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| **Kozloduy NPP EAD Information Leaflet for External Organisations** | | | | | | | | | | | | | | | | | | | | | | |
| **1. GENERAL INFORMATION ABOUT KOZLODUY NPP EAD** | | | | | | | | | | | | | | | | | | | | | | |
| Kozloduy NPP is **the first nuclear power plant in Bulgaria and Southeast Europe.** The plant is located in the Northwest part of the Republic of Bulgaria at about 3 km from the bank of the Danube River, 3.5 km to the south-east of the town of Kozloduy, and 180 to the north of Sofia. Units 5 and 6 provide electricity and thermal energy generation. Two spent fuel storage facilities are located on the plant site - Dry Spent Fuel Storage Facility and Wet Spent Fuel Storage Facility.  **Kozloduy NPP EAD mission** is to supply the country and the region with electricity in a reliable way through safe, efficient and environmentally friendly generation at reasonable prices.  **The strategic goal of the Company** is the safe, efficient and environmentally friendly generation of energy, under long-term operation conditions and with guaranteed quality and security of supplies, in compliance with the relevant national and international standards. As the holder of the operating licences, Kozloduy NPP EAD bears full responsibility for ensuring and managing the safety of the nuclear facilities, in compliance with the requirements and principles of nuclear safety and radiation protection with the aim to protect human life, health and living conditions of present and future generations, environment and inventories against the harmful effects of ionising radiation.  **The active participation of the personnel, both of the company as well as the personnel of external organisations which provide services to the NPP is a key factor** for the successful fulfilment of the Company's mission and its obligations as an operating organisation.  **For this purpose, it is necessary to build mutually beneficial relations and fair partnerships with the external organisations - suppliers and service providers for Kozloduy NPP EAD, satisfying the expectations of the external organisations as regards their relations with the Company without compromising safety.** The basis for setting up such relationships is the presentation of objective information to the partners about the rules in force which must be observed by the outside workers on the site and during the execution of activities on facilities of Kozloduy NPP EAD.  **This information leaflet is designed to serve as a practical guide to any external organisation which has been awarded a contract or an approved procurement by the plant for the performance of activities.** | | | | | | | | | | | | | | | | | | | | | | |
| **The leaflet provides answers to the most frequently asked question by the external organisations after they have been selected as contractors** | | | | | | | | | | | | | | | | | ? What shall I do now to provide access of the personnel to the site and start work? | | | | | |
| **2. WHAT YOU NEED TO KNOW AS FUTURE PARTNERS OF THE COMPANY** | | | | | | | | | | | | | | | | | | | | | | |
| Kozloduy NPP EAD outsources **the implementation of activities related to design, supply, construction works, maintenance and repair, and other activities** to external organisations, on the basis of a bilaterally signed contract or an approved procurement under the terms of the relevant national legislation in force (the Public Procurement Act). | | | | | | | | | |  | The terms and conditions for preparation, conclusion, administration and management of contracts between Kozloduy NPP EAD and external organisations are defined in the Company's **Quality Procedure. Contract conclusion and management at Kozloduy NPP EAD, 10.УД.00.ИК.007.**  The Commercial Division is the organisational unit responsible for the arrangements related to the contracting process through the Public Procurement Department, Contracts Department and Marketing and Procurement Department. | | | | | | | | | | | |
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|  | **In terms of safety, the seconded personnel of external organisations, foreign companies included, are provisionally considered equivalent** (except for the authorisation to issue permits-to-work and admission to work) to **Kozloduy NPP EAD personnel**. | | | | | | | | | | | | | | | | | | | | | |
| When performing the activity under the contract/procurement the management of the external organisation shall be liable for the industrial safety and dose exposure of the personnel performing the activity as well as for their qualification groups in accordance with the ‘Regulations on Safety at Work in Non-Electrical Installations of the Power Generating and Heat Generating Plants and in Heat Distribution Networks and Hydro Engineering Facilities’ and ‘Regulations on Health and Safety at Work in Electrical Installations of Power Generating and Heat Generating Plants and in Heat Distribution Facilities’. The manager is required to designate responsible persons for industrial and fire safety and radiation protection for the activities under the contract/procurement. | | | | | | | | | | | | | | | | | | | | | | |
| The requirements for the subcontractors/third parties are the same as for the main Contractor, but within the scope of their activities. The Contractor is obliged to ensure the preparation and submission of the documents required for the implementation of activities by the subcontractor/third party. | | | | | | | | | | | | | | | | | | | | | | |
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|  | **Any activity outsourced by Kozloduy NPP EAD is assessed in advance for** its effect on:   * nuclear safety (NS), radiation protection (RP), emergency preparedness (EP), physical protection (PhP); * industrial safety (IS), fire safety (FS), technical surveillance (TS) ; * quality assurance (QA), metrological assurance (MA) and environmental management (EM). | | | | | | | | | | | | | | | | | | | | | |
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| **The implementation of the activities by external organisations (EOs) shall begin after verification, agreement and registration in the Central Archive Office of the documents required by the Contracting Authority.**  Sample forms of the required documents can be found at **Kozloduy NPP EAD Internet site Instructions for Work of External Organisations.**  **The implementation of the activities by external organisations (EOs) for which a Document Verification Report is required shall begin after its approval by the Safety and Quality Director.** Where:  1) The Document Verification Report shall be issued after a verification of the required documents submitted by the EO;  2) The required documents and the deadline for their submission to the Safety and Quality Directorate are specified in the concluded contract;  3) The EO shall submit to the Safety and Quality Directorate the originals (on paper) of the required documents for verification and agreement;  4) Where lists related to the Kozloduy NPP EAD permit-to-work system need to be submitted, they shall be subject to verification and approval by the officials identified in the sample forms thereto. After review and approval by Kozloduy NPP EAD, these lists shall be sent (scanned and in the original file format) to **e-mail:** **isoed@npp.bg** | | | | | | | | | | | | | | | | | | | | | | |
|  | **3. Site Access Procedure**  **at Kozloduy NPP EAD** | | | | | | | | | | | | | | | | | | | | | |
| In order to ensure the physical protection of Kozloduy NPP EAD as a strategic site, a **special regime for controlled access of persons and motor vehicles, for bringing in and out inventories has been established.**  **Control checkpoints and/or checkpoints of the automatic access control system (AACS) for people and vehicles** have been established at **designated areas** at Kozloduy NPP site. The access of individuals through the control checkpoints and the automatic access control system is provided by means of access identification cards.  The access of outsiders to the plant site is based on an **order of the Safety and Quality Director for access/work.** The work order is issued subject to a concluded contract/approved procurement with Kozloduy NPP EAD and an approved Document Verification Report. The preparation of the order is a responsibility of the external organisation with the active assistance of the responsible person under the contract/procurement from the requesting administrative unit and the Investment Division (for contracts under the Investment Programme or for renovation of buildings and premises under the Maintenance Programme, outside Units 5 and 6 site). The work order is issued subject to verification of the compliance with the current normative requirements related to granting access to work in nuclear facilities performed by competent and authorised personnel of the Company, as well as certifying the preparedness for the implementation of the activities by the external organisation. | | | | | | | | | | | |  | | | The external organisation, party to a contract or contractor is required to complete a work order request on the electronic platform at the following **address:** **https://elacs.azurewebsites.net/,** after registration on the platform.  The registration shall be done once by the employees of the Security Division of Kozloduy NPP EAD.  For this purpose, the external organisation shall send to the **e-mail address: ESKD@NPP.BG** the following data:   * Organisation's full name; * Organization's ID; E-mail address of the organisation; * Current contact phone number.   The work order is issued after submission of the Documents for request for work authorisation in the controlled and protected areas of Kozloduy NPP EAD in compliance with Art. 4, Para. 4 of the State Agency for National Security Act and Art. 40, i.2, art.44 and Art. 45 of the Regulation on the Implementation of the State Agency for National Security Act, and in accordance with Appendix No.11 of the **Site Access Procedure at Kozloduy NPP EAD, 10.ФЗ.00.ИН.015.**  For individuals who do not have a valid work authorisation, or their authorisation expires, documents for a new authorisation shall be submitted 2 (two) months earlier for work in the strategic areas of the Kozloduy NPP EAD strategic site. | | | | | | | |
| **Activities related to the preparation and agreement of the order** | | | | | | | | | | | | | | | | | | | | | | |
|  | 1. **Preparation of the required documents** identified in the contract between Kozloduy NPP EAD and EO. (When preparing the documents, a **LIST of the required documents** which the EO has to submit to the Safety and Quality Directorate prior to commencement of work shall be used).  2. **Submission of the prepared documents to the Safety and Quality Directorate** for verification, agreement and issuance of a document verification report.  *An order for work shall only be issued to an EO in the presence of an approved document review sheet when such is required* | | | | | | | | | | | | | | | | | | | | | |
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|  | 3. **Submission of the required documents for issuance of a work authorisation for outside workers** in compliance with Article 4(4) of the State Agency for National Security Act and Article 40(2), Article 44 and Article 45 of the Regulation on the Implementation of the State Agency for National Security Act, and in accordance with Appendix No.11 of the Site Access Procedure at Kozloduy NPP EAD, 10.ФЗ.00.ИН.015.  *1. For individuals who do not have a valid work authorisation, or their authorisation expires, documents for a new authorisation shall be submitted 2 (two) months earlier for work in the strategic areas of the Kozloduy NPP EAD strategic site.*  *2. The work order shall be issued subject to authorisation granted by the State Agency for National Security.*  *Information related to providing access to the site of the nuclear plant can be obtained from the Security Division officers, +359 973 7 34.* | | | | | | | | | | | | | | | | | | | | | |
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|  | 4. **Arrangements for checking the health status of the outside workers and confirmation of their fitness to work in an environment with ionising radiation,** in accordance with the requirements of Regulation No. 11/22.10.2018 on health norms and requirements for working in an ionising radiation environment.  *You can obtain further information from the Kozloduy NPP EAD Occupational Health Service and Surveillance Department of Kozloduy NPP EAD on tel. 0973 7 26 26.* | | | | | | | | | | | | | | | | | | | | | |
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|  | 5. Organising an **introductory briefing and training of the EO personnel** at Kozloduy NPP EAD Training Centre Division.  *You can obtain further information from the Kozloduy NPP EAD Training Centre Division employees on tel. 0973 7 39 89.* | | | | | | | | | | | | | | | | | | | | | |
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|  | 6. **Fulfilment of other conditions prior to the agreement of the work order,** as per the provisions of the signed contract with Kozloduy NPP. Verification of contract/procurement duration.  *You can obtain further information from the Contracts Department employees on tel. 0973 7 39 77/29 11/65 93.* | | | | | | | | | | | | | | | | | | | | | |
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|  | 7. **Registration on the electronic platform for access control and completion of a work order request** on: **https://elacs.azurewebsites.net/** with the assistance of the Kozloduy NPP EAD responsible person and the Security Division officers.  *The telephone numbers of Kozloduy NPP EAD responsible persons are indicated in the contract/procurement; if needed, you can contact the Security Division officers on 0973 7 34 26/26 65.* | | | | | | | | | | | | | | | | | | | | | |
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|  | 8. **Agreement of the work order request by the competent persons designated therein.** The agreement procedure is in compliance with the current site access procedure at Kozloduy NPP EAD.  *The telephone numbers of Kozloduy NPP EAD responsible persons are indicated in the contract/procurement; if needed, you can contact the Security Division officers on 0973 7 34 26/26 65.* | | | | | | | | | | | | | | | | | | | | | |
| **The initial access procedure includes:**  1) Electronic work order, issued via the electronic platform for access control, or registration of the order for access in the Records Office located in the Administrative Building of Kozloduy NPP EAD, and distribution;  2) Processing of the required documents for obtaining individual access cards to pass through the checkpoints of the automated access control system by the Kozloduy NPP EAD Security Division officers;  3) When working in the controlled area, performing individual monitoring by measuring the activity incorporated in the human body of each person through whole body counting at the Inspection Body Type C - Personal Dosimetry Control Centre of Kozloduy NPP EAD;  4) Receiving an individual access card from the Security Division officers. | | | | | | | | | | | | | | | | | | ! | | **IMPORTANT INFORMATION!**  1. The access to the Kozloduy NPP EAD area through the control check points (CCP) and to the site through the Automated Access Control System (AACS) is allowed only with access cards (aka site passes or badges). The persons identify themselves at each automated access control point using their access cards.  2. Access cards shall be issued based on an electronic order issued via the electronic platform for access control or a signed Access Order. | | |
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| ! | **While on site, the access cards must be worn visibly. Handing over the access card to another person is forbidden.** | | | | | | | | | | | | | | | | | | | | | |
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| ! | **Individuals shall visit only places they have been granted access to.** | | | | | | | | | | | | | | | | | | | | | |
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| Objects and inventories taken in and out are checked at the main gates using a scanning device, portal metal detector, or manual metal detector. For taking inventories out of Kozloduy NPP EAD, a written permit/inventory list is required. The permit/inventory list and the inventories are handed over to the health physicist on duty and the police officer on duty. | | | | | | | | | | | | | | | | | | | | | | |
| **4. LOCATION OF IMPORTANT BUILDINGS AT KOZLODUY NPP SITE** | | | | | | | | | | | | | | | | | | | | | | |
| **5. RULES OF CONDUCT ON THE TERRITORY OF KOZLODUY NPP EAD** | | | | | | | | | | | | | | | | | | | | | | |
| ! |  | | **Safety signs** | | |  | **Using ear muffs is mandatory at the places labelled 'Using ear muff is mandatory'.** Dispensers with disposable internal ear muffs (ear plugs) are placed at the entrances of the turbine halls and in places where there is a real danger of hearing impairment. | | | | | | | | | | | | | | | |
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| ! |  | | **Radio transmitters** | | |  | **Bringing in and using radio transmitters** is prohibited in Kozloduy NPP EAD compartments marked with the corresponding sign.  **Bringing radio transmitters in the CONTROLLED AREA is prohibited.** | | | | | | | | | | | | | | | |
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| ! |  | | **Smoking** | | |  | **Smoking is prohibited** on the territory of Kozloduy NPP EAD, **except for the places designated and labelled for this purpose.** | | | | | | | | | | | | | | | |
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| ! |  | | **Use of photo and video equipment** | | |  | **Taking photo and video recording is prohibited on the territory of Kozloduy NPP EAD.**  Bringing in personal laptops, cameras, video cameras, and taking photos in the protected area is allowed only with a special written authorisation. | | | | | | | | | | | | | | | |
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| **6. RULES DURING WORK PERFORMANCE** | | | | | | | | | | | | | | | | | | | | | | |
| ! | * **Strictly follow all procedures and instructions.** * **Always use the required personal protective equipment.** * **Anticipate possible dangerous situations and be prepared for them.** * **Discontinue work until all the inconsistencies are eliminated.** * **Collect household and industrial waste in accordance with the established procedures and at the designated places.** * **Use tagging to ensure safety when performing activities requiring this.** | | | | | | | | | | | | | | | | | | | | | |
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| **7. RULES IN THE CONTROLLED AREA** | | | | | | | | | | | | | | | | | | | | | | |
| In order to prevent the spread of radioactive contamination, there are **two areas established** at the territory of Kozloduy NPP EAD: **controlled area (CA) and supervised area (SA)**. | | | | | | | | | | | | | | | | | | | | | | |
|  | In the **controlled area,** measures for radiation protection, occupational dose exposure monitoring, and contamination monitoring under normal operating conditions are required. Measures to minimise the potential dose exposure of the personnel are required. | | | | | | | | | | | |  | | | The **supervised area** includes all rooms and premises at the EP-2 site (Units 5 and 6) outside the controlled area. Radiation monitoring of the work environment is performed in the SA, however, no special radiation protection measures for the personnel are required. | | | | | | |
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| ! | * **Strictly follow the access requirements for the CA.** * **Use special work clothing and personal protective equipment in compliance with the instructions.** * **Follow the designated route to your workplace - DO NOT STRAY AND DO NOT OPEN DOORS OF COMPARTMENTS WHERE YOU HAVE NO WORK TO DO.** * **Carry your access card and individual dosimeters at all times.** * **Keep them safe from damage or loss.** * **Monitor the readings of the electronic alarm dosimeter.** * **Do not exceed the maximum allowable dose and time for work.** * **Use the sanitary barriers strictly and in accordance with the instructions.** * **Strictly follow the individual hygiene rules.** | | | | | | | | | | | | | | | | | | | | | |
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| ! | **PROHIBITIONS IN FORCE IN THE CONTROLLED AREA:**   * **Entering without the basic personal protective equipment.** * **Bringing in objects and property not related to the performance of the official duties.** * **Bringing in cigarettes, bags, books, newspapers, magazines, drugs, cosmetics, mobile phones, etc.** * **Bringing in food and drinks.** * **Passing from 'hot' to 'clean' changing room in special protective clothing and work shoes.** * **Passing from 'clean' to 'hot' changing room in personal clothes and shoes.** * **Opening emergency doors (except in the event of an emergency) and deliberately damaging or switching off the radiation monitoring instrumentation.** * **Passing to the 'clean' changing room upon radioactive contamination signal from the monitors at the exit of the showering facility.** * **Staying in the controlled area without a clear assignment.** * **Pouring out radioactive solutions in the domestic sewage system.** * **Drinking water at places not designated for that purpose.** | | | | | | | | | | | | | | | | | | | | | |
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| **8. ACTIONS IN CASE OF EMERGENCY** | | | | | | | | | | | | | | | | | | | | | | |
|  | Follow the orders of the Emergency Response Manager broadcast on the emergency alert system. Use emergency kits only on the ERM order. | | | | | |  | | * **Upon 'Sheltering' order:** Sheltering is done in the Engineering Laboratory Building shelter and the inhabited buildings (for the rest of the personnel) using, where possible, ground floor rooms or inside rooms with airtight windows and doors. * Upon **'Iodine prophylaxis'** and **'Use of emergency kit'** order: The cabinets with Emergency kits and potassium iodine pills are located in all administrative and industrial buildings. Take an emergency kit and two potassium iodine pills from the closest cabinet! * **Upon 'Evacuation' order:** Follow the signs to the nearest exit and the nearest emergency assembly point. | | | | | | | | | | | | | |
| ! | **In case of an emergency you will hear a message on the on-site loudspeakers.**  **Follow the order you hear on the loudspeakers!** | | | | | |
| **9. SAFETY CULTURE** | | | | | | | | | | | | | | | | | | | | | | |
|  | **Safety culture is the assembly of characteristics of the organisation and the behaviour of individuals within it** which demonstrate that all issues related to safety are of primary importance and receive the attention warranted by their significance. | | | | | | | | | | | | | | | | | | | | | |
|  | **Safety culture is** | | | | | | | | | | | | | | | | | | | | | |
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|  | | | | **COMMITMENT TO SAFETY** | | | | | | | | | | | | | | | | | | |
| ! | | **I follow all established rules and correct others, as necessary!** | | | | | | | | | | | | | | | | | | | | |
|  | | | | | **I use the prescribed Personal protective equipment (PPE)** | | | | | | | | | | | | | | | | | |
|  | | * I check **that my PPE is in good condition** before I use it * **I put on** my **PPE correctly** | | | | | | | | | | | |  | | | * **I wear the PPE specified for the task and area** in which I work * **I check and remind my colleagues about the PPE** | | | | | |
|  | | **I work with a valid permit-to-work** | | | | | | | | | | | | | | | | | | | | |
|  | | * **I have the required qualification and experience** to perform the work * **I understand the permit-to-work** * **I make sure the place to work is right** | | | | | | | | | | | |  | | | * **I check that all safety conditions** **are fulfilled** before getting started * **I stop and assess** **if** there is a **change** * **I consult my line manager** when uncertain | | | | | |
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|  | **Important questions and checks before starting work!** |
|  | 1. Is this the right unit, room, equipment component? 2. Do I have the necessary knowledge, skills, experience and conditions for the job? 3. Do I understand the task I need to perform? 4. Do I have the necessary personal protective equipment? 5. Is there a likelihood of injury or endangering the health of colleagues? 6. What are the hazards?  * Risk of electric shock * Radiological conditions * Falling objects, working at height * Load handling * Hazardous chemicals * High temperatures or noise in the workplace * Rotating machinery * Slip and fall hazards * Risks while working in confined spaces  1. Are there any conditions or hazards other than those discussed in the pre-job briefing? 2. Do I know what to do if a hazard or contingency arises? |