|  |  |
| --- | --- |
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**Appendix 2**

**Advanced information package**

# WANO-MC, Member Support Mission:

*"…………specify the topic…………..."*

*………….. NPP, ХХ-ХХ month 201… .*

# Part 1. Problem area/Process (MSM topic)

# Problem characteristics

|  |  |
| --- | --- |
| **Problem statement** |  |
| **Problem is related to:** | *personnel…* |
| *equipment…* |
| *documents…* |
| *organization/activity planning…* |
| *other…* |
| **The problem is related to AFI, if yes, specify the AFI** |  |
| **When the problem is identified** |  |
| **Who recorded the problem** |  |
| **Cause of the problem** |  |
| **Problem impact on one of the safety types** | *Nuclear* |
| *Radiation* |
| *Industrial* |
| *Labour safety* |
| *Other (ecology, technical, physical, information etc)* |
| **Problem impact on safety culture** |  |
| **Specify whether the cause has a systematic or a local character** |  |
| **Problem evaluation with the help of risk-management tools** |  |
| **Problem evaluation from the point of view the consideration/non-consideration of the operating experience** |  |
| **Cause why the problem wasn’t identified earlier** |  |
| **Additional questions to highlight problems** |  |
| **Current state of the problem during the MSM** |  |
| **Additional information** |  |

# Events at the NPP on the MSM topic for the last 2 years

*The indicated events are both reportable and non-reportable. The information is provided on the basis of the documents containing these events.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of event** | **Number of the report (document)** | **Name of the deviation** | **Direct and root causes** | **Corrective actions** |
|  |  |  |  |  |

# NPP Indicators

*Specify NPP indicators for the last 3 (three) years related to the MSM topic. Specify in the table only that indicator which is related to the MSM topic (extra space is deleted)if none are related to the MSM topic the table is deleted from the AIP, the name of the part remains.*

| **Indicator** | **Indicator explanation** | **Indicator**  **value (year\_\_\_\_\_)** | **Indicator**  **value**  **(year\_\_\_\_\_)** | **Indicator**  **value**  **(year\_\_\_\_\_)** |
| --- | --- | --- | --- | --- |
| SSPI | Safety system performance indicator (ECCS, emergency feed water system, emergency diesel generator) |  |  |  |
| FLR | Forced loss rate |  |  |  |
| CRE | Collective radiation exposure |  |  |  |
| TISA | Total industrial safety instrument |  |  |  |
| ISA | Industrial safety accident rate |  |  |  |
| CISA | Contractor industrial safety accident rate |  |  |  |
| US7 | Unplanned total scrams  (automatic + manual) |  |  |  |
| UA7 | Unplanned automatic scrams |  |  |  |
| FRI | Fuel reliability |  |  |  |
| CPI | Chemistry performance |  |  |  |
| UCF | Unit capability factor |  |  |  |
| UCLF | Unplanned capability loss factor |  |  |  |
| GRLF | Grid-related loss factor |  |  |  |

# Organization of process on issue elimination

*Specify organizational-executive documents, plans, activities, actions etc related to the elimination of the problem.*

# Additional information important for the problem understanding

*Specify additional information that can contribute to the understanding and solution of the problem.*

# List of NPP documents related to the MSM topic

*Provide a list of documents that you are ready to forward to the experts at their request after they receive AIP.*

# Objectives and MSM desirable results

*Specify objectives and desirable results that are provided in the request for the MSM. If indicated objective and desirable results are different from those ones indicated previously in the request, state the reasons of the change.*

# Part 2. GENERAL INFORMATION

# address of the site and contacts

|  |  |
| --- | --- |
| **Address of the NPP/utility** |  |
| **Phone number** |  |
| **Fax** |  |

# Interface officer - assigned by the NPP/utility and is responsible for lodging, transport, meals, access to the NPP and other organizational issues related to the MSM.

|  |  |
| --- | --- |
| **Surname, name, patronymic name (in full)** |  |
| **Position** |  |
| **Phone number** |  |
| **Fax** |  |
| **Cell phone number** |  |
| **e-mail** |  |

# NPP host interface representative – assigned by the NPP/utility for the solution of technical issues directly at the MSM site; the person is also MSM requester.

|  |  |
| --- | --- |
| **Surname, name, patronymic name (in full)** |  |
| **Position** |  |
| **Phone number** |  |
| **Fax** |  |
| **Cell phone number** |  |
| **e-mail** |  |

# WANO-MC On-site Representative – caries out coordinator’s functions to ensure successful MSM. In case of the representative absence, the NPP/utility assigns a responsible body who will carry out coordinator’s functions.

|  |  |
| --- | --- |
| **Surname, name, patronymic name (in full)** |  |
| **Position** |  |
| **Phone number** |  |
| **Fax** |  |
| **Cell phone number** |  |
| **e-mail** |  |

# Logistics

|  |  |
| --- | --- |
| **Venue of the MSM team meeting** |  |
| **Route (from /to)** |  |
| **Transport** |  |
| **Travel time** |  |
| **Surname, Name, Patronymic name of the awaiting person** |  |
| **Phone number of the awaiting person** |  |
| **Additional phone number (for reference)** |  |
| **Working time of the NPP/utility** |  |
| **Additional information** |  |

# Team accommodation at the hotel

|  |  |
| --- | --- |
| **Hotel address, website** |  |
| **Travel time ( to the MSM venue)** |  |
| **Working room at the hotel** |  |
| **Facilities of the working room at the hotel:**  **Computer**  **Projector**  **Printer**  **Board**  **Stationary materials** |  |
|  |
|  |
|  |
|  |
|  |
| **Room description** |  |
| **Voltage, types of power sockets in the room** |  |
| **Availability of the Internet at the hotel** |  |
| **Breakfast/lunch/dinner at the hotel** |  |
| **Additional information** |  |

# Practical advice

|  |  |
| --- | --- |
| **Temperature (expected weather conditions) in the period of MSM** |  |
| **Recommendation on clothes taking into consideration local weather conditions** |  |
| **Main currency** |  |
| **Exchange rate** |  |
| **Possibility to use credit cards** |  |
| **Food recommendations** |  |
| **Information on medical issues/ medical aid** |  |
| **Additional information** |  |

# Access to the NPP/ utility.

* 1. ***Access to the plant***

|  |  |
| --- | --- |
| **Procedure of access to the NPP (passes, access to the territory/rooms)** |  |
| **Possibility to use mobile phones, memory sticks, discs etc** |  |
| **Types of briefings** | *Radiation, fire protection, industrial safety, labour safety etc* |
| **Whole body counter control** |  |
| **Prohibitions** | *It is fprbidden to bring explosives, radioactive and poisonous materials, chemicals, flammable liquids,explosve substances, drugs and alcohol drinks to the territorry of the NPP/utility. At the NPP territory it is forbidden to use photo, television and video equipment (including phones with integrated camers), sound recording equipment.* |
| **Requirement for information about earlier received doses, health certificate (for the last 5 years)** |  |
| **Requirements to personal protective equipment** |  |
| **Additional information** |  |

* 1. ***Venue of MSM at the NPP/utility***

|  |  |
| --- | --- |
| **Specify a working room of the MSM team** |  |
| **Room facilities**  **Amount of seats**  **Computer**  **Projector**  **Printer**  **Board**  **Stationary materials** |  |
|  |
|  |
|  |
|  |
|  |
|  |
| **Availability of the Internet in the room** |  |
| **Additional information** |  |

* 1. ***Recommended clothes/ Dress code***

During the MSM it is recommended to stick to the official dress-code. On the days of MSM opening and closing- meetings with ties. On other days- casual style.

* 1. ***General rules of MSM team behavior at the NPP site.***

MSM team is allowed to be at the territory of the NPP only accompanied by specially designated persons. Moving at the NPP territory allowed in accordance with the elaborated safety routes approved by the NPP Chief Engineer. It is forbidden to deviate from the established routes without the permission of the accompanying person.

* 1. ***General rules of MSM team behavior in case of the emergency situation at the NPP.***

Personal protective equipment will be provided for the experts when visiting the RCA. Detailed information how to use personal protective equipment at the NPP territory will be provided during the initial briefing.

*Indicate the alarm signal «Emergency preparedness» etc*

In case of the emergency situation voice data will be provided three times “Attention! “Emergency preparedness” or “Emergency situation” is announced at the NPP”. The alarm will be switched on within 3 minutes. It is necessary to listen to the provided information, stop working and, accompanied by the designated person, proceed to the working room.

# Operating organization structure

*Specify brief scheme of the organizational structure of the utility.*

# Organizational structure of the NPP /utility

*Provide the scheme of the NPP/utility organizational structure.*

*Specify a position of the responsible person for the MSM in the NPP/utility organizational structure; provide brief organizational structure of this division.*

# List of NPP participants

*Provide the list of MSM participants on the part of the NPP . (Surname, Name, Patronymic name , Position, Phone number, e-mail).*

*Surname, name, patronymic name and position should be also written in the English language.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname, Name, Patronymic name** | **Position (full name)** | **Contact phone number** | **e-mail** |
|  |  |  |  |

# Information about the NPP in Internet resources

*Specify Internet address where it is possible to find detailed information about the NPP.*