

Instructions for Security Vetting for Outside/Contractor Workers and Obtaining Access Card with Photo for Unescorted Access to Krško NPP



In compliance with:

ZVISJV-1, OG RS No. 76/2017 and ZVISJV-1A 26/2019

ADP-1.8.003, Rev. 7

ADP-1.8.005, Rev. 7

Pursuant to the provisions of Ionising Radiation Protection and Nuclear Safety Act (ZVISJV-1 and ZVISJV-1A, hereafter referred to as ZVISJV-1) and general legal acts of Krško NPP, the legal person and its workers who will have access to and will perform services in a nuclear facility shall meet the requirements of ZVISJV-1, including security vetting and health surveillance.

1. Security Vetting of outside workers

On the basis of the provisions of Articles 149 to 155 of the ZVISJV-1, the procedure for the entry of external outside workers in the NEK (ADP-1.8.005, revision 7) has been prepared, in which point 5.2 describes the procedure for performing security vetting for external workers.

A worker shall not be assigned to work at Krško NPP if posing a security concern such as:

- false data in the Questionnaire;
- indefinite final sentences of at least three months of unconditional custodial sentences for offenses prosecuted ex officio;
- a definitive disciplinary measure due to a serious disciplinary violation in the field of treatment and protection of classified information or the misuse of alcohol or drugs;
- dependence on alcohol, drugs or other addiction that could affect nuclear safety
- memberships in organisations that threaten national security and vital interests of the Republic of Slovenia, member states of political, defence and security associations, whose member the Republic of Slovenia is;
- membership or cooperation or other activities for the benefit of foreign intelligence or security authorities
- the final convictions for criminal offenses prosecuted ex officio, except for offenses where the main penalty is a fine or a prison sentence of up to three years;
- non-convicted convictions for criminal offenses prosecuted ex officio and for which the main penalty is a fine or a prison sentence of up to three years;
- indefinite final convictions or fines imposed for offenses in the field of protection of classified information, information security or other offenses committed under the influence of alcohol or drugs or the misuse of weapons or explosives or elements of violence;
- a reasonable suspicion that a person has committed or has been involved in the commission of criminal offenses or offenses in the field of protection of classified information, information security, or other criminal offenses or offenses committed under the influence of alcohol or drugs or the misuse of weapons or explosives or elements violence;

- other security screening findings that give rise to substantiated doubts as to the credibility or reliability of the individual and which may pose a risk to nuclear safety or the safety of the transport of nuclear materials;
- other safety concerns specified by laws or international treaties

2. Methods of Security Vetting

2.1 Security check of a worker who is a citizen of the RS

A security check of a worker who is a citizen of the Republic of Slovenia is carried out by the employer in accordance with the provisions of Articles 149 to 154 of the ZVISJV-1 and the Appendices of the ADP-1.8.005, Revision 7. The employee signs the consent for carrying out the security vetting and completes and signs the questionnaire:

- a) **AGREEMENT WITH SECURITY VETTING PROCEDURE** – Appendix 6.1-A, B or C (in the statement of consent the worker enters personal data, reads and signs it)
- b) **SECURITY VETTING QUESTIONNAIRE** – Appendix 6.2-A, B or C (worker enters true personal data in the questionnaire and signs it)

The credibility of the information given in the Questionnaire is proved by certificates specified at the end of the Questionnaire and acquired by the employer/worker and issued by the competent state authorities, which are listed in the first paragraph of Article 151. of ZVISJV-1.

When an employer requests from competent authorities a certificate, extract or opinion for the purpose of security vetting, the data supplied in the application shall be as follows:

- Address of employer;
- Name and surname of a person who works or is about to work in the nuclear facility (Krško NPP);
- Personal Identification Number; if not assigned then date of birth, gender of a person and permanent and temporary residence of a person who works or is about to work in the nuclear facility;
- Citizenship of a person who works or is about to work in the nuclear facility;
- Job position of a person;
- Purpose of security vetting;
- Copy of the signed Agreement with Security Vetting Procedure of a person being vetted (Appendix 6.1 A, B or C);
- Signature of responsible person, place, date and stamp of employer.

The security check also includes a medical examination by an authorized practitioner of labor in the Republic of Slovenia or abroad, provided that the health check is, in terms of its scope and content, comparable to the medical examination carried out in the Republic of Slovenia, which contains an overview of alcohol, drugs, other addictions and psychological assessment.

The medical certificate must not be older than one year.

2.2 Security check of a worker who is a foreign national.

If the undertaking employs a foreign national, the security vetting shall be performed by Ministry of the Interior of the Republic of Slovenia in compliance with the provisions of Article 155. of ZVISJV-1 and appendices of ADP-1.8.005, revision 6.

The employer sends an application for carrying out a security vetting of his employees (letter with a list of workers and required attachments – see sample under par. 11 below) to the Ministry of the Interior of the Republic of Slovenia at the following address:

Ministrstvo za notranje zadeve Republike Slovenije
 Direktorat za policijo in druge varnostne naloge
 Sektor za varnostno načrtovanje
 Štefanova 2
 1501 LJUBLJANA
 SLOVENIJA

Required attachments:

- a) Written consent of the worker to carry out the security clearance.
(AGREEMENT WITH SECURITY VETTING PROCEDURE – Appendix 6.1-A, B or C)
- b) Filled questionnaire for security checking referred to in Article 150 of ZVISJV-1.
(SECURITY VETTING QUESTIONNAIRE – Appendix 6.2-A, B or C)
- c) CERTIFICATE of the personal name, change of name, nationality, permanent or temporary residence, country of residence and address for service issued by the competent authority in the country of which the person is a verified person.
- d) CERTIFICATE on the impunity or the existence of open procedures issued by the competent authority in the country of which the person under review is a national.
- e) HEALTH CERTIFICATE obtained from an authorized healthcare provider in the Republic of Slovenia. A medical examination may also be carried out abroad provided that the medical examination is, in terms of its scope and content, comparable to the medical examination carried out in the Republic of Slovenia, and contains an overview of the dependence on alcohol, drugs, other addiction and psychological assessment.
The medical certificate must not be older than one year.

3. Statement on Complying with ZVISJV-1 (Procedure ADP-1.8.005, Revision 7)

STATEMENT ON COMPLYING WITH ZVISJV-1 (Appendix 6.3-A, B or C)

Responsible person/Hiring Manager of an Outside Undertaking shall sign the *Statement on Complying with ZVISJV-1* (hereinafter STATEMENT) thus affirming the statement of facts. The STATEMENT is an integral part of the business relationship/contract and shall remain valid until it is revoked. Responsible person/Hiring Manager of the Outside Undertaking shall attach the original STATEMENT to the first Request for Entry Card for Outside Worker.

If the Outside Undertaking also registers his subcontractor(s), the STATEMENT(s) of its subcontractor(s) shall be also enclosed to the Request for Entry Card for Outside Worker.

4. Request for Entry Card (Procedure ADP-1.8.005, Revision 7)

REQUEST FOR ENTRY CARD FOR OUTSIDE WORKER (Appendix 6.5-A, B or C)

All the required data about an Outside Undertaking – holder of activity – and personal data of workers shall be entered in the Request for Entry Card for Outside Worker (hereinafter REQUEST).

Security vetting date for each worker shall be entered in the appropriate column of the REQUEST.

5. Delivery of REQUESTS and STATEMENTS to Krško NPP

REQUEST for Entry Card for Outside Worker with the attached STATEMENT shall be delivered to Krško NPP at least 30 days before the start of work of an outside worker at Krško NPP.

6. Recordkeeping of Personal Data

An employer shall keep records under Articles 150. a and 151. of the ZVISJV-1 of all the obtained personal data relating to a person who works or is about to work in the area or on premises of a nuclear facility and keep these data for five years after the person in question has ceased working in a nuclear facility, and pass on the data from the personal records to the authorities competent for the control over the physical protection of a nuclear facility upon the said authorities request.

7. Oversight of the Established Security Vetting System

As provided for in Paragraph 3 of Article 149. of the ZVISJV-1, the nuclear operator shall ensure that a security vetting system has been established by an outside undertaking in compliance with the ZVISJV-1 and general legal acts of the operator.

8. Validity of Security Vetting

Security vetting is valid for 5 years. Security vetting of a worker shall be carried out every five years until his/her working in a nuclear facility.

9. Validity of Entry/Access Card

The expiry date of the security vetting is also the expiry date of the entry card. New security vetting must be completed in time and prolongation of the entry card requested through a new Request for Entry Card.

10. Appendices from ADP-1.8.005, Revision 7:

- Appendix 6.1 AGREEMENT WITH SECURITY VETTING PROCEDURE (Appendix 6.1-A in Slovenian, Appendix 6.1-B in Croatian or Appendix 6.1-C in English)
- Appendix 6.2 SECURITY VETTING QUESTIONNAIRE (Appendix 6.2-A in Slovenian, Appendix 6.2-B in Croatian or Appendix 6.2-C in English)

- Appendix 6.3 STATEMENT ON COMPLYING WITH ZVISJV-1 (Appendix 6.3-A in Slovenian, Appendix 6.3-B in Croatian or Appendix 6.3-C in English)
- Appendix 6.5 REQUEST FOR ENTRY CARD FOR OUTSIDE WORKER (Appendix 6.5-A in Slovenian, Appendix 6.5-B in Croatian or Appendix 6.5-C in English)

11. Sample application form for foreign national security vetting

Company/Address

Phone:

E-mail:

MINISTRSTVO ZA NOTRANJE ZADEVE
REPUBLIKE SLOVENIJE

DIREKTORAT ZA POLICIJO IN DRUGE
VARNOSTNE NALOGE

SEKTOR ZA VARNOSTNO NAČRTOVANJE

Štefanova 2
1501 LJUBLJANA
SLOVENIJA

Number:

Date:

Subject: Security vetting of foreign national who will perform work in nuclear facility - Application

According to Article 149. to 155. of the Ionising Radiation Protection and Nuclear Safety Act (ZVISJV-1), we are sending the documentation requested for security vetting of our workers listed below:

Mandatory attachemnts:

- Written consent of the verified person to carry out the security clearance.
- Completed Questionnaire from Article 150. of ZVISJV-1.
- Certificate of personal name, name change, nationality, permanent or temporary residence, country of residence and address for service of correspondence.
- Certificate of impunity or the existence of open procedures issued by the competent authority of the country whose citizen is the vetted person.
- Medical certificate obtained by an authorized practitioner of labor in the Republic of Slovenia. A medical examination may also be carried out abroad provided, that the medical examination is, in terms of its scope and content, comparable to the medical examination carried out in the Republic of Slovenia, and contains an overview of the dependence on Alcohol, Drugs, other addictions and psychological assessment.

Place:

Date:

Authorised Representative of Outside Undertaking
(Company)

M.P.

(Name, Surname , Signature)

To serve:

Ministry of Interior,
Police and Security Directorate,
Security Planing Division,
Štefanova 2,
1501 Ljubljana,
Slovenija