

**RPA 2000 General Documents
G7: Resources and Resilience****Table of Contents**

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1 INTRODUCTION

- 1.1. RPA 2000, a Company limited by guarantee, was established by four Professional Societies (The Societies), namely: the Society for Radiological Protection (SRP); the Institute of Physics and Engineering in Medicine (IPEM); the Institute of Radiation Protection and the Association of University Radiation Protection Officers (AURPO). Since then the Institute of Radiation Protection has been incorporated into the Society for Radiological Protection.
- 1.2. The RPA 2000 Competence Certification Schemes currently assess the competence of persons wishing to:
 - Act as a Radiation Protection Adviser (RPA) under IRR17.
 - Act as a Radioactive Waste Adviser (RWA) in support of radioactive materials and waste legislation for the protection of the environment.
 - Act as a Laser Protection Adviser (LPA).
 - Act as a Medical Physics Expert (MPE) under IRMER 2017.
- 1.3. There is provision for other specialist certificates to be developed depending on need.
- 1.4. This document sets out the resources RPA 2000 have in place to fulfil its role as an Assessing Body for the above schemes. The resilience measures to ensure continuity of RPA 2000 as an Assessing Body are also covered.

2 RESOURCES

2.1 The Company and Board

- 2.1.1 RPA2000 is operated by a Board of Directors. Each Board member has been nominated by one of the Societies as described in the Articles of Association and are registered as Directors with Companies House. The Articles allow for between 6 and 9 Board members. Nominations are renewed annually, and retirement of any member will trigger a new nomination.
- 2.1.2 The Board normally meets twice a year, with one meeting being contiguous with the Annual General Meeting. The performance of both the Company and its contractors are formally reviewed at each meeting.
- 2.1.3 The Board reviews, annually, the pricing for first applications and, where relevant, renewal applications to ensure the operating costs of the Company are fully covered by application fees, these being the only source of income available.

2.2 Assessors

- 2.2.1 Each Assessment Scheme has an Assessment Secretary, who sits on the Board, plus a pool of Assessors. Assessors are Certificate holders appointed by the Board via submission of a CV demonstrating sufficient relevant experience.
- 2.2.2 The number of Assessors required for each scheme is estimated initially from information on the anticipated numbers of certificate applications, and subsequently by reviewing assessment performance against published standards for assessment timescales. In this way the Board ensures that the Assessor resource is sufficient.

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2.2.3 As the Assessor role is voluntary, changes in the number of Assessors do not directly impact the operating costs of the Company, so financial considerations do not form part of the decision to make changes.

2.3 Administrative Support

2.3.1 The administrative support to RPA 2000 is outsourced via a contract agreed by the Company Board.

2.3.2 Design, development and maintenance of the RPA 2000 website is also outsourced and managed via the administrative support provider.

2.3.3 The Board includes the performance of the contracted parties as part of their general performance review referred to in 2.1.2 above.

3 RESILIENCE

3.1 The Company and Board

3.1.1 The Articles of Association of RPA 2000 Ltd describe the purpose of the Company and detail how the members of the Board are appointed via annual nominations from the Societies.

3.1.2 If a Board member resigns between nominations, the relevant Society will nominate a new person to take their place, thus maintaining the number of Board members.

3.1.3 In the interests of continuity, those Societies with more than one nomination to the Board will not, except in extenuating circumstances, replace all their nominees at the same time.

3.1.4 Should the Board decide on a course of action which is deemed contrary to the Purpose of the Company (as defined in the Articles of Association), interested parties can appeal to the Societies to intervene.

3.1.5 For those Certification Schemes where RPA 2000 is required to be recognised as an Assessing Body by a Competent Authority, a suspected breach of the terms of recognition will be investigated by the relevant Competent Authority in accordance with their published requirements for Assessing Bodies. RPA 2000 is committed to supporting the investigation/review by the Competent Authority.

3.2 Assessors

3.2.1 The Board of RPA 2000 is responsible for maintaining a sufficient number of competent Assessors for each Scheme. The Key Performance Indicators (KPI) for each Scheme include the overall time taken from receipt of application to notification of outcome to the applicant. This is broken down further to show the time each application spends in each phase of the process. Where time with assessors is identified as an area of concern, the Board will initially check with the Assessor(s) involved to determine root cause and take such steps as it considers appropriate to resolve the issue. If data from the Assessment Secretary indicates that the Assessor pool in total, or in a given sector, is becoming saturated with applications, a call for more volunteers will be made via existing mailbases, newsletters and websites of the Societies.

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- 3.2.2 RPA 2000 holds regular Assessor events with the aim of maintaining high levels of consistency, exchanging ideas for best practice, and gauging the workload stresses of the Assessor pool. This can lead to recruitment of more assessors and/or the streamlining of operating procedures to make the assessment process more robust.
- 3.2.3 Data relating to performance as a recognised Assessing Body are provided annually to the appropriate Competent Authority. This enables the Competent Authority to open dialogue with the Board if they have any concerns regarding the information they receive.

3.3 Administrative Support

- 3.3.1 The contractor providing administrative support, and the contractor providing website support, are both subject to annual performance review by the Board of RPA 2000. Any issues of concern are raised with the contractor and normally resolved by mutual agreement. More immediate concerns would be raised outside of this annual process.
- 3.3.2 It is a requirement of RPA 2000 that the contractors themselves have business continuity arrangements in place.

4 DEFINITIONS AND ABBREVIATIONS

RPA 2000 or the Company	RPA 2000 Ltd
The Societies	The societies currently nominating members of the Board of RPA 2000, namely the Association of University Radiation Protection Officers, the Institute of Physics and Engineering in Medicine and the Society for Radiological Protection

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