



On approval of the Rules for professional development of personnel employed at nuclear facilities

Unofficial translation

Order of the Minister of Energy of the Republic of Kazakhstan dated January 20, 2016 No. 13 . Registered with the Ministry of Justice of the Republic of Kazakhstan on March 15, 2016 No. 13456

Unofficial translation

In accordance with subparagraph 19) of Article 6 of the Law of the Republic of Kazakhstan “On Use of Nuclear Energy” dated January 12, 2016 **I hereby ORDER:**

1. To approve the attached Rules for professional development of personnel employed at nuclear facilities.

2. In the manner prescribed by the legislation of the Republic of Kazakhstan, the Committee for Atomic and Energy Supervision and Control of the Ministry of Energy of the Republic of Kazakhstan shall:

1) provide the state registration of this order with the Ministry of Justice of the Republic of Kazakhstan;

2) within ten calendar days after the state registration of this order with the Ministry of Justice of the Republic of Kazakhstan, direct its copy for the official publication in periodicals and "Adilet" Legal Information System, and also to the Republican State Enterprise with the Right of Economic Management “Republican Center of Legal Information” of the Ministry of Justice of the Republic of Kazakhstan for inclusion in the Reference Control Bank of Regulatory Legal Acts of the Republic of Kazakhstan;

3) place this order on the official Internet resource of the Ministry of Energy of the Republic of Kazakhstan and the intranet portal of state bodies;

4) within ten working days after the state registration of this order with the Ministry of Justice of the Republic of Kazakhstan, report to the Legal Department of the Ministry of Energy of the Republic of Kazakhstan on execution of the actions provided for in subparagraphs 2) and 3) of this paragraph.

3. Control over the execution of this order shall be assigned to the supervising Vice Minister of Energy of the Republic of Kazakhstan.

4. This order shall take effect upon expiry of ten calendar days after the date of its first official publication.

*Minister of Energy
of the Republic of Kazakhstan*

V. Shkolnik

“AGREED”

Minister of National Economy

of the Republic of Kazakhstan

Ye. Dossayev

February 17, 2016

Approved
by order No. 13
of the Minister of Energy
of the Republic of Kazakhstan
dated January 20, 2016

Rules

for professional development of personnel employed at nuclear facilities

1. General Provisions

1. These Rules for professional development of personnel employed at nuclear facilities (hereinafter -the Rules) are developed in accordance with subparagraph 19) of Article 6 of the Law of the Republic of Kazakhstan “On Use of Nuclear Energy” dated January 12, 2016 and establishes the procedure for professional development of personnel, employed at nuclear facilities.

2. Individuals and legal entities engaged in the field of nuclear facilities shall provide professional development of the staff in the manner prescribed by these Rules.

2. Procedure for professional development of personnel employed at nuclear facilities

3. Professional development of the personnel shall be pursued in order to keep up the proper competence level and to satisfy the need in improvement of the knowledge and skills of the staff employed at nuclear facilities.

Individuals and legal entities carrying out activities in the field of nuclear power shall develop and regularly implement qualifications upgrading programmes for all categories of the personnel.

4. Professional development programme shall include:

1) maintaining of the personnel’s knowledge and practical skills necessary to carry out routine, contingency and emergency actions;

2) enhancement of the personnel’s theoretical knowledge and practical skills in the event of a change in the scope of functional duties, identified deficiencies in work, modifications of the nuclear facilities and (or) changes in procedures;

3) enhancement of the knowledge level of the basics of individual applied disciplines studied in the process of primary training, with an in-depth examination of the sections in which insufficient knowledge was revealed;

4) enhancement of responsibility level for the safe operation of the installation;

5) analysis of the shortcomings in the work of the personnel identified through a systematic assessment of the operational efficiency of a nuclear facility;

6) proficiency improvement of the operational personnel by regularly training for complex tasks related to the nuclear facility operation;

7) development of skills necessary for the performance of the duties, functions and tasks;

8) radiation protection and control issues to the extent necessary for personnel to perform their duties, functions and tasks.

5. Personnel who perform special functions in the event of accidents shall upgrade the skills to perform these functions. Professional development programmes for fire safety personnel shall include fire drills.

6. Professional development course shall be taken by the personnel at least once every five years.

7. Professional development programmes shall be periodically reviewed by individuals and legal entities operating in the field of nuclear power use in order to determine their compliance with the training needs and efficacy. When revising professional development programmes, special attention shall be paid to changes in the regulatory documents, in the design of a nuclear power facility, and also operation experience, including:

1) new or modified installations or equipment;

2) new or revised procedures;

3) new regulatory requirements;

4) feedback from staff, junior managers, trainees, instructors, programme evaluation results, events in a given operating organization or in other organizations of the industry;

5) analysis of the root causes of events, corrective actions;

6) problems arising in the training process, including instances of underachievement of trainees;

7) deficiencies in staff activities;

8) new or revised standards governing the activities or training of the personnel;

9) problems associated with retaining of knowledge and operating experience.

8. Based on the professional development results, a document shall be issued certifying the training completion.