Technical Specifications (In-Cash Procurement)

**HOF and HIRA assessment of EP#11 and EP#12**

The purpose of this technical specification is to perform engineering tasks to support FDR on EP#11 and EP#12 in ITER by performing the task below:

- Perform a Human and Organizational Factors analysis of the operations described.
- Perform Hazard analysis on the area.

The supplier must explain in detail in the offer the computational implementation to conduct this work, with a detailed description of computational resources and calendar days required.
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1 Purpose

The purpose of this technical specification is to perform engineering tasks to support FDR on EP#11 and EP#12 in ITER by performing the task below:

- Perform a Human and Organizational Factors analysis of the operations described.
- Perform Hazard analysis on the area.

The supplier must explain in detail in the offer the computational implementation to conduct this work, with a detailed description of computational resources and calendar days required.

2 Scope

This document concerns the Human and Organizational Factors (HoF) assessment and Hazard analysis for the different maintenance and inspection activities that are performed in Diagnostic Ports EP#11 and EP#12 in the Port Cells and Interspace area at different workstations.

![Figure 1. Schematic view of the work stations](image)

3 Definitions

For a complete list of ITER abbreviations see: [ITER Abbreviations (ITER_D_2MU6W5)](ITER_D_2MU6W5).

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Meaning</th>
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<tr>
<td>CAD</td>
<td>Computer Aided Design</td>
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<tr>
<td>HoF</td>
<td>Human Organizational Factor</td>
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<td>ATP</td>
<td>Autorisation to Proceed</td>
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<td>SDDR</td>
<td>Shutdown Dose Rate</td>
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<td>EP</td>
<td>Equatorial port</td>
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<tr>
<td>PCSS</td>
<td>Port Cell Support Structure</td>
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<td>ISS</td>
<td>Interspace Support Structure</td>
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<tr>
<td>SIC</td>
<td>Structural Integrity Component</td>
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<tr>
<td>RO</td>
<td>Responsible Officer</td>
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<tr>
<td>PIA</td>
<td>Protection Important Activity</td>
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</table>
4 References

[1] 05_F-DIR_TF-17_PC_Accessibility_Requirement ITER_D_WVQ7V7
[3] Technical specification for TO#31 - Neutronic analyses for the FDR of Equatorial Ports# 12 and #11 ITER_D_X3U7AT
[5] Port Cell #11 maintenance Feasibility study report –FINAL-by Orano (ITER_D_WF8Y6D)
[6] ITER Procurement Quality Requirements (ITER_D_22MFG4)
[7] Procurement Requirements for Producing a Quality Plan (ITER_D_22MFMW)
[9] ITER_D_QUK6LF - ITER Human & Organizational Factors Policy
[10] ITER_D_2WBVKU - ITER Human Factor Integration Plan
[12] Safe Access for maintainability (ITER_D_RUGWUK v1.3)
[13] Protective equipment and hostile environment layout (ITER_D_RBYZ42 v1.1)
[14] ITER_D_JNPJ7T - Laser hazards table
[18] ITER_D_RXK96 - HIRA report for NAS Diagnostic (55.B8)
[20] ITER_D_NPEV6 Defined requirements for PBS 55 - Diagnostics

5 Estimated Duration

The overall duration of this task order is 12 months.

6 Work description

The work is divided into 2 Work Packages

6.1 WP 1 – Area Hazard Analysis

The objective will be to perform an integrated hazard analysis per area based on ITER Occupational safety procedure, gathering information coming from different PBS (Hazard Identification and Risk Assessment – HIRA per PBS available at each Design review) – see input package, and considering their interaction. The outcome of the risk assessment process shall include all risk mitigation measures that remove or reduce the risk through design solutions.

6.1.1 Input

- French Legal Requirements concerning OHS
- This technical specification
- Contract Input package up to date (notably ITER Occupational safety procedure, PBS HIRA)
- Output of others activities performed in the frame of this contract

6.1.2 Activities

- Perform an integrated hazard analysis per area according to IO procedure
  - Identify the PBSs present each area;
Identify the hazards present;
Classify the room according to IO criteria (Oxygen deficiency, Confined space, Noise, Electricity, Pathogenic agents, ATEX, Laser, Electromagnetism, contamination, irradiation, ...)
Identify hazardous interactions between PBSs
Identify transverse issues (lighting, accessibility...)
Identify workplaces
Identify frequency of exposure to hazards or any other safety issues
Identify the safety precautions / constraints / limitations applicable to the workplace / room / area
Propose improvement and corrective action
Follow-up the improvement and corrective actions implementation

- Organize technical meeting on Hazard Analysis with IO team

### 6.1.3 Output

- Hazard Analysis report per area.
  - These reports will be delivered with intermediate version with following steps:
    - Step #1: Compilation of hazards present in the room
    - Step #2: Compilation of integration issues regarding hazards
    - Step #3: Room safety improvement and corrective actions

- These reports will be updated according to the implementation of corrective actions and changes done as per the ALARA implementation (Output of other task orders on ORE ITER_D_X2U7AT).

Area Maintenance Data base filled in with Hazard Analysis parameters

### 6.2 WP 2 – Human & Organizational Factor analysis

Human & Organizational Factors (HOF) analysis based on ITER HOF program [ITER_D_2WBVKU] and as per the defined requirements for Diagnostics [ITER_D_NPEVB6]. The HOF program will follow the two levels approach:

- **Macroscopic analysis**: the objective of this analysis will be to have an overview of the needs for maintenance operations, the constraints generated by the working environment (hazards management and individual protections needed, accessibility issues, technical environment, performance requirements, etc.). The Return of Experience (REX) from other facilities with similar working situations shall be included-if possible (the contractor with the design/operation experience on the installations representing similar characteristics, especially in terms of hazards management, is preferred).

- **Microscopic analysis** will consist in elaborating and analyzing the maintenance/inspection scenarios (representative for the future probable activity in the port cell areas necessary to ensure facility’s safety objectives. The Task Analysis method will be based on operation scenarios analysis. It will cover all normal operation conditions that may occur, in particular for the analysis of the working situations (work stations) which are the most penalized in terms of environmental and physical constrains, especially for the radiological/beryllium zones, and that cover protection important activities [PIA] to address the human and organizational reliability issues.

The Macroscopic and Microscopic studies will be preceded by the review of existing ITER guidelines for the design of local workplaces (on site) and the complementary standards review (including a relevant anthropometric database).
The HOF analyses will be performed in line with the priority topics listed in the WP6 (section 5.6) and in particular the Safety Sensitive Activities (SSA), which are any human intervention on PIC components and/or human work performed in irradiated/contaminated areas, necessary to ensure facility’s safety objectives. The analyses will identify the most representative working situations in ITER with the goal to cover all normal operation conditions, and the most penalized cases in terms of risk severity and operational complexity is implemented. These analyses might be done on selected port cell areas, so as the results could be propagated to the design of other (similar) port cell areas.

The results of the HOF analyses will provide the requirements and design solutions for workplace layout, accessibility, maintenance/inspection feasibility (e.g. equipment and procedures design), and work organization in line with ALARA and ORE approaches, including Health and Safety requirements.

6.2.1 Input

- This technical specification
- Contract Input package up to date (notably ITER HOF program, PBS maintenance plan)
- Output of other activities performed in the frame of this contract

6.2.2 Activities

- Perform the review of ITER guidelines for the design of local workplaces (on site) and the international standards and guidelines that might bring additional design requirements adapted to ITER specificities.
- Perform macroscopic study of the selected port cell areas in order to have the overview of maintenance operations in terms of accessibility, physical working conditions, radiation/contamination zoning, etc.
  - Input data analysis (design specification/description, hazard identification, maintenance database with available information such as maintenance/inspection tasks description, existing operating modes, etc.)
  - Preliminary analysis of the maintenance tasks requirements (analysis of workstations, environmental constraints, PIC/SIC equipment, maintenance and inspection phases and tasks, tools needed for the tasks performance, performance objectives and criteria)
  - Return of Experience [REX] (data collection/formalization on the operations in similar hazardous working environments, lessons learned for the ITER port cell areas design)
  - Working groups / discussions with IO staff (needs analysis, preliminary statements, HOF issues identified, etc.)
- Perform microscopic study in order to identify and analyze the unsafe operations for human and machine safety, and offer suggestions for possible improvements (design of working situation)
  - Preparation of the maintenance/inspection scenarios (work situations based analysis) to complete safety cases for safety demonstration
  - Perform the task/activity analysis based on the chosen inspection/maintenance scenarios following appropriate HOF techniques, e.g.:
    - Scenarios unfolding based on design documentation support within working groups
• Scenarios unfolding based on 3D mock-ups provided by IO (Virtual
Reality Room)
NOTE: The ITER 3D tools (virtual reality), using the human avatars built up in line
with the anthropometric database [European], may be used for the demonstration – at
least at the first iteration. The final – integrated demonstration might be done with
physical mock-ups, subject to discussion and separate agreement with IO.

• Scenarios unfolding based on physical mock-ups provided by IO
  ➔ Define the dimensions for:
    ▪ Human passage towards workstations (covering the tools and equipment
      transport for the maintenance);
    ▪ Workspace dimensions taking into account the body movements (based
      on anthropometric database and task analysis) and tools/equipment
      handling during maintenance scenario (based on task analysis);
  ➔ Define the requirements for work organization in port cell areas for the
    maintenance/inspection on PIC equipment and in line with ALARA approach,
    to ensure human and organizational reliability;
  ➔ Consider the ergonomic requirements for the design of equipment to ensure
    their maneuverability (reaching distances, grasping, handling, etc.) especially
    while working in bubble suits;
  ➔ Consider the system integration in the working zones (port cell areas) with
    potential impacts generated by the presence of other systems and in line with the
    ALARA approach (analysis of Safety Sensitive Activities related to the
    “limitation of exposure to radiations” safety function);
  ➔ Ensure the HOF Data traceability (HOE issues log and HOF design
    requirements data base update, Maintenance Database update with HOF results)
  ➔ Initiate Working groups / discussions with IO staff (needs analysis, preliminary
    statements, HOF issues identified, etc.)

• Contribute to Integrated Maintenance procedure development, participating to
  integrated technical meeting
• Organize technical meetings (working groups) on HOF with IO team
• Review the Area integrated maintenance assessment Report and the Area maintenance
  report

6.2.3 Output

1. Method for HOF intervention
2. Lessons Learned from the Return of Experience in similar facilities to feed the design
   of ITER port cell areas and to incorporate identified good practices in ITER
   maintenance strategy;
3. HOF report with the results of Task Analyses based on maintenance / inspection
   scenarios. Specific considerations will be made on the workstation where the 1st barrier
   will have to be opened.

All the HOF deliverables shall be reviewed and approved by IO HOF RO.
7 Inputs from IO

- CAD models (through DET procedure) of the EP#11 and EP#12 from the plasma to the port cell door, including the port plug, interspace, bio-shield plug, and port cell as well as tenants;
- Outputs from task order on ORE ITER_D_XBZLXU
- Outputs from task order on SDDR ITER_D_X3U7AT
- Output from call for expertise on vacuum extensions [7]
- Dust Contamination reports - contamination assessment for specific maintenance activities at ITER [9],
- Surface and Airborne Contamination Mapping for a Test Compartment - Task 3A [10].
- ITER_D_QUK6LF - ITER Human & Organizational Factors Policy
- ITER_D_2WBVKU - ITER Human Factor Integration Plan
- ITER_D_SAKT22 - ITER Procedure for HOF Issues Management
- Safe Access for maintainability (ITER_D_RUGWUK v1.3)
- Protective equipment and hostile environment layout (ITER_D_RBYZ42 v1.1)
- ITER_D_JNPJ7T - Laser hazards table
- ITER_D_T8DGN3 - Hazard Identification and Risk Assessment for 55.C1 and 55.C2
- ITER_D_UPQHMB - 55.C4 - Hazard Identification and Risk Assessment (HIRA) Report
- ITER_D_RBL3BM - HIRA_Report_VUV_Aignement (55.E)
- ITER_D_RXKR96 - HIRA report for NAS Diagnostic (55.B8)
- ITER_D_UNGLX2 - 55.ED - HIRA Final Report_PBS55.ED XRCS
- ITER_D_NPEVB6 Defined requirements for PBS 55 - Diagnostics
- Documents for Diagnostics – PBS55 (for information)

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<td>Access strategy to Port cells (SQ2KFH v1.0)</td>
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<td>Port Plug Maintenance <em>List of Processes and Steps</em> 12-02-2014 (BEUTMF v1.0)</td>
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<td>Port Plug Maintenance Process Context DLV 05-02-2014 (M38MRG v1.0)</td>
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<td>Port Plug Maintenance_Processes 09 and 10 (BFER9E v1.0)</td>
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<tr>
<td>Action A37 Update list of operations for port plug removal and installation_v1-0 (C9Y7AL v1.0)</td>
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<td>Action A37 Update list of operations for EQ PP 11_v1-1 (C9YN3C v1.0)</td>
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<td>Maintenance of Port Plug_Summary Report (N3UWNJ v1.1)</td>
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<td>List of maintenance operations for EQ PP 11: Updated for Meeting 15 (HR29K3 v1.0)</td>
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<td>Hands-on maintenance scheme proposal - presentation to PTF (Q4V8Q9 v1.0)</td>
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<td>Time to Be Spent in EQP11 Corridors (URBF2V v1.0)</td>
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<td>Detailed Study of Installation and Replacement Procedure (SZRNM7 v1.1)</td>
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</table>

11. Port Integration - Standardisation - ISS, Bioshield, PCSS Status T.Giacomin
8 Responsibilities

8.1 Contractor’s obligations

The Contractor shall ensure that he complies with the provisions of the Framework Contract in particular with the following:

- The Contractor shall guaranty that all input information provided to perform the task remain property of IO and shall not be used for any other activity than the one specified in this specification.
- The Contractor shall be in charge of the training & coaching of all its resources.
- The contractor shall provide an organization suitable to perform the work as describe in this specification;
- The contractor shall work in accordance with the QA plan approved by IO;
- The contractor shall perform the activities accordingly to this specification taking into account all relevant additional documents and IO processes into account (hand books, export control, intellectual properties, ...); The Contractor shall be responsible to produce and manage, using the ITER software platform, all the documents listed in chapter 11.
- Contractor shall provide to the IO representative full access to its work premises and related documentation, to permit to follow up the progress of the work

Prior to the start of work on each activity, the Contractor shall review the input technical information provided to it by IO for completeness and consistency, and shall advise the IO representative of any deficiencies it may find. The contractor shall not be responsible for errors in the input technical information which could not be reasonably detected during such review; duration of this review will be agreed between Contractor and IO representative and will have no impact on the delivery schedule.

8.2 Obligations of the ITER Organization

The ITER Organization shall make available all data and information necessary to perform the activities specified in the present document.

- IO procedures required to achieve the activities according to ITER quality and safety rules;
- Information on diagnostic design and requirements for the development of the window assembly design.
The ITER Organization shall give the possibility to the contractor to review documents on the ITER documents database (IDM).

IO shall make available to the Contractor all technical data and documents which the Contractor requires to carry out its obligations pursuant to this specification in a timely manner. For delays of more than two weeks in making them available, the Contractor shall advise IO representative of the potential impact on the delivery of the Work Packages, to agree and define all the correction actions to take in place.

### 9 List of deliverables and due dates

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<th>Nº</th>
<th>DELIVERABLE</th>
<th>EXPECTED DATE</th>
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<tbody>
<tr>
<td>D12-1</td>
<td>For EP#12 - Hazard Analysis report per area.</td>
<td>T0+2 Month</td>
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<td>➔ Step #1: Compilation of hazards present in the room</td>
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<td>➔ Step #2: Compilation of integration issues regarding hazards</td>
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<td>➔ Step #3: Room safety improvement and corrective actions</td>
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<td>D12-2</td>
<td>For EP#12 - Perform macroscopic study of the selected port cell areas in order to have the overview of maintenance operations in terms of accessibility, physical working conditions, radiation/contamination zoning, etc.</td>
<td>T0+3 Months</td>
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<td>D12-3</td>
<td>For EP#12 - Perform microscopic study in order to identify and analyze the unsafe operations for human and machine safety, and offer suggestions for possible improvements (design of working situation)</td>
<td>T0+4 Months</td>
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<td>D12-4</td>
<td>For EP#12 - HoF Report (progressive) with the results of Task Analyses based on maintenance / inspection scenarios. Specific considerations will be made on the workstation where the 1st barrier will have to be opened.</td>
<td>T0+5 Months</td>
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<td>D11-1</td>
<td>For EP#11 - Hazard Analysis report per area.</td>
<td>T0+6 Months</td>
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<td>➔ Step #1: Compilation of hazards present in the room</td>
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<td>➔ Step #2: Compilation of integration issues regarding hazards</td>
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<td>➔ Step #3: Room safety improvement and corrective actions</td>
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<tr>
<td>D11-2</td>
<td>For EP#11 - Perform macroscopic study of the selected port cell areas in order to have the overview of maintenance operations in terms of accessibility, physical working conditions, radiation/contamination zoning, etc.</td>
<td>T0+7 Months</td>
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</table>
D11-3 | For EP#11 - Perform microscopic study in order to identify and analyze the unsafe operations for human and machine safety, and offer suggestions for possible improvements (design of working situation) | T0+8 Months
---|---|---
D11-4 | For EP#11 - HOF Report (progressive) with the results of Task Analyses based on maintenance / inspection scenarios. Specific considerations will be made on the workstation where the 1st barrier will have to be opened. | T0+9 Months
D12-5 | For EP#12 - Update of HOF and Hazard Analysis report according to
- implementation of corrective actions and changes done as per the ALARA implementation (Output of task order on ORE ITER_D_XBZLXU and SDDR regulations ITER_D_X3U7AT).
- Chits during FDR of EP#12
- Comments of the reviewer on IDM | T0+10 Months
D11-5 | For EP#11- Update of HOF and Hazard Analysis report according to
- implementation of corrective actions and changes done as per the ALARA implementation (Output of other task orders on ORE ITER_D_XBZLXU and SDDR regulations ITER_D_X3U7AT).
- Chits during FDR of EP#12
- Comments of the reviewer on IDM | T0+12 Months

10 Acceptance Criteria
The reports submitted via IDM will be always reviewed by technical experts of PBS55 nominated by the IO-TRO and by other relevant IO experts where applicable. Revision can be delegated upon consideration of the respective nominees.
The memos submitted via IDM by the Contractor are for general information. No revision nor approval processes are required.

11 Specific requirements and conditions
The Contractor’s team shall cover all disciplines that may reasonably be required to carry out the Scope of Work.
The contractor shall demonstrate the qualifications of the HOF specialists (Suitably Qualified and Experienced Personnel [SQUEP]):
  - With the degree in Human & Organization Factors / Ergonomics,
  - Having at least 5 years of working experience in the hazard industry and being familiar with the safety demonstration / safety cases,
  - Being familiar with system engineering approach and with HFE methods and techniques for highly complex industrial/experimental systems,
  - Having performed the HFE activities for the design of workplaces for maintenance/local operations on installations.
In addition, the following skills are necessary for the success of the activity:

- Strong experience in Mechanical Design in Nuclear Field (knowledge of off the shelf equipment, handling equipment, automatic robotic systems, I&C components, mechanical manufacturability...).
- Understanding of the contamination and radiological aspects in nuclear facility (relevant to ITER Port Cells and Hot Cells environment).
- Ability to work with CATIA V5, AutoCAD 2D.
- Ability to produce technical documentation (i.e. calculation notes, 2D/3D drawings, design description document, system requirement docs, interface sheets...).
- Demonstrated and practical experience for participants in maintenance in nuclear facility (confinement management, ALARA) on piping, mechanical equipment’s
- Experience in nuclear engineering design (equipment to be maintained, maintenance tools, handling)

The use of the Virtual Room will be possible under request from the contractor with a delay of 1 week. IO will assist the contractor for using the virtual Room. This activity will be performed in close collaboration with IO RH and DCIN representatives with whatever additional IO support as needed.

It is noted that Contractor’s personnel visiting the ITER site will be bound by the rules and regulations governing safety and security.

The Contractor shall have and maintain the necessary equipment and licenses to run the software tools required to carry out the tasks and produce the deliverables in accordance with the tools adopted by the IO. The Contractor shall ensure that experts are adequately supported and equipped. It shall ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities.

The official language of the ITER project is English. Therefore, all input and output documentation relevant to this Contract shall be in English. The Contractor shall ensure that all the professionals in charge of the Contract have an adequate knowledge of English, to allow easy communication and adequate drafting of technical documentation. This requirement also applies to the Contractor’s staff working at the ITER site or participating in meetings with the ITER Organization.

The work described here is a Protection Important Activity (PIA). As such, it must be independently reviewed by the supplier and records of the revision must be produced.

All the files involved in the execution of the work must be submitted to ITER IO as a specific deliverable called “Acceptance Data Package” (ADP). This ADP will include, as minimum, the original CAD models, the simplified CAD models and records of independent verification. Additional content of the ADP can be specified by the TRO until the contract closing meeting.

12 Work Monitoring / Meeting Schedule

The work will be started by a dedicated kick-off meeting (KOM) at ITER premises and managed by means of Progress Meetings. It is expected that Progress Meetings will be held biweekly at ITER premises.

The main purpose of the Progress Meetings is to allow the ITER Organization/Diagnostics Division and the Contractor Technical Responsible Officers to:
Allow early detection and correction of issues that may cause delays;
Review the completed and planned activities and assess the progress made;
Permit fast and consensual resolution of unexpected problems;
Clarify doubts and prevent misinterpretations of the specifications.

The ITER Organization and/or the Contractor may request additional meetings to address specific issues to be resolved.

The Contractor will work predominantly on IO site in order to accelerate the common understanding of the context and focus the effort towards the needed direction. The Contractor shall be present at ITER premises for the FDRs of EP#11 and EP#12.

13 Delivery time breakdown

T0 is the date of the kick-off meeting.
The FDRs of the EP#12 and EP#11 are scheduled for Q1 2019 and Q2 2019 respectively. Deliverables D12-1, D12-2, D12-3, D12-4, D11-1, D11-2, D11-3 and D11-4 must be approved in IDM before as they constitute part of the FDRs packages.

14 Quality Assurance (QA) requirements

The organisation conducting these activities should have an ITER approved QA Program or an ISO 9001 accredited quality system.
The general requirements are detailed in [6].
Prior to commencement of the task, a Quality Plan must be submitted for IO approval giving evidence of the above and describing the organisation 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 (see [7]).

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 modelling, etc. shall be reviewed and approved by the IO prior to its use, in accordance with [6].

The use of computer software to perform a safety basis task activity such as analysis and/or modelling, etc shall be reviewed and approved by the IO prior to its use, it should fulfil IO document on Quality Assurance for ITER Safety Codes [6].

15 Safety requirements

ITER is a Nuclear Facility identified in France by the number-INB-174 (“Installation Nucléaire de Base”).
For Protection Important Components and in particular Safety Important Class components (SIC), the French Nuclear Regulation must be observed, in application of the Article 14 of the ITER Agreement.
The HOF task is a PIA:

- The Order 7th February 2012 applies to all the components important for the protection (PIC) and the activities important for the protection (PIA).
- The compliance with the INB-order must be demonstrated in the chain of external contractors.
- In application of article II.2.5.4 of the Order 7th February 2012, contracted activities for supervision purposes are also subject to a supervision done by the Nuclear Operator.
- The list of the requirements, including defined requirements [20], applicable for the PBS 55 are listed in ITER_D_28B39L - SRD-55 (Diagnostics) from DOORS (version 5.2)

For the Protection Important Components, structures and systems of the nuclear facility, and Protection Important Activities the contractor shall ensure that a specific management system is implemented for his own activities and for the activities done by any Supplier and Subcontractor following the requirements of the Order 7th February 2012 ITER_D_7M2YKF.