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DMD  
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APPROVED

by the order of the State Enterprise  
Ignalina Nuclear Power Plant  
Director General No. IsTa-251  
dated 16 October 2019

**PROCEDURE FOR SAFETY RELATED PRODUCTS SUPPLIERS AND SUB-SUPPLIERS ASSESSMENT AND THEIR ACTIVITIES CONTROL AT STATE ENTERPRISE IGNALINA NUCLEAR POWER PLANT**

**CHAPTER I  
GENERAL PROVISIONS**

1. The purpose of the Procedure for Safety Related Products Suppliers and Sub-suppliers Assessment and their Activities Control at State Enterprise Ignalina Nuclear Power Plant (hereinafter the Procedure) is to define the State Enterprise Ignalina Nuclear Power Plant (hereinafter the Enterprise, SE INPP) procedure for assessment and control of activities of safety related products suppliers (hereinafter Supplier) and safety related products sub-suppliers (hereinafter Sub-suppliers) at all nuclear facilities where SE INPP carries out licensed activities.

2. The following documents were used to develop the Procedure:

2.1. Law of the Republic of Lithuania on Nuclear Energy;

2.2. Law of the Republic of Lithuania on Public Procurement;

2.3. Nuclear Safety Requirements BSR-1.4.1-2016 "Requirement for Management System", DVSnd-0048-26;

2.4. Nuclear Safety Requirements BSR-1.4.2-2014 "Management of Construction of Nuclear Facility", DVSnd-0048-17;

2.5. Nuclear Safety Requirements BSR-2.1.2-2010 "General Safety Provision Requirements for Nuclear Power Plants with RBMK-1500 Type Reactors", DVSnd-0048-1;

2.6. Nuclear Safety Requirements BSR-1.8.2-2015 "Categories of Modifications of Nuclear Facilities and Procedure of Performing the Modifications", DVSnd-0048-21;

2.7. Nuclear Safety Requirements BSR-1.4.3-2017 "Managing Human Resources in the Field of Nuclear Energy", DVSnd-0048-38;

2.8. Requirement on Operational Experience Feedback in the Field of Nuclear Energy (P-2009-04), NTdok-0008-393;

2.9. IAEA safety standards series "Leadership and management for safety", No. GSR Part 2, IAEA, 2016;

- 2.10. Inspections and Tests Management Procedure, MS-2-011-1, DVSta-1111-1;
  - 2.11. Procurement Management Procedure, MS-2-017-1, DVSta-1711-1;
  - 2.12. Procedure for Development Technical Specifications for Goods and Services Procurement and Technical Tasks for Works Procurement, DVSta-1708-3;
  - 2.13. State Enterprise Ignalina Nuclear Power Plant Suppliers External Audits Performance Instruction, DVSta-0112-2;
  - 2.14. Procedure for Inspections at SE Ignalina NPP, DVSta-0108-20;
  - 2.15. Instruction on Employees Health and Safety Organizing Works According to Assignments and Directions, DSSS-0712-5;
  - 2.16. Instruction on Employees Health and Safety During the Execution of Works by Contractors, DSSS-0712-38;
  - 2.17. Instruction on Works Arrangement in Production Sections, DVSeD-1012-4.
3. This document replaces the Procedure for Safety Related Products Suppliers and Sub-suppliers Assessment and their Activities Control at State Enterprise Ignalina Nuclear Power Plant, DVSta-1708-4V4.
4. This Procedure is to be known by the personnel of the SE INPP Departments and Services involved in the process of purchasing goods, works and services for the SE Ignalina Nuclear Power Plant, as well as in the processes of Suppliers activity control.
5. The following definitions are used in this document:
- 5.1. **Defence in depth** is a management principle based on the barrier system that prevents from emission of ionizing exposure and radioactive materials into the environment, as well by the use of technical and organizational measures protecting the barriers, maintaining their effectiveness and directly protecting the population.
  - 5.2. **Audit** is systematic and independent analysis that defining whether activity in the area of quality activity and its results comply with the planned measures, and whether these measures are implemented effectively and meet the established objectives.
  - 5.3. **Nuclear installation site** – an area having defined boundaries where a nuclear installation (hereinafter NI) is currently being constructed (construction site), already constructed, operated, or the possibility to construct such installation is under investigation and/or assessment, or the decommissioning of a nuclear installation or maintenance of a disposal facility is carried out.
  - 5.4. **Employee qualification** (hereinafter qualification) – education, as well as knowledge and skills important for work performance, that are acquired in the process of work and training.



5.5. **SE INPP safety related structures, systems or components** – structures, systems and components foreseen in the SE INPP project and designed to create effective measures for protecting population and environment against adverse impact of ionizing exposure.

5.6. **SE INPP safety related project** is a project the purpose of which is to modify the existing safety related systems and elements and/or create new safety related systems and elements.

5.7. **Inspections and tests** are measures in the performance of which it is determined how the materials, units, systems, constructions, as well as processes and methodologies conform to the established quality requirements through inspecting, observing or measuring.

5.8. **Quality management system** is a set of organisational structures, responsibilities, procedures, processes and resources, ensuring implementation of quality management.

5.9. **Quality Manual** is a document defining the quality management system of the organization.

5.10. **Quality Assurance Plan** is a specification of procedures and associated resources, specifying when and who shall apply it to a particular object.

5.11. **Controlled area** is a controlled access NI area, in which special ionizing radiation protection and contamination prevention rules are applied.

5.12. **Independent evaluation** is an assessment carried out in accordance with the established procedure, by persons not involved in the activities being evaluated.

5.13. **Designing** is a set of processes ensuring that requirements are executed in determined product characteristics or in normative technical documents, processes or systems.

5.14. **Safety related event** is an incident during which (or due to which) at least one “defence in depth” barrier was damaged, its effectiveness was reduced and/or a safety ensuring function was deteriorated.

5.15. **Safety related product** (hereinafter the Product) is a good, service, software documents or works, the non-compliance of which with the requirements specified in the procurement documents, legal acts and/or nuclear safety regulatory documents may have an impact on safety.

5.16. **Safety related product Supplier** (supplier, provider, contractor) is natural or legal entity cooperating with the organisation, but not belonging to it, supplying or able to supply safety related product (goods, services or works) to this organisation including all Sub-suppliers cooperating with the mentioned natural or legal entity and involved in the agreement implementation.



5.17. **Sub-supplier (sub-supplier, sub-provider, sub-contractor)** is an economic entity that supplies goods, provides services or carries out works covered by a contract concluded between a supplier and INPP.

5.18. **Suppliers' works manager** is a worker of a supplier organization performing works or supplying services to SE INPP, who has an appropriate qualification and is officially appointed responsible for arrangement and quality of the works performed or services supplied.

## CHAPTER II PRELIMINARY CONDITIONS AND LIMITATIONS

6. The requirements of this document **do not apply** to INPP non-safety related product Suppliers, as well as to Suppliers supplying a product related to state or official secret established in laws, when special safety requirements established in laws or legal acts of the Republic of Lithuania are applied for goods and services supply or work performance, as well as in case of necessity to save vital safety reasons of state or classified information of foreign states, European Union or international institutions, transferred to the Republic of Lithuania.

7. The potential INPP Suppliers and their Sub-suppliers shall be informed on the requirements of this Procedure.

8. A specialist appointed by Audit, Safety and Quality Management Division (hereinafter AS&QMD) Head shall be involved in the SE INPP Public Procurement Commission procuring the safety related products.

9. After the contract with the Supplier is signed, employees responsible for the coordination and control of the Suppliers activity (also outside the NEF site) shall be appointed by decree of the head of the division-employer.

10. When supplying safety related products, the Supplier shall draw up a Quality Assurance Plan specifying the measures to be taken to ensure that the supplied product complies with the requirements of the legal acts, nuclear safety regulatory documents and procurement documents. This Quality Assurance Plan (hereinafter QAP) is considered a basic document in arranging and performing quality control. The form of the quality assurance plan is given in Appendix 1.

11. The Supplier shall prepare the Quality Assurance Plan and coordinate it with INPP within 1 month from the entry into force of the Agreement, collaborating with responsible persons of the division-employer.

**Note.** The developer of the technical specification may also set another time limit for the preparation and coordination of the Quality Assurance Plan. The requirements set out in the



procurement documents and in Annex 1 to this Procedure must be followed when preparing the Quality Assurance Plan.

12. Employees of AS&QMD nuclear and technical safety maintenance group shall consider the supplier's Quality Assurance Plan during 3 days from the day it is delivered. The coordinated Quality Assurance Plan or letter with comments, in case any defects have been detected, shall be sent to the division-employer head.

**Note.** The Quality Assurance Plan is submitted for inspection to the INPP by an official cover letter.

13. Depending on the type of Supplier's activity the AS&QMD Head has the right to oblige the Supplier to coordinate the Quality Assurance Plan additionally with heads of appropriate enterprise divisions. This being the case, the Quality Assurance Plan at the request of Supplier is coordinated in the enterprise controlled area by responsible persons appointed by the division-employer head.

14. Prior to start of the Suppliers activity at the INPP protected site the Suppliers and sub-suppliers works managers shall be trained and certified no later than one month after entry into force of the contract, according to the special SE INPP training programme devoted to Suppliers and prepared in accordance with SE Ignalina NPP Employees Training Instruction, DVSta-1412-8.

15. The Supplier personnel is allowed to perform works with equipment at the territory and in the premises, controlled area of the SE INPP only with accordance to the directions, executed according to the procedure established in Instruction on Employees Health and Safety Organizing Works According to Assignments and Directions, DSSS-0712-5.

16. When the contracting organizations are carrying out works on INPP electrical installations, Occupational Safety and Health Mutual Liability Statements shall be prepared in accordance with the procedures specified in the Employee Safety and Health Instructions, DSSS-0712-38. The QAPs prepared by the suppliers are an integral part of these statements.

17. The safety related product inspection and tests at the NI site shall be organized, carried out and executed according to the procedure established in Inspections and Tests Management Procedure, DVSta-1111-1.

18. The Technical Specifications shall provide that prior to the commencement of the use of safety related structures, systems and components materials, services provision and facilities installation, the Supplier must submit to the INPP documentation confirming the compliance of purchased safety related structures, systems and components materials, services

and equipment with the procurement documentation requirements. These documents must be transferred to the enterprise archive and stored in accordance with established procedures.

### **CHAPTER III ASSESSMENT OF SUPPLIERS AND SUB-SUPPLIERS**

#### **Assessment of the Suppliers**

19. The INPP Public Procurement Commission assesses and selects Suppliers and Sub-suppliers of INPP pursuant to the provisions of the State Enterprise Ignalina Nuclear Power Plant Public Procurement Organization and Description of the Procedure, DVSta-1708-5.

20. The AS&QMD Head and the Head of the division managing the contract decide about the necessity to carry out the audit of the quality management system of the selected Suppliers and Sub-suppliers. In case of disagreement between the division managing the contract and the AS&QMD on the necessity of verification of a particular supplier, the Director General of SE INPP shall decide on the conduction of the audit and the risk arising from the failure to conduct the audit.

21. At the request of AS&QMD Head of the Procurement and Contract Administration Division (hereinafter PCAD) or the assigned Head of the division managing the contract has to provide in writing an available data of the selected Supplier (full name of the supplier organization and contact details, planned activity at SE INPP precisely formulated according to the contract, place and period of carrying out the activity, name and number of technical specification/assignment, contact person (name, surname, position, telephone number, e-mail)).

22. Prior to the verification of the Supplier (sub-supplier), during the audit of his quality management system, the Audit Team Manager shall contact the Supplier (sub-supplier) through the relevant Project Manager or Contract Manager with a request (in writing or by e-mail) to provide the following:

22.1. valid Quality Manual or document describing the management system of the enterprise and its scope;

22.2. documents describing the main activities of the enterprise;

22.3. a document describing the management of documented information;

22.4. a document describing the procedures for conducting internal audits;

22.5. a document describing the management of non-conformities and corrective measures;

22.6. information on the organizational structure, the total number of employees;



22.7. if manufacturing, additional documents related to manufacturing;

22.8. in case of involving Sub-suppliers, a document regulating the procedure for the evaluation and selection of the Sub-suppliers;

22.9. objective evidence of corrective action taken in response to the results of audits conducted by INPP (unless such evidence has been provided previously).

23. If it is necessary to change (employ a new) Sub-supplier, he shall be changed (employed) in accordance with the procedure established in the Contract, the Law on Public Procurement and the relevant legal acts. In this case, the provisions of the Procedure for Controlling the Preparation and Performance of Public Procurement Contracts, DVSta-1708-2, shall be followed.

24. If the contract states that Supplier is obliged to obtain INPP approval on the appropriate choice of the first-level Sub-suppliers (i. e. direct supplier's suppliers), then prior to start their activity at the NI site the Sub-suppliers are assessed for each concrete supply scope according to this procedure:

24.1. Heads of relevant INPP divisions are provided with the Decommissioning Project Manager's letter within their competence, for sub-supplier evaluation and approval, where he indicates: full name of the Sub-supplier organization, planned supply scope at SE INPP precisely formulated;

24.2. along with the letter the following documents shall be submitted:

24.2.1. documents confirming the qualification of the Sub-supplier who will provide the services;

24.2.2. report on Sub-supplier assessment performed by Supplier, to whom Sub-supplier provides services, with the conclusion that this sub-supplier is suitable to supply safety related product;

24.2.3. objective evidence that the Sub-supplier's management system is in compliance with the International Management Systems Standard ISO 9001:2015 "Quality Management Systems. Requirements" or is equivalent;

24.3. The INPP divisions, after analyzing the Sub-contractor's documents within their competence, prepare a conclusion on the suitability of the Sub-contractor and inform the Decommissioning Project Manager in writing. The final decision as to the suitability of the Sub-supplier to carry out the works to the extent envisaged shall be made by the Manager of the Project concerned.

#### **CHAPTER IV**

##### **SUPPLIERS ACTIVITY CONTROL PROCEDURE**

25. The Suppliers' activity assessment and control chart is provided in Appendix 2 to this Procedure.

26. The Suppliers' activity at the NI site is coordinated and controlled by the employees appointed by the order of division-employer head.

27. In coordinating and controlling the Suppliers' activity at the NI site the employees appointed by the order of division-employer head shall:

27.1. brief the Suppliers workers according to the procedure established at the enterprise;

27.2. control the Suppliers' activity periodically according to the procedure stipulated in Instruction on Works Arrangement in Production Sections, DVSeD-1012-4;

27.3. according to the procedure established at the enterprise organize and participate in Suppliers inspections and tests of a safety related product;

27.4. inform AS&QMD in writing about the Suppliers activity deviations from the Quality Assurance Plan, safety related events, as well as about the changes in Supplier's and Sub-supplier's Project Managers and Work Managers at the NI site.

28. The designing performed by the design organizations related to safety related product is controlled according to Design Organizations Designing Instruction, DVSeD-1812-11.

29. Construction and Infrastructure Management Division (hereinafter CIMD) controls Suppliers buildings designing and construction works pursuant to Instruction on Control of Buildings Designing and Design Approval Process performed by Design Organizations, DVSeD-2612-1.

30. The maintenance of the Supplier's construction work related to the safety related product shall be carried out by personnel assigned by the order of the Manager General of the enterprise or hired maintenance specialists (companies) in accordance with the State Enterprise Ignalina Nuclear Power Plant Structures Construction and Demolition Maintenance Activity Procedure DVSta-2617-1.

31. Suppliers activity (except for designing and constructing) maintenance criteria are chosen while considering the Quality Assurance Plan.

32. Inspections of Suppliers activity (except for designing and constructing) at the NI site at least once a year, in accordance with the procedure laid down in the Procedure for Inspections at SE Ignalina NPP, DVSta-0108-20. Appropriate specialists of the maintained field, who are not directly related to the Suppliers activity, can be invited to participate in this activity.



33. While performing Suppliers activity at the NI site maintenance, it is necessary to examine:

33.1. either the Supplier and his Sub-supplier workers adhere to the principles of safety culture;

33.2. either the Supplier and his Sub-supplier workers are briefed, trained appropriately and have required qualification;

33.3. either the operational documents applied in Supplier activities are executed as required;

33.4. either the equipment, instruments and measures used in Supplier and his Sub-supplier activities are appropriate, properly functioning and have been tested;

33.5. either the materials used in Supplier and his Sub-supplier activities have been approved with appropriate qualification certificates or other documents;

33.6. do the employees appointed by the order of division-employer head properly control safety related product Supplier activities;

33.7. does the Supplier and his Sub-supplier make appropriate data records and inform about the activities results.

34. AS&QMD quality management team of the decommissioning project examines the Supplier quality management system following the requirements of External Audits Performance Instruction, DVSta-0112-2.

35. PCAD and SE INPP division-employer control the way Suppliers follow the conditions of technical specifications and the conditions of the contract according to the procedure established at the enterprise.

36. The technical specifications of the projects managed by the EBRD and the implementation of the terms of the contract shall be under the permanent control of the Project Manager concerned.

37. Supplier activities control and his responsibility in performing works/supplying services in production sections of SE INPP is set forth in Instruction on Works Arrangement in Production Sections, DVSeD-1012-4.

38. The control of the Supplier and his responsibility for complying with the radiation safety, employees health and safety, fire protection requirements is set forth in the INPP Radiation Safety Instruction, DVSeD-0512-2, Procedure on Ignalina Nuclear Power Plant Employees Health and Safety Briefings, DVSta-0708-5, and General Ignalina Nuclear Power Plant Facilities Fire Protection Instruction, DVSta-0612-3, respectively.

39. The control of the Supplier and his responsibility for complying with the emergency preparedness requirements is set forth in Instruction on Emergency Planning and Training on Emergency Preparedness and Civil Protection at the SE INPP, DVSta-0812-24.

**CHAPTER V**  
**ACTIONS ACCORDING TO THE RESULTS OF SUPPLIERS AND SUB-SUPPLIERS ASSESSMENT AND THEIR ACTIVITIES CONTROL AND MAINTENANCE**

40. The Suppliers who were awarded contracts are included to List of INPP Suppliers which is maintained by AS&QMD.

41. In case of occurrence of potentially hazardous conditions while Supplier performs works directly related to INPP safety related structures, systems and components (for instance, while serving a system, performing tests, repairing, modifying, installing or dismantling) or if violations or inconsistencies were detected while controlling the Supplier activity, which, if not eliminated in time, may cause damage of the enterprise "Defence in depth" barriers integrity or break of normal operation of radiation safety provision, physical security provision, fire protection provision systems, then the Supplier activity at the NI site is terminated and renewed according to the procedure established in the Instruction on Employees Health and Safety Organizing Works According to Assignments and Directions, DSSS-0712-5. The division-employer head shall in 24 hours inform the AS&QMD Head or his acting person about such situations.

42. If during maintenance of Supplier activity (except for designing and constructing) or during examination of Supplier quality management system the violations or inconsistencies were detected that are not related to the situations stated in item 41 of this Procedure, then appropriate report shall be executed following the requirements set forth in Inspections at Ignalina NPP Instruction, DVSta-0108-20 and External Audits Performance Instruction, DVSta-0112-2.

43. The following persons are responsible for planning and implementation of corrective measures devoted to eliminate the reasons of violations or inconsistencies:

43.1. the division-employer employee responsible for coordination and control of the Supplier activity, if the detected violations or inconsistencies are related to the Supplier activity at the NI site;

43.2. the Supplier, if the detected violations or inconsistencies are related to the examination of the Supplier quality management system;



44. The planned corrective measures shall be coordinated with the appropriate AS&QMD employees who have prepared the reports on the Supplier activity (except for designing and constructing) maintenance and quality management system audit results.

45. The term of the corrective measures implementation can be extended for the objective reasons only if the persons specified in item 43 of this Procedure apply to the AS&QMD Head in writing, but no further than the validity of INPP and the Supplier contract expires.

46. The Supplier activity maintenance and his quality management system examination are considered fulfilled only when the AS&QMD receives objective evidence confirming that corrective measures have been implemented.

47. The AS&QMD informs the appropriate enterprise divisions or institutions interested in the Supplier respective activity according to the contract signed with SE INPP about all the unplanned or delayed to implement corrective measures.

## **CHAPTER VI MAINTENANCE OF DOCUMENTS AND DATA RECORDS**

48. The Suppliers register the coordinated Quality Assurance Plan at their enterprise. After registration the copy of the Quality Assurance Plan along with the letter shall be submitted to the division-employer.

49. The division-employer shall forward a copy of the Quality Assurance Plan to the coordinating divisions.

50. The change of workers included to General Works Log-Book indicated in the list of Quality Assurance Plan can be executed by the performer of the works in the mentioned log-book, however it shall be coordinated with division-employer employee responsible for coordination and control of the Supplier activity, and the PCAD employee administering the contract.

51. The Quality Assurance Plan shall be reviewed and, if necessary, updated at least once every six months. If the information provided in the QAP has not changed, the supplier shall inform INPP in writing or during the contract execution meeting that the information provided in the Quality Assurance Plan is relevant. In this case, there is no need to change the Quality Assurance Plan.

52. The Quality Assurance Plan shall be updated and coordinated again if:

- 52.1. essential contract conditions are changed;
- 52.2. construction works technology is changed;
- 52.3. the Sub-suppliers indicated in the contract are changed;

52.4. the Supplier and/or the Sub-supplier during the contract implementation changes its organizational structure or quality management system.

53. Annually by December 31 the AS&QMD Decommissioning Project Quality Management Team updates, coordinates with the Director General of the Operations Planning and Finance Division and the Director General of the Decommissioning Division and submits to VATESI (Lithuanian abbreviation for the State Nuclear Power Safety Inspectorate) the list of the safety related product Suppliers.

## **CHAPTER VII RESPONSIBILITY**

54. The INPP Director General is responsible for arranging the activity related to the selection, evaluation and supervision of Suppliers in accordance with the requirements of the laws and other legal acts of the Republic of Lithuania, as well as for allocating the required resources.

55. The Managers and Heads of the INPP Departments and Services are responsible for arranging the activity with the Suppliers in their divisions in accordance with the requirements defined at the enterprise, as well as for compliance with the requirements of this Procedure when purchasing a safety related product.

56. The AS&QMD Head is responsible for:

56.1. the appointing a specialist to be involved in work of Public Procurement Commission procuring the safety related product according to the requirements of Commission Regulations;

56.2. the arrangement and coordination of consideration the Quality Assurance Plans of the safety related product Suppliers;

56.3. the arrangement of audits and inspections of the safety related product Suppliers and Sub-suppliers;

56.4. the arrangement of maintaining the List of INPP safety related product Suppliers;

56.5. submitting the information about the safety related product Suppliers to VATESI.

57. The appointed specialist of AS&QMD is responsible for:

57.1. involvement in work of Public Procurement Commission determining and examining the compliance of the potential safety related product Suppliers qualification requirements and other requirements related to the procurement of the safety related product set out in the Public Procurement documents;



57.2. maintaining the List of the Suppliers of the product important for INPP.

58. Managers of AS&QMD nuclear and technical safety maintenance group, fire maintenance and civil security group and decommissioning projects quality management group are responsible for performance of inspections of Suppliers activities (except for designing and constructing) at the NI site and audits of Suppliers and Sub-suppliers management systems.

59. The Personnel Division Head is responsible for organizing and carrying out the training and certification of the Supplier workers.

60. The Heads of Divisions are responsible for the Suppliers' activity coordination and control, and informing the AS&QMD about the violations of the safety requirements at SE INPP site committed by the Suppliers, the causes of violations and the results of eliminating the detected violations and their causes, as well as different deviations of the Supplier activity from the Quality Assurance Plan and the QAP examination.

61. The PCAD Head is responsible for:

61.1 informing the AS&QMD in writing (at the written request of the AS&QMD manager) about the contracts signed with the Suppliers on the safety related product supply (about extension, termination or cancellation).

61.2. organizing the purchase of the safety related product in accordance with the requirements of the Commissions Regulations, requirements of the Law on Public Procurement, legal requirements and this Procedure.

62. Managers of the Suppliers' and Sub-suppliers' organizations are responsible for:

62.1. the arrangement and performance of activity at the NI site in accordance with valid INPP procedure;

62.2. submitting accurate information in a timely manner;

62.3. providing the conditions required to conduct independent assessment by INPP personnel;

62.4. fulfilment of the requirements stipulated in the Quality Assurance Plan;

62.5. informing about all the safety related events related to the Supplier activity at the NI site, as well as about the deviations from Quality Assurance Plan (works/services performance schedules), and about the possible actions with the Supplier personnel turnover;

62.6. planning and timely execution of corrective actions based on non-conformities identified during the audit of the Supplier's quality management system.

**CHAPTER VIII  
FINAL PROVISIONS**

63. This Procedure shall be amended and declared invalid by the order of the Director General.

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Prepared by  
AS&QMD Senior Quality Engineer

                    (Signature)                      
Fiodor Tretjakov, tel. 24266  
14/10/2019

F. T., 1, 14/10/2019



**(Sample Quality Assurance Plan Form Example)**

\_\_\_\_\_  
(Supplier's name)

**QUALITY ASSURANCE PLAN  
WHEN SUPPLYING SE INPP SAFETY RELATED PRODUCT UNDER THE  
CONTRACT "NAME" No. \_\_\_\_\_ OF \_\_\_\_/\_\_\_\_/20\_\_\_\_**

\_\_\_\_/\_\_\_\_/20\_\_\_\_ No. \_\_\_\_\_  
(date)

\_\_\_\_\_  
(document registration place)

**CHAPTER I  
STATEMENT OF WORK**

1. A brief description of the products, services, works and the worksite is provided. If the products are supplied, services are rendered or works are carried out on structures, systems and components or on sites important to the safety of INPP objects operated or constructed, it should also include the potential impact on the enterprise objects' safety or safety and health of the Employer and Supplier personnel (for example, the probability of damage of the INPP safety related systems, components, or disruption of their normal operation, the malfunction probability of radiation protection, physical protection security, and fire protection systems, the probability of injury from direct radiation due to the use of hazardous substances, and the like).

**CHAPTER II  
EMPLOYER**

2. Indicate the division to which the goods are delivered, in which the work is carried out or to which the service is provided.

**Employer Personnel**

3. Indicate the personnel of the division-employer responsible for coordinating, controlling and accepting the works of the supplier, and the date and number of the order appointing these personnel.

### **CHAPTER III**

4. It is indicated that, prior to commencement of product delivery, Supplier and Sub-supplier personnel working by the contract must be also familiar with INPP policies and must adhere to their provisions during the implementation of the contract. INPP policies can be found at: <https://www.iae.lt/teisine-informacija/imonės-politika/55>.

#### **SUPPLIER**

5. A brief description of the Supplier's organization, organizational structure is provided. The Supplier's management system shall be also described and the management system processes required for the implementation of the contract shall be indicated. The organizational structure of the project including Sub-suppliers shall be provided.

##### **Supplier Personnel**

6. This section briefly describes the Supplier's system of qualification maintaining and certification with references to the relevant valid documents on the Supplier's management system. Submit the list of the Supplier's works managers and workers who are supposed to perform works or provide services. It is necessary to submit copies of workers' evaluation certificates and numbers of INPP protocol of works manager's certification, or reference to the relevant appendix to the contract where this information is provided.

##### **Sub-suppliers**

7. Indicate additional organizations of all levels, which will be involved in the products supply, work performance or provision of services, specifying those products, works or services. A brief description of the Sub-supplier's organization, organizational structure is provided. The Sub-supplier's management system shall be also described and the management system processes required for the implementation of the contract shall be indicated. Indicate the numbers and the dates of contracts concluded between the Suppliers and the Sub-suppliers. Also indicate the Sub-supplier personnel, as it is stated in paragraph 6.

### **CHAPTER IV RISK MANAGEMENT**

8. Indicate the risks identified in the contract/project and the measures taken to mitigate those risks. May be attached to the Quality Assurance Plan in the form of a risk register.

### **CHAPTER V WORKS/SERVICES PERFORMANCE SCHEDULE**



9. Provide a detailed works/services performance schedule specifying the review stages to examine products/services within a quality factors context or the acceptance stages. If the schedule is prepared as a separate document, a reference to it shall be provided.

**Note.** If the INPP has decided to conduct an audit of Supplier/Sub-supplier's quality management system, in addition a preliminary timeline should be defined.

## **CHAPTER VI INSPECTIONS, TESTS AND AUDITS**

10. Provide a detailed schedule of inspections and tests. The schedule should include all inspections and tests that are planned during and after the work performance, dates of inspections and tests performance, references to the rules and regulating technical documents, as well as to the project documentation, the production design and technological documentation entitling inspections and tests and final evaluation. The schedule must be accompanied by the list of equipment (including software) used by the Supplier during inspections and tests. The inspections and tests schedule can be exempted if all inspections, tests and acceptance criteria are specified in the Work schedule, the List of work performance and in production design and technological documentation.

11. Indicate that the Supplier must ensure that authorized INPP personnel and/or VATESI authorized personnel are able to verify if the requirements of the procurement documents are met, directly at the place of the product manufacturing, participate in product testing and acceptance at the Supplier's premises, to familiarize with the documentation relating to the supply of the product, also, the possibility to control the activities of the Supplier (Sub-suppliers at all levels) by performing independent checking (audits, inspections, etc.) must also be provided. Any discrepancies identified during these inspections must be remedied in a timely manner, but not later than until the end of the contract.

## **CHAPTER VII NORMATIVE TECHNICAL AND OPERATIONAL DOCUMENTATION APPLIED**

12. Provide all documentation required for specific works or services. It is possible to provide a reference to the list of the normative technical and operational documents approved by the Head of the Training Center and required by the Supplier personnel to apply in the work performance or provision of services to the INPP.

## **CHAPTER VIII SUPPLIER'S APPLIED INSTRUCTIONS**

13. Provide work instructions to the Supplier for the supply of products, performance of specific works or services provision to the INPP. In addition, it is necessary to refer to the Supplier's procedures (documents) that are follow-up experience related (own and of other organizations engaged in similar activities).

#### **CHAPTER IX SUPPLIER'S PRODUCTION DESIGN AND TECHNOLOGICAL DOCUMENTATION**

14. Indicate the Supplier's production design and technological documentation, applicable for the performance of specific works or services provision to the INPP.

#### **CHAPTER X DESIGN DOCUMENTS**

15. Indicate the design documents.

#### **CHAPTER XI RADIATION PROTECTION, SAFETY AND HEALTH OF EMPLOYEES**

16. Submit the list of documents belonging both to the Employer and the Supplier concerning radiation protection and safety and health of employees during the supply of products, specific work or services provision to the INPP, if it was not specified in item 8 of the Quality Assurance Plan. If the Supplier operates with hazardous substances, submit the characteristics of such substances and means provided for their safe use and recycling. Indicate the manager who is responsible for the organization of primary briefing in the Employer's department (if previously the briefing has not been conducted there).

#### **CHAPTER XII ENVIRONMENT PROTECTION**

17. Submit the list of the documents applied for the environment protection. Specify expected operational waste quantities and means of recycling or disposal, as well as, if necessary, measures for environment protection.

#### **CHAPTER XIII MEASURES TO PROTECT ADJACENT INSTALLATIONS**

18. Specify the measures the Supplier needs to apply in order to protect the installations, adjacent to the work area, if required by the division-employer (for example: as INPP radiation safety, physical security, fire protection systems).

#### **CHAPTER XIV SAFETY CULTURE AND EMERGENCY PREPAREDNESS**

19. Make a reference to the Supplier's emergency preparedness plan.



20. Indicate that the Supplier's personnel and all Sub-suppliers' personnel working on the contract are familiar with the principles and the guide of the safety culture, as set out in the Appendix to the QAP Form.

## **CHAPTER XV COMMUNICATION**

21. This section sets out the arrangements under which the Supplier has to inform the Employer of all safety related events associated with the Supplier's activity at the Employer's site, including deviations from the Quality Assurance Plan (products supply/work/services performance schedule), as well as possible actions with the Supplier personnel turnover. Contact details of the responsible persons of the Employer, Supplier and Sub-suppliers shall be indicated.

22. Indicated that the employees of the Supplier and Sub-suppliers may submit their personal opinions and suggestions on safety improvement issues and inform the INPP management about safety problems through the following channels:

- an official letter note;
- by e-mail [Kamienas@iae.lt](mailto:Kamienas@iae.lt);
- by e-mail of the contact person specified in the contract;
- in the question-and-answer section on the INPP external website: <https://www.iae.lt/apie-imone/griztamasis-rysys/109>.

23. Indicated that all INPP employees who have received opinions or suggestions on safety issues from safety related Suppliers must submit them for consideration at INPP administration management meetings.

## **CHAPTER XVI DOCUMENTS AND DATA RECORDS**

24. Include all reporting Employer's assignable documents, which should be developed by the Supplier, and the Supplier's records, required during and after the performance of the works, including inspections and tests results. It is allowed to provide a reference to the Work/Service Scope List.

25. Indicate that The Quality Assurance Plan shall be reviewed and, if necessary, updated every six months. If the information provided in the QAP is relevant, the Supplier shall inform the INPP in writing or during the contract negotiations. It is not necessary to make amendments to the QAP in this case.

## CHAPTER XVII APPENDIXES

26. Copies of the Supplier's and all Sub-suppliers' management system certificates, copies of documents, permits to carry out certain work, copies of projects and work supervisor designation orders, copies of ordinances and documents confirming the qualification are attached.

The Supplier Works (Project) Manager	_____	___/___/201___
	(Name, surname, signature)	
The Supplier's worker responsible for quality	_____	___/___/201___
	(Name, surname, signature)	

COORDINATED  
by division-employer head

\_\_\_\_\_  
(signature)  
\_\_\_\_\_  
(Name, surname)  
\_\_\_/\_\_\_/201\_\_\_

COORDINATED  
by AS&QMD Head

\_\_\_\_\_  
(signature)  
\_\_\_\_\_  
(Name, surname)  
\_\_\_/\_\_\_/201\_\_\_

(Draftsman's position)

\_\_\_\_\_  
(Signature)  
(Draftsman's Name, Surname, tel. No.)  
\_\_\_/\_\_\_/201\_\_\_

V. P., 1, 14/10/2019



## 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/apie-mus/feedback\\_lt/](https://www.iae.lt/apie-mus/feedback_lt/)

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?

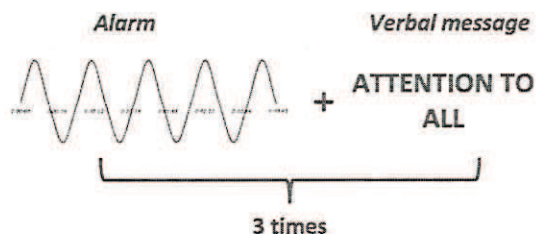
### Phone numbers of the SE Ignalina NPP employees in case of an emergency

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 Safety 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 muster 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.



# SAFETY RELATED PRODUCT SUPPLIERS AND SUB-SUPPLIERS ASSESSMENT AND THEIR ACTIVITY MAINTENANCE AND CONTROL CHART

