



REQUIREMENTS DOCUMENT

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APPROVED: _____

S VAN DER WOUDE
ACTING CHIEF EXECUTIVE OFFICER

DATE: _____

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1. IDENTIFICATION OF OCCURRENCES

The National Nuclear Regulator (NNR) shall be notified forthwith of the occurrences listed hereafter.

- 1.1 Any major accident in a processing plant or storage area where highly active radioactive material is present.
- 1.2 Accidents or theft during the transport of material or equipment in terms of the International Atomic Energy Agency "Regulations for the Safe Transport of Radioactive Material", Safety Standards Series No. TS-R-1 (ST-1, Revised), Requirements, 1996 Edition (revised).
- 1.3 Discovery of an area off the authorised site to which a member of the public has reasonably free access and where radioactive material is present.
- 1.4 Discovery of an area on the authorised site, which has not previously been subjected to radiation hazard assessments and where the gamma dose rate is more than **25 $\mu\text{Sv/h}$** or the potential alpha energy concentration of the radon progeny concentration is more than **0.4 WL**.
- 1.5 Theft or the unauthorised removal by employees of equipment or material from storage areas and processing plants with highly active radioactive material.
- 1.6 Incidents where it is suspected or known that an occupationally exposed person has exceeded the annual dose limits.
- 1.7 Damage to fences at processing plants or storage areas with highly active radioactive material.
- 1.8 Unauthorised release of equipment, potentially contaminated with radioactive material, as scrap or for repair or refurbishment (excluding theft).
- 1.9 Failure of dams, vessels or pipes which could have resulted, or has resulted, in material contaminated to above **0.2 Bq/g** per radionuclide being released into areas to which members of the public has reasonably free access.

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1.10 Any instance when the radiation protection function is overruled.

1.11 Any instance when the transport off the authorised site of radioactive material or any equipment or objects contaminated with radioactive material was not in accordance with the International Atomic Energy Agency "Regulations for the Safe Transport of Radioactive Material", Safety Standards Series No. TS-R-1 (ST-1, Revised), Requirements, 1996 Edition (revised).

1.12 The violation of any operational limitation identified in the nuclear authorisation.

1.13 Unauthorised entry into an area with significant radiation hazards.

1.14 Any incident identified by the NNR as an occurrence.

2. INITIAL NOTIFICATION OF AN OCCURRENCE

2.1 RESPONSIBILITY

The Executive Manager or the person to whom this responsibility has, in writing, been delegated by the Executive Manager shall notify the NNR of an occurrence after consultation with the Radiation Protection Specialist (RPS) and/or Radiation Protection Officer (RPO).

2.2 CONTENT

The initial notification shall address the following:

Occurrence number

Date and time of occurrence

Initial classification: 1/2/3

Locality of occurrence

Description of occurrence

Description of immediate actions

Description of planned actions

Other individuals or organisations that have been informed

Radiation Protection Specialist and/or Radiation Protection Officer who is involved

Date when the first report will be submitted, if necessary

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3. THE CLOSE-OUT REPORT

3.1 RESPONSIBILITY FOR THE CLOSE-OUT REPORT

- Close-out reports for Class 1 occurrences shall be authorised by the Executive Manager.
- Close-out reports for Class 2 and 3 occurrences shall be authorised by the Executive Manager or the person to whom this responsibility has, in writing, been delegated by the Executive Manager.
- The Radiation Protection Specialist shall review and attest all close-out reports.
- The Appointed Medical Practitioner (AMP) shall review and attest the close-out report if the AMP was involved with the occurrence.

3.2 TIMESCALE FOR SUBMISSION OF THE CLOSE-OUT REPORT

The close-out report shall be submitted within 30 days of the event. Should this not be achievable, a NNR approved schedule shall be produced and adhered to, that gives dates for the submission of interim progress reports and the close-out report.

3.3 CONTENT OF THE CLOSE-OUT REPORT

A close-out report shall, as a minimum, include the following:

- 3.3.1 A copy of the initial notification.
- 3.3.2 A detailed description of the occurrence.
- 3.3.3 The final classification of the occurrence.
- 3.3.4 The results of the investigation into the cause of the occurrence.

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3.3.5 The actions that have been taken in respect of the:

- Decontamination of persons.
- Decontamination of affected areas.
- Medical intervention with respect to individuals.

3.3.6 All information on calculated doses and measurements that have been taken to demonstrate that areas or individuals have been adequately decontaminated.

3.3.7 The corrective actions taken to prevent recurrence of the occurrence.

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