

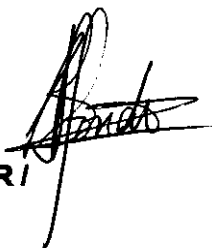
# NATIONAL NUCLEAR REGULATOR



## LICENCE DOCUMENT

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APPROVED:  
CHIEF EXECUTIVE OFFICER /  
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## 1. INTRODUCTION

The National Nuclear Regulator imposes specific licence conditions and where appropriate identifies, in an appendix to the nuclear installation licence, documentation containing provisions which must be adhered to by the licensee. It does, however, recognise that circumstances may arise from time to time in which the National Nuclear Regulator may have to consider amendments or additions to, or the removal of, conditions of licence or other documentation.

In order to facilitate such amendments, additions or removals the mechanisms described hereunder must be used.

## 2. LICENCE CONDITIONS

Where a licensee requests an amendment or addition to, or the removal of, a licence condition this must be done by the submission to the NNR of a formal Licence Change Request (LCR), giving the reason for the change, the details thereof, and the justification in terms of meeting the safety standards and regulatory practices.

Approval of such LCR is given by way of a variation of the licence, which will incorporate the approved change.

Should the NNR, for its own reasons, decide to amend or add or remove a licence condition, it must issue an appropriate licence variation.

## 3. DOCUMENTATION IN THE APPENDIX TO THE LICENCE

A request by a licensee for the amendment of a document in the appendix, or for the addition or removal of any appendix document, must be made by submission of a LCR.

Approval of such LCR is given by way of a letter. A subsequent revision of the appendix will be made.

In a case where the required change is of a minor nature, however, and is considered by the licensee to have no significant impact on safety, he may submit the relevant details formally to the NNR, which will then determine whether a LCR is necessary or not. The licensee will be informed accordingly.

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If the NNR does not require a LCR , the licensee must make the appropriate amendment(s) to the document(s) and the NNR must similarly amend its records.

Replacement of the amended document(s) in the next official revision must be sent to the NNR in accordance with the licensee's approved document controlled copy procedure.

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APPROVED: *P.C. Andrew*  
EXECUTIVE OFFICER

1.      **INTRODUCTION**

The Council for Nuclear Safety lays down specific licence conditions and where appropriate identifies, in an appendix to the licence, documentation containing provisions which must be adhered to by the licensee. It does, however, recognise that circumstances may arise from time to time in which it may have to consider amendments or additions to, or the removal of, licence conditions or documentation.

In order to facilitate such requirements the mechanisms described hereunder will be used.

2.      **LICENCE CONDITIONS**

Where a licensee requests an amendment or addition to, or the removal of, a licence condition this shall be done by the submission to the CNS of a formal Licence Change Request (LCR), giving the reason for the change, the details of it, and the justification in terms of meeting the Council's safety criteria.

Approval of such an LCR will be given by way of a variation of the licence to incorporate the change.

Should the Council, for its own reasons, decide to amend or add or remove a licence condition, it will issue an appropriate licence variation.

3.      **DOCUMENTATION IN THE APPENDIX TO THE LICENCE**

A request by a licensee for the amendment of a document in the appendix, or for the addition or removal of an appendix document, shall similarly be made by submission of an LCR. Approval of such an LCR will be given by a letter and the subsequent revision of the appendix.

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In a case where the required change is of a minor nature, however, and is considered by the licensee to have no significant impact on nuclear safety, he may submit the relevant details formally to the CNS, who will then decide whether or not an LCR is necessary and will inform the licensee accordingly.

If no LCR is required by the CNS, the licensee will make the appropriate amendment(s) to the document(s) and the CNS will similarly amend its own records.

Replacement of the amended document(s) by the next official revision shall be sent to the CNS in accordance with the licensee's approved document controlled copy procedure.