

CNSC/Industrial Radiography Working Group Meeting
October 14-15, 2009
Calgary, Alberta

Attendees

Tom Levey (Acuren)	André Regimbald (CNSC)
Alan Brady (TISI)	Henry Rabski (CNSC)
Chris Spencer (Spencer Manufacturing)	Peter Fundarek (CNSC)
Rick Debruyn (Aztec Inspection)	Peter Larkin (CNSC)
	Eric Fortier (CNSC)

Madalena Coutinho (Facilitator - Intersol Group)

Absent

Joel Kish (Inspectrum)	François Rodier (Labcan)
Karen Mayer (CNSC)	

09(RWG-10) Commencement of the Meeting

Meeting started at 8:30 am with André Regimbald, Director General of the Directorate of Nuclear Substance Regulation (DNSR) welcoming those in attendance. André encouraged the group to continue to build on the work that was performed during the last meeting held on May 6, 2009 in Nisku, Alberta.

09(RWG-10)1.0 Agenda

A Canadian Nuclear Safety Commission (CNSC) member identified some minor changes to the agenda. The agenda is developed to provide the group with a bit of structure but there is flexibility to discuss new issues that may arise. There is an expectation that the Working Group will provide an update to the Commission early in 2010. Ideally the report will include substantive issues that have been discussed by the Working Group highlighting where actions have been planned or have been initiated. Transport Licensing and Strategic Support Division (TLSSD) staff will be available on an as needed basis. TLSSD's director can be contacted if needed by phone.

Madalena Coutinho, facilitator for the meeting, initiated a review of the mission, participation guidelines and concerns, as well as expectations for the Working Group. Outcome of the group discussion: the Working Group has to speak with one voice during the Commission Meeting when providing an update on the Radiography Working Group.

09(RWG-10)2.0 Working Group Terms of Reference

Reasons why the group exists (Mission Statement)

An Industry member identified differences between what he had noted as the mission in his personal notes and what was actually reported in the minutes of the last meeting. Nobody can really explain the difference but it was decided at the end of the two day meeting that the mission of the group would be the following:

“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.”

The mission was confirmed and accepted by all attendees at the end of the second day of the meeting.

Mandate (Objective)

The objective of the discussion was the development of an effective process for information exchange, improved communication and discussion between the industry and CNSC to deal with industrial radiography issues, concerns, needs and interpretation of regulation requirements.

Scope

We reviewed the group’s objectives, which are:

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 licence application guides for industrial radiography and regulatory practices in general-form of pre-consultation (doing our homework first)

The group concluded that the objectives still apply in those exact words.

09(RWG-10)2.1 **Reporting**

All secretariat functions will be the responsibility of the CNSC. Minutes are going to be taken by a CNSC staff person attending meetings of the Working Group.

09(RWG-10)2.2 **Structure and Membership**

The group was established at the request of the Commission and a mutual agreement between CNSC staff and the Industry for the need to improve communication and performance by the radiography community.

- 1) There will be **no** substitution of members.
- 2) Objective to have regional representation (east and west) but this can be varied based on the expression of interest.
- 3) A Quorum is defined as: 3 CNSC staff + 3 Industry members + 1
- 4) Member selection: all names are submitted to the group and chosen by the group.
- 5) CNSC Director General will have the last veto in case of all new potential members. Ideally we are looking at a 3 year commitment from members, plus 1 renewal (equals 6 years total). The group agreed that the industry representation had to ensure that there was overlap of membership to maintain continuity.

CNSC members will be selected by job title. There will be representatives from the Operation Inspection division (OID), the Nuclear Substances and Radiation Device Licensing Division (NSRDLD) and the Transport Licensing and Strategic Support Division (TLSSD).

The working group would accept one more member from the Industry on the condition that this person is a technician working in the industry (CEDO or Level 2). The question of sponsorship was raised. It was determined that this individual would need the full support from his employer.

CNSC will take care of all logistic arrangements. (Room, coffee...) but is open to Industry proposal to arrange meetings of the working group. Members are responsible for their own travel arrangements

09(RWG-10)2.3 **Logistics Associated with the Working Group**

CNSC is responsible for producing the agenda for the meetings.

There will be a chair person (CNSC) and a co-chair (Industry). Some meetings can be lead by the co-chair. The chair and co-chair will communicate with the secretary and the secretary will communicate with all members.

The agenda will need to be sent to everybody at least two weeks before the meeting so that changes can be made in a timely fashion and members can adequately prepare for the meeting. All documents produced by the working group will have to be issued in both official languages.

The working group will meet a minimum of two times per year. Generally one meeting in the spring and one in the fall; east and west or as decided by the group. We may use technology such as videoconferencing to be cost effective.

Additional meetings can be held as needed through consensus of the group. Other people can be invited to participate in the working group meetings (such as a presenter of new equipment; a representative from NRCan to talk about certification process; a health physicist to lead a discussion on determining dose rate) with the approval of the chair and co-chair. Observers are accepted to meetings conditional on the approval of the chair and co-chair.

09(RWG-10)2.4 **Decision Process**

All decisions made by the group will be made by consensus rather than by majority. “Fist-of-five process” with at least a buy-in of three fingers for every member is required for adoption. Fist of five processes is that every member shows a number of fingers for their approval or disapproval of a proposition. (One finger means not in accordance with the proposal and five fingers means in total accordance with the decision.)

09(RWG-10)3.0 **Agenda Item: Communication**

Presentations were made by a member of the Industry and a member of the CNSC to place relevant context regarding the aspect of communication. At the conclusion of the presentation, the group tackled the question: “**what can we do to improve our communication?**” The working group identified the following priorities:

Priorities 1A and 1B are one big project that needs to be done in phases

Priority 1A - Publicize all reported incidents to CNSC in an annual report and distribute the report by mail.

Road-blocks: minimal info, follow-up needed from inspectors, cannot categorize it; inconsistency in reporting from licensees; time and resources management issues.

Priority 1B - Design a database of incidents that provides more detailed information

Road-blocks: Technical resources to do the analysis, incomplete information, meeting expectations of deliverable.

Priority 2 - The industry group needs to develop a network strategy so they can reach everybody, not just CIRSA members. An update will be presented at the next meeting.

Priority 3 - Sharing tools: Safety culture, root cause analysis methods by workshop and publicizing it through the Canadian Industrial Radiography Safety Association (CIRSA) web-site. A member of the industry indicated that industry through CIRSA has and is willing to continue sharing tools developed by their membership.

Road-blocks: Limited network of licensees.

Priority 4 - Publicize regulatory action on CNSC web-site.

Road-blocks: It takes 5-10 days because of translation, internal approval (access to website)

Priority 5 - Update trainers to communicate current regulatory climate and issues through workshop.

Road-blocks: who are the trainers? Logistic of the workshop (where, when, who is doing it) development of a small module to include 40-hr CEDO training

The CNSC could have a place on its Web site where they can post all the special form certificates and package design.

Priority 6 - Incident reporting: The CNSC should have a process to let industry know about incidents. A CNSC member suggested that advisory notices be sent out.

09(RWG-10)4.0 **Agenda Item: Compliance**

On the second day of the meeting, we began the session with a review of day one and introduced the second topic of discussion. A member from the Industry, along with members from the CNSC, made presentations on the subject of compliance from their respective view points.

After the presentation, the working group tackled the question: “**what can we do to ensure 100% compliance?**” The working group identified the following priorities:

Priority 1 - Increase knowledge of TDG obligation by workshops; provide tools (forms), targeted training, e-training courses, and producing videos.

Road-blocks: workshop logistic, reach out to industry, finding TDG Class 7 training.

Priority 2 - Develop Enforcement measure to prevent continuation of non-compliance. (Retraining of CEDO?)

Roadblocks: Perceived inconsistency between inspectors; clear expectations; licensees and workers understanding consequence.

By when can measures be put in place?

Enforcement by the regulator has been established

Golden rules available (E rating=order)

Manufacturer's hands-on training was suggested by the group

Priority 3- Share ideas, best practices tools, good stories, manufacturer's videos on how to use the devices.

Roadblocks: Issues related to propriety information, industry's possible reluctance to share.

09(RWG-10)5.0 **Working Group feedback and conclusion**

The meeting was: intense, productive, bridge building, challenging, valuable (money well spent), knowledgeable (increased learning), and transparent (washed dirty laundry). It opened dialogue and allowed for a paradigm shift, established key areas to work on, helped with understanding each others' needs, allowed to gain new perspective on issues and topics, as well as working outside of the comfort zone.

What needs to go on the next Agenda: stay focused on the priorities that were identified (Status update, progress report at the next meeting).

Next topics to be addressed

1. Radiography equipment (information session for a better understanding, not necessary to come up with an action plan)
2. Transportation issues (someone could attend a meeting and explain the certification process)
3. Industry issues faced in the field (what equipment the industry is using, what are the roadblocks, what works well and what does not) It would give the CNSC a better understanding of the equipment
4. CNSC result's of assessment of the existing CEDO program to determine what, if any, changes that need to be made.

What went well during the presentation, what needs to be improved? Was it helpful?:

Consensus by those in attendance was that everything went well with the meeting. The topics generated positive discussions and many ideas to improve communications and compliance.

CNSC proposed the next meeting to be held in the DNSR Offices in Ottawa on December 15 2009. The subject will be updates on the action items of the October meeting and the CEDO certification process. It would be an Industry task to propose the agenda.

POST MEETING NOTE: The meeting was postponed to January 12, 2010

09(RWG-10)6.0 **Concerns and Expectations**

In concluding the meeting, the working group reviewed the concerns raised during the May 2009 meeting.

CONCERNS

Bold means that it is no longer a concern

- Although Industry is being heard, solutions won't be executed
- Timing, since there is so much to accomplish **and hidden agenda**
- Group would try to do too much all at once
- No goals would be established**
- Setting of false expectations
- We will be too formal and polite, resulting in beating around the bush and not accomplishing much.**
- We can really be open and transparent with each other
- We will be ineffective as a group and that the meetings will be more of an information session versus productive dialogue.**
- Regulatory framework may not allow certain issues to be resolved in a manner that will make a difference

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, clear goals and 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 to 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 - saves time from being wasted
- Establish meeting process that includes minutes/record/process and scope
- Receive the agenda 2 weeks prior to every meeting and meeting proceedings

Meeting adjourned at 15:30 on the 15th of October, 2009.

Minutes prepared by: E. Fortier and H. Rabski