



Australian Government

Ansto

Nuclear-based science benefiting all Australians

HIFAR Records Management and Quality Management System

Richard Healy
Information Management Specialist

May 2012

Agenda

- Records Management
- Quality Management System

Questions

- Electronic and paper?
- Stored on network drives?
- Electronic Document management System (EDMS)?
- Easy to find (well catalogued/indexed)?
- Quality Management System (ISO 9001)?

Structured Approach

- [IAEA Safety Standards, Decommissioning of Facilities Using Radioactive Material, Safety Requirements, WS-R-5, 2006](#)
 - ..page 17 ‘A system shall be established to ensure that all records are maintained in accordance with the records retention requirements of the quality assurance system and the regulatory requirements.’
- Document audit (where, what, quantity)
- [Policy](#) and [Procedures](#)
- [Program of activities](#)
- [Project Plan](#)

Resources

- Access to an information management specialist
- Dedicated resources to register/scan documents
- Ongoing support once bulk of documents captured
- Access to reactor facility experienced personnel
- Very difficult to scope
 - Adequate funding (circa \$0.5m)
 - Adequate time (18 months)

Ownership by HIFAR

- Need to understand what is being delivered by the specialist
- Need empathy between the business and the specialist
- Need HIFAR expert to advise on what is important/relevant
- Aligned with ANSTO's knowledge management capture systems

Observations

- Single register of documents ([HIFARlocal](#))
- Scan important paper documents
- PDF important electronic documents
- Dispose of unnecessary copies
- Shape the system to **your** needs, budget and schedule
- Don't register material already registered

Observations

- Don't try to rationalise network
- Local intranet to locate information ([HIFARnet](#))
- Ensure you have ongoing access to classified (eg secret) files
- Access to documents' contents
 - [Enterprise search capability](#)
 - Searchable PDFs (OCR)
 - [Licence F0184](#) (scanned, no OCR)
 - [Licence F0184](#) (scanned, OCR)

Network Storage

- Very good computerised records does not mean very good information about those records:
 - 89,371 files (1980 – 2011)
 - 567 file types
 - 6,312 directories
 - 374 empty directories
 - 23,587 (26%) duplicate files (by content, not name)
 - Directory structure so long that Windows cannot access files anymore

Quality Management System

- The requirements for the QMS include:
 - Plans and Arrangements for Managing Safety
 - ARPANSA Licence Conditions
 - AS/NZS 9001 Quality Management System
 - AS/NZS 14001 Environmental Management System

Quality Management System

- Rationalised to suit care and maintenance period
 - Operational (1422 documents)
 - De-fuelled (168 documents)
 - Now (79 documents)
- Lessons
 - Keep the system
 - Transition is a significant exercise (8 staff for 3 months) and ongoing

Questions?

The logo for Ansto, featuring the word "Ansto" in a bold, white, sans-serif font. The letter "A" is stylized with a white dot and a horizontal line, resembling a nuclear symbol or a stylized atom. The background is a vibrant blue with abstract, flowing light trails that create a sense of motion and energy.

Ansto

Nuclear-based science benefiting all Australians