**MQP Level 3**

# IO / In-Cash Contractor Documentation Exchange and Storage Working Instruction

The purpose of this document is to:

- Describe the process for exchanging and storing the electronic documentation which is issued in the scope of the in-cash procurement performed by the ITER Organization (IO);

- Set up the documentation requirements for the IO Contractors' document deliverables;

- Provide the IO Contract Responsible Officers and the IO Contractors with the instructions related to the exchange and storage of the electronic documentation.

| Approval Process | | | |
|---|---|---|---|
| | *Name* | *Action* | *Affiliation* |
| *Author* | **Parravicini D.** | **11 Jun 2019:signed** | **IO/DG/COO/CIO/CMD/DOC** |
| *Co-Authors* | **Pachueva K.** | **07 Jun 2019:signed** | **IO/DG/COO/CIO/CMD/DOC** |
| *Reviewers* | **Chiocchio S.** | **11 Jun 2019:recommended** | **IO/DG/COO/CIO/CMD** |
| | **Crowther D.** | **03 Jul 2019:recommended** | **IO/DG/RCO/FPD/PCD/EPS** |
| | **Dorschner C.** | **02 Jul 2019:recommended** | **IO/DG/RCO/FPD/PCD** |
| | **Merola M.** | **02 Jul 2019:recommended** | **IO/DG/COO/TED/INC** |
| | **Neagu S.** | **18 Jun 2019:recommended** | **IO/DG/QMD** |
| *Approver* | **Tada E.** | **05 Jul 2019:approved** | **IO/DG/RCO** |
| *Document Security: Internal Use* | | | |
| *RO: Fabre Nadine* | | | |
| *Read Access* | **LG: Quality Control Group, AD: ITER, AD: External Collaborators, AD: IO_Director-General, AD: EMAB, AD: OBS - Quality Management Division (QMD) - EXT, AD: OBS - Quality Management Division (QMD), AD: Auditors, AD: ITER Management Assessor, project administrator, RO, LG: Cryostat support bearings: DO...** | | |

| Change Log | | | |
|---|---|---|---|
| IO / In-Cash Contractor Documentation Exchange and Storage Working Instruction (G8UMB3) | | | |
| *Version* | *Latest Status* | *Issue Date* | *Description of Change* |
| v0.0 | In Work | 16 May 2013 | |
| v1.0 | Signed | 30 May 2013 | First Issue. Document created as per MQP request G8WYFJ. |
| v1.1 | Approved | 23 Jul 2013 | Following a comment raised by Eric Martin (CIE/DO CAD and Design Coordination Division), the text of the procedure, and more specifically the scope, has to be revised and a new version 1.1 has to be issued.<br><br>The changes in version 1.1 concern the scope of the procedure (paragraph 2) with the following wording being added:<br><br>"The procedure covers only those documents to be managed within the ITER Document Management system (currently: IDM). Other documents and data files are, for example, managed through specialized CAD software (e.g. CATIA, See System Design and others) undergo other requirements which are specified in separate documents." |
| v2.0 | Signed | 19 Oct 2015 | The purpose has been revised to include the documentation requirements for the IO Contractors document deliverables.<br>The scope has been revised to include the in-cash contracts which are worth 100,000 euro and above and the contracts which result in the procurement of works or services.<br>The following has changed:<br>Section 7.1 Exchange and Storage of Incoming Documentation has been divided into 7.1.1 Incoming Documents: Submission and 7.1.2 Incoming Documents: Processing.<br>Section 7.2 Exchange and Storage of Outgoing Documentation has been divided into 7.2.1 Outgoing Documents: Processing and 7.2.2 Outgoing Documents: Transmission.<br>The following has been added:<br>Section 7.3 Document Production Plan<br>Section 7.4 IO Supplier and ContractorContractor Documentation Requirements<br>The following has been deleted:<br>Section 7.2 Incoming Document Submission and Processing<br>Section 7.3 Exchange and Storage of Outgoing Documentation<br>Section 7.4 Outgoing Document Processing and Transmission |
| v3.0 | Approved | 23 May 2016 | The scope has been revised to include the in-cash contracts which are worth 100,000 euro and above and the contracts which result in the procurement of works or services by the contractors off-site and on-site.<br>The following information has been added:<br>- Location, structure, and naming conventions of the folders;<br>- Document types;<br>- Requirements concerning the non-paper materials.<br>The folder access rights and the document review process for External Specialized Service (ESS) Contractors have been defined. |
| v3.1 | Revision Required | 21 Feb 2018 | The new version is changed as follows:<br> 1) Update of MQP template<br> 2) Chapter 8. Document Production Plan is replaced by 5.1 List of deliverables (only title changed, the requirement itself is expressed in the currently approved version)<br> 3) Clarifications are given as to how to submit Drawings and Export Control documents in chapters 5.6.1 and 5.6.2<br> 4) 5.10.4 Drawings size requirement added |

| | | | 5) Update is done regarding the Requirements for Outgoing folder structure in chapter 5.3 <br> 6) The defined requirements for the management of PIA/PIC related documents are added in chapter 5 |
|---|---|---|---|
| v3.2 | Approved | 11 Apr 2018 | The new version is changed as follows: <br> - 2. Scope - The scope clarified for the documents under PIC/PIA regulation <br> - 2. Scope - Clarification of document exchange for CMA as "FIDIC" engineer <br> - 3.1 Definitions - Clarification of IO IDM Document Storage Area <br> - 5. Basic Principles - Explanation of the requirements for document exchange through the described mechanism <br> - 5.3 Folder Structure – Addition of the folder Communication for exchanging the communication related to the contract <br> - 5.4 Folder RO and Access Rights – definition of access rights for Communication <br> - 5.7 Incoming documents processing, 5.8 Outgoing document transmission – minor clarifications <br> - 5.9 Communication – addition of the explanation about the usage of the communication folder <br> - 5.10 Document types – inclusion of Contract Communication document type <br> - 5.11.1 File format – minor clarifications |
| v4.0 | In Work | 06 Jun 2019 | As per approved MQP doc Request - X3GFFV, this new version changes description is documented in Essential data YQ7M4U (complemented by Implementation Plan IP - YK3U6F). <br><br> Basically 3 changes: <br> Change 1/ PCD needs (Chapter 2 Scope + 5.6 Incoming Documents submission + modifications on folder structure and naming convention: Chapter 5.3 + 5.4 + modifications of Access permission: Chapter 5.5 ). <br> Change 2/ modifications of Document Types: Chapter 5.10 . <br> Change 3/ processing of Non-Conformity reports: Chapter 5.6.3 . <br><br> The draft with changes highlighted with colors is attached to the MQP Doc request X3GFFV. |
| v4.1 | Approved | 07 Jun 2019 | Minor changes with no impact on the document exchange process, as established in version 4.0: <br> Chapter 3.2 Acronyms - Adding acronym CA - Cooperation Agreement; <br> Chapter 5.3 Folder Structure - Adjustment of upper level folders which does not change the document submission and processing for the Contractors and IO Contract ROs |

# Table of Contents

# 1 Purpose

The purpose of this document is to:
- Describe the process for exchanging and storing the electronic documentation which is issued in the scope of the in-cash procurement performed by the ITER Organization (IO);
- Set up the documentation requirements for the IO Contractors' document deliverables;
- Provide the IO Contract Responsible Officers and the IO Contractors with the instructions related to the exchange and storage of the electronic documentation.

# 2 Scope

This MQP Level 3 document belongs to Document and Records process and propagates the requirements of [1].

This document is applicable to the document deliverables issued by the IO Contractors during the execution of in-cash contracts/cooperation agreements on the one side, and to the documents issued by IO on the other side, which are required in the scope of in-cash contracts, as opposed to Procurement Arrangements for in-kind procurement.

The document is applicable to the document deliverables issued by the IO Contractors in the scope of in-cash contracts which are greater than or equal to 100,000 Euro as first procurement value defined in [2] and result in either:
- The procurement of a physical system or component that will be delivered and installed on the ITER site, or;
- The procurement of works or services.

The document is applicable to the following document deliverables:
- Technical documents, including those under Export Control and under PIC/PIA regulation, demonstrating that the works or a physical item are delivered according to the agreed technical requirements;
- Management documents, including those under Export Control and under PIC/PIA regulation, demonstrating that a Contractor performs the works or provides a physical item in accordance with the necessary quality, risk, schedule requirements, and applicable legal regulations;
- Intellectual Property documents, such as Background IP declarations and Generated IP declarations as defined in [3].

Contractual (tender) and financial documents managed by the Finance and Procurement Department (FPD), confidential documents, and postal correspondence do not fall within the scope of this document.

Diagrams and drawings in PDF format are exchanged in the System for the Management of Diagrams and Drawings (SMDD) as defined in [4] and do not fall within the scope of this document.

This document does not apply to the exchange of CAD data.

This document is not applied to the contracts where CMA has the role "FIDIC Engineer". In this relationship, the document exchange and storage is regulated by [5].

Finally, other means of exchange endorsed by the relevant procedures can be applied to the management of specific data and records (such as, e.g.: deviation requests, non-conformity reports, etc.).

# 3 Definitions and acronyms

## 3.1 Definitions

| | |
|---|---|
| **Contractor Contract ROs** | Individuals, for example project managers or team leaders, designated as the principal points of contact for the transmission and management of document deliverables. |
| **Document deliverables** | Documents submitted by the IO Contractors for an official IO review and acceptance. Document deliverables include technical and/or management documents. |
| **In-cash procurement** | Set of actions that should be performed from the expression of the needs to the contract closure for the supplies, services and works for the ITER Organization (IO). |
| **Incoming documents** | Documents issued by the IO Contractors and submitted to IO in the Documentation Exchange Area in IDM. |
| **IO Contract ROs** | In-cash contract Responsible Officers from the IO organisational units which conclude in-cash contracts. |
| **IO IDM Document Storage Area** | A folder in IO IDM, typically in Plant Breakdown Structure, where shortcut links to the Incoming documents are created and access to the documents is managed. However, this could be a different IO folder depending on the OBS within which a contract has been signed. |
| **Management documentation** | Documents relative to administrative aspects of a contract, e.g. Monthly Reports, Progress Meeting Minutes, etc. |
| **Outgoing documents** | Documents issued by IO and stored in IDM which are made available to the IO Contractors in the IO IDM Documentation Exchange Area via shortcut links. |
| **Procurement Officers** | PCD staff in charge of the tender process and advice on procurement strategy. |
| **Technical documentation** | Engineering data and/or documents relative to design, manufacturing, construction, testing, commissioning, and operation. |

## 3.2 Acronyms

| | |
|---|---|
| **CA** | Cooperation Agreement |
| **CAD** | Computer Aided Design |
| **CEA** | Commissariat à l'Energie Atomique |
| **CMA** | Construction Management as Agent |
| **CT** | Contract |
| **DOC** | Document Control Section |
| **EC-CP** | Export Control Contact Person |
| **FIDIC** | Fédération Internationale des Ingénieurs-Conseils (International Federation of Consulting Engineers) |
| **FPD** | Finance and Procurement Department |
| **FW** | Framework Contract |
| **IA** | Implemented Agreement |
| **ICP** | ITER Collaborative Platform |
| **IDM** | ITER Document Management System |
| **IO** | ITER Organization |

| LG | Local Group |
|---|---|
| **OBS** | Organisation Breakdown Structure |
| **PCD** | Procurement and Contracts Division |
| **RO** | Responsible Officer |
| **SMDD** | System for the Management of Diagrams and Drawings |
| **TO** | Task Order |
| **QA** | Quality Assurance |
| **UID** | Unique Identifier |

# 4  Applicable and References Documents

## 4.1  Applicable documents

[1] ITER_D_22K5JQ - Document Management Procedure

## 4.2  Reference documents

[2] ITER_D_658PD4 - In-Cash Procurement Procedure

[3] ITER_D_ADY288 - Intellectual Property Management Specific Plan

[4] ITER_D_KFMK2B - Procedure for the Management of Diagrams and Drawings in pdf Format Using the SMDD Application

[5] ITER_D_JQGTVR - IO/CMA/Contractors Documentation Exchange and Storage

[6] ITER_D_JE3N8C - Export Control Procedure

[7] ITER_D_22F53X - Procedure for management of Nonconformities

[8] ITER_D_2EXFXU - Sign-Off Authority for Project Documents

[9] ITER_D_73MVYS - List of Deliverables Form

[10] ITER_D_TZV743 - Procedure for Configuration Identification and Configuration Status Accounting

# 5  Basic principles

The documents shall be exchanged in a folder in IO IDM dedicated to the transmittal of the documentation to and from IO.

This mechanism ensures the following:

- - Clear distinction between contract and IO internal documentation;
- - Definition of responsibilities and traceability of submission;
- - Control and follow-up of contract documentation delivery.

The documents shall be stored and access permissions shall be granted in IO IDM Document Storage Area.

The defined requirements for managing PIA/PIC related documents are stated in the chapters listed below:

5.1 List of deliverables

5.2 Folder location

5.3 Folder structure

5.4 Folder naming conventions

5.6 Incoming document submission

5.6.2 Submission of documents under Export Control

5.9 Document types

## 5.1   List of deliverables

A list of planned document deliverables shall be established between IO and Contractor Contract ROs in order to allow the IO Contract ROs to manage the flow of documents and automate the process as it is described in this procedure.

## 5.2   Folder location

A dedicated folder called IO Contractor - IO Documentation Exchange Area is located in IO IDM.

The path is as follows: / IDM Root / Documentation Exchange Area / IO Contractor - IO Documentation Exchange Area

The folder UID is as follows: FFYUFE

## 5.3   Folder structure

Each exchange folder for documents issued within a Framework Contract/Contract/Cooperation Agreement/Task Order/Implemented Agreements includes three mandatory sub-folders:

- Incoming Documents (Contractor > IO)
- Outgoing Documents (IO > Contractor)*
- Communication

A Task Order/Implemented Agreement folder shall always be placed as a subfolder of the relevant Framework Contract/cooperation Agreements folder.

*In addition, all the documents issued by IO that are identified as useful or necessary for the execution of an In-cash Contract shall be shortcut in the relevant subfolders of Outgoing Documents folder:

- For implementation (applicable documents)
- For information (documents for information only)

Note: All the documents shortcut into IO Contract Exchange shall be flagged as part of an In-cash contract.

**Contractor Documentation Exchange Area Folder Structure**
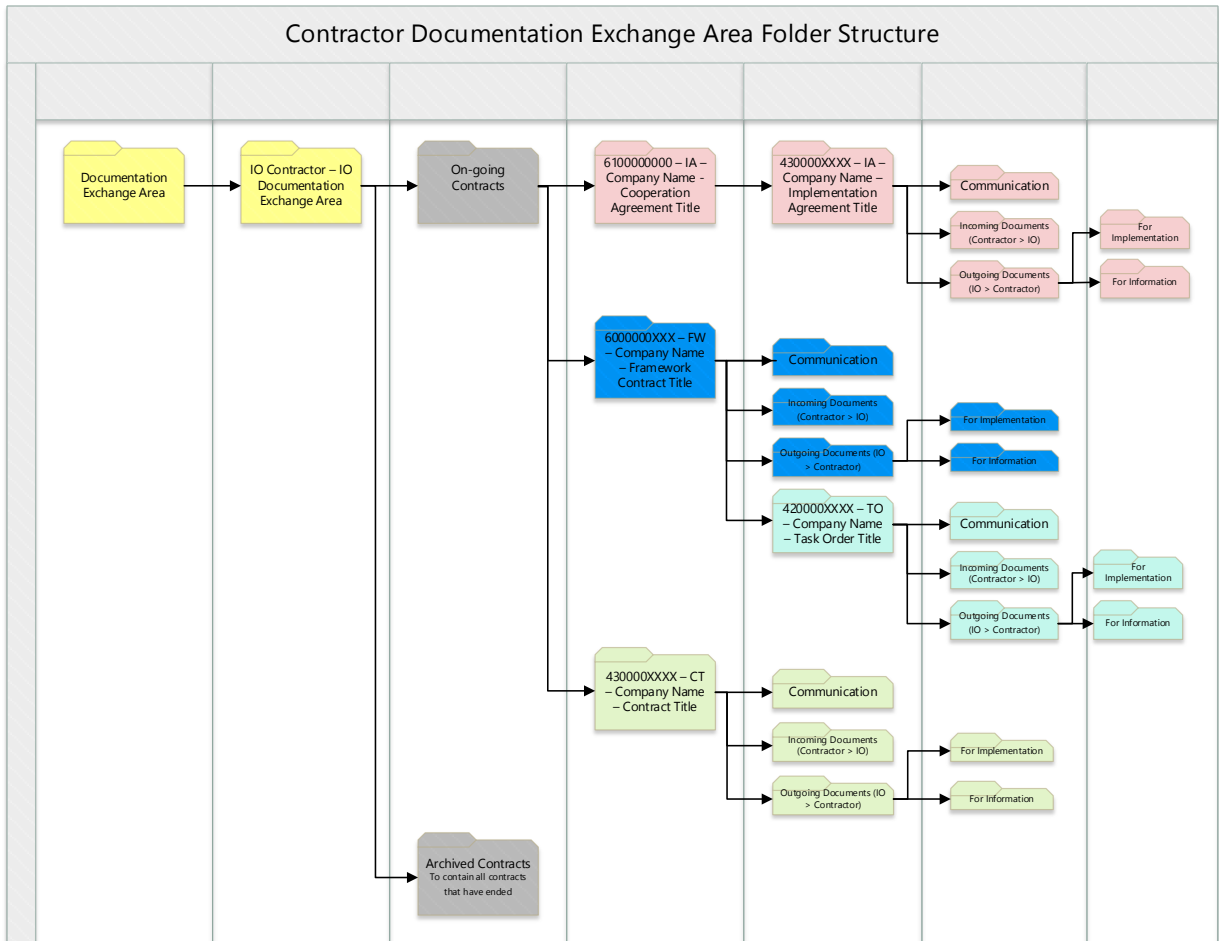
## 5.4 Folder naming conventions

Contract documentation exchange folders should be named as follows:

Contract or Task Order Number (SAP Purchase Order Number)␣-CA/IA/CT/FW/TO-␣Company Name␣-␣Contract Title

Example: 4300001746 – CT - General Atomics - Unified Data Access (UDA) Performance and Scalability Assessment

## 5.5 Folder RO and Access Rights

| Folder | Folder RO | Add Access[1] | View Access |
|---|---|---|---|
| **Framework Contract/Contract/ Cooperaion Agreement[2]/Task Order/Implemented Agreement Exchange Folder** | IO Framework Contract/Contract/Task Order RO | Folder RO | LG: *[Company Name]* Contractors[3] <br> AD: OBS - Finance and Budget Division (FBD) <br> AD: OBS - Finance and Budget Division (FBD) - EXT |

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[1] In IDM, users with Add Access also have View Access by default

[2] The RO of the Cooperation Agreement folder shall be the IO Legal Advisor, the ROs of the Implemented Agreements under the Cooperation Agreement folder will be assigned as per the relevant Implemented Agreements documentation

[3] Access rights can be given to any person identified in the relevant contractual documentations as a stakeholder involved in the execution of the contract.

| | | | AD: OBS- Procurement and Contract Division (PCD) |
| --- | --- | --- | --- |
| | | | AD: OBS- Procurement and Contract Division (PCD) - EXT |
| **Incoming Documents (Contractor > IO)** | | Folder RO LG: *[Company Name]* Contractors** | AD: OBS - Finance and Budget Division (FBD) |
| | | | AD: OBS - Finance and Budget Division (FBD) - EXT |
| | | | AD: OBS- Procurement and Contract Division (PCD) |
| | | | AD: OBS- Procurement and Contract Division (PCD) - EXT |
| **Outgoing Documents (IO > Contractor)** | | Folder RO | LG: *[Company Name]* Contractors |
| | | | AD: OBS - Finance and Budget Division (FBD) |
| | | | AD: OBS - Finance and Budget Division (FBD) - EXT |
| | | | AD: OBS- Procurement and Contract Division (PCD) |
| | | | AD: OBS- Procurement and Contract Division (PCD) - EXT |
| For Implementation | | Folder RO | LG: *[Company Name]* Contractors |
| | | | AD: OBS - Finance and Budget Division (FBD) |
| | | | AD: OBS - Finance and Budget Division (FBD) - EXT |
| | | | AD: OBS- Procurement and Contract Division (PCD) |
| | | | AD: OBS- Procurement and Contract Division (PCD) - EXT |
| For Information | | Folder RO | LG: *[Company Name]* Contractors |
| | | | AD: OBS - Finance and Budget Division (FBD) |
| | | | AD: OBS - Finance and |

| | | | Budget Division (FBD) - EXT |
|---|---|---|---|
| | | | AD: OBS- Procurement and Contract Division (PCD) |
| | | | AD: OBS- Procurement and Contract Division (PCD) - EXT |
| **Communication** | | Folder RO, LG: *[Company Name]* Contractors** | LG: *[Company Name]* Contractors |
| | | | AD: OBS - Finance and Budget Division (FBD) |
| | | | AD: OBS - Finance and Budget Division (FBD) - EXT |
| | | | AD: OBS- Procurement and Contract Division (PCD) |
| | | | AD: OBS- Procurement and Contract Division (PCD) - EXT |

The sub-folders (if any) should inherit the parent folder RO and access rights.

## 5.6 Incoming documents submission

Documents (document versions) shall be uploaded in the Incoming Documents sub-folder in a relevant contract documentation exchange folder and signed by Contractor Contract ROs who shall be the Signatories of the documents in IDM.

In some cases, there may be other document Signatories, assigned by the Contractor within the scope of the Contract, as specified in the List of Deliverables. In such cases, the document signatories should be mentioned in the relevant contractual documentations as the ones authorised to submit deliverables.

If the deliverables are submitted for a Task Order or an Implemented Agreement, they should be placed in the Incoming Documents of the corresponding Task Order/Implemented Agreement, placed under the upper structure of a Framework Contract/Cooperation Agreements.

### 5.6.1 Submission of drawings

The drawings should be submitted as required in [4].

A record of the submission of drawings should be done in the individual contract documentation exchange folder in IDM.

This record should contain a Bill of Drawings extracted from SMDD with the delivery and workflow status.

In exceptional cases drawings can be submitted directly in IDM. For example, when a drawing is a part of a document and is necessary for the understanding of this document. The formatting requirements are outlined in chapter **5.10 IO Contractor Documentation Requirements**. However, submission of drawings as individual deliverables should be avoided.

## 5.6.2 *Submission of documents under Export Control*

The basic rules of the receipt of information under Export Control are established in [6].

As a general rule, the documents under Export Control shall be checked and registered by the EC-CP, who further should authorise the distribution of these documents to the appropriate stakeholders.

Within the process described by this working instruction, when Export Controlled documents are checked and authorised for distribution by the EC-CP, they should be submitted in the relevant exchange folder and processed as described in this working instruction and required by Sign-off.

An exception is done to the Export Controlled documents supplied during final design reviews, i.e.: the Export Controlled documentation can be delivered directly to the relevant exchange folder without prior check and authorisation for distribution by the EC-CP. In this case, the EC-CP shall be notified on the delivery of each document.

## 5.6.3 *Submission of Non-conformity Reports*

The Non-conformity reports shall be submitted according to [7] directly in the NCR Database (https://user.iter.org/?action=IODashboard&uid=4GES4A).

## 5.7 Incoming documents processing

The shortcut links shall be set to each document deliverable in IO IDM document storage area (typically in Plant Breakdown Structure. However, this could be a different IO folder depending on the OBS within which a contract has been signed). After the shortcut links are set, the review/approval workflow is assigned as required in [8].

## 5.8 Outgoing document transmission

When IO documents and/or the subsequent document versions are approved by IO in the IO IDM Document Storage Area, IO Contract ROs shall reference them by creating shortcut links in the IO IDM Documentation Exchange Area as shown in **5.3 Folder Structure** and notify Contract ROs of the Approval of the new document versions by sending an ICP email notification (available directly in IDM through Action > Send mail or using automatic notification which can be set by DOC on request).

## 5.9 Communication

This folder is used by IO Contract RO and Contractor's Contract RO. Documents for communication (e-mails to be recorded, correspondence strictly related to the execution of a contract, etc.) can be submitted directly by the Contractor's Contract RO and the IO Contract RO into this folder.

## 5.10 Document types

The following document types shall be used:

[P]-Contract Deliverable

[DR]-Other Communication

[Q]-Contractor QA Deviation Request
[Q]-Contractor QA Manufacturing Inspection Plan

[Q]-Contractor QA Release Note

[Q]-Contractors Quality Plan

[Q]-ITER Inspection Report

[IP]-Background IP Declaration
[IP]-Generated IP Declaration

## 5.11 IO Contractor documentation requirements

The IO Contractors should submit only the document deliverables which are internally verified and/or approved, as specified in the quality plan and other applicable procedures and requirements defined in the contract. The evidence of an internal validation and approval shall be provided on a complete cover page of the document bearing the Contractor company logo.

### 5.11.1 File Format

Documents shall be uploaded in PDF format version 1.4 or above. PDF files are considered as electronic master copy documents and are the official document deliverables.

Source file(s) shall be provided and uploaded in IDM as an attachment to the PDF file. Contractor Contract ROs are responsible for checking that there are no discrepancies between master PDF files and the source file(s). Source file formats and software versions should be compliant with the IO requirements.

In exceptional circumstances, the native files might not be required, for example, when the source file is a scanned PDF.

If a source document is a hard-copy, submitted as a scanned PDF rendition, the source file is not required.

### 5.11.2 Non-paper materials

Special processed records such as radiographic film, electronic media (such as magnetic media, optical media), archival samples, and photographs shall be handled and stored to preclude damage. At a minimum, manufacturer information for proper handling and storage should be used in preparing proper controls for these types of records. When transmitted to IO for final storage, records in special formats should be converted into high-quality digitised documents to allow long-term storage, retrieval and accessibility and submitted according to 5.7.1.

### 5.11.3 File size

Documents should use ISO sizes. The standard and preferred size for written documents is A4 (210x297mm). The maximum recommended file size should not exceed 15 MB.

### 5.11.4 Drawings size

The drawings that are out of the scope of [4] can be sent as documents and should use ISO sizes.
The largest size for drawings is A0 (841x1189mm), but A1 drawings should be used as preference, and the smallest A4 (210x297mm).

### 5.11.5 Document cover page

All documents transmitted to IO by the IO Contractors should have a cover page with the following information, as a minimum:
- Name and logo of the IO Contractor company (if a document comes from a sub-contractor, the logo of the sub-contractor can also be present);
- Title of the document;
- Identification or reference number of the document;
- Revision number;
- IO related contract number and title;

- A brief description of the content of the document;
- Identification of author, reviewer, and approver (the approver is the person with final responsibility for the document in case of any documentation non-conformity or a legal issue);
- Date of preparation, review and release;
- Signatures.

Each page of the document is to be numbered with unique values in sequential order. The document reference and page number shall be mentioned on each page of the document including all appendices.

### 5.11.6 Document Encryption

No encryption, password or protection should be present on the documents.

Locking of printing / saving functionality is not allowed for the documents to be exchanged.

### 5.11.7 Document integrity, reliability, validity

A document should be uploaded in IDM as a single entry, i.e. documents shall not be divided and uploaded as separate entries in IDM.

Contractor Contract ROs should ensure that there are no pages missing in the document, or pages are not uploaded separately. If a signed document is not uploaded in its entirety, it will not be considered as a valid document by IO.

### 5.11.8 Language

All documents transmitted to IO are to be issued in English, unless a document deliverable falls under one of the exceptions described in [1].
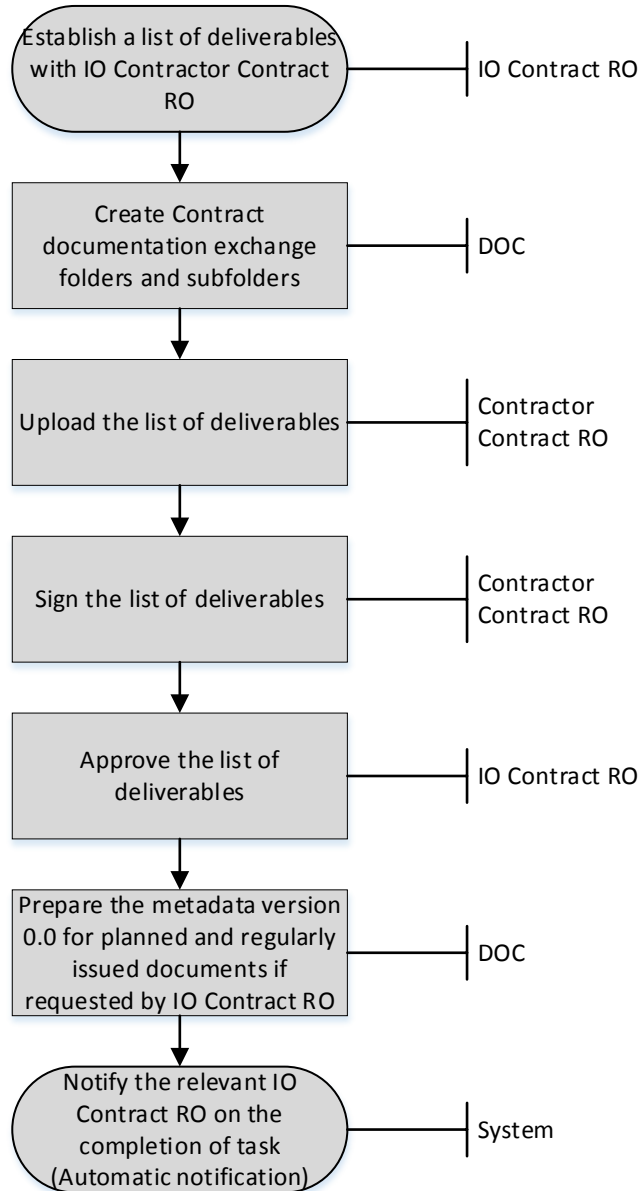
### 5.11.9 Units

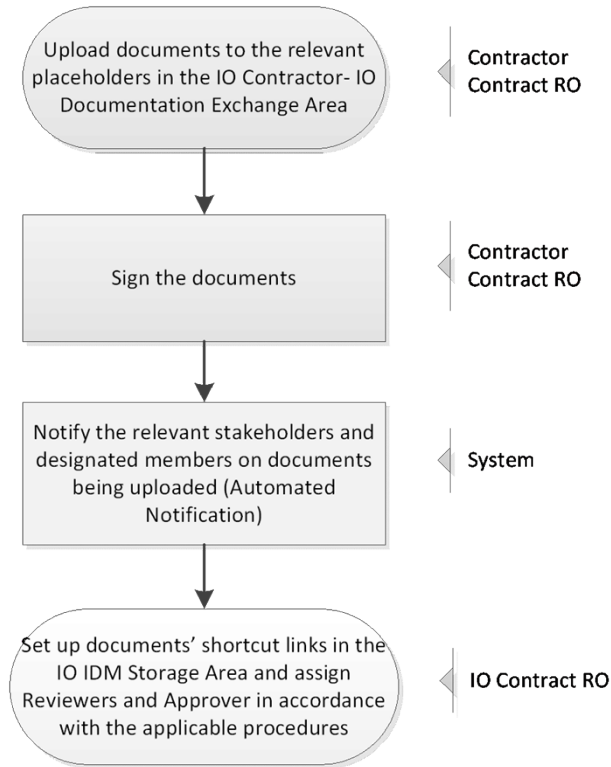All units and dimensions should be in the metric system unless otherwise specified.

# 6 Workflow

## 6.1 Flow chart

### 6.1.1 Document exchange preparation

### 6.1.2 Document transfer by contractors to IO



## 6.2 Description

### 6.2.1 Document exchange preparation

As a general rule, the initial list of deliverables should be specified in the relevant contractual documentation as described in [2]. This list shall include management and technical documentation. It shall be as complete as possible at first issue in IDM and should be amended, if required, by issuing a new agreed version. IO Contract RO the Contractor's Contract RO shall fill the relevant fields of this list; further the Contractor's Contract RO shall submit the list of deliverables into the folder "Incoming Documentation" and sign it. IO Contract RO shall approve the list of deliverables. The document management related information required for the preparation of this list could be found in the template [9]. IO Contract RO should use this template to implement the List of Deliverables in IDM.

The list of expected deliverables will be used to set-up document placeholders in IDM for planning purposes.

For more instructions and support to fill in the list of expected deliverables, DOC Section should be contacted.

### 6.2.2 Document transfer by contractors to IO

#### 6.2.2a Incoming documents: submission

When document versions 1.0 are uploaded directly without placeholders, a relevant document type should be selected as defined in **5.9 Document Types** to ensure that the acceptance process is carried out and a cover page is generated.

*6.2.2b Incoming documents: processing*

In order to give access to documents submitted by the IO Contractors, shortcut links to the documents have to be set up in the IO IDM Document Storage Area. IO document Reviewer(s) and Approver have to be assigned. IO Contract ROs and document stakeholders are notified of the upload of the documents in a variety of ways by the system. Further the shortcuts are created and the review/approval is assigned by the IO Contract RO.

# 7 Responsibilities

The following roles and responsibilities have been defined.

## 7.1 IO DOC Section Leader

IO DOC Section Leader is responsible for the maintenance and the applicability of the working instruction and its implementation within the IO organisational units which conclude in-cash contracts.

## 7.2 IO Document controllers

IO Document Controllers are responsible for an effective implementation of the documentation exchange and storage process. They provide all the necessary information and support to PCD Procurement Officers and IO Contract ROs. They are responsible for:

- Creating contract documentation exchange folders and two mandatory sub-folders in IO Contractor - IO Documentation Exchange Area;
- Assigning IO Contract ROs as contract documentation exchange folder ROs;
- Creating document placeholders (version 0.0) and metadata according to the information contained in the List of Deliverables;
- Verifying that the requirements as to the process for exchanging and storing the documentation are implemented;
- Identifying irregularities and nonconformities and reporting them to the IO DOC Section Leader and relevant IO Contract ROs.

## 7.3 IO Contract ROs

IO Contract ROs are responsible for carrying out all the relevant actions pertaining to the transmission of documents (both incoming Contractor documents and outgoing IO documents) and the storage of documents in IDM. IO Contract ROs may delegate these actions to a designated person, e.g. a team member and/or an IO Document Controller, but always bear the final responsibility for ensuring the adequate implementation of the process. IO Contract ROs are responsible for:

- Creating contract documentation storage folders in the IO IDM Document Storage Area;
- Setting and managing access rights in contract documentation exchange and storage folders;
- Processing of Incoming documents;
- Preparing the List of Deliverables in collaboration with Contractor Contract ROs.

## 7.4 Contractor contract ROs

Contractor Contract ROs are responsible for submitting documents in to IDM in a timely manner and carrying out all the relevant actions pertaining to the transmission and management of documents according to the requirements defined in this working instruction.

# 8 Link with other processes

## 8.1 Interactions with Procurement process

Procurement thresholds defined in [6] triggers the execution of this working instruction.

Contract documentation delivered according to this working instruction can be an output of Procurement Process initiated through [2].

## 8.2 Interactions with Configuration Management process

Contract documentation delivered according to this working instruction can be an input to ITER baseline documentation identified in the framework of Configuration management process and identified through [10].

# 9 Outputs (Records, Deliverables, Implementation plans….)

The execution of this document requires the following outputs:

| Type of output | Format (Template, form, checklist) | Location of output | Document type | Instructions for identification of the output | Responsible for managing the output | Retention period |
|---|---|---|---|---|---|---|
| IO contractors documentation exchange folders | As required in 5.3 | IDM folder IO Contractor - IO Documentation Exchange Area (https://user.iter.org/?uid=FFYUFE) | As specified in 5.9 | As specified in 5.4 | IO DOC Section | Full life of project |