

Registered with the Ministry of Justice of Russia under N 23937 of April 25, 2012

Federal Environmental, Industrial and Nuclear Supervision Service

ORDER

of December 21, 2011, No. 721

**ON APPROVAL OF ADMINISTRATIVE REGULATIONS FOR THE
STATE SERVICE TO BE PROVIDED BY THE FEDERAL ENVIRONMENTAL,
INDUSTRIAL AND NUCLEAR SUPERVISION SERVICE FOR ISSUING
PERMITS TO NUCLEAR FACILITY EMPLOYEES FOR ACTIVITIES IN THE
FIELD OF ATOMIC ENERGY USE**

According to the Government Decree of the Russian Federation, No. 373 of May 16, 2011, "On elaboration and approval of administrative regulations for execution of state functions and administrative regulations for provision of state services" (Corpus of legislative acts of the Russian Federation, No. 22, Clause 3169, 2011), it is hereby ordered:

To approve the Administrative regulations for the state service to be provided by the Federal Environmental, Industrial and Nuclear Supervision Service for issuing permits to nuclear facility employees for activities in the field of atomic energy use.

Head
N. KUTIN

Approved by
Order of the Federal Environmental,
Industrial and Nuclear Supervision
Service of Russia
of December 21, 2011, No. 721

**ADMINISTRATIVE REGULATIONS FOR THE STATE SERVICE
TO BE PROVIDED BY THE FEDERAL ENVIRONMENTAL, INDUSTRIAL AND
NUCLEAR SUPERVISION SERVICE FOR ISSUING PERMITS TO NUCLEAR
FACILITY EMPLOYEES FOR ACTIVITIES IN THE FIELD OF ATOMIC
ENERGY USE**

I. General

1. The scope of the Administrative regulations for the state service to be provided by the Federal Environmental, Industrial and Nuclear Supervision Service for issuing permits

to nuclear facility employees for activities in the field of atomic energy use (hereinafter, the Regulation) is the procedure of the state service for issuing permits to nuclear facility employees for the activities in the field of atomic energy use (hereinafter, permit).

2. Applicants for permits are nuclear facility employees, the list of positions of which is approved by the Government Decree of the Russian Federation.

3. The place of business of the Federal Environmental, Industrial and Nuclear Supervision Service (hereinafter, Rostekhnadzor)

105066, Moscow, A. Lukianova Str., 4, Bldg. 1

109147, Moscow 34, Taganskaya St., Bldg. 1

Telephone: (495) 911-60-08, Fax (495) 911-60-21.

E-mail: rostekhnadzor@gosnadzor.ru

Working hours of Rostekhnadzor Headquarters:

Monday, Tuesday, Wednesday, Thursday: 9.00 - 18.00

Friday: 9.00 - 16.45

3.1. Information about the registered address, working hours and contact telephones of the Rostekhnadzor' Interregional Territorial Departments for supervision over nuclear and radiation safety (hereinafter referred to as ITD) are given in Appendix No. 1 to these Regulations and placed on the information stands, Rostekhnadzor web-sites (www.gosnadzor.ru), and ITD individual web-sites.

3.2. The applicants shall be informed about the progress of the state service by Rostekhnadzor's specialists via telephone or email.

3.2.1. A written request received by Rostekhnadzor shall be considered during 30 working days after the date of its registration, after which the answer is sent to an Applicant by post.

3.2.2. When consulting by telephone the Rostekhnadzor's officials shall submit information related to the following issues:

- incoming numbers of the permit applications registered in Rostekhnadzor;
- divisions involved in the state service for issuing permits in the field of atomic energy use;
- decisions made on a particular application for permit;

- regulatory legal acts of the Russian Federation as regards the performance of the state service (description, number, date of the act);

- list of the documents required for obtaining a permit;

- requirements for drawing-up the documents enclosed to an application.

Other issues shall be considered by Rostekhnadzor only on the grounds of the relevant written request.

3.2.3. When consulting by electronic mail, the reply shall be sent to an applicant's email within a period not exceeding three working days after the date of application as regards the questions, the list of which is specified in It. 10.3.3 of this Regulation.

In any other cases, the reply shall be sent to an applicant's electronic mail within a period not exceeding 20 working days after the date of receipt of the application.

3.3. The following information shall be placed on the information stands in the room intended for receipt of the applications, as well as on the Rostekhnadzor and its ITD web sites:

- extracts from legislative and other regulatory legal acts that regulate the activity on performing the state service;

- text of this Regulation including the Appendices;

- list of the documents required for permits;

- examples of the document presentation necessary for performance of the state service, and associated requirements;

- working hours;

- consultation procedure;

- procedure for appeal against decisions, actions or inaction of the officials performing the state service.

II. Standard for provision of the state service

4. Name of the state service: issue of permits to nuclear facility employees for activities in the field of atomic energy use.

5. The state service is provided by the Federal Environmental, Industrial and Nuclear Supervision Service and its interregional territorial departments for supervision

over nuclear and radiation safety:

Volga Interregional Territorial Department of Rostekhnadzor for supervision over nuclear and radiation safety;

Don Interregional Territorial Department of Rostekhnadzor for supervision over nuclear and radiation safety;

Siberia and Far East Interregional Territorial Department of Rostekhnadzor for supervision over nuclear and radiation safety;

North European Interregional Territorial Department of Rostekhnadzor for supervision over nuclear and radiation safety;

Ural Interregional Territorial Department of Rostekhnadzor for supervision over nuclear and radiation safety;

Central Interregional Territorial Department of Rostekhnadzor for supervision over nuclear and radiation safety.

6. Delineation of responsibilities between Rostekhnadzor Headquarters and Rostekhnadzor ITDs for provision of the state service for issuing permits is given in Appendix 2 to this Regulation and can be changed by the Rostekhnadzor's Order.

A responsible department of Rostekhnadzor shall be assigned to perform the state service for issuing permit.

7. Results of the state service shall be:

- issue of permit;
- extension of the permit validity period;
- renewal of the permit in case of its suspension;
- re-issue of the permit in case of position rename without change in the job duties;
- issue of the duplicate permit in case of its loss.

8. Period for provision of the state service is:

- permit issue - 60 working days;
- extension of the permit validity period - 40 working days;
- renewal of the permit in case of its suspension - 40 working days;
- re-issue of the permit in case of position rename without change in the job duties - 40 working days;

- issue of the duplicate permit - 30 working days.

9. The state service shall be provided according to the following requirements:

Federal Law No. 170-FZ of November 21, 1995, "On atomic energy use" (Corpus of legislative acts of the Russian Federation, 1995, N 48, Cl. 4552; 1997, N 7, Cl. 808; 2001, N 29, Cl. 2949; 2002, N 1, Cl. 2; N 13, Cl. 1180; 2003, N 46, Cl. 4436; 2004, N 35, Cl. 3607; 2006, N 52, Cl. 5498; 2007, N 7, Cl. 834; N 49, Cl. 6079; 2008, N 29, Cl. 3418; N 30, Cl. 3616; 2009, N 52, Cl. 6450);

Federal Law No. 35-FZ of March 08, 2011 "Discipline regulations of the organization workers involved in operation of especially radiation-hazardous and nuclear-hazardous production units and nuclear facilities" (Corpus of legislative acts of the Russian Federation, 2011, N 11, Cl. 1504);

Federal Law No.210-FZ of July 27, 2010 "On arrangement of state and municipal services" (Corpus of legislative acts of the Russian Federation, 2010, N 31, Cl. 4179; 2011, N 15, Cl. 2038);

Regulations on the Federal Environmental, Industrial and Nuclear Supervision Service approved by Government Decree of the Russian Federation No. 401 of 30.07.2004, "On the Federal Environmental, Industrial and Nuclear Supervision Service" (Corpus of legislative acts of the Russian Federation, 2004, N 32, Cl. 3348; 2006, N 5, Cl. 544; N 23, Cl. 2527; N 56, Cl. 5587; 2008, N 18, Cl. 2063; N 22, Cl. 2581; N 46, Cl. 5337; 2009, N 6, Cl. 738; N 33, Cl. 4081; N 49, Cl. 5976; 2010, N 9, Cl. 960; N 26, Cl. 3350; N 38, Cl. 4835; 2011, N 6, Cl. 888; N 14, Cl. 1935);

Government Decree of the Russian Federation No. 233 of March 1, 1997, "On the list of medical contra-indications and list of position to which the contra-indications apply, as well as requirements for medical and psychophysiological examinations of nuclear facility employees" (Corpus of legislative acts of the Russian Federation, 1997, N 10, Cl. 1176);

Government Decree of the Russian Federation No. 240 of March 3, 1997, "On endorsing the list of nuclear facility employment positions which require the permit of the Federal Environmental, Industrial and Nuclear Supervision Service of Russia for performing activities in the field of atomic energy use," (Corpus of legislative acts of the

Russian Federation, 1997, N 10, Cl. 1176; 2005, N 7, Cl. 560; 2009, N 18, Cl. 2248; 2011, N 7, Cl. 979);

Government Decree of the Russian Federation, No. 373 of May 16, 2011, "On elaboration and approval of administrative regulations for execution of state functions and administrative regulations for provision of state services" (Corpus of legislative acts of the Russian Federation, 2011, N 22, Cl. 3169).

10. List of mandatory documents to be submitted by an applicant is given in Appendix No. 3 to this Regulation.

11. For provision of the state service on issuing a permit for activities in the field of atomic energy use, no other documents being at disposal of state authorities, local government institutions and other organizations are required.

12. Reasons for rejection of the documents required for provision of the state functions (hereinafter, set of documents) are:

- applicant's violation of the requirements for the set of documents provided in Appendix No. 3 to this Regulation.

- non-compliance of the applicant's information with the established qualification requirements;

- non-compliance of the declared activity with requirements of the federal codes and regulations for nuclear and radiation safety assurance;

- detection of inadequate information in the justifying documents;

- applicant's violation of the document execution rules.

13. Reasons for suspension or rejection of provision of the state service on issuing permit after receipt of the set of documents are:

- applicant's failure to attend the assessment of theoretical knowledge and skills without reasonable excuse;

- negative result of the assessment of applicant's theoretical knowledge related to managers and operating personnel, as well as internal (production) control personnel;

- negative result of the operating personnel skill assessment;

- detection of violations of the permit validity conditions, as well as requirements of the federal codes and regulations in the field of atomic energy use.

14. List of administrative actions required and mandatory for provision of the state service:

- receiving applications and associated set of applicant's documents;
- consideration of the applicant's documents in terms of their compliance with the established requirements;
- review of the set of documents;
- making decision on the assessment of applicant's knowledge to get a permit;
- preparation for and conduct of the assessment of applicant's theoretical knowledge as regards the managerial and operating personnel, and production inspection personnel; as well as the assessment of applicant's operating personnel skills;
- drawing up the report on the applicant's knowledge assessment;
- preparation of the draft permit including the validity conditions;
- drawing up the form of permit and validity conditions;
- issue of the permit original and established validity conditions.

15. State service for issuing permits shall be provided free of charge.

16. List of applicant's interactions with responsible officials when the state service is provided, and duration of the interactions irrespective of the quantity of applicants:

- receiving an application and associated documents - up to 30 min;
- knowledge assessment - up to 1 hour;
- obtaining the permit originals and validity conditions - up to 30 min.

17. The application and associated set of documents for obtaining a permit, which are received by Rostekhnadzor or ITDs, shall be registered at the date of receipt.

18. Requirements for the place of performance of the state service on issuing permit.

18.1. Rooms intended for provision of the state service on issuing permits shall be designated by the respective plates including the office number, department name, as well as names and positions of the specialists involved in the state service for issuing permits.

Workplaces of the specialists performing the state service for issuing permits as well as specialists who receives applicants, are equipped with the ventilation or air conditioning systems, telephone, fax, copier, computer, printer and Internet access, office machines for duly and timely performance of the specialists' duties.

The quantity of specialists receiving applicants shall be determined with the due consideration of the receiving duration specified in It. 16 of this Regulation.

18.2. Doors shall be equipped with "Entry" and "Exit" marking plates.

19. Accessibility and quality indicators of the state service are:

- open information about the state service;
- timely provision of the state service;
- precise fulfillment of requirements of the applicable legislation, including the absence of any excessive administrative actions;
- reasonable refusals of the state service;
- determination of the officials' personal responsibility for observance of requirements of this regulation as regards each action or administrative procedure related to the provision of the state service.

20. The State service for issuing permits can be provided by email, if an applicant has technical capabilities of scanning the documents to be considered, forming an electronic folder, all the documents of which are connected by means of a unique identification code so that the document ownership to a particular applicant can be determined. The applicant shall also certify the electronic folder by the digital signature according to the legislation of the Russian Federation.

III. The scope, sequence and periods for performance of administrative procedures, requirements for performance order, including specifics of implementation of the administrative procedure in electronic form

21. List of administrative procedures includes:

- issue of permit;
- extension of the permit validity period;
- renewal of the permit in case of its suspension;
- re-issue of the permit in case of position rename without change in the job duties;
- issue of duplicate permit in case of its loss.

22. Documents that are being in the possession of Rostekhnadzor and required for

provision of the state service on issuing permits shall not be submitted to other bodies and organizations.

23. Documents that are being in the possession of other bodies and organization and required for provision of the state service on issuing permit shall not be handed over to Rostekhnadzor.

24. The electronic information about the state service is given in the State Information System "Unified Portal for State and Municipal Services" (www.gosuslugi.ru).

24.1. Information about the state service progress can be sent electronically based on the electronic request made to an official responsible for implementation of the administrative procedure. Information about telephones and electronic addresses of the officials responsible for implementation of administrative procedures is given on the Rostekhnadzor web site.

24.2. The following information materials are placed on the official web sites of Rostekhnadzor:

- information about the order and methods of state service provision;
- information about the Service postal address, telephones, web-site address and electronic mail;
- list of regulatory legal acts regulating the state service;
- list of submitted documents and information to be included in the application.

24.3. According to the federal legislation in the field of atomic energy use, the results of the state service shall not be sent in the electronic form to an applicant. The original permit including the validity conditions shall be submitted to an applicant under signed receipt or to a company representative by power of attorney.

24.4. For prompt information exchange, the information can be transferred between Rostekhnadzor Headquarters, Interregional Territorial Departments (ITD) and applicant using the information and telecommunication networks. In some cases stipulated by the legislation of the Russian Federation related to information, information technologies and information security, the officials transmitting (receiving) information shall take the data security measures. If necessary, original documents shall be sent by registered post or by

express delivery.

25. The block diagram of the state service implementation is shown in Appendix No. 4 to this Regulation.

26. An official responsible for implementation of the administrative procedures provided in this Regulation shall be a specialist of the responsible department of the Rostekhnadzor Headquarters or ITDs (hereinafter, specialist).

27. The basis for provision of the state service on issuing a permit is an application with a set of documents to be received by the responsible department of Rostekhnadzor Headquarters or ITD. The application with a set of documents and covering letter to be signed by the Head or deputy head of the corporate applicant shall be sent to the Deputy Head of Rostekhnadzor or Head of Rostekhnadzor ITD.

It is allowed to send the sets of documents related to several applicants (an individual set of documents per each applicant) with one covering letter.

28. An initial stage of implementation of all the administrative procedures provided by this Regulation (issue of permits, extension of the permit validity, renewal of the permit validity after termination or suspension, re-issue of permit in case of job rename without changes in the job duties, and issue of duplicate permit in case of its lost) shall be an administrative action, which includes preliminary review of the submitted application and associated documents in terms of their compliance with the requirements for the list of documents as specified in Appendix 3 to this Regulation.

The preliminary review shall be performed by a specialist during 10 working days upon receipt of the application and associated documents by the responsible department of Rostekhnadzor Headquarters or ITD.

Criteria for making decision shall be the compliance of the application and associated documents sent to Rostekhnadzor Headquarters or ITD with the requirements of this Regulation.

If an application and set of documents do not comply with requirements of Appendix 3 thereto, the specialist is entitled to return the application and set of documents for amendments; therewith the revealed drawbacks shall be indicated in the covering letter.

29. If positive decision is made pursuant to the results of the administrative procedures stipulated in this Regulation, the following administrative actions shall be performed:

- preparation of a draft permit including the validity conditions;
- drawing up the form of permit and validity conditions;
- issue of the permit original and validity conditions.

The above administrative procedures shall be implemented by a specialist of the responsible department during 10 working days.

30. The basis for implementation of the administrative procedure on issuing permit shall be the positive result of the preliminary review of the application and associated documents.

30.1. For the administrative procedure on issuing permit to implement, the set of documents shall be enclosed to the application according to Appendix No. 3 to this Regulation.

30.2. Review of these documents and making decision on the assessment of applicant's knowledge shall be carried out by the specialist during 20 days.

30.3. The notice related to the decision on assessing the applicant's knowledge for granting permit shall be drawn up and sent to a corporate applicant. The notice shall include a date and venue of the knowledge assessment.

30.4. The period for knowledge assessment of the managerial and operating personnel, departmental (production) control/supervision personnel, including the period of preparation for and arrangement of the knowledge assessment shall be 20 working days after the date of the knowledge assessment decision.

Assessment of the applicant's theoretical knowledge shall be arranged and conducted by the examination board assigned by the Order of the Head (Deputy Head) of Rostechndzor with due consideration of nuclear facility specifics, applicant's job duties and type of activity.

Assessment of theoretical knowledge of an applicant the permit to whom should be issued by Rostechndzor ITD shall be conducted by an examination board assigned by the Order of the Head (Deputy Head) of a relevant interregional territorial department of

Rostekhnadzor.

30.5. The basis for implementation of the administrative procedure on execution of the permit and establishment of the validity conditions shall be the positive result of knowledge assessment of the managerial personnel, departmental (production) control personnel, as well as assessment of knowledge and skills of the operating personnel.

30.6. Lists of questions for theoretical knowledge assessment shall be approved by the head of responsible structural division of Rostekhnadzor Headquarters or Head (Deputy Head) of a relevant interregional territorial department of Rostekhnadzor. These lists shall be elaborated pursuant to the list of regulatory legal documents related to the Rostekhnadzor activities in the field of atomic energy use and specifics of company activities.

The specified lists shall be periodically revised (every five years) and sent to a company.

The companies shall elaborate lists of questions for particular job duties of the corporate applicants and send them to Rostekhnadzor ITD for agreement.

30.7. The knowledge assessment shall be conducted according to the examination cards, which include 10 questions according to a current job position of an employee.

An applicant shall be granted a right to select one of the examination cards. Time for preparation shall be no more than 1 hour.

The theoretical knowledge shall be assessed by each question included in the card as follows: "passed" or "failed". The positive result of the knowledge assessment shall include at least 80% of the total quantity of the questions.

The Board Chairman informs the applicant about results of the knowledge assessment in the presence of the board members.

The assessment of the operating personnel skills related to the declared activity shall be conducted by an examination board of the operating organization assigned by the Order of the Head of the Operating organization pursuant to the procedure established by the operating organization. Attendance of Rostekhnadzor representatives at the skill exam shall be subject to agreement.

A certificate or a copy of the report on the skill assessment related to the declared

type of activity shall be included in a set of documents to be submitted to Rostekhnadzor with the application for permit.

Results of the skill assessment shall be recorded in the report to be signed by the Chairman and members of the board of Rostekhnadzor Headquarters or ITD correspondingly.

The applicant shall be familiarized with the report with signed acknowledgment and receive the copy of the report.

The reports shall be stored in the archive of the responsible structural division of Rostekhnadzor Headquarters or ITD during the permit validity.

30.8. If the result of the knowledge assessment is negative or an applicant failed to attend the exam without a reasonable excuse, the responsible structural division of Rostekhnadzor Headquarters or ITD shall return the specified documents and grant a right for the further examination in a month. If the repeated knowledge assessment is negative, an applicant has the right for the repeating of the relevant exam in 6 months. If results of the second examination are negative, an applicant may be considered no earlier than in one year after the date of the second examination.

31. The basis for implementation of the administrative procedure on extension of the permit validity is the positive result of the preliminary review of the application for permit validity extension and associated documents.

31.1. For implementation of the administrative procedure for extension of the permit validity the head of the company shall send a set of documents to Rostekhnadzor or ITD according to Appendix 3 to this Regulation, no later than 30 calendar days before the validity expiration date.

31.2. Within 20 working days upon receipt of the application and set of documents the specialist of the responsible department shall review the specified documents and draw up a draft permit and determine the validity conditions, if the results of the review are positive.

31.3. The basis for refusal of the permit validity extension shall be:

- violation of the previous permit validity conditions by applicant;
- violation of the regulatory legal documents in the field of atomic energy use by

applicant.

31.4. In case of refusal of the permit validity extension, it shall be given pursuant to the procedure established by this Regulation for initial obtaining a permit.

31.5. In case of refusal of the permit validity extension, the corporate applicant shall be notified about the reason for refusal and date of permit cancellation.

31.6. The decision on the permit validity extension shall be taken by the Deputy Head of Rostekhnadzor or Head of ITD.

If the decision on the permit extension is taken, the new permit form shall be drawn up including the validity conditions.

32. The basis for implementation of the administrative procedure for the permit renewal after the permit termination or cancellation shall be the positive result of the preliminary review of the permit renewal application and associated documents by the specialist.

32.1. For implementation of the administrative procedure for renewal of the permit validity after its termination or cancellation, the application shall include documents specified in Appendix 3 to this Regulation.

32.2. The permit validity may be renewed within 20 working days upon receipt of the application and associated documents by the responsible department of Rostekhnadzor Headquarters or ITD. When the permit is renewed, the validity conditions can be changed.

In case of early cancellation, the permit shall not be renewed. For obtaining a new permit, the applicant shall undergo the procedure within the scope provided by this Regulation for obtaining a permit.

33. The basis for implementation of the administrative procedure for re-issue of the permit after rename of the job position without changes in the job duties shall be the positive result of the preliminary review of the permit re-issue application and associated documents by the specialist.

33.1. For implementation of the administrative procedure on re-issuing the permit after rename of the job position without changes in the job duties, the application shall include a set of documents specified in Appendix No. 3 to this Regulation.

33.2. Review of the specified documents shall be carried out by the specialist of the

responsible department of Rostechnadzor Headquarters or ITD within 20 working days.

33.3. If the decision on the permit re-issue is taken, the new permit form with the validity conditions shall be prepared. The permit validity shall be determined bearing in mind the remaining period of the prior permit.

In case of refusal of the permit re-issue, the company shall be notified about the reason for refusal and date of cancellation of the validity conditions.

34. The basis for implementation of the administrative procedure on issuing duplicate permit in case of its loss shall be the positive result of the preliminary review of the duplicate permit application and associated documents with the reason.

The application shall be addressed to the deputy head of Rostechnadzor or head of Rostechnadzor's ITD, which has issued the permit before, within five days after the date of the loss.

34.1. Preparation of the duplicate permit shall be carried out pursuant to the copy of the permit stored in the responsible department of the Rostechnadzor Headquarters or Rostechnadzor ITD, by a specialist of the responsible department within 10 working days. The permit form shall be certified with the "DUPLICATE" stamp.

35. The permit is a document, which gives an employee the right to perform the activities according to the job duties related to only a particular job position and a particular nuclear facility.

One permit can be given to an applicant from the NPP operating personnel for the right to perform the activities at several similar units of the same nuclear power plant.

The similarity of the units shall be established by the operating organization and agreed with Rostechnadzor Headquarters or ITD, the obligations of which include the preparation of the decision on issuing permit.

35.1. Rostechnadzor Permit shall be given to corporate personnel for the following types of activities:

- management during the construction, safe operation of nuclear facilities, management of nuclear materials, radioactive substances and radioactive waste;
- process management;
- departmental (production) supervision over nuclear and radiation safety during the

construction, safe operation of nuclear facility, management of nuclear materials, radioactive substances and radioactive waste;

- accounting and control of nuclear materials, radioactive substances and radioactive waste.

- physical protection of nuclear facilities, nuclear materials, radioactive substances and radioactive waste.

35.2. When transferring to another job position requiring a Permit, such an employee shall obtain a new Permit appropriate for the position.

For an employee, the obligations of which include job substitution in addition to the primary duties, the permit to be issued to such an employee shall include names of the primary and substitution job with the following wording: "with the right for job substitution..." The permit validity related to the substituted job position shall be in force within the permit validity terms.

35.3. The permit shall be made on a pre-printed form of Rostekhnadzor and indicate a particular position, name of nuclear facility, department, service, area, shop, division, etc. The date of permit application and reference number, as well as permit validity shall be also specified. The permit prepared in the Rostekhnadzor Headquarters shall be signed by the deputy head of Rostekhnadzor (or an acting officer); the permit prepared in ITD shall be signed by the head of Rostekhnadzor ITD (or an acting officer) and be certified by the stamp.

The permit for activities in the field of atomic energy use shall be issued for 5 years.

The copy of the permit properly certified shall be stored on the workplace of the permit's holder. The permit's holder shall submit it to Rostekhnadzor representatives when requested.

35.4. The permit shall include the validity conditions being the integral part thereof, the observance of which is mandatory for a corporate employee when performing a relevant type of activity.

The validity conditions shall be stated with due consideration of the specifics of the primary and substituted job positions of the permit's holder and specifics of a particular nuclear facility.

ConsultantPlus: Note.
Numbering of sub-paragraphs is given according to the official document.

35.6. The permit validity conditions shall include the following mandatory requirements.

35.6.1. The permit validity shall apply to only the specified job position.

35.6.2. The permit cannot be delegated or applied to any other person.

35.6.3. When performing the activities the permit holder shall observe the requirements of the safety codes and regulations in the field of atomic energy use.

35.6.4. The permit holder shall periodically be subjected to the medical and psychophysiological examinations.

When the permit holder is relieved of duties due to the medical contraindications, the company shall notify Rostekhnadzor or ITD of the situation.

35.6.5. A period when a permit holder does not perform its job duties shall not exceed six (6) months.

35.6.6. A permit holder shall continuously maintain and improve its skill level.

35.6.7. Depending on specifics of the activities to be performed by an applicant, the permit validity conditions shall include special requirements that reflect the applicant's obligations related to safety assurance in performing these activities.

35.7. When new regulatory legal documents are adopted in the field of atomic energy use, Rostekhnadzor is entitled to include additional requirements in the permit validity conditions, as well as the requirements for examinations of the new codes and regulations. Additional requirements in the permit validity conditions shall be elaborated by the responsible department of Rostekhnadzor or ITD, which issued a permit, and be forwarded to the company in the notification form.

35.8. Violation of the permit validity conditions will lead to application of sanctions established by the regulatory legal documents, including suspension or termination of the permit validity (deprivation of rights for performance of a relevant type of activity).

35.9. The permit validity conditions and the associated changes shall be signed by the head (or an acting officer according to a direction of activity) of the responsible

department of Rostekhnadzor Headquarters, or by the head of Rostekhnadzor ITD (or an acting person according to a direction of activity).

36. The application and set of documents, copy of the permit and validity conditions, as well as other documents, including knowledge assessment reports shall be stored in the archive files of the responsible department of Rostekhnadzor Headquarters or ITD (in hard copy and electronic form) within the permit validity terms, individually for each applicant.

37. In case of corporate reconstruction, rename, change in the legal address, forms of ownership, or reorganization, the permit of an employee, the job duties of whom have not been changed, shall be valid until the date of expiry.

When transferring to another job position requiring a Permit, such a specialist shall obtain a new Permit appropriate for the position.

When renaming an employee's job position without changing in the job duties, the Rostekhnadzor Permit shall be reissued. The permit validity related to the substituted job position shall be in force within the permit validity terms.

38. Applications for permit, validity extension, renewal after the suspension or cancellation, and for duplicate permit in case of its loss shall be filled by applicants, signed and certified by the company stamp.

IV. Forms of supervision over the state service provision

39. The routine supervision over observance of the sequence of the actions determined by the administrative procedures for provision of the state service on issuing permits shall be carried out by the head and officers of the responsible department of the Rostekhnadzor Headquarters or ITDs involved in the state service provision according to the Regulation on the Rostekhnadzor's Headquarters department or ITD and job requirements, via the inspections of observance and fulfillment of this Regulation by the employees of the Rostekhnadzor responsible department.

40. The routine inspection interval shall be established by the Head of the responsible department of Rostekhnadzor Headquarters or ITD.

The inspections shall be scheduled (conducted according to the half-yearly and

yearly plans of work) and unscheduled (according to a particular application).

41. To inspect the completeness and quality of the state service, a commission shall be assigned by the Order of the Head of Rostekhnadzor or Head of ITD, where the responsible employees of Rostekhnadzor should be members of the Commission.

Results of the commission work shall be recorded in the report, which includes all the revealed drawbacks and offers on their elimination.

42. Based on the inspection the faulty persons shall be made liable in accordance with the legislation of the Russian Federation.

43. Inspections of completeness and quality of the state service shall be arranged pursuant to the legal acts (orders) of Rostekhnadzor.

Inspection of completeness and quality of the state service performance shall include inspections, reviews, decision-making and preparation of the replies for requests or complaints against actions (inactions) and decisions of employees of the Rostekhnadzor responsible department.

44. Control over the state service provision by Rostekhnadzor and its officials can be carried out by citizens, their associations and organizations. It can be implemented by addressing to Rostekhnadzor:

- suggestions about improvement of the regulatory legal acts regulating provision of the state service on issuing permits by Rostekhnadzor's officers;
- messages about violation of the laws and other regulatory legal acts, drawbacks in the activities performed by Rostekhnadzor officers;
- complaints against violation of the rights, liberties, or legitimate interests of nationals.

V. Pre-judicial and judicial procedure for complaints against decisions and actions (inactions) of Rostekhnadzor and its officers.

45. An applicant is entitled to appeal against a decision and action (inaction) of Rostekhnadzor or ITD officer, which has been made or performed during the provision of the state service pursuant to this Regulation.

46. Subject of pre-judicial applicant's appeal against decisions and actions

(inactions) of Rostekhnadzor or ITD officer performing the state service

The applicant may address a complaint in the following cases:

- violation of the period of registration of the application for state service;
- violation of the period of provision of the state service;
- requirement for applicant's documents not provided by the regulatory legal acts of the Russian Federation, regulatory legal acts of the constituent entities of the Russian Federation for provision of state service;
- refusal to accept the applicant's documents, the submission of which is provided by the regulatory legal acts of the Russian Federation and regulatory legal acts of the constituent entities of the Russian Federation for provision of the state service;
- refusal to provide the state service, if the grounds for refusal are not provided by the federal laws and accepted in accordance with new regulatory legal acts of the Russian Federation, regulatory legal acts of the constituent entities of the Russian Federation;
- refusal of a Rostekhnadzor or ITD officer to correct misprints and mistakes in the documents issued after the performance of the state service, or violation of the period of such corrections.

47. Rostekhnadzor is entitled to ignore the requests (complaints) in the following cases:

- if Rostekhnadzor Headquarters or ITD receives a written request containing coarse or abusive language, threats to life, health and property of an officer and his family, it is entitled to leave such request unanswered and to send a notice about inadmissibility of abuse of the rights;
- if a written request (complaint) does not include an applicant's surname and/or postal address, whereto the reply should be sent;
- if a written request is illegible; such request is not subject to consideration in a state authority, local government body or officer in accordance with their competence, whereof an individual sending the request is informed, if his surname and postal address are legible;
- if a request (complaint) contains a question, to which the written answer was given substantially many times due to the early requests (complaints), and the request

(complaint) does not state new grounds or circumstances, the head of Rostekhnadzor, officer, or any authorized person is entitled to take a decision that this another complaint has no foundation and to stop the communication with an applicant in relation to this question, subject to such request (complaint) and previous requests (complaints) were sent to Rostekhnadzor. The applicant, who sent a request (complaint), shall be notified of such decision.

48. The basis for beginning of the prejudicial appealing is a complaint filed by an applicant.

48.1. The complaint shall be filed in writing in paper or electronic form to the Rostekhnadzor Headquarters or ITD, who provides the state service. Complaints against the decisions taken by the head of Rostekhnadzor ITD involved in the provision of the state service shall be considered directly by the head of Rostekhnadzor.

48.2. The complaint can be sent by post, via the multifunctional center, information and telecommunication network Internet, official web site of Rostekhnadzor, as well as can be accepted via the personal appointment.

48.3. The complaint shall include:

- name of Rostekhnadzor or ITD officer, decision and action (inaction) under appeal;

- name, surname, patronymic (if applicable), information about applicant's (natural person) place of residence, information about the place of business of an applicant (legal person), as well as contact phone(s), email(s) (if any) and postal address, whereto the answer is to be given;

- information about the appealed decisions and actions (inactions) of the officer of Rostekhnadzor or ITD involved in the provision of the state service;

- grounds based on which an applicant does not agree with the decision and action (inaction) of the Rostekhnadzor or ITD officer. The applicant can submit documents (if applicable), which confirm the grounds, or the copy of such documents.

49. The applicant has the right to obtain information and documents required for appealing against actions (inactions) of an authorized officer of Rostekhnadzor or ITD, as well as a decision taken when providing the state service.

50. The complaint against actions (inactions) of Rostekhnadzor or ITD officers under the prejudicial procedure shall be addressed to the deputy head of Rostekhnadzor or to the head of a Rostekhnadzor ITD involved in the provision of the state service. Complaints against the decisions taken by the head of Rostekhnadzor ITD involved in the provision of the state service shall be addressed to the head of Rostekhnadzor.

51. The complaint received by the Rostekhnadzor Headquarters or ITD shall be considered by an officer duly authorized, within fifteen working days after its registration. If the complaint is against the Rostekhnadzor or ITD officer's refusal to accept the applicant's documents or to correct the revealed misprints or mistakes, or if the complaint is against violation of the period of such corrections, they shall be considered within five working days after the registration. The Government of the Russian Federation is entitled to determine cases, when the period of complaint consideration may be reduced.

52. Based on the results of the complaint consideration one of the following decisions shall be made:

- to grant a complaint, which includes the cancellation of the decision made, correction of the misprints and mistakes in the documents issued after the provision by the state service by the Rostekhnadzor Headquarters or ITD;

- to dismiss a complaint.

52.1. Based on the results of complaint consideration a substantiated response shall be sent to an applicant in writing or in electronic form at applicant's option no later than the day after the day of the decision.

52.2. If any elements of administrative offense or crime are revealed during or after the consideration of complaint, the Rostekhnadzor or ITD officer duly authorized shall immediately send the available materials to prosecution agencies.

Appendix 1
to the Administrative regulations for the state
service to be provided by the Federal
Environmental, Industrial and Nuclear
Supervision Service for issuing permits to
nuclear facility employees for activities in
the field of atomic energy use, approved by
Order of the Federal Environmental,
Industrial and Nuclear Supervision Service
No. 721 of December 21, 2011.

LIST OF CONSTITUENT ENTITIES OF THE RUSSIAN FEDERATION, WHERE THE
ROSTECHNADZOR TERRITORIAL BODIES PROVIDE THE STATE SERVICE ON
ISSUING PERMITS TO NUCLEAR FACILITY EMPLOYEES FOR ACTIVITIES IN
THE FIELD OF ATOMIC ENERGY USE

Name of Rostekhnadzor territorial body	Details of Rostekhnadzor territorial body	Constituent entities of the Russian Federation, where the Rostekhnadzor Territorial Bodies provide the state service on issuing permits for activities in the field of atomic energy use
Volga Interregional Territorial Department for supervision over nuclear and radiation safety	Address: 413864, Balakovo-24, Saratov Region, P/O Box 19, Ul. 30 let Pobedy, 57. Saratov Region, P/O Box 19, Ul. 30 let Pobedy, 57. Working hours (local time): Monday - Thursday 8.00 - 17.45 Break: 12.00 - 12.45 Friday 8.00 - 16.00 Fax: (8453) 33-75-84 E-mail: volga@vgan.ru. Coordinating Department, Telephone: (8453) 37-50-91	the Republic of Bashkortostan, the Republic of Marij El, the Republic of Mordovia, the Republic of Tatarstan, the Udmurt Republic, the Chuvashi Republic, the Nizhni Novgorod Region (except legal entities performing the activities in the territory of ZATO, Sarov town), the Kirov Region, the Orenburg Region, the Penza Region, the Perm Territory, the Samara Region, the Saratov Region, the Ulyanovsk Region, the Tver Region (only as regards legal entities performing the activities within the Kalinin NPP)
Don Interregional Territorial department for	Address: 396072, Novovoronezh, the Voronezh Region,	the Republic of Adygeya, the Republic of Daghestan, the Republic of Kalmykia, the Republic of North

<p>supervision over nuclear and radiation safety</p>	<p>Ul. Yuzhnoye shosse, 1 Working hours (local time): Monday - Friday 8.00 - 17.30 Break: 12.00 - 12.45 Fax: (47364) 2-07-57 Official web site: www.atomug.ru E-mail: postmaster@gosatom.vrm.ru Coordinating Department, Telephone: (47364) 2-98-26</p>	<p>Ossetia-Alania, the Republic of Ingushetia, the Kabardino-Balkarian Republic, the Karachayevo-Cherkessian Republic, the Chechen Republic, the Krasnodar Territory, the Stavropol Territory, the Astrakhan Region, the Volgograd Region, the Voronezh Region, the Rostov Region, the Murmansk Region (only in relation to legal entities performing the activities in the territory of the Kola NPP)</p>
<p>Siberia and Far East Interregional Territorial Department of Rostekhnadzor for supervision over nuclear and radiation safety;</p>	<p>Address: 680000, Khabarovsk Ul. Kim Yu. Chena, 45 Working hours (local time): Monday - Friday 8.30 - 17.15 Break: 12.00 - 12.45 Fax: (4212) 21-02-55 Official web site: www.atomnadzor-dv.ru, E-mail: dvo@3atom34.khv.ru Coordinating Department, Telephone: (4212) 21-03-51 Address: 630075, Novosibirsk, Ul. B. Khmel'nitskogo, 2 Working hours (local time): Monday - Friday 8.00 - 17.30 Break: 12.00 - 12.45 Fax: (3832) 76-44-19 Official web site: www.sib-nrs.gosnadzor.ru, E-mail: mail@sibatomnadzor.ru Coordinating Department, Telephone: (383) 276-00-61</p>	<p>the Republic of Sakha (Yakutia), the Primorye Territory, the Khabarovsk Territory, the Amur Region, the Kamchatka Region, the Magadan Region, the Sakhalin Region, the Jewish Autonomous Region, the Chukotka Autonomous District (except legal entities performing the activities in the territory of the Bilibino NPP), the Republic of Altai, the Republic of Buryatia, the Republic of Tuva, the Republic of Khakassia, the Altai Territory, the Krasnoyarsk Territory, the Irkutsk Region, the Kemerovo Region, the Novosibirsk Region, the Omsk Region, the Tomsk Region.</p>

<p>North European Interregional Territorial Department for supervision over nuclear and radiation safety</p>	<p>Address: 197101, Saint-Petersburg, Ul. Malaya Monetnaya, 2a Working hours (local time): Monday - Thursday 8.00 - 17.15 Friday 8.30 - 16.00 Break: 12.00 - 12.45 Fax: (812) 346-03-51 E-mail: seogan@infopro.spb.su. Coordinating Department, Telephone: (812) 234-69-94</p>	<p>the Republic of Karelia, the Komi Republic, the Arkhangelsk Region, the Vologda Region, the Kaliningrad Region, the Kursk Region (only in relation to legal entities performing the activities in the territory of the Kursk NPP), the Leningrad Region, the Murmansk Region (except legal entities performing the activities in the territory of the Kola NPP), the Novgorod Region, the Pskov Region, the Smolensk Region (only in relation to legal entities performing the activities in the territory of the Smolensk NPP), St. Petersburg, the Nenets Autonomous District</p>
<p>Ural Interregional Territorial Department for supervision over nuclear and radiation safety</p>	<p>Address: 620062, Yekaterinburg Pr. Lenina 60-A Working hours (local time): Monday - Thursday 8.00 - 17.15 Friday: 8.00 - 16.00, Break: 12.00 - 13.00 Fax: (343) 262-32-66 E-mail: umto@uralgan.ru. Coordinating Department, Telephone: (343) 262-55-05</p>	<p>the Sverdlovsk Region, the Kurgan Region, the Tyumen Region, the Chelyabinsk Region, the Khanty-Mansijsk Autonomous District - Yugra, the Yamalo-Nenets Autonomous District</p>
<p>Central Interregional Territorial Department for supervision over nuclear and radiation safety</p>	<p>Address: 115409, Moscow Ul. Koshkina, 4 Working hours (local time): Monday - Thursday 9.00 - 18.00 Friday: 9.00 - 16.30 Break: 12.00 - 12.45 Fax: (499) 324-30-95 Official web site: www.cmtto.hut2.ru E-mail: cmtoyrb@mail.ru. Coordinating Department, Telephone: (495) 324-74-24</p>	<p>the Belgorod Region, the Bryansk Region, the Vladimir Region, the Ivanovo Region, the Kaluga Region, the Kostroma Region, the Kursk Region (except legal entities performing the activities in the territory of the Kursk NPP), the Lipetsk Region, Moscow, the Moscow Region, the Oryol Region, the Ryazan Region, the Smolensk Region (except legal entities performing the activities in the territory of the Smolensk NPP), the Tambov Region, the Tver Region</p>

		<p>(except legal entities performing the activities in the territory of the Kalinin NPP), the Tula Region, the Yaroslav Region, the Nizhni Novgorod Region (only in relation to legal entities performing the activities in territory of ZATO, Savor), the Chukotka Autonomous District (only in relation to legal entities performing the activities in the territory of the Bilibino NPP).</p>
--	--	--

Appendix 2
to the Administrative regulations for the state
service to be provided by the Federal
Environmental, Industrial and Nuclear
Supervision Service for issuing permits to
nuclear facility employees for activities in
the field of atomic energy use, approved by
Order of the Federal Environmental,
Industrial and Nuclear Supervision Service
No. 721 of December 21, 2011

DELINEATION OF RESPONSIBILITIES BETWEEN ROSTECHNADZOR'S
HEADQUARTERS AND TERRITORIAL BODIES OF THE FEDERAL
ENVIRONMENTAL, INDUSTRIAL AND NUCLEAR SUPERVISION SERVICE FOR
ISSUING PERMITS FOR PERFORMANCE ACTIVITIES IN THE FIELD OF ATOMIC
ENERGY USE

For NPP employees

Permits are issued by:

1) the responsible department of Rostechnadzor Headquarters <*> as regards:

<*> Responsible department of Rostechnadzor Headquarters is assigned by the
Order of the Head of Rostechnadzor.

- a) managerial personnel of nuclear power plants;
- b) deputy heads for physical protection of nuclear power plants;
- c) deputy head for accounting and control of nuclear materials (radioactive substances) of nuclear power plants;

2) Interregional Territorial Departments of Rostechnadzor for supervision over
nuclear and radiation safety <*>, as regards:

<*> Interregional Department of Rostechnadzor, within the specified limits of
activity of which a respective nuclear power plant is located.

- a) personnel of departmental (production) supervision over nuclear and radiation
safety of nuclear power plants;

- b) operating personnel;
- c) heads of the NPP physical protection departments;
- d) heads of the nuclear material (radioactive substance) accounting and control departments of nuclear power plants.

For employees of the organizations operating industrial and research (power) reactors, prototype assemblies of nuclear power units

Permits are issued by:

1) responsible department of the Rostechнадзор Headquarters and Interregional Territorial Departments for supervision over nuclear and radiation safety as regards the employees of the organizations (companies) operating industrial reactors in accordance with the procedure specified for personnel of fuel cycle facilities with nuclear hazardous and radiation hazardous areas;

2) responsible department of the Rostechнадзор Headquarters and Interregional Territorial Departments for supervision over nuclear and radiation safety as regards the employees of the organizations (companies) operating research (power) reactors in accordance with the procedure specified for personnel of nuclear power plants;

3) Interregional Territorial Departments for supervision over nuclear and radiation safety of Rostechнадзор, as regards the managerial personnel, personnel of departmental (production) control over nuclear and radiation safety, personnel involved in the processes (operating personnel), employees of the organizations (companies) operating prototype assemblies of nuclear power facilities.

For employees of research reactors, critical and subcritical assemblies

Permits are issued by:

1) responsible department of the Rostechнадзор Headquarters as regards the managerial personnel of research nuclear reactors;

2) Interregional Territorial Departments of Rostechнадзор for supervision over nuclear and radiation safety, as regards:

a) managerial personnel of critical and subcritical nuclear assemblies;

b) personnel of departmental (production) supervision over nuclear and radiation

safety of nuclear facility;

c) personnel involved in the processes (operating personnel) of research nuclear facilities.

For employees of nuclear power facility vessels

Permits are issued by:

Interregional Territorial Departments of Rostechnadzor for supervision over nuclear and radiation safety

For employees of nuclear and process maintenance vessels

Permits are issued by:

Interregional Territorial Departments of Rostechnadzor for supervision over nuclear and radiation safety

For employees of the ship building industry involved in the construction and repair of nuclear power facility vessels of non-military nature

Permits are issued by:

Interregional Territorial Departments of Rostechnadzor for supervision over nuclear and radiation safety.

For employees of the fuel cycle facility with nuclear and radiation hazardous areas

Permits are issued by:

1) responsible department of Rostechnadzor Headquarters as regards:

- managerial personnel of nuclear facilities, which obtained the licenses for activity in the field of atomic energy use from the responsible department of Rostechnadzor;

2) Interregional Territorial Departments of Rostechnadzor for supervision over nuclear and radiation safety, as regards:

a) managerial personnel of nuclear facilities, which obtained the licenses for activity in the field of atomic energy use from the ITDs of Rostechnadzor;

b) personnel of departmental (production) supervision over nuclear and radiation

safety;

c) personnel involved in the processes (operating personnel).

For employees of radioactive waste storage facilities (specialized agencies for radioactive waste management)

Permits are issued by:

1) responsible department of Rostekhnadzor Headquarters as regards:

- managerial personnel of nuclear facilities, which obtained the licenses for activity in the field of atomic energy use from the responsible department of Rostekhnadzor;

2) Interregional Territorial Departments of Rostekhnadzor for supervision over nuclear and radiation safety, as regards:

a) managerial personnel of nuclear facilities, which obtained the licenses for activity in the field of atomic energy use from the Interregional Territorial Departments of Rostekhnadzor;

b) personnel of departmental (production) supervision over nuclear and radiation safety;

c) personnel involved in the processes (operating personnel).

For employees of organizations (institutions, agencies) operating radiation sources

Permits are issued by:

1) responsible department of Rostekhnadzor Headquarters as regards:

managerial personnel of nuclear facilities, which obtained the licenses for activity in the field of atomic energy use from the responsible department of Rostekhnadzor;

2) Interregional Territorial Departments of Rostekhnadzor for supervision over nuclear and radiation safety, as regards:

a) managerial personnel of nuclear facilities, which obtained the licenses for activity in the field of atomic energy use from the Interregional Territorial Departments of Rostekhnadzor;

b) personnel of departmental (production) supervision over nuclear and radiation safety;

c) personnel involved in the processes (operating personnel).

For employees of organizations (companies) involved in transport of nuclear material, radioactive substances or their associated products

Permits are issued by:

- 1) responsible department of Rostekhnadzor Headquarters as regards:
managerial personnel of nuclear facilities, which obtained the licenses for activity in the field of atomic energy use from the responsible department of Rostekhnadzor;
- 2) Interregional Territorial Departments of Rostekhnadzor for supervision over nuclear and radiation safety, as regards:
 - a) managerial personnel of nuclear facilities, which obtained the licenses for activity in the field of atomic energy use from the Interregional Territorial Departments of Rostekhnadzor;
 - b) personnel of departmental (production) supervision over nuclear and radiation safety;
 - c) personnel involved in the processes (operating personnel).

For managerial personnel of nuclear facilities involved in the accounting and control of nuclear material and radioactive substances, as well as their physical protection

Permits are issued by:

- 1) responsible department of Rostekhnadzor Headquarters as regards:
 - a) deputy head for physical protection of nuclear facility;
 - b) deputy heads for accounting and control of nuclear materials (radioactive substances) of nuclear facility;
- 2) Interregional Territorial Departments of supervision over nuclear and radiation safety of Rostekhnadzor, within the specified limits of activities of which a respective nuclear facility is located; as regards:
 - a) heads for physical protection departments of nuclear facility;
 - b) heads of nuclear material (radioactive substance) accounting and control departments of nuclear facility.

Appendix No. 3
to the Administrative regulations for the state
service to be provided by the Federal
Environmental, Industrial and Nuclear
Supervision Service for issuing permits to
nuclear facility employees for activities in
the field of atomic energy use, approved by
Order of the Federal Environmental,
Industrial and Nuclear Supervision Service
No. 721 of December 21, 2011

LIST OF DOCUMENTS REQUIRED FOR STATE SERVICE ON ISSUING PERMITS
FOR PERFORMING ACTIVITIES IN THE FIELD OF ATOMIC ENERGY USE

Section 1. List of documents for obtaining permit

1) the application of an employee of the operating organization, organization involved in the activities and services in the field of atomic energy use (hereinafter, organization), for obtaining permit (the application shall include the applicant's information, such as: job position, education, length of employment, experience, including previous job positions, information about participation in elimination of accidents, incidents, abnormal situations, information about availability of Rostekhnadzor's permits for performing activities in the field of atomic energy use, information about the specialized training);

The application shall be sent with a company's covering letter, which confirms the applicant's compliance with the qualification requirements for the current job position (substituted). The letter shall be signed by the head of the company or an acting person (to be made on a pre-printed form of the company and to be certified with the company stamp);

The covering letter related to a permit issue shall be signed by an authorized officer of the Head of an atomic energy use regulatory body, which supervises over the organization;

If an atomic energy use regulatory body is not available, the covering letter can be signed by a Company acting director authorized to sign;

2) original certificate from the psychophysiological examination laboratory pursuant

to Clause 1 of The Government Decree of the Russian Federation, No. 233 of March 1, 1997, "On the list of medical contra-indications and List of job positions, which these contra-indications apply to, as well as Requirements for medical and psychophysiological examinations of nuclear facility employees";

3) copy of the job description including the list of codes and regulations in the field of atomic energy use, the requirements of which apply to performance of activities related to the current (substituted) job position (for managerial personnel it is allowed to submit a provision or other document including information about job descriptions related to management of activities, as well as prime functions and obligations in the field of atomic energy use; for director - the corporate Charter);

4) statement of the certification of the applicant's compliance with the competence requirements for the current job position, including the copy of the document (with the limitation of no more than 5 years), which confirms the employee's training for the current position or job profile in the field of atomic energy use in the certified training facility;

5) certificate or copy of the report on the assessment of the applicant's skills (as regards the operating personnel).

Section 2. List of the documents for permit validity extension

1) employee's application for permit validity extension;

The application shall be sent with a company covering letter, which includes information about the employee's skill maintenance and improvement within the permit validity period (copies of the certificate issued by a certified training facility);

2) information (copies of exam reports) about results of the periodical knowledge assessment of the permit's holder by the company examination board (report on the knowledge assessment);

3) certificate or copy of the report on the assessment of the applicant's skills (as regards the operating personnel);

4) brief description of the work results of the permit's holder in performing the job duties within the permit validity period;

5) copy of the employee's job description, which includes a list of codes and

regulations in the field of atomic energy use, knowledge of which is mandatory for the current job position (or if the job description was changed and amended);

6) medical certificate (original) of the psychophysiological examination laboratory);

7) form of the previously issued permit.

Section 3. List of the documents for permit validity renewal

1) employee's application for permit validity renewal;

The application shall be sent with a company's covering letter, which confirms the elimination of the drawbacks specified in the decision of Rostekhnadzor ITD on suspension of the previously issued permit.

Section 4. List of documents for permit re-issue

1) employee's application for permit re-issue;

The application shall be sent with a company covering letter (with the justification of job position rename);

2) job description.

Section 5. List of documents for issue of duplicate permit

1) employee's application for duplicate permit;

The application shall be sent with a company's covering letter (including the reason for issue of the duplicate permit).

Appendix No. 4
to the Administrative regulations for the state
service to be provided by the Federal
Environmental, Industrial and Nuclear
Supervision Service for issuing permits to
nuclear facility employees for activities in
the field of atomic energy use, approved by
Order of the Federal Environmental,
Industrial and Nuclear Supervision Service
No. 721 of December 21, 2011

BLOCK DIAGRAM OF THE STATE SERVICE PROVISION FOR ISSUING PERMIT

