



Radiation Protection Authority of Zimbabwe

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

POLICY

INSPECTIONS

RPAZ/PO/IN-01

June, 2014

INSPECTIONS POLICY

Version 1.0

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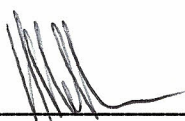
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RPAZ INSPECTIONS POLICY

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 INSPECTIONS POLICY

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The document can be viewed on the RPAZ website (www.rpaz.co.zw). To order a printed copy of the document in English, please contact,

Corporate Communications Department
Radiation Protection Authority of Zimbabwe
No 1 McCaw Drive
Avondale
Box A1710
Avondale West
Harare
Zimbabwe

Telephone: +263-4-335 792/627/683, 304 982/978, 308
Facsimile: + 263 4 335 716
Email: officialmail@rpaz.co.zw

RPAZ INSPECTIONS POLICY

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).

RPAZ authorizes all practices related to radiation and authorizations carry conditions that should be adhered to for ensuring radiation safety and security.

Inspections are conducted by the RPAZ inspectors at all regulated facilities as well as any other area where there is reasonable cause to suspect the presence of radiation sources in terms of *Section 18* of the Act.

Any non-compliance to authorization conditions leads to enforcement action in line with the provisions of the Act, and regulations.

2 PURPOSE

The *RPAZ Inspections Policy* provides guidance for conducting inspections in a manner that is consistent with the provisions of the Act, regulations and international best practice.

3 SCOPE

This policy applies to,

- a) Facilities and persons authorized under the provisions of the Act;
- b) Any person or organization responsible for facilities and activities that give rise to radiation risks;
- c) Any facility or individuals presenting a reasonable cause for RPAZ to inspect;
- d) Any verification exercises conducted by Inspectors.

4 POLICY STATEMENT

RPAZ shall establish and maintain a planned and systematic inspection programme to verify compliance of operators. Further, investigative or reactive inspections shall also be carried out.

Inspections shall be commensurate with the radiation risks associated with the facility or activity (in accordance with the graded approach based on the risk categories of facilities).

Inspections shall be carried out either as planned/scheduled or investigative/reactive.

Inspections may be announced or unannounced.

The objective of an inspection is to verify compliance with regulatory requirements.

Inspections should verify that;

- a) facilities, equipment and work performance meet all necessary criteria;
- b) activities prohibited under the Act are not being carried out;
- c) the operator is managing safety and security;
- d) valid relevant documents and instructions are in place and are being complied with where appropriate;
- e) persons employed by the operator (including contractors) possess the necessary competence for the effective performance of their duties;
- f) deficiencies and deviations are identified and corrected or justified.

Inspections shall not diminish the operator's prime responsibility for safety or substitute for the control, supervision and verification activities that the operator must carry out.

This *policy* requires that the inspection programme be efficient, objective, consistent and a continual activity. The risk categories of facilities and activities, frequency, and requirements for inspections shall be defined in the relevant regulatory guide.

5 IMPLEMENTATION

RPAZ shall implement this policy through the guidance set forth in the relevant inspections guidance documents.

- a) An inspection schedule shall be developed at the beginning of each year in line with the relevant inspections guidance documents, and RPAZ priorities for that year;
- b) The approved inspection schedule shall be observed during the course of the year;
- c) Investigative or reactive inspections shall be conducted as and when necessary or requested;
- d) Appropriate checklists for the different activities shall be developed in line with international standards and reviewed regularly;
- e) Resources required for the fulfilment of the Inspections programme shall be planned for, including all necessary safety or protective equipment, technical equipment and logistics to ensure the efficient running of the programme;
- f) Inspectors shall maintain currency of knowledge and skills and shall perform an agreed minimum number of inspections during a calendar year;
- g) A copy of the inspection report shall be provided to the inspected facility;
- h) All the necessary information shall be entered into the appropriate databases;
- i) This policy shall be subject to review for effectiveness and relevance.

6 RESPONSIBILITIES

6.1 Chief Executive Officer

The Chief Executive Officer shall be responsible for,

- a) Overseeing the implementation of this policy and subsequent procedures;
- b) Appointing Inspectors as provided for under *Section 7* of the Act;
- c) Mobilizing resources required for the implementation of the inspection programme;
- d) Protecting the interest and image of RPAZ in the conducting of Inspections;
- e) Reporting to the board on the implementation of the policy.

6.2 Inspection and Dosimetry Manager

The Inspection and Dosimetry Manager or any other person designated shall be responsible for,

- a) Developing procedures and guidance documents to support the implementation of this policy;
- b) Developing and implementing the annual inspections programme;
- c) Guiding and directing all inspection activities;
- d) Ensuring a safe working environment for inspectors;
- e) Advising the CEO on inspection issues;
- f) Managing resources and logistics required for inspections;

6.3 Inspectors

The inspectors shall be responsible for,

- a) Planning and conducting inspections;
- b) Adhering to inspections standard operating procedures and regulatory guidance;
- c) Compiling reports on inspections conducted;
- d) Managing inspection related data on the databases.

7 REFERENCES

- a) The Radiation Protection Act *[Chapter 15:15]*
- b) IAEA Safety Standards Government, Legal and Regulatory Framework for Safety, General Safety Requirements Part 1, No. GSR Part 1
- c) IAEA Safety Standards, General Safety Requirements Part 3, Radiation Protection and Safety of Radiation Sources: International Basic Safety Standards Interim Edition, No. GSR Part 3 (Interim)
- d) IAEA-TECDOC-1526 Inspection of Radiation Sources and Regulatory Enforcement (Supplement to IAEA Safety Standards Series No. GS-G-1.5)

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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