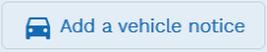




- EDF units and corporate partners can create a vehicle notice to allow their vehicles to enter the nuclear plant.
- The vehicle notices are checked and validated by the the nuclear plant's technical correspondents.
- The vehicle notice is done in PASS.

**The vehicle notice** needs to be done as soon as a vehicle is entering a nuclear plant. Exemple : product or equipment delivery for a site.

## I. Access to the vehicle notice's creation.

- From PASS, select **Vehicle notice** in the banner on top of the page, then select .
- The page with the information related to the vehicle notice you have to enter is displayed.

## II. Fill in the creation form of a vehicle notice



The banner above shows the path of the vehicle notice creation steps.

- The first page includes the **Vehicle notice general data**. Fill in the general data regarding the notice.
- Fill in the **Vehicle manager** using the drop-down menu. The **Vehicle manager** is the employee who owns the vehicle. The choices displayed in the drop-down menu will be adapted to your PASS perimeters.

The **Respondent** is an EDF agent on the nuclear plant and the entry point for the validation of the notice. If his email address is registered, he will receive an e-mail notification when the notice will be created.

- Fill in your technical correspondent's **Department**.
- One the **General data** registered, click on .



All technical correspondents of the **Department** mentioned in the notice have access and can process the vehicle notice.



General data



Vehicle data



Request end

- Enter the **Vehicle registration** and click on  .



If the **Vehicle registration** is already known, the **Brand** and **Type** informations will be preregistered.



If a vehicle has already valid access to the nuclear plant during a given period, it is not possible to create another notice for the vehicle.

To create a new vehicle notice, two options are available :

1. Delete the existing vehicle notice and create a new one
2. Create a new vehicle notice following the first one if it lasts longer.

- Fill in the following fields according to the characteristics of your vehicle.
  - Click on  to create the **vehicle notice**.
- A message will appear confirming the creation of the notice.

Thanks, the notice AVE-BEL-20230922-00069 was sent to the technical correspondent.



Once the notice is created, the status changes to « **TC waiting validation** ».



You can find the created notices and their statuses by clicking on **Vehicle notice** in the banner on top of the page.