

Minutes of Meeting - DOH Cape Town - 17 September 2018 10h00

Attendees: Ms. E. Snyman (ES) Acting Director, Directorate Radiation Control
 Mr. N. Uys (NU) Directorate Radiation Control
 Mr. Simon Wilding (SW) SPBNDT Chairman
 Mr. Garth Appel (GA) SPBNDT Manager
 Mr. Keith Cain (KC) SAINT President

ITEM	TOPIC	Action
1.	WELCOME AND APOLOGIES SW chaired the meeting with the attendance register being signed. ES announced that she has been appointed as Acting Director, Directorate Radiation Control (DRC). She also informed the attendees that Radiation Control now falls under South African Health Products Regulatory Authority (SAHPRA).	
2.	LETTERS Dated 3rd May 2017 and 26th June 2017 have reference. <u>Condition # 1</u> a. The 2-year period of appointment was discussed and it was agreed that the stipulated 2-year period ends at May 2019. <u>Condition # 2</u> a. GA demonstrated the layout and navigation of the SPBNDT website with particular attention being paid to the Registration of Industrial Radiographer section: • User registration • Profiles • Database • Final Authority and P-Number b. A discussion ensued regarding the signing off the experience logbook and the verification of the experience gained. c. NU reported that that some individuals are under the impression that it is mandatory to become a Saint member prior to receiving approval. GA stressed that unless individuals are members and under the code of conduct, it is not possible to have proper oversight and control.	All

	d. NU informed the audience that the DRC would be levying P-Approval fees in future. e. The Industrial Radiographer Approval Program (IRPAP) flowchart will be published on the SPBNDDT website once the revised version is finalised and approved. f. The following questions were made regarding Registration renewal: g. How are non-renewals reported? • Where embargoed/sanctioned Authority Holders would be listed for public knowledge? • Where would a list of registered radiographers be visible? A decision was made that this information should be visible on the SPBNDDT website and/or on the official DRC website. h. ES stated suggested that in future, 2 separate courses and examinations be held regarding: • Radiation safety • Code of Conduct/Practice (separate X and Gamma ray) i. The requirement for RPO and Assistant training courses was discussed. ES indicated that this is not currently negotiable however; GA will propose SPBNDDT's views on this issue to DRC with the view of a formal training period and examination. j. DRC is currently reviewing the differences in published legislation and Code of Practices. GA offered SPBNDDT assistance if required. k. Reporting of incidents and/or unsafe acts was discussed and GA indicated that this could be addressed through the SPBNDDT database, annual re-newel system and the Industrial Radiographer Approval Program (IRPAP) with a flow chart showing the process. This will be developed by GA and presented for comment by all. Reporting of delinquent, Authority Holders needs to be addressed and GA will propose a solution to be included in the IRPAP and included flow chart. <u>Condition # 3</u> 3.1 Training Curriculum a. The SPBNDDT, NECSA combined curriculum was discussed and a copy was given to DRC for their records. The document is based on IAEA SGS-11 3.2 Training Schools a. The approval of schools was discussed and the interim approval letter of each school is to be sent the DRC. b. A sample School Assessment checklist was shown to all parties and appears to be fit for purpose.	GA GA/DRC GA GA GA GA
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3.3 Examination Question Database Review

- a. One review has been undertaken.
- b. A date for the next review is to be set for the verification of the correctness and relevance of the questions.
- c. NU indicated that DRC was not entirely happy with some of the questions so it was agreed that he be invited to the next review session.

GA

GA

Condition # 4

4.1 Course Facilitators

- a. ES enquired as to assessing the competency of the facilitators. All related documents (competency related) are to be resent to the NU. These include:
 - Assessment checklist which includes the qualification for facilitators
 - List of facilitators including their qualifications.
- b. NU will review all of the documents and DRC will submit comments.

GA

NU

Condition # 5

5.1 SAQA Accreditation

- a. The entire radiation safety programme has now been incorporated into the Radiographer qualification framework that is currently being worked on with the QCTO and Merseta.
- b. GA reported that the agreed (SPBNDT and NECSA) curriculum has been included in the module for radiation safety, with a value of four credits. (1 credit = 10 notational hours)
- c. ES requested that DRC be invited to future Merseta meetings, as the DRC is also a stakeholder in the national NDT qualification process. DRC expects an invitation for the current process. GA will discuss this request with Merseta and their facilitator Mr Ahmed Vawda and inform DRC of their response.
- d. GA displayed the particular RT and Radiation Safety modules in the QCTO curriculum and indicated that the safety module in KM-05 is derived from IAEA SGS-11.
- e. A copy of the Knowledge Modules is to be forwarded to the DRC for perusal.

GA

Condition # 6

GA

6.1 6 Monthly Meetings

- a. It was agreed that the frequency of the meetings remains, as is, however due the workload of DRC this might not always be possible. The change of frequency will be adjusted as the need arises.
- b. NU requested that a 'Situation/Activity Report' that outlines activities and statistics be sent to the DRC every month.

GA

	<u>Condition # 7</u> 7.1 Radiation Safety Experience a. The SPBNDDT logbook to capture the 480 hours experience was shown to all parties. Suggestions were made to revise the pages to reflect additional aspects of the applicable experience in order to match the assessment. GA will make the necessary changes and submit to DRC for comment. b. The document regarding the post-480hr experience final assessment was shown and appears to be fit for purpose. c. The fact of insufficient RT Level 3's being available who could be used as assessors or moderators for post-480hrs assessments was discussed. A suggestion was made that the services of RPO's could perhaps be used in the interim. GA will compile a list for further discussion and agreement. d. DRC suggested that a number of the large Authority Holders be identified to carry out the 480 hours training to provide individuals with the full spectrum of equipment and techniques. This should equip individuals to move between employers with confidence. GA will discuss with industry, however expressed doubt that the large service providers would buy into such a process. 7.2 Identification of Authority Holders a. GA stated that it remains extremely difficult to identify authority holders without the official list from the DRC. b. SPBNDDT again requested a copy of the list of Authority Holders and if necessary willing to sign a confidentiality agreement. The provision of the official list will assist in eradicating the wastage of precious resources in determining who the actual Authority Holders are. The list is classified and will not be provide. ES indicated that that SPBNDDT should focus on the larger authority holders, which are well known. <u>Condition # 8</u> a. Part of the monthly 'Situation/Activity Reports' are to include any radiation safety training courses that are scheduled at the NDT schools.	GA GA GA GA
3.	AGENDA Point 5 Registration process for Industrial Radiographers a. The entire process developed by SPBNDDT from initial training to the issuing of a DRC P-certificate was discussed and it was agreed that the SPBNDDT process is acceptable, accept for the final approval procedure. DRC reserve the right to do the final approval after SPBNDDT has reviewed uploaded documents. b. DRC wish to maintain the current document (P certificate and number) as it is well recognised in industry; therefore, the database will be changed to allow this certificate to be uploaded by DRC prior to approval. The certificate will be visible to the individual, allowing immediate access to the document without any delays created by the inefficient postal system.	

	c. GA will have the database updated to reflect the process and update all relevant documentation. d. DRC will register as users of the system without cost and receive training from SPBNBDT. DRC access will be restricted to the Radiographer module to ensure POPI requirements are maintain. e. NU requested that the registration process be reviewed to determine whether it is feasible that an individual can be registered without having become a Saint member prior to registration. GA again explained that without membership it is not possible to control the process, the Code of Conduct is vital. f. DRC agrees that annual renewal is a good thing and are considering 'Annual Renewal' of P-Certificates. This will work hand in hand with the SPBNBDT process. g. ES raised the matter of delinquent Authority Holders and Personal authorities (individuals) as DRC wish to deregister these offenders. GA will add a process to the flow chart and procedure for discussion and agreement. h. Copies of the end of course training certificate examples are to be sent to NU.	GA GA GA
4.	MATTERS ARISING a. NU enquired about reviewing each examination question paper. All question papers are confidential and are strictly controlled according to procedures; these procedures include the description of the process that is followed at each examination centre. NU will be invited to attend the next review session. b. The possibility of drafting a training curriculum for RPO's was discussed. No agreement was reached as to the required depth of knowledge transfer. GA will develop a proposal and submit to DRC for comment. c. Persons who received radiation safety training and authorisation prior to 1984 no longer comply with current legislation and are expected to re-do the current training and re-apply for personal authorisation. d. It was agreed that the direct line of future communication should be through GA and NU. e. NU requested to sit in on a radiation safety-training course. GA will supply a list of potential dates and venues for 2018. f. The practice of individuals contacting the DRC directly for registration is to be discouraged in future, with the party being directed to the SPBNBDT registration process. g. Visibility of all individual that receive training prior to final process "sign off" by DRC is to be maintained.	GA GA GA/NU GA NU GA