co.uk</i></p> <p><i>for BE reports: Geoff Airey, geoff.airey@british-energy.com</i></p> <p><i>for Levy reports: Jackie Brady (NSD 4A) e-mail: jackie.brady@hse.gsi.gov.uk</i></p> <p><i>Other - give e-mail address</i></p>