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F4E Quality Document

F4E-SUPPLIER DOCUMENTATION EXCHANGE

This document specifies the transmission and storage rules for contractual documents to be exchanged between F4E and the Suppliers.

Approval Process			
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Terms and Definitions

Term	Definition	Acronym
Controlled Doc	a document that is maintained and updated: it has an impact on a part or all the organizational units at F4E.	---
Uncontrolled Doc	does not require review and/or approval by other staff: no impact other than on the work of the author	---
Approval	Formal agreement for the use or application of a product or document. The approver takes responsibility for the use.	APP
Acceptance	Acknowledgement that a product or document is in compliance with the contractual requirements.	ACC
Information	Documents sent for information require no further decision i.e. they require neither acceptance nor approval	INF
DOC	Document Control Officer of Unit (F4E internal assignment within the Project Team)	DOC
TRO	Technical Responsible Officer for the Contract	TRO
PRO	Procurement / Commercial Responsible Officer of the Contract	PRO

Applicable Documents

- [1] F4E-QA-115 -- 'Supplier Quality Requirements' ([F4E D 22F8BJ](#))

1. Introduction

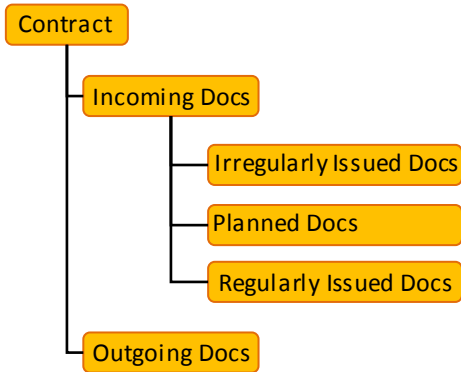
- 1.1. idm@F4E is the approved official repository for all documents of F4E, including those related to the design and configuration of the ITER machine and ancillary parts, and to the management of F4E. The management and control of F4E documentation, including versioning, reviewing, commenting and approval, is recorded in idm@F4E.
- 1.2. The exchange of all quality and technical documentation and information between F4E and the Supplier shall be conducted through and between F4E's TRO (or nominated Technical Officer) in charge of the Contract and the Supplier's Technical Responsible.

2. Scope

- 2.1. This document specifies the transmission and storage rules for contractual documents to be exchanged between F4E and the Suppliers.
- 2.2. The main documents concerned by this procedure include, but are not limited to: Contract and Grant Agreement documents, QA Documents (Quality and Control Plans, NCR, DR, etc), Inspection and Test Reports, Baseline documents/ Technical documents
- 2.3. The exchange of correspondence is out of scope of this document.
- 2.4. Finally, this procedure covers only those documents to be managed within the idm@F4E. Other documents and data files are, for example, managed through specialized CAD software (e.g. CATIA) undergo other requirements which are specified in separate documents.

3. Documentation Exchange Area

- 3.1. Documentation transmitted by the Supplier to F4E shall be previously approved and uploaded to a specific area by the Supplier. All documents uploaded to idm@F4E specific Supplier area shall have "Signed" status which will implicitly prove that the documentation is approved by the Supplier (the TRO shall place a shortcut to the document in the relevant contract idm folder).
- 3.2. The outgoing documentation shall be managed by F4E through the set-up of F4E outgoing Documentation folders in relevant specific areas dedicated to Suppliers. The documentation to be shared with Suppliers shall be made available in this folder mainly through shortcuts to original documents already stored and approved in relevant idm@F4E contract areas.
- 3.3. The Folder Structure and Access Rights shall be the following:

Scheme	Folder Name	RO	View Access	Add Access
	Contract OPE-NNN/ GA GRT-NNN	DOC	Supplier TRO, F4E TRO, F4E PRO	--
	Incoming Docs (Supplier>F4E)	DOC	Supplier TRO, F4E TRO, F4E PRO	--
	Irregularly Issued Docs	DOC	F4E TRO, F4E PRO	Supplier TRO
	Planned Docs	DOC	F4E TRO, F4E PRO	Supplier TRO
	Regularly Issued Docs	DOC	F4E TRO, F4E PRO	Supplier TRO
	Outgoing Docs (F4E>Supplier)	DOC	Supplier TRO, F4E PRO	F4E TRO

4. Quality Requirements

4.1. F4E and the Supplier shall agree and establish a planned list of document deliverables (Documentation Schedule). This list shall include contractual and technical documentation, as appropriate. It shall be as complete as possible at first issue in idm@F4E and can be amended, if required, by issuing a new agreed version. All the fields of this list must be filled in by the relevant Supplier and the list shall be sent back to F4E and uploaded in the specific area to be used for the transmission of documentation prior to the start of the works. Normally, such a list should always contain the following information for each deliverable:

- Document title, type (drawing, procedure, specification, NC, DR,...), Supplier document unique reference, version;
- Expected delivery date / milestone on which the document is due or actual issue date if the document is already issued. This information is not needed for irregularly issued documents or documents for which the delivery date cannot be planned, such as correspondence, minutes, etc. If a single issued document is supposed to be amended within the period of the Contract implementation, an estimated delivery date of the first version of the document should be stated.
- Author/Reviewer/Approver;
- Propose of Submission to F4E (for Approval, for Acceptance or for Information)
- Status of the document (Preliminary, Submitted For Approval, Approved by F4E, As- Built)

Document					Internal Flow			Propose	Status	idm@F4E
Title	Type	ID	Rev	Expected / Milestone	Author	Reviewer	Approver	APP/ ACC / INF	PRE/SUB/ APP/A-B	Ref & Ver

- 4.2. The list of expected document deliverables might further be used to set-up document placeholders (v0.0) in idm@F4E for a quicker upload of the first version of a document (once at the start of the Contract). The F4E TRO can delegate this task to the DOC or a TO of his/ her team. The preparation of empty placeholders is recommended for planned documentation, but it is not mandatory (it is at the discretion of the F4E TRO).
- 4.3. The Supplier shall send to F4E only documents approved at the level defined by the Quality Plan and applicable procedures. In order to ensure documents review and approval, Suppliers shall review documents in their own system and upload them in a specific upload area of idm@F4E together with evidence of review and approval.
- 4.4. The reference document version (i.e. the version of the document which should be considered as the valid one to be used e.g. in a contractual context) shall always be the latest approved document transmitted to F4E. Any approved document which is not transmitted to F4E or any unapproved version of documents cannot be used or considered a reference document.
- 4.5. Document deliverables shall be uploaded directly by the Supplier into a specific upload area provided by F4E in idm@F4E. The selectable values in the "Document Type" metadata field will be limited to those ones allowed by the F4E for incoming documents (normally Supplier Document).
- 4.6. If not specifically provided for information only, all documents coming to F4E shall be at least for ACCEPTANCE.



- 4.7. Incoming documents will be accepted by F4E ONLY IF they have APPROVAL by the Supplier. The latter shall ensure that the document is reviewed according to appropriate procedures and approved at the correct level (depending on the document type).
- 4.8. If there are comments by F4E, requiring document modification prior to final acceptance, these comments shall be resolved by the Supplier.
- 4.9. Incoming documents which require F4E approval will always have an F4E staff member as approver in the specific upload area in idm@F4E.
- 4.10. The appropriate approver of each document will depend on the document type, system etc., as specified on separate procedures, such as the specific project SOAP.
- 4.11. Incoming documents for approval are managed through the idm@F4E approval process. Thus, every document to be approved by F4E shall be uploaded into the specific upload area and SIGNED by the submitting Supplier. The F4E Contract TRO shall establish the list of F4E reviewers and approver (if not already set by DOC).
- 4.12. For all documents to be approved, the idm@F4E cover page auto-generation should be activated.
- 4.13. Documents sent for information must be signed in the relevant upload area by the Supplier submitting this document in order for F4E to take it into consideration. For such documents, the only role defined should be the signatory (Supplier staff). No reviewer or approver should be set, and no F4E logo or cover page should appear in the document.

5. Documentation Requirements

- 5.1. Documents shall be uploaded in PDF format (version of the PDF file should be 1.4 or above).
- 5.2. Source file(s) shall also be provided. It should be uploaded as attachment to the PDF File (The master PDF file will always be considered as the official document).
- 5.3. Documents must use ISO sizes. All units and dimensions must be in the metric system unless otherwise specified. The standard and preferred size for documents is A4 (210x297mm).
- 5.4. The maximum recommended file size should not exceed 15 MB. However, on ad hoc basis larger file can be uploaded, if needed.
- 5.5. The logo of originator shall be displayed on the first page in all cases (the logo of the company / organization to which the author belongs to must be present).
- 5.6. Author and Approver names on the first page. Reviewers, approval decisions on the first page
- 5.7. The document unique reference and version number shall be displayed on every page. Each page numbered with unique values in sequential order.
- 5.8. No encryption, password or protection should be present on the documents.
- 5.9. Documents shall not be split

6. Responsibilities

- 6.1. All Parties shall be responsible for the upload of their own documents.
- 6.2. F4E is responsible for:
 - maintaining the F4E electronic document management system (idm@F4E)
 - setting up the Documentation Exchange Area in idm@F4E (F4E TRO / DOC)

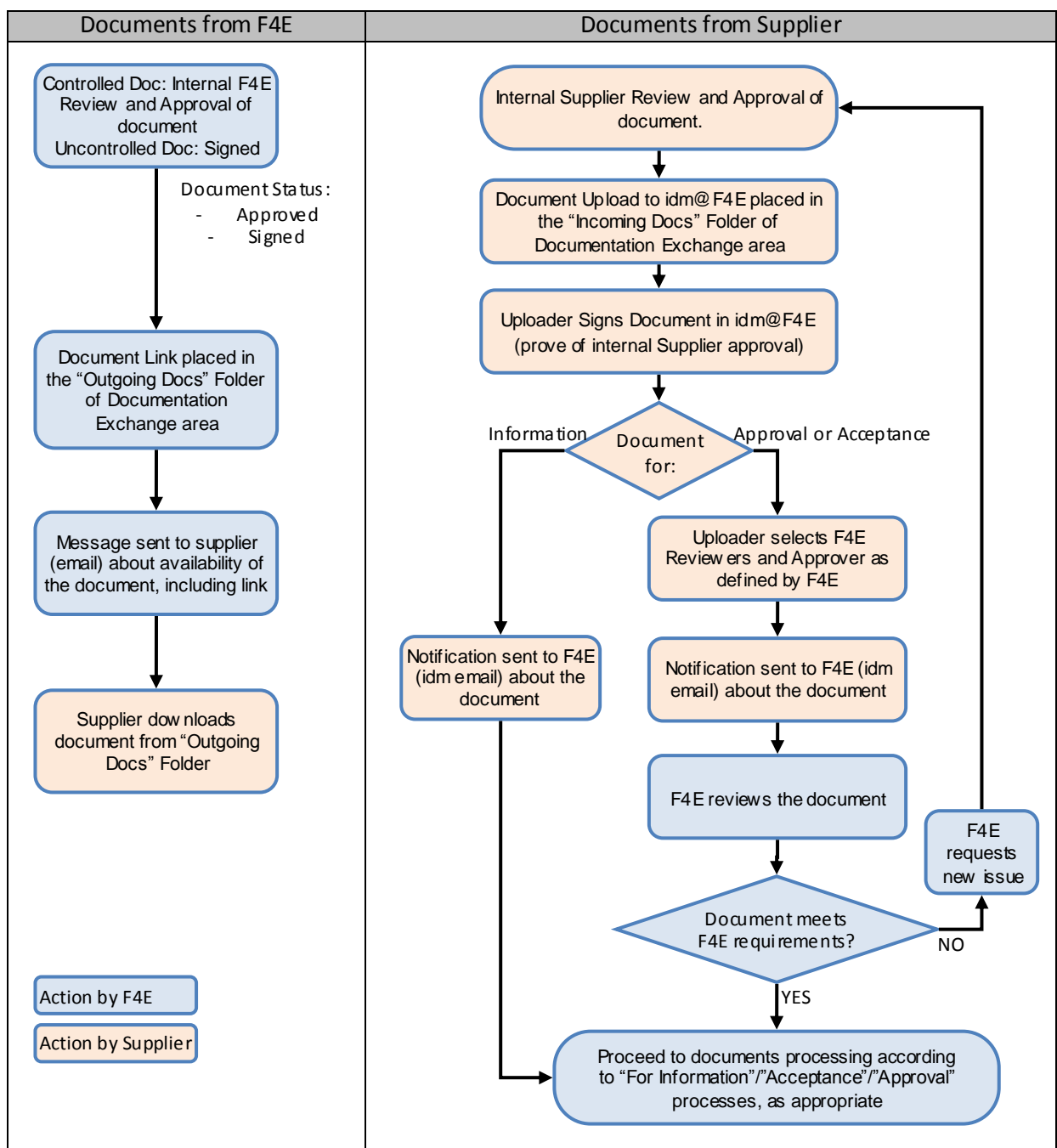
- F4E is responsible for the internal workflow inside of F4E

6.3. The supplier shall be responsible for:

- The internal management of project and technical documentation
- Internal review and approval of the documents before submitting them to F4E
- Loading documents into idm@F4E for F4E approval/acceptance/information

6.4. The Supplier shall keep all necessary documents and technical information related to the Contract and subcontracts for monitoring, quality assurance controls, checks and audits. If so required, the Supplier shall provide copies of such documents for the use of F4E. Any version of a document that has been sent for review or approval shall be kept.

7. Documentation Exchange





- 7.1. Documents that require F4E approval/acceptance shall be loaded to the idm@F4E and sent for checking via electronic workflow. The check will involve at least F4E and the supplier, but may involve third parties.
- 7.2. Notification shall be provided to F4E of the upload of the documentation. An electronic workflow system shall be the preferred notification method.

8. idm@F4E Accounts

- 8.1. The Supplier shall request the F4E TRO for the necessary idm@F4E accounts to comply with this document.
- 8.2. Users are be able to log on to the system via the web without special software installation, only requiring passwords.