**LIST**

**of the documents necessary for the commencement of the activities under a contract/procurement to be submitted by an EO for approval by Kozloduy NPP EAD**

| **No.** | **Document type** | **According to the requirements of NTD** | **Form and content according to document** | **Approved by:** | **Verification and agreement by KNPP** | **Registered**  **in:** |
| --- | --- | --- | --- | --- | --- | --- |
| I. For contracts for:   * civil works/service * maintenance * design, supply, service and/or civil works   some or all of the following documents may be required: | | | | | | |
|  | Quality Assurance Programme/Quality Plan for the specific activity (QAP/QP) | Regulation on Safety Assurance of Nuclear Power Plants  IAEA Safety Standards  БДС ISO 10005 “Quality Management, Guideline for Quality Plans”  БДС EN ISO 9001 series standards | Form: In accordance with the current MS of the EO  Content: According to **Appendix 11** to  ДБК.ОК.ИК.005 | EO Manager | The person responsible for the implementation of the contract on behalf of Kozloduy NPP EAD  Quality control staff from the Quality Division (Environmental Management Department/Quality Section/Management System Audits Section) | Central Archive of Administration and Control Division |
|  | Activity-specific quality control plan | **Appendix 12** to ДБК.ОК.ИК.005 |  | Quality control staff from the Management System Audits Section  Head of Engineering Preparation and Quality Control Section /Head of Quality Control Group (for EP-2) or authorised person responsible for control (Responsible person for contract implementation on behalf of KNPP) | Central Archive of Administration and Control Division |
|  | Declaration of preparedness to commence work by the EO Manager with copies of calibration/verification certificates attached. |  | **Appendix 11** | EO Manager |  | Central Archive of Administration and Control Division |
|  | Report on the preparedness to perform the activity |  | **Appendix 12**  (for activities in the controlled and protected area of  Kozloduy NPP EAD)  **Appendix 12-1** (for activities in the controlled and free access areas of Kozloduy NPP EAD) |  | Responsible person under the contract from KNPP  Experts from the Nuclear Safety Department  Experts from the Radiation Protection and RAW Department  Head of Inspection Centre Type C - Personal Dosimetry Control Centre  Head of Metrological Assurance Department  Head of Industrial Safety Section  Head of Plant Technical Surveillance Section | Central Archive of Administration and Control Division |
|  | Order of the EO Manager designating the persons responsible for carrying out the activity  If the EO brings to the plant site and operates with high-activity sources, or performs radiographic inspection, the name of the person responsible for the radiation protection of the relevant specialised activity and the number of his/her certificate for working with sources of ionizing radiation shall be recorded in the order. |  | **Appendix 7** (sample order) | EO Manager |  | Central Archive of  Administration and Control Division |
|  | List of the staff from the EO assigned to work as supervisors, performers and members of the teams working with work, fire and radiation permits to work  ***NOTE***:  Approved Work Permit system lists with the Work order (scanned and original file format) shall be sent to e‑mail: **isoed@npp.**bg so that EO personnel included in permits to work shall be entered into the IS OOA | according to Article 51, paragraph 1 of the Regulations on Safety at Work in Non-electric Installations;  Article 53, Article 55, Article 59, Article 60, Article 61, Article 62 of the Regulations for Health and Safety at Work in Electrical Installations | **Appendix 14,**  for permit to work  **Appendix 14-1**, for fire works  **Appendix 14-2,** for radiation permit | EO Manager  EO Manager  EO Manager | Head of Industrial Safety Section, Safety Division  Head of NPP Regional Fire Safety and Civil Protection Service | Central Archive of  Administration and Control Division |
|  |  | **Appendix 19** for  [EO staff authorised to enter the controlled area without a radiation work permit](#_Hlk260325412) | Head of the administrative unit responsible for the equipment on which the work is performed (Chief Engineer/  Head of Operations Division) | Head of ORDM Section/EP-2/ Head of SFSF Department | IS OOA |
|  | Statement of staff attestation data with attached copies of certificates of special qualifications as per **Appendix 9** |  | **Appendix 15** | EO Manager | Head of Plant Technical Surveillance Section | Central Archive of  Administration and Control Division |
|  | Record of training delivered to the EO specialists | Regulation on the Terms and Conditions for Acquiring Professional Qualification and on the Procedure for Issuing Specialised Training Licences and Certificates of Competence for the Use of Nuclear Energy.  Regulation No. РД-07-2 of 16.12.2009. | Appendix 2 to  70.ОБЧ.00.ИК.024 | Head of the Training Centre Division | Training Centre Division | Training Centre Division |
| 8.1 | Introductory briefing form from the Health and Safety at Work Instructions Logbook (only for electronic periodic training for the Introduction to the NPP course via ESTRA)  ***NOTE:***  Representative of the EO shall arrange for the documentation of the completed periodic e-training for the Introduction to the NPP course, which recognised as an introductory briefing, to be handwritten by the trainees in the Introductory Briefing Form from the Health and Safety at Work Instructions Logbook and submit it to the Training Centre Division. | Regulation No. РД-07-2 of 16.12.2009. | Appendix 5 to  70.ОБЧ.00.ИК.024 | EO Manager/  authorised person of the EO | Training Centre Division | Training Centre Division |
|  | Statement of the exposure of personnel working under the relevant contract (if the EO activity is in CA or is related to sources of ionizing sources) submitted with the work order. | Regulation on Radiation Protection-2018  30.ОБ.00.РБ.01  50.ХОГ.ИРЗ.01.  50.СХОГ.ИРЗ.01. | **Appendix 16**  **Appendix 17** | Head of Inspection Centre Type C - Personal Dosimetry Control Centre |  | Inspection Centre Type C - Personal Dosimetry Control Centre/EO |
|  | Welding capacity certificate | Regulation No. 7 of 11.10.2002 | Specialised training centre issuing the document | EO Manager | Head of Plant Technical Surveillance Section | EO |
|  | Welder’s certificate | ПНАЭ Г-7-003-87;  Regulatory documents listed in **Appendix 20 (amend.2)** | Appendix 2 to ПНАЭ Г-7-003-87  **Appendix 21 (amend. 2)** | EO Manager | Head of Plant Technical Surveillance Section | EO |
| 11.1 | Order for a permanent attestation committee for welders | ПНАЭ Г-7-003-87 | - | EO Manager | Head of Plant Technical Surveillance Section | EO |
| 11.2 | Minutes of a meeting of the attestation committee for welders | ПНАЭ Г-7-003-87 | Appendix 1 to ПНАЭ Г-7-003-87 | EO Manager | Head of Plant Technical Surveillance Section | EO |
| 11.3 | Order for the conferring a welder ID stamp | НП-104-18 | - | EO Manager | Head of Plant Technical Surveillance Section | EO |
| 11.4 | Order for a Technology Attestation Committee | НП-104-18 | - | EO Manager | Head of Plant Technical Surveillance Section | EO |
| 11.5 | Welding technological procedure and/or welding technology attestation programme | НП-104-18  ГОСТ Р 50.04.03-2018 | - | EO Manager | Attestation committee with representatives of NRA and NPP | EO |
| 11.6 | Welding Equipment and Apparatus Inspection Act/Report | НП-104-18 | - | EO Manager | Engineering Preparation and Quality Control Section official | EO |
| 11.7 | Documents certifying the quality control of basic and welding (welded) materials | НП-104-18 | - | EO Manager | Engineering Preparation and Quality Control Section official | EO |
| 11.8 | Accreditation certificate of laboratory to perform inspection of base metal and welded joints | - | Certification centre issuing the document | Certification centre | Head of the Management System Audits Section  Head of the Integrated Management System Department | - |
| 11.9 | Minutes of a meeting of an attestation committee for the attestation of technological procedure and/or welding technology or other document for the attestation of welding technologies | НП-105-18  Regulatory documents listed in **Appendix 22 (amend.2)** | Appendix 1 to  ПНАЭ Г-7-003-87 | EO Manager | Members of the attestation committee | EO |
|  | Declaration of performance of activities on surveillance facilities and/or use of high-risk equipment |  | **Appendix 13** |  | Plant Technical Surveillance Chief Inspector | Central Archive of  Administration and Control Division |
|  | Report on the preparedness of high-risk equipment |  | **Appendix 18** |  | Plant Technical Surveillance Chief Inspector | Central Archive of  Administration and Control Division |
|  | Certificate of flaw detector operator/non-destructive testing personnel (NDT) | БДС EN ISO 9712:2012  or equivalent | Certification centre issuing the document | Certification centre | Head of the Management System Audits Section  Head of the Integrated Management System Department | EO |
|  | Report on risk assessment of work performance | Health and Safety at Work Act | **Appendix 3** |  | - Head of an administrative subdivision  - Industrial Safety Section, Safety Division  - Contract Responsible person | Central Archive of  Administration and Control Division |
|  | Record of Agreement on the provision of health and safety at work | Health and Safety at Work Act | **Appendix 3-I**  (on-site facilities)  **Appendix 3-II**  (off-site facilities) | EO Manager | Safety and Quality Director | Central Archive of  Administration and Control Division |
|  | Document (procedure, programme) on health and safety at work | - | As per the management system of the EO | EO Manager | Head of administrative subdivision  Industrial Safety Section | Central Archive of  Administration and Control Division |
|  | Fire Safety Assurance Plan | Article 9, paragraph 1, item 3 of Regulation No. 8121з-647/01.10.2014 on the Rules and Norms for Fire Safety in the Operation of Facilities |  | EO Manager | Head of Fire Safety Section  Head of NPP Regional Fire Safety and Civil Protection Service | Central Archive of  Administration and Control Division |
| **II. For design/analysis contracts, documents under i. 1, 2 and 16 may be required** | | | | | | |