



Australian Government

Australian Radiation Protection and Nuclear Safety Agency

OPERATIONS SERVICES

INSPECTION POLICY

OS-MAN-280

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1. PURPOSE

The aim of this document is to promulgate a regulatory inspection policy for monitoring compliance with the *Australian Radiation Protection and Nuclear Safety Act 1998* (the Act) and the Australian Radiation Protection and Nuclear Safety Regulations 1999 (the Regulations).

2. SCOPE

This policy applies to the Branch Head, Operations Services and Inspectors appointed by the CEO under section 62 of the Act.

3. POLICY STATEMENT

- 3.1 A regulatory inspection program, underpinned by the principles set out in the *Statement of Regulatory Policy*, must be established and maintained. This policy requires that the inspection program be transparent, consistent, accountable, responsive, risk-based and outcome focused.
- 3.2 The inspection program must provide for identification of activities prohibited under the Act without an appropriate licence or exemption from a licence.
- 3.3 The inspection program must provide for assessment and verification of licence holder activities to ensure radiation protection and nuclear safety in accordance with the Act and Regulations and licence conditions.
- 3.4 The inspection program must provide for appropriate response to reports of non-compliance with the Act, Regulations and licence conditions. It must provide for appropriate response to reports of wrong-doing, abnormal occurrences, incidents or accidents.
- 3.5 Inspectors must, under direction from the CEO or Branch Head, Operations Services, undertake investigations in response to reports or in response to actions arising from other inspections.
- 3.6 Inspectors must acquire and maintain appropriate competency as described in OS-INS-SUP-280G.
- 3.7 Inspectors must conduct inspections in accordance with the Act and Regulations and apply and observe appropriate evidence gathering principles.
- 3.8 Inspections must be undertaken according to approved procedures.
- 3.9 Inspections must be planned taking into account the risk informed approach.
- 3.10 Approximately 10% of inspections should be unannounced to provide a realistic snapshot of licence holders' day-to-day operations.
- 3.11 Inspection reports may be published on the ARPANSA website after the licence holder has been given opportunity to comment on omissions or errors of fact and review of any security or commercially sensitive content. Licence holder response to the report may also be published where appropriate, to show completion of actions.

4. IMPLEMENTATION

This policy is implemented through:

- 4.1 Planning, performance and reporting of inspections in accordance with OS-INS-SOP-280A *Inspection Procedure*.
- 4.2 Maintenance of an inspection schedule.
- 4.3 Providing inspectors with appropriate training to ensure competency.
- 4.4 Ensuring inspectors maintain currency of knowledge and skills and perform (where possible) at least three inspections per year.
- 4.5 The provision of appropriate resources including maintaining the number of inspectors, provision of equipment and funds for travel to licence holders' premises.
- 4.6 The reporting of inspection findings to the Branch Head, Operations Services in accordance with the standard operating procedure.
- 4.7 The regular review of the effectiveness of the regulatory inspection program.

5. RESPONSIBILITIES

5.1 The Branch Head, Operations Services is responsible for:

- (a) Implementing this policy and advising the CEO accordingly.
- (b) Monitoring compliance with Division 1 of Part 5 of the Act, namely prohibitions associated with the construction, operation, etc of nuclear installations or prescribed radiation facilities, or the possession of controlled material or controlled apparatus; as well as compliance with the conditions of licence by licence holders and persons covered by a licence.
- (c) Enabling ARPANSA staff to exercise inspection powers for and on behalf of the CEO.
- (d) Establishing and maintaining inspection policies and procedures.
- (e) Giving directions to inspectors under the Act.

5.2 Inspectors are responsible for exercising their powers and performing functions in accordance with the Act, the Regulations and this policy.