

Ringhals AB



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Forms for Security background check and register control check for work at Ringhals

SUMMARY

This instruction contains appendices that are a complement to the instruction 1606997, Security background check at Ringhals.

All appendices should be filled in and sent in one lot to the Admission Access Centre at Ringhals. You can find these appendices at this link: <https://corporate.vattenfall.se/om-oss/var-verksamhet/var-elproduktion/ringhals/ringhals-nuclear-power-plant/contractors-and-consultants/agreements/>.

Please also see instruction "Safety regulations at Ringhals", Id no 1701177 (see reference).

Security background checked persons should be carefully monitored during the time they work for Ringhals.

The filer certifies that the said persons in the certificate has been Security background checked and found reliable and that continuous monitoring is done by the immediate supervisor and / or site management.

Observations that may raise questions about fitness for work from security stand point, shall be reported to Ringhals Security manager.

Delgivning och distribution

Delgivning för åtgärd:

Delgivning för kännedom: Ringhals' internal and external web

Distribution:

LIST OF CONTENTS

1	THE FOLLOWING FORMS SHOULD BE FILLED IN	3
1.1	Information about Security background check / Consent to register control (appendix 1)	3
1.2	Security Clearance (appendix 2)	3
1.2.1	How does the company perform a Security background check of the concerned personnel?	4
1.3	Excerpt from the home country's criminal records	4
1.4	Request of register control according to the security protection law (appendix 3)	4

APPENDICES

Appendices in the document

The forms in available at: <http://www.vattenfall.se/sv/consultants-ringhals.htm>.

1. Information about Security background check/Consent to register control
2. Security Clearance
3. Extract from the home country's criminal records
4. Statement for register control according to the security protection act

(The appendices are also coupled to the document, as it isn't possible to have forms for fill-in by the computer in the document program Darwin).

REVIDERINGSFÖRTECKNING			
Version Nr.	Reviderade sidor	Orsak	Handläggare/ Frisläppt av
19		New protection layer. Foreign entrant must have approved Swedish Register Control before Access to Ringhals takes place	C Johansson/ F Svahn
20		Forms supplemented by SUA-information	C Johansson/ F Svahn

1 THE FOLLOWING FORMS SHOULD BE FILLED IN

1. Information regarding Security background check / consent for register control. Please see enclosed questionnaire, paragraph 1.2.1.
2. Security clearance, paragraph 1.2.
3. Extract from the home country's criminal records, paragraph 1.3.
4. Production of register control according to the Security Protection law (a document for §14 and one for security category 3), paragraph 1.4.
This must be filled out digitally

When all forms have been filled out, they should be sent to the Access Service Centre. The forms should have arrived at Ringhals at least six weeks prior to the planned access date for Swedish contractors.

Not properly filled out forms presented to the Access Service Centre, will be passed on to the contact person at Ringhals or the contractor company. If the forms lack information about Ringhals contact person or proper address to the company, they will be destroyed.

1.1 Information about Security background check / Consent to register control (appendix 1)

Upon register control, a crosscheck is also made with the Swedish Security Service police records. This information may lead to that a person is not granted access to Ringhals.

The check requires permission from the concerned person.

1.2 Security Clearance (appendix 2)

The personnel office of the company sending personnel to Ringhals for work should fill out this compilation certificate. Maximum 3 months old.

Security Clearance is valid 1 year from date of issue. For continued access Security Clearance has to be renewed and sent to Ringhals annually.

Affected person cannot attest his own fitness (or conduct a safety interview with himself)

Please note: It is very important to state the contact person at Ringhals!

1.2.1 **How does the company perform a Security background check of the concerned personnel?**

It is recommended that the following questions should be asked at a personal interview with concerned person:

- ✓ Have you during the last five (5) years been suspected or sentenced for a crime according to the criminal (penal) code?
- ✓ Are you involved in any current police investigation?
- ✓ Do you have or have you had any addiction to or have been suspected for or sentenced for narcotic crimes according to the narcotics criminal code?
- ✓ How is your financial situation? Are there any circumstances that may affect your financial situation in a negative direction in the future?

The above questions and answers should be documented in writing where the concerned person certifies the replies with his or her signature. The company's human resources manager should keep this document.

If the answers are positive (negative concerning the financial situation) a deeper evaluation should be made concerning the person's suitability and reliability for work at Ringhals.

Ringhals may request, for example in the investigation of an incident or for quality control purposes, documentation of above mentioned questions and evaluation.

When the concerned person has answered the questions, the form Security Clearance (appendix 2) is filled out (by computer) by the human resources manager, signed and sent to the address stated on the appendix.

1.3 **Excerpt from the home country's criminal records**

An excerpt from the home country's criminal records must be issued by the country's law enforcement agency or equivalent. Register transcript shall be maximum 6 months old. This will be sent to Ringhals in connection with paper for security clearances (1.2). Maximum 6 months old.

Register transcript from criminal records is valid 1 year from date of issue. For continued access register transcript has to be renewed and sent to Ringhals annually.

1.4 **Request of register control according to the security protection law (appendix 3)**

This is the Swedish Security Service's form that should be filled in digital by the concerned person and sent to Ringhals together with the other documents.

The form is not available in English.
Below is an explanation of how to fill in the form for foreign staff:

The form is found on Security Service (Säkerhetspolisens) webpage:
<https://www.sakerhetspolisen.se/sakerhetsskydd/blanketter-och-mallar.html>

Fill in as described below:

- Operator (Verksamhetsutövare):
- Organization number (Organisationsnummer): 556558-7036
Address code at the security Service (Adresskod hos Säkerhetspolisens): Leave blank
Name (Namn): Ringhals AB
- Regulatory authority (Tillsynsmyndighet)
- Organization number (Organisationsnummer): 202100-4284
Address code at the security Service (Adresskod hos Säkerhetspolisens): Leave blank
Agency name (Myndighetens namn): Svenska Kraftnät
- * **Control reason (Kontrollorsak):**
Clearly describe the work assignment at Ringhals. describe the work at Ringhals
- * **Securityclass (Säkerhetsklass):**
3 or as recommended by the requester
- * **Purpose (Syfte):**
Anställning = Employee is only for Ringhals own staff Select from list
Besök/Inpassering = **Visit/Access control** (contractor /consultant without SUA-agreement) alternative
SUA = SUA (when there is one)
- * **Profession/Title (Yrke/title):** The title that the person will have when working at Ringhals Title at Ringhals
- Personal details (Personuppgifter)
- * **Personal identity (date of birth):**
Foreign citizen: YYYYMMDD-0000
alternatively, coordination number
- * **Last name (Efternamn):** Applicants last name
- * **First name (Förnamn):** Applicants all first names
- Phone number (Telefonnummer): Not mandatory
- * **Passport number (Passnummer):**
To be filled out by foreign citizen, if passport is missing it should be noted here
- * **Place of birth (Födelseort):** City that is not in Sweden
- * **Country of birth (Födelseland):** Select from the list

- * **Current citizenship (Nuvarande medborgarskap):** Select from the list
- Previous citizenship (Tidigare medborgarskap):** Select from the list
- To be completed only if the person is not registered in Sweden
(Ifylles endast om personen inte är folkbokförd i Sverige)
- Address (bostadsadress): Applicant's address
- Zip code (Postnummer):
- City (Postort):
- Country (Land):
- Recent residence address abroad (Senaste bostadsadress i utlandet):
- Fill out applicant's most recent home address abroad.

- Contract (Avtal)
- These fields are filled in when there is a security agreement (SUA) between Ringhals and the company.
- Name (Namn):
- The name of the company where the applicant is employed
- Organization number (Organisationsnummer):
- The company organization number
- Reference number (Namn/diarienummer):
- The reference number or name obtained in connection with the validation of the SUA agreement with Ringhals.
- The operator (Verksamhetsutövaren) Leave blank

Send filled out form to:

Ringhals AB
 Att: Tillträdesservice NSAT
 432 85 VÄRÖBACKA

Contact information:

Access service:

Email: Access.Ringhals@vattenfall.com

Phone number: +46 340-667900

SUA-administrator:

Email: SUA_handlaggare_Ringhals@vattenfall.com

Phone number: +46 340-667314

Security Manager Ringhals

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