

## MQP Level 3

### MQP L3 WI for Construction Readiness Review

The purpose of this document is to define the workflow, roles, and responsibilities for conducting an objective evaluation of the state of readiness to proceed with construction activities for a specific scope of work, referred to as the Construction Readiness Review (CRR). This document does not cover the evaluation of readiness to proceed with non-construction activities (Manufacturing Readiness Review, MRR), nor the evaluation of construction of buildings. The management of actions and contracts is outside the scope of this procedure and remains the responsibility of the respective teams.

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Change Log			
MQP L3 WI for Construction Readiness Review (QXW4KQ)			
Version	Latest Status	Issue Date	Description of Change
v0.0	In Work	25 Feb 2015	
v1.0	Revision Required	25 Feb 2015	First issue. Document created as per MQP doc Request QUFDGD .
v1.1	Approved	16 Apr 2015	Document incorporates minor revisions identified by D Sands
v2.0	In Work	12 Jul 2017	All document updated following the new organization of ITER project. New version uploaded as per MQP doc Request UHRNV4.
v2.1	Revision Required	12 Jul 2017	Typographic errors corrected.
v2.2	Approved	23 Aug 2017	The main changes are the followings: <ul style="list-style-type: none"> <li>- The related Construction Team Head is the Chairman of the CRR</li> <li>- The CMA is supporting the Construction Team Head as CRR's Secretary</li> <li>- QARO is systematically part of the CRR panel</li> </ul>
v2.3	Signed	09 Dec 2019	Draft CRR
v2.4	Signed	16 Dec 2019	Document updated to reflect EWP readiness review and take account of comments on previous version  Refer attached document for tracked changes
v2.5	Signed	16 Dec 2019	Document updated to reflect EWP readiness review and take account of comments on previous version  Refer attached document for tracked changes
v2.6	Signed	16 Dec 2019	Document updated to reflect EWP readiness review and take account of comments on previous version  Refer attached document for tracked changes
v2.7	Approved	16 Dec 2019	Document updated to extent possible and based on understanding of reviewers comments.
v2.8	Revision Required	04 Aug 2020	As per approved MQP doc request <a href="https://user.iter.org/default.aspx?uid=3FUDUE">https://user.iter.org/default.aspx?uid=3FUDUE</a> the changes are: Integration of comments from previous version
v2.9	Approved	10 Dec 2020	Under same doc request <a href="https://user.iter.org/?uid=3FUDUE">https://user.iter.org/?uid=3FUDUE</a> some additional changes are done: Update to reflect IO management decision to expedite the delivery of EWPs to construction. Initial Construction Readiness Review revised to allow 3 options: <ul style="list-style-type: none"> <li>- Full EWP review – EWP Complex (per existing approved Working Instruction)</li> <li>- Reduced review in PLM – Typical EWP (recurrent / non-complex works)</li> <li>- No review of EWP content – Instead the outcome of an FDR is accepted to endorse the EWP content for transfer to construction.</li> </ul>
v3.0	In Work	14 Sep 2021	As per approved MQP doc request <a href="https://user.iter.org/?uid=5HW826">https://user.iter.org/?uid=5HW826</a> the changes are: <ul style="list-style-type: none"> <li>Section 4 - Reference documents updated to include reference to Classification of EWPs for iCRR/HOP process management (3PX9UG)</li> <li>Section 5.1.1 - Updated to include reference to Classification of EWPs for iCRR/HOP process management (3PX9UG)</li> <li>Section 5.1.2 - Fast-track reference is replaced with "Short Cycle Review"</li> <li>Section 6.6.1 - Updated to include reference to JIRA EWPR tool used for</li> </ul>

			<p>action tracking</p> <p>Section 7.1 - Updated to clarify that any given EWP can potentially be split into several CWP and any CWP potentially split into several IWPs. Therefore, it is possible to have several fCRR related to any given EWP transferred and iCRR that is held.</p> <p>Section 7.3 - Updated to include reference to JIRA EWPR tool used for action tracking</p>
v3.1	Revision Required	14 Sep 2021	Technical issue with paging, all changes are given by v. 3.0
v3.2	Approved	18 Nov 2021	<p>Document updates to address commented on previous version.</p> <p>See attached tracked changes version wherein minor modifications have been made.</p>
v3.3	Revision Required	14 Sep 2023	<p>As per MQP request 967LY7 the changes are:</p> <ul style="list-style-type: none"> <li>- Introduction of Scope Change Log &amp; update of text for Construction Management Entity</li> <li>- In chapters 6.3.2 and 7.5 "IO PE Group Network Representative" replaced by "IO PE/NPE Representative"</li> </ul>
v4.0	Signed	30 Jan 2026	<p>Major revision with some intentions:</p> <ol style="list-style-type: none"> <li>1. Overall simplification of the structure, process and language</li> <li>2. Removal of the CMA role</li> <li>3. Alignment with the EWP preparation procedure (TEL7TY)</li> </ol>
v4.1	Approved	06 Feb 2026	<ol style="list-style-type: none"> <li>1. Configuration Management RO replaced with Integration RO in the Panel</li> <li>2. SRO role made optional for both, ICRR and fCRR</li> <li>3. Some examples of Cat. 1/2/3 issues provided</li> </ol>

## Table of Contents

<b>1</b>	<b>PURPOSE AND SCOPE .....</b>	<b>3</b>
<b>2</b>	<b>GENERAL PRINCIPLES .....</b>	<b>3</b>
2.1	CRR OVERVIEW .....	3
2.2	OBJECTIVES OF ICRR .....	3
2.3	OBJECTIVES OF FCRR .....	3
2.4	REQUIREMENTS TO ICRR PLAN AND REPORT .....	3
2.5	REQUIREMENTS TO FCRR PLAN AND REPORT .....	3
2.6	CRR PANEL MEMBERS .....	4
2.7	CATEGORIZATION OF COMMENTS .....	4
<b>3</b>	<b>WORKFLOW .....</b>	<b>5</b>
3.1	FLOWCHART (ICRR) .....	5
3.2	DESCRIPTION OF STEPS (ICRR) .....	6
3.2.1	<i>Plan construction activities and prepare EWP HOP</i> .....	6
3.2.2	<i>Assign iCRR Chair, Panel and Secretary</i> .....	6
3.2.3	<i>Plan iCRR</i> .....	6
3.2.4	<i>Notify iCRR Panel Members</i> .....	6
3.2.5	<i>Review EWP HOP and compile comments</i> .....	6
3.2.6	<i>Prepare status of site and materials</i> .....	6
3.2.7	<i>Hold iCRR meeting</i> .....	6
3.2.8	<i>Decide on and record actions</i> .....	6
3.2.9	<i>Prepare iCRR report</i> .....	7
3.2.10	<i>Confirm EWP HOP</i> .....	7
3.3	FLOWCHART (FINAL CRR) .....	8
3.4	DESCRIPTION OF STEPS (FINAL CRR) .....	9
3.4.1	<i>Prepare IWP</i> .....	9
3.4.2	<i>Assign fCRR Chair, Panel and Secretary</i> .....	9
3.4.3	<i>Plan fCRR</i> .....	9
3.4.4	<i>Notify fCRR Panel Members</i> .....	9
3.4.5	<i>Review IWP and compile comments</i> .....	9
3.4.6	<i>Prepare status of site and materials</i> .....	9
3.4.7	<i>Pre-populate fCRR report</i> .....	9
3.4.8	<i>Hold fCRR meeting</i> .....	10
3.4.9	<i>Change scope of work of IWP</i> .....	10
3.4.10	<i>Decide on and record actions</i> .....	10
3.4.11	<i>Prepare fCRR report</i> .....	10
<b>4</b>	<b>RECORDS .....</b>	<b>10</b>

5    **INTERACTIONS WITH OTHER PROCESSES .....10**

6    **DEFINITIONS AND ACRONYMS .....11**

7    **REFERENCES .....11**

## 1 Purpose and scope

The purpose of this document is to define the workflow, roles, and responsibilities for conducting an objective evaluation of the state of readiness to proceed with construction activities for a specific scope of work, referred to as the Construction Readiness Review (CRR).

This document does not cover the evaluation of readiness to proceed with non-construction activities, which is addressed in [1] (Manufacturing Readiness Review, MRR), nor the evaluation of construction of buildings, which is addressed in [2].

The management of actions and contracts is outside the scope of this procedure and remains the responsibility of the respective teams.

## 2 General principles

### 2.1 CRR overview

The CRR is scheduled as described in [3] and consists of two stages: the initial CRR (iCRR), focusing on IO readiness for constructions activities, and the final CRR (fCRR), focusing on Contractor readiness for construction activities.

### 2.2 Objectives of iCRR

The objectives of the iCRR are to:

- 1) review the prepared Engineering Work Package (EWP) Handover Package (HOP), as described in [4] to verify its adequacy for construction purposes;
- 2) assess site readiness (e.g., access limitations, co-activity constraints);
- 3) assess materials readiness (e.g., availability, delivery delays, material non-conformities).
- 4) exceptionally, the review may also cover other aspects that are normally addressed at previous gates but were identified during the planning stage as not sufficiently completed;
- 5) confirm that all Category 1 (see chapter 2.7) actions are closed;

### 2.3 Objectives of fCRR

The objectives of the fCRR are to:

- 1) review the prepared Installation Work Package (IWP), as described in [5];
- 2) confirm site readiness including identification and request of required services;
- 3) confirm materials readiness;
- 4) confirm or change the scope of work of the IWP;
- 5) confirm that all Category 2 (see chapter 2.7) actions are closed;

### 2.4 Requirements to iCRR plan and report

The iCRR plan may be prepared using template [6].

If applicable, the iCRR report shall list all actions requiring follow-up.

### 2.5 Requirements to fCRR plan and report

The fCRR plan shall include references to the EWP HOP, CWP and IWP.

The fCRR report may be prepared using template [7] and shall be stored in accordance with the provisions of chapter 4.

## 2.6 CRR Panel Members

	iCRR	fCRR
Chair	M <sup>1</sup>	M
Secretary	R	R
Design Developer [8]	R	O
EWP Author	R	O
Project Leader	M (if not the Chair)	O
Program Manager	O (if not the Chair)	O
Site Coordination RO	R	M
Material Management RO (assigned by BSM/CSM PL)	R	M
Planning RO [3]	O	O
Construction TRO (assigned by PL)	M	M (if not the Chair)
Integration RO (assigned by CID/DIS SL)	M	R
CRO (assigned by PL)	O	R
SRO [9]	O if PIC	O if PIC
PE/NPE Representative [10]	R if PE/NPE	M if PE/NPE
OHS RO	O	R
Environment RO	O	R
QARO	O	M
Experts	O	O

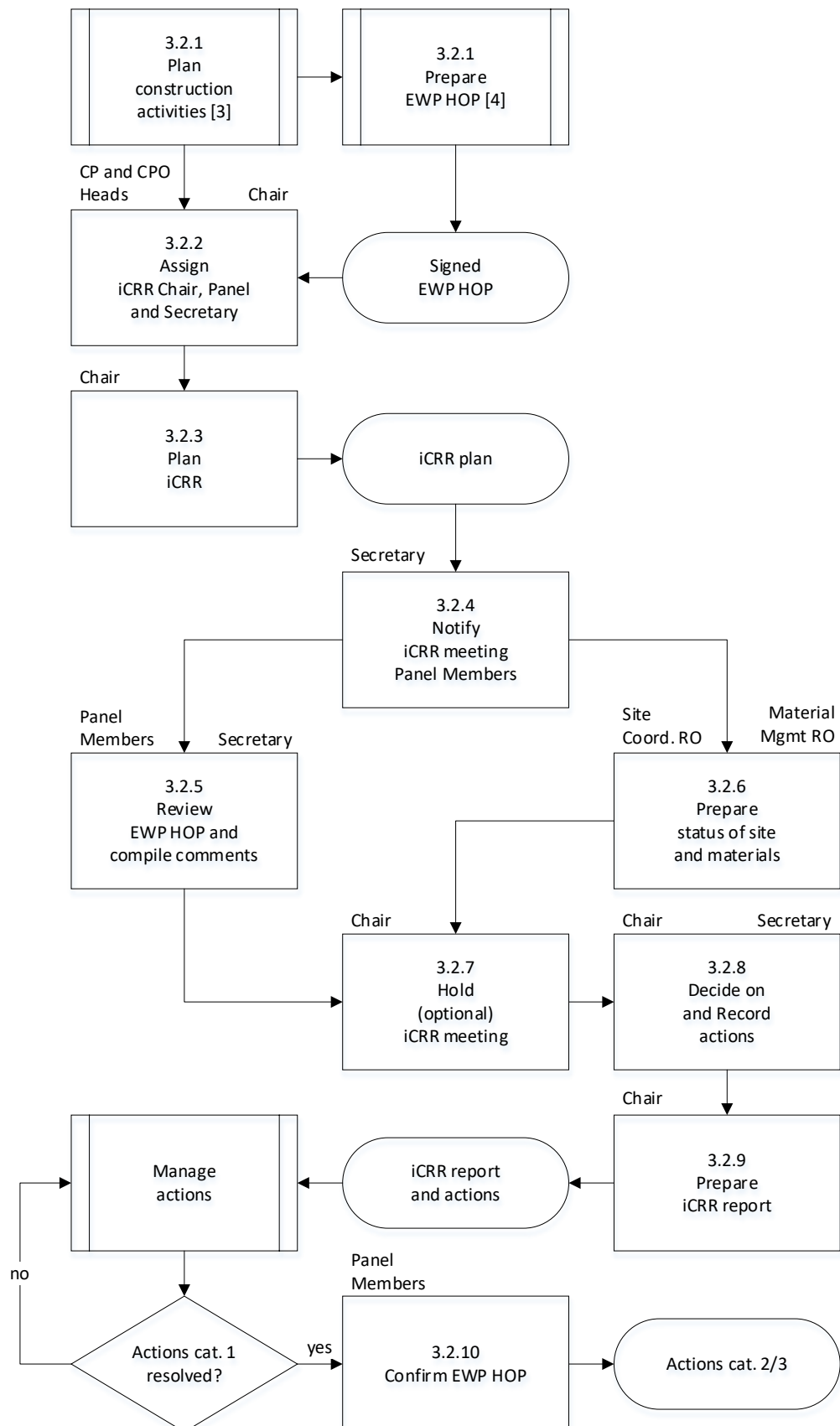
## 2.7 Categorization of comments

Category	
1	Issue preventing the approval of the EWP HOP. <i>Examples: Unclear scope, missing documents or CFC stamps, missing regulatory permissions.</i>
2	Issue preventing the start of works <i>Examples: IWP not accepted, work site is not ready, missing components or materials.</i>
3	Issues that can be resolved after the start of the works. <i>Examples: some missing consumables, some missing manpower.</i>

<sup>1</sup> M – mandatory, R – recommended, O - optional

### 3 Workflow

#### 3.1 Flowchart (iCRR)





## 3.2 Description of steps (iCRR)

### 3.2.1 *Plan construction activities and prepare EWP HOP*

The iCRR starts with the planning of construction activities [3], followed by the preparation of the EWP HOP, as described in [4].

### 3.2.2 *Assign iCRR Chair, Panel and Secretary*

The CP Head shall assign the Chair from the CP business units.

The Chair shall assign the Panel Members from the CP business units. The CPO Head shall coordinate with other business units to assign the Panel Members from other relevant departments, in line with chapter 2.6.

The Chair may either perform the function of Secretary or assign one.

### 3.2.3 *Plan iCRR*

The Chair shall plan and organize the verification of construction preparation activities in accordance with the general plan (see [3]) and formalize them by approving or signing the iCRR plan, prepared in accordance with chapter 2.4;

### 3.2.4 *Notify iCRR Panel Members*

The Secretary shall distribute the iCRR plan to all Panel Members by e-mail. The Chair shall provide the instructions to the Panel Members.

### 3.2.5 *Review EWP HOP and compile comments*

Reviewers of the EWP HOP shall verify their respective scopes as specified, using available checklists where applicable, and, if necessary, propose a comment category (see chapter 2.7), record their comments using template [11], and submit them to the Secretary as instructed.

The Secretary shall compile and consolidate the reviewers' comments if a decision is made to hold the iCRR meeting.

### 3.2.6 *Prepare status of site and materials*

The Site Coordination RO shall assess and document the anticipated readiness of the work site and define the requirements for executing the works.

The Material Management RO and the Planning RO shall assess and document the availability of materials and tooling, already supplied and yet to be supplied, respectively.

The Site Coordination and Material Management RO shall distribute the prepared documents to the Panel Members in accordance with the Chair's instructions.

### 3.2.7 *Hold iCRR meeting*

The Chair may hold a meeting to discuss the results of the assessments described in sections 3.2.5 and 3.2.6.

Panel members may submit additional comments.

### 3.2.8 *Decide on and record actions*

The Chair shall decide on the categorization of comments (see chapter 2.7) and required actions, in particular those necessary for the endorsement of the EWP HOP.

The Secretary shall record the actions in the dedicated system [12] for subsequent follow-up by the action owners.

### *3.2.9 Prepare iCRR report*

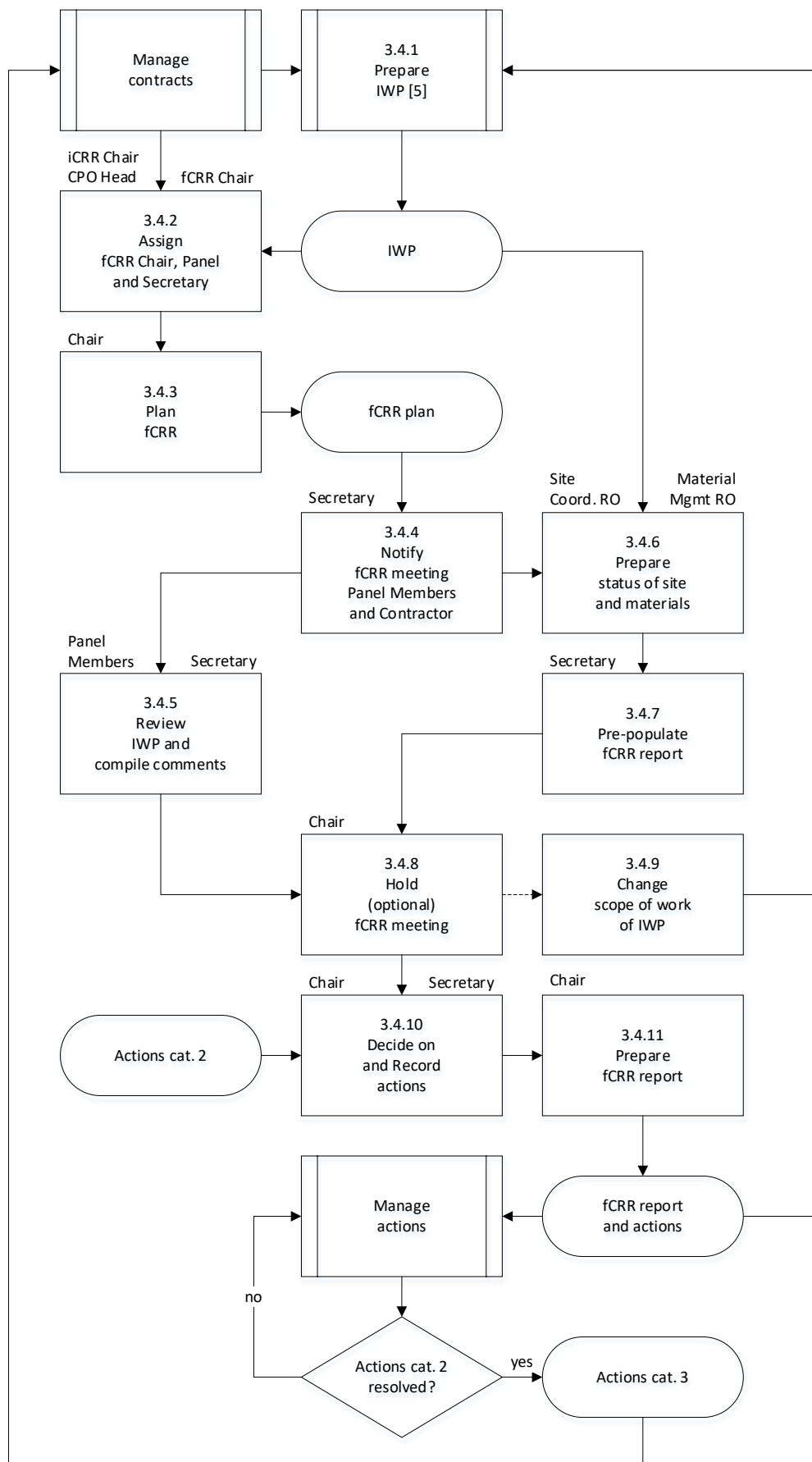
If actions are not recorded immediately, or if the actions management system is unable to demonstrate that all actions have been fully recorded, the Chair shall ensure that the iCRR report is prepared within 5 working days after completion of all verifications, or within 5 working days after the iCRR meeting, if such a meeting was held.

The iCRR report shall be distributed to the Panel Members.

### *3.2.10 Confirm EWP HOP*

When all Category 1 actions are resolved, Reviewers shall confirm EWP HOP compliance within their assigned scopes.

### 3.3 Flowchart (final CRR)



### 3.4 Description of steps (final CRR)

#### 3.4.1 *Prepare IWP*

The fCRR starts with contract management activities, followed by the preparation of the IWP by the Contractor, as described in [5].

#### 3.4.2 *Assign fCRR Chair, Panel and Secretary*

The iCRR Chair may either perform the function of the fCRR Chair or assign one.

The fCRR Chair shall assign the Panel Members from the CP business units. The CPO Head shall coordinate with other business units to assign the Panel Members from other relevant departments, in line with chapter 2.6.

The Chair may perform the function of Secretary, assign one, or request the CRO to liaise with the Contractor for this purpose.

#### 3.4.3 *Plan fCRR*

Prior to planning the fCRR, the Chair shall ensure that all pending iCRR actions required to be closed have been closed, and shall communicate the expectations from the Contractor to the CRO.

The Secretary shall prepare a fCRR plan (see requirements in chapter 2.5) for the verification of construction preparation activities and submit it to the Chair.

The Chair shall review the fCRR plan and formally accept it once deemed satisfactory.

#### 3.4.4 *Notify fCRR Panel Members*

The Secretary shall distribute the fCRR plan to the Contractor and all Panel Members by e-mail. The Chair shall provide the instructions to the Panel Members.

#### 3.4.5 *Review IWP and compile comments*

Reviewers of the IWP shall verify their respective scopes as specified, using available checklists where applicable, propose a comment category (see chapter 2.7), record their comments using template [13], and submit them to the Secretary as instructed.

The Secretary shall compile and consolidate the reviewers' comments if a decision is made to hold the fCRR meeting.

#### 3.4.6 *Prepare status of site and materials*

The Site Coordination RO shall assess and document the readiness of the work site (e.g. walkdown report, coordination map), define the requirements for executing the works and distribute the prepared documents to the Contractor and Panel Members as instructed by the Chair.

The Material Management RO shall assess and document the availability of materials and tooling, requested by the Contractor and distribute the prepared documents to the Contractor and Panel Members as instructed by the Chair.

The Contractor shall assess and document the availability of their own materials and tooling and distribute the prepared documents to the Panel Members as instructed by the Chair.

#### 3.4.7 *Pre-populate fCRR report*

The Secretary should pre-populate the fCRR report template [7] prior to the meeting.

### 3.4.8 Hold fCRR meeting

The Chair may hold a meeting to discuss the results of the assessments described in sections 3.4.5 and 3.4.6.

Panel members may submit additional comments.

### 3.4.9 Change scope of work of IWP

Due to various reasons (such as IWP readiness, site or material readiness or other constraints), the Chair may request an update to the IWP breakdown (see [5]), as required.

### 3.4.10 Decide on and record actions

The Chair shall decide on the categorization of comments (see chapter 2.7) and required actions, in particular those necessary for the endorsement of the IWP.

The Secretary shall record the actions in the dedicated system [12] for subsequent follow-up by the action owners.

### 3.4.11 Prepare fCRR report

The Chair shall ensure that the fCRR report is prepared within 5 working days after the fCRR meeting. The fCRR report shall be distributed to the Contractor and Panel Members.

## 4 Records

Record	Template, UID	Place to store, UID, if available	Doc type and UID, if available	Naming convention	Retention period
iCRR plan	[6]	[14]	<a href="#">2YKCXR</a>	n/a	project's lifetime
iCRR action	n/a	n/a	n/a	n/a	project's lifetime
iCRR report	n/a	[14]	<a href="#">A8D9KF</a>	n/a	project's lifetime
fCRR plan	n/a	[14]	<a href="#">2YKCXR</a>	n/a	project's lifetime
fCRR action	n/a	n/a	n/a	n/a	project's lifetime
fCRR report	[7]	[14]	<a href="#">A8D9KF</a>	n/a	project's lifetime

Record	Author(s)	Reviewer(s)	Approver(s)	Informed
iCRR plan	n/a		Chair	Panel
iCRR action	Secretary	Action owner	Chair	
iCRR report	n/a	Action owner	Chair	Panel
fCRR plan	n/a		Chair	Panel
fCRR action	Secretary	Action owner	Chair	
fCRR report	n/a	Action owner	Chair	Panel

## 5 Interactions with other processes

The fCRR report may trigger contractual instructions.

## 6 Definitions and acronyms

Term	Acronym	Meaning
Bill of Materials	BOM	
Certified for Construction	CFC	
Construction Readiness Review	CRR	
Engineering Work Package	EWP	
Final CRR	fCRR	
Handover Package	HOP	
Initial CRR	iCRR	
Manufacturing Readiness Review	MRR	
Occupational Health and Safety	OHS	
Project Leader	PL	
Quality Assurance Responsible Officer	QARO	
Responsible Officer	RO	

## 7 References

[1]	WI for Manufacturing Readiness Review ( <a href="#">44SZYP</a> )
[2]	WI for BIPS-PT Manufacturing Readiness Reviews and Issue of Recommendation for Acceptance of Construction Designs by ITER Design Authority ( <a href="#">S7HRYX</a> )
[3]	Manufacturing, Assembly and Installation Planning ( <a href="#">UYULNL</a> )
[4]	WI for Engineering Work Package (EWP) Preparation and Update ( <a href="#">TEL7TY</a> )
[5]	WI for Construction and Installation Work Package (CWP/IWP) Preparation ( <a href="#">UYGEDA</a> )
[6]	Initial CRR Plan Template ( <a href="#">2KSK4L</a> )
[7]	Final CRR Report Template ( <a href="#">YRJ6AQ</a> )
[8]	Design Review Procedure ( <a href="#">2832CF</a> )
[9]	List of SROs by PBS, transversal skills and buildings ( <a href="#">VVL7MQ</a> )
[10]	List of PE/NPE Representative ( <a href="#">2F99GX</a> )
[11]	EWP Review Comment for iCRR Planning Template ( <a href="#">38H7SU</a> )
[12]	EWP Review JIRA tool ( <a href="https://confluence.iter.org/display/SEW/JIRA+EWPR">https://confluence.iter.org/display/SEW/JIRA+EWPR</a> )
[13]	Reserved for IWP Comments template
[14]	IDM folder <a href="#">V3P8UM</a>