



## MEMO ON THE SAFETY CULTURE FOR SUPPLIERS/CONTRACTORS

*The Mission of the SE Ignalina NPP is to safely and efficiently execute a unique Project – decommissioning of the Ignalina Nuclear Power Plant with two RBMK-1500 type reactors and safely manage the radioactive waste by ensuring that the future generations would not inherit an unjustified burden of radioactive waste management.*

Since you have become a part of the SE Ignalina NPP mission and subject to the successful cooperation while performing our mutual obligations, we hereby seek with this memo to introduce the concept of the Safety Culture to You, Your employees and your Suppliers/Contractors.

The legislation of the Republic of Lithuania defines the *Safety Culture* as the entirety of the organization's and its employees' characteristics, knowledge on potential consequences of the undertaken activity, safety related attitude and values including practices which determine the exceptional attention of the employees to the safety. In other words, a proper **behavior and attitude towards the safety** by the employees and managers of all levels shall be formed, valued and supported within the organization. The safety is considered to be a fundamental value of the SE Ignalina NPP.

You will carry out activities or provide services, supply goods for the SE Ignalina NPP – a **Nuclear Installation**. Safety of the Nuclear Installation is ensured by consistent implementation of the defence-in-depth principle which is based on a system of physical barriers preventing the ionizing radiation and radioactive materials against spreading into the environment, as well as the system of technical and organizational measures protecting these barriers and maintaining their efficiency, and in case of their degradation – mitigates the negative effects of ionizing radiation to the public and the environment. Considering all of the mentioned here above, **You and Your employees**, whilst carrying out works/providing services or supplying goods for our enterprise, **shall comprehend the potential hazard to the safety** of the Nuclear Installations on the SE Ignalina NPP site **if the safety and quality requirements stated in the Legislation of the Republic of Lithuania or in the normative technical documents of the SE Ignalina NPP are violated**.

Safety assurance of the Nuclear Installations on the SE Ignalina NPP site by means of **technical measures** is implemented by classifying structures, systems and components important to safety (hereafter referred to as – SSC important to safety), i.e. *building structures, piping, vessels, communications, equipment, detectors, measurement and control devices*

*or their elements* of a corresponding facility, the failure or **damage whereof may cause Design Basis or Beyond Design Basis Accidents**. Considering this, we encourage **You to take care of the SSC** important to safety **that are located within the area of conducted works or provided services by You in order to prevent their damage**, thus consequently avoiding the potential harmful effects of ionizing radiation to the public and the environment.

Safety assurance of the Nuclear Installations on the SE Ignalina NPP site by means of **organizational procedures** is accomplished by establishing corresponding procedures and abiding to them. When carrying out activities in Nuclear Installations **of the SE Ignalina NPP it is obligatory to familiarize and strictly follow:**

- ❖ *The procedure for access to the facility and behavior therein;*
- ❖ *The procedure for carrying in/out of material assets;*
- ❖ *The procedure for filming/photography;*
- ❖ *The procedure for training of Supplier/Contractor's personnel;*
- ❖ *The procedure for worker safety and health assurance;*
- ❖ *The procedure for civil protection and emergency preparedness;*
- ❖ *Requirements for radiation safety;*
- ❖ *Requirements and conditions stated in the work order;*
- ❖ *Requirements indicated in the work performance specifications.*

In order to avoid human errors while carrying out activities or providing services at the Nuclear Installations on the SE Ignalina NPP site **follow the STARK methodology**. **STARK** is the principle of self-control: *Stop, Think, Act, Review, Communicate*.

**You must realize that any encountered problem, violation of the established procedures or human error** while carrying out activities or providing services **may compromise the safety** of the Nuclear Installations on the SE Ignalina NPP site. For this reason, under the aforementioned conditions, **DO NOT MAKE ANY PERSONAL DECISIONS, BUT INFORM US**, in order to minimize the potential negative consequences in a timely manner.

In order to improve safety and our cooperation, we are open to Your feedback at:

<https://www.iae.lt/en/about-us/feedback/142>

We hope that this information will help both parties to understand each other and to ensure the SAFETY of the Nuclear Installations on the SE Ignalina NPP site.

*Director General of the SE Ignalina NPP*  
*Audrius Kamienas*



*Ignalina NPP decommissioning activities are co-financed by European Union*

## STARK METHODOLOGY



### STOP

- Take your time and:
- Postpone other activities
  - Concentrate on the task



### THINK

- Analyze the task:
- Have you ever done this before?
  - Is the task clear?
  - Are there any procedures, do you have the necessary tools?
  - Do you have enough time and competence to complete the task?
  - Foresee the potential deviations from the task and your actions
  - Think about the consequences of an error



### ACT

- Make sure that you are executing the task correctly:
- Act according to the procedure
  - Take notes about your observations and deviations
  - If you have any questions: stop and ask for advice



### REVIEW

- Did you do everything that you have been asked to correctly?
- Evaluate the quality of the procedures, your actions and your observations
  - Did you have enough time?
  - Did the result of your work correspond with the objective of the task?



### COMMUNICATE

- Report to your manager when the task is complete:
- Make an entry about the completed task
- Share your observations with your manager and colleagues:
- What could be done better?
  - How can the procedures and equipment be changed?

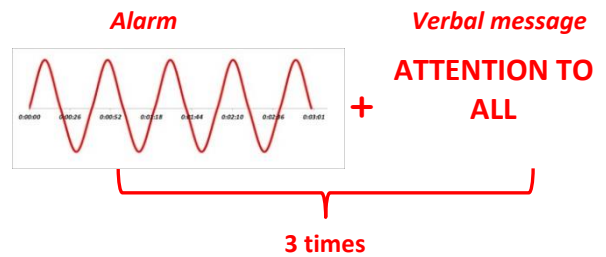
### Phone numbers of the SE Ignalina NPP employees in case of an emergency

Plant Shift Supervisor	+370 386 2 9381 +370 386 2 5502
Director General	+370 386 2 8350
Director of the Decommissioning Department	+370 386 2 8380
Head of the Physical Security Service	+370 386 2 8340
Head of the Radiation Safety Service	+370 386 2 8354 +370 386 2 9564
Medical Centre	+370 386 2 8005

During the phone call:

1. introduce yourself (name, surname);
2. state your duties;
3. accurately describe the problem/situation/event;
4. state your precise location and time.

## EMERGENCY PREPAREDNESS SIGNALS OF THE SE IGNALINA NPP



SIGNAL	ACTIONS
“ATTENTION TO ALL”	Turn on the Lithuanian Radio (Lietuvos Radijas)
“RADIATION HAZARD”	Go to offices, close windows and doors, turn off air conditioners and the ventilation (if any), turn on the Lithuanian Radio and wait for further instructions.
“AIR ALERT”	Turn on the Lithuanian Radio and wait for instructions for other employees of the Enterprise: <b>Immediate evacuation outside the Ignalina Nuclear Power Plant Territory! Immediate evacuation outside the Ignalina Nuclear Power Plant Territory! Immediate evacuation outside the Ignalina Nuclear Power Plant Territory!</b>
“HURRICANE ALERT”	Go to offices, close the windows and doors, turn of the Lithuanian Radio and wait for further instructions.
“CHEMICAL HAZARD”	Go to offices, close the windows and doors, turn of the Lithuanian Radio and wait for further instructions.
“FLOOD ALERT”	Go to offices, turn of the Lithuanian Radio and wait for further instructions.
“PREPARATION FOR EVACUATION”	Turn off all electric appliances and heating devices, gas and water, tightly close the office windows. Arrive to the predefined assembly point and wait for further instructions.
“EVACUATION”	When your manager or evacuation coordinator instructs you to leave, head towards the parking lots in a calm manner and leave for Visaginas.