



**Industrial Radiography Working Group Meeting**  
**February 25, 2014**  
**Western Regional Office**  
**(Video/Telephone conference link with Laval and QSA Global)**

**Attendees**

André Régimbald (CNSC)  
Peter Fundarek (CNSC)  
Henry Rabski (CNSC)  
Tom Levey (Acuren)  
Patricia McNeil (Atech)  
Karen Mayer (CNSC)  
Peter Larkin (CNSC)

Doug Hanna (SGS) (videoconference)  
Lucie Simoneau (CNSC) (videoconference)  
Dennis Chedraui (QSA) (teleconference)  
Iain Colquhoun (NEB) – (GUEST)

**Chair of the Meeting**

Karen Mayer

**Co-Chair**

Alan Brady

André delivered a welcome message to all to open the meeting. A brief discussion was had and the group voted to formally recognize members (Chris Spencer and Rick de Bruyn).

**1) Review of Minutes from Previous Meeting**

The Action List produced from the previous meeting was also reviewed. Item 12(WGM) 3.0 will carry forward to the next meeting. Representatives from QSA Global were in attendance. Item 12(WGM) 2.0 was discussed.

Dennis made a small comment – an action has been taken to correct Dennis' name throughout all of our communications (agendas, minutes, etc.)

**Action:** H. Rabski agreed to correct Dennis's name throughout all of our communications (agendas, minutes, etc.) This item will be closed, although it was never formally included as an action (no number assigned).

The minutes have been accepted and can now be adopted.

**2) Committee Membership**

There was not much feedback from licensees. A few names were presented from CIRSA; we are looking for a small non-union company representative from Western Canada to replace Rick de Bruyn.

The WG agreed to get nominations from licensees again at May 2014 meeting as well as the names we have and to have an emergency meeting in June to discuss, vote and accept the membership.

**Action:** Solicit nominations at annual meeting in May 2014. Explain that the member must be a licensee and cannot be a trainer or a consultant.

The group agreed that clarity for membership needed to be addressed. A representative from the training community would not be considered for membership of the Working Group. They can however be involved through other initiatives such as the CEDO Scheme Committee, participate at the annual meetings or as guests at upcoming Working Group meetings. Trainers, operators and consultants are strongly encouraged to attend a working group meeting if they so desire. This will be mentioned at the annual meeting in May 2014 specifically.

### **3) Working Safely with Industrial Radiography Booklet – Review of Editorial Comments**

K. Mayer led a discussion on the new revised booklet. Overall, the comments received from the working group were that the booklet is a huge improvement and with a few more editorial changes will be an excellent resource to the industrial radiography industry.

K. Mayer will take back the editorial comments from the Working Group and prepare a final draft. CNSC staff is working on a very tight timeline in order to have a published version of the booklet to hand out at the Annual meeting in May 2014.

**Action:** Working group members to send Karen pictures as soon as possible to include in the booklet.

### **4) National Energy Board (NEB) Presentation – Lunchtime presentation by Iain Colquhoun**

Iain Colquhoun from the National Energy Board (NEB) provided a presentation on how they do things with regards to inspections and safety culture at the NEB. The idea of “safety culture” was discussed and is used as criteria to audit against. In order to implement and enforce the “safety culture” idea at NEB, they had to have undertaking from the CEO level. It will take some time however, before full dissemination by all staff. The NEB uses a risk informed approach for scheduling their inspections. This led us into a great discussion on safety culture and industrial radiography and what message we would like to communicate. A decision was made to add this to the annual meeting agenda.

It was agreed to consider establishing an MOU between NEB and CNSC to have bilateral communications between the two departments as well as a protocol for the collaboration and exchange of information and notification of inspections.

### **5) CEDO Certification Update – Scheme Committee**

H. Rabski provided an update on the development of CSA PCP-09 and the CEDO certification. PCP-09 is now in its final draft and was received by the CNSC in late November 2013. Since then, CNSC staff has reviewed the document and made comments as well, it has undergone a legal review. The document has had some minor revisions based on CNSC staff comments.

The document will be presented to senior CNSC management by the end of March 2014.

The CSA asked that as a minimum 100 people challenge the examination, however this was not possible and only 38 people participated in the Beta testing. Out of the 38 people who participated, only 4 people were not successful with the examination. An 80% passing mark is required and out of the 38 people tested, 90% scored higher than this value.

A recommendation was made to test questions before modifying them. The plan is to proceed with 148 questions in the bank first. Ongoing meetings continue between CSA and NR Can in order to work together to collaborate for the exam. PCD division of the CNSC continues to have a supportive relationship with NRCan.

The working group identified the need to inform the training community of the new expectations of certification should CSA PCP-09 be adopted by the CNSC. Potentially, there may be the need to organize a workshop focussing on training expectations with this stakeholder group. It is recommended to do outreach with the training community before the standard is live. Support from senior management will be required for the implementation and the communication strategy.

The first batch of CEDO cards will be coming up for expiry in 2015-2016. There is a need to have forms developed to document their hours and training in advance of this time.

A real bonus will be that the results will be immediate with the electronic exam, no delays. If there are any issues with the CNSC and NRCan and the certification process the comments should be sent to Chuck McDermott and to Kathleen Heppell-Masys.

## **6) REGDOC-2.5.3**

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.

## **7) Annual Meeting 2014**

Planning for the annual meetings in Nisku, AB and Ottawa, ON is underway. The Nisku meeting will take place on May 6, 2014, a day earlier than originally planned as there is a conflict with a CSNC Commission hearing in which DNSR management must attend. Safety culture will be incorporated in the program as well as updates on the development and implementation of CSA PCP-09. There was discussion amongst the working group to include information on the CNSC website, CEDO updates as well as to continue with case study presentations, they are always very well received by attendees and CNSC staff alike. The new IR booklets will be handed out. The NEB representative will be invited to come and give a presentation to the group. It was suggested to have a review of significant events over

the past year as well as a Question & Answer session as the meetings always seem to run out of time for the group to ask their questions.

### **8) Other Business**

Comments were made that licensees were experiencing difficulty in completing the certification process for new successful CEDO candidates. Personnel Certification Division (PCD) is responsible for the certification process and should be contacted with any concerns brought to the attention of the Director of PCD.

D. Chedraui suggested that the Working Group may want to consider scheduling a fall meeting at the QSA Global training facility in Boston, Massachusetts as part of the meeting plans for 2014. This would provide working group members with an opportunity to see the facilities and interact with various members of the QSA team located there. There is a potential for this meeting in September 2014. The group will discuss further at our emergency meeting in June 2014 for membership.

The meeting concluded at 4:30 PM.

<b>Radiography Working Group - ACTION LIST</b>			
<b>RWG Item #</b>	<b>Description</b>	<b>Assigned Person(s)</b>	<b>Status or Due Date</b>
	<b>Communications</b>		
<b>12 (WGM) 3.0</b>	<p><b>Subcommittee to identify final editorial comments and provide pictures to be published.</b></p> <p><b>Update: Final Draft to be prepared and published version to be distributed at Annual 2014 meetings 2013</b></p>	<b>K. Mayer</b>	<b>Open</b>
<b>13 (WGM) 1.0</b>	<b>Update WG Terms of Reference (updated version 3)</b>	<b>H. Rabski</b>	<b>Closed</b>
<b>13 (WGM) 2.0</b>	<b>Nomination for New Member</b>	<b>K. Mayer</b>	<b>Open</b>
<b>13 (WGM) 3.0</b>	<b>Posting of Comments wrt CSA PCP-09</b>	<b>H. Rabski</b>	<b>Open</b>
	<b>Compliance</b>		
	<b>No new items</b>		

## 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. Barring 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