

DVS

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APPROVED by
the State Enterprise
Ignalina Nuclear Power Plant
Director General Order
dated 9 March 2017 No. IsTa-92

DOCUMENTATION AND DATA RECORDING MANAGEMENT POLICY OF THE STATE ENTERPRISE IGNALINA NUCLEAR POWER PLANT

Documentation and data recording management policy of the State Enterprise Ignalina Nuclear Power Plant (hereinafter - the enterprise, the INPP) has been developed according to the requirements of standard LST ISO 15489-1:2016 “Information and Documents. Documentation Management. Part 1. General Terms”, Nuclear Safety Requirements BSR-1.4.1-2016 Management System, approved by the order of the Head of the State Nuclear Power Safety Inspectorate dated June, 21st, 2010, No. 22.3-56 (the edition of the order of the Head of the State Nuclear Power Safety Inspectorate dated January, 29th, 2016, No. 22.3-13), the Manual on the State Enterprise Ignalina Nuclear Power Plant Management System, DVSta-0108-4, the Procedure on Development and Maintenance of Level 1 and 2 Documentation of the State Enterprise Ignalina Nuclear Power Plant, DVSta-0208-2, and replaces the Documentation Management Policy of the State Enterprise Ignalina Nuclear Power Plant, DVSta-0108-6V2.

The objective of the documentation and data recording management policy of the State Enterprise Ignalina Nuclear Power Plant is to determine the principal directions of the documentation and data recording management (hereinafter - the documentation), obligations of the INPP management in the field of the documentation management, main principles of the enterprise documentation management.

Qualitatively developed and supported documentation and its application at the appropriate level is one of the means for achievement of the INPP activity objectives.

The enterprise works in the dynamic environment and in the given aspect it is important to ensure, that the support of the documentation created in any form (paper, electronic, video and audio documents, or others) was carried out according to the requirements of legal acts of the Republic of Lithuania, to provide availability to them, suitability for use and safety of the documentation during the established period.

The principal directions of the INPP documentation and data recording management policy are as follows:

- Aspire to centralization of the enterprise documentation management process.
- Reduce the amount of the paper documentation.
- Expand the application of the information-technological means with the purpose of increase of the documentation management efficiency.

The INPP management, understanding that the INPP activity documentation is the integral part of the functions carried out by the enterprise, providing the proof of activity and processes of operation, decommissioning of the nuclear facilities, undertakes the following:

1. Ensure the documents and their changes management (including electronic) during the whole cycle of their existence, establishing the requirements to their development, acceptability acknowledgement, execution, designation, agreement, approval, control, tracking, storage, recognition to become invalid and to their destruction, as well as to distribution at the enterprise and submission to the interested parties.

2. Ensure the coherent functioning of the systems intended for the documentation management, their improvement, reliability and protection.

3. Ensure the safety of the documents (including electronic), their protection against the casual, malevolent, non-authorized cases, including cybernetic incidents, which would cause the threat in relation to their confidentiality, authenticity, coherence and availability.

4. Improve the enterprise documentation management process, making use of the most positive experience of the Republic of Lithuania in the field of the documentation management.

5. Being guided by requirements of the legal acts of the Republic of Lithuania, ensure the demanded level of development, support and account of the documentation, nominating for this work the personnel with the required competence and supporting the level of their competence.

6. Ensure easy search of the documentation and the possibility to use the documents required for work in the proper place and during the established period of time, improve their archiving applying progressive solutions of their storage.

7. Support a high level of culture of the work with the documentation in order to ensure the documentation application for its intended purpose.

8. Aspire to reduction of the amount of the paper documentation, expanding the application of the electronic documentation.

The enterprise management should provide promulgation, explanation and practical application of the documentation and data recording management policy by all the personnel of the enterprise.

The present policy is focused on the long-term objectives of the enterprise; its estimation is carried out annually during the estimated analysis of the management system.

The Ignalina Nuclear Power Plant documentation management policy is changed and admitted to be invalid by the order of the INPP Director General.

AGREED by
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