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| ONR Procedure  Process for notifying incidents to ONR |



ONR Procedure

Process for notifying incidents to ONR

**Process Owner:** Technical Director

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Revision commentary

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| Issue No. | Description of Update(s) |
| 1 | Major update to incorporate references to WIReD.  Format of document also updated into latest template and review date updated. |
| 1.1 | Minor update to address type relating to FUR template reference number. |
| 1.2 | Minor update to references and syntax inconsistencies. |
| 1.3 | Review date extended to July 2024 |
| 1.4 | Minor update to reflect changes to incident notification email address (section B.3). |
| 2.0 | Major update to reflect the changes relating to RIDDOR incident notification process. |
| 2.1 | Minor update to address typo in Figure 1.  Process Owner role title updated to reflect change in role title. |
| 2.2 | Minor amendments to referencing, and to consistency in terminology across ONR’s suite of incidents guidance and processes. Detailed MRC references removed. Updated information on making notification submissions to portals and otherwise. |

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## 1. Introduction

## Purpose

ONR is the UK enforcing authority for legislation related to its five statutory purposes. This legislation places duties on organisations and individuals undertaking relevant activities. Some of these duties include notifying the enforcing authority of incidents.

ONR’s notification process, described in this document, gives dutyholders a consistent and transparent mechanism to formally notify ONR of incidents where ONR is the enforcing authority.

The process aligns with the expectations of IAEA General Safety Requirements (GSR) Part 1, Requirement 21 (ref. [1]) and the Regulators’ Code (ref. [2]).

## Scope

This process applies to:

* Dutyholders where ONR is the enforcing authority; and
* Incidents that are relevant to ONR’s statutory purposes as defined in Part 3 of The Energy Act 2013 (TEA13)

This process does not apply to ONR’s regulatory response to incidents. ONR will respond to incidents in accordance with the ONR Enforcement Policy Statement, ref. [3] and incident notification processing and governance arrangements, ref. [4].

This process assists dutyholders in identifying incidents that require notification. Further guidance depending on incident type i.e. security, safeguards, transport etc is available (ref. [5] [6] [7] [8] [9].)

The legal framework for notifications that are within the scope of this process are:

* Nuclear Installations Act 1965 (NIA65) - Notification to ONR under a Nuclear Site Licence Condition.
* The Nuclear Installations (Dangerous Occurrences) Regulations 1965.
* The Ionising Radiations Regulations 2017 (IRR17) - applicable to incidents that occur on Nuclear Licensed sites.
* The Nuclear Industries Security Regulations 2003 (NISR 2003) - All relevant incidents.
* The Nuclear Safeguards (EU Exit) Regulations 2019 - All relevant incidents.
* The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 (CDG09) - All relevant incidents involving transport of Class 7 dangerous goods.
* The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

All other government and emergency incident notifications are outside the scope of this process.

## Roles and responsibilities

The relevant dutyholders are responsible for following this process to notify ONR of incidents.

ONR is responsible for maintaining this process and arrangements for receipt of incident notifications. ONR is also responsible for providing advice to dutyholders on understanding, implementing and complying with this process and associated supporting guidance.

## Onward reporting of relevant information by ONR

Dutyholders should note that detail of some incidents reported to ONR will be shared with the Department for Energy Security and Net Zero (DESNZ) by virtue of agreed ministerial reporting arrangements between ONR and DESNZ. For further details, please refer to ONR’s website ([Notify ONR | Office for Nuclear Regulation](https://www.onr.org.uk/about-us/contact-us/notify-onr/).)

## Definitions

This document uses the following definitions:

Table 1: Table of definitions

| Term / Acronym | Description |
| --- | --- |
| Abnormal occurrences | Any unintended event, including operating errors, equipment failures, initiating events, accident precursors, near misses, potential mishaps, or unauthorised acts, malicious or non-malicious, the consequences or potential consequences of which are not negligible from the point of view of protection or safety. |
| CDG09 | The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 |
| Dutyholders | Any individual or corporate body that has a duty under the law and ONR is the enforcing authority for that duty. |
| EASR18 | The Environmental Authorisations (Scotland) Regulations 2018 |
| EPR16 | The Environmental Permitting (England and Wales) Regulations 2016 |
| FUR | Follow-up report |
| IAEA | International Atomic Energy Agency |
| Incident | The subset of abnormal occurrences that meet the criteria defined in this document. |
| INES | The International Nuclear and Radiological Event Scale |
| INF | Incident Notification Form |
| IRR17 | The Ionising Radiations Regulations 2017 |
| LC | Licence Condition |
| MoD | Ministry of Defence |
| NIA65 | Nuclear Installations Act 1965 |
| NISR 2003 | The Nuclear Industries Security Regulations 2003 |
| NSR19 | Nuclear Safeguards (EU Exit) Regulations 2019 |
| Registered Users | Dutyholders with on-line access accounts to ONR’s dutyholder portal |
| REPPIR | Radiation (Emergency Preparedness and Public Information) Regulations 2019 |
| RIDDOR | The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 |
| TEA13 | The Energy Act 2013 |
| WIReD | Well Informed Regulatory Decisions - a platform that integrates ONR’s regulatory business processes. |

# Incident notification process

## Process overview

This process enables dutyholders to communicate to ONR the relevant information for incidents they are legally required to notify to ONR. Figure 1 is a diagrammatic representation of the process; with the corresponding subsection number providing details of each step.

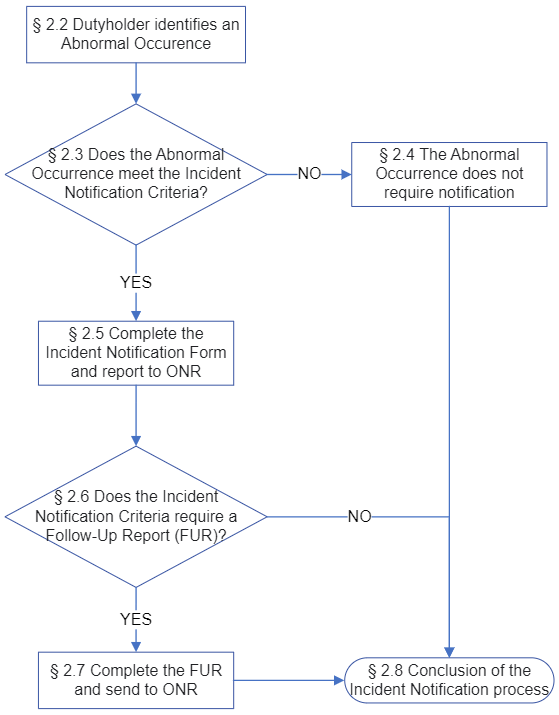


Figure 1: Process for notifying incidents to ONR.

## Identifying an abnormal occurrence

Safety, security, safeguards, and transport of radioactive materials legislation requires dutyholders to have arrangements to identify, record and investigate abnormal occurrences. RIDDOR places obligations on dutyholders to report certain work-related incidents at sites where ONR is the enforcing authority.

This process is intended to integrate with the dutyholders’ arrangements for abnormal occurrences.

## Categorising abnormal occurrences as notifiable incidents

Notifiable incidents are a sub-set of abnormal occurrences. Notifiable incidents should be categorised by dutyholders according to the notification criteria defined in Appendix A. Incident categories have the format which begins with two letters followed by numbers. These letters relate to category type so for Nuclear Safety, the incident categories begin (NS), for Radiological Safety (RS), Security (SC), Safeguards (SG) and Transport (TS). The letters (HS) relate to categories describing RIDDOR reporting criteria. (AN) relates to incidents attracting media attention and is broadly applicable.

Timeframes for notifying ONR are included in Appendix A and further information on ONR’s expectations is provided in Appendix B.

ONR has produced additional guidance to help dutyholders implement these criteria in their arrangements for categorising abnormal occurrences (refs [5] [6] [7] [8] [9] .)

Where an incident meets multiple incident notification categories the dutyholder should apply the shortest relevant reporting timescale.

## Abnormal occurrences that are not-notifiable incidents

Dutyholders should not use this process to notify ONR of abnormal occurrences that do not meet the notification criteria in Appendix A. This does not preclude dutyholders from informing ONR, such as contacting the relevant site inspector(s) of these abnormal occurrences outside the scope of this process.

For making other notifications to ONR that do not related to incidents, refer to [Notify ONR | Office for Nuclear Regulation](https://www.onr.org.uk/about-us/contact-us/notify-onr/). For reporting concerns, refer to [Contact ONR | Office for Nuclear Regulation](https://www.onr.org.uk/about-us/contact-us/)

## Incident notification and submission routes

Upon identifying an incident as notifiable, the dutyholder should communicate the incident to ONR.

* + For ONR incident categories beginning **AN, NS, RS, SC, SG,TS**, as listed in Appendix A, Col 1), the [ONR dutyholder portal](https://onr.powerappsportals.com/) should be used by registered dutyholders with online accounts. For non-registered dutyholders, without an on-line account, the required information, should be sent to the [ONR incidents mailbox](mailto:ONR.incidents@ONR.gov.uk?subject=INF1) . An INF1 form is available on ONR’s website for use.
  + For RIDDOR notification categories beginning **HS** (as listed in Appendix A, Col 1), registered dutyholders should make submissions to the ONR RIDDOR portal via their usual [ONR dutyholder portal](https://onr.powerappsportals.com/) route. Non-registered dutyholders without an on-line account should use the [ONR RIDDOR portal](https://onr.powerappsportals.com/riddor/) which is generally accessible.

If an incident meets the criteria of multiple incident notification categories, then the dutyholder should record all that apply.

Note: If an ONR portal is unavailable, the notification containing details as specified in Appendix B, should be sent to the [ONR incidents mailbox](mailto:ONR.incidents@ONR.gov.uk?subject=INF1). Latest templates for making these notifications are available on ONR’s website ( at [Notify ONR | Office for Nuclear Regulation](https://www.onr.org.uk/about-us/contact-us/notify-onr/) )

## Incident follow-up report (FUR) requirement

Incidents that generally are of higher safety, security, safeguards or transport significance will require the dutyholder to submit a FUR. Appendix A details the notification categories and criteria that require a FUR. The information ONR requires in the FUR is detailed in Appendix B. A FUR template is available for use on ONR’s website (at [Notify ONR | Office for Nuclear Regulation](https://www.onr.org.uk/about-us/contact-us/notify-onr/)). [ Note: It is anticipated that dutyholders will shortly be able to submit a FUR directly to the ONR dutyholder portal.]

**Note**: A FUR is not required for RIDDOR incidents.

For ONR Incidents categories that have identified a FUR as “optional”, this is at the discretion of the relevant ONR inspector and the working assumption should be that a FUR is required unless directly informed by the relevant ONR inspector to the contrary.

## Incident follow-up report submission routes and timescales

The dutyholder should complete the FUR notification following the completion of their investigation. The target timescale for completing a FUR notification is 60 calendar days following the date the dutyholder made the initial notification.

In cases where the dutyholder’s investigation has not been completed in 60 calendar days, they should seek agreement with the relevant ONR inspector to send an interim FUR/s which contains the rationale for providing the interim FUR together with details of the outstanding actions and timescales to complete those actions. The dutyholder should agree the timescales for the final FUR with the inspector.

Submission of a FUR should be done using:

* the [ONR dutyholder portal](https://onr.powerappsportals.com./) - by registered dutyholders (with on-line accounts)
* the [ONR incidents mailbox](mailto:ONR.incidents@ONR.gov.uk?subject=INF1) – by non-registered dutyholders (without on-line accounts)

Note: Where the ONR dutyholder portal is unavailable, the required information (as detailed in Appendix B ) should be forwarded to the [ONR incidents mailbox](mailto:ONR.incidents@ONR.gov.uk?subject=INF1).

## Conclusion of incident notification process

The process conclusion means that the dutyholder has completed their formal notification of an incident.

**Note**: ONR’s regulatory response to the incident may continue beyond the conclusion of the dutyholder completing the notification process.

# Process oversight

ONR will monitor dutyholders’ adherence to this process, and where necessary, will engage with dutyholders to provide advice and support improvements.

# Records

ONR’s record of dutyholder notifications is maintained within its on-line database, WIReD. ONR has described these arrangements in ref. [4]. By exception, some documents may be stored elsewhere within ONR’s recognised document management systems. In such cases, ONR will indicate the relevant record reference in WIReD.

# References

|  |  |
| --- | --- |
| [1] | IAEA, “GSR Part 1 - Govermental, Legal and Regulatory Framework for Safety,” International Atomic Energy Agency (IAEA), Vienna, 2016. |
| [2] | Department for Business Innovation and Skills, “Regulators’ Code,” 2014. |
| [3] | ONR, “ONR-ENF-POL-001 - Enforcement Policy Statement,” 2020. |
| [4] | ONR, “ONR-RIO-PROC-003 - Processing and Governance of Incident Notifications”. |
| [5] | ONR, “ONR-OL-GD-002 - Notification guidance for Incidents involving Nuclear or Radiological Safety”. |
| [6] | ONR, “ONR-OL-GD-003 - Notification guidance for Nuclear Security Incidents”. |
| [7] | ONR, “ONR-OL-GD-004 - Notification guidance for Nuclear Safeguards Incidents”. |
| [8] | ONR, “ONR-OL-GD-005 - Notification guidance for Incidents involving the Transport of Radioactive Material”. |
| [9] | ONR, “ONR-OL-GD-006 - Notification guidance for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)”. |
| [10] | IAEA, “The International Nuclear and Radiological Event Scale User's Manual,” 2009. |

# Appendix A – Incident notification criteria

| **ONR Incident Category** | **Notification Criteria** | **Timing** | **FUR** |
| --- | --- | --- | --- |
| **Incidents attracting Media Attention** | | | |
| AN01 | Events likely to attract, or that have attracted, **significant national media or public attention**. | Immediate | Yes |
| **Nuclear Safety** | | | |
| NS01 | Any explosion or outbreak of fire on a licensed site affecting or likely to affect the safe working or safe condition of the nuclear installation. | Immediate | Yes |
| NS02 | Any uncontrolled criticality excursion. | Immediate | Yes |
| NS03 | Any incident that meets either of these criteria:   1. Any operations that identify defects or misconfigurations with higher classification safety Systems, Structures and Components (SSC) that prevent performance of the SSC’s safety case defined nuclear safety functions (NS08)   **or**   1. Any safety analysis and/or quality assurance activity that identifies higher safety classification Systems, Structures and Components cannot perform their safety case defined nuclear safety functions (NS12).   **and**  the overall impact means that an adequate safety case to continue operations cannot be made. | Immediate | Yes |
| NS04 | Declaration of a site incident or condition, where personnel or resources are mobilised in response to an unexpected occurrence that creates a hazard to the safe operation of the facility, and/or to the health and safety of personnel on or off the site. | Immediate | Yes |
| NS05 | Any operation or condition of plant that is prohibited by operational limits and conditions or operating rules. | Day | Yes |
| NS06 | Any uncontrolled or unplanned reactivity excursion. | Day | Yes |
| NS07 | Any automatic or manual reactor, chemical processing plant or other nuclear facility shutdown as required by the operational limits and conditions, or as a result of other significant safety related considerations. | Day | Yes |
| NS08 | Any operations that identify defects or misconfigurations with higher classification safety Systems, Structures and Components (SSC) that prevent performance of the SSC’s safety case defined nuclear safety functions. | Week | Yes |
| NS09 | Any event or abnormal condition that resulted in the manual or automatic operation of a protection system or other engineered safety features thereby challenging safety systems. | Week | Yes |
| NS10 | A fire or other internal hazard that posed an actual threat to safety of the nuclear installation or that significantly distracted site personnel in the performance of duties necessary for safe operation. | Week | Yes |
| NS11 | Significant inadequacy in or significant failure to comply with the arrangements made under a condition attached to the Nuclear Site Licence or permission granted under a Licence Instrument. | Week | Yes |
| NS12 | Any safety analysis and/or quality assurance activity that identifies higher safety classification Systems, Structures and Components cannot perform their safety case defined nuclear safety functions. | Week | Yes |
| NS13 | Any natural phenomenon or other external condition that posed an actual threat to the safety of the nuclear installation or that significantly distracted site personnel in the performance of duties necessary for safe operation. | Week | Yes |
| NS14 | Any fault or mal-operation of lifting equipment that had or may have had a significant effect on nuclear safety. | Week | Yes |
| NS15 | If a Duly Authorised Person appointed under Licence Condition 12 is prevented by the licensee from continuing to act in that capacity. | Week | Yes |
| NS16 | Any event or occurrence that could significantly compromise the effectiveness of the arrangements for emergency preparedness and response on the site. | Week | Yes |
| NS17 | If it is intended to reject, in whole or in part, any advice given by a Nuclear Safety Committee to a licensee. | Week | Yes |
| **Radiological Safety** | | | |
| RS01 | Any occurrence on a licensed site involving the emission of ionising radiations or the release of radioactive or toxic substances, causing or likely to cause death, or serious injury to persons on or off the site. | Immediate | Yes |
| RS02 | Abnormal occurrences leading to a radioactive substance which has been:  (a) released or is likely to have been released into the atmosphere as a gas, aerosol or dust;  (b) spilled or otherwise released in such a manner as to give rise to significant contamination; **and** which exceeds or is expected to exceed, the quantities set out in Column 5 of Part 1 of Schedule 7 to the IRR17, except where the release is in a manner specified in an Authorisation under The Environmental Permitting (England and Wales) Regulations 2016 (EPR16) or The Environmental Authorisations (Scotland) Regulations 2018 (EASR18). | Immediate | Yes |
| RS03 | Abnormal occurrences leading to a release or suspected release or spread of radioactivity, on or off site, which requires special action or special investigation by the operator. | Immediate | Yes |
| RS04 | Any abnormal occurrence giving rise to an uncontrolled or unauthorised leakage, release, spill or escape of radioactive material or waste which exceeds 50% of the quantities set out in Column 5 of Part 1 of Schedule 7 to IRR17. | Day | Yes |
| RS05 | A confirmed breach of, or discharge expected to breach quantitative limits of a Certificate of Authorisation for the disposal of radioactive waste issued under EPR 2016 or EASR18. | Day | Yes |
| RS06 | An incident or occurrence that leads to a person receiving an unexpected effective dose either from external dose exposure, or internal dose exposure due to an intake of radioactive material, or both exposure pathways that exceeds 1 mSv. | Week | Yes |
| RS07 | Discovery outside a controlled area boundary of radiation or contamination, including contamination on equipment, clothing or skin, significantly above that permitted by the local arrangements. | Week | Yes |
| RS08 | Confirmed exposure to radiation of any individual which exceeds or is suspected to exceed, the dose limits specified in IRR17. | Immediate | Yes |
| RS09 | Where any individual is confirmed to have received an annual effective dose greater than the level set as subject to investigation under IRR17 Regulation 9(8). | Day | Yes |
| RS10 | Where assessment confirms that the average effective dose to specified classes of persons exceeds the level ONR has Specified under LC 18 (1). | Day | Yes |
| RS11 | An occurrence whereby exposure of any individual worker is confirmed to have received an effective dose that exceeds or is likely to exceed 1 mSv above that estimated for the task. | Week | Yes |
| RS12 | An occurrence where an individual receives an emergency exposure as defined by REPPIR 2019, Regulation 18 (1). | Week | Yes |
| RS13 | Where there is reasonable cause to believe that a quantity of a radioactive substance specified in column 6 of Part 1 of Schedule 7 to the IRR17 and which was under an employer’s control is lost or has been stolen. | Day | Yes |
| RS14 | Any event where radioactive material or waste was inadvertently brought onto or transported off the licensed site. | Day | Yes |
| **Nuclear Security** | | | |
| SC10a | Any unauthorised incursion on to the premises or any attempted or suspected such incursion. | Immediate | Yes |
| SC10b | Any incident occurring on the premises involving an explosive or incendiary device or suspected such device, or a firearm or replica firearm. | Immediate | Yes |
| SC 10c | Any damage to any building or equipment on the premises which might affect the security of the premises, or any material or equipment mentioned in regulation 4(2). | Immediate | Optional[[1]](#footnote-2) |
| SC10d | Any malicious damage to any building or equipment on the premises, other than any trivial damage that does not affect the security of the premises, or any material or equipment mentioned in regulation 4(2). | Immediate | Yes |
| SC10e | Any theft or attempted theft, or any loss or suspected loss, or any unauthorised movement:  of any nuclear material used or stored on the premises or in transit to or from them, or  in the case of premises which are or form part of a nuclear site, of any other radioactive material used or stored on them. | Immediate | Yes |
| SC10f | Any theft or attempted theft, or any loss or unauthorised disclosure, of sensitive nuclear information kept on the premises, or any suspected such theft, loss or disclosure. | Immediate | Yes |
| SC10g | Any unauthorised access to any sensitive nuclear information kept on the premises, or any attempt to gain such access. | Immediate | Optional |
| SC10h | Any threat to do anything which would fall within any of the above criteria 10 a-g. | Immediate | Optional |
| SC10i | Any failure to comply with any of the standards, procedures and arrangements described in the approved security plan for the premises or in any approved temporary security plan to which for the time being they are subject. | Immediate | Optional |
| SC10j | Any other event or matter which might affect the security of the premises, or the material, equipment or information mentioned in regulation 4(2). | Immediate | Optional |
| SC18 | An approved carrier must report to the Secretary of State any event or matter of a kind specified in the NISR. | Immediate | Optional |
| SC22a | Any theft or attempted theft, or any loss or unauthorised disclosure, of sensitive nuclear  information or any suspected such theft, loss or disclosure. | Immediate | Yes |
| SC22b | Any unauthorised access to sensitive nuclear information or any attempt to gain such access. | Immediate | Optional |
| SC22c | Any other event or matter which might affect the security of any sensitive nuclear information. | Immediate | Optional |
| **Nuclear Safeguards** | | | |
| SG01a | An event affecting IAEA safeguards arrangements:   1. IAEA Safeguards personnel’s Health and Safety   **OR**   1. IAEA Safeguards personnel’s Access to a location is denied or restricted in contravention of international agreements.   **OR**   1. IAEA safeguards seals on equipment or plant are detached by non-IAEA staff outside of process, lost or showing signs of deliberate tampering, or evidence of tampering with IAEA equipment. | Immediate | Yes |
| SG01b | A safeguards incident that meets any of the following criteria:   1. A discrepancy involving 1 significant quantity or more of qualifying nuclear material resulting from material unaccounted for (MUF), or shipper-receiver differences (SRD). 2. Failure to locate a discrete ‘item’ containing qualifying nuclear material as it is reported in the operator’s nuclear material accountancy system. | Immediate | Yes |
| SG02 | It is suspected that there has been, or might be, an unexpected loss or gain of qualifying nuclear material | Day | Yes |
| SG03 | Information that qualifying nuclear material shipped by, or to the operator has been or may have been lost or considerably delayed during transfer | Day | Yes |
| SG04 | An unusual incident or change in plant/material containment that could lead to increase or loss of qualifying nuclear material or the unauthorised removal of qualifying nuclear material. | Day | Yes |
| SG05 | Other changes from those specified in Basic Technical Characteristics (BTC) declarations or in an Accountancy and Control Plan (ACP) without notification to ONR Safeguards within timescales set out in Nuclear Safeguards (EU Exit) Regulations 2019 and that are assessed as sufficiently significant to risk compromising compliance with safeguards obligations (Week) | Week | Yes |
| SG06 | Statutory nuclear material accounting reports not being issued or at risk of not being issued to timescales required under the Nuclear Safeguards (EU Exit) Regulations 2019. | Day | Yes |
| SG07 | Failure to provide or shortcomings in the required inspection documentation, access for material verification or other problems of safeguards inspection implementation that are assessed as sufficiently significant to risk compromising compliance with safeguards obligations | Day | Yes |
| SG08 | Changes affecting the annual Programme of Activities declared to ONR that are assessed as having significant implications for compliance with safeguards obligations | Week | Yes |
| SG09 | Other qualifying nuclear material and /or safeguards-related events not readily assigned above that are assessed as sufficiently significant to risk compromising compliance with safeguards obligations | Week | Yes |
| **Transport of Radioactive Material** | | | |
| TS01 | A radiation emergency: a situation arising during the course of the carriage of a consignment of class 7 dangerous goods that requires urgent action in order to protect workers, members of the public or the population (either partially or as a whole) from exposure  **OR**  Any occurrence during the carriage of nuclear material, causing or likely to cause death, or serious injury to persons by reason of the radioactive properties of such nuclear matter. | Immediate | Yes |
| TS02 | Theft (actual or attempted) or loss (permanent or temporarily) of the class 7 dangerous goods in carriage | Immediate | Yes |
| TS03 | Emergency arrangements have been initiated in relation to class 7 dangerous goods even if, in the event, no intervention was made pursuant to those arrangements | Immediate | Yes |
| TS04 | An occurrence during loading, carriage or unloading of class 7 dangerous goods involving:   1. Any release of radioactive material from the packages, or from the conveyance if being transported unpackaged, or 2. Exposure leading to a breach of the limits set out in IRR17 to workers or members of the public | Immediate | Yes |
| TS05 | An occurrence during loading, carriage or unloading of class 7 dangerous goods where there is reason to believe that there has been a significant degradation in any package safety function (containment, shielding, thermal protection or criticality) that may have rendered the package unsuitable for continued carriage without additional safety measures | Immediate | Yes |
| TS06 | An occurrence where class 7 dangerous goods have been transported with any non-compliance regarding radiation or contamination levels (see notes) | Day | Yes |
| TS07 | Where class 7 dangerous goods have not been transported in full compliance with any appropriate specification or regulation, except as otherwise covered by TS05 or TS06 | Week | Optional |
| TS08 | A safety significant abnormaloccurrence which has taken place during the loading, filling, carriage or unloading of class 7 dangerous goods, provided it did not lead to a transport in breach of relevant statutory provisions, package specification or handling instructions. | Month | Optional |
| TS09 | The discovery of radioactive material in a shipment believed to be non-radioactive. | Month | Optional |
| **RIDDOR** | | | |
| HS01 | Any injury defined in RIDDOR 2013 Regulations 4, 5 or 6 at a site where ONR is the enforcing authority. | 10 Days | Optional |
| HS02 | Any disease defined in RIDDOR 2013 Regulations 6, 8 or 9 at a site where ONR is the enforcing authority. | Refer to [RIDDOR 2013 Schedule 1](https://www.hse.gov.uk/riddor/when-do-i-report.htm#:~:text=NB%3A%20A%20report%20must%20be,using%20the%20appropriate%20online%20form.) | Optional |
| HS03 | Any dangerous occurrence defined in RIDDOR 2013 Regulations 7 and Schedule 2 at a site where ONR is the enforcing authority. | 10 Days | Optional |

# Appendix B – Incident particulars ONR requires and reporting timescales

B1 For notification of incidents

Dutyholders should primarily use the specified ONR portal to notify ONR of incidents.

|  |
| --- |
| **Where a dutyholder**:   * is unable to access the **ONR dutyholder portal** as a registered user (with an online account), or * is a non-registered user (so without an online account),   **and**   * is notifying ONR of an incident category beginning **AN, NS, RS, SC, SG,TS**   An INF1 form, available at [Notify ONR | Office for Nuclear Regulation](https://www.onr.org.uk/about-us/contact-us/notify-onr/), can be used to forward the information detailed below to[onr.incidents@onr.gov.uk](mailto:onr.incidents@onr.gov.uk) |
| The information required by ONR is:   * The date, time and location that incident occurred. * A description of the incident that explains what occurred and what was impacted. * All incident notification categories that apply to the incident and explanation of their applicability. * Where applicable, a provisional INES rating and a justification that is proportionate the incident’s significance, ref [10]. * The dutyholder’s perspective of the significance of the incident (minor, moderate or major). * The actual safety, security or safeguards consequences of the incident. * The potential safety, security or safeguards consequences of the incident. * The potential safety, security or safeguards impact on other operations or other installations. * The dutyholders’ mitigating actions in response to the incident and anticipated future actions.   Additional notifications to external parties, including emergency services, government departments, other relevant regulators and media.  Any description of the safety, security or safeguards consequences of an incident should be relevant to the incident category and ONR’s responsibility for regulating the activity. **Note**: The dutyholder should not report this incident when the portal  becomes available. ONR will notify the dutyholder that the incident has been recorded within ONR, and provide an incident notification number. |
| **Where a dutyholder** :   * is unable to access the **ONR RIDDOR portal**,   **and**   * is making a RIDDOR report to ONR (with notification category beginning **HS)**   A RIDDOR reporting form, available at [Notify ONR | Office for Nuclear Regulation](https://www.onr.org.uk/about-us/contact-us/notify-onr/), can be used to email the information below at the earliest opportunity to ONR [onr.incidents@onr.gov.uk](mailto:onr.incidents@onr.gov.uk) |
| **In all cases, provide:**   * The reporting organisation (name, full postal address, company number) * Details of the reponsible person (to include name, job title, phone number, email address), * The type of event (Injury/fatality/disease/dangerous occurrence) * If the incident has previously been communicated to ONR, the date this was done.     **THEN**  **Where reporting an injury / fatality, include:**   * Date and time of incident, * Details of injured person (to include name, address, contact number), * Did the person die as a result of their injury or injuries? * Was the injured person at work? * An explanation of the status of the injured person should be provided where known i.e. employee, member of public, visitor to site, customer, bystander * Occupation of injured person * Injury type i.e. amputation of finger * Did injury prevent work for more than 7 days? * A brief description of the incident that explains what occurred (to include the kind of accident i.e. fall from height, work process/sector involved, any main incident factors) * Location details (to include site/address and postcode, specific location on the site.)   **Where reporting an Occupational Disease, include:**   * Details of injured person (to include name, occupation of affected person) * Date of diagnosis * Did the person die from exposure to a biological agent? * Diagnosed disease * Please provide any additional details about where the affected person usually works   **Where reporting a Dangerous Occurrence, include:**   * Date and time of incident. * A brief description of the dangerous occurrence that explains the circumstances and what happened. * Location details (to include site/address and postcode, specific location on the site)   **Note:** The information provided by the dutyholder will then be uploaded to WIReD by ONR, as appropriate. ONR will notify the dutyholder that incident has been recorded within ONR, and provide an incident identification number. ONR may ask for additional information to ensure quality of data being made available. |

B2 For FUR notifications

A FUR template, available at [Notify ONR | Office for Nuclear Regulation](https://www.onr.org.uk/about-us/contact-us/notify-onr/), can be used to forward the information detailed below to[onr.incidents@onr.gov.uk](mailto:onr.incidents@onr.gov.uk) . Use of this template is optional, and dutyholders can use a different form for the FUR with the agreement of an ONR inspector.

The dutyholder should ensure that this FUR clearly includes:

* A detailed description of the incident, actual or potential safety, security or safeguards impact, corrective actions and lessons learned.
* Any changes, with explanation, to the incident categories.
* The final INES rating and justification (see note below)
* Where available, lessons learned for other operators or facilities and how they have been or will be disseminated.
* Additional notification to external parties, including emergency services, government departments, other regulators and media.

**Note:** The justification for the final INES rating should provide the reasoning for reaching this conclusion and should be predominantly based on applying the processes described in ref [10]. It should detail one or more of the relevant sections used, and include the relevant information for applying such sections. For non-transport or radioactive source related incidents, this may include activity released or relocated, severity of fuel damage, doses received, maximum potential consequences (1-7), layers of safety degraded and those remaining, reactor fault frequency, reactor plant availability and consideration of additional factors as appropriate. For incidents involving transport and radioactive sources, the isotopes and their activity should be identified along with the relevant table entry of section 4 of the aforementioned user's manual.

To avoid producing detailed FUR to contain the information ONR requires, dutyholders can append relevant supporting references such as press releases, learning reports or internal investigation reports.

The dutyholder may use the FUR template for an interim FUR. This should clearly explain why the dutyholder has provided an interim FUR, and should be marked ‘interim.’ It should provide the timescales for providing the final FUR and areas of information that the final FUR will cover.

B3 Reporting timescales

The Appendix A timescales for the dutyholder to complete relevant notifications apply from the time when the dutyholder confirms that the incident category applies.

The definitions of the timescales for these notifications are:

* **Immediate:** As soon as practicable after the incident categorisation. For all incidents with a **NS** category, NISR 2003 requires notification as soon as practicable and within 24 hours after the incident categorisation.
* **Day:** The end of the working day after the incident categorisation.
* **Week:** Within seven calendar days from the incident categorisation.
* **10 Days**: This is ten days from the incident. [This relates to a RIDDOR requirement.]
* **Month:** Within twenty eight calendar days from the incident categorisation.

1. All uses of “optional” in this table are at the discretion of the ONR Inspector. [↑](#footnote-ref-2)