

APPROVED BY
Order No. 22.3-113 of 3 July 2017 of
Head of the State Nuclear Power Safety
Inspectorate
(Version of Order No. 22.3-110 of 16 July
2021 of Head of the State Nuclear Power
Safety Inspectorate)

(Form of the checklist-report for the inspection of the activities with sources of ionising radiation in the nuclear energy area (to perform activities subject to occupational exposure to ionising radiation in a nuclear facility))

THE STATE NUCLEAR POWER SAFETY INSPECTORATE

APPROVED by
(Position)
(Signature)
(Forename and surname)

CHECKLIST-REPORT FOR THE INSPECTION OF THE ACTIVITIES WITH SOURCES OF IONISING RADIATION IN THE NUCLEAR ENERGY AREA (TO PERFORM ACTIVITIES SUBJECT TO OCCUPATIONAL EXPOSURE TO IONISING RADIATION IN A NUCLEAR FACILITY)

_____ No. _____
(date) (number)

(place)

Start of inspection: ____: ____ hour.

End of inspection: ____: ____ hour.

If you have any questions regarding the requirements specified in this checklist-report or the actions of the inspector, or you want to receive a consultation, please contact us by phone: +370 262 4141, e-mail: atom@vatesi.lt or in person: A. Goštauto st. 12, Vilnius, Room 252, Monday–Thursday – 8–17, Friday – 8–15.45, lunch break – 12–12.45.

The head of the inspection commission, person(s), who performed the inspection and/or other inspection participant(s) (name, surname, position):

The date of the inspection:

The warrant of the inspection:

The type of the inspection:

- planned regular;
 unplanned announced;
 unplanned unannounced.

The manner, in which the checklist-report is used (tick the appropriate):

- in full-scope in the case of planned regular inspection;
 not in full scope, in the case of a planned regular inspection, when the inspection is carried out a second time or more in 2 years;
 in the case of an unplanned inspection, in the presence of information or in the event of reasonable suspicions regarding the activity of an economic entity, which may contradict legal acts or not meet the requirements of legal acts, in full-scope or the part, which is related to the information of non-compliance with legal acts.

The title and requisites of the economic entity (address of the registered office of the legal entity, address of the inspected activity (if different from the address of the registered office), telephone number, fax number, e-mail address, code of the legal entity or name and surname of the natural person, address, address of the inspected activity, telephone number, fax number, e-mail address):

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The employees representing the economic entity (positions, name(s), surname(s), phone number, e-mail address), who participated in the inspection:

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The date of the previous inspection and the identification number of the document confirming the completion of the inspection, if such an inspection was carried out:

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The violations of the requirements of legal acts, insignificant violations of the requirements of legal acts, for which a written order to eliminate the insignificant violation of legal requirements was submitted and non-conformities with good practices, which were indicated during the previous inspection. The status of the elimination of violations, insignificant violations or non-conformities with good practices, in case such were indicated:

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The changes in the activity subject to occupational exposure to ionising radiation in a nuclear facility (a brief description of the change in the activities subject to occupational exposure to ionising radiation since previous inspection and of the current activity status):

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Questions of the checklist:

No.	The requirement	The compliance with the requirement (correct answer shall be marked; if a violation is found, "No" shall be marked, and the violation shall be described in the field of remarks)

1. The requirements for the radiation protection officer/service (unit) responsible for the radiation protection				
1.1. Is there an order on the appointment of the radiation protection officer or, if the radiation protection office has been established, an order on its establishment? ([2] p. 13.3)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not relevant*	<input type="checkbox"/> Not checked**
1.2. Are there documents confirming that the radiation protection officer or the employees of the radiation protection office, who hold the functions of the radiation protection officers, have been trained in radiation protection and have acquired professional qualifications? ([2] p. 13.4)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not checked
1.3. Is there the job description of the radiation protection officer or the statute of the radiation protection office? ([2] p. 13.5)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not checked
1.4. Does the job description of the radiation protection officer or the statute of the radiation protection office stipulate that these functions are carried out and (or) supervised: ([5] p. 10 and 15)	-	-	-	-
1.4.1. to ensure that activities subject to occupational exposure to ionising radiation are carried out in compliance with the requirements of the legislation, regulating radiation protection and the requirements of the radiation protection procedure descriptions and (or) instructions of the economic entity conducting the activity (in cases, where activities subject to occupational exposure to ionising radiation are carried out at nuclear facility, to ensure that all employees are familiarized with the specifics of work at nuclear facility and with radiation protection instructions, which shall be complied with at nuclear facility); ([5] p. 10.1)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not checked
1.4.2. if necessary, to consult and provide information to the State Nuclear Power Safety Inspectorate (hereinafter – VATESI) on how it is ensured that the conditions of conducting activity, specified in the documents submitted by the licensee to VATESI in order to get the authorisation to conduct activity, are complied with; ([5] p. 10.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not checked
1.4.3. to organize and (or) monitor and evaluate the performance of individual and workplace monitoring (if the licensee carrying out the activity has a contract for occupational exposure and workplace monitoring of outside workers with the undertaking (operator in the nuclear energy area)) or with authorised entities, including dosimetry services, having the right to perform measurements and (or) assessment of radiation doses, then the radiation protection	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not checked

officer shall be assigned the duty to supervise the implementation of the terms of such contract); ([5] p. 10.4)				
1.4.4. to organize and (or) monitor and evaluate the implementation of the mandatory medical examination procedure for radiation workers; ([5] p. 10.5)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not checked
1.4.5. to instruct new radiation workers on radiation protection issues and familiarize them with the instructions for activities subject to occupational exposure to ionising radiation, descriptions of procedures, requirements of legal acts in the field of radiation protection; ([5] p. 10.6)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not checked
1.4.6. to organize and (or) carry out the preparation and implementation of work plans for tasks subject to occupational exposure to ionising radiation, to provide the recommendations regarding these work plans in accordance with the basic principles of radiation protection; ([5] p. 10.7)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not checked
1.4.7. to organize and (or) control compulsory radiation protection training and briefing on radiation protection matters the radiation workers subject to occupational exposure to ionising radiation; ([5] p. 10.8)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not checked
1.4.8. to assure that the workers, who seek to be granted the right to activities subject to occupational exposure to ionising radiation, have acquired the necessary professional qualifications to perform the work; ([5] p. 10.9)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not checked
1.4.9. to provide the State Register of Sources of Ionising Radiation and Exposure of Workers with data on radiation workers; ([5] p. 10.10)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not checked
1.4.10. to organize and control the provision of personal protective equipment to radiation workers, to train radiation workers how to use it and ensure that this equipment is used in accordance with the instructions and is stored properly (if the licensee carrying out the activity has a contract for the provision of personal protective equipment with the undertaking (operator in the nuclear energy area) or other provider of the personal protective equipment, then the radiation protection officer shall be assigned the duty to supervise the implementation of the terms of such contract). ([5] p. 10.11)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not checked
Comments:				

2. The requirements for the qualifications of radiation workers				
2.1. Is there an up-to-date (corresponding to the actual situation) list of the workers, which indicates the name, surname, position, category (A or B) of each radiation worker and the expected occupational exposure doses of the workers? ([2] p. 13.6.1)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not checked
2.2. Are there valid documents confirming that radiation workers have acquired professional qualifications that meet the recommendations established by VATESI? ([2] p. 13.6.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not checked
2.3. Are there valid documents confirming that radiation workers completed radiation protection training? ([1] art. 26 sec.1 p. 3, [2] p. 13.6.3, [4] p. 29 and 32)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not checked
Comments:				
3. The requirements for medical examination of radiation workers				
3.1. Are there records in the medical examination documents of the category A radiation workers confirming that the last medical examination date is not older than 1 year? ([1] art. 19 sec. 1, [2] p. 13.7, [3] p. 42.3, [6] Table 2 p. 3.1)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not checked
3.2. Is there a documented procedure of the compulsory medical examination for category A radiation workers? ([2] p. 13.7)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not checked
Comments:				
4. The requirements for the workplace and individual monitoring				
4.1. Is there a documented procedure for executing of individual and workplace monitoring? ([2] p. 13.9)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not checked
4.2. Is it ensured that the measurements and (or) the assessment of the individual exposure doses required for the individual and workplace monitoring are performed only by persons recognized in accordance with the procedure established in [1], including dosimetry services, authorised to perform measurements of exposure doses and (or) dose rate and (or) activity and (or) assessment of exposure doses? ([3] p. 59)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not checked
4.3. Is the individual and workplace monitoring carried out according to the documented procedure for executing of individual and workplace monitoring or, if the individual and	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not checked

workplace monitoring is carried out by the undertaking, is there a contract regarding activity in the controlled area of the nuclear facility, where the terms for individual and workplace monitoring of outside workers are defined? ([2] p. 13.9, [3] p. 73.3)				
4.4. Are there records of individual and workplace monitoring data of radiation workers (when the employer send his workers to the undertaking accepting outside workers, or when worker is engaged in activities with more than one employer, undertaking shall register the data on the start and end of the work with sources and the results of individual monitoring of the worker, while he is working for the other undertaking)? ([3] p. 64 and 66)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not checked
Comments:				
4.5. Are the records of individual and workplace monitoring data of radiation workers kept during the period of their activities with sources or subject to occupational exposure to ionising radiation and afterwards until they have or would have attained the age of 75 years, but in any case not less than 30 years after termination of the work with sources or subject to occupational exposure to ionising radiation? ([3] p. 68.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not checked
4.6. Is outside worker familiarized with his individual doses upon the termination of outside worker's employment after receiving Passbook of outside worker's exposure from undertaking accepting outside worker? ([3] p. 74.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not checked
4.7. Is the Passbook of outside worker's exposure sent back to Radiation Protection Centre within 10 days after the end of outside workers activities at the premises of undertaking? ([3] p. 74.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not checked
Comments:				
5. The requirements for briefing on radiation protection matters				
5.1. Are there radiation protection instructions and (or) descriptions of work procedures and a procedure of their compliance control? ([2] p. 13.8)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not checked
5.2. Are all radiation workers familiarized (tags of acceptance) with the requisite radiation protection instructions? ([1] art. 26 sec. 4 and [5] p. 9 and 10)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not checked

Comments:				
5.3. Is there a documented procedure for training and briefing radiation workers on radiation protection matters? ([2] p. 13.6.5 and [4] p. 6)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not checked
5.4. Is there a documented procedure for provision of information to female workers, apprentices and students on actions necessary to reduce the exposure on pregnant and breast feeding workers, apprentices and students and unborn or breast-fed child? ([1] art. 20 sec. 4 and 5 and [3] p. 32, 33 and 35)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not checked
5.5. Are radiation workers briefed on radiation protection matters (before starting work, i.e. before entering the controlled area of the nuclear facility, and periodically (at least once a year))? ([1] art. 26 sec. 4 and [4] p. 9)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not checked
5.6. Are radiation workers during the briefing on radiation protection matters informed about the ionising radiation related risks to their health from the activities they carry out in the controlled area of the nuclear facility and are acquainted with the requirements for radiation protection established in the local rules and procedures of the nuclear facility? ([4] p. 11)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not checked
Comments:				
6. The requirements for personal protective equipment				
6.1. Is there a list of personal protective equipment, wherein the following shall be indicated: titles of personal protective equipment, their lead equivalent, the date of their acquisition or last inspection, if this equipment was acquired earlier than 5 years ago or, if the licensee carrying out the activity has a contract with the undertaking, is there a document, where it is indicated that the undertaking provides the necessary personal protective equipment for outside workers? ([2] p. 13.14 and 13.25)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not checked
6.2. Is the provision of personal protective equipment for workers, apprentices and students ensured before entering the controlled area of the nuclear facility? ([3] p. 53.5)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not checked
Comments:				

7. The requirements for the management of radiological incidents and accidents				
7.1. Is there a radiological accident management plan covering the preparedness and response to radiological incidents and accidents? ([2] p. 13.16)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not checked
Comments:				
8. The requirements for radiation protection of outside workers				
8.1. If, during the inspection, the activities are carried out (the period of activity when radiation workers of the licensee or the holder of temporary permit are issued with the Passbook of outside worker's exposure) in the controlled area of the nuclear facility, is it ensured that the results of individual and workplace monitoring executed for outside workers are evaluated? ([3] p. 73.3)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not checked
8.2. Is there an agreement between the employer of outside workers and the undertaking on the performance of future activity including a provision on ensuring radiation protection of outside workers? ([2] p. 13.25)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not relevant	<input type="checkbox"/> Not checked
Comments:				
THE RESULTS OF INSPECTION				
No.	Violation	Normative technical documents of nuclear safety (hereinafter - NTD) and legal acts		
No.	Insignificant violation	NTD and legal acts		
No.	Non-conformity with good practices	Documents		
Summary of inspection results		Number of violations		
		Number of insignificant violations		
		Number of non-conformities with good practices		
THE CONCLUSIONS OF INSPECTION AND (OR) THE PROPOSALS FOR THE ENFORCEMENT MEASURES				

This checklist-report, when it contains final decisions, may be appealed against with the Chief Administrative Disputes Commission of the Republic of Lithuania in accordance with the procedure set out by the Republic of Lithuania Law on Administrative Proceedings or with Vilnius County Administrative Court no later than within one month of the day of receipt of this checklist-report.

* – marked when a specific requirement is not applicable or not relevant due to the nature of the activity / performance conditions / absence of activity.

** – marked when a specific requirement was not checked during the inspection regarding the activity subject to occupational exposure to ionising radiation in a nuclear facility.

Filled in by _____
(Position of the head of the inspection commission or employee of the VATESI, signature, forename and surname)

The legal acts (when applying the checklist-report, the valid versions of the legal acts specified in this list shall be followed):

1. The Law on Radiation Protection of the Republic of Lithuania;
2. The Rules on Authorising Activities with Sources of Ionizing Radiation approved by the Resolution No. 918, September 12th, 2018, of the Government of the Republic of Lithuania On the Implementation of the Law on Radiation Protection of the Republic of Lithuania;
3. Lithuanian Hygiene Standard HN 73:2018 “Basic Radiation Protection Standards approved by the Order No. 663, 21st of December, 2001, of the Minister of Health On the approval of „Lithuanian Hygiene Standard HN 73:2018 “Basic Radiation Protection Standards”;
4. Order No. 22.3-73, 29th of April, 2016, approved by the Head of State Nuclear Power Safety Inspectorate “On the Approval of Nuclear Safety Requirements BSR-1.9.4-2019 “Rules of Procedure for the Radiation Protection Training, Examination, Briefing of Radiation Workers, Radiation Protection Officers and Physical Protection Officers Involved in Activities with Sources of Ionising Radiation in Nuclear Energy Area and of Certification of Natural Persons Seeking to Obtain Right to Teach Radiation Protection”;
5. Order No. 22.3-309, 12th of December, 2018, approved by the Head of State Nuclear Power Safety Inspectorate “On the Approval of Nuclear Safety Requirements BSR-1.9.8-2018 “Rules of Procedure for Preparation of Radiation Protection Officer Job Description and Radiation Protection Office Statute”;
6. The Description of the Mandatory Medical Examination Procedure for Persons Working in the Environment with Potential Occupational Risks (Exposure to Harmful Factors and (or) Dangerous Work), approved by the Order No. 301, 31st of May, 2000, of Minister of Health On the approval of Preventive Medical Examinations in Health Care Institutions”.