**THE SPECIFICATION**

**1.0 INTRODUCTION**

1.1 The Contractor will provide radiation protection adviser services (“the Services”) to the Company’s three ports being the Port of Felixstowe, Suffolk, Harwich International Port, Essex and London Thamesport, Isle of Grain, Kent.

1.2 The Contractor’s performance will be monitored against Key Performance Indicators (“KPI’s”), see Schedule 3.

1.3 The Contractor will be required to attend MANDATORY Port Health and Safety inductions prior to obtaining access to secure areas on the Ports. No access to secure areas shall be granted without the pass card.

1.4 At all times the Contractor must hold a certificate of competence awarded by a Health and Safety Executive approved assessing body. Any revocation of such certification must be notified to the Company immediately.

**2.0 SCOPE OF SERVICES**

2.1 The Company’s radiation hazards fall broadly into three brackets:

* 1. X-ray container and baggage scanners;
	2. Legitimate Class 7 cargo; and
	3. Rogue sources inside, and contamination of, other cargo

2.2 The Contractor will provide comprehensive Services to include but not be limited to:

2.2.1 Advice to ensure compliance with the following statutory instruments, and will include routine liaison with the relevant Regulator:

 a) Ionising Radiations Regulations 1999;

 b) Environmental Permitting Regulations 2010;

c) The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009;

d) Management of Health and Safety at Work Regulations 1999;

e) European Agreement Concerning the International Carriage of Dangerous Goods by Road (ADR); and

f) International Maritime Dangerous Goods Code (IMDG)

2.2.2 Routine site visits to each Port for the purpose of:

a) Management and training (including refresher) of Radiation Protection Supervisors (indicative one visit per annum);

b) Assessment of class 7 cargo, contaminated cargo and rogue sources as required (indicative six visits per annum)

2.2.3 Servicing/recalibration and recertification of equipment at the Ports as more particularly described in paragraph 2.6 below.

2.3 Annual site visit to each Port for review/audit of the Company documents produced in accordance with paragraph 2.2.1 above. This will include at least the following procedures, where necessary:

a) Radiation Protection Plan;

b) Establishing and monitoring Controlled Areas;

c) Risk Assessment(s) including relevant Contingency Plans;

d) Local Rules including written arrangements required by point 2.2.1a above;

e) Arrangements for instrument calibration;

f) X-ray scanner leakage and boundaries; and

g) Follow up of audit actions.

2.4 Provision of off-site support, during normal office hours, by phone or email.

2.5 Provision of 24/7 emergency callout facility. This is rarely (if ever) needed, but in the event of a radiological incident the Company would require the Contractor’s attendance on-site as soon as practicable to assess the degree of hazard and advise on appropriate controls.

 Timeframe to attendance to site in the event of emergency callout:

|  |  |
| --- | --- |
| Port | Time to site (hours) |
| Port of Felixstowe | 1 hour |
| Harwich International Port | 1.5 hours |
| London Thamesport | 2.5 hours |

2.6 Servicing/Recalibration and Recertification of Equipment:

2.6.1 Harwich International Port

Before the commencement of the cruise season (normally April but this will be confirmed on an annual basis in January of each year), the Contractor will be required to check the Port’s x-ray equipment for leakage and ensure that there is an up to date copy of local working instructions attached to each x-ray machine. Currently there are nine x-ray machines. Applicable charges are included in Schedule 2.

The Contractor will also be required to service and calibrate on an annual basis, the Port’s radiation detector: Mini 900R – Serial No 032107. The unit must be delivered back to the Port and a certificate of calibration provided to the Company.

Timeframe for return of equipment to the Port following servicing/calibration in the table below:

|  |  |
| --- | --- |
| Return of equipment to the Port |  Less than 14 days |

If repairs are required the Contractor must advise the Port before any repairs are undertaken detailing the nature of the repair, the applicable charges and any delays in return of the equipment to the Port. In the event the equipment is considered beyond repair the Port must be advised immediately.

2.6.2 London Thamesport

Annual recalibration of radiation monitors: Radiation alert MC1K and Rotem RAM GENE-1Mark II. Certificate of conformance required for each.

Timeframe for return of equipment to the Port following recertification in the table below:

|  |  |
| --- | --- |
| Return of equipment to the Port |  Less than 14 days  |

2.6.3 Port of Felixstowe

Annual recalibration of (a) approximately 14 Thermo Mk2 EPD’s and (b) 1 NE Technology Electra Plus 1A ratemeter with MC71 probe. The Contractor will advise the Company of the address to which the equipment is to be sent. Test certificates shall be provided to the Company. Test dates shall be agreed between the Contractor and the Company based on expiry of existing calibrations. The Contractor shall liaise with any third parties directly so that the Company only deals with the Contractor.

EPD’s will be released by the Customer in batches of two, and the Contractor’s pricing/scheduling of work shall take this into account.

Timeframe for return of equipment to the Port following calibration in the table below:

|  |  |
| --- | --- |
| Return of equipment to the Port |  Less than 14 days  |