

Supply Chain Personnel Security & LLWR Site Access

Requirements for supplier personnel working at
the NWS LLW Repository

Supplier guide | Personnel security and authorised access

OFFICIAL



Purpose and audience

Turn controlled personnel-security and site-access guidance into a practical supplier guide.

Why this exists



To explain what suppliers need to know before personnel work with NWS assets or enter the LLW Repository, including screening, access passes and pass-holder duties.

Who should use it



Prime suppliers, sub-suppliers, supplier security teams, HR/vetting teams, contract delivery teams and NWS contract leads.

How to use it

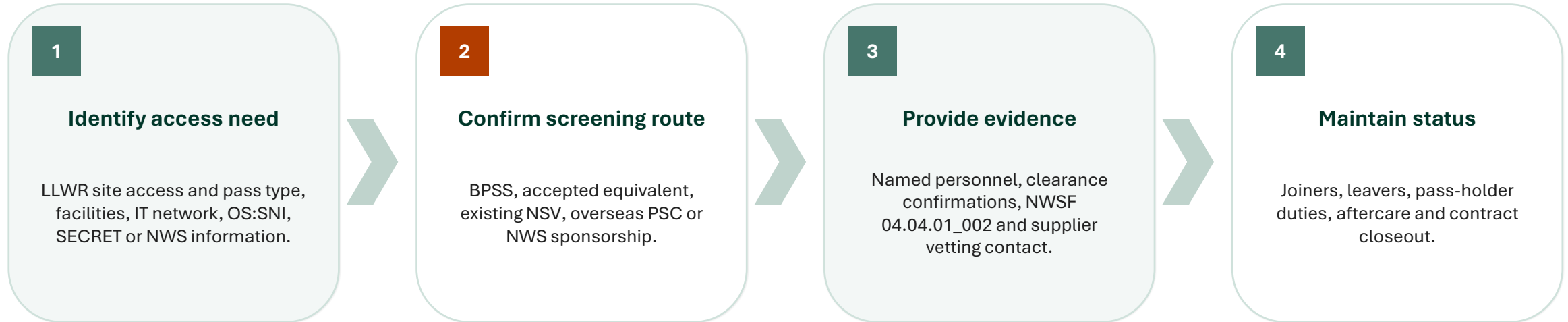


Use it during tendering, mobilisation and access planning, then manage personnel status, passes, aftercare and contract closeout.

Core message: no individual should start work or enter site until the applicable personnel-security and authorised-access requirements—including the correct pass—are confirmed.

Supplier responsibility model

Prime suppliers own the cascade and evidence route through their supply chain.



Prime suppliers must cascade personnel-security and authorised-access requirements to approved sub-suppliers and ensure implementation.

Pre-start decision route

A simple route to select the right personnel security outcome.

1

No site, facility or network access?

BPSS or accepted equivalent may be sufficient.

2

Site, facility, IT network or OS:SNI?

BPSS minimum before access or start.

3

SC-triggering activity?

SC required before the activity.

4

SECRET information?

SC minimum before access.

Use contract documentation and any Security Aspects Letter to confirm any higher or specific requirements.

Personnel security profiles

A practical planning tool for procurement and mobilisation.

PS0**Information only (In any format)**

OFFICIAL or OFFICIAL SENSITIVE excluding OS:SNI;
no NWS site, facility or network access.

**BPSS or accepted
equivalent.**

PS1**Access required**

NWS site, facility, IT network or OFFICIAL
SENSITIVE:SNI.

**BPSS minimum before
access.**

PS2**Higher-risk activity**

Privileged, security, code, bulk data or similar SC-
triggering activity.

SC before the activity.

PS3**SECRET work**

Access to SECRET information in any form.

**SC minimum before
access.**



BPSS and equivalent checks

Baseline controls apply before access to NWS assets is granted.

Identity ✓

Nationality and immigration status ✓

Overseas personnel

Broadly equivalent in-country checks may apply, with overseas PSC arrangements requiring NWS acceptance and civil nuclear use confirmed where applicable.

Employment history: past 3 years ✓

Criminal record: unspent convictions ✓

Supplier routes

NWS may accept supplier BPSS, existing NSV, third-party screening or NWS-sponsored BPSS/SC depending on the supplier's arrangements and the contract requirement.

Additional vetting above BPSS may be specified through contract documentation or a Security Aspects Letter.

Evidence route

Submit named personnel via the relevant commercial lead, contract manager or Superintending Officer so the personnel security route can be confirmed.

When SC is required

Suppliers should identify these roles early to avoid mobilisation delays.



Critical code

Crafting or modifying applications critical to NWS work.



Bulk personal data

Accessing personal data in bulk.



Privileged admin

Admin privileges that could affect confidentiality, integrity or availability.



Security roles

Guarding, security systems installation or maintenance.



Security design

Influencing security-enforcing functions.



Data centres

Regular unsupervised access to data centres or communications rooms.



Multi-system access

Privileged access to backups, consoles or multi-system environments.



IT access

Ability to act as another user, elevate privileges or access credentials/data.

Waivers for these activities require a risk balance case and SIRO or delegated SIRO sign-off.

Ongoing personnel security and aftercare

Controls continue throughout the contract life cycle.



Maintain aftercare routes

Issues of concern, significant changes and personnel engagement.

Notify NWS of key changes

Additional personnel, sub-contract resources or leavers.

Escalate defined concerns

Dismissal, disciplinary procedures, arrest or expulsion from relevant bodies.

Close out cleanly

NWS-sponsored clearances lapse and NSV shares close unless work continues.

Direct aftercare mailbox: VettingAftercare@nuclearwasteservices.uk

Supplier submission checklist

Prepare the minimum security and LLW access details before mobilisation.

✓ **Work and LLW pass type confirmed**

✓ **Personnel list prepared**

✓ **BPSS or equivalent route identified**

✓ **Overseas arrangements reviewed**

✓ **SC-triggering roles identified**

✓ **Clearance confirmation route agreed**

✓ **Vetting contact available**

✓ **Sub-supplier cascade complete**

✓ **Aftercare and pass-return route set**

LLW access: send NWSF 04.04.01_002 to Nuclear Security Operations and the Superintending Officer team; confirm any red-pass escort.

How to use this guide

Follow these three steps when planning personnel security to enable LLW site access.

1. Confirm work & pass

Confirm the role's personnel-security profile and select the LLW site pass: red visitor, green unescorted or Site P20.

2. Submit and verify

Send required forms to Nuclear Security Operations and the Superintending Officer team. Access follows completion of the required checks.

3. Manage on site

Display passes, maintain escort arrangements and return temporary passes when leaving. Green or Site P20 holders may escort up to five red visitors.

What this guide is not

It is not a replacement for NWSG 04.04.01_001, NWSSOP 04.04.01, contract documentation, a Security Aspects Letter or instructions issued for a specific contract.

Recommended next step: confirm the personnel-security profile, LLW pass and evidence route for each role before mobilisation.