

This is an unofficial translation of the text.

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Annex 1 to Govt. Decree 155/2014. (VI. 30.) Korm.

## **Safety Code**

### **Volume 1**

#### **Management systems of storage and disposal facilities**

##### **1.1. Introduction**

###### **1.1.1. Objective of the regulation**

1.1.1.0100. The objective of this safety regulation (hereinafter referred to as: regulation) is to define the requirements for designing, implementing, operating, assessing and continuously improving a management system applied in the storage and disposal facilities that integrates safety, health, environmental, security, quality, and economic elements to ensure that safety is appropriately considered in all activities of the licensee.

1.1.1.0200. The main objective of determination of the requirements for the management system is to ensure, by considering implications of all actions of the licensee, not within separate management systems but with regard to safety as a whole, that the safe use of atomic energy is not compromised.

##### **1.2. MANAGEMENT SYSTEM**

###### **1.2.1. General requirements**

1.2.1.0100. The licensee shall establish, operate, assess, and continuously develop a management system. The system shall be in accordance with the goals of the licensee and shall contribute to their achievement. The primary goal of the management system shall be to achieve and enhance safety by:

- a) coherent collection of all relevant requirements for the operation of the licensee,
- b) determining the planned and systematic actions necessary to ensure that these requirements are fulfilled with full certainty, furthermore

- c) ensuring that health, environmental, security, quality, and economic requirements are considered in accordance with the safety requirements, to assist precluding their potential negative impact on safety.

1.2.1.0200. Safety shall be paramount within the management system, overriding all other demands.

1.2.1.0300. The management system shall identify and integrate the following requirements:

- a) legislative and regulatory requirements;
- b) all requirements for use of atomic energy that are proclaimed by the interested parties and formally agreed on by the licensee; as well as
- c) requirements from other relevant codes and standards adopted for use by the licensee.

1.2.1.0400. The licensee shall demonstrate effective fulfilment of its own management system requirements.

## **1.2.2. Safety culture**

1.2.2.0100. The management system shall be established to promote and support the development, maintenance and improvement of a strong safety culture by:

- a) ensuring that employees learn and comprehend the key aspects of safety culture;
- b) providing the means by which the licensee supports employees and teams in carrying out their tasks safely and successfully, taking into account the interactions between individuals, technology, and the organization;
- c) reinforcing a learning and questioning attitude at all levels of the organization; furthermore
- d) providing the means by which the licensee continuously strengthens and enhances its safety culture.

## **1.2.3. Graded approach in the application of management system requirements**

1.2.3.0100. The application of management system requirements shall be graded in order to appropriately deploy resources based on:

- a) the significance and complexity of each product or activity,

- b)* the magnitude of potential impacts and hazards associated with safety, health, environmental, security, quality, and economic elements of each product or activity, as well as
- c)* potential consequences of product failure or incorrectly implemented activity.

1.2.3.0200. The graded approach shall be applied to the products and activities of each process.

#### **1.2.4. Documentation of the management system**

1.2.4.0100. The documentation of the management system shall include the following:

- a)* policy statements of the licensee;
- b)* description of the management system;
- c)* description of the structure of the organization;
- d)* description of functional responsibilities, accountabilities, levels of authority, and interactions of employees managing, performing, and assessing work; furthermore
- e)* description of processes and supporting information that explains how a work shall be prepared, reviewed, carried out, documented, assessed, and improved.

1.2.4.0200. The documentation of the management system shall be developed to be comprehensible to those who use it. Documents shall be easy to read and understand, easily identifiable, and available at the point of use.

1.2.4.0300. The documentation of the management system shall reflect:

- a)* characteristics of the licensee and its activities,
- b)* complexities of the processes and their interactions.

### **1.3. MANAGEMENT RESPONSIBILITY**

#### **1.3.1. Management commitment**

1.3.1.0100. The management at all level shall demonstrate its commitment to the establishment, implementation, assessment, and continuous improvement of the management system and shall provide adequate resources to carry out these activities.

1.3.1.0200. The top management shall determine individual and institutional values as well as behavioural expectations for the organization to support the implementation of the management system, and shall

provide good example of the implementation of these values and expectations in practice.

1.3.1.0300. The management at all levels shall communicate to employees the need to adopt the individual and institutional values and behavioural expectations as well as to comply with requirements of the management system.

1.3.1.0400. The management at all level shall promote involvement of the whole organization in the implementation, continuous improvement and development of the management system.

1.3.1.0500. The top management shall ensure that it is clear when, how and by whom the decisions are to be made within the management system.

### **1.3.2. Satisfaction of interested parties**

1.3.2.0100. The expectations of the interested parties, in order to enhance their satisfaction, shall be considered by the top management during the activities and interactions of the processes of the management system while ensuring that safety is not compromised.

### **1.3.3. Organizational policies**

1.3.3.0100. The top management shall establish the policies of the organization. The policies shall be in lieu with the activities of the storage or disposal facility and the licensee.

### **1.3.4. Design**

1.3.4.0100. The top management

- a) shall define the strategies, plans, and objectives that are in accordance with the policies of licensee;
- b) shall develop standardized, harmonized policies of the organization, as well as strategies, plans, and objectives in a manner that ensures that their collective impact on safety is comprehensible and manageable;
- c) shall ensure that measurable objectives related to practical implementation of policies, strategies, and plans are established through appropriate processes at various levels in the organization;
- d) shall ensure that the achievement of the objectives is regularly assessed during the implementation of the plans; furthermore
- e) shall ensure that, if necessary, measures are taken to address deviations from the plans.

### **1.3.5. Responsibility and competence related to the management system**

1.3.5.0100. The top management shall be responsible for the management system, and shall ensure that it is implemented, operated, assessed, and continuously improved.

1.3.5.0200. The top management shall assign a member who is responsible for:

- a) coordinating the development, implementation, assessment, and continuous improvement of the management system;
- b) reporting on the performance of the management system including the impact on safety and safety culture, as well as any need for improvement;
- c) resolving potential conflicts between requirements and within the processes of the management system.

1.3.5.0300. The top management shall also be responsible for the management system also in the case when a supplier is involved in the work of developing all or part of the management system.

## **1.4. RESOURCE MANAGEMENT**

### **1.4.1. Provision of resources**

1.4.1.0100. The top management shall define and provide the necessary resources for the activities of licensee and for the establishment, implementation, assessment, and continuous improvement of the management system; furthermore it shall have executive power in the use of those resources.

### **1.4.2. Human resources**

1.4.2.0100. The top management shall determine the professional requirements for employees at all levels and shall provide training or take other actions to achieve and maintain the required level of knowledge and competence; furthermore, it shall evaluate the effectiveness of the measures taken. The achieved competency and expertise shall be continuously maintained.

1.4.2.0200. The management shall ensure that the assigned work is performed by competent employees. Proper training and education shall ensure that they are aware of the importance and safety impact of their activities.

### **1.4.3. Infrastructure and work environment**

1.4.3.0100. The top management shall determine, ensure, maintain, and regularly re-evaluate the infrastructure and work environment required for safe work and for the fulfilment of requirements.

## **1.5. PRACTICAL IMPLEMENTATION OF PROCESSES**

### **1.5.1. Process development and regulation**

1.5.1.0100. The processes shall be identified that are required to achieve the objectives, to provide the means to fulfil all requirements, and to produce the products of licensee. The development, implementation, assessment, and conditions required for the operation and continuous improvement of these processes shall be planned. The sequence and interactions of processes shall also be planned.

1.5.1.0200. The methods necessary for efficient process development and control shall be determined and implemented.

1.5.1.0300. The development of each process shall ensure that:

- a)* the regulatory, legislative, safety, health, environmental, security, quality, and economic requirements related to the process are specified and addressed;
- b)* hazards and risks are identified together with preventive measures;
- c)* interactions with interconnected processes are defined;
- d)* input data of processes are identified;
- e)* the process flow is described;
- f)* the output of processes are identified;
- g)* conditions and data necessary for validating the process results are determined; furthermore
- h)* criteria for process measurement are established.

1.5.1.0400. The relations and activities of different employees or groups participating in the process shall be planned, controlled, and managed, in order to ensure effective communication and clear assignment of responsibilities.

### **1.5.2. Process management**

1.5.2.0100. A competent employee shall be designated for each process who will be responsible for the following:

- a)* developing and documenting the process, maintaining and managing the necessary support documentation;

- b) ensuring conformity and effective interaction among interrelated processes;
- c) ensuring that the process documentation is consistent with any related documents;
- d) ensuring that the records required to demonstrate that process results have been achieved are specified in the process documentation;
- e) monitoring the performance of the process and the preparation of the performance report;
- f) promoting improvements within the process; furthermore
- g) ensuring that the process, its subsequent modifications included, is in accordance with the policies, strategy, plans, and objectives of the licensee.

1.5.2.0200. For each process the inspection, testing, verification, and validation activities, their acceptance criteria and responsibilities for implementing these activities shall be determined. It shall be specified which activities and when are to be performed by designated independent employees or groups.

1.5.2.0300. Processes shall be evaluated to ensure efficiency.

1.5.2.0400. The activities determined in each process shall be executed by using valid documentation, especially approved procedures, instructions, drawings, or other appropriate means. To ensure the adequacy and effectiveness of the specified documents and means, they shall be periodically reviewed. Results shall be compared with the expected values.

1.5.2.0500. Contractual processes executed out by external organizations shall be regulated within the management system. The licensee shall retain overall responsibility for processes executed by suppliers.

### **1.5.3. General management system processes**

1.5.3.0100. At least the following general processes shall be developed and implemented in the management system.

#### ***1. Document management***

1.5.3.0200. The preparation and use of the documents shall be controlled. Competent employees shall be assigned to prepare, revise, review, and approve documents, and they shall be granted access to all the information on which input data or decisions are based. It shall be

ensured that document users use and are aware of the appropriate and valid documents.

1.5.3.0300. Modifications of documents shall be reviewed, documented, and subjected to the same approval process as original documents.

## ***II. Control of products***

1.5.3.0400. Specifications and requirements for products, including subsequent modifications, shall be developed in accordance with specified standards. Product descriptions shall incorporate the applicable requirements. Products that interconnect or interact with each other shall be identified and controlled.

1.5.3.0500. Activities for inspection, testing, approval, and validation shall be completed before the acceptance, implementation, or operational use of products. The tools and equipment used for these activities shall be of the appropriate type, range and accuracy.

1.5.3.0600. The licensee shall confirm that products meet the requirements, and shall ensure that products properly function in service.

1.5.3.0700. Products shall be produced in a way that it can be verified that they meet the requirements.

1.5.3.0800. It shall be ensured that the products do not avoid the required verification processes.

1.5.3.0900. Products shall be identified to ensure proper product use. When traceability of the products is required or necessary, individual product identification shall be controlled and recorded by licensee.

1.5.3.1000. Products shall be handled, transported, stored, maintained, and operated as specified in order to avoid their damage, loss, dilapidation, or improper use.

## ***III. Control of records***

1.5.3.1100. Necessary records shall be specified in the process documentation and their management shall be controlled. All records shall be readable, complete, identifiable, and easily traceable.

1.5.3.1200. Retention time of records, associated test materials and samples shall be determined to be in accordance with legislations and knowledge management obligations of the licensee. Transferring devices used for the records shall ensure that the records are readable within the defined retention period.

## ***IV. Procurement***



1.5.3.1300. Suppliers shall be selected based on specified criteria and their performance shall be evaluated.

1.5.3.1400. Requirements for procurement shall be developed and specified in the procurement documents. The licensee shall have proof that the products meet these requirements before the product is used.

1.5.3.1500. Requirements for reporting and resolution of non-compliances shall be specified in the procurement documents.

### ***V. Communication***

1.5.3.1600. Important information related to the safety, health, security, quality, and economic objectives shall be introduced to the persons in the organization of the licensee and, if necessary, to other interested parties.

1.5.3.1700. Internal communication concerning the implementation and effectiveness of the management system shall be applied among various levels and functions of the organization of the licensee. External communication concerning the implementation of the activities of the organization shall be used with interested parties.

### ***VI. Managing organizational and operational changes***

1.5.3.1800. Organizational and operational changes shall be evaluated and classified based on their importance to nuclear safety and each change shall be justified and verified.

1.5.3.1900. Implementation of such changes shall be planned, controlled, communicated, followed up, and documented in order to ensure that nuclear safety is not compromised.

## **1.6. MEASUREMENT, EVALUATION AND DEVELOPEMENT**

### **1.6.1. Monitoring and measuring**

1.6.1.0100. The effectiveness of the management system shall be monitored and measured in order to confirm that the processes are capable of achieving the intended results and to identify improvement options.

### **1.6.2. Self-assessment**

1.6.2.0100. Self-assessment shall be performed at all management levels in order to evaluate the performance of the management system effectively and to improve safety culture.

### **1.6.3. Independent assessment**

1.6.3.0100. The top management shall regularly require independent assessments:

- a) to evaluate the effectiveness of processes in achieving policies, strategies, plans, and objectives;
- b) to determine the adequacy of work performance and leadership;
- c) to evaluate the safety culture of the licensee;
- d) to monitor product quality;
- e) to determine options for improvement.

1.6.3.0200. An organizational unit or work position shall be established that is responsible for performing independent assessments and analyses. This organizational unit or employee shall have adequate authority to perform its responsibilities.

1.6.3.0300. Employees performing independent assessments shall not assess their own work.

1.6.3.0400. Top management shall evaluate the results of independent evaluations, take any necessary actions, and document and communicate their decisions as well as reasons for the decisions.

#### **1.6.4. Management system review**

1.6.4.0100. Management system review shall be regularly performed as scheduled in order to ensure continuous suitability and effectiveness, and to validate that the management system is capable of accomplishing the objectives set by and for the licensee.

1.6.4.0200. The reviews shall cover but not be limited to the following:

- a) results from different assessments,
- b) results delivered and objectives achieved by the licensee and its processes,
- c) non-compliances, corrective and preventive measures,
- d) experience, lessons learned from other organizations, as well as
- e) opportunities for innovation.

1.6.4.0300. Vulnerabilities and obstructive factors shall be identified, evaluated, and corrected in a timely manner.

1.6.4.0400. Reviews shall identify whether modification of or improvement in policies, strategies, plans, objectives, goals, and processes are necessary.

### **1.6.5. Non-compliances, corrective and preventive measures**

1.6.5.0100. Causes of non-compliances shall be identified; corrective and preventive measures shall be taken to prevent their recurrence.

1.6.5.0200. Products and processes that do not meet specified requirements shall be identified, separated, controlled, registered, and reported to management within the organization of the licensee. The impact of non-compliances shall be evaluated; the evaluation might result in the following decisions:

*a)* acceptance,

*b)* correction in a specified time period, or

*c)* rejection and discard or eradication in order to prevent their unintended use.

1.6.5.0300. Concessions granted to allow acceptance of a non-conforming product or process shall be subject to internal licensing process and authorization if necessary. When non-conforming products and processes are corrected, they shall be submitted to repeated inspection to demonstrate that they meet the requirements or expected results.

1.6.5.0400. Corrective actions for eliminating non-compliance shall be determined and implemented. Preventive measures to avoid their recurrence and to eliminate the causes of potential non-compliances shall be determined and executed.

1.6.5.0500. All corrective and preventive measures shall be monitored, and their effectiveness shall be evaluated and reported to the appropriate management level within the organization of the licensee.

1.6.5.0600. Potential non-compliances that may decrease the performance of the licensee shall be identified by feedback from other external or internal organizations, by technical developments and research, through the sharing of knowledge and experience, and by techniques that determine best practical methods.

### **1.6.6. Improvement**

1.6.6.0100. The opportunities for improvement of the management system shall be identified and measures to improve and correct processes shall be identified, planned, implemented, and documented.

1.6.6.0200. Plans for improvement shall contain assurance for adequate resources. Measures for improvement shall be monitored until their

completion, and the effectiveness of the improvement shall be controlled.