

**FEDERAL ENVIRONMENTAL, INDUSTRIAL
AND NUCLEAR SUPERVISION SERVICE OF RUSSIA**

ORDER

No. 248 of June 07, 2013

**ON APPROVAL OF ADMINISTRATIVE REGULATIONS
FOR THE FEDERAL ENVIRONMENTAL, INDUSTRIAL AND
NUCLEAR SUPERVISION SERVICE
TO PERFORM ITS STATE FUNCTION OF
SUPERVISING ACTIVITIES IN THE FIELD
OF ATOMIC ENERGY USE**

In accordance with Decree of the Government of the Russian Federation N 373 of May 16, 2011 "On the development and approval of Administrative Regulations for Execution of State Functions and Administrative Regulations for Provision of State Services" (Collection of the legislation of the Russian Federation, 2011, N 22, art. 3169; N 35, art. 5092; 2012, N 28, art. 3908; N 36, art. 4903; N 50, art. 7070; N 52, art. 7507), hereby order:

To approve the attached Administrative Regulations for the Federal Environmental, Industrial and Nuclear Supervision Service to perform its state function of supervising activities in the field of atomic energy use.

Acting for CEO
A.V.FERAPONTOV

Approved by
Order of the Federal
Environmental, Industrial
and Nuclear Supervision Service
of Friday, June 07, 2013, No. 248

**ADMINISTRATIVE REGULATIONS
FOR THE FEDERAL ENVIRONMENTAL, INDUSTRIAL
AND NUCLEAR SUPERVISION SERVICE
TO PERFORM ITS STATE FUNCTION OF
SUPERVISING ACTIVITIES IN THE FIELD
OF ATOMIC ENERGY USE**

I. GENERAL

State function description

1. The state function regulated by these Administrative Regulations (hereinafter the "Regulations") is the implementation of the federal state supervision in the field of atomic energy use (the activity of the authorized federal executive body aimed at prevention, detection and disposition of violations committed by legal entities operating in the field of atomic energy use, their managers and other officials in respect of the requirements established in accordance with the international treaties of the Russian Federation, federal laws, decrees of the President of the Russian Federation, decrees of the Government of the Russian Federation, federal codes and regulations, and other regulatory legal acts of the Russian Federation in the field of atomic energy use, validity conditions of permits (licences) necessary to ensure safety in the field of atomic energy use (hereinafter the "mandatory requirements") by organizing and conducting inspections of the above entities, taking the envisaged by the legislation of the Russian Federation measures to preclude the

revealed violations, and activities for the systematic supervision of the compliance with the mandatory requirements, analysis of and forecasting the status of compliance with the specified requirements in the implementation by legal entities of their activities).

2. Control and supervision of physical protection of nuclear installations, radiation sources, storage facilities, nuclear materials and radioactive substances, the unified state control and accounting system for nuclear material, radioactive substances and radioactive waste is not subject to these Regulations.

Description of the federal executive authority that performs the state function

3. The federal state supervision in the field of atomic energy use is exercised by the Federal Environmental, Industrial and Nuclear Supervision Service of Russia.

The list of regulatory legal acts for the implementation of the state function

4. Execution of the state function is should be in accordance with the following regulatory legislative acts:

Convention on Nuclear Safety of June 17, 1994 (signed in Vienna on September 21, 1994 (Decree of the Government of the Russian Federation N 1069 of September 20, 1994 (Collection of the legislation of the Russian Federation, 1994, N 22, art. 2510) adopted by Decree of the Government of the Russian Federation N 377 of April 3, 1996 (Collection of the legislation of the Russian Federation, 1996, N 15, art.1622) (Bulletin of International Treaties, 2007, N 9);

Joint Convention on Safe Management of Spent Nuclear Fuel and Safe Management of Radioactive Waste of September 5, 1997 (signed on behalf of the Russian Federation in Vienna in January 27, 1999, ratified by the Federal Law N 139-FZ of November 4, 2005 "On ratification of the Joint Convention on Safe Management of Spent Nuclear Fuel and Safe Management of Radioactive Waste." Collection of the legislation of the Russian Federation, 2005, N 45, art. 4587; 2006 N 18, art. 1908);

The Civil Code of the Russian Federation (Part One) N 51-FZ of November 30, 1994 (Collection of the legislation of the Russian Federation, 1994, N 32, art. 3301; 1996, N 9, art. 773; N 34, art. 4026; 1999, N 28, art. 3471; 2001, N 17, art. 1644; N 21, art. 2063; 2002, N 12, art. 1093; N 48, art. 4737, art. 4746; 2003, N 2, art. 167; N 52, art. 5034; 2004, N 27, art. 2711; N 31, art. 3233; 2005, N 1, art. 18, art. 39, art. 43; N 27, art. 2722 N 30, art. 3120; 2006, N 2, art. 171; N 3, art. 282; N 23, art. 2380; N 27, art. 2881; N 31, art. 3437; N 45, art. 4627 ; N 50, art. 5279; N 52, art. 5497, art. 5498; 2007, N 1, art. 21; N 7, art. 834, N 27, art. 3213; N 31, art. 3993; N 41, art. 4845; N 49, art. 6079; N 50, art. 6246; 2008, N 17, art. 1756; N 20, art. 2253; N 29, art. 3418; N 30, art. 3597; N 30, art. 3616, art. 3617; 2009, N 1, art. 14, art. 19, art. 20, art. 23; N 7, art. 775; N 26, art. 3130; N 29, art . 3582, art. 3618; N 52, art. 6428; 2010, N 19, art. 2291; N 31, art. 4163; 2011, N 7, art. 901; N 15, art. 2038; N 49, art . 7041; N 50, art. 7335, art. 7347; 2012, N 29, art. 4167; N 50, art. 6954, art. 6963; N 53, art. 7607, art. 7627; 2013, N 7, art. 609, N 19, art. 2327);

The Labor Code of the Russian Federation N 197-FZ of December 30, 2001 (Collection of the legislation of the Russian Federation, 2002, N 1, art. 3, N 30, art. 3014, art. 3033; 2003, N 27, art. 2700; 2004 , N 18, art. 1690; N 35, art. 3607; 2005, N 1, art. 27; N 13, art. 1209; N 19, art. 1752; 2006, N 27, art. 2878; N 41, art. 4285; N 52, art. 5498; 2007, N 1, art. 34; N 17, art. 1930; N 30, art. 3808; N 41, art. 4844; N 43, art. 5084; N 49 , art. 6070; 2008, N 9, art. 812; N 30, art. 3613, art. 3616; N 52, art. 6235, art. 6236; 2009, N 1, art. 17, art. 21; N 19, art. 2270; N 29, art. 3604; N 30, art. 3732, art. 3739; N 46, art. 5419; N 48, art. 5717; N 50, art. 6146; 2010, N 31, art. 4196; N 52, art. 7002; 2011, N 1, art. 49; N 25, art. 3539; N 27, art. 3880; N 30, art. 4586, art. 4590, art. 4591, art. 4596; N 45, art. 6333, art. 6335; N 48, art. 6730, art. 6735; N 49, art. 7015, art. 7031; N 50, art. 7359; N 52, art. 7639; 2012, N 10, art. 1164; N 14, art. 1553; N 18, art. 2127; N 31, art. 4325; N 47, art. 6399; N 50, art. 6954, art. 6957, art. 6959; N 53, art. 7605, 2013, N 14, art. 1666, art. 1668; N 19, art. 2322 art. 2326 art. 2329);

RF Code of Administrative Offenses N 195-FZ of December 30, 2001 (Collection of the legislation of the Russian Federation, 2002 , N 1 , art. 1; N 18, art . 1721; N 30, art. 3029; N 44, art. 4295, art. 4298; 2003, N 1, art. 2; N 27, art. 2700, art. 2708, art. 2717; N 46, art. 4434, art. 4440; N 50, art. 4847, art. 4855; N 52 , art. 5037; 2004, N 19, art. 1838;

N 30, art. 3095; N 31, art . 3229; N 34, art. 3529 , art. 3533; N 44, art. 4266; 2005, N 1, art. 9, art. 13, art. 37, art. 40, art. 45; N 10 , art. 762 , art. 763; N 13, art. 1077, art. 1079; N 17, art. 1484; N 19, art. 1752; N 25, art. 2431; N 27, art. 2719, art. 2721; N 30, art. 3104, art. 3124, art. 3131; N 40, art. 3986; N 50, art. 5247; N 52, art. 5574, art. 5596; 2006, N 1, art. 4, art. 10; N 2, art. 172, art. 175; N 6, art. 636; N 10, art. 1067; N 12, art. 1234; N 17, art. 1776; N 18, art. 1907; N 19, art . 2066; N 23, art. 2380, art. 2385; N 28, art. 2975; N 30, art. 3287; N 31, art . 3420, art. 3432, art. 343, art. 3438, art. 3452; N 43, art. 4412; N 45, art . 4633, art. 4634, art. 4641; N 50, art. 5279, art. 5281; N 52, art. 5498, 2007; N 1, art. 21, art. 25, art. 29, art. 33; N 7, art. 840; N 15, art. 1743; N 16, art. 1824, art. 1825; N 17, art. 1930; N 20, art. 2367; N 21, art. 2456; N 26, art . 3089; N 30, art. 3755; N 31, art. 4001, art. 4007, art. 4008, art. 4009, art. 4015; N 41, art. 4845; N 43, art. 5084; N 46, art. 5553; N 49, art. 6034 , art. 6065; N 50, art. 6246; 2008, N 10, art. 896; N 18, art. 1941; N 20, art . 2251, art. 2259 ; N 29, art. 3418; N 30, art. 3582, art. 3601, art. 3604 ; N 45, art. 5143; N 49, art. 5738, art. 5745, art. 5748; N 52 , art. 6227, art. 6235, art. 6236, art. 6248; 2009, N 1, art. 17; N 7, art. 771, art. 777; N 19, art. 2276; N 23, art. 2759, art. 2767, art. 2776; N 26 , art. 3120, art. 3122, art. 3131, art. 3132; N 29, art. 3597, art. 3599, art. 3635, art. 3642; N 30, art. 3735, art. 3739; N 45, art. 5265, art. 5267; N 48, art. 5711, art. 5724 , art. 5755; N 52, art. 6406 , art. 6412, 2010; N 1, art. 1; N 11, art. 1169, art. 1176; N 15, art. 1743, art. 1751; N 18, art. 2145; N 19, art. 2291; N 21, art. 2524, art. 2525, art. 2526, art. 2530; N 23, art. 2790; N 25, art. 3070; N 27, art . 3416, art. 3429; N 28, art. 3553; N 30, art . 4000, art. 4002, art. 4005, art. 4006, art. 4007; N 29, art. 3983; N 31, art . 4155, art. 4158, art. 4164, art. 4191, art. 4192, art. 4193, art. 4195, art. 4198, art. 4206, art . 4207, art. 4208; N 32, art. 4298; N 41, art. 5192, art. 5193; N 46 , art. 5918; N 49, art. 6409; N 50, art. 6605; N 52, art. 6984, art. 6995, art. 6996; 2011, N 1, art. 10, art. 23, art. 29, art. 33, art. 47, art. 54; N 7, art. 901, art. 905; N 15, art. 2039, art. 2041; N 17, art. 2310, art. 2312; N 19, art. 2714, art. 2715, art. 2769; N 23, art. 3260, art. 3267; N 27, art. 3873 , art. 3881; N 29, art. 4284, art. 4289, art. 4290, art. 4291, art. 4298; N 30, art. 4573, art. 4574, art. 4584, art. 4585, art. 4590, art. 4591, art. 4598, art. 4600 , p. 4601 , p. 4605 ; N 45, art . 6325 , p. 6326 , p. 6334 ; N 46, art. 6406; N 47, art. 6601, art. 6602; N 48, art. 6728, art. 6730, art. 6732; N 49, art. 7025, art. 7042, art. 7056, art. 7061; N 50, art. 7342, art. 7345,

art. 7346, art. 7351, art. 7352, art. 7355, art. 7362, art. 7366; 2012, N 6, art. 621; N 10, art. 1166; N 15, art. 1723, art. 1724; N 18, art. 2126, art. 2128; N 19, art. 2278, art. 2281; N 24, art. 3068, art. 3069, art. 3082; N 25, art. 3268; N 29, art. 3996; N 31, art. 4320, art. 4322, art. 4329, art. 4330, N 41, art. 5523; N 47, art. 6402, art. 6403, art. 6404, art. 6405; N 49, art. 6752, art. 6757; N 50, art. 6967; N 53, art. 7577, art. 7580, art. 7602, art. 7639, art. 7640, art. 7641, art. 7643; 2013, N 4, art. 304, N 8, art. 717, art. 718, art. 719, art. 720; N 14, art. 1641, art. 1642, art. 1651, art. 1657, art. 1658, art. 1666; N 19, art. 2307, art. 2318, art. 2325) (hereinafter "the Code of Administrative Offenses");

Federal Law N 170-FZ of November 21, 1995 "On atomic energy use" (Collection of the legislation of the Russian Federation, 1995, N 48, art. 4552; 1997, N 7, art. 808; 2001, N 29, art. 2949; 2002, N 1, art. 2; 2002, N 13, art. 1180; 2003, N 46, art. 4436; 2004, N 35, art. 3607; 2006, N 32, art. 5498; 2007, N 7, art. 834; N 49, art. 6079; 2008; N 29, art. 3418; N 30, art. 3616; 2009, N 1, art. 17; N 52, art. 6450; 2011, N 29, art. 4281; N 30, art. 4590, art. 4596; N 45, art. 6333; N 48, art. 6732; N 49, art. 7025; 2012, N 26, art. 3446) (hereinafter "the Federal Law "On atomic energy use ");

Federal Law N 3-FZ of January 9, 1996 "On radiation safety of the population" (Collection of the legislation of the Russian Federation, 1996, N 3, art. 141; 2004, N 35, art. 3607; 2008, N 30, art. 3616; 2011, N 30, art. 4590, art. 4596);

Federal Law N 294-FZ of December 26, 2008 "On protection of rights of legal persons and individual entrepreneurs in the exercise of state control (supervision) and municipal control" (Collection of the legislation of the Russian Federation, 2008, N 52, art. 6249; 2009, N 18, art. 2140; N 29, art. 3601; N 48, art. 5711; N 52, art. 6441; 2010, N 17, art. 1988; N 18, art. 2142; N 31, art. 4160, art. 4193, art. 4196; N 32, art. 4298; 2011, N 1, art. 20; N 7, art. 905; N 17, art. 2310; N 23, art. 3263; N 27, art. 3880; N 30, art. 4590; N 48, art. 6728; 2012, N 19, art. 2281; N 26, art. 3446; N 31, art. 4320, art. 4322; N 47, art. 6402; 2013, N 9, art. 874) (hereinafter "the Federal Law "On protection of rights of legal persons and individual entrepreneurs in the exercise of state control (supervision) and municipal control");

Federal Law N 59-FZ of May 2, 2006 "On the procedure for Handling Appeals from Citizens of the Russian Federation" (Collection of the legislation of the Russian

Federation, 2006, N 19, art. 2060; 2010, N 27, art. 3410; N 31, art. 4196; 2012, N 31, art. 4470; 2013, N 19, art. 2307);

Federal Law N 229-FZ of October 2, 2007 "On the enforcement proceedings" (Collection of the legislation of the Russian Federation, 2007, N 41, art. 4849; 2008, N 20, art. 2251; 2009, N 1, art. 14; N 23, art. 2761; N 29, art. 3642; N 39, art. 4539, art. 4540; N 51, art. 6162; 2010, N 31, art. 4182; 2011, N 7, art. 905; N 17, art. 2312; N 27, art. 3873; N 29, art. 4287; N 30, art. 4573, art. 4574; N 48, art. 6728; N 49, art. 7014, art. 7041, art. 7061, art. 7067; N 50, art. 7343, art. 7347, art. 7352, art. 7357; 2012, N 31, art. 4322, art. 4333; 2013, N 14, art. 1641; art. 1657);

Federal Law N 190-FZ of July 11, 2011 "On radioactive waste management and introduction of changes in some legislative acts of the Russian Federation" (Collection of the legislation of the Russian Federation, 2011, N 29, art. 4281);

Decree of the Government of the Russian Federation N 1044 of October 15, 2012 "On the federal state supervision in the field of atomic energy use" (Collection of the legislation of the Russian Federation, 2012, N 43, art. 5878);

Decree of the Government of the Russian Federation N 373 of April 23, 2012 "On Approval of the Provisions on the Regime of the State Supervision at Nuclear Facilities" (Collection of the legislation of the Russian Federation, 2012, N 18, art. 2233) (hereinafter "the Decree of the Government of the Russian Federation N 373 of April 23, 2012");

Decree of the Government of the Russian Federation N 489 of June 30, 2010 "On approval of the Rules of preparation by state control (supervision) and municipal control authorities of annual plans for scheduled inspections of legal entities and individual entrepreneurs" (Collection of the legislation of the Russian Federation, 2010, N 28, art. 3706; 2012, N 2, art. 301; N 53, art. 7958);

Decree of the Government of the Russian Federation N 412 of July 3, 2006 "On the federal bodies of executive authority exercising state control of atomic energy use, and public safety regulation of atomic energy use" (Collection of the legislation of the Russian Federation, 2006, N 28, art. 3079; 2007, N 12, art. 1424; 2008, N 47, art. 5481; 2009, N 12, art. 1429; 2010, N 38, art. 4825; 2011, N 9, art. 1246; 2012, N 37, art. 5002);

Decree of the Government of the Russian Federation N 401 of July 30, 2004 "On

the Federal Environmental, Industrial and Nuclear Supervision Service" (Collection of the legislation of the Russian Federation, 2004, N 32, art. 3348; 2006, N 5, art. 544; N 23, art. 2527; N 52, art. 5587; 2008, N 22, art. 2581; N 46, art. 5337; 2009, N 6, art. 738; N 33, art. 4081; N 49, art. 5976; 2010, N 9, art. 960; N 26, art. 3350; N 38, art. 4835; 2011, N 6, art. 888; N 14, art. 1935; N 41, art. 5750; N 50, art. 7385; 2012, N 29, art. 4123; N 42, art. 5726; 2013, N 12, art. 1343);

Decree of the Government of the Russian Federation N 373 of May 16, 2011 "On development and approval of administrative regulations for execution of state functions and administrative regulations for provision of public services " (Collection of the legislation of the Russian Federation, 2011, N 22, art. 3169; N 35, art. 5092; 2012, N 28, art. 3908; N 36, art. 4903; N 50, art. 7070; N 52, art. 7507)

Decree of the Government of the Russian Federation N 689 of August 20, 2009 "On approval of the Rules of accreditation of citizens and organizations involved by state control (supervision) bodies and municipal control bodies to conducting control activities" (Collection of the legislation of the Russian Federation, 2009, N 35, art . 4241; 2012, N 52, art. 7484) (hereinafter - the Rules of accreditation of citizens and organizations involved by state control (supervision) bodies and municipal control bodies to conducting control activities);

Rules of the Unified State Register of Legal Entities and the provision of information contained therein, approved by the Decree of the Government of the Russian Federation N 438 of June 19, 2002 (Collection of the legislation of the Russian Federation, 2002, N 26, art. 2585; N 46, art. 4597; 2003, N 33, art. 3270; N 43, art. 4238; 2004, N 10, art. 864; 2005, N 51, art. 5546; 2006, N 49, art. 5220; 2007, N 32, art. 4146 ; N 34, art. 4237; N 50, art. 5958; 2010, N 11, art. 1224; 2012, N 1, art. 136);

Order of the Ministry of Economic Development of the Russian Federation N 141 of April 30, 2009 "On the implementation of the provisions of the Federal Law "On Protection of the rights of legal entities and individual entrepreneurs in the exercise of state control (supervision) and municipal control" (registered with Ministry of Justice of the Russian Federation, registration N 13915 of May 13, 2009, "Rossiyskaya Gazeta", 2009, N 85), as amended by Order of the Ministry of Economic Development of the

Russian Federation N 199 of May 24, 2010 (registered with Ministry of Justice of the Russian Federation, registration N 17702 of July 6, 2010, "Rossiyskaya Gazeta", 2010, N 156), and by the Ministry of Economic Development of the Russian Federation N 532 of September 30, 2011 (registered with the Ministry of Justice, registration N 22264 of November 10, 2011, "Rossiyskaya Gazeta", 2011, N 260);

Rostekhnadzor order N 341 of June 15, 2012 "On approval of the form and procedure of logging the permanent state supervision at nuclear facilities" (registered with the Ministry of Justice of the Russian Federation, registration N 25037 of July 30, 2012, "Rossiyskaya Gazeta", 2012, N 183).

The subject matter of the federal supervision in the field of atomic energy use

5. The subject matter of the federal supervision in the field of atomic energy use is compliance of legal entities and their officers in the implementation of activities in the field of atomic energy use with the mandatory requirements, and compliance of nuclear facilities, their components and systems with the specified requirements.

6. At nuclear facilities, the list of which is approved by the directive of the Government of the Russian Federation N 610-r of April 23, 2012, a continuous state supervision regime should be maintained by Rostekhnadzor in the manner established by the Decree of the Government of the Russian Federation N 373 of April 23, 2012.

The rights and duties of officials implementing federal government supervision in the field
of atomic energy use

7. In the implementation of the federal government supervision in the field of atomic energy use Rostekhnadzor officials are entitled to:

request the legal entities, their heads or other officials and receive from them in response to well grounded written requests the information and documents required during the inspection;

in accordance with the established mode, free upon presentation of business card and a copy of the order (directive) of the head (deputy head) of Rostekhnadzor or its territorial department on the appointment of the inspection, visit the organizations carrying out activities in the field of atomic energy use and nuclear facilities, perform control activities, and initiate the arrangement (if necessary) of survey of buildings, premises, structures, engineering features, equipment, materials, research, tests, reviews, investigations and other control measures;

give statements of order to the legal entities to eliminate the revealed violations of the mandatory requirements in construction, operation and decommissioning of nuclear facilities, to take measures preventing harm to life and health of people, harm to animals, plants, environment, safety of the State, property of physical and legal entities, state or municipal property, to prevent threats of emergency man-caused situations;

suspend or terminate the validity of licenses issued by the Rostekhnadzor and permits issued for the employees of the nuclear facilities authorizing to carry out work in the field of atomic energy use if during the implementation of the activities the mandatory requirements are violated;

prohibit the use of equipment and technologies that do not meet the mandatory requirements;

in accordance with their powers, draw up protocols on administrative offenses related to violation of the mandatory requirements, consider cases on the above administrative offenses and take measures to eliminate and prevent such offenses;

send information on violation of mandatory requirements to law enforcement agencies for making decisions whether to institute criminal proceedings basing on the elements essential to the offense.

In the implementation of a continuous state supervision at nuclear facilities, Rostekhnadzor officials empowered to exercise such supervision shall be entitled:

to constantly stay at the nuclear facilities and have easy access to documents and safety control means at sight of their official identification documents;

in case of violations of mandatory requirements to take measures to stop the

violations in conformity with the laws of the Russian Federation;

to conduct control activities, and to initiate (if necessary) survey of buildings, premises, structures, hardware, equipment, materials, research, tests, reviews, and investigations.

8. During inspections Rostekhnadzor officials shall:

timely and fully fulfill their authorities granted in accordance with the legislation of the Russian Federation relating to the prevention, detection and suppression of violations of the mandatory requirements;

to observe the legislation of the Russian Federation, and the rights and legitimate interests of the legal persons under the inspection;

to carry out the inspection based on the order or directive of the head, deputy head of Rostekhnadzor or its territorial department to conduct the inspection;

to carry out the inspection only during the performance of their official duties, perform field inspection only at sight of their official identification documents, copy of the directive or order of the head, deputy head of Rostekhnadzor or its territorial department and in the cases provided for by para 5 of article 10 of the Federal Law "On protection of rights of legal persons and individual entrepreneurs in the exercise of state control (supervision) and municipal control", and a copy of the document on the approval of the inspection;

not to interfere with the head officer, other officers or authorized representatives of a legal entity to witness the inspection and provide explanations on matters relating to the subject of the inspection;

to provide to the head officer, other officers or authorized representatives of a legal entity who witnesses the inspection the information and documents on matters relating to the subject of the inspection;

to acquaint the head officer, other officers or authorized representatives of a legal entity with the results of inspection;

when determining measures addressing the facts of violations, to take into account the adequateness of these measures to the violation severity, potential danger to human life and health, the animals, plants, the environment, the state security, and in view of the

occurrence of natural and man-made disasters, and to avoid unjustified restriction of the rights and legitimate interests of citizens and legal entities;

to prove the validity of their actions if they are appealed by legal persons following the procedure established by the legislation of the Russian Federation;

not to exceed the terms of the inspection established by the legislation of the Russian Federation;

not to request from the legal entity the documents and other information, the presentation of which is not provided by the legislation of the Russian Federation;

before the on-site inspection at the request of the head officer, other officers or authorized representatives of a legal entity to familiarize them with the provisions of the Regulations;

to make records on that inspection in the regulatory inspection accounting Log of the inspected organization.

The rights and duties of persons which are subject to control (supervision) measures

9. During the inspection the head officer, other officers or authorized representatives of a legal entity are entitled:

to directly witness the inspection, to give explanations on matters relating to the subject of inspection;

to receive from Rostekhnadzor, its officers information relating to the subject of inspection and the provision of which is envisaged by the legislation of the Russian Federation;

to familiarize themselves with the results of inspection and indicate in the inspection report their acquaintance with the inspection results, and their agreement or disagreement with them and individual acts of Rostekhnadzor officials;

to appeal against the actions (inaction) of Rostekhnadzor officials resulted in a violation of rights of a legal entity during the inspection in compliance with the administrative and (or) court procedure in accordance with the legislation of the Russian Federation.

10. In the process of inspections the legal entities are required to ensure the presence of the head officers, other officers or authorized representatives of the legal entities responsible for the organization and implementation of measures aimed at fulfilling the mandatory requirements of the legislation of the Russian Federation.

Description of the result of the state function execution

11. The result of the state function execution is:

assessment of safety of nuclear facilities, and assessment and forecast of the status of implementation of mandatory requirements in carrying out activities in the field of atomic energy use;

preparation of inspection report, or making entries in the continuous state supervision logbook;

issuing statements of order to eliminate violations of mandatory requirements with a timetable for their elimination;

taking measures to curb the identified violations as stipulated by the legislation of the Russian Federation;

suspension or cancellation of issued by Rostekhnadzor permits (licenses) for the right to work in the field of atomic energy use.

II. REQUIREMENTS TO THE STATE FUNCTION EXECUTION PROCEDURE

Procedure to report on the state function execution

12. Information about the performance of the state function is provided:

by posting information on bulletin boards in Rostekhnadzor Headquarters and territorial departments' offices;

by placing the information on the official Internet sites of Rostekhnadzor Headquarters and territorial departments;

with the use of telephone communications, electronic notification;

through publication in the mass media, publishing information materials;
using the federal public information system "Unified portal for state and municipal services (functions)."

13. Information on the location and contact telephone numbers of Rostekhnadzor territorial departments are provided on bulletin boards, Rostekhnadzor official website (www.gosnadzor.ru) and on the websites of Rostekhnadzor territorial departments on the Internet.

14. Addresses of Rostekhnadzor Headquarters:

4, Bld. 1, Alexandra Lukyanova St., 105066, Moscow;

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

Information service telephone: (495) 411-60-45, fax: (495) 411-60-52.

E-mail: rostekhnadzor@gosnadzor.ru

Postal addresses, email addresses, and the official sites on the Internet, phone and fax numbers of Rostekhnadzor territorial departments are given in Appendix N 1 to the Regulations.

15. Working hours of Rostekhnadzor Headquarters:

Monday, Tuesday, Wednesday and Thursday: 9.00 – 18.00;

Friday: 9.00 - 16.45;

Working hours of Rostekhnadzor territorial departments are shown in Appendix N 1 to the Regulations.

16. Information stands, and the official Internet websites of Rostekhnadzor Headquarters and territorial departments provide the following information:

extracts from the regulatory legislative acts containing rules governing the state function execution activities;

texts of administrative regulations and appendices;

annual plan of scheduled inspections;

working hours;

how to obtain advice;

procedure for appeal against decisions, actions (inaction) of officials performing the state function.

17. Consultations (information) for the execution of state functions are provided by public servants in charge thereof by phone, email or in response to written requests. Response to a request should be sent by mail to the applicant within the period prescribed by the legislation of the Russian Federation.

Information on the amount of payment to the organization (organizations) involved in the performance of state functions for their services charged to a person for control (supervision) measures applied to it.

18. State function execution is free of charge.

Timing of state function execution

19. State function should be performed on continuous basis.

The duration of inspection makes up maximum thirty working days since the beginning. In exceptional cases related to the need for complex and (or) long-term studies, tests, special reviews and investigations on the basis of a reasoned proposal of Rostekhnadzor officials conducting the inspection, the term of inspection may be extended by the head (deputy head) of Rostekhnadzor, head (deputy head) of Rostekhnadzor territorial department, but no more than for thirty working days.

Terms of systematic monitoring of the fulfillment of mandatory requirements and implementation of a continuous state supervision at nuclear facilities are not regulated.

III. COMPOSITION, SEQUENCE AND TIMING OF ADMINISTRATIVE PROCEDURES (ACTIONS), REQUIREMENTS TO THE ORDER OF THEIR EXECUTION, INCLUDING SPECIFIC EXECUTION OF ADMINISTRATIVE PROCEDURES (ACTIONS) IN ELECTRONIC FORM

20. Execution of the state function includes the following administrative procedures and administrative actions:

20.1. to conduct inspections:

- 1) to arrange inspections;
- 2) to conduct inspections;
- 3) to document inspections results;

4) to take measures foreseen by the laws of the Russian Federation considering the inspection results in the case of violation of mandatory requirements, including suspension or termination (cancellation) of the validity of permits (licenses) issued by Rostekhnadzor for the right to carry out work in the field of atomic energy use.

20.2. Systematic monitoring of execution of mandatory requirements:

1) to analyze the obtained data and forecast the status of implementation of mandatory requirements;

2) to take measures foreseen by the laws of the Russian Federation based on the results of the obtained data analysis in the case of violation of mandatory requirements, including suspension or termination (cancellation) of the validity of permits (licenses) issued by Rostekhnadzor for the right to carry out work in the field of atomic energy use.

20.3. Implementation of continuous state supervision at nuclear facilities:

- 1) preparation for the implementation of continuous state supervision;
- 2) implementation of continuous state supervision;
- 3) documenting of monitoring measures results;

4) taking measures foreseen by the laws of the Russian Federation in the case of detecting violations of the mandatory requirements, including suspension or termination (cancellation) of the validity of permits (licenses) issued by Rostekhnadzor for the right to carry out work in the field of atomic energy use.

21. The state function execution flow diagram is shown in Appendix N 2 to the Regulations.

CONDUCT OF INSPECTIONS:

Arrangement of inspections

22. The grounds to initiate the administrative action to organize inspections are:

1) The annual plan of scheduled inspections by Rostekhnadzor Headquarters or territorial departments;

2) grounds for unscheduled inspections listed in para 33 of the Regulations.

23. Objects of supervision in the field of atomic energy use including supervised nuclear facilities and supervised organizations should be accounted by Rostekhnadzor Headquarters and territorial departments. Information about the objects of supervision in the field of atomic energy use should be continuously updated by officials responsible for the accounting of objects of supervision in the field of atomic energy use. Officials responsible for accounting of objects of supervision in the field of atomic energy use are appointed by order (directive) of the head (deputy head) of Rostekhnadzor, territorial department of Rostekhnadzor.

24. Officials of Rostekhnadzor Headquarters or territorial department responsible for supervision in the field of atomic energy use on specific sites (including supervised nuclear facilities and supervised organizations) are appointed by the order (directive) of the head (deputy head) of Rostekhnadzor, territorial department of Rostekhnadzor.

25. Inspections are carried out in the form of field and documentary checks either on a scheduled or unscheduled basis.

Procedure for conducting field and documentary inspections is established by Articles 11 and 12 of the Federal Law "On protection of the rights of legal entities and individual entrepreneurs in the course of state regulation (supervision) and municipal control."

26. Scheduled inspections are conducted on the basis of annual plans of scheduled inspections to be approved by the head of Rostekhnadzor or heads of territorial departments of Rostekhnadzor.

27. Annual scheduled inspection plans should contain the following information:

1) Names of legal entities, their branches, representative offices, separate

subdivisions (inspected organizations) operating on the relevant sites and which as planned should be subject to inspections, their location, description and location of nuclear facilities which, according to the plan, will be subject to inspections;

2) purpose and basis of each scheduled inspection;

3) starting date and terms of each scheduled inspection;

4) name of the territorial departments carrying out a specific scheduled inspection.

28. By September 1 of the year preceding the year of scheduled inspections, Rostekhnadzor and territorial bodies of Rostekhnadzor should circulate draft annual plan of scheduled inspections to the prosecuting authorities.

29. Rostekhnadzor and territorial bodies of Rostekhnadzor consider proposals from the prosecution authorities and by the results of the review by November 1 of the year preceding the year of scheduled inspections they approve and submit to the prosecution authorities the annual plans of scheduled inspections.

30. Standard form of an annual plan of scheduled inspections is established by the Decree of the Government of the Russian Federation N 489 of June 30, 2010 "On approval of the Rules of preparation by state control (supervision) and municipal control authorities of annual plans for scheduled inspections of legal entities and individual entrepreneurs."

31. Rostekhnadzor and territorial bodies of Rostekhnadzor by December 31 preceding the year of scheduled inspections, should make inspection plans available to the interested parties by posting plans on the official Internet websites of Rostekhnadzor Headquarters or territorial departments and (or) in any other available ways.

32. The reasons for the inclusion of the scheduled inspection in the annual plan of scheduled inspections is the expiry of one year from the day of:

providing the legal entity with a permit (license) to work in the field of atomic energy use, registration of a legal entity in compliance with Article 36.1 of the Federal Law "On atomic energy use";

decision making, in compliance with the procedure established by the RF Government, about commissioning after completion of construction and overhaul of nuclear facilities, including operating nuclear facilities, their components and systems, including buildings, premises, constructions, technical means, equipment and materials;

completion of the latest scheduled inspection by the planned start date of the next inspection.

33. Unscheduled inspections may be held on the following grounds:

1) expiration of term for which the legal entity received Rostekhnadzor order to eliminate the identified violation of the mandatory requirements should fulfill that;

2) joining Rostekhnadzor:

a) the application of the legal entity of the start of nuclear hazardous and (or) radiation hazardous works in accordance with federal atomic codes and regulations;

b) official information of the state radiation control in the territory of the Russian Federation demonstrating changes in the radiation environment due to operation of a nuclear facility;

c) information and applications from citizens and legal entities, information from officials of the state authorities (State Safety Regulatory body officials), municipal authorities, from the mass media about violations of the nuclear and radiation requirements in the field of atomic energy use, including permits (licences) conditions necessary for safety assurance in the field of atomic energy use, requirements to ensure physical protection, to perform state control and accounting of nuclear materials, radioactive substances and radioactive waste, information about carrying out of work and activities impacting safety of a nuclear facility that are not covered by the issued licenses (permits), about carrying out activities without appropriate licenses (permits), about violation of mandatory provisions in construction, operation and decommissioning of nuclear facilities, their components and systems and in managing of nuclear materials, radioactive substances and radioactive waste if such violations may cause harmful effect to life and health of people, animals, plants, environment, safety of the State, damage to property of physical and legal entities, hazard of emergency man-caused situations or lead to such harmful effect and occurrence of man-caused emergency situations;

3) availability of an order (directive) of the head (or deputy head) of Rostekhnadzor to perform an unscheduled instruction issued pursuant to the task order of the RF President or the RF Government or based on a procurator's request to perform an unscheduled inspection within the framework of supervision over compliance with the laws in response

to information and applications received.

34. Unscheduled field inspection due to the reasons indicated under bullet 'c' in sub-para 2 in para 33 of the Regulations may be performed immediately with notification of the prosecution agency in compliance with the procedure defined by Part 12 Article 10 of Federal Law "On protection of rights of legal entities and individual entrepreneurs in the exercise of state control (supervision) and municipal control", without coordination with the prosecution agency.

35. The subject matter of the inspections is the following:

1) implementation of the earlier issued improvement statements of order to remove the violations observed in respect of mandatory requirements;

2) implementation of the requirements of the federal atomic codes and regulations;

3) implementation of the procedure of equipment and systems life management at nuclear facilities;

4) implementation of the procedure of maintenance and repairs of equipment and systems at nuclear facilities;

5) frequency and volume of works relating to testing and inspection of equipment and systems at nuclear facilities;

6) efficient realization by the operating organization of the rights given to them by the legislation of the Russian Federation in the field of atomic energy use relating to safety assurance of nuclear facilities;

7) credibility of the information provided according to the legislation of the Russian Federation in the field of atomic energy use on the safety status of nuclear installations, radiation sources and storage facilities;

8) organization and performance of control over the implementation by inspectees of quality assurance programs at all stages of construction, operation and decommissioning of a nuclear installation, radiation source and storage facility, and also monitoring of the implementation of the programs;

9) implementation of safety assurance measures at nuclear facilities;

10) maintaining the necessary characteristics of the systems and their elements related to safety assurance of nuclear facilities;

11) organization of the system for selection, training, testing and work authorization of plant personnel;

12) implementation of the requirements of the design, engineering, operation and process documentation;

13) fulfillment of validity conditions of the licenses and permits issued for the right to carry out activities in the field of atomic energy use;

14) making arrangements for accident prevention and preparedness of the inspected persons for the elimination of accident effects;

15) safety assurance of nuclear facilities in technological processes;

16) adherence to the rules of radioactive waste management procedure;

17) other issues connected with the fulfillment of mandatory requirements;

36. Inspections are divided according to the number of issues to be checked into comprehensive and target inspections.

37. Comprehensive inspections provide for inspection of the activities of the organization (nuclear facility) throughout the entire (or most of) the package of issues of safety assurance in the field of atomic energy use as listed in para 35 of the Regulations. These inspections are carried out by commissions which include the officials of Rostekhnadzor Headquarters and territorial departments.

38. Target inspections provide for a detailed check of one or several issues of the required safety assurance in the field of atomic energy use as listed in para 35 of the Regulations. These inspections are carried out by officials or commissions comprising officials of Rostekhnadzor Headquarters or territorial departments. The need in them is defined by the supervision results and safety state of sites under the supervision.

39. Experts and expert organizations may be engaged in comprehensive and target inspections according to the procedure defined by Article 7 of the Federal Law "On protection of rights of legal entities and individual entrepreneurs in the exercise of state control (supervision) and municipal control." Inspectors and specialists of Rostekhnadzor with supervision experience at nuclear installations of various types might be also engaged in inspections of nuclear installations.

40. The result of administrative action is to draw-up the order (resolution) of the head

(deputy head) of Rostechnadzor, territorial department of Rostechnadzor, in accordance with the standard form of order (resolution) approved by the Order of the Russian Ministry of Economic Development N 141 of April 30, 2009 "On the implementation of the provisions of the Federal Law "On protection of rights of legal entities and individual entrepreneurs in the exercise of state control (supervision) and municipal control" and circulate its copy to the inspected organization.

The inspected organization should be notified on a forthcoming scheduled inspection no later than 3 working days before the start of inspection through a copy of the order (resolution) to start scheduled inspection which is to be sent by certified mail, return receipt requested, or other accessible means. The inspected organization should be notified of an unscheduled inspection (excluding inspections on the grounds specified in sub-para 2 of para 33 of the Regulations) at least 24 hours in advance in any way. In case of an unscheduled inspection on the grounds specified under bullet "c" in sub-para 2 of para 33 of the Regulations, prior notice of the start of the inspection is not required.

41. The order (resolution) to conduct inspection should include the following information:

- 1) date and number of the order (resolution);
- 2) the name of the territorial department or structural unit of Rostechnadzor Headquarters;
- 3) the full name and title of the person (s) authorized to conduct inspection, and when inspection is conducted by a commission - full name of the commission chairman and members of the commission including specialists engaged to carry out special surveys (tests) and representatives of expert organizations and independent experts engaged to conduct inspections;
- 4) the name and location address of legal persons (their branches, representative offices, separate subdivisions) under the inspection;
- 5) inspection goals, objectives, subject matter;

- 6) the duration of the inspection, the date of the beginning and end of the inspection;
- 7) the legal basis of the inspection including references to the federal codes and regulations, regulatory legal acts, regulatory documents in the field of atomic energy use, which mandatory requirements are subject to review;
- 8) list of administrative regulations for performing supervision (control) actions, administrative regulations for cooperation;
- 9) the list of supervision (control) actions required for achieving the objectives and goals of the inspection;
- 10) List of documents to be submitted by legal entities (their branches, representative offices, separate subdivisions) to achieve the goals and objectives of the inspection.

42. For details of goals, objectives, scope of inspection specified in the order (resolution) to conduct inspection, the structural unit of Rostekhnadzor Headquarters or territorial department in charge of inspection should develop and approve the program of inspection as an appendix to and an integral part of the order.

43. The inspection program should contain the content of the inspection issues, the name of structural units of the inspected organization and nuclear facilities to be inspected, and the content of information (in the form of reports and information) in accordance with the issues in the inspection program, which should be presented by the inspected organization to the commission within the time stated in the inspection program. The inspection program should be developed taking into account the differentiated approach depending on the potential danger of a nuclear facility. While developing programs of inspection of the organizations operating nuclear facilities, safety culture and its indicators should be taken into account.

44. The scheduled inspection program should be sent to the inspected organization in the terms established by paragraph 40 of the Regulations. In order to enable the preparation of the information required and create conditions for the inspection, the inspected organization should be notified of the issues to be examined in accordance with the program, no later than 15 calendar days prior to the inspection.

The unscheduled inspection program should be transferred to the inspected

organization before the inspection. Inspection program may be not developed when during an unscheduled inspection the information about the threat of occurrence or the occurrence of man-caused emergency is received.

45. In the course of preparation for the inspection, the following materials and documents should be analyzed by the commission:

structure and charter (articles) of the inspected organization, the design characteristics of nuclear facilities;

information prepared by the inspected organization in accordance with the program of inspection;

quality assurance program of works performed by the inspected organization;

validity conditions of the licenses available with the inspected organization;

orders previously issued by Rostekhnadzor and its territorial departments for that organization and follow-up information, and also reporting documentation on results of previously conducted inspections;

documents relating to investigation of nuclear facilities operational occurrences and also data on failures and defects of the systems and equipment.

information on safety status of nuclear facilities;

46. Rostekhnadzor officials engaged into the inspection are responsible for implementation of the administrative action to arrange the inspection.

Conducting inspections

47. The basis for initiating the scheduled inspection administrative action is the annual plan of scheduled inspections and the existing order (resolution) of the head (deputy head) of Rostekhnadzor, head (deputy head) of the territorial department of Rostekhnadzor on the inspection execution. The basis for initiating the administrative action of unscheduled inspection is the existing grounds foreseen in para 33 of the Regulations and the existing order (resolution) of the head (deputy head) of Rostekhnadzor, head (deputy head) of the territorial department of Rostekhnadzor on the inspection execution.

48. The administrative action should result into issuing documents on the inspection results and taking actions provided by the laws of the Russian Federation taking into account the inspection results in case of detection of violation of the mandatory requirements.

49. The period of inspection is indicated in para 19 of the Regulations.

50. Site inspection begins with the presentation of certificates by Rostekhnadzor officials, obligatory familiarization of the head or other officer of the inspected organization or its authorized representative with the order (resolution) of the head (deputy head) of Rostekhnadzor or the head (deputy head) of the territorial department of Rostekhnadzor to conduct the inspection, and with the authorities of individuals conducting the inspection, and with the goals, objectives and basis of the inspection.

51. Before the start of on-site inspection it is recommended to hold a meeting with the leaders and experts of the inspected organization, to determine workplace of the commission, the list of senior officials of the inspected organization, individuals to accompany members of the commission and external experts, to discuss arrangements for inspection, testing, trials, training, measurement and also for providing the necessary information.

52. Before the start of on-site inspection, all commission members and involved external experts should be briefed in safety engineering, occupational safety, radiation safety, fire safety, and procedures for individual dosimetry monitoring (if necessary) following the briefing procedure established by the inspected organization. If required, the inspected organization should also provide the commission members and external experts with working clothing, dosimeters and protective equipment.

53. All on-site inspections and other related actions of the inspecting persons when visiting production premises and workplaces should be witnessed by the responsible employees of the inspected organization.

54. When conducting inspections of the organizations performing works and rendering services in the field of atomic energy use it is necessary to assess the activity of the operating organization as concerns the control and assurance of observance of safety requirements and work quality in the inspected organization.

55. Special attention during inspections should be placed on the practical activities of the organization in the implementation of activities in the field of atomic energy use. You also can not ignore the defects found on matters within the competence of Rostekhnadzor, but not included in the program of inspection.

56. If during the inspection some violations of the mandatory requirements are revealed, under which harm is caused or may be caused to public health or the environment, the inspecting official who revealed a violation, and (or) the Chairman of the Commission should, without waiting for its completion take swift action to issue a duly order to eliminate the violations up to a temporary ban of the activities of the legal entity, its branch, representative office, or the structural unit in accordance with the procedure established by the Code of Administrative Offenses.

57. Responsibility for the fulfillment of the administrative actions in the context of the inspection is vested with Rostekhnadzor officials conducting the inspection.

Documenting of the inspection results

58. The basis for implementation of the administrative action on registration of the inspection results is the fact of termination of the inspection and violations of mandatory requirements revealed in the course of the inspection. A Standard Form Statement is developed based on the results of inspection held by the Rostekhnadzor Headquarters commission or its territorial department which performed the inspection. The form of the statement is approved by Decree No. 141 of the Ministry of Economic Development of Russia, April 30, 2009, "On Protection of rights of legal persons and individual entrepreneurs in the exercise of state control (supervision) and municipal control."

59. In the result of the administrative action should be issued an inspection statement, and orders to eliminate violations and take actions compatible with the potential hazards of nuclear facilities and activities in the field of atomic energy use, including the initiation and conduct of the proceedings on administrative offense (or transfer it to the courts), and the adoption of other measures provided for by the legislation of the Russian Federation.

60. The inspection statement should include:

- 1) date, time and place of the inspection statement;
- 2) the name of Rostekhnadzor territorial department or Rostekhnadzor Headquarters structural unit;
- 3) date and number of the order (resolution) of Rostekhnadzor or its territorial department to conduct the inspection;
- 4) the full name of the official or officials who conducted the inspection and the involved in the inspection representatives of subordinate to Rostekhnadzor organizations providing scientific and technical support, and independent experts;
- 5) name of the inspected legal entity, full name of the top manager or other official or authorized representative of the legal entity who witnessed the inspection, data on the nuclear facility;
- 6) date, time, duration and location of the inspection;
- 7) information on the inspection results in conformity with the program including revealed violations of mandatory requirements, their nature and persons who made such violations;
- 8) information about familiarization (or rejection to familiarize) with the inspection statement of the head or other official or authorized representative of the legal entity or its authorized representative who witnessed the inspection, about presence of their signatures or refusal to sign, and information about accounting the inspection in the log of inspection or impossibility of such accounting due to absence of the log in the inspected organization;
- 9) signatures of the official(s) conducted the inspection.

61. The inspection statement should be provided with the attached report, which should contain a brief description of individual actions performed in accordance with paragraphs and sections of the inspection program, safety status of systems, equipment, buildings and structures of the nuclear facility, the identified deficiencies and disorders, and recommendations to address them, recommended times of elimination of identified deficiencies and other documents related to the results of inspection or copies thereof.

62. The inspection statement is issued immediately after completion of the inspection in two copies, one of which is delivered to the head, other officials of the inspected entity or the authorized representative of the organization being inspection against signature to certify familiarization or reject to familiarize with the inspection statement. In case of absence of the head or other official or authorized representative of the inspected organization, or in case of refusal of the inspected organization to sign the familiarization or rejection to be familiarized, the inspection statement is sent by registered mail, return receipt requested, which shall be attached to the copy of the inspection statement stored in the file of the structural unit of Rostekhnadzor Headquarters or territorial department.

63. If the preparation of the inspection statement requires to receive a conclusion on the results of the survey, testing, special investigations, reviews, an inspection statement should be prepared for not more than three working days after the completion of inspection activities, and delivered to the head, or other officer, or authorized representative of the inspected entity against signature or sent by registered mail, return receipt requested, which shall be attached to the copy of the inspection statement stored in the file of the structural unit of Rostekhnadzor Headquarters or territorial department.

64. Rostekhnadzor officials engaged into the inspection are responsible for implementation of the administrative action to document the inspection results.

Taking measures foreseen by the laws of the Russian Federation considering the inspection results in the case of violation of mandatory requirements, including suspension or termination (cancellation) of the validity of permits (licenses) issued by Rostekhnadzor for the right to carry out work in the field of atomic energy use.

65. The basis to initiate the administrative action for taking measures foreseen by the laws of the Russian Federation with regard to the inspection results is a fact of violations of mandatory requirements.

66. The administrative action results in issuing a statement of order to eliminate the identified violations of the mandatory requirements. The Statements indicates the terms for

their elimination, and, if necessary, other measures aimed at preventing the revealed violations and bringing to administrative liability under the legislation of the Russian Federation.

67. The recommended pattern of statement of order is shown in Appendix N 3 to the Regulations.

68. Terms of execution of administrative action:

Terms of issue of statement of order - immediately in case of detecting violations or immediately after the inspection, the timing of the adoption of other measures envisaged by the laws of the Russian Federation to prevent violations and bring to administrative responsibility should be within the time stipulated by the laws of the Russian Federation.

69. Statement of order should contain the following data:

- 1) registration number of the statement of order;
- 2) date and place of execution and issue of the statement of order;
- 3) positions, family names and initials of the person (s) who have revealed the violation;
- 4) the full name of the legal entity (inspected organization);
- 5) information on the findings of violations;
- 6) numbers of paragraphs of the license (-s) validity conditions, numbers of paragraphs, articles of regulatory legal acts, federal codes and regulations, regulatory documents in the field of atomic energy use which requirements have been violated;
- 7) date of fulfillment of the requirements of paragraphs of the statement of order;
- 8) information on the familiarization or rejection to familiarize with the statement of order of the leader, or another officer or authorized representative of a legal entity, its authorized representative who witnessed the inspection;
- 9) the signature of the official who issued the statement of order.

70. Serial number of a statement of order should be established in accordance with the order of workflow management set out in Rostekhnadzor Headquarters or territorial department. Statement of order sets out the requirements for elimination of the revealed violations of safety requirements in the field of atomic energy use. This also includes an obligatory reference to a specific article, part, item, sub-item or paragraph of the

document, which requirements are violated.

71. Deadlines of the items of the statement of order (with the date, month and year) should be presented by specific dates and set out based on the nature of the violation, the level of its impact on safety in the field of atomic energy use, and the minimum time necessary to eliminate it. Meeting the requirements with long-term performance may be provided in steps.

72. Failure to achieve compliance with the statement of order by the prescribed time entails the administrative liability in accordance with the Code of Administrative Offenses.

73. In case of impossibility to comply with the statement of order (item of the statement of order) by the time frame prescribed for reasons beyond the control of the organization that received the statement of order, the organization may not later than 10 working days before the expiry of the deadline of the statement of order to apply to the head (deputy head) of the structural unit of Rostekhnadzor Headquarters or territorial department that issued the statement of order with a reasoned request to extend the deadline of the statement of order (item of the statement of order) by sending a written application with justification of extension of the deadline, indicating the remedial measures to ensure safety with justification of their effectiveness and adequacy.

74. Upon receipt of such application, the head (deputy head) of the structural unit of Rostekhnadzor Headquarters or territorial department considers the inspection materials, assesses the nature, extent, duration, and risk of the violation, and also the arguments given by the organization that has committed the violation in support of its request to extend the deadline of the statement of order (item of the statement of order), and makes a decision whether it is possible or not possible to satisfy the application.

75. In the event of a reasoned decision to extend the deadline of the statement of order (item of the statement of order) or to refuse to extend the deadline of the statement of order (item of the statement of order), such decision is issued in the form of a notice to the organization (a letter to the organization), which received the statement of order.

76. The inspected organization in case of disagreement with the facts, conclusions and proposals set out in the inspection statement or with the received statement of order requesting to eliminate the revealed violations, within fifteen days from the date of receipt

of the statement of order has the right to submit to Rostekhnadzor Headquarters or territorial department in writing its objections regarding the inspection statement, and (or) the received statement of order requesting to eliminate the revealed violations in whole or its individual parts. Documents to prove the validity of such objections, or certified copies thereof should be attached to the objections.

77. Rostekhnadzor officials conducting the inspection are responsible for the implementation of the administrative action for taking measures envisaged by the laws of the Russian Federation by the results of the inspection.

SYSTEMATIC MONITORING OF COMPLIANCE WITH MANDATORY REQUIREMENTS

Analysis of obtained data and forecasting of the status of compliance with mandatory requirements

78. The basis to initiate the administrative action of analyzing the obtained data and forecasting the status of compliance with the mandatory requirements in the implementation of activities in the field of atomic energy use is the fact that such information is obtained by Rostekhnadzor in accordance with the laws of the Russian Federation in the field of atomic energy use.

79. Terms of execution of administrative actions are not regulated.

80. The results of administrative action are set out in para 88 of the Regulations.

81. In accordance with the legislation of the Russian Federation in the field of atomic energy use, Rostekhnadzor receives from supervised entities information on their compliance with the mandatory requirements, including:

compliance with the license validity conditions;

events affecting safety assurance in atomic energy use and their consequences;

availability and handling of nuclear materials, radioactive substances and radioactive waste, and their exports and imports;

non-conformity of manufactured safety important equipment used at the nuclear facilities with the requirements of federal atomic codes and regulations;
the results of investigation of violations at nuclear facilities;
state of safety of nuclear installations, radiation sources and storage facilities;
availability of new data or changes in the information submitted at the stage of obtaining a permit (license) to carry out works in the field of atomic energy use and related to safety of licensed types of activities.

82. Data received by the structural units of Rostekhnadzor Headquarters or territorial departments in the form of letters, reports, information, operational and preliminary reports on violations in the operation of nuclear facilities are registered in accordance with the procedure established by Rostekhnadzor and sent for analysis to Rostekhnadzor officials which duties include review and analysis of such data. Dates of this analysis are set by the head (deputy head) of Rostekhnadzor, and heads of the structural units or territorial departments of Rostekhnadzor depending on the type and volume of information received, and its impact on safety and the complexity of the analysis.

83. The structural units of Rostekhnadzor Headquarters and territorial departments provide in Rostekhnadzor annual report an assessment of the status of safety of nuclear facilities taking into account identified in the inspections violations, accounting irregularities during their operation, and their licensing.

84. Rostekhnadzor officials in accordance with their job regulations are analyzing the received data, forecasting the status of compliance of supervised entities with the mandatory requirements in the implementation of their activities in the field of atomic energy use. If necessary, the received information is recorded in the relevant database.

85. Accounting of violations in operation of nuclear facilities, control of provided operational and preliminary reports on violations, control over the arrangements for and the progress of their investigation, and also analysis of reports on the investigation of violations in the operation of nuclear facilities and report on the implementation of action plans to address the causes of violations and prevent their repetition should be performed by Rostekhnadzor structural units and territorial departments in accordance with the federal atomic codes and regulations.

86. In accordance with the established Rostekhnadzor reporting procedure and reporting forms, the territorial departments should circulate to the structural units of Rostekhnadzor Headquarters information on the results of supervision activities including:

- information on the completed inspections and the results of analysis thereof;
- the results of analysis of operational occurrences at nuclear facilities, and the results of monitoring the progress of the investigation;
- information on the use of administrative measures.

87. In order to improve the efficiency and information support of supervisory activities of Rostekhnadzor territorial departments, the structural units of Rostekhnadzor Headquarters with the help of involved scientific and technical support organizations compile and analyze the information and circulate the results to Rostekhnadzor territorial departments.

88. Using the results of analysis of data from the inspected organizations Rostekhnadzor and its officials perform:

- safety assessment of nuclear facilities, and assessment and forecast of the status of implementation of mandatory requirements in carrying out activities in the field of atomic energy use;

- planning of inspections to assess the completeness and accuracy of the information provided and examination of the causes and conditions that led to violations of the mandatory requirements or violations in the operation of nuclear facilities;

- holding (appointment of) additional or repeated surveys, tests, reviews, investigations or other control measures involving under the Russian Federation law experts and expert organizations.

89. According to the results of analysis of the data from the inspected organizations in cases of violations of mandatory requirements, Rostekhnadzor and its officials are taking steps to counter the violations under the laws of the Russian Federation.

Taking measures foreseen by the laws of the Russian Federation considering the inspection results in the case of violation of mandatory requirements, including suspension or termination (cancellation) of the permits (licenses) issued by Rostekhnadzor for the right to carry out work in the field of atomic energy use

90. The basis to initiate the administrative action and take measures foreseen by the laws of the Russian Federation with regard to the results of analyzing the received data is a fact of detecting violations of the mandatory requirements.

91. The administrative action results in issuing a statement of order to eliminate the identified violations of the mandatory requirements. The Statements indicates the terms for their elimination, and, if necessary, other measures aimed at preventing the revealed violations and bringing to administrative liability under the legislation of the Russian Federation.

92. The recommended statement of order pattern is shown in Appendix N 3 to the Regulations.

93. Terms of issue of statement of order - immediately in case of detecting violations, the timing of the adoption of other measures envisaged by the laws of the Russian Federation to prevent violations and bring to administrative responsibility should be within the time stipulated by the laws of the Russian Federation.

IMPLEMENTATION OF CONTINUOUS STATE SUPERVISION AT NUCLEAR FACILITIES

Preparation for continuous state supervision

94. Compliance monitoring (systematic surveillance through inspections in accordance with the administrative procedures established by the Regulations and control activities) should be carried out in the implementation of a continuous state supervision in

view of the following requirements:

federal atomic codes and standards, regulations and operating instructions of nuclear facilities;

order of investigation of causes of violations in the operation of nuclear facilities including the full implementation of measures to address the causes of such violations;

order of registration (accounting) of elements and systems important to safety, accounting of service life of specified elements and systems, their timely replacement or extension of their operation with the appropriate justification available;

procedures for preparing and carrying out nuclear hazardous and (or) radiation hazardous works at nuclear facilities;

statements of order issued by the results of inspections and individual control activities in process of supervision;

procedures for training employees at nuclear facilities to obtain permits to carry out work in the field of atomic energy use;

validity conditions of permits to carry out work in the field of atomic energy use received by the employees of nuclear facilities, and permits (licenses) for the implementation of activities in the field of atomic energy use received by the entities;

procedures to ensure the availability of personnel of the nuclear facilities for action in case of accidents and mitigation of accident consequences.

95. Continuous state supervision provides for permanent stay on the nuclear sites of officials authorized for continuous state supervision (hereinafter "the authorized persons"). Duration of stay of the authorized persons on nuclear sites for their control efforts should be established by Rostekhnadzor territorial departments based on the potential danger of the supervised sites in accordance with the work plans of the structural units of Rostekhnadzor territorial departments approved by the head (deputy head) of Rostekhnadzor territorial department and subject to the Labour Code the Russian Federation.

96. Planning of inspections and individual control activities (including time-frames) is done by Rostekhnadzor territorial departments based on the timing of the nuclear hazardous and (or) radiation hazardous operations, processes, analysis of operational

occurrences at the nuclear facilities, and based on the need to ensure control of safety of nuclear facilities, their elements and systems important to safety.

97. Extracts from the work plans of structural units of Rostekhnadzor territorial departments in respect of the implementation of control activities are circulated by the authorized persons to the heads of organizations (branches) that operate nuclear facilities for familiarization.

98. The basis to initiate the administrative action in preparing for execution of continuous state supervision on nuclear facilities is their inclusion in the List of nuclear facilities subject to government continuous supervision, as approved by Decree of the Government of the Russian Federation N 610 - r of April 23, 2012 (Collected Laws of the Russian Federation, 2012, N 18, art. 2261).

99. The result of administrative action is to issue administrative regulatory acts and the appointment of authorized persons to exercise a continuous state supervision.

100. The heads of Rostekhnadzor territorial departments are responsible for the execution of administrative actions.

101. The start of an administrative action is the approval of order of the head of Rostekhnadzor on the implementation of continuous supervision (hereinafter "the order"). Acting in conformity with the order, the heads (deputy heads) of Rostekhnadzor territorial departments approve and circulate to the heads of the entities (branches) that operate nuclear facilities the lists of authorized persons (hereinafter "the list") and samples of their service certificates to ensure their easy access to the nuclear facilities.

102. The lists should be drawn up in such a way as to ensure strict implementation of the work plans of territorial departments of Rostekhnadzor relating to execution of control measures in cases of inability of certain authorized persons to carry out their duties. If necessary (e.g. illness, dismissal of authorized persons), the lists should be amended accordingly and immediately sent to the heads of the organizations (branches) that operate nuclear facilities.

103. Terms of execution of administrative action:

the order of Rostekhnadzor and corresponding orders (resolutions) of the heads of

Rostekhnadzor territorial departments are issued within 20 working days from the date of inclusion of a nuclear facility in the list of nuclear facilities subject to a regime of continuous state supervision approved by Decree of the Government of the Russian Federation N 610-r on April 23, 2012 (Collection of Laws of the Russian Federation, 2012, N 18, art. 2261);

control activities planning should be performed by the deadlines set by the heads (deputy heads) of territorial departments of Rostekhnadzor.

Maintaining continuous state supervision

104. Authorized persons exercise a continuous state supervision by performing control activities, including:

to examine important for safety elements and systems of nuclear facilities, read logs and work completion reports for those elements and systems;

to consider design, process, operational, repair documents, and get acquainted with orders, resolutions, instructions of the operating organization in order to assess compliance of documents with mandatory requirements during operation of nuclear facilities;

to monitor (attend) the work of commissions to investigate violations in the operation of nuclear facilities;

to check compliance with the requirements of technical and administrative documentation during nuclear hazardous and (or) radiation hazardous activities, works on important for safety elements and systems of high-risk facilities, familiarize with acts, protocols, conclusions and other documents containing information about the results of such work;

to monitor the conduct of exercises at nuclear facilities (including those involving the security forces);

to inspect compliance with the orders issued by Rostekhnadzor;

to attend meetings on safety assurance of nuclear facilities;

105. The order of conducting control actions including those related to the investigation of operational occurrences at nuclear facilities related to the registration of

equipment important for safety and control actions prior to the implementation of nuclear hazardous and (or) radiation hazardous works, and certain types of work including repairs by welding on equipment and pipelines which are important for safety, rehabilitation (retrofit) of systems and equipment (elements) important for safety, testing of systems and equipment (elements) important for safety, that are not provided for by the process regulations, operating manuals, control activities prior to work steps in the construction, operation and decommissioning of nuclear facilities in accordance with the terms of validity of licenses for their construction, operation, decommissioning, measures to control the availability of nuclear facilities for various commissioning stages, and procedures of other control activities for various nuclear facilities should be established by Rostekhnadzor.

106. The basis to initiate the administrative action should be the work plans of the structural units of territorial departments of Rostekhnadzor.

107. The administrative action should be followed with the issue of documents on the results of continuous state supervision and taking actions provided by the laws of the Russian Federation taking into account the inspection results in case of detection of violation of the mandatory requirements.

108. Administrative action deadlines should be established in accordance with the work plans of the structural units of Rostekhnadzor territorial departments.

109. The authorized persons of Rostekhnadzor territorial departments are responsible for the execution of administrative actions.

110. If during the execution of control measures one identifies violations of safety in the field of atomic energy use which cause or may cause harm to people's health or the environment, the authorized person should take prompt actions to issue in due course a statement of order to eliminate violations up to the suspension of work in accordance with applicable law, and take other measures to prevent the identified violations in accordance with the applicable law.

Documenting control measures results

111. The basis for implementation of the administrative action on registration of the control action results is the fact of termination of the control action and facts of violations of mandatory requirements revealed in the course of control action execution.

112. The result of administrative action is:

entry in the continuous state supervision log;

in case of violations revealed, a statement of order should be issued to eliminate the revealed violations, proceedings on the administrative offense should be issued and executed (or submitted for processing in the judicial body), and other measures envisaged by the Russian legislation should be taken;

control activities completion report prior to performing certain types of work (on random basis) including repairs by welding on equipment and pipelines, which are important for safety, rehabilitation (retrofit) works on systems and equipment important for safety, testing systems and equipment important for safety that are not provided by the process regulations and operating manuals.

113. Form and procedure for logging continuous state supervision are set by the head of Rostekhnadzor.

114. Terms of execution of administrative actions - immediately after completion of control measures or in the process of implementation of control measures in case of violations requiring immediate actions to stop them.

115. The authorized persons of Rostekhnadzor territorial departments are responsible for the execution of administrative actions.

Taking measures foreseen by the laws of the Russian Federation considering the inspection results in the case of violation of mandatory requirements, including suspension or termination (cancellation) of the permits (licenses) issued by Rostekhnadzor for the right to carry out work in the field of atomic energy use.

116. The basis to initiate the administrative action and take measures foreseen by the

laws of the Russian Federation in case of violations of the mandatory requirements is a fact of detecting violations of the mandatory requirements.

117. The administrative action results in issuing a statement of order to eliminate the identified violations of the mandatory requirements. The Statements indicates the terms for their elimination, and, if necessary, other measures aimed at preventing the revealed violations and bringing to administrative liability under the legislation of the Russian Federation.

118. The recommended statement of order pattern is shown in Appendix N 3 to the Regulations.

119. Terms of issue of statement of order - immediately in case of detecting violations, the timing of the adoption of other measures envisaged by the laws of the Russian Federation to prevent violations and bring to administrative responsibility should be within the time stipulated by the laws of the Russian Federation.

120. Officials responsible for the execution of administrative actions are the authorized persons of Rostekhnadzor territorial departments.

IV. PROCEDURE AND FORMS OF CONTROL OVER THE STATE FUNCTION EXECUTION

Procedure of the current control of compliance of Rostekhnadzor officials with the provisions of the Regulations and other regulatory legal acts establishing the requirements for execution of state functions, and their decisions.

121. Monitoring compliance with the order of execution of state functions, decision-making by Rostekhnadzor officials is continuously carried out in the process of execution of administrative procedures by authorized officials responsible for organizing the works relating to state functions execution, in accordance with the administrative actions and deadlines for their implementation specified by Rostekhnadzor, and through inspections of compliance with the provisions of the Regulations and other regulatory legal acts of the Russian Federation.

122. The list of officials carrying out routine monitoring of state functions execution

should be established by the order of the head (deputy head) of Rostekhnadzor, the head (deputy head) of the territorial department of Rostekhnadzor.

The procedure and intervals of scheduled and unscheduled inspections of completeness and quality of state function execution including procedure and forms of monitoring of completeness and quality of the state function execution

123. Rostekhnadzor should carry out scheduled and unscheduled inspections of completeness and quality of execution of state functions by its structural units, territorial departments and officials.

All issues related to the execution of state functions, or issues related to execution of certain administrative action of the Regulations might be considered during a scheduled inspection.

Unscheduled inspections are carried out to address a specific petition (complaint) of citizens and legal persons.

The intervals between scheduled inspections are set by Rostekhnadzor head and the heads of territorial departments of Rostekhnadzor.

Scheduled and unscheduled inspections are carried out on the basis of orders of the head of Rostekhnadzor, heads of territorial departments of Rostekhnadzor.

Responsibility of Rostekhnadzor officials for decisions and actions (inaction) taken (implemented) by them in process of the state function execution

124. Personal responsibility of Rostekhnadzor officials is established in their official regulations in accordance with the laws of the Russian Federation.

125. With regard to the results of the inspections in case of violations of the rights of citizens and legal entities, Rostekhnadzor officers liable for such violations should be prosecuted in accordance with the procedure established by the laws of the Russian Federation.

Provisions describing the requirements for the order and forms of monitoring of and supervision over the implementation of the state functions in particular by citizens, their associations and organizations

126. Citizens and their associations and organizations which monitor the execution of the state function of the federal state supervision in the field of atomic energy use have the right to send to Rostekhnadzor and its territorial departments individual and collective appeals with suggestions for improving the order of execution of the state function and complaints and petitions on actions (inaction) of Rostekhnadzor officials and their decisions relating to the execution of the state function.

V. PREJUDICIAL (NON-JUDICIAL) ORDER OF APPEAL OF DECISIONS AND ACTIONS (INACTION) OF ROSTEKHNADZOR AND ITS OFFICIALS

Information for interested persons about their right to prejudicial (non-judicial) appeal of actions (inaction) and decisions taken (implemented) in process of execution of the state function

127. Actions (inaction) of officials of Rostekhnadzor Headquarters and territorial departments, decisions taken by them in the performance of the state function on the basis of the Regulations should be appealed to prejudicial (non-judicial) order. Appeal received by Rostekhnadzor (territorial department of Rostekhnadzor) or an official is subject to processing in accordance with the procedure established by Federal Law "On the Procedure for Handling Appeals from Citizens of the Russian Federation."

Subject matter of prejudicial (non-judicial) appeal

128. The applicant may file a complaint in the following cases:

- 1) unfounded statement of order to eliminate violation which is not so;
- 2) unwarranted imposition of an administrative penalty or exceeding its limits;

3) unreasonable unscheduled inspection or exceeding the terms of scheduled or unscheduled inspections;

4) no response to notifications or applications from citizens, legal entities, information from federal or municipal authorities, or mass media concerning the facts of violations.

Complete list of grounds for suspension of processing of complaints,
and cases in which the answer to the complaint is not provided

129. Rostekhnadzor may suspend processing of a complaint or leave unanswered notifications (complaints) in the following cases:

1) Rostekhnadzor Headquarters or territorial department when receiving a written petition that contains obscene or offensive language, threats to life, health and property of the official and his family members have the right to leave the request without an answer on the merits of issues raised therein and to inform the citizen who submitted the petition of inadmissibility of abuse of the right;

2) if a written petition (complaint) does not indicate the family name of the applicant who submitted the petition (complaint), and / or mailing address to which the reply should be sent, the response to the petition (complaint) is not given;

3) if the text of the written petition is impossible to read, reply to the petition is not given, and it is not subject to forwarding to the federal or municipal authority or to official in accordance with their competence, as reported to the citizen who submitted the petition if the his name and postal address are readable;

4) if a petition (complaint) of the applicant contains a question to which he repeatedly received written answers to the point in connection with the previously submitted petitions (complaints), while in that petition (complaint), no new arguments or circumstances are presented, the head of Rostekhnadzor, an officer or an authorized person may take a decision regarding the groundlessness of the latest petition (complaint) and termination of the correspondence exchange with the applicant on the matter, provided that the above petition (complaint), and previously received petitions (complaints) were sent to

Rostekhnadzor. The applicant who sent that petition (complaint) should be notified of that decision.

Grounds to initiate a prejudicial (non-judicial) appeal procedure

130). The basis to initiate a prejudicial (non-judicial) appeal procedure is the fact of filing a complaint by an applicant.

131. The complaint should be submitted in writing, on paper or in electronic form to Rostekhnadzor Headquarters or territorial departments exercising the state function. Complaints against the decisions taken by the head of the territorial department of Rostekhnadzor should be considered directly by the head of Rostekhnadzor.

132. A complaint can be sent by mail, through the multi-purpose center, with the use of information and telecommunications network "Internet", the official website of Rostekhnadzor and can also be taken at the personal visit of the applicant.

133. A complaint should include:

The name of Rostekhnadzor or territorial department of Rostekhnadzor to which a written petition (complaint) is sent, or family name, first name and patronymic name of an official concerned, or position of a person concerned;

the description of the official of Rostekhnadzor whose decisions and actions (inaction) is appealed;

family name, first name, patronymic name (the latter - if any), information on the place of residence of the applicant - a natural person or name, information about the location of the applicant - legal entity, and contact phone number (-s), e-mail address (-es) (if available) and mailing address to which the reply should be sent to the applicant;

information about the appealed decisions and actions (inaction) of Rostekhnadzor official exercising the state function;

arguments based on which the applicant does not agree with the decision or the action (or inaction) of Rostekhnadzor official. The applicant may present the documents (if any) evidencing the applicant's arguments, or copies thereof.

Rights of concerned parties to obtain information and documentation necessary for substantiation and processing of complaints

134. For processing of the petition (complaint) the applicants are entitled:

- 1) to submit additional documents and materials or to request their vindication including in electronic form;
- 2) examine the documents and materials relating to the processing of the petition if it does not affect the rights, freedoms and lawful interests of other persons, unless the said documents and materials do not contain information constituting a state secret or other secret protected by federal law;
- 3) to receive a written response on the merits of issues raised in the petition, except as provided in para 132 of the Regulations, the notice of forwarding a written petition to the federal authority, municipal authority or official whose responsibilities include resolving the issues raised in the petition;
- 4) to file a complaint on the decision taken on the petition or action (inaction) in connection with the processing of the petition to the administrative procedure in accordance with the legislation of the Russian Federation;
- 5) to apply for termination of processing of the petition.

135. If necessary, in support of its case the applicant should attach documents and materials or copies thereof to its written petition (complaint).

The state authorities and officials to which a complaint may be sent to prejudicial (non-judicial) procedure

136. In accordance with the prejudicial appeal procedure the applicant may appeal against the actions (or inaction) and decisions of officials of Rostekhnadzor territorial departments executed (taken) in the implementation of the public function to Rostekhnadzor Headquarters or territorial department in writing by mail or fax sending, and verbally at personal visit.

137. Actions of officials of Rostekhnadzor Headquarters and a head of Rostekhnadzor

territorial department taken in the execution of the state function in accordance with the Regulations may be appealed to the Head of Rostekhnadzor.

Terms for complaint processing

138. A written petition (complaint) received in Rostekhnadzor Headquarters or territorial department should be processed within 30 days from the date of registration of the petition (complaint).

In exceptional cases, the head of the body which received a petition is entitled to extend the term of processing of the petition for not more than thirty days with giving notice to the applicant of the extension of the period of review of the applicant's documents.

The result of prejudicial (non-judicial) appeal for each appeal procedure

139. The Head (deputy Head) of Rostekhnadzor, or the Heads (deputy Heads) of Rostekhnadzor territorial departments:

1) provide an objective, comprehensive and timely processing of the petition (complaint), if necessary, with the participation of the applicant who submitted the complaint, or his legal representative or notify the applicant that its appeal is forwarded for processing to another federal authority, municipal authority or other official in accordance with their competence;

2) request the documents and materials necessary for processing of the petition (complaint) from other federal authorities, municipal authorities or other officials, with the exception of the courts, the inquiry and the preliminary investigation agencies;

3) by the results of processing of the petition (complaint) measures should be taken to restore or protect the violated rights, freedoms and legitimate interests of the applicant, a written response on the merits of issues raised in the complaint should be provided.

140. The answer to the petition (complaint) should be signed by the head or deputy

head of Rostekhnadzor, head or deputy head of Rostekhnadzor territorial department, or an authorized officer of Rostekhnadzor Headquarters or territorial department.

141. The answer to the petition (complaint) received in Rostekhnadzor Headquarters or territorial department should be sent to the postal address given in the petition.

Appendix N 1
to the Administrative Regulations for the Federal Environmental,
Industrial and Nuclear Supervision Service
to perform its state function of supervising activities
in the field of atomic energy use
No. 248 of 07.06.2013

DETAILS OF
ROSTECHNADZOR TERRITORIAL DEPARTMENTS EXERCISING
NUCLEAR AND RADIATION SAFETY SUPERVISION.

Name of the Rostekhnadzor territorial department	Details of Rostekhnadzor territorial department
1	2
Volga interregional territorial department for supervision over	Address: 57a, 30 let Pobedy St., Balakovo, 413864, Saratov Region Postal address: Balakovo-24, 413864, POB-19. Working hours (local time):

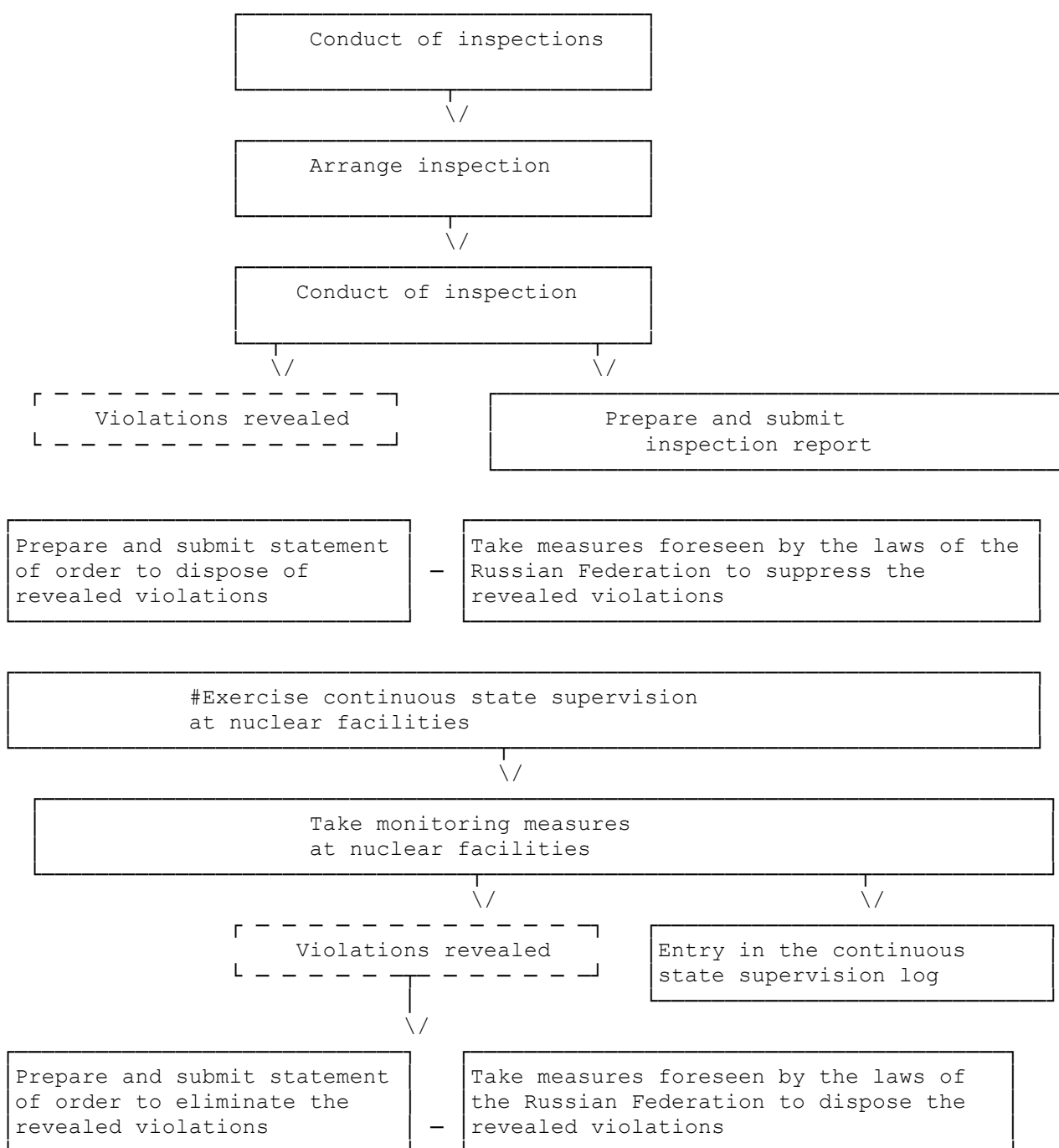
nuclear and radiation safety	Monday - Thursday 8.00 - 17.45 Break: 12.00 - 12.45 Friday 8.00 - 16.00 Fax: (8453) 33-75-84, telephone (8453) 37-46-87 Official web-site: http://vol-nrs.gosnadzor.ru
Don interregional territorial department for supervision over nuclear and radiation safety	Address: 1, Yuzhnoye Shosse St., Novovoronezh, 396072, Voronezh Region . Working hours (local time): Monday - Thursday 8.00 - 17.15 Friday: 8.30 - 16.00; Break: 12.00 - 12.30 Fax: (47364) 2-07-57, telephone (47364) 2-14-78 Official web-site: http://don-nrs.gosnadsor.ru
North-European interregional territorial department for supervision over nuclear and radiation safety	Address: 2a, Malaya Monetnaya St., 197101, St. Petersburg Working hours (local time): Monday - Thursday 8.30 - 17.15, Friday: 8.30 - 16.00, Break: 12.00 - 12.45 Fax: (812) 346-03-51, telephone (812) 346-03-09 Official web-site: http://se-nrs.gosnadsor.ru
Interregional territorial department for supervision over	Address: 2, Bogdana Khmel'nitskogo St., 630075, Novosibirsk, POB-74 Working hours (local time):

nuclear and radiation safety in Siberia and Far East	8.00 - 17.30 On days before holiday: 8.30 - 16.30, Lunch Break: 12.00 - 12.48. Fax: (383) 276-44-19, telephone (383) 276-00-61 Official web-site: http://sib-nrs.gosnadzor.ru
Urals interregional territorial department for supervision over nuclear and radiation safety	Address: 60-A, Pr. Lenina St., 620062, Yekaterinburg Working hours (local time): Monday - Thursday 8.00 - 17.15 Friday 8.00 - 16.00 Break: 12.30 - 13.30 Fax: (343) 262-32-66, telephone (343) 262-62-00 Official web-site: http://ural-nrs.gosnadzor.ru
Central interregional territorial department for supervision over nuclear and radiation safety	Address: 4, Koshkina St., 115409, Moscow Working hours (local time): Monday - Thursday 9.00 - 18.00 Friday: 9.00 - 16.30 Break: 12.00 - 12.45 Fax: (495) 324-30-95, (495) 324-33-15 Official web-site: http://cntr-nrs.gosnadsor.ru

to the Administrative Regulations for the Federal Environmental,
Industrial and Nuclear Supervision Service
to perform its state function of supervising activities
in the field of atomic energy use
No. 248 of 07.06.2013

Flow diagram

State function implementation by Rostechnadzor



Systematically monitor compliance with mandatory requirements



Analyze received information and forecast the status of compliance with mandatory requirements



Violations revealed



Introduce (if necessary) modifications in validity conditions of permits (licenses) for the right to work in the field of atomic energy use in the frame of implementation of licensing procedures



Prepare and submit statement of order to dispose of violations



Take measures foreseen by the laws of the Russian Federation to dispose of revealed violations

Appendix N 3
to the Administrative Regulations for the Federal Environmental,
Industrial and Nuclear Supervision Service
to perform its state function of supervising activities
in the field of atomic energy use
No. 248 of 07.06.2013

(recommended pattern)

Statement of order

Federal Environmental, Industrial and Nuclear Supervision Service
(Rostekhnadzor)

(name of the Rostekhnadzor territorial department)

Statement of order N _____

(location)

(date)

We, (I) _____
(titles, family names and initials of Rostekhnadzor representatives)

Revealed:

violations of license validity conditions _____,
license numbers and dates
and released types of activities)

of the requirements _____
(names and designations of regulatory legislative acts,
federal codes and regulations in the field of atomic energy use)

1. Based on Provision for the Federal Environmental, Industrial and Nuclear Supervision Service approved by the Decree of the Government of the Russian Federation No. 401 of 30.07.2004

(the full name of the legal entity (inspected organization))

IS HEREBY PRESCRIBED to eliminate the identified violations within the prescribed timeframe:

ConsultantPlus: Note.

Column numbers in table are given in conformity with the official text of the document.

N	The main point of the violations revealed	Numbers of violated items, paragraphs and names of laws, regulatory documents in the field of atomic energy use and licenses	Content of the statement of order to dispose of the identified violations	Deadlines when the violation must be corrected	Remark
2		3	4	5	

2. Findings and measures taken.

3. To report on the disposition by the established dates of violations stated in

Section 1 in this statement of order not later than _____
(date)

to _____

(name of Rostekhnadzor body or subdivision)

The statement of order was issued by:

_____	_____	_____
(positions)	(signature)	(Family name and initials)
of persons who has signed the statement of order)		

Read and understood the statement of order, received a copy for execution:

_____	_____	_____
(position of manager)	(signature)	(Family name and initials)

_____)
(date)
