

Concluding and Closing NIRs

Issuing an NIR

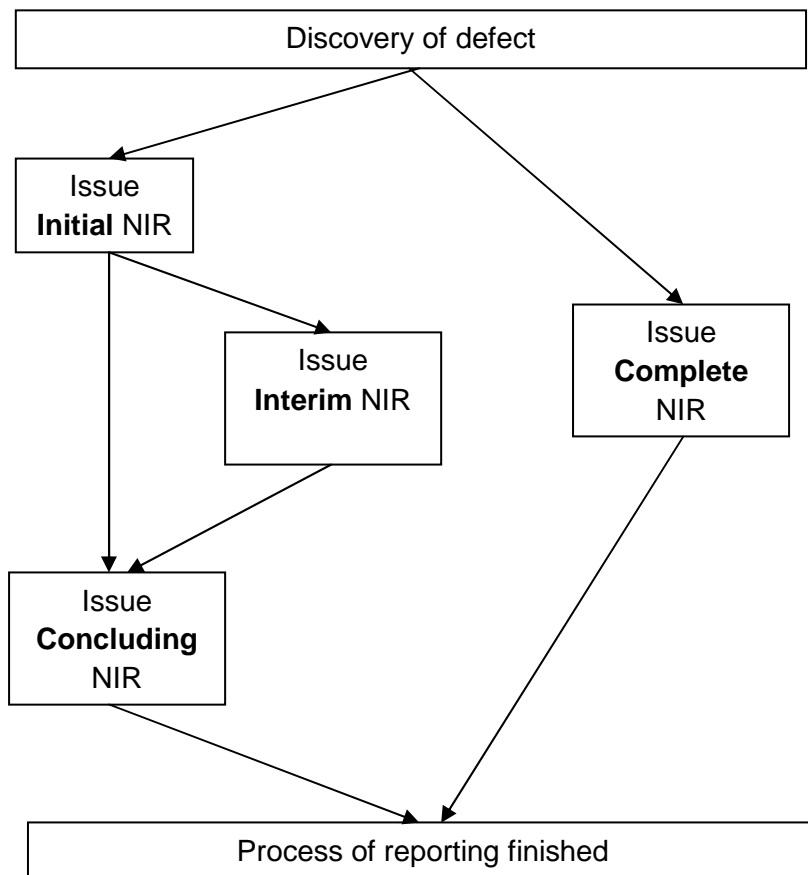
The purpose of an NIR is to bring to the industry's attention a defect found on an item of T&RS (or plant) that could have implications elsewhere.

Where the root cause of the defect is known straight away, it is appropriate to issue a **Complete NIR** which describes the defect and the cause.

Where the root cause of the defect is unknown (as is normally the case in the early stages of any technical investigation) it is appropriate to raise an **Initial NIR**, to advise other duty holders of the issue whilst investigations are in progress.

During the investigation stage, if information comes to light that would benefit others, it is possible to issue one or more **Interim NIRs** as an update the **Initial NIR**.

Where an **Initial NIR** has been raise and the investigation has progressed to completion, where the cause of the problem is known, a **Concluding NIR** should be issued.



It is to everyone's benefit to accurately establish the root cause of a defect. It is important therefore not to be too hasty about reaching a conclusion; equally NIRs should not be initiated and then forgotten. The balancing act is to be diligent about finding the true reason

why a problem occurred without being too belated in the reporting through an NIR, or too quick to issue a Complete or Concluding NIR.

Open or closed

When an NIR is issued it is shown **Open** for each company that receives NIRs. A responsible person (Responsible Engineer Role) within each company should review the NIR and see if it has implications for their company. If there are no implications at all the NIR can be **Closed**. If there is a need to check equipment, or to modify equipment as a result of the NIR, the NIR should be shown **Closed** when the last piece of equipment is modified and all actions are completed.

In summary

Each responsible person (Responsible Engineer) who issues an NIR should:

- Decide if the real root cause of the defect or problem is known and only when certain that it is, issue a **Complete NIR**

Each company who can issue an NIR should:

- Regularly review NIRs that their company has issued and see if the real root cause of the defect or problem is now known and only when certain that it is, issue a **Concluding NIR**

Each company registered with NIR-Online should:

- Regularly review open NIRs and see if they can be closed