



An overview of requirements on

Contractors and Suppliers for work on Sellafield Site

Preface

This booklet contains an overview of the requirements for working at Sellafield. Its purpose is to give potential suppliers and contractors to the site a basic understanding of what they can expect as part of working at Sellafield. More information on the requirements are available from RE's Department 86441 quoting reference RE1.

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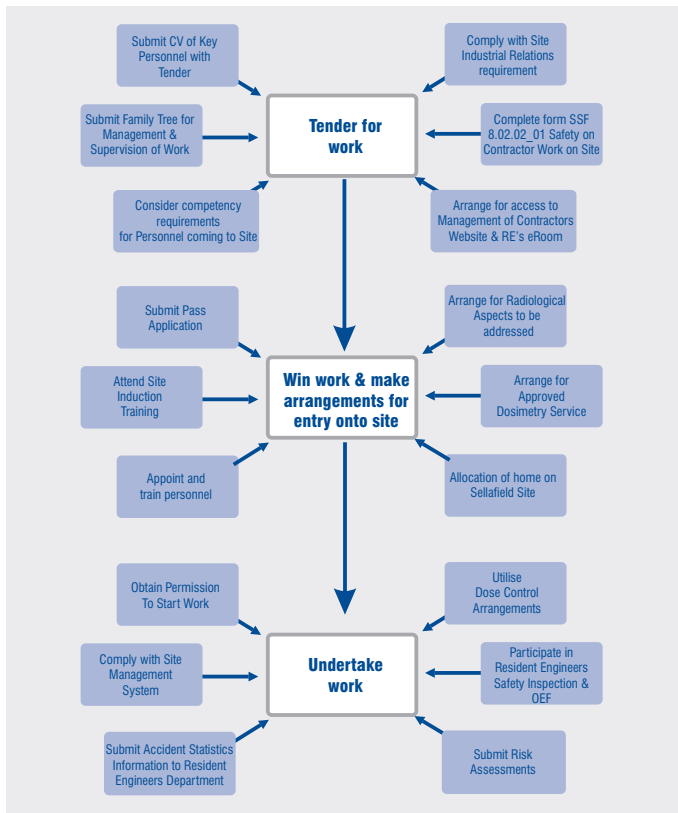
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Sellafield Ltd – Licensee & site licence conditions

How do these affect Contractors & Suppliers

- Licence conditions set out generic expectations of any licensee.
- Licensee, as the user of the site, must make adequate arrangements, to show that risks on or to the site are properly controlled.
- Similarly arrangements are required to manage radioactive waste.
- Arrangements for managing Contractors take in several license conditions.
- Sellafield Ltd ensure we have control of Contractors and Superintending Officers have this function.
- Nominated Representatives of the SO will have some delegated duties.
- Contractors are required to adequately supervise their operations (whatever they may entail, designing, construction, commissioning, delivering, operating, maintaining, decommissioning, demolishing or remediation).

Overall requirement for working at Sellafield



Requirements for working on the Sellafield Site

If you win work for Sellafield which requires access to site you will be required to comply with the following:-

- Site Standards and Expectations detail what is expected of individuals regarding behaviours required for the nuclear industry.
- Compliance with the sites random substance abuse testing regime.
- Site Management System; those elements of the system you are required to comply with will be provided for you at the time of tendering.

If you would like to view documentation for working at Sellafield, then access to the Management of Contractors website can be arranged via either your Superintending Officer, or the Resident Engineer's Department

Unescorted access to Sellafield Site

The following requirements are necessary to gain unescorted access to Sellafield Site:-

- Security clearance via the Sellafield Ltd vetting process.
- Completion of a site induction course prior to obtaining a P4 pass.
- A contract with either the Nuclear Decommissioning Authority, Sellafield Ltd or a company contracted to them.
- Whilst on the site you will be required to:-
 - Wear your P4 pass on the site at all times, so that it is visible to others whilst on site.
 - Ensure your P4 pass is kept in a secure place when not on site.
 - Return your P4 pass if you change companies or no longer work on the site.

Suppliers training requirements

For working at Sellafield you will be required to have undertaken:-

- Sellafield Ltd Induction Training
- Your Own Induction Training
- "IOSH Managing Safely" for Managers and Supervisors
- "IOSH Working Safely" or equivalent for all staff excluding Managers and Supervisors
- You will also be required to refresh your training
- Where applicable radiological protection training
- Other training as identified by either your Superintending Officer /or Area of Work

Industrial relations requirements for Sellafield

Industrial Relations Requirements for Sellafield includes:-

- A site strategy for compliance with National Working Rules for each section of industry
- Attendance at Co-ordination meetings as required by the National Working Rules
- Encouraging the use of local workforce
- Delivering future resources (apprentice training and up skilling)
- Attendance at Sellafield Contractor Group through your section of Industry National Working Rules
- Approval of subcontractor/tier 3 contractors via the Resident Engineers Industrial Relations Manager
- Grievance resolution via the agreed procedures

Emergency arrangements when on site

Emergency Arrangements for when on site are as detailed below:-

- Resident Engineers Control Room provides the focal point for emergency arrangements affecting Suppliers / Contractors.
The Control Room:-
 - is available 24/7 – 365 days of the year.
 - provides the training required so Contractors can comply with site requirements for emergency arrangements.
 - staff visit Contractor premises on site to ensure appropriate standards are maintained.
 - provides the link for Contractors to the site emergency arrangements and communication network.
 - support in identifying and provision of engineering resources which may be of use in the management of an emergency situation.
 - facilitate contractor assets co-ordination on behalf of the NDA.
- Delivery drivers will be advised of emergency arrangements at various access points on to site.

Requirements for working in controlled ('active') areas on the Sellafield Site

You need to consider the following legal requirements:

- Appoint a Radiation Protection Advisor (RPA) in writing. (Sellafield Contractors RPA available, or suitable alternative).
- Arrange an Approved Dosimetry Service (for film badges, radiation passbooks etc).
- Arrange appropriate radiological training for Monitored Workers / Classified Persons and confirm competency when trained.
- Appoint one or more Radiation Protection Supervisors / Dose Managers and arrange training for them via appropriate Sellafield Site courses.
- For further advice via your SO, please contact: Kevin Andrew (RPA) x 73432, Mike Rodgers (Contractors Radiological Safety Advisor) x 73902.

Requirements to obtain home on site

To arrange home on the Sellafield site, you need the following:-

- You must have a Contract with the Site Licence Company / Nuclear Decommissioning Authority
- Discuss with Superintending Officer your requirements
- Superintending Officer requests compound from Resident Engineers Department on your behalf
- Resident Engineers department allocate compound to you
- You comply with site procedures for compounds
- You hand back compound to Resident Engineers Department on completion of your presence on site

Communication & co-ordination arrangements

Website – Management of Contractors & e-room.

- Access arranged by request (through SO or Resident Engineers Department) – using Sellafield Site Form 8.02_43.
- Regular electronic updates to the above.
- Resident contractors must attend monthly co-ordination meeting (Sellafield Contractors Safety Working Group). Others can attend where necessary.
- Annual improvement forum on an ad-hoc basis. Co-ordinated by Resident Engineer.
- In addition there will be contract or project requirements. Superintending Officer will detail these.

Reward and recognition

The RE's Department run schemes which provide reward and recognition for high standards of Safety..

- The RE's Inspection Annual Award for Safety is a set of Shields which are awarded to the most improved Contractor/Supplier in each identified group. The criteria for winning each shield are based (as a minimum) on the following:
 - The total score achieved on the inspection.
 - Timely completion of actions raised during the inspection.
 - Attendance at the Sellafield Contractors Safety Working Group.
 - Safety Performance.
- The RE's Safety Award Scheme is a monthly award presented to a randomly selected operative and his immediate supervisor.
- The criteria for the selected operative winning the award are:
 - No time off other than holiday entitlements.
 - Good safety record during previous month.
 - Wearing correct safety equipment.
 - Working area tidy.
 - Correctly answers 3 questions relating to site safety and his work.



Sellafield Ltd

Sellafield Site

Sellafield, Seascale, Cumbria CA20 1PG UK

Tel: +44 (0)19467 28333 Fax: +44 (0)19467 28987

www.sellafieldsites.com