

Payment Procedures

The Director General/ CEO gives final approval to all payment for it to qualify for disbursement except such duty is delegated by the CEO

- i. Step 1. The GM send an approved payment file to DGM finance
- ii. Step 2. The file is minuted to other charges unit to process payment and other charges prepare payment voucher (PV) ensuring all relevant documents is attached and payment properly approved.
- iii. Step3. The voucher is sent to another officer to crosscheck all entries done by other charges unit the officer signed off with a Red pen confirming all entries is correct
- iv. Step4. The payment voucher is sent to another officer controlling expenditure to counter sign the checker signature.
- v. Step5. The voucher goes back to other charges to records the payment voucher and send to audit for pre audit
- vi. Step6. the voucher is audited and send back to Cash office ready for payment depending on the availability of funds

Cash Office

The payment will have to be charged according to its heads as the payment voucher prepared will have the under listed heads except the personnel that is uploaded by salary unit other heads are treated in the cash office

- i. Capital
- ii. Overhead
- iii. Revenue

Payment upload and other procedures

- i. Step7. The cashier or expenditure officer upload payment from the appropriate head and charge to the appropriate sub-head also ensuring the payment vouchers carries all relevant signatories and documentation
- ii. Step 8. Payment voucher after duly certified paid and stamped entries is made into the relevant cash book each payment voucher is identified with a treasury number serially

Vote

- i. Step 8 the payment voucher is sent to vote unit to be entered into vote book and relevant head and subhead
- ii. Step 9 payment voucher is filed serially by officer controlling vote using arch lever file and is sent to final account

Final Account

- i. Step 10. The officer in charge of final accounts journalize all the payment and extract trial balance prepare the account to be used by External Auditor for Financial Statement

Reconciliation

- i. Step 11 The officer in charge of reconciliation reconcile all the various account of income and expenditure to ensure all possible error in accounting process and figure is reconciled and corrected appropriately .

Finally the External Auditor is engaged to examine all the books of account and prepare financial statements to be sent the Office of the Auditor General for the Federation comment.

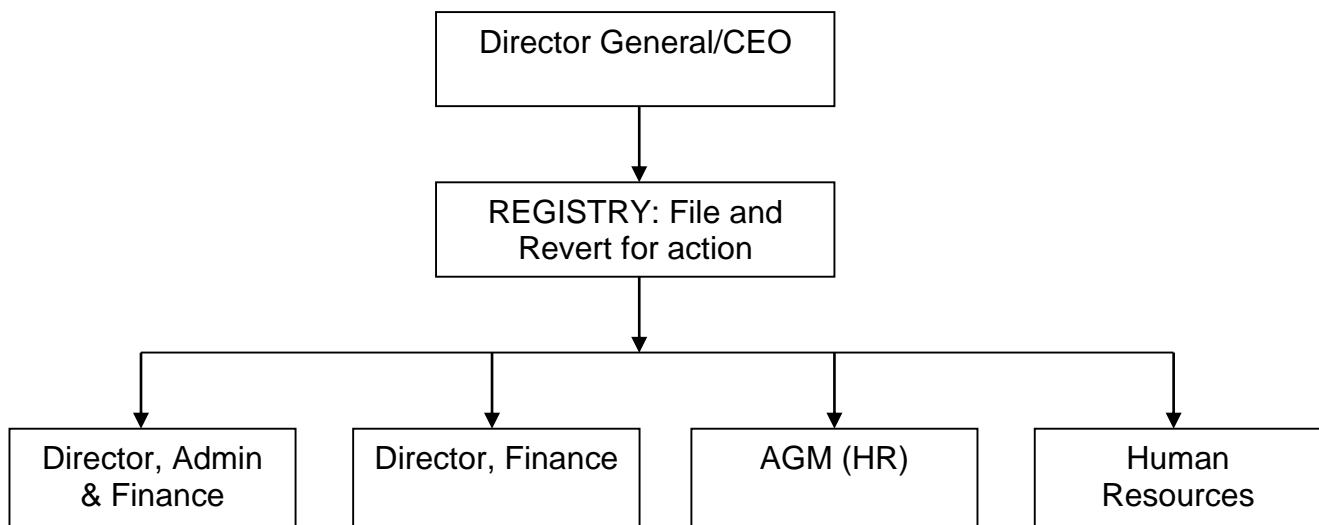
REGISTRY UNIT

Registry is Unit of Human Resources section under the Administration and Finance Department. The mandate of the Registry unit is as follows: classification of files, numbering, and updating, opening, allocation, recording of outgoing and incoming files and custodian of files and other documents as may be assigned. These tasks take place on a daily basis.

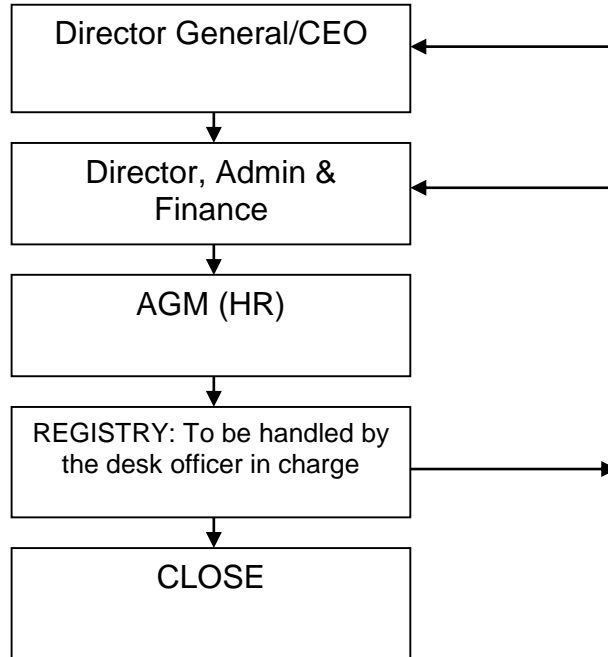
Activities of Registry Unit

- i. **Opening File:** Files are opened to have all the documents in a single file. This is the first stage of filing system. It is done by a senior staff.
- ii. **Keeping files and other documents:** AF, FG, SG, PF, Embassy files. These files and documents are kept in a room called file room for safe keeping. This is the second stage of the filing system.
- iii. **Allocation:** This is another stage of work in registry. A clerical officer in registry unit is requested to allocate to the officer who is in need of it.
- iv. **Provision of files and documents:** Clerical officers are in charge of locating files and assigning to the officer concerned. This is the third stage of work done by the registry staff.
- v. **Classification of files:** Files are classified according to numbers and contents. It is done by a clerical officer and can also be done by a senior staff.
- vi. **Numbering:** Files are number for easy reference. This stage of activity is at the point of opening of files. Evert registry staff must have knowledge of opening and numbering files.
- vii. **Updating:** This activity is a stage whereby a file is updated when an officer acquires additional qualification, change of name, change of next of kin, marital status and so on. This activity is a performed by an officer as his schedule of duty.
- viii. **Recording of incoming and outgoing files and mails:** This is the final stage of filing system. Incoming and outgoing files and mails are recorded for easy retrieval.

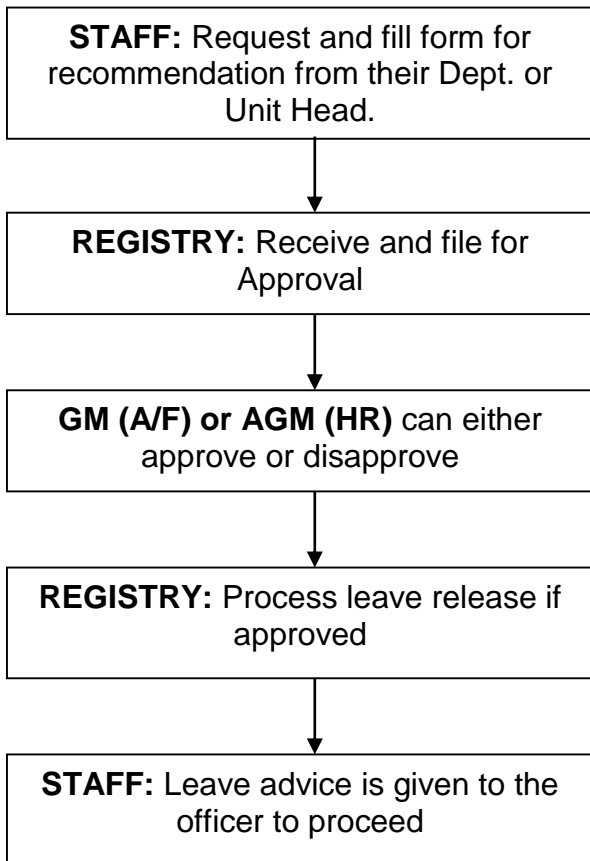
A. The Flow Process in Registry for Mail Management



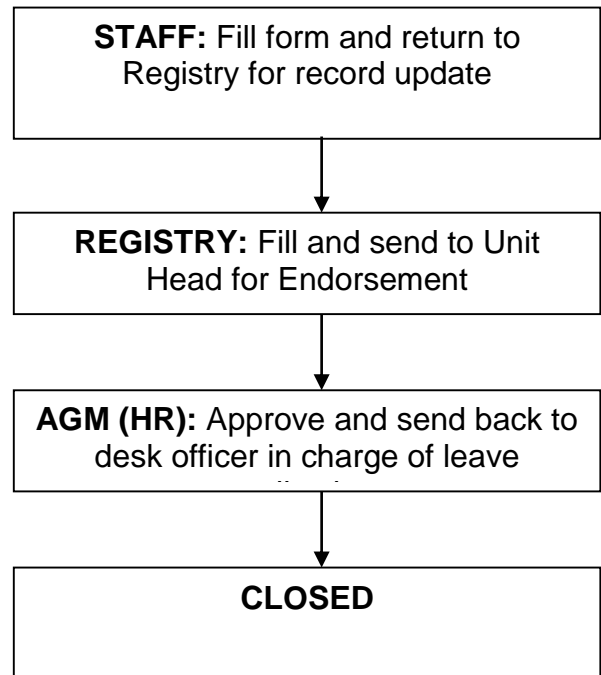
B. Work Flow for Opening a File



C. Work Flow for Application for Leave



D. Work Flow for Resumption



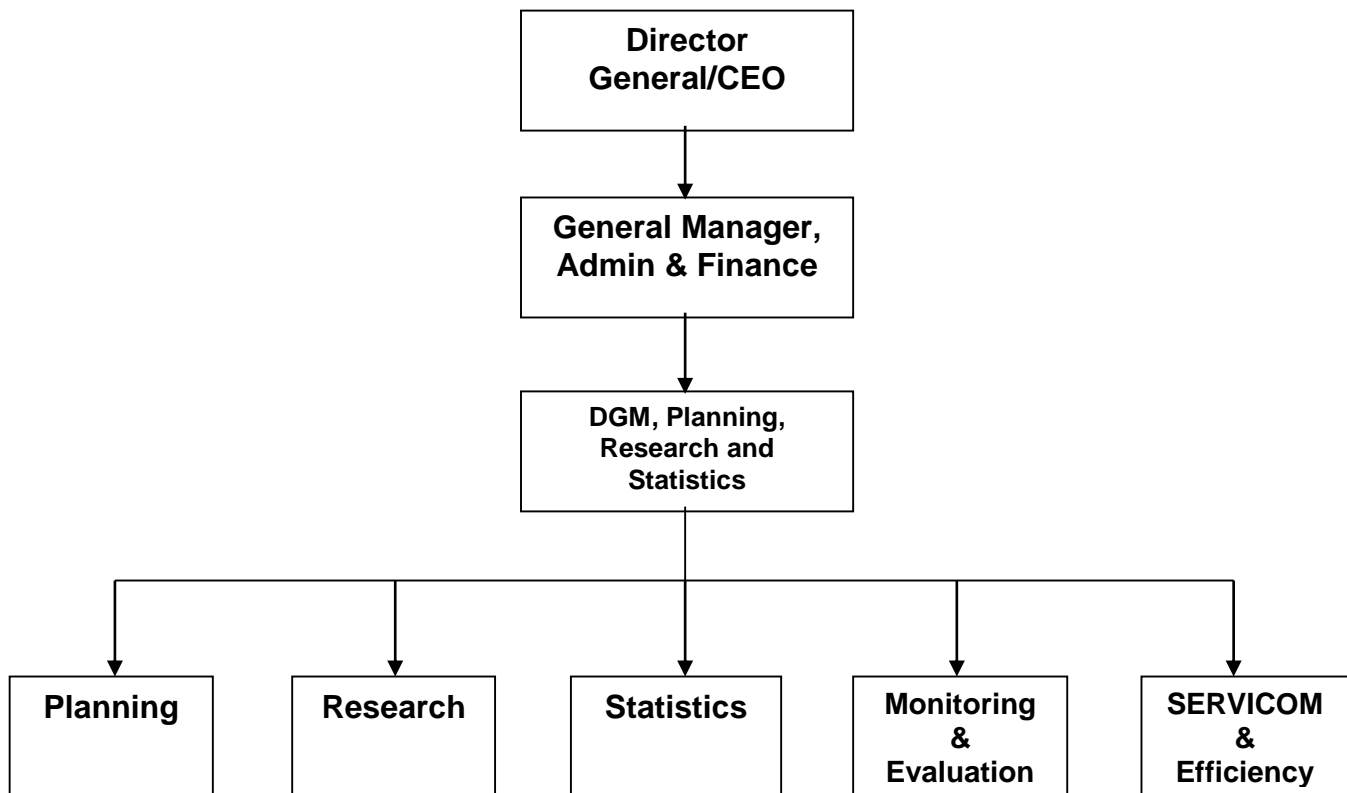
PLANNING, RESEARCH AND STATISTICS DIVISION

The **Planning, Research and Statistics (PRS) Division** is currently a division under the Department of Administration and Finance of the Authority. The PRS Division is supervised by the General Manager, Admin & Finance (GM, AF); who then reports to the Director General/CEO.

The Division has five units:

- i. Planning Unit
- ii. Research Unit
- iii. Statistics Unit
- iv. Monitoring and Evaluation Unit
- v. SERVICOM/Efficiency Unit

Each unit is headed by a Management Staff who reports to the Deputy General Manager as Head of the Division.



The core function of the PRS Division is to prepare the Authority's development plans (short term, medium term and long term rolling plans). The division proposes the Authority's research programme and targets of achievement for each year.

In light of this, the PRS Division conducts practical policy oriented research into sector of society

or areas of concern over which the Authority has jurisdiction.

The Division routinely process statistics with internal conditions and situation of the Authority by itself, on its personnel finance, physical resources, operational mechanism and recommends appropriate improvement mechanism to the management.

The division with the approval of the DG/CEO liaises with the PRS Department of the Ministry of Petroleum Resources and the Ministry of Budget and National Planning.

SECURITY UNIT

The **Security Unit** is charged with the responsibility of handling Reception and Security matters in the Authority. Security plays a major role in the Authority. The value the Security Unit brings to the Authority is imperative as the Unit works hard to avert loses, shield property and human assets. The Security Unit is tasked with the roles and responsibility of:

- i. Opening and closing of the office.
- ii. Maintaining and securing the Head Office as well as the Zonal and Operational Offices.
- iii. Protect, observe and study the environment.
- iv. Ensuring that the security guards are at their duty post.
- v. Making sure visitors and guest are properly identified and checked before gaining entrance into the Authority.
- vi. Ensure that each staff registers their name when entering the office; also check them to ensure safety.
- vii. Ensuring that all vehicles, keys and offices are checked properly before the close of work for the day.

The Security Unit is under the supervision of the General Manager (Administration and Finance) through the Manager (Planning, Research and Statistics). The Security Unit works in-collaboration with the ***Department of State Services (DSS), Police Anti-Bomb Squad, and Private Security Companies (Roman Guards Ltd., Damisa Security Guards, Aso Enterprises Nig. Ltd., Orbit Security Solutions Ltd. and Strength Security Ltd.)*** which some are designated to provide Security services to the Authorities Zonal and Operational Offices that will help to achieve the desired goals of the Authority.

SERVICOM

The functions of NNRA SERVICOM Unit include:

- i. To spearhead the Authority Service Delivery initiative through SERVICOM compliance
- ii. To produce, review and monitor performance within the Authority
- iii. To manage the Authority's customer Relations Policy including providing opportunities for customer feedback on services
- iv. To institute a complaints Procedure including Grievance Redress Mechanism for the Agency
- v. To institute appropriate market research techniques in identifying customer needs and expectations
- vi. To ensure the promotion of quality assurance and best practices in the Ministry's performance of its functions
- vii. To provide a comprehensive and effective training policy for frontline staff on Customer Relations and related matters
- viii. To disseminate best practices and other tips on service delivery improvement
- ix. To serve as a link between the Authority/Ministry and SERVICOM Office
- x. To serve the Secretariat of the NNRA Service Delivery Committee
- xi. To manage links with strategic partners and other stakeholders on Service Delivery, Market Research, Customer Care/Relations, etc.
- xii. To facilitate a safe and conducive working environment for staff at all levels of service delivery.

The Duties of Nodal Officer include:

- i. To supervise the activities of the staff of the unit
- ii. To oversee the day to day running of the unit
- iii. To coordinate the formulation of the Authority Integrated and Local Charters and make available for public information
- iv. To coordinate all other SERVICOM matters i.e. Customer Relation/Redress Mechanism, Charter implementation, thereby SERVICOM compliance
- v. To vet charters of the Authority before submitting them to DG/CEO office
- vi. To submit the Units quarterly action plan to the SERVICOM Office for consideration approval
- vii. To periodically submit reports on SERVICOM activities of the Authority to the Ministry
- viii. To submit quarterly reports on SERVICOM activities of the Authority to the SERVICOM
- ix. To coordinate meetings of stakeholders' consultation forums on service delivery
- x. To periodically publish a summary of complaints, common compliments from Customers about the Authority and report same to SERVICOM
- xi. To develop and carry out sensitization programmes for the progress of same to the SERVICOM Office
- xii. To carry out other duties as may be assigned by the DG/CEO Office.

The Duties and Responsibilities of Customer Relations/Complaints Desk Officers are:

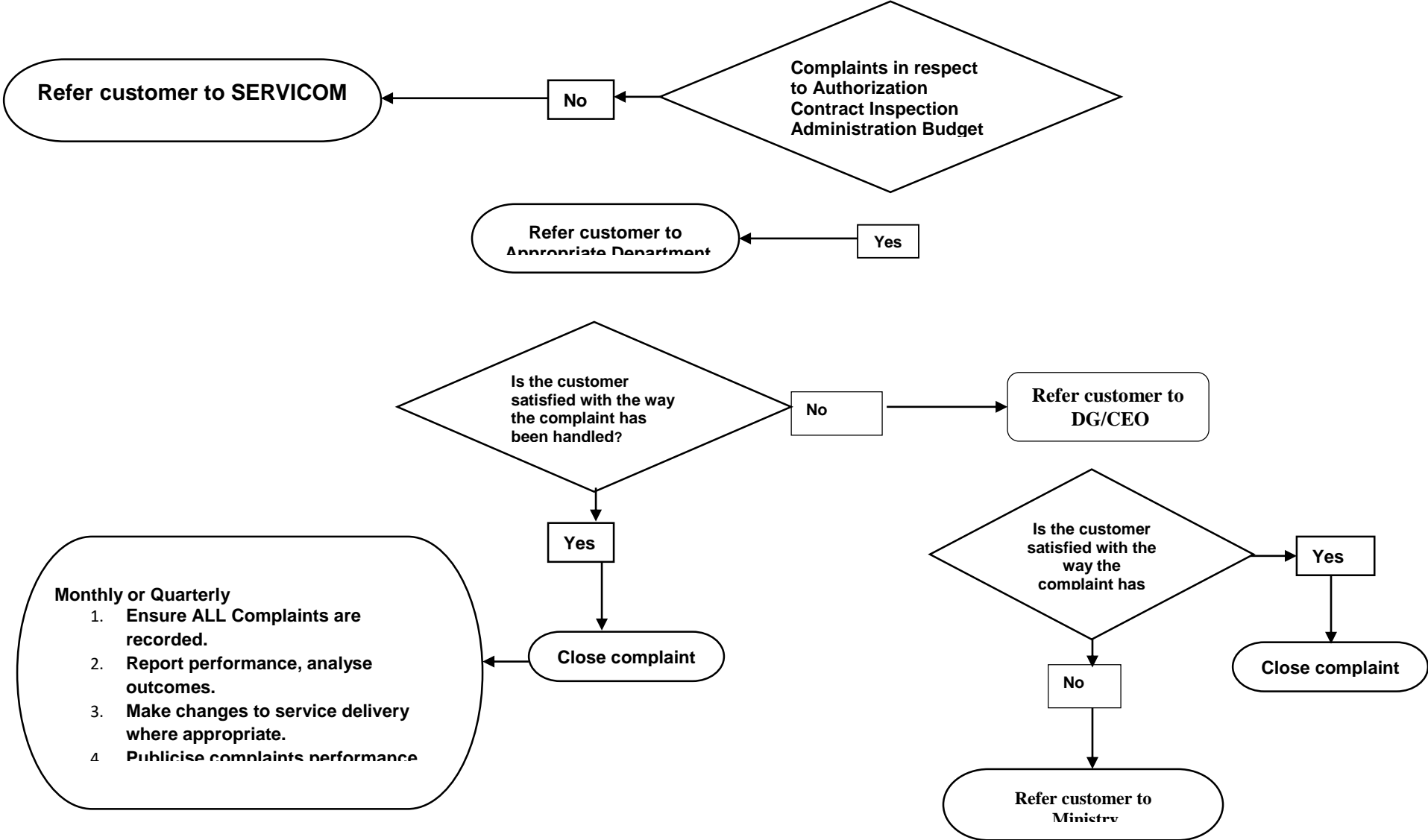
- i. to oversee the reception areas of all service windows of the Authority
- ii. To coordinate, produce and publicize the customer care policy of the Authority
- iii. To produce and circulate customer feedback format to customers
- iv. To collate, analyze and publicize comments by customers
- v. Coordinate stakeholders consultation forums
- vi. To ensure that customers are aware of the MDA's complaints and suggestions by customers

- vii. To keep a record of all complaints, comments, compliments and suggestions by customers
- viii. To investigate and analyze complaints by customers
- ix. To ensure that action is taken to remedy the cause (s) of justified complaints
- x. To communicate with complainants on the action to be taken on their complaints
- xi. To periodically (quarterly) publish a summary of complaints, as well as commendations and compliments received and action taken
- xii. To analyze complains in order to ascertain trends
- xiii. To periodically review the complaints procedure after consultation with stakeholders.

Duties and Responsibilities of Charters Desk Officers

- i. To guide Department and other Service Frontlines on Charter formulation
- ii. To liaise with stakeholders for their input while formulating the Authority's Charters
- iii. To vet the Authority's Charters to ensure conformity with SERVICOM guideline
- iv. To monitor the implementation of the Authority's integrated and Local Charters periodically
- v. In conjunction with the Service Improvement Desk Officer to coordinate the review of the Authority's Charter
- vi. To periodically brief the Nodal officer with regard to function 1-5 above
- vii. To carry out any other function as may be assigned by the Nodal Officer.

NNRA SERVICOM UNIT PROCESS FLOW



STORE UNIT

Store is a division under the department of Admin and finance of the Nigerian Nuclear Regulatory Authority saddled with the responsibility of receiving, issuing and storage of materials for present and future use by the Authority.

The function of Store include the following:

- i. Receipt of materials into the store and taken into store charge.
- ii. Issuing of materials to the user department subject to approval.
- iii. Posting of receipt and issued materials to the various books of account.
- iv. Monthly Stock reconciliation and verification with the internal Audit team.
- v. Preparation of out of stock materials for management consideration.
- vi. Determination of minimum stock level of materials as a stock control model.
- vii. Determination of reorder of materials for reordering and replenishment of stock.
- viii. Determination of the maximum stock level as a tool for stock control.
- ix. Determination of material specification to ensure the specifications are supplied.
- x. Overall stock management and inventory control.
- xi. Asset numbering and codification.
- xii. Updating the inventory board in all offices.
- xiii. Collation and compilation of obsolete and unserviceable items for boarding.
- xiv. Fixed asset valuation and determination of depreciation for saleable assets for board of survey.
- xv. Pricing of store issue voucher for management approvals.
- xvi. Preparation of year ending stock report for management decision.
- xvii. Monitoring of items issued on transfers.
- xviii.
- xix. Monitoring and follow up of items issued on loans to user department for settlement and request.
- xx. Quarterly stock taking with external Auditors.
- xxi. Using the FIFO and LIFO standard of inventory management for stock valuation.

WORK FLOW CHART IN STORE UNIT

Procedure for Receipt of Materials

Materials are received into the NNRA store using the store receipt voucher. At the point of materials receipt, the following parties are involved.

- i. The internal Audit
- ii. The user department
- iii. The store unit.

The contract award letter will be used to check for the material specification and the quantity, to ensure that the right specifications are actually supplied.

If the parties involved are ok with the specification, the user department will certify ok on the invoice and delivery note showing that the materials is ok by the end user. A store receipt

voucher will be raised accompanying with the invoice, delivery note, and request for payment, with the original contract award letter, will be sent to the Audit unit for further venting.

Procedure for Issuing Of Material

Materials are issued out of the store using store issue voucher and store requisition note as follows:

- i. The requisition is filled by an officer in the user department.
- ii. A senior officer in the department will recommend for the junior officer that made the request.
- iii. The head of the department will countersign on the requisition.
- iv. The request comes to store unit where the officer in charge will ascertain the availability of the materials requested, price and make adjustment on the quantity as the need arises.
- v. The officer however sends request to the unit head for final venting and verify the request ok for approval.
- vi. The request will be sent to the approving Authority for final approval before the items will be issued out of store.
- vii. The store has the right to reduce quantities of materials requested for if the user department did not follow the procedure before getting final approval.

TRAINING DIVISION

Preamble

The **Training Division** is charged with the sole aim to develop Competencies for the Organization. Further to this, the division is responsible for providing Comprehensive, Technical, Managerial, Developmental and Training Services that will help the NNRA's Managers and Staff to grow and achieve excellence in their day to day duties and performance.

There is a Technical Advisory Committee otherwise called (TAC) that is empowered to supervise, administer and recommend all trainings and programmes request for further study with final approval from the Director General/CEO.

The NNRA Training philosophy as it is provided for in the Corporate Policy and Procedure Guide (CPPG-17.0- 17. 20) **is anchor on its strong belief in Excellence, Professionalism and keeping abreast with changing technology.**

The Division is headed by a Deputy General Manager (DGM-Training) with Seven (7) senior Officers.

Below is the Training Division step by step chart response to Departmental & Unit Training request and recommendation

<p>Notification of Intention/Admission Applications for further studies</p>	<ol style="list-style-type: none"> 1. Submission of letter of intention/admission through Units/divisions/department 2. The desk officer inputs the requests in a brief for Training Advisory Committee (TAC) meeting for deliberation 3. Submission of TAC's minutes of meeting together with decisions and recommendation of TAC to the DG. 4. Final approval by the DG 5. Issuance of approval and non-approval letters to applicants. 6. The issuing of letters to the requesting officers takes about four to six weeks after TAC's meeting
<p>Training proposals</p>	<ol style="list-style-type: none"> 1. Submission of training proposals by government and private training institutions to the office of the DG. 2. Sending of such proposals to the Training Division for review and advice. 3. Training Division reviews, evaluates and advises the Management on the training proposals. 4. Issuance of release letters to the staff nominated for such trainings by Management.

Training schedule	<ol style="list-style-type: none">1. Submission of Nominal roll from each Unit, Division, Operational Offices and Zonal Offices of Admin and Finance2. Submission of training needs by various heads of unit, division and department of Admin and Finance3. Distribution and scheduling training based on the submitted training needs to staff of Admin and Finance.4. Compilation of course title, financial implications and forward to the DG for approval5. Monitoring of trainings and writing of reports on all trainings.
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TRANSPORT UNIT

The Transport Unit is under the Administration and Finance Department, headed by an Assistant Manager (Admin) as the transport unit supervisor.

The role of transport unit in NNRA involves the following duties:

i. New Vehicle

Whenever a new vehicle is supplied: The Store unit will invite our unit to site and test drive the vehicle if it's in order and certify it okay together with the Audit Unit before the Store can officially receive the vehicle(s).

ii. Registration of number plate

After the vehicle has been received, the transport unit will now enquire from the Federal Road Safety Corps (FRSC) and the Directorate of Vehicle Inspection Officers (VIO) the cost of getting a new number plate and security number plate, and then applied to the Management for the approval of fund or the cost may be attached with the contract award letter of supplying the vehicle, thereafter Management may decide the allocation of the vehicles to the following:

- a. Departmental Heads
- b. Departments
- c. Pool Operations

iii. Vehicles under the Transport supervision

Among all the vehicles in the Authority, the transport unit is only responsible and cares for the ones allocated to the Departments and the ones in the Pool. We take care of these vehicle(s) by talking to the drivers on the need to handle the vehicles gently and carefully, to report to the transport unit any fault discovered while driving the vehicle(s).

iv. Repairs

The unit monitors when the vehicle(s) maybe due for service or other repairs, if this is noticed, the driver will have to apply by feeling the Vehicle Repair Requisition Form, after which we document in the said vehicle file and push for the approval, after it has been approved, we go to the (vehicle Make) Motor Company and get an estimate, prepare an analysis together with the company's account number base on the estimate collected, file both the estimate and the analysis and also push it for payment processing. The company will call the transport unit anytime the payment is made to their account or in the process of follow-up, if paid the account officer can print out the payment slip, which we can present to the company as proof of payment before the repairs can be carried out.

v. Issuing out vehicle(s)

This is when a staff has a concrete reason(s) and approval of going out with the Authority's vehicle, we give the officer a Vehicle Requisition Form to fill by identifying his **name, designation, purpose, destination, time vehicle required and duration of trip**, get recommendation from his/her departmental head before the form will be processed by the transport unit, by identifying any available pool vehicle, complete the form by writing down the vehicle registration number, the driver's name and condition of the vehicle before we pass it to the Admin head, who will verify and approve the movement, sometime the officer is advised to ask the driver for his phone number in case the officer is through with his assignment and are ready to get back to the office.

vi. Fueling of Departmental and Pool vehicles

The Authority has an agreement with a fuel station; they deposited some amount with the station based on when

the money will be exhausted. We collect fuel with Petrol Voucher. When any of our operational vehicle(s) need fuel, the driver will notify the transport unit, we fill the petrol voucher, take it to our Admin head for approval, then an officer from the transport unit will accompany the driver to the filling station, take record of the meter and amount, then return back to the office. We usually re-fuel our Pool vehicles ones in a week, if any of the vehicle is empty; we also re-fuel the Departmental vehicles ones in two weeks, if anyone of them is empty.

WELFARE UNIT

Work Flow for Welfare Unit

The **Welfare Unit** is saddled with the under listed job functions and its process work flow is stated as follows:

S/No		JOB FUNCTIONS	WORK PROCESS FLOW
1	STAFF WELFARE	<ul style="list-style-type: none"> i. To organize refreshment and meals for Management meeting, Local Organizing committees, and some NNRA events. ii. To attend to all bereaved staff matters. (Death of staff, Death of staff spouse, Parents and any other staff welfare related issues as directed by management. iii. To ensure that NHF (National Housing Fund) for all staff is processed. iv. To ensure that various proposals submitted as regards to issues relating to NNRA staff welfare in general (Health, Staff well-being, Housing) etc. are treated accordingly. v. Safe keep of the Authority's First Aid and dispensing of drugs to staff when the need arises. vi. Supervision of NNRA Restaurant 	<ul style="list-style-type: none"> i. Organize refreshment: At the receipt of notice of a meeting, a request is been put up for approval to the GM Admin & Finance stating the number of people and total amount that will be needed to cater for the meeting. ii. Attend to bereaved staff: In events of notice of death of a staff, their spouse, parent or child, A condolence visit is paid and an official letter is issued to the concerned to commensurate with the bereaved. The death benefit is thereafter processed for burial proceedings. iii. National housing funds:All staff is expected to be part of this government policy. Therefore, in the event of newly recruited staff, the welfare dept ask if they have enrolled with their previous employer. If yes, they are advised to bring their NHF Passbook for change of work/NHF update form but in the case of someone who hasn't enrolled before, a form is given to be filled, thereafter taken to Federal Mortgage Bank for account opening and passbook issuance The account dept keeps custody of the passbook for updating in the staff passbook records as remittance takes place iv. Buisness Proposals: At the receipt of different kind of business proposals, the welfare officer puts up a Memo, recommend to the management if the proposal will be of benefit to the staff welfare. If otherwise, the management is advised otherwise who in turns gives the final directives

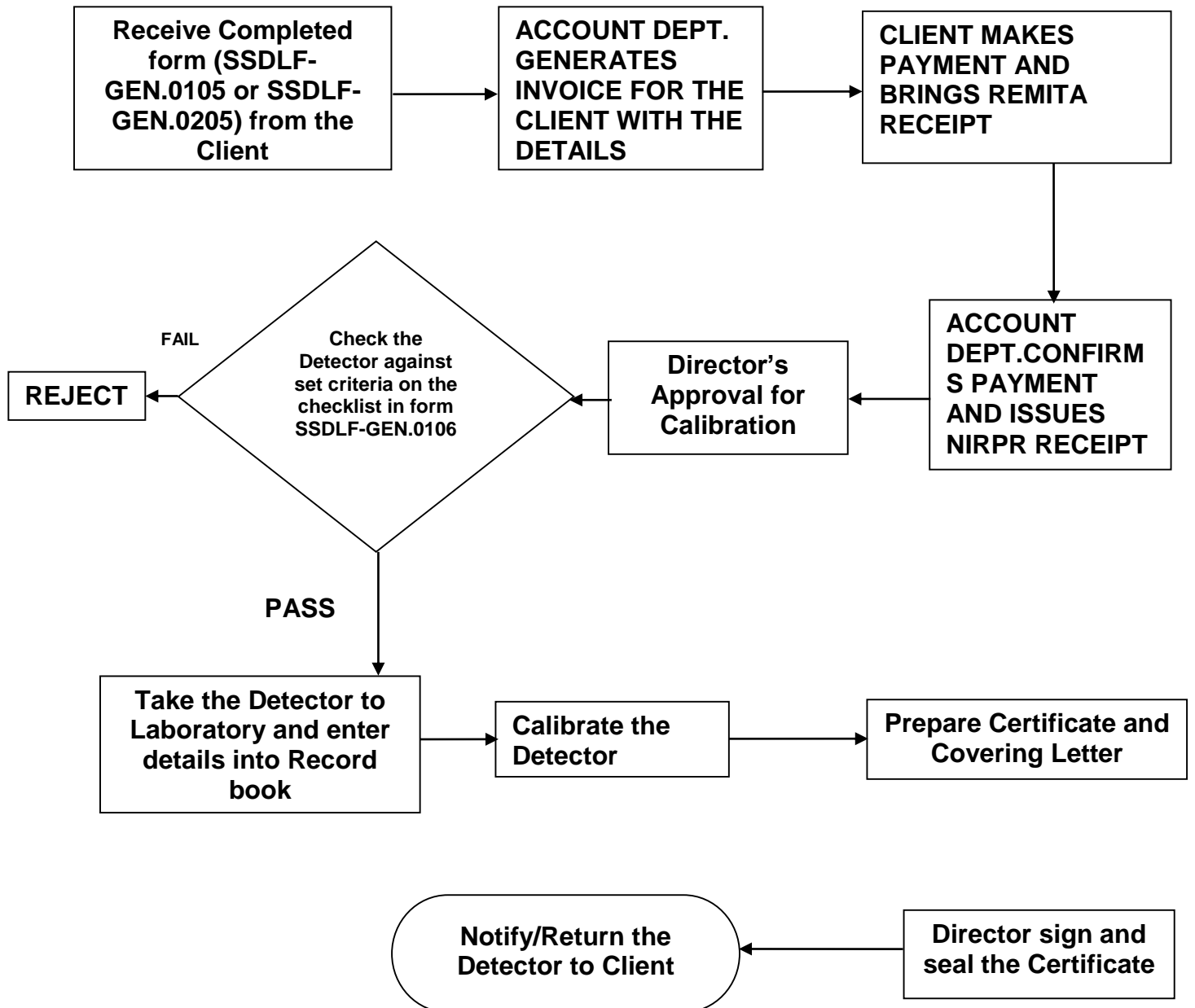
			<p>v. NNRA FIRST AID: The Welfare officer request by putting up a memo for the need to re-stock the Authority's first Aid at a reputable pharmacy whenever we are running out of first aid drugs.</p> <p>The officer also helps staff to check their blood pressure with the use of BP machine, we keep a register or record for drug dispensing as the welfare officer also performs the function of dispensing drugs to officers when the need arises.</p> <p>vi. The NNRA Restaurant: The welfare officer supervises the smooth running of the NNRA canteen.</p>
2	NHIS	<p>i. To Process NHIS registration for staff of the Authority</p> <p>ii. To ensure all staff are documented on the NHIS platform</p> <p>iii. To ensure that change of hospital matters are treated by our HMO</p> <p>iv. To ensure that enrolees are duly informed on all information on NHIS</p>	<p>i. To ensure that staff of the Authority are registered under the NHIS Scheme:</p> <p>a. I write a letter to The Executive Secretary/CEO, National Health Insurance scheme Utako Abuja.</p> <p>b. For Capturing /Registration of new and old staff of the Authority.</p> <p>c. NHIS will reply the Authority with date fixed for the capturing. Thereafter, a staff is enrolled on the scheme</p> <p>ii. To ensure continuous update and document of staff on the NHIS platform.</p> <p>a. The NHIS Officer gets a FORM from NHIS through our HMO, integrated Healthcare limited.</p> <p>b. Any staff having challenges with the hospital they use come to the NHIS officer, who gives a form to fill and register their complaints for onward processing to resolve the issue.</p> <p>iii. To Liaise with NHIS, To ensure that change of hospital matters are treated through our HMO.</p> <p>The NHIS officer go to NHIS office for new updates on any change and addition made by staff.</p> <p>The officer also gets Staffs an ID code to access hospital via form.</p> <p>The NHIS officer meets with the</p>

			<p>National Health insurance Scheme and HMO to ensure that all registered enrollees get adequate medical attention and information about NHIS operations.</p> <p>The officer puts up Quarterly information update on the notice board.</p> <p>The HMO comes to update staff through the seminal presentation for NHIS awareness / update</p> <p>Workshops are also put in place to enlighten staff the more on the scheme.</p> <p>iv. Spouse and biological children are also added to the scheme.</p> <p>The NHIS issued by the HMO.</p> <p>The principal enrollees fills it and bring it back to the NHIS desk officer who then takes it back for further processing</p>
3	PENSION	<ul style="list-style-type: none"> i. To update Pension Nominal Roll ii. To follow up on unremitted RSA's iii. To submit updated Pension Nominal Roll iv. To ensure the insurance of the Authority's properties including staff and vehicles v. To ensure the insurance of the Authority's properties including staff and vehicles. 	<ul style="list-style-type: none"> i. *Update Pension Nominal Roll: <ul style="list-style-type: none"> a. When a new staff is recruited, they are to open a Retirement Savings Account (RSA) with a Pension Funds Administrator (PFA). b. The RSA Pin of the newly recruited staff are collated from the Zonal Offices and Sent to the Pensions Unit in the HQ. c. The collated names and Pension Pins are entered into the Pension Nominal Roll by the Unit. ii. *Submission of the Pension Nominal Roll <ul style="list-style-type: none"> a. After updating the records by the Unit, the Nominal Roll is sent to National Pension Commission at the end of the year. iii. *Assist the Next-Of-Kin of deceased NNRA staff to facilitate RSA remittances <ul style="list-style-type: none"> a. A letter is sent from the Next Of Kin (NOK) of the deceased staff requesting for documents needed by the PFA to facilitate their pension claims. b. Upon receiving the letter which will

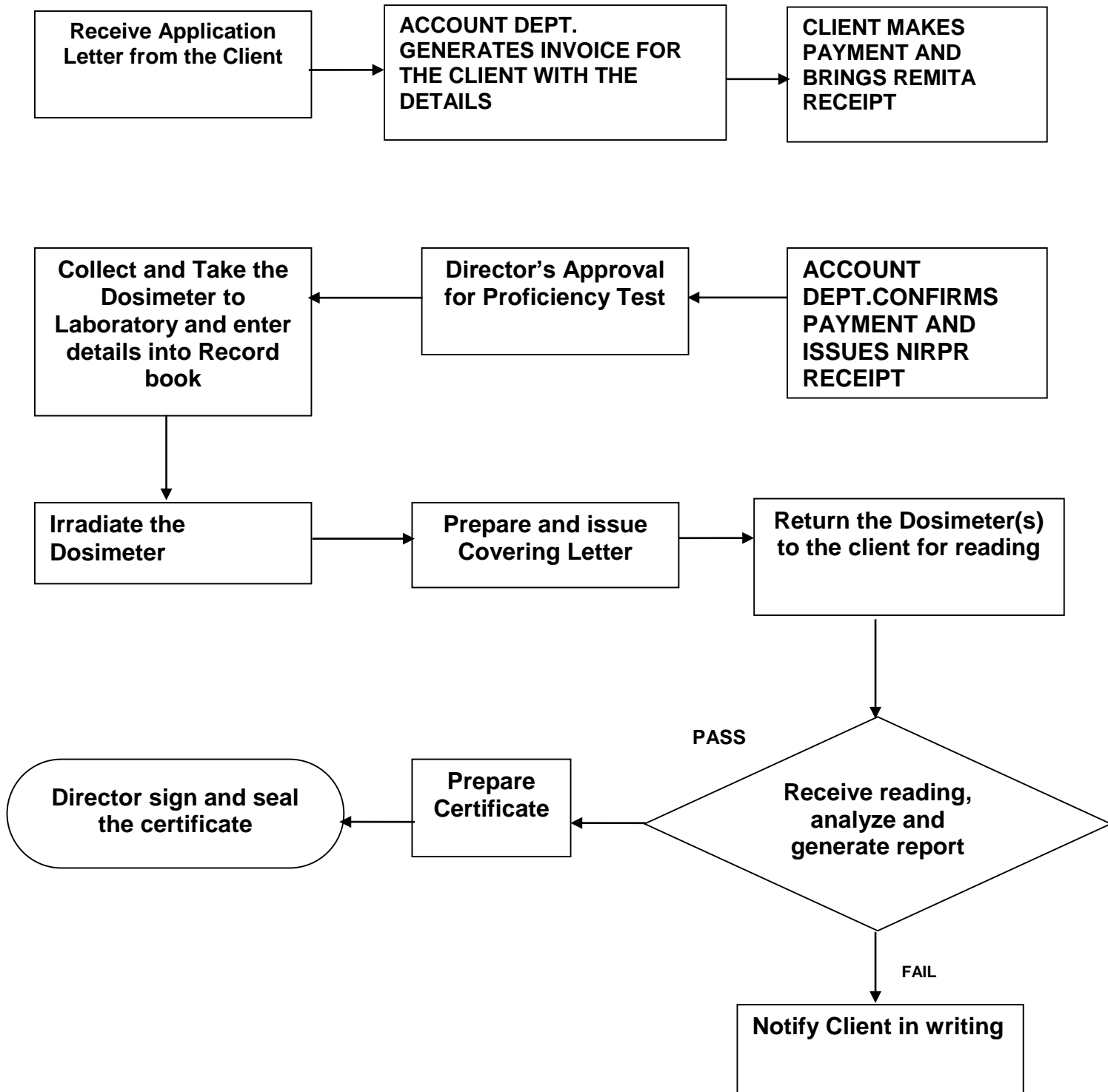
			<p>be presented in the file of the deceased staff, the unit forwards the request to the necessary departments in charge for the production of such documents like the NNRA Pay Slips.</p> <p>c. The Unit also prepares an introduction letter of the deceased staff for the Next Of Kin, which will be signed by the General Manager, Admin & Finance.</p> <p>d. Once the introduction letter and Pay Slips are produced, the NOK is invited to come and fill a Pensions release form which will be attached to the documents and sent to the PFA for processing.</p> <p>e. The file of the deceased staff will then be returned to the registry/ Records safe keep.</p> <p>iv. *Follow up on Group Life Assurance Claims of Deceased Staff</p> <p>a. Upon the death of a staff of the Authority, a notification letter which will be signed by the General Manager, Admin & Finance will be sent to the insurance broker in charge of the Authority's Group Life Assurance claims.</p> <p>b. The details of the deceased staff and the next of Kin are sent to the Insurance Broker to facilitate the payment of the death benefits to the beneficiary.</p> <p>c. The salary structure of the Authority is also sent to the Insurance Broker for the period they are covering the NNRA.</p>
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NATIONAL INSTITUTE OF RADITION AND RESEARCH (NIRPR)

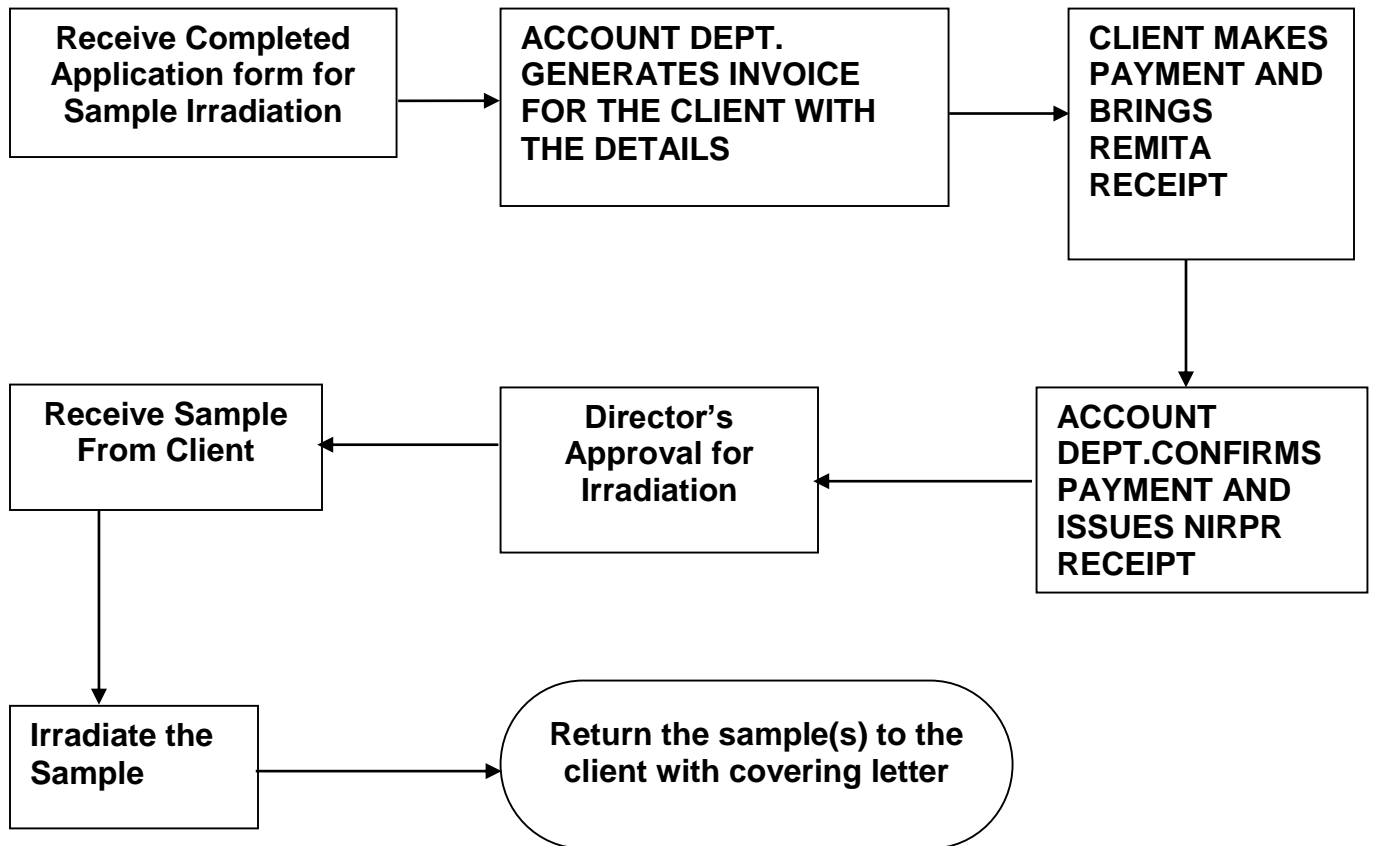
DETECTOR CALIBRATION



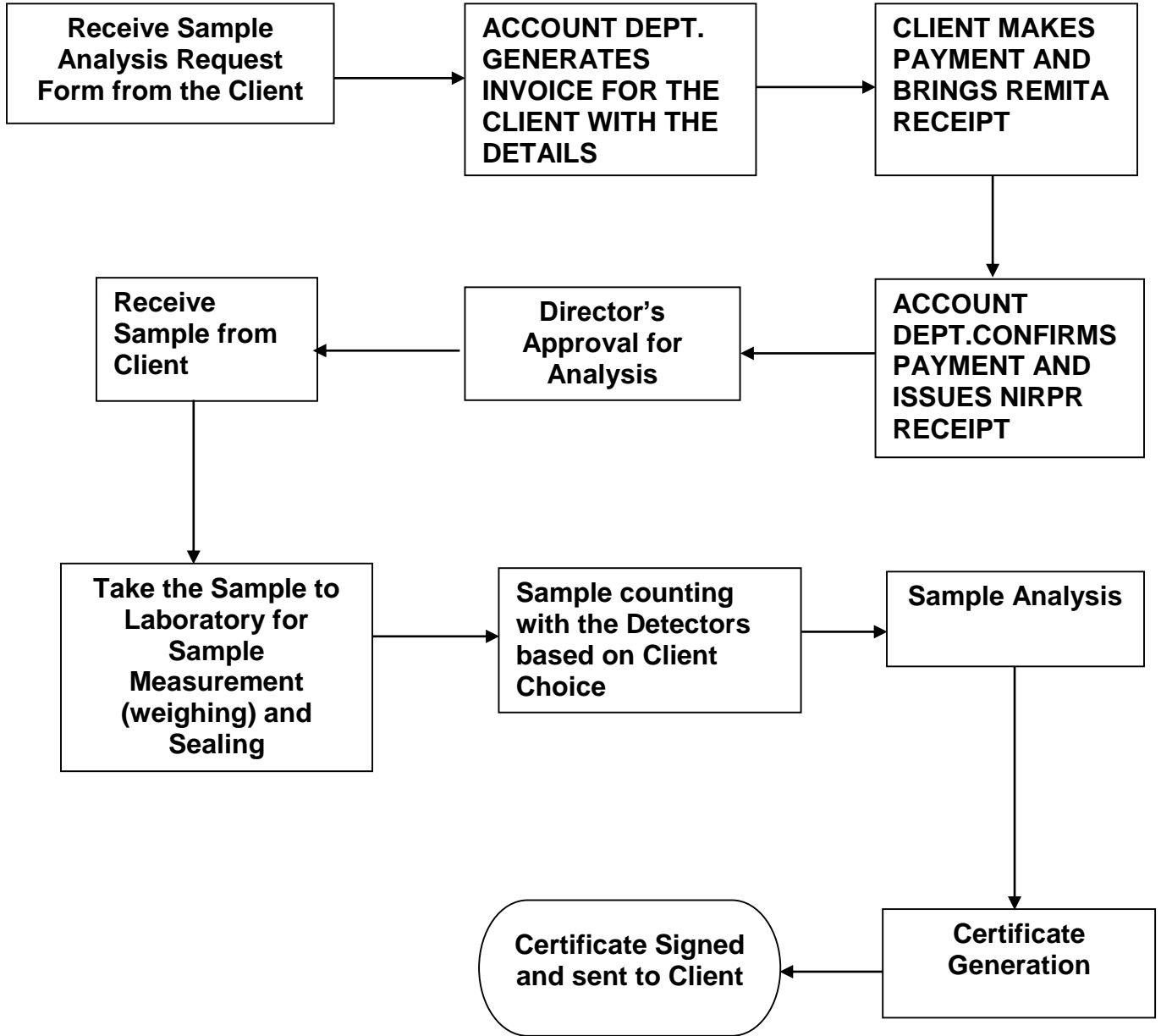
PROFICIENCY TEST



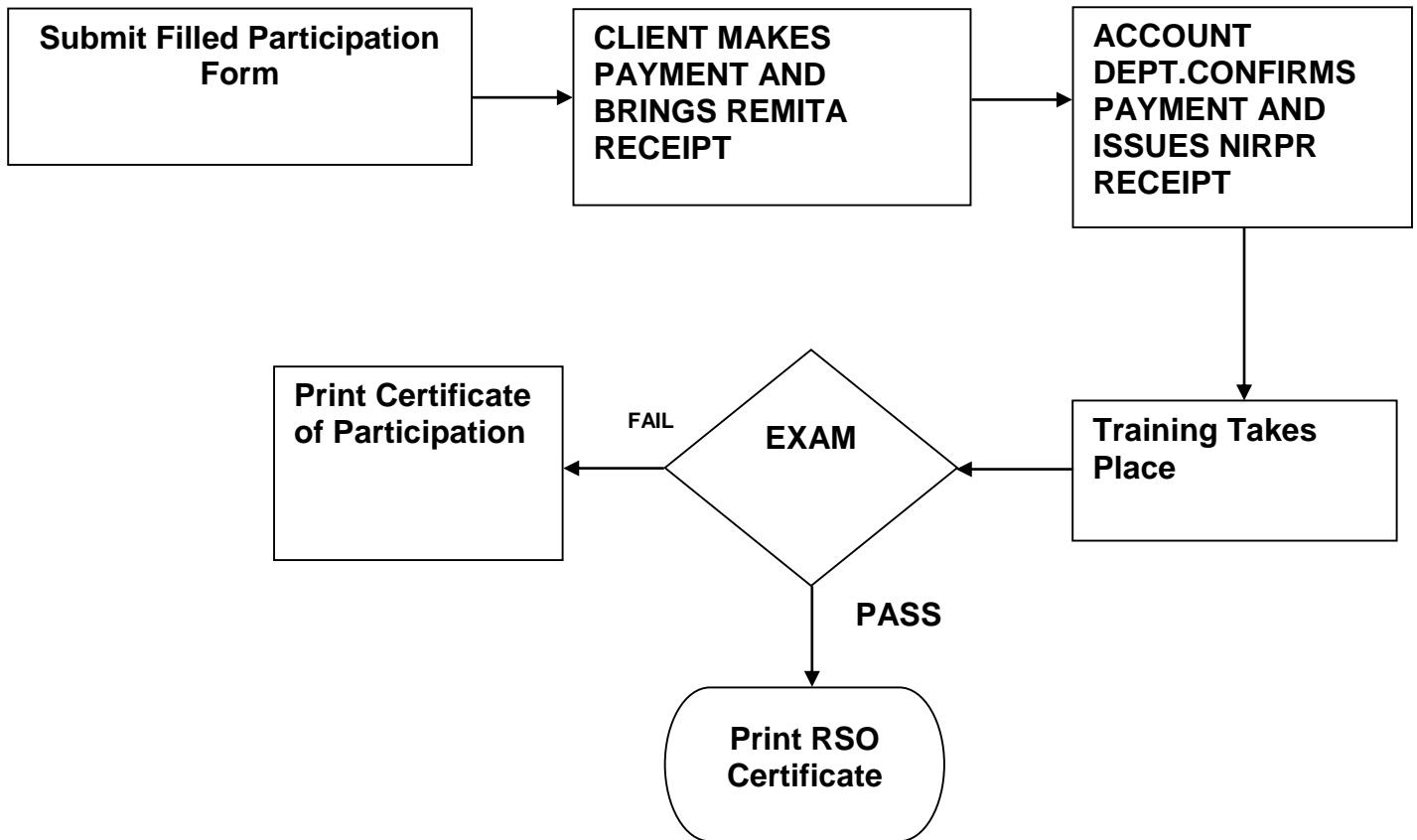
SAMPLE IRRADIATION



SAMPLE ANALYSIS

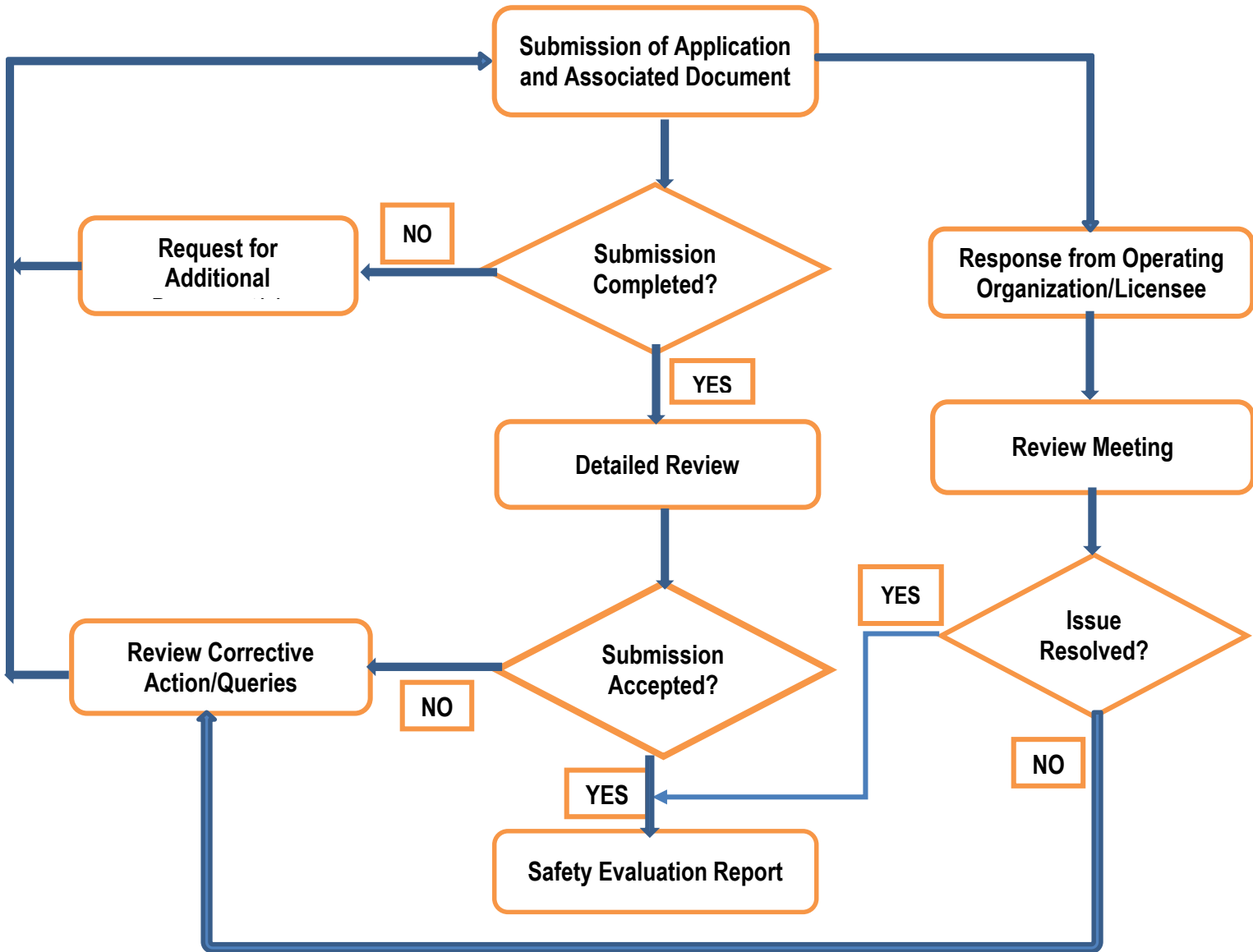


RSO TRAINING

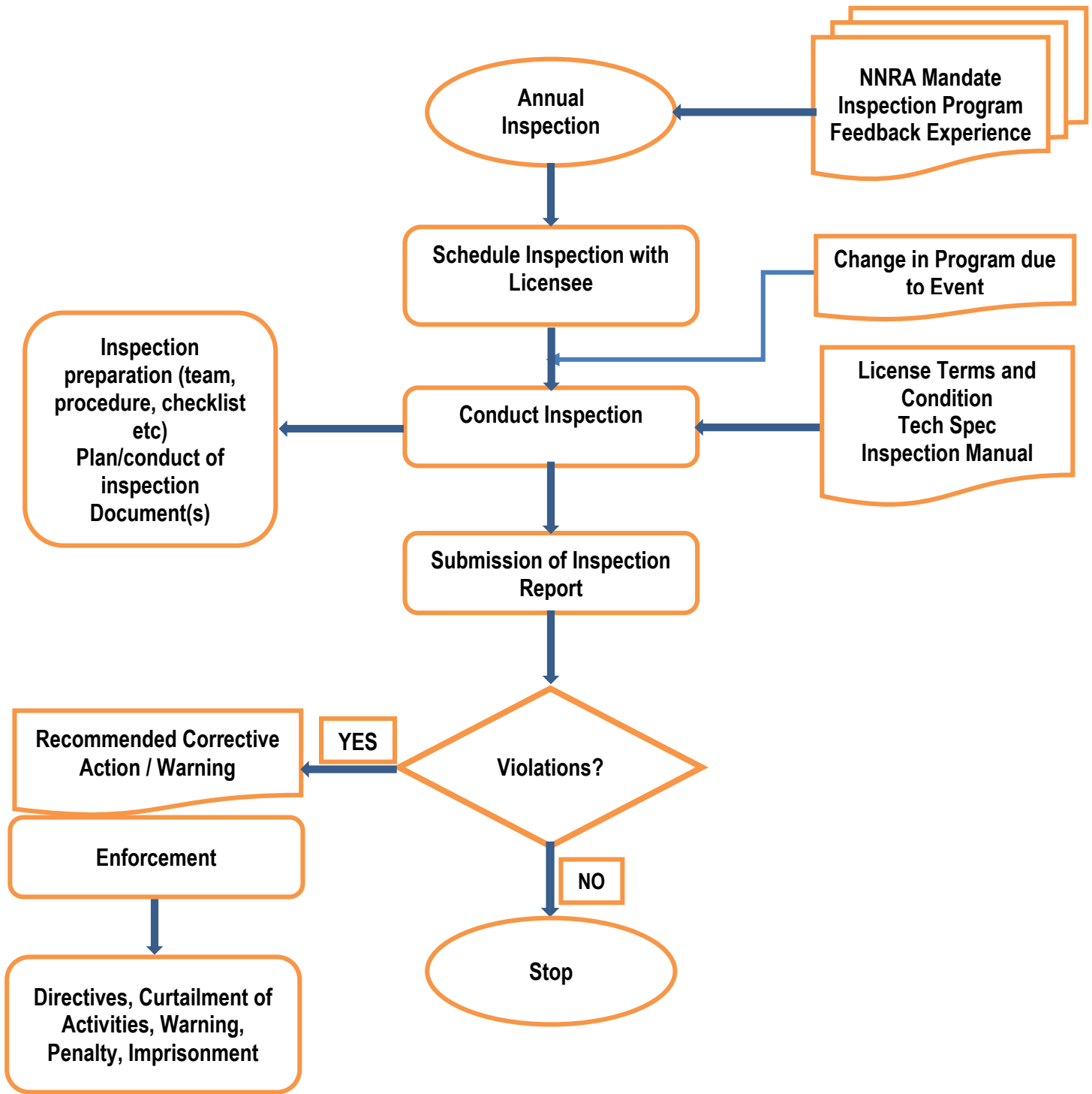


CORE PROCESS PROPOSAL

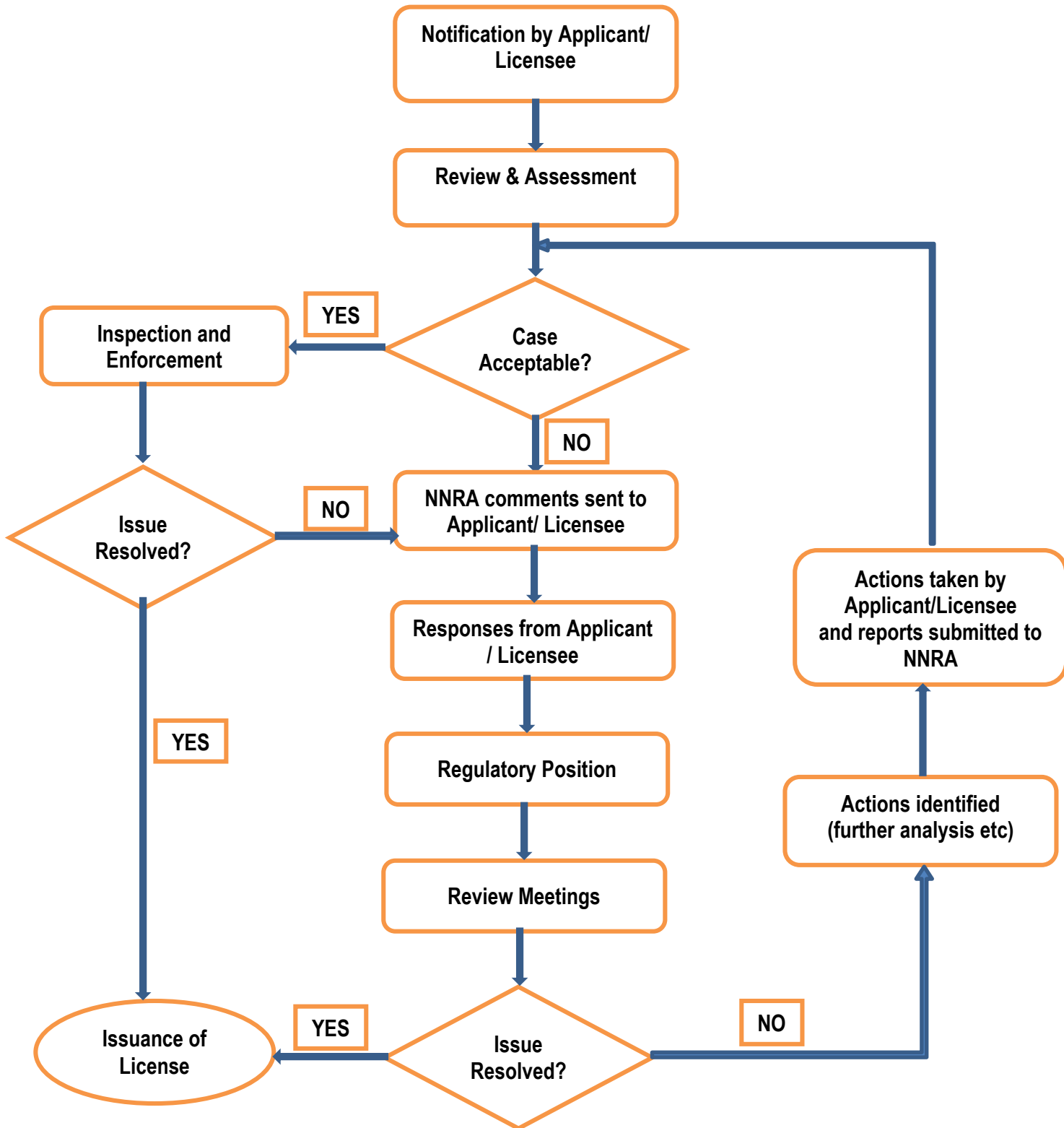
Process of Review and Assessment



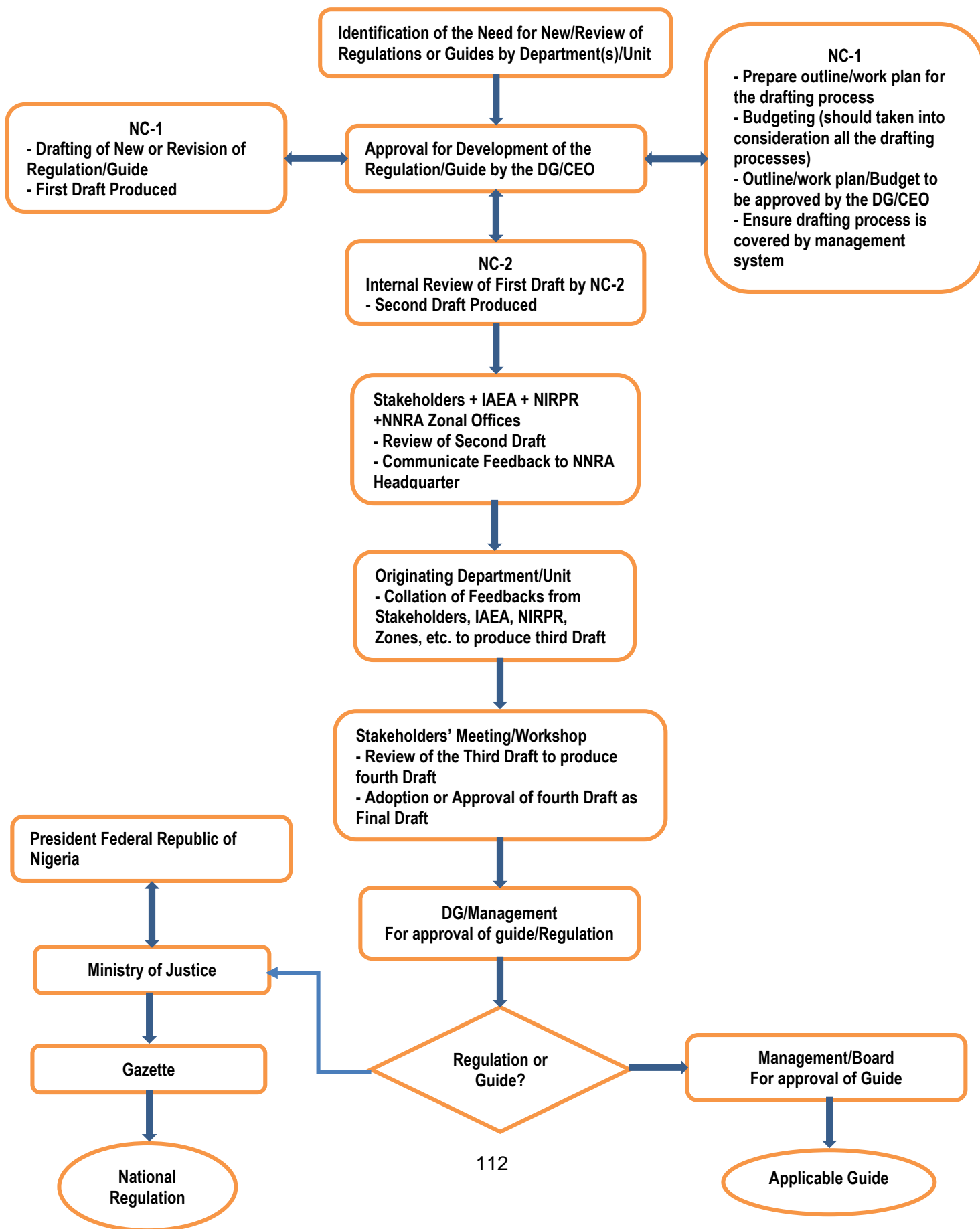
Process of Inspection



Licensing Process



Development of Regulation



Process of Regulation

Purpose: To develop and maintain the regulations and guidance documents that define the regulatory requirements and expectations applicable to the regulated facilities and activities.

Inputs:

- Legal mandate of the regulatory body to issue regulations and guides;
- Government regulations or guides to authorities on the process to issue regulations;
- New developments in international safety standards and industrial standards;
- New developments in technology, R & D and operational lessons learned;
- Identification of needs for new regulations or guides in a specific area; or
- Identification of needs to revise existing regulations or guides.

Process:

1. Analysis and scoping of the specific needs for new or updated regulations or Guides. Requests made to the DG/CEO by the Department regarding drafting of new or revision of Regulations/Guide.

2. The DG/CEO constitute and approve NNRA committee (NC-1) to facilitate the necessary drafting process. The NC-1 should comprise of relevant staff member including technical and legal officer with the requisite knowledge on the subject matter. The responsibilities of the NC-1 at this stage include:

- i. Preparation of outline/work plan for the drafting or review process
- ii. Preparation of budget taking into consideration all the stage of the process
- iii. Obtain approval of the DG/CEO of the work plan and budget

Time for completion of activities in this stage: 1 Month.

3. The committee, NC-1 draft new or revises exiting Regulations or Guide. The NC-1 may include members from Federal Ministry of Justice (FMJ), relevant professional or Consultants. The responsibilities NC-1 in this stage include:

- i. Drafting of new regulations or Guide; or
- ii. Revision of existing Regulations or Guides and
- iii. Producing first draft of new/revised Regulation/Guide

Time for producing first draft and submitting to DG/CEO: 3 - 4 Months.

4. Internal Review of the first draft by the Department/Division/Unit that have responsibility for Draft Regulation/Guide (2-3 people maximum). NC-2 may also include a staff of FMJ if not involved in NC-1. This stage produce the second Draft of Regulations/Guide

Time for producing Second Draft and submitting to DG/CEO: 2 Months.

5. Transmission of the second Draft to identified national (including NIRPR and NNRA Zonal Office) and international Stakeholders such as IAEA for review, comments and suggestions.

Time for review of second Draft: 2 Months

6. This stage include the collation of feedbacks from IAEA, NIRPR, NNRA Zonal Offices and Stakeholders by the NNRA Department responsible for the Regulations or Guide. Third Draft is produced at this stage and submitted to the DG/CEO for approval.

4 Weeks is suggested for completion of the activities at this stage

7. Organization of Stakeholders' Meeting/Workshop/Expert Mission by the NNRA.

3 Months is suggested for the preparation, hosting of this programme and integration of the contributions, etc. to produce the Fourth /Final Draft Copy.

8. Submission of Final Draft copy to the NNRA Management/Board for approval.

Time for approval is 1-4 months.

9. The Final Draft Regulations is submitted to the Ministry of Justice for vetting and concurrence.

10. Submission of Final Draft Regulations to the President for approval and returned back to the Ministry of Justice.

11. Gazette of Final Draft Regulation and Publication.

12. Information and training of staff in the new regulations or guides.

Outputs: New or revised regulations and guides.

Interfaces: Safety Review, Inspection, Enforcement, Operational Experience
Feedback,
Participation in international nuclear and radiation safety work.

Performance criteria: Production completed with planned resources and within set time limits, successful communication with interested parties, safety committee and the public. New or revised regulations show to provide benefits for the regulatory work.

Process for Review and Assessment

Purpose: To determine:

- Whether the submissions by operating organization demonstrate complies with the regulatory requirements throughout its lifetime
- The ability and resources of the operating organization/applicant/licensee to discharge its obligations associated with the authorization

Inputs:

- Legal mandate of the regulatory body;
- Government regulations or guides to authorities on the process to conduct review and assessment of facilities and activities;

- Licensing applications and Submission (Technical and Management System);
- Modifications;
- Routine submissions and reports; and
- Events and non-conformance reports.

Process:

1. Submission of an application by the operating organization/applicant/licensee to the office of the DG/CEO. The DG/CEO identified the identified the Department.

2. Docketing review (checking completeness of information for acceptance of submission for detailed review)

3. Review and assessment of information, analysis, assessments and conclusions presented by the applicant with respect to ensuring that the submissions meet the review bases – generally this review phase comprises following stages:

- i. Identifying additional information, assessment, analysis needed for review
- ii. Raising queries where information seems not justified, not in line with regulatory bases, inconsistent, incorrect, or unacceptable
- iii. Performing independent analysis (audit calculations)
- iv. Conducting review meetings with the applicant for discussion on the queries raised during the review process
- v. Verification of the actions taken by the applicant as agreed or required during the review process

4. Conducting inspections to verify the information provided by the applicant in the submissions or during various review phases

- i. Determining inspection needs to check the information provided in the submissions
- ii. Evaluating inspection outputs (feedback from inspection process)

Outputs: Safety Evaluation Report (SER)

Interfaces: Authorization, Inspection, Enforcement, Operational Experience
Feedback,

Performance criteria: SER submitted within planned resources and within set time limits, successful communication with interested parties, safety committee and the public.
Authorization Issued or rejected