



# NATIONAL NUCLEAR REGULATOR

For the protection of persons, property and the environment against nuclear damage

## MINUTES OF NATIONAL DOSE REGISTER STEERING COMMITTEE MEETING

**Held**

**24 August 2015, Kopanong Auditorium**



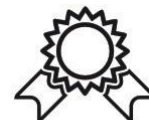
professionalism



integrity



valuing our people



excellence



teamwork

**APPROVAL RECORD**

	Name	Designation	Signature	Date
Prepared	Mr L Mkhize	Member	<b>Approved</b>	27 August 2015
Approved	Mr E Smit	Chairperson		11 September 2015

<b>REVISION HISTORY</b>			
Rev No.	Supersedes	Date approved	Next review date
0	None		

<b>Project Name:</b>	National Dose Register (NDR)	<b>Date:</b>	24 August 2015
<b>Facilitator(s):</b>	E Smit (DOH, Chair),	<b>Time:</b>	09h00 – 16h00
<b>Meeting Type:</b>	Progress meeting	<b>Location:</b>	Kopanong, NNR
<b>Attendees:</b>	E Smit (DOH, Chair), O Phillips, N Mohlala, S Pheto, Mr TJ Nkuna, Mr V Maswanganye, Mr L Mkhize, M Serapelo (all NNR), F Beeslaar (Necsa), E Phale, P Maine (all SABS), Mr B Lechwety (Harmony Gold), M Vermeijs (Ashanti Gold), J Morake (Sibanye Gold), R Erasmus (SSA), M Souphy (IAEA Expert), M Strauss (Parc GRM), R Verster (GoldOne)		
<b>Apologies</b>	A Muller (AM)		

## 1. WELCOME

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Mr Orion Phillips (NNR Senior Manager) opened the meeting and welcomed the participants. Mr Phillips then handed over to Mr E Smit to facilitate the meeting for the rest of the day.

Two points were added on the agenda,

- i. status update from IT and
- ii. demo of the RAIS System.

## 2. BACKGROUND AND OBJECTIVES OF THE EXPERT MISSION

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<b>Status</b>	<b>Comments/Issues/Action</b>
<ul style="list-style-type: none"> <li>• A version (v1.5) template has been developed</li> <li>• Sibanye Gold raised a concern that some files could be uploaded and others could not</li> <li>• The SABS problems with uploading are still not solved, the system keep on processing and then time out</li> <li>• The new system (v1.5) will first validate the spreadsheet data file, and give a status</li> </ul>	<ol style="list-style-type: none"> <li>1. <i>Training will take place on 27 August 2015.</i></li> <li>2. <i>NNR must help Sibanye to resolve the problem</i></li> <li>3. <i>Mr Sourphy will visit SABS to see what are the issues</i></li> </ol>

## 3. LEGAL AND REGULATORY BASIS

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Status	Comments/Issues/Action
<ul style="list-style-type: none"> <li>• It was noted that there was no definition for Dosimetry Service Provider (DSP) and National Dose Register (NDR) in the NNR Act</li> <li>• Visitors are excluded in the NDR</li> <li>• Consent from the employees, point 2 (d) of the NNR Act amendments could be an issue</li> <li>• It will be useful to the final copy of NNR Act amendments</li> </ul>	<ol style="list-style-type: none"> <li>1. <i>DSP and NDR are covered in the NNR Act amendments.</i></li> <li>2. <i>Point 2 (d) need to be revised, a suggestion is that requesting a consent letter from the employee should be a once-off exercise</i></li> <li>3. <i>NNR to send a copy of NDR Legal Basis to the Steering Committee Members for comments and review.</i></li> </ol>

#### 4. REVIEW AND FINAL DRAFT NDR TRANSFER TEMPLATE

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Status	Comments/Issues/Action
<ul style="list-style-type: none"> <li>• Dose units have mSv and <math>\mu</math>Sv</li> <li>• Updating the previously uploaded data should be possible</li> <li>• The total effective dose is more import for the NDR</li> </ul>	<ol style="list-style-type: none"> <li>1. <i>Dose units should only be mSv</i></li> <li>2. <i>The data can be updated using a reference number (system will override the previous data)</i></li> <li>3. <i>Additional dose information can be used to pin-point the contribution of each type of dose</i></li> </ol>

#### 5. PROCESS FOR UPLOADING OF HISTORICAL DATA

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Status	Comments/Issues/Action
<ul style="list-style-type: none"> <li>• Try to upload as far back as possible</li> <li>• Short-time – upload 5 years back from the system live date</li> </ul>	<ol style="list-style-type: none"> <li>1. <i>The anticipated live date is April 2016</i></li> </ol>

#### 6. INCLUSION OF OTHER DATA PROVIDERS

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Status	Comments/Issues/Action
<ul style="list-style-type: none"> <li>6 and 17 participants took part in Phase 1 and 2 respectively. Majority of the participants has agreed to use the system.</li> <li>Invite for training of data providers has been sent to all the NORM holders</li> </ul>	

#### 7. REVIEW OF FINAL DRAFT NDR USERS AND ADMINISTRATORS MANUALS

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Status	Comments/Issues/Action
<ul style="list-style-type: none"> <li>There will be two manuals (Users and Administrators)</li> </ul>	<ol style="list-style-type: none"> <li><i>Separate user point information from the technical information. The user manual should be very simple to follow.</i></li> </ol>

#### 8. REVIEW OF NDR REPORT TYPES IN THE NDR

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Status	Comments/Issues/Action
<ul style="list-style-type: none"> <li>Current there is one regulatory type on the system</li> </ul>	<ol style="list-style-type: none"> <li><i>NNR to look at the list for identifying practice code to differentiate holders by activities.</i></li> </ol>

#### 9. FINAL NDR MANAGEMENT, ACCESS AND LEGAL ASPECTS

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Status	Comments/Issues/Action
<ul style="list-style-type: none"> <li>No issues were raised</li> </ul>	

#### 10. ICT: DATA SECURITY, CAPACITY AND TRAINING

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Status	Comments/Issues/Action
<ul style="list-style-type: none"><li>• A presentation on how the NDR data is protected and backed-up.</li><li>• Currently data is backed-up on tapes and stored off-site, but soon they will be using disc.</li></ul>	

#### 11. ANY OTHER BUSINESS

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Status	Comments/Issues/Action
<ul style="list-style-type: none"><li>• No issues were raised</li></ul>	

#### 4. CLOSURE

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Mr E Smit thanked the participants for their contributions in the meeting, their commitment to the Expert Mission, and closed the meeting.