

Operating Experience Learning Group-OELG

Essential Information and Welcome Pack



This guide was produced and is owned by the cross-industry UK Operating Experience and Learning Group (OELG) and published on behalf of the Nuclear Industry Safety Director's Forum.

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Disclaimer

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NNB Generation Company Ltd

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Introduction

1. Membership of the OELG is drawn from UK organisations with an interest in nuclear activities, both civil and military. It is the main forum for Operating Experience (OE) practitioners from organisations involved in nuclear related activities to discuss, share, and learn in order to continue to improve safety.
2. This document has been prepared as a guide for new OELG members to ensure they quickly understand the organisation of the group and its processes, such that the sharing of good practice can occur as soon as possible. We welcome your input at all levels. The amount of experience, and also the type of experience, varies across organisations. Where you have experienced similar events, declaration of these will assist with trending analysis. Where your industry is very different to others, sharing of events at your site will provide a wider concept of safety and encourage cross pollination of good practice.

History & Purpose of the OELG

History

3. 2006 was the first recorded meeting of the OELG with strategic plans set in 2009. It forms one of the 32 other subgroups which feed into the Safety Director's Forum.
4. The OELG now meets quarterly often using the first meeting of the year to set out the annual intentions for the group and agree suggested changes to the terms of the group.

Purpose of Operating Experience Feedback (OEF)

5. The concept of OEF, as a minimum, is the capture and recording of learning from events and near misses from within an organisation, be they plant, process or people based.
6. The Feedback process includes ensuring the learning is utilised and fully embedded within processes and procedures, and most importantly within culture and behaviours. For Nuclear sites, the requirement to operate a robust OEF system is a legal requirement and forms part of the Licence / Authorisation Conditions to operate the site.
7. All sites are required to report events and near misses, screen applicable OEF from both UK and international sources and implement corrective actions where learning opportunities are identified.

The UK Operating Experience Learning Group

8. The OELG is the main forum for OEF practitioners from UK Nuclear Licensed/Authorised organisations to share their learning. Through this forum, organisations are encouraged to share best practice for arrangements under LC/AC 7 by presenting improvement ideas and good practices based on their own experience and lessons learned; so that members continue to develop into true learning organisations.

Member Organisations

9. The OELG is made up of a number of UK Nuclear Organisations in production, manufacture, operations, maintenance and support, decommissioning, disposal and research. Often it can be seen that larger companies are better able to support the work of the OELG and take on more of a role, whereas the smaller companies have less resource to support responsibilities. Regardless, the input of all members is valued noting that this forum provides the opportunity to share and learn in the interests of improving safety.

10. Below is a table of companies and sites currently represented at the OELG.

Meeting Membership		Stakeholders:
Amec Foster Wheeler AWE BAE Systems - Submarines Babcock Marine, Devonport Babcock Marine, Clyde (Chair & Sec) Babcock Marine, Rosyth Royal Dockyard Cavendish Nuclear Doosan Babcock Ltd DRS DSRL EDF Energy Nuclear Generation EDF Energy Nuclear New Build Horizon	HMNB, Devonport & Faslane GE Healthcare LLWR Magnox Ltd MoD (NRPA) National Nuclear Laboratory NDA Rolls-Royce Nuclear Sector Rolls-Royce, MOD Vulcan RWM Sellafield Ltd Springfields Fuels Urenco UK Urenco Chem Plants	Safety Directors Forum (SDF) Office for Nuclear Regulation (ONR) Environment Agency (EA) Defence Nuclear Safety Regulator (DNSR)

Your First OELG

11. We look forward to welcoming you to the OELG and to you becoming a valued member of the group. As new organisations regularly join the group it is essential that this pack is read and understood to ensure the output of the OELG remains beneficial.

12. Many of the OEF systems used on sites do not discriminate between minor health and safety incidences and nuclear related events. A common mistake is blurring these lines and allowing, for example, on site traffic infractions or slips trips and falls to be presented and discussed at length. The OELG do of course recognise that such events can often be the early warning signs that lead to a more significant nuclear incident (and hence relevant to the group). As stated, the responsibility and ability to filter such information remains with each member.

13. Regardless of when you join the group, it is ever evolving and as such decisions will be made at each meeting. It is very much encouraged that members present their thoughts and concerns and don't fear the opportunity to question other organisations or the will of the group. Steadfast participation will ensure the group continues to develop and learn from each other.

Expectations and Time Commitments for Members

14. Commitments to your organisation:

- a. Your membership of OELG is with the knowledge and support of your organisation's SDF member, and any other applicable senior managers in your organisation, e.g. those with responsibility for OEF;
- b. In attending OELG meetings and participating in OELG work, you are representing your organisation and so should conduct yourself at all times in an appropriately professional manner;
- c. You will establish a suitable network within your organisation to support your membership of OELG, and consult within your organisation as appropriate prior to attending OELG meetings and participating in OELG work;
- d. You will feedback as appropriate within your organisation the results of OELG work and meetings. This includes sharing the OELG newsletter within your organisation as appropriate;
- e. You will brief your SDF member at appropriate intervals on the status of OELG's work and meetings. This is both to highlight the potential benefits of OELG work within your organisation and to allow your SDF member to be supportive of this work at SDF; and
- f. You may need to solicit support/assistance/resources from your SDF member for the work OELG is undertaking, or for example before volunteering your organisation to host a meeting of OELG.

15. Commitments to OELG:

- a. You will honour commitments made to attend OELG meetings and to undertake OELG work and actions . If this becomes impossible you will give appropriate notice and make alternative arrangements. Participation by members will be recorded within the members contribution spreadsheet and reviewed at the annual strategy meeting (Annex C).
- b. You will submit your organisation's Hot Topics no later than 2 weeks in advance of an OELG meeting;
- c. You will read the Hot Topics and any other paperwork (e.g. investigation report for peer review) circulated in advance of an OELG meeting to allow meaningful discussion of these at the meeting;
- d. You will raise awareness of the OELG Good Practice Guide within your organisation;
- e. From each meeting, you will identify a "nugget" to be taken back to your own organisation and embedded;
- f. It is possible that given the nature of some of the issues being addressed by SDF sub-groups and the differing business objectives of SDF member organisations, that there will be differences of opinion on how to proceed with a given topic or topics. Such discussions should be professionally conducted and once concluded to an agreement / consensus, sub-group members should adopt a "Cabinet Responsibility" approach to the outcome – i.e. support publicly the sub-group position once agreed.
- g. In circumstances where a sub-group member cannot take the approach described above (which can only be as a result of implications for their organisation, not as a result of

personal opinion), this should be made very clear and communicated formally to the sub-group chair.

h. An example Agenda is shown at Annex A. The first day often starts formally at around lunch time to allow for travelling. If held on a Nuclear Site, the hosts will often provide a tour of the facilities in the morning of the first day. It is essential to recognise the importance of such an experience alongside the discussion and group work elements of the meeting. Both attendance at this, and organisation of this when hosting, is greatly encouraged.

i. Links to further reading and the ERoom workspace where much of the work is stored are at Annex B.

Terms of Reference of the OELG

16. To maintain open relations with regulatory bodies.

17. To consolidate a national network for the sharing of good practice in Operational Experience Feedback and organisational learning.

18. To maintain exchanges of the lessons learned from key events and operational activities – with a focus on improving safety and operational efficiency in the Nuclear industry (Nuclear, Radiological, Environmental and Process).

19. To promote organisational learning through the application of the principles in the Guide to Good Practice.

20. To identify and communicate national trends and issues with the intention of improving safety nationally in both nuclear and non-nuclear disciplines.

21. To actively engage with other SDF subgroups on relevant issues:

a. Consideration of the impact of all issues on other SDF Sub Groups (2-way).

b. To become a focus for OE Learning for other Sub Groups in order to promote learning throughout the industry.

22. To advise the Safety Director's Forum on emerging issues in the OEF discipline.

A Message From the Chairman

I very much look forward to welcoming you at your first OELG. As a group we thrive on the energy of new joiners who bring with them new processes, problems and solutions in the interests of improving safety across the industry.

On arrival you will be introduced to a sponsor who will be your first point of contact for any questions you may have.

Martin Claxton
OELG Chairman

OELG Secretary Details: Lindsey McAleer
Email: LindseyMcAleer2@babcockinternational.com

Example Agenda

Agenda

Operating Experience & Learning Group



AGENDA
OELG 24th & 25th June 2014
Operating Experience and Learning Group Meeting
 Venue: Baltic Hall, Gateshead NE8 3BA



Day 1, 24th June 2014

Venue: Baltic Hall, Gateshead NE8 3BA

12:00 - 12:30	<i>Lunch</i>	ALL
12:30 - 13:00	Discussion on trend identified from Hot Topics & INES 1	ALL
13:00 - 14:00	Pile Cap Presentation	MM
14:00 - 14:45	Improvements to the Investigation Process	LB
14:45 - 15:30	Investigation Report	ALL
15:30 - 15:45	Tea/coffee	ALL
15:45 - 16:00	Information Sharing	ALL
16:00 - 16:15	Coding	ALL
16:15 - 17:00	Doosan Introduction & Welcome	PT
17:00 -	Tour	ALL

Day 2, 25th June 2014

Venue: Baltic Hall, Gateshead NE8 3BA

08:30 - 08:45	SDF Feedback	FAB
08:45 - 09:00	Best Practice Guide	FAB
09:00 - 10:00	Update from ONR	AG
10:00 - 10:45	DECC Presentation	AG
10:15 - 11:00	<i>Coffee</i>	ALL
11:00 - 11:15	Discussion on PU&A	ALL
11:15 - 12:00	Maintenance Trends	ALL
12:00 - 12:30	<i>Lunch</i>	ALL
12:30 - 12:45	Nugget	ALL
12:45 - 13:00	Items for Newsletter	ALL
13:00 - 13:30	FAP, Action Register & Help Requests	FAB
13:30 - 13:45	Any Other Business	ALL
13:45 - 14:00	Next Meeting	ALL
14:00 -	Close	ALL



Secretary's Contact Number (Michelle Marr) 01407 733353
 OELG Admin Support based @ Wylfa (Lynda Wright) 01407 733354

Further Reading and Reference

1. GOOD PRACTICE GUIDE – The OPEX Good practice guide can be found at <http://www.nuclearinst.com/write/MediaUploads/SDF%20documents/Operating%20Experience/0004 - A Guide to Good Practice A4 Booklet.pdf>

2. USEFUL LINKS
 - a. OELG ERoom - https://s1.rg-coe.com/eRoom/SL/PerformanceImprovement/0_4cb4d Please note that this is a secure eRoom (member only access) – access requests via OELG Secretary
 - b. WANO – <http://www.wano.info/en-gb/programmes/operatingexperience>
 - c. ONR - <http://www.onr.org.uk>
 - d. SDF Subgroups - <http://www.nuclearinst.com/SDFSub-Groups>
 - e. ONR Notification and Event Reporting - <http://www.onr.org.uk/operational/inspection/onr-opex-gd-001.pdf>

Member Contribution Spreadsheets

OELG Member Organisation's Contribution																															
Parent Organisation																															
	Amec Foster Wheeler	AWE	Babcock Clyde	Babcock Devonport	Babcock Rosyth	BAE	Cavendish Nuclear	Doosan	Dounreay	DSRL	EDF Energy (Generation)	EDF Energy (Nuclear New Build)	GE Healthcare	HMNB Clyde	HMNB Devonport	Horizon Nuclear Power	International Nuclear Services	LLWR	Magnox	MoD Vulcan	National Nuclear Laboratory	Nuclear Decommissioning Authority	NuGen Ltd	Rolls Royce	Navy Command Headquarters	Radioactive Waste Management	Sellafield	Springfields	Urenco UK		
Contribution to Group																															
1 Attendance at two or more meetings a year																															
2 Regularly submits Hot Topics in advance of the meeting for group discussion (at least twice in the year)																															
3 Can provide demonstration of value of attending OELG (HT submission)																															
4 Regularly provides 'Nuggets' (at least twice in the year)																															
5 Hosted Site Meeting within past 3 years																															
6 Contributed towards SDF Annual Report																															
7 Contributed towards newsletters																															
8 Completed and returned OELG group questionnaire																															
9 Provided investigation for group Peer review																															
10 Involvement with the creation of a compendium of tools/processes focussing on Investigation techniques																															
11 Provides suggestions or assistance with identifying and arranging speakers for focussed topical presentations																															
12 Support/Engage in visits to assist organisations that have requested assistance ie peer assist and/or support peer review during site visits																															
13 Provision and closing of actions in a timely manner																															
14 Members going above and beyond with regards to assisting/supporting the group																															
15 Member benchmarking exercises being conducted and reported back to the group (only if applicable)																															
16 Evidence of member interaction with their SDF director and reporting back to the group																															
17 Involvement in raising the profile of the OELG amongst other SDF sub groups																															
18 Supports the sharing of follow up reports that are sent to the regulators to facilitate learning																															
19																															