***Translation from Lithuanian language***

APPROVED

by the order of the Director General

of State Enterprise

Ignalina Nuclear Power Plant

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**DESCRIPTION OF THE PROCEDURE FOR THE ASSESSMENT OF SUPPLIERS AND SUB-SUPPLIERS PROVIDING PRODUCTS IMPORTANT TO SAFETY AND THE CONTROL OF THEIR ACTIVITIES AT SE INPP**

# CHAPTER I

## GENERAL PROVISIONS

1. The description of the procedure for the assessment of suppliers and sub-suppliers providing products important to safety and the control of their activities at SE INPP establishes the procedure for the assessment of suppliers and sub-suppliers providing products important to safety and the control of their activities at all nuclear facilities of State Enterprise Ignalina Nuclear Power Plant (hereinafter – the enterprise, INPP) in which INPP carries out licensed activities.
2. The description has been developed in accordance with the following documents:
	1. The Law of the Republic of Lithuania on Nuclear Energy;
	2. The Law of the Republic of Lithuania on Public Procurement;
	3. Nuclear Safety Requirements BSR-1.4.1-2016 “Management system”, DVSnd-0048-26;
	4. Nuclear Safety Requirements BSR-1.4.2-2014 “Management of construction of nuclear facility”, DVSnd-0048-17;
	5. Nuclear Safety Requirements BSR-1.4.3-2017 “Human resources of organizations implementing licensed activities in the field of nuclear energy”, DVSnd-0048-38;
	6. Nuclear Safety Requirements BSR-1.4.4-2019 “Use of operating experience in the field of nuclear energy”, DVSnd-0048-48;
	7. Nuclear Safety Requirements BSR-1.8.2-2015 “Categories of modifications of nuclear facility and procedure of performing the modifications”, DVSnd-0048-21;
	8. Nuclear Safety Requirements BSR-2.1.2-2010 “General requirements on the assurance of the safety of nuclear power plants with RBMK-1500 type reactors”, DVSnd-0048-1;
	9. Lithuanian standard LST EN ISO 9001:2015 “Quality management systems. Requirements (ISO 9001:2015)”, DVSnd-0050-1723;
	10. International standard ISO 10005:2018 “Quality management – Guidelines for quality plans”;
	11. Lithuanian standard LST EN ISO 10006:2018 “Quality management. Guidelines for quality management in projects (ISO 10006:2017)”, DVSnd-0050-2076;
	12. IAEA Safety Standard “Leadership and management for safety”, No. GSR Part 2, IAEA, Vienna, 2016;
	13. State Enterprise Ignalina Nuclear Power Plant Management system guide, DVSta-0108-4;
	14. Description of the procedure for procurement management, DVSta-1711-1;
	15. Description of the procedure for the control of preparation and performance of public procurement contracts, DVSta-1708-2;
	16. Description of the procedure for the development of technical specifications for procurement of goods and services, and technical tasks for the procurement of works,
	DVSta-1708-3;
	17. Description of the procedure for the organizing and conducting of public procurement at State Enterprise Ignalina Nuclear Power Plant, DVSta-1708-5;
	18. Instruction on the SE Ignalina Nuclear Power Plant decommissioning projects management, DVSed-2212-5;
	19. Description of the procedure for the management of independent assessments and improvement actions, DVSta-0111-6;
	20. Instruction on the conducting of supplier audits at State Enterprise Ignalina Nuclear Power Plant, DVSta-0112-2;
	21. Description of the procedure for the conducting of inspections at SE Ignalina NPP, DVSta-0108-20;
	22. Instruction on the conducting of systems and equipment tests at SE Ignalina NPP, DVSed-1012-57;
	23. Instruction on Occupational Safety and Health during the organizing of works according to directions and assignments, DSSS-0712-5;
	24. Instruction on Occupational Safety and Health during the performing of works by the contractors’ organizations, DSSS-0712-38;
	25. Instruction on the organizing of works in production sections, DVSed-1012-4;
	26. INPP radiation safety instruction, DVSed-0512-2;
	27. Instruction on the SE Ignalina NPP personnel training, DVSta-1412-8;
	28. Description of the procedure for the SE Ignalina Nuclear Power Plant employees’ briefings on Occupational Safety and Health issues, DVSta-0708-5;
	29. General instruction on fire safety at the SE INPP facilities, DVSta-0612-3;
	30. Instruction on the planning and organizing of emergency preparedness and civil protection issues training at SE INPP, DVSta-0812-24.
3. This description replaces the Procedure for safety related product suppliers and sub-suppliers’ assessment and their activities control at State Enterprise Ignalina Nuclear Power Plant, DVSta-1708-4V5.
4. INPP personnel involved in the processes of procurement of products important to safety intended for use by the enterprise, as well as in the processes of control of the suppliers and sub-suppliers’ activities shall be acquainted with this description and follow it at work.
5. The following definitions are used in this description:
	1. **Defence in depth** is a management principle based on the barrier system that prevents from the emission of ionizing radiation and radioactive materials into the environment, as well by the use of technical and organizational measures system protecting these barriers, maintaining their effectiveness and directly protecting the population.
	2. **Nuclear facility site** (hereinafter – the NF site) is territory having defined boundaries where NF is currently being constructed (i.e., the construction site), already constructed, operated, or the possibility to construct NF is under investigation and/or assessment, or NF decommissioning either supervision of a closed disposal facility is being performed.
	3. **Employee qualification** (hereinafter – qualification) is an employee’s education, knowledge, skills, work experience and personal qualities required for the safe and effective performance of the functions specified in the job description or other documents of the organization.
	4. **Inspections and tests** are measures in the performing which it is determined how the materials, units, systems, structures, as well as processes and methodologies comply with the established quality requirements through inspecting, observing or measuring.
	5. **Quality management system** (hereinafter – QMS) is an entirety of the organizational structure, responsibilities, procedures, processes and resources that ensures the implementation of quality management.
	6. **Quality assurance plan** (hereinafter – QAP) are actions, responsibilities and appropriate resources for a specific process, product, project or contract.
	7. **Controlled area** is a controlled access NF area in which special ionizing radiation protection and contamination prevention rules are applied.
	8. **Independent assessment** is an evaluation carried out in accordance with the established procedure by the persons not involved in the activities being evaluated.
	9. **Division-Employer** – the generalized name of the division of INPP department or service, which is the customer of the required goods and/or services, and/or works, or the developer of the merged specification according to the needs of several divisions.
	10. **Designing and development** is an entirety of processes that transform requirements into defined characteristics or descriptions of product, process or system.
	11. **Structures, systems and components important to safety** (hereinafter – SSC) are the structures, systems and components provided for in the INPP project and intended to ensure effective measures to protect people and the environment against the harmful effects of ionising radiation.
	12. **Abnormal event important to safety** is a nuclear and/or radiological accident, nuclear incident or another abnormal event in which at least one level of multi-level NF protection during performing of nuclear energy activities with ionizing radiation sources becomes ineffective or decreases its effectiveness and/or becomes worse ensuring safety functions provided for in the nuclear safety normative technical documents, and/or exceeds the annual exposure dose limits for employees and/or the population either the exposure dose constraint for the population (annual effective dose).
	13. **Product important to safety** means a supplied and/or self-produced product, service, computer program, also developed documents or performed works, non-compliance of which with requirements of technical documents, procurement documents, legal acts and/or nuclear safety normative technical documents may affect safety.
	14. **Supplier providing the product important to safety** (supplier, provider, contractor) is a person or group of persons cooperating with the organization, but not belonging to it, supplying or able to supply the product important to safety to this organization including all sub-suppliers cooperating with the mentioned person or group and involved in the fulfilment of obligations.
	15. **Protected area** is an area surrounded by a physical barrier along the INPP perimeter to achieve physical security objectives and the access to which is controlled. The protected area is one of the INPP security areas.
	16. **Sub-supplier** (hereinafter – 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.
	17. **Contract administration** is an entirety of established actions related to the ensuring of compliance with the requirements established by the legal acts of the Republic of Lithuania and functionality of the enterprise’s internal order during the managing of contracts concluded by the enterprise, and processing and transmitting of information and instructions related to these contracts.
	18. **Contract performance** is an entirety of established actions related to the **coordination and control** of the organizing and realizing of the enterprise’s contractual obligations and suppliers’ contractual obligations during implementing contracts concluded by the enterprise and initiation of the transmitting of information and instructions related to these contracts.
	19. **Supplier’s audit** is a planned and documented inspection of the supplier’s quality management system and assessment of its compliance with the audit criteria to ensure that the services, goods and works provided by the supplier will comply with the established requirements.
	20. **Suppliers’ works manager** is an employee of the supplier’s organization performing works or providing services to INPP, who has the appropriate qualification and is officially appointed responsible for the organization and quality of the performed works or provided services.
	21. **Public procurement documents** (hereinafter – procurement documents) are the documents submitted or specified by the purchasing organization, which describe or determine the elements of the procurement or its procedure: the procurement notice, the prior information notice used as a mean of invitation to tender, the technical specification, the descriptive document, the draft of the public procurement contract, the procedure for submission of documents on public procurement by candidates and tenderers, the information on the requirements to be applied in the procurement and/or other documents, and explanations (clarifications) thereof.

# CHAPTER II

## PRELIMINARY CONDITIONS AND LIMITATIONS

1. The requirements of this description **do not apply** to INPP suppliers providing the product which is not important to safety, as well as providing the product related to the state or official secret established by law, when special security requirements established by law or legal acts of the Government of the Republic of Lithuania apply to the supply of goods, services or works, also when it is necessary to protect the essential state security interests or classified information transferred to the Republic of Lithuania by foreign states, the European Union or international organizations.
2. INPP suppliers and their sub-suppliers providing the product important to safety shall be get acquainted with the requirements of this description.
3. Upon the decision of the Public Procurement Commission (hereinafter – PPC), a specialist appointed by the head of INPP Safety and Quality Management Division (hereinafter – S&QMD) may be involved in the INPP PPC as an expert to consult on issues requiring special knowledge or assessment during the procurement of the product important to safety.
4. The contract is administered and performed in accordance with Chapter V of the Description of the procedure for the control of preparation and performance of public procurement contracts, DVSta-1708-2.
5. After the contract is signed, Procurement and Contracts Division (PCD) provides the contract to the division-employer (or the initiator of procurement) for the performance with a request to appoint the person (s) responsible for performing the contract (i.e., for the coordination and control of the supplier’s activities).
6. The division employee responsible for performing the contract shall be appointed by order of the head of the division-employer.
7. The functions and responsibilities of the persons responsible for performing the contract are presented in Chapters IX and X of the Description of the procedure for the control of preparation and performance of public procurement contracts, DVSta-1708-2, accordingly.
8. Investment projects contracts are administered and performed by the Project Management Service in accordance with the Instruction on SE Ignalina Nuclear Power Plant decommissioning projects management, DVSed-2212-5.
9. The supplier providing the product important to safety, in cooperation with the responsible employees of the division-employer, shall draw up a Quality Assurance Plan (QAP) specifying the measures to be taken to ensure that the supplied product complies with the requirements of legal acts, nuclear safety normative technical and procurement documents.
10. QAP shall be provided for visa and registration by the division-employer person responsible for the contract performance; then the agreed and registered QAP shall be provided through Avilys to the head of the S&QMD and the head of the Contract Administration Group of PCD;
11. The standard form (template) of QAP is given in Annex 1 to this description. The QAP template given in Annex A of ISO 10005:2018 standard can be used (Example 1).
12. The supplier providing the product important to safety shall develop and get agreements on QAP within the time limit specified in the technical specification.
13. The requirements for the QAP development and agreement **do not apply** to the suppliers of the product important to safety, which is supplying the standard (off the shelf) goods (i.e., COTS – commercial off-the-shelf products).
14. The employee appointed by the division-employer is initiating the agreement of QAP by submitting QAP agreed by his side to the head of S&QMD, who will appoint an employee responsible for the independent verification of this document.
15. The employee appointed by S&QMD checks the supplier’s QAP within 3 working days from the date of receipt of the document. The agreed QAP or comments, if deficiencies were identified during the checking, shall be sent to the employee appointed by the head of the division-employer.
16. Depending on the activities of the supplier, the head of S&QMD has the right to oblige the supplier for additional QAP agreements with the heads of the relevant divisions of the enterprise. The agreement of QAP at the enterprise is carried out by the employees appointed by the head of the division-employer.
17. If the activities of the supplier and its sub-suppliers of the product important to safety will be performed in the INPP protected area, the works managers of the supplier and its sub-suppliers shall be trained and certified in accordance with the INPP training program specially developed for the suppliers in accordance with the Instruction on the SE Ignalina NPP personnel training, DVSta-1412-8, prior the start of the activities and not later than 30 calendar days after the contract has entered into force.
18. The supplier’s personnel are allowed to perform the works on SSC important to safety, also the works with potentially dangerous equipment in INPP premises, territory and controlled area only in accordance with the directions specified in the Instruction on Occupational Safety and Health during the organizing of works according to directions and assignments, DSSS-0712-5.
19. Occupational Safety and Health mutual liability limit statements, as well as Occupational Safety and Health mutual liability limit statements during the performing of works on the INPP electrical installations, shall be developed in accordance with the procedure specified in the Instruction on Occupational Safety and Health during the performing of works by the contractors’ organizations, DSSS-0712-38. QAP developed by the suppliers are an integral part of these statements.
20. Inspections and tests on products important to safety at the NF site shall be organized, performed, and their results shall be formalized in accordance with the Instruction on the conducting of systems and equipment tests at SE Ignalina NPP, DVSed-1012-57.

# CHAPTER III

## ASSESSMENT OF SUPPLIERS AND SUB-SUPPLIERS

1. INPP suppliers and their sub-suppliers providing products important to safety are assessed by the INPP Public Procurement Commission according to the provisions of the Description of the procedure for the organizing and conducting of public procurement at State Enterprise Ignalina Nuclear Power Plant, DVSta-1708-5.
2. In addition to other defined data to be assessed, the Public Procurement Commission or the appointed procurement organizer assess the compliance of suppliers providing products important to safety with the established qualification and QMS requirements.
3. According to the Description of the procedure for the organizing and conducting of public procurement at SE INPP, DVSta-1708-5, the management system of supplier providing products important to safety shall comply with the requirements of ISO 9001:2015 standard in the field of production and/or supply of the purchased products important to safety. QMS shall be certified by an independent certification institution having the right to perform accredited certification in the required field.
4. QMS audits of INPP suppliers and sub-suppliers providing products important to safety are performed in accordance with the Instruction on the conducting of supplier audits at State Enterprise Ignalina Nuclear Power Plant, DVSta-0112-2.
5. The head of the Contract Administration Group of PCD provides the contract important for safety through Avilys to the head of S&QMD.
6. The head of the Audit group prior to the auditing of QMS of the supplier (sub-supplier) providing products important to safety, shall contact via the relevant project manager or the employee administering the contract the supplier (sub-supplier) providing products important to safety with a request (in writing or by e-mail) to provide:
	1. the valid Quality Manual or document describing the enterprise’s management system and its scope;
	2. documents describing the main activities of the enterprise;
	3. the document describing the procedure for the management of documented information;
	4. the document describing the procedure for the management of internal audits;
	5. the document describing the procedures for the management of non-conformities and corrective actions;
	6. information on the organizational structure, the total number of employees;
	7. in the case of manufacturing, additional documents related to manufacturing;
	8. in case of involving of sub-suppliers, the document regulating the procedure for the assessment and selection of sub-suppliers;
	9. objective evidence confirming the implementation of corrective actions taken in accordance with the results of audits conducted by INPP (if such evidence has not been provided previously).
7. If it is necessary to change (involve a new) sub-supplier, he shall be changed (involved) in accordance with the procedure established in the contract, the Law on Public Procurement and relevant legal acts. In this case, the provisions of the Description of the procedure for the control of preparation and performance of public procurement contracts, DVSta-1708-2, shall be followed.
8. If the contract states that the supplier providing products important to safety is obliged to obtain INPP approval on the appropriate choice of the first-level sub-suppliers (i.e., direct suppliers of the supplier), then before starting their activities at the NF site the sub-suppliers shall be assessed for each specific supply scope in the following order:
	1. the letter from the decommissioning project manager regarding the assessment and approval of the sub-supplier shall be provided to the heads of the relevant INPP divisions in accordance with their competence, stating: the full name of the sub-supplier’s organization, precisely formulated INPP planned scope of supply;
	2. the following documents shall be submitted together with the letter:
		1. documents confirming the qualification of the sub-supplier who will provide the services;
		2. the conclusion (confirmation) of the assessment of the sub-supplier performed by the supplier to whom the sub-supplier will provide services regarding the suitability of this sub-supplier to supply a certain product important to safety;
		3. objective evidence that the sub-supplier’s QMS complies with the requirements of the international standard LST EN ISO 9001:2015 or an equivalent standard.
	3. The INPP divisions, after the analysing of submitted sub-supplier’s documents in accordance with their competence, prepare a conclusion on the sub-supplier’s suitability and inform the decommissioning project manager about it in writing. The final decision on the suitability of the assessed sub-supplier to carry out the works according to the intended scope shall be made by the respective project manager.

# CHAPTER IV

## PROCEDURE FOR THE COORDINATION AND CONTROL OF ACTIVITIES OF SUPPLIERS PROVIDING PRODUCTS IMPORTANT TO SAFETY

1. The scheme for the assessment of SSP suppliers and the coordination and control of their activities is provided in Annex 2 to this Procedure.
2. The coordination and control of the suppliers’ activities are performed by the employees appointed by the order of the head of the division-employer.
3. In the coordinating and controlling of activities of suppliers, the employees appointed by the order of the head of the division-employer shall perform the following:
	1. to instruct the employees of the suppliers in accordance with the Instruction on Occupational Safety and Health during the performing of works by the contractors’ organizations, DSSS-0712-38;
	2. to control the activities of suppliers periodically in accordance with the Instruction on the organizing of works in production sections, DVSed-1012-4;
	3. to organize and participate in inspections and tests of products important to safety performed by suppliers in accordance with the Instruction on the conducting of systems and equipment tests at SE Ignalina NPP, DVSed-1012-57;
	4. to inform PCD, the head of the division-employer and S&QMD in writing about significant deviations of suppliers’ activities from QAP, about events important to safety, as well as about changes in the personnel of supplier and sub-suppliers providing products important to safety.
4. The control of the designing performed by design organizations and related to the products important to safety is carried out in accordance with the Instruction on the control of the designing performed by the design organizations, DVSed-1812-11.
5. The control of the designing of buildings performed by the suppliers is carried out by the INPP Construction and Infrastructure Management Division (hereinafter – CIMD) in accordance with the Instruction on the control of the designing of construction objects and the approval process of the design developed by the design organizations, DVSed-2612-1.
6. Technical supervision of construction works related to products important to safety and carried out by suppliers shall be performed by personnel appointed by the order of the director general of the enterprise, either the specialists (organizations) shall be hired to perform technical supervision in accordance with the Description of the procedure for the technical supervision activities during buildings construction and demolition at State Enterprise Ignalina Nuclear Power Plant, DVSta-2617-1.
7. Inspections of suppliers' activities (except for the design and construction works) at the NF site shall be carried out at least once a year, in accordance with the Description of the procedure for the conducting of inspections at SE Ignalina NPP, DVSta-0108-20. The specialists in the inspected area of supervision who are not directly involved in the activities carried out by suppliers may also be invited to participate in activities of supervision.
8. During the supervision of the activities of the supplier and its sub-suppliers providing products important to safety at the NF site, the following shall be examined:
	1. whether the employees of the supplier and its sub-suppliers adhere to the principles of a safety culture;
	2. whether the employees of the supplier and its sub-suppliers are appropriately instructed, trained and have required qualification;
	3. whether the operational documents applicable to the supplier’s activities are properly documented;
	4. whether the equipment, devices and tools used in the activities of the supplier and his sub-suppliers are suitable, in good working order and have been properly verified;
	5. whether the materials used in the activities of the supplier and his sub-suppliers are approved by appropriate certificates of conformity or other documents;
	6. whether the employees appointed by the order of the head of the division-employer are properly controlling the activities of the supplier providing products important to safety;
	7. whether the supplier and its sub-suppliers keep the necessary data records and communicate the relevant performance.
9. The supplier's activities control and his responsibility in the performing of works/providing of services in production sections of INPP are specified in the Instructions on the organizing of works in production sections, DVSed-1012-4.
10. The supplier’s control and his responsibility for compliance with requirements of radiation safety, occupational safety and health, fire safety is specified in the INPP radiation safety instruction, DVSed-0512-2, Description of the procedure for the SE Ignalina Nuclear Power Plant employees’ briefings on Occupational Safety and Health issues, DVSta-0708-5, General instruction on fire safety at the SE INPP facilities, DVSta-0612-3, accordingly.
11. The supplier’s control and his responsibility for compliance with the requirements of emergency preparedness is specified in the Instruction on the planning and organizing of emergency preparedness and civil protection issues training at SE INPP, DVSta-0812-24.

# CHAPTER V

## ACTIONS ACCORDING TO THE RESULTS OF THE ASSESSMENT OF SUPPLIERS AND SUB-SUPPLIERS PROVIDING PRODUCTS IMPORTANT TO SAFETY, AND OF THE SUPERVISION AND CONTROL OF THEIR ACTIVITIES

1. The suppliers providing products important to safety, with whom contracts are concluded, are included in the List of INPP suppliers providing products important to safety which is maintained by S&QMD.
2. If a potentially hazardous situation has occurred while the supplier and/or his sub-supplier is performing the works directly related to the INPP structures, systems and components important to safety (for example, system maintenance, testing, repair, modification, installation and dismantling) or if violations or non-conformities are detected during the control of supplier’s activities and the failure to remove them in time may damage the integrity of the enterprise’s “Defence in depth” barriers or disrupt the normal operation of systems ensuring radiation safety, physical safety, fire safety, then the supplier’s activities at the NF site are suspended and renewed in accordance with the order specified in the Instruction on Occupational Safety and Health during the organizing of works according to directions and assignments, DSSS-0712-5. The head of the division-employer shall inform the head of S&QMD or his acting employee within 24 hours about such situations.
3. Violations or non-conformities identified during the supervision of the activities of the supplier providing products important to safety (except for the design and construction works) or during the inspection of the supplier’s QMS, which are not related to the situations listed in item 42 of this description, shall be documented by an appropriate report in accordance with the requirements specified in the Description of the procedure for the conducting of inspections at SE Ignalina NPP, DVSta-0108-20, and in the Instruction on the conducting of supplier audits at State Enterprise Ignalina Nuclear Power Plant, DVSta-0112-2.
4. The following persons shall be responsible for the planning and timely implementation of corrective actions to eliminate the causes of irregularities or non-compliances:
	1. the employee of the division-employer, who is responsible for the coordination and control of the supplier’s activities, if the violations or non-conformities are related to the supplier’s activities at the NF site;
	2. the supplier, if violations or non-conformities have been identified during the audit of the supplier’s quality management system.
5. The planned corrective actions shall be agreed upon by the relevant S&QMD employees who have developed reports on the results of the supervision of the supplier’s activities (except for the design and construction works) or the supplier’s QMS audit.
6. The time limits for implementation of corrective actions may be extended for objective reasons only after a written application of the relevant persons specified in item 45 of this description to the head of S&QMD, but no further than the validity of the contract between INPP and the supplier expires.
7. Supervision of the supplier’s activities or the supplier’s QMS audit shall be deemed completed only after S&QMD have received objective evidence confirming the implementation of corrective actions and confirmed that corrective actions have been implemented.
8. S&QMD shall inform the heads of the relevant divisions, institutions and organizations about all unplanned or delayed to implement corrective actions in accordance with the procedure specified in the Instructions on the conducting of supplier audits at State Enterprise Ignalina Nuclear Power Plant, DVSta-0112-2.

# CHAPTER VI

## MANAGEMENT OF DOCUMENTS AND DATA RECORDS

1. The suppliers providing products important to safety shall sign and register the agreed QAPs at their enterprise. The original of the QAP registered in Avilys shall be submitted to PCD with a covering letter.
2. The employee of the division-employer, who is responsible for the performance of the contract, shall provide QAP through Avilys to the INPP divisions that have agreed on it.
3. Changes in the list of employees specified in QAP and included to the General Work Log-Book may be recorded in the mentioned log-book by the works manager, however, this shall be agreed by the employee of the division-employer responsible for the coordination and control of the supplier’s activities.
4. The supplier shall review the QAP and, if necessary, update it at least once a year. If the information provided by QAP has not changed, the supplier shall inform INPP in writing or during the contract review meeting that the information provided by QAP is relevant. In this case, there is no need to change QAP.
5. The review of QAP shall be controlled by S&QMD and the division-employer;
6. QAP shall be updated and re-agreed if:
	1. construction works technology is changed;
	2. sub-suppliers specified in the contract are changed;
	3. during the performance of the contract, the supplier and/or sub-supplier changes its organizational structure or QMS;
	4. there have been changes to the contract that affect the content of QAP.
7. By 31 December each year, the Quality management group of S&QMD shall update, get agreement from the director of the Activity Planning and Finance Department and the director of the Decommissioning Department of INPP and submit to VATESI the List of the INPP suppliers providing products important to safety.

# CHAPTER VII

## RESPONSIBILITY

1. The director general of INPP is responsible for the organizing of activities related to the selection, assessment 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 the allocation of resources necessary for these purposes.
2. The directors of INPP departments and the heads of services are responsible for the organizing of activities of suppliers in sub-ordinated divisions in accordance with the requirements established within the enterprise, as well as for the complying with the requirements of this description when purchasing product important to safety.
3. The heads of the division-employers are responsible for:
	1. the coordination and control of suppliers’ activities;
	2. the organizing of the supplier’s QAP submission and agreement with S&QMD;
	3. the checking of the supplier’s QAP;
	4. the control of the supplier’s QAP implementation and review/updates in time;
	5. The informing of S&QMD about violations of safety requirements committed by suppliers at the NF site, their causes and results of elimination of the mentioned violations and their causes, also about various deviations from QAP in the supplier’s activities, as well as QAP examination.
4. The head of S&QMD is responsible for:
	1. the appointment of a specialist to be involved in the work of the Public Procurement Commission during the procurement of product important to safety in accordance with its regulations;
	2. The organizing of independent verification for QAP of supplier providing products important to safety, as well as its agreement.
	3. the organizing of the conducting of audits and inspections for QMS of suppliers and sub-suppliers providing products important to safety;
	4. The organizing of the management of the List of INPP suppliers providing products important to safety;
	5. the submission of information on products important to safety to VATESI.
5. The appointed S&QMD specialist is responsible for:
	1. the participation in the work of the Public Procurement Commission in determining and verifying the compliance of the qualification and QMS requirements of potential suppliers providing products important to safety, and other requirements established in the public procurement documents related to the procurement of products important to safety;
	2. The management of List of INPP suppliers providing products important to safety;
	3. independent verification of the supplier’s QAP.
6. The heads of the Safety supervision group and the Quality management group of S&QMD are respectively responsible for the performing of inspections of the activities of suppliers providing products important to safety (except for the design and construction works) at the NF site and QMS audits of suppliers and sub-suppliers providing products important to safety.
7. The head of the Personnel Division is responsible for the organizing and conducting of training and certification of the supplier’s and sub-suppliers’ employees.
8. The head of PCD is responsible for:
	1. the contract and its amendments, information on the contract termination submission to the head of S&QMD through the document management system Avilys;
	2. the organizing procurement of products important to safety in accordance with the regulations of the commissions, the Law on Public Procurement, the Description of the procedure for the organizing and conducting of public procurement at State Enterprise Ignalina Nuclear Power Plant, the requirements of legal acts and this description.
9. The heads of supplier’s and sub-supplier’s organizations are responsible for:
	1. the organizing and performing of activities at the NF site in accordance with the valid INPP procedures;
	2. the timely provision of correct information;
	3. the providing of necessary conditions for INPP personnel to conduct an independent assessment;
	4. the timely development and updating of QAP;
	5. the compliance with the requirements provided for in QAP;
	6. the informing about all events important to safety and related to the supplier activities at the NF site, including deviations from the QAP (i.e., the works/services performance schedule) and possible actions related to the changes in the supplier’s staff;
	7. the planning and timely implementation of corrective actions to eliminate non-conformities identified during the supplier’s QMS audits.

# CHAPTER VIII

## FINAL PROVISIONS

1. This description shall be amended and repealed by the order of the director general.

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Developed by

S&QMD Senior Quality Engineer

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*SE Ignalina NPP,*

*2021-03-23*

Annexe 1 to the Description of the procedure for the assessment of suppliers and sub-suppliers providing products important to safety and the control of their activities at SE INPP

**(Example of Quality Assurance Plan form)**

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(supplier’s name)

# QUALITY ASSURANCE PLAN (QAP)FOR THE SUPPLY OF THE PRODUCT IMPORTANT TO SAFETY TO INPP UNDER THE CONTRACT “(title of the contract)”\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(date) (number)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(date) (number)

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(document registration place)

1. **CHAPTER**

**DESCRIPTION OF WORKS**

1. A brief description of the goods, services, works and location is provided. If the supplied goods, performed services or works are related to the structures, systems and components (SSC) important to safety which are at the INPP operated or constructed facilities or the site, in addition, shall be specified the potential impact on the safety of enterprise's facilities or the safety and health of the employer and supplier personnel (for example: the probability of damage of SSC important to INPP safety or disruption the normal their operation, the probability of disruption of the normal operation of systems ensuring radiation safety, physical safety, fire safety, the probability of injury to health due to direct ionising radiation, the use of hazardous substances, etc.).
2. **CHAPTER**

**EMPLOYER**

1. There is indicated the division to which the goods are supplied, in which the works are performed or for which the service is provided.

**Employers’ personnel**

1. There are indicated the personnel of the division-employer, who is responsible for the coordination and control of the supplier’s activities, as well as the acceptance of works, also the date and number of orders appointing this personnel.
2. **CHAPTER**

**SUPPLIER**

1. There is indicated that before the commencement of the supply of the product, the supplier’s and sub-supplier’s personnel working under the contract are familiar with the INPP policies and are obliged to comply with their provisions during the performance of the contract. INPP policies are available at <https://www.iae.lt/teisine-informacija/imones-politika/55>.
2. A brief description of the supplier’s organization and organizational structure is provided. The supplier’s management system is described, and the management system processes required for the performance of the contract are indicated. The organizational structure of the supplier, including sub-suppliers, is provided.

**Supplier’s personnel**

1. This section briefly describes the maintaining of qualification of the supplier’s employees and certification system with references to the relevant valid documents of the supplier’s management system. The list of the supplier’s project managers, the works managers who will carry out the works or provide services, copies of the certificates, and copies of the INPP certification protocols or the reference to the relevant annexes to the contract where this information are provided.

**Sub-suppliers**

1. There are indicated the additional organizations at all levels that will be involved in the supply of the goods, the performance of the works or the provision of the services, by specifying those goods, works or services. A brief description of the organization and organizational structure of each sub-supplier is provided. The management systems of sub-suppliers are described, the processes of the management system required for the performance of the contract are indicated. The dates and numbers of contracts concluded between the suppliers and sub-suppliers are indicated. Also, the sub-supplier’s personnel are indicated in accordance with the requirements of item 6.
2. **CHAPTER**

**RISK MANAGEMENT**

1. There are indicated the risks identified for the performance of the contract (project), including the risks related to COVID-19 and other emergencies, and the measures that will be taken to manage/mitigate these risks. This may be attached to QAP in the form of a risk register.
2. **CHAPTER**

**WORKS/SERVICES PERFORMANCE SCHEDULE**

1. There is provided a detailed schedule for the supply of the goods, the performance of the works or the provision of the services, indicating the stages after which the works shall proceed only after the relevant inspections and tests have been carried out or the works have been accepted. If the schedule is prepared as a separate document, a reference to it is provided.

**Note.** If INPP has decided to conduct the supplier’s/sub-supplier’s QMS audit, then it is necessary to additionally provide a preliminary time for the audit and indicate it in the schedule.

1. **CHAPTER**

**INSPECTIONS, TESTS AND AUDITS**

1. There is provided the inspections and tests plan. This plan shall include all inspections and tests to be carried out during and after the completion of all works, the dates on which the inspections and tests are to be carried out, and the references to the regulations and normative technical documents, the design documents, the production design and technological documents on the basis of which the inspections and tests will be carried out and their results will be evaluated. This should be accompanied by the list of the supplier’s equipment (including software) used in inspections and tests. The inspections and tests plan may be exempted if all inspections and tests and the acceptance criteria are specified in the works performance schedule, the works estimation sheet or the production design and technological documents.
2. There are indicated that the supplier shall ensure that authorised INPP personnel and/or authorised VATESI personnel are able directly, at the place of the product manufacturing, to verify compliance with the requirements of the procurement documents, to participate in product testing and acceptance at the supplier’s premises and to familiarize with the documents related to the supply of the product, also to have the possibility to control the supplier’s activities (sub-suppliers at all levels) the performing of independent verifications (audits, inspections and etc.). Discrepancies identified during these inspections shall be timely eliminated, but not later than until the end of the contract.
3. **CHAPTER**

**APPLICABLE NORMATIVE TECHNICAL AND OPERATIONAL DOCUMENTS**

1. There are indicated all documents based on which specific works will be performed or services provided. It is possible to provide a reference to the list of normative technical and operational documents approved by the head of the Training subdivision of the INPP Personnel division, which the supplier’s personnel are required to apply when performing works or providing services at INPP.
2. **CHAPTER**

**APPLICABLE SUPPLIER’S INSTRUCTIONS**

1. There are provided references to the supplier’s work instructions, which the supplier will apply when supplying goods, performing specific works or providing services at INPP. Also, it is necessary to provide references to the supplier’s procedures (documents) related to the use of the experience gained (own and of other organizations engaged in similar activities).
2. **CHAPTER**

**APPLICABLE SUPPLIER’S PRODUCTION DESIGN AND TECHNOLOGICAL DOCUMENTS**

1. There are indicated the supplier’s production design and technological documents that the supplier will apply when performing specific works or providing services at INPP.
2. **CHAPTER**

**DESIGN DOCUMENTS**

1. There are indicated the design documents.
2. **CHAPTER**

**RADIATION SAFETY, OCCUPATIONAL SAFETY AND HEALTH**

1. There is provided the list of documents belonging both to the employer and the supplier applicable to ensure radiation safety and occupational safety and health when the supplier supplies goods, performs specific works or provides services at INPP, if it was not specified in item 8 of QAP. If the supplier operates with substances hazardous to health, the characteristics of these substances and the foreseen measures for the safe use and disposal of such substances shall be provided. There is indicated the works manager responsible for the organising of the initial briefings conduct at the employer’s division (if the supplier’s employees have not previously received an initial briefing at the employer’s division).
2. **CHAPTER**

**ENVIRONMENTAL PROTECTION**

1. There is provided a list of documents used to ensure environmental protection. The measures are specified for the disposal or utilization of waste generated during the work, including, if necessary, the measures for environment protection.
2. **CHAPTER**

**MEASURES TO PROTECT ADJACENT INSTALLATIONS**

1. There are specified measures to be taken by the supplier to protect INPP installations adjacent to the work area, if required by the division-employer (e.g., INPP systems of radiation safety, physical security, fire protection).
2. **CHAPTER**

**SAFETY CULTURE AND EMERGENCY PREPAREDNESS**

1. There is provided a reference to the supplier’s emergency preparedness plan.
2. There is indicated that the supplier’s and all sub-suppliers’ personnel working on the contract are familiar with the principles of safety culture and with the memo attached to the QAP form.
3. **CHAPTER**

**COMMUNICATION**

1. This chapter sets out the procedure by which the supplier shall inform the employer about all events important to safety and related to the supplier’s activities at the employer’s site, including deviations from QAP (goods/works/services providing schedule), as well as possible actions related to the changes of supplier’s personnel. There are indicated the contact details of the responsible persons of the employer, supplier and sub-suppliers.
2. There is stated that 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:
* in a formal letter;
* by e-mail iae@iae.lt;
* by email of the contact person specified in the procurement contract;
* in the question-and-answer section on the INPP external website:
<https://www.iae.lt/apie-imone/griztamasis-rysys/109>.
1. There is indicated that all INPP employees who have received the opinions or suggestions on safety issues from the suppliers providing products important to safety, shall submit them for consideration at the INPP administration management meetings.
2. **CHAPTER**

**DOCUMENTS AND DATA RECORDS**

1. All reporting documents to be provided to the employer which shall be developed by the supplier and the supplier’s records required during and after the performance of the works, including the results of inspections and tests, shall be indicated. It is allowed to provide a reference to the bill of quantities of works/services.
2. There is specified that QAP shall be reviewed and, if necessary, updated once a year. If the information provided in QAP is relevant, the supplier shall inform INPP in writing or during contract review meetings. It is not necessary to amend QAP in this case.
3. **CHAPTER**

**ANNEXES**

1. Copies of the supplier’s and all sub-suppliers’ management system certificates, copies of documents, permits authorising them to carry out certain works, and copies of the orders appointing the project manager and the works manager, the ordinances and documents confirming the qualification are attached.

|  |  |  |
| --- | --- | --- |
| The supplier’s works (project) manager | Name, surname, signature | 202\_-\_\_-\_\_ |
| The supplier’s employee responsible for the quality | Name, surname, signature | 202\_-\_\_-\_\_ |
| The supplier’s head manager | Name, surname, signature | 202\_-\_\_-\_\_ |
|  |  |  |
| AGREED |  | AGREED |
| The head of the division-employer |  | The head of S&QMD |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| (Signature) |  | (Signature) |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| (Name and surname) |  | (Name and surname) |
| 202\_-\_\_-\_\_ |  | 202\_-\_\_-\_\_ |

(Developer’s position)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

(Developer’s name, surname, phone no.)

202\_-\_\_-\_\_

V. P., 1, 202\_-\_\_-\_\_



***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 Facility**. Safety of the Nuclear Facility 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 Facilities 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 Facilities 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 Facilities 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 Facilities 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 occupational 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 Facilities 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 Facilities 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-imone/griztamasis-rysys/109>

We hope that this information will help both parties to understand each other and to ensure the SAFETY of the Nuclear Facilities 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**



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| ***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.
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**EMERGENCY PREPAREDNESS SIGNALS OF THE SE IGNALINA NPP**

***Alarm Verbal message***

**ATTENTION
TO
ALL**

**3 times**

|  |  |
| --- | --- |
| **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**: 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!** |
| **“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. |

Annexe 2 to the Description of the procedure for the assessment of suppliers and sub-suppliers providing products important to safety and the control of their activities at SE INPP

**SCHEME FOR THE ASSESSMENT OF SUPPLIERS PROVIDING PRODUCTS IMPORTANT TO SAFETY AND THE COORDINATION AND CONTROL OF THEIR ACTIVITIES**



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