



ROSATOM



ROSATOM STATE CORPORATION FOR ATOMIC ENERGY

Instructions on connection to Unified Industry Quality Management System (UIS-Quality)

Moscow, 2018

1

How to connect?

2

How to learn to work in the system?

3

Where can I get help?

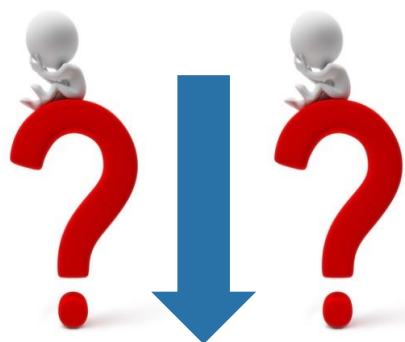


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How to connect?



Choose the option

Employee of a nuclear industry
enterprise (category A)

Slide 4

Supplier/Contractor/Subcontractor
(category C)

Slide 5

Organization estimating compliance
(category C)

Slide 6

Representative of state authorities
(category B)

Slide 7

Foreign citizens and citizens of the
Russian Federation on the territory
of foreign states (category C)

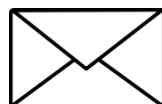
Slide 8

Employee of a nuclear industry enterprise (category A)



Need access to UIS-Quality system

- | | | |
|--------|---|---|
| Step 1 | Fill in the application for the receipt of access (PS*), which can be found here | User |
| Step 2 | Have the application signed by an immediate supervisor, in the security service department and in the HR department (in case, if the organizations' personnel records are not maintained in the centralized industry system) | |
| Step 3 | Send an application to the Users' Support Center (scanned copy to the email 1111@greenatom.ru) | |
| Step 4 | Registration and application review | Users' support center |
| Step 5 | Agree applications with the owner of information resource | |
| Step 6 | Connection of user's account, change of authorities in target system | Administrators of UIS-Quality |
| Step 7 | Transfer of data on the account to the enterprise (from IB Greenatom) | Security administrators |
| Step 8 | Receive data on the account from the Security Administrator of your enterprise | User and Information Security Administrator |

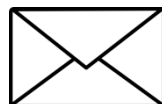
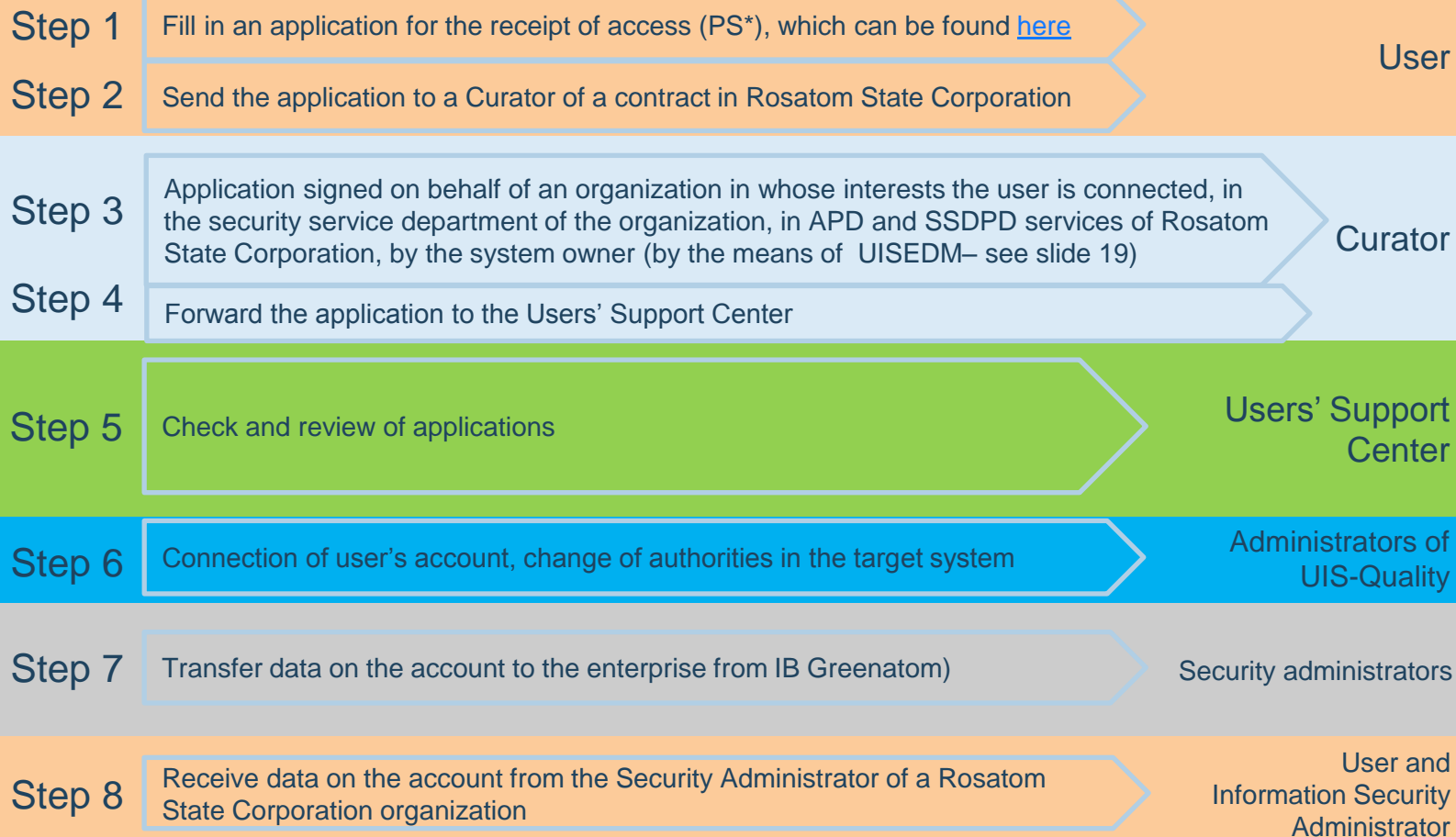


Access granted, you can start to work!

Employee of a supplier, contractor or subcontractor (category C)



Need access to UIS-Quality system



Access granted, you can start to work!

Employee of an
organization
estimating
compliance
(category C)



Need access
to UIS-Quality
system

Step 1

Fill in an application for the receipt of access (PS*), which can be found [here](#)

User

Step 2

Forwarded the application to the Curator in the department of technical regulation of Rosatom State Corporation

Step 3

Signing the application on behalf of the curator, in APD and SSDPD services of Rosatom State Corporation, by the system owner (by the means of UISEDM – see slide 19)

Curator (DTD)

Step 4

Forward the application to the Users' Support Center

Step 5

Registration and review of applications

Users' support
center

Step 6

Connection of user's account, change of authorities in the target system

Administrators of
UIS-Quality

Step 7

Transfer data on the account to the enterprise from IB Greenatom)

Security administrators

Step 8

Receive data on the account from the Security Administrator of a Rosatom State Corporation organization

User and
Information Security
Administrator


Access granted, you can start to work!

Representative of
State Authority
(category B)



Need access
to UIS-Quality
system

Step 1

Fill in an application for the receipt of access (PS*), which can be found [here](#)

Step 2

Have the application signed by the head of an organization

Step 3

Forward the application to the Quality Management Department of Rosatom State Corporation

User

Step 4

Have the application signed on behalf of Quality Management, in APD and SSDPD services of Rosatom State Corporation, by the system owner (by the means of UISEDM – see slide 19)

Step 5

Forward the application to the Users' Support Center

Quality
Management

Step 6

Registration and review of applications

Users' support
center

Step 7

Connection of user's account, change of authorities in the target system

Administrators of
UIS-Quality

Step 8

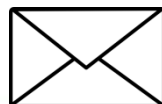
Transfer data on the account to the enterprise from IB Greenatom)

Security administrators

Step 9

Receive data on the account from the Security Administrator of Rosatom State Corporation

User and
Information Security
Administrator

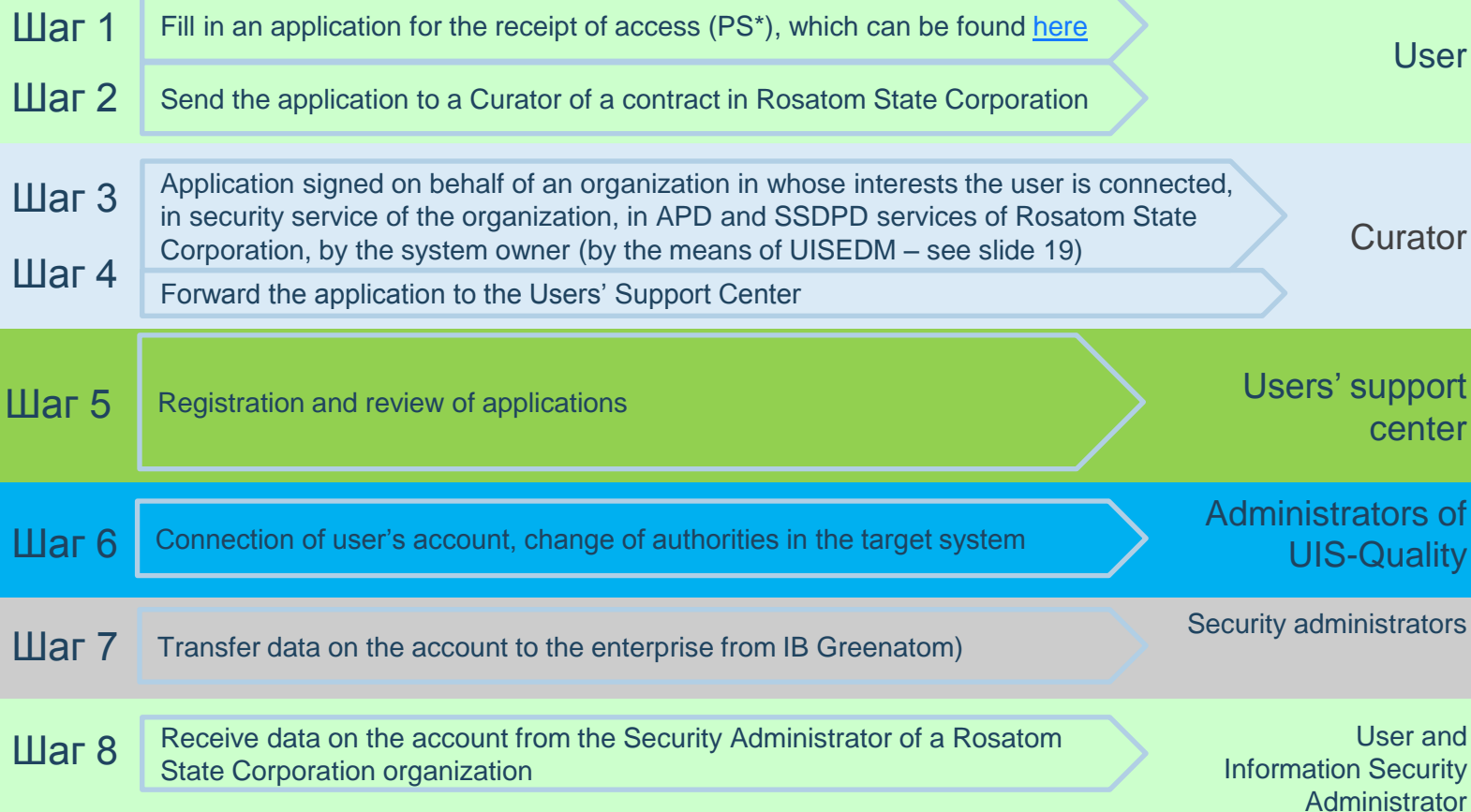


Access granted, you can start to work!

Foreign citizen and Russian citizen on the territories of foreign states (category C)



Need access to UIS-Quality system



Attention! Completion of mass performance sheets is not permitted for foreign citizens.



Access granted, you can start to work!



How to enter the system?

Want to enter?
Press here!

Are you a local
administrator?



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Enter the system using
of the provided accounts



Logon with GK account (at a develop



Logon with INTER account

For the employees of nuclear industry
enterprises

Entry is performed automatically!

If the entry has not been performed
automatically or the user is not an employee
of nuclear industry

Recommended
browsers:



Internet Explorer 11
and higher



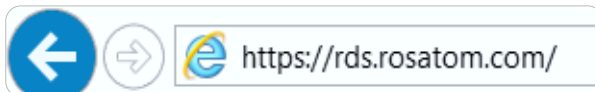
Google Chrome 56
and higher



Mozilla Firefox 51
and higher



Opera 12
and higher



Separate entry for a local administrator!

Want to enter?
Press here!



ROSATOM

Enter the system using
of the provided accounts



Logon with GK account (at a develop



Logon with INTER account

For the employees of nuclear industry
enterprises

Entry is performed automatically!

If the entry has not been performed
automatically or the user is not an employee
of nuclear industry

Recommended
browsers:



Internet Explorer 11
and higher



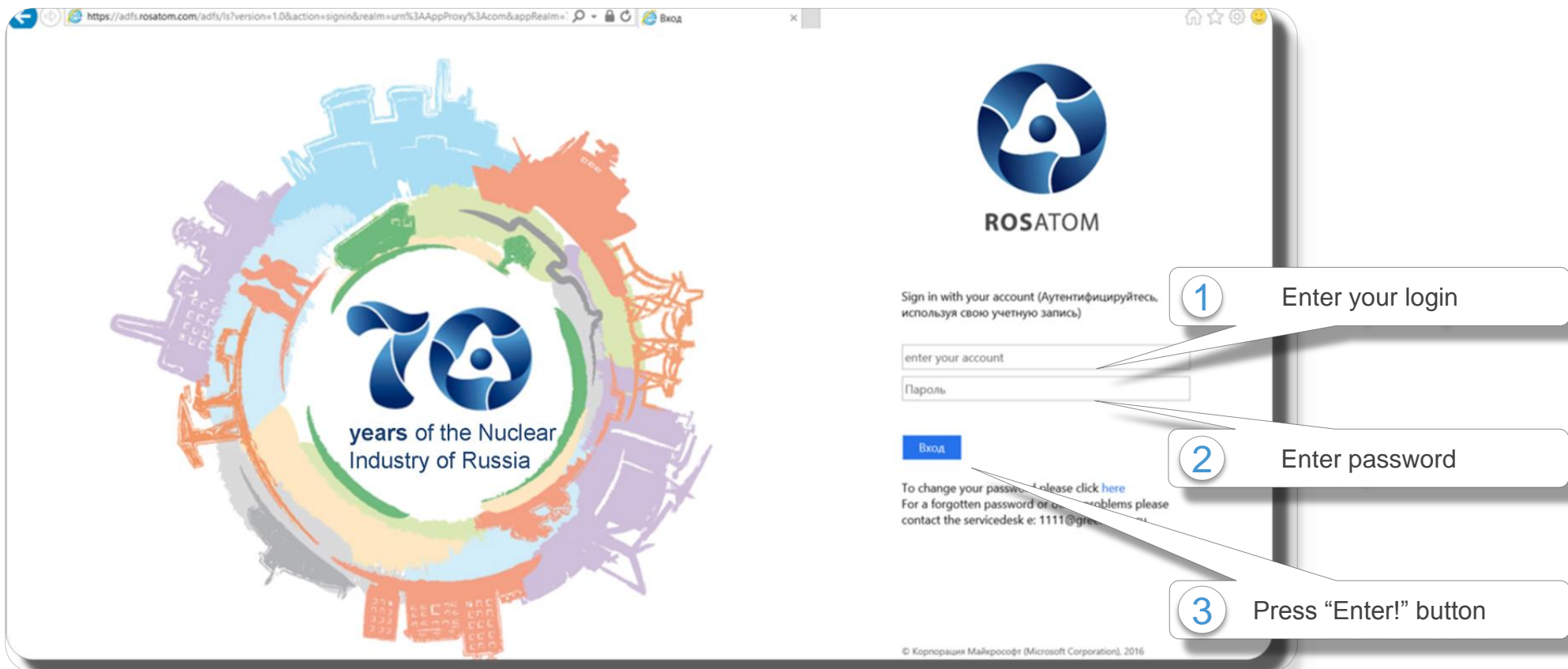
Google Chrome 56
and higher



Mozilla Firefox 51
and higher



Opera 12
and higher



The screenshot shows the ROSATOM login interface. On the left is a large graphic celebrating the 70th anniversary of the Nuclear Industry of Russia. On the right is the login form. Three numbered callouts provide instructions:

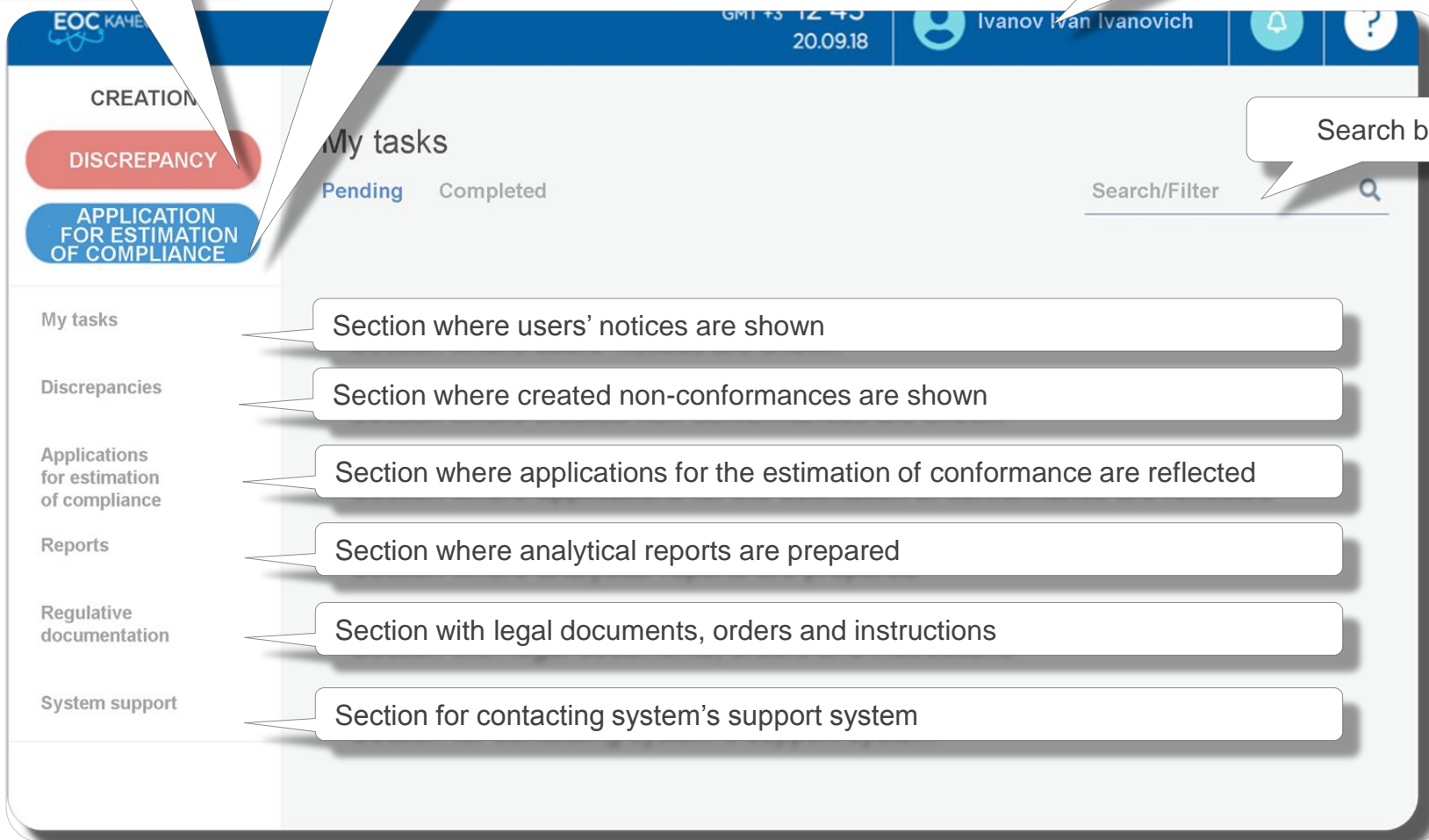
- 1** Enter your login: Points to the "enter your account" input field.
- 2** Enter password: Points to the "Пароль" (Password) input field.
- 3** Press "Enter!" button: Points to the blue "Вход" (Login) button.

Below the login form, there are links for password recovery and contact information for the service desk.

Report a non-
conformance

Request estimation of
conformance

User's information



The screenshot shows the UIS system interface. At the top, there is a header bar with the EOC KACHE logo, a clock showing GMT +3 12:45 on 20.09.18, and a user profile for Ivanov Ivan Ivanovich. Below the header, there is a sidebar with a 'CREATION' section containing three buttons: 'DISCREPANCY' (red), 'APPLICATION FOR ESTIMATION OF COMPLIANCE' (blue), and 'My tasks' (grey). The main content area is titled 'My tasks' and has tabs for 'Pending' and 'Completed'. A 'Search/Filter' bar is located on the right. Below the 'My tasks' section, there is a list of links: 'My tasks', 'Discrepancies', 'Applications for estimation of compliance', 'Reports', 'Regulative documentation', and 'System support'. Callouts point to these sections with descriptive text.

Search bar

Section where users' notices are shown

Section where created non-conformances are shown

Section where applications for the estimation of conformance are reflected

Section where analytical reports are prepared

Section with legal documents, orders and instructions

Section for contacting system's support system

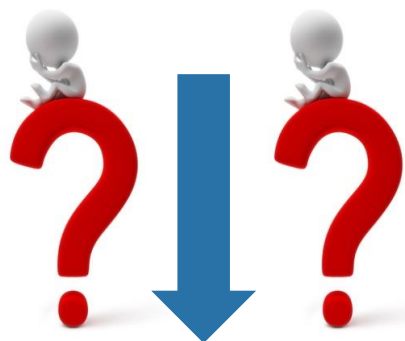


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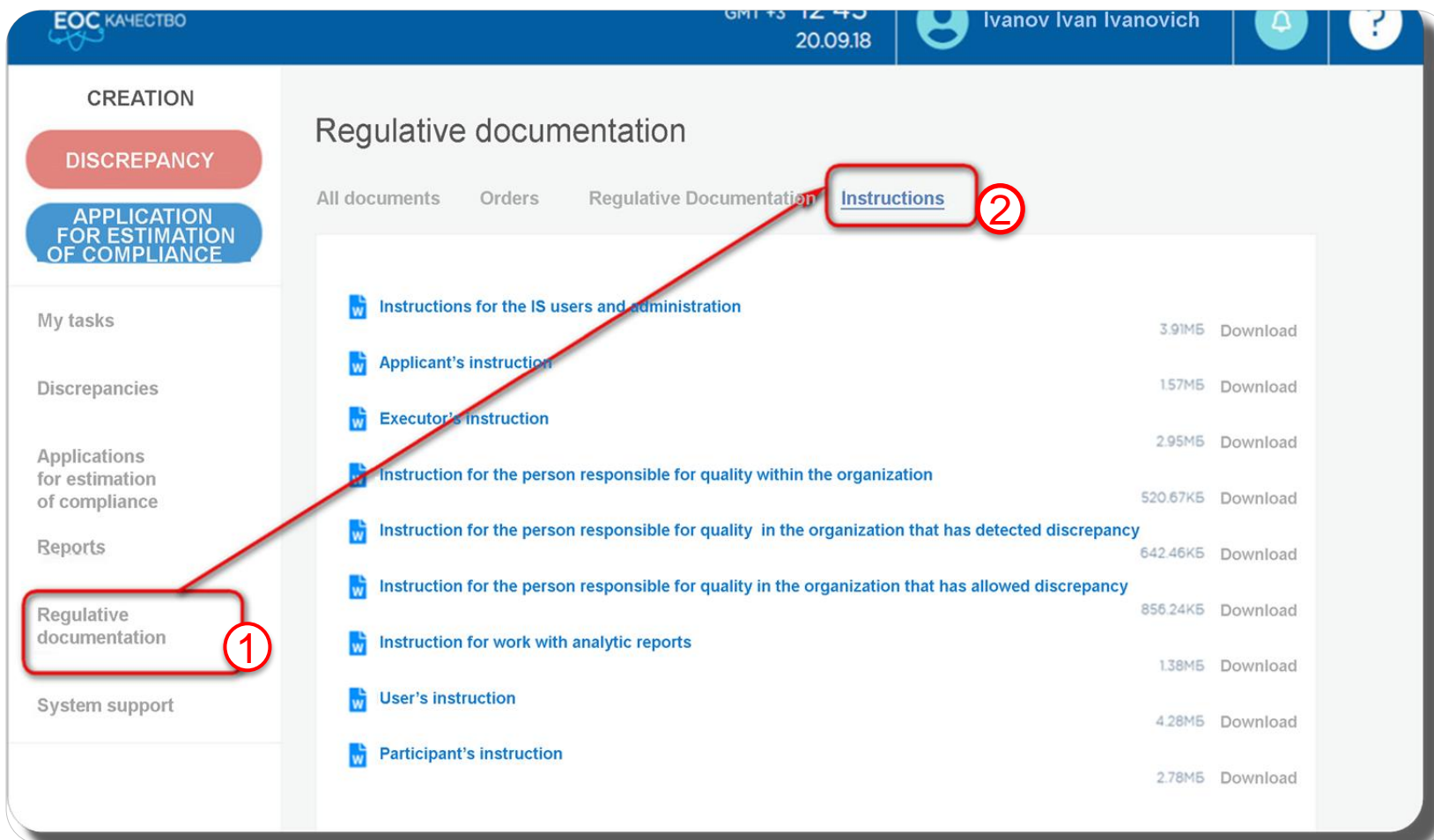
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Where to find educational materials?



The beginning seems to be more than
half of the whole,

Aristotle



EOC KACHETBO GMT+3 12:43 20.09.18 Ivanov Ivan Ivanovich

CREATION

DISCREPANCY

APPLICATION FOR ESTIMATION OF COMPLIANCE

My tasks

Discrepancies

Applications for estimation of compliance

Reports

Regulative documentation 1

System support

Regulative documentation

All documents Orders Regulative Documentation **Instructions** 2

Instructions for the IS users and administration	3.91M5	Download
Applicant's instruction	1.57M5	Download
Executor's instruction	2.95M5	Download
Instruction for the person responsible for quality within the organization	520.67K5	Download
Instruction for the person responsible for quality in the organization that has detected discrepancy	642.46K5	Download
Instruction for the person responsible for quality in the organization that has allowed discrepancy	856.24K5	Download
Instruction for work with analytic reports	1.38M5	Download
User's instruction	4.28M5	Download
Participant's instruction	2.78M5	Download

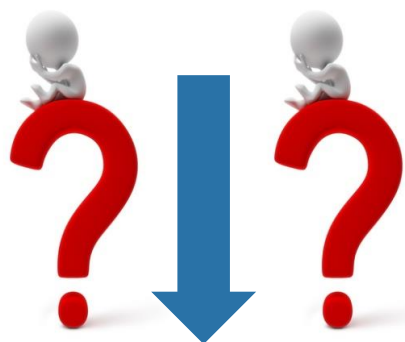


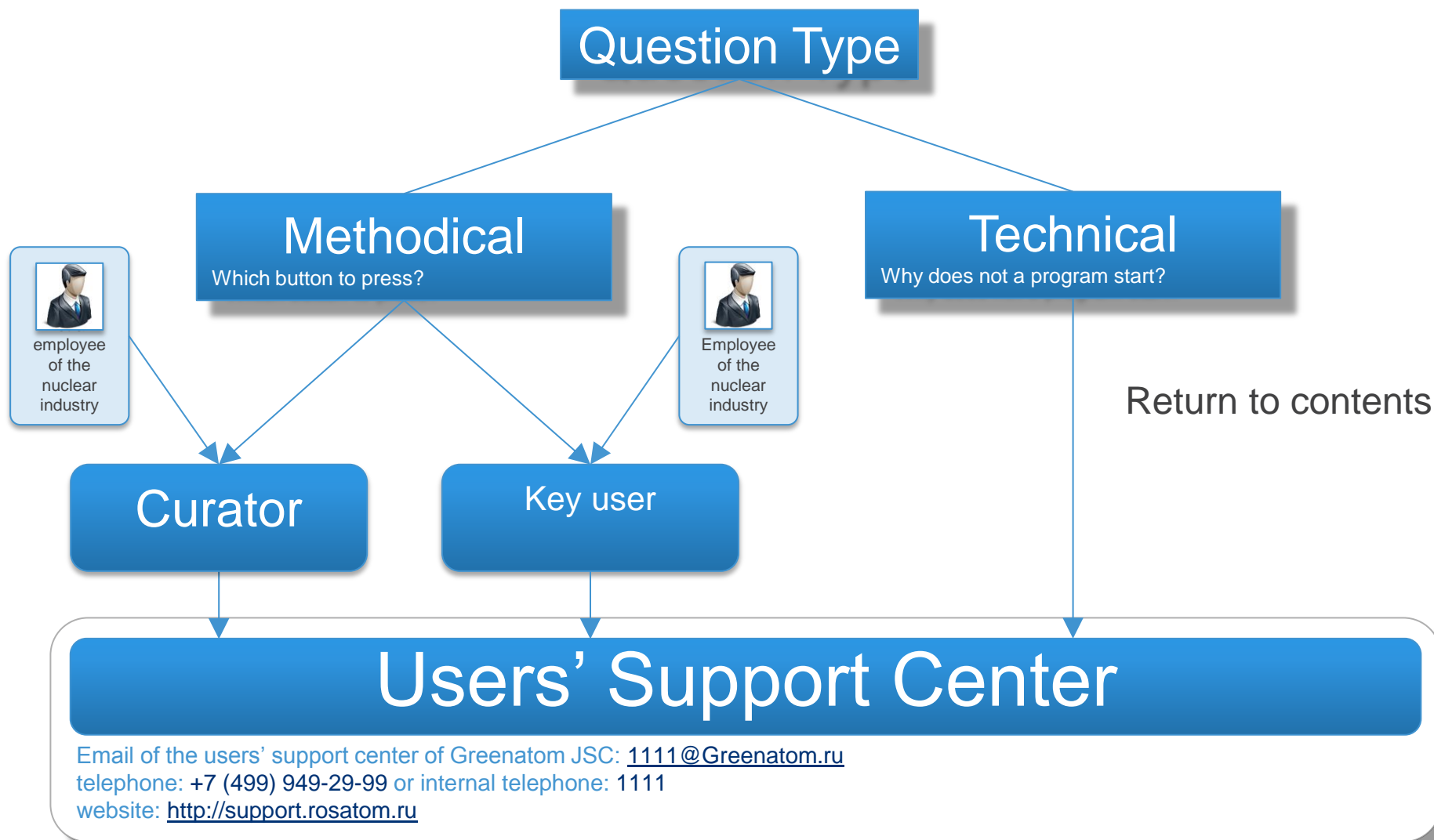
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Where can I get help?





Performance sheet

To fill in, press
here

Don't forget
to sign

Service catalogue of a multifunctional general service center of Rosatom State Corporation		Support of functioning of Uniform Industry Quality Management System	
Performance Sheet for the provision of access to the decision in EOS-Quality Type 1 "Functional Roles"			
User's type *			
Full-time employee" of a Rosatom State Corporation organization (category A)	Yes		
Employee of an external organization (category B)			
Citizen or citizen of the Russian Federation abroad (category C)			
User's personal information			
Full name *	First name, second name, patronymic		
Citizenship *	Russia		
Contact *	+7(123)456-78-90		
Internal telephone *	add.1234		
Position *	Specialist		
Table number	987654 (only for full-time employees)		
E-mail *	mail@example.ru		
FRC Organization, where the user is employed (full name) *	Enterprise LLC (FRC-3)		
Organization to which the user is attached - for categories B and C	not required for a full-time employee of a Rosatom State Corporation organization		
Department/Division/Center	Name of the department		
Unit	Name of the unit		
Address: *	Country, city, street, house		
Office/Room No. *	123		
Work e-mail / domain inter (when applicable)	AAPetrov		
Confidentiality agreement	Not required for full-time employees of a Rosatom State Corporation organization		
Interface language	Russian		
Required actions *			
Creation of a new user	Yes		
Changing access rights	Yes		
Delete user			
Reason *			
Required for work			
Information resources within which required actions should be performed *		Term for which access is provided *	
Yes	Decision of EOS-Quality Produktiv	Provide an exact date or "for the duration of the employment contract" For categories B and C users, term of access cannot exceed one year.	
Provision of access (role)			
Subsystem Discrepancies Management *	List of FRC (indicate with ",")	Actions *	
		Add	Delete
Process participant (provided to all users by default)	not applicable		
Data review (Analyst)			
Responsible for quality in the organization that has allowed the discrepancy	not applicable		
Responsible for quality in the organization that has detected the discrepancy	not applicable		
Responsible for quality within the organization	not applicable		

An employee of a nuclear industry enterprise? Answer "YES" in the field "full-time employee"



Not an employee of a nuclear industry enterprise? Answer "YES" in the field "Employee of external organization"

Foreigner or reside abroad? Answer "YES" in the field "Foreign citizens or citizens of the Russian Federation on the territory of foreign states"










In the field "Organization to which a user is being attached" provide full name of a nuclear industry enterprise, to which the user is attached (a nuclear industry organization with which the contract is concluded)

[Table of roles](#) shall help choose the role properly

Which role should be indicated in the application for the provision of access?

Role	Conformance estimation functions	Non-conformance functions
<p>Party responsible for quality in the organization that has detected the non-conformance</p> <p>OZK (B) 1. Shall notify about non-conformance</p>		<p> employee of the organization that has detected the non-conformance, from among the supervisors, authorized for the governance of the organization to make decisions relating to non-conformances <u>within the framework of the activity (activities)</u>...Order of the State Corporation No. 1/1549-II sets out:</p> <ul style="list-style-type: none"> • Non-conformance notice, • Report on Elimination of Non-conformance, • Non-conformance Report, Parts 1-3, • Final Report
<p>1. accepts the non-conformance notice and requests additional information</p> <p>2. appoints a Leader</p> <p>Party responsible for quality in the organization that has allowed the non-conformance</p> <p>OZK (A)</p>		<p> employee of the organization that has detected the non-conformance, from among the supervisors, authorized for the governance of the organization to make decisions relating to elimination, prevention of non-conformances <u>within the framework of the activity (activities)</u>...Order of the State Corporation No. 1/1549-II sets out:</p> <ul style="list-style-type: none"> • Act on the Elimination of Non-conformance, • Non-conformance Report, Parts 1-3, • Final Report

Which role should be indicated in the application for the provision of access?

Role	Estimation of conformance function	Non-conformance management function
Party responsible for quality in an organization		 Accepts notices, approves: Report on Elimination of Non-conformance, Non-conformance Report, Parts 1-3, Final Report
Participant of the process		 Party detected Shall enter information on the non-conformance, prepare non-conformance notices
		 Leader Compose a team, specify the description of the discrepancy, enter and acceptance of TDA and correction, as well as corrective and preventive measures, appraisal of significance, entry of core reasons, preparation of reports, sends Final report to interested parties
		 Coordinator Agrees the non-conformance notice, agrees the Report on Elimination of non-conformance, agrees a Non-conformance Report, Parts 1-3, agrees Final Report
		 Responsible for actions Enters reports on the execution of Temporary Delaying Actions and correction, as well as corrective and preventive measures
Applicant	 Revises status of applications for evaluation of conformance, prepares analytic reports	
Contractor	 Enters application for assessment of conformance evaluation results, prepares analytic reports	
Review of data (Analyst)	 Prepares analytic reports	 Prepares analytic reports

How to coordinate a performance sheet with the help of UISEDM?

Documents template

Documents types

Questions
Application for PoA
Application for a court document
Reference document
Outgoing document
Performance Sheet
Agenda
Protocol
Directive
Universal

1

For the majority of Rosatom State Corporation organizations, UISEDM contains a special document template for the agreement of performance sheets



Coordinate access to IT-resources

Documents templates

1. Full-time employees (category A): Performance Sheet
2. Attached employees from the industry (category B): Performance Sheet
3. Attached external employees (category B): Performance Sheet

2

When creating a new document, a user category should be chosen and coordinators should be indicated in accordance with these instructions.



After the agreements and signing of the PS by the system owner, the owners shall **automatically be directed to the Users' Support Center!** Nothing should be done manually.

Documents template

Documents templates

Questions
Application for PoA
Application for a court document
Reference document
Outgoing document
Performance Sheet
Agenda
Protocol
Directive
Universal

1

In case of lack of a special document template UISEDM, it is required to create a performance sheet by choosing an "Information and reference" document type and to indicate all the applicable coordinators manually.

Информационно-справочный документ

Documents templates

Договорная документация
Заявка для направления в командировку
Производственное планирование услуг ДУП ЯЭК
Служебная переписка

2

Documents templates

Groups of type

After agreement and signing the PS by the system owner, **it is required to download the sheet with signatures from the UISEDM and to forward the performance sheet with the signatures sheet to the Users' Support Center (1111@greenatom.ru)!**