

ENVIRONMENT AGENCIES' GUIDANCE ON REQUIREMENTS FOR ASSESSING BODIES APPLYING TO BE APPROVED FOR THE ASSESSMENT OF RADIOACTIVE WASTE ADVISERS

Document Ref: RWA-G-4 Version 2.0
Original publication date: 23 June 2011
Revised publication date: 5 October 2018



Changes made in this revision:

- The reference to grandfather rights has been removed.
- The Environmental Permitting Regulations 2010 has been updated to Environmental Permitting Regulations 2016 (as amended).
- The Environmental Authorisations (Scotland) Regulations 2018 has been included.
- Natural Resources Wales included in the list of environment agencies.
- References to “the assessing body” have been changed to “an assessing body” to reflect that there can be more than one assessing body.

- **Executive Summary**

1.1.1 This guidance provides information on what needs to be submitted to the Radioactive Waste Adviser Approval Board (the "Approval Board") by Assessing Bodies wanting to be approved for the assessment of competence of Radioactive Waste Advisers in relation to radioactive waste management and environmental radiation protection.

2 What is expected?

2.1.1 An applicant Assessing Body must be able to demonstrate to the Approval Board that it:

- is constituted as, or comprises an identifiable part of, a legal entity or partnership or other grouping that is capable of being recognised;
- has in place formal schemes which meet the requirements set out by the Approval Board; and
- has an organisational structure and management arrangements to ensure that these formal schemes are (i) subject to review and continuous improvement and in particular are not open to arbitrary change and will continue to meet those requirements (e.g. changes to the schemes have to be agreed by a Board, Governing Body or equivalent); and (ii) reflect the principles of the Environment Agencies' Statement on Radioactive Waste Advisers.

3 What information needs to be submitted in an application to the Approval Board?

3.1.1 The Approval Board requires those applying for recognition as an Assessing Body to provide, as a minimum, the following information:

- a. Details of the Assessing Body demonstrating how it is constituted as, or comprises an identifiable part of, a legal entity or partnership or other grouping that is capable of being recognised;
- b. Details of the management and administration of the Assessing Body including its quality system, business continuity arrangements, decision process and revocation process;

- c. Details of how the Assessing Body will manage its' workload particularly at potential peak application times;
- d. The arrangements in place to ensure that assessment schemes are subject to review and development and not open to arbitrary change and will continue to meet the requirements of the Approval Board;
- e. The procedures for assessing applicants and details of any amendments that are made to those procedures during the application process;
- f. Any guidance that will be provided to applicants for making applications;
- g. How assessors will be selected;
- h. Any guidance given to assessors;
- i. Arrangements for ensuring consistency between assessors so that certified Radioactive Waste Advisers are of a consistent standard;
- j. Explanation of the basis for and mechanism of withdrawal of certification as a Radioactive Waste Adviser;
- k. Whether credit will be given for any existing Radiation Protection Adviser (RPA) certification taking account of when RPA competence expires; and
- l. The procedures for dealing with appeals, complaints and suspension or withdrawal of certification.

3.2 How will the approval process work?

3.2.1 An Approval Board will be set up by the environment agencies consisting of a minimum of one representative from each of the environment agencies with additional members invited from the nuclear and non-nuclear industries.

3.2.2 The purpose of the Approval Board is to review and maintain the Environment Agencies' Statement on Radioactive Waste Advisers, oversee the operation of the scheme for the recognition of Radioactive Waste Advisers and decide if applicant Assessing Bodies

are suitable for assessing the competence of individuals wanting to act as Radioactive Waste Advisers and to cancel this approval if Assessing Bodies are not meeting the specified criteria.

3.2.3 The Approval Board will maintain a publicly available list of all organisations it recognises as Assessing Bodies together with contact details for those Assessing Bodies.

3.2.4 Further information on the constitution and working practices of the Approval Board are given in the Approval Board terms of reference.

3.3 What is expected of an Approved Assessing Body?

3.3.1 The purpose of an Assessing Body is to assess the competence of individuals to act as Radioactive Waste Advisers for the purpose of Radioactive Waste Legislation¹ in relation to radioactive waste management and environmental radiation protection.

3.3.2 An Assessing Body is expected to be independent and impartial in relation to its applicants and certified persons including their employers and customers.

3.3.3 If an Assessing Body intends to introduce new procedures or guidance in relation to the Radioactive Waste Adviser assessment scheme, or amend any existing procedures or guidance, it should give due notice to the Approval Board of the intended changes. An Assessing Body is expected to take account of the views expressed by the Approval Board before deciding on the introduction or amendment and the date from which they become effective.

3.3.4 An Assessing Body is expected to provide the environment agencies (the Scottish Environment Protection Agency, the Environment Agency, Natural Resources Wales and the Northern Ireland Environment Agency) with a list of certified Radioactive Waste Advisers when requested by the Approval Board.

3.3.5 An Assessing Body is expected to ensure that any information it obtains in the process of its activities in relation to the assessment of

¹ In England and Wales this is the Environmental Permitting Regulations 2016 (as amended), in Northern Ireland this is the Radioactive Substances Act 1993 and in Scotland it is the Environmental Authorisations (Scotland) Regulations 2018

Radioactive Waste Advisers is kept in accordance with the requirements of the Data Protection Act 2018.

- 3.3.6** An Assessing Body is expected to provide the Approval Board with copies of its current procedures, guidance and any other documents relating to the assessment of competence of Radioactive Waste Advisers.
- 3.3.7** An Assessing Body is expected to give the Approval Board at least one year's notice, or as long a notice period as possible, of its intention to cease to provide its service for assessing Radioactive Waste Advisers.
- 3.3.8** An Assessing Body will be required to provide annual reports to the Approval Board including information on:
- a. The number of applicants successfully recognised as Radioactive Waste Advisers;
 - b. The number of unsuccessful applications;
 - c. The number of certificates withdrawn;
 - d. The number of certificates not renewed and if possible, the reason for them not being renewed;
 - e. The number of appeals processed; and
 - f. The number of applications and appeals outstanding at the end of the reporting period.