

MQP Level 2

Procedure for the management of Deviation Request

The purpose of this document is to specify the Deviation Request, hereinafter DR, processes from the initiation to the implementation. The processes for following two types of DR's are described: Deviation Request issued by DA, (Sub-)Contractor and/or Supplier, hereinafter "DA/CON-DR," and Deviation Request issued by IO, hereinafter "IO-DR" Roles and/or responsibilities of each stakeholder are also specified.

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Change Log			
Procedure for the management of Deviation Request (2LZJHB)			
Version	Latest Status	Issue Date	Description of Change
v1.0	Signed	02 Jun 2009	
v1.1	Approved	10 Jun 2009	Minor change in para 4.1.2 at the request of SAS DGG
v2.0	In Work	26 Oct 2010	- General revision showing IDM review & approval for Deviation Requests - Incorporated Domestic Agencies in review process for Deviation Requests
v2.1	In Work	27 Oct 2010	New lay-out through IDM auto-generated covering page.
v2.2	Approved	22 Dec 2010	Changed from "DDG/Directorate Head" to "Directorate Head" on para. 4.1.3 , 4.2.2 and Appendix A.
v3.0	Signed	22 Sep 2011	Introduction of a filter for deviations affecting Regulatory Files
v3.1	Approved	22 Sep 2011	Minor change to tidy up role activity chart
v4.0	Approved	04 Sep 2013	- modification of title - modification of the flow chart for DR - addition of a flow chart for NCR - addition of the following steps for NCR: root cause analysis, corrective action (if needed) and closure of NCR
v4.1	Approved	25 Jul 2014	- Scope: include addition of a requirement - WBS RO and TRO change to IO RO and acronym with definition added - Responsibilities: addition of any dispute solved by Head of QA - Flow chart: refer to paragraph listing the reviewer 7.1.4 for DR and 7.2.1.4 for - Flow chart: addition of root cause analysis for NCR - Addition of "Send a link of the signed form to DAs if they are impacted" for DR and NCR - Modification of the paragraphs of the text to be coherent with the flow charts
v4.2	Approved	12 Mar 2015	Changes according to MQP doc Request - QV6CHN: - Update of title "Procedure for IO Deviation Request and Non-conformance Report" - Addition of an explanatory footnote for PIC and PIA - Addition of PIA with PIC - Addition of details for the steps in IDM for the closure of NCRs
v5.0	In Work	01 Sep 2017	The purpose of this document is to specify the Deviation Request, hereinafter DR, processes from the initiation to the implementation. The processes for following two types of DR's are described: - Deviation Request issued by DA, (Sub-)Contractor and/or Supplier, hereinafter "DA/CON-DR," and - Deviation Request issued by IO, hereinafter "IO-DR" Roles and/or responsibilities of each stakeholder are also specified.
v5.1	Signed	01 Sep 2017	Compared to the Version 4.2: - DR and NCR processes are separated. - IO technical change request is out of scope. - Work flow and responsibilities are specified clearly. - Criteria for the escalation is specified. - Added all required contents in the new template, MQP Document Template (ITER_D_438T76 v2.5)
v5.2	Signed	20 Sep 2017	Implemented QA Process Owner's comment regarding the approvers. In this version, the approvers are as specified in; Sign-Off_Authority_for_Project_Documents_2EXFXU_v3_3
v5.3	Approved	25 Sep 2017	As commented by CIO/CMD head, rev. nums. of the latest approved versions of the applicable documents are added.
v5.4	Approved	15 Dec 2017	Revision of the flowcharts The flowcharts are revised back into the ones in [2LZJHB v4.2], which had

			<p>been accepted by ASN</p> <p>The specific changes are:</p> <ol style="list-style-type: none"> 1) "IO-SRO" is replaced by "EPNS-DH" 2) Logic in the flowcharts, e.g. explicit description for escalation to PCR, safety pre-assessment first. <p>Revised user-friendly</p> <ol style="list-style-type: none"> 1) Basic principle (definition, rule, criteria), process flow and responsibility assignment are separated clearly by section. 2) Deleted needless and/or non-mandatory contents, e.g. some foot notes, KPI. 3) Flowcharts, description of the process steps, and responsibility assignment (RACI matrix) are correlated by paragraph number, #.#.#. 4) Some TYPOs are fixed.
v5.5	Approved	14 Mar 2018	<p>1) "Approval with condition is not allowed" is changed into more realistic statements:</p> <ul style="list-style-type: none"> • Regarding DA/CON-DR, all conditions shall be documented and agreed between the DA officer representing the initiator and the approver via exchanges in IO-IDM metadata. In case of direct contract between IO and CON, the initiator and the approver shall agree on. • Regarding IO-DR, all conditions shall be documented and agreed between the approver and the acceptor, who are IO-CT and DA/CON, respectively. <p>2) Mandatory and optional reviewers are specified as in Section 7.2. Added some statements telling "SOA [22F4E5] to be consistent later."</p>
v5.6	Revision Required	11 May 2018	<p>As per MQP doc Request - WK73BR</p> <p>Includes Module H needs</p>
v6.0	Revision Required	07 May 2019	<p>Chapter 2.1 to clarify the scope of DR in relationship with MQP procedures changes. CMA audit finding (NC 02) regarding DR scope ITER_D_XYKVBE - Quality Audit Report_IO-QMSA-18-08-CMA Audit</p> <p>Chapter 3.1 - add definition of Equipment, Manufacturer, PE/ NPE and ESPN – maintained as per previous revision of procedure in the scope of PE/ NPE network.</p> <p>Chapter 3.2 – add abbreviation PT- project team</p> <p>Chapter 4.2 – add references - maintained as per previous revision of procedure in the scope of PE/ NPE network.</p> <p>[11] French Order dated 30 December 2015 concerning Nuclear Pressure Equipment</p> <p>[12] Implementation plan for design & manufacture of PE/NPE [VE2DSP]</p> <p>Chapter 5 - add reference to other specific Sign-Off Authority related to PT and construction and PE / NPE responsibilities - maintained as per previous revision of procedure in the scope of PE/ NPE network.</p> <p>Chapter 6.2.2 – add reference to other specific Sign-Off Authority related to PT and construction</p> <p>Chapter 6.3.3 - add reference to other specific Sign-Off Authority related to PT and construction</p> <p>Chapter 7 add reference to other specific Sign-Off Authority related to PT and construction and PE / NPE responsibilities - maintained as per previous revision of procedure in the scope of PE/ NPE network.</p> <p>Table of Mandatory or Optional Reviewers improved - add PT staff review and PE/ NPE review - maintained as per previous revision of procedure in the scope of PE/ NPE network.</p> <p>Eliminate RACI tables.</p>
v7.0	Signed	14 Jun 2019	<p>New version according to additional MQP doc Request - YPKLTV and and essential data YTKAKK, which are documenting list of changes as per reviewers comments.</p>
v7.1	Signed	16 Jul 2019	<p>Revision required for implementation of reviewer comments.</p>

			<p>The following changes/ clarifications are applied:</p> <ul style="list-style-type: none"> - Chapter 2 - Scope of procedure - add clarifications to allow IO to raise DR for technical deviations with no impact on cost, schedule and without changing the PAs documentation - Main, annex B , annex A) - Chapter 2.1 - add clarifications to eliminate the discrepancies with DR definition - Chapter 3.1 - Chapter 3.1 - clarify definition of "Equipment". Add clarification for Deviation request definition to eliminate conflicts with chapter 2.1 requirements. - Chapter 5 - first bullet - add clarification regarding deviation to IO requirements. - Chapter 6.2.10 - Confirmation of DR implementation. add clarification regarding criteria for "required" DR implementation confirmation. - Chapter 9 - correction chapter numbering (9.1, 9.2 9.3 and 9.4) <p>- F4E comments regarding interface with Supply process / application of PA change notice are implemented in the chapter 2.1 and chapter 9.</p>
v7.2	Signed	18 Jul 2019	<p>The following minor changes are applied:</p> <ul style="list-style-type: none"> - Chapter 5 - Basic principle - eliminate 7th bullet regarding IO DR. - Fig 6.2 - Work flowchart of IO -DR - add clarification: Not applicable in the scope of PA changes - Chapter 6.3.3 - IO -DR Decision - Eliminate DA / CON responsibilities for decision since IO-DR is not applicable for PA changes. - Chapter 7 - Mandatory or Optional Reviewers - for IO-DR the responsibility for DA-RO review is Optional instead of Mandatory (IO-DR is not applicable for PA changes)
v7.3	Approved	18 Jul 2019	<p>New version according to additional MQP doc Request - YPKLTV and and essential data YTKAKK, which are documenting list of changes as per reviewers comments</p> <p>The following minor changes are applied:</p> <ul style="list-style-type: none"> - Chapter 5 - Basic principle - eliminate 7th bullet regarding IO DR. - Fig 6.2 - Work flowchart of IO -DR - add clarification: Not applicable in the scope of PA changes - Chapter 6.3.3 - IO -DR Decision - Eliminate DA / CON responsibilities for decision since IO-DR is not applicable for PA changes. - Chapter 7 - Mandatory or Optional Reviewers - for IO-DR the responsibility

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1 Purpose

The purpose of this document is to specify the requirements of Deviation Request process from the initiation to the implementation. Two types of DR's are described:

- DR issued by DA, (Sub-)Contractor and/or Supplier, "DA/CON-DR," and
- DR issued by IO, "IO-DR"

2 Scope

This level-2 MQP procedure complies section 2.8 of QAP [22K4QX], and as a part of the Quality Assurance Process as shown in **Fig. 2.1**.

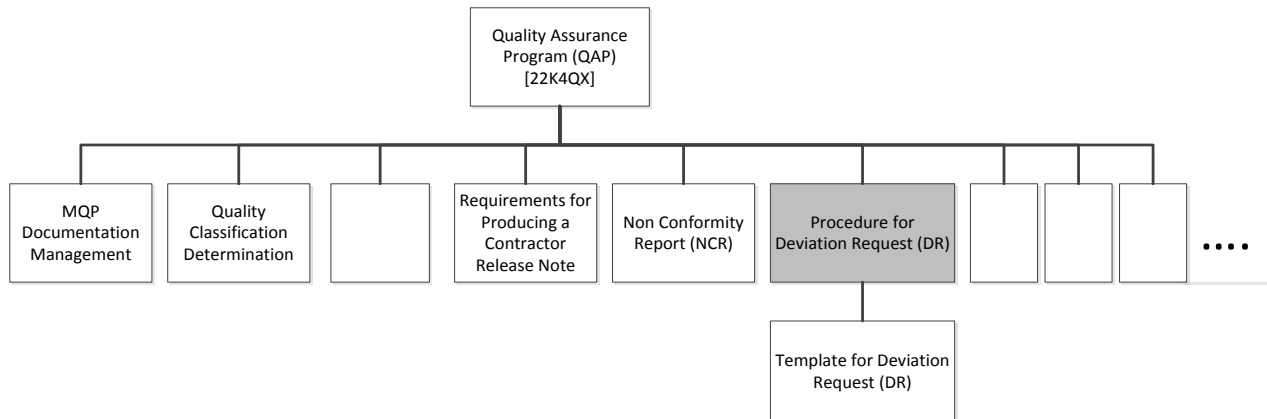


Fig. 2.1 MQP hierarchy structure of Quality Assurance Process

The scopes of two types of DR's are shown in **Table 2.1**. Design change in Functional Specification PA requested to IO is also comprised in DA/CON-DR.

Table 2.1 Scopes of IO or DA/CON DR's

	Technical Deviation	Non-Technical Deviation, e.g. administrative process
1) IO-DR	Yes*	Yes
2) DA/CON-DR	Yes	Yes

*IO-DR technical deviations are allowed for following cases:

- IO anticipate a possible deviation from the ASN agreed baseline (e.g. RPrS) (Safety Deviation request)
- A punctual IO technical deviation to an IO requirement:
 - o without changing the contractual requirement (meaning no impact on the PAs Documentation - Main, Annex A or Annex B) **and**
 - o with no impact on cost, schedule and no impact on technical/performance baseline documents.

For all the deviations with impact on cost, schedule and technical / performance baseline documentation a Project Control Request (PCR) shall be raised as per [4] Project Change Procedure. Criteria for deviation escalation to PCR are defined on chapter 5.1 of present procedure.

DA/ CON-DR and IO –DR scope covers deviations types (technical & non-technical deviations) except with the cases indicated in the chapter 2.1 of present procedure.

2.1 Out of Scope

The following changes are out of scope of this document:

- Change control processes – Project Change Request - PCR[4],
- Nonconformities management - NCR [7],
- Field Change Request, FCR¹
- Project Management Baseline documents changes. MQP procedure changes (for such changes [15] - MQP Document Change Control procedure shall be applied)
- Direct changes of PAs contractual requirements. The PAs contractual changes (changes of PAs Documentation - Main, Annex A or Annex B) shall be applied in accordance with Procedure for the Preparation, Review, Approval, Award and Amendment of Procurement Arrangements [12];
- In cash procurements /contractual amendments to be applied as per [13] - In-Cash Procurement Procedure.

3 Definitions and Acronyms

3.1 Definitions

Deviation Request, DR

Request for deviation from a formal IO requirement, with alternatives to requirement, specification and full justification by impact assessment, trade-off study (deviations that not requires changes of contractual requirements (PA Documentation - Main, Annex A or Annex B).

Where deviation in ITER project means both

- a) changes without impacting project baseline documents and
- b) changes on low-level (specific) documents (e.g. manufacturing drawings, better material alternatives, standard changes / deviations).

Equipment

The necessary items for a particular purpose. In this document Pressure Equipment and Nuclear pressure Equipment are so called Equipment

Manufacturer

Any natural or legal person who manufactures an equipment or has an equipment designed or manufactured and markets under his name or trademark

Pressure Equipment / Nuclear Pressure Equipment

Vessels, piping, pressure accessories and safety accessories, including where applicable element permanently attached to pressure parts in the scope of PED or French ESPN Order.

ESPN Order

French regulation for Nuclear Pressure Equipment

¹ FCR - “Field Change Request,” a kind of first track DR related to construction and installation activities, to be applied as per [EBUK3B] FCR procedure.

3.2 Acronyms

ANB	Agreed Notified Body
CON	Contractor. Both IO Direct Contractor and DA Contractor are included.
CCB	Configuration Control Board
CM	Configuration Management
CST	Construction Department
DH	Division Head
DR	Deviation Request
EPNS	Environmental Protection & Nuclear Safety Division
FCR	Field Change Request
INB	Basic Nuclear Installation (from French: “Installation Nucléaire de Base”)
IO-DIRO	IO Design Integration Responsible Officer
IO-PARO	IO Procurement Arrangement Responsible Officer
IO-QARO	IO Quality Assurance Responsible Officer
IO-RO	IO Responsible Officer, who can be IO-TRO, IO-PBS-RO, IO-WBS-RO, etc.
IO-SRO	IO Safety Responsible Officer, who is assigned by EPNS-DH, as necessary
NCR	Non-Conformity Report
PA	Procurement Arrangement
PCR	Project Change Request
PCR-L3	Project Change Request Level-3
PIA	Protection Important Activity
PIC	Protection Important Component
PT	Project Team
RACI	R: Responsible, A: Accountable, C: Consulted (Review), and I: Informed
SIC	Safety Important Class
SL	Section Leader
SSC	Structure, System and Component

4 Applicable and References Documents

4.1 Applicable Documents

[1] ITER Quality Assurance Program	[22K4QX]
[2] Sign-Off Authority for Project Documents	[2EXFXU]
[3] Document Management Procedure	[22K5JQ]
[4] Project Change Procedure	[22F4E5]

4.2 Reference Documents

[5] IO Deviation Request Template	[2LRNQP]
[6] Nuclear safety common definitions	[RLZXMV]
[7] Procedure for Management of Nonconformities	[22F53X]
[8] Design Change Control Procedure	[U2QPDS]
[9] Pressure Equipment Directive 2014/68/UE	-
[10] French Order dated 30 December 2015 concerning Nuclear Pressure Equipment	-
[11] Implementation plan for design & manufacture of PE/NPE	[VE2DSP]
[12] Procedure for the Preparation, Review, Approval, Award and Amendment of Procurement Arrangements	[2W4F7A]
[13] In-Cash Procurement Procedure	[658PD4]
[14] Procedure for Configuration Control, Review and Audit	[TZY7YV]
[15] MQP Document Change Control procedure	[VDVFHY]

5 Basic Principles

- DR is issued before the deviations from requirements are to be applied (with proper IO approval). DR cannot be raised if deviation (from IO requirements) is already happened/ applied with no approval (for such cases NCR shall be issued).
- The deviation shall be escalated to different change control frameworks, e.g. PCR, EPNS Meeting, as necessary. The escalation criteria are shown in **Table 5.1**,
- From safety point of view, the impact of a DR shall be analysed regarding the risks, etc. linked to the Authorization Basis [6] of the ITER,
- DR process starts with the **DR Template** [5]. DA/ CON can use alternative DR template only with IO QARO acceptance, ensuring full consistency with IO DR Template [5].
- DR should contain or refer to all relevant materials for the justification including impact analysis and trade-off study. Attachments are recommended instead of long sentences in the DR form,
- Regarding DA/CON-DR, all conditions shall be documented and agreed between the DA officer representing the initiator and the approver via exchanges in IO-IDM metadata.
- The deviation request shall be implemented only after IO approval,
- At the close-out of the activity, e.g. contract, the deliverable package is verified with respect to the approved DR as well as other input documents,
- Reviewers and approvers are specified in Sign-Off Authority for Project Documents [2] and/ or others specific Sign-Off Authority related to PT and construction.
- The term for DR closure should be no longer than 2 weeks. Additional one week is reserved for the decision by IO-DH level²,
- In urgent case, it can be shortened through the mutual agreement between IO and DA/CON, and

² DR is used in a contract (including PA) level, which is normally managed by IO-(T) RO. After a dispute longer than two weeks, it automatically escalate to one level the higher, e.g. DH-level. If the IO-RO is DH, immediately after the two weeks of the initiation, it escalates to PCR as specified in Section 8.

- Dispute and recording related rules are described in **Sections 8**.
- When IO acts as manufacturer of equipment DR shall be analysed by PE/NPE Network in order to assess its impact on applicable regulation requirements [9] / [10] or quality requirements defined in [11] and to assess if the DR shall be transmitted to the ANB.

5.1 Criteria for escalation to PCR

The general criteria for escalation to PCR are shown in following **Table 5.1**.

Decision maker for escalation is specified in **Section 7**.

Table 5.1 General criteria for escalation to PCR, i.e. CCB-level-3, 2 or the higher level.

#1	Safety/ Regulation	<ul style="list-style-type: none"> - Deviation from any regulation applicable to IO. - Deviation from Nuclear Safety defined requirements for PIC and/or PIA.
#2	Baseline	<ul style="list-style-type: none"> - Deviation impacting on a Baseline Document Level 0 / 1 / 2
#3	Integration ³	<ul style="list-style-type: none"> - Deviation impacting other PBS (Level-1) - Deviation impacting other processes or different stages of the project (such as construction or operation phases)
#4	Impact on Performance	<ul style="list-style-type: none"> - Implication on functional performance
#5	Dispute	<ul style="list-style-type: none"> - Dispute without successful mutual agreement

³ If DR impacts on different PBS-Level-2 nodes within the same PBS-Level-1, this can be a case of escalation to SL or DH level (See 6.2.7)

6. Work Flow

6.1 Detailed work flows are presented in Fig. 6.1 and fig. 6.2 as following:

Fig 6.1 - Work Flowchart of DA/CON-DR.

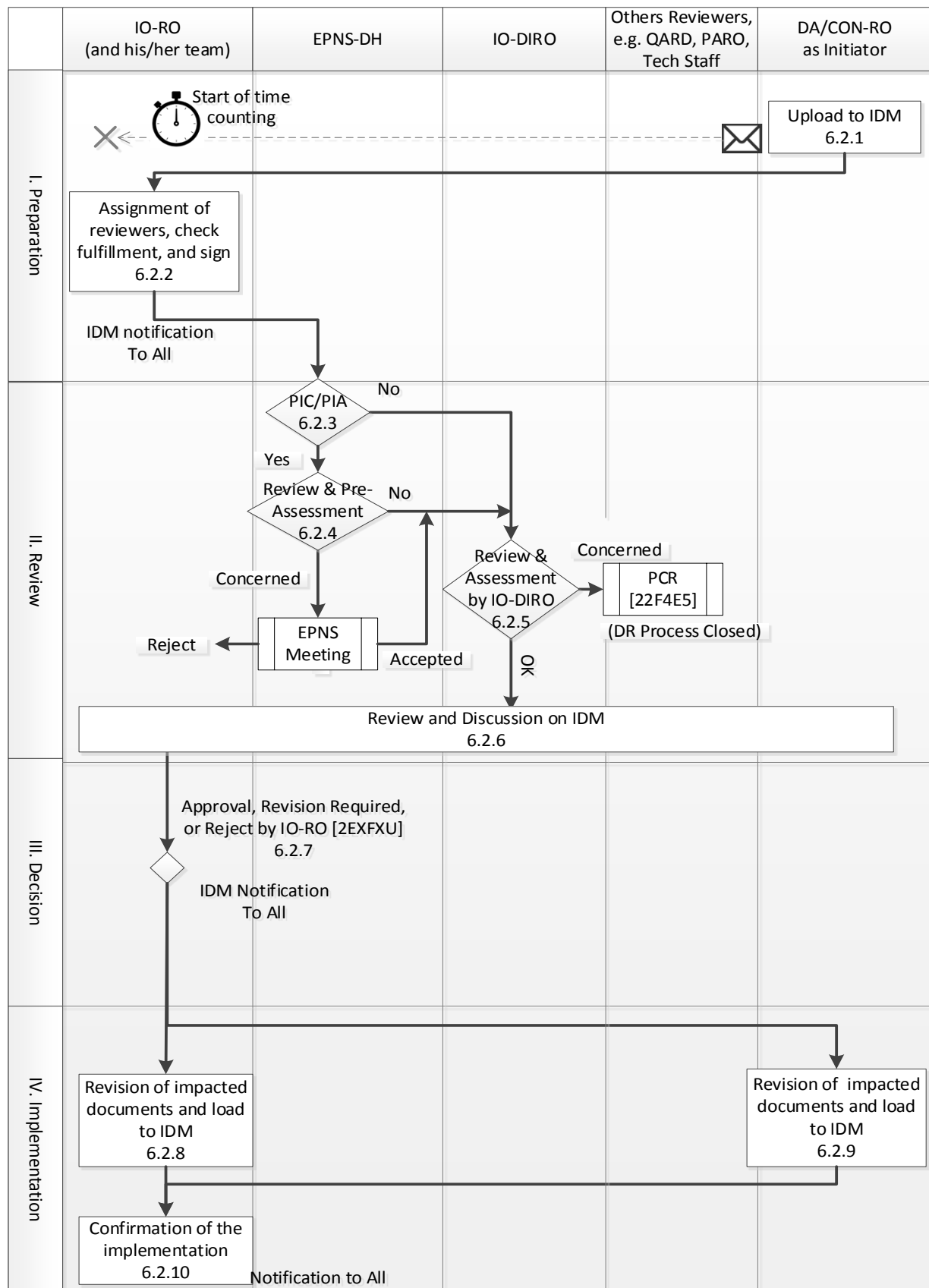
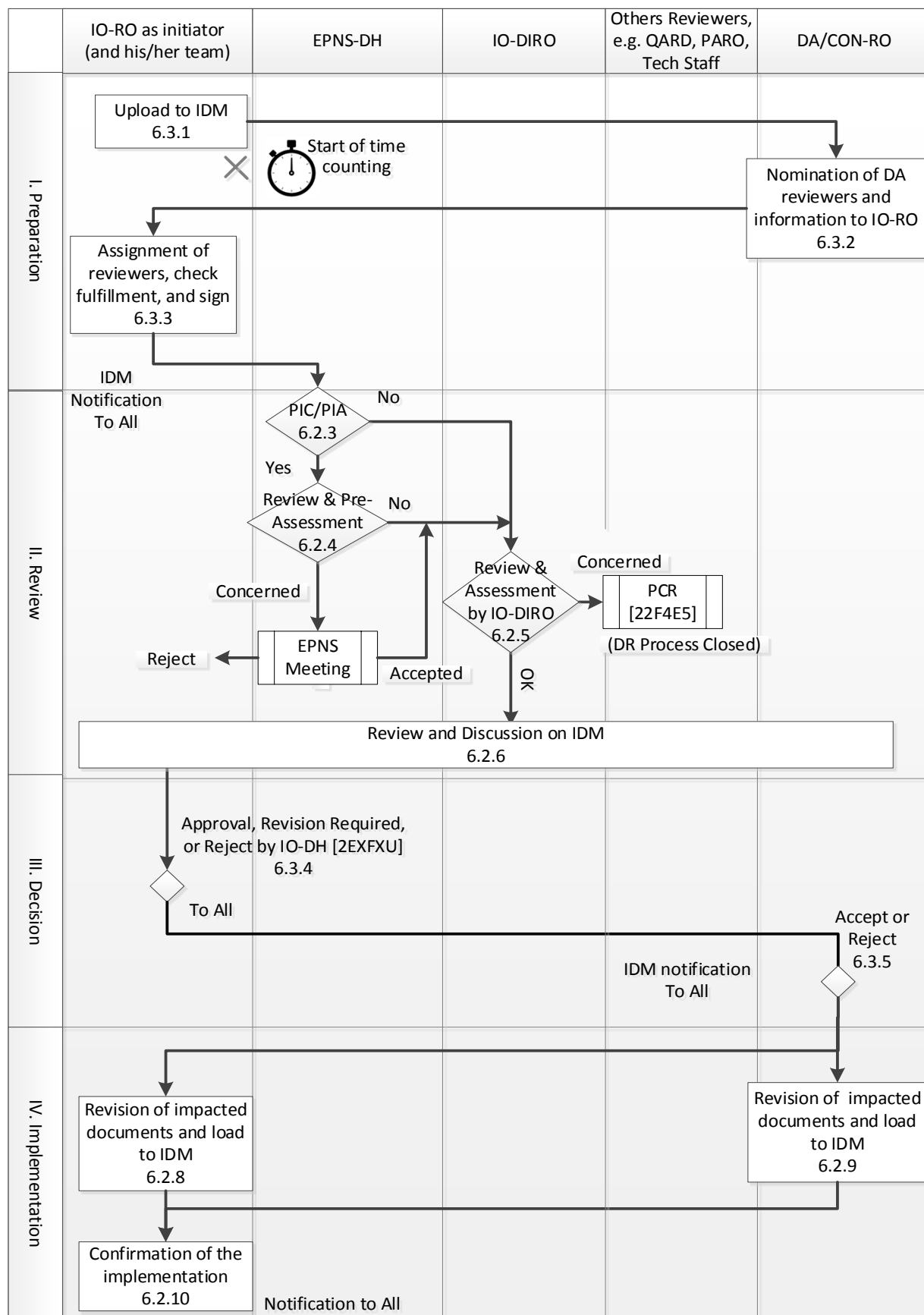


Fig 6.2 - Work Flowchart of IO-DR (not applicable in the scope of PA changes)

6.2 Description of DA/CON-DR Process

The process consists of four phases, namely:

- I. Preparation,**
- II. Review,**
- III. Decision, and**
- IV. Implementation**

As shown in **Fig. 6.1**, the DA/CON-DR process is executed throughout the following steps.

I. Preparation:

6.2.1 Upload to IDM

- DA/CON-RO as initiator upload the DA/CON-DR to IDM,
- Use the **DR Template** [5]. DA/ CON as initiator can use alternative DR template only with IO QARO acceptance, ensuring full consistency with IO DR Template [5].
- DA/CON-RO sign DR. (IDM electronic signature of initiator may be applied)

6.2.2 Assignment of Reviewers;

- IO-RO:
 - To assign the reviewers on IDM including their specific responsibilities according to **Sign off Authority** [2] and/ or others specific Sign-Off Authority related to PTs and construction.
 - To check the DA/CON-DR in terms of fulfilment,
 - To sign DR, as necessary (IDM electronic signature can be applied)

II. Review:

6.2.3 Check on Safety-Tags for PIC/PIA (section 1 of DR template – PIC/ PIA)

- If the safety tag is ticked, EPNS-DH to verify regarding safety related aspects, in order to judge the necessity of escalation.

6.2.4 Review and Pre-Assessment

- If the DR is found a potential impact on the Authorization Basis [6] by EPNS-DH, EPNS Meeting is to be organized,
- Where EPNS-DH to decide Accept, Reject and/or Escalation, in accordance with point #1 of Table 5.1.
- Section 4 in the template to be fulfilled (IDM review/ comments / confirmation of DR) and
- Once accepted by EPNS-DH, the process moves forward to 6.2.5.

6.2.5 Review and Assessment by IO-DIRO

- IO-DIRO to assess the design interactions and technical aspects from system integration point of view,
- If IO-DIRO finds the necessity of DR escalation to PCR respecting #2 to #4 in **Table 5.1**,,
- Section 5 in the template to be fulfilled. (IDM review/ comments / confirmation of DR)

6.2.6 Review and Discussion on IDM

- All assigned reviewers to review and to comment on IDM,
- Note that escalation to the higher level of change control mechanism can happen at any time during the review process⁴, and

⁴ However, early decision for escalation is recommended in order to shorten the process time to the close out.

- Other reviewers from EPNS-DH and IO-DIRO can start to review and to comment without waiting for the assessment results by them (6.2.3 to 6.2.5).

III. Decision

6.2.7 Decision by IO-RO

- IO-RO to decide Approval, Revision Required, or Rejection,
- If the impact-level is recognized higher than IO-RO level, then IO-RO to consult with SL and/or DH in order to change the approver into a higher level of manager, i.e. SL or DH (See the footnote of **Table 5.1**),
- At rejection, the DR returns back to 6.2.1 after the revision, dispute for the escalation or withdrawn,
- If DA/CON does not agree, the DA/CON can appeal for the decision change to the higher level, as explained in **Section 8**,
- At any decision, IO-RO to inform all the reviewers, using the Email-function of IDM, and
- IO-RO to distribute the link to the one level higher line-management, e.g. SL, DH, in CC, as necessary.

IV. Implementation

6.2.8 Revision of Impacted Documents and Load to IDM by IO-RO

- The DR reference shall be indicated in revision histories of all impacted documents.

6.2.9 Revision of Impacted Documents and Load to IDM by DA/CON-RO

- The DR reference shall be indicated in revision histories of all impacted documents.

6.2.10 Confirmation of Implementation

- For the DRs that requires confirmation/ follow-up of implementation the section 3 of DR template shall be filled by DR initiator. The DR implementation confirmation is required typically for the cases when further critical actions are triggered by DR approval and/ or related documentation need to be revised to reflect the deviation implementation.
- For the situation when DR implementation confirmation is required, the DR initiator shall upload the DR in IDM for approval, attaching all the necessary evidences (close-out dossier) for DR implementation.
- Configuration Status Report [14] is also used in order to ensure the implementation with new version of the documents.

All revised documents shall be included in the closeout dossier, e.g. as-built dossier, in order to provide evidence for DR implementation.

6.3 Description for IO-DR Process

As shown in **Fig. 6.2**, the IO-DR process is executed through the following steps.

The IO-DR shall not be applied for changes of PAs Documentation - Main, Annex A or Annex B. For such situation the PA change notice will be applied as per [12] Procedure for the Preparation, Review, Approval, Award and Amendment of Procurement Arrangements

I. Preparation and **III. Decision Phases** are different from the DA/CON-DR process.

I. Preparation

6.3.1 Upload to IDM

- IO-RO to issue DR after internal discussion, using the same DR template [5].

6.3.2 Assignment of Reviewers

- IO-RO:
 - To assign the reviewers on IDM including their specific responsibilities according to **Sign off Authority** [2] and/ or others specific Sign-Off Authority related to PTs and construction.
 - To check DR in terms of fulfilment,
 - To sign DR, as necessary

II. Review

The work steps shall follow 6.2.3 to 6.2.6 in the **II. Review phase** of the CON-DR process.

III. Decision

6.3.3 Decision by IO-DH

- IO-DH to Approve, Request for Revision, or Reject, and then to inform, as necessary (IDM review/ approval shall be applied as per SoA).

IV. Implementation

The work steps shall follow 6.2.8 to 6.2.10 in the **IV. Implementation Phase** of the DA/CON-DR process.

7 Responsibilities

The workflows indicated in the fig 6.1, fig 6.2 and related chapter 6.2 and 6.3 clearly define the responsibilities and requirements. Further details are listed as following:

- IO-RO, his/her higher line management, EPNS-DH and IO-DIRO have authorities to escalate a DR to the higher change control system, e.g. PCR, as necessary,
- EPNS-DH to ensure that any changes are assessed with respect to the Authorization Basis [6] (the criteria #1 in **Table 5.1.**)
- IO-DIRO to confirm that DR does not involve higher level of technical impact than #2 to #4 in **Table 5.1**, IO DIRO to confirm if future escalation to PCR is required or not.
- IO-PARO to review only if the DR relates to a Procurement Arrangement, PA - for procurement related aspects or Main / Annex A requirements,
- IO-QARO to check the compliances of the DR process respecting this procedure, the assigned reviewers or approver according to **SoA** [2] and others Specific SoA related to PTs and construction.
- IO-QARO to check if the DR has impact on MQP procedures and triggered further changes (MQP doc request) following the [15] - MQP Document Change Control procedure.
- PE/NPE Network to review only if the DR relates to IO acting as manufacturer of PE or NPE. Checks impact on both ESR of the applicable regulation [10]/[11] or quality requirements defined in [12].
- Some roles in the flow charts can be delegated [2]. For instance, the responsibility of EPNS-DH to be delegated to IO-SRO by EPNS-DH, as necessary, and
- Overrule by the higher line-manager is allowed.

Mandatory and optional reviewers are specified in the table below and consistent with SoA [2] and/ or others specific Sign-Off Authority related to PT and construction.

Mandatory or Optional Reviewers (M: mandatory and O: optional – TRO to decide)

	DA/CON-DR	IO-DR
IO-(T) RO	M* ¹	M
IO-SL	O	M
IO-DH	O	M* ¹
PT Staff (to be added as per specific SoA)	O	M
DA-RO	M	O
DA-Staff	O	O
IO-EPNS-DH (or appointed delegated SRO)	M	M
IO-DIRO	M* ²	M* ²
IO-QARO	M	M
IO-PARO	M* ³	M* ³
PE / NPE Network	M* ⁴	M* ⁴

*¹ Approver as default

*² When the DR is found administrative without any technical and design impact, DIRO review is optional

*³ Mandatory only for PA-related specific aspects

*⁴ Mandatory only when IO acts as manufacturer of equipment

8 Dispute and Resolution

In case of dispute, how to escalate the DR to PCR is as follows:

- Appeal to the higher management is granted to both IO-RO and DA/CON-RO,
- DR process should be closed no longer than 3 weeks including the additional one week of discussion involving IO-DH, otherwise the request escalates to the PCR, automatically, and
- If it is not settled even after DH-level, the DR to be listed automatically in project issue list, <https://jira.iter.org/secure/RapidBoard.jspa?rapidView=45&projectKey=PIM>

9 Link with Other Processes

9.1 Interactions with Configuration Management Process

- Change on Configuration Items is based on [14] procedure.
- After the escalation, it is managed as PCR respecting [4].

9.2 Interactions with Safety Process

- EPNS-DH and/or IO-SRO to review a DR from safety point of view.

9.3 Interactions with Design Control Process

- DIRO to review a DR from system integration point of view,
- Global design integrity to be ensured respecting Design Change Control Procedure [U2QPDS].

9.4 Interactions with Supply Process

IO Direct changes to PA Documentation - Main, Annex A or Annex B (not affecting the Project Baseline) are processed via PA Change Notice according to [12] procedure.

Direct modifications to In-Cash Contracts (not affecting Project Baseline) to be applied as per ITER_D_658PD4 - In-Cash Procurement Procedure.

10 Outputs (Records, Deliverables, Implementation Plans....)

- IO-RO, DA/CON-RO, EPNS-DH and IO-DIRO to fill up [5] **DR Template**⁵
- All the parameters to be fulfilled in order to realize a) cross-references between DR's and impacted documents, hardware, processes, stakeholders, etc., and b) full traceability,
- The approval field shall be signed by IO-RO or IO-DH. The acceptance field to be signed by the impacted party, e.g. DA/CON-RO,
- The implementation to be recorded on each impacted IDM document in the revision history logs, and
- **Table 10-1** summarizes the document management in this DR process.

Table 10-1 Output document of the DR process

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
Deviation Request	Template: [2LRNQP]	As IO-RO specifies	Deviation Request	IDM procedures	IO-RO	Project lifecycle.

⁵ Reviews and assessments by EPNS-DH and IO-DIRO to be carried out with the IDM system with their comments and recommendations.

