

RDPV – Contractor Performance and Entrance Management

Manual for suppliers

This material contains the procedure for obtaining entry to the premises of SE and instructions for the following tasks:

- ***Information for Entry clearance process for personnel***
- ***Information for Entry clearance process for vehicles***
- ***Information for Entry clearance process for materials transfer***

Content

This material contains the procedure for obtaining entry to the premises of SE and instructions for the following tasks:

- 1. Registration of personal identification data in the SE for the purposes of assigning personal number**
- 2. Registration of professional competence and education of personnel in the SE system**
- 3. Applying for entry permit of the supplier's personnel**
- 4. Change of personal identification data**

Explanations of Terms

1. HR record - a new record template "List of personnel's identification data for assigning of personal number", containing data of the supplier's personnel (eg Name, Surname, Date of Birth, Gender, ID card number, social security number, Contractor's SAP ID)
2. Personal Number - a unique code of the supplier's personnel in the SE's system, whom the entry to the SE's premises is applying for
3. Contractor's SAP ID - a unique code of supplier in the SE's system. Contractor's SAP ID should be provided by an authorized person for the SE, respectively Contract manager

Information for Entry clearance process for vehicles

The deployment of new applications also introduced electronic processing Entry clearance process for vehicles (except RSE and MO34).

The contractor communicates with the Contract Manager at the request of the vehicle entrances to the premises of SE power plants. **Each application is valid only for the site and sector/s for which it was requested and approved.** If the supplier requires vehicle entrance to several locations, it is necessary for each site ask for permission and after approval of applications it will be issued a separate permit valid for each site separately.

For supplier's personnel the vehicle entrances application is requested by the Contract Manager

In the competence of the worker of Protection department is edition of valid vehicle passes and disturbance of approved applications.

Necessary data to the application are in the template:

„Application for permit entry for vehicles“

Information for Entry clearance process for materials transfer

The deployment of new applications also introduced electronic processing Entry clearance process for material transfer (except RSE).

The contractor communicates with the Contract Manager at the request of the materials transfer to the premises of SE power plants. **Each application is valid only for the site and sector/s for which it was requested and approved.** If the supplier requires materials transfer to several locations, it is necessary for each site ask for permission and after approval of applications it will be issued a separate permit valid for each site separately.

For supplier's personnel the materials transfer application is requested by the Contract Manager

In the competence of the worker of Protection department is edition of valid materials transfer passes and disturbance of approved applications.

Necessary data to the application are in the template:

„Application for permit transfer of materials“