



RAMTUC Consignment Issues Working Group (CIWG)			
Chair Person	Gill King (EDF Energy)	Secretary	Ruth Norbury (Magnox)
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MINUTES OF THE 31st RAMTUC CONSIGNMENT ISSUES WORKING GROUP

Date: Tuesday 28th April 2020

Present:	Gillian King (GK)	EDF Energy - Chairperson
	Ruth Norbury (RN)	Magnox Ltd – Secretary
	Graeme Hewson (GH)	EDF – LFE co-ordinator
	Jim Hair (JH)	Dounreay
	Kerrie Ross	Dounreay
	Rachel McNicholas (RMc)	Magnox Ltd
	Grant Weild (GW)	Rolls Royce
	Emma Tallantire (ET)	Sellafield
	Alison Fotheringham	LLWR
	Gill Rogers	LLWR
	Rebecca Wood	LLWR
	Vijay Bhatti	INS

1. Welcome and apologies for absence

Gill welcomed all to the 31st meeting of CIWG. Apologies received from Kirsty Barnes. This meeting was held by telephone due to the current COVID-19 lockdown and as such was a much shorter meeting than previously held. Members were asked to review who they found the telephone meeting and if it would be useful to hold this sort of meeting going forward.

2. Safety share

A safety share came from Sellafield regarding our new working arrangements from home where someone who was normally quite safe used a small step to do some work whilst at home. The person was in their later years and whilst attempting to complete the work fell from the steps. Normally this would result in a minor injury but unfortunately in this case the person did not recover from their injuries.

Learning points – even though we are all in rather strange times at the moment we still need to consider safety. It is very easy to be distracted from your usual day and not follow good practice to the detriment of yourself or others.

3. Minutes of last meeting RAMTUC/CIWG/M30

The minutes from the previous meeting were not approved so this was requested by email accompanying the minutes.

4. Action list

See action list where the actions have been updated. All new actions from this meeting have been added to the list.

5. LFE share

There were no specific learning points shared at this meeting due to time constraints. However discussions were held on the format and who the audience would be so they could be useful to every member. As there are different levels a single page would be produced and sanitised for operatives on sites with a more in depth presentation available if required for others to use.

6. Guidance notes update

Guidance notes are still an ongoing issue including the production of numbers. It was agreed that the issue would be raised at the next main meeting for CIWG to take on this role to enable guidance notes to be produced and issued in a timely manner.

There are several guidance notes still to be reviewed and agreed. Three have been produced by Jim Hair and are being reviewed for issue by Rachel McNicholas ready for the next meeting. In addition to this a further two have been completed by Graeme Hewson which are also under review via Ruth Norbury for inclusion at the next meeting.

A new guidance note on asbestos is under production by Magnox hopefully for the next meeting to be reviewed and issued. A dial in is to be arranged before the next meeting to ensure guidance notes are ready to be disseminated.

An instruction on guidance note production has been completed by Emma Tallantire and is attached with this minutes for review by all members prior to the next meeting. Any feedback should be presented to Ruth Norbury prior to the meeting.

7. Forum feedback

RAMTUC main meeting	ET/GK
TCSC	RMc
RADSAFE working group	GK
WNTI	MB
DGAG/BADGP	GH
Regulator forum update	(anyone who attends)

All forums are looking to be held by telephone/Skype until the current situation changes. Many forums will be looking to complete AGMs and there are some challenges regarding constitutional issues doing this by phone.

All RADSAFE responding sites are still available for call out during this time. The new CDG 19 rules now apply but more will be available from members at the next meeting once the new rules have bedded in.

8. Role allocation going forward in CIWG

Role allocation was discussed again and Gill King has made it known that she may not be able to continue as chairperson going forward. Emma has said for the short term she can continue as chairperson but this will need to be resolved going forward.

Both the chairperson and the secretary can claim expenses from RAMTUC for out of pocket expenses related to CIWG activities and this has been endorsed by main group.

9. Carrier audits status and updates

All audits are on hold at the moment. Members have been reminded that Gill King is Consolidating a list of all RAM hauliers members use so we can ensure they are audited centrally. Can members please forward their list to Gill before the next meeting (June 2020).

10. AOB

Graeme Hewson attended a recent webinar hosted by BADGP regarding lithium batteries. This has been attached with the minutes of this meeting for review by members.

We are hoping to hold the next meeting in June 2020 also by phone. Please let me know if this is suitable for you and any issues you wish to discuss.