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|  | Approved by  Order No. 321 of Federal Environmental, Industrial and Nuclear Supervision Service of 15 August 2017 |

ADMINISTRATIVE REGULATIONS

FOR THE SERVICE PROVIDED BY FEDERAL ENVIRONMENTAL, INDUSTRIAL AND NUCLEAR SUPERVISION SERVICE FOR ISSUANCE OF PERMITS FOR THE RIGHT TO ENGAGE IN WORK IN THE FIELD OF THE USE OF ATOMIC ENERGY TO WORKERS OF NUCLEAR ENERGY FACILITIES

# **I. General**

## Subject of Regulation

1. The subject regulated by these administrative regulations for the service provided by Federal Environmental, Industrial and Nuclear Supervision Service for issuance of permits for the right to engage in work in the field of the use of atomic energy to workers of nuclear energy facilities (hereinafter referred to as Regulations) is the order of actions taken by Federal Environmental, Industrial and Nuclear Supervision Service (hereinafter referred to as Rostechnadzor) when it provides the state service for issuance of permits for the right to engage in work in the field of the use of atomic energy to workers of nuclear energy facilities (hereinafter referred to as permit).

The Regulations establish the order of interaction between the structural units of Rostechnadzor and their officials, and also interaction between Rostechnadzor and applicants or their authorized representatives, bodies of state power and bodies of local self-government.

## Circle of Applicants

2. Applicants for permits (hereinafter referred to as Applicant) are workers of nuclear energy facilities (hereinafter referred to as NEF), the list of positions of which was approved by the decree of the Government of the Russian Federation No. 240 of 3 March 1997 “On Approval of the List of Positions of Workers of Nuclear Energy Facilities Who Shall be Authorized by Federal Environmental, Industrial and Nuclear Supervision Service to Engage in Work in the Field of the Use of Atomic Energy” (Corpus of Legislation of the Russian Federation, 1997, No. 10, Article 1176; 2005, No. 7, Article 560; 2009, No. 18, Article 2248; 2011, No. 7, Article 979; 2016, No. 41, Article 5831).

3. Permits of Rostechnadzor are issued to NEF workers for all types of activity in:

management during construction (building) of NEFs, safe operation of NEFs, decommissioning of NEFs, during management of nuclear materials, radioactive substances and radioactive waste;

conduct of the process;

departmental (production) control of nuclear and radiation safety during construction (building) of NEFs, safe operation of NEFs, decommissioning of NEFs, during management of nuclear materials, radioactive substances and radioactive waste;

accounting and control of nuclear materials, radioactive substances and radioactive waste;

physical protection of NEFs, nuclear materials, radioactive substances and radioactive waste.

## Requirements to Procedure for Informing on Provision of the State Service

4. Applicants are informed on the procedure for provision of the state service:

directly in the premises of Rostechnadzor headquarters and Rostechnadzor interregional territorial departments for nuclear and radiation safety supervision (hereinafter referred to as Rostechnadzor ITDs) responsible for applicant relations;

through telephone communication and electronic informing;

through the integrated portal of state and municipal services (functions) (hereinafter referred to as IPSS);

through the Rostechnadzor official website (www.gosnadzor.ru) and the official websites of Rostechnadzor ITDs in the information and telecommunication network Internet (hereinafter referred to as Internet);

through publication in the mass media, publication of information materials (brochures, booklets).

5. Information placed on the Rostechnadzor official web site, on IPSS, on information stands in the premises of Rostechnadzor headquarters and Rostechnadzor ITDs:

schedule (timetable) of applicant relations.

text of the Regulations with appendices, including:

1) list of documents needed to provide the state service, requirements to execution of these documents;

2) circle of applicants;

3) time terms for provision of the state service;

4) results of provision of the state service, the order of submission of the document, which is a result of provision of the state service;

5) amount of the state fee charged for provision of the state service;

6) comprehensive list of grounds for suspension or refusal to provide the state service;

7) information on the applicant’s right to appeal against actions (inaction) and decisions taken (implemented) in the course of providing the state service on the basis of a prejudicial (extrajudicial) settlement;

8) forms of applications used when providing the state service.

Information on the procedure and time terms of providing the state service is provided to the applicant free of charge.

Access to information on the time terms and procedure of providing the state service is provided without any requirements to be met by the applicant, including without using software, the installation of which will require making a license or other agreement with the software copyright holder, which provides collection of fees, registration or authorization of the applicant or submission of the applicant’s personal data.

6. When providing information by telephone, e-mail using the information resources of Rostechnadzor in the Internet, or at a personal reception, the Rostechnadzor officials provide information to the applicant in accordance with the inquiry received as follows:

reference numbers under which the inquiries about issues of providing the state service were filed in the Rostechnadzor documentation management system;

decision making pertaining to a concrete application for issues of provision of the state service;

regulatory legal acts, which regulate relationships arising when providing the state service;

publication of reference materials on issues of provision of the state service on the Rostechnadzor web site.

When the officer, who provides information by telephone, is unable to answer the applicant’s question, this officer suggests that the applicant inquire for necessary information in written.

7. Addresses of Rostechnadzor headquarters:

105066 Moscow, ul. Alexandra Lukianova 4, str. 1;

109147 Moscow, ul. Taganskaya 34, str. 1.

Address of the Rostechnadzor official web site in the Internet: [www.gosnadzor.ru](http://www.gosnadzor.ru).

Electronic mail address [rostehnadzor@gosnadzor.ru](mailto:rostehnadzor@gosnadzor.ru).

Information on location, contact telephone numbers, official web sites and electronic mail addresses is available in Appendix 1 to these Regulations.

Work schedule (timetable) of Rostechnadzor headquarters: Monday, Tuesday, Wednesday and Thursday – 9 a.m. to 18 p.m.; Friday – 9 a.m. to 16:45 p.m.; Saturday and Sunday – days off.

The work schedules of the Rostechnadzor ITDs are available in Appendix 1 to these Regulations.

Directory service telephone: +7 499 532 13 29.

The telephone numbers for inquiries of the structural units of the Rostechnadzor ITDs responsible for application relations can be found on the official web sites of the Rostechnadzor ITDs specified in Appendix 1 to these Regulations.

# **II. Standard of Provisions of State Service**

## Name of State Service

8. The state service for issuance of permits for the right to engage in work in the field of the use of atomic energy to workers of nuclear energy facilities.

## Name of the Federal Executive Body, Which Provides the State Service

9. The federal executive body, which provides the state service, is Federal Environmental, Industrial and Nuclear Supervision Service. The division of authority for providing the state service between the Rostechnadzor headquarters and Rostechnadzor ITDs is available in Appendix 2 to these Regulations.

10. For the purpose of implementation of the state service for issuance of permits, the order of the Rostechnadzor chairperson or orders of the managers of the Rostechnadzor ITDs appoint a responsible structural unit of Rostechnadzor.

The Rostechnadzor ITDs provide the state service for issuance of permits within their authority in the territories of the subjects of the Russian Federation.

The list of the subjects of the Russian Federation, in the territory of which the Rostechnadzor ITDs provide the state service for issuance of permits, is available in Appendix 1 to these Regulations.

11. It is prohibited to require that an applicant implement actions, including agreements, needed to receive the state service and associated with inquiry to the other state bodies and organizations, except receiving the services from the List of services, which are necessary and obligatory for providing the state services, approved by the decree of the Government of the Russian Federation No. 352 of 6 May 2011 (Corpus of Legislation of the Russian Federation, 2011, No. 20, Article 2829; 2012, No. 14, Article 1655; No. 36, Article 4922; 2013, No. 33, Article 4382; No. 49, Article 6421; No. 52, Article 7207; 2014, No. 21, Article 2712 2015, No. 50, Article 7165, Article 7189; 2016, No. 31, Article 5031; No. 37, Article 5495; 2017, No. 8, Article 1257; Official Internet portal of legal information http://www.pravo.gov.ru, 3 August 2017, No. 0001201708030038)**.**

## Description of Outcome of Provision of State Service

12. The outcome of provision of the state service is:

issuance of the permit;

extension of the issued permit;

resumption of the issued permit;

reissue of the issued permit;

issuance of a duplicate when the issued permit is lost.

Time Term for Provision of State Service, Including Need for Enquiring Organizations Engaged in Provision of State Service, Time Term of Issuance (Submission) of Documents, Which Are Outcome of Provision of State Service

13. The time term for provision of the state service is:

For the permit issuance procedure - should not be over 60 working days from the date of registration of the document set;

for the permit extension procedure – should not be over 40 working days from the date of registration of the document set;

for resumption of the issued permit when it is suspended – should not be over 30 working days from the date of registration of the document set;

for reissuance of the issued permit – should not be over 40 working days from the date of registration of the document set;

for the procedure of issuance of a duplicate when the issued permit is lost – should not be over 20 working days from the date of registration of the document set.

## List of Regulatory Legal Acts, Which Regulate Relations Arising in Connection with Provision of the State Service, with Indication of Their Details and Source of Official Publication

14. The State service is provided in accordance with requirements of:

Federal Law of 21 November 1995 No. 170-FZ “On the Use of Atomic Energy” (Corpus of Legislation of the Russian Federation, 1995, No. 48, Article 4552; 1997, No. 7, Article 808; 2001, No. 29, Article 2949; 2002, No. 1, Article 2; 2002, No. 13, Article 1180; 2003, No. 46, Article 4436; 2004, No. 35, Article 3607; 2006, No. 32, Article 5498; 2007, No. 7, Article 834; No. 49, Article 6079; 2008, No. 29, Article 3418; No. 30, Article 3616; 2009, No. 1, Article 17; No. 52, Article 6450; 2011, No. 29, Article 4281, No. 30, Article 4590, Article 4596, No. 45, Article 6333, No. 48, Article 6732, No. 49, Article 7025; 2012, No. 26, Article 3446; 2013, No. 27, Article 3451; 2016, No. 14, Article 1904; No. 15, Article 2066; No. 27, Article 4289);

Federal Law of 11 July 2011 No. 190-FZ “On Management of Radioactive Waste and on Amending Some of Legislative Acts of the Russian Federation” (Corpus of Legislation of the Russian Federation, 2011, No. 29, Article 4281; 2013, No. 27, Article 3480);

Federal Law of 27 July 2010 No. 210-FZ “Concerning the Organization of the Provision of State and Municipal Services” (Corpus of Legislation of the Russian Federation, 2010, No. 31, Article 4179; 2011, No. 15, Article 2038; No. 27, Article 3873, Article 3880; No. 29, Article 4291; No. 30, Article 4587; No. 49, Article 7061; 2012, No. 31, Article 4322; 2013, No. 14, Article 1651; No. 27,Article 3477, Article 3480; No. 30, Article 4084, No. 51, Article 6679, No. 52, Article 6961, No. 52, Article 7009; 2014, No. 26, Article 3366, No. 30, Article 4264; No. 49, Article 6928; 2015, No. 1, Article 67; No. 1, Article 72; No. 10, Article 1393; No. 29, Article 4342; No. 29, Article 4376; 2016, No. 7, Article 916; No. 27, Article 4293; No. 27, Article 4294; 2017, No. 1, Article 12);

Federal Law of 8 March 2011 No. 35-FZ “Code of Discipline of Workers of Organizations Operating Specially Radiation Hazardous and Nuclear Hazardous Productions and Facilities in the Field of the Use of Atomic Energy” (Corpus of Legislation of the Russian Federation, 2011, No. 11, Article 1504, No. 49, Article 7025);

decree of the Government of the Russian Federation of 16 August 2012 No. 840 “Concerning the Procedure of Presentation and review of Complaints about Decisions and Actions (Non-action) of Federal Executive Bodies and Their Officials, Federal Public Servants, Officials of State Non-budget Foundations of the Russian and State Atomic Energy Corporation “Rosatom” and Its Officials” (Corpus of Legislation of the Russian Federation, 2012, No. 35, Article 4829; 2014, No. 50, Article 7113; 2015, No. 47, Article 6596; 2016, No. 51, Article 7370);

decree of the Government of the Russian Federation of 3 July 2006 No. 412 “Concerning Federal Executive Bodies, Which Implement State Managements of Atomic Energy Uses and State Safety Regulation in Atomic Energy Uses” (Corpus of Legislation of the Russian Federation, 2006, No. 28, Article 3079; 2007, No. 12, Article 1424; 2008, No. 47, Article 5481; 2009, No. 12, Article 1429; 2010, No. 38, Article 4825; 2011, No. 9, Article 1246; 2012, No. 37, Article 5002);

decree of the Government of the Russian Federation of 30 July 2004 No. 401 “On Federal Environmental, Industrial and Nuclear Supervision Service” (Corpus of Legislation of the Russian Federation, 2004, No. 32, Article 3348; 2006, No. 5, Article 544; No. 23, Article 2527; No. 52, Article 5587; 2008, No. 22, Article 2581; No. 46, Article 5337; 2009, No. 6, Article 738; No. 33, Article 4081; No. 49, Article 5976; 2010, No. 9, Article 960; No. 26, Article 3350; No. 38, Article 4835; 2011, No. 6, Article 888; No. 14, Article 1935; No. 41, Article 5750; No. 50, Article 7385; 2012, No. 29, Article 4123; No. 42, Article 5726; No. 12, Article 1343; No. 45, Article 5822; 2014, No. 2, Article 108, No. 35, Article 4773; 2015, Article 491; No. 4, Article 661; 2016, No. 28, Article 4741; No. 48, Article 6789; 2017, No. 12, Article 1729; No. 26, Article 3847);

decree of the Government of the Russian Federation of 16 May 2011 No. 373 “Concerning Development and Approval of Administrative Regulations on Execution of State Functions and Administrative Regulations on Provision of State Services” (Corpus of Legislation of the Russian Federation, 2011, No. 22, Article 3169; No. 35, Article 5092; 2012, No. 28, Article 3908; No. 36, Article 4903; No. 50, Article 7070; No. 52, Article 7507; No. 5, Article 506);

decree of the Government of the Russian Federation of 6 May 2011 No. 352   
“Concerning the List of Services, Which Are Necessary and Obligatory to Provide State Services by Federal Executive Bodies and Provided to the Organizations Partaking in Provision of State Services and Determination of Amount to Be Charged for Their Provision” (Corpus of Legislation of the Russian Federation, 2011, No. 20, Article 2829; 2012, No. 14, Article 1655; No. 36, Article 4922; 2013, No. 33, Article 4382; No. 52, Article 7207; 2014, No. 21, Article 2712; 2015, No. 50, Article 7165; No. 50, Article 7189; 2016, No. 31, Article 5031; No. 37, Article 5495; 2017, No. 8, Article 1257);

decree of the Government of the Russian Federation of 1 March 1997 No. 233 “Concerning the List of Medical Counter-indications and List of Positions, Which These Counter-indications Apply to, as Well as Requirements to the Conduct of Medical Examination and Psychophysiological Study of Workers of Nuclear Energy Facilities” (Corpus of Legislation of the Russian Federation, 1997, No. 10, Article 1176);

decree of the Government of the Russian Federation of 23 April 2012 No. 373 “Concerning Approval of the Statement of Permanent State Supervision Regime in Nuclear Energy Facilities” (Corpus of Legislation of the Russian Federation, 2012, No. 18, Article 2233);

decree of the Government of the Russian Federation of 3 March 1997 No. 240 “Concerning Approval of the List of Positions of Workers of Nuclear Energy Facilities, Which Should Be Authorized by Federal Environmental, Industrial and Nuclear Supervision Service to Conduct Operations in the Field of the Use of Atomic Energy” (Corpus of Legislation of the Russian Federation, 1997, No. 10, Article 1180; 2005, No. 7, Article 560; 2009, No. 18, Article 2248; 2011, No. 7, Article 979; No. 30, Article 4646; No. 41, Article 5831);

order of Federal Environmental, Industrial and Nuclear Supervision Service of 7 June 2013 No. 248 “Concerning Approval of Administrative Regulations Regarding the Execution of the Function of Federal State Supervision in the Field of the Use of Atomic Energy by Federal Environmental, Industrial and Nuclear Supervision Service” (registered by the Ministry of Justice of the Russian Federation on 25 July 2013, reg. No. 29174; Rossiyskaya gazeta, 2013, No. 175) with amendments introduced by the order of Federal Environmental, Industrial and Nuclear Supervision Service of 27 November 2014 No. 529 “Concerning Introduction of Amendments to Administrative Regulations Regarding the Execution of the Function of Federal State Supervision in the Field of the Use of Atomic Energy by Federal Environmental, Industrial and Nuclear Supervision Service, Approved by the Order of Federal Environmental, Industrial and Nuclear Supervision Service of 7 June 2013 No. 248” (registered by the Ministry of Justice of the Russian Federation, 2015, reg. No. 35728), order of Federal Environmental, Industrial and Nuclear Supervision Service of 22 September 2015 No. 369 “Concerning Introduction of Amendments to Administrative Regulations Regarding the Execution of the Function of Federal State Supervision in the Field of the Use of Atomic Energy by Federal Environmental, Industrial and Nuclear Supervision Service, Approved by the Order of Federal Environmental, Industrial and Nuclear Supervision Service of 7 June 2013 No. 248” (registered by the Ministry of Justice of the Russian Federation, 2015, reg. No. 39405).

## Exhaustive List of Documents, Which Are Needed in Accordance with Regulatory Legal Acts to Provide State Service and Services, Which Are Needed and Obligatory for Provision of State Service, and to be Submitted by the Applicant, Methods of Their Receipt by the Applicant, Including Electronic Format, Procedure of Their Submission

15. In order to obtain the state service, the applicant will submit an application and set of documents to the Rostechnadzor headquarters or a Rostechnadzor ITD.

16. The application shall contain information on the type of state service (issuance of a permit, extension of an issued permit, renewal of an issued permit if it was suspended, reissuance of an issued permit, issuance of a duplicate if the issued permit was lost) and information on the applicant:

current position;

education;

length of service and working experience (general and in the field of the use of atomic energy), including the service in previous positions;

involvement in mitigation of accidents, incidents, abnormal situations in the field of the use of atomic energy;

information on availability of earlier issued permits;

information on training for the position, studies, further training in the field of the use of atomic energy.

Attached to the application is a duly approved extract from the list of positions of the workers who shall obtain permits at this nuclear energy facility approved by a federal executive body or an executive body of a subject of the Russian Federation or an authorized atomic energy management body, which has charge of this nuclear energy facility.

When the specified list of position at this nuclear energy facility establishes that the position, for which the permit is issued, it is allowed to issue one permit for different types of activity, except types of activity such as accounting and control of nuclear materials, radioactive substances and radioactive waste, and physical protection of nuclear energy facilities, nuclear materials, radioactive substances and radioactive waste.

17. The application will be submitted with the organization’s covering letter.

The covering letter will be addressed to the deputy chairman of Rostechnadzor or to the head of a Rostechnadzor ITD.

The covering letter will be signed by the head of the organization or a person sitting in for the head (drawn on the organization’s letter form).

The covering letter on provision of the state service in respect of the head of the organization will be signed by the authorized official of the atomic energy management organization who has charge of the organization. When the organization has no an atomic energy management body, the covering letter addressed to the head of the organization may be signed by his deputy who is authorized to sign.

Submission of sets of documents to several applicants with one covering letter will not be allowed.

18. The list of documents to be submitted by the applicant with the application for permit shall contain:

the original reference from a psychophysiological state laboratory in accordance with para. 1 of the decree of the Government of the Russian Federation of 1 March 1997 No. 223 “Concerning the List of Medical Counterindications and the List of Positions, Which These Counterindications Cover, As Well As Requirements to the Conduct of Medical Examinations of Workers of Nuclear Energy Facilities”;

a copy of the job description, including information on job duties, a list of codes and rules in the field of the use of atomic energy, the requirements of which cover the conduct of work at the current position (the managing staff may submit a statement or other document containing information on job duties related to management of activities, indicating main functions and duties in the field of the use of atomic energy with an attached approved list of codes and rules in the field of the use of atomic energy, the requirements of which cover the conduct of work at the current position); the head of the organization may submit the corporate charter with an attached approved list of codes and rules in the field of the use of atomic energy, the requirements of which cover the conduct of work at the current position and main functions and duties in the field of the use of atomic energy);

information (including copies of the certificates) for the past 5 years of further training (retraining) in the area of activity in the field of the use of atomic energy, which corresponds to the position currently occupied or to be occupied by the applicant;

a reference and/or a copy of the protocol certifying that the applicant has passes examination of practical skills (for the operating personnel).

19. The list of documents presented by the applicant with the application for extension of the issued permit shall contain:

the original reference from a psychophysiological state laboratory in accordance with para. 1 of the decree of the Government of the Russian Federation of 1 March 1997 No. 223 “Concerning the List of Medical Counterindications and the List of Positions, Which These Counterindications Cover, As Well As Requirements to the Conduct of Medical Examinations of Workers of Nuclear Energy Facilities”;

a copy of the job description, including information on job duties, a list of codes and rules in the field of the use of atomic energy, the requirements of which cover the conduct of work at the current position for the managing staff. It is allowed to submit a statement or other document containing information on job duties related to management of activities, indicating main functions and duties in the field of the use of atomic energy with an attached approved list of codes and rules in the field of the use of atomic energy, the requirements of which cover the conduct of work at the current position; the head of the organization may submit the corporate charter with an attached approved list of codes and rules in the field of the use of atomic energy, the requirements of which cover the conduct of work at the current position and main functions and duties in the field of the use of atomic energy;

information (including copies of the certificates) on further training (retraining) in the area of activity in the field of the use of atomic energy, which corresponds to the current position in the period of the earlier issued permit;

information (copies of examination and test protocols) on results of periodic knowledge tests of the permit holder; for the operating personnel – also a reference and/or a copy of the protocol certifying that the applicant has passes examination of practical skills;

a brief description of results of the permit holder’s work when he performed his job duties during the validity period;

the original of the earlier issued permit with permit conditions attached.

20. The list of documents to be submitted by the applicant with the application for renewal of the issued permit shall contain:

the organization’s covering letter with a request to renew the earlier issued permit;

documents confirming the elimination of violations specified in the decision of suspension of the earlier issued permit.

21. The list of documents to be submitted by the applicant with the application for reissuance of the issued permit shall contain:

the organization’s covering letter indicating the reason for reissuing the permit;

a copy of the job description, including information on job duties, a list of codes and rules in the field of the use of atomic energy, the requirements of which cover the conduct of work at the current position (the managing staff may submit a statement or other document containing information on job duties related to management of activities, indicating main functions and duties in the field of the use of atomic energy with an attached approved list of codes and rules in the field of the use of atomic energy, the requirements of which cover the conduct of work at the current position); the head of the organization may submit the corporate charter with an attached approved list of codes and rules in the field of the use of atomic energy, the requirements of which cover the conduct of work at the current position and main functions and duties in the field of the use of atomic energy;

the original of the earlier issued permit with permit conditions attached.

22. The list of documents to be submitted by the applicant with the application for a duplicate of the permit shall contain:

the organization’s covering letter indicating the reason for issuing a duplicate of the permit.

23. The application and attached set of documents will be submitted to Rostechnadzor directly or sent by registered mail with acknowledgement due.

## Exhaustive List of Documents, Which Are Needed in Accordance with Regulatory Legal Acts to Provide State Service, Which Are in Disposal of State Authorities, Local Self-Government Bodies and Other Bodies Involved in Provision of State or Municipal Services

24. When providing the state service for permit issuance, submission of any other documents, which are in disposal of the state authorities, local self-government bodies and other bodies is not required.

25. It is not allowed to request the applicant:

to submit documents and information or implement actions, the submission or implementation of which is not provided by the regulatory legal acts, which regulate relations arising from the provision of the state service;

to submit documents and information, which are in disposal of the bodies providing state service, other state bodies, local self-government bodies and organizations in accordance with the regulatory legal acts of the Russian Federation except the documents specified in Part 6, Article 7 of the Federal Law of 27 July 2010 No. 210-FZ “Concerning the Organization of the Provision of State and Municipal Services”.

## Exhaustive List of Reasons for Refusal to Accept Documents, Which Are Needed to Provide State Service

26. There are no reasons for refusal to accept documents, which are needed to provide the state service.

## Exhaustive List of Reasons for Suspending Provision of State Service or Refusal to Provide It

27. There are no reasons for suspending the provision of the state service of permit issuance.

28. The reasons for refusal to provide the state service are:

submission of an incomplete set of documents needed in accordance with these Regulations;

violation of the documentation rules by the applicant;

negative findings of medical examination and psychophysiological study;

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

detection of unreliable information;

the applicant’s failure to arrive for theoretical knowledge test;

a negative result of the applicant’s theoretical knowledge test – for managing and operating personnel and departmental (production) control personnel;

a negative result of the practical skills test – for operating personnel;

violation of the conditions of the earlier issued permit and/or requirements of regulatory legal documents in the field of the use of atomic energy for the validity period of the earlier issued permit (to extend the validity period of the permit).

When decided that the state service cannot be provided, the set of documents will be sent back to the applicant.

List of Services, Which Are Necessary and Obligatory for Provision of State Service, Including Information on Document(s) Issued to Organizations Involved in Provision of State Service

29. No provision of services, which are necessary and obligatory for the provision of the state service for permit issuance is required.

Procedure, Amount of and Grounds for Collection of State Duty or Other Fee Collected for Provision of State Service

30. No collection of duty or other fee for the provision of the state service is envisaged.

## Procedure, Amount of and Grounds for Collection of Duty for Provision of Services, Which Are Necessary and Obligatory for Provision of State Service, Including Information on Calculation Method of Amount of Such Duty

31. No collection of duty for the provision of services, which are necessary and obligatory for the provision of the state service of permit issuance is envisaged.

## Maximum Waiting Period in Queue When Applying for State Service and When Receiving Result of Provision of State Service

32. The maximum waiting period in the queue when applying for the provision of the state service and when receiving the result of the provision of the state service shall not be longer than 15 minutes.

Time and Procedure of Registration of Applicant’s Request for Provision of State Service, Including That in Electronic Format

33. The time for registration of the application for the provision of the state service is on the date of receipt.

34. The application for the provision of the state service will be registered by an official of Rostechnadzor headquarters or a Rostechnadzor ITD who is responsible for work with incoming mail.

## Requirements to Rooms Where Sate Service Is Provided, Waiting And Hearing Place, Layout and Design of Visual, Text and Multimedia Information on Procedure of Provision of Such Services

35. The rooms for the work with applicants will be preferably located on the lower floors of buildings. The hearing room will have plates indicating the full name of the official responsible for the work with the applicant, and equipped with a telephone set, a fax machine, a computer connected to a printer and the Internet, and a copier.

36. Places equipped with chairs, rows of seats or benches, and tables (counters) for writing will be provided for the applicants while they wait for reception. Writing paper and stationery will be on the table (counters).

The work places of the officials from the structural units of the headquarters of Rostechnadzor and a Rostechnadzor ITD who are responsible for the work with the applicants will be equipped with computers and office machines and provided with access to the Internet.

37. The information boards located in accessible places, in the Rostechnadzor information resources in the Internet and at the integrated portal for state services will be as follows:

the Regulations with appendices;

time of applicants’ hearing;

procedure of informing of the progress of the state service;

procedure of appeal of decisions, actions or non-action of the officials who provide the state service.

38. In order to ensure that the state service is accessible to disabled persons, they will be provided assistance in overcoming the barriers preventing from receipt of the state service equally with other persons.

39. The rooms will be equipped with broadened passageways, which will allow unobstructed access for disabled persons, including ones in wheel chairs. The Deaf-and-dumb persons, persons with impaired vision and other disabled persons will be assisted as they move in the rooms, as necessary. The parking lot shall be provided with bays for disabled persons’ vehicles.

40. The waiting and hearing rooms for citizens shall meet comfortable conditions for the applicants and optimal working conditions for the specialists.

## Indicators of Accessibility and Quality of State Service, Including Quantity of Interactions between Applicant and Officials when Providing State Service and Their Duration, Possibility of Receiving Information on Progress of State Service Provision Using Information and Communication Technologies

41. The main indicators of accessibility and quality of the state service are:

the number of complaints from the applicants about violation of the time terms for provision of the state service as envisaged by these Regulations, and the number of court actions against Rostechnadzor decisions made when the state service is provided;

ensuring a possibility for the applicant to submit appeals using the Rostechnadzor official web site and the official web sites of the Rostechnadzor ITDs in the Internet;

sending replies to the appeals vial electronic mail when the applicant sends them to Rostechnadzor or a Rostechnadzor ITD in the form of electronic document.

The applicant interacts with the officials when the state service is provided when the applicant applies for the state service and via telephone communication on the issues of provision of the state service.

The duration of interactions is determined by the time needed, correspondingly, for the official to receive the application for provision of the state service and to inform the applicant via telephone communication on the issues of state service provision.

The state service for issuance of permits at the multifunctional centres for provision of state and municipal services is not provided.

Other Requirements, Including Those with Regard for Specifics of Provision of State Service at Multifunctional Centres for Provision of State and Municipal Services, and Specifics of Provision of State Service in electronic Format

42. The state service for issuance of permits in the electronic format is only provided as regards receipt of information on the procedure and time of provision of the state service, as well as prejudicial (extrajudicial) appeal against the decisions and actions (non-action) of the authority (organization), an official of the authority (organization), or a public or municipal servant using the integrated portal for state services.

The applicants will have a possibility of receiving information on the progress and procedure of provision of the state service, date and registration number, under which the application and set of documents submitted to Rostechnadzor are registered in the Rostechnadzor records management system.

# **III. Composition, Sequence and Time for Execution of Administrative Procedures, Requirements to Order of Their Execution, Including Specifics of Execution of Administrative Procedures in Electronic Format**

## Exhaustive List of Administrative Procedures

43. The following administrative procedures will be executed when the state service is provided:

issuance of the permit;

extension of the issued permit;

resumption of the issued permit;

reissuance of the issued permit;

issuance of a duplicate when the issued permit is lost.

No interaction between Rostechnadzor and other state authorities, local self-government bodies and organizations involved in the provision of the state services is required.

44. The structure and interrelation of the administrative procedures that are executed when providing the state service for issue, extension, resumption, reissuance, issuance of a duplicate of the permit are shown in flow chart in Appendix 2 to these Regulations.

## Issuance of Permit

45. The administrative procedure for issuance of a permit includes administrative actions as follows:

receipt and registration of the application;

appointment of the officer in charge;

review of the set of documents;

deciding whether the applicant’s theoretical knowledge should be put to the test (hereinafter – knowledge test) or the permit should be denied based on the results of the review of the set of documents;

conduct of the knowledge test;

execution of the permit or permit conditions, or refusal to issue the permit on the basis of a negative result of the knowledge test;

issuance of the permit to the applicant.

46. The grounds for the beginning of the administrative procedure of permit issuance are the receipt of the registered application and set of documents by the officer in charge of provision of the state service.

The application for the permits will be addressed by the applicant to the deputy chairman of Rostechnadzor or the head of a Rostechnadzor ITD.

The registered documents will be passed to the head of the responsible structural unit of Rostechnadzor or a Rostechnadzor ITD authorized to provide the state service in order to appoint an executive in charge of their review.

47. The executive in charge will review the said documents within a time interval not longer than 20 working days from the date of receipt of the application and set of documents. On the basis of the review results, the executive in charge will prepare a decision of the conduct of the knowledge test or refusal to issue the permit on the basis of para. 28 of these Regulations.

On the basis of the decision to conduct knowledge test, the executive in charge will prepare and forward a notification to the organization specifying the date, time and place of the knowledge test.

The time interval of knowledge test for the managing and operating staff and departmental (production) control staff, including the time for preparation and conduct of knowledge test, will not be longer than 30 working days from the time of making the decision to conduct the knowledge test.

48. The test of the applicant’s knowledge in Rostechnadzor headquarters will be organized and conducted by an examination board appointed by the Rostechnadzor chairman’s (deputy chairman’s) order with regard for specifics of a nuclear energy facility, the applicant’s job duties and type of activity.

The board appointed by the order of the head (deputy head) of the relevant Rostechnadzor ITD will conduct the knowledge test of the applicant for whom the permit will be issued by a Rostechnadzor ITD.

The lists of questions for the knowledge test will be approved by the head of the responsible structural unit of Rostechnadzor headquarters or the head (deputy head) of the relevant Rostechnadzor ITD and developed on the basis of the list of regulatory legal acts pertaining to the sphere of Rostechnadzor activities in the field of the use of atomic energy and specifics of the organization’s types of activity.

These lists shall be periodically reviewed (at least once every five years) and submitted to the organization.

The knowledge test will be based on examination papers comprising 10 questions in accordance with the worker’s position held.

The applicant will be afforded the right to choose one of the examination papers offered by the board. The time for unassisted preparation is up to 1 hour.

The applicant’s level of knowledge will be assessed for each of the questions from the examination paper as “passed” or “failed”. A positive result of the knowledge test as evaluated by the board shall be at least 80% of the total number of questions.

49. The decision on the basis of the results of the knowledge test in each question from the examination paper will be made in the presence of the applicant through open vote by a simple majority of votes of the board members present at the session.

The chairperson of the board, in the presence of its members, will inform the applicant about the results of the knowledge test.

The results of the knowledge test will be entered in the proceedings to be signed by the chairperson and members of the board of Rostechnadzor headquarters or a Rostechnadzor ITD, respectively.

The applicant shall be familiarized with the proceedings via his/her signature. He/ she will receive a copy of the proceedings in person.

The proceedings will be kept in archival files of the responsible structural unit of Rostechnadzor headquarters, which issued the permit, or a Rostechnadzor ITD within the validity period of the permit.

50. If the result of the knowledge test is negative or if the applicant fails to appear for the knowledge test by the officer in charge of provision of the state service, the set of documents will be returned to the applicant. Repeated applying for the permit will be allowed not before one month after that. If the applicant scores a negative mark at the repeated knowledge test or fails to appear for the test, the applicant has a right to submit documents and take a subsequent knowledge test not before than six months after that. If the results of the knowledge test are negative, the applicant can be presented for the permit in accordance with the established order not before than one year after the date of the third knowledge test.

51. The practical skills test of the applicant from among the operating personnel for the type of declared activity will be conducted before applying for the permit or extending the issued permit in the form of an exercise at the workplace or on a simulator and/or interview on the conduct of the process. This test will be conducted by the examination board of the organization appointed by the order of the head of the organization and in accordance with the procedure established by the organization. The presence of Rostechnadzor representatives at the practical skills test is subject to agreement. On the basis of the results of the practical knowledge test, the board will decide either “test passed” or “test failed”; if the applicant passes the test, a reference and/or proceedings on successful practical skills test will be issued.

52. The grounds for the commencement of the administrative action on writing the permit with established validity conditions will be a positive result of the knowledge test for the managing personnel, operating personnel and departmental (production) control personnel.

If the result of the knowledge test is positive, a permit form will be filled in with established validity conditions within 10 working days.

The permit is a document authorizing a worker of an organization to work in accordance with the job duties only for the specific position, the specific type of activity and at the specific nuclear energy facility.

It is allowed to issue one permit to the applicant from the operating personnel of a nuclear plant to work at several units of the same type located at one nuclear plant.

Uniformity of the units located at one nuclear plant will be confirmed by Rostechnadzor headquarters and a Rostechnadzor ITD following the review of the organization’s document that demonstrates that the units located at the nuclear plant are of the same type.

When the organization’s worker is transferred to another position that requires a permit, he/she shall receive a permit that would correspond to this position.

In the event of transformation or change of the name of the organization, its legal address, change of the form of property or rearrangement of the organization, the permit of the worker whose job duties remain unchanged will be valid until it expires.

If a worker of the organization is transferred to another position that does not require a permit, as well as when the organization terminates a worker’s employment contract, the permit with its validity conditions shall be returned to the responsible structural unit of Rostechnadzor headquarters or a Rostechnadzor ITD for filing until the validity period of the permit expires.

If a worker whose job duties, apart from the basic position, include filling the position of a higher supervisor, the permit to be issued to this worker will enlist the names of both his/her basic and filled positions stating: “authorized to fill the position (name of the position)”. The permit for the filled position will be valid throughout the validity period of the permit. In this case the knowledge test will be conducted for both positions specified in the application.

53. The permits will be executed on Rostechnadzor forms and contain the type(s) of activity, name of the position held (filled), nuclear energy facility, division, service, section, shop or subdivision. The date of applying, the outgoing number of the application for the permit and the validity period of the permit will also be specified.

For an example of the permit form for the position held (filled) see Appendix 4 to these Regulations. For an example of the permit form for the position held and the position filled see Appendix 5 to these Regulations.

The permit form will be signed by a deputy chairman of Rostechnadzor or an official who fills his position in accordance with the relevant order; in a Rostechnadzor ITD – by the head of the relevant Rostechnadzor ITD or an authorized deputy.

The permit will be issued with a 5-year validity period.

The original (a copy attested in accordance with the established procedure) of the permit will be kept at the permit owner’s workplace. The permit owner shall present the original permit to Rostechnadzor representatives at their request.

54. The permit will contain validity conditions which are its integral part and which shall be complied with by a worker of an organization when he/she conducts the relevant type of activity.

The permit validity conditions will be formulated with regard for specifics of the basic and filled positions of the permit owner and the specific nuclear energy facility.

The permit validity conditions will include general mandatory requirements as follows:

the permit validity only covers the position indicated therein;

the permit may not be passed to another person or applied to another person;

when performing his/her job duties, the permit holder shall observe the requirements of the current regulatory legal acts for safety in the field of the use of atomic energy, and regulations and produced guidance in the scope determined by the job description;

the permit holder shall periodically, within established time, undergo medical examinations and psychophysiological studies;

if the permit holder is discharged from the fulfillment of his/her job duties due to medical counter-indications, the organization shall correspondingly notify Rostechnadzor within 15 days;

an intermission in the fulfillment of the permit holder’s job duties shall not be longer than 6 months;

the permit holder shall take the knowledge test, the time and scope of which are established by the regulatory legal acts in the field of the use of atomic energy; and

subject to specifics of concrete operations fulfilled by the applicant, the permit validity conditions will state special requirements describing the applicant’s duties performed to ensure safety of these operations.

55. When new regulatory legal acts on safety in the field of the use of atomic energy come into force, Rostechnadzor has a right to enter additional requirements in the permit validity conditions, including ones regarding knowledge test for the additional requirements. Additional requirements to be entered in the permit validity conditions will be prepared by the responsible structural unit of Rostechnadzor or a Rostechnadzor ITD that issued the permit and sent to the organization in the form of notice.

56. Violation of the permit validity conditions leads to enforcement as established by the law of the Russian Federation.

The permit validity conditions and their amendments will be signed in Rostechnadzor headquarters by the head of the responsible structural unit or a person performing his duties in the area of the type of activity, in a Rostechnadzor ITD – by the head of the Rostechnadzor ITD or an authorized deputy.

The permit will be issued to the applicant in person against signature or to a representative of the organization by warrant.

Information on the issuance of the permit will be entered in the registry of issued permits.

57. When there are grounds specified in para. 28 of these Regulations, the officer in charge will prepare refusal of the permit.

If the permit is refused, the organization will be notified correspondingly with indication of reasons for refusal.

The letter of permit refusal will be executed in the Rostechnadzor form and signed by the head of the responsible structural unit of Rostechnadzor or a person performing his duties in the area of the type of activity, in a Rostechnadzor ITD – by the head of the Rostechnadzor ITD or an authorized deputy.

58. The application and set of documents, copies of the permit and its validity conditions, and other documents, including the proceedings of knowledge tests, will be kept in archival files of the responsible structural unit (as hard copies and/or electronically) during the permit validity period.

Decision to refuse provision of the state service, refuse permits, refuse extension of the issued permits, refuse resumption of validity of the issued permits, refuse reissue of the issued permits, and refuse the issuance of duplicates of the permits will be kept in archival files of the responsible structural unit for at least one year after the relevant decisions were made.

## Extension of Issued Permit

59. The administrative procedure for extension of an issued permit includes administrative actions as follows:

receipt and registration of the application;

appointment of the officer in charge;

review of the set of documents;

deciding whether the validity period of the issued permit can be extended or denied;

execution of the decision to extend the issued permit or denial of extension of the issued permit;

execution of the permit and its validity conditions;

issuance of the permit to the applicant.

60. The grounds for the commencement of the administrative procedure for extension of the issued permit is receipt of the registered application and set of documents by the officer in charge of the provision of the state service.

The applicant will submit the application for extension of the issued permit at least 40 calendar days before the date of its expiry to the name of Rostechnadzor chairman or to the name of the head of the Rostechnadzor ITD that issued the permit.

61. The registered documents will be passed to the head of the responsible structural unit of Rostechnadzor or the Rostechnadzor ITD authorized to provide the state service so that they appoint an officer in charge of their review.

The officer in charge will review these documents within a period of not more than 20 working days from the date of receipt of the set of documents. On the basis of review results, the officer in charge will prepare a decision to extend the issued permit or prepare a refusal to extend the issued permit in accordance with para. 28 of these Regulations.

If the officer in charge decides to refuse extension of the issued permit, it shall be received in accordance with the procedure provided by these Regulations for the initial permit.

62. If extension of the issued permit is refused, the organization will be notified of the reason for refusal. The permit will be valid until its expiry date.

The letter of extension refusal will be executed in the Rostechnadzor form and signed by the head of the responsible structural unit of Rostechnadzor or a person performing his duties in the area of the type of activity, in a Rostechnadzor ITD – by the head of the Rostechnadzor ITD or an authorized deputy.

63. The decision to extend the issued permit will be executed within a period of not more than 10 working days from the date when the review of the set of documents was completed.

The executed decision will be approved by the head of the responsible structural unit of Rostechnadzor or a person performing his duties in the area of the type of activity, in a Rostechnadzor ITD – by the head of the Rostechnadzor ITD or an authorized deputy.

When deciding whether the issued permit can be extended, a new permit with its validity conditions will be executed within 10 working days.

The permit form will be signed by a deputy chairman of Rostechnadzor or an officer who acts for him in accordance with the order, and in a Rostechnadzor ITD – by the head of the Rostechnadzor ITD or an authorized deputy.

64. The permit will be issued to the applicant in person against signature or to a representative of the organization by warrant.

Information on the issuance of the permit will be entered in the registry of issued permits.

## Resumption of Issued Permit

65. The administrative procedure for resumption of an issued permit includes administrative actions as follows:

receipt and registration of the application;

appointment of the officer in charge;

review of the set of documents;

deciding whether the issued permit can be resumed;

execution of the decision to resume the issued permit;

issuance of the decision to resume the issued permit to the applicant.

66. The grounds for the commencement of the administrative procedure for resumption of the issued permit is receipt of the registered application and set of documents with a request to resume the issued permit by the officer in charge of the provision of the state service.

The permit may be resumed provided that the reasons for suspension of the permit have been eliminated.

An expired permit will not be resumed.

When the permit is resumed, its validity period will not be changed.

The application for resumption of the permit will be submitted to the name of Rostechnadzor chairman or to the name of the head of the Rostechnadzor ITD that issued the permit.

67. The registered documents will be passed to the head of the responsible structural unit of Rostechnadzor or the Rostechnadzor ITD authorized to provide the state service so that they appoint an officer in charge of their review.

The officer in charge will review these documents within a period of not more than 20 working days from the date of receipt of the set of documents. On the basis of review results, the officer in charge will prepare a decision to resume the permit or prepare a refusal to resume the permit in accordance with para. 28 of these Regulations.

The decision to resume the issued permit will be executed within a period of not more than 10 working days from the date when the review of the set of documents was completed.

68. Decisions to resume the permit will be issued to the applicant in person or sent by mail.

When the permit is resumed, the permit conditions may be changed.

69. If there are grounds specified in para. 28 of these Regulations, the officer in charge will prepare refusal to resume the permit.

If resumption of the issued permit is refused, the organization will be notified of the reason for refusal.

The letter of resumption refusal will be executed in the Rostechnadzor form and signed by the head of the responsible structural unit of Rostechnadzor or a person performing his duties in the area of the type of activity, in a Rostechnadzor ITD – by the head of the Rostechnadzor ITD or an authorized deputy.

## Reissuance of Issued Permit

70. The administrative procedure for reissuance of an issued permit includes administrative actions as follows:

receipt and registration of the application;

appointment of the officer in charge;

review of the set of documents;

deciding whether the issued permit can be reissued;

execution of the permit of its validity conditions;

issuance of the permit to the applicant.

71. The grounds for the commencement of the administrative procedure for reissuance of the issued permit is receipt of the registered application with a reason for reissuance of the issued permit and attached set of documents.

72. The permit is subject to reissuance if:

a position has been renamed without changing the job duties and scope of knowledge in the job description;

a worker has been appointed to the position which he/she had a right to fill on the basis of the earlier issued valid permit; and

the applicant’s first (second etc) name has been changed.

The permit that has not expired will not be reissued.

When the permit is reissued, its validity period will remain the same.

The application for reissuance will be submitted after at least 20 working days from the date of appointment of the applicant to the position to the name of a deputy chairman of Rostechnadzor or to the name of the head of Rostechnadzor ITD that issued the permit.

73. The registered documents will be passed to the head of the responsible structural unit of Rostechnadzor or the Rostechnadzor ITD authorized to provide the state service so that they appoint an officer in charge of their review.

The officer in charge will review these documents within a period of not more than 20 working days from the date of receipt of the set of documents. On the basis of review results, the officer in charge will prepare a decision to reissue the permit or prepare a refusal to reissue the permit in accordance with para. 28 of these Regulations.

The decision to reissue the permit will be executed within a period of not more than 10 working days from the date when the review of the set of documents was completed.

74. When it is decided to reissue the permit, a new permit form will be executed with validity conditions within 10 working days.

The permit form will be signed by a deputy chairman of Rostechnadzor or an officer who acts for him in accordance with the order, and in a Rostechnadzor ITD – by the head of the Rostechnadzor ITD or an authorized deputy.

The reissued permit will be issued to the applicant in person against signature or to a representative of the organization by warrant.

Information on the reissue of the permit will be entered in the registry of issued permits.

75. If reissuance of the issued permit is refused, the organization will be notified of the reason for refusal.

The letter of reissuance refusal will be executed in the Rostechnadzor form and signed by the head of the responsible structural unit of Rostechnadzor or a person performing his duties in the area of the type of activity, in a Rostechnadzor ITD – by the head of the Rostechnadzor ITD or an authorized deputy.

## Issuance of Permit Duplicate

76. The administrative procedure for issuance of a permit duplicate includes administrative actions as follows:

receipt and registration of the application;

appointment of the officer in charge;

review of the set of documents;

deciding whether the permit duplicate can be reissued;

execution of the permit duplicate and its validity conditions;

issuance of the permit to the applicant.

77. The grounds for the commencement of the administrative procedure for issuance of the permit duplicate when the permit is lost is receipt of the registered application and set of documents with a reason for issuance of the permit duplicate.

The application will be submitted, within five days from the date when the lost was detected, to the name of Rostechnadzor chairman or to the name of the head of a Rostechnadzor ITD who issued the permit.

78. The registered documents will be passed to the head of the responsible structural unit of Rostechnadzor or the Rostechnadzor ITD authorized to provide the state service so that they appoint an officer in charge of their review.

The officer in charge, within a period of not more than 10 working days from the date of receipt of the set of documents, will review these documents with regard for the available archival materials. On the basis of review results, the officer in charge will prepare a permit duplicate or a refusal to issue the permit duplicate in accordance with para. 28 of these Regulations.

79. The letter of refusal to issue the permit duplicate will be executed in the Rostechnadzor form and signed by the head of the responsible structural unit of Rostechnadzor or a person performing his duties in the area of the type of activity, in a Rostechnadzor ITD – by the head of the Rostechnadzor ITD or an authorized deputy.

80. The duplicate permit will be prepared on the basis of a photocopy of the permit filed by the responsible structural unit of Rostechnadzor headquarters or a Rostechnadzor ITD by a specialist of the responsible structural unit within 10 working days. The permit form will be attested with a DUPLICATE stamp.

The result of the administrative procedure for the issuance of the permit duplicate will be the issuance of the document duplicate with the same registration number and the same validity period as were specified in the previously issued document. The inscription DUPLICATE will be indicated in the top right corner of the duplicate.

The permit duplicate will be signed by the deputy chairman of Rostechnadzor or an official who acts for him in accordance with the order, in an ITD – by the head of the Rostechnadzor ITD or an authorized deputy.

The permit duplicate will be issued to the applicant in person against signature or to the organization’s representative by warrant.

Information on the issuance of the permit duplicate will be entered in the registry of issued permits.

# **IV. Forms of Control of Provision of State Service**

## Procedure of Routine Control to Ensure That Provisions of Regulations and Other Regulatory Legal Acts Establishing Requirements to Provision of State Service Are Complied with and Fulfilled by Officials in Charge

81. Routine control will be implemented by way of checks to ensure that the provisions of the Regulations and other regulatory legal acts regulating the activity on provision of the state service are complied with and fulfilled by officials in charge.

The Rostechnadzor chairman will establish the frequency of routine control.

## Procedure and Frequency of Scheduled and Unscheduled Checks of Completeness and Quality of Provision of State Service, Including Procedure and Forms of Control of Completeness and Quality of Provision of State Service

82. Control over completeness and quality of the provision of the state service includes checks, detection and elimination of violation of the applicants’ rights, decision-making and preparation of responses to the applicants’ enquiries containing complaints about action (inaction) and decisions of Rostechnadzor officials.

The checks of completeness and quality of the provision of the state service will be organized on the basis of Rostechnadzor orders.

83. The frequency of checks will have scheduled (on the basis of semiannual or annual work plans) and unscheduled (following a concrete enquiry of an applicant or elimination of previously detected violations of the Regulations) nature.

To verify the completeness and quality of the provision of the public service, a commission will be formed, which includes responsible officials of Rostechnadzor.

84. The results of the commission's activities will be executed in the form of a report which identifies detected shortcomings and proposals for their elimination.

## Responsibility of Officials of Federal Executive Body for Decisions and Actions (Inaction) Taken (Implemented) by Them during Provision of State Service

85. In case of violations of the applicants' rights revealed as a result of the checks, the perpetrators will be held accountable in accordance with the procedure established by the law of the Russian Federation.

86. The officials of Rostechnadzor, in case of improper performance (failure to perform) their functions and duties in carrying out measures to provide the state service, commitment of unlawful actions (inaction), will be liable in accordance with the law of the Russian Federation.

## Provisions Characterizing Requirements to Procedure and Forms of Control over Provision of State Service, Including That Performed by Citizens, Their Associations and Organizations

87. Control over the provision of the state service, including that performed by citizens, their associations and organizations, is carried out through the openness of Rostechnadzor's activities in the provision of the state service, obtaining full, up-to-date and reliable information on the procedure for providing the state service and the possibility of prejudicial review of appeals (complaints) in the process of obtaining the state service.

# **V. Prejudicial (Extrajudicial) Procedure of Appeal of Decisions and Actions (Inaction) of Rostechnadzor and Its Officials**

## Information for Applicant on Its Right to File Complaint against Decision and/or Action (Inaction) of Rostechnadzor and/or Its Officials, Federal Civil Servants When They Provide State Service

88. The subject of the applicant's pre-judicial (extrajudicial) appeal against decisions and actions (inaction) of an official of Rostechnadzor who provides the state service.

The applicant has the right to appeal against the actions and/or inaction of Rostechnadzor officials in the prejudicial (extrajudicial) procedure.

89. The applicant can file a complaint on the grounds and in accordance with Articles 11.1 and 11.2 of the Federal Law "On the Organization of Provision of State and Municipal Services" of 27 July 2010 No. 210-FZ, including in the following cases:

violation of the registration term of the applicant's request for provision of the state service;

violation of the time term for provision of the state service;

requirement to the applicant concerning the availability of documents that are not provided for by the regulatory legal acts of the Russian Federation on provision of public services;

refusal to accept documents from the applicant, the submission of which is provided for by the regulatory legal acts of the Russian Federation on provision of the state service;

refusal to provide the state service if the grounds for refusal are not provided for by federal laws and other regulatory legal acts of the Russian Federation adopted in accordance with them;

request to the applicant, when providing the state service, to pay a fee which is not provided for by regulatory legal acts of the Russian Federation;

refusal of an official of Rostechnadzor who provides the state service to correct mistakes and misprints in the documents issued as a result of the provision of the state service, or the violation of the deadline for such corrections.

## Subject of Complaint

90. The subject of the complaint will be a decision and/or action (inaction) of Rostechnadzor officials and/or a Rostechnadzor ITD in response to the measures taken and implemented with violation of the standard procedure for provision of the state service, as well as improper performance by the officials of their job duties established by the Regulations and other regulatory legal acts governing the relations arising in connection with provision of the state service.

State Authorities and Officials Authorized to Review Complaints to Whom Complaint Can Be Sent

91. A complaint submitted to Rostechnadzor and/or a Rostechnadzor ITD will be subject to review by an official authorized to handle complaints.

## Procedure for Filing and Reviewing a Complaint

92. A complaint will be submitted to Rostechnadzor and/or a Rostechnadzor ITD in writing, on paper or in electronic form. Complaints about decisions taken by the deputy chairman of Rostechnadzor will be reviewed directly by the chairman of Rostechnadzor.

The complaint can be sent by mail, using the Internet, the official site of Rostechnadzor and/or a Rostechnadzor ITD, the integrated portal for state services, and can also be accepted at the personal reception of the applicant.

93. Rostechnadzor and a Rostechnadzor ITD will ensure that:

the place where complaints are received is equipped;

the applicants are informed about the procedure for appealing against decisions and actions (inaction) of the officials who provide the state services by posting information on stands in the places where the state services are provided, the official website of Rostechnadzor, on the integrated portal of state services;

the applicants are advised on the procedure for appealing against decisions and actions (inaction) of the officials who provide the state services by phone, e-mail and at a personal reception;

cooperation agreements on receipt of complaints and issuance of results of complaint reviews are concluded with the multifunctional centers;

reports on complaints received and reviewed, including the number of successful and outstanding complaints are formed and submitted quarterly to a higher authority.

94. A complaint shall contain:

the name of the responsible structural unit of Rostechnadzor, which provides the state service, the full name of the Rostechnadzor official who provides the state service, whose decisions and actions (inaction) are appealed against;

full name and information on the place of residence of the applicant - an individual, information on the location of the applicant - legal entity, as well as the contact telephone number(s), e-mail address(es) (if available) and postal address at which a response to the applicant should be sent;

information on disputed decisions and actions (inaction) of an official of Rostechnadzor who provides the state service;

arguments, which are the basis for the applicant’s expression of disagreement with the decision and action (inaction) of an official of Rostechnadzor who provides the state service, the applicant can provide documents (if any) confirming the applicant's arguments or their copies.

95. When submitting a complaint electronically, the necessary documents can be submitted in the form of electronic documents signed by an electronic signature, the type of which is provided for by the law of the Russian Federation, in so doing the applicant’s identity document will not be required.

## Time Terms for Complaint Review

96. A complaint submitted to Rostechnadzor will be subject to review by an official authorized to handle complaints within 15 working days from the date of its registration, and in case of an appeal against the refusal of the state service by the authority providing the state service or an official of the authority providing the state service to receive documents from the applicant or to correct misprints and mistakes or in case of an appeal against a violation of the established time term for making such corrections - within 5 working days from the date of its registration.

## List of Grounds for Suspension of Complaint Review When Possibility of Suspension Is Provided for by Law of the Russian Federation

97. There are no grounds for suspension of complaint review.

## Outcome of Complaint Review

98. Based on the results of complaint review by an official of Rostechnadzor or a Rostechnadzor ITD authorized to review complaints, one of the following decisions will be made:

to satisfy the complaint, including that in the form of cancellation of the decision made, correction of misprints and mistakes made in the documents issued as a result of the provision of the state service;

to refuse to satisfy the complaint.

## Procedure for Informing Applicant of Outcome of Complaint Review

99. Not later than the day following the day of decision-making as specified in para. 96 of these Regulations, the applicant will receive, in writing and, at the request of the applicant, in electronic form, a substantiated response about the outcome of complaint review.

100. In the response about the outcome of complaint review, the following shall be indicated:

the name of the responsible structural unit of Rostechnadzor that provides the state service, which has considered the complaint, the position and full name of its official who made the decision about the complaint;

the number, date, place where the decision was made, including information about the official whose decision or action (inaction) is appealed against;

the full name of the applicant;

grounds for deciding-making regarding the complaint;

the decision made regarding the complaint;

if the complaint is found to be justified, the deadline for elimination of the violations identified, including the time period for provision of the result of the public service;

information on the procedure for appealing against the decision made regarding the complaint.

101. The response based on the outcome of complaint review will be signed by an official of Rostechnadzor authorized to review complaints and/or a Rostechnadzor ITD which provides the state service.

102. Rostechnadzor and/or a Rostechnadzor ITD refuses to satisfy the complaint in the following cases:

presence of an effective court decision, arbitration court on a complaint about the same subject and on the same grounds;

filing a complaint by a person whose powers are not confirmed in accordance with the procedure established by the law of the Russian Federation;

presence of a decision on the complaint, adopted earlier in accordance with the requirements of the Rules for filing and review of complaints against decisions and actions (inaction) of the federal executive bodies and their officials, federal civil servants, officials of the state extra-budgetary funds of the Russian Federation, and the State Atomic Energy Corporation Rosatom and its officials, approved by the Government of the Russian Federation on 16 August 2012 No. 840 "On the procedure for filing and reviewing of complaints against decisions and actions (inaction) of federal executive bodies and their officials, federal civil servants, officials of state extra-budgetary funds of the Russian Federation, as well as the State Atomic Energy Corporation Rosatom and its officials", with respect to the same applicant and the same subject matter of the complaint.

103. Rostechnadzor and/or a Rostechnadzor ITD have the right to leave the complaint unanswered in the following cases:

when the complaint contains obscene or offensive language, threats to life, health and property of an official, as well as members of his family;

when it is impossible to read any part of the text of the complaint, last name, first name, patronymic (if the latter is available) and/or postal address of the applicant indicated in the complaint.

104. Violation by an official authorized to handle complaints of the procedure or timing for review of a complaint, or unlawful refusal or evasion of the said official from acceptance of the complaint for consideration, will entail bringing to responsibility as provided by the current legislation.

## Procedure for Appealing Against Decision on Complaint

105. The applicants have the right to appeal against decisions taken when the public services was provided, actions and/or inaction of Rostechnadzor and Rostechnadzor ITD officials in accordance with the civil procedural legislation of the Russian Federation.

## Applicant's Right to Receive Information and Documents Needed to Substantiate and Review Complaint

106. The applicant has the right to receive exhaustive information and documents needed to substantiate and review a complaint.

## Methods of Informing Applicants about Procedure for Filing and Reviewing complaint

107. Information on the procedure for filing and reviewing of a complaint is posted on the official website of Rostechnadzor, the integrated portal of state services, and may be communicated to the applicant either orally and/or in writing.

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|  | Appendix 1  to Administrative Regulations for the Service Provided by Federal Environmental, Industrial and Nuclear Supervision Service for Issuance of Permits for the Right to Engage in Work in the Field of the Use of Atomic Energy to Workers of Nuclear Energy Facilities  of \_\_\_\_ \_\_\_\_\_\_\_\_ 20\_\_\_ No.\_\_\_\_\_ |

LIST  
OF SUBJECTS OF THE RUSSIAN FEDERATION IN THE TERRITORY OF WHICH TERRITORIAL DEPARTMENTS OF ROSTECHNADZOR PROVIDE STATE SERVICE FOR ISSUANCE OF PERMITS FOR THE RIGHT TO ENGAGE IN WORK IN FIELD OF USE OF ATOMIC ENERGY TO WORKERS OF NUCLEAR ENERGY FACILITIES

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| Name of Rostechnadzor territorial department | Details of Rostechnadzor territorial department | Subjects of the Russian Federation in the territory of which Rostechnadzor territorial departments provide state service for issuance of permits for the right to engage in work in the field of the use of atomic energy |
| Volga Interregional Territorial Department for Supervision of Nuclear and Radiation Safety | Address: 413864,  Balakovo, Saratov Region, ul. 30 let Pobedy 57а.  Postal address: 413864, Balakovo-24, P.O box-19.  Working hours (local time):  Mon - Thu 08.00 to 17.00,  Lunch break: 12.00 to 12.45 Fri 08.00 to 16.00.  Fax: (8453) 33-75-84.  Official website:  http://vol-nrs.gosnadzor.ru.  е-mail:vol-nrs@gosnadzor.ru.  Coordinating unit tel.: (8453) 39-05-84. | Republic of Bashkortostan, Republic of Mari El, Republic of Mordovia, Republic of Tatarstan (Tatarstan), Udmurt Republic, Chuvash Republic - Chuvashia, Nizhny Novgorod region (with the exception of legal entities operating in the territory of Sarov CATU), Kirov Region, Orenburg Region, Penza Region, Perm Region, Samara Region, Saratov Region, Ulyanovsk Region, Tver Region (only with respect to legal entities operating in the territory Kalinin NPP and Tver NPP) |
| Don Interregional Territorial Department for Supervision of Nuclear and Radiation Safety | Address: 396072, Novovoronezh, Voronezh Region, ul. Yuzhnoe shosse 1.  Working hours (local time):  Mon – Thu 07.45 to 16.30,  Fri 07.45 to 15.30,  Lunch break: 13.00 to 13.30.  Fax: (47364) 2-07-57.  Official website: <http://don-nrs.gosnadzor.ru>.  e-mail:don-nrs@gosnadzor.ru  Coordinating unit tel.: (47364) 2-36-26. | Republic of Adygea (Adygeya), Republic of Dagestan, Republic of Kalmykia, Republic of North Ossetia-Alania, Republic of Ingushetia, Kabardino-Balkarian Republic, Karachaevo-Cherkess Republic, Chechen Republic, Krasnodar Territory, Stavropol Territory, Astrakhan Region, Volgograd Region, Voronezh Region, Rostov Region, Murmansk Region (only in relation to legal entities operating in Kola NPP), Kostroma Region (only with respect to legal entities that carry out activities on the territory of Central NPP) |
| Interregional Territorial Department for Supervision of Nuclear and Radiation Safety of Siberia and Far East | Address: 630075,  Novosibirsk, ul. B. Hmelnitskogo 2.  Postal address: 630075 Novosobirsk, P.O. Box 74  Working hours (local time):  Mon – Fri 08.30 to 17.30,  lunch break 12.00 to 12.45.  Fax: (3832) 76-44-19.  Official website: http://sib-nrs.gosnadzor.ru.  E-mail: mail@sibatomnadzor.ru.  Coordinating unit tel.: (383)-276-54-78 | Republic of Sakha (Yakutia), Primorsky Territory, Khabarovsk Territory, Amur Region, Kamchatka Territory, Magadan Region, Sakhalin Region, Jewish Autonomous Region, Chukotka Autonomous District (except for legal entities operating in Bilibino NPP), Republic of Altai, Republic of Buryatia, Republic of Tuva, Republic of Khakassia, Altai Territory, Transbaikal Region, Krasnoyarsk Territory, Irkutsk Region, Kemerovo Region, Novosibirsk Region, Omsk Region, Tomsk Region |
| North European Interregional Territorial Department for Supervision of Nuclear and Radiation Safety | Адрес: 197101,  St. Petersburg, ul. Malaya Monetnaya 2a.  Working hours (local time):  Mon - Thu 08.30 to 17.15,  Fri 08.30 to 16.00,  Lunch break: 12.00 to 12.45.  Fax: (812) 346-03-51.  Official website: http://se-nrs.gosnadzor.ru.  E-mail: se-nrs@gosnadzor.ru  Coordinating unit tel.: (812) 643-55-64. | Republic of Karelia, Komi Republic, Arkhangelsk Region, Vologda Region, Kaliningrad Region, Kursk Region (only for legal entities operating in the territory of Kursk NPP), Leningrad Region, Murmansk Region (with the exception of legal entities operating in Kola NPP), Novgorod Region, Pskov Region, Smolensk Region (only in relation to legal entities operating in Smolensk NPP), St. Petersburg, Nenets Autonomous District |
| Ural Interregional Territorial Department for Supervision of Nuclear and Radiation Safety | Address: 620062, Ekaterinburg, pr. Lenina 60-А.  Working hours (local time):  Mon - Thu 09.00 to 16.30,  Fri 09.00 to 15.30,  Lunch break 12.30 to 13.00.  Fax: (343) 362-74-85.  Official website: http://ural-nrs.gosnadzor.ru.  E-mail: ural-nrs@gosnadzor.ru  Coordinating unit tel.:  (343) 362-74-89 | Sverdlovsk Region, Kurgan Region, Tyumen Region, Chelyabinsk Region, Khanty-Mansi Autonomous Area - Yugra, Yamalo-Nenets Autonomous District |
| Central Interregional Territorial Department for Supervision of Nuclear and Radiation Safety | Address: 115409,  Moscow, ul Koshkina 4.  Working hours (local time):  Mon - Thu 09.00 to 18.00,  Fri 09.00 to 16.30,  Lunch break 12.00 to 12.45.  Fax: (499) 324-30-95.  Official website: <http://cntr-nrs.gosnadzor.ru>.  E-mail: cntr-nrs@gosnadzor.ru  Coordinating unit tel.:  (495) 324-52-46 | Belgorod Region, Bryansk Region, Vladimir Region, Ivanovo Region, Kaluga Region, Kostroma Region, Kursk Region (except for legal entities operating in the territory of Kursk NPP), Lipetsk Region, Moscow Region, Orel Region, Ryazan Region, Smolensk Region (except for legal entities operating in Smolensk NPP), Tambov Region, Tver Region (with the exception of legal entities operating in the territory of Kalinin NPP), Tula Region, Yaroslavl Region, Nizhny Novgorod Region (only in relation to legal entities operating on the territory of Sarov CATU), Chukotka Autonomous District (only for legal entities operating in Bilibino NPP), Crimea and Sevastopol |

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|  | Appendix 2  to Administrative Regulations for the Service Provided by Federal Environmental, Industrial and Nuclear Supervision Service for Issuance of Permits for the Right to Engage in Work in the Field of the Use of Atomic Energy to Workers of Nuclear Energy Facilities  of \_\_\_\_ \_\_\_\_\_\_\_\_ 20\_\_\_ No.\_\_\_\_\_ |

DISTRIBUTION  
AUTHORITY BETWEEN HEADQUARTERS AND TERRITORIAL DEPARTMENTS OF FEDERAL ENVIRONMENTAL, INDUATRIAL AND NUCLEAR SUPERVISION SERVICE ON ISSUANCE OF PERMITS FOR THE RIGHT TO ENGAGE IN WORK IN THE FIELD OF THE USE OF ATOMIC ENERGY TO WORKERS OF NUCLEAR ENERGY FACILITIES

For the nuclear energy facilities located in the branches (territorially detached subdivisions) of the organization, the state service is provided on the basis of territorial location of the branch (territorially detached subdivision) of the organization.

**For the workers of nuclear plants:**

The permits are issued by:

1) the responsible structural unit of Rostechnadzor headquarters for:

a) the management personnel of the nuclear plants;

b) the physical protection deputy heads of the nuclear plants;

c) the nuclear material (radioactive substance) accounting and control deputy heads of the nuclear plants;

2) the interregional territorial departments for nuclear and radiation safety supervision for:

a) the personnel of departmental (production) control of nuclear and radiation safety of the nuclear plants;

b) operating personnel;

c) managers of physical protection subdivisions of the nuclear plants;

d) managers of nuclear material (radioactive substance) accounting and control services of the nuclear plants.

**For the workers of the operating organizations which operate and/or decommission commercial and experimental (power) reactors and prototype test facilities of nuclear power installations**

The permits are issued by:

1) the responsible structural subdivision of Rostechnadzor headquarters and the Rostechnadzor interregional territorial departments for nuclear and radiation safety supervision with regard to the workers of the enterprises (organizations) operating commercial reactors and/or decommissioning them – as provided for the workers of nuclear fuel cycle enterprises with nuclear hazardous and radiation hazardous areas;

2) the responsible structural subdivision of Rostechnadzor headquarters and the Rostechnadzor interregional territorial departments for nuclear and radiation safety supervision with regard to the workers of the enterprises (organizations) operating experimental (power) reactors and/or decommissioning them - as provided for the workers of nuclear plants;

3) the Rostechnadzor interregional territorial departments for nuclear and radiation safety supervision with respect to the management personnel, personnel of departmental (industrial) control of nuclear and radiation safety, personnel running the process (operating personnel), employees of the enterprises (organizations) operating prototype test facilities of nuclear power installations and/or decommissioning them.

**For the workers of research reactors, critical and subcritical test facilities**

The permits are issued by:

1) the responsible structural subdivision of Rostechnadzor headquarters with regard to the management personnel of research nuclear reactors;

2) the Rostechnadzor interregional territorial departments for nuclear and radiation safety supervision with regard to:

a) the management personnel of critical and subcritical nuclear test facilities;

b) the personnel of departmental (production) control of nuclear and radiation safety of research nuclear installations;

c) the personnel running the process (operating personnel) of research nuclear installations.

**For the workers of ships with nuclear power installations**

The permits are issued by the Rostechnadzor interregional territorial departments for nuclear and radiation safety supervision.

**For the workers of nuclear maintenance ships**

The permits are issued by the Rostechnadzor interregional territorial departments for nuclear and radiation safety supervision.

**For the workers of ship building industry enterprises building and maintaining ships with civil nuclear power installations**

The permits are issued by the Rostechnadzor interregional territorial departments for nuclear and radiation safety supervision.

**For the workers of fuel cycle enterprises with nuclear hazardous and radiation hazardous areas**

The permits are issued by:

1) the responsible structural subdivision of Rostechnadzor headquarters with regard to:

the management personnel of nuclear facilities who obtained licenses for activities in the field of the use of atomic energy from the responsible structural subdivision of Rostechnadzor;

2) the Rostechnadzor interregional territorial departments for nuclear and radiation safety supervision with regard to:

a) the management personnel of nuclear facilities who obtained licenses for activities in the field of the use of atomic energy from the Rostechnadzor interregional territorial departments;

b) the personnel of departmental (production) control of nuclear and radiation safety;

c) the personnel running the process (operating personnel).

**For the workers of radioactive waste storage facilities (specialized enterprises for radioactive waste management)**

The permits are issued by:

1) the responsible structural subdivision of Rostechnadzor headquarters with regard to:

the management personnel of nuclear facilities who obtained licenses for activities in the field of the use of atomic energy from the responsible structural subdivision of Rostechnadzor;

2) the Rostechnadzor interregional territorial departments for nuclear and radiation safety supervision with regard to:

а) the management personnel of nuclear facilities who obtained licenses for activities in the field of the use of atomic energy from the Rostechnadzor interregional territorial departments;

b) the personnel of departmental (production) control of nuclear and radiation safety;

c) the personnel running the process (operating personnel).

**For the workers of enterprises (institutions, organizations) operating radiation sources**

The permits are issued by:

1) the responsible structural subdivision of Rostechnadzor headquarters with regard to:

the management personnel of nuclear facilities who obtained licenses for activities in the field of the use of atomic energy from the responsible structural subdivision of Rostechnadzor;

2) the Rostechnadzor interregional territorial departments for nuclear and radiation safety supervision with regard to:

а) the management personnel of nuclear facilities who obtained licenses for activities in the field of the use of atomic energy from the Rostechnadzor interregional territorial departments;

b) the personnel of departmental (production) control of nuclear and radiation safety;

c) the personnel running the process (operating personnel).

**For the workers of enterprises (organizations) transporting nuclear materials, radioactive substances and products based on them**

The permits are issued by:

1) the responsible structural subdivision of Rostechnadzor headquarters with regard to:

the management personnel of nuclear facilities who obtained licenses for activities in the field of the use of atomic energy from the responsible structural subdivision of Rostechnadzor;

2) the Rostechnadzor interregional territorial departments for nuclear and radiation safety supervision with regard to:

а) the management personnel of nuclear facilities who obtained licenses for activities in the field of the use of atomic energy from the Rostechnadzor interregional territorial departments;

b) the personnel of departmental (production) control of nuclear and radiation safety;

c) the personnel running the process (operating personnel).

**For the management personnel of atomic energy facilities providing accounting and control of nuclear materials and radioactive substances, and their physical protection**

The permits are issued by:

1) the responsible structural subdivision of Rostechnadzor headquarters with regard to:

a) deputy heads of a physical protection atomic energy facility;

b) deputy heads of an atomic energy facility for accounting and control of nuclear materials (radioactive substances);

2) the Rostechnadzor interregional territorial departments for nuclear and radiation safety supervision, which established limits of activities comprise an atomic energy facility, with regard to:

а) heads of subdivisions of the atomic energy facility for physical protection;

б) heads of services for accounting and control of nuclear materials (radioactive substances) of the atomic energy facility.

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|  | Appendix 3  to Administrative Regulations for the Service Provided by Federal Environmental, Industrial and Nuclear Supervision Service for Issuance of Permits for the Right to Engage in Work in the Field of the Use of Atomic Energy to Workers of Nuclear Energy Facilities  of \_\_\_\_ \_\_\_\_\_\_\_\_ 20\_\_\_ No.\_\_\_\_\_ |

FLOW CHART

OF PROVISION OF STATE SERVICE FOR ISSUANCE OF PERMIT

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| The applicant submits applications and a set of documents to Rostechnadzor. | | | | | | | |
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| Registration of the application and the set of documents. The application and the set of documents are directed to the responsible structural unit. | | | | | | | |
|  |  | | |  |  | |  |
| Responsible structural unit. Verification of the application and the set of documents for their compliance with the requirements of the Administrative Regulations. The deadline for executing the procedure in accordance with the Administrative Regulations is 20 working days. | | | | | | | |
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| Issuance of the permit. | |  | Extension of the permit, resumption of the permit, reissuance of the permit, issuance of the duplicate permit. | | | | |
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| Based on the check results, the responsible structural unit within 20 working days from the day of receipt of the application and documents specified in the Administrative Regulations and meeting the requirements established by it, prepares documents for knowledge test. | |  | Responsible structural unit, based on the results of the check of documents specified in the Administrative Regulations and meeting the requirements established by it, prepares a permit specifying its validity conditions within 10 working days from the moment of taking a positive decision. | | |  | Responsible structural unit, based on the results of the check of documents specified in the Administrative Regulations and not meeting the requirements established by it, ensures the specified documents are returned with indication of the reasons for refusal. |
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| The positive result of the applicant's knowledge assessment, formalized by the proceedings, is the basis for the responsible structural unit to start the processing of the permit with the establishment of its validity conditions within 10 working days. | |  | If the result of the applicant's knowledge test is negative, or if the applicant fails to show up for knowledge test without good reason, the responsible structural unit ensures that these documents are returned with the right to re-apply after 1 month. If the result of a repeated knowledge test is negative, the applicant is entitled to a subsequent (third) knowledge test, but not earlier than 6 months. If the result of the third knowledge test is negative, the applicant can receive a permit in the established order next time not earlier than one year after the date of the latest knowledge test. | | | | |

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|  | Appendix 4  to Administrative Regulations for the Service Provided by Federal Environmental, Industrial and Nuclear Supervision Service for Issuance of Permits for the Right to Engage in Work in the Field of the Use of Atomic Energy to Workers of Nuclear Energy Facilities  of \_\_\_\_ \_\_\_\_\_\_\_\_ 20\_\_\_ No.\_\_\_\_\_ |

Sample of the permit for the right to engage in work in the field of the use of atomic energy to workers of nuclear energy facilities for the position held (filled).

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| Registration No. |  | **of** |  |  |

Issued to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(full name)

For the right to engage in work in the field of the use of atomic energy [[1]](#footnote-1)

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(name of position, nuclear energy facility and organization)

In accordance with Article 27 if Federal Law of 21 November 1995 No. 170-FZ “On the Use of Atomic Energy”.

Permit issued on the basis of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(date) ( No.)

Permit validity period: from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(date) (date)

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| Deputy Chairman of Federal Environmental, Industrial and Nuclear Supervision Service (or Head of Rostechnadzor ITD) | \_\_\_\_\_\_\_\_\_\_\_\_\_  (signature) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (clarification of signature) |

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***The permit is valid provided that its conditions, which are an integral part of the permit, are observed.***

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|  | Appendix 5  to Administrative Regulations for the Service Provided by Federal Environmental, Industrial and Nuclear Supervision Service for Issuance of Permits for the Right to Engage in Work in the Field of the Use of Atomic Energy to Workers of Nuclear Energy Facilities  of \_\_\_\_ \_\_\_\_\_\_\_\_ 20\_\_\_ No.\_\_\_\_\_ |

Sample of the permit for the right to engage in work in the field of the use of atomic energy to workers of nuclear energy facilities when the permits is issued for both positions held and filled.

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| Registration No. |  | **of** |  |  |

Issued to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(full name)

For the right to engage in work in the field of the use of atomic energy [[2]](#footnote-2)

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(name of position, nuclear energy facility and organization)

In accordance with Article 27 if Federal Law of 21 November 1995 No. 170-FZ “On the Use of Atomic Energy”.

Permit issued on the basis of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(date) (No.)

Permit validity period: from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(date) (date)

|  |  |  |
| --- | --- | --- |
| Deputy Chairman of Federal Environmental, Industrial and Nuclear Supervision Service (or Head of Rostechnadzor ITD) | \_\_\_\_\_\_\_\_\_\_\_\_\_  (signature) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (clarification of signature) |

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***The permit is valid provided that its conditions, which are an integral part of the permit, are observed.***

1. Specific type(s) of activity covered by the permit

   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [↑](#footnote-ref-1)
2. Specific type(s) of activity covered by the permit

   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [↑](#footnote-ref-2)