



SITE REGULATIONS

ONDRAF/NIRAS	BELGOPROCESS
Koning Albert II-laan 32	Gravenstraat 73
1000 Brussels	2480 Dessel

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By signing below, the contractor declares to have received, read and to agree to the complete site rules & regulations.

AGREEMENT ON THE WELL-BEING OF EMPLOYEES (Pursuant to the Law of 4/08/96 Ch. IV and V)

ONDRAF/NIRAS-Belgoprocess undertakes to provide the contractor and his employees with the necessary information about the risks and measures relating to the workers' well-being that are inherent to ONDRAF/NIRAS-Belgoprocess's activities. According to the works to be performed, the necessary training and instructions will be given.

ONDRAF/NIRAS-Belgoprocess coordinates cooperation in the implementation of the measures to ensure the well-being of workers in the execution of the works.

The contractor undertakes to meet his obligations as regards the well-being of his workers and the care for the environment specific for the organisation for which they carry out their duties.

He also provides ONDRAF/NIRAS-Belgoprocess with the required information about the risks inherent for his activities.

He shall cooperate with the coordination and collaboration regarding safety, environment and the well-being of all his employees during the execution of the works.

If the contractor fails to comply with these obligations or fails to do so adequately, ONDRAF/NIRAS-Belgoprocess may take the necessary measures related to employee well-being at the contractor's expense. If this concerns risks specific to ONDRAF/NIRAS-Belgoprocess (e.g. nuclear risks), the two parties can determine by agreement who is responsible for implementing the required measures.

This agreement applies to work in the execution of:
.....
.....
.....

Period of execution: from to

For acceptance:

ONDRAF/NIRAS-Belgoprocess,
(Name, date, signature)

The contractor,
(Name, date, signature)

Contractor's safety manager
(name, date, and signature)

A copy of this agreement should be delivered to the Single Point Of Contact (SPOC) of ONDRAF/NIRAS-Belgoprocess.

1 Purpose

The present regulations, in addition to the other documents of the contract, define the working, supervisory, safety and environmental conditions imposed on contractors participating in the construction, remodelling, maintenance, etc. of facilities on the site.

2 Scope of application

2.1 General

The present regulations apply to any contractor performing work on the site, regardless of whether he has a direct contractual relation with the Owner or is a subcontractor, and consequently to all persons present on site.

The contractor, in accordance with his contractual documents, must comply with all these rules regarding the organisation of the contract and the special conditions for the execution of the works.

2.2 Application conditions

However, the obligation to apply the provisions of these regulations or the fact of complying with them does not relieve the contractor of his legal responsibilities. By accepting the order, the contractor is deemed to be familiar with the provisions of the present regulations. They are applicable to him from that time onwards and he undertakes to enforce them with his own staff and with the personnel of his subcontractors and suppliers. The subcontractors to whom the contractor subcontracts work, if any, must first be approved by ONDRAF/NIRAS-Belgoproces.

The contractor must immediately comply with any observation made by ONDRAF/NIRAS-Belgoproces regarding safety, environment and employee well-being, order and discipline in the workplace.

In a specific construction site memorandum (see **Fout! Verwijzingsbron niet gevonden.**), an ONDRAF/NIRAS-Belgoproces manager may indicate in writing that certain sections of these regulations do not apply to a specific site, or may impose additional measures and guidelines.

3 Definitions

3.1 Temporary or mobile construction sites

All construction sites covered by the RD of 25/01/2001 relating to temporary and /or mobile construction sites [1] for which a safety coordinator design and realisation must be appointed.

3.2 Client - Operator

ONDRAF/NIRAS
Koning Albert II-laan 32
1000 Brussels

Belgoprocess NV
Gravenstraat 73
2480 Dessel

3.3 Contractor

Contractor or self-employed person whose professional activity contributes to the realisation of the works.

3.4 NIRAS/Belgoprocess operational manager

The operational manager is the contact person for the contractor. In case of questions, problems or other issues, the contractor shall first contact the ONDRAF/NIRAS-Belgoprocess operational manager.

He is responsible for, among other things:

- communication between ONDRAF/NIRAS-Belgoprocess and the contractor, information exchange (risks, planning, etc.);
- preparation of the required work permits (HWP, fire permit, etc.), see Chapter 11.3;
- coordination of works and attention to interference with operations within ONDRAF/NIRAS-Belgoprocess or other works;
- supervision of the works and intervention if needed.

3.5 External Technical Inspection Service - EDTC

Independent body responsible for technical inspection of equipment.

4 Responsibilities

The ONDRAF/NIRAS-Belgoprocess operational manager shall ensure compliance with the site regulations, keep an overview of the work and ensure that it does not interfere with other works and/or operations.

5 Contractor obligations [3]

5.1 Legal framework

The contractor shall comply with the legal provisions on health and safety, more specifically ARAB, CODEX, AREI, social legislation and the applicable European directives

for the entire duration of the works. (including the Wellness Act [3], RD temporary or mobile construction sites [1])

In addition, in accordance with Chapters IV and V of the Well-being at Work Act, ONDRAF/NIRAS-Belgoprocess may, at the contractor's expense, take the necessary measures if the contractor fails to comply.

Applicable environmental legislation is also a concern. ONDRAF/NIRAS-Belgoprocess attaches particular importance to legislation concerning earthmoving works, hazardous products and waste [6].

The contractor will inform ONDRAF/NIRAS-Belgoprocess of the possible use of one or more subcontractors. He will do the same for any subcontractors these subcontractors might employ.

5.2 Safety coordinator

The contractor shall immediately and fully implement the advice proposed by the safety coordinator-manager if the Executive Officer imposes such.

5.3 Contractor's representation at the workplace

The contractor must be represented at the workplace by a representative with the necessary authority and knowledge to direct the works and make all necessary decisions. This representative is the sole liaison with ONDRAF/NIRAS-Belgoprocess. He is responsible for communication between the contractor and his employees and ONDRAF/NIRAS-Belgoprocess.

As a general principle, the contractor's representative must have sufficient command of the Dutch language (reading, speaking and writing). If the contractor speaks a different language (e.g. foreign firm or based in the French-speaking part of the country), communication can take place by mutual agreement in English or French.

Service notices, adjustments and notes will be delivered to this representative and thereby considered as received by the contractor. The contractor must pass them on to his subcontractors if necessary. The contractor's representative must be able to clearly and unambiguously translate and relay the agreements made to the contractor's employees present.

In the case of a general contracting agreement, this representative shall be assisted by sufficient personnel with the required skills to permanently exercise the required supervision and control of subcontractors, and to liaise with ONDRAF/NIRAS-Belgoprocess, receive their comments, take all necessary measures and give its personnel all required instructions:

- regarding safety, health and environment;
- regarding quality;
- regarding discipline;
- regarding theft prevention.

The contractor's representative must have sufficient authority to ensure the proper functioning of the workplace and compliance with the contractual obligations.

5.4 Communication between ONDRAF/NIRAS-Belgoprocess and the contractor

The contractor must obtain information on the specific hazards present at the workplace and locate alarms and signals, emergency exits and first-aid equipment before commencing work. The required information is to be discussed with the ONDRAF/NIRAS-Belgoprocess coordinator or operational manager before the work to be carried out is started. The contractor must communicate this information to his personnel and subcontractors, at the same time as the guidelines and other safety and environmental issues that arise during the contractor's activities. This communication will take place at the kick-off meeting and any subsequent consultation meetings.

Moreover, as part of the contract, the contractor must carry out a task risk analysis for the works that will be carried out by him, his personnel or his subcontractors. The contractor shall specify therein the safety and environmental measures to be taken. This risk analysis will be reviewed during the kick-off meeting at the start of the works in which the contractor and his works site manager participate.

The risk analysis encompasses all risks to which workers are exposed, including those from hazardous substances. Hazardous substances must be reported before being brought on-site.

This risk analysis, together with the risk assessment of ONDRAF/NIRAS-Belgoprocess, will form the basis of the HWP(s) and underlying procedures (LOTO, fire permit, scaffolding permit, working in confined spaces, etc.).

The contractor must guarantee the safety as regards the works carried out by him or his subcontractors. Consequently, he shall take care of coordination and supervision of all persons participating in the execution of the works on his behalf.

5.5 Obligations in the event of incidents and accidents at work

After attending to any victims, the contractor will immediately take the necessary precautionary measures to secure the area. The contractor shall also report any incident or accident to the 'ONDRAF/NIRAS-Belgoprocess operational manager' as quickly as possible.

The contractor will arrange the initial root cause analysis of the event as soon as possible (within 24 hours). He shall also involve the HSE department (IDPBW) of ONDRAF/NIRAS-Belgoprocess. The report of the events, the findings and the immediate measures taken will be forwarded by e-mail to the 'ONDRAF/NIRAS-Belgoprocess operational manager' no later than the following working day. Incidents without any damage should be similarly investigated and reported within 5 working days.

5.6 Underground elements

Before starting work, the contractor must obtain all necessary information regarding the exact location of underground elements such as cables, piping, sewage, foundations, etc. , both on public domain (via KLIP/KLIM) as well as on the site. If, during the execution of works, he comes across pipelines or constructions that are not indicated on the plans, he must immediately stop the works and inform ONDRAF/NIRAS-Belgoprocess.

5.7 Simultaneous projects

ONDRAF/NIRAS-Belgoproces reserves the right to undertake or continue on the construction site any works other than those forming part of the contract awarded to the contractor. The contractor shall take all necessary safety measures to ensure the safe execution of the works.

In cases where several contractors use facilities or equipment owned by one of them or made available by ONDRAF/NIRAS-Belgoproces, the modalities of use and the distribution of associated costs are the responsibility of the contractors. ONDRAF/NIRAS-Belgoproces can never be held responsible for misuse of material and/or equipment made available.

The contractor shall inform ONDRAF/NIRAS-Belgoproces of the agreements made and of any problems or disputes that may arise and, if necessary, accept its arbitration.

The contractor cannot invoke the inconveniences caused by the simultaneous execution of other works to avoid his obligations nor any requirements whatsoever.

The contractor undertakes to keep the work areas clean and in such a condition that other contractors can carry out their works without any specific issues.

5.8 Access to the contractor's workshops

The representatives of ONDRAF/NIRAS-Belgoproces, as well as all persons authorised by them, must have access at any time to the works, the workshops and any workplace and to the places where the materials and equipment used for the works are kept and located on the premises of ONDRAF/NIRAS-Belgoproces.

The contractor shall grant access to all such facilities.

5.9 Sanctions

Any breach to the provisions of the present construction site regulations may result in the temporary or permanent withdrawal of the offender's access licence to the ONDRAF/NIRAS-Belgoproces sites and possibly that of the contractor's construction site representative, without prejudice to any criminal prosecution.

Under no circumstances shall these measures give rise to the payment of damages or an extension of the deadline for the execution of the works.

6 Access to the site

6.1 Administrative aspects

The contractor shall submit all required legal documents relating to social security, taxation, insurance, Limosa declarations and A1 forms etc. of his personnel.

The contractor must report all work to the applicable authorities, in accordance with Art. 30bis of the Social Security Act.

Moreover, all works with a total construction sum, excluding VAT, over €500,000 are subject to registration on checkinatwork. All persons on the construction site are required to register daily (see also <https://www.socialsecurity.be>). Every contractor must therefore enquire whether on-site registration is mandatory and inform their subcontractors, where applicable.

6.2 Access of personnel to the ONDRAF/NIRAS-Belgoproces site [4]

Upon arrival at the site, the external employee (EWN in Dutch) must be able to present his **identity card**. For non-Belgian employees, this may be substituted with another official document such as a passport.

The 'access to the site' request (document B 'identification sheet' [9]) must be submitted to ONDRAF/NIRAS-Belgoproces at least 10 working days before the actual arrival on-site. In accordance with the Royal Decree of 17 October 2011 concerning safety certificates for the nuclear sector and regulating access to safety areas, nuclear material or nuclear documents, persons wishing to access ONDRAF/NIRAS-Belgoproces facilities must have a "secret" level security clearance. In limited cases, the "confidential" level is sufficient. The National Security Authority (NVO) is the authority in charge of issuing or revoking security clearances. A request for a security clearance must be motivated and addressed to the National Security Authority through the company's own security officer (VO). A security screening will take place, the scope of which depends on the requested authorisation level. In principle, a Belgian authorisation is valid for five years.

The National Security Authority (NVO) – Rue des Petits Carmes 15, B-1000 Brussels
Tel: +32 (0)2/501.45.42 – Fax: +32 (0)2/501.45.96 – Email: NVO-ANS@dipobel.fed.be
<https://www.nvoans.be/nl/veiligheidsmachtigingen>

Given the long lead time of this investigation for security clearance (level secret: 9 to 15 months), you should contact the Federal Agency for Nuclear Control (FANC) at the same time as this application to request temporary access for natural persons via a FANC security advice for persons residing in Belgium or FANC access permit for persons residing abroad.

In view of the different deadlines applicable for obtaining these documents and approvals, contractors are invited to complete the necessary documents as soon as possible and send them to the respective departments in charge. In view of the duration of the contract, it is advisable to do so for ample personnel.

The contractor and work participants must remain qualified for the duration of the contract. This means that the contractor must at all times continue to have either a valid security certificate or valid security advice, for the company or companies concerned as well as for all site participants involved.

The contractor must make sure that the same people are used as much as possible for carrying out the works, given the time-consuming procedure for obtaining security clearances/security certificates. The contractor must provide security clearances/security certificates for a sufficient number of employees prior to commencement of the contract, in order to guarantee uninterrupted performance. In the bid, the contractor shall describe the measures he will take in this respect.

The contractor guarantees that all the works participants are aware of the provisions of this contract and will effectively comply with these provisions. The contractor shall bear full responsibility in this regard and shall fully safeguard the contracting authority.

Federal Agency for Nuclear Control – Rue Ravenstein 36, B-1000 Brussels
Tel: +32(0)2 289 21 11 – Fax: +32 (0)2 289 21 12
<https://fanc.fgov.be/nl/professionals/veiligheidsadviezen-en-toegangsvergunningen>

However, having a valid security advice in no way gives permission to possess classified/categorised documents. These documents can only be consulted under the supervision of an 'authorised person'. A security clearance must be obtained to work in the controlled area, inside the internal perimeter or in when in the possession of classified/categorised documents. As a result, the contractor must declare his organisational and procedural capacity to follow the legally mandated procedure regarding categorised documents and demonstrate the necessary trustworthiness.

Medical clearance is also required for working in the controlled area (document C1 or C2 [10]). This approval must be completed and sent to SCK CEN by the contractor's occupational health department.

It can also be obtained at SCK CEN following medical examination. This medical examination must be arranged by the contractor and is valid for six months.

6.3 Access to the external perimeter (except construction sites)

If access is limited to the external perimeter, no security certificate or security clearance is required for carrying out works if no access is required to specific systems or (categorized) documents.

However, a security certificate or advice or additional measures may be required by the security officer and/or the responsible person physical security. For specific critical locations where – for example – sabotage could cause major damage.

6.4 Access to a construction site for future nuclear installations outside the perimeter

For BP-NIRAS in Dessel, the decision was made to implement a single construction site with a separate access control.

Access is possible with a security clearance or advice Confidential NUC / Secret NUC delivered for BP/NIRAS. The possession of a advice type 'berging' will also allow access to construction sites for future nuclear installations.

If not in the possession of any of the above-mentioned documents, a security advice 14quater must be applied for specifically for these areas.

- The security advice has to be applied for via the FANC online platform latest 30 days before the 1st working day on-site as to the mission concerned.
 - The advice is to be presented to the Belgoprocess Access control department for access to be granted.
 - Validity
 - Only valid for the location(s) applied for
 - 3 years (extension possible or)
 - End of works OR delivery of clearance

Any natural person whose function or job requires a regular and non-occasional presence at a specific construction site will need a security advice in order to gain access.

'Regular and non-occasional presence' implies presence on/ access to the construction site by the person(s) concerned during more than 5 working days/ year (365 days).

Exemption:

- If such is not the case ('non-regular and occasional presence'), i.e. punctual interventions, deliveries,...), this is possible without a safety advice and under supervision only for up to 5 working days/ year (365 days as from 1st access).
- Visitors: Registration of access request in the access control system – and only accompanied by a person with valid clearance or advice.

Works where access to both internal as well as external perimeter is needed, require the application of the internal perimeter procedure – see below 6.7.

6.5 Access to the construction site 'surface storage' (berging).

Access is possible with a safety clearance or advice confidential NUC / secret NUC delivered for BP/NIRAS.

However, The authorities have implemented a specific security advice for the surface storage construction site:

- The security advice has to be applied for via the FANC online platform latest 30 days before the 1st working day on-site as to the mission concerned.
 - The advice is to be presented to the Belgoprocess Access control department for access to be granted.
 - Validity
 - 5 years (extension possible) or
 - End of works OR delivery of clearance

If construction site participants are to be present >5 days during the construction phase, a valid security advice will be required.

A security advice 14 quarter is NOT valid for the construction site 'surface storage'!

Exemption:

- If case of 'non-regular and occasional presence' (i.e. punctual interventions, deliveries,...), this is possible without having a safety advice and under supervision only for up to 5 working days for the complete duration of the construction site.
- Visitors: Registration of access request in the access control system – and only accompanied by a person with valid clearance or advice.

6.6 Access to systems and documents

In order to be able to consult certain systems and categorised documents, the requirements safety certificate/ advice type 'internal perimeter' are applicable.

This relates to both the consulting and use of categorised documents (confidential NUC and secret NUC), both offline and online, off-site and on-site.

BRICSYS may not be used for categorised / nuclear documents (Except limited distribution NUC).

Access to unclassified documentation on **BRICSYS** for buildings with nuclear-technical materials will require safety advice or safety certificate.

6.7 Access to the internal perimeter

The internal perimeter is demarcated by fencing and acts as a first access to the controlled areas in the various buildings. Different access conditions apply here as compared to the rest of the site. The access procedure "works or deliveries within the internal perimeter" is described in the internal memorandum 2019-00935. [14]

Depending on the backlog, inspections can take between 10 and 30 minutes.

6.8 Access to the controlled area

A number of specific rules apply when entering the controlled area:

- For each employee wishing to carry out work within the controlled area of ONDRAF/NIRAS-Belgoprocess, you must submit Form 0434, duly completed and signed, to the access management department [11]
- All work in the controlled areas is subject to a hazardous work permit (HWP, see chapter 11.3). The necessary arrangements must be made in advance in this regard.
- Visitors and contractors must always report to a security supervisor.
- Wearing overshoes or work boots that remain in the controlled area is mandatory.
- Wearing a helmet is mandatory in the controlled area. Once released, this helmet can also be used outside the controlled area.
- Wearing safety goggles is recommended, but only mandatory in areas where this is specifically indicated.
- The step-over-bench is the boundary between controlled and non-controlled area; it should be passed in such a way that no transfer of any floor contamination to the outside is possible.
- The wearing of both a TLD dosimeter and an electronic dosimeter (EPD) is mandatory. The TLD is generally collected at the guardroom. The EPD is located near the step-over-bench in the vicinity of a login-computer. The EPD must be logged in with the code on the personal access badge and the task codes displayed near the computer.
- Wearing protective clothing and PPE is mandatory. Depending on the circumstances, this can range from at least overalls to full intervention clothing.
- When leaving the controlled area, the electronic dosimeter (EPD) will be read and the dose recorded.
- When leaving the controlled area, workers must always check themselves for contamination. This is done using an integral person monitor, or if this is not available, using a hand and foot monitor. In the event of contamination, a safety supervisor must be notified immediately.
- In case of problems or questions, always seek advice from a safety supervisor.

7 Internal rules and regulations

The internal rules and regulations chapter includes some of the most important rules applicable throughout the ONDRAF/NIRAS-Belgoprocess sites. Violations of the rules below may be punished by withdrawal of the individual in question's access to the site.

7.1 General police regulations

The personnel of the contractor and his subcontractors shall not perform acts contrary to discipline and good order.

The following are particularly prohibited on the premises of ONDRAF/NIRAS-Belgoproces:

- bringing in, carrying and possessing any type of weapon;
- bringing in, without the authorisation of ONDRAF/NIRAS-Belgoproces, alcoholic beverages;
- bringing in or being under the influence of drugs or any indecent exposure;
- bringing in and using devices with a photo or video function without authorisation from ONDRAF/NIRAS-Belgoproces [12];
- bringing in animals;
- distributing newspapers, brochures or pamphlets of a political or religious nature;
- putting up posters or other documents, except in the places designated by ONDRAF/NIRAS-Belgoproces for this purpose and with the permission of ONDRAF/NIRAS-Belgoproces;
- all sales except with written consent of ONDRAF/NIRAS-Belgoproces;
- all personnel meetings outside the contractor's own premises;
- the - even temporary - accommodation of the contractor's personnel or his subcontractors on the construction site;
- meals outside the canteens provided by the contractor;
- communicating information or photographs outside the workplace relating to the work or to matters seen or heard at the construction site;
- indiscriminate dumping of waste;
- lighting fires or destroying combustible waste;
- the discharge of substances or products that may contaminate soil, water table and watercourses or destroy vegetation.
- Smoking in any form.

The contractor is responsible for discipline and good order within his facilities, plots, administrative, assembly and storage areas, which he must supervise if he deems such necessary. He shall take the necessary theft prevention measures, taking into account the nature of the site (accesses) and the rules on photographs and visual material as described elsewhere in these regulations. More information can be obtained from the security department of ONDRAF/NIRAS-Belgoproces.

Violations must always be reported to your ONDRAF/NIRAS-Belgoproces contact person or the responsible site supervisor.

7.2 Circulation of vehicles on the site

7.2.1 Traffic rules

- Emergency vehicles (ambulances, fire brigade) have absolute priority.
- The general traffic regulations for public roads apply to authorised vehicles and machines.

Each contractor must, after approval from ONDRAF/NIRAS-Belgoproces, proceed with the installation of road signs, warning and prohibition signs according to the needs of his contract.

- Vehicle speeds are limited to 30 km/h on the site.
- Parking is prohibited outside the parking spaces provided, except for loading and unloading.

- Workshop vehicles and machines must park or drive in the places or areas specified by ONDRAF/NIRAS-Belgoproces.
- ONDRAF/NIRAS-Belgoproces cannot under any circumstances be held liable for theft of or damage caused to the vehicles in the car parks or elsewhere, nor for costs due to driving outside the designated road network.
- Vehicles will be admitted to the workshop only for the time necessary to bring in personnel and to deliver or dispose of materials, tools or equipment.
- Except with the permission of ONDRAF/NIRAS-Belgoproces, vehicles of the contractor's personnel, its subcontractors or visitors may not park in the workshop.

7.2.2 Special vehicles and machinery for public roads

7.2.2.1 *Operation*

All persons performing duties with direct safety implications (drivers and operators of cranes, vehicles, forklifts, etc.) as stipulated in the Codex must hold a certificate of medical fitness. The contractor must be able to present the certificates of medical fitness upon request.

Vehicles (e.g. cranes) in which the driver's field of vision is insufficient to operate the vehicle safely in all directions shall be accompanied by a vehicle with warning lights when driving.

The movement of special vehicles or machinery for public works not equipped with rubber wheels, tyres or tracks are strictly prohibited on all constructed roads and footpaths of the construction site.

To transport them, machines with steel tracks must be loaded on trailers adequately equipped with rubber wheels or tires.

7.2.2.2 *Equipment*

The contractor may only use equipment, machinery, and mechanical tools that:

- Comply with the general minimum requirements for work equipment as stated in the Codex.
- Are in compliance with AREI 2020
- Are in good condition.

All lifting and hoisting equipment may be brought onto the site only with a valid inspection certificate by an External Technical Inspection Service (EDTC). The commissioning and periodic inspection reports must be available. All non-compliant equipment will be refused.

The contractor must comply with the regulatory provisions on noise reduction of equipment.

For the re-inspection of equipment, the inspector must meet the same access conditions as the contractor. If these are not available or if the nature of the inspection does not justify such an extensive procedure, the equipment to be re-inspected must be taken away from the ONDRAF/NIRAS-Belgoproces site for re-inspection. If the vehicle/equipment leaves the controlled area, it must always be measured for release. Planning is important in this regard as this release measurement takes time.

7.2.3 Vehicles with a special profile

When special vehicles and machinery for public works belonging to the contractor which, due to their special dimensions, belong in the category of "exceptional transport" are moved on the construction site, the applicable regulations must be complied with and all necessary measures must be taken in terms of guidance and signalling.

Auditory signals should be sufficiently different from the ONDRAF/NIRAS-Belgoproces distress signals.

7.3 Regulations on the introduction and removal of equipment or materials

7.3.1 Deliveries

During both delivery and removal, a dispatch note or loading inventory must be drawn up by the contractor and submitted by him to ONDRAF/NIRAS-Belgoproces.

7.3.2 Bringing in equipment and materials

For all equipment or materials brought in on a road vehicle, the driver must have a delivery note indicating:

- ONDRAF/NIRAS-Belgoproces order number corresponding to the material supplied;
- the name of the sender and of the recipient;
- the packing list (loading inventory).

Identification of the supplied equipment must be carried out by the contractor for whom it is intended. If ONDRAF/NIRAS-Belgoproces take the necessary measures to receive the material itself due to the contractor's non-compliance, their liability cannot be invoked.

7.3.3 Identification of materials

On each delivery package, including spare parts, the following details must be clearly indicated:

- The ONDRAF/NIRAS-Belgoproces order number corresponding to the contents of the package;
- the name of the sender and of the recipient;
- content specifications;
- shipping number;
- package number;
- gross weight.

7.3.4 Removal of equipment or materials

The contractor must be able to submit to ONDRAF/NIRAS-Belgoproces a load inventory drawn up and signed by him for all equipment or materials leaving the construction site.

All demolition materials remain the property of ONDRAF/NIRAS-Belgoproces. They are taken by the contractor to a place designated by ONDRAF/NIRAS-Belgoproces. No demolition materials may be removed from the construction site without written permission from ONDRAF/NIRAS-Belgoproces.

The principle 'in together = out together' applies to materials brought in by the contractor and to be taken back after completion of the works. This also applies to waste generated by the contractor, such as packaging materials and surplus of used materials. An exception can only be made in exceptional cases and only with ONDRAF/NIRAS-Belgoproces permission.

The contractor will take the necessary steps to prevent the waste produced from scattering in case of adverse weather conditions.

Different rules apply to **controlled areas**.

The special rules for access and circulation in controlled areas are described in the relevant procedures and are briefly reiterated here:

- Safety supervisor: Specific procedures exist for bringing material into and out of the controlled areas. A safety supervisor must measure the material for release. All equipment brought in must be stripped of its packaging material. Material brought into the controlled areas must be kept to the strict essential. A minimum of use and consumable materials can be allowed into the controlled area. This is always done in consultation with a safety supervisor.
- For works in controlled areas, ONDRAF/NIRAS-Belgoproces compensates the contractor for contaminated equipment at its residual value and based on the inventory of equipment submitted in advance and used for the works:
 - if the contamination is declared within 10 working days of the occurrence;
 - if the equipment proves impossible to disinfect/decontaminate.

7.4 Inspections

7.4.1 Vehicles

All vehicles can be searched at any time on the site.

7.4.2 Packages, parcels and cases

Each package brought on-site must be submitted upon request by ONDRAF/NIRAS-Belgoproces.

All outgoing packages may be inspected to check that they match the corresponding documents.

7.4.3 Anti-theft measures

The contractor must take the necessary steps to protect against theft of its equipment and installations for which he remains fully responsible, even if ONDRAF/NIRAS-Belgoproces arranges for inspections and surveillance rounds to be carried out at the workplace.

Any identified case of theft must be reported immediately to the ONDRAF/NIRAS-Belgoproces surveillance department and declared to ONDRAF/NIRAS-Belgoproces. To reduce the risk of theft, the contractor will be required to clearly mark and, wherever possible, keep all his material and equipment behind lock & key.

The above provisions do not relieve the contractor of his responsibility. More specifically, he must take all the steps provided for in his insurance contracts (reporting to the police, to his insurers, etc.).

The access to the site entitles ONDRAF/NIRAS-Belgoproces to have all baggage, packages, etc. inspected upon entry and exit. In the event of a dispute, the baggage or package may be handed over for safekeeping, subject to presentation of a consignment note drawn up in rebuttal.

All materials and/or objects, even personal ones, entering or leaving the construction site are declared to the personnel in charge of access control.

7.5 Working hours

The usual opening hours of ONDRAF/NIRAS-Belgoproces are 7am - 5pm. The guard will be present at the reception from 6.30am.

Work in the controlled area can only be performed in the presence of a safety supervisor between 7.45am and 4.15pm.

This may be subject to change if requested and approved in advance. Working outside normal working hours may never be performed by one single person.

7.6 Work interruption

In case of work interruption by his personnel, the contractor shall inform ONDRAF/NIRAS-Belgoproces and declare the measures he intends to take for the safety of his workplace, the protection of the equipment entrusted to it and the deliveries whose installation is in progress.

Striking personnel may under no circumstances:

- remain on the construction site;
- cause any damage, especially to buildings and equipment.

The contractor will inform ONDRAF/NIRAS-Belgoproces as soon as possible.

ONDRAF/NIRAS-Belgoproces may call on the police if the striking personnel break the law.

8 Loading and unloading equipment.

Permanent loading and unloading equipment such as overhead cranes, lifts, goods lifts and winches will be made available to the contractor as contractually defined and according to availability.

With the exception of the available permanent loading and unloading equipment, the contractor will provide the customary or specially manufactured loading and unloading equipment necessary for the execution of his contract.

8.1 Permanent loading and unloading equipment

- Only authorised operators designated by name by ONDRAF/NIRAS-Belgoproces have access to the operating cabins and panels of overhead cranes or monorails.
- Loading and unloading activities will take place at the expense and under the direction and responsibility of the contractor with the approval of the operator appointed by ONDRAF/NIRAS-Belgoproces.

- Claims for compensation due to power failure, defects, accidental damage or planned stops will not be accepted.
- The means of communication between the operator and the loading and unloading manager is the responsibility of the contractor.
- The load may not be left suspended from lifting equipment when not in use.
- ONDRAF/NIRAS-Belgoprocess rejects all liability in connection with the chosen fastening method and the loading and unloading activities carried out by the contractor.

8.2 Temporary loading and unloading equipment provided by the contractor

This equipment, such as lifts, goods lifts, winches, gondolas, cranes, etc., must comply with the requirements of the ARAB/Codex and any other applicable rules & regulations. They must meet building standards and undergo periodic inspections carried out by an External Technical Inspection Service (EDTC in Dutch) as legally required. Valid inspection reports must be available on-site.

Equipment for which an inspection report cannot be submitted to ONDRAF/NIRAS-Belgoprocess upon request will be immediately taken out of service.

The contractor is responsible for loading and unloading manoeuvres.

All lifting operations must be supervised by trained riggers. Depending on the activities to be carried out, a lifting plan can be required.

9 Tools and consumables

Unless otherwise agreed, the contractor shall provide all general and specific tools as well as all types of consumables necessary to carry out the installation works, and in particular:

- the tools and consumables required to fit, assemble, mount, check and adjust the equipment;
- lighting, ventilation and access;
- the temporary scaffolding and floors necessary for installation purposes;
- the means of loading and unloading required, except for those that are permanently available.

All the contractor's own tools or equipment are clearly identified.

The relevant provisions of 7.3 also apply to the contractor's own tools and equipment.

10 Provisions relating to the environment

10.1 Nuisance

- The contractor must take all necessary measures not to disturb the neighbourhood as caused by odours, smoke, dust, noise and vibrations.
- He should also take all necessary measures to avoid all risk of pollution of air, water and soil.
- In case of an incident, which causes, or threatens to cause, nuisance or damage to the surrounding area, the contractor will immediately inform ONDRAF/NIRAS-Belgoprocess via the ONDRAF/NIRAS-Belgoprocess operational manager.

- All combustible materials such as grease, insulation, paper, cardboard and cloths, are temporarily stored in the places determined by ONDRAF/NIRAS-Belgoprocess and must be regularly removed from the construction site in accordance with the relevant legislation.

10.2 Hazardous products and storage

The storage of hazardous products may only be carried out in conformity with applicable environmental legislation. The Safety Data Sheets of hazardous substances, preparations and biocides must be present on-site. The maximum amount of hazardous products that may be present at the workplace is limited to a one-day supply. The contractor will inform the Owner of the risks brought into his company by the execution of the work and communicate the preventive measures taken.

The volume of hazardous products stored must be submitted to ONDRAF/NIRAS-Belgoprocess for approval prior to supply. Storage is at the contractor's risk. If storage takes place in a lockable space, the contractor shall provide a key with identification (number, name of the contractor, contact person, any risk of storage) to ONDRAF/NIRAS-Belgoprocess. If several contractors use the same closed space, they are jointly liable for storage, in proportion to the value of their stored equipment.

Upon completion of the works, all assigned sites must be cleaned and restored to their original condition by the contractor(s), or failing that at his (their) expense. Debris and packaging should be disposed of by the contractor himself.

10.3 Earthmoving works

In contracting works, among others, it is common to move excavated soil. Here, it is important that both the contractor and ONDRAF/NIRAS-Belgoprocess are aware of any potential contamination. An arrangement is to be worked out in advance (before the kick-off meeting) between the contractor and the ONDRAF/NIRAS-Belgoprocess operational manager. This includes follow-up of soil from excavation, through transport to final destination. This rule applies to batches of soil from 250 m³ (if deemed "not suspicious") and to all suspected soils in accordance with current VLAREBO legislation.

10.4 Dust emissions

"Contractors are required to keep dust emissions as low as possible during open-air construction, demolition and infrastructure works. The aim is to reduce the fine dust released during works and limit nuisance to the surrounding area.

General:

- Debris, from crushing, sandblasting, polishing, grinding, drilling, milling, sawing and demolition is cleaned up regularly. Preference is given to working methods that limit the production, release and dispersion of dust (dust extraction, water spraying etc.).
- Machined parts (for crushing, sandblasting, polishing, grinding, drilling, milling, sawing, demolition etc.) will be moistened, precipitating the dust formed.
- The source of dust formation will be sealed off to limit the spread of dust.
- During dry weather or in winds that give rise to visually perceptible dust dispersion, operations shall be carried out with extra caution in order to avoid raising dust.

In addition, to limit dust dispersion during crushing, sandblasting, polishing, grinding, drilling, milling, sawing and demolition, the contractor must take at least one of the following dust-reducing measures:

- the shielding of the location where the activities are carried out, with cloths or tarpaulins so as to prevent the dispersion of dust to the surrounding area;
- the misting of the location where the activities are carried out;
- water spraying of equipment causing dust formation;
- the use of direct dust extraction on crushers, polishers, grinding wheels, drills, milling machines and sanders.

10.5 Waste

Upon completion of the works, the contractor will proceed to restore the temporarily used locations to their original state. Such restoration to its original state includes, in particular:

- the disposal of surplus or used materials, in accordance with 7.3.4;
- the demolition and disposal of equipment at the workplace;
- the waste generated by the contractor, e.g. packaging material, surplus used material and/or products, will be removed from the construction site by the contractor himself.

11 Workplace safety

11.1 General

The following hierarchy of preventive measures imposed by the Belgian Law of Act of 4 August 1996 on the well-being of workers should be followed:

- elimination of risk;
- collective protection equipment;
- personal protective equipment;
- instructions.

Efforts should therefore be made to eliminate risks and hazards as much as possible. If this hierarchy is not followed, it can be imposed by the ONDRAF/NIRAS-Belgoproces operational manager, the safety coordinator or the executive officer.

The Code of Good Practice can be found on the Belgoproces website, which contains the applicable safety rules split into 12 themes:

- Working at height and working with loads
- Work permits and LMRA
- Work Equipment
- Nuclear Safety
- Enclosed Spaces
- Lock-Out-Tag-Out
- Internal Transport
- Emergency situations
- Positive Attitude
- Personal Protective Equipment
- Security and access
- Environment & hazardous substances

In addition, there is also the safety instruction booklet for contractors which is prepared using the same principles and can be obtained from the site supervisor.

11.1.1 Collective protection equipment

The use of collective protective equipment such as guardrails, safety nets, covering holes and openings in the floor and the shielding of work tools is mandatory where needed to ensure the safety of those present in the workplace. Ladders serve to move from one level to another and exceptionally for carrying out works where other means cannot be employed.

If works are performed that pose a danger or an an impediment to other persons, including excavation works, works above passageways and welding works, the contractor must install safety delimitations, as well as the necessary signage.

Before making openings in walls and floors, the contractor shall install sturdy guardrails around those areas. Premature removal of these guardrails is prohibited. Moreover, the openings should be resealed as soon as possible.

The contractor must install temporary protection devices for the entire duration of the works at the places where he has to remove the permanent protection during the execution of his work. He will arrange for the installation of sturdy guardrails around openings and in places where access can be hazardous. These areas must be adequately illuminated and provided with relevant signalisation, in accordance with the relevant legislation. After the works, all protections, railings, etc. must be restored to their original condition by the contractor.

The contractor must report all hazardous obstacles in the workplace to ONDRAF/NIRAS-Belgoprocess.

ONDRAF/NIRAS-Belgoprocess may provide adapted collective protection equipment in exceptional cases. The cost of this provision will be charged to the contractor.

11.1.2 Personal protective equipment

If it is technically impossible to provide collective protection equipment, the contractor shall provide personal protection equipment such as safety harnesses,...

Personal protective equipment complies with the requirements of RD 30/08/2017.

The wearing of helmet, safety shoes and high visibility clothing is compulsory at every ONDRAF/NIRAS-Belgoprocess construction site under all circumstances. Green helmets are not allowed within the internal perimeter, these are reserved for ONDRAF/NIRAS and the Belgoprocess safety supervisors.

Wearing shorts is prohibited, as is working with a bare torso.

The wearing of specific personal protective equipment such as eye, ear or mouth protection can also be imposed through work permits, local guidelines, etc.

The contractor shall ensure the provision of all necessary personal protective equipment for his workers and shall monitor their proper use and ensure their maintenance. ONDRAF/NIRAS-Belgoprocess may provide adapted personal protective equipment in exceptional cases. Standard radiological protective equipment is provided by ONDRAF/NIRAS-Belgoprocess (filter mask, overshoes, etc.).

Personal protective equipment complies with the applicable regulations and, with regard to fall protection, must undergo periodic inspections by an External Technical Inspection Service (EDTC). Reports must be available on request.

11.1.3 Various specific protections

The specific protection measures in accordance with applicable legislation concern:

- the storage of hazardous substances and flammable liquids, in accordance with applicable legislation;
- the use of biocides, explosives, heaters;
- the installation and operation of tower cranes, goods lifts, etc;
- the use of drilling equipment in the open air, bolt cutters, oxygen-acetylene burners;
- the lighting and maintenance of the workshops in accordance with the commissioning of the permanent lighting by ONDRAF/NIRAS-Belgoproces;
- the means of fire-fighting; here it is recalled that all temporary spaces such as offices, warehouses, workshops and the workshops as well as tarpaulins and canvases must be made of flame-*resistant* materials.
- noise abatement equipment;
- carrying out underground works (traffic, demarcation, signalisation, ventilation, falling debris, power supply, etc.).

11.1.4 Use of devices/materials that produce ionising radiation

Without prejudice to the provisions of the ARBIS and the Royal Decree of 17 February 2023 on industrial radiography, the following conditions must be met at the ONDRAF/NIRAS -BELGOPROCESS sites:

- The contractor contacts the DFC service of Belgoproces to make specific arrangements;
- The contractor must inform the operator (numbers, dimensions, etc.) at least 24 hours in advance;
- Using X-ray equipment is preferred. When using radioactive sources, only Se-75 with maximum activity of 3TBq can be used;
- A collimator must be used whenever possible;
- Any use on site of BP may only be after 4:00 pm. In delimited construction sites areas located off-site including security perimeters, the timing can be coordinated with site supervision.

At the request of the site manager or safety supervisors, the industrial radiologists working on ONDRAF/NIRAS-BELGOPROCESS sites shall submit the required licences (construction and operating licence, transport licence) and proof of training (at least 1 qualified radiological protection agent to be present).

Storage of radiography sources on ONDRAF/NIRAS-BELGOPROCESS sites is prohibited.

Deviation from any of these provisions is only possible with prior approval by an expert of the internal DFC Department.

11.2 Emergency planning

Any work area where production works are carried out may require the implementation of an evacuation plan to be followed by construction site personnel. The emergency plan is described in Instruction 0957 [13].

The emergency plan is declared by means of a modulated auditive signal. Instructions are communicated through the public address system.

All persons present at the site are required to participate in emergency plan drills, whether announced or not.

In the event of an emergency (fire, accident, etc.) being observed, the emergency number 014/33 4444 should be called immediately.

11.3 Work permits

The work permit system used is explained during the kick-off meeting at the start of the works.

Hazardous Work Permit (HWP/VGP) [5]: this permit is based on the risk analysis, imposes additional preventive measures and is signed by 3 parties: the contractor, the construction site manager and the VEM department. In addition to this hazardous work permit, if required, additional permits can be required:

- Fire permit[7]: this authorises the use of spark- or heat-producing, or dust-producing tools, goes through a checklist of possible sources of danger and imposes precautionary measures. It is signed by the contractor and the client.
- The LOTO card [8]: this is similar to the fire permit. It is signed by the contractor and the construction site manager. It is generally linked to a HWP.
- Bypassing security systems
- Works carried out by 1 person alone
- Excavation permit
- Temporary certificate of competence BA4
- Working at heights
- Confined spaces
- Works in EX areas
- Other instructions applicable depending on the work situation and risks present.

12 Organisation of larger construction sites

12.1 General provisions

If required by the scope of the works, ONDRAF/NIRAS-Belgoproces may additionally establish the following organisational structures – see also Construction site memorandum..

- Temporary and Mobile Construction sites coordination structure;
- Construction site meetings;
- ...

12.2 Construction site organisation

This Construction site memorandum will stipulate the practical provisions applicable at the construction site in question. This may include:

- structure and responsibilities;
- planning and coordination, meetings, etc.;
- the contact details of the ONDRAF/NIRAS-Belgoproces operational manager;
- the contact details of the safety coordinator
- the contact details of the contractor(s) representative(s);
- delimitation and signalisation of working areas, parking, loading and unloading areas, etc.;
- Financial arrangements (pro-rata account, payments, etc.);
- which legislation and additional provisions apply;
- ...

12.3 Temporary or mobile construction sites

If the RD of 25/01/2001 relation to temporary or mobile construction sites[1] is applicable, ONDRAF/NIRAS-Belgoproces will appoint a safety coordinator design and realisation. The contractor is obliged to immediately implement all advice issued by the safety coordinator regarding safety on site if ordered to do so by the Executive Officer.

12.4 Coordination structure

For every temporary or mobile construction site where 3 or more contractors perform works simultaneously and either the estimated total price of the works exceeds €2,500,000 excl. VAT (indexed), or the work volume exceeds 5,000 man-days, a coordination structure must be set up. This shall be presided by the safety coordinator realisation. All contractors present at the construction site are required to attend this. The frequency of coordination structure meetings shall be specified by the coordination manager for realisation.

12.5 Construction site meetings

ONDRAF/NIRAS-Belgoproces will manage communication between the contractor and ONDRAF/NIRAS-Belgoproces through two types of meetings, namely:

- the kick-off and follow-up meeting;
- the technical meeting on the progress of the works.

These meetings are held in the presence of employees delegated and authorised by both ONDRAF/NIRAS-Belgoproces and the contractor, who hold decision-making powers.

Minutes of the meetings are prepared by ONDRAF/NIRAS-Belgoproces and provided to all parties. The contractor will have 10 working days to provide any comments, unless the next meeting takes place within this period. In this case, the next meeting is the deadline for comments.

12.5.1 Kick-off meeting

This meeting is designed to go over all the practical and technical contractual details that the contractor needs to take into account:

- Forecast related to staffing requirements;
- the scheduling of deliveries and storage conditions;
- the availability of space for site facilities and storage;
- utility needs (electric power, water etc.);

- the procedures regarding invoicing, surveys, progress reports, service notices, notes, implementation reports, expenditure audits, delivery of works, etc;
- ONDRAF/NIRAS-Belgoproces's construction site organisation;
- the contractor's construction site organisation, with:
 - the company's identification sheet;
 - the internal regulations applicable to his construction site;
 - the contractor's organisation chart;
 - the identity of the personnel employed (including the personnel of the subcontractor(s));
 - the nature and quantity of materials and hazardous equipment, radioactive sources and explosives, if any, for which a storage facility is to be provided;
 - the general implementation planning prepared by the contractor, which is part of the coordination planning of ONDRAF/NIRAS-Belgoproces;
 - the contractor's works file;
 - the copies of the permits from the Authorities and notifications to Constructiv, Social Security and FPS ELSD (FOD WASO);
 - the insurance policies and proof of payment.

The kick-off meeting will take place no later than two weeks before the construction site start. It is repeated at least every other month (progress meeting). In this way, stakeholders will be kept informed of the overall implementation plan and the resolution of contractual issues.

12.5.2 Technical meeting works progress

These meetings, the frequency of which will be determined by ONDRAF/NIRAS-Belgoproces, are specifically intended for the following:

- organising the coordination between contractors;
- approving the works file;
- identifying the points where ONDRAF/NIRAS-Belgoproces should intervene;
- analysing and approving the planning of the works;
- Handling faults, deviation requests and interfaces;
- checking compliance with the specifications.

13 Abbreviations

EDTC	External Technical Inspection Service
VEM	Safety, Health and Environment department
VGW	Hazardous Work Permit
FANC	Federal Agency for Nuclear Control
TLD	Thermoluminescence dosimeter
SCK-CEN	Belgian Nuclear Research Centre Mol/Belgium

14 References

These are available from ONDRAF/NIRAS-Belgoprocess upon request:

- [1] RD Temporary or mobile construction sites, RD 25 January 2001, Belgian Official Gazette 7 February 2001
- [2] Instruction 1025 "Working with contractors"
- [3] Act of 4 August 1996, Belgian Official Gazette 18 September 1996 + amendments
- [4] Instruction 0547 "Procedure for access of non-ONDRAF/NIRAS-Belgoprocess personnel to the construction site and controlled area of ONDRAF/NIRAS-Belgoprocess".
- [5] Instruction 0259 "Hazardous Work Permit"
- [6] Instruction 0258 "Materials release: general"
- [7] FORM 0618: Fire permit
- [8] FORM 0753: LOTO card
- [9] FORM 0432: Document B 'identification sheet'
- [10] FORM 0435: Document C1 and C2 'Medical sheet'
- [11] FORM 0434: Document D 'Dose file of workers with occupational exposure to ionising radiation'
- [12] Instruction 1109/Form 1339: Photography and the use of mobile phones within installations
- [13] Instruction 0957: Internal emergency plan - Module 1.1: General guidelines for personnel.
- [14] Internal note 2019-00935: works or supplies within the internal perimeter at Belgoprocess

15 Appendices

- 1) Document B 'Identification sheet', (FORM_0432) to be sent to Belgoprocess.
- 2) Document C1 and C2 'Medical Fiche', (FORM_0435) documents to be downloaded from the SCK CEN website and completed by your occupational health service (AGD) to be delivered to the AGD SCK CEN.
- 3) Document D 'Dose file of workers with occupational exposure to ionising radiation', (FORM_0434), completed by your occupational health service (AGD) to be delivered or brought to Belgoprocess on the first day of work.
- 4) Emergency plan overview.
- 5) Specific instructions for the benefit of the external employer.

All NIRAS and Belgoprocess instructions, forms and specifications are available on request.