



Programme / Product	Safeguards QNFLO Reporting / Excel NSR19 Reporting Templates
Subject	QNFLO Template Guides
Document	Implementation Guide
Document Version	v1_0_2022-12-02

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1. Welcome to the ONR QNFLO Reporting Templates

1. ONR have developed a suite of Excel templates to assist its QNFLO DutyHolders in creation of the following reports in XML format, as required under the NSR19 Regulations
 - Inventory Change Report (ICR)
 - Physical Inventory Listing Report (PIL)
 - Material Balance Report (MBR)
2. These are Excel macro-enabled templates which will need to be “trusted” by your organisation before use
3. The following documentation is intended for the DutyHolder to understand the latest release, and to perform any technical activities required for template implementation & rollout.

Pilot Programme

4. The QNFLO Templates are currently under Pilot. We are grateful for your and your users’ assistance in testing the templates, reviewing the documentation and working through any technical issues.

Release Note

5. Please see Appendix B for more details around the current release

2. Terms of Use

1. The templates are provided by ONR on the following terms
2. Please see the accompanying User Guide for issues & assumptions affecting adoption & use of the Templates by your organisation. In particular, please note that:
 - a. the DutyHolder retains responsibility for their compliance with NSR19 Regulations, including
 - i. the accuracy & timeliness of reports
 - ii. the quality of data submitted; and
 - iii. the access & retention of all data under secure conditions
 - b. The DutyHolder is responsible for virus-checking of the templates before use or transmission.
 - c. ONR cannot be held responsible for any issues arising out of implementing or using the Templates.
3. The Templates are ONR Copyright. You may copy & distribute them for internal use only. Please do not distribute them outside of your organisation.

Please refer any prospective new users to the ONR QNFLO Helpdesk, where we will be happy to help.

4. You are not permitted to remove any passwords or protections on the templates, or to modify any template code.

3. Pre-Requisites before Internal Release

Minimum Technical Requirements

1. The Templates are “Excel Macro-Enabled Workbooks” (file suffix “.xlsm”), developed in Microsoft Excel 365 (Version 2202 Build 16, 64-bit) and should run in any MS Excel 365 environment under Windows 7 or above
2. The associated documentation is in PDF-format and requires a PDF-reader capability
3. The Templates can usually only be opened and used where they have been “trusted” by the user’s organisation. Please see Appendix A which deals with issues around establishing trust of our “ONR Code Signing Certificate”.

Secure Operations

4. Please ensure that your organisation is aware of and has mitigated the security risks around (a) the handling and transmission of Sensitive Nuclear Information, and (b) more generally around data security & hygiene

Other Business Requirements

5. Please see the User Guide for broader business considerations around eg Nuclear Material Accountancy, familiarity & compliance with NSR19 Regulations, staff training.

DutyHolder Primary Contacts

6. The DutyHolder will notify ONR of the following:
 - a. The email address for receipt of releases (the “Release Email”)
 - b. The main “technical contact” for implementation of releases, and an alternative contact in the event of any issues (the “Technical Contacts”)
 - c. The primary “business contact” for issues surrounding business users & user functionality, training etc

4. Release & Distribution by ONR

1. Releases of the Templates and associated documentation will only be available via download from the ONR website
2. ONR will send an email to the Release Email whenever a new release is available, providing a link to the download web page.
3. Please only obtain releases through this official ONR QNFLO Channel, ie via download from the ONR website
Do not open or trust any release package provided via email, or from any other website or source
4. We would advise that you establish Please restrict the capability of your organisation to use the ONR download link, ie. your users should only use templates made available by your official Release function.

5. Release & Distribution of the Templates within your Organisation

Open & Check the Release Package

1. After completing any pre-requisites, above, please unzip & virus-check the release package & contents before distribution & use

Contents of this Release

2. The zipped release package contains the following items

QNFLO Templates <Release>

- A DutyHolder Release Note (in PDF format)
- Guides (in PDF format)
 - This Implementation Guide
 - User Guide
- Templates (as MS Excel Macro-Enabled workbooks)
 - NSR19 ICR, MBR & PIL Templates

Please see Appendix B for a more detailed manifest

Internal Distribution

3. You may rename, move & otherwise distribute the contents as required, subject to your organisational requirements and standards

Old Versions

4. Users should use the latest available version of the templates & guides, and you are advised to remove, and ask users to remove, any older versions at each new release.

6. Getting Help & Support

1. In the event of any issues or questions, please contacting ONR QNFLO Support

Appendix A. Trusting the ONR Macro-Enabled Templates

A.1. Background

1. The ONR Templates are “Excel macro-enabled workbooks” (XLSM files, suffix “.xlsm”), which contain custom executable Visual Basic (VBA) code developed by ONR. Such code needs to be carefully managed by user

organisations, and XLSM files which have not been developed by your own organisation should not be trusted.

2. ONR have password protected and “signed” the VBA project within the Templates using an ONR Code-Signing Certificate.

We provide a version of that certificate to the QNFLO DutyHolder organisation for installation as a Trusted Certificate when opening & using the ONR Templates in MS Excel.

This Certificate therefore gives you the capability to trust & use the templates – in theory

3. In practice, the implementation of such trust can be complex, eg
 - An organisation which has never trusted any such document may need to open up their current security model sufficiently to permit any trust
 - The certificate used is for Basic Code Signing. There are other variant forms of Microsoft trust & security which we may need to support
 - Other organisations may have insufficient security and this implementation has revealed that they should tighten up.
4. We will try to help organisations adapt to these various challenges, and to adapt our own approach as required

A.2. Pre-Requisites

1. Our initial assumptions are that:
 - a. the organisation is willing and able to trust the ONR templates
 - b. there are nominated information and network security professionals within each DutyHolder organisation who understand their technical configuration and the issues involved, and have the capability & permission to implement the necessary changes

A.3. The Code Signing Certificate

1. ONR has signed the template workbooks with following certificate:

Provider	DigiCert
Product	VBA Code Signing
Serial Number	068ED3229108DD414E035EAECABBFB16
Organization Name	Office for Nuclear Regulation
Certificate Validity Start Date	2022-10-14
Certificate Validity End Date	2023-10-11

2. ONR are providing a Public version of the certificate only, for Trust purposes
3. The certificate is for Basic Code Signing, as opposed to Microsoft Enhanced (EV) Validation
4. The certificate has been limited to 1 year – we will extend subject to success of the pilot programme
5. We assume you have the DigiCert root certificate as already trusted within
6. The certificate includes the “intermediate certificates” which fill in the certificate hierarchy between the DigitCert Root & the ONR Code Signing certs.

A.4. Configure Excel Trust

1. The Excel Trust Centre governs the overall approach to macro-enabled workbooks and whether certificates are even considered
2. More information is available here :
[Enable or disable macros in Office files \(microsoft.com\)](https://support.office.com/en-gb/article/enable-or-disable-macros-in-office-files-microsoft-com)
3. Your organisation will configure the overall behaviour of Excel Trust Centre using settings within Office 365
Please consult your IT Security team for your organisational policies & approach..
4. Once you are able to trust any macro-enabled workbook, you should see that “Disable all macros except digitally signed macros” is the available option in the trust centre.
If currently unselected then please select, save & exit

A.5. Install the Certificate

1. Prepare the Certificate File

1. Using notepad, create a new text file with the name “onr-simrs-qnflo-csr-4096-20221012.txt”
2. Copy the following text into the file, then save & close

```
-----BEGIN CERTIFICATE-----
MIIHsDCCBZigAwIQAglQBo7T1pEI3UFOA16uyrv7FjANBgkqhkiG9w0BAQsFADBp
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```



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-----END CERTIFICATE-----

-----BEGIN CERTIFICATE-----

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```

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-----END CERTIFICATE-----

```

2. Install the Certificate

1. Typically, your organisation will install the Certificate as a Trusted Certificate in Active Directory Certificate Services for one or more users or machines. However, your Organisational Policy may permit or require installation on an individual machine.
2. Please consult your IT Security team for your organisational policies & approach..
3. The following links may also assist :

[Active Directory Certificate Services Overview | Microsoft Learn](#)

[Manage Certs with Windows Certificate Manager and PowerShell \(adamtheautomator.com\)](#)

A.6. Known Issues & Workarounds

1. This section will build up with more experience of DutyHolder issues



Document Approval Tracker

Date Issued:	2022-12-02
Prepared by:	David Evans
Approved by:	Nina Barnes Stephen Pendleton
Record Reference:	
Details of Change:	DutyHolder Release Note now split into separate document from R1_0_9

Revision History

Revision	Author(s)	Reviewed by	Accepted by	Description of Change
1_0_2022-12-02	David Evans			DutyHolder Release Note now split into separate document from R1_0_9
1_0_2022-11-11	David Evans			DutyHolder Release Note for Pilot R1_0_8
1_0_2022-11-02	David Evans			Baseline version for Pilot R1_0_7