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In the event of any differences in interpretation of this guide, the Finnish version shall take precedence over this translation.

FORMAL REQUIREMENTS FOR THE DOCUMENTS TO BE SUBMITTED TO  
THE INSTITUTE OF RADIATION PROTECTION

1  
GENERAL

This guide deals with the documentary evidence relating to regulation of nuclear power plants to be submitted to the Department of Reactor Safety of the Institute of Radiation Protection for approval, comment, information or as general documentary material for use in subsequent inspections. The license applicant is required, as early as possible, to present the filing system that it utilizes when providing the IRP with documentary evidence relating to regulation of nuclear power plants.

The purpose of this guide is to provide general requirements for the number, format and contents of documentary evidence.

Submittals intended for official review shall be addressed to the IRP, not to any individuals as such submittals cannot be placed in the IRP archives and, consequently, no reference can be made to them in subsequent transmittals.

The term documentary evidence, as used in this guide, means

- a letter
- a cover letter and front leaf
- a cover letter , front leaf and document
- a cover letter and document or
- an inspection request

2  
REQUIREMENTS

2.1  
Format and Contents

One general requirement concerning the contents of documentary evidence is that all the documents dealing with the same issue are furnished with the same title throughout the review. The title shall be constructed to indicate what control phase is involved in accordance with Guide YVL 1.1 as well as to give all other information needed to identify the issue, such as system and component designations.

A letter (a cover letter) shall provide for the following:

- date and reference number of the letter (cover letter)
- the units involved
- the subject matter (title) of the issue under review clearly defined
- references to earlier relevant submittals
- references to previously submitted documents to be used in support of the application for approval
- the purpose of presenting the issue (for approval, comment, information or as general documentary material for use in subsequent inspections)
- the position of the license applicant on the acceptability of the documentary evidence
- signatures including clarifications
- a list of appendices

The documentary evidence is to be provided with a front leaf when approval is sought for. Each document shall have a front leaf of its own, one of which has to be confirmed with an original signature.

Among other things, a front leaf shall provide for the following:

- identification of the license applicant and plant unit
- identification of the issue in accordance with the cover letter
- Safety Class, if systems, components or structures are involved
- identification of the individuals who reviewed and approved the documentary evidence (signatures with clarifications) including dates of review and approval
- division of the contents of documentary evidence in accordance with relevant YVL Guides

Also, space shall be marked on the front leaf for inspection and approval entries by the IRP.

The document must conform to the requirements of relevant YVL Guides and other IRP decisions.

An inspection request must, among other things, specify the following:

- the item to be inspected
- the type of inspection (construction inspection, commissioning inspection etc.)

- time and place of the inspection
- IRP decisions upon which the inspection is based
- the responsible individual designated by the licenses

## 2.2 Number

All the documents that are part of the documentary evidence are submitted to the IRP in duplicate. In some cases, the IRP may require several copies of the document. If the document is to be returned, an extra copy must be enclosed.

Letters, cover letters and inspections requests can be submitted to the IRP in one copy.

If several units located on the same site are identical, one set of documents, including changes and additions, is sufficient. If the systems, structures or components of one unit differ from those of the other units, new, separate documentary evidence is required for such systems, structures and components.

If a document which is part of previously submitted documentary evidence concerning only one unit is to be used for other units as well, the license applicant must consult the IRP to define a detailed procedure for this.