



Workshop on Quality Management Systems in Countries with Small Programmes for Radioactive Waste Management

Hosted by

The Government of Uzbekistan

through the

Radiation Safety Center; Ministry of Emergency Situations of Republic of
Uzbekistan

Tashkent, Uzbekistan

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Information Sheet

A. Purpose

The purpose of the event is to present the best practices and exchange of experiences in the region on usage of Quality Management Systems (QMS) particularly in countries with small programmes on management of radioactive waste and spent fuel facilities/projects - small programmes. The workshop will also exchange information on QMS documentation in participating countries.

B. Working Language(s)

The working language(s) of the event will be English.

C. Deadline for Nominations

Nominations received after 19 June 2017 will not be considered.

D. Scope and Nature

All quality management processes and activities associated with the predisposal of radioactive waste activities that need to be managed, performed, assessed and controlled in order to provide adequate confidence that safety, technical, environmental, and economic requirements and objectives are met with the required quality. The management system includes controls for organization, design, procurement, procedures and processes, documentation, inventory, inspections, tests, validation and verification, equipment calibration, improvements in the event of non-conformance, audits, and continuous improvement.

The aim of the workshop is to exchange information and experience on quality management system at radioactive waste processing and storage facilities, to discuss the structure and implementation of QMS, and procedures important for assuring quality. The workshop will focus on:

(i) Basic principles of management systems, key points for establishing a management system, (ii) Roles and responsibilities of the management of an organization for the development and implementation of an effective management system, (iii) Resource management and implementation of generic processes of the management system, (iv) Requirements for measuring, assessing and improving the management system, (v) Management system procedures for the operation of radioactive waste processing and storage facilities, (vi) Procedures for general radioactive waste management processes, e.g. waste acceptance criteria (WAC), waste characterization, and safety case and supporting safety assessment, (vii) Application of WAC, (viii) Inspection and verification for radioactive waste packages, (ix) Quality Management system and procedures to be implemented for the above activities, and (x) Lessons learned.

Waste acceptance criteria and quality assurance will be discussed as important components of waste management system. Treatment and conditioning techniques will be only discussed with respect to produce final waste product with required quality characteristics. Discussion is also planned on the existing practices and procedures in waste processing and derivation of quality test procedures' criteria. The workshop will consist of review presentations provided by invited experts, who will moderate discussion of participants. Participants will present their experience and problems encountered on developing and using QMS in managing radioactive waste and spent fuel facilities/projects.

E. Participation

The meeting is open to 25 participants from Member States.

Each country is invited to nominate **one or more participants** who must match the profile described in the corresponding paragraph, indicating the order of priority.

F. Participants' Qualifications and Experience

The participants should be specialists in radioactive waste management. They should be operators or managers responsible for organisation and implementation of waste management practices, such as operators of waste processing or storage facilities, staff of radioactive waste management agencies and inspectorates, regulators and supporting institutions involved in organization and practical implementation of waste management. Participants are required to provide overview presentation/status reports and participate in panel discussions of key issues, identified as important in the frame of the workshop programme.

G. Application Procedure

Candidates wishing to apply for this event should complete their applications on the InTouch+ platform (<https://Intouchplus.iaea.org>). Should this not be possible, nominations may be submitted on a [TC Nomination Form for Meetings](#). Applications should contain sufficient information to establish that the nominees have the required qualifications. Completed applications need to be endorsed by the relevant national authority, i.e. the National Liaison Office and submitted through the established official channels.

H. Administrative and Financial Arrangements

Nominating authorities will be informed in due course of the names of the candidates who have been selected, and will at that time be informed of the procedure to be followed with regard to administrative and financial matters.

Selected participants will receive an allowance from the IAEA sufficient to cover their costs of lodging, daily subsistence and miscellaneous expenses. They will also receive either a round-trip air ticket based on the most direct and economical route between the airport nearest their residence and the airport nearest the duty station through the IAEA's travel agency American Express, or a travel grant, or they will be reimbursed travel by car/bus/train in accordance with IAEA rules for non-staff travel.

I. Disclaimer of Liability

The organizers of the event do not accept liability for the payment of any cost or compensation that may arise from damage to or loss of personal property, or from illness, injury, disability or death of a participant while he/she is travelling to and from or attending the course, and it is clearly understood that each Government, in approving his/her participation, undertakes responsibility for such coverage. Governments would be well advised to take out insurance against these risks.

J. Note for female participants:

Any woman engaged by the IAEA for work or training should notify the IAEA on becoming aware that she is pregnant.

The Board of Governors of the IAEA approved new International Basic Safety Standards for Protection against Ionizing Radiation and for the Safety of Radiation Sources. The Standards deal specifically with the occupational exposure conditions of female workers by requiring, inter alia, that a female worker should, on becoming aware that she is pregnant, notify her employer in order that her working conditions may be modified, if necessary. This notification shall not be considered a reason to exclude her from work; however, her working conditions, with respect to occupational exposure shall be adapted with a view to ensuring that her embryo or foetus be afforded the same broad level of protection as required for members of the public.

K. Organization

Programme Management Officer: Mr Andrejs Salmins
Division for Europe

Department of Technical Cooperation
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA

Tel.: +43 1 2600 26442/25989
Fax: +43 1 26007
Email: A.Salmins@iaea.org

Administrative Contact: Ms Alexandra Morscher
Division for Europe
Department of Technical Cooperation
International Atomic Energy Agency
Vienna International Centre
PO Box 100
1400 VIENNA
AUSTRIA

Tel.: +43 1 2600 24211
Fax: +43 1 26007
Email: A.Morscher@iaea.org

Subsequent correspondence on scientific matters should be sent to the Programme Management Officer and correspondence on other matters related to the meeting to the Administrative Contact.