

No.	From Meeting	Item	Responsibility	Due Date	Completion
1	1/2010	<b>6. Training</b> Working group to be set up to standardise SRP content, course competencies, certificates of attendance & hold first meeting	EJM	September 2010	<b>Complete</b>
2	1/2010	<b>7. Laboratory Standards/Accreditation</b> Modify laboratory certification checklist	SB/DWK	October 2010	
3	1/2010	<b>7. Laboratory Standards/Accreditation</b> Organise schedule for remaining laboratory certification	VF	November 2010	Ongoing
4	1/2010	<b>8. Neutron Probe Management</b> Implement management plan Determine which type of badge to use for monitoring	SG	September 2010	<b>Complete</b>
5	1/2010	<b>10. Central Purchasing</b> Report outlining the success of the pilot program involving the Bio21 Institute and Botany to be written with the Bio21 Institute Purchasing Officer	DWK	October 2010	
6	1/2010	<b>11. Other Business</b> <i>(b) Equipment calibration</i> a. Location of X-Ray machines requiring inspection b. Coordination of inspection	SG SG/VF	October 2010	a. <b>Complete</b> b. Ongoing - process requires further work
7	1/2010	<b>11. Other Business</b> <i>(c) Meter Calibration</i> Department Radiation Safety Officers emailed offering the service	DWK	October 2010	
7	1/2010	<b>11. Other Business</b> <i>(d) Emergency Management</i> Working group set up by of Matt Bennett & Susan Butler & David Keizer	MB	October 2010	<b>Completed</b>
7	1/2010	<b>11. Other Business</b> <i>(e) TLD Badges</i> ERC decision on wearing of TLD badges to be emailed to dept.	EJM	September 2010	
7	1/2010	<b>11. Other Business</b> <i>(f) Terms of Reference</i> Email to ERC members for approval	EJM	September 2010	