

## STATE NUCLEAR POWER SAFETY INSPECTORATE

### DESCRIPTION OF THE PROVISION OF ADMINISTRATIVE SERVICES OF ISSUING, SUSPENDING, CANCELING OF SUSPENSION AND REVOKING OF THE CERTIFICATE OF ATTESTATION FOR NATURAL PERSONS, WHO PURSUE THE RIGHT TO CONDUCT RADIATION PROTECTION TRAINING

1.	Title of administrative service	Issuance, suspension, cancellation of suspension and revocation of the certificate of attestation for natural persons, who pursue the right to conduct radiation protection training for workers of the entities carrying out activities with sources of ionising radiation in nuclear energy area, including exposed workers at nuclear facilities and radiation protection officers.
2.	Recipients of administrative service	<p>2.1. Certificates of attestation defined in Paragraph 1 of the Article 27 of [12.1] (hereinafter – certificate) can be obtained by:</p> <p>2.1.1. a citizen of the Republic of Lithuania or a citizen of other European Union Member State or European Economic Area (hereinafter – Member State), other natural person exercising the right of free movement in the Member States under the laws of the EU (European Union) (hereinafter – natural person);</p> <p>2.1.2. Natural persons (except a citizen of the Republic of Lithuania or a citizen of other Member State or other natural person exercising the right of free movement in the Member States under the laws of the EU, who holds a document issued by a competent authority of another Member State certifying that he has the right to conduct radiation protection training for the persons defined in the Paragraphs 1, 2, 3, 5 and 6 of the Article 26 of [12.1]), when complying with these requirements:</p> <p>2.1.2.1. having a university or equivalent degree in any group of physical, engineering, life, veterinary, law science studies or in any studies in the group of health sciences: medicine, public health, dentistry, or medical technology sciences;</p> <p>2.1.2.2. having at least 5 years of work experience in radiation protection, when a natural person seeks to have the right to conduct radiation protection training for radiation protection officers and workers of the entities carrying out activities with sources of ionising radiation in nuclear energy area.</p> <p>2.2. Administrative services of the suspension, cancellation of suspension and revocation of certificates may be obtained by the holders of the certificate.</p>
3.	Type of administrative service: on-line / off-line service	Off-line services
3.1.	Link to on-line administrative service ( <i>if service is on-line</i> )	–
3.2.	Link to application	<p>1. Approved application forms as specified in [12.2]:  <a href="#">Application form for a certificate.</a></p>

	form(s) ( <i>if service is off-line</i> )	2. The requests for the suspension, cancellation of suspension and revocation of certificates shall be submitted to the State Nuclear Power Safety Inspectorate (hereinafter – VATESI) in free form application.
3.3.	Links to descriptions of administrative service	<a href="#">PAS32484</a> ( <u>Issuance of the certificate of attestation for natural persons, who pursue the right to conduct radiation protection training</u> ).
4.	Provision duration of administrative service	<p>The duration of the procedure of issuance of the certificate is defined in the Paragraph 5 of Article 27 of [12.1]: VATESI Certification Commission shall, within 30 calendar days from receipt of all duly completed documents required for the issuance of a certificate, conduct examination of the natural person, who pursue the right to conduct radiation protection training, and issue certificate for an indefinite period of time or within this term shall issue a reasoned decision to refuse issuance of the certificate and shall, not later than within 5 business days, inform in writing the applicant about refusal. If the applicant has submitted an incomplete set of documents required for the issuance of a certificate, VATESI shall, not later than within 5 business days, notify in writing such person of receipt of incomplete set of documents required for the issuance of a certificate and set the deadline, but not less than 30 calendar days, by which the applicant has to provide the missing documents.</p> <p>The duration of the procedure of the suspension, cancellation of suspension and revocation of certificates is defined in Paragraph 25 of [12.4] (20 business days).</p>
5.	Price of administrative service	<p>The amount of the obligatory State fee is defined in Subparagraph 4.600<sup>1</sup> of [12.3] – Issuance of the certificate of attestation.</p> <p>The suspension, cancellation of suspension and revocation of certificates shall be free of charge.</p>
6.	Means of payment and procedure ( <i>including the payment option for foreigners</i> )	<p>The obligatory State fee is paid into any budget revenue collection account published on the website of the State Tax Inspectorate under the Ministry of Finance <a href="https://www.vmi.lt/cms/biudzeto-pajamu-surenkamoji-saskaita">https://www.vmi.lt/cms/biudzeto-pajamu-surenkamoji-saskaita</a>.</p> <p>Payee of the obligatory State fee – the State Tax Inspectorate under the Ministry of Finance.</p> <p>When paying for the administrative service, it is important to indicate the payment code. When paying obligatory State fee for administrative services specified in this description the payment code is <b>5780</b>.</p>
7.	Description of administrative service procedure	<p>7.1. Issuance of the certificate: natural person, who pursues the right to conduct radiation protection training, submits to VATESI an application in a form approved by the head of VATESI (subparagraph 3.2 of the description of administrative services) either directly or remotely (by mail, courier or documents signed with secure electronic signature, e-mail or other secure electronic means) as well as through the Point of Single Contact for Services and Products together with these documents:</p> <p>7.1.1. an officially attested copy of the university or equivalent degree certificate / diploma in any group of physical, engineering, life, veterinary, law science studies or in any studies in the group of health sciences: medicine, public health, dentistry, or medical technology sciences. If the education has not been obtained in the Republic of</p>

		<p>Lithuania, together an officially attested copy of the decision of the institution of academic recognition of foreign qualifications concerning the academic recognition of foreign qualifications shall be provided;</p> <p>7.1.2. an officially attested copy of a document, certifying of at least 5 years of work experience in radiation protection.</p> <p>7.2. In cases when the documents indicated in the Subparagraphs 7.1.1 and 7.1.2 are submitted to VATESI directly (not by remote means), the original and copies of these documents may be submitted, their authenticity is verified by comparing them with the original.</p> <p>7.3. If the applicant has submitted an incomplete set of documents required for the issuance of a certificate, VATESI shall, not later than within 5 business days, notify in writing such person of receipt of incomplete set of documents required for the issuance of a certificate and set the deadline, but not less than 30 calendar days from the date of the notification of the applicant, by which the applicant has to provide the missing documents.</p> <p>7.4. The administrative service can only be provided by means of examination.</p> <p>7.5. The issuance of the certificate shall be denied, if:</p> <p>7.5.1. natural person does not comply with the requirements of the Paragraph 2 of the Article 27 of [12.1];</p> <p>7.5.2. documentation required for the issuance of the certificate, defined in Paragraph 4 of the Article 27 of [12.1] is incomplete, incomprehensive or improperly filled, and no deficiencies have been remedied within due time set by VATESI;</p> <p>7.5.3. natural person did not pass the examination consisting of the topics listed in approved radiation protection training topic list indicated in [12.2].</p> <p>7.6. Failure to issue a certificate, or failure to provide a reasoned refusal to issue the certificate within due time indicated in Paragraph 5 of the Article 27 of [12.1], shall not be deemed to constitute the issuance of the certificate.</p> <p>7.7. The suspension, cancellation of suspension and revocation of certificates: the holder of the certificate submits requests to VATESI to suspend, to cancel the suspension or to revoke the certificate either directly or remotely (by mail, courier or documents signed with secure electronic signature, e-mail or other secure electronic means) as well as through the Point of Single Contact for Services and Products in accordance with Subparagraph 2 of Paragraph 10 or Paragraph 11 or Subparagraph 1 of Paragraph 12 of Article 27 of [12.1] and appropriate administrative service procedure.</p>
8.	Information and documents to be submitted	The documents, which a natural person shall submit with the application for the certificate, are defined in the Paragraph 37 of [12.2].
9.	Administrative service provider	<p>Chief Inspector of the Division of Transportation and Radiation Safety Asta Nekrasovaite Tel.: (8 5) 2661 578 E-mail: <a href="mailto:asta.nekrasovaite@vatesi.lt">asta.nekrasovaite@vatesi.lt</a></p> <p>Head of the Division of Transportation and Radiation Safety Kristina Tumosienė Tel.: (8 5) 2661 591</p>

		<p>E-mail: <a href="mailto:kristina.tumosiene@vatesi.lt">kristina.tumosiene@vatesi.lt</a></p> <p>VATESI Deputy Head for Radiation Safety Darius Lukauskas Tel.: (8 5) 266 1593 E-mail: <a href="mailto:darius.lukauskas@vatesi.lt">darius.lukauskas@vatesi.lt</a></p>
10.	Procedure for appealing (inaction) decisions adopted by administrative service provider	<p>Decisions of VATESI may be appealed to the Lithuanian Administrative Disputes Commission (Vilnius str. 27, 01402 Vilnius) under the procedure established by the Law on Pre-Trial Administrative Disputes or to Vilnius Regional Administrative Court (Zygimantu str. 2, 01102 Vilnius) under the procedure established by the Law on Administrative Proceedings of the Republic of Lithuania optionally, 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.</p>
11.	Contacts of organisations that can provide information or practical assistance to recipients ( <i>if such organisations are known</i> )	–
12.	Applicable legislation	<p>12.1. <a href="#">Law on Radiation Protection of the Republic of Lithuania</a>;</p> <p>12.2. <a href="#">Order No. 22.3-73, 29th of April, 2016, approved by the Head of State Nuclear Power Safety Inspectorate “On the Approval of Nuclear Safety Requirements BSR-1.9.4-2019 “On Procedure of Obligatory Radiation Protection Training, Examination, Briefing of Radiation Workers, Radiation Protection Officers and Physical Protection Officers Involved in Activities with Sources of Ionising Radiation in Nuclear Energy Area and of Certification of Natural Persons Seeking to Obtain Right to Teach Radiation Protection”</a>;</p> <p>12.3. <a href="#">The Resolution No. 1458, December 15th, 2000, of the Government of the Republic of Lithuania “On approval of List of Values of Concrete State Fees and Approval of Rules on Payment and Refund of State Fee”</a>;</p> <p>12.4. <a href="#">The Resolution No. 875, 22nd August, 2007, of the Government of the Republic of Lithuania “On Approval of Rules for Handling of Applications and Complaints and Providing Services for Persons in Public Administration Institutions”</a>.</p>