

MQP Level 2

Procedure for Transportation of Components to ITER Site

This document describes the procedure to be followed for the Transportation of ITER Components to the ITER Site. The procedure is applicable after the Contractor release note has been accepted by the ITER TRO and the procedure is valid up to the point when the component arrives at the ITER Site or other storage location close to the ITER Site. The procedure describes the roles of IO staff, DA staff and the Global Logistics Contractor.

Approval Process			
	Name	Action	Affiliation
Author	Butterfield J.	03 Mar 2021:signed	IO/DG/CNST/CMO/SPC
Co-Authors			
Reviewers	Bova A.	09 Mar 2021:recommended	IO/DG/SQD/QMD
	Brown R. *	10 Mar 2021:recommended	IO/DG/SCOP/SCOD/OPD
	Casella F.	08 Mar 2021:recommended	ORNL - Oak Ridge National Laborator...
	Elbez-Uzan J.	04 Mar 2021:recommended	IO/DG/SQD/EPNS
	He K.	05 Mar 2021:recommended	Chinese Domestic Agency (CN)
	Jung J. Y.	04 Mar 2021:recommended	Korea Institute of Fusion Energy (K...
	Kim K.- K.	05 Mar 2021:recommended	IO/DG/CNST
	Kirnev G.	04 Mar 2021:recommended	Russian Research Centre "Kurchatov ...
	Lee H. G.	10 Mar 2021:recommended	Korea Institute of Fusion Energy (K...
	Merola M.	04 Mar 2021:recommended	IO/DG/ENGN/EDD
	Miele P.	03 Mar 2021:recommended	IO/DG/CORP/PCO/ECPC
	Mishra A.	05 Mar 2021:recommended	
	Mittag D.	03 Mar 2021:recommended	IO/DG/CNST/CMO/SPC
	Mokaria P.	04 Mar 2021:recommended	IN DA (Supplier & DA) (IN)
	Okayama K.	04 Mar 2021:recommended	IO/DG/CNST/CMO
	Parrott J.	09 Mar 2021:recommended	US ITER (US)
	Puppin S.	05 Mar 2021:recommended	F4E (EU)
	Qiao Y.	03 Mar 2021:recommended	IO/DG/CNST/CMO/SPC
	Rodrigues D.	04 Mar 2021:recommended	F4E (EU)
	Sato K.	04 Mar 2021:recommended	QST (JP)
	Serrano Martinez J.	05 Mar 2021:recommended	F4E (EU)
Approver	Tada E.	11 Mar 2021:approved	IO/DG/CORP
Document Security: Internal Use			
RO: Cruz-Mermy Marie-Laure			
Read Access	LG: SQD Managers, LG: Quality Control Group, AD: ITER, AD: External Collaborators, AD: IO_Director-General, AD: External Management Advisory Board, AD: OBS - Quality Management Division (QMD) - EXT, AD: OBS - Quality Management Division (QMD), AD: Auditors, AD: ITER Management Assessor, project admi...		

Change Log			
Procedure for Transportation of Components to ITER Site (RY5C6Q)			
Version	Latest Status	Issue Date	Description of Change
v0.0	In Work	01 Oct 2015	
v1.0	Approved	21 Oct 2015	First issue. document created as per MQP doc Request R8KQQ5
v1.1	Approved	22 Jan 2016	<ul style="list-style-type: none"> - Improved some English writings and document formats; - Changed the sending DA into sending entity in order to include the scenario of in cash components delivery; - Added more acronyms, e.g. ESPN, PE, ECRO; - Added deviation requests and non-conformance requirements and two surveillance plans in the reference; - Changed the flowchart P1-1 to reflect the role of IO-QARO/SRO in the acceptance of SPL in case of PIC; - Changed the flowchart P1-2 to reflect more functions of IO in the transportation process control; - Changed the section 7.2.4 Arrival and inspection preparation to align with the real operation; - Added one more section 8 Non-conformities management.
v1.2	Signed	16 Dec 2016	<p>This MQP document is updated according to the QA review comments:</p> <ol style="list-style-type: none"> 1. Revised workflow chart to ensure it is correspondent with the working description; 2. Re-defined the Contractor release note and delivery report to eliminate the inconsistent content; 3. Described the pick-up inspection responsibility; 4. Re-defined the roles between the logistics contractor and IO; 5. Clarified the records of import and export documents. <p>This is still an interim update of this procedure. During 2017 a significant update will be made to take account of the Construction Strategy currently being developed by the IO. In addition the update will take into account the comments made by the QA department and results from a QA Audit that took place in November 2016.</p>
v1.3	In Work	05 Jan 2017	<p>According the MQP review meeting held on 04-01-17, a fast track change is required to address the following comments from QA:</p> <ol style="list-style-type: none"> 1. Pls update the table of contents. Updated. 2. Reference [2] 2LZJHB. Pls remove it. It is currently internal NCR procedure which is not used but also, 2LZJHB will be DR procedure having nothing common with non-conformities. Removed. 3. Missing reference to new procedure for export/import. Added as reference [6]. 4. Import Customs. Pls refer the procedure above to avoid duplication. In section 7.1.2, the sending entity or its supplier shall follow the reference [6]. 5. Tracking and incident control. Pls revise the reference. Revised. 6. Non-conformities management. Pls revise the references. Revised. 7. Records. SPL has to be defined. SPL has been defined in Acronyms. 8. Last but most important. On-site protection is record but it is just written

			<p>requirements. Another very important record is the implementation of this plan - evidence that such and such activities are performed on that date and such a way so these activities could be checked retrospectively. Retention period is already mentioned by Nadine above.</p> <p>In section 7.1.4 I added "The on-site protection activities described in this plan shall be performed and recorded when the PIC is delivered on the ITER site."</p>
v1.4	In Work	05 Jan 2017	<p>1. To address the comment of Vincent Goursaud, "in section 3.1, the contractor release note to follow the reference [5]".</p>
v1.5	In Work	08 Jan 2017	<p>According to the MQP review meeting on 4 Jan, the following fast track update have been made:</p> <ol style="list-style-type: none"> 1. Pls update the table of contents. / Updated 2. Reference [2] 2LZJHB. Pls remove it. It is currently internal NCR procedure which is not used but also, 2LZJHB will be DR procedure having nothing common with non-conformities. / Removed 3. Missing reference to new procedure for export/import. / Added as reference 6. 4. Import Customs. Pls refer the procedure above to avoid duplication. / In Section 7.1.2, it says that the sending entity or its supplier shall follow the reference 6. 5. Tracking and incident control. Pls revise the reference. / Revised 6. Non-conformities management. Pls revise the references. / Revised 7. Records. SPL has to be defined. / Defined in acronym. 8. Last but most important. On-site protection is record but it is just written requirements. Another very important record is the implementation of this plan - evidence that such and such activities are performed on that date and such a way so these activities could be checked retrospectively. Retention period is already mentioned by Nadine above. in Section 7.1.4 I added one sentence "The on-site protection activities described in this plan shall be performed and recorded when the PIC is delivered on the ITER site." 9. To address the comment of Vincent Goursaud, "in section 3.1, the contractor release note to follow the reference [5]". 10. In section 10, I added "The execution of the on-site protection plan shall be recorded in SPMat." 11. I create the automatic reference numbering.
v1.6	Approved	08 Jan 2017	<p>According the MQP review meeting on 4 Jan 2017, the following fast track updated have been made:</p> <ol style="list-style-type: none"> 1. Pls update the table of contents. / Updated 2. Reference [2] 2LZJHB. Pls remove it. It is currently internal NCR procedure which is not used but also, 2LZJHB will be DR procedure having nothing common with non-conformities. / Removed 3. Missing reference to new procedure for export/import. / Added as reference 6. 4. Import Customs. Pls refer the procedure above to avoid duplication. / In Section 7.1.2, it says that the sending entity or its supplier shall follow the reference 6. 5. Tracking and incident control. Pls revise the reference. / Revised 6. Non-conformities management. Pls revise the references. / Revised 7. Records. SPL has to be defined. / Defined in acronym. 8. Last but most important. On-site protection is record but it is just written requirements. Another very important record is the implementation of this plan - evidence that such and such activities are performed on that date and such a way so these activities could be checked retrospectively. Retention period is already mentioned by Nadine above. in Section 7.1.4 I added one sentence "The on-site protection activities described in this plan shall be performed and recorded when the PIC is delivered on the ITER site."

			<p>9. To address the comment of Vincent Goursaud, "in section 3.1, the contractor release note to follow the reference [5]".</p> <p>10. In section 10, I added "The execution of the on-site protection plan shall be recorded in SPMat."</p> <p>11. I create the automatic reference numbering.</p>
v1.7	Approved	28 Jun 2018	<p>The changes made to this version are only to add requirements for when IO is acting as a manufacturer of PE/NPE. As such, the main changes are:</p> <ol style="list-style-type: none"> 1. "In the sense of this procedure "component" also address PE/NPE Equipment after issuance of declaration of conformity" added to Scope 2. PE/NPE component & equipment are defined. 3. NPE Acronym to replace ESPN 4. Both flowchart updated to account for PE/NPE SQEP role 5. Process updated to account for PE/NPE SQEP role
v2.0	Approved	17 Jun 2020	<p>As per approved MQP doc Request - 3CTNRK, the main changes are:</p> <ul style="list-style-type: none"> • Define "Critical" transportation. • Remove OSPP (On-Site Protection Plans) • Ensure the consistency with the PA AD Working Instruction for the Delivery Readiness Review (DRR) • Add this Procedure for Transportation Version 2.0 to the list of PA AD. • Revise section 10 (Records and Outputs). • Use the last version of MQP document template and Change Section 3 (Definitions and Acronyms) completely based on new/current definitions. the draft with tracked changes is attached to the MQP doc request.
v3.0	Revision Required	11 Feb 2021	<p>as per approved MQP doc request 4HDLDP, the main changes are:</p> <ul style="list-style-type: none"> * To add to MPA #3 as PA AD Annex A. <p>Per some F4E and other DA comments, some duplication and referencing the use of a non-PA-AD (Procedure for Labelling) was removed.</p> <ul style="list-style-type: none"> * Other minor comments to ease reading (clarifying definitions and acronyms). * To add Annex (Section 12) for requirements applicable to the DAs. * To define requirements for preservation during transportation, therefore new section added (7.2.3) <p>The draft with tracked changes is attached to the MQP doc request 4HDLDP.</p>
v3.1	Approved	03 Mar 2021	<p>Minor changes from version 3.0 to incorporate those reviewers' comments. This is the comprehensive list of changes;</p> <ul style="list-style-type: none"> • Fixed page numbers error in the Table of Contents • In section 7.1.1.1 changed that the SPL review and approval is before the start of transportation (instead of before implementing the TO). This was also updated the same in the Annex Table (Section 12) • In section 7.1.4 added "in accordance with reference [1]" at the end of this last sentence. • In Section 7.1.5 removed "DRR acceptance" and "After receiving the CRN and Delivery Report", added the "at least 60 calendar days" "with duly-justified request" requirements to align with the PA Main Text. • Updated step 7.1.5 accordingly in flowchart • In section 7.2.1 added "For In-Kind Procurements, the DA shall be responsible for delivering the Items DAP (Delivered-at-Place) (INCOTERMS 2010) to the delivery destination." to align with PAs and the agreed/existing incoterms with DAs. • In section 7.2.3 "Preservation During Transportation" added for the LSP to "archive these check records as defined in section [10]." • In Section [10] specified the IDM folders for these check records.

Table of Contents

1	PURPOSE.....	2
2	SCOPE	2
3	DEFINITIONS AND ACRONYMS.....	2
4	REFERENCES.....	8
5	RESPONSIBILITIES	8
6	FLOWCHART	9
7	PROCEDURE DESCRIPTION	11
7.1	PRE-TRANSPORTATION PREPARATIONS	11
7.1.1	<i>The Transportation task order or contract</i>	<i>11</i>
7.1.1.1	Transportation Quality Plans	12
7.1.2	<i>Import Customs.....</i>	<i>12</i>
7.1.3	<i>Identification and Labelling of Components.....</i>	<i>12</i>
7.1.4	<i>Contractor Release Note and Delivery Report with PL.....</i>	<i>12</i>
7.1.5	<i>Confirmation of Receipt, Storage, and Preservation.....</i>	<i>12</i>
7.1.6	<i>Shipping notification.....</i>	<i>13</i>
7.2	TRANSPORTATION PROCESS CONTROL	14
7.2.1	<i>Pick-up and Inspection.....</i>	<i>14</i>
7.2.2	<i>Tracking and Incident Control.....</i>	<i>14</i>
7.2.3	<i>Preservation during Transportation</i>	<i>14</i>
7.2.4	<i>IO Surveillance on the Transportation</i>	<i>14</i>
7.2.5	<i>Arrival Notification and Reception Preparation</i>	<i>14</i>
8	NON-CONFORMITIES MANAGEMENT	16
9	FORMS AND TEMPLATES.....	16
10	OUTPUTS & RECORDS.....	16
11	APPENDIX I - MAXIMUM DIMENSIONS AND WEIGHTS FOR HEL/CEL/CTL:	17
12	ANNEX: REQUIREMENTS TO THE DOMESTIC AGENCIES:.....	17

1 Purpose

The purpose of this document is to describe the procedure to be followed when the ITER components are transported from their last place of manufacture to the ITER Site (see definition).

In the case of in-cash procurements, any reference to a DA or DA's supplier should be considered to mean IO or IO's supplier respectively.

In the case that transportation activities are carried out by a Logistics Service Provider (LSP) other than the Global Logistics Contractor (GLC) of the ITER project, the relevant parts of this procedure shall apply also to the other transportation contractor wherever LSP is used.

2 Scope

The scope of this document commences from the point of time when the sending entity starts preparatory work for the transportation until the transportation vehicle carrying the ITER component arrives at the pre-defined location at the ITER Site. The movement of components between DAs is not part of the scope of this document.

In the sense of this procedure "component" also address Pressure Equipment (PE) and Nuclear Pressure Equipment (NPE) after issuance of declaration of conformity.

3 Definitions and Acronyms

Description	Acronym	Definition
Advanced Logistics Team	ALT	This is a team under IO-ILM, comprising of OLC to carry out logistics planning activities and some of the DRR gate actions. The ALT primary contact is: logistics.data@iter.org
Integrated Materials and Logistics Management Group	ILM	This is the IO group under the Construction Management Office, under the Site Planning & Coordination Section, whom is the [HS] process owner for Handling, Storage, & Transportation of Components.
Contractors Release Note	CRN	This is a document signed between parties (IO and performers) to provide confirmation from a performer that the components being supplied meet all technical requirements of the ITER Technical and Quality Specification referenced in the respective Procurement Arrangement (PA) or Contract. In principle, an approved CRN is one of the prerequisites to transportation and shall be prepared in accordance with [7]. The CRN Template to be used is Reference [8].
Conventional Exceptional Load	CEL	The deciding criterion for CEL is that they cannot be transported in a shipping container and may require a permit to transport over public roads regarding regulations about dimension and weight allowances. Related regulations may change among the various countries.

Description	Acronym	Definition
		See Appendix I for typical CEL weights and dimensions.
Conventional Highly Exceptional Load	CHEL	CHEL are HEL that, after specific technical studies, can be partially transported to Cadarache over the French classic roads but need to use some parts of the ITER heavy haul itinerary. CHEL convoys do not required barge transfer from Fos-sur-mer port to Berre l'Etang port. CHEL convoys are authorized to be transported during day time.
Conventional Truck Load	CTL	<p>Conventional Truck Load: CTL and LTL (Less than load) include both full container and less than container loads. The deciding criterion for CTL and LTL is that they can be transported in a shipping container by common commercial carrier/liner service or within standard trailers.</p> <p>See Appendix I for typical CTL weights and dimensions. If any of these values are exceeded, it will be considered CEL or HEL.</p>
Critical	--	<p>Critical Transportation includes:</p> <ul style="list-style-type: none"> • All HEL and CHEL, regardless of safety & quality classification. • All PIC regardless of size, except bulk raw material (such as piping, fittings (i.e. elbows, tees), steel beams, and steel plates) • Any additional special or sensitive components (i.e. requires specific measures for protection and specific handling) as decided and explicitly specified by the IO-TRO in consultation with the DA TRO for that shipment to be critical.
Customs Documents	--	The documents to be provided by the sending entity or its supplier to the GLC in order that the GLC can implement the import Customs duty and taxes exemptions, in accordance with reference [4]. The documents in general refer to packing list and pro-forma invoice, but other ad-hoc documents may be requested.
Domestic Agency	DA	An organization set up under the ITER Framework Agreement to provide goods or services to the ITER Organization through Procurement Arrangements (PA) and Task Agreements (TA)

Description	Acronym	Definition
Demandes de Franchises Informatisées	DEFI	An electronical system to automatically circulate and archive the French import documents in accordance with [4].
Delivery Report	--	<p>A report containing material and logistical information prepared by the Sending Entity prior to the release of goods to ship. It is a mandatory deliverable at the DRR gate for In-Cash and In-Kind Procurements, as defined in [1].</p> <p>A Delivery Report Template is available; reference [9]</p>
Delivery Readiness Review	DRR	<p>This is the review gate which needs to be performed prior to the transportation of Components to the ITER Site*</p> <p>*See <i>ITER Site</i> definition</p> <p>This DRR gate workflow and requirements are fully defined in reference [1].</p>
IO Export Control Officer	IO-ECO	This is the person to inform if the SSC to be transported is classified as “Export Control”
Equipment	--	Vessels (tanks, heat exchangers, pressurizer...), piping, safety accessories (safety valve, rupture disc...) and pressure accessories (valves, filters...), including, where applicable, elements attached to pressurised parts, such as flanges, nozzles, couplings, supports, lifting lug.
EX-Works	EXW	This is the incoterm meaning that the seller makes the goods available at their premises (i.e. works, factory, warehouse, etc) to the buyer. The buyer bears all costs and risks involved in collection and transportation of these goods from the seller’s premises to the desired destination.
Factory Acceptance Testing	FAT	Tests performed at the supplier or manufacturer facility to confirm that the materials have been fabricated to the specifications.
Free Carrier	FCA	This is the Incoterm dictating that a seller of goods is responsible for the delivery of those goods to a destination specified by the buyer.
Global Logistics Contractor	GLC	This is when DAHER INTERNATIONAL (Ref. IO/CFT/12/6000000085) is the Logistics Service Provider (LSP).
Highly Exceptional Load	HEL	Highly Exceptional Loads: the deciding criterion for HEL is that they cannot be transported over French classic roads but have to travel over the ITER heavy haul itinerary (around 100 km) specially designated and modified from La Pointe harbour (at Berre) to the ITER site (at Cadarache) by the French Authorities (refer to the Prefecture Order No 2007-52 dated 16/04/2007). To be noted that the French heavy haul itinerary cannot be used for movement of any trailer from Cadarache back to Berre (i.e. reverse way) and that the empty trailers

Description	Acronym	Definition
		<p>should need to be modified or reconfigured in order to be able to travel over classic roads from Cadarache.</p> <p>See Appendix I for typical HEL weights and dimensions.</p>
In-Cash Procurements	--	A procurement done by the IO using its own budget.
In-Kind Procurements	--	A procurement done under the responsibility of a Domestic Agency (DA) for providing specific components, equipment, material and other goods and services to be contributed directly to the IO.
Inward	--	A process of moving a vehicle carrying ITER component from the entrance of the ITER site to the pre-defined receiving location.
ITER Site	--	In the context of this document: this could be the physical ITER Site in St Paul Lez Durance Cedex, France, a designated off-site storage facility, or directly to an IO contracted entity for use in onsite / offsite manufacturing activities.
Logistics Service Provider	LSP	This is the entity physically transporting the SSCs to the ITER site, providing IO & DAs global transportation, preparation, preservation during transportation, and handling services. In many cases, the GLC (see GLC definition) will be the LSP.
Manufacturing	Mfg	The process of converting raw materials, components, or parts into finished goods that meet a customer's expectations or specifications.
Manufacturing Dossier	--	Complete dossier that contain all quality documentation and records of the final product or service according to the specified requirements
Nuclear Pressure Equipment	NPE	<p>Equipment in the scope of the French Order dated 30 December 2015 related to Nuclear Pressure Equipment.</p> <p>A NPE is a PE which additionally meets the following conditions:</p> <ul style="list-style-type: none"> • Used in a Basic Nuclear Facility (INB) IO is INB 174 • Directly contain radioactivity • Lead to release of radioactivity over 370 MBq in case of failure
On-Site Logistics Contractor	OLC	<p>This is the external intervener at the IO site responsible for performing warehousing and Materials Management activities including: handling, receiving, storage, preservation, inventory, and issuance to construction.</p> <p>OLC contact is logistics-planning@iter.org</p>

Description	Acronym	Definition
Part Number of ITER	PNI	<p>This is the part number of the item which must be consistent and match between the drawings, the BOMs, and the entered/catalogued number as the key identifier in SMat. This PNI should additionally be stated on the packing list. This number follows a variety of formats & structures (for example many PNIs follow structure I00AAAAAA or INNNNNNNN but PNI's are unique to that item and therefore the structure and length may vary).</p> <p>For more details on PNI please reference [16]</p>
Performer	—	An all-inclusive term used to cover Domestic Agencies, Suppliers and Subcontractors
Packing List	PL	<p>A detailed native-file package and item-level packing list provided by the sending entity to the IO</p> <p>A PL template is available as reference [10].</p>
Pressure Equipment / Nuclear Pressure Equipment Representative	IO-PE/NPE Representative	<p>IO contact person for concerns related to Pressure Equipment or Nuclear Pressurised Equipment (See definitions of PE and NPE provided in this procedure).</p> <p>This role was formerly known as: IO-PE/NPE – Expert, Inspector, or SQEP (Suitably Qualified and Experienced Person)</p>
Pressure Equipment	PE	<p>Equipment in the scope of the Pressure Equipment Directive 2014/68/UE.</p> <p>A PE is an Equipment which contains a fluid (Gas or Liquid) with an internal Pressure of more than 0.5 bar above atmospheric pressure</p>
Protection Important Activity	PIA	<p>As per articles 1.3 and 2.5.2 of the Order of 7 February 2012: <i>“Activity important for protecting the interests mentioned under Article L. 593-1 of the Environmental Code (nuclear security – i.e. nuclear safety, radiation protection, the prevention and fight against malicious acts, and also civil security actions in the event of an accident –, public health and sanitation or protection of nature and the environment), i.e. activity that falls under the technical or organizational provisions mentioned under the second paragraph of Article L. 593-1 of the Environmental Code or that is liable to affect them;” In practice, for the scope of this working instruction, it means “Any activity which is related to or can impact the proper functioning of a Protection Important Component, during the design, manufacturing, assembly and operation and decommissioning of ITER facility”.</i></p> <p>As stated in article 2.5.2 of the INB order, a list of ITER Protection Important Activities (PIA) and their related Defined Requirements shall be set up and kept updated by IO. The identification of Protection Important Components and of Protection Important Activities and associated Defined Requirements is also a PIA</p>

Description	Acronym	Definition
Protection Important Component	PIC	<p>Specific category of components as defined per articles 1.3 and 2.5.1 of the Order 7th February 2012.</p> <p>For the scope of this procedure, it means any system/component whose correct operation under normal and accident conditions is necessary for ensuring the effectiveness of the nuclear and non-nuclear safety functions of ITER. As stated in article 2.5.1 of INB order, the list of ITER Protection Important Components (PIC) and their related Defined Requirements shall be set up and kept updated by IO</p>
Quality Assurance Responsible Officer	QARO	<p>In the context of this procedure, this is the IO quality representative who will be involved with this process as need be for document reviews, and to support in cases of anomalies management and non-conformities.</p> <p>IO QAROs are listed in: ITER_D_N3NLUX - List of QA RO</p>
The Sending Entity	--	<p>The party whom holds responsibility for the manufacture and packaging of components, as well as preparing the Manufacturing Dossier, CRN, Delivery Report, and Packing List in the DRR gate review process.</p> <p>In the case of in-kind procurement, this is the DA, and in the case of in-cash procurement, this is the IO supplier.</p>
Shall	—	Indicates a mandatory requirement
Should	—	Indicates a recommendation
Systems, Structures, or Components	SSC	A general term encompassing all of the elements (items) of a facility. Structures are the passive elements: buildings, vessels, shielding, etc. A system comprises several components, assembled in such a way as to perform a specific (active) function. A component is a discrete element of a system.
Smartplant Materials	SMat	IO software tool used to control and manage material used in the construction of ITER.
Shipping Plan of Load	SPL	<p>The technical and financial proposal to be provided by the GLC to the sending entity regarding the transportation of the ITER components from the DA's supplier to the ITER site.</p> <p>In cases of “critical” transportation this SPL must contain a method statement outlining the checks and steps to be taken to maintain the integrity of the component(s) through transportation.</p>
Safety Responsible Officer	SRO	<p>In the context of this document, this is the IO person whom ensures that components with special classifications (PIC, SIC 1 & 2, PE, NPE, etc.) are meeting their respective safety requirements.</p> <p>IO SROs are specified in: ITER_D_VVL7MQ - List of SROs</p>

Description	Acronym	Definition
Technical Information	TI	The technical data and documents to be provided to the global logistics contractor (GLC) by the sending entity in order that the GLC can prepare the Shipping Plan of Load. The technical information is only relevant to the process of transportation, e.g. the location of lashing points, weights and dimensions, etc.
Technical Responsible Officer	TRO	Technical Responsible Officer, responsible for all technical / functional matters associated with a particular plant system. In the context of this document “TRO” alone means the IO PBS TRO
Unique Identifier	UID	This is the document reference number. Typically this is an IDM 6-digit Number (i.e. ABC12D)

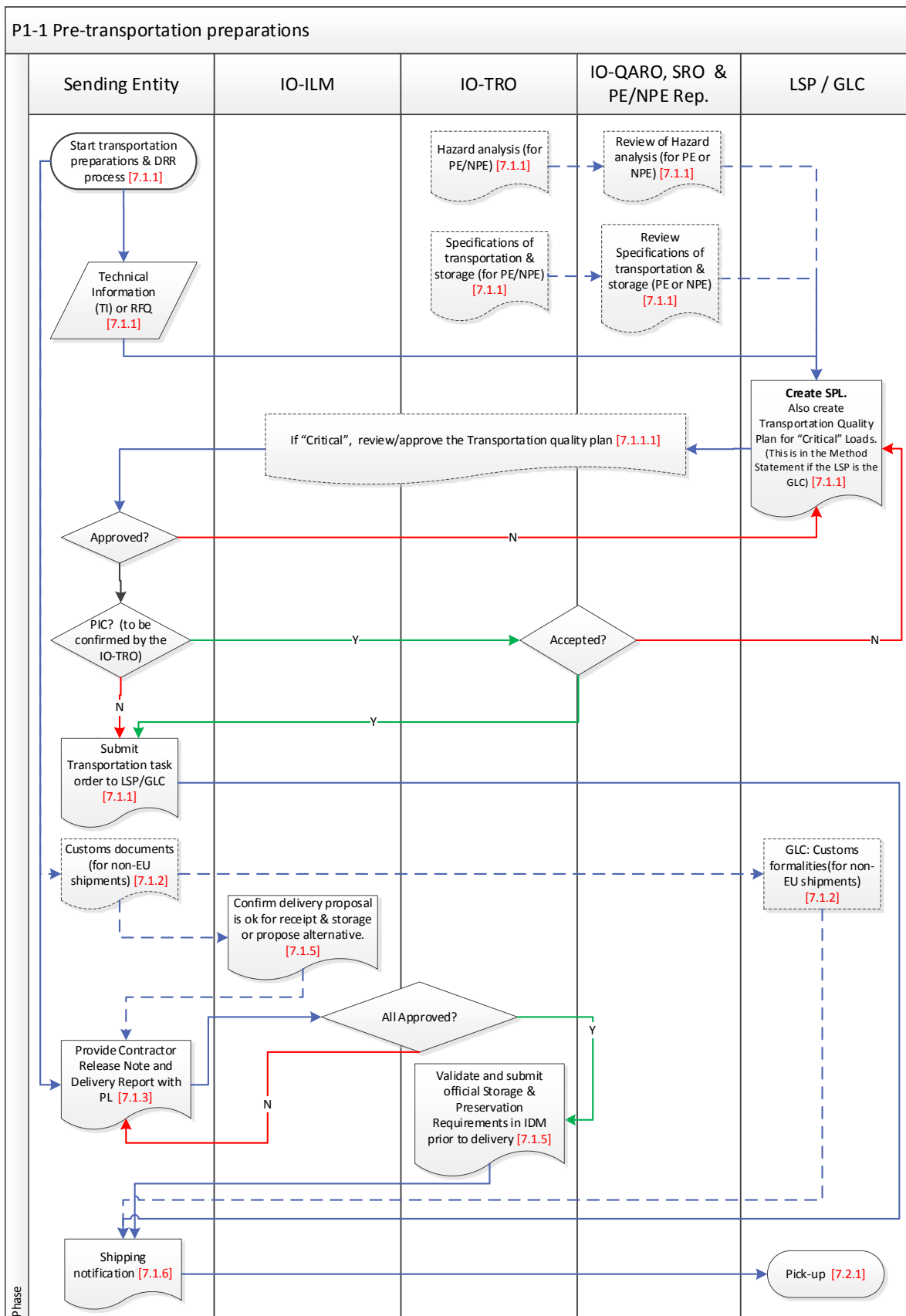
4 References

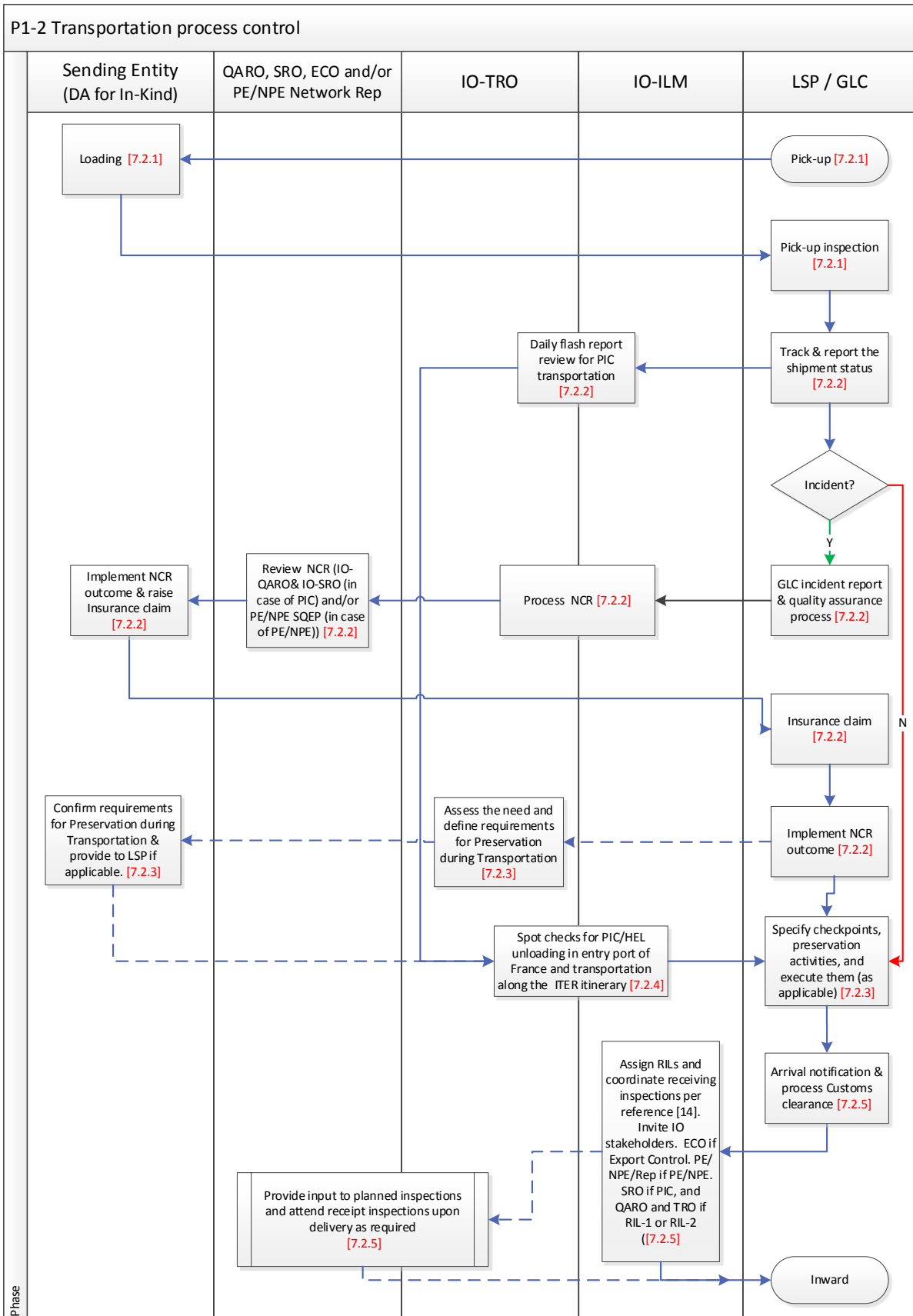
[1]	ITER_D_X3NEGB - Working Instruction for the Delivery Readiness Review (DRR)
[2]	ITER_D_22F53X - Procedure for management of Nonconformities
[3]	ITER_D_VE2DSP - Implementation plan for design & manufacture of PE/NPE
[4]	ITER_D_LF4QST - Procedure for the Import and Export of Goods
[5]	ITER_D_U5TYMP - Surveillance Plan for Construction
[6]	ITER_D_JE3N8C - Export Control Procedure
[7]	ITER_D_22F52F - Requirements for Producing a Contractors Release Note
[8]	ITER_D_QVEKNQ - Release Note Template
[9]	ITER_D_WZPYVZ - Delivery Report Template
[10]	ITER_D_XBZLNG - Package & Packing List Template
[11]	ITER_D_WML9CF - Procedure for the Preservation of Equipment
[12]	ITER_D_WU9636 - Template - Equipment Storage & Preservation Requirements Form
[13]	ITER_D_2EXFXU - Sign-Off Authority for Project Documents
[14]	ITER_D_RXCTBZ - Procedure for Reception of Components at the ITER Site
[15]	ITER_D_WRCKZB - WI for Preservation Activities during Storage, Construction and On site before turnover
[16]	ITER_D_U344WG - Procedure for Identification and Controls of Items

5 Responsibilities

The roles and responsibilities involved in the work procedure for Transportation are described in the flowchart in Section 6 and Procedure Description in Section 7.

6 Flowchart





7 Procedure Description

The following description provides a detailed explanation of the steps included in the flowcharts in Section 6.

7.1 **Pre-transportation Preparations**

For all In-cash and In-kind deliveries to the IO and/or ITER Site, the requirements of this procedure and the Delivery Readiness Review (DRR) reference [1] shall be followed before the LSP begins transporting the components or equipment.

7.1.1 *The Transportation task order or contract*

If the sending entity selects the GLC to be the LSP, the sending entity shall provide the GLC the Technical Information (TI) noting that the following lead times should be respected in order to ensure the timely delivery of ITER components to the ITER site. Failure to respect these lead times may lead to delay in delivery to the ITER Site. Therefore if they cannot be met, the sending entity shall inform the GLC and ILM immediately.

Load type	Lead-time to provide Technical Information (<i>If LSP is IO's GLC</i>)
HEL	9 months before the HEL to be delivered to the ITER site
CEL	6 months before the CEL to be delivered to the ITER site
CL	3 months before the CL to be delivered to the ITER site

The GLC shall prepare a Shipping Plan of Load based on the Technical Information provided by the sending entity and any additional requirements raised by IO-TRO, IO-QARO, IO-SRO, IO-ECO, IO PE/NPE Representative or IO-ILM (as applicable).

For PE or NPE components or equipment, the technical information are extracted either from the hazard analysis for transportation of components or from the instruction notice for transportation of equipment as defined in [3].

The general quality plan of the GLC shall be a reference document in the Shipping Plan of Load applied for all ITER components.

If the LSP is not the GLC, this Technical Information (TI) step would be replaced by an RFQ (Request For Quotation) and the Shipping Plan of Load (SPL) (or similar) would be replaced by a document which shall contain at a minimum:

- Reference documents
- General Information
- Packing List (Item and package details)
- Contact details (i.e. supplier or manufacturer and LSP contacts)
- Origin details
- Route Itinerary
- Destination details
- Special Instructions for lifting/handling/lashing.
- Risk Assessments
- Preservation Requirements (if applicable)

This document shall be provided by the LSP and sent to the sending entity.

If the SPL (or similar document if LSP is not the GLC) is approved by the sending entity, the sending entity shall issue a Task Order (TO) or Purchase Order to the LSP for the transportation. In the case that F4E is requested by the sending entity to finance the transportation cost from the entry point to France to the ITER site, the transportation task order shall be countersigned by F4E prior to the transportation.

7.1.1.1 Transportation Quality Plans

In cases of critical transportation (see definition of “Critical”) the LSP shall create a Transportation Quality Plan after working in close collaboration with the sending entity to ensure that clear requirements for the lifting, loading, rigging, shock watch locations, acceleration values, lashing, orientation, CoG (Center of Gravity), mode(s) of transport, and visual checkpoints are defined.

In these cases of critical transportation where the GLC is the LSP, these requirements are defined in the Method Statement which is included in the Transportation Quality Plan, just after the SPL. The sending entity shall ensure the Shipping Plan of Load and specific Method Statement is reviewed and approved by all IO stakeholders (specified in reference [13]), before the start of transportation.

In all cases of critical transportation, the IO stakeholders, sending entity, and the LSP as defined in [13] shall jointly review and approve these requirements in IDM prior to the start of transportation.

More details about these records are defined Section 10.

7.1.2 Import Customs

If the ITER components are to be transported from non-EU countries to the ITER site, the sending entity or its supplier shall follow the requirements of reference [4]. Regardless of whom is the LSP, the GLC is responsible to process the customs clearances for all shipments, but the sending entity shall provide the necessary customs documentation to the GLC at the same time as when the export declaration is being done.

7.1.3 Identification and Labelling of Components

All components to be transported to the ITER Site shall be identified and labeled per reference [16] as described during the DRR process per reference [1].

7.1.4 Contractor Release Note and Delivery Report with PL

Prior to the transportation, the sending entity shall prepare:

- Contractor Release Note in accordance with the reference [7] and [1].
- Delivery Report in accordance with reference [1]
- Detailed Packing List at the both item-level and package-level, per [1].

Templates for these deliverables are references [8], [9], and [10] respectively.

Transportation activities shall not occur until the approval by the IO-TRO of the Contractor Release Note and approval of the Delivery Report by the IO-ILM in accordance with reference [1]

7.1.5 Confirmation of Receipt, Storage, and Preservation

The IO-ILM shall confirm with the sending entity and IO-TRO that IO is able to receive and store the ITER components to be transported. If, for any reason, IO-ILM is not able to receive and store the ITER components to be transported, IO-ILM shall coordinate with IO-TRO and the sending entity to reschedule the transportation. In these cases and if it is an In-Kind procurement, the IO-ILM shall make a duly justified request to postpone the delivery of the whole or part of the items at least 60 (sixty) calendar days prior to the stipulated date of delivery. For In-Kind, all other details, terms, and responsibilities is further defined in the PA (Procurement Arrangement) and shall be followed. For In-cash procurements, the terms as agreed in the respective contract shall be respected.

In addition to the Release Note, Delivery Report, and Packing List, the IO-TRO shall provide and ensure that prior to the physical delivery of the component(s) on the ITER Site, there is an approved Equipment Storage and Preservation Requirements Form [12], in accordance with references [1], [11], and [15]. This document shall state at a minimum; the storage level, if there is a shelf-life, if any periodic preservation activities are required, and if yes it must specify those preservation activities and frequencies. This is all defined further in the Delivery Readiness Review process [1] and Preservation MQPs [11] and [15].

Any DRR documents classified as PIC shall be reviewed by the IO-SRO. This and all other reviewers are defined reference [13].

If the ITER components to be transported are classified as “Export Control”, the Delivery Report and Equipment Storage and Preservation Requirements Form shall be additionally reviewed by the IO-ECO to confirm that the export controlled components will be correctly received and stored in a manner compatible with the requirements of the reference [6].

7.1.6 Shipping notification

The sending entity shall check and ensure that all the pre-transportation preparations have been concluded (mainly DRR acceptance) and then notify the LSP to start the transportation as planned.

7.2 Transportation Process Control

7.2.1 *Pick-up and Inspection*

Unless otherwise agreed between the sending entity and the LSP, the sending entity's supplier shall be responsible for loading the LSP transportation vehicle at the supplier's premise (under the incoterm of Ex-Works (EXW) or other assigned locations (under the incoterm of "Free Carrier" (FCA)). For In-Kind Procurements, the DA shall be responsible for delivering the Items DAP (Delivered-at-Place) (INCOTERMS 2010) to the delivery destination.

A pick-up inspection shall be performed mutually by the sending entity's supplier and the pick-up vehicle operator during the loading. If any discrepancies are identified, they shall be recorded on the waybill of the first mode of transport, and the LSP shall report to the sending entity and IO the discrepancies identified. The original waybill shall be archived by the LSP.

7.2.2 *Tracking and Incident Control*

After the pick-up, the LSP is responsible for tracking and reporting the shipping status. If any incident occurs during the transportation process, LSP shall notify the contact persons of the sending DA and IO with an incident report, initiate relevant quality activities, and where appropriate notify the insurer in case of possible insurance claim. In these cases, the comments of when and where the incident occurred shall be recorded on the BL (Bill-of-Lading), AWB (airway bill), or CMR (truck waybill).

The sending entity shall process the Non-Conformance in accordance with reference [2] and trigger the insurance claim if necessary.

7.2.3 *Preservation during Transportation*

In some cases, (i.e. "critical" loads or sensitive equipment), preservation activities during the physical transportation may be required, at the discretion of the IO-TRO (for all shipments) and additionally the DA-TRO (for In-Kind Procurements). If preservation during transportation is deemed required by all TRO Reps, these requirements shall be provided to the LSP by the DA-TRO (for In-Kind) or IO-TRO (for In-Cash).

In these cases, if the GLC is the LSP, the GLC shall specify these preservation activities and at which places or frequencies they must occur within the Method Statement in the SPL.

If the LSP is not the GLC, they must specify and document these preservation activities in that alternative document mentioned in section 7.1.1

During transit or temporary staging/storage (i.e. at the barge or in Fos-sur-Mer), the GLC or LSP shall perform the preservation activities as defined in these documents and archive these check records as defined in section [10].

7.2.4 *IO Surveillance on the Transportation*

As the nuclear operator, IO shall monitor the transportation and on-site logistics activities of PIC performed by an external intervener, e.g. LSP or On-Site Logistics Contractor (OLC) in accordance with the *Handling, Storage, Transportation & Preservation* section of reference [5], because Transportation of PIC is a PIA.

7.2.5 *Arrival Notification and Reception Preparation*

The LSP shall notify the ILM, Advance Logistics Team (ALT), and OLC of the most up-to-date delivery status and if the delivery date changes compared to what is stated on the Delivery Report.

Thereafter and on a continuous basis, the ALT shall update and maintain a logistics forecasting report. In accordance with reference [14], the ILM, ALT, and OLC shall periodically meet prior to the SSC delivery, using this delivery forecasting report, and assign receipt inspection levels (RIL) to each shipment.

All receipt inspections and those records shall be performed in accordance with reference [14]. The receipt inspection attendees in terms of IO-TRO, QARO, SRO, ECO, ILM, and IO-PE/NPE Representative physical presence vary depending on the components' or equipment's' classifications and the RIL assigned prior to delivery. This criterion is also defined in reference [14].

In the case that any components are under export control, the IO-ECO (or the duly appointed representative) shall be invited to attend the receiving inspection.

Regardless of whom is the LSP, the GLC will be responsible for concluding the import Customs at the entrance point to France for the shipment from non-EU countries, and arranging all the formalities of inward to move the delivery vehicle to the pre-defined receiving location on the ITER site.

8 Non-conformities management

Any non-conformity shall be managed according to the reference [2].

9 Forms and templates

[ITER_D_QVEKNQ - Release Note Template](#)

[ITER_D_WZPYVZ - Delivery Report Template](#)

[ITER_D_XBZLNG - Package & Packing List Template](#)

[ITER_D_WU9636 - Template - Equipment Storage & Preservation Requirements Form](#)

10 Outputs & Records

For Critical transportation, Transportation Quality Plans shall be uploaded into IDM, should be in this folder ([S2P5LZ](#)), and shall be reviewed and approved in accordance with reference [13]. The doc-type [\[HS\]-Transportation Plan](#) shall be used for these records.

The witness points and check records providing evidence that the requirements were fulfilled as defined in the Transportation Quality Plan shall be provided by the LSP or other performers, shall be stored in IDM, and shall be reviewed in accordance with reference [13]. Operational Survey Statements (OSS) and shocklog data recordings are examples of these records. These records shall be uploaded to IDM as soon as possible following the completion of transportation and should use doc-type: [\[HS\]-Handling Packaging Storage and Transportation Document](#).

If the LSP is the GLC, then these check records shall be archived in folder ([7K54R3](#)). If the LSP is not the GLC, these check records shall be archived under ([S2P5LZ](#)).

Customs records are processed in accordance with Reference [4]. The software system for processing and archiving customs documents is DEFI. If there is ever a need for these documents (i.e. Proforma Invoice or Form-3) to go in IDM, the doc-type [\[HS\]-Customs Documentation](#) shall be used.

DRR related records (Release Note, Delivery Report, Packing List, Storage & Preservation requirements Form) shall be written, archived, reviewed, and approved per the requirements of reference [1] Section 6 and the Project Sign-Off Authority [13]. These references detail the templates, doc-types, IDM folder locations, retention period, and the full signatory.

There are additional Transportation-related records; such as packaging details and images, calculation notes for lifting/transporting/handling, general requirements for handling, lifting configurations or CoG (Center of Gravity) drawings, or generic supplier storage requirements, or other general guidelines related to Handling, Storage, or Transportation. These documents shall be uploaded to IDM using doc-type: [\[HS\]-Handling Packaging Storage and Transportation Document](#) and follow the signatory specified in [13].

Following delivery to the ITER site, RIRs (Receiving Inspection Reports) for critical loads shall be uploaded into IDM in folder [S2NNVL](#) for PIC, in folder [XQ673T](#) for non-PIC critical, and use doc-type: [\[HS\]-Receiving Inspection Report](#)

11 Appendix I - Maximum dimensions and weights for HEL/CEL/CTL:

Acronym	Definition	Maximum Length (cm):	Maximum Width (cm):	Maximum Height (cm):	Maximum Weight (kg):
HEL	Highly Exceptional Load	1900	900	910	600000
CEL	Conventional Exceptional Load	1900	500	500	60000
CTL	Conventional Truck Load	1200	250	250	26000

12 Annex: Requirements to the Domestic Agencies:

Req. ID	Description	Ref. chapter
RY5C6Q-01	Prior to physical transportation by the LSP (Logistics Service Provider) the requirements of the Delivery Readiness Review (DRR) reference [1] shall be followed.	7.1
RY5C6Q-02	If the sending entity selects the GLC to be the LSP, the sending entity shall provide the GLC the Technical Information (TI) noting that the lead times as specified in the table in 7.1.1 should be respected in order to ensure the timely delivery of ITER components to the ITER site. If the lead times cannot be respected, the sending entity shall inform the GLC and ILM immediately.	7.1.1
RY5C6Q-03	Receive and Approve the SPL (or similar document) from the LSP and then issue a Task Order (TO) or Purchase Order (PO) to the LSP.	7.1.1
RY5C6Q-04	In cases of critical transportation (see definition of “Critical”), work in close collaboration with the LSP to develop a Transportation Quality Plan or SPL (if LSP is the GLC). The sending entity shall ensure this document is reviewed and approved as specified in reference [13]. It shall be approved prior to the start of transportation.	7.1.1.1
RY5C6Q-05	Import Customs. If the ITER components are to be transported from non-EU countries to the ITER site, the sending entity or its supplier shall provide the LSP the necessary inputs to create the customs documentation as further detailed in reference [4].	7.1.2

RY5C6Q-06	All components to be transported to the ITER Site shall be identified and labeled per reference [16] and as described during the DRR process per reference [1].	7.1.3
RY5C6Q-07	<p>Prior to the transportation, the sending entity shall prepare:</p> <ul style="list-style-type: none"> - Contractor Release Note in accordance with the reference [7] and [1]. - Delivery Report in accordance with reference [1] - Detailed Packing List at the both item-level and package-level, per [1]. 	7.1.4
RY5C6Q-08	The sending entity shall check and ensure that all the pre-transportation preparations have been concluded (mainly DRR acceptance) and then notify the LSP to start the transportation as planned.	7.1.6
RY5C6Q-09	<p>Pick up and Inspection. Depending on the Incoterms and unless otherwise agreed between the sending entity and the LSP, the sending entity's supplier shall be responsible for loading the LSP transportation vehicle at the supplier's premise.</p> <p>A pick-up inspection shall be performed mutually by the sending entity's supplier and the pick-up vehicle operator during the loading.</p>	7.2.1
RY5C6Q-10	<p>Tracking & Incident Control. After the pick-up, the LSP is responsible for tracking and reporting the shipping status. If any incident occurs during the transportation process, LSP shall notify the contact persons of the sending DA and IO with an incident report, initiate relevant quality activities, and where appropriate notify the insurer in case of possible insurance claim.</p> <p>In these cases, the sending entity shall process the Non-Conformance in accordance with reference [2] and trigger the insurance claim if necessary.</p>	7.2.2
RY5C6Q-11	Consult with IO-TRO if any preservation activities are required during the transportation. If so, shall provide these requirements to the LSP.	7.2.3