

Process Document

Title: Management System		
PD-010		Issue No: 8
Author: Mererid L Leverett-Murcutt	Role: Management System	Date: 28/02/2024
Reviewed by: David Williams	Role: Process Owner Head of EHSQ Standards	Date: 05/03/2024
Authoriser: Pam Duerden	Role: Functional Lead EHSS&Q Director	Date: 08/03/2024
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.		

UNCONTROLLED IF PRINTED

Contents

1 Purpose and Scope	2
2 Responsibilities	2
3 Process Diagram	4
4 Process Explanation	5
4.1 Identification of Key Steps/Actions and Associated Responsibilities.....	5
4.2 Process Outputs.....	7
5 Monitoring and Measurement	7
6 Definitions	8
7 Records	8
Appendix A: Compliance Requirements	9
Appendix B: Key process Interfaces	11
Appendix C: Process Structure	12
Appendix D: Management System Hierarchy And Compliance	15
Appendix E: The Management System – Relationship with Dounreay	18

1 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that applies Magnox and how the documents that make up the system are produced, published, controlled, reviewed, and withdrawn.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.

2 RESPONSIBILITIES

Role	Responsibility
Management System Lead	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Appointment of Process Owners and Management System Contacts. • Identification of roles for implementing processes.
Process Owners (PO)	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • Checking company management systems documents produced by function staff to ensure they comply with management system quality requirements.

UNCONTROLLED IF PRINTED

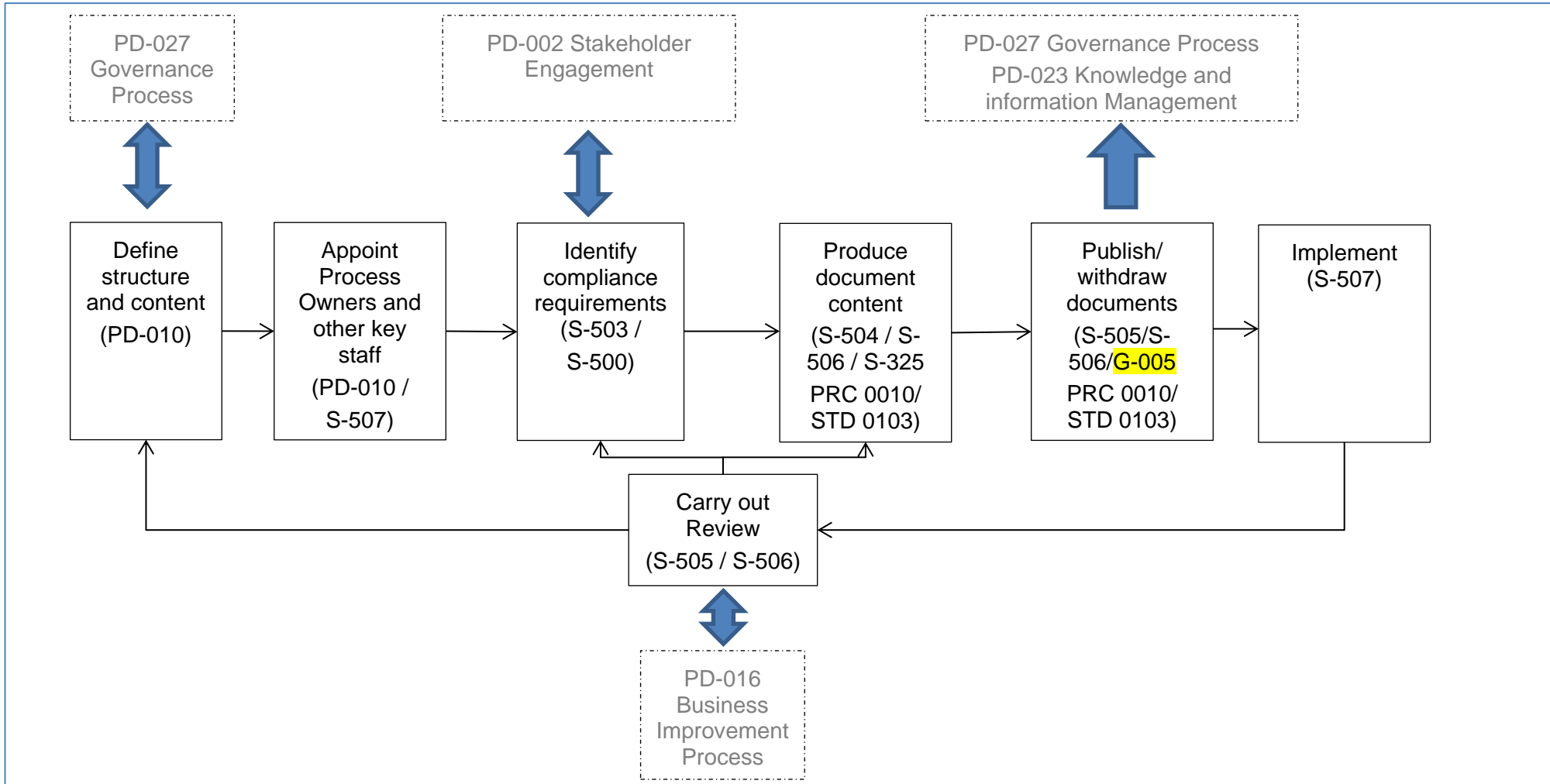
UNCONTROLLED IF PRINTED

Role	Responsibility
	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.

3 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



UNCONTROLLED IF PRINTED

4 PROCESS EXPLANATION

4.1 Identification of Key Steps/Actions and Associated Responsibilities

Table 1: Process Steps and Responsibilities

UNCONTROLLED IF PRINTED

Process step or component	Action	Responsibility
Define Structure and content	<p>Common processes form the main structure of the management system. These processes are grouped under 3 main headings:</p> <p>Executive – processes that provide governance of the business, procedural direction, and review of business activities</p> <p>Core Delivery – processes which are key to delivery of the business objective</p> <p>Support – processes that typically support core delivery.</p>	Management System Lead
	<p>Appendix C shows the overall document hierarchy, and how compliance and business requirements flow.</p> <p>Control changes to the management system process and document structure to maintain management system integrity.</p>	Management System Lead
	<p>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.</p>	Management System Lead
	<p>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).</p>	Management System Lead
	<p>Appendix E shows the Magnox Management System relationship with Dounreay.</p>	Management System Lead
Appoint Process owners and other key staff	<p>Through the Governance process, individual process responsibility is allocated to specific Executive Directors.</p>	Governance Process owner
	<p>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).</p>	Executive Directors
	<p>Notify to the Management System Lead the MSC for the function.</p>	Executive/Function Directors
	<p>The Management System Lead is notified of the SKPCs for a specific process to represent the site (or region) as detailed in S-507.</p>	Site Director
	<p>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.</p>	Management System Lead

UNCONTROLLED IF PRINTED

Process step or component	Action	Responsibility
Identify Compliance requirements.	<p>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.</p> <p>A compliance matrix is produced where an integrated approach (across several processes) is required to deliver compliance. See F-870.</p> <p>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.</p> <p>Appendix D shows how compliance requirements flow through the management system.</p>	Management System Lead
Produce document content.	<p>Process documents and supporting procedures are produced using current document templates.</p> <p>Process owners identify/agree staff to produce procedures.</p> <p>The Process Description document (PD) is authorised by the responsible Executive Director.</p> <p>All supporting procedures are required to be authorised by a process owner to ensure the integrity and suitability of process documentation.</p> <p>No procedure is issued that does not specifically support a process.</p> <p>Process owners ensure that the process documentation delivers the required compliance requirements.</p> <p>Depending on the significance/complexity of any changes:</p> <ul style="list-style-type: none"> a) implementation plans are generated where required to plan and coordinate the implementation of changes. b) First Issue or high impact documents are verified as specified in S-325 Verification and Review Standard. 	Process Owners
	<p>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.</p>	
	<p>Staff are identified to work with process owners to develop documents to support/implement any process requirements.</p>	<p>Site Director Programme Managers Project Managers</p>
	<p>Local (Site/Function) arrangements that support the process are produced in line with local arrangements.</p> <p>All local supporting procedures are required to be authorised by a responsible person to ensure the integrity and suitability of documentation.</p>	Site Director

UNCONTROLLED IF PRINTED

Process step or component	Action	Responsibility
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 nominee Responsible person (Site)
	Annually review the process in support of management review requirements through arrangements in PD-016 – Business Improvement.	Process Owner

4.2 Process Outputs

Outputs from the process are authorised management system documents.

5 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.

6 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.

UNCONTROLLED IF PRINTED

7 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

UNCONTROLLED IF PRINTED

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)	1.1.1a 2.3.6 2.3.7	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
EA(S)R	A.2.1 A.3.1 A.5.2	/authorisation via Site statutory notice board. S-506 Requirement for acceptance into service of procedures, S-504, S-505, S-506.

UNCONTROLLED IF PRINTED

Compliance document	Clause	Comment
ISO 9001	4.3	The scope of the management system is described in this document.
ISO 14001	4.4	The management system and its processes are described in this document.
ISO 45001	6.1.1 (c)	The establishment, implementation and maintenance of arrangements for risk and opportunities management are controlled via this process.
ISO 55001	7.5 All clauses 7.6 All clauses (ISO 55001 Only)	The requirements of documented information to be maintained are delivered by this process. Document information to be retained are delivered under PD-023.
	ISO 55001 Only 8.1	The implementation and control of processes are delivered by this process.
ISO 9001	6.3	This process controls changes to the management system.
ISO 14001 ISO 45001	6.1.3	Common compliance requirements are delivered via S-500.
IAEA No GSR Part 2	2.2 4.1 4.8 4.9 4.10. 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

UNCONTROLLED IF PRINTED

Management System Process	Output To	Input From
PD-001 Asset Management Process 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 Engagement Coordinate/produce arrangements for inclusion in the Management System Regulator consultation and approval arrangements for Accepted or Approved documents.	X	X
PD-013 Safety Controls Includes 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 Improvement Changes required to the management system as a result of Improvement. Management review requirements.	X	X
PD-023 Knowledge and Information Management 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, retained as a record.	X	
PD-027 Governance M-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	

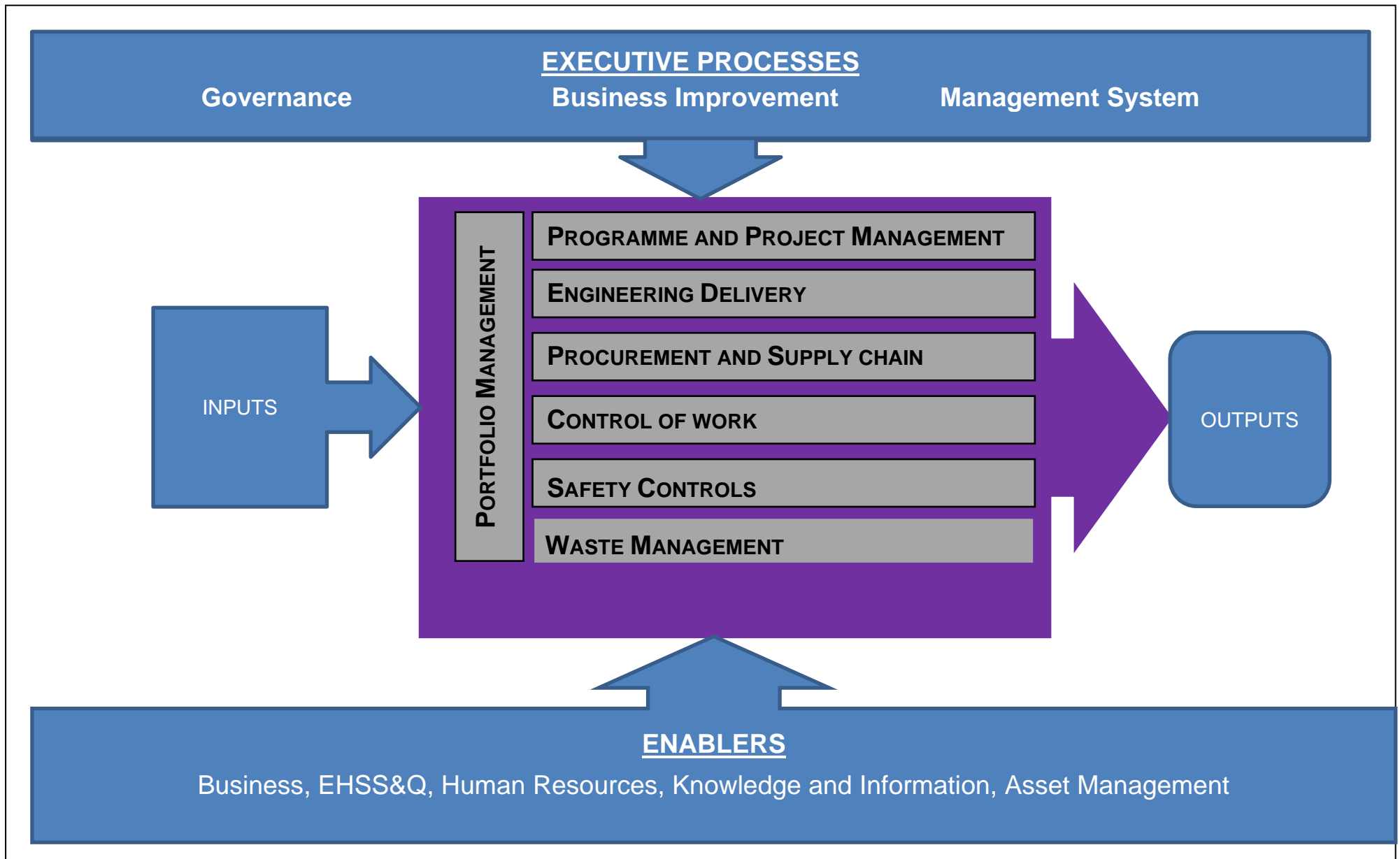
Key to table:

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

UNCONTROLLED IF PRINTED



UNCONTROLLED IF PRINTED

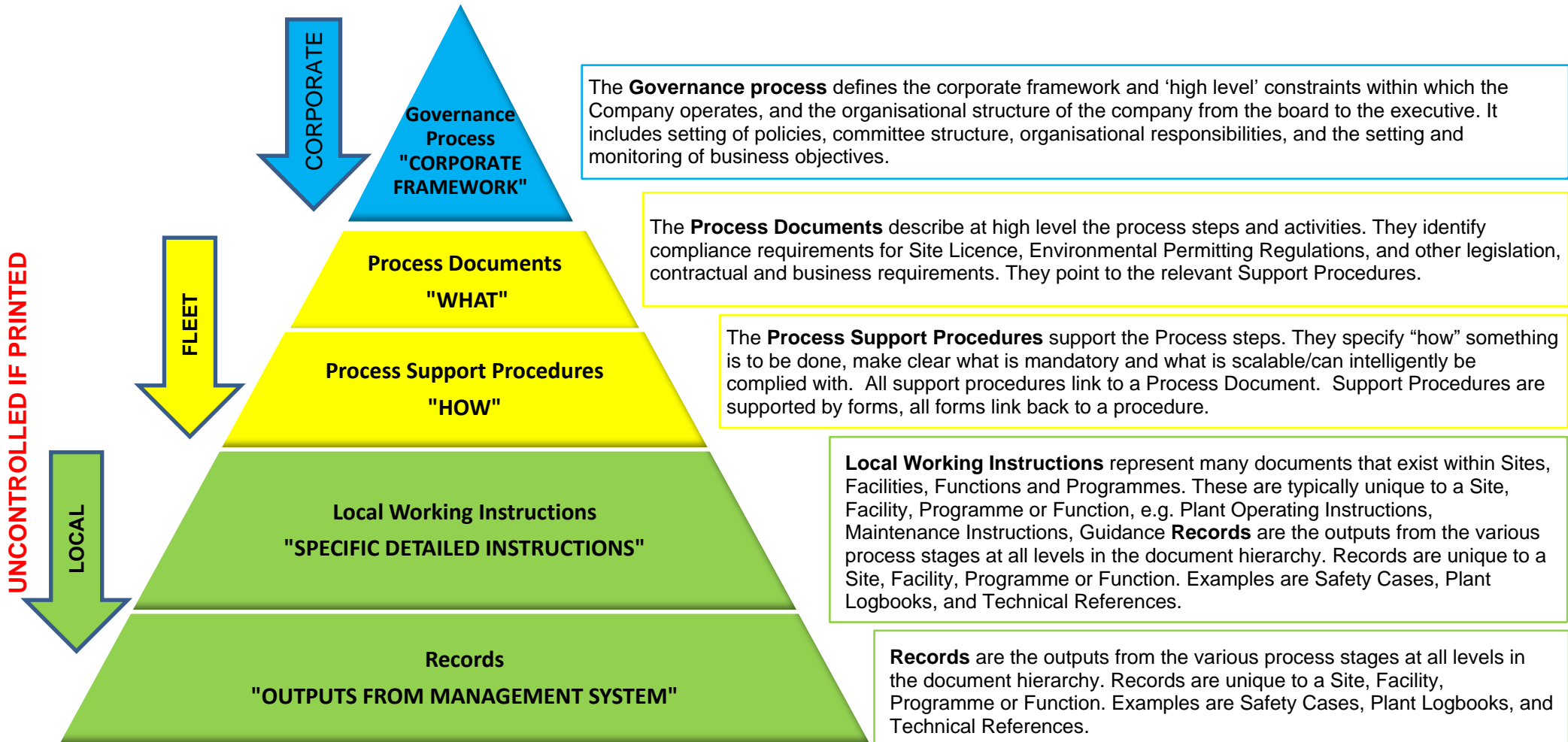
No	Title	Details
Executive Processes		
10	Management System	To cover management system format, structure, document control.
16	Business Improvement	To cover self-monitoring audit and internal regulation/independent inspection, management review, learning, improvement opportunity and non-conformance management, 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.

UNCONTROLLED IF PRINTED

No	Title	Details
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.

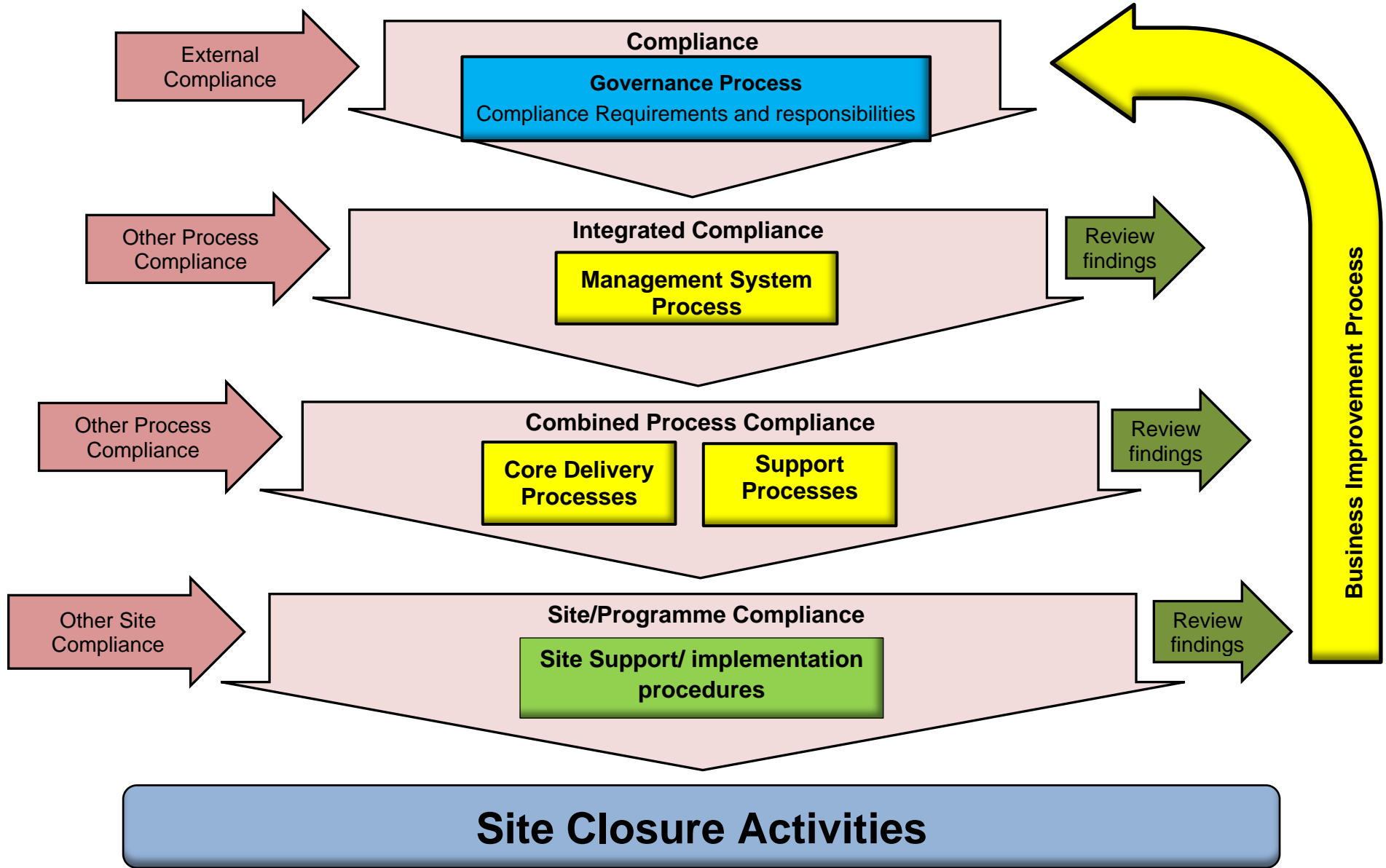
APPENDIX D: MANAGEMENT SYSTEM HIERARCHY AND COMPLIANCE

DOCUMENT HIERARCHY



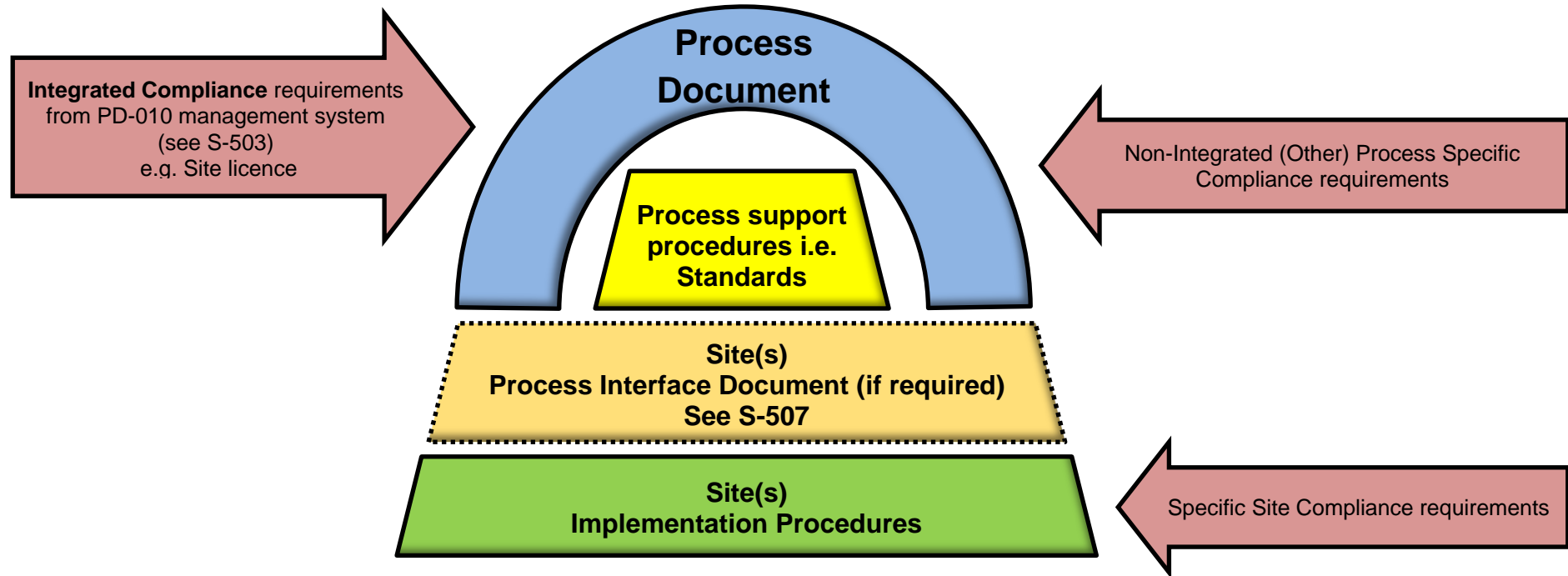
COMPLIANCE (Golden Thread)

UNCONTROLLED IF PRINTED



PROCESS HIERARCHY AND COMPLIANCE

UNCONTROLLED IF PRINTED



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

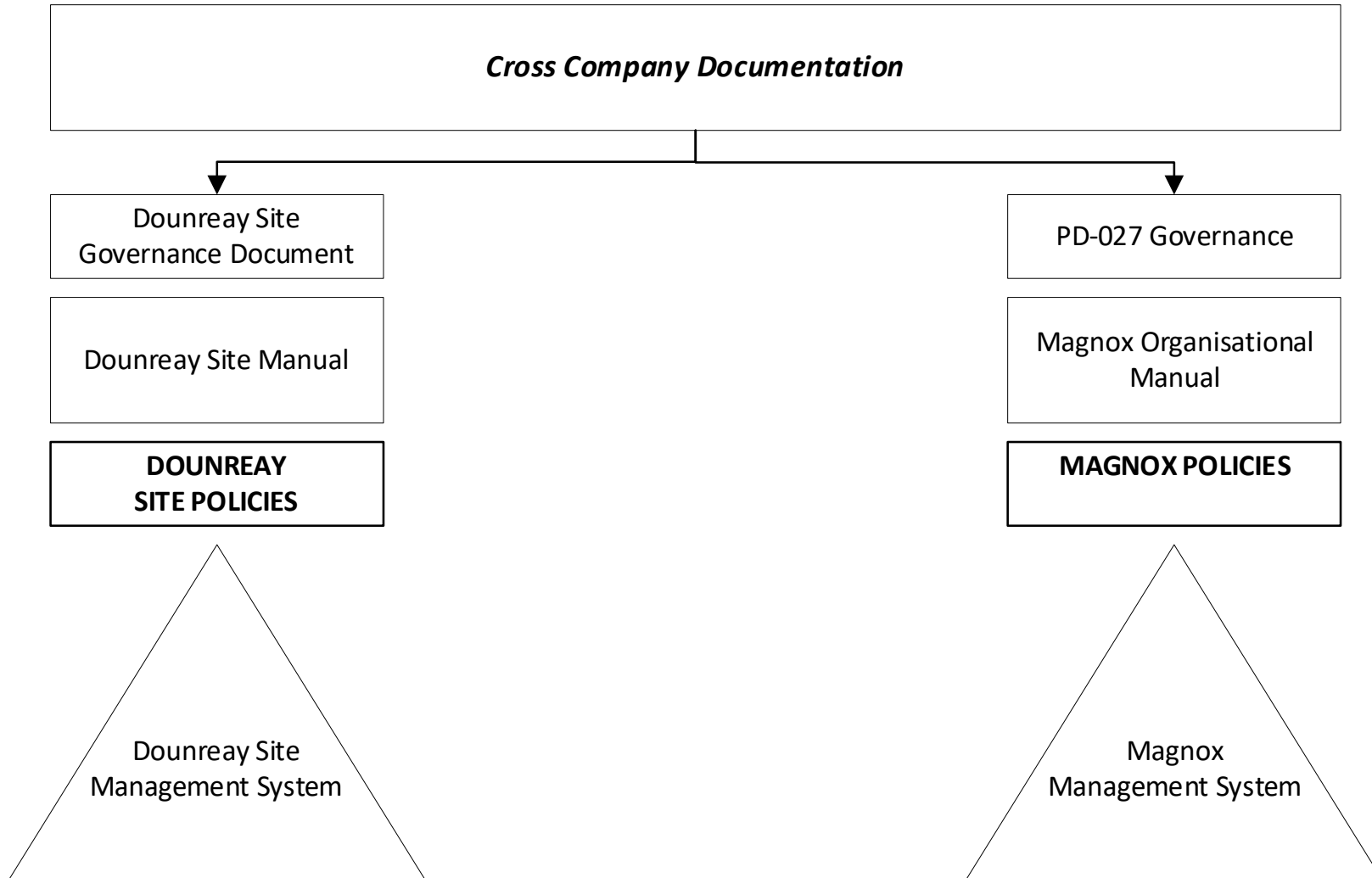
Combined Process Compliance – The total compliance requirements from a process comprised of 'Integrated' and 'Non-integrated' requirements

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.



UNCONTROLLED IF PRINTED