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Management and documentation system		

INTEGRATED MANAGEMENT SYSTEM POLICY

Guarantor:	Mgr. Miroslava Leflerová	
Submitted by:	Ing. Petr Krs	

REVISION HISTORY

Revision No.	Effective	Guarantor	Description of, or comment on, changes
1.00	01/09/2015	Leflerová	Replaces the Management System Policy of the State Office for Nuclear Safety and the Security Policy of the State Office for Nuclear Safety as a single integrated policy.
1.01	01/03/2017	Leflerová	Reference to the new Atomic Act No. 263/2016 Coll.

Prepared by:

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Ing. Petr Krs

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This policy has been discussed and approved at a management meeting, and all staff members have been acquainted with it.

INTEGRATED MANAGEMENT SYSTEM POLICY

The mission of the State Office for Nuclear Safety is the execution of state administration and control in the use of nuclear energy and ionizing radiation and in the non-proliferation of weapons of mass destruction to protect individuals, society, and the environment.

The integrated management system of the SÚJB creates a single controlled environment for the Office's operation and establishes binding rules for all employees. It provides the confidence of internal and external stakeholders in that, in accordance with the mission of the Office, it provides the correct direction and that management and control of the Office's activities are effectively carried out. The management system of SÚJB as a central administrative office is based on the principles and requirements set out by:

- Legislation of the Czech Republic (Acts No. 263/2016 Coll., No. 19/1997 Coll., No. 281/2002 Coll., and others);
- European legislation, international conventions and agreements relating to the scope of SÚJB;
- The documents IAEA, WENRA, OECD/NEA.

● Priority to safety

The management system primarily promotes the control of nuclear safety and radiation protection as well as the control of the prohibition of chemical and biological weapons and nuclear non-proliferation.

● Impartiality and independence

Control activities are built on equality and objectivity and are based on a graded approach to controlled entities based on risk analysis and assessment.

● A culture of safety

Set of interconnected security assets of the management system guarantees the conscious behavior of the Office built on the enforcement the priority to safety outside and inside.

● Conformity management

Centrally controlled checking of compliance with the requirements of stakeholders, including the recommendations of the IAEA secures the incorporation of the process of conformity management into an integrated management system.

● People and knowledge

Education and the management of knowledge allows for the consistent achievement of professional employee competence and for the creation of a high level of expertise and prestige of the Office.

● Integrated management system framework

A consistency of the structure of managing goals, processes, documentation, and safety as provided by rules established across the management system integrates the system into a unified whole.

● Objectives within the management system

Objectives promoting the proper direction of the Office are established from a long-term strategy to individual processes and are an integral part of the management system.

● Hierarchy of processes

The processes throughout the level of the entire Office are implemented hierarchically into a process map and their deconstruction results in the sub-processes worked into the directives.

● Structure of documentation

The documentation of the management system is created in relation to the significance of the processes and are graded in detail according to their process applicability.

● Feedback and improvement

Responding to the suggestions of stakeholders and the evaluation of the management system in checkpoints enable the dynamic development of the system and its sustainability.