

ENSI Management System

IAEA Regulatory Cooperation Forum, 18 September 2015
Dr. Hans Wanner, Director General ENSI



History

- Necessity recognized in an early stage as ENSI had grown fast
- Build-up: Start in the mid nineties, 2 „Failures“ (Quality Handbooks developed by 1 person)
- 3rd attempt in 2000 with a process oriented approach and coached process teams
- Certified according to ISO 9001 in 2001
- Laboratory accredited ISO 17025 in 2005
- Certified according to ISO 14001 in 2007
- Inspection body accredited ISO 17020 in 2015



Motivation

- Required by ENSI from all operators
→ “we should know what we are talking about”
- Establish common workflows and make them transparent
- Systematic decision making
- Corporate Design: Templates for inspection reports, letters, permits, ...
- Make tasks and responsibilities (of persons and organizational units) transparent
- Give the management a tool to lead and develop their co-workers



Standards

The management system fulfills the requirements of

- ISO 9001 (quality management)
- ISO 14001 (environmental management)
- OHSAS 18001 (occupational health and safety management)
- ISO 31000 (risk management)

and also

- IAEA GS-R-3
- IAEA GS-G-3.1

but was not initially designed to meet these requirements. However, the ISO certification represented a good conclusion (and goal) for the project



Philosophy

- The legal mandate and the performance mandate are reflected by the management system
- The management system is an instrument to direct the organization based on the mandate
- It represents the basis for the integrated oversight
- Indicators of the mandate are also process (or performance) indicators
- The management system includes everything: There are no activities outside the management system



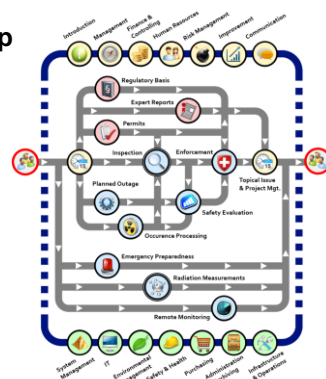
Process Map

Management Processes

Assessment of Facilities

Surveillance of Operations

Supporting Processes



Management Processes

- **Introduction:** Not a real process, presentation of ENSI
- **Management:** Directing the ENSI
- **Finance & Controlling:** Accounting, reporting, ICS
- **Human Resources:** HR administration, education, training, qualification
- **Risk management:** Risk analysis, measures, assurance
- **Improvement:** Suggestions, process optimizing, audits, review
- **Business & project management:** Planning daily business, tasks, projects
- **Communication**

Management System | IAEA Regulatory Cooperation Forum | Dr. Hans Wanner
ENSI 7

Assessment of Facilities

- **Regulatory basis:** Regulation, laws, research and international activities
- **Expert reports:** Providing expert opinion (usually big projects)
- **Permits:** Management of requests, authorizations

Management System | IAEA Regulatory Cooperation Forum | Dr. Hans Wanner
ENSI 8

Surveillance of Operations

- **Emergency preparedness:** Emergency organization of ENSI
- **Inspection**
- **Event assessment**
- **Planned outage:** Activities during revision of NPP
- **Enforcement:** Management of claims
- **Safety evaluation:** Assessment of safety indicators
- **Radiation measurement**
- **Remote monitoring:** Calculation of dispersion, probes around the NPPs

Management System | IAEA Regulatory Cooperation Forum | Dr. Hans Wanner
ENSI 9

Supporting processes

- **System management:** Maintenance of the MS itself (mainly the documentation)
- **IT:** Network, Servers, Storage, Development
- **Environmental management:** Energy flow, disposal
- **Safety & Health:** Radiation protection, safety at work
- **Purchasing:** Contracts, procurement, experts
- **Administration & Archiving:** Secretary, DMS, archiving
- **Infrastructure & Operation:** Infrastructure, support, FM

Management System | IAEA Regulatory Cooperation Forum | Dr. Hans Wanner
ENSI 10

Documentation

Different document types:

- **HPB** Main process descriptions
1 document per process
- **SPB** Sub process descriptions
- **AAU** General working documents
Instructions, check lists etc.
- **FRM** Forms, Templates
- **EAU, KAU, LAU, NAU** External documents
Special documents

Management System | IAEA Regulatory Cooperation Forum | Dr. Hans Wanner
ENSI 11

Workflow descriptions

“Classical” description of the process steps:

Who?	Must be informed	Input	Activities	Output
ER	ER, GL	Identified problems in the organization	Initiation and promotion of the organizational change, definition of goals. But should be aligned with the project planned change.	Order
ER	ER, GL	HPB0402 Management HPB0403 External support	Check need for external support. Evaluation of a specialist and conclusion of a contract according to the main process Purchasing.	HPB0402 Purchasing
GL	ER, GL	HPB0101	Definition of the project and of the responsible people for subproject work.	Project plan

Management System | IAEA Regulatory Cooperation Forum | Dr. Hans Wanner
ENSI 12

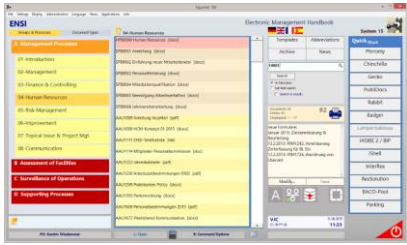
Working Aids

- All documents are based on
 - Microsoft Word or
 - Microsoft Excel
 → no „specialized“ software is used, everybody can create or modify documents
- Process owners are encouraged to manage the documents of their process themselves
- Rights for writing/modifying documents are managed by the operation system

Management System | IAEA Regulatory Cooperation Forum | Dr. Hans Wanner
ENSI

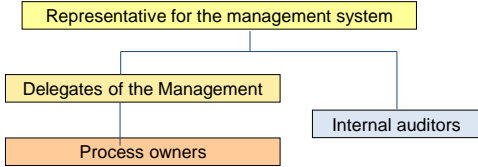
Access to the documentation

All system documents are stored on a server in electronic form and are available to all staff members, what significantly increased the acceptance of the MS



Management System | IAEA Regulatory Cooperation Forum | Dr. Hans Wanner
ENSI

Organisation



Representative for the management system

Delegates of the Management

Internal auditors

Process owners

= control, check and monitor their processes, manage the process documentation (~20 modifications/month)

Important: The line managers are responsible for implementing and enforcing the management system

Management System | IAEA Regulatory Cooperation Forum | Dr. Hans Wanner
ENSI

Benefits

- Single “starting point” for everything
- Corporate design
- Short introduction period for new collaborators
- Systematic planning & controlling
- Transparency of work (and decisions)
- Supports change management processes (reorganizations, new requirements...)
- Fast response to changes of basic conditions (e.g. laws) by quick adjustment of processes
- Easy implementation of management decisions

Management System | IAEA Regulatory Cooperation Forum | Dr. Hans Wanner
ENSI

www.ensi.ch



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra
Swiss Confederation

Eidgenössisches Nuklearsicherheitsinspektorat ENSI
Inspection fédérale de la sécurité nucléaire IFSN
Ispettorato federale della sicurezza nucleare IFSN
Swiss Federal Nuclear Safety Inspectorate ENSI

Thank you.

www.ensi.ch