

**Decree of the Nuclear Regulatory Authority of the Slovak Republic No. 52/2006 Coll. As amended by decree No. 34/2012 Coll. and Decree No. 410/2019 Coll. on professional qualification (consolidated version)**

The Nuclear Regulatory Authority of the Slovak Republic (hereinafter referred to as “Authority”), pursuant to Section 24 (9), (10) and (18) of Act No. 541/2004 Coll. on the Peaceful Use of Nuclear Energy (Atomic Act) and on the Amendment and Supplementation of Certain Acts (hereinafter referred to as “Act”) as amended lays down as follows:

**Section 1  
Scope**

This Decree lays down details on:

- a) Work activities that may be performed only by professionally qualified employees or by selected employees,
- b) Professional training of professionally qualified employees and selected employees,
- c) Conditions for verification of professional qualification of employees and special professional qualification of selected employees,
- d) Establishment of an expert commission and an examination commission,
- e) Issuing certificates of special professional qualification,
- f) Appointments for performance of work activities,
- g) Documentation necessary to apply for the authorisation pursuant to Section 5(3)k) of the Act,
- h) Qualification requirements for lecturers and instructors,
- i) Conditions for verification of the professional qualification of the lecturers,
- j) Issuing certificates of professional qualification.

**Section 2  
Work activities that may be performed only by professionally qualified employees or by selected employees.**

- (1) Job functions that may be performed only by selected employees include:
  - a) control room permanent employees<sup>1)</sup> positions,
  - b) shift supervisor engineer,
  - c) safety engineer,
  - d) control physicist,
  - e) startup shift supervisor engineer,
  - f) startup scientific supervisor.
- (2) The authorisation holder shall determine all job positions in which work activities are performed with an impact on nuclear safety, and other job positions with a direct impact on nuclear safety along with a description of work activities in the documentation of quality management system.<sup>2)</sup>
- (3) The job position pursuant to Paragraph 1 (f) is one with the right of handling or without the right of handling. In this job position, work activities may also be performed by a person other than the authorisation holder’s employee provided that his or her professional qualification as been verified similarly to that of other selected employees pursuant to paragraph 1.

- (4) In the documentation of quality management system for job positions pursuant to Paragraph 1 (a), the authorisation holder shall define the conditions for appointment, change of appointment and sequence in appointment to specific job positions pursuant to Paragraph 1 (a) to (c).
- (5) The authorisation holder's determination of the required number of work positions according to part 2 and qualifications of employees according to Section 3 (2) and (3) when ensuring their sufficient amounts is based around systematic analysis, as regularly verified and documented by the authorisation holder rules of quality management system.<sup>2a)</sup>

### **Section 3**

#### **Professional employees training system**

- (1) The professional employees training system follows the policy of professional training, which is part of the documentation of quality management system.
- (2) In the professional employees training system, the authorisation holder shall determine, for each job position, requirements for education, experience, professional training, mental capacity and medical fitness that will ensure that the employee gains the necessary knowledge, skills and attitudes necessary for performance of work activities (herein referred to as the "qualification") to gain and maintain his or her professional qualification.
- (3) In the professional employees training system, the authorisation holder shall determine, for each job position, requirements for education, experience, professional training, mental capacity and medical fitness that will ensure that the employee gains the necessary qualification to gain and maintain the special professional qualification.
- (4) The professional training system includes a professional employees training plan, which lays down short-term and long-term needs and objectives of professional training and the means necessary to achieve them. The professional employees training plan is updated to reflect the authorisation holder's needs and the actual condition of the nuclear installation.
- (5) The professional employees training system includes:
  - a) the employee's recruitment procedure,
  - b) the employee's selection procedure,
  - c) a definition of training objectives,
  - d) a description of the methodology used in professional training based on a systematic approach, which proceeds logically from the identification of qualifications, through the development and implementation of professional training programmes including the respective teaching aids and subsequent assessment of this professional training,
  - e) description of supervision of training documentation and training records,
  - f) division and definition of employee's qualifications and responsibilities in connection with their professional training.

### **Section 4**

#### **Professional training of selected employees**

- (1) The types of professional training of selected employees are the following:
  - a) basic training,
  - b) periodic training,
  - c) training for change in job positions.
- (2) The basic training has the following phases:

- a) theoretical training,
  - b) fellowship at a nuclear installation,
  - c) training on a representative full-scope simulator,
  - d) training for verification of professional qualification,
  - e) verification of professional qualification,
  - f) on-the-job training.
- (3) The periodic training has the following phases:
- a) theoretical training focused on:
    1. repetition of theoretical knowledge from the basic theoretical training,<sup>3)</sup>
    2. changes at the nuclear installation and the authorisation holder's procedures,
    3. lessons from analyses of operational events at the local nuclear installation and at similar nuclear facilities abroad,
    4. preparation for an outage or for shutdowns of another type,
    5. nuclear safety,
    6. emergency preparedness.
    7. safety policy and security aims<sup>3a)</sup>
  - b) training on a representative full-scope simulator training for at least five days or forty training hours focused on:
    1. normal operation,
    2. abnormal operation,
    3. emergency conditions,
    4. shift teamwork and
    5. selected tools of prevention of human errors with focusing on three-way communication
- (4) The training for changed job positions has the following phases:
- a) theoretical training,
  - b) training on a representative full-scope simulator,
  - c) on-the-job training.
- (5) The representative full-scope simulator represents the control room so as to enable the selected employees participating in training to perform all work activities that can be performed in the control room. The representative full-scope simulator is part of the technical equipment of a special facility operator.
- (6) Based on the methodology pursuant to Section 3 (5) (d), the operator of a special facility shall prepare, training programmes for selected employees for training on the representative full-scope simulator for the particular training period.
- (7) The employee in preparation for a selected employee job position (hereinafter referred to as "applicant") is not authorised to handle the nuclear installation and its systems during the fellowship at a nuclear installation and during the on-the-job training.
- (8) Provided that a change of job position of a selected employee to another nuclear installation is involved, the applicant shall pass the basic training pursuant to Paragraph 2.
- (9) The fellowship at a nuclear installation serves the purpose of familiarising the employee with the nuclear installation with the objective of verifying theoretical knowledge in

practice and obtaining spatial orientation in objects and technological systems with an emphasis on applicant's professional orientation.

- (10) The on-the-job training serves the purpose of deepening and verifying the applicant's qualifications gained.

## **Section 5**

### **Professional training of professionally qualified employees**

- (1) The types of professional training of professionally qualified employees are the following:
  - a) basic training,
  - b) periodic training,
  - c) training for changed job positions.
- (2) The basic training has the following phases:
  - a) theoretical training,
  - b) fellowship at a nuclear installation,
  - c) training for verification of professional qualification,
  - d) verification of professional qualification,
  - e) on-the-job-training.
- (3) The periodic training is aimed at
  - a) changes of the nuclear installation and its regulations,
  - b) lessons from analyses of operational events at the local nuclear installation and at similar nuclear facilities abroad,
  - c) preparation for an overhaul or for shutdowns of another type,
  - d) nuclear safety,
  - e) emergency preparedness,
  - f) safety culture and security aims.<sup>3a)</sup>
- (4) The training for changed job positions has the following phases
  - a) theoretical training,
  - b) on-the-job training.
- (5) An employee in preparation for a professionally qualified employee job position must not handle the nuclear installation and its systems during the fellowship at a nuclear installation.
- (6) An employee in preparation for a professionally qualified employee job position may handle the nuclear installation and its systems during the on-the-job training under the immediate supervision of a designated instructor.

## **Section 6**

### **Establishment of an expert commission and an examination commission**

- (1) The expert commission for verification of employees' professional qualification (hereinafter referred to as "the expert commission") shall be established by the operator of the specialised facility. The establishment and the activity of the expert commission are governed by the expert commission's statute, which is to be prepared by the operator of the specialised facility and is part of its documentation of management system.
- (2) The examination commission for verification of employees' special professional qualification (hereinafter referred to as "examination commission for selected employees") shall be established by the Authority. The members of the examination commission for the

selected employees are appointed and removed by the chairman of the Authority from among experts in the field of peaceful use of nuclear energy.

- (3) The procedure for appointment and removal of the members of the examination commission for selected employees and its activity are governed by the statute of the examination commission for selected employees, and this statute is to be issued by the Authority.
- (4) The examination commission for verification of the professional qualification of specialised facility operator's lecturers (hereinafter referred to as "examination commission for lecturers") shall be established by the Authority. The members of the examination commission for lecturers are appointed and removed by the chairperson of the Authority from among experts in the field of peaceful use of nuclear energy.
- (5) The procedure for appointment and removal of the members of the examination commission for lecturers and its activity are governed by the statute of the examination commission for lecturers, and this statute is to be issued by the Authority.

## **Section 7**

### **Verification of special professional qualification**

- (1) The verification of special professional qualification will establish whether the selected employee has the required qualification to perform work activities.
- (2) The verification of special professional qualification shall be carried out before the examination committee for selected employees (hereinafter referred to as "examination") and the performance of work activities under the supervised post (hereinafter referred to as "practical examination").
- (3) The examination consists of:
  - a) verification of qualification on a representative full-scope simulator,
  - b) a written examination,
  - c) an oral examination.
- (4) The practical examination lasting four to ten weeks is conducted only after successfully passing the examination. In justified or exceptional cases, the Authority may determine that the practical examination shall last one to ten weeks. These justified or exceptional cases include:
  - a) collective notice of termination of employment of a certain number of employees,
  - b) collective and sudden death of a certain number of employees,
  - c) collective loss of special professional qualification by a certain number of employees.
- (5) A certain number of employees, as referred to in Paragraph 4, means a number of employees without whom the safe operation of nuclear power plants is at risk.
- (6) Provided that an examination for extension of a special professional qualification certificate's validity is involved, the examination commission for selected employees may waive the practical examination depending on the result of the examination.
- (7) The details of the course of the examination, of its parts, of applicant assessment and specification of conditions for the practical examination are governed by the statute of the examination commission for selected employees.
- (8) The details of the selection of instructors for the practical examination, and of the records, course, assessment and programme of the practical examination are governed by the authorisation holder's documentation of management system.

- (9) The authorisation holder shall apply for verification of special professional qualification by filing an application no later than 60 days before the scheduled session of the examination commission for selected employees; in justified or exceptional cases, the authorisation holder may apply no later than 14 days before the session. The application shall contain
- a) the name, surname and title of the selected employee,<sup>4)</sup>
  - b) permanent address,
  - c) date and place of birth,
  - d) the employer's identification information,
  - e) identification of the nuclear installation,
  - f) the position to be held by the selected employee,
  - g) certificate of medical fitness of the selected employee,
  - h) certificate of mental fitness of the selected employee,
  - i) certificate of completion of training by the selected employee,
  - j) the original of the licence of special professional qualification if it is to be renewed.
- (10) The purpose of verification of qualification using the representative full-scope simulator shall be to demonstrate the qualification necessary to perform the duties of a position; this shall not apply to the inspection physicist referred to in Section 2 (1) (d).
- (11) The applicant passes the verification of special professional qualification provided that he or she passes all parts of the examination with a positive evaluation by the instructor.
- (12) Should an applicant fail the examination, he or she may repeat the examination at a later date not more than twice, not earlier than two months and not later than six months following the day of the unsuccessful examination. The Authority may recognise some part of the previous examination at a substitute date only within the validity of the applicant's licence of special professional qualification.
- (13) Should an applicant fail the practical examination, the authorisation holder shall request a new verification of professional qualification pursuant to section 8.
- (14) Depending on the authorisation scope, its holder shall
- a) submit requirements for verification of special professional qualification to the Authority, this being by the end of the tenth month of the current calendar year, which precedes the calendar year, in which the verification of special professional qualification is envisaged,
  - b) be responsible for validity of licences of special professional qualification,
  - c) notify the Authority on interruption of performance<sup>4)</sup> of job positions by selected employees if this interruption lasts more than two months,
  - d) maintain records of verification of special professional qualification,
  - e) deliver the Authority the documents necessary for examination, which are defined in the statute of the examination commission for selected employees

- f) elaborate a methodology of examination fairness and confidentiality, which is part of the documentation of management system,
- g) appoint a contact person for cooperation with the Authority, who will ensure operating capacity of the representative full-scope simulator and personnel necessary for the examination,
- h) ensure availability of the representative full-scope simulator for the purposes of verifying examination scenarios in the presence of Authority's employees.

## **Section 8**

### **Licence of special professional qualification**

- (1) The licence of special professional qualification is issued for the job positions pursuant to Section 2 (1) for the specific nuclear installation.
- (2) The licence of special professional qualification is obtained by an applicant on the basis of satisfaction of all qualification requirements and successful verification of special professional qualification.
- (3) A condition for issuing the certificate pursuant to paragraph 1 for the closest higher job position is the performance of the previous job position lasting at least eighteen months, passing preparation for a job position change, and successful examination for a new job position certificate pursuant to Section 2 (1) (a) to (c).
- (4) Provided that a newly built nuclear installation or transfer to another nuclear installation is involved, the length of experience necessary for the certificate pursuant to Paragraph 3 to be issued may be shortened by the Authority based on a request by the authorisation holder.
- (5) The certificate of special professional qualification is valid three years from the day of issue.
- (6) The Authority may extend the validity of the licence of special professional qualification by an additional three years on the basis of successful verification of the special professional qualification of employees before expiry of the licence's validity.
- (7) Provided that an extension of the special professional qualification licence's validity before its expiry is involved, the validity shall be set as of the day following the day of expiry of the original licence.
- (8) Provided that a selected employee has not been performing his or her job position for
  - a) between two and six months, he or she shall pass only a practical examination lasting two weeks without an examination pursuant to Section 7 (3),
  - b) between six and twelve months, he or she shall pass a verification of special professional qualification,
  - c) over twelve months, his or her certificate of special professional qualification becomes invalid and, to have a new certificate of special professional qualification issued, he or she shall pass professional training of selected employees pursuant to Section 4 (4) and verification of special professional qualification pursuant to Section 7 (2).

## **Section 9**

### **Verification of professional qualification of employees**

(1) Employees' professional qualification shall be verified by an examination before an expert commission (hereinafter referred to as "the examination before an expert commission") established by the operator of the specialised facility following completion of professional training pursuant to Section 5. The examination before an expert commission consists of a written part, the details of which shall be defined by the operator of the specialised facility in the quality management system documentation.

(2) Following a successful examination before an expert commission, the operator of the specialised facility shall issue the employees with certificates of professional qualification pursuant to Section 24 (3) of the Act.

(3) Authorised employees of the Authority have the right to participate in the examination before an expert commission.

(4) The authorisation holder keeps records of professionally qualified employees.

## **Section 10**

### **Mandate for performance of work activities**

(1) The authorisation holder authorises selected employees for performance of work activities by authorisations after each successful verification of special professional qualification .

(2) The authorisation holder authorises the professionally qualified employees for performance of work activities by authorisations after each successful professional training in the respective field.

(3) The authorisations pursuant to paragraphs 1 and 2 are issued for a definite period.

(4) The authorisation holder shall define the conditions for extension of validity or conditional suspension of validity of mandate in the documentation of the management system.

(5) The mandate pursuant to Paragraphs 1 and 2 includes:

- a) the registration number,
- b) the employee's first and last name and academic title,
- c) the birth date and place,
- d) the job positions,
- e) the mandate validity record,
- f) the reason for extending the validity or for conditional suspension of validity.

## **Section 11**

### **Documentation necessary for an application for the authorisation for professional employees training**

(1) In addition to the approved documentation of management system the applicant for the authorisation for professional employees training shall submit, depending on the authorisation scope

- a) an approved professional employees training system
- b) approved programmes of selected employees training depending on the types of professional training pursuant to Section 4, in particular, programmes for:



1. theoretical training,
  2. fellowships,
  3. training on a representative full-scope simulator,
  4. training for verification of professional qualification,
  5. on-the-job training
- c) assessed programmes of professionally qualified employees training depending on the types of professional training pursuant to Section 5, in particular, programmes for:
1. theoretical training,
  2. fellowships,
  3. training for verification of professional qualification,
  4. on-the-job training.
- d) description of the technical equipment pursuant to Paragraph 2 under assessment.
- (2) Provided that an operator of a specialised facility uses a representative full-scope simulator, once a year it shall conduct reference tests to demonstrate its conformity with a real nuclear installation and it shall inform the Authority on their results both in print and electronically.

## **Section 12**

### **Lecturers and instructors**

- (1) The professional training of specially professionally qualified employees and professionally qualified employees shall be performed by employees of a specialised facility in the following job positions:
- a) lecturer for theoretical training of selected employees,
  - b) lecturer for training on a representative full-scope simulator,
  - c) lecturer for theoretical training of professionally qualified employees,
  - d) instructor for selected employee fellowships,
  - e) instructor for on-the-job training of selected employees,
  - f) instructor for professionally qualified employee fellowships,
  - g) instructor for on-the-job training of professionally qualified employees.
- (2) The qualification requirements
- a) for the lecturer for theoretical training are as follows:
    1. master's degree university education with technical, humanities or scientific specialisation,
    2. the training course on lecturer skills,
    3. periodic training pursuant to Section 4 (3) (a),
    4. for lecturers pursuant to Paragraph 1 (a), also the basic training pursuant to Section 4 (2),
    5. as for lecturers pursuant to Paragraph 1 (c) also the basic training pursuant to Section 5(2),
  - b) for a lecturer for training on a representative full-scope simulator
    1. master's degree gained at technical or scientific university specialisation,
    2. the training course of lecturer skills,
    3. basic training pursuant to Section 4 (2),
    4. periodic training pursuant to Section 4 (3).
- (3) The specialised facility shall indicate, in the documentation of management system, the conditions for selection and verification of professional qualification of external lecturers

and instructors if used for professional training of selected employees or professionally qualified employees.

- (4) The training course of lecturer skills is aimed at principles of adult education and at development of lecturers' communication capacities.
- (5) The main requirement for the instructors is the performance of work activities in the particular job position at a particular nuclear installation lasting at least one year.

### **Section 13**

#### **Conditions for verification of lecturers' professional qualification**

- (1) Lecturers' professional qualification shall be verified by an examination before an examination commission for lecturers pursuant to Section 6 (4).
- (2) The application for verification of lecturers' professional qualification shall be submitted to the Authority by the operator of the specialised facility not later than 30 days before the date of examination.
- (3) The application for verification of lecturers' professional qualification shall include documents of qualification requirements pursuant to Section 12 (2).
- (4) The details of the course of the examination and lecturer evaluation are governed by the statute of the examination commission for lecturers.

### **Section 14**

#### **Licence of lecturers' professional qualification**

- (1) The licence of lecturers' professional qualification is issued for the period of five years.
- (2) The Authority may extend the validity of the licence pursuant to paragraph 1 by an additional five years based on an application of the operator of the specialised facility filed within its validity and on the basis of successful examination for its extension. Provided that an extension of a lecturer professional qualification certificate's validity before its expiry is involved, the validity shall be set as of the day following the day of expiry of the original license.

### **Section 15**

#### **Training programmes for selected employees and professionally qualified employees**

The training programmes for selected employees and professionally qualified employees shall be prepared for all kinds of professional training.

### **Section 16**

#### **Documents of satisfaction of qualification requirements for selected employees and professionally qualified employees**

- (1) The documents of satisfaction of qualification requirements for selected employees are the licences of verification of special professional qualification.
- (2) The documents of satisfaction of qualification requirements for professionally qualified employees are the certificates of professional qualification.

## **Section 17**

### **General provisions**

The documentation pursuant to Sections 3 (15) and (16) is the documentation pursuant to Appendix 1, item C (o) to (r), item D (k) to (n) and item E (e) to (g) of the Act.

## **Section 18**

This Decree has been adopted in accordance with a legally binding act of the European Union in the area of technical standards and technical regulations.<sup>5)</sup>

## **Section 19**

### **Entry into force**

This decree shall enter into force on 1 March 2006.

**Marta Žiaková, m. p.**

#### Footnotes:

- 1) Annex 3 item B (1) (k) of the Decree No. 430/2011 Coll. on nuclear safety requirements.
- 2) Section 4 (2) of the Decree No. 431/2011 Coll. on a quality management system .
- 2a) Section 4 of the Decree No. 431/2011 Coll. on a quality management system.
- 3) Section 2 (a), (e) and (m) of the Decree No. 430/2011 Coll. on details on nuclear safety requirements for nuclear facilities.
- 3a) Section 4 (2) (b) of the Decree No. 431/2011 Coll. on a quality management system.
- 4) Act No. 18/2018 Coll. on Personal Data Protection as amended.
- 5) Directive (EU) 2015/1535 of the European Parliament and of the Council of 9 September 2015 laying down a procedure for the provision of information in the field of technical regulations and of rules on Information Society services.