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## MQP Procedure

# Vehicle Access and Traffic Circulation and Parking on the ITER Site

This document defines the rules governing site access in a vehicle, circulation and parking on the ITER Site in view of protecting people and property while ensuring the continuity of site activities. These rules apply to any person accessing the ITER Site and its different areas. Bicycles are not covered by this procedure

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*Change Log*

**Vehicle Access and Traffic Circulation and Parking on the ITER Site (N3MG3V)**

<i>Version</i>	<i>Latest Status</i>	<i>Issue Date</i>	<i>Description of Change</i>
v0.0	In Work	14 Jan 2014	
v1.0	Signed	18 Mar 2014	First Issue. Document created as per MQP doc Request - DG8WL3.
v1.1	Approved	10 Apr 2014	New version taking into account few comments about version 1.0. notably change of the scope.
v1.2	Approved	06 Sep 2017	new version due to the evolution of the site

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## 1 Purpose

This document defines the rules governing site access in a vehicle, circulation and parking on the ITER Site in view of protecting people and property while ensuring the continuity of site activities.

## 2 Scope

These rules apply to any person accessing the ITER Site and its different areas. Bicycles are not covered by this procedure but by [Ref 4].

This procedure, in the scope of security process, deploys the requirement of the ITER Integrated Safety, Environment and Security Management System (ISMS) [6].

## 3 Definitions and acronyms

<b>Stopped</b>	The term “ <i>stopped</i> ” refers to the temporary halt of a vehicle during which time the passengers get in or get out of the vehicle, or the time needed for someone to load or unload the vehicle, with the driver remaining behind the wheel or nearby so the vehicle can be moved if required.
<b>Person</b>	Anyone accessing the ITER Site.
<b>ITER Site</b>	The term “ <i>Site</i> ” refers to the entire ITER Site,
<b>Parking</b>	The term “ <i>parking</i> ” refers to stationary vehicles which are not covered by the definition of a “stopped vehicle”.
<b>Service Vehicle</b>	The term “ <i>Service vehicle</i> ” refers to motor vehicles belonging to or under the responsibility of ITER Organization.
<b>Vehicle</b>	The term “ <i>vehicle</i> ” refers to all motor vehicles including two-wheeled vehicles engines.

## 4 References

- [1] [Internal Regulations \(27WDZW\)](#)
- [2] [ITER Site Development Plan \(UYRHXW\)](#)
- [3] [Decree n° 2015-1533 of 25 November 2015](#)
- [4] [Procedure for Use of Cycle Path \(SQKBR4\)](#)
- [5] [Instruction to request a particular car park for medical reason \(UQZSN6\)](#)
- [6] [ITER Integrated Safety, Environment and Security Management System \(ISMS\) Manual \(4HCWJU\)](#)

## 5 Basic principles

Service roads and parking areas located on the ITER Site have been put in place by the ITER Organization in relation to the needs and progress of the ITER Project.

These service roads and parking areas are only open to persons authorised to access the ITER Site with a vehicle under the conditions defined in this document.

Due to the ITER Organization privileges and immunities, the ITER Site is inviolable and the service roads and parking areas are private which means they do not fall under the authority of the Host State security forces (police or gendarmerie), except when specially requested by the Director-General of the ITER Organization or his appointed representative, with the objective of putting an end to a situation threatening the safety of people and property.

It is strictly forbidden for non-authorized pedestrians and non-authorized Vehicles to use the patrol paths along the fence and to park near the fence. Only the ITER Organization Security, Health and Safety division and security guard company may use these paths, unless the driver is first authorised by the Head of the Security, Health and Safety Division or his representative.

It is forbidden to access the ITER Site with non-motorised vehicles via entrance D or E.

The measures applicable for the implementation of this ban are marked out or made visible by traffic signs and ground markings which everyone are required to comply with.

Any entity responsible of one area can detail the vehicle access rules for its own area. SHS Division shall be reviewer.

## **6 Responsibilities**

By delegation from the Director-General, the Head of the Safety Department is responsible for controlling site access, traffic circulation and vehicle parking on the ITER Site. He establishes the vehicle site access rules, speed limits, specifies the priorities and forbids or reserves the use of certain roads. He establishes the conditions for stopping or parking vehicles and forbids or reserves access to certain areas.

The ITER Organization FLM Division is responsible for designating reserved parking spaces. The Security, Health and Safety Division is consulted.

The ITER Organization shall not be held liable in case of theft or damage to vehicles, except in case of fault or gross negligence on the part of the ITER Organization.

The parking areas are not guarded.

## **7 Site access authorizations**

### **7.1 Vehicles with priority access**

Host State emergency vehicles (Police, Gendarmerie or Firefighters and Ambulance), may access the ITER Site with authorisation from the Director-General or his appointed representative, except in cases where access is deemed to have been given according to Article 3.7 of the Headquarters Agreement and the conditions set in [REF 3]. Indeed, Article 3.7 of the Headquarters Agreement between the IO and France which states that the access of French officials to the buildings and premises of the ITER Organization shall require the prior consent of the Director-General of the ITER Organization or his delegate and that such consent shall be deemed to be given:

- a) In the event of a fire or incident of a similar nature that could threaten public safety and that require immediate measures to be taken, or
- b) In the case of inspections resulting from findings documented by the competent French authorities, until such time when those authorities and the Director-General of the ITER Organization or his delegate agree that all prescribed corrective measures have been fully implemented.

### **7.2 Vehicles with normal access**

Any person with a valid access badge (with the exception of visitors) to the ITER Site can have access to the controlled access area provided they have registered their vehicle prior to accessing the controlled-access area. Only three vehicles per Person can be registered at any given. Registration is dealt with by the receptionists at the time of issuance of the permanent or temporary access badge.

Vehicles that can be used for accommodation such as camper vans and caravans are strictly forbidden on the ITER Site.

## 8 Conditions for driving, stopping and parking vehicles

### 8.1 Traffic rules

The Director-General or his representative may declare vehicle access to a particular area of the Site as being:

- limited to those vehicles considered essential for operating the facilities; or
- as strictly forbidden.

This may apply either temporarily or permanently.

The provisions of the French Highway Code shall be observed on the ITER Site subject to the following restrictions:

- The speed limit for all vehicles is 30 km/h except when indicated otherwise. Speed must be adapted to the specific conditions of the road and the period of time.
- It is forbidden to overtake.

Individuals or companies are responsible for any bodily injury or damage to personal assets or property they cause on the ITER Site, excepting the case of service vehicles for which specific rules apply.

The security command post must be immediately informed of any traffic accident having occurred on the ITER Site.

In case of any damage to site facilities caused by a vehicle, an accident report must be drawn up by the driver and an IO representative. All drivers should be adequately insured in line with the French Highway Code.

### 8.2 Stopping and parking vehicles

#### 8.2.1 Stopping vehicles

Drivers and passengers are wholly responsible for any dropping off and picking up of passengers, which must only be done in parking areas.

#### 8.2.2 Parking areas

Parking areas have been provided for to park Vehicles on the ITER Site.

Parking is only authorised in parking areas and specific locations reserved for each Vehicle category. The following table lists the parking area and the types of Vehicle authorised to be park there:

<b>PARKING AREAS</b> <a href="#">ITER Site Development Plan (UYRHXW)</a>	<b>AUTHORISED VEHICLES</b>
PA0	Service vehicles only/Temporary parking authorised for vehicles picking up access badges
PA1	Vehicles belonging to any person
PA2	Vehicles belonging to any person
PA3	Vehicles belonging to any person
PA4	Vehicles belonging to any person
PB0	Vehicles belonging to Worksite visitors/Temporary parking authorised for vehicles picking up access badges

PB1	Vehicles belonging to any person
PB2	Vehicles belonging to any person
PB3	Only vehicle for communication purpose
PB4	Only authorized vehicles (in relation with platform activities)
PB5	Vehicles of staffs directly related to ITER Organization (B79 – B80 buildings)
PC0	Buses and vehicles of HQ visitors only. Temporary parking authorised for vehicles picking up permanent access badges or replacement
PC1	Security and service vehicles of IO
PC2	Vehicles belonging to all staff categories except visitors
PC3	Vehicles belonging to staff authorised by the Director-General
PC4	Service vehicles/Medical staff vehicles/Emergency vehicles
PC5	Vehicles belonging to staff authorised by the Director-General
PD0	Vehicles stopped waiting an escort from companies to go to the platform
PD1	Vehicles of workers or visitors to the Storage Zone 2

Any given person can only park one authorised vehicle at the same time on the ITER Site.

Vehicles must be parked correctly in the parking spaces marked out on the ground or specially equipped for this purpose. Vehicles must be locked. It is strongly recommended all drivers on the ITER Site to park in reverse when it is possible.

It is strictly forbidden to park on the ITER Site roads, except under special circumstances as maintenance, repair, works and under a special authorisation provided by IO/SD/SHS.

As an exception and independent of the parking spaces reserved for temporarily or permanently (people holding special card granted by the French State or equivalent by another State) mobility-impaired people, authorisation to access a specific car park can be granted by the Head of the SHS Division or his designated representative in accordance with [Ref 5]. This authorisation is issued in relation to the number of available parking spaces and the occupancy rate of the different car parks. It is dependent on the health status of the applicant and comes to an end once the applicant has recovered.

It is strictly forbidden to park personal vehicles on the Site outside opening hours, except in the following cases and subject to prior approval from the Head of the SHS Division or his designated representative:

- Business trip (missions)
- Force majeure (case of absolute necessity).
- Private matters (limited to one night during the working days or three nights during the week-end).

Any request to park a personal vehicle on the ITER Site outside opening hours must be sent to [security-monitoring@iter.org](mailto:security-monitoring@iter.org) using the template which is in chapter 11. The Head of the SHS Division or his designated representative will review the request and, once validated, will provide it to the ITER Command Post for taking into account.

In case of poor parking practices (obstructing passageways / driving lanes, not in reverse when it is possible, in unauthorized locations) a sticker will be posted on the window behind the driver's seat when it is possible and when it is not possible the sticker will be posted in another place without disturbing the vision of the driver, in order to inform the person about the situation. The plate number of the concerned vehicle will be sent to the ITER Command Post for records.

### 8.2.3 Deliveries

Deliveries are not allowed in the parking areas.

## 8.3 Pedestrians

Pedestrian access to parking area is strictly limited to the drivers of parked vehicles and their passengers, provided they hold a right of access to the ITER Site.

Pedestrians must stay on the pathways marked on the ground when they exist to avoid accidents.

Except in specifically reserved spaces (tables and benches), it is forbidden to picnic on the ITER Site, in the car parks and in green areas. It is also forbidden to sleep in or near a Vehicle.

It is strictly forbidden to walk on the patrol paths along the fence except if duly authorized by the Head of Safety Department or his delegated representative.

## 9 Checks

### 9.1 Entering and exiting vehicles

Random checks (visual inspections) of vehicles can be organised at the ITER Site entrance and exit when requested by the Director-General or his representative. The status (privileges and immunities) of certain staff members, such as IO staff or F4E staff, can under no circumstances dispense them from such checks which are intended to guarantee the protection of people, the Site and its facilities. Refusal to submit to a check may lead to the application of certain measures as described in section 10.

### 9.2 Parking vehicles

The security guards have the right to issue a verbal or written notice to anyone who has parked incorrectly. Such incidents will be recorded in the logbook of the security command post. The logbook will be held in English.

### 9.3 Speeding

When requested by the Director-General of the ITER Organization, speed controls can be performed by the security guards anywhere on the ITER Site and in the presence of an ITER staff member from the Safety Department.

Any infringements may lead to one or several measures as described here below.

Such incidents will be recorded in the logbook of the security command post.

## 10 Measures in case of breach of the traffic rules

Non-compliance with the present traffic rules may result in the following measure being taken by the ITER Organization:

- Withdrawal of any authorisations granted to access the ITER Site with a vehicle
- Vehicle removal at the risks and costs of the relevant person.

## 11 Template

[Request Form for Parking a Personal Vehicle on the ITER Site Outside Working Hours \(NMRCLQ\)](#)

## 12 Records

Once the template completed and sent to the ITER Command Post, the resulting record is managed as:



- IDM document type (if required)	not in IDM
- Location of folder (in IDM)	not in IDM
- Instructions for identification of the records (naming convention of the documents)	per date
- The responsible team (for managing the records)	ITER Command Post
- The retention period (the retention period may be governed by external standards and regulations. The responsible team in charge of records shall consult Legal, Safety and Quality division to ensure proper definition of retention periods)	two months after the last day of the presence of the vehicle