



REQUIREMENTS DOCUMENT

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APPROVED: _____

S VAN DER WOUDE
ACTING CHIEF EXECUTIVE OFFICER

DATE: 26/4/2002

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1. PURPOSE

To describe the procedure which nuclear authorisation holders or users and transporters of radioactive material must follow to notify the National Nuclear Regulator (NNR) of an occurrence which requires urgent notification, in terms of an Authorisation granted under sections 21 and 22 of the National Nuclear Regulators Act, (Act No 47 of 1999) or of any other emergency situation associated with any activity involving radioactive material, or to request an emergency Authorisation change.

2. SCOPE

This procedure applies to:

- 2.1 Holders reporting a nuclear occurrence or requesting an emergency Authorisation change in terms of a Authorisation granted under sections 21 and 22 of the National Nuclear Regulators Act, (Act No 47 of 1999).
- 2.2 Transporters of radioactive material reporting an incident to the NNR.
- 2.3 Any other authority or organization needing to report an accident or incident involving radioactive material.

3. PROCEDURE

The preferred communication method is by telephone during all hours. An NNR representative must be contacted as per attachment 1 by telephoning in sequence from the top of the list until one person is contacted to receive the notification message. The NNR will then respond in accordance with an internal procedure.

An occurrence notification message should include the following: date, time and location of occurrence; brief description of the occurrence; contact person and telephone numbers.

An emergency Authorisation change request should include the following: brief description of the emergency Authorisation change request; contact person and telephone numbers.

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4. BACK-UP NOTIFICATION PROCEDURE

In the unlikely event of the telephone system being out of order it is recommended that an NNR representative be directly visited at home (after hours) or at the NNR offices (working hours) or that the SA Police be requested to deliver the notification message. For this purpose addresses are provided in attachment 2.

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**ATTACHMENT 1
LIST OF NNR REPRESENTATIVES**

Phone from the top until one person contacted.

NAME	HOME TELEPHONE CELLULAR TELEPHONE (After hours)	WORK TELEPHONE AND AND FAX (07:45 - 16:30)
Mr M M E G Khoathane	(012) 998 1337 (082) 882 5632	(012) 674 7100
Mr P Hinrichsen	(082) 882 5635	(012) 674 7103 (fax) (012) 674 7164 (Alternative fax)
Mr I D Kruger	(012) 998-8442 (082) 882 5634	
Mr Z S Mbambo	(012) 661 8369 (082) 468 1931	
Mr P T Mkhabela	(082) 882 5636	
Mr B M Nangu	(082) 882 5638	
Mr T D Sekano	(082) 904 0832	
Mr S van der Woude	(012) 362 0230 (082) 882 5625	

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**ATTACHMENT 2
ADDRESS OF NNR REPRESENTATIVES**

Mr S van der Woude
116 Murray Street
Brooklyn
PRETORIA

Mr I D Kruger
7 Stein Acres
530 Grunberger Street
Constantia Park
PRETORIA

Mr P Hinrichsen
2 Sabie
Jacob Street
Eldoraigue
CENTURION

Mr B M Nangu
10B Dolomite Avenue
Zwartkop Ext. 8
CENTURION

Mr M M E G Khoathane
12 Cupidus Crescent
GARSFONTEIN
PRETORIA

Mr P T Mkhabela
1224 Embankment Road
19 Junto
CENTURION

Mr Z S Mbambo
22 Brakfontein Street
The Reeds
CENTURION

Mr T D Sekano
107 Jackhill Flats
Andries Street
PRETORIA

National Nuclear Regulator
Second Floor
Old Mutual Building
C/o H F Verwoerd Drive &
Embankment Street
CENTURION

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