



ONR GUIDE			
Start-up Meetings			
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1 INTRODUCTION

- 1.1 This document describes a procedure and guidance for conducting site start up meetings with licensees following periodic shutdown of a plant or process, as specified under LC 30(3). In practice this instruction is most applicable to start-up meetings ahead of issuing consent for return to service of civil nuclear reactors.

2 PURPOSE AND SCOPE

- 2.1 This procedure describes the process for conducting a start up meeting with licensees following the shutdown of the plant or process where specified under Licence Condition 30(3).
- 2.2 Start - up Meetings are formal regulatory meetings between the licensee and ONR and should be conducted to an agreed agenda and formally minuted, with clear actions agreed. Where a start -up meeting is to be held then this procedure is to be followed.
- 2.3 The start - up meeting should be chaired by the licensee to a mutually agreed agenda. The purpose of the meeting will be to summarise the findings of examination, inspection, maintenance and testing carried out on the plant under Licence Condition 28 and to demonstrate by reference to the current safety case, that the plant is fit to return to service for a further period of operation, usually specified within the maintenance schedule. Where ONR have specified under Licence Condition 30(3) that consent is required prior to restart, the findings presented at the Start Up Meeting and the closure of any actions relating to the start up of the plant, will provide evidence to support the issue of a consent.
- 2.4 The meeting will confirm that the licensee's objectives for the periodic shutdown have been met. It is normal practice for civil nuclear reactor licensees to produce, ahead of a periodic shutdown, a report detailing planned maintenance schedule related and other modifications to be undertaken during the shutdown.
- 2.5 The meeting will highlight the main regulatory issues the licensee must address before ONR will grant consent for operation recognising that further issues may emerge after the start - up meeting, which may require prompt escalation.

3 RESPONSIBILITIES

The Site Inspector (or delegated Project Inspector)

- 3.1 Is responsible for agreeing a suitable date for the start - up meeting in consultation with the Licensee. The date should be chosen at a suitable point close to the end of the agreed work to ensure that most of the agreed examination, inspection, maintenance and testing (EIM&T) can be reported to the meeting and any emergent issues should be clearly identified.
- 3.2 Is responsible for ensuring that the key safety issues have been identified by the licensee for inclusion on the agenda, and the timing of the meeting in consultation with the Superintending Inspector and licensee.
- 3.3 Is responsible for ensuring that relevant documents and briefing pack are circulated to the ONR team in good time before the meeting.
- 3.4 Will ensure that the licensee is advised prior to the outage, of all the issues that ONR expect to be covered during the outage, or completed, or reported on at the start - up meeting, and which of these are critical to consent to restart.

- 3.5 Should if appropriate, ensure that a pre-meeting is held with the licensee prior to the main meeting to clarify any technical matters, and to seek to establish a common position on agenda matters. Minor technical issues should be addressed beforehand to allow the start - up meeting to focus on the key safety and regulatory issues.
- 3.6 Will identify ONR attendees for the start - up meeting.
- 3.7 Is responsible for ensuring that domestic arrangements are made for any pre-meeting site visits, including dosimetry, passes, site inspection by ONR teams etc.
- 3.8 Is responsible for proposing lines to take for the start - up meeting in consultation with the ONR team.
- 3.9 Is responsible for providing comments on the correctness of the licensee's draft minutes of the meeting and agreeing the final version which should be placed on an ONR file.
- 3.10 Is responsible for progressing and monitoring actions arising from the meeting.

The Superintending Inspector

- 3.11 Is responsible for agreeing with the site inspector the key lines to take for the start - up meeting.
- 3.12 Leads the ONR team at the meeting and is responsible for ensuring that any appropriate regulatory messages on generic topics are given at the meeting to help ensure consistency across sites.
- 3.13 Is responsible for ensuring that the ONR team presents a single view to the licensee.
- 3.14 Will ensure that, should a previously established position be changed, the regulatory reasons are made clear to the licensee.
- 3.15 Is responsible for ensuring that all regulatory positions are understood by the licensee before the meeting is closed.

4 DEFINITIONS

- 4.1 ONR – Office for Nuclear Regulation

5 PROCEDURE

- 5.1 See attached flowchart.
- 5.2 Example of typical start - up meeting agendas for advanced gas-cooled reactor and pressurised water reactor are attached at Annex 1.

6 ASSOCIATED DOCUMENTS

- 6.1 NS-INSP-GD-058 - Site Review Meetings

Annex 1

Typical Start Up Meeting Agenda (Advanced Gas-Cooled Reactor)

AGENDA:

No	Item	Lead
1	Safety message – local safety arrangements	Licensee
2	Introduction and apologies	Licensee
3	Approval of minutes of last meeting (Review/Start-up meeting dd/mm/yy)	Licensee/ONR
4	Review of actions from previous meetings	Licensee
4.1	Last Review meeting	Licensee
4.2	Last Start-up meeting	Licensee
4.3	Outage Intentions meeting	Licensee
5	Strategic Outage Manager's report	Licensee
6	Feedback from ONR site tour	Licensee/ONR
7	Safety management review	
7.1	Nuclear safety	Licensee
7.2	Industrial safety	Licensee
7.3	Fire safety	Licensee
7.4	Radiological safety	Licensee
7.5	Environmental safety	Licensee
7.6	Quality assurance	Licensee
7.7	Operational experience	Licensee
8	Maintenance review	
8.1	Reactor internal inspections	Licensee
8.2	Graphite core inspections	Licensee
8.3	Boilers	Licensee
8.4	Gas circulators and reactor auxiliary systems	Licensee
8.5	Turbine, feed and condensate and cooling water	Licensee
8.6	Electrical systems and C&I	Licensee
8.7	Pressure systems	Licensee

8.8	External inspections including Outage Assessment Panel statement	Licensee
8.9	Pre-stressed concrete pressure vessel – Appointed Examiner’s report	Licensee
8.10	Modification progress statement	Licensee
8.11	Statement on maintenance schedule/licensing compliance	Licensee
8.12	Control rod drop test	Licensee
9	Safety case review	Licensee
10	Working Time Regulations	Licensee
11	Return to service testing	Licensee
12	Review of Consent/Start-up issues	Licensee/ONR
13	Internal Regulator report	Licensee
14	Review of actions placed at the meeting	Licensee/ONR
15	Any other business	Licensee/ONR
16	Completion of Regulatory Nuclear Interface Protocol	Licensee/ONR

Frequency: As required	Meeting attendees: NG: Station Director/ Managers; Internal Regulator
Duration: 2-3 hours	ONR: Superintending Inspector (Operating Reactors sub-programme); Site Inspector

Typical Start Up Meeting Agenda (Pressurised Water Reactor)

AGENDA:

No	Item	Lead
1	Safety message – local safety arrangements	Licensee
2	Introduction and apologies	Licensee
3	Approval of minutes of last meeting (Review/Start-up meeting dd/mm/yy)	Licensee/ONR
4	Review of actions from previous meetings	Licensee
4.1	Last Review meeting	Licensee
4.2	Last Start-up meeting	Licensee
4.3	Outage Intentions meeting	Licensee
5	Strategic Outage Manager's report	Licensee
6	Feedback from ONR site tour	Licensee/ONR
7	Safety management review	
7.1	Nuclear safety	Licensee
7.2	Industrial safety	Licensee
7.3	Fire safety	Licensee
7.4	Radiological safety	Licensee
7.5	Environmental safety	Licensee
7.6	Quality assurance	Licensee
7.7	Operational experience	Licensee
8	Maintenance review	
8.1	Reactor pressure vessel inspections	Licensee
8.2	Circulating water inspections	Licensee
8.3	Turbine Generators	Licensee
8.4	Reactor systems	Licensee
8.5	Steam, condensate and feed systems	Licensee
8.6	Electrical systems and C&I	Licensee
8.7	Pressure systems	Licensee
8.8	External inspections	Licensee

8.9	Appointed Examiner's report	Licensee
8.10	Modification progress statement	Licensee
8.11	Statement on maintenance schedule/licensing compliance	Licensee
8.12	Control rod drop test	Licensee
9	Safety case review	Licensee
10	Working Time Regulations	Licensee
11	Return to service testing	Licensee
12	Review of Consent/Start-up issues	Licensee/ONR
13	Internal Regulator report	Licensee
14	Review of actions placed at the meeting	Licensee/ONR
15	Any other business	Licensee/ONR
16	Completion of Regulatory Nuclear Interface Protocol	Licensee/ONR

Frequency: As required	Meeting attendees: NG: Station Director/ Managers; Internal Regulator
Duration: 2-3 hours	ONR: Superintending Inspector (Operating Reactors sub-programme); Site Inspector