**2020**

**ROSATOM STATE ATOMIC ENERGY CORPORATION**

JOINT STOCK COMPANY

ATOMSTROYEXPORT



Project 53 NPP

POWER UNITS 2, 3

**Procedure (which kind of procedure MP or WP?)**

The Contractor’s Interaction with the Principal’s representatives

in the Contractor’s office in the RF

is the name of this procedure the same as stated in higher level document?

BU2.0903.0.0.PM.DC0033

**Revision B01**

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| --- | --- |
| **Head of**  **Project Management Division** | **Yu.О. Mikhashula** |

Does not it necessary to approve this document by Pavlov and accept by the Principal project manager?

2020

**APPROVAL AND ACCEPTANCE SHEET**

ON BEHALF OF THE CONTRACTOR

* below mentioned responsible persons of the Contractor shall read this document and their comments shall be applied in the document before to submit it to the principal
* All the organizational units who has any relevant responsibilities and interactions with the Principal representatives, shall be added in the following table and sign this document (such as contractual unit).

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| --- | --- | --- | --- | --- |
| **Action** | **Position** | **Full name** | **Signature** | **Date** |
| **AGREED BY:** | Head of Division for Development of Project Management System | A.A. Gorshkov |  |  |
| **AGREED BY:** | Expert of Project Quality Assurance Division | L.A. Stoletov |  |  |
| **AGREED BY:** | Head of Supply Division No. 3 | V.E. Lobovich |  |  |

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| **Action** | **Position** | **Full name** | **Signature** | **Date** |
| **CHECKED BY:** | Chief Specialist of Project Methodology Division | I.A. Sedletskaya |  |  |
| **DEVELOPED BY:** | Grade 1 Specialist of Project Management Division | E.B. Velichko |  |  |

ON BEHALF OF THE PRINCIPAL: is the format of the following table agreed by the principal or defined in any higher level project document?

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| **Action** | **Position** | **Full name** | **Signature** | **Date** |
| **ACCEPTED BY:** | Quality Manager | Sh. Sharegi |  |  |
| **AGREED BY:** | Principal’s Representative in the RF | S. Choupanzeydeh |  |  |

Table of Contents

[1 Purpose 5](#_Toc33793718)

[2 Scope of application 5](#_Toc33793719)

[3 Terms and Definitions 6](#_Toc33793720)

[4 Reference documents 6](#_Toc33793721)

[5 Responsibility 7](#_Toc33793722)

[5.1 Responsibility of the Contractor 7](#_Toc33793723)

[5.2 Responsibility of the Principal 7](#_Toc33793724)

[6 Main areas of cooperation 8](#_Toc33793725)

[6.1 As to bidding procedures for supply of equipment to the NPP site 8](#_Toc33793726)

[6.2 As to manufacturing and supply of equipment, NPP design and construction quality assurance, as well as to design issues 8](#_Toc33793727)

[6.3 As to common issues 9](#_Toc33793728)

[List of adopted abbreviations 10](#_Toc33793729)

[Revision sheet 11](#_Toc33793730)

# Purpose

#### This document BU2.0903.0.0.PM.DC0033 “The Contractor’s Interaction with the Principal’s Representatives in the Contractor’s office in the RF” (hereinafter - Procedure) regulates the process of the Contractor’s interaction with the Principal’s representatives in the RF that are provided with a premise in the Contractor’s office in the RF in order to ensure timely initiation and immediate decision of the issues related to performance of works within the Project implementation.

#### This Procedure determines the uniform method of interaction of the Contractor and the Principal’s representatives in the RF, to be applied by the Parties for ensuring timely initiating and prompt solution of issues connected with performance of activities within the Project implementation frames.

# Scope of application

| Based on which higher level document requirements and / or contractual requirements, this procedure is developed? It shall be also explained here that due to obligatory fulfillment of the which upper level reequipments this procedure is being developed?

Addendum R.A is accepted by the Principal? What about PMM requirements as a higher-level document?

* 1. This Procedure is developed as a Project management document and belongs to “Communication Management” functional area. In which document “Communication Management” functional area, is defined?
  2. This Procedure is developed for application by the Contractor, Principal as well as Project subcontractors and suppliers on the part of the Contractor.
  3. This Procedure is applicable during the whole period of Contract implementation as related to the Contractor’s interaction with the Principal’s representatives in the Contractor’s office in the RF.
  4. If any provision of this Procedure contradicts with the Contract, or such contradiction is revealed whenever in the course of Project implementation, the Contract shall prevail.

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# Terms and Definitions sHALL BE COMPLETED?

## Reference documents SHALL BE COMPLETED?

# Responsibility iMPARATIVE VERBS SHALLNOT BE USED IN THE PROCEDURE?

## Responsibility of the Contractor

#### The Contractor shall be responsible for:

* Timely development, agreement, approval, updating and putting into effect hereof in compliance with its internal rules;
* making proposals on updating or cancellation of this procedure;
* this procedure amending and revision when? How?;
* ensuring observance of this procedure requirements by its personnel, as well as by subcontractors and suppliers from the Contractor; how?
* provision the Principal’s Representatives in the RF with required office room equipped with a PC, printer and reliable communication line, video conference (any request) and etc. in accordance with contractual obligations;
* Timely provision the Principal’s Representatives in the RF with the necessary project information and data based on their request, in the scope of the Contact and /or any other mutual accepted document requirements
* provision the Principal’s Representatives in the RF to access all necessary project documents and letters (not restricted and financial)
* Timely provision the Principal’s Representatives in the RF with the necessary information of bids based on the name and code of accepted procedure?
* Inviting the Principal’s Representatives in the RF, in all bid committee meetings
* provision the Principal’s Representatives in the RF with information on internal rules valid in the office, plants and other facilities of the Contractor/Subcontractor (against signature, if needed);
* arrangement of on-site inspections with the participation of the Principal’s Representatives in the RF (in accordance with BU2.0903.0.0.QM.QA0002);
* ensuring effective interaction between subcontracting organizations/the Contractor’s suppliers and the Principal’s Representatives in the RF;
* Fully support of the Principal’s Representatives in the RF to carry out supervision activities based on any order issued by the Principal Project Manager
* documenting and signing of equipment and material DPL before shipment;
* Fully supporting the Principal’s Representatives in the RF to conduct inspections and supervision activities
* Development and implementation of the monthly plan to control implementation of the principal comments on QAPs, MPs and QPs.
* Participating of the Contractor representatives in all kind of meetings between the Principal’s Representatives in the RF and subcontractors
* Implementing effectively of any mutual (between the Principal’s Representatives in the RF and the Contractors representatives) agreed comments or / and proposal
* linguistic support and communication for the Principal’s Representatives in the RF with the Contractor’s subdivisions (if needed).

## Responsibility of the Principal

#### The Principal shall be responsible for:

* review, accept of the present Procedure;
* making proposals on updating or cancellation of this procedure;
* putting into effect in compliance with its internal rules as well as forwarding to the Project participants from the Principal;
* ensuring participation of the Principal’s Representatives in the RF in on-site inspections and testing in accordance with BU2.0903.0.0.QM.QA0002;
* ensuring observance of this Procedure requirements by the Principal’s personnel.

#### The Principal’s Representative in the RF shall be responsible for:

* rendering assistance to the Contractor in expediting and solving issues with the Principal during the Project implementation;
* agreement of on-site meetings schedule of the Contractor, its subcontractors in the IRI with the Principal’s Representatives, OCE and NNSD; it is not clear?
* timely review and agreement of the Contractor’s replies to the Principal’s comments to the Project documentation and confirmation of the comment closure; it shall be discussed?
* agreement and signing of equipment and material DPL before being shipped to the RF port;
* participation in project meetings in the RF arranged by the Contractor
* observance by the Principal’s Representative in the RF of internal rules valid in the office, plants and other facilities of the Contractor and its subcontractors.
* in this section, noting have been mentioned about acceptance of monthly schedule and control of the implementation of the Principal comments in the QAPs, MPs, QPs (by the meeting). In this regard the Contractor also has some responsibilities which shall be mentioned in the previous item.

# Main areas of cooperation

## As to bidding procedures for supply of equipment to the NPP site

1. The Principal’s Representatives in the RF take part in the procurement committee sessions as an observer in accordance with procedure BU2.0903.0.0.PM.DC0009. In this regard the following points are carried out by the Contract as well:

* Developing and Handing over to the Principal’s Representatives in the RF the three-monthly plan of bids,
* monthly report of implementation of the three-monthly plan
* Timely (one day in advance) handing over electronic files of the required documents (such as specification, list of invited companies, list of participated companies, maximum price and so on) to the Principal’s Representatives in the RF
* Timely informing (by mail or/ and phone) the Principal’s Representatives in the RF to participate in the procurement sessions meetings
* Completely responding to the Principal’s Representatives in the RF related questions (if any)

1. By the mutually agreement, the Principal’s Representatives in the RF takes part in the supplementary and/or pre-contractual negotiations meeting which conducted between the Contractor’s representatives and Iranian subcontractors to accelerate achieving the attended results. (if any and based on the request)
2. The Contractor arrange participation possibility of the Principal’s Representatives in the RF to the procurement committee sessions of those main subcontractors (such as RASU), which have been already mutually agreed by the Contractor and the Principal. (if exist)

## As to manufacturing and supply of equipment, NPP design and construction quality assurance, as well as on design issues

The Principal’s Representatives in the RF carry out review and control full implementation of the Principal comments on QPs, QAPs and MPs of subcontractors. In this regard the Contractor develops and approves the monthly schedule meeting plan (As attachment 1 of this procedure) and presents it to the Principal’s Representatives in the RF for acceptance. The Contractor takes necessary measures to implement the said plan effectively.

Before to start the meetings, it is prerequisite that the Contractor controlled the implementation of all the Principal comments into the said documents by its subcontractors and the results documented and presented to the Principal representatives in the RF.

The Contractor ensures interaction of its subcontracting organizations/suppliers with the Principal’s Representatives in the RF to get consultations and recommendations for the purpose of immediate closure of the Principal’s comments to the manufacturers’ QPs, QAPs, MPs and other documentation being developed within the frames of Project implementation.

Following the discussion results included in the Minutes of Meeting (approved by the subcontractors, the contractors and the Principal representatives in the RF), the Principal’s Representatives in the RF, can recommend the Principal to approve the Parties’ decisions mutually agreed at the meeting in the RF. In this regard the Contractor and / or subcontractor carries out their responsibilities defined in the Minutes of Meeting. Any delay to full and timely implement the results of the said meetings, to finalize the QAPs, MPs and QPs are the Contractors responsibilities.

The subcontractors take part in all the necessary meetings based on the a.m. accepted plan. They can give the authority to the Contractor’s representative to participate in the meetings and implementation of the meeting’s results are obligatory for all parties.

The Contractor can not accept the subcontractor’s authority to participate in the meetings, if the Principal announced any requirements in this regard.

The Principal’s Representatives in the RF can confirm the closure of comments to the Contractor’s and its subcontractors’ documentation (such as: QAPs, MPs and QPs, project management procedures, equipment manufacture and supply procedures and others) and recommend the Principal to accept the Contractor’s documentation.

The Principal’s Representatives in the RF carry out a preliminary review and control over elimination of the Principal’s comments to the documentation for registration in the NPPD and obtaining permit for equipment and blanks manufacturers.

The Principal’s Representatives in the RF take part in quality audits of the manufacturers, in inspections of equipment and/or blanks manufacturing checkpoints based on the manufacturers’ QP in accordance with procedure BU2.0903.0.0.QM.QA0002.

The Contractor arranges on-site inspections of QP checkpoints and inspections of the equipment to be shipped to the NPP site with participation of the Principal’s Representatives in the RF at the manufacturers’/Suppliers’ facilities, including providing access to warehouses and provision of the documentation required for signing the DPL. Format of the DPL is introduced in attachment 2 of this procedure.

The Contractor ensures the closure of the Principal’s comments to the packages of the equipment to be shipped.

The Principal’s Representatives in the RF together with the Contractor take part in signing of the DPL for the equipment and/ or material to be shipped to the NPP site, including the participation in on-site inspections of equipment at the Manufacturers’/Suppliers’ facilities before shipment in terms of the equipment completeness, integrity, proper registration of packages.

In order to sign CAB’s DPL by the Principal’s Representatives in the RF, in addition of fulfillment of the requirements stated in this procedure, the process is carried out based on mutual agreement as mentioned in attachment 3 of this procedure.

The Principal’s Representatives in the RF re-sign the DPL if there is a need for the Contractor to re-issue the previously documented DPL. DPL re-issue is possible in case of the necessity to correct the weight and size parameters of the equipment specified in the DPL, in accordance with the clarified data of the forwarder of the Contractor’s port, after the goods/cargo have been received and verified in the port.

## As to common issues

* + 1. In order to control and ensure implementation of the contractual obligations by the Contractor and its subcontractor, based on the Principal’s representative request ( by e-mail to Head of Project Management Division of the Contractor), the necessary meetings are to be arranged and held. If the request is to conduct the meeting in the subcontractors enterprise, the Contractor takes necessary effort in this regard.
    2. Meetings with participation of the Principal’s Representatives in the RF are carried out as far as problematic/topical issues are occurred within the frames of a separate topic or a particular problem.
    3. Depending on the topic of the meeting the structural division to arrange the process of the meeting is determined.
    4. When arranging a meeting, the person responsible for its preparation, in advance (not later than 5 (fife) calendar days prior to the date of meeting) informs the participants on the purpose and program of the meeting (attaching a list of issues for discussion) by e-mail to the address of the relevant representative of the Principal in the RF.
    5. Besides the Principal’s Representatives in the RF, the Parties’ area representatives responsible for solving issues specified in the agenda, can participate in the meetings, as well as representatives of the subcontractors who can assist in the discussion and solution of this issue.
    6. The meeting results and decisions taken by the Parties are recorded in the Minutes of Meeting and documented in accordance with procedure BU2.0903.0.0.PM.DC0002.
    7. Unsolved issues, recorded in the Minutes of Meetings, are raised to the managers of the relevant Working groups for a final decision.
    8. The Contractor provides the Principal’s Representatives in the RF with all materials (upon a written request (e-mail) to the head of the relevant departments or structural units) required for work, except for the documents with a restrictive mark “For Official Use Only”, “Confidential” or “Commercial secret”.

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# List of adopted abbreviations

Revision sheet

| **Revision No.** | **Date of Change** | **Page numbers** | **Change description** |
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