

MQP Detailed Policy

Requirements for Producing a Contractors Release Note

ITER requirements to be implemented by the Performer/Contractor regarding the Contractor Release Note.

Approval Process			
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1 Purpose

The Release Note is to provide confirmation from a performer that the goods or equipment being supplied meet the requirements of the ITER Technical Specification referenced in the Procurement Arrangement or Contract.

Prior to acceptance, delivery or payment, the Performer shall conduct a review of equipment or service status with regard to Procurement Arrangement or Contract requirements and certify in the Release Note that:

- All required verifications, inspections and tests are complete and satisfactory,
- All required documentation is available.

This document specifies ITER requirements to be implemented by the Performer regarding the Release Note.

2 Scope

The Release Note is applicable to every goods, equipment or service being supplied to ITER Organization.

3 Definitions and acronyms

IO	ITER Organization sometimes referred to as ITER
Domestic Agency	An organization set up under the ITER Framework Agreement to provide goods or services to the ITER Organisation through Procurement Arrangements (PA) and Task Agreements (TA)
Supplier	Any entity that provides goods or services to the ITER Organisation
Subcontractor	An entity that performs work for the Supplier
Performer	An all-inclusive term used to cover Domestic Agencies, Suppliers and Subcontractors
Contract	An all-inclusive term used to cover Procurement Arrangements, Task Agreements and Contracts placed directly by the IO
Critical Quality Activity	Any operation that if not performed correctly would affect Safety, Performance or Reliability

4 References

[ITER Procurement Quality Requirements \(22MFG4\)](#)

5 Requirements

The Release Note is a control document that, for a particular equipment or service:

- Identifies the applicable requirements,
- Certifies that the equipment or service complies with these requirements,
- Records the status of the documentation,
- Highlights any outstanding obligation.

ITER acceptance of the Release Note shall not relieve the Performer of any contractual obligations and responsibilities.

6 Preparation and acceptance of the Release Note

The Performer shall complete sections 1 and 2 of the Release Note and submit it to ITER TRO.

Section 2.5 shall list all documents that are supplied in an indexed “Manufacturing Dossier”.

A guide to the contents of this “Manufacturing Dossier” is given in Appendix 1.

Equipment shall not be delivered until the relevant Release Note has been accepted by ITER.

7 Template

The release Note Template is found at the following ITER IDM link:

[Release Note Template \(QVEKNQ\)](#)

Alternative formats may be acceptable provided they contain the essential data required and shall be subject to ITER Quality Division acceptance in advance of their intended use.

8 Records

A Release Note is an integral part of the contract and shall be included in the data package handed over to IO.

APPENDIX 1

The following is an example of documents that constitute a Manufacturing Dossier.
The dossier shall be sectioned to identify documents associated with each Quality Plan.
This list is non-exhaustive and shall be tailored to meet the PA or Contract requirements.

1 – Management Documents:

- Quality Plan
- List of Suppliers/Subcontractors

2 - Raw Materials - Metals, Ceramics and Other Materials

- Procurement Specifications
- Sub-Orders
- Material Certification traceable to components

3 - Manufacturing Documents

- Fabrication Procedures (machining, forming, soldering, wiring)
- Welding/Brazing Documents (WPS, PQR, WPQ etc...)
- Weld Plan
- Weld Inspection Record
- Non-Destructive Examination Procedures (VT, PT, MT, RT, UT etc...)
- Cleaning procedure
- Surface Treatment Specification

4 - Assembly and Test Documents

- Assembly Sequences, Control Specifications and Procedures
- Pressure Test Procedure
- Helium Leak test procedure
- Function Test Specifications
- Control Reports (Visual Examination, Non-Destructive Examination, Electrical and Insulation Tests, Leak Tests, Pressure Test, Certification of Cleanliness, etc.).
- Deviation and Nonconformity Reports
- Completed Manufacturing & Inspection Plan(s)
- Drawings marked “As Built”

5 - Release Note

Completed Release Note