

Radiation Safety Committee

Nuclear Secured / Radiation Safety

NS-RS-PR-100, 0

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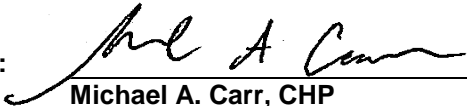
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History and Approvals

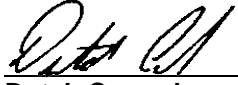
History

Revision	Intent Y/N	Purpose description
0	Y	For Issue (Rebranded CS-RS-PR-007)

Approvals

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1. Purpose and Scope

1.1. Purpose

This procedure outlines the organizational structure and responsibilities of the Nuclear Secured (NS) Radiation Safety Committee (RSC). This committee assists the Radiation Safety Officer (RSO) and serves as an oversight to the NS Radiation Protection Program (RPP) to ensure that the RPP and associated procedures are consistent with regulatory requirements, client requirements and commitments, and company objectives.

1.2. Scope

This procedure applies to the NS operations and activities involving radiation safety and regulatory compliance. This includes a combination of health physics and project operations personnel to ensure the timely and continuous review and evaluation of the NS Radiation Protection Program (RPP) in support of field project performed using the NS RPP.

2. References

- 2.1. NS-RS-PG-001, *Radiation Protection Program*
- 2.2. NS-RS-PR-003, *ALARA Program*
- 2.3. NS-RS-PR-506, *ALARA Plans and Dose Modeling*

3. General

3.1. Definitions

- 3.1.1. *Chairperson* – Committee member appointed by the Senior Vice President Field and Staffing Services to lead the RSC.
- 3.1.2. *Meeting* – A group of RSC members that have come together in person, by conference call, or other means to conduct activities authorized by this procedure.
- 3.1.3. *Quorum* – Simple majority of committee members including the Chairperson, alternate and/or RSO.

3.2. Responsibilities

- 3.2.1. RSC Chairperson

The RSC Chairperson is responsible for assisting the NS RSO for the overall maintenance and use of the NS RPP and Radioactive Materials License (RML). The Chairperson is also responsible for coordinating, scheduling and managing routine

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RSC meetings to address any regulatory changes that may impact the NS RPP and implementing procedures, current and future use of the RML, critical project operations support, and any other committee action items.

3.2.2. Alternate Chairperson

The Alternate Chairperson is responsible for performing the duties of the RSC Chairperson in their absence.

3.2.3. NS Radiation Safety Officer

The NS Radiation Safety Officer (RSO) maintains and oversees the implementation of the NS RPP. The RSO shall ensure that radiation safety, radioactive materials management, and radiological operations procedures and programs are kept up to date such that they comply with current regulations and incorporate current and relevant industry practices and regulatory guidance.

3.2.4. Committee Members

The committee members are responsible for attending established RSC meetings as available to perform the necessary review and oversight for NS activities and operations involving radiation safety and compliance. Committee members are also responsible for the approval of Authorized Users (AUs) of the RML and Radiation Protection Supervisors (RPSs) for the implementation and use of the NS RPP.

3.3. Precautions and Limitations

3.3.1. Prior to scheduling a meeting, the RSC Chair should coordinate with other committee members to ensure a quorum.

3.3.2. The RSC should assign or recommend a Project Health Physicist to support field project operations and assist the site Project Manager and RPS as necessary depending on qualifications of key project personnel.

4. Pre-Requisites / Requirements

4.1. The RSC committee shall meet on a quarterly basis.

4.2. The RSC shall approve all Authorized Users of the RML.

4.3. The RSC shall approval all Radiation Protection Supervisors of the NS RPP.

4.4. The RSO shall be a member of the RSC.

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5. Procedure

5.1. Membership

- 5.1.1. The committee shall consist of at least 5 members and not exceed 7.
- 5.1.2. Committee membership should include a cross-section of expertise including health physics professionals, regulatory affairs, safety and health, and operational management.
- 5.1.3. Committee members may nominate new membership at any time.
- 5.1.4. Resumes shall be provided as requested to assess qualifications for nominated members.
- 5.1.5. Nominated members shall receive a simple majority vote to become a committee member.
- 5.1.6. RSC committee membership shall be documented either electronically or by hardcopy memo.

5.2. Meetings

- 5.2.1. A quorum is required for an official quarterly meeting.
- 5.2.2. Meetings may be requested or called at any time as needed to support field operations using the NS RML and/or RPP.
- 5.2.3. A quorum is not needed for special meetings; however, they shall include a minimum of 3 members including the committee chairperson or alternate and the RSO.
- 5.2.4. Guests may be invited and included with the meetings; however, they shall not be a recognized voting committee member.
- 5.2.5. Invited guests should include field operational personnel or management to provide insight from an implementation point of view, project personnel that will require future RSC support or potential future committee members.
- 5.2.6. Prior to holding a meeting, a meeting agenda should be distributed to committee members and any invited guests.
- 5.2.7. The quarterly meeting should include but not be limited to the following:
 - Roll Call
 - Nomination of new membership, authorized users and radiation protection supervisors

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- Current and future use of the NS RML and/or RPP
- Project operations updates
- Review of radiological performance metrics (dose goals, personnel contamination events, NOVs)
- RPP and procedural updates and biennial reviews
- Program audit and surveillances
- Requests for RSC support
- Action items

5.2.8. Special meetings shall address any requested committee business.

5.2.9. Following each scheduled meeting, meeting minutes shall be issued to document the committee business performed.

5.3. Committee Business / Action Items

5.3.1. The RSC shall approve any proposed use of the NS mobile NRC radioactive materials license(s).

5.3.2. The RSC shall approve annual radiological performance metrics and provide general oversight of ALARA implementation.

5.3.3. The RSC shall schedule and coordinate an annual program audit of the NS RPP and RML implementation.

5.3.4. The RSC shall schedule a biennial review of the RPP implementation procedures.

5.3.5. The RSC shall review and approve all project ALARA Plans and ALARA goals for projects as required by NS-RS-PR-003, *ALARA Program* and NS-RS-PR-506, *ALARA Plans and Dose Modeling*.

5.3.6. The RSC shall review and approve all authorized users of the NS RML and radiation protection supervisors for the implementation of the NS RPP.

5.3.7. The RSC may recommend and/or assign a project health physicist to support field project management and the RPS depending on field personnel qualification and experience.

5.3.8. The RSC shall assign action items, as necessary, to ensure compliance with the NS RPP and accomplishment of radiation safety objectives and goals.

5.3.9. The RSC shall review any program NOVs and coordinate any corrective actions and regulatory responses.

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6. Records

- 6.1. Meeting Agenda
- 6.2. Meeting Minutes

7. Appendices and Forms

None