

NOT PROTECTIVELY MARKED

INS/QS/009/01	Specification
Issue: 4 Page : 1 of 6	Quality Assurance, Environment, Health and Safety Conditions to be applied to Contracts

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**Quality Assurance, Environment, Health and Safety
Conditions to be applied to Contracts**

Specification	INS/QS/009/01
Quality Assurance, Environment, Health and Safety Conditions to be applied to Contracts	Issue: 4 Page : 2 of 6

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AMENDMENT RECORD

Issue Number	Date	Section Number	Details of Amendment
1	July 07		'British Nuclear Group' identity changed to 'International Nuclear Services', commercial marking changed from 'BNFL Commercial' to 'Commercial' References to document types TD & SFS will be changed to 'INS'
2	May 08	Contents Page 3.3 3.2.3 Appendix 1	Full review of document Appendices numbered correctly Re-numbering added, new address added Reference to BNGSL removed and replaced with International Nuclear Services (INS) New EH&S Policy added New Quality Policy added New PNTL Policy added
3	Nov 09	All	Full review of document and update. Changes made to all sections and appendices
4	May 10	All 2.2 / 2.11 Appendix 1-5 Section 4	Protective marking change to not protectively marked Reference to INS website added Removed and issued as support documents for web site use Added section 4 – other documents

INS/QS/009/01	Specification
Issue: 4 Page : 3 of 6	Quality Assurance, Environment, Health and Safety Conditions to be applied to Contracts

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Contents

1. Introduction & Scope
2. Specification
3. Records
4. [Other Documents](#)

Specification	INS/QS/009/01
Quality Assurance, Environment, Health and Safety Conditions to be applied to Contracts	Issue: 4 Page : 4 of 6

UNCONTROLLED WHEN PRINTED**1. Introduction & Scope**

This Specification details the quality assurance, environment, health and safety requirements to be applied by Contractors providing plant, equipment and services to International Nuclear Services (INS), or Pacific Nuclear Transport Limited (PNTL), Including those for which ISO 9001 (2000 or 2008 version) 'quality management systems - requirements' is a requirement and those for which ISO 14001:2004 'environmental management systems – requirements' has been identified as a requirement.

It is supported by guidance and policy documents which constitute the entirety of this specification when read in conjunction with it. Applicable supporting document are listed in section 4 of this specification.

INS and PNTL Environment, Health and Safety Policies, INS Quality policy and other supporting information is available at the Supplier Information page of the International Nuclear Services Website www.innuserv.com.

2. Specification

- 2.1 The Contractor shall, for all work covered by the contract, establish and implement relevant management systems, which, as a minimum, meet the requirements of the standards specified in the contract (e.g. ISO 9001, ISO 14001 or other)
- 2.2 For any environmental aspect associated with the work to be performed the contractor shall notify INS of the controls to be applied, where INS has a specific environmental aspect identified the contractor will be notified of this by INS.
- 2.3 When required, INS will request from the contractor/subcontractor details of how they will manage and control any conditions applicable to the contract.
- 2.4 Where there is a non-trivial change in the Contractor's organisational structure or operating conditions which may have an impact, directly or indirectly, the Contractor shall advise INS in advance or as soon as reasonably practicable, of the change. For the avoidance of doubt a non trivial change is any change which could degrade existing standards of performance.
- 2.5 During the course of the contract, International Nuclear Services shall have the right to monitor implementation of the contractor's management systems. Monitoring may be in the form of a documentation review or by a formal systems audit; audits are carried out at the discretion of International Nuclear Services. International Nuclear Services also reserve the right to monitor subcontractor activities and to audit subcontractors as appropriate.
- 2.6 Acceptance by INS of the Contractor's/sub-contractors management systems will not relieve them of their obligations to provide services, which meet the requirements of the contract and current legislation.

INS/QS/009/01	Specification
Issue: 4 Page : 5 of 6	Quality Assurance, Environment, Health and Safety Conditions to be applied to Contracts

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- 2.7 It is the responsibility of the contractor to ensure that INS contractual requirements are applied by any subcontractor, according to the type of work or service subcontracted. In particular the Contractor shall be responsible for specifying relevant quality assurance, environment, health and safety requirements to sub-contractors and ensuring they comply with such arrangements.
- 2.8 The contractor shall establish a process to maintain knowledge of all relevant legislation and applicable standards as required for the work being performed.
- 2.9 The Contractor shall ensure that their personnel and sub-contractors where applicable are suitably qualified and experienced to perform obligations under the contract. This shall include provision of, or reasonable access to competent EH&S advice. Evidence of qualifications and experience shall be provided to INS upon request, to ensure that the persons doing the work are knowledgeable and competent in applying the requirements of INS and any national or international legislation applicable to the services being provided.
- 2.10 The contractor/subcontractor may be required to participate in appropriate site induction training for the site where the work is to be performed.
- 2.11 A Contractor supplying manpower to an INS site is required to provide a Risk Assessment (which as a minimum complies with the UK Health & Safety Executive (HSE) 5 step approach / guidance, or International Equivalent), Method Statement, Safe Systems of Work and details of Permit to Work procedures where appropriate. These are to be provided to INS prior to commencing work for all work undertaken on INS premises, plant or equipment. *Guidance is provided within the Supplier Information page of the International Nuclear Services website www.innuserv.com*
- 2.12 The Contractor/subcontractor shall ensure that any equipment used is suitable for the work required and compliant with statutory requirements.
- 2.13 The Contractor shall produce a schedule of proposed sub-contractors (when sub contractors are to be utilised). This may for example, define the type of work or service to be sub-contracted and the Management System standards applicable to the contract. This shall be issued to INS prior to commencement of work by subcontractors. The Contractor shall only place work in accordance with the agreed schedule of sub-contractors or in accordance with changes agreed with INS.
- 2.14 The Contractor will ensure that the INS environment, health and safety policy requirements are made known to all sub-contractors and that any Environmental Aspects that impact on the work are adequately communicated and controlled.

3. Records

- 3.1 Records shall be compiled for the activity to which they relate. All records, including those generated by subcontractors, shall be compiled, indexed and uniquely identified to the contract and specific work activity.

Specification	INS/QS/009/01
Quality Assurance, Environment, Health and Safety Conditions to be applied to Contracts	Issue: 4 Page : 6 of 6

UNCONTROLLED WHEN PRINTED

- 3.2 Records defined in the contract as being required by INS shall be collated and be available at contract completion. The satisfactory review of the records by the responsible person within INS shall constitute an element of the acceptance procedure.
- 3.3 The responsible person within INS shall agree in writing the retention time of records with the Contractor. The compilation and storage of records during the contract shall be controlled in accordance with a written procedure defining adequate security, traceability, storage and disposition.
- 3.4 Where lifetime quality records (LQR's) are a requirement, these shall be legible and submitted to INS on Compact Disk (CD)

4. Other Documents

- 4.1 Documents listed below are available on the International Nuclear Services website (www.innuserv.com) each of these documents supports this specification.
- International Nuclear Services Environment Health & Safety (EH&S) Policy
 - International Nuclear Services Quality Policy
 - Pacific Nuclear Transport Limited Environment Health & Safety (EH&S) Policy
 - The Meaning of 'Contractor' and 'Competent Contractors List'
 - Guidance on Risk Assessments (RA's), Method Statements & Safe Systems of Work (SSOW)