# Document management

## Distribution list

### Internal UJV distribution

|  |  |  |  |
| --- | --- | --- | --- |
| 1000 |  | 2200 |  |
| 1300 |  | 2300 |  |
| 1400 |  | 2400 |  |
| 1600 |  | 2500 |  |
|  |  | 2900 |  |

### External distribution

|  |  |
| --- | --- |
| Copy number | Contractor, Subcontractors, Customer |
| 1 | European Commission - DEVCO |
| 2 | AEOI |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |

## Principles of document management

The document is intended only for the project Support in the stress tests exercise. It is not allowed to provide this document to not involved parties without the written consent UJV.

## List of changes

|  |  |  |
| --- | --- | --- |
| Revision | Valid from | Ground version |
| 01 | 20. 04. 2018 | New document |
|  |  |  |
|  |  |  |
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# List of abbreviations, terms and definitions

| Abbreviation, term | Definition |
| --- | --- |
| QA | Quality assurance |
| QM | Quality manager |
| ÚJV | ÚJV Řež, a. s. |
| QP | Quality plan |
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# Related documents

## Internal UJV documents

* Contract Agreement (between ÚJV Řež, a. s. and EC)
* PK 001 - UJV IMS Manual
* SM 017 - Employees  development  and knowledge management
* SM 002 - Employees evaluation and performance management
* SM 001 - Documentation and Records Management
* SM 007 – Service, Maintenance and Infrastructure
* SM 027 – Project management
* SM 058 IT Rules
* PI 005 – Integrated audits
* PI 006 - Nonconformities, corrective and preventive actions
* PI 033 – Risk management and prevention system

## External documents

* Contract Agreement (between ÚJV Řež, a. s. and EC)
* TOR
* ENSREG
* JPCoA
* Act No. 594/2004 Coll., executing EC regime for control export of goods and technologies of double use
* EN ISO 9001:2015 - Quality management systems- Requirements
* ČSN EN ISO 10005:2006 - Quality management systems-Guidelines for quality plans
* ČSN EN ISO 10006:2004 - Quality management systems-Guidelines for quality management in projects

# Introduction

The QP describes the mechanism and methods to ensure quality of all services and to describe the manner which will be applied within INSC IRN3.01/16 Lot 2 - Support in the stress tests exercise project (hereinafter “the Project”) to satisfy the requirements of the Contract documents. Furthermore, this document will outline the necessary tools, and specific activities and tasks, which will ensure quality throughout the project lifetime.

This document provides the administrative directives for the project for documentation management, correspondence, documents identification, release of documents, etc.

## Policies and management principles

ÚJV Řež, a. s., has implemented the Integrated Management System (IMS) including Quality Management System according to EN ISO 9001:2015, Environmental Management System according to EN ISO 14001:2015, Occupational Health and Safety Management System according to OHSAS 18001:2007.

The quality requirements for products and services must be clearly defined before work begins. Work processes are continuously monitored, assessed, and improved to achieve a rising standard of excellence in the quality and safety of programmes, projects, products and services. IMS implementation is a line management responsibility, and as such, when any work is being performed, the principles of IMS must be applied.

The project implementation will run in compliance with the existing documentation of the quality system in the contractor (involve all team members). References to the particular documents are shown in the following chapters of this chemical analyses and radiochemical analyses quality plan.

In the case that some part of the project will be done by beforehand accepted subcontractor, the similar level of quality system will by stipulated.

## Identification of parties

## Contractor identification

**ÚJV Řež, a. s.,** was established in the beginning of the fifties of the last century. Fundamental changes occurred after 1989 and 1992 whether the Institute was privatized as a single unit and the subsidized organization became a joint stock company.

The priority of the company consists in permanent system and professional support of the customers and providing services with the top quality together with considerate approach to the environment with the objective to satisfy all customers including high demands of European industrial production and nuclear power engineering.

Introduction and use of the quality systems were authenticated by an independent certification body TUV NORD and through the independent certification company DNV GL Business Assurance B.V. more recently. Based on conducting internal audits, certificates have been issued covering following areas:

* Research, development, analysis, expertise and consulting in the nuclear technology, power industry (including nuclear safety), radiation protection and use of ionising radiation
* Research, development and production of Radiopharmaceuticals
* Maintaining supplies of construction development
* Project and engineering management

Based on meeting all the quality requirements, a license for conducting works in the field of radiation protection, nuclear safety and management of radioactive waste was issued by the State Office for Nuclear Safety (SONS), which is the national specialized supervisory body.  
Joint stock company ÚJV Řež is an approved supplier of customer audits for companies such as: ČEZ, a.s., Slovenské elektrárne, a.s., I & C Energo a.s., ŠKODA JS a.s., JE Paks and many more.  
They take advantage of both quality assurance services but also provide tailor made contracts.

|  |  |
| --- | --- |
| Full legal name (business name): | ÚJV Řež, a. s. |
| Company Headquarters: | Husinec - Řež |
| Official address: | Hlavní 130, Řež, 250 68 Husinec, Czech Republic |
| Legal status: | Inc. (Incorporated) |
|  |  |
| Statutory representatives of the company | |
| Chairman of the board: | Karel Křížek |
| Vice chairman of the board: | Daniel Jiřička |
|  |  |
|  |  |
| General director of the company: | Karel Křížek |
|  |  |
| Document on company establishing: | Company incorporated in Commercial Register kept by the Municipal Court in Prague, Section B 1833 |
| Identification number: | 46356088 |
| VAT registration number: | CZ46356088 |
| Bank account number: | Komerční Banka a.s., Prague,  Account No. 1137201/0100  SWIFT code: KOMBCZPPXXX  IBAN: CZ7701000000000116520227 |
|  |  |
| Phone number: | +420 266 172 111 |
| Fax number: | +420 220 940 840 |
| E-mail: | [*ujv@ujv.cz*](mailto:ujv@ujv.cz) |
| WWW pages: | <http://www.ujv.cz> |

### Contact persons for this project

| Function | Project Manager  ÚJV Řež, a. s. | Deputy Project Manager, Coordinator  ÚJV Řež, a. s. |
| --- | --- | --- |
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| Mobile | + 420  602 293 882 | + 420 724 035 376 |
| Telephone | + 420 266 173 655 | + 420 377 441 093 |
| e-mail | jozef.misak@ujv.cz | [jiri.sedlak@ujv.cz](mailto:jiri.sedlak@ujv.cz) |

## Contracting Authority

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The Contracting Authority is the European Commission.

**EC Project Manager:**

Francesca Nieto

European Commission

DG International Cooperation & Development EuropeAid

Unit B5 –Stability, Security, Development and Nuclear Safety

Office: L41 02/154

B-1049 Brussels

Belgium

+32 2 298 66 76

+32 2 299 52 06

francesca.nieto@ec.europa.eu

## End User

The End-User is the AEOI/NPPD:

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# Project Organisation

The project organisation is given in the Organisation and Methodology of the contract and is summarised in the following overview.

## Project management

The project will be managed in compliance with the TOR by a Joint Working Group (JWG) and supervised by a Steering Committee (SC). The personal assignment will be finalized during the KoM.

The whole Project is assumed to be managed by the Project Leader and the Key Expert 1, namely Jozef Mišák. He will be assisted by the deputy Project Manager, Jiří Sedlák, the Senior Expert).

The other experts are to be accepted by the Contracting Authority. Two types of experts can be distinguished:

* Senior experts (at least 10 years professional experience in the area defined for the tasks they will be committed to);
* Junior experts (at least 5 years professional experience in the area defined for the tasks they will be committed to).

Fluency in the English language is a prerequisite for senior and junior experts.

These experts can be altered during the project implementation subject to prior approval by the Contracting Authority.

The technical work related to particular Tasks will be performed by individual discipline-oriented working groups (WGs). The relationships between particular entities involved in the project can be seen from the organisational chart below.

### Steering Committee

The Steering Committee (SC) will be formed, in consistence with the TOR, by representatives of EC, the Contractor, and the End User. The main role of the SC is to oversee the overall progress of the Project in accordance with Work Plan, and to manage and eliminate any significant barriers to successful accomplishment of it on the ad-hoc basis. SC meetings are foreseen to be organized as needed and the personal assignment of the SC is envisaged to be established during KoM.

### Joint Working Group

The Joint Working Group (JWG) will be the main managerial body to keep the project in the line during the whole course of it.

The members of the JWG are going to be all Contractor´s key-experts and particular WG leaders, who will be associated with their counterparts from the End User side. The JWG will be led by the Key-expert-1 – Project Manager and will be accompanied by the End User manager responsible for the project.

The JWG is going to monitor a work progress in the particular WGs and will be responsible for harmonisation of the individual chapters of the stress test self-assessment report to be mutually consistent. It will be also responsible for an effective solution of possible common obstacles in the work of WGs.

The JWG will report all possible significant deviations from the project plan to the SC and will cooperate on implementation of the appropriate remedial actions. The JWG will assist to WGs in reaching general consensus regarding technical issues and other possible issues that might arise during the project implementation and will make important decisions.

JWG meetings are foreseen to be held alongside with the Project workshops and/or progress meetings. Nevertheless, standalone JWG meetings will be organised in the case of demanding needs.

### Working Groups

The working groups (WGs) will be assembled according to the individual topics. The work of the working groups will be governed and directly coordinated by the JWG and the Project Manager in particular. The JWG will be responsible for information sharing between particular working groups and for harmonisation of their work both in the scope and schedule,

The working group leaders will be nominated from the Contractor key and non-key experts during the KoM. They will be points of contact to the Project Manager and they will report progress of the work to JWG. They can establish working teams for particular issues.

The working groups will be complemented by the End User specialists. The assignment of the particular experts and End User specialists could vary during the Project execution.

# Subject of quality plan

The target of quality plan (QP) is assurance of quality on provision services and documentation and record keeping of the Project based on planned and systematic activities (organizational, management and responsibilities, policies, procedures and instructions for performing the work, operational, controlling, checking, corrective and auditing) conform to Customer’s requirements.

The QP includes provision for the integration of the Customer’s Quality Assurance and auditing activities of the Contractor during ensuring all required services.

## Validity

This QP will be effective for the full time of the preparation and implementation of all services related to the project (INSC IRN3.01/16 Lot 2 - Support in the stress tests exercise).

## Fundamental Legislative Demands Related to the Subject of the Contract

All Project activities and services will be performing in accordance with the requirements of Standards and Legislation mentioned in Contract Agreement, this document and its supplements.

The Contractor will comply with all laws in force in the country where the Project will be carried out. The laws include all national, provincial, municipal or other laws that affect the performance of the Contract and bind upon the Contractor.

# Project definition

## Project scope

The project falls under the umbrella of the Joint Comprehensive Plan of Action (JCPoA) in order to ensure the exclusively peaceful nature of Iran's nuclear programme. It particularly refers to the following field of cooperation:

* Emergency Preparedness and Response and Severe Accident management capability, and
* Nuclear safety assessment (including stress tests) and studies,

as mentioned in the Annex III of the JCPoA.

The overall objective of the project is to:

* assess a compliance of the existing post-Fukushima nuclear safety stress test self-assessment report of the NPP with INRA detailed requirements,
* prepare a stress test self-assessment methodology based on a gap analysis of the above mentioned report,
* support NPP (NPPD) operator in the self-assessment stress test report elaboration consistent with Iranian nuclear authority INRA detailed requirements and its justification in front of INRA,
* assist to NPPD in development of a strategy for addressing stress tests recommendations, taking into account also the recommendations of the planned OSART mission,
* help NPPD in the nuclear safety capacity building with the use of the EU knowledge base transfer.

## Communication

For the communication solution in the project framework or organization structure of the contractor several ways of communication are being used, (meetings, internal information, intranet, electronic mail, videoconferences, etc.).

Taking into account the fact that several assumptions and criteria will be assessed and engineering judgment will be performed, the following QA guidelines will have to be followed by both individual parties, in order to guarantee high quality value of the assessment.

Traceability:

Any assumptions to be made by the Contractor or the End User or any conclusion drawn on expert judgment will be properly documented in a technical note or memo. Such traceability is crucial in case justifications would be required from INRA.

Verification

Each study, technical statement, calculation or review report issued in the frame of this project (as a contribution to the Stress Test Report) will be verified and approved by the entity of the author.

Validation

Design reviews will be held in order to validate and to release the technical work that has been done. During those design reviews, the experts will review the assumptions made, the consistency with other activities, the consistency of the results with the results obtained on similar plants, and conclude on the acceptability of the results. Design reviews will be formally recorded by the Consultant’s Project Leader.

### E-mails

A copy (CC) of each formal e-mail shall be sent to the Project Manager and to the respective WG leader (if applicable) as well as to the generic address [stsa.aeoi@ujv.cz](mailto:stsa.aeoi@ujv.cz).

### Transfer of the documentation

The transfer of information or documentation, from the End User to the Contractor in the frame of the Project will be coordinated by ….

In order to allow safe exchange of documents, the Contractor has created a dedicated space at its network servers. This space is secured and ready to provide a complete sharing of all input data from the End User and all documents produced during the Project.

The address of the disk space is <https://ujvcloud.ujv.cz> and it is accessible to authorized users (by the ICT department of the Contractor).

The Project directory is /UJV\_projekty/2018-STSA-AEOI/

Every user is allowed to read and modify the content of the documents available on this space. The only restriction is that every time a document is modified, the old version will be kept and the modified document will appear with a new revision index.

## Documents identification

### Working documents.

TBD later.

### Project deliverables

TBD later.

## Technical documents quality checking and approval

The documents which substantiate the quality of work will be archived by the contractor in compliance with the appropriate quality assurance system guideline.

### Working documents quality checking

Each working document or report issued by any party within the Project needs to be verified and approved accordingly to the following procedure. The name of the author and of the reviewer will be clearly indicated on the cover sheet, as well as the identifier of the document. The document, with the appropriate cover sheet and the adequate names and electronic signatures as defined hereunder, is than endorsed by the Working Group Leader:

* DEVELOPED BY : name of the main author of the document, with signature;
* VERIFIED BY : name of the reviewer, with signature;
* APPROVED BY : name of the Group Leader and signature;

Electronic signatures are allowed.

### Deliverables quality checking

In addition to the procedure above, the final version of the contractual deliverables shall be approved both by the Contractor and the End User. Once there is an agreement on a final version, the original final document will either be signed during common meeting or it will be circulated by an air-mail (courier). The common approval by the Contractor and the End-User will be implemented practically by signature of the cover sheet (see template below):

|  |  |  |
| --- | --- | --- |
| DOCUMENT APPROVAL | BY THE CONSULTANT | BY THE  END-USER |
| SIGNATURE |  |  |
| NAME |  |  |
| DATE |  |  |

In case the deliverable is a document already approved by the Consultant according to internal rules, the cover sheet is only completed by the signature for endorsement by the End-User.

The following status will be used for the documents:

DRAFT: working document circulated informally;

PREL (Preliminary): means that the report is not completed but that the document is issued officially in order to get comments from partners.

FIN (Final): means the report is completed and may be used.

The procedure for the contractual deliverables will be as follows:

A DRAFT document, clearly identified as such, is written by the Working group member in charge and upload to the shared disk space with an e-mail notice to corresponding participants and the Project Team Leader (with the copy to the Project e-mail [stsa.aeoi@ujv.cz](mailto:stsa.aeoi@ujv.cz)). This is a working document on which the partners are expected to make comments or contributions. It may be changed and reviewed without changing the revision number but the date must be indicated in footer in order to identify the version of the draft;

Once there is an agreement on the draft version, it is issued as a PREL report by the consortium member in charge, and sent to the Project Leader, who signs electronically the document, and sends copies by e-mail to the partners and to the End-User for comments.

These comments are taken into account, and the FINAL version is prepared and issued officially (changing the revision number from the PREL version) by the issuer, and sent to the Project Leader.

* The Project Leader signs for Approval, and sends the original document by express mail to the Beneficiary;
* The Beneficiary signs the original for Approval and sends it back to the Project Leader;
* The Project Leader makes the copies and distributes the document
* The original document is archived in consortium member issuing the document;

Once distributed, a document cannot be changed without increase of the revision number and new approval and distribution process.

### Distribution matrix (To be finalized during KoM)

The reports and documents (PREL/FIN ?) will be distributed electronically according to the matrix below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Type of document |  | Project Manager | End User | EC | JRC |
| Administrative | Monthly reports | X |  | X |  |
| Progress reports | X |  | X |  |
| ?? |  |  |  |  |
| ?? |  |  |  |  |
| Technical | Tasks Reports | X | X | X | X |
| Final Report | X | X | X | X |
| ?? |  |  |  |  |
| ?? |  |  |  |  |
| ?? |  |  |  |  |

Two hard copies of deliverables shall be submitted to the EC Project Manager in the approved format for internal distribution; the End User shall receive one hard copy.

### Period for approval

Unless otherwise stated the particular parties has 20 calendar days for the review and approval of documents and reports submitted for comments/approval. If at the end of the 25 calendar days period the customer has not sent comments to the contractor, then the contractor may consider the document as approved.

# Resource management

## Provision of resources

It is Contractor’s policy to ensure that it determines and provides resources to implement and maintain the integrated Quality Management System and continually improve its effectiveness, and to enhance customer satisfaction by meeting customer requirements.

The Contractor provides, develops and supports a diverse workforce that enables to meet quality goals. The Contractor policy is to adhere to local, state and EU regulations authorities. The company management is responsible and has the authority for provision of resources activities.

## Human resources

The contractor manages a sufficient number of competent staff with required knowledge and satisfactory experience in such services which are required under this project.

Personnel performing work affecting product quality shall be competent on the basis of appropriate training, skills and experience.

The Contractor

* Determines the necessary competence for personnel performing work affecting product quality.
* Provides training or take other actions to satisfy these needs.
* Evaluates the effectiveness of the actions taken.
* Ensures that personnel are aware of the relevance and importance of their activities and how they contribute to the achievement of the quality objectives.
* Maintain appropriate records of education, training, skills and experience.

## List of employees and their position in Project

The Project manager nominates project team members. This high quality team has extensive experience of related services and provides the breadth of expertise and experience demanded by this project. Collectively, the key experts and specialists have all the qualifications, skills and experience.

The composition of Contractor’s Project Team is shown in table below.

Table 1: The Contractor’s Project Team and its interactions

| Name | Position in Project |
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## Control of project changes

Any changes registered by the Contractor or the End User are identified and approved systematically via the change control procedure which includes assessment of cost, Plan and safety implications of the proposed changes. This makes it certain that all applied modifications are listed, reviewed, verified, validated and approved, according to all the right and legal standards.

The Contractor may from time to time during the performance of the Contract propose to EC (with a copy to the End User) any Change which the Contractor considers necessary or desirable to improve the quality, efficiency or safety of the Project.

The Contractor will keep an up-to-date change logs to show the current status of requests for change and changes authorised or pending. The contractor will attach a copy of the current change log in the progress report to be submitted to the customer.

# Improvement of the quality management system

ÚJV Řež continually improves the effectiveness of the quality management system through use of the quality policy, quality objectives, inspection activities, analysis of data, corrective and preventive actions and management reviews.

They ensure action to eliminate the cause of nonconformities in order to prevent recurrence. Corrective actions are appropriate to the effects of the nonconformities encountered.

A documented procedure has been established to define requirements for:

• reviewing nonconformities [including customer complaints]

• determining the causes of nonconformities

• evaluating the need for action to ensure that nonconformities do not recur

• determining and implementing action needed

• records of the results of action taken and reviewing corrective action taken

They determine action to eliminate the causes of potential nonconformities in order to prevent their occurrence. Preventive actions are appropriate to the effects of the potential problems.

A documented procedure has been established to define requirements for:

• determining potential nonconformities and their causes

• evaluating the need for action to prevent occurrence of nonconformities

• determining and implementing action needed

• records of results of action taken and reviewing preventive action taken

• persistent and irreversible corrective and preventive actions are established, documented and implemented

# Revision updates

According to legislation in force by Contractor, update and/or revision of this document will be made by the quality system of contractor if it is necessary. Any changes in the QP will be supplied to the customer for re-approval.

The revisions of quality assurance programme and all changes of related documents will be managed in compliance with the introduced system in a written form and according to this QP. Text of changes must not differ from the contract for work, and the wording of changes must be discussed and approved in the same way as the basic QP.

Distribution and archiving is also managed by the method which ensures that the current documents are archived and the obsolete ones are discarded.

# List of appendices