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Exercise 3 Policies

**Regional Workshop on the development and
implementation of effective IMS based on GSR Part 2**

**Jakarta, Indonesia
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**Regulatory Activities Section
Division of Nuclear Installation Safety
IAEA - Department of Nuclear Safety & Security**



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Learning objectives

The objective of this exercise is to enhance understanding of how policies are developed and implemented and where they fit in the hierarchy of documents in an integrated management system.

Key points to be addressed

- Particular attention should be paid to who should be involved in the development and implementation of policies.
- How to develop, implement, communicate, enforce and verify a policy?

Input for the exercise

- GS-R-Part 2 Leadership and Management for Safety
- GS-G-3.1 Application of the management system for facilities and activities
- Example of a policy

Tasks to be completed in the exercise



The following tasks should be completed in 60 minutes

Participants should choose a relevant topic or area to develop a policy

Tasks 1

- Review the provided example of a regulatory policy.

Task 1

- Determine what extent the key issues identified below, concerning policies, are addressed.
- The policies of the organization should be stated as succinctly as possible, to enable them to be effectively communicated, understood and consistently implemented.
- In addition, the following key information should be communicated effectively for each policy:
 - (a) The meaning and purpose of the policy;
 - (b) The values and beliefs that relate to the policy;
 - (c) The commitment of senior managers to its implementation;
 - (d) The plans, standards, procedures and systems relating to its implementation and the measurement of performance;
 - (e) Additional factual information to promote the involvement and commitment of individuals;
 - (f) Performance reports;
 - (g) Comments and ideas for improvements;
 - (h) How lessons learned will be applied.

Task 2

- Share your results and express why they think so.
- Discuss about the results

Points for further discussion

- In addition to the areas identified in the exercise, in what other areas should regulatory bodies formulate policies?
- What should be the priority areas for which policies should be developed?

Task 3 (Bonus – only if time permits)



Participants should choose a relevant topic or area to develop a policy

Get prepared to report

- Identify your rapporteur
- Prepare PPT presentations on the result of your work



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Thank you!



Possible additional task

Discuss the following:

- How to develop a policy: i.e. the process of developing a policy taking into account the interested parties
- Who should be involved: for instance;
 - The key tasks of senior management with regard to policies should include:
 - Specifying and devising the policies of the organization; Establishing strategies to implement each policy and integrating these strategies into general business activities;
 - Specifying a structure for planning, measuring and assessing each policy;
 - Specifying a structure for implementing each policy and its supporting plans;
 - Agreeing plans for improvements and for reviewing progress, to develop both the management system and the policies;
 - Pursuing the policy objectives.
- Topics on content, what they should cover
- Communication within the organizations
- Verifying and enforcing compliance with them
- Resolution of conflicts between the policy and different objectives and goals of the RB

Possible additional task

3. Choose a topic / an area where the RB should have a policy and identify key contents of this policy (in five or six bullets).