

THE RTP-MS EVOLUTION FROM SHAREFOLDER TO ONLINE-BASED MANAGEMENT: AN ALTERNATIVE DOCUMENT ACCESSIBILITY

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ABSTRACT

This paper describes the structure of document management, specifically the evolution of Reactor TRIGA PUSPATI Management System (RTP-MS) from ShareFolder to online-based management using SharePoint. Employing the Integrated Management System (IMS) approach, which characterizes documents based on a hierarchy of importance, the development and utilization of Nuclear Malaysia's longstanding SharePoint website has served as a pivotal shift for officials at the Reactor Technology Center (PTR) in the quest for enhanced document accessibility and updates. The migration initiative commenced in 2020, coinciding with the onset of the COVID-19 pandemic, and it remains an ongoing process. The objective of this paper is to share how PTR utilizes SharePoint as an alternative digital document management system, with the scope of this study focuses on the existing Nuclear Malaysia SharePoint and the local reactor ShareFolder under NAS3. The methodology applied in this study consists of five steps, which are: (1) assessment and planning, (2) configuration and setup, (3) the migration, (4) training and user briefing and finally, (5) optimization. PTR officers have enthusiastically adopted the SharePoint platform, especially during audit sessions with regulatory agencies and for document sharing. This preference is due to SharePoint's utilization of a graphical user interface that acts as a navigation panel, in contrast to ShareFolder's method of displaying a document list.

ABSTRAK

Kertas kerja ini menerangkan struktur pengurusan dokumen, khususnya evolusi Sistem Pengurusan TRIGA PUSPATI (RTP-MS) Reaktor daripada ShareFolder kepada pengurusan berasaskan dalam talian menggunakan SharePoint. Menggunakan pendekatan Sistem Pengurusan Bersepadu (IMS), yang mencirikan dokumen berdasarkan hierarki kepentingan, pembangunan dan penggunaan laman web SharePoint Nuklear Malaysia yang telah lama wujud telah menjadi anjakan penting bagi pegawai di Pusat Teknologi Reaktor (PTR) dalam usaha untuk kebolehcapaian dan meningkatkan kemudahan dalam mengemas kini dokumen. Inisiatif migrasi ini bermula pada tahun 2020, serentak dengan permulaan wabak COVID-19, dan ia kekal sebagai proses yang berterusan. Objektif kertas kerja ini adalah untuk berkongsi bagaimana PTR menggunakan SharePoint sebagai sistem pengurusan dokumen digital alternatif, dengan skop kajian ini memfokuskan kepada SharePoint Nuklear Malaysia sedia ada dan ShareFolder reaktor di bawah NAS3. Metodologi yang digunakan dalam kajian ini terdiri daripada lima langkah, iaitu: (1) penilaian dan perancangan, (2) konfigurasi dan persediaan, (3) migrasi, (4) latihan dan taklimat pengguna dan akhir sekali, (5) pengoptimuman. Pegawai PTR telah menggunakan platform SharePoint sepenuhnya, terutamanya semasa sesi audit dengan agensi kawal selia serta tempat perkongsian dokumen. Keutamaan ini disebabkan oleh penggunaan grafik antara muka SharePoint yang

bertindak sebagai panel navigasi, berbeza dengan kaedah ShareFolder yang hanya memaparkan senarai dokumen..

Keywords: IMS, online, TRIGA PUSPATI, ShareFolder, SharePoint

INTRODUCTION

The increasing intricacy of the TRIGA PUSPATI reactor (RTP) documentation, which consists of procedures, work instructions, technical instructions, forms, and reports, coupled with stringent standards, poses a considerable challenge to the Reactor Technology Center's (PTR) management. Retrieving, and updating documents becomes particularly challenging, especially during the COVID-19 pandemic era, due to the use of shared folders on the local network that cannot be accessed via the internet at all. Hence, working from home seems not to be working for PTR personnel where accessibility of documents is the mainstay especially for auditing purposes.

Storing documents in an individual workstation ends up with multiple different versions for each officer [1, 2], which later increase confusion on which version of the file is the most up-to-date. Once updated and all the comments have been incorporated, there may emerge multiple document versions, each containing slight differences and several repetitive elements resulting from the feedback. However, manually juxtaposing the documents is not an efficient method for identifying discrepancies [3]. In an effort to maintain only one document for all PTR staff to work on, Google Drive was used and links were shared using email addresses in an effort to control documents only to be shared among involved staffs, as well as upholding safety culture [4]. Unfortunately, despite the humongous benefits, Google Drive does have some disadvantages in terms of security, as listed by Campaigns of The World [5] on their website. Thus, instead of selecting Google Drive as a substitute for ShareFolder, the PTR management opted for SharePoint. However, Google Sheets and Google Forms are extensively utilized for data collection and streamlining the process of summarizing data.

The aim of this document is to elucidate how PTR leverages SharePoint as an alternative system for managing digital documents. This paper specifically delves into the management of operational and maintenance documents within RTP, encompassing the utilization of the existing Nuclear Malaysia SharePoint platform and the local reactor ShareFolder located under NAS3.

ShareFolder and SharePoint are terms related to file sharing and collaboration, frequently employed in the context of digital document management and collaboration within organizations [6, 7]. Definition, advantages, and disadvantages of both ShareFolder and SharePoint are presented in Table 1 below.

Table 1. ShareFolder vs SharePoint

	ShareFolder	SharePoint
Definition	Not a standardized or widely recognized term in the realm of file sharing and collaboration. It might be used informally to refer to a folder or directory on a computer or network that is shared with others.	A comprehensive platform for collaboration, document management, and information sharing within an organization.
Advantages	<p>Simplicity: Easy to set up and use, making them a quick solution for small teams or personal file sharing.</p> <p>Low Cost: If you already have a file server or network drive in place, sharing folders can be cost-effective as there may be no additional software or licensing fees.</p> <p>Familiarity: Many users are already familiar with accessing shared folders on a network, which can reduce the learning curve</p>	<p>Advanced Features: Offers a wide range of features for document management, collaboration, and workflow automation, making it suitable for complex business needs.</p> <p>Centralized Access: It provides a single, centralized platform for document storage, reducing duplication and ensuring everyone accesses the most current version.</p> <p>Security and Permissions: SharePoint offers granular control over user access, ensuring documents are protected and comply with security policies.</p>
	<p>Limited Features: Shared folders typically lack advanced features like version control, document approval workflows, and metadata management.</p> <p>Security Concerns: Managing permissions and access control can be complex, potentially leading to security vulnerabilities if configured wrongly.</p> <p>Scalability: As an organization grows, maintaining shared folders can become more challenging, leading to storage issues.</p>	<p>Complexity: Due to its extensive capabilities, SharePoint can be complex to set up and configure, requiring IT expertise.</p> <p>Cost: Licensing costs and infrastructure requirements can be high, making it less suitable for small organizations with limited budgets.</p> <p>Training: Users may require training to make the most of SharePoint's features.</p>
Disadvantages		

Source: Omnia [8] and TechSoup [9].

METHODS

In order to ensure the comprehensive inclusion of vital documents in the entire RTP management system, the approach employed in this study aligns with the guidelines set forth by Smallwood [10] as detailed below:

Assessment and Planning:

Inventory: Identify all existing documents and data stored in ShareFolder.

Categorization: Documents are grouped based on the RTP-MS hierarchy of priority (Figure 1).

Configuration and Setup: Configure the SharePoint environment, including document libraries, sites, subsites, and user access.

Migration:

Data Transfer: Manually transfer selected documents and data from ShareFolder to SharePoint.

Permissions: Ensure that access permissions are correctly configured in SharePoint, which are currently managed by the Information Technology Center (ITC).

Training and User Briefing: Provide training and briefings to users on how to navigate and effectively utilize SharePoint for accessing documents.

Optimization: Continuously assess and optimize the SharePoint environment based on user feedback and evolving document management needs.

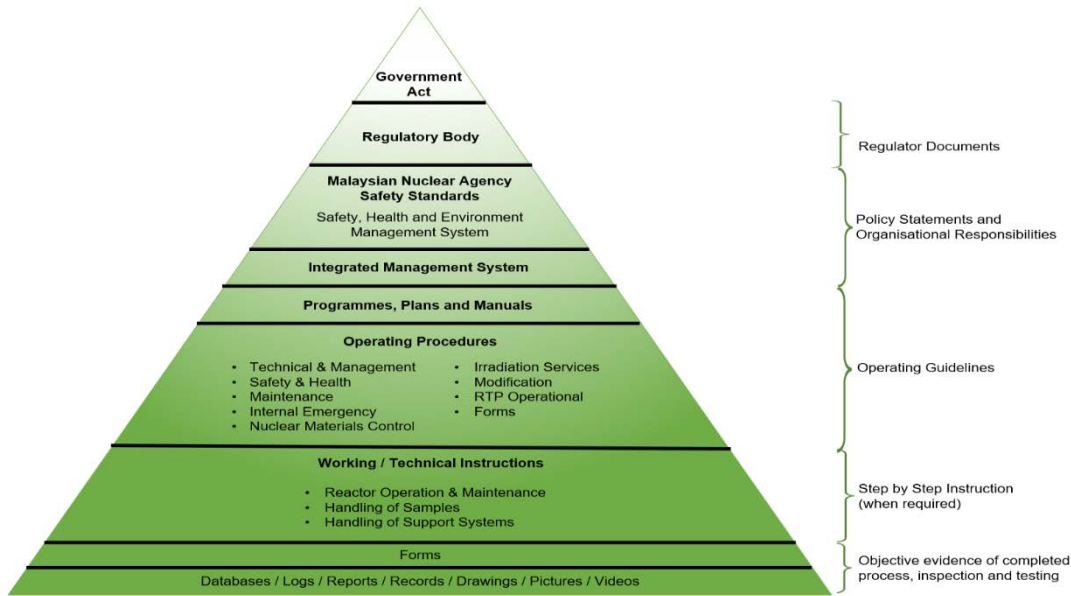


Figure 1. RTP-MS documents hierarchy. Source: Bahagian Teknologi Reaktor [11].

RESULTS AND DISCUSSION

This segment illustrates the portion of RTP-MS SharePoint content that can be contrasted with the traditional RTP-IMS ShareFolder as shown in Figure 2.

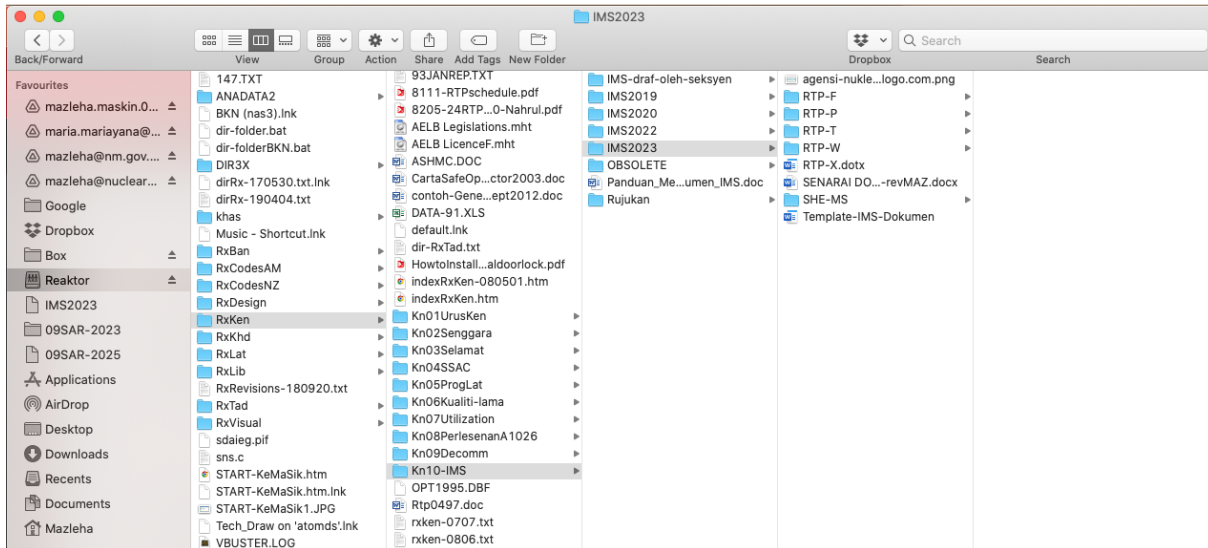


Figure 2. Reactor ShareFolder in NAS3.

RTP-MS Content Management

The key functionalities and features framework of RTP-MS SharePoint has been organized to mirror the RTP-MS hierarchy. It starts with an introduction to PTR and IMS, followed by information on referenced regulatory and safety documents. Additionally, links to the Act 304, BSRP and SHE-MS local website are also provided. To facilitate navigation between different sections, PTR staff can employ both the navigation pane and boxes within the RTP-MS hierarchy image (Figure 3).

RTP-IMS: PROCEDURES [P], WORKING INSTRUCTIONS [W], TECHNICAL INSTRUCTIONS [T] AND FORMS [F]

PROSEDUR (P)				
Bil.	No. Rujukan	Dokumen	Semakan	Kemaskini Terakhir
PENGURUSAN SUMBER / PENTADBIRAN				
1.	RTP-P-1	Pengurusan Sumber Manusia	4.0	Ogos 2020
2.	RTP-P-2	Penyenggaraan Peralatan	1.0	Disember 2016
3.	RTP-P-3	Keselamatan, Kesihatan dan Alam Sekitar @ RTP	1.0	Disember 2016
4.	RTP-P-4	Prosedur Kecemasan	3.0	Oktober 2020
5.	RTP-P-5	Plan Sekuriti Bahan Nuklear dan Reaktor TRIGA PUSPATI (RTP)	2.0	Oktober 2019
6.	RTP-P-6	Pemantauan Pengukuhan Peranti Kawalan	1.0	Disember 2016
PELAKSANAAN PROSES				
7.	RTP-P-1	Kawalan Dokumen	1.0	Disember 2016
8.	RTP-P-2	Penyenggaraan Reaktor	1.0 4.0	Disember 2016 9 Mac 2023
9.	RTP-P-3	Pemeriksaan dan Ujian Penerimaan	1.0	Disember 2016
10.	RTP-P-4	Kawalan Rekad	1.0	Disember 2016
11.	RTP-P-5	Kawalan Pergerakan	1.0	Disember 2016
12.	RTP-P-6	Pengurusan Sisa Radioaktif	1.0	2014
13.	RTP-P-7	Pelaksanaan dan Kawalan Bahan Khas Nuklear	1.0	2014
14.	RTP-P-8	Plan Sekuriti RPM Blok 20	1.0	Mac 2016
15.	RTP-P-9	Nuclear Material Accounting and Control Plan (NMAC)	1.0	Mac 2020
16.	RTP-P-10	[B] Laporan Kerosakan Peralatan Sekuriti (BARU: 30 Ogos 2021) - ONH: Afiad	0.0	September 2021
PENGUKURAN, PENILAIAN DAN PENAMBAHBAIKAN				
(a)				
ARAHAN TEKNIKAL (T)				
Bil.	No. Rujukan	Dokumen	Semakan	Kemaskini Terakhir
1.	RTP-T-01	Ujian Pada Permulaan Kendalian Reaktor	1.0	2015
2.	RTP-T-02	Ujian Pada Akhir Kendalian Reaktor	1.0	2015
3.	RTP-T-03	Ujian Semasa Pertukaran Syif	1.0	2015
4.	RTP-T-04	Kendalian Urutur Bahan Api	2.0	2019
5.	RTP-T-05	Pemilihan Percubaan	1.0	2015
6.	RTP-T-06	Tentukan Kuasa Reaktor	1.0	2015
7.	RTP-T-07	Tentukan Rod Kawalan	1.0	2015
8.	RTP-T-08	Penyenggaraan Sistem Penuliran	1.0	2015
9.	RTP-T-09	Penyenggaraan Peranti Angkat	1.0	2015
10.	RTP-T-10	Penyenggaraan Wide Range Channel	1.0	2015
11.	RTP-T-11	Penyenggaraan Linear Power Range Channel	1.0	November 2016
12.	RTP-T-12	KOSONG		
13.	RTP-T-13	KOSONG		
14.	RTP-T-14	KOSONG		
15.	RTP-T-15	KOSONG		
16.	RTP-T-16	KOSONG		
17.	RTP-T-17	KOSONG		
18.	RTP-T-18	KOSONG		
19.	RTP-T-19	KOSONG		
(c)				
ARAHAN KERJA (W)				
Bil.	No. Rujukan	Dokumen	Semakan	Kemaskini Terakhir
1.	RTP-W-01	Penerimaan Borang dan Sampel Penyinaran	1.0	2016
2.	RTP-W-02	Penilaian Sampel Penyinaran	1.0	2016
3.	RTP-W-03	Penyediaan Sampel Penyinaran	1.0	2014
4.	RTP-W-04	Pemusnahan Sampel ke Lubang Penyinaran	1.0	2014
5.	RTP-W-05	Pengalutan Sampel dari Lubang Penyinaran	1.0 2.0	2014 2017
	RTP-W-05	**DRAFT: Pengalutan Sampel dari Lubang Penyinaran	3.0	2023
6.	RTP-W-06	Pemusnahan Sampel Penyinaran	1.0	2017
7.	RTP-W-07	Kendalian Reaktor	3.0 4.0	Januari 2022 9 Mac 2023
8.	RTP-W-07.1	Proses Kendalian Reaktor untuk Pengalutan Memara Penyjuk		November 2016
9.	RTP-W-08	Kawalan Proses Penyinaran	2.0	2018
10.	RTP-W-08	**DRAFT: Kawalan Proses Penyinaran	3.0	2022
10.	RTP-W-09	Kendalian Sistem Api Reaktor	1.0	2014
11.	RTP-W-10	Kendalian Sistem Pengedaran Udara	1.0	2014
12.	RTP-W-11	Kendalian Kemudahan dan Alat Penyinaran	1.0	2014
13.	RTP-W-12	Penyenggaraan Bulanan	2.0	2016
14.	RTP-W-13	Penyenggaraan Separa Tahunan	2.0	2016
15.	RTP-W-14	Penyenggaraan Tahunan	1.0 2.0	2014 2017
16.	RTP-W-15	Penyenggaraan Rod Kawalan	4.0	2019
(b)				
BORANG IFI				
Bil.	No. Rujukan	Dokumen	Semakan	Kemaskini Terakhir
1.	RTP-F-01	[B] Borang Pemantauan Aliran ke Blok 20	1	2022
2.	RTP-F-02			
3.	RTP-F-03	[B] Borang Pemantauan Penggunaan Reaktor	[General RTP-F-03]	2022
4.	RTP-F-04	Borang Penyinaran Reaktor (Dalam Talian: URTP)		
5.	RTP-F-05(A)	Senarai Ujian Semasa Penyinaran Shift		
6.	RTP-F-05	[B] Senarai Ujian pada Awal Kendalian Reaktor	3	April 2022
7.	RTP-F-06	[B] Senarai Ujian pada Akhir Kendalian Reaktor	3	April 2022
8.	RTP-F-07			
9.	RTP-F-08	[B] Pengawasan Penyenggaraan Bulanan	2	April 2022
10.	RTP-F-09	Pengawasan Penyenggaraan Separa Tahunan		
11.	RTP-F-10	Pengawasan Penyenggaraan		

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RTP-F-35: EMPLOYEE TRAINING RECORDS

As stipulated in license LPTA/A/1026, The Malaysian Nuclear Agency is obligated to regularly update the training records for reactor operators. Consequently, a straightforward system for maintaining the training records of PTR personnel was created using Google Sheets, which is connected to RTP-MS. Each staff member is responsible for updating their own records (Figure 5).

2023 RTP-F35-RekodLatihan

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REKOD LATIHAN PUSAT TEKNOLOGI REAKTOR BAGI TAHUN 2023

Bil	Nama	Bil Hari Latihan	TM	WB	SK	TR	AM
1.	JULIA ABDUL KARIM	9.0	0	1	0	0	0
2.	MUHAMMAD KHAIRUL ARIFF	12.0	1	0	0	2	0
3.	ABI MUTTAQIN JALAL BAYAR	10.0	0	0	0	1	0
4.	NAIM SYAUQI HAMZAH	9.9	0	1	3	1	0
5.	MARK DENNIS USANG	15.0	0	0	0	2	0
6.	NORFARIZAN MOHD SAID	11.1	1	2	1	1	3
7.	KHAIRIAH MOHD YAZID	0.0	0	0	0	0	0
8.	MOHD HAIRIE RABIR	0.0	0	0	0	0	0
9.	MOHD FAIRUS ABDUL FARID	0.0	0	0	0	0	0
10.	TONNY LANYAU	0.0	0	0	0	0	0
11.	ZAREDAH HASHIM	4.3	0	1	1	1	3
12.	HASNIYATI MD RAZI	2.3	0	1	0	0	0

Dashboard Summary JAK MKA ABI NSH MDU NMS KMY MFF TAL Z

Figure 5. RTP-F35b – Rekod latihan Pusat Teknologi Reaktor interface via Google Sheet.

Efficient Knowledge Management Sharing

In addition to the RTP-MS documentation framework, RTP-MS SharePoint also encompasses an effective knowledge-sharing interface. Among the readily accessible information are RTP publications, RTP commemoration events, IAEA missions, and student supervision.

RTP PUBLICATIONS

This platform was created in response to a directive from PTR's management, which mandates that each team member keeps their publications up to date. Additionally, a summarized view of categorized publications for simplified reporting purposes has been made accessible (as depicted in Figure 6).

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Senarai Penerimaan PTR 2022 (Responses)																																									
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Senarai Penerbitan PTR 2022 (Responses)		
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2		0
3	Total	0
4	2022	Jurnal berimpak
5		Jurnal berimpak (WoS / Scopus)
6		Lain-lain (buku, dll)
7		Seminar / Konferens
8		Tesis
9	2022 Total	16
10	2023	Jurnal berimpak (WoS / Scopus)
11	2023 Total	5
12	Grand Total	21

Figure 6. (a) RTP publications interface; (b) List of publications; and (c) Summary of publications.

In commemoration of RTP reaching its criticality and beginning its first operation on June 28, 1982, several celebration events were held in 2021 and 2022. This website has been built to facilitate access for reference purposes.

Reaktor TRIGA PUSPATI COLLOQUIUM

28 & 29 June 2021

39th

Annual

Technical

Conference

Enhanced
Technical
Quality

Session
Discussion and
Networking

Session 2
Registration

Session 3
Networking

Session 4
Networking

Session 5
Networking

AGENDA KOLESIUM PPR 2021

(DAY 1 : 28 JUNE 2021 (PAGI))

08:00 : **Chairman : Operations and Maintenance (O&M)**

<p>08:00 : Invited Speaker 1 : Nasty Tumor</p> <p>08:30 : Former TRIGA Operator</p> <p>09:00 : Abstracts Reading Results</p> <p>09:30 : Session Model O&M</p> <p>10:00 : Breakfast</p> <p>10:30 : Senior Research Specialist, O&M</p> <p>11:00 : Breakfast</p> <p>11:30 : Research Officer, O&M</p> <p>12:00 : Breakfast</p> <p>12:30 : Mr. Eko Wito</p> <p>13:00 : Assistant Engineer, O&M</p> <p>13:30 : Yulianto Simanungkalit, O&M</p> <p>14:00 : Model Reactor Research</p> <p>14:30 : Assistant Engineer, O&M</p>	<p>First Experience in ETP Construction, Testing and Commissioning</p> <p style="color: #0070C0; font-weight: bold;">ETP Operation and Maintenance</p> <p>Negotiation strategy Negotiated Reactor Contract</p> <p style="color: #0070C0; font-weight: bold;">ETP in Service Inspection</p> <p>Technical Knowledge Transfer (TKT) Approaches and Challenges</p> <p style="color: #0070C0; font-weight: bold;">Perencanaan dan Pelaksanaan Sistem Pengawasan ETP</p> <p style="color: #0070C0; font-weight: bold;">Handling of ETP Back Monitoring System</p> <p style="color: #0070C0; font-weight: bold;">ETP Commission System</p>
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[illegible]

(c)

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AGENS NUKLEAR MALAYSIA

Nuclear Technology Propels the National Vision

HALAMAN UTAMA	PROGRAM	CARIAN	BORANG	LOCAL WEB	Search
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IAEA Mission

Home PFE

Home AGM

IMS

Objectif IMS

Alma Kembaran

ACTA 324

Environ Kumpul Seta

IAEA

SITE-MS (Oceania)

Presidential (?)

Kathan Kerga (?)

Kathan (TM)Mal (?)

Borang (?)

RTRM-9 - Sapura

Tekanan

RTRM-22 - Teluk

RTRM-23 - Rebut

IAEA REVIEW MISSION AND ADVISORY SERVICES



Occupational Radiation Protection Appraisal Service (ORPAS)



Integrated Safety Assessment of Research Reactors (INSARR)

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Occupational Radiation Protection Appraisal Service (ORPAS)	
1 st ORPAS, 14-23 May 2017: TC Project: RAS/9/080	
Documents	Date
1. PTR Presentation: Occupational Radiation Protection of PUSPATI TRIGA Reactor (RTP)	15 May 2017
2. IAEA Report: Occupational Radiation Protection Appraisal Service (ORPAS) Mission to Malaysia	23 May 2017
3. PTR Feedback: Update on ORPAS	June 2018

Integrated Safety Assessment of Research Reactor (INSARR)	
1st INSARR, 25-29 Aug 1997	
Documents	Date
1. IAEA Report	
2nd INSARR, 27-31 October 2014: TC Project: MAL/1012	
Documents	Date
1. IAEA Report	

Figure 8. Interfaces of (a) IAEA review mission and advisory services; (b) ORPAS mission; and (c) INSARR mission.

[illegible]

Nama Pegawai								All	Tahun Male	All
	Tahun Mula	Tahun Tamat	Nama Pegawai	Nama Pegawai Perseorla Ranks	FYD	LJ	Grand Total			
Total					0	0	0			
[2] 2021 Total					6	6	6			
[2] 2022 Total					1	7	8			
[2] 2023	[2] 2023		Hasyariy bin Mir Raz, Dr			1	1			
			Jufia Izzati Abdul Karmn, Dr			1	1			
			Zareab bin Hasheem	Mashida bin Masahm, Dr		1	1			
[2] 2023 Total					0	3	3			
Total	Total				0	0	0			
Grand Total					0	16	17			

IMPACT TO AUDIT ACTIVITIES

RTP-MS SharePoint offers a more user-friendly method for accessing documents in contrast to ShareFolder (illustrated in Figure 2) due to its graphical user interface functioning as a navigation tool instead of simply presenting a document list. This valuable feature is particularly beneficial when dealing with auditors in high-pressure situations, making it easier to locate specific documents.

CONCLUSIONS

In general, RTP-MS in SharePoint has had a positive impact on PTR personnel, primarily by improving the efficiency of document retrieval and enhancing document management in terms of accessibility. Another notable criteria of RTP-MS SharePoint is its graphical user interface, which functions as a navigation tool instead of merely presenting a document list (ShareFolder). In the near future, a brief survey among PTR personnel will be conducted to gather authentic feedback and evaluate the effectiveness of RTP-MS SharePoint in supporting daily tasks, reporting, competency, as well as identifying areas for further improvement. Finally, PTR management would like to recommend that ITC can assist the person in charge of SharePoint with training to enhance website development management and workflow.

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