**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 PlantsIAEA Safety StandardsBSS ISO 10005 "Quality Management, Guideline for Quality Plans"BDS EN ISO 9001 series standards | Form: In accordance with the current MS of the EOContent: According to **Appendix 11** toДБК.ОК.ИК.005 | EO Manager | The person responsible for the implementation of the contract on behalf of Kozloduy NPP EADQuality control staff from the Quality Division (Management System Audits Section) | Central Archive ofAdministration and Control Division |
|  | Activity-specific quality control plan (ASQCP)Control and Test Plan (CTP) | **Appendix 12** to ДБК.ОК.ИК.005**Appendix 12-2** to ДБК.ОК.ИК.005 |  | Quality control staff from the Management System Audits SectionHead 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 ofAdministration 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 ofAdministration and Control Division  |
|  | Report on the preparedness to perform the activity |  | **Appendix 12**(for activities in the controlled and protected area ofKozloduy NPP EAD)**Appendix 12-1** (for activities in the controlled and free access areas of Kozloduy NPP EAD) |  | Responsible person under the contract from KNPPExperts from the Nuclear Safety DepartmentExperts from the Radiation Protection and RAW DepartmentHead of Inspection Centre Type C - Personal Dosimetry Control CentreHead of Metrological Assurance DepartmentHead of Industrial Safety SectionHead of Plant Technical Surveillance Section | Central Archive ofAdministration 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 ofAdministration and Control Division |
|  | List of the staff from the EO assigned to work as supervisors, performers and members of the teams working with work, hot works and radiation permits-to-work *NOTE:**Approved Lists under the Permit-to-Work system 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 hot works**Appendix 14-2,** for radiation permit-to-work | EO ManagerEO ManagerEO Manager | Head of Industrial Safety Section, Safety DivisionHead of NPP On-Site Fire Safety and Civil Protection Service | Central Archive ofAdministration and Control Division |
|  |  | **Appendix 19** for  [EO staff authorised to enter the controlled area without a radiation permit-to-work](#_Hlk260325412) | Head of the administrative unit responsible for the equipment on which the work is performed (Chief Engineer/Head of Operations Division) | Head of Operational, Radiation, and Dosimetry Control Section/EP-2/Head of Spent Fuel Storage Facility Department | IS OOA |
|  | Statement of staff capability assessment 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 ofAdministration 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. | Appendix 2 to70.ОБЧ.00.ИК.024 | Head of Training Centre Division | Training Centre Division | Training Centre Division |
|  |  | Regulation No. РД-07-2 of 16.12.2009. |  |  |  |  |
| 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 that the trainees attest their completed periodic e-training for the Introduction to the NPP course, which is recognised as an introductory briefing, in handwriting 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 to70.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 ionising sources) submitted in \*.pdf format (scanned) with the application for a work order registered in the Access Control database. | Regulation on Radiation Protection-201830.ОБ.00.РБ.0150.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 toПНАЭ Г-7-003-87**Appendix 21 (amend.2)** | EO Manager | Head of Plant Technical Surveillance Section | EO |
|  |  |  |  |  |  |  |
| 11.1 | Order for a permanent capability certification board for welders | ПНАЭ Г-7-003-87 | - | EO Manager | Head of Plant Technical Surveillance Section | EO |
| 11.2 | Minutes of a meeting of the capability certification board for welders | ПНАЭ Г-7-003-87 | Appendix 1 toПНАЭ 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 Appraisal and Approval Board | НП-104-18 | - | EO Manager | Head of Plant Technical Surveillance Section | EO |
| 11.5 | Welding technological procedure and/or welding technology appraisal and approval programme | НП-104-18ГОСТ Р 50.04.03-2018 | - | EO Manager | Appraisal and approval board 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 base 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 Management Systems Audit SectionHead of Integrated Management System Department | - |
| 11.9 | Minutes of a meeting of an appraisal and approval board for the attestation of technological procedure and/or welding technology or other document for the approval of welding technologies | НП-105-18Regulatory documents listed in **Appendix 22 (amend.2)** | Appendix 1 toПНАЭ Г-7-003-87 | EO Manager | Members of the appraisal and approval board | 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 ofAdministration and Control Division |
|  | Report on the preparedness of high-risk equipment (HRE)  |  | **Appendix 18** |  | Plant Technical Surveillance Chief Inspector | Central Archive ofAdministration and Control Division |
|  | Certificate of flaw detector operator/non-destructive testing personnel (NDT) | BDS EN ISO 9712:2012 or equivalent | Certification centre issuing the document | Certification centre | Head of Management Systems Audit SectionHead of Integrated Management System Department | EO |
|  | Risk assessment report for the performance of the activity | Health and Safety at Work Act | **Appendix 3** |  | Head of an administrative subdivisionIndustrial Safety Section, Safety DivisionPerson in charge of the contract | Central Archive ofAdministration and Control Division |
|  | Memorandum of Agreement on the ensuring of health and safety at work  | Health and Safety at Work Act | **Appendix 3-I**(NPP on-site facilities)**Appendix 3-II**(off-site facilities) | EO Manager | Safety and Quality Director | Central Archive ofAdministration 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 subdivisionIndustrial Safety Section | Central Archive ofAdministration 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 | Manager of Fire Safety SectionHead of NPP On-Site Fire Safety and Civil Protection Service | Central Archive ofAdministration and Control Division |
| **II. For design/analysis contracts, documents under i. 1, 2 and 16 may be required** |