

NUCLEAR INDUSTRY GUIDANCE

NNVF Discussion Document - Guidance for the writing and numbering of NNVF documents.

Issue 01

VWG DD/001

June 2015

This document has been issued as a National Nuclear Ventilation Forum discussion document aimed at formulating best practice within the UK Nuclear Industry for possible adoption by the UK Nuclear Site License holding companies. As such it may contain ideas and comments which may not reflect the consensus opinions of the NNVF attendees and should not be relied on as a source of information or used for contractual agreements. Any one who uses information from this document will therefore do so at their own risk.

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Comments should, in the first instance, be sent to :-

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RECORD OF REVISIONS

Document Issue	Revision Date	Changes Made
Issue 01	June 2015	First Issue

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1. GENERAL

From time to time the National Nuclear Ventilation Forum will want to issue discussion documents for noting by the Ventilation Working Group and National Nuclear Ventilation Forum. This paper proposes a format, numbering and submission system to keep track of published documents.

2. TYPES OF DOCUMENTS

Generally documents will be of a nature to allow the results of discussions or research to be documented. The documents may be very technical in nature or simplistic. There are several types of documents which have been identified, which are:-

- 2.1 - Design Guides.
- 2.2 - Discussion Documents.

3. DOCUMENT NUMBERING.

Document numbering will be controlled by the VMG Chairman. Documents will only be issued with a formal number once agreed for issue by the VMG and NNVF.

4. DOCUMENT WRITING

Documents should be initially drafted and commented on by one of the NNVF subgroups. Help with identifying the correct sub group can be obtained from the NNVF chairman. This will allow the initial distribution to be limited to known experts to ensure the document is of good quality before being submitted to the wider NNVF and VWG. It is advised that the general proposed content of the document is discussed at the VWG or NNVF before being authored. Once the document has been agreed by the sub group chairman it should then be sent to the NNVF chairman for distribution to the VWG or the NNVF as appropriate.

Once noted by the NNVF and VWG it shall then be assigned a Ventilation Working Group number for publication on the Safety Directors website, e.g. VWG/DD01

5. GENERAL STYLE AND CAVEATS

The general style of the document shall follow the same style font and general appearance as this document. The following caveat shall be applied on the lower footer of each page and to the foreword:-

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6. PUBLICATION

Currently the documents are published on the Nuclear Institutes web pages under documents from the Safety Directors Forum, see www.Nuclearinst.com – Knowledge Zone – SDF – Publications.