



Radiation Protection Authority Of Zimbabwe

"... protecting people and the environment against radiation effects ..."

POLICY AND PROCEDURES

INTERNAL DOCUMENT

DEVELOPMENT AND REVIEW OF REGULATIONS AND GUIDES

RPAZ/PPRC/LC/RNG-01

June , 2014


**POLICY AND PROCEDURES
FOR
DEVELOPMENT AND REVIEW OF REGULATIONS AND
GUIDES**

Version 1.0


June 19, 2014

RPAZ/PPRC/LC/RNG-01

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APPROVED BY RADIATION PROTECTION BOARD



Dr. N. Ndlovu
Radiation Protection Authority
Board Chairperson

Board Directors

Mr M S Pawadyira (Deputy Chairman), Prof M M Chidzonga, Prof Z A R Gomo, Mr J Banhwa,
Mr A Makamure, Mr G Mashava, Mrs P R Shoko, Mr T Mutazu, Eng B Munyaradzi

DATE: June 19, 2014

**RPAZ Policy and Procedures for Development and Review of Regulations and Guides
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Editors: D. Keshav, R. Mpandanyama and J. Chipuru

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1 INTRODUCTION

The Radiation Protection Authority of Zimbabwe (RPAZ) is a statutory body with a mandate to protect people and the environment against the harmful effects of radiation. It was established in terms of the *Radiation Protection Act [Chapter 15:15]* (the Act).

In carrying out its functions RPAZ may develop regulations as provided for in *Section 22* of the Act.

2 PURPOSE

This policy and procedure provides guidance for the development and review of regulations and guides.

3 SCOPE

This policy applies to:

- Development of regulations and guides;
- Review of regulations and guides.

4 POLICY STATEMENT

RPAZ shall establish a process for the development and review of regulations and guides.

RPAZ shall consult with stakeholders to provide input and feedback during the entire process.

During the development and review process, RPAZ shall take into consideration international standards, IAEA model regulations and guidance from other IAEA member states.

RPAZ shall liaise with the Attorney General's office during the drafting process.

The development or review of regulations and guides may be necessitated by the development of new international standards, regulation of an area that was previously unregulated or regulatory experience highlighting the need for regulatory control in a specific area.

5 PROCEDURE FOR DEVELOPMENT AND REVIEW

In the development and review of regulations and guides, the following steps shall be taken:

- 1) The principal objectives of the proposed regulations and guides shall be identified and the principle contents formulated, taking into account relevant IAEA model regulations and guides and case studies from other IAEA member states.
- 2) The Legal and Corporate Affairs Department shall produce a layman's draft of the regulations ensuring that the provisions are consistent with the Constitution, the Act and IAEA standards. Guides shall be developed ensuring that their provisions are consistent with the Constitution, the Act and IAEA standards
- 3) Stakeholders shall be given an opportunity to input into the layman's draft. The consultation may include but not limited to;
 - a) Workshops;
 - b) Publication on the RPAZ website;
 - c) Correspondence.
- 4) The layman's draft shall be sent to the Radiation Protection Board for consideration.
- 5) The drafting instructions and the layman's draft shall be sent to the Attorney General's Office.
- 6) Once the regulations are gazetted, it shall be communicated to all stakeholders.
- 7) A familiarisation workshop shall be held with the relevant stakeholders.

6 RESPONSIBILITIES

6.1 Chief Executive Officer

The Chief Executive Officer shall be responsible for;

- a) Overseeing the implementation of this policy and procedures;
- b) Mobilizing resources required for the implementation of the policy;
- c) Providing guidance;
- d) Protecting the interest and image of the Authority;
- e) Reporting to the board on the implementation of the policy.

6.2 Legal and Corporate Affairs

The Legal and Corporate Affairs Manager is responsible for ensuring that these procedures are followed and advising the Chief Executive Officer (CEO) accordingly.

6.3 Technical Managers

Technical Managers shall be responsible for identification of areas that need regulations and guides and provision of technical content and support.

REFERENCES

- a) The Radiation Protection Act [Chapter 15:15]

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Safety Principles:

- Justification of facilities and activities
- Optimisation of protection
- Limitation of risks to individuals
- Protection of present and future generations
- Prevention of accidents
- Emergency preparedness and response
- Protective actions to reduce existing or unregulated radiation risks

— Fundamental Safety Principles: Safety Fundamentals,
IAEA Safety Standards Series No. SF - 1 (2006)

Radiation Protection Authority of Zimbabwe

Harare