

STATE NUCLEAR POWER SAFETY INSPECTORATE

**DESCRIPTION OF ADMINISTRATIVE SERVICE (CERTIFICATION OF
MANAGEMENT STAFF OF NUCLEAR FACILITIES)**

1.	Name of service	Certification of management staff of nuclear facilities (PAS33596).
2.	Recipients of service	Management personnel responsible for nuclear safety, radiation protection, physical protection of nuclear facilities, nuclear material and nuclear fuel cycle materials and for the independent oversight of these processes.
3.	Type of service: electronic/ non-electronic	Non-electronic service.
3.1.	Link to electronic service	–
3.2.	Link to online application form (<i>when electronic service unavailable</i>)	An application for certification may be submitted in free form. The request can be sent to VATESI by mail (A. Gostauto St. 12, 01108 Vilnius), by fax (+370 5) 261 4487 or presented at VATESI headquarter premisses (A. Gostauto St. 12, Vilnius).
4.	Timeframe of service	The certification exam shall be organised within 40 calendar days from the date of submission of application for certification.
5.	Fees of service	<p>The amount of the state fee for taking and retaking certification exam for a person seeking or holding the position of a manager of a nuclear facility is established in the List of Specific State Fees, approved by Resolution No. December 15th Resolution No. 1458 on the Approval of the List of Specific State Duty Rates and the Rules for the Payment and Repayment of the State Duty in Sub-Clause 4.600².1.</p> <p>The amount of the state fee for the issue of a certificate of a person seeking or holding the position of a manager of a nuclear facility is specified in Sub-Clause 4.600².2 of the List of Specific State Fees.</p>
6.	Cross-border payment measures and procedure	<p>The fee is paid:</p> <ul style="list-style-type: none"> - into the budget revenue collection account of the State Tax Inspectorate under the Ministry of Finance of the Republic of Lithuania or - at the entities, their units or their intermediary units that provide the collection services. <p>Information on collection accounts, collection entities and their units or their intermediaries units, as well as payment procedures a laid down on the website of State Tax Inspectorate https://www.vmi.lt/cms/biudzeto-pajamu-surenkamoji-saskaita.</p> <p>When paying for a service, it is important to put the payment code. The fee code for VATESI services is 5780.</p> <p>VATESI, having received information about the certification fee received in the State Tax Inspectorate account, shall inform the Recipient of the date, time and place of the certification examination. If a person passes the certification exam, VATESI</p>

		issues the certificate upon receipt of information that the payment of the fee for the issue of a certificate is received in the State Tax Inspectorate account.
7.	Description of process for obtaining a service	The service delivery process is described in the Description of the Certification Procedure for Management Staff of Nuclear Facilities approved in 2018 March 21 Government Resolution no. 260 on Approval of the Description of the Certification Procedure for Management Staff of Nuclear Facilities.
8.	List of documents to be submitted to obtain a permit	Free format application for certification, specifying the name of the applicant, the title of position the applicant is seeking, the contact details of the applicant and of an entity (position owner), a copy of the job description of a position the applicant is seeking.
9.	Contact details of the authority providing a service (position of responsible employee, name and surname, e-mail, phone no.)	Chief inspector of Division of Operational Experience Analysis R. Daubaras, tel. +37052661624, faks. +37052614487, email: rimantas.daubaras@vatesi.lt
10.	Information concerning available remedies	Decisions of VATESI regarding the service may be appealed to Vilnius Regional Administrative Court (Žygimantų str. 2, 01102 Vilnius) under the procedure established by the Law on Administrative Proceedings of the Republic of Lithuania, but not later than one month from the date of the notification of the decision to the party. If VATESI fails to fulfil its duties or delays in resolving the matter and fails to resolve it within the prescribed time limit, such failure to act may be appealed within 2 months from the date of expiry of the time limit for resolving the matter prescribed by law or any other regulation.
11.	Contact details of organisations from which providers or recipients can obtain practical assistance	–