



NATIONAL DOSE REGISTER

STEERING COMMITTEE MEETING

28 AUGUST 2015, NNR OFFICES, CENTURION

Participants

Mr A Muller (NNR, chairperson)

Mr M Souphy (IAEA Expert)

Mr S Pheto (NNR)

Mr M Vermeijs (AngloGold Ashanti)

Mr J le Roux (Necsa)

Mr P Erasmus (SSA)

Mr V Maswanganye (NNR)

Mr L Swanepoel (Mintek)

Mr E Smit (Radcon)

Mr B Lechwety (Harmony Gold)

Mr J Morake (Sibanye Gold)

Mr M Strauss (Parc RGM)

Mr P Maine (SABS)

Mr L Mkhize (NNR)

Mr TJ Nkuna (NNR)

Apologies

M M Maree (Eskom)

F Beeslaar (Necsa)

Ms N Mohlala (NNR)

1. Welcome and Purpose

Mr Muller welcomed the participants to the meeting. He stated that the final IAEA Expert Mission will be used to prepare for the roll-out of the National Dose Register.

2. Outcome of the 4th IAEA NDR Expert Mission

a. Pilot Study #2

Twenty nine Data Providers (DPs) agreed to participate in Pilot Study #2. Only nine DPs uploaded occupational exposure records between May and July 2015. Some of the challenges experienced by DPs included unfamiliarity in using the template, timeout issues, and connectivity (IP address) problems. It was agreed that all DPs should practice filling of the template v1.5 and upload records from October to December 2015. The NNR should recreate accounts in the new Test environment for DPs that participated in Pilot #2. All new DPs should

request access from the NNR to use the Test system during this period. The updated User and Administrator manuals should be available by 31 October 2015.

All

b. Test / Production Environments

It was agreed that there should be two NDR environments running in parallel, namely a Test NDR (practice, training) and a Production NDR (official). The two systems should be distinguished by means of specific colours and banners. The Test NDR should be ready for use from October 2015, and the Production NDR finalised by December 2015. All DPs should have uploaded files to the Test NDR prior to being granted access to the Production NDR. The NNR and Directorate Radiation Control (Radcon) should issue directives to DPs to start uploading occupational exposure records from 1 April 2016. The NNR should provide already participating DPs with new account information. All new DPs should file a request with the NNR to access the Production NDR. NNR authorisation holders should continue to submit current dose reports to the NNR. This process together with data checks should be revisited after the NDR has been operational for some time.

All

c. Data Transfer Template

Proposed changes to the template include:

- For companies, use of mandatory practice codes
- For workers, use of mandatory ID, gender and nationality
- For doses, use of only mSv, inclusion of “Data Provider Reference” and “Old Value to Correct”, mandatory company ID
- For worker status, inclusion of “deceased” and “no longer monitored” options

It was agreed that the template should be updated incorporating the changes, and that v1.5 of the template should be finalized by 30 September 2015.

M Souphy

d. ICT Strategy

It was indicated that the NNR IT provided servers for the Production NDR (separate web portal and database). The Test NDR has been upgraded with the latest system and security settings. The installation of the MS SQL server Standard version should be completed by 30 September 2015.

M Souphy/NNR IT

e. Historical Records

It was agreed that the 5 year block historical records (January 2011 – December 2015) should be uploaded by 30 April 2016, together with January to March 2016 records (where applicable). The total dose for each worker for the period prior to 2011 should be provided. At this time, DPs which have all historical records in the correct format may upload such records. The NNR may also be requested to assist with the upload of historical records. The directive to upload records should also include a questionnaire requesting information on the availability, format, compatibility and readiness timeframe of historical records. The NNR should evaluate responses and agree on a general timeframe for the upload of all historical records by its DPs.

NNR

f. NDR Legal Basis

It was stated that the NNR consulted the Steering Committee in the review of the legal basis report for the NDR. The provisions contained in the regulations have been generally accepted, however the consent by workers to upload records is not regarded as feasible and practical. This should be highlighted to the NNR Board. Should the regulations not be finalised prior to December 2015, the Regulatory Bodies should issue directives for the roll-out of the NDR. The Regulatory Guide being drafted by the NNR should be finalised by December 2015.

NNR

g. General Proposals

It was agreed that the following issues should be addressed and included in the NDR:

- Email notification to DPs after uploaded file changes status;
- Web portal help function (to download manuals, request assistance by “contact us” link);
- Feedback system for DPs on the NDR and manuals;
- Printing of worker dose records;
- Regulatory reporting groups/categories to make use of the SABS practice codes;
- DP Master account holders responsible for training of other users at DPs;
- Implementation of training course/refreshers at NNR (e.g. annual/biennial);
- Determination of a list of NNR types of DPs and related upload requirements;
- Uploaded files coming from the DP master account regarded as approved records and
- Reminder to master account to upload records (once requirements defined for each DP) and NNR Administrator

NNR/IAEA Expert

3. Proposed Way Forward

The NDR counterparts presented a summary of the proposed way forward (below), which was accepted by the Steering Committee.

September 15	Finalisation of template v1.5 Finalisation of Test NDR
October 15	User's Manual ready
October – December 15	Practice filling of template and records upload (all DPs)
December 15	Production NDR ready Regulatory reports ready Finalisation of Regulatory Guide Issue of directives to upload data from April 2016
January 16	Test NDR available for use by DPs
April 16	Production NDR going live and start of upload by DPs

4. Date of Next Meeting

To be confirmed.

5. Closure

The chairperson closed the meeting and thanked the IAEA expert and all Steering Committee members for their support and inputs to the meeting, as well as providing direction and oversight during the establishment of the NDR for South Africa.