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Atomic Energy
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de l'énergie atomique

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Regulatory Guide

PREPARATION OF AN ANNUAL
COMPLIANCE REPORT FOR A URANIUM
FUEL FABRICATION PLANT

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Canada

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5. Copies of Consultative Documents, Regulatory Documents and related index lists are available in both English and French on request from the Office of Public Information. Requests for technical information on and interpretation of documents should be addressed to this office.
6. The Atomic Energy Control Board may be contacted as follows:

Postal address: Atomic Energy Control Board
 P.O. Box 1046
 Ottawa, Ontario
 CANADA
 K1P 5S9

Telephone
General Inquiries: (613) 995-5894

PREPARATION OF AN ANNUAL
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A. OBJECTIVES

1. Purpose of an Annual Compliance Report

Part of the Atomic Energy Control Board's assurance that a licensed uranium fuel fabrication plant has been and will continue to be operated in a safe manner derives from knowledge of its immediate past operating history. The Board obtains this assurance in large measure by the plant operator's annual provision of a comprehensive written report on the performance and operation of the plant.

2. Purpose of this Guide

The purpose of this guide is to outline, for the management and staff of a uranium fuel fabrication plant, the requirements of a comprehensive review of the performance and operation of the facility. Some topics for inclusion in a typical annual compliance report are listed and briefly described in this guide. Although the report format need not be exactly as presented in this guide, the report should cover the indicated topics where applicable, as well as any others which may be relevant.

B. CONTENTS OF AN ANNUAL COMPLIANCE REPORT

1. Introduction

Include a brief summary of the plant's operation and associated activities undertaken during the review period. In particular, comment on any major problems which occurred and on actions taken to resolve them. Also, briefly note the details, including dates of occurrence, of any significant incidents.

2. Plant Operation

Provide details of how well plant equipment operated and of how well personnel performed their duties and followed procedures during the year.

3. Production

Summarize annual production data for all material produced pursuant to the facility operating licence.

4. Modifications

Report significant changes or modifications to any of the following:

- (a) equipment;
- (b) procedures related to radiation control and safety;
- (c) licensing documents;
- (d) training programs;
- (e) organizational structure and key personnel.

5. Health Physics

Briefly summarize all health physics data for the year and discuss the significance of the results. Provide specific data and information regarding the cause and the corrective action taken when an action limit or a regulatory limit was exceeded.

6. Criticality Safety (if applicable)

Review such activities of the criticality control committee as enriched fuel programs, emergency procedures and changes to such procedures. Comment on related emergency drills conducted during the year, problems encountered and their resolution.

7. Research and Development Activities (if applicable)

Present a summary of research and development activities. Include details of material involved, any special procedures required, problems encountered and their resolution.

8. Environmental Protection

Provide a summary of both air and water quality monitoring results and explain their significance. Include comments regarding waste disposal, identifying specific problems and discussing means of rectifying them.

9. Significant Incidents Related to Radiation Control and Safety and Security

Provide brief details, such as date of occurrence, cause and corrective actions taken, for those incidents which required prompt reporting to the Board according to licence conditions. Make reference to previously submitted reports for further details.

10. Compliance with Other Federal and Provincial Regulations Related to Plant Operations

Present very general comments on the involvement of other federal or provincial regulatory agencies, departments and ministries with plant operations, for example, industrial safety and environmental protection. Give sufficient detail to provide assurance that the licence condition regarding provincial laws is being met and to enable the Board to assess how well the plant meets the requirements of the provincial authorities involved.

11. Objectives for the Following Year

Summarize projected plant operations by mentioning any proposed or foreseen changes to equipment, procedures, production capacity, organization and licensing documents. In particular, note any action that is being considered or that will be taken to correct any recognized deficiencies relating to safety.