

LTR-1000-215346

2018/12/18

No



To: Mr. D.V.Pashevich

First Deputy Director General of JSC "Rusatom Service"

Sub: Training Confirmation Documents

Dear Sir,

In response to the letter No. 309/01/8386 dated 29,11,2018 please be informed that the documents which approve the implementation of the training services for M&R staff which are necessary to be submitted together with training course completion certificates are as follows:

1- in the area of implementing the training courses

Preparing the training file for each trainee including the following training records:

- Schedule of the implemented training
- Training program implemented for training group
- Training attendance report
- Training feedback survey - Classroom
- Instructor Evaluation - Classroom
- Protocols of result tests included Papers of Entry and exit Level Test
- Training course completion certificate (including the title of training course, first name , last name and job title of the trainee)
- Individual training program

2- As for the area of preparing and developing the training materials and programs
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- Submitting the approved paper copy and electronic files corresponding with paper copy in a CD in the framework of a protocol to the Principal (BNPP Human Resources and Training Center); list of the training materials and programs should be mentioned in the protocol
- It is necessary that the documentations of approval of all the training materials and programs in the BNPP by the Principal Representatives (covering pages of the documents) and also approval in the JTAC be included in the mentioned protocol.

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Also the contractor should submit to the Principal the detailed report of implementing all the training services in the framework of quarterly reports of activities of training services of the BNPP M&R staff including the manner of performing the foregoing services.

Sincerely yours

H.Ghaffari

Bushehr NPP Manager and Managing Director