

Rules and information prior to working at OKG

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Welcome to OKG

At OKG, we put safety first. This document describes the rules that a contractor must be aware of *prior* to working at OKG. The overall information that personnel must comply with at OKG can be found in the 'Safety First' brochure available on OKG's website. The contractor is responsible for ensuring that its personnel are familiar with the rules and provisions that apply when working at OKG.

F-tax cards and insurance

The contractor must have a valid F-tax card and liability insurance in respect of damages that it may be ordered to pay under the Tort Liability Act (SFS 1972:207) in addition to material and property damage up to a minimum amount of SEK 10 million. This insurance must also cover seized property. Consultants must also have insurance amounting to at least 120 basic amounts, which covers consultant liability in accordance with ABK (Standard terms and conditions for consulting agreements for architectural and engineering services) 96. A copy of these documents should be submitted to:

OKG Aktiebolag
Purchasing Department
572 83 Oskarshamn

1 ACCESS PROVISIONS

1.1 Documentation for access control

A permit is required for access to the nuclear power facility; this is issued by OKG once a preannouncement form has been submitted and approved. Preregistration takes place by completing a specific form, appendix 1, provided by the respective contact person at OKG.

In order to have access granted the preregistration form should contain details of:

- 1) drug tests that have been passed (see 1.1.1);
- 2) completed security and safety training and possibly nuclear health physics, (see 1.1.2);
- 3) doses received to date (see 1.1.3).

Note that all of the above-mentioned information must be verified by presenting a certificate.

In order to work within a controlled area, the person in question is also required to:

- 1) have reached the age of 18;
- 2) have completed the Clean System training (see 1.1.4); and
- 3) supplement the preregistration form with certificates showing medical examinations/health checks that have been completed with approved results for work involving ionising radiation (see 1.1.5)

The completed preregistration form, together with a confidentiality agreement (Appendix 2), should be submitted to the respective contact person at OKG no later than 21 days before the arrival date of the personnel. Remember to state the date of arrival and date of departure.

Completed security clearance, including registry checks, is required (see 1.1.6) in addition to the preregistration form, in which connection the following forms are to be submitted to OKG at least four weeks prior to the anticipated commencement of the work:

- collective certificate showing security clearance completed; Appendix 3;
- consent to registry checks; Appendix 4.

Please also note that in order to be allowed to carry out certain tasks (hot work, electrical work and handling lifting devices and the like) particular training courses together with relevant certificates are compulsory. See 1.1.7 for more information.

The contractor may only engage personnel assessed as suitable in accordance with OKG's procedures in order to ensure the quality of the services purchased in conjunction with the tender. Prior to the contractor's arrival, OKG's visitor attendants shall assess the preconditions for the work to be carried out based on the information agreed upon during the tender and submitted in the preregistration form.

Note that the turnaround times stated in this document should only be viewed as minimum periods of time. OKG may not be charged for the waiting time if the access documents are not in order on arrival.

1.1.1 Required drug testing

OKG requires all personnel, as well as all contractors, to have undergone drug testing, regardless of whether or not a radiological medical examination is required. Drug tests shall be carried out every three years. The drug test shall test for the presence of cannabis, cocaine, heroin/morphine and amphetamines. The analysis will only take place at an accredited laboratory. The contractor must submit a certificate showing that the drug test has been passed together with the preregistration form to the respective contact person at OKG.

Please note that:

- results from drug tests take longer than the results from a radiological medical examination; for this reason, drug testing must take place well before preregistering with OKG;
- a valid certificate from a drug test must be attached in the event a new preregistration form is to be submitted;
- the contractor bears all of the costs for drug testing;
- drug testing is not required for service visits or assignments of a maximum of five days.

1.1.2 Security and safety training and nuclear health physics

It is a requirement to complete and pass the security and safety training in order to work at a nuclear power plant. Nuclear power plants approve one another's security and safety training, which should be repeated at least every three years. The date of the approved security and safety training must be entered in the joint Dose Register for the nuclear power plants.

Supervisory personnel who work within a controlled area must also complete advanced training in radiation protection, nuclear health physics. The training is only performed upon request and not during outages. This training shall be repeated at least every three years. Application to the training should in the first instance be submitted via OKG's contact person or directly to the training section at OKG. Since this training is performed at all nuclear power plants, the training may well be completed at premises other than OKG's.

All temporary radiation protection personnel who have undergone at least Category C radiation protection training have a level of training corresponding to nuclear health physics. However, the contractor must be able to present certificates to show that this training has been completed.

1.1.3 Doses received

In order to be granted access to controlled area at OKG, it is as from February 1, 2010 required that the individual concerned accounts for dose received outside Swedish nuclear facilities. This shall be done via the form "Dose received outside Swedish nuclear facilities" (appendix 5). The form shall be completed and then submitted to the central security check point at OKG upon arrival.

1.1.4 Clean System training

The Clean System training required by all nuclear power plants was introduced to, for example, spread awareness about what to do in order to prevent foreign objects from getting into the process systems. This training is interactive and carried out on a computer via www.okg.se. Click on *Arbeta på OKG* [Working at OKG] and then *Utbildningskrav* [Training requirements] and select the Clean System course.

This training course and associated exams are compulsory for all personnel with access to a controlled area; that is, holders of dosimeters. This should be completed prior to arriving at the plant and a certificate showing the training course taken and approved must be presented on arrival. Courses passed shall be registered locally at the respective power plant. Training shall be repeated every three years.

1.1.5 Medical examinations for work involving ionising radiation

Regulations imposed regarding medical examinations for work involving ionising radiation comply with SSMFS 2008:51:

- all individuals working in a controlled area must have undergone medical examinations prior to commencing work;
- medical examinations must be conducted no less than once every three years, including a periodic health check during the intermediate two years when the medical examination is not performed.

The result of the medical examination or intermediate periodical health check shall be evaluated in accordance with one of the following three alternatives:

- fit for service – no restrictions on work involving ionising radiation from a medical point of view;
- fit for service under certain conditions – physicians together with the party running the operation (OKG) decide on whether these conditions are fulfilled;
- not fit for service – work with ionising radiation is not permitted.

It is the responsibility of the contractor to ensure that medical examinations/health declarations are renewed in accordance with the prescribed regulations for personnel who continue to work with ionising radiation. The contractor shall bear all of the costs for medical examinations and health declarations.

A copy of a certificate showing that a radiological medical examination or health declaration has been performed shall be submitted to the dosimeter service at one of the Swedish nuclear power plants for registration in the central Dose Register.

The requirements for authorisation to carry out medical examinations for radiological work are stipulated in SSMFS 2008:51. Most medical clinics carry out medical examinations and health checks for radiological work. A special standard form should be used; see Appendix 6, 'Medical certificate for work involving ionising radiation in addition to Health Declaration for work involving ionising radiation'. More detailed information is available on SSM's website: <http://www.ssm.se>.

1.1.6 Security clearance and registry checks

There are laws, rules and regulations which underline the responsibility for those who purchase services that they through security clearances secure the reliability of the contractor. The security clearance is a pre-condition for permission to enter the OKG premises, and for working at OKG. This entails that personnel working for OKG somewhere else also must be security cleared.

It is up to the contractor to see to it that only well known and reliable persons are hired for working at OKG. This is carried out by the contractor performing a security clearance of his/her own personnel and then accounting for this in a collective certificate (appendix 3) to OKG/GLO/DF that a security clearance has been performed. If the security clearance has not been carried out, an application on "request for registry check" in accordance with the Security Protection Act will not be performed.

The security clearance must show:

- That personal knowledge is based on information from reports, certificates and the like as well as references.
- That the information from the job interview, among others about family status, education, earlier work, financial situation, side occupations, contacts, interests, drugs, prosecutions and verdicts as well as personal characteristics form the basis for the knowledge of the person.

As a part of the security clearance a registry check is carried out by OKG. This is carried out in general against the Security Protection Act and its § 14 (protection against terrorism). For certain work, which is safety-classified by the Svenska kraftnät (SvK) as safety classification 2 or 3, a registry check must be carried out in accordance with the regulation SvKFS 2005:1. A consent to this check (appendix 4) must be submitted to OKG before the work commences.

The period of checking lasts in general three weeks. Therefore, documents for the registry check and the consent must be submitted to OKG by the latest four weeks before the calculated entry on duty. It is important that the forms are carefully completed for the check not to be delayed.

1.1.7 Compulsory training courses

Please note that certain types of tasks require so called compulsory training courses which are governed by laws, insurance companies' regulations and other external requirements. This training can be divided into nuclear specific and non nuclear specific training courses. The nuclear specific training courses were mentioned in *1.1 Documentation for access control*, but is also mentioned here in order to facilitate the understanding of the differentiation.

Nuclear specific training

These training courses are provided by OKG, the contractor accounts for his or her own working time.

- Security and Safety training (1.1.2)
- Nuclear health physics (1.1.2)
- Clean systems (1.1.4)

Non nuclear specific training requiring certificates or the like

For this type of training courses the responsibility (including the cost of working time) lies with the contractor. The contractor may however, if there are available places, buy places in training courses which OKG arranges.

- Electrical safety (ESA)
- Hot work
- Accident prevention
- Entrance to operational rooms
- Lifting equipment
- Breathing protection
- Other possible training courses

1.2 Entry procedures

1.2.1 Arrival

On arrival, registration takes place at the Central check point reception desk (BVB). Personal identity shall be verified by a valid ID card, driving licence or other document approved by SIS. An ID card with biometrical verification, key card and if applicable dosimeter as well as locker key will be issued by the reception desk.

All persons receiving an ID card will be assigned a visitor attendant appointed by OKG. This person approves the entry and any extensions and also answers questions concerning work at OKG.

The ID card must be worn visibly when on site at OKG. Security guards will check that the card is being worn and that the person is authorised to be present on site.

1.2.2 Security checks when entering and leaving the premises

OKG must, in accordance with regulatory requirements, perform security checks at the entrance to and exit from monitored area in order to keep a controlled access to monitored area, detect illicit objects during entrance as well as prevent unauthorized exportation of nuclear material and nuclear waste. For this reason entrance control checks of people and vehicles as well as goods checks are carried out as per below. Due to these new checks there is a risk of queues forming at certain times of the day.

The security check includes searching for prohibited objects. A list of objects that may not be brought into a monitored area is provided below:

- All types of object that can or appear to be able to fire projectiles or cause harm; for example, firearms, bows, dummy weapons, electric shock weapons;
- Throw weapons;
- Military weapons, such as hand grenades, smoke grenades and anti-tank weapons;
- Military explosives, such as ammunition, blasting caps, detonators;
- Knives of the following types: hunting, decorative, bayonets, harpoons, machetes;
- Knuckle dusters, clubs, batons, maces
- Alcoholic beverages;
- Cameras, including cellphones with integrated cameras. Web cameras may however be brought into controlled area after having been marked with an OKG label on the lens, conducted at the central security check point.

Permission may be granted for the following objects if required for the work to be conducted:

- Commercial blasting agents
- Cameras
- Knives

The following objects shall be dealt with via OKG's incoming goods department:

- Flammable liquids*
- Chemicals;*
- Gases/sprays, pressurized containers*
- Acids and bases*

* Please note that in order to be permitted to introduce chemical products not on OKG's list of chemicals, the OKG Chemical Group must first approve the use and introduction of the chemical substance in question. This shall be done by completing the form "Disclosure of items to be taken in and used in controlled area" (appendix 7). Although the authorization may be issued, the chemical substance must still be handled by OKG's goods reception. An authorization to enter with a chemical substance entails therefore not that the product may be brought in via the normal person or vehicle entrance.

1.2.2.1 Entrance security check

The entrance security check of people takes place in a temporary building erected for that purpose, to the south of the parking place, to the west of the existing central check point. You proceed to the security checks via the tent which has been erected as a protection against bad weather.

Having reached the luggage x-ray you will follow the instructions from the security guard and then walk through the bow of the metal detector. When the alarm sounds repeatedly the security guards decide whether they should perform a scan with a manual metal detector. In doubtful cases a body search may be conducted. The metal detector selects in random those who must go through the explosives' detector. Those who have been selected will proceed towards this machine and will follow the instructions from the security guards. Thereafter, the person proceeds to the rotating gates which will open following an implemented personal check with biometric reading. For personnel having problems with biometric reading there is a rotating gate with a vein scanner.

When leaving the monitored area, the building BVB2 is passed through via two automatically opened doors. There is a radiological measuring equipment for background radiation installed there. In case of any alarm from the equipment the rotating gates are locked for both entrance and exit. The persons present in that part of the building, between the automatic doors and the rotating gates, will stay for a manual search by the security guards.

1.2.2.2 Vehicle check

Prior to a vehicle gaining access to monitored area it must have been subjected to a security check being conducted in a temporary building adjacent to UBH. Only the driver in the vehicle to be searched is allowed to enter this via this entrance, any passengers must enter via the entrance check for persons in BVB 2. Vehicle check is carried out as per below. Please observe that no private vehicles are allowed within the premises, parking places are available at OKG's parking lot to the north of the central check point.

Searching the driver

The driver passes through the same type of security check as personnel when entering through BVB 2.

Searching using dogs

All vehicles which request permission to enter into OKG's premises are searched with a dog specialized searching for explosives. This entails that the dog and its leader search the compartment and the luggage boot. For trucks both the driver's and goods compartments are searched.

Security guard

Following the search with a dog, the security guards perform a visual search with manual equipment of the different spaces in the vehicle. Only thereafter the vehicle is allowed to enter into monitored area. Sealed vehicles are escorted to the unloading place where unloading takes place under supervision of a security guard.

Exit

When leaving monitored area all vehicles must be checked with regard to preventing the illicit exportation of nuclear substances or nuclear waste from the plant. This is done when the vehicle passes the environmental equipment which is located at the inside of the gate at UBH. For normal transports of nuclear substances/nuclear waste from the plant a check of the goods has been carried out by an Environmental Technician of the facility. Following the documentation check of the consignment the security guard approves the exportation.

1.2.2.3 Goods check

All goods arriving at OKG must be inspected before it is allowed to pass into monitored area. This is carried out in a purpose built pallet x-ray placed in a tent to the east of the existing goods reception. The inspected goods is transported to the goods reception under the supervision of security guards. It is up to the goods reception to decide whether the vehicle is allowed to bring the goods (except for bulk transports) into monitored area. Bulky goods or such goods which for one reason or the other is difficult to scan with the luggage x-ray machine will be checked with sniffer dogs.

1.3 Handling of tools and equipment

Equipment, such as toolboxes, that are brought into a controlled area may not be made of flammable materials. If tools are provided by OKG, these must be accounted for following completion of work. Tools not accounted for will be charged to the contractors.

1.4 Handling of mail

Public postal conveyance ceases when the postal authority has delivered the post to OKG. OKG's regulations for handling mail will then apply and entail the following:

- All post addressed to OKG will be opened centrally;
- Post clearly addressed (in accordance with the following example) to companies engaged and their personnel will be distributed without being opened:
XXX AB (Ltd.)
First name surname
c/o OKG AKTIEBOLAG
572 83 OSKARSHAMN

Please contact *Kontorsservice O3* [Office Service O3] for other rules regarding the internal handling of incoming and outgoing mail.

1.5 Departure

When work at the plant has been completed and it is time to leave, the ID card together with dosimeter, key card and any keys must under all circumstances be returned immediately to the reception desk at the central check point. If this is not done, OKG will claim financial compensation for the loss. It is also important to notify OKG's telephone switchboard on departure.

Foreign contractors who must have a dosimeter evaluated and/or a radiation protection pass completed and signed must notify the dosimeter service well before departure in order to agree on a suitable time for evaluation.

2 RESPONSIBILITY FOR THE WORK ENVIRONMENT

2.1 Work environment

The employer is responsible for the work environment in accordance with the Work Environment Act (SFS 1977:1160). This means that the employer is under an obligation to ensure that the work environment is as safe as possible. For this reason, the employer shall take all reasonable measures required to prevent ill-health and accidents. If an accident or incident has taken place, a safety report must be completed in order to prevent recurrence. Each Work Environment Group can provide information about routines.

OKG is responsible for coordination as regards contractor activities. This means that OKG is responsible for coordinating protective measures at the joint workplace. However, this coordination responsibility only applies to coordination between OKG and the relevant contractors. This consequently means that they retain their obligation to take all reasonable measures required in order to prevent dangerous situations in the work environment. OKG presupposes that all contractor employees are familiar with basic work environment regulations. As employers, contractors are also responsible for complying with the Working Hours Act.

2.2 Safety representatives

Contractors with at least five employees working for OKG are required to appoint one or more safety representatives. When the preregistration form has been submitted to OKG's administrators, the contractors are to provide details of safety representatives or contact persons for safety issues.

2.3 Industrial safety and environmental inspections

During the outages, safety and environmental inspections will be carried out at least once a week at the unit in question.

Participants in these industrial safety and environmental inspections include:

- the respective manager for the Operation, Maintenance and Environment departments;
- the plant manager of the relevant unit;
- the supervisor/site manager for the personnel of partners and companies engaged that have personnel at the workplace;
- the union representatives for OKG's personnel, partners and hired personnel;
- work environment engineers;
- fire technicians;
- work environment technicians.

2.4 Shifts, staggered working hours, etc.

By the start of the year, the contractor should have negotiated with the respective union regarding the relatively short periods of notice that may, for instance, arise during an outage, or in connection with work shifts or staggered working hours. OKG may also disallow piecework for work involving safety related systems or owing to the work environment.

2.5 Protective equipment

OKG does not provide any work clothes with the exception of work at premises classified from the perspective of radiation protection, which are referred to as 'controlled areas'. This means that personal protective equipment (for example, protective shoes and protective overalls) must be provided by the respective employer in accordance with Chapter 2, Section 7 of the Work Environment Act (SFS 1977:1160).

3 TIME REPORTING

3.1 Working hours

Normal working hours are 07.30 to 16.00 with a 30 minutes long lunch break.

3.2 Time reports

All contractors at OKG must complete time reports using our standard form entitled 'Time Report'. Appendix 8 describes the rules for completion of the time report. State the correct order number on the forms so that costs can be charged to the correct order. This facilitates invoicing and the verification of invoices.

The one-week time forms must be approved by supervisors or contact persons and then submitted to an OKG administrator. The administrator shall authorise and return the original, yellow and pink copies within two days. Our administrator will send the blue copy to the department where invoices are examined.

3.3 Time checks

The first and last passage through the external revolving gates are registered. This information is subsequently compared with the timesheets submitted.

4 ACCOMMODATION

OKG can offer accommodation in Söråbyn at Simpevarp, adjacent to the Oskarshamn plant, in 164 single rooms with non-pet and non-smoking requirements. OKG has cabins and caravan pitches at Figeholms Stugby at its disposal. During the outage period, all rooms must be booked through our Accommodation Officer, tel. +46 (0)491-78 61 91 between 09.30 and 11.30, 14.00 and 16.00 and during the non-outage period between 14.00 and 16.00. The Accommodation Officer can also be reached via e-mail, steve.dahlin@okg.eon.se. Reserved rooms that have not been used shall be charged at the current rate. To avoid being charged, cancellation is required at least one week prior to the booked period.

If the cabins for hire are full, accommodation will be offered as close as possible within a radius of no more than 30 km from Simpevarp. However, the contractor is obliged to move as soon as rooms at Simpevarp or Figeholm become available. The contractor must confirm in writing that rooms were not available in the cabin accommodation at OKG's disposal in order to receive compensation for travel and accommodation costs. This type of certificate is issued by our Accommodation Office, tel. +46 (0)491-78 61 91. We recommend that the contractor reserve rooms for its personnel through the Accommodation Office well before work commences. Reservations can be made by telephone, fax or letter.

The Accommodation Office can provide information about rents, accommodation standard, etc.

Oskars Hus, OKG's hotel in the village of Simpevarp, has around 25 single rooms intended for short visits to the plant. Rooms can be reserved through our Accommodation Officer.

Rooms and apartments in Oskarshamn can be rented either through the municipal Leisure Office, tel. +46 (0)491-880 00, or through advertisements in the local press. The municipal Leisure Office also rents out cabins at Gunnarsö Stugby, which are only available between the spring and the autumn.