



NATIONAL DOSE REGISTER

Steering Committee Meeting

5 December 2014

**M Souphy, A Muller
02 December 2014**

Mission#3 Programme Progress

- Opening Meeting 1 Dec 2014
- Meeting with NORM 2 Dec 2014
- Training for NORM on template not conducted
- Proposed Way Forward to NORM
- Reviewed comments on template
- Proposed changes to template
- Proposals for Steering Committee on identified issues from Mission



Pilot 1 – Review of Uploaded Data

- 6 organisations requested to upload in Pilot
- Some DP's uploaded all files
- Some DP's uploaded some file
- Some DP's uploaded all files in correct formats
- Some DP's uploaded some files in correct format
- One DP did not upload any file
- Show uploaded files and indicate issues



Data Transfer Template for 2nd Pilot

- Finalise before end January 2015
- Comments from Sibanye, Harmony, Necsa
 - Only total dose, other fields separate worksheet
 - Summation for report types
 - Originator type replaced by Template version
 - Add Necsa, Vaalputs, remove NL for Companies Identifiers
 - In guidelines include priority identification order
 - Move Total Dose next to Begin and End dates
 - Mandatory Exposure Type options External, Internal and Total Dose
 - Dosimeter Type in separate sheet (4 types, add TLD, gravimetric sampling)
 - No Individual and Workplace fields
 - Add Corrections in Dose Status (also rename)
 - Practice in company, list from SABS, maintained by NNR and DOH (Users Guide)
 - Replace First Name with Initials (Mandatory), make First Name optional
 - No Template changes after April 2015, consider after 1y
 - Show proposed new template



User's Manual

- Finalise before end January 2015
- In NNR document format
- Include in Web Portal as link
- Add screenshots of template, Portal
- Comments from Pilot to be included (update after each project milestone)
- Prepare Appendix distinguishing what type of data to be uploaded by each category/DP
- Extremities for holders required (specify in Users Manual)
- DPs will not access RAIS, only Portal (upload and access to records)
- Show User's Manual/comments



Other NORM DPs

- Finalise template end Jan 15
- 17 NNR letters to Participate in Pilot before end Jan 15
- DPs respond to NNR letter to participate in NDR early Feb 15
- NNR provide usernames, passwords for Portal by email
- NNR forward Template, User's Manual, contact details after letter received by email
- DPs practice upload, filling of template on own during Feb and Mar 15
- If challenges, issues contact Dirk Venter, Thys or Mathieu (provide email addresses)
- NNR-NORM meeting April 15 to discuss NORM issues and Training for NORM DPs on upload/template (remotely)
- Administrator review and feedback on data upload by Mines
- Pilot to upload till end of June 15 (3m), IAEA EM July 15
- Participate in July Mission, if possible historical data upload



Other NORM DPs

- 17 NORM Data Providers
- Email addresses provided
- Database, output file and fields requested (email)
 - AMIS
 - Taulekoa
 - Evander
 - FOSKOR
 - Tronox
 - ARCONSA
 - Anglo Research
 - Gold Fields-South Deep
 - Zimkile
 - Vesuvuis
 - TPT
 - OMNIA
 - SAPS
 - RAPPA
 - Kabo
 - ALS Minerals
 - SA Metal



NNR-NORM Meeting

- April 2015 to discuss/confirm NORM issues
 - Frequencies of data uploads
 - Impact of changes in Mine ownership
 - Period of historical data to be uploaded
 - EPD/area monitoring
 - Need for submission of future reports
 - Types of doses to be uploaded by NORM
- Training of NORM on template (after practising)



Legislation and Standards

- NNR to use as basis report from J le Roux
- Report by NNR end Feb 2015
 - NNA Act Amendments
 - Regulations
 - Gazetting of NDR
 - Regulatory Guide
 - COR additional conditions, directives
- Circulate to Steering Committee and address recommendations



ICT

- ICT strategy/plan by May 2015 on
 - Configuration and installation of Final NDR Server
 - Backing up of Data
 - Archiving of Data
 - Capacity to store all historical data
 - Security of NDR
 - Full scalable SQL Server
 - Reports and checks to ensure accuracy of data
 - Trained on RAIS, SQL etc.



Final NDR – Upload of Data

- Directive / COR conditions to upload to Portal
- 1 account per DP
- DP master account rights for subaccounts
- DP responsible for accuracy of uploaded data
- Dose upload to NDR in line with authorisation conditions
- Automatic reminder to upload data (COR frequencies)
- Email to NNR admin (already in system) if new file uploaded
- DPs set up for monthly upload can do so
- DP approved internal reports prior to data upload
- Logos for Portal



Final NDR – Access to Dose Records

- NDR automated as much as possible, restricted access
- Each DP to have Master account, provides rights to other persons in DP sub-accounts
- DPs responsible/liable for Master and sub-accounts confidentiality, control (internal policy)
- Master decide on types of access by others to reports (update User Manual)
- Dose tracking in form of monthly/quarterly outputs, last 3 months no doses, will have to ask employee
- DP access all workers total doses, for whom they have consent form, NOT names of other companies except own
- In NDR date of consent, signed worker consent form in medical file, consent valid for all DP accounts indefinitely
- Print auditable trail / report when accessing doses



Final NDR – Historical Data

- Agree on final transfer template by April 15
- Mines and NNR to agree upload period
- NNR holders upload all dose data (including for sources)
- SABS exclude all data for NNR holders
- SABS upload ALL data (DOH holders, staff)
- SABS to upload NNR staff dose data
- NDR lifetime doses for some, total doses for others
- All historical doses prepared by end May 2015



Final NDR – Report Types

Template for all reports (logos)

- *Data Providers Reports*
- Worker
 - Total Dose all pathways
 - Calendar Year Dose
 - Year to Date Dose
 - 5 year block
- *Regulatory Reports*
 - Example Average Annual Effective Dose, Annual Collective Effective Dose, collective dose at different levels, number of workers exposed at different levels
 - DOH receive from SABS confirm by Feb 15
 - NNR to confirm by Feb 15



Proposed Way Forward

December 14	Summary and Way Forward to NORM
January 15	Letters to NORM, Template, Users Manual
February 15	Response from NORM, Portal Info and Accounts, NORM practice upload, Legal Report NNR, Regulatory Report Types
March 15	NORM Practice upload
April 15	Meeting with Mines, Steering Comm meeting, Training and Pilot NORM kick-off, Finalisation of template (for 1y) for Roll-out
May 15	Pilot NORM, NNR ICT report, Historical Data Preparation
June 15	Pilot NORM, Historical Data Preparation and Submittal to NNR
July 15	IAEA Mission, Steering Comm meeting, Directives, COR changes, upload historical data
August 15	Roll-out

