

## **UN-ATTRIBUTED Summary of discussions following Serco Assurance presentation on the record-keeping project**

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11 April 06

### **Draft note following steering group meeting 9 on 30 March 06**

Julian Cruikshank of Serco gave a PowerPoint presentation which was supported by a discussion paper that had been produced for the meeting (both are in the appendix).

It was confirmed that the scope of the guide would include both nuclear and non-nuclear defence sites, but the degree to which the project should look at “brownfield” issues needs to be confirmed through further discussions.

Serco reported that an insight from Iron Mountain was that the specification is very technical. They would suggest a more generic systems approach. The emphasis between **technical content** (i.e. nuclear/ defence-specific) versus **generic guidance** (could be applied to any similar situation) again needs to be explored through further discussion.

Serco proposed that the list of indicative content given in the specification (page 4 of their note below) would only be touched on at a high level. An appropriate level of detail would be provided, particularly where steering group members had specific interests, but in order to maintain the balance and size of the document there was a need to not get bogged down. There appeared to be general steering group appreciation of this point.

Although their knowledge covered many of the relevant areas, Serco explained they were not experts in all the topics covered in the specification (eg IAEA, land registry...). They would therefore need steering group members to sign-post them to some of the required information and documents. There was general acceptance of this, particularly the need to avoid Serco having to “re-invent” things, and members agreed to steer Serco towards information where possible.

Serco felt there was a proliferation of systems (eg SILC). Again, to avoid getting bogged down, Serco would benefit from help in understanding the relative significance of some of these so the correct emphasis could be given. They requested information on systems be passed to them and feedback on relative emphasis would be useful.

Page 6 of Serco’s note contains suggestions from Iron Mountain on a generic approach. This is a starting point and will require input from steering group members, possibly at a workshop.

Serco made the general point that the specification was comprehensive. The challenge was keeping to the steering group member’s specific needs. Their suggestion was that the meat of the guide should be good practice principles and clear practical advice – this point was generally accepted.

It was established that a couple of workshops would be required to further process this thinking and reach conclusions on how best to proceed. It should involve a sub-set of the

steering group but certain organisations would need to be present, at least at the first one (NDA and HSE).

The first workshop would be used to establish the detailed scope of the guide and therefore would look at technical content. Half day.

The second workshop would establish the record-keeping approach to be put forward in the guide and therefore will focus on generic guidance issues. (This would be a good stage for record-keeping personnel from members' organisations to be involved - eg xxxx). Iron Mountain would be involved in this workshop. They will provide input on practical "how to" approaches.

Other points raised:

- Serco wanted to know the extent of record-keeping being advocated in the guide – were records to be kept on everything?
- there should be wider horizons than nuclear
- the guide should not be an information management guide
- it is important to know what needs to be collected and separate out the reasons why
- does any organisation have the all-singing all-dancing system?
- the remit covers the availability of data
- in the future it may be appropriate to consider extended the scope to cover SD:SPUR/ decommissioning issues
- with regard to de-licensing what records would NDA hope to see (a member present indicated that there was guidance from his organisation already available)

A range of people were suggested as invitees to attend the first workshop:

Julian will prepare a paper which will contain core questions to be addressed at the workshop. Participants will also be invited to feed in questions in preparation for the meeting. Serco indicated steering group members are welcome to contact him in the meantime to discuss any issues and share information sources: telephone no - 01925 254610, email - [julian.cruickshank@sercoassurance.com](mailto:julian.cruickshank@sercoassurance.com).

JRK  
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