

STATE NUCLEAR POWER SAFETY INSPECTORATE

DESCRIPTION OF THE PROVISION OF ADMINISTRATIVE SERVICES OF ISSUING, SUSPENDING, CANCELING OF SUSPENSION AND REVOKING OF THE RECOGNITION CERTIFICATE FOR DOSIMETRY SERVICES OF NUCLEAR FACILITIES

1.	Title of administrative service	Issuance, suspension, cancellation of suspension and revocation of the recognition certificate for dosimetry services of nuclear facilities.
2.	Recipients of administrative service	Dosimetry services of nuclear facilities.
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 form(s) (<i>if service is off-line</i>)	3.2.1. Approved application form is specified in Annex 1 of [12.2]. 3.2.2. The requests for the suspension, cancellation of suspension and revocation of recognition certificates for dosimetry service of nuclear facilities shall be submitted to the State Nuclear Power Safety Inspectorate (hereinafter – VATESI) in free form application.
3.3.	Links to descriptions of administrative service	PAS36006 (Issuance of recognition certificate for dosimetry service of nuclear facilities).
4.	Provision duration of administrative service	4.1. The duration of the procedure of issuance of recognition certificate for dosimetry service of nuclear facilities is defined in the Paragraph 5 of the Article 28 of [12.1]: VATESI shall, within 30 calendar days from receipt of all duly completed documents required for the issuance of a recognition certificate, evaluate dosimetry service of nuclear facility and issue recognition certificate or within this term shall issue a reasoned decision to refuse issuance of the recognition certificate and shall inform in writing the dosimetry service of nuclear facility about refusal. If the dosimetry service of nuclear facility has submitted an incomplete set of documents required for the issuance of a recognition certificate, VATESI shall, not later than within 5 business days, notify in writing dosimetry service of nuclear facility of receipt of incomplete set of documents required for the issuance of a recognition certificate and set the deadline, but not less than 30 calendar days, by which the dosimetry service of nuclear facility has to provide the missing documents. 4.2. The duration of the procedure of the suspension, cancellation of suspension and revocation of recognition certificates is defined in Paragraph 25 of [12.4] (20 business days).

5.	Price of administrative service	<p>The amount of the obligatory State fee is defined in Subparagraph 4.600¹⁴ of [12.3] – Issuance of the recognition certificate to persons, including dosimetry services of nuclear facilities, who perform human exposure dose and (or) dose rate and (or) activity measurements and (or) exposure dose assessment related to public health.</p> <p>The suspension, cancellation of suspension and revocation of recognition certificates shall be free of charge.</p>
6.	Means of payment and procedure (including the payment option for foreigners)	<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: https://www.vmi.lt/cms/biudzeto-pajamu-surenkamoji-saskaita.</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 5780.</p>
7.	Description of administrative service procedure	<p>7.1. Issuance of the recognition certificate: the dosimetry services of nuclear facilities shall submit to VATESI an application for recognition of dosimetry service of nuclear facility in a form indicated in the Annex 1 of [12.2] either directly or remotely by secure electronic means as well as through the Point of Single Contact for Services and Products together with documents and information, indicated in the Paragraph 4 of [12.2].</p> <p>7.2. If the dosimetry service of nuclear facility has submitted inadequately prepared or incomplete set of documents required for the issuance of a recognition certificate, VATESI shall, not later than within 5 business days, notify in writing the dosimetry service of nuclear facility of receipt of inadequately prepared or incomplete set of documents required for the issuance of a recognition certificate and set the deadline, but not less than 30 calendar days from the date of the notification for the dosimetry service of nuclear facility, by which the dosimetry service of nuclear facility has to provide the missing documents.</p> <p>7.3. The issuance of the recognition certificate shall be denied, if:</p> <p>7.3.1. the dosimetry service of nuclear facility does not comply with the requirements of the Paragraph 3 of the Article 28 of [12.1];</p> <p>7.3.2. documentation required for the issuance of the recognition certificate, defined in Paragraph 4 of the Article 28 of [12.1] is incomplete, incomprehensive or improperly filled, and no deficiencies have been remedied within due time set by VATESI;</p> <p>7.3.3. the submitted documentation does not comply with the requirements established by VATESI;</p> <p>7.3.4. the results of measurement accuracy evaluation do not comply with measurement accuracy requirements, defined in the Chapter VII of [12.2].</p> <p>7.4. Failure to issue a recognition certificate, or failure to provide a reasoned refusal to issue the recognition certificate within due time shall not be deemed to constitute the issuance of the recognition certificate.</p> <p>7.5. The suspension, cancellation of suspension and revocation of recognition certificates: the holder of the recognition certificate submits requests to VATESI to suspend, to cancel the suspension or to revoke the recognition certificate either directly or remotely (by mail, courier or documents signed with secure electronic signature, e-mail or other</p>

		secure electronic means) as well as through the Point of Single Contact for Services and Products in accordance with Subparagraph 2 of Paragraph 13 of Article 28 of [12.1] (for suspension of recognition certificate), Subparagraph 1 of Paragraph 14 of Article 28 of [12.1] (for cancellation of suspension of recognition certificate) or Subparagraph 1 of Paragraph 15 of Article 28 of [12.1] (for revocation of recognition certificate) and appropriate administrative service procedure.
8.	Information and documents to be submitted	<p>8.1. The dosimetry services of nuclear facilities shall submit an application for the recognition certificate together with the documents, defined in the Paragraph 4 of [12.2]:</p> <p>8.1.1. a list of workers, who perform measurements of individual doses accumulated in individual dosimeters and workers, who perform measurements of radionuclide activity in human body and (or) biological samples for exposure dose assessment, when exposure dose is calculated taking into account measured values and parameters and conditions affecting this value (hereinafter – recognition certificate) and the documents demonstrating that above mentioned workers have been trained to carry out the measurements assigned to them not more than five years ago. If the document certifying training of worker is issued more than five years ago, it shall be accompanied by a document showing that in the last five years, the worker improved his qualification in the field of measurements assigned to him;</p> <p>8.1.2. a list of workers, who perform assessment and the documents certifying that these workers have a university or equivalent degree certificate / diploma in any group of physical or engineering science studies or in medicine or public health studies in the group of health science studies;</p> <p>8.1.3. a copy of valid accreditation certificate attesting compliance with LST EN ISO/IEC 17025:2018 „General requirements for the competence of testing and calibration laboratories“ standard or equivalent standard together with annex of this accreditation certificate, which specifies the scope of accreditation, in the cases when measurements of individual external exposure doses accumulated in dosimeters. If the accreditation certificate is issued by the Lithuanian National Accreditation Bureau, only confirmatory information may be provided;</p> <p>8.1.4. quality management system documentation attesting compliance with the requirements of the Chapter VI of [12.2], in cases when assessment of individual internal exposure doses is performed, when the measurement is executed with the whole body counter or measuring activity in biological samples. If a measurement, required to evaluate individual doses of internal exposure, is accredited in accordance with the standard, indicated in the Subparagraph 4.3.1 of [12.2] and the copies of the accreditation certificate and its annex are submitted, then the quality management system documentation describing the assessment of the individual doses of internal exposure, defined in the Subparagraph 4.3.3 of [12.2] shall be provided as well;</p> <p>8.1.5. the quality management system documentation attesting compliance with the requirements defined in the Subparagraphs 20.2, in the cases when only the equivalent and (or) effective dose of external exposure and (or) the cumulative effective dose of internal exposure are assessed;</p>

		<p>8.1.6. documents presenting the results of the measurement uncertainty assessment performed in accordance with the requirements, defined in the Chapter VII of [12.2] and the procedure for the measurement uncertainty assessment;</p> <p>8.1.7. a document issued by an organization that carries out comparative measurements of doses accumulated in individual dosimeters, which contains the results of comparative measurements carried out not more than one year ago, or a copy of the letter, which was addressed to metrology institution for irradiation of individual dosimeters and, which shall indicate all information required to implement compliance with the requirements of the Chapter IV of [12.2] and a document of the dosimetry service containing the results of the measurements of irradiated dosimeters;</p> <p>8.1.8. documentation attesting compliance with the requirements of the Section 4 of the Chapter VI of [12.2], when the measurements of radionuclides are carried out with the whole body counter or activity in biological samples in order to assess internal exposure dose.</p>
9.	Administrative service provider	<p>Chief Inspector of the Division of Transportation and Radiation Safety Vladimir Achmedov Tel.: (8 5) 2665 897 E-mail: vladimir.achmedov@vatesi.lt</p> <p>Head of the Division of Transportation and Radiation Safety Kristina Tumosiene Tel.: (8 5) 2661 591 E-mail: kristina.tumosiene@vatesi.lt</p> <p>VATESI Deputy Head for Radiation Safety Darius Lukauskas Tel.: (8 5) 266 1593 E-mail: darius.lukauskas@vatesi.lt</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. Law on Radiation Protection of the Republic of Lithuania;</p> <p>12.2. Order No. 22.3-203, 30th of August, 2018, approved by the Head of State Nuclear Power Safety Inspectorate „On the Approval of Nuclear Safety Requirements BSR-1.9.7-2018 „Rules of Procedure for Recognition of Dosimetry Services“;</p> <p>12.3. 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“;</p> <p>12.4. 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“.</p>
-----	------------------------	---
