

RADIOACTIVE WASTE ADVISER APPROVAL BOARD MEETING

**23 APRIL 2014
TELECONFERENCE**

NOTE OF MEETING

Attendees: Joe McHugh (EA), Jim Gemmill (SEPA), Ian Warner (NILG), Laurence Austin (NILG), Alan Muir (SULG), Kate Griffith (EA), Paul Mountford-Lister (EA), Linda Peake (NIEA), Angela Wright (SEPA)

1.0 Welcome and Introductions

Joe McHugh welcomed everyone to the meeting and outlined a few personnel changes since the last meeting; Chris Englefield has been replaced by Kate Griffith as the EA Secretariat representative following Chris's voluntary early release from the EA; David Bell is no longer on the Approval Board and Linda Peake will represent NIEA until a new Chief Inspector has been appointed and Paul Kayente is no longer a SNNILG member as he has moved to a new site in England so in future SNNILG will be represented by Penny Wade. Paul Mountford-Lister took the lead for the environment agencies on the determination of Magnox's application for Corporate Radioactive Waste Adviser approval and was present at the meeting to lead on this agenda item.

2.0 Note and actions from the last meeting

The note of the last meeting was accepted as an accurate record and will be published on the RWA section of the SEPA website.

Action: To identify a suitable independent member of the Approval Board

It was agreed that it has been difficult to identify a suitable independent member for the Approval Board and that the work of the Approval Board did not really justify pursuing this option at present so the action is postponed until such time as an independent member is needed.

Action: Secretariat to circulate correspondence from RPA2000 to Approval Board members

Not completed – Angela Wright to take this action.

Action: AW to include implementation of the revised BSS on the risk register

Action completed.

Action: AW to send draft CRWA application arrangements and decision document to Approval Board members

Action completed.

CE to draft paper on the work of the Approval Board with input from AW and LP

Action not taken forward as Chris Englefield is no longer on the Approval Board although it was agreed that we should continue to publicise our work and that use of the weekly SRP bulletin will be explored in addition to our existing communications with stakeholders.

Action: Secretariat to include NRW in any RWA Approval Board correspondence

Action completed

Action: AW to produce RWA Update

Action completed – published December 2013

3.0 Magnox Corporate Radioactive Waste Adviser application

Joe McHugh clarified that Ian Warner was participating in this agenda item with a role of clarifying any points that were needed and not as part of the decision-making process as he is a Magnox employee.

Paul Mountford-Lister outlined the process of Magnox's Corporate Radioactive Waste Adviser application and passed on thanks to Magnox for their assistance in the process which was the first one to go through full assessment. Paul went through the five questions asked in the application process and described how Magnox meets them adequately. He highlighted the good use of Magnox's existing Corporate Radiation Protection Adviser arrangement and the robustness of Magnox's system for assessing whether personnel forming part of the Corporate RWA are SQEP (suitably qualified and experienced).

The Corporate Arrangements require each Magnox site to produce a matrix of personnel who are SQEP to provide advice on each topic in the RWA Syllabus. To be suitable for providing advice, personnel need to have local knowledge of the site so that they are familiar with specific plant and processes on that site.

Following considerable assessment of Magnox's application and documents supporting it and having consulted with Magnox site inspectors in the EA and SEPA, Paul recommended approval of Magnox's Corporate Arrangements and the RWA Approval Board upheld this recommendation.

It was clarified that the approval of Corporate Arrangements is not time bound and will be verified periodically during site inspections carried out by the environment agencies.

Discussion was held on the lessons learned by applicant and assessor during the process and it was agreed that Paul Mountford-Lister and Magnox would be invited to discuss improvements to the application process.

Action 4.1 Angela Wright to draft letter of approval to Magnox and circulate to Approval Board members before it is signed by Joe McHugh as Chair of the Approval Board.

Action 4.2 Angela Wright to discuss lessons learned with Paul Mountford-Lister and Ian Warner so that they can be included in future revisions of guidance documents.

Action 4.3 Angela Wright to include news of the approval of the first Corporate Arrangements in the SRP weekly bulletin.

4.0 AOB

RWA Approval Board constitution

Inclusion of Natural Resources Wales (NRW) agreed.

Action 4.4 Angela Wright to make change and circulate to Approval Board members for approval prior to publication

Review of documents

The Environment Agencies' Statement on Radioactive Waste Advisers, RWA Syllabus and supporting guidance documents are due a three-yearly review and discussion was held on whether we needed to consider updating any of these documents. It was decided that more individual and corporate applications were needed to enable a meaningful review of the RWA Syllabus and that review of other documents would be carried out when required.

5.0 Date and location of next meeting

It was agreed that Jim Gemmill will chair the next Approval Board meeting in six months' time to be held in Scotland.