



**Technical Administration support for Tritium Plant section**  
**Technical Specifications**

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## 1 Abstract

The purpose of this contract is to provide support for Tritium Plant section for technical administration in documents circulation, supporting coordination of suppliers and contractors, supporting procurement arrangement documentation circulation, issues management, supporting contracts reporting and accruals.

## 2 Scope and description of the work

Tritium Plant Section is responsible for design and procurement of systems with large contribution of IO "Fund" fund procurement including detailed design of all PBS 32 systems and design and procurement of 50% of all DS. This contract is to provide support for technical administration including the following activities

1. WDS tanks PA support. PA is being executed in a phase of tendering for tanks manufacture. Contract for manufacturing to be signed in September 2013.
  - a. PA documents administration in IDM. Insure distribution of documents to reviewers and timely review of documents in IDM including monthly reports
  - b. Administration of notification notes HP, NP, etc.; Administration of credit transfers, accruals
  - c. Cursory check of supplied documents/deliverables in accordance to PA requirements (inventory check)
  - d. Archiving of QA records, procurement records, etc.
  - e. Organizing meetings according to meetings schedule, meetings records, minutes, presentations, site access.
2. Support of preliminary design activities of WDS core system. design work is executed through several external service contract and Task Agreement with EU-DA
  - a. Contracts documentation administration in IDM. Insure distribution of documents to reviewers and timely review of documents in IDM including monthly reports
  - b. Support of contract execution through follow up of contract schedule for deliverables, invoices, accruals, meeting end date consistent with SAP record. Insure communication to supplier to support achievement of deadlines.
  - c. Administration of deliverables, cursory check of supplied documents/deliverables in accordance to contract requirements (inventory check). Administration of record on supplied materials (delivery notes).
  - d. Archiving of QA records, procurement records, deliverables paper copies, etc.
  - e. Organizing meetings according to meetings schedule, meetings records, minutes, presentations, site access.
3. Tokamak Complex DS PA support design/procurement activities support.
  - a. PA documents administration in IDM. Insure distribution of documents to reviewers and timely review of documents in IDM including monthly reports
  - b. Administration of notification notes HP, NP, etc.; Administration of credit transfers, accruals
  - c. Cursory check of supplied documents/deliverables in accordance to PA requirements (inventory check)

- d. Archiving of QA records, procurement records, etc.
  - e. Organizing meetings according to meetings schedule, meetings records, minutes, presentations, site access.
4. DS design and procurement support.

Activity includes: ~10 task orders in the next 2 years; several contracts for design, procurement and construction of captive DS components.

- a. Contracts documentation administration in IDM. Insure distribution of documents to reviewers and timely review of documents in IDM including monthly reports
  - b. Support of contract execution through follow up of contract schedule for deliverables, invoices, accruals, meeting end date consistent with SAP record. Insure communication to supplier to support achievement of deadlines.
  - c. Administration of deliverables, cursory check of supplied documents/deliverables in accordance to contract requirements (inventory check). Administration of record on supplied materials (delivery notes).
  - d. Archiving of QA records, procurement records, deliverables paper copies, etc.
  - e. Organizing meetings according to meetings schedule, meetings records, minutes, presentations, site access.
5. Service contracts documents administration for Tritium Plant Section. ITA administration

Activity includes: ~7-10 service contract and ITA continuously during next 2 years.

- a. Contracts documentation administration in IDM. Insure distribution of documents to reviewers and timely review of documents in IDM including monthly reports
  - b. Support of contract execution through follow up of contract schedule for deliverables, invoices, meetings end date consistent with SAP record. Insure communication to supplier to support achievement of deadlines
  - c. Administration of deliverables, cursory check of supplied documents/deliverables in accordance to contract requirements (inventory check). Administration of record on supplied materials (delivery notes).
  - d. Archiving of QA records, procurement records, deliverables paper copies, etc.
  - e. Organizing meetings according to meetings schedule, meetings records, minutes, presentations, site access.
6. Tritium Plant section IDM documents support:
- a. Baseline administration: SRD, ICD, IS, DDD, etc.
  - b. Support timely review of documentation including interface sheets. Follow up interface review meetings and meetings record.
  - c. Check of compliance to IO procedure in terms of completeness of documentation
  - d. Establish and run an issues management system

- e. Organization and administration of Tritium Plant IDM documents

### **3 Deliverables and Timetable**

ITER Organization shall during the Contract period establish the Expert work plan on ad hoc basis and relative to the specific tasks defined in section 2 and deliverables defined on a quarterly basis.

The total duration of this contract will be 24 month. Contractor shall be available for about 50% of working time at ITER site for performance of all activities. Start date of the contract shall be in September 2013.

A monthly report shall be submitted to IO by the end of the fifth working day following the end of each month. The report shall cover the following:

1. A brief summary of the work and achievements during the month
2. Financial summary showing amount to be charged by contractor for previous month; the cumulative totals.
3. A time sheet for the previous month with short description on day by day basis

### **4 Specific requirements and conditions**

Contractor shall propose candidate with qualification for technical support in the field of plant layout.

The ITER Organization may organize an interview with the Contractor to complement the assessment of the submission.

The official language of the ITER project is English. Therefore all input and output documentation relevant for this contract shall be in English.

All CAD work shall be performed according to ITER CAD Manual.

The work requires full time presence of the Contractor at the site of the ITER Organization, Route de Vinon sur Verdon, 13115St. Paul-lez-Durance, France.

### **5 Work Monitoring / Meeting Schedule**

A monthly report shall be submitted by the contractor. Contractor shall also propose a list of meetings with ITER for progress monitoring in agreement with schedule proposed. At least the following meetings listed below should be foreseen for the contract including meetings for the particular subtasks as required.

Scope of meeting	Point of check	Deliverable	Place of meeting
Kick-off meeting	Initiation	Written report/meeting minutes	ITER site
Coordination or progress meeting as required	Questions and issues to address Progress review	Written meeting summary – resolution of questions, future actions	ITER site
Final draft report/deliverable review meeting	Deliverable completion, draft report	Draft written and oral reports	ITER site
Closing Task Order meeting	Deliverables acceptance	Final written report	ITER site

## 6 Quality Assurance (QA) Requirement

The general requirements are detailed in ITER document [ITER Procurement Quality Requirements \(22MFG4\)](#).

Prior to commencement of the task, a Quality Plan [Quality Plan \(22MFMW\)](#) must be submitted for IO approval giving evidence of the above and describing the organization for this task; the skill of workers involved in the study; any anticipated sub-contractors; and giving details of who will be the independent checker of the activities.

Prior to commencement of any manufacturing, a Manufacturing & Inspection Plan [Manufacturing and Inspection Plan \(22MDZD\)](#) must be approved by ITER who will mark up any planned interventions.

Deviations and Non-conformities will follow the procedure detailed in IO document [MQP Deviations and Non Conformities \(22F53X\)](#).

Prior to delivery of any manufactured items to the IO Site, a Release Note must be signed [MQP Contractors Release Note \(22F52F\)](#).

Documentation developed as the result of this task shall be retained by the performer of the task or the DA organization for a minimum of 5 years and then may be discarded at the direction of the IO. The use of computer software to perform a safety basis task activity such as analysis and/or ulfill, etc shall be reviewed and approved by the IO prior to its use, it should ulfill IO document on Quality Assurance for ITER Safety Codes [Quality Assurance for ITER Safety Codes \(258LKL\)](#).

Work must be performed in accordance with the French Quality Order of 10 August 1984 (and subsequent revisions such as 7 February 2012) which describes quality requirements for design, construction and operation in Basic Nuclear Installation. These orders are the basis for the following safety requirements:

- ITER Preliminary Safety Report (RPrS), (ITER\_D\_3ZR2NC)
- Safety Important Functions and Components Classification Criteria and Methodology (ITER\_D\_347SF3)
- Overall supervision plan of the chain of suppliers for Safety Important Components, Structures and Systems and Safety Related Activities, (ITER\_D\_4EUQFL)

All work activities and products must comply with these requirements.

## 7 Terminology and Acronyms

<u>Denomination</u>	<u>Definition</u>	<u>Acronym</u>
ITER Organization	For this Contract the ITER Organization	IO-
ITER Organization Responsible Officer	Person appointed by the ITER Organization with responsibility to manage all the technical aspects of this contract	IO-RO
Contractor	Firm or group of firms organized in a legal entity to provide the scope of supply.	C-
Contractor's Team	The Contractor plus all the sub-contractors/consultants working under its responsibility and coordination for the performance of the contract	C-Team
Contractor Responsible	The person appointed (in writing) by the legally authorized representative of the Contractor, empowered to act on behalf of the Contractor for all technical, administrative legal and financial matters relative to the performance of this contract	C-R
ITER Organization Task Responsible Officer	Person delegated by the IO-RO for all technical matters, but limited to one specific task order	IO-TRO
Contractor Task Responsible Officer	Equivalent to the IO-TRO in the Contractors team.	C-TRO

### List of technical Abbreviations

A&E	Architect Engineering
BITF	Buildings Integration Task Force
CMM	Configuration Management Model
DICC	Design Integration Configuration Control
DS	Detritiation System
HCF-DS	Hot Cell Facility Detritiation System
HVAC	Heating Ventilation Air Conditioning

ICD	Interface Control Document
IO	ITER International Organization
IS	Interface Sheet
PBS32	Plant Break Down 32: Tritium Plant
PFD	Process Flow Diagram
SRD	System Requirements Document
TBM	Test Blanket Module
TC	Tokamak Complex
TC-DS	Tokamak Complex Detritiation System
TCWS	Tokamak Cooling Water System