



On approval of the Rules for certification of personnel involved in nuclear facilities' handling

Unofficial translation

Order of the Minister of Energy of the Republic of Kazakhstan dated January 20, 2016 no. 12. Registered with the Ministry of Justice of the Republic of Kazakhstan on March 15, 2016 no. 13468.

Unofficial translation

In accordance with subparagraph 20) of Article 6 of the Law of the Republic of Kazakhstan "On the use of atomic energy", **I HEREBY ORDER:**

Footnote. Preamble - as amended by the order. Minister of Energy of the Republic of Kazakhstan dated 01.02.2022 No. 35 (shall be enforced upon the expiration of sixty calendar days after the day of its first official publication).

1. To approve the attached Rules for certification of personnel involved in nuclear facilities' handling.

2. To declare to be no longer in force the order of the Minister of Energy of the Republic of Kazakhstan dated February 12, 2015 no. 82 "On approval of the Rules for certification a personnel of the operating organization" (registered with the Register of State Registration of Regulatory Legal Acts as no. 10551, published on April 9, 2015 in "Adilet" Legal Information System).

3. The Committee of Atomic and Energy Supervision and Control of the Ministry of Energy of the Republic of Kazakhstan in accordance with the procedure, established by the legislation of the Republic of Kazakhstan shall ensure:

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

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

3) placement of this order on the official Internet-resource of the Ministry of Energy of the Republic of Kazakhstan and the Intranet-portal of state bodies;

4) within ten working days after the state registration of this order with the Ministry of Justice of the Republic of Kazakhstan, submission to the Department of Legal Service of the Ministry of Energy of the Republic of Kazakhstan of information about implementation of measures stipulated by sub-clauses 2) and 3) of this clause.

4. Control over execution of this order shall be entrusted to the supervising vice-minister of energy of the Republic of Kazakhstan.

5. This order shall come into force upon expiry of ten calendar days after the day of its first official publication.

*Minister of Energy
of the Republic of Kazakhstan*

V. Shkolnik

"AGREED"

Minister of National Economy
of the Republic of Kazakhstan

_____ Ye. Dossayev

February 17, 2016

Approved by
the order of the Minister of Energy
of the Republic of Kazakhstan
dated January 20, 2016 no. 12

Rules for certification of personnel employed at nuclear facilities

Footnote. The rules are as amended by the order of the Minister of Energy of the Republic of Kazakhstan dated April 1, 2020 No. 121 (shall be enforced upon expiry of twenty-one calendar days after the day of its first official publication).

Chapter 1. General Provisions

1. These Rules for certification of personnel employed at nuclear facilities (hereinafter referred to as the Rules) are developed in accordance with subparagraph 1) of Article 10 of the Law of the Republic of Kazakhstan “On Public Services”, subparagraph 4) of paragraph 1 of Article 12 of the Law of the Republic of Kazakhstan “On Permits and notifications”, subparagraph 20) of Article 6 of the Law of the Republic of Kazakhstan “On the Use of Atomic Energy” (hereinafter referred to as the Law) and determine the certification procedure for personnel employed at nuclear facilities.

Footnote. Paragraph 1 - as amended by the order of the Minister of Energy of the Republic of Kazakhstan dated May 21, 2021 No. 175 (shall be enforced upon the expiration of sixty calendar days after the day of its first official publication).

2. Personnel employed at nuclear facilities undergo certification in accordance with paragraph 1 of Article 21 of the Law in order to determine whether the level of their qualifications and professional training complies with the position held.

Certification is carried out by the department of the authorized body in the field of the use of atomic energy (hereinafter referred to as the service provider).

Foreign persons (non-residents) are certified on a general basis in accordance with these Rules.

Footnote. Paragraph 2 - as amended by the order of the Minister of Energy of the Republic of Kazakhstan dated May 21, 2021 No. 175 (shall be enforced upon the expiry of sixty calendar days after the day of its first official publication).

2-1. The service provider certifies:

1) specialists whose job responsibilities include direct management of the installation, ensuring nuclear, radiation, nuclear security in the course of activities in the field of the use of atomic energy;

2) personnel of a nuclear installation whose duties include control over nuclear, radiation and nuclear security, accounting and control of nuclear materials, sources of ionizing radiation, radioactive waste;

3) personnel of a radiation, electrophysical installation, whose duties include monitoring radiation safety, accounting and control of sources of ionizing radiation.

According to the second part of paragraph 3 of Article 21 of the Law, other personnel are certified by individuals and legal entities engaged in activities in the field of the use of atomic energy, in accordance with these Rules.

Footnote. The rules are supplemented by paragraph 2-1 in accordance with the order of the Minister of Energy of the Republic of Kazakhstan dated May 21, 2021 No. 175 (shall be enforced upon the expiration of sixty calendar days after the day of its first official publication).

3. Certification of personnel employed at nuclear facilities is divided into the following types:

1) primary certification;

2) periodic certification;

3) extraordinary certification;

4) recertification.

Footnote. Paragraph 3 - as amended by the order of the Minister of Energy of the Republic of Kazakhstan dated May 21, 2021 No. 175 (shall be enforced upon the expiration of sixty calendar days after the day of its first official publication).

4. Primary certification of personnel employed at nuclear facilities is carried out within one month after the appointment of the employee to the position.

Periodic certification of personnel employed at nuclear facilities is carried out once every three years.

Extraordinary certification of personnel employed at nuclear facilities is assigned in the following cases:

1) the occurrence of incidents at nuclear facilities - in relation to the persons who allowed their occurrence;

2) violation of the requirements of nuclear and (or) radiation and (or) nuclear security, accounting of nuclear materials, sources of ionizing radiation, identified as a result of

inspections of the authorized body in the field of the use of atomic energy, in relation to the persons who committed the violation;

3) by decision of an individual or legal entity carrying out activities in the field of the use of atomic energy.

Re-certification is appointed in the event of a negative result following the results of the primary or periodic, or extraordinary certification.

Individuals who have received a negative result based on the results of primary or periodic or extraordinary certification are subject to re-certification no more than once and no later than one month from the date of receipt of a negative result based on the results specified in part four of this paragraph.

According to paragraph 6 of Article 21 of the Law, in cases where an employee has received a negative opinion based on the results of primary or periodic or extraordinary certification, the employee is suspended from work until the results of re-certification are received in accordance with the labor legislation of the Republic of Kazakhstan.

Footnote. Paragraph 4 - as amended by the order of the Minister of Energy of the Republic of Kazakhstan dated May 21, 2021 No. 175 (shall be enforced upon the expiration of sixty calendar days after the day of its first official publication).

5. The appointment of an extraordinary certification does not change the timing of the periodic certification.

6. For certification, the order of the first head of the service provider approves the composition and regulation on the commission for the certification of personnel employed at nuclear facilities (hereinafter referred to as the commission).

The commission includes the supervising deputy of the first head of the service provider, employees of the structural divisions of the service provider.

To ensure transparency and objectivity during the certification at the interview stage, observers who do not have the right to vote are invited to the commission meeting. Representatives of public associations (non-governmental organizations), commercial organizations, political parties, employees of the authorized body for assessment and state control over the quality of public services are present as observers at the meeting of the commission.

The number of members of the commission is odd and is not less than five people. The secretary is not a member of the commission and does not have the right to vote.

A meeting of the commission is competent if there is a quorum of at least two-thirds of the composition of the commission.

If a member of the commission has a conflict of interest, the member of the commission who has a conflict of interest shall notify in writing the other members of the commission about the conflict of interest prior to the interview.

The remaining members of the commission, at the request of a member of the commission who has a conflict of interest, or upon receipt of information from other sources, take the following measures in a timely manner to prevent and resolve conflicts of interest:

1) remove a member of the commission who has a conflict of interest from participating in the work of the commission. The decision to remove a member of the commission who has a conflict of interest is taken by the commission in writing by a majority vote of its members by open voting and is announced in the presence of the member of the commission who has a conflict of interest. In case of an equal number of votes, the vote of the chairman of the commission is decisive;

2) within 1 (one) calendar day, the composition of the commission is reviewed in accordance with the order on the interchangeability of the composition of the commission.

Footnote. Paragraph 6 - as amended by the order of the Minister of Energy of the Republic of Kazakhstan dated 21.01.2021 No. 21 (shall be enforced upon expiry of twenty-one calendar days after the day of its first official publication).

7. Certification shall be carried out by testing and interviews.

The interview shall be conducted for the first head of the nuclear or radiation facility, where nuclear materials are handled, his deputy for production (production and technical issues), the chief engineer of the nuclear or radiation facility, the head of the service (department, division, administration) of the nuclear and (or) radiation safety, for the person responsible for radiation safety control.

Footnote. Paragraph 7 - as amended by the order. Minister of Energy of the Republic of Kazakhstan dated 01.02.2022 No. 35 (shall be enforced upon the expiration of sixty calendar days after the day of its first official publication).

8. The list of test questions is developed and approved by the department of the authorized body in the field of the use of atomic energy and includes questions on knowledge of the norms and requirements of nuclear, radiation, nuclear security, as well as determining the ability to make decisions in the performance of work duties.

Amendments and (or) additions to the approved list of test questions are made in case of changes in the current legislation of the Republic of Kazakhstan in terms of the norms and requirements of nuclear, radiation, nuclear security, as well as in case of revealing incorrectness in the wording of the questions.

9. Categories of certified persons and test questions to them are determined depending on the job duties of the employee and the types of installations, devices, materials used in the work.

The categories of certified persons, the number of questions, the threshold level of correct answers, which are the basis for recognizing the test as passed, as well as the testing time are determined by the testing indicators for personnel employed at nuclear facilities, in accordance with Appendix 1 to these Rules.

10. During the interview, the members of the commission ask questions to the certified person in order to check the knowledge of the norms and requirements of nuclear, radiation, nuclear physical safety, as well as to determine the ability to make decisions in the performance of labor duties, depending on the types of installations, instruments, materials used in the work.

Chapter 2. Procedure for attestation of personnel employed at nuclear facilities

11. To pass the certification, the attested persons (hereinafter referred to as the Service recipient) shall send to the service provider the documents necessary for the provision of the state service "Certification of personnel employed at nuclear facilities" (hereinafter referred to as the State service), specified in paragraph 8 of the list of basic requirements for the provision of public services "Certification of personnel employed at nuclear facilities" (hereinafter referred to as the List of basic requirements for the provision of public services), given in Annex 3 to these Rules through the "electronic government" web portal www.egov.kz (hereinafter referred to as the Portal).

Footnote. Paragraph 11 - as amended by the order of the Minister of Energy of the Republic of Kazakhstan dated 09.01.2023 No. 4 (shall be enforced upon expiration of sixty calendar days after the day of its first official publication).

12. The list of basic requirements for the provision of public service, including the characteristics of the process, the form, content and result of the provision, as well as other information, taking into account the specifics of the provision of public service, is given in the list of basic requirements for the provision of public service.

Footnote. Paragraph 12 - as amended by the order of the Minister of Energy of the Republic of Kazakhstan dated 09.01.2023 No. 4 (shall be enforced upon the expiration of sixty calendar days after the day of its first official publication).

13. The service provider receives information about identity documents from the relevant state information systems through the "e-government gateway".

When the service recipient submits all the necessary documents, the status of acceptance of the application for the provision of public services is sent to the "personal account".

Footnote. Clause 13 - as amended by the order of the Minister of Energy of the Republic of Kazakhstan dated 01.21.2021 No. 21 (shall be enforced upon the expiration of twenty-one calendar days after the day of its first official publication).

14. On the day of receipt of documents, the Service Provider accepts and registers them.

When the service recipient contacts after the end of working hours, on weekends and holidays, the acceptance of applications and the issuance of the results of the provision of public services is carried out on the next business day.

15. An employee of the responsible structural unit of the service provider (hereinafter referred to as the employee of the service provider), within 2 (two) business days from the

date of registration of the documents specified in paragraph 11 of these Rules, checks the completeness and validity of the submitted documents.

When the service recipient submits an incomplete package of documents and (or) expired documents, the employee of the service provider, within the period specified in part one of this paragraph, prepares a reasoned refusal to further consider the application in the form, in accordance with Appendix 4 to these Rules.

A reasoned refusal to further consider the application, signed by the electronic digital signature of the head of the service provider, is sent in the form of an electronic document to the "personal account" of the service recipient.

Footnote. Clause 15 - as amended by the order of the Minister of Energy of the Republic of Kazakhstan dated 01.21.2021 No. 21 (shall be enforced upon expiry of twenty-one calendar days after the day of its first official publication).

16. When the service recipient submits a complete package of documents and there are no expired documents, the service provider's employee, within the period specified in part one of paragraph 15 of these Rules, shall consider them, send a notification of the date, time and place of testing, or a reasoned refusal to provide state services in the form, in accordance with Annex 4 to these Rules, on the grounds specified in paragraph 9 of the public service standard.

A reasoned refusal to provide a public service, signed by the electronic digital signature of the head of the service provider, shall be sent to the service recipient in the form of an electronic document, to the "personal account" of the service recipient.

Certification shall be carried out within 6 (six) business days from the date of registration of documents.

The course of testing and interviews shall be recorded using technical means of recording.

The materials recorded with the help of technical means of recording shall be kept by the secretary of the commission for 1 (one) year from the date of certification.

Testing shall be carried out in places provided by the service provider and territorial structural divisions of the service provider, in an automated computer way in the state or Russian languages at the choice of the service recipient.

The service recipient shall be allowed to be tested upon presentation of an identity document or an electronic document from the digital document service (for identification).

During testing, service recipients shall not talk to each other, and shall not use any auxiliary information materials (reference, special literature), means of communication and records on electronic media.

If the secretary of the commission detects a violation of the procedure for passing the test, the test of the service recipient shall be terminated. On the fact of this violation, the secretary of the commission shall draw up an act on violation of the procedure for passing the test in the form, in accordance with Annex 5 to these Rules, and the service recipient shall be issued a negative certification result.

After the time allotted for testing, the program shall automatically close.

The calculation of the correct test answers shall be carried out automatically using the embedded computer program.

If the number of correct answers is equal to or exceeds the threshold level, then the computer program on the monitor shall give the service recipient a message about a positive test result - "test passed".

If the number of correct answers is below the threshold level, then the computer program on the monitor shall display a message about a negative test result - "test failed" and the service recipient shall not be allowed to the interview.

The interview shall be conducted in the form of a question-answer. The service recipient shall be asked 10 questions.

The interview shall be considered passed if the service recipient correctly answered 7 or more questions.

The interview shall be considered not passed if the service recipient correctly answered 6 or fewer questions.

In accordance with Article 73 of the Administrative Procedural Code of the Republic of Kazakhstan, the service provider shall provide the service recipient with the opportunity to express his/her position (hearing) to a preliminary decision to refuse to issue a certificate of attestation of personnel employed at nuclear facilities, of which the service recipient shall be notified no later than 3 (three) business days before a decision is made.

The hearing procedure shall be carried out in accordance with the Administrative Procedural and Procedural Code of the Republic of Kazakhstan.

Based on the results of testing and (or) interview and the results of the hearing, the Commission shall make one of the following decisions:

- 1) corresponds to the level of qualification and professional training of the position held;
- 2) does not correspond to the level of qualification and professional training of the position held.

The decision of the commission shall be drawn up by the secretary of the commission in the form of the conclusion of the meeting of the commission for the certification of personnel employed at nuclear facilities, in the form, in accordance with Annex 6 to these Rules.

When the commission decides on the compliance of the service recipient with the level of his/her qualifications and professional training of the position held, the service provider, within 4 (four) working days, shall send the service recipient a certificate of attestation of personnel employed at nuclear facilities (hereinafter referred to as the Certificate), in the form, in accordance with Annex 7 to these Rules, signed by the head of the service provider.

When the commission decides on the non-compliance of the service recipient with the level of his/her qualifications and professional training of the position held, the service

recipient shall be sent a conclusion of the commission within 4 (four) working days of the non-compliance of the service recipient with the level of his/her qualifications and professional training of the position held.

If the service recipient did not appear for certification within the period specified in the notification of the service provider in part one of this paragraph, without a good reason, then this person shall be considered to have received a negative certification result and the commission shall decide on the non-compliance of the service recipient with the level of his/her qualifications and professional training of the position held.

If the service recipient did not appear for certification within the period specified in the notification of the service provider for good reasons (illness, business trip, vacation, study at educational institutions) and if the service recipient sends a notification of a valid reason and documentary confirmation, no later than 10 (ten) calendar days after the action of the circumstance that caused the missed deadline is terminated, the service recipient, based on subparagraph 3) of Paragraph 4 of these Rules, shall send an application to the service provider for an extraordinary certification.

A notice of a valid reason that has arisen shall be sent in any form by the service recipient to the service provider no later than 2 (two) working days from the date of the missed certification deadline.

Footnote. Paragraph 16 - as amended by the order. Minister of Energy of the Republic of Kazakhstan dated 01.02.2022 No. 35 (shall be enforced upon the expiration of sixty calendar days after the day of its first official publication).

17. The total period for the provision of public services by the service provider is 10 (ten) business days from the date of receipt and registration of the application.

18. The service provider shall ensure that data on the stage of provision of public services is entered into the information system for monitoring the provision of public services.

When providing a public service through the state information system of permits and notifications, data on the stage of provision of public service shall be automatically sent to the information system for monitoring the provision of public services.

The service provider, within 3 (three) business days from the date of entry into force of changes and (or) additions to these Rules, shall send the information to the Unified Contact Center and post it on a unified platform of Internet resources of state bodies of the Republic of Kazakhstan www.gov.kz in the section "Ministry of Energy".

Footnote. Paragraph 18 - as amended by the order of the Minister of Energy of the Republic of Kazakhstan dated 09.01.2023 No. 4 (shall be enforced upon the expiration of sixty calendar days after the day of its first official publication).

18-1. Certification of the personnel provided for in part two of Paragraph 2-1 of these Rules employed at nuclear facilities shall be carried out at least once every three years.

Persons hired, within one month after being appointed to the position, shall undergo certification organized by the employer on nuclear and (or) radiation safety issues. Employees

who have not passed certification on nuclear and (or) radiation safety issues shall not be allowed to work.

Certification of the personnel provided for in part two of paragraph 2-1 of these Rules employed at nuclear facilities shall be carried out by an examination commission created by the order of the employer, numbering at least three people, and consists of the chairman and members of the commission.

The functioning of the examination committee shall be carried out permanently.

The rules of work of the examination committee shall be established by the act of the employer.

Footnote. The Rules are supplemented by paragraph 18-1 in accordance with the Order of the Minister of Energy of the Republic of Kazakhstan dated 21.05.2021 No. 175 (shall be enforced upon the expiration of sixty calendar days after the day of its first official publication); in the wording of the order of acting Minister of Energy of the Republic of Kazakhstan dated 01.02.2022 No. 35 (shall be enforced upon the expiration of sixty calendar days after the day of its first official publication).

Chapter 3. The procedure for appealing the results of attestation

Footnote. Chapter 3 - as amended by the order of the Minister of Energy of the Republic of Kazakhstan dated 21.01.2021 No. 21 (shall be enforced upon the expiry of twenty-one calendar days after the day of its first official publication).

19. Excluded by Order of acting Minister of Energy of the Republic of Kazakhstan dated 01.02.2022 No. 35 (shall be enforced upon the expiration of sixty calendar days after the day of its first official publication).

20. Excluded by Order of acting Minister of Energy of the Republic of Kazakhstan dated 01.02.2022 No. 35 (shall be enforced upon the expiration of sixty calendar days after the day of its first official publication).

21. Excluded by Order of acting Minister of Energy of the Republic of Kazakhstan dated 01.02.2022 No. 35 (shall be enforced upon the expiration of sixty calendar days after the day of its first official publication).

22. Excluded by Order of acting Minister of Energy of the Republic of Kazakhstan dated 01.02.2022 No. 35 (shall be enforced upon the expiration of sixty calendar days after the day of its first official publication).

23. Consideration of a complaint on the provision of public services shall be carried out by a higher administrative body, an authorized body for assessing and monitoring the quality of public services (hereinafter referred to as the Body considering the complaint).

The complaint shall be submitted to the service provider, whose decision, or action (inaction) is appealed.

The service provider, whose decision, or action (inaction) is being appealed, shall not send a complaint to the body considering the complaint if it makes a decision within 3 (three) working days that meets the requirements specified in the complaint.

When deciding to leave the complaint without satisfaction, the service provider, whose decision, or action (inaction) is being appealed, no later than 3 (three) working days from the date of receipt of the complaint, shall send it and the administrative case to the body considering the complaint.

Footnote. Paragraph 23 - as amended by the order. Minister of Energy of the Republic of Kazakhstan dated 01.02.2022 No. 35 (shall be enforced upon the expiration of sixty calendar days after the day of its first official publication).

24. The complaint of the service recipient, received by the service provider, is subject to consideration within 5 (five) working days from the date of its registration in accordance with paragraph 2 of Article 25 of the Law on Public Services.

The complaint of the service recipient, received by the authorized body for assessment and control over the quality of the provision of public services, is subject to consideration within 15 (fifteen) working days from the date of its registration.

25. In case of disagreement with the results of the decision of the service provider the service recipient may appeal the results in court.

Appendix 1
to the Rules for Certification of Personnel
Employed at Nuclear Facilities

Testing indicators for personnel employed at nuclear facilities

Footnote. Appendix 1 - as amended by the order of the Minister of Energy of the Republic of Kazakhstan dated May 21, 2021 No. 175 (shall be enforced sixty calendar days after the day of its first official publication).

No.	Categories of certified persons	Number of questions	Testing time, minutes	Threshold level, %
Professionals whose job responsibilities include:				
1.	Direct control of a nuclear plant	50	75	70
2.	Direct control of radiation and (or) electrophysical installation	50	75	70
3.	Direct control of electrophysical installation	50	75	70
4.	Ensuring nuclear and radiation safety	50	75	70
5.	Ensuring Radiation Safety	50	75	70

6.	Ensuring Nuclear Security	50	75	70
Nuclear facility personnel whose job responsibilities include:				
7.	Nuclear and radiation safety control	50	75	70
8.	Accounting and control of nuclear materials	50	75	70
9.	Accounting and control of sources of ionizing radiation	50	75	70
10.	Accounting and control of radioactive waste	50	75	70
11.	Ensuring the physical protection of a nuclear installation and nuclear materials	50	75	70
Radiation facility personnel whose job responsibilities include:				
12.	Radiation safety control when using medical gamma-therapy devices	50	75	70
13.	Radiation safety monitoring during radioisotope diagnostics or therapy	50	75	70
14.	Radiation safety control during radioactive waste management	50	75	70
15.	Radiation safety monitoring at uranium mines	50	75	70
16.	Radiation safety control during flaw detection	50	75	70
17.	Radiation safety control when using spectrometers, analyzers, sensors, meters	50	75	70
18.	Radiation safety control during other work	50	75	70
19.		50		70

	Accounting and control of sources of ionizing radiation		75	
20.	Radiation safety control, accounting and control of sources of ionizing radiation during flaw detection	50	75	70
21.	Radiation safety control, accounting and control of sources of ionizing radiation when using medical gamma-therapy devices	50	75	70
22.	Radiation safety control, accounting and control of sources of ionizing radiation during radioisotope diagnostics or therapy	50	75	70
23.	Radiation safety control, accounting and control when using spectrometers, analyzers, sensors, meters	50	75	70
24.	Radiation safety control, accounting and control of other sources of ionizing radiation	50	75	70
25.	Radiation safety control during transportation of nuclear materials, radioactive substances, radioisotope sources of ionizing radiation, radioactive waste	50	75	70
The personnel of the electrophysical installation, whose job responsibilities include:				
26.	Radiation safety control when using medical x-ray diagnostic or therapeutic equipment	50	75	70

27.	Radiation safety control during flaw detection	50	75	70
28.	Radiation safety control during other works	50	75	70
29.	Accounting and control of sources of ionizing radiation	50	75	70
30.	Radiation safety control, accounting and control of sources of ionizing radiation during flaw detection	50	75	70
31.	Radiation safety control, accounting and control of sources of ionizing radiation when using medical x-ray diagnostic or therapeutic equipment, linear accelerators	50	75	70
32.	Radiation safety control, accounting and control of other sources of ionizing radiation	50	75	70
Personnel of radiation and electrophysical installations, whose duties include:				
33.	Radiation safety monitoring during radioisotope diagnostics or therapy, use of medical x-ray diagnostic or therapeutic equipment, linear accelerators	50	75	70
34.	Radiation safety control during flaw detection	50	75	70
35.	Radiation safety control during other works	50	75	70
36.	Accounting and control of sources of ionizing radiation	50	75	70

37.	Radiation safety control, accounting and control of sources of ionizing radiation during flaw detection	50	75	70
38.	Radiation safety control, accounting and control of sources of ionizing radiation during radioisotope diagnostics or therapy, use of medical x-ray diagnostic or therapeutic equipment, linear accelerators	50	75	70
39.	Radiation safety control, accounting and control of other sources of ionizing radiation	50	75	70

Appendix 2
to the Rules for Certification of Personnel
Employed at Nuclear Facilities

Footnote. Annex 2 is excluded by the order of the Minister of Energy of the Republic of Kazakhstan dated 09.01.2023 No. 4 (shall be enforced upon expiration of sixty calendar days after the day of its first official publication).

Appendix 3
to the Rules for Certification of Personnel
Employed at Nuclear Facilities

The List of basic requirements for the provision of public services "Certification of personnel employed at nuclear facilities"

Footnote. Annex 3 - as amended by the order of the Minister of Energy of the Republic of Kazakhstan dated 09.01.2023 No. 4 (shall be enforced upon expiration of sixty calendar days after the day of its first official publication).

1.	Name of the service provider	Committee for Nuclear and Energy Supervision and Control of the Ministry of Energy of the Republic of Kazakhstan (hereinafter referred to as the Service provider).
2.	Ways to provide public services	Acceptance of documents and issuance of the results of the provision of public services shall be carried out through the web portal of "electronic government"

		www.egov.kz (hereinafter referred to as the Portal).
3.	The term for the provision of public services	10 (ten) business days.
4.	Form of provision of public services	Electronic (fully automated).
5.	The result of the provision of public services	<p>Certificate of certification of personnel employed at nuclear facilities, the conclusion of the commission on the non-compliance of the service recipient with the level of his/her qualifications and professional training of the position held or a reasoned response to the refusal to provide public services, in the cases and on the grounds provided for in paragraph 9 of this list of basic requirements for the provision public service.</p> <p>Form of providing the result of the provision of public services: electronic.</p>
6.	The amount of payment charged from the service recipient in the provision of public services, and methods of its collection in cases provided for by the legislation of the Republic of Kazakhstan	The public service shall be provided free of charge.
7.	Working hours of the service provider and information objects	<p>1) service provider - from Monday to Friday, in accordance with the established work schedule from 9.00 to 18.30, except for weekends and holidays, with a lunch break from 13.00 to 14.30 in accordance with the Labor Code of the Republic of Kazakhstan (hereinafter referred to as the Code);</p> <p>2) the portal - around the clock, except for technical breaks due to repair work (when the service recipient contacts after the end of working hours, on weekends and holidays in accordance with the Code, documents shall be accepted and the results of the public service shall be issued on the next business day).</p>
		<p>1) an application in the form, in accordance with the Annex to this list of basic requirements for the provision of public services;</p> <p>2) an electronic copy of the order on appointment;</p>

8.	List of documents and information required from the service recipient for the provision of public services	3) an electronic copy of the act of the employer, containing a specific list of functions, the performance of which is assigned to the position. The service provider shall receive information about identity documents from the relevant state information systems through the e-government gateway.
9.	Grounds for refusal to provide public services, established by the legislation of the Republic of Kazakhstan	<p>1) establishing the unreliability of the documents submitted by the service recipient for the receipt of the public service, and (or) the data (information) contained in them;</p> <p>2) non-compliance of the service recipient and (or) submitted materials, objects, data and information necessary for the provision of public services with the requirements of the Rules for the certification of personnel employed at nuclear facilities, approved by Order of the Minister of Energy of the Republic of Kazakhstan dated January 20, 2016 No. 12 (registered in the State Register of Normative Legal Acts under No. 13468);</p> <p>3) concerning the service recipient there is a court decision (verdict) that has entered into legal force on the prohibition of activities or certain types of activities requiring the receipt of a certain public service;</p> <p>4) concerning the service recipient there is a court decision that has entered into force, based on which the service recipient is deprived of a special right related to the receipt of a public service;</p> <p>5) the absence of the consent of the service recipient to access personal data of limited access, which is required for the provision of public services.</p>
		<p>1) addresses of places for the provision of public services are posted on: a single platform of Internet resources of state bodies - www.gov.kz, in the section "Ministry of Energy" in the subsection "Services"; portal</p> <p>2) the service recipient shall have the opportunity to receive the public</p>

10.	Other requirements, taking into account the specifics of the provision of public services, including those provided in electronic form	<p>service in electronic form through the portal, subject to the availability of an electronic digital signature;</p> <p>3) the service recipient shall have the opportunity to receive information on the procedure and status of the provision of public services in the remote access mode through the "personal account" of the portal, as well as the Unified Contact Center;</p> <p>4) when providing a public service through the portal, a version for the visually impaired shall be available;</p> <p>5) contact numbers of inquiry services on the provision of public services shall be indicated on a single platform of Internet resources of state bodies - www.gov.kz, in the section "Ministry of Energy" in the subsection "Services". Unified contact center for the provision of public services: 1414, 8-800-080-7777.</p>
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Annex
to the List of Basic
Requirements for the Provision of
the State Service
"Certification of Personnel
Employed at
Nuclear
Facilities"
Form

_____ (name of the department of the authorized body in the field of the use of atomic energy)

_____ (business identification number) _____ (address) from

_____ (surname, name, patronymic (if any))

_____ (citizenship)

_____ (individual identification number)

_____ (address, telephone number, email address) _____

(position) _____

(type of activity carried out
in the field of atomic energy use)

Statement

I hereby request admission to primary/periodic/repeated/extraordinary
(underline as appropriate)
certification of personnel employed at nuclear facilities.

The following documents are attached to the application:

- 1) _____;
- 2) _____.

I hereby confirm the accuracy of the information provided and give my consent to the collection and processing of personal data, as well as access to personal data of limited access in accordance with the list of data collected, provided for in paragraph 8 of the list of basic requirements for the provision of public services for a period of 3 (three) years.

(last name, first name, patronymic (if any) (signature)

Appendix 4
to the Rules for Certification of Personnel
Employed at Nuclear Facilities

The form

[Name of the MA in the state
language] details of the MA in the
state language

[Name of the MA (in Russian)]
Details of the MA in Russian

Reasoned refusal to further consider the application /
in the provision of public services

Number: [number] [name of applicant]
Date of Issue: [Date of Issue]

[Name of MA], having reviewed your application dated [Application Date] Year No. [Application Number],
informs _____.

[Rejection reason].

[Position of signer] [surname, name, patronymic (if any) of the signatory]

The form

The act of violation of the procedure for passing the test

" ___ " _____ 20 __ years ___ hour _____ minutes.

I, _____, have established the fact
(last name, first name, patronymic (if any))

violation of paragraph 16 of the Rules for the attestation of personnel employed at
nuclear facilities, approved by order of the Minister of Energy of the Republic of
Kazakhstan dated January 20, 2016 No. 12 (registered in the Register of State Registration of
Regulatory Legal Acts No. 13468), from _____,
(last name, first name, patronymic (if any))

which was expressed as follows: _____

(brief description of violation)

Signature of the person who drew up the act: _____

Acquainted with the act: _____

(last name, first name, patronymic (if any)) (signature)

The form

Conclusion No. ___ of the meeting of the commission for the certification of personnel employed at nuclear facilities

city of Nur -Sultan " ___ " _____ 20 ___

Commission for the certification of personnel employed at
nuclear facilities, acting on the basis of the order dated " ___ " 20 ___ No. _____,
consisting of: Chairman of the Commission: _____

(last name, first name, patronymic (if any)) (signature)

Members of the commission: _____

(last name, first name, patronymic (if any)) (

signature)

considering the result of the certification,

DECIDED: _____

(last name, first name, patronymic (if any))

corresponds / does not correspond to the level of qualification and professional training of the position held.

Appendix 7
to the Rules for Certification of Personnel
Employed at Nuclear Facilities

The form

Certificate of attestation of personnel employed at nuclear facilities

This certificate is issued

(last name, first name, patronymic (if any), position)

that he (a) by the decision of the commission for certification of personnel employed at nuclear facilities of the Committee for Atomic and Energy Supervision and Control of the Ministry of Energy of the Republic of Kazakhstan corresponds to the level of qualification and professional training of the position held. The certificate is valid until: _____

(date indicated)

Registration number No. _____

Date of issue: _____

Head (authorized person)

(last name, first name, patronymic (if any)) signature)

Appendix 8
to the Rules for Certification of Personnel
Employed at Nuclear Facilities

The form

To the leadership of the department of the authorized body in the field of the use of atomic energy

Footnote. Annex 8 is excluded by the order of acting. Minister of Energy of the Republic of Kazakhstan dated 01.02.2022 No. 35 (shall be enforced upon the expiration of sixty calendar days after the day of its first official publication).

Appendix 9
to the Rules for Certification of Personnel
Employed at Nuclear Facilities

Application for review of test or interview results

Footnote. Annex 9 is excluded by the order of acting. Minister of Energy of the Republic of Kazakhstan dated 01.02.2022 No. 35 (shall be enforced upon the expiration of sixty calendar days after the day of its first official publication).

Appendix 10 to the Rules for
Certification of Personnel
Employed at Nuclear Facilities

The form

Protocol №

Footnote. The rules are supplemented by Appendix 10 in accordance with the order of the Minister of Energy of the Republic of Kazakhstan dated May 21, 2021 No. 175 (shall be enforced upon the expiry of sixty calendar days after the day of its first official publication); is excluded by the order of acting. Minister of Energy of the Republic of Kazakhstan dated 01.02.2022 No. 35 (shall be enforced upon the expiration of sixty calendar days after the day of its first official publication).

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