



Standard Requirements

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PURPOSE

The purpose of this document is to provide contractors with information which they may need to be aware of when dealing with AWE in the performance of their work.

Specific obligations will be set out in the technical specification and/or contractual terms applicable to each requirement.

DEFINITIONS

"Affiliates" in respect of any body corporate means any holding company of that body corporate and any subsidiary of any such holding company of any tier (as those terms are defined in s1159 of the Companies Act 2006);

"AWE" means AWE PLC whose registered office is Aldermaston, Reading, Berkshire, RG7 4PR (Company No 02763902);

"AWE Site" means the AWE's site at Aldermaston, Reading, Berkshire, RG7 4PR or such other site as may be notified by AWE to the Contractor;

"COMAH" means the Control of Major Accident Hazard Regulations;

"Contract" means the written AWE terms and conditions of contract and the Contract Documents as defined therein;

"Contractor" means the person referred to in the Contract;

"Contractor Parties" means the Contractor's officers, employees and agents and the Contractor's Affiliates, contractors and agents (of whatever tier) and their respective officers, employees and agents;

"Contractor Personnel" means all personnel engaged to provide the Goods/Services from time to time (whether employed directly, supplied by an agency, engaged as or by any sub-contractor or whatever tier or otherwise).

"Goods/Services" means any Goods and/or Services (as appropriate) as defined in the Contract;

"HSE" means Health and Safety Executive;

"Order" means the relevant AWE Standard Purchase Order issued by AWE;

"MOD" means Ministry of Defence;

"MSP" means Management System Procedure;

"REACH" means the Registration, Evaluation, restriction and Authorisation of Chemicals;

"RIDDOR" means the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations ;

SECTION A: VISITING AWE

1 VISITING AWE

1.1 Individuals visiting AWE's Site may only do so with a prior invitation from AWE.

1.2 All visits are at the sole discretion of AWE and subject to satisfactory completion of any security checks required by AWE.

- 1.3 The visitor shall provide AWE all the information it requests in regard to any security check. As a minimum the visitor will be required to provide:
- i. Full name (including and middle names)
 - ii. National Insurance Number
 - iii. Home address
 - iv. Date of Birth
 - v. Nationality
 - vi. Town of birth
 - vii. Residencies outside of the UK during the last 10 years
- 1.4 Requested information shall be provided at least 48 hours prior to the proposed visit.
- 1.5 No visitor shall be allowed more than 30 visits to the AWE Site in one year, after which the individual shall be required to undergo security clearance to a minimum of SC level.
- 1.6 When arriving at AWE, the visitor must present to AWE reception a photographic form of identification. This must be either a driving licence or passport that is in date.
- 1.7 The visitor shall be aware of and comply with the AWE Prohibited and Controlled Items List.
- 1.8 The visitor must be escorted at all times by the host of the visit. The visitor shall follow all AWE policies, procedures and instructions given during their visit.

SECTION B: WORKING AT AWE'S SITE

2 GENERAL REQUIREMENTS

- 2.1 If the Contractor needs to visit the AWE Site more than thirty times in one year and/or undertake work on the Site, the Contractor shall ensure that all personnel complete:
- i. Requisite security clearance to the required level
 - ii. AWE induction and mandatory training
 - iii. Pre-placement health assessment
 - iv. Drugs and alcohol test
- 2.2 Notwithstanding compliance with the above, access to AWE Site is solely at AWE's discretion

3 SECURITY CLEARANCE

- 3.1 The security clearance procedure typically takes between 25 and 120 business days to carry out and complete (dependant on the level of clearance required). The Contractor shall allow such time as a minimum period on programming its work. AWE shall not be held responsible for any delays incurred. On request, AWE shall give the Contractor details of the

- requirements in respect of a particular level of security clearance.
- 3.2 Appropriate security levels must be maintained at all relevant times.
- 3.3 Notwithstanding compliance with any requirement, AWE shall be entitled at any time to deny any person access to the AWE Site. AWE shall not be required to give a reason for such denial of access and its decision shall be final and shall not be subject to dispute resolution of any form.
- 3.4 The Contractor shall establish, implement, operate and maintain effective mechanisms for identifying any changes in the circumstances of any personnel which may affect their security clearance and shall immediately communicate such changes to AWE. Examples of relevant circumstances include:
- i. Matrimonial status or living arrangements
 - ii. Financial circumstances
 - iii. Domicile
 - iv. Job description
 - v. Location where work will be undertaken
 - vi. Information given in obtaining security clearance
- 3.5 In the event the scope of work or location of that work changes, the individual may need to be reassessed for a higher security clearance.
- 3.6 Due to the nature of the work undertaken by AWE, the Contractor's personnel are required to meet special nationality rules. To be eligible, the individual will be required to undergo security clearances and unless otherwise authorised should normally be a British Citizen as defined in the British Nationalities Act 1981 and should normally have resided continuously in the United Kingdom immediately before their application for a security clearance for the period of time stated below:
- Security Check – 5 years
- Developed Vetting – 10 years
- 3.7 Where security clearance has been granted, AWE shall issue passes for admission to AWE's Site. Individuals requiring security clearance shall not be admitted unless in possession of such a pass. Passes shall remain the property of AWE and shall be surrendered on demand or on completion of the work.
- 3.8 If in the opinion of AWE, any individual shall misconduct themselves, or it shall not be in the public interest for the Contractor to use them in provision of the work, then the Contractor shall remove such person without delay on being required to do so by AWE and shall cause the work to be performed by such other person as may be necessary and at no additional cost to AWE.

4 AWE INDUCTION AND MANDATORY TRAINING

4.1 If the Contractor visits the AWE Site more than thirty times in one year and/or work on the AWE Site, then the Contractor shall ensure that all personnel complete the AWE induction and mandatory training.

5 PRE-PLACEMENT HEALTH ASSESSMENT & DRUGS AND ALCOHOL TEST

5.1 The Contractor shall ensure that personnel possess a certificate of fitness for carrying out their work and have undergone drug and alcohol screening prior to commencing work.

5.2 The Contractor shall provide AWE with acceptable proof of having passed this screening.

5.3 AWE has a comprehensive drugs and alcohol policy which applies to all people who work on the AWE Site and incorporates:

- i. pre-placement screening;
- ii. 'for cause' testing; and
- iii. random testing

5.4 AWE has a zero tolerance for illicit drugs and/or alcohol being present in a person's body whilst on the AWE Site. Failure to attend a test or to pass a test shall result in immediate and permanent expulsion from the AWE Site.

5.5 The Contractor may use its own occupational health professional to undertake the drug and alcohol screening and provide a certificate of fitness. The service shall be equivalent to AWE's requirements.

5.6 If the Contractor wishes to use AWE's occupational health provider to complete the drug and alcohol screening and pre-placement health assessment it may do so by making its own arrangement with AWE's occupational health provider. This service is not provided by AWE whether through its occupational health provider or otherwise.

5.7 The Contractor shall instigate and maintain a suitable on-going health surveillance programme to review the continued fitness of personnel. The programme of health surveillance shall be commensurate with legislative requirements and the hazards of the work.

5.8 For the duration of the work on AWE's Site by individuals from the Contractor, if such individuals change the job description for which they were originally screened then they shall need to be reassessed.

5.9 The Contractor shall notify AWE if there is a change in the health status, medical fitness or job role of personnel.

5.10 The result of pre-placement health checks and/or drug and alcohol testing is at AWE's sole discretion. AWE's decision shall be final and shall not be subject to dispute resolution of any form (including any interim relief).

SECTION C: COMING ON TO THE AWE SITE

6 ENTRY SEARCHES

6.1 On entering or exiting an AWE Site all vehicles and personnel are liable to search by MOD Police or AWE's civilian guard force. The Contractor and the Contractor Parties shall fully cooperate with such searches.

7 PROHIBITED AND CONTROLLED ITEMS

7.1 The Contractor and Contractor Parties shall be aware of and comply with the following Prohibited and Controlled Items list.

7.2 Prohibited items

7.2.1 The Contractor shall not bring any of the following prohibited items onto the AWE Site:

- i. Explosives;
- ii. any explosive substance, ammunition or item;
- iii. any firearm, including air rifles and pistols;
- iv. any type of offensive weapon;
- v. any imitation of the above;
- vi. non-prescription medication/illegal drugs;
- vii. heating/cooking gas bottles/fuel; or
- viii. alcohol;

7.3 Controlled items

7.3.1 The Contractor is permitted to bring the following portable electronic devices and other specified items on to the AWE Site. The use of such items is governed by the AWE company zoning policy and AWE security procedures. Breach of security procedures will result in personnel being referred to their appropriate disciplinary systems and may ultimately result in them being removed from AWE Site.

- i. Photographic equipment including any type of camera, photographic film and storage media (including camera phones);
- ii. Recording equipment, including audio, video tapes and discs;
- iii. Computer equipment or IT storage media, including but not limited to laptops, PDAs, USB devices, IPODS, MP3 players, software and CD ROMs;
- iv. Radio transmitting equipment or device, including but not limited to mobile phones, removable CB radios;
- v. Removable satellite navigation systems;
- vi. Laser pens, pen drives, USB devices and smart media;
- vii. Vehicle fixed equipment such as radios, telephones, satellite navigation systems and on-board computer devices must be declared prior to entry to the AWE Site and can remain in the vehicle but must be switched off at all times whilst on the AWE Site; and
- viii. Binoculars

- 7.3.2 MOD Police or AWE's civilian guard force are authorised to confiscate any item on this list discovered during searches.

SECTION D: GENERAL ON SITE REQUIREMENTS

8 HEALTH AND SAFETY

- 8.1 AWE's reputation and public confidence in its operations depends on achieving excellence in health, safety, security and environment and the overall quality of all its work. No single standard or obligation can encompass this but the Contractor shall be aware of the nature of AWE's business and carry out all aspects of its work in a safe, secure and clean manner.
- 8.2 The Contractor shall make appropriate assessments of the hazards associated with its work and apply the identified controls in accordance with good practice. In doing so it shall take proper notice of the workplace risk assessments provided by AWE and implement the identified controls.

9 ENVIRONMENT

- 9.1 The Contractor shall make appropriate assessments of the hazards and environmental aspects associated with its work and apply the identified controls in accordance with good practice. In doing so it shall take proper notice of the workplace risk assessments provided by AWE and implement the identified controls.

10 PERSONAL PROTECTIVE EQUIPMENT

- 10.1 The Contractor shall provide all personnel working at the AWE Site any protective clothing which may be required, such as Personal Protective Equipment (PPE) and ensure any PPE is consistent design and quality satisfactory to AWE.
- 10.2 The Contractor shall ensure PPE is manufactured to the relevant EN Standard.
- 10.3 The Contractor shall ensure that PPE is kept clean and in good repair.

11 PROCEDURES, POLICIES and PROCESSES

- 11.1 The Contractor and Contractor Parties shall ensure they comply with all relevant procedures, policies and processes at all times.

12 CONTRACTOR'S PROPERTY

- 12.1 The Contractor shall ensure that property (including plant, equipment and tools etc) belonging to the Contractor or Contractor Parties brought onto AWE's Site, is safe, used in line with AWE's Site rules and procedures and shall be marked with the Contractor's name.
- 12.2 Any equipment not marked in accordance with this condition may be deemed to be the property of AWE.

13 HOURS OF WORK

13.1 Unless separately outlined in a Contract between AWE and the Contractor, the Contractor, subject to any other restrictions, shall carry out its work on the AWE Site between the hours of 09:00 and 16:30 other than on Saturday, Sunday, English bank or public holidays and 25th December to 31st December inclusive. Please note that AWE operates on a 9 day fortnight basis therefore the AWE Site will be closed every alternate Friday.

14 ASSURANCE EVENTS AND REPORTING

14.1 AWE operates a procedure for reporting and processing accidents, incidents and near misses. The Contractor shall comply with procedures and report as necessary.

14.2 Where the Contractor reports an incident, that occurred on an AWE Site, to the HSE pursuant to RIDDOR, the Contractor shall immediately notify AWE. Within 1 business day of AWE's request, the Contractor shall give all information requested regarding the reportable incident to AWE. In all circumstances the Contractor shall give to AWE one copy of the duly completed notification form F2508 'Report of an Injury or Dangerous Occurrence' or form F2508A 'Report of a Case of Disease', as the case may be, not later than 5 business days after occurrence of the reportable incident.

15 WORK AUTHORISATION AND PERMITS

15.1 The Contractor shall obtain the relevant authorisation and permit for work in accordance with MSP 702 'Work Control' and CSI 709 'Permit to Work' before it commences work on the AWE Site.

16 ASBESTOS

16.1 If the Contractor discovers or suspects the presence of asbestos the Contractor shall immediately stop work and inform AWE of its discovery or suspicion. The Contractor shall comply with all AWE instructions and shall not recommence work until instructed to do so by AWE. This provision will not apply to this extent that the Contractor is engaged under a Contract to carry out work involving asbestos.

16.2 The Contractor shall comply with AWE's arrangements for dealing with asbestos on the AWE Site as set out in MSP 1104 'Management of Asbestos'.

16.3 The Contractor shall meet the legal requirement to provide asbestos awareness training to any of its employees who are liable to disturb asbestos while carrying out their normal everyday work (ref. Regulation 10 of the Control of Asbestos Regulations 2012).

16.4 Guidance is available from the AWE Asbestos Focal Point Team (tel. 0118 982 27463).

17 HAZARDOUS MATERIALS

17.1 The Contractor shall comply with the obligations in the Company Restricted & Prohibited Substances (CRPS) List and shall ensure that its works are free from any materials, substance or products identified as prohibited in the CRPS List. A copy of the CRPS list is available from AWE Supply Chain

Management.

- 17.2 The Contractor shall not bring onto the AWE Site any substance which is subject to COMAH without AWE's prior written permission. Such substances include both those named in COMAH as well as those which fall within the categories identified in COMAH.
- 17.3 The Contractor shall not bring any radioactive material, radioactive sources or any equipment containing radioactive material onto the AWE Site without AWE's prior written consent. Guidance is available from the AWE Radioactive Item Registry (ARIR) Coordinator (01189826779).
- 17.4 Before commencing work, if requested by AWE, the Contractor shall establish, operate and maintain to AWE's satisfaction effective arrangements for both storage and emergency response to prevent the accidental escape of any hazardous material.

18 WASTE

- 18.1 AWE is committed to reducing its waste. Where waste cannot be avoided, the waste hierarchy shall be applied by the Contractor.
- 18.2 Contractors shall comply with the requirements for planning, characterising, storing and removing/discharging waste that has arisen during the course of work as described in AWE Waste Processes and the following Management System Standards (MSS):
- i. MSS 1602 Solid and Non-Aqueous Liquid Radioactive Waste
 - ii. MSS 1604 Controlled Waste Management
 - iii. MSS 1605 The Management of Aqueous Waste
- 18.3 The Contractor shall identify a competent individual to be accountable for managing waste arising from the Contractor's activities.
- 18.4 The Contractor shall refer to the technical specification to understand their responsibilities for waste removal. Should the Contractor undertake their own waste removal, they shall be required undergo a competency assessment and shall understand and comply with the requirements for reporting waste statistics to AWE.
- 18.5 Guidance is available from the Waste Service Desk (tel. 0118 9872727).

19 EXPLOSIVES

- 19.1 AWE's Site has special requirements relating to Explosives Safeguarding.
- 19.2 AWE Sites have controls, under the HSE Explosives Licence, for the deployment of people in certain areas. These internal safeguarding areas may be consulted on maps that are available on AWE PLC GIS system and AWE PLC Explosives Safety Manual (AWE.MAN.S/14) and shall be adhered to.
- 19.3 Explosives can only be introduced to AWE Sites under AWE control procedures. Nail gun cartridges and cable spiking cartridges are examples of explosives for which particular controls maybe required above those

experienced elsewhere.

- 19.4 Where explosives are being supplied by AWE, either those explosives shall continue to be outside the scope of the Identification and Traceability of Explosives Regulations 2013, or the AWE Explosives Safety Lead shall be contacted to ensure that the appropriate legal provisions are in place.

20 CDM

- 20.1 Where applicable, the Contractor shall comply with all obligations pursuant to CDM Regulations and MSP 1201 'Design Planning & Management of Construction Work Under Construction Regulations 2007'.
- 20.2 Guidance is available from the AWE CDM Technical Authority (tel. 0118 985 0252).

21 RADIATION PROTECTION

- 21.1 The Contractor may be requested to undertake work in designated areas as defined in the Ionising Radiations Regulations 1999. If necessary, specific arrangements for advice may be sought through a Radiation Protection Adviser (RPA).
- 21.2 Contractor Personnel that are classified persons will need to provide such information as AWE may require in order to manage the persons suitably. Information on dosimetry and employment medical advisers will be needed.
- 21.3 The Contractor shall be responsible for ensuring arrangements with their sub-contractors are suitable and comply with the requirements of the Ionising Radiations Regulations 1999.
- 21.4 Radiation employers are required to have their own RPA advice. Confirmation of the arrangements must be forwarded to the Head of Corporate RPA (01189 850339).
- 21.5 Further advice may be sought from the company RPAs or via the Head of Corporate RPA (01189 850339).

22 IT

- 22.1 The Contractor shall comply with AWE's instructions and policies in respect of IT systems, including any security procedures and shall not access or use any of AWE's IT systems without AWE's prior written permission.
- 22.2 Any of the Contractor's IT equipment whilst on AWE's Site is to be registered with the IT Security Officer.
- 22.3 Use of AWE IT equipment requires completion of mandatory training.
- 22.4 Any email and/or telephone calls, using AWE equipment may be monitored.
- 22.5 Non AWE equipment shall not be connected to AWE systems unless prior authorisation is provided.

23 PORTABLE ELECTRONIC DEVICES (PEDS)

23.1 The Contractor shall comply with the PED zoning policy which governs the use of PEDs (including mobile phones, laptops and other devices) which are permitted to be brought onto the AWE Site under the Prohibited and Controlled Items List. The PED zoning policy covers use inside buildings on the AWE Site and carriage of PEDs outside building on the AWE Site.

23.2 Personnel will be advised of the PED zoning policy and local arrangements when on the AWE Site.

24 MOTOR INSURANCE

24.1 The AWE Site is maintained and operated by AWE on behalf of the MOD which retains ownership of the AWE Site. The AWE Site is subject to the terms of the Road Traffic Act 1988. The Contractor shall ensure that their policy or policies of insurance provide the necessary cover for driving on an MOD site.

SECTION E: OTHER REQUIREMENTS

25 DELIVERY

25.1 The Contractor shall ensure that all deliveries and collections to AWE are to be pre-notified to AWE site logistics team using the delivery booking system.

25.2 Due to the high number of deliveries at AWE, the Contractor will be allocated a delivery slot. If the Contractor arrives outside of their allocated time, they will not be allowed access to the AWE Site and will be required to return at the agreed time. In special circumstances the Contractor may be held until the AWE Site contact is in a position to receive the delivery. The Contractor should be aware that there are no free waiting areas locally to AWE, so the Contractor should stay away until they are within their window and not use local industrial estates around AWE's Site.

25.3 Contractors arriving at the AWE Site without prior booking confirmation will not be permitted access to AWE Site.

25.4 The Contractor shall contact the AWE site logistics office on 0118 985 4710 or email logistics@awe.co.uk to obtain the necessary booking form.

25.5 The Contractor shall provide a minimum of 3 working days to AWE site logistics for any abnormal loads deliveries.

25.6 All delivery drivers shall be in possession of photographic identification such as a passport or drivers licence to enable access to AWE's Site.

26 PUBLISHING INFORMATION

26.1 The Contractor shall not publish any photographs or any information related to AWE and/or opinions about AWE on the internet, including (but not limited to) forums and social networking sites. The Contractor shall ensure this requirement is complied with by all the Contractor Parties who work with/at/on behalf of AWE.

27 ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (EDMS)

27.1 If applicable, the Contractor shall use the EDMS specified by AWE in relation to all documents produced or to be used in the carrying out its work.

28 ETHICS, ANTI BRIBERY AND ANTI CORRUPTION

28.1 The Contractor shall comply with the AWE Business Ethics Policy, a copy of which is available on the AWE website.

29 REACH

29.1 Where REACH registration or authorisation is applicable to the works, the Contractor shall ensure that prior to delivery it has:

- i. procured all requisite authorisation and registration; and
- ii. given copies of all authorisation and registration documentation to AWE.

30 SUSTAINABILITY

30.1 AWE is committed to introducing sustainable development into all of its processes and activities and recognises the importance of carrying out its procurement activities in an environmentally and socially responsible manner. AWE is committed, wherever possible, to procuring more sustainable products and services and has embarked upon a programme to integrate sustainability principles throughout its supply chain management activities. This includes:

- i. use of contractors who have adopted or are working towards an externally certified environmental management system such as ISO 14001;
- ii. consideration of whole life cycle costs such as standardisation, maintenance, running costs, longevity and disposal;
- iii. encouraging innovation;
- iv. reductions in energy consumption, carbon emissions and waste;
- v. use of environmentally friendly products e.g. from renewable and sustainable sources;
- vi. consideration of the source of supply such as use of local contractor and impact of a contractor's activities on the environment and local community;
- vii. social responsibility such as compliance with core labour standards and equal opportunities.

30.2 AWE may set out specific sustainability criteria or requirements in an Invitation to Tender. As a minimum, the Contractor must identify the sustainability of its proposal and explain any mitigations or benefits. Consideration must also be given to alternative solutions for meeting AWE's requirements which offer improvements in value for money, including whole life costs. If no sustainable development considerations are identified or offered, the Contractor must explain the reason why.

SECTION F: QUALITY

31 QUALITY MANAGEMENT

- 31.1 The Contractor shall perform the Goods/Services in accordance with quality requirements specified in the Contract.
- 31.2. Where, and to the extent that materials and workmanship are not fully detailed or specified, they are to be of a standard appropriate to the Goods/Services.
- 31.3 The Contractor shall establish, maintain and implement a Quality System in accordance with BS EN ISO 9001:2000 "Quality Management Systems:- Requirements" and the additional requirements of AQAP 2110 Edition 3 NATO Quality Assurance Requirements for Design, Development and Production will apply.
- 31.4 Adherence to the quality system shall ensure the provision of the Goods/Services is executed and completed by the Contractor in accordance with the Contract and that appropriate evidence of such is provided to AWE.
- 31.5 The Contractor shall develop and submit to AWE, for consent or agreement, at AWE's discretion, a detailed quality plan relevant and appropriate to the performance of the Goods/Services.
- 31.6 The Contractor shall develop and submit to AWE, for consent or agreement, at AWE's discretion, detailed inspection & test plans for the varying stages of the Goods/Services. The Contractor's involvement shall be fully annotated and provision made within the plans for AWE's involvement to be clearly identified and understood.
- 31.7 Where AWE has given consent or agreement either expressly or implied to Quality Documents, they shall not be changed, revised, altered or amended without the further consent or agreement of AWE.
- 31.8 The Contractor shall prepare and implement an effective planned audit schedule for all aspects in provision of the Goods/Services. The Contractor shall submit to AWE an authorised copy of the audit schedule in line with the requirements.
- 31.9 The timing or schedule of audit and review activities that are to be undertaken by the Contractor shall be notified to AWE. AWE shall, at its discretion, provide an observer for any audit and reviews that are scheduled.
- 31.10 The Contractor shall provide to AWE, copies of all reports, including corrective actions, as a result of the audit and review activities undertaken.
- 31.11 The Contractor shall agree and subsequently implement any corrective action resulting from any visit to the Contractor's, sub-contractors or vendor's premises, carried out for the purpose of evaluation, or inspection of any part of the Contractor's arrangements.
- 31.12 The Contractor shall provide AWE's representative with access to their premises and those of their sub-contractors and/or vendor's at any reasonable time for the purpose of evaluation, audit or inspection of any part of the Contractor's arrangements.

- 31.13 All requirements of this Contract may be subject to Government Quality Assurance (GQA). You will be notified of any GQA activity to be performed. The MOD shall be afforded the same courtesy of access as AWE and shall be accompanied by AWE.
- 31.14 The Contractor shall appoint a quality representative who shall have the appropriate authority and shall be the focal point of contact and co-ordination for all matters relating to quality during the performance of the Goods/Services.
- 31.15 The Contractor shall, at the commencement of the Contract, notify AWE in writing of the name, qualifications, address and telephone number (normal working hours) of the appointed quality representative.
- 31.16 The Contractor shall maintain suitable and appropriate quality records, which shall provide documentary evidence that performance of the Goods/Services complies fully and satisfactorily with Contract requirements.
- 31.17 Quality records shall be prepared in conjunction with the performance of the activity to which they relate, or as soon as is reasonably practicable thereafter. All inspection and/or test records shall be signed and dated, for the purpose of validation, by the appointed responsible person who actually conducted the inspection and/or test activities.
- 31.18 Records and record indexing systems shall provide sufficient information to uniquely identify each record to the item and/or activity to which it relates. Record storage shall be safe and secure so as to prevent damage, deterioration or loss. Filing systems shall ensure that all records are readily retrievable.
- 31.19 The Contractor shall prepare two identical sets of the quality records. The original set shall be retained by the Contractor for a period of at least six years, 12 years, or longer where identified by regulatory or statutory requirements, from the completion (i.e. the last payment) of the Contract.
- 31.20 The second set of quality records shall contain certified copies of the original certification, and shall be submitted to AWE for acceptance, at or before, agreed completion of the Goods/Services to which the records relate.
- 31.21 When the specified minimum period for retention of records by the Contractor has elapsed, the Contractor shall request written consent or agreement, as confirmation, for disposal instructions from AWE with regard to the records.