

Supplier Forum

An overview of standards and procedures

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EHS&Q

Supplier's and sub-contractors at Sellafield

Content

- An overview of EHS&Q standards and procedures
Expectations of the Suppliers or Sub-contractors
Management System
- Command, Control and Supervision
- SQEP & training arrangements overview
- Audit & assurance arrangements

Some Hot Topics

- Human Performance & Learning
- Industrial Relations
- Substance Abuse Policy
- Security

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Overview of EHS&Q standards and procedures & Expectations of the Suppliers or Sub-Contractors Management System

Sellafield Management System

- Management Standards
- Sellafield Site Procedures
- Supporting Procedures
- Integrated Management System (Design & Construction etc)

Supplier/Sub-Contractor's Management System

- SL Expectations
- Regulator issues & learning

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Command, Control and Supervision

- **Command- ensure compliance with Site Licence & Discharge Authorisations (& Statutory requirements)**
 - *Superintending Officer- Contracted*
 - *Operations Control Manager- Non-Contracted*
- **Control- assuring appropriate arrangements, specified & implemented to permit work.**
 - Discharged by SO
- **Supervision (including Management)- the appropriate arrangements**
 - Discharged by the Company undertaking work (i.e. the Contractor)

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Nuclear Safety

- **Overriding priority for the site**
- **Been recognised in plant operations for a long time**
- **Recently expanded to cover construction activities**
 - **Make it personal**
 - **For designers, it's the 4C's**
 - **For site trades, relate to each trade**
 - **Include in inductions, update via briefings**
 - **Involve operators**
- **Demonstrate how we realise the design intent**
- **Nuclear Safety equals quality**

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SQEP & training arrangements overview

- **Own Induction Training**
- **Managers/Supervisors**
 - *IOSH Modules (as appropriate)*
 - *Risk Assessment/Work Control Authorisation (as appropriate)*
 - *Appointed where necessary*
- **IOSH Working Safely or 'Safety Passport Scheme'- All**
- **SQEP Roles x 4 for Contractors**

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Audit & Assurance arrangements

Audit

- SL SO Audit Schedule (EHS&Q)
 - Part of Principal Contractor monitoring where appropriate (to 'Construction')
- Main Contract Monitoring of work
- Main Contract Monitoring of suppliers/sub-contractors

Assurance

- SL Resident Engineers Inspection – annual on site
- SL Inspection team (Interface with contractor activities on plant)
- SL Quality audit/inspection/surveillance and witnessing

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Human Performance & Learning (OEF)

- **Key areas and enabler- driving safety & operational performance**
- **Human performance for Contractors Training**
- **Behavioural Safety**
- **Use of Human Performance tools**
- **Learning and sharing**
 - *Contractors sit on site level OPEX (Operating Experience) Forum*
 - *Reporting/ATLAS System – EHS&Q and Operational issues*
 - *Sharing at Local/Project/Directorate or Site Forums*
 - *Encourage external operating experience*
 - *positive encouragement of informal sharing*

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Industrial Relations

- Major contractors – organised direct dialogue with SL Contracts Director
- National Agreements - NAECI / CIJC
- Involved in Capital Projects Clients Group
- Assured Competency in Engineering (ACE) Industry Steering Group
- Approval of Sub-contractors (RE's Industrial Relations Manager)
 - *Non poaching policy*
 - *Local labour policy*
- Forums - Sellafield Contractor Group and Sub-groups
- Fair Culture- Disciplinary issues etc.

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Substance Abuse Policy

- Pre-Deployment negative test- with Vetting application
- Includes existing 'Sellafield Site' employees who transfer
- Random Testing & For Cause Testing
- Present regime - Overview

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Security & Passes

- **Information Security in the Supply Chain**
- **Divided into –**
 - Protectively marked (PMI) regulated by Government
 - Commercial, valuable to our company and/or the NDA
- **Vetting Process- Security Clearance**
 - Only submit genuine – not speculative
 - Consider direct submittal to 'Disclosure Scotland' – speeds application
 - Seasonal delay
- **Site Induction- P4 Pass- Official Document**
- **Passes must be worn on site, and visible; and secure when NOT on-site**
- **Pass must be returned if you change companies or no longer work on-site.**
 - Expiry date – exactly that !
- **Companies must not specify 'P4 Pass holders or vetting' in any advertisement for labour etc**

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Summary

- There are packs of information available, which summarise the information discussed today.
- If you need further help, we have a stand, as do Security
- Any questions?