

STATE NUCLEAR POWER SAFETY INSPECTORATE

DESCRIPTION OF ADMINISTRATIVE SERVICE (REVIEW AND ASSESSMENT OF DOCUMENTS JUSTIFYING SAFETY OF THE ACTIVITY IN NUCLEAR ENERGY AREA) (PASS5707)

1.	Name of service	Review and assessment of documents justifying safety of the activity in nuclear energy area.
2.	Recipients of service	2.1. Applicants for the licences referred to in the Paragraph 1 of the Article 22 of the Law on Nuclear Safety of the Republic of Lithuania; 2.2. Applicants for the permits referred to in the Paragraph 2 of the Article 22 of the Nuclear Safety Law; 2.3. Holders of licences referred to in the Paragraph 1 of the Article 22 of the Nuclear Safety Law; 2.4. Holders of permits referred to in the Paragraph 2 of the Article 22 of the Nuclear Safety Law; 2.5. Persons conducting the evaluation of the construction site (site) of a nuclear installation; 2.6. Builders (Customers) referred to in the Paragraphs 1–2 of the Article 25 of the Law on Nuclear Energy of the Republic of Lithuania.
3.	Type of service: electronic/non-electronic	Non-electronic
3.1.	Link to electronic service	–
3.2.	Link to online application form (when electronic service unavailable)	The Recipient of the Service applying for review and assessment of documents justifying safety of the activity in nuclear energy area, must submit documents justifying safety of the activity in nuclear energy area together with an official letter signed by the Recipient of the Service, that is a top manager of a legal person or his deputy.
4.	Timeframe of service	The State Nuclear Power Safety Inspectorate (hereinafter – VATESI) shall conduct review and assessment of documents justifying safety of the activity in nuclear energy area and issue a corresponding decision within 3 months counting from the receipt of all the required and duly executed documents or other information that was requested by the VATESI and from the eliminating of the indicated insufficiencies. In case the scope and nature of the submitted documents requires to convene a commission, or a meeting, or consult with other institutions or undertake any other preparatory measures due to which the response time might exceed the period of 3 months, the response time may be extended for a maximum additional period of 3 months by a decision of the Head of the VATESI which shall be adopted not less than 1 month prior to the expiry of the set time-limit and the Recipient of

		the Service shall be notified about such extension in writing (Paragraph 2 of the Article 34 of the Nuclear Safety Law).
5.	Fees of service	<p>5.1. National Charges for review and assessment of a report on evaluation of the construction site (site) of a nuclear installation are set out in Subparagraphs 4.600.1.1–4.600.1.8 of the List of Specific National Charges, approved by the Resolution No. 1458 of December 15th, 2000, of the Government of the Republic of Lithuania“ Approval of the List of Specific National Charges and Rules of the Payment and Return of Specific National Charges” (hereinafter – the List of Specific National Charges).</p> <p>5.2. National Charges for review and assessment of a Nuclear Power Plant or an individual Nuclear Power Plant unit or a non-energetic (e.g. research) nuclear reactor technical specification are set out in Subparagraphs 4.600.14.1–4.600.14.3 of the List of Specific National Charges.</p> <p>5.3. National Charges for review and assessment of other, than referred to in Subparagraph 5.2, technical specifications of nuclear installations are set out in Subparagraphs 4.600.14.4–4.600.14.8 of the List of Specific National Charges.</p> <p>5.4. The service of the review and assessment of final decommissioning plan of the nuclear installation is free of charge.</p> <p>5.5. National Charges for review and assessment of division of the nuclear installation into the protection zones are set out in Subparagraphs 4.600.12.1–4.600.12.8 of the List of Specific National Charges.</p> <p>5.6. National Charges for review and assessment of a commissioning programme of a nuclear installation are set out in Subparagraphs 4.600.8.1–4.600.8.7 of the List of Specific National Charges.</p> <p>5.7. National Charges for review and assessment of nuclear installation modifications are set out in Subparagraphs 4.600.3–4.600.7 of the List of Specific National Charges.</p> <p>5.8. National Charges for review and assessment of safety justifying documents for tests that were not foreseen in the design, other divergences from design of a nuclear installation are set out in Subparagraph 4.600.9 of the List of Specific National Charges.</p> <p>5.9. National Charges for review and assessment of a periodic safety review report of a nuclear installation are set out in Subparagraphs 4.600.2.1–4.600.2.7 of the List of Specific National Charges.</p> <p>5.10. National Charge for review and assessment of an updated plan for radioactive discharges into environment is set out in Subparagraph 4.600.10 of the List of Specific National Charges.</p>

		5.11. National Charges for review and assessment of an updated physical security plan are set out in Subparagraphs 4.600.13.1–4.600.13.12 of the List of Specific National Charges.
6.	Cross-border payment measures and procedure	<p>The national charge 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 national charge – 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 stamp duty for administrative services specified in this description the payment code is 5780.</p> <p>VATESI, upon receipt of information regarding the transfer of national charge into the account of State Tax Inspectorate, shall submit to the Recipient of the Service a written decision regarding results of the review and assessment of the safety justification documents.</p>
7.	Description of process for obtaining a service	<p>7.1. The Recipient of the Service for the review and assessment shall submit to VATESI safety justification documents together with an official letter signed by the Recipient of the Service, that is a top manager of a legal person or his deputy.</p> <p>7.2. VATESI shall review and assess the safety justification documents submitted by the Recipient of the Service and inform the Recipient of the Service in writing of the decision made regarding the possibility of approval of the safety justification documents.</p> <p>7.3. The Recipient of the Service shall pay the National Charge set out in the List of Specific National Charges, which is assigned to the relevant safety justification document, and inform VATESI about payment in writing.</p> <p>7.4. VATESI, upon receipt of information on the National Charge received in the account of State Tax Inspectorate, shall submit to the Recipient of the Service a written decision regarding results of the review and assessment of the documents justifying safety of the activity in nuclear energy area.</p>
8.	List of documents to be submitted to obtain a permit	<p>The Recipient of the Service shall submit:</p> <p>8.1. In order to obtain the service of review and assessment of report on evaluation of the construction site of a nuclear installation – a report on evaluation of the construction site (site) of a nuclear installation (Paragraph 1 of Article 32 of the Nuclear Safety Law);</p>

	<p>8.2. In order to obtain the service of review and assessment of a technical specification of a Nuclear Power Plant or an individual Nuclear Power Plant unit or a non-energetic nuclear reactor technical specification – technical specification of a Nuclear Power Plant or an individual Nuclear Power Plant unit or a non-energetic nuclear reactor (Paragraph 1 of Article 25 of the Nuclear Energy Law);</p> <p>8.3. In order to obtain other than referred to in 8.2 Subparagraph service of review and assessment of a technical specification of nuclear installations – technical specification of the same nuclear installations (Paragraph 2 of Article 25 of the Nuclear Energy Law);</p> <p>8.4. In order to obtain the service of review and assessment of a final decommissioning plan of the nuclear installation – a final decommissioning plan of the nuclear installation (Paragraph 4 of Article 32 of the Nuclear Energy Law);</p> <p>8.5. In order to obtain the service of review and assessment of the analysis of division of a nuclear facility into nuclear facility protection zones – the analysis of division of a nuclear facility into nuclear facility protection zones (Subparagraphs 1 of Paragraph 7 of Article 21 of the Nuclear Safety Law);</p> <p>8.6. In order to obtain the service of review and assessment of a commissioning programme of a nuclear installation – a commissioning programme of a nuclear installation (Paragraphs 3-4 of Article 32 of the Nuclear Safety Law);</p> <p>8.7. In order to obtain the services of review and assessment of other safety justification documents – safety justification documents of:</p> <p>8.7.1. separate modifications of a nuclear installation (Paragraph 6 of Article 32 of the Nuclear Safety Law);</p> <p>8.7.2. tests that were not foreseen in the nuclear installation design (Paragraph 6 of Article 32 of the Nuclear Safety Law);</p> <p>8.7.3 other divergences from a nuclear installation design (Paragraph 6 of Article 32 of the Nuclear Safety Law);</p> <p>8.8. In order to obtain the service of review and assessment of a periodic safety evaluation report of a nuclear installation – a periodic safety evaluation report of a nuclear installation (Paragraph 7 of Article 32 of the Nuclear Safety Law) and independent assessment report (The Nuclear Safety Requirements BSR-1.4.1-2016 “Management system”, approved by Order No. 22.3-56 of 21st of June, 2010, by the Head of VATESI);</p>
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9.	Contact details of the authority providing a service (position of responsible employee, name and surname, e-mail, phone no.)	<p>9.1. Review and assessment of a report on evaluation of the construction site (site) of a nuclear installation:</p> <p>9.1.1. The Head of Safety Analysis Division Evaldas Kimtys, tel. +370 5 266 1576, e-mail evaldas.kimtys@vatesi.lt, if documents are related to Nuclear Power Plant or non-energetic nuclear reactor.</p> <p>9.1.2. The Head of Radioactive Waste Management Division Vidas Paulikas, tel. +370 5 266 1590, e-mail vidas.paulikas@vatesi.lt, if documents are related to radioactive waste management facilities.</p> <p>9.2. Review and assessment of a Nuclear Power Plant or an individual Nuclear Power Plant unit or a non-energetic nuclear reactor technical specification:</p> <p>9.2.1. The Head of Safety Analysis Division Evaldas Kimtys, tel. +370 5 266 1576, e-mail evaldas.kimtys@vatesi.lt.</p> <p>9.3. Review and assessment of other, than referred to in 9.2 Subparagraph, nuclear installations technical specification:</p> <p>9.3.1. The Head of Radioactive Waste Management Division Vidas Paulikas, tel. +370 5 266 1590, e-mail vidas.paulikas@vatesi.lt.</p> <p>9.4. Review and assessment of a final decommissioning plan of the nuclear installation:</p> <p>9.4.1. The Head of Decommissioning Division Saulius Stravinskas, tel. +370 5 266 1580, e-mail saulius.stravinskas@vatesi.lt.</p> <p>9.5. Review and assessment of the analysis of division of a nuclear facility into nuclear facility protection zones:</p>

	<p>9.5.1. The Head of Nuclear Material Control and Physical Security Division Renaldas Sabas, tel. +370 5 266 1563, e-mail renaldas.sabas@vatesi.lt.</p> <p>9.6. Review and assessment of a commissioning programme of a nuclear installation:</p> <p>9.6.1. The Head of Safety Analysis Division Evaldas Kimtys, tel. +370 5 266 1576, e-mail evaldas.kimtys@vatesi.lt, if documents related to Nuclear Power Plant or non-energetic nuclear reactor.</p> <p>9.6.2. The Head of Radioactive Waste Management Division Vidas Paulikas, tel. +370 5 266 1590, e-mail vidas.paulikas@vatesi.lt, if documents related to radioactive waste management facilities.</p> <p>9.7. Review and assessment of implementation of separate modifications to a nuclear installation:</p> <p>9.7.1. The Head of Systems and Components Division Vilmantas Lašiūnas, tel. +370 5 266 1571, e-mail vilmantas.lasiunas@vatesi.lt, if documents are classified as Category 1 or Category 2 modification and related to Nuclear Power Plant or non-energetic nuclear reactor.</p> <p>9.7.2. The Head of Radioactive Waste Management Division Vidas Paulikas, tel. +370 5 266 1590, e-mail vidas.paulikas@vatesi.lt, if documents are classified as Category 1 or Category 2 modification and related to radioactive waste management facilities.</p> <p>9.7.3. The Head of Surveillance Division Rolandas Čiučelis, tel. +370 386 29 354, e-mail rolandas.ciucelis@vatesi.lt, if documents are classified as Category 3 modification (except for modifications of the physical security systems and components as well as radiation control systems and components) or if documents are classified as Category 4 modification and related to the dismantling systems and components performed during the final shutdown of the nuclear facility or the decommissioning projects.</p> <p>9.7.4. The Head of Nuclear Material Control and Physical Security Division Renaldas Sabas, tel. +370 5 266 1563, e-mail renaldas.sabas@vatesi.lt, if documents are classified as Category 3 modification</p>
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	<p>and related to the physical security systems and components for a nuclear facility.</p> <p>9.7.5. The Head of Transportation and Radiation Safety Division Kristina Tumosiene, tel. +370 5 266 1591, e-mail kristina.tumosiene@vatesi.lt, if documents are classified as Category 3 modification and related to the radiation control system and components.</p> <p>9.7.6. The Head of Decommissioning Division Saulius Stravinskas, tel. +370 5 266 1580, e-mail saulius.stravinskas@vatesi.lt, if documents are classified as Category 4 modification and related to assignment of structures to unusable and unnecessary ones which are planned to be demolished, and/or related to performance of the demolition works of unusable and unnecessary structures.</p> <p>9.7.7. The Head of Operational Experience Analysis Division Dainius Brandišauskas, tel. +370 5 266 1582, e-mail dainius.brandisauskas@vatesi.lt, if documents are classified as Category 5 modification.</p> <p>9.8. Review and assessment of tests that were not foreseen in the nuclear installation design:</p> <p>9.8.1. The Head of Safety Analysis Division Evaldas Kimtys, tel. +370 5 266 1576, e-mail evaldas.kimtys@vatesi.lt, if documents related to Nuclear Power Plant or non-energetic nuclear reactor.</p> <p>9.8.2. The Head of Radioactive Waste Management Division Vidas Paulikas, tel. +370 5 266 1590, e-mail vidas.paulikas@vatesi.lt, if documents related to radioactive waste management facilities.</p> <p>9.9. Review and assessment of implementation of safety justifying documents of other divergences from a nuclear installation design:</p> <p>9.9.1. The Head of Safety Analysis Division Evaldas Kimtys, tel. +370 5 266 1576, e-mail evaldas.kimtys@vatesi.lt, if documents related to Nuclear Power Plant or non-energetic nuclear reactor.</p> <p>9.9.2. The Head of Radioactive Waste Management Division Vidas Paulikas, tel. +370 5 266 1590, e-</p>
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		<p>mail vidas.paulikas@vatesi.lt, if documents related to radioactive waste management facilities.</p> <p>9.10. Review and assessment of a periodic safety evaluation report of a nuclear installation:</p> <p>9.10.1. The Head of Safety Analysis Division Evaldas Kimtys, tel. +370 5 266 1576, e-mail evaldas.kimtys@vatesi.lt, if documents related to Nuclear Power Plant or non-energetic nuclear reactor.</p> <p>9.10.2. The Head of Radioactive Waste Management Division Vidas Paulikas, tel. +370 5 266 1590, e-mail vidas.paulikas@vatesi.lt, if documents related to radioactive waste management facilities.</p> <p>9.11. Review and assessment of an updated plan for radioactive discharges into environment:</p> <p>9.11.1. The Head of Transportation and Radiation Safety Division Kristina Tumosiene, tel. +370 5 266 1591, e-mail kristina.tumosiene@vatesi.lt.</p> <p>9.12. Review and assessment of an updated physical security plan:</p> <p>9.12.1. The Head of Nuclear Material Control and Physical Security Division Renaldas Sabas, tel. +370 5 266 1563, e-mail renaldas.sabas@vatesi.lt.</p>
10.	Information concerning available remedies	<p>Decisions of VATESI or in cases when decision has not been taken, this fact, according to the type of the decision may be appealed to the:</p> <p>10.1. Lithuanian Administrative Disputes Commission (Vilnius str. 27, 01402 Vilnius) under the procedure established by the Law on Pre-Trial Administrative Disputes of the Republic of Lithuania. The complaint shall be submitted not later than one month from the date of the notification of the decision or delivery of the decision or notification of actions taken by VATESI (including refusal to take actions) to the concerned party. (Paragraph 1 of the Article 8 of the Law on Pre-Trial Administrative Disputes).</p> <p>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 legal act. (Paragraph 2 of the Article 8 of the Law on Pre-Trial Administrative Disputes).</p>

		<p>10.2. Vilnius Regional Administrative Court (Žygimantų str. 2, 01102 Vilnius) under the procedure established by the Law on Administrative Proceedings of the Republic of Lithuania. The complaint shall be submitted not later than one month from the date of the notification of the decision or delivery of the decision or notification of actions taken by VATESI (including refusal to take actions) to the concerned party. (Paragraph 1 of the Article 29 of the Law on Administrative Proceedings).</p> <p>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 legal act. (Paragraph 2 of the Article 29 of the Law on Administrative Proceedings).</p>
11.	Contact details of organisations from which providers or recipients can obtain practical assistance	–
