



**Industrial Radiography Working Group Meeting
September 25, 2014
1601 Telesat Crt, Ottawa, ON
(Video conference link with Calgary)**

Attendees

André Régimbald (CNSC)	Patricia McNeil (Atech) (videoconference)
Henry Rabski (CNSC)	Peter Larkin (CNSC) (videoconference)
Tom Levey (Acuren)	
Karen Mayer (CNSC)	
Lucie Simoneau (CNSC)	
Alan Brady (TISI)	
Ben Bizzarri (GB Contract Inspection)	
Curt Auzenne (QSA Global)	
Doug Hanna (SGS)	

Chair of the Meeting

Co-Chair

Karen Mayer

Alan Brady

André delivered a welcome message to all to open the meeting.

1) Review of Minutes from Previous Meeting

The minutes of last meeting (February 25, 2014) were reviewed.

The Action List produced from the previous meeting was also reviewed. Item 12(WGM) 3.0 can now be closed. Of note, CNSC Coms division has removed the 10 booklet limit; users can order directly.

Item 13 (WGM) 2.0 – Closed

Item 13 (WGM) 3.0 - Closed

Action: H. Rabski agreed to make available to working group members a copy of the comments received by the Scheme Committee with respect to the draft of PCP-09.

The comments are included with these minutes.

André invited all working group members to view the transcripts from the August CNSC Commission meeting. They are available online to watch.

The minutes have been accepted and can now be adopted.

2) Review of annual 2014 meetings (both Western and Eastern)

K. Mayer indicated that all of the comments received were very positive. Attendees especially liked that there was a balance of message delivery and plenty of time for Q&As.

The presentation from National Energy Board (NEB) at the western meeting was very enjoyable and attendees appreciated that the presentations were very animated and exciting.

An MOU is being pursued between the CNSC and NEB.

The human factors presentations delivered by CNSC staff were welcomed at both meetings. Attendees and the IRWG members would like to see more of that. There was a lot of discussion over future presentations and discussions on human factors. It would be nice to have some information on how human factors can affect safety culture and how to implement better safety culture. The dilemma being that whilst safety culture has been implemented and promoted to workers, incidents still occur. What more can be done?

There are many other options even at the CNSC, discussion paper, presentation, case studies and review of the REGDOC.

The discussion led to another discussion on what can be done to improve safety culture in the industry. Possible suggestions are:

- Specific targeted outreach meetings to Fab shops, clients, H&S at the big companies to ensure that the same message is being delivered. (QC people and safety at key oil and gas companies)
- As discussed before the development of a pamphlet for industry clients
- Go to specific conferences

Karen's suggestion was to couple this targeted outreach with other workshops such as PG. Not to have them both in the same workshop but to offer radiography during the same time in order to reduce travel. Fort McMurray has been identified as a key area for this type of outreach.

3) QSA Global Presentation

Curt Auzenne from QSA Global introduced himself and delivered a presentation on his many accomplishments and achievements and what he has to offer for the group. He is very hands on and has a wealth of experience to bring to the IRWG.

4) Membership Review

After listening to Curt Auzenne's presentation, the working group members convened to discuss and vote on membership. A unanimous vote was made by all members in attendance to accept Curt Auzenne as the newest member of the Industrial Radiography Industry/CNSC working group as a manufacturer representative.

The group's decision was communicated to Curt, and he accepted membership to the group. A discussion took place on bringing a CEDO to upcoming meetings. Patricia MacNeil committed to bringing a CEDO to our next meeting in February 2015 in Calgary.

We will commit to inviting training companies to our meetings from time to time as well. Alan agreed to work on inviting training to an upcoming meeting.

There was some discussion on the terms of reference and that they should be modified to support being able to add an additional member (another licensee) as well as inviting a CEDO to working group meetings.

Action: Karen will draft some text on terms of reference and circulate to the working group before our next meeting, so that we can vote on the proposal at the next working group meeting.

5) Update from Sylvain Faille on the re-certification of Cobalt-60 Devices

S. Faille provided an update on the re-certification process of new Cobalt-60 devices including:

- RD/GD-352 is guidance only; he referred to ISO 3999 and ANSI 43.2
- SPEC300 (Cobalt exposure device) is expiring in 2016
- QSA 680 (Cobalt exposure device) is expiring in 2016
- Question is whether they will be re-certified or not?
- SPEC150 was recertified because it was evaluated using RD/GD-352, ISO3999 and ANSI N43.2 – 1980. The main decision for certification of any device at this time is based on events, history and is done on a case by case basis.

Action: CNSC to post clarification on website (information pertaining to path forward on recent devices) and send a letter to licensees. Invite Sylvain to speak at 2015 annual meetings.

6) Technical Meeting on Industrial Radiography

Karen presented an update on the technical meeting she attended at the IAEA on Radiation Safety in Industrial radiography. The meeting was held in Vienna, Austria on June 23-27, 2014. The meeting was attended by 67 experts from 44 Member States of the IAEA as well as industrial radiography operations and manufacturers.

The objective of the meeting was to provide a forum for the exchange of relevant information, to assess root causes of IR accidents, identify needs for further guidance, training and awareness as well as to develop potential solutions and generate recommendations for future action.

Karen delivered two presentations at the meeting, one on regulatory infrastructure for IR in Canada as well as the security regulatory requirements in terms of the safety/security interface in Canada.

Recommendations from the meeting included:

- Develop an internationally recognized training standard for safety in IR operations

- Develop and implement training course for regulatory bodies on accident investigation and root cause analysis
- Develop a program of safety culture training for radiography clients and company managers.

7) CEDO Certification Update –

H. Rabski introduced Justin Sigetich, Acting Director Personnel Certification Division at the CNSC (replacement for Chuck McDermott who has retired). Working group members had the opportunity to discuss issues with Justin.

There was discussion about periodically placing a call out for scheme committee membership in the future in order “to keep PCP-09 relevant”.

There is an option to take G-229 or PCP-09 for a period of time. The transition period will be March 1, 2015.

REGDOC- 2.2.3 to point to PCP-09

The current practice will be to write the entire question bank until such time as enough exams have been written to split them into multiple exams.

Collaborative testing center availability?!?

Refer to the Summer Edition of DNSR Newsletter for details on the path forward of PCP-09.

Industry (CIRSA) will communicate the implementation of PCP-09 to members.

8) REGDOC-2.5.5

K. Mayer informed the group that CNSC staff is working on the development of a new document for the design of Fixed Radiography Installations (FRI) which will be based on operational performance criteria. The onus will be placed on the licensees to ensure that they are carrying out any fixed radiography work in an approved installation. The document is in the initial stages and will be put out for public consultation. As more details evolve, the working group will be informed as to the progress and consulted for input. More information will likely be available for February meeting.

9) Other Discussions

CNSC website is on track (SSTS, etc)

PCP-09 will be updated on the website

Security video

International Nuclear Event Scale (INES) – CNSC will start participating in INES

Tom Levey discussed the possibility of the reporting of incidents within the industry. New initiatives were discussed to reduce incidents, to possibly obtain industry dose statistics or to improve safety culture. André mentioned that maybe incidents could be posted on the webpage.

Industry voiced concerns over the time it takes (60 days) for the CEDO to get permission to write the exam. NRCan said they would look into this.

There was also an initiative to develop instructions and review the forms from NRCan for the new process for certification.

Tom took an action to notify the educators of the new requirements of PCP-09 and provide dates of implementation. Tom has completed this action.

A brief discussion took place on the need for an industry poster to prevent persons from crossing barriers. The group needs to commit and take action on this item at the next meeting.

Tom noted that industry should commit to having a CEDO participate at the next meeting.

10) Planning Annual Meeting 2015

Planning for the annual meetings in Nisku, AB and Ottawa, ON is underway. The Nisku meeting will take place on May 6, 2015 and Ottawa meeting on May 20, 2015.

- Build on safety culture and human factors for this meeting
- What are the criteria for evaluating effectiveness of safety culture?
- Assess your safety culture
- Obligations on operators (AMPs); company on hook as well
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Further planning will take place at the February 2015 meeting; these are items to build on...

11) Other Business

Some discussion on the GPS tracking project for radiography cameras that is currently being worked on in the US involving QSA Global, Accuren and DOE.

The meeting concluded at 4:30 PM.

Radiography Working Group - ACTION LIST			
RWG Item #	Description	Assigned Person(s)	Status or Due Date
	Communications		
12 (WGM) 3.0	<p>Subcommittee to identify final editorial comments and provide pictures to be published.</p> <p>Update: Final Draft to be prepared and published version to be distributed at Annual 2014 meetings 2013</p>	K. Mayer	Closed
13 (WGM) 1.0	Update WG Terms of Reference (updated version 3)	H. Rabski	Closed
13 (WGM) 2.0	Nomination for New Member	K. Mayer	Closed
13 (WGM) 3.0	Posting of Comments wrt CSA PCP-09	H. Rabski	Closed
	Compliance		
15 (WGM) 1.0	Notify the educators of the new requirements of PCP-09 and provide dates of implementation.	T. Levey	

CNSC/Industrial Radiography Working Group

TERMS OF REFERENCE

Background

At the December 11, 2008 meeting of the Commission, a proposal from CNSC staff to establish an industry working group was endorsed for the purposes of advancing the regulatory strategy for radiography. During the first meeting of the working group held in May 2009, the following mission statement was developed and supported unanimously.

“The mission of the radiography working group is to collaborate on implementing solutions in order to promote a strong radiation safety culture in the industrial radiography Community while respecting and understanding the interest and expectation of stakeholders.”

Guiding Principles

1) Scope of the Working Group

The following objectives provide the overall guidance for the group to fulfill its mandate which is:

1. To improve the radiation safety culture
2. To improve Industry-CNSC communication on key issues and deficiencies
3. To provide leadership by example-setting precedence
4. To initiate change
5. To maintain open communication
6. To demonstrate cooperation
7. To resolve issues and provide output to stakeholders
8. To contribute to a safer work environment
9. To provide smart input into writing license application guide for industrial radiography and regulatory practices in general-Form of pre-consultation (doing our homework first)

Membership

The radiography working group is comprised of representatives from the Canadian Nuclear Safety Commission (CNSC) and representatives from Industry. CNSC representatives include the Director General of the Directorate of Nuclear Substance Regulation (DNSR) and representative(s) from the Operations Inspection Division, Nuclear Substances and Radiation Devices Licensing Division, and Transport Licensing and Strategic Support Division.

Representatives from the Radiography Industry are limited to a maximum of seven persons. The objective is to have persons on the working group from both western and eastern Canada, a representative from the manufacturing sector, and a representative from the operators of radiography devices (CEDO). Membership is restricted to individuals who are in the employment of any Company regulated by the CNSC. Substitution of members is not permitted except for the CEDO representative.

Selection of an Industry Representative is for a term of three years with the possibility of a renewal. Nominations for membership to the radiography working group can be submitted at any time and selection will be made by the committee on an as needed basis.

After missing two consecutive meetings, the co-chair will discuss whether the member remains committed to the working group. The co-chair can recommend that membership be revoked. Decisions regarding membership and revocation must be endorsed by the Director General of the Nuclear Substance Regulation Directorate.

Chairperson and Co-Chair

A chairperson is selected from the CNSC representatives. The role of the chairperson is to prepare the agenda for working group meetings, chair meetings of the working group and to take responsibility for all organizational and communication issues.

A co-chair is selected by the Industry representatives to serve as the primary contact for organization issues and communication purposes. The chairperson can delegate his duties to the co-chair at any time.

The chairperson and co-chair are responsible for inviting any person(s) to participate or observe at meetings of the working group.

Secretary

A representative of the CNSC serves as secretary for the working group. The secretary is responsible for the recording and distribution of the minutes of all meetings, distribution of all documents related to working group meetings, and any communication required to be performed in support of the working group.

Procedures

A quorum of the working group for decision making purposes is defined as three representatives from the CNSC and three representatives from Industry plus one. The committee can hold a meeting even though quorum is not achieved.

Meetings

The working group shall meet a minimum of two times per year. Additional meeting(s) can be held based on consensus of the working group. The preferred method for meetings of the group is face to face but video or teleconferencing is an option to be considered.

Since quorum is necessary for the committee to make decisions, attendance is critical. Baring any unforeseen circumstances, committee members who are unable to attend are to contact the chair or the co-chair, a minimum of three working days before the meeting. Video or teleconferencing is an option for members to participate.

The chairperson is responsible for identifying the time and place of the meetings. All members of the working group are responsible for their personal costs to attend.

The CNSC is responsible for the costs associated with the meeting such as the room rental and any associated hospitality. The cost for lunches or dinners is the responsibility of working group members. Sponsorship of a meeting by Industry representative(s) is at the discretion of the chairperson.

Logistics

The objective is to send the agenda to committee members, two weeks before every meeting. With respect to any documents distribution shall take place at the latest five days before the meeting. The secretary of the working group shall distribute a draft set of minutes no later than two weeks after each meeting. Members have 15 working days to provide comments to the secretary so that the minutes can be prepared for approval at the next meeting. Upon approval, the minutes shall be translated and published by the CNSC and posted on the CIRSA website.

To speak during a meeting, the participant must raise their hand and be acknowledged by the chairman prior to addressing the working group. All members agree to respect the right of all members to address the working group and abide by this principle.

Decisions of the Working Group

All decisions made by the group require consensus. The “fist of five principle” is to be used to reach consensus. Consensus is reached if all members can raise three fingers regarding any decision before the working group.

Review of the Terms of Reference

A minimum of once per year, the committee should review the terms of reference to confirm or make any necessary changes. The “fist of five principle” applies to any changes suggested during the review.

Working Group Expectations

- To agree on having discussions that will result in a win-win situation for both the Industry and the CSNC
- That CNSC becomes more accessible by looking at issues of reducing paperwork without compromising on safety
- That goals and expectations are developed and met
- To identify common goals by the end of the meeting
- Identify priority topics for all involved
- To identify a clear and direct path forward, goals, clear results and identification of action items completed at each of these meetings
- To agree to bring others to meetings to present or explain why something is how it is.
- Identify issues that the working group must address, and schedule those issues. Also, determine when to report conclusions
- To establish a good road map; to improve communication; to acquire better tools for Industry – incident awareness, equipment problems and dose statistics
- A positive outcome leading to further collaboration
- CNSC staff and Industry need to clarify what can and cannot be done with respect to policy and regulation changes
- Open lines of communication
- Establish some realistic ground rules to stick to
- Work together, have fun, and develop trust
- Sharing of ideas; compromises
- Open and honest communication
- Set realistic expectations for meeting planning – availability of the group- team consideration
- Identify roadblocks so that we can know what is allowed or not allowed up- front-save time form being wasted
- Establish meeting process that includes minutes/record/process and scope
- Receive the agenda 2 weeks prior to every meeting and meeting proceedings