**Process Document**

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| --- |
| **Title: Management System**  |
| **PD-010**  | **Issue No:** **8**  |
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| **Impact of this revision:** Low | **Implementation**: On issue |
| **Notes for issue:** Inclusion of G-005 guidance for document centre. Renaming of Emergency planning process and change to scope. Addition of Appendix E to show the relationship between the Magnox and Dounreay Management Systems.  |

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# Purpose and Scope

See appendix A for details of compliance requirements.

See appendix B to identify key interactions with other Management System Processes.

The purpose of this process is to define the management system structure that applies Magnox and how the documents that make up the system are produced, published, controlled, reviewed, and withdrawn.

This document applies to all sites except Dounreay.

The management system takes an integrated, process-based approach in which several processes are identified that address all the activities required to deliver the company mission while complying with the necessary legal, governance and contractual obligations. It specifies the management system for delivery of the company certification scope required by ISO 9001, ISO 14001, ISO 45001 and ISO 55001 as:

**‘Management and operation of ‘Nuclear Licensed Sites\*\*’, including management of projects relating to decommissioning, nuclear waste management and care and maintenance’.**

\*\* Applies to all company sites except for Maentwrog where the scope is

**Generation of Hydroelectricity and maintenance of associated plant and the water catchment area.**

# Responsibilities

| Role | Responsibility |
| --- | --- |
| Management System Lead | * Production and implementation of this process.
* The overall structure/design of the management system.
* Reporting on the health of the company management system.
 |
| Site Directors | * Identification of site and region roles for implementing processes.
* Nomination of Site Key Process Contacts (SKPC).
* Producing and maintaining local site arrangements to support the company management system.
 |
| Executive Directors | * Appointment of Process Owners and Management System Contacts.
* Identification of roles for implementing processes.
 |
| Process Owners (PO) | * Definition of the process and coordination of supporting procedures.
* Maintaining the process to ensure it delivers the required outcomes including compliance with any legal, governance, contractual and other process requirements.
* Reviewing and modifying the process and supporting procedures.
* Respond to feedback from external and internal stakeholders to improve efficiency/effectiveness of the process.
* Liaising with other process owners to ensure their process is fully aligned with other processes.
* Consulting with Site Key Process Contacts (SKPC) on changes to the process and supporting procedures.
* Consulting with internal stakeholders to assess the impact of any proposed change.
* Coordinating the implementation of the process across the company.
* Confirming implementation of arrangements e.g. by conducting appropriate assurance activities
 |
| Management System Contacts (MSC) | * Checking company management systems documents produced by function staff to ensure they comply with management system quality requirements.
* Sending documents for issue to the Company Document Controller.
* Ensuring relevant staff within the function are made aware of changes to company arrangements.
 |
| Site Key Process Contacts (SKPC) | * Major point of consultation to ensure that changes are properly considered and implemented.
* Supporting process development by proposing improvements and representing the site in discussions with the process owner, ensuring site views are considered and the impact of proposed changes understood.
* Providing a focus for the assessment of the impact of proposed changes to company arrangements, the coordination of implementation, and resolution of issues once company arrangements are issued.
* Consulting with other site staff on any changes and supporting communication to end-users to raise awareness of changes.
* Supporting the development of site implementation plans where required and coordinating the implementation of the changes once issued to the site.
* Implementing and confirming implementation of company arrangements at Site to process owner/nominated lead as required.
* Providing a point of contact for internal and external stakeholders queries regarding arrangements that fall under their allocated process.
 |
| Document Control Staff  | * Maintaining a master index of documents.
* Maintaining the document distribution list.
* Carrying out checks on documents prior to issue.
* Issuing/withdrawing documents in the management system via notification.
 |

# Process Diagram

The process diagram Fig 1 identifies the key steps in the Management System Process and the major interactions with other Processes.

**Fig 1 Process Diagram**

Carry out Review

(S-505 / S-506)

Define structure and content

(PD-010)

Appoint Process Owners and other key staff

(PD-010 /

S-507)

Produce document content

(S-504 / S-506 / S-325

PRC 0010/ STD 0103)

Publish/ withdraw documents

(S-505/S-506/G-005

PRC 0010/ STD 0103)

Implement (S-507)

Identify compliance requirements (S-503 /

S-500)

PD-027 Governance Process

PD-002 Stakeholder Engagement

PD-016 Business Improvement Process

PD-027 Governance Process

PD-023 Knowledge and information Management

.

# Process Explanation

## Identification of Key Steps/Actions and Associated Responsibilities

Table 1: Process Steps and Responsibilities

| **Process step or component** | **Action** | **Responsibility** |
| --- | --- | --- |
| Define Structure and content | Common processes form the main structure of the management system. These processes are grouped under 3 main headings:**Executive** – processes that provide governance of the business, procedural direction, and review of business activities**Core Delivery** – processes which are key to delivery of the business objective**Support** – processes that typically support core delivery. | Management System Lead |
|  | Appendix C shows the overall document hierarchy, and how compliance and business requirements flow.Control changes to the management system process and document structure to maintain management system integrity. | Management System Lead |
|  | To meet the requirements of the Nuclear Site Licence, a modular format has been defined to meet the obligation for a Safety and Environmental Management Prospective (SEMP). M-023 Introduction to the SEMP acts as the main header document to collate the various parts. | Management System Lead |
|  | S-111B identifies those policies which are required by the business but are not Board Approved. Board approved policies can be seen in PD-027 (S-111). | Management System Lead |
|  | Appendix E shows the Magnox Management System relationship with Dounreay. | Management System Lead |
| Appoint Process owners and other key staff | Through the Governance process, individual process responsibility is allocated to specific Executive Directors.  | Governance Process owner |
|  | Process Owners are formally identified to the Management System Lead to take responsibility for the process and the content that supports it (see responsibilities Section 2 above). | Executive Directors |
|  | Notify to the Management System Lead the MSC for the function. | Executive/Function Directors |
|  | The Management System Lead is notified of the SKPCs for a specific process to represent the site (or region) as detailed in S-507.  | Site Director |
|  | Process Owners are trained for their role through the learning and development process. A list of Process Owners, SKPCs and MSCs is maintained and made available through the Management System Help page. The responsibilities of PO, SKPC and MSC are defined in Section 2. | Management System Lead |
| Identify Compliance requirements. | In conjunction with Process Owners several compliance matrices are produced and maintained to identify the main compliance requirements for legal, business and international standards requirements. A compliance matrix is produced where an integrated approach (across several processes) is required to deliver compliance. See F-870. In addition, a portal to an externally supplied system is provided through the management system SharePoint area, to allow access to legislation and international/British standards by company staff. Appendix D shows how compliance requirements flow through the management system. | Management System Lead |
| Produce document content. | Process documents and supporting procedures are produced using current document templates. Process owners identify/agree staff to produce procedures. The Process Description document (PD) is authorised by the responsible Executive Director.All supporting procedures are required to be authorised by a process owner to ensure the integrity and suitability of process documentation.No procedure is issued that does not specifically support a process. Process owners ensure that the process documentation delivers the required compliance requirements. Depending on the significance/complexity of any changes: * + - 1. implementation plans are generated where required to plan and coordinate the implementation of changes.
			2. First Issue or high impact documents are verified as specified in S-325 Verification and Review Standard.
 | Process Owners |
|  | E forms / Microsoft forms do not make up a part of the management system, are not subject to management system controls and shall be managed locally. |  |
|  | Staff are identified to work with process owners to develop documents to support/implement any process requirements. | Site DirectorProgramme ManagersProject Managers |
|  | Local (Site/Function) arrangements that support the process are produced in line with local arrangements.All local supporting procedures are required to be authorised by a responsible person to ensure the integrity and suitability of documentation. | Site Director |
| Publish Documents in the Management System | Documents are checked to ensure compliance with specified document format and authorisation requirements before being sent for issue. |  Management System Contact / Responsible person |
|  | Documents are published/withdrawn through the local electronic system. Any changes are notified to nominated staff for onward dissemination.Documents are also distributed to specific Sites/bodies if specified. | Document Control |
|  | Arrangements are produced to detail how local procedures are controlled and published to manage local activities or provide detailed instructions to implement a process/aspect of a process. Access to Site/Region documents is provided through an electronic system. | Region/Site EHSS&Q Manager |
| Implement | Dependent on the impact of any new or changed document an implementation plan may be produced to coordinate implementation across the company.  | Process Owner |
|  | Lead and coordinate implementation of processes and supporting procedures across the company assisted by SKPC.  | Process Owner |
|  | Coordinating the implementation of processes and supporting procedures at site level. | Site Key Process Contact |
|  | Disseminate changes to processes within their function. | Management System Contact |
| Carry out Review | A periodic review as appropriate is carried out on each management system document to ensure continuing suitability for use. | Process Owner or nomineeResponsible person (Site) |
|  | Annually review the process in support of management review requirements through arrangements in PD-016 – Business Improvement. | Process Owner |

## Process Outputs

Outputs from the process are authorised management system documents.

# Monitoring and Measurement

This is carried out by:

* The monitoring of the number of documents issued and past review.
* Feedback from the Business Improvement Process PD-016.
* Review meetings with Process Owners and Management System Contacts.
* Review meetings with EHSS&Q Managers/Programme Managers at Site and SKPC’s.

# Definitions

| **Term used** | **Explanation** |
| --- | --- |
| Document Control | The defined process and practice for the creation, review, modification, issue, distribution, accessibility, and controlled withdrawal carried out by nominated staff |
| Document | Generic term refers to any process/procedure or other item considered to form part of the Management System, and which is reviewed, modified, issued and distributed under document control. |
| Local Electronic System | Generic term for the system used to publish/withdraw management system documentation e.g. SharePoint, EDRMS, Passport etc. |

# Records

* A copy of each management system document that has been authorised and issued, as detailed in the Knowledge and Information Management Process PD-023 (F-620).
* Records of approval of each management system document.
* Records of periodic review of management system documents.

# Appendix A: Compliance Requirements

Integrated

| **Compliance document** | **Clause** | **Comment** |
| --- | --- | --- |
|  |  | Unless stated otherwise the requirements identified are met by PD-010 and supporting standards |
| Site Licence | 1.1 Interpretation | Through S-500/F-870.  |
|  | 2(3), 3(4), 4(4), 6(4), 7(3), 10(3), 11(3), 12(4), 13(3), 13(12), 14(3), 15(3), 17(4), 18(3), 19(3), 20(3), 21(3), 22(3), 23(5), 24(6), 28(3), 28(5), 32(3), 35(4), 36(4). | Requirement to ensure that once approved no changes are made to any Approved Arrangements unless the ONR has approved such alteration or amendment or withdrawn the approval.Specified through S-504 and S-505 and at Site by S-506 except Harwell/Winfrith PRC0010. |
|  | 6(1) | Site licence records requirements are identified within the management system. Individual processes will identify record requirements. Further details on records requirements are detailed in PD-023. |
|  | 6(2) | The requirements for retaining a Nuclear Site Licence Handbook are detailed under S-500.  |
|  | 17(2) | LC 17 (2) requires the licensee to make and implement adequate quality management arrangements and that procedures and responsibilities are established on each site for the implementation of such arrangements. Procedures and responsibilities are established through this PD and supporting standards. S-504, S-505 S-506 and S-507 define arrangements for the identification, production, issue, control and implementation of management system documents.  |
| EPR(16)  | 1.1.1a2.3.62.3.7 | Requirement for a written management system through PD-010,Access to documents and publishing through S-505 and S-506 except Harwell/Winfrith PRC 0010. Access to Publishing of permit /authorisation via Site statutory notice board. S-506Requirement for acceptance into service of procedures, S-504, S-505, S-506. |
| EA(S)R | A.2.1A.3.1A.5.2 |
| ISO 9001ISO 14001ISO 45001ISO 55001 | 4.34.46.1.1 (c)7.5 All clauses7.6 All clauses(ISO 55001 Only)ISO 55001 Only8.1 | The scope of the management system is described in this document.The management system and its processes are described in this document.The establishment, implementation and maintenance of arrangements for risk and opportunities management are controlled via this process.The requirements of documented information to be maintained are delivered by this process. Document information to be retained are delivered under PD-023.The implementation and control of processes are delivered by this process. |
| ISO 9001 | 6.3 | This process controls changes to the management system. |
| ISO 14001ISO 45001 | 6.1.3  | Common compliance requirements are delivered via S-500. |
| IAEA No GSR Part 2 | 2.24.14.84.94.10.4.11.4.12.4.15. 4.16.4.17.4.18.4.28.4.29.4.30. |  |
| NDA/Magnox Interface agreement | 3.4 items d to g | Requirement to procure compliance with NDA policies, operational interfaces, obligations, and prior consent requirements are delivered via allocation of responsibilities to processes through S-503 and F-870  |

For Sites in Care and Maintenance, the ONR have agreed that certain licence conditions (Licence Conditions 2(1), 2(2), 2(3), 2(5), 8, 9, 18, 19, 20, 21 & 30) may be treated as being no longer required and that such sites may have no principles / arrangements for compliance with these licence conditions. Refer to **NP/SC 5412.**

For this PD – LC 2(3) is no longer required for C&M Sites.

Other Specific requirements

|  |  |  |
| --- | --- | --- |
| **Compliance document** | **Clause** | **Comment** |
| NS-TAST-GD-072 |  | Function and content of a safety management prospectus met through M-023 |

# Appendix B: Key process Interfaces

|  |  |  |
| --- | --- | --- |
| **Management System Process** | **Output****To** | **Input****From** |
| PD-001 Asset ManagementProcess PD-010 specifies the management system for the delivery of the certification scope required by ISO 9001, ISO 14001, ISO 45001 and ISO 55001 | X |  |
| PD-002 Stakeholder EngagementCoordinate/produce arrangements for inclusion in the Management SystemRegulator consultation and approval arrangements for Accepted or Approved documents. | X | X |
| PD-013 Safety ControlsIncludes the review of legislation and subsequent development and implementation of revised arrangements following legislation changes. The Standard Procedures are managed in accordance with PD-010 | X |  |
| PD-016 Business ImprovementChanges required to the management system as a result of Improvement.Management review requirements. | X | X |
| PD-023 Knowledge and Information ManagementA copy of each management system document that has been authorised and issued, as detailed in the Knowledge and Information Management Process PD-023 / F-620, retained as a record. | X |  |
| PD-027 GovernanceM-001 places responsibilities for the management system however, delivery is through PD-010 |  | X |
| All processes adhere to the arrangements under PD-010 for document production / amendment and withdrawal. | X |  |

Key to table:

Output - the process covered by this document provides a specific output into the process identified above.

Input – the process identified above provides a specific input into the process covered by this document.

# Appendix C: Process Structure

**Core Delivery Processes**

**ENABLERS**

Business, EHSS&Q, Human Resources, Knowledge and Information, Asset Management

**Waste Management**

**Programme and Project Management**

**Engineering Delivery**

**Procurement and Supply chain**

**Control of work**

**Safety Controls**

**Portfolio Management**

**EXECUTIVE PROCESSES**

**Governance Business Improvement Management System**

OUTPUTS

INPUTS

| **No** | **Title** | **Details** |
| --- | --- | --- |
|  | **Executive Processes** |
| 10 | Management System | To cover management system format, structure, document control. |
| 16 | Business Improvement | To cover self-monitoring audit and internal regulation/independent inspection, management review, learning, improvement opportunity and non-conformance management, event reporting and investigation.  |
| 27 | Governance | Includes policies, strategy (lifetime plans), culture organisation (manuals), and business monitoring (dashboard).To address how the Site/Region is organised to deliver its responsibilities, explained through a site manual M-031 rather than a process document format. |
|  | **Core Delivery Process** |
| 6 | Procurement and Supply Chain | Procurement of services and materials including contract management. |
| 8 | Control of Work | Control of work on plant and plant management.  |
| 13 | Safety Controls | Process and standards for addressing safety both conventional and radiological. SHE risk assessment |
| 18 | Engineering Delivery | Engineering delivery to support Programme and project delivery, Process for design (authority) of items commissioning, engineering standards in support of programmes and site. Production of plant safety cases. |
| 25 | Programme and Project Management | Framework to deliver the benefits of programmes and projects approach to the agreed quality, within a schedule set out in the performance baseline and to the funds released.To include planning, cost estimating, risk review, optioneering, execution and review. Assessment of business risk and mitigation including business continuity process for monitoring, implementing and operating controls and measures for managing an organisation's overall BC risks. |
| 26 | Management of Waste  | Dangerous Goods including Radioactive Material Transport and Nuclear Materials Management. |
|  | **Support Process** |
| 1 | Asset Management | Maintenance and management of assets including, plant and Property Management. |
| 2 | Stakeholder Engagement and Socioeconomics | Formal stakeholder communications processes across all Magnox sites including stakeholder engagement, both internal and external. Process for engagement with external regulators and other bodies. |
| 3 | Financial Controls |  Finance and accounts management. |
| 4 | Management of IT | Management of IT contractors and infrastructure. |
| 12 | Environmental Management | Process for ensuring compliance with environmental regulations and standards. e.g. Best available technique. |
| 14 | Organisational Resilience | Process for addressing Business Continuity and Emergency Planning and Response for site emergencies both nuclear and conventional. |
| 15 | Management of Security | Process for control of access and security including Information Security. |
| 19 | People management | Terms and conditions. Process for Recruitment and management of staff etc. including organisational change control. |
| 20 | Learning and Development | Process for ensuring SQEP staff are available/skills management. |
| 21 | Occupational Health Service |  Process to support health of staff. |
| 23 | Knowledge and Information Management | Management of historical information and records to support programmes, projects and regulatory compliance. e.g. Site Licence. Split between Lead and learn and Protection and Security.  |
| 24 | Portfolio Management | To include programme controls sanction and validation, change control. |

# Appendix D: Management System Hierarchy And Compliance

Document HIERARCHY

CORPORATE

**FLEET**

**LOCAL**

**Local Working Instructions** represent many documents that exist within Sites, Facilities, Functions and Programmes. These are typically unique to a Site, Facility, Programme or Function, e.g. Plant Operating Instructions, Maintenance Instructions, Guidance **Records** are the outputs from the various process stages at all levels in the document hierarchy. Records are unique to a Site, Facility, Programme or Function. Examples are Safety Cases, Plant Logbooks, and Technical References.

The **Process Documents** describe at high level the process steps and activities. They identify compliance requirements for Site Licence, Environmental Permitting Regulations, and other legislation, contractual and business requirements. They point to the relevant Support Procedures.

The **Governance process** defines the corporate framework and ‘high level’ constraints within which the Company operates, and the organisational structure of the company from the board to the executive. It includes setting of policies, committee structure, organisational responsibilities, and the setting and monitoring of business objectives.

**Records** are the outputs from the various process stages at all levels in the document hierarchy. Records are unique to a Site, Facility, Programme or Function. Examples are Safety Cases, Plant Logbooks, and Technical References.

The **Process Support Procedures** support the Process steps. They specify “how” something is to be done, make clear what is mandatory and what is scalable/can intelligently be complied with. All support procedures link to a Process Document. Support Procedures are supported by forms, all forms link back to a procedure.

**Compliance (Golden Thread)**

**Business Improvement Process**

**Combined Process Compliance**

**Core Delivery Processes**

**Support Processes**

Other Process Compliance

Review findings

**Site Closure Activities**

**Compliance**

**Governance Process**

Compliance Requirements and responsibilities

External Compliance

**Integrated Compliance**

**Management System Process**

Review findings

Other Process Compliance

 **Site/Programme Compliance**

Other Site Compliance

Review findings

**Site Support/ implementation procedures**

**Process Hierarchy and compliance**

**Process**

**Document**

**Process support procedures i.e. Standards**

**Site(s)**

**Implementation Procedures**

**Integrated Compliance** requirements from PD-010 management system (see S-503)

 e.g. Site licence

Non-Integrated (Other) Process Specific Compliance requirements

Specific Site Compliance requirements

**Site(s)**

**Process Interface Document (if required)**

**See S-507**

**Definitions** –

**Compliance** – Compliance requirements defined by the Board.

**Integrated Compliance** – A compliance requirement that needs to be met by a number of processes e.g. BS-ISO-9001

**Non-Integrated (Process Specific) Compliance**- A compliance requirement met predominantly by one process only

**Combined Process Compliance** – The total compliance requirements from a process comprised of ‘Integrated’ and ‘Non-integrated’ requirements

**Site/Programme Compliance** – The Compliance requirements represented by the process procedures and other local/site specific requirements

**Process Interface Document** – A document acting as a bridge between the process and local arrangements adapting requirements to local arrangements if required.

# Appendix E: The Management System – Relationship with Dounreay

Dounreay Site has a separate independently certified management system. Documents within the Magnox management system that are Cross Company and apply to Dounreay are specifically scoped and marked appropriately for distribution.

