

MQP Level 2

MQP L2 Sign-Off Authority (SOA) for Project Documents

This document describes the sign-off authority of ITER project documents.

The main purpose of this MQP L2 document within Documents and Records Process is to provide the direction for the correct level of review and approval of project documents generated or received by IO. The sign-off authority level is specified by considering the significance of the project document and the impact on other project activities.

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<i>Change Log</i>			
MQP L2 Sign-Off Authority (SOA) for Project Documents (2EXFXU)			
<i>Version</i>	<i>Latest Status</i>	<i>Issue Date</i>	<i>Description of Change</i>
v1.0	In Work	24 Oct 2008	This procedure describes the sign-off authority of ITER project documents. The sign-off authority for project activities is specified by considering the significance of the project document and the impact on related project activities to ensure technical adequacy, completeness of document, and appropriateness of quality.
v1.1	In Work	24 Oct 2008	This procedure describes the sign-off authority of ITER project documents. The sign-off authority for project activities is specified by considering the significance of the project document and the impact on related project activities to ensure technical adequacy, completeness of document, and appropriateness of quality.
v1.2	In Work	29 Oct 2008	This procedure describes the sign-off authority of ITER project documents. The sign-off authority for project activities is specified by considering the significance of the project document and the impact on related project activities to ensure technical adequacy, completeness of document, and appropriateness of quality.
v1.3	In Work	29 Oct 2008	This procedure describes the sign-off authority of ITER project documents. The sign-off authority for project activities is specified by considering the significance of the project document and the impact on related project activities to ensure technical adequacy, completeness of document, and appropriateness of quality.
v1.4	Signed	30 Oct 2008	This procedure describes the sign-off authority of ITER project documents. The sign-off authority for project activities is specified by considering the significance of the project document and the impact on related project activities to ensure technical adequacy, completeness of document, and appropriateness of quality.
v1.5	Approved	19 Dec 2008	
v1.6	Signed	12 Jun 2012	Incorporated the request from the DG to approve all management type of documents and other engineering/design related documents. Updated Sign-Off Authority Table according to Principle for IO Sign-off authority (presented to DG), MQP Documents Policy, etc.
v1.7	In Work	18 Jun 2012	Incorporated the request from the DG to approve all management type of documents and other engineering/design related documents. Updated Sign-Off Authority Table according to Principle for IO Sign-off authority (presented to DG), MQP Documents Policy, etc.
v1.8	Signed	18 Jun 2012	Incorporated the request from the DG to approve all management type of documents and other engineering/design related documents. Updated Sign-Off Authority Table according to Principle for IO Sign-off authority (presented to DG), MQP Documents Policy, etc.
v1.9	Approved	28 Jun 2012	Incorporated the request from the DG to approve all management type of documents and other engineering/design related documents. Updated Table of Sign-off Authority according to Principle for IO Sign-off authority (presented to DG), MQP Documents Policy, etc. Incorporated MQP working group's decision (changed the reviewers and document type from MQP procedure to MQP Organization Note).
v2.0	Signed	07 Aug 2012	Incorporated DG's comments as follows: - Revised Table of Sign-off Authority as attached. - Added Section 5.5 "When the DIPH considers it necessary, he can delegate his sign-off authority to the Chief Engineer (CE) in accordance with Section 6 of this document."
v2.1	Approved	07 Aug 2012	Incorporated DG's comments as follows: - Revised Table of Sign-off Authority as attached.

			<ul style="list-style-type: none"> - Added Section 5.5 “When the DIPH considers it necessary, he can delegate his sign-off authority to the Chief Engineer (CE) in accordance with Section 6 of this document.” - A minor change.
v3.0	Signed	16 Jan 2013	Amendment consistent with Task Force 13 conclusion.
v3.1	Approved	22 Jan 2013	<p>The changes made compared to the previous version are given in detail in the attached track changed document.</p> <p>By item they are as follows:</p> <ul style="list-style-type: none"> • Section 3.1 the document author rather than selecting the reviewers is responsible for proposing the reviewer list and the dead line for the review cycle to the approver. • Section 6 includes the role of a Deputy to a managerial post with respect to document sign-off (approval) • The table in appendix 1 has been changed to include the role of the deputy to a post holder in the mandatory line management hierarchy of reviewers • Table rows 3.1.A.a) , 3.1.A.a), 4.1 PA Main, 4.1 PA annex A and PA CAS have been changed to the approval of the DG based on input from the ODG and Procurement Division • Table row 1.2.C.a) Finance and Budget have been added as a mandatory reviewer • The first column titles for items 3 and 4 in the table have been amended to reflect a duplication where it originally referred to PA and In Fund – the In Fund term has been deleted as a duplication of meaning.
v3.2	Revision Required	10 Dec 2014	<p>Revision requested by MQP-WG.</p> <p>Corrected from QA and other comments made on previous version</p> <p>Made consistency with the new functional organization (CEE, PCA etc...)</p> <p>Made consistency with line management instructions for review and approval of IO documents (delegation to the lowest possible management level)</p> <p>Harmonized levels of approval according to general principles stated in the first part of the document</p> <p>Modifications made from the latest approved document are attached as metadata in IDM</p>
v3.3	Approved	05 Feb 2015	<p>This new version (3.3) includes the comment of Francoise Cazenave-Pendaries.</p> <p>MQP request Q7FCM4 has been approved.</p>
v3.4	In Work	26 Nov 2015	Update of the document according the new organization (acronyms and responsibilities updated), introduction of the PT specific SOAs.
v3.5	Signed	26 Nov 2015	Some typos corrected (Directorate to Department Head)
v3.6	Approved	12 Jan 2016	Role of DG&COO-RCO and reviewer accountability clarified
v4.0	Approved	29 Sep 2017	<p>Re-structuring of the document to correspond to the new MQP template (requirement from MQPWG), update of references, minor clarification of responsibilities, basic principles (such as: taking into account DG’s requirements regarding contractors’ sign-off and similar ones).</p> <p>Major improvements in the Appendices: 1.Mapping of processes as defined by MQP;</p> <p>2.Assigning a set of document types (outputs) to each process with the level of approval, based on the information provided by the process owners.</p>
v4.1	Revision Required	15 Oct 2018	<ul style="list-style-type: none"> - Section 3.1 Definitions - Extension of Definitions to make the document more user-friendly; - Section 5 Basic Principles – Clarification and alignment of requirements related to Authorship or submission as Signatory and Review of the documents: <p>Deletion of “Reviewer” from requirement II – to make it consistent with the requirement VI, as also IO reviewers are clearly specified in the Annex 2 Table (might need to be adjusted in second wave review);</p>

			<p>Deletion of “Signatory” from requirement XI, as it was in contradiction with XII.</p> <p>- Annex 2 - Adjustment of document types as requested by Process Owners: Inclusion of requirements related to the review by PE/NPE Network, System Integration Section;</p> <p>Inclusion of Decommissioning Plan document type, as requested by Decommissioning Officer and agreed with the Process Representative;</p> <p>Inclusion of the input from OHS/Security (initially planned for the second wave review, but started now since the feedback was received, but might still need to be adjusted in the second wave review).</p> <p>- Minor editorial changes.</p>
v4.2	Signed	07 Nov 2018	<p>The Chapter 7.4 Approver is changed to include the comment from the Director General suggesting to extend the responsibilities with:</p> <p>"- Considering the comments of the reviewers, when they do not unanimously recommend the document as proposed by the author. In this case, after his/her personal review, the approver will decide and instruct the author to modify the content of the document on specific points – revision required in order for the new version to be approved."</p>
v4.3	Approved	09 Nov 2018	<p>The Chapter 7.4 Approver is changed to replace the text below:</p> <p>"- Considering the comments of the reviewers, when they do not unanimously recommend the document as proposed by the author. In this case, after his/her personal review, the approver will decide and instruct the author to modify the content of the document on specific points – revision required in order for the new version to be approved."</p> <p>By the text:</p> <p>"-Considering the comments of the reviewers. When they do not unanimously recommend the document as proposed by the author, the approver is responsible for deciding, after his/her personal review, whether or not to instruct the author to modify the content of the document on specific points (revision requested) in order for the new version to be approved."</p> <p>Only language improvements.</p>
v5.0	Signed	09 Dec 2019	<p>The technical and the non-technical documents have been split in two separate groups.</p> <p>The group of non-technical documents is Process driven, as it was agreed back in 2017.</p> <p>The group of technical documents is driven by the Technical Document Families.</p> <p>Other changes relate to the re-organisation.</p>
v5.1	Approved	17 Dec 2019	<p>Addition of abbreviation T&C TRO;</p> <p>Minor adjustment of references;</p> <p>Correction of non-technical document types (Annex 2): MA-01, 02, 03, 03 - mandatory for distribution CMO Head, approver SL;</p> <p>Addition of a general principle to keep the number of reviewers as low as possible (page 26 of 56);</p> <p>Correction for Technical Document Families (Annex 3): TD-11 - Approver changed to IO Review Chairman;</p> <p>TD-16 - A&I RO mentioned as a possible reviewer.</p>
v5.2	Approved	17 Jun 2020	<p>As per approved MQP doc Request - 3CTQP4, the changes are:</p> <p>1/ added acronyms for ALT+ECO+ILM+LSP+OLC</p> <p>2/ added reference 35-38</p> <p>3/ added in the page "Appendix 3 Table of Authorisation for sign-off for Technical Documents" the bullet 5) related to Export Control</p> <p>4/ modified the TD-16 TD-17 and TD-18</p> <p>The draft with tracked changes is attached to the MQP doc Request - 3CTQP4</p>

v6.0	Signed	22 Jun 2021	<p>As per approved MQP doc Request 4BCV8B, the list of main changes of this major update is:</p> <p>Common Text: Addition of clarification on Technical Documents in chapter 1.Purpose / Addition of the definition “Technical document” in chapter 3.1 Definitions / Multiple additions in chapters 3.2 Acronyms and 4.2 Reference documents / Addition on provisions related to Radiation and Beryllium Safety in Principle IX, Chapter 5 Basic Principle / Removal of provisions related to Quality class in Principle III, Chapter 5.2 General Principle for the selection of Reviewers / Addition of chapter 5.4 Derivative Sign-off Authority Documents</p> <p>Appendix 1 Addition of CAD (CD) process (previously known as SW-Software Control and Model Development) / Addition of Radiation and Beryllium Safety (RB) process / Removal of SW-Software Control and Model Development</p> <p>Appendix 2 Harmonization of the usage of term “PE/NPE Representative” / Multiple changes related to the processes as agreed with the Process Owners: CD-CAD, DR-Document and Records, FB-Finance and Budget, HR-Human Resources, IN-Inspection and Testing, IP-Intellectual Property, LA-Legal Affairs, NS-Nuclear Safety, Removal of MA process from Appendix 2 (non-technical), OH-OHS, PC-Project Control, PH-In-cash Procurement, PK-In-kind Procurement, QA-Quality Assurance, SE-Security Addition of RB-Radiation and Beryllium Safety process outputs</p> <p>Appendix 3 Multiple additions in Basic Principles on the management of multi-PBS documents, explanation of roles, general understanding of the Appendix / Brief guideline on the review and approval of External Documents / Multiple changes affecting the following TDFs: TD-46, TD-47, TD-50, TD-53, TD-54, TD-04, TD-05, TD-09, TD-10-02, TD-13, TD-13-06/07/09/10/11/14/15/19, TD-14-01, TD-15-01/02/04/05, TD-16-01, TD-17, TD-18-04, TD-24, TD-27, TD-28-01, TD-30, TD-40, TD-41 / Deletion of TD-44 / Addition of TD-56, 57, 58</p> <p>More details about changes in the drafts used for the pre-review 4ESPXH.</p>
v7.0	In Work	01 Feb 2022	<p>As per approved MQP doc Request 6RJGYU, the main changes are to incorporate the comments from v6.0 and the proposed simplification. The explanatory note is attached as summary of the main changes and future improvements.</p> <p>The comparison between the v6.0 and v7.0 is also attached.</p>
v7.1	In Work	01 Feb 2022	<p>Version 7.0: As per approved MQP doc Request 6RJGYU, the main changes are to incorporate the comments from v6.0 and the proposed simplification. The explanatory note is attached as summary of the main changes and future improvements.</p> <p>The comparison between the v6.0 and v7.0 is also attached.</p> <p>Version 7.1: Update of the MQP regulating reference for LA-06 Insurance</p>
v7.2	Approved	01 Feb 2022	<p>Version 7.0: As per approved MQP doc Request 6RJGYU, the main changes are to incorporate the comments from v6.0 and the proposed simplification. The explanatory note is attached as summary of the main changes and future improvements. The comparison between the v6.0 and v7.0 is also attached.</p> <p>Version 7.1: Update of the MQP regulating reference for LA-06 Insurance</p> <p>Version 7.2: P 9 and 31 - clarification of the text describing the mandatory</p>

			reviews by SQD, without changing the meaning / requirements.
v8.0	Signed	13 Jul 2023	<p>As per approved MQP doc Request 95ZA65, the main changes are</p> <ul style="list-style-type: none"> • Integration of SQD request about SRO mandatory review prior to approval • Simplification of reviewers from “Transverse” Roles (e.g. QARO, SRO, SIRO, DIRO...) to focus only on key/important documents • Alignment with up-to-date Technical Doc Family (TDF) / Generic Doc Title (GDT) • Alignment with SOA when defined in other MQP procedures and with current organization • Harmonization of roles throughout the document (e.g. Commissioning TRO vs Commissioning RO vs Commissioning Eng) • Removal of loopholes and incorrect references (e.g. manufacturing/installation docs pointing to a MQP procedure which did not have any SOA information) • Removal of Domains as per updated project organization May 1st • Update for PCO Head to PCD or FPD Head as per updated project organization May 1st • Use of MQP document template 438T76 V4.2 <p>Here attached the word comparison between v7.2 and 8.0, and the excel file to illustrate changes on appendix 3 for technical documents.</p>
v8.1	Approved	31 Aug 2023	<p>Version 8.1 is the intermediate version aimed at simplification of Appendix 3 and freezing of the initial basis before the re-organisation Sept. 2023. During the re-organisation, the main driving mechanism to capture the changes related to organisation and responsibilities is ITER_D_8Z7X9Q - Deviation request to MQP documents describing responsibilities modified for the 2023 Re-organization (attached for information to the SOA). The SOA document will be regularly updated in accordance with ITER_D_8Z7X9Q - Deviation request to MQP documents describing responsibilities modified for the 2023 Re-organization. The follow-up of comments on v8.0 is given in the attached excel table. The changes between version 8.0 and 8.1 are highlighted in attached word file.</p>
v9.0	Signed	05 Dec 2024	<p>The commonly implemented updates in the document:</p> <ul style="list-style-type: none"> - Multiple formatting/editorial/language corrections. - Addition of new functions: Office Head, Program Manager, Project Leader. - Alignment of these new functions with the relevant existing functions (SL, DiH, DeH) throughout the document text and in Appendix 2 and Appendix 3. - Replacement of Line Manager/Management by Line or Matrixed Manager/Management. - Check of consistency with Deviation request to MQP documents describing responsibilities modified for the 2023 Re-organization (8Z7X9Q). - Simplification and streamlining of SOA principles <p>Specific updates:</p> <ul style="list-style-type: none"> - Chapter 2 Scope: removal of TDF concept. - Chapter 3 Definitions and Acronyms: multiple updates related to Re-organisation and matrix organisation. - Chapter 4 Reference Documents: Removal of TDF concept, updates of the table of the referenced documents. - Chapter 5 General principles: <ul style="list-style-type: none"> -- Principle II: Removal of the requirement and related provisions concerning the IO staff being author of the IO issued documents. -- Principle VII: Addition of the requirement to specify the scope of review when there is more than 1 reviewer. -- Principle IX: Removed.

			<ul style="list-style-type: none"> - Chapter 5.1 General principle for the distribution of Roles and Functions: Removal of a provision related to the authorship of the IO issued document by a non-IO staff. - Chapter 5.3 General Principle for the selection of Reviewers: <ul style="list-style-type: none"> -- Point II: Removal of the requirement to establish a list of experts/qualified staff. There is no regulatory requirement to keep such list. -- Point IV: Removed (contradicting with the requirement to reduce the number of reviewers). -- New point IV: Addition of the provision related to the SRO being able to request to be a reviewer when set as observer. -- Point VI: Removed – might be irrelevant within the Matrix organisation. - Chapter 5.4 Delegation of approval: Chapter reviewed to provide more straightforward instructions and to align it with ITER_D_4AFC6R - ITER Organization Delegation of Authority. - Chapter 5.6 Documents delivered by External Parties to the IO: Move (with appropriate re-wording) of the provisions related to SQD review to chapter 6.2.6. and clarifications in Appendix 3. - Chapter 6.2.1 Author: Addition of the responsibility to define the scope of the reviewers. - Chapter 6.2.5 Reviewer: <ul style="list-style-type: none"> -- Removal of an unclear requirement related to accountability. -- Addition of responsibility to review in due time. <p>Updates related to Appendices</p> <ul style="list-style-type: none"> - Integration of ITER_D_YA7LBU - PE NPE review matrix directly into the relevant GDTs/Document Outputs. - Adjustment of processes to the current structure. - Appendix 2: <ul style="list-style-type: none"> -- Update of the table format to remove the data with no value for the users (for example: code). -- The process document outputs updates to the best possible extent to include the re-organisation and matrix organisation. -- Integration of some document outputs from Appendix 3 (Lessons Learned Report-LLR, Contractor Release Note, Delivery Note, Surveillance Plan - Annex 2, Change Notice, Deviation Request, FCR, PCR, NCR, RFI, List of Deliverables, Software Delivery Note, Punch List). - Appendix 3: <ul style="list-style-type: none"> -- Multiple clarifications on Safety related review. -- Complete review of the Appendix and addition of recommended document types for each GDT. -- Control Level-2 (Facility and Integration). -- Addition of the requirement to have a PCR approved for any new version of a Technical Baseline document.
v9.1	Approved	05 Mar 2025	<p>Comments from reviewers have been addressed. In particular:</p> <ul style="list-style-type: none"> • Update to cope with Re-organisation of Admin Department (in particular FPC) • Consideration of Financial Delegation Policy (CAF2XQ) and introduction of the role of RAO • Clarification of Line Manager et Matrixed Manager role to avoid confusion • Update of SRO review for several technical documents (as per common SQD/CID agreement) • Clarification of Approval vs Acceptance, for DA/Contractor deliverables
v10.0	Approved	17 Feb 2026	<p>Document updated to consider the organizational changes regarding:</p> <ul style="list-style-type: none"> • Design Office being part now of CID ->optimization of roles between DECO and DIRO • Introduction of role of SINO regarding nuclear safety topics and

			further simplification of SRO roles (Ref: Terms of reference CP Nuclear Safety Implementation Network (CSG75Z v2.5))
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1 Purpose

The main purpose of this MQP L2 document within Documents and Records Process is to provide the direction for the correct level of review and approval of project documents generated or received by IO. The sign-off authority level is specified by considering the significance of the project document and the impact on other project activities.

In this Sign-Off Authority (SOA), documents are classified in 2 categories: Non-technical and Technical.

2 Scope

This document propagates the requirements of [1]. The main requirements of this document are aligned with[2], [3], [4], [5], [6], [17].

This document shall be used by all IO staff members and any person involved in the identification of authors, reviewers and approvers of ITER project documentation.

This procedure is applicable to all documents stored in ITER documentation repositories as defined in Appendices 2 and 3.

The general principles to define the level of review and approval for documents is defined in 5.1 General principles for the selection of the Approver, 5.2 General principles for the selection of the Reviewers and Appendices 2 and 3 of this procedure.

The level of a specific document review and approval is defined per type of output, in Appendix 2 for Non-Technical Documents in Appendix 3 for Technical Documents

The authorisation of technical documents is out of the scope of this procedure.

3 Definitions and acronyms

Term	Acronym	Definition
Advanced Logistics Team	ALT	
Administration Department	ADM	
Agreement		<p>The term “Agreement” is legally defined as a mutual understanding between two or more legally competent individuals or entities about their reciprocal legal rights and duties as to particular actions or obligations, which the parties intend to exchange.</p> <p>An Agreement can lead to a contract, a gift and/or other transfer of property, or a promise without a legal obligation. It is actually a broad and generic term, which encompasses all of the others such as Contracts, Arrangements, Agreements, Memorandums of Understanding, Memorandums of Agreement, Declarations of Confidentiality, NDAs, Deeds, etc.</p>
Approval		<p>The formal confirmation by designated individuals or authorities that a document meets all necessary requirements and is ready for official use or distribution. Approval signifies that the document is finalized and can be implemented, published, or acted upon</p>

Authorisation (for technical documents)		The action of authorizing a specific set of technical documents for the intended usage. Authorisation is given at project gates, by batch of documents, and after the approval (or acceptance) of the individual documents.
Authorizing Officer by Delegation	AOD	
Building and Planning Service Section	BPS	
Bill of Materials	BOM	
CAD Activities Section Leader	CAA SL	
Configuration Item	CI	
Controls and Integrated Commissioning Program	CIC	
Central Integration Division	CID	
Configuration Management Section	CMS	
Construction Responsible Engineer	CNST RE	
Construction Project	CP	
Contract Responsible Officer	CRO	
Construction Site Management	CSM	
Domestic Agency	DA	
Design Compliance Matrix	DCM	
Deputy Director General	DDG	
Department Head	DeH	
Design Coordinator (Member of the Design Office Division)	DECO	
Director General	DG	
Division Head	DiH	
Design Integration Responsible Officer, Design Integration Section	DIRO	
Design Integration Section Leader	DIS SL	
Design Office Responsible Officer	DORO	
Discipline		Engineering subject matter as defined in standards or handbooks (Electrical, I&C...)
Document		As defined in [7]: “Fixed and structured amount of information that can be managed and interchanged as a unit between users and systems. For the purposes of this procedure and within the ITER Document Management (IDM) system, a document

		is considered a work in progress until it has undergone review and approval, at which point it becomes a formal record of within the organization.”
Document Author		As defined in [7], the creator and/or developer of a document. Typically, the Author writes successive versions of documents, follows-up and implements comments, sets the appropriate metadata/document attributes, monitors the document version status.
Document Signatory		As defined in [7], the Signatory submits the documents and follows-up on their status, comment incorporation on behalf of (for example) the author (e.g. an external author such as someone who is not a registered as an IDM user) or organization (e.g. authors external to the ITER Project).
Export Control Management Board	ECMB	
Export Control Responsible Officer	ECRO	
Engineering Work Package	EWP	
Facility		Facility Level a.k.a. Plant Level is the overall ITER breakdown level, including all buildings and systems
Finance and Accounting Section	FIA	
Finance and Project Service Division	FPS	
General Ledger	GL	
Hazard Identification Risk Assessment	HIRA	
Health and Safety Protection Coordinator	HSPC	
Human Resources Division	HRD	
ITER Council	IC	
Integrated Commissioning Execution Manager	ICE	
Information Classification Responsible Officer	ICRO	
Instrumentation and Control Representative, CIC Program	I&C Rep.	
Integrated Commissioning Project	INP	
Integrated Engineering Analyses Section Representative	IEA Rep.	
ITER Organization	IO	
ITER Project Associate	IPA	IPAs employees of a Home Institute (HI) which can be a DA or another legal entity established in the

		territory of one ITER Member in the framework of [8].
Responsible Officer of interfacing components	IRO	
Legal Affairs Division	LGA	
Lock Out Tag Out	LOTO	
Management and Quality Program	MQP	
Non-disclosure Agreement	NDA	
Nuclear Licensing and Oversight Section	NLO	
Note of Appointment	NOA	
Nuclear Safety	NS	
Nuclear Safety Integration Section	NSI	
Occupational Health & Safety Responsible Officer	OHS RO	
Office Head	OH	
On-site Logistics Contractor	OLC	
Procurement Arrangement	PA	
Procurement Arrangement Responsible Officer	PARO	
Program Manager	PM	
Project Leader	PL	
Plant Breakdown Structure Responsible Officer	PBS RO	“Responsible Design Developer” of the work package__corresponding to the design and production of a product at a given PBS node level. PBS-ROs are existing at various levels: System level, S/Sys level, etc...
Project Control Expert	PCE	
Project Control Infrastructure Section	PCI	
Procurement Division	PRD	
Pressure Equipment / Nuclear Pressure Equipment	PE/NPE	Pressure Equipment and Nuclear Pressure Equipment when ITER acts as Manufacturer of PE/NPE in the scope of the Module H/H1, for more information, see [16]
Protection Important Activity	PIA	
Protection Important Component	PIC	
Purchase Order	PO	
Plan Particulier de Sécurité et de la Protection de la Santé / Specific Safety and Health Protection Plan	PPSPS	
Procurement Officer	PRO	
Project Scheduler Responsible Officer	PSRO	

Quality Assurance	QA	
Quality Assurance Responsible Officer	QARO	
Quality Management Division	QMD	
Quality Supervision	QS	
Responsible Authorizing Officer	RAO	As defined in the Financial Delegation Policy https://user.iter.org/?uid=CAF2XQ
Risk Management Responsible Officer	RMRO	
Responsible Officer	RO	
Requirements Management Representative	RQM Rep.	
Radiation Protection Competent Entity	RPCE	
Science Division	SCD	
Science and Integration Department	SID	
Security and Safety Section	SES	
Shift Operator Manager	SOM	
Safety Implementation Coordinating Officer	SICO	
Safety Implementation Network Officer	SINO	
System Integration Responsible Officer, Physical and Functional Integration Division	SIRO	
System Integration Section Leader	SIS SL	
Section Leader	SL	
Sign-Off Authority	SOA	
Safety and Quality Department	SQD	
Sufficiently Qualified and Experienced Person	SQEP	
Safety Responsible Officer	SRO	
System Responsible Officer	SysRO	The System Responsible Officer (SysRO) is in charge of the full life cycle of the system. It is by default the Project Leader of the delivered system. Project Leader (SysRO) may nominate staff(s) for SysRO duties with associated responsibilities and authorities to one or more employees of the ITER Organization who have the competence necessary to accomplish the tasks under her/his OBS. Outside Project Leader OBS, CPL can nominate staff for those roles in collaboration with the Project Leader (SysRO).
Task Agreement	TA	

Task Agreement Responsible Officer	TARO	
Test Blanket Module Arrangement	TBMA	
Test Blanket Module Arrangement Responsible Officer	TBMA RO	
Technical document		ITER documents which contain information which either defines ITER or a part of the ITER product, or provide justification for this definition, or provide instruction for manufacturing, assembling, commissioning, operating, maintaining or decommissioning, or constitutes a record of one of the above-mentioned activities on the product.
Technical Document Type	TDT	
Technical Responsible Officer	TRO	Generic name of the Performer of a technical task who is suitably qualified in the considered discipline and also called as Discipline TRO mainly for Engineering or Calculation analysis reports. A PBS RO can be a TRO.
Transverse Function Officer	TF-O / TFxx-O	xx as defined in [9]

4 References Documents

This list of references contains only the documents used in the text of this MQP procedure. The MQP documents regulating the outputs (Document outputs/Generic Document titles) or related to the principles described in an Appendix, are listed in the relevant sections of Appendix 2 and Appendix 3 of this procedure.

- [1] [ITER_D_22K4QX - ITER Quality Assurance Program \(QAP\)](#)
- [2] [ITER_D_4AFC6R - ITER Organization Delegation of Legal Authority](#)
- [3] [ITER_D_CAF2XQ - Financial Delegation Policy](#)
- [4] [ITER_D_7GFFHJ - Delegation of Authority Related to Human Resources](#)
- [5] [ITER_D_7GKUAF - Delegation of Authority Related to Legal Matters](#)
- [6] [ITER_D_9FTXRG - Roles and Responsibilities of Managers and Delegated Managers](#)
- [7] [ITER_D_22K5JQ - Document Management Procedure](#)
- [8] [ITER_D_PN7SU5 - ITER Project Associates - Scheme](#)
- [9] [ITER_D_2F68EX - ITER Systems Engineering Management Plan \(SEMP\)](#)
- [10] [ITER_D_RF64DS - Sign Off Authority \(SOA\) for CP/BSM Site & Buildings PA Activities](#)
- [11] [ITER_D_RU2TEC - Sign Off Authority \(SOA\) for VV DRW](#)
- [12] [ITER_D_VFY7GN - Construction Sign-Off Authority](#)
- [13] [ITER_D_2LZJHB - Procedure for the management of Deviation Request](#)
- [14] [ITER_D_7M445D - MQP Documentation Management Procedure](#)
- [15] [ITER_D_7GJHSE - Order dated 7 February 2012 relating to the general technical - regulations applicable to INB - FR – 25](#)
- [16] [ITER_D_YA7LBU - PE NPE review matrix](#)
- [17] [Administrative Circular No 02 - Financial Commitments and Payments \(27KQX9\)](#)
- [18] [Record of Exceptions Policy \(ASLE2P\)](#)

5 General principles

- I. A version of a document can be submitted for formal review/approval only when the Author makes sure that the document's content and quality correspond to the initial requirements for the purpose and scope of the document.
- II. The approver role shall be assigned only to IO staff members (as explained in Chapter 5.1, and Appendices 2 and 3), unless authorised by approved deviations and/or specific derivative instructions, for example [10], [11], [12], [18].
- III. In principle, any of the above mentioned specific/derivative instructions shall be aligned with the requirements of this procedure. If, for any justified reason, the specific instructions deviate from this generic procedure, they should go through [13].
- IV. If justified by the scope of the review and technical expertise (as deemed appropriate by the Author or by the Approver), or regulated by the relevant approved deviations, DA staff members, ITER Project Associates, IO contractors and Interim staff can be Reviewers of an IO document.
- V. If a DA staff, an ITER Project Associate's staff member, an IO contractor staff member or an Interim staff is assigned as a reviewer to an IO document, the affiliation to an organisation/Home Institute/company should be explicitly declared (for example, in IDM, the scope field can be used).
- VI. At issuance of the first version of a document, the SOA requirements shall be applied for the selection of mandatory reviewers. At issuance of further versions of this document, the selection of mandatory reviewers shall comply with the versioning methodology as described in [7], which allows reduction of the number of reviewers with certain conditions.
- VII. When selecting non-mandatory reviewers, the Author or Signatory should keep the number of these non-mandatory Reviewers to a minimum. On the other hand, a specific Reviewer may be mandatory for approval to be granted, as specified in Appendices 2 and 3 for some specific documents. The scope of the review shall specify the expected review when there is more than one reviewer.
- VIII. A person shall not be stated as a Reviewer in the formal review process of a document if the objective is solely to provide this person with information related to this document (new version, status, etc.); for example, in IDM the field Observer can be used.
- IX. The review of MQP documents is regulated by [14].
- X. Specific review/approval workflow can be applied to certain data/document categories defined by different processes (for example, QC records, MQP documentation, etc.). This workflow is described in the relevant regulating documentation.
- XI. The Appendices 2 and 3 of this procedure represent the consolidated list of the roles and functions corresponding to the submission, review and approval of project documents. The source references for this consolidated list are the relevant MQP documents managing the processes and their outputs. In case of any discrepancy, the requirements outlined in the MQP documents are prevailing over the consolidated list presented in the Appendices 2 and 3 of this document.

5.1 General principle for the distribution of Roles and Functions

In principle, the same person shall have only one role for each document submission, review and approval.

If the same person fulfils multiple functions assigned for different roles the following logic shall apply:

- 1) The same person fulfils the functions defined for Author and a Reviewer: this person shall be established as the author and assign a relevant SQEP as a Reviewer to perform the independent review of the scope.
- 2) The same person fulfils the functions defined for a Reviewer and Approver: this person shall be established as the document Approver, and by approving the document, they will automatically confirm their scope of review.
- 3) The same person fulfils the functions defined for Author and Approver: this person shall be established as the document Author and the approval shall be automatically delegated to their direct Manager¹.
- 4) The same person fulfils the functions defined for Author, a Reviewer and Approver: this person shall be set as the document Author and assign a relevant SQEP as a Reviewer to perform the independent review of the scope. The approval shall be automatically delegated to the Author's direct Manager¹.

5.2 General principle for the selection of the Approver

The general principle described below is translated into Appendix 2 and 3 and can be used for other specific documents that are not following neither Appendix 2 nor 3 nor any MQP document.

Range of application of the document	Approval
Document content affecting the overall ITER Project and contained within the DG's responsibility and authority as described in the ITER Agreement or affecting Departments/Offices.	DG or DDG
Document content affecting multiple Divisions/Programs and/or contained within a Department/Office responsibility and delegated authority.	Department/Office Head (DeH)/
Document content affecting multiple Sections/Projects and/or contained within a Division's/Program's responsibility and delegated authority.	Division Head (DiH)/Program Manager (PM)
Document content contained within a Section/Project and/or within the Section's/Project's (or Procurement Arrangement's) responsibility and delegated authority.	Section Leader/Project Leader (PL)/TRO
Document content establishing access rules for an area	Designated Person Responsible for the Area
Document content contained within the scope of work related to the cases regulated by derivative instructions.	See specific derivative instructions

Table 1 General principle of document approval authority levels

¹ This rule does not apply to the DG when DG is identified as Author.

5.3 General principle for the selection of Reviewers

The general principle described below is translated into Appendix 2 and 3 and can be used for other specific documents that are not following neither Appendix 2 nor 3 nor any MQP document. For such documents, the reviewers shall be defined by the approver.

- I. The reviewers should be assigned taking into account the technical expertise and scope level (project, system, sub-system, component, etc.) in coherence with the approval level.
- II. As per [15], the technical control must be performed by a person qualified in the concerned area.
- III. Additional reviewers can be selected by the author, and these additional reviewers can be modified (by adding or deleting reviewers) by the approver, on a need basis. As a general principle the number of additional reviewers shall be kept as low as possible.
- IV. When IO SRO is identified as an Observer, they can require to be set as reviewer of the document.

5.4 Delegation of approval

The Approver of a document can delegate their sign-off authority to another team member of subordinate or equal position in accordance with the activity specificities. The delegate takes the action in the Document Management System on behalf of the delegator, under the control and responsibility of the latter.

In such a case, the delegation shall be documented using the template referenced in Chapter 7.

The filled-in template shall be sent to Document Management representative. The Document Management representative shall register the final Delegation request and set the stakeholders as prescribed in Chapter 7.

Once the Delegation request is approved, it enters into force.

Such delegation shall be re-considered at each update of this MQP Document.

The Approver's role can be performed by their management without documented delegation process.

5.5 Derivative Sign-off Authority Documents

IO organisational units may establish derivative sign-off authority documents, if justified by the unit's needs and endorsed at the appropriate management level (for example, to ensure the work of Projects[10], [11] or for Construction [12]). The derivative Sign-off Authority Documents shall be consistent with the requirements of this Document. In case of inconsistency between this Document and the Derivative Sign-Off Authority Documents, the requirements of this Document shall prevail.

5.6 Documents delivered by external parties to the IO

Any document from the DA or from IO contractor/legal entities under binding agreements with the IO, produced during the execution of the PA/TA/TBMA/In-cash contract/Agreement, can be sent to the IO for Approval, Acceptance or Information (in consistency with procurement specifications).

IO PA TRO/TARO/TBMA RO/IO CRO/IO TRO of Agreements shall agree which documents shall be sent for Approval, Acceptance or Information in the List of Deliverables/Document Production Plan document agreed with the DA or contractor/partner.

As a general rule and if not specified otherwise:

- For In-Cash Contracts/Agreement, the deliverables are Accepted by IO.
- For PAs/TAs/TBMAs, the IO has responsibility for approving documents related to ITER level safety, interfaces, integration and performance. Other deliverables are Accepted by IO (or Sent for Information).

☐ Document sent for Information:

Documents sent for information require no further decision (neither acceptance nor approval). Comments can be sent where there is a serious, major issue on the content of the document

Signatory is the DA PA TRO/Contractor RO/Partner RO.

The document is sent to the IO PA TRO/TARO/TBMA RO/IO CRO/IO TRO of Agreement who decides the distribution list. No Approval/Acceptance is required.

☐ Document sent for Acceptance:

IO Acceptance is the decision pronounced by the IO, acknowledging that the document is in conformity with the PA/Contract/TA/TBMA requirements.

The acceptance of a document does not imply the responsibility of the IO which accepts it, on the further use of the document.

NB: IO Acceptance does not relieve DA/Contractor from any contractual obligation nor transfer of liability.

NB2: In IDM, the Acceptance is executed by the role of Approver

[Adapted from [Multi-Party Amendment #3](#)]

Signatory is the DA PA TRO/Contractor RO/Partner RO.

Approver is the IO PA TRO/TARO/TBMA RO/IO CRO/IO TRO of Agreement.

The Appendix 2 and 3 of this document can be used as guidance for the identification of reviewers.

☐ Document sent for Approval:

IO Approval is the formal agreement allowing the use or the application of a document.

The IO commits its own responsibility on the document contents use.

NB: IO Approval does not relieve DA/contractor from any contractual/ procurement obligation.

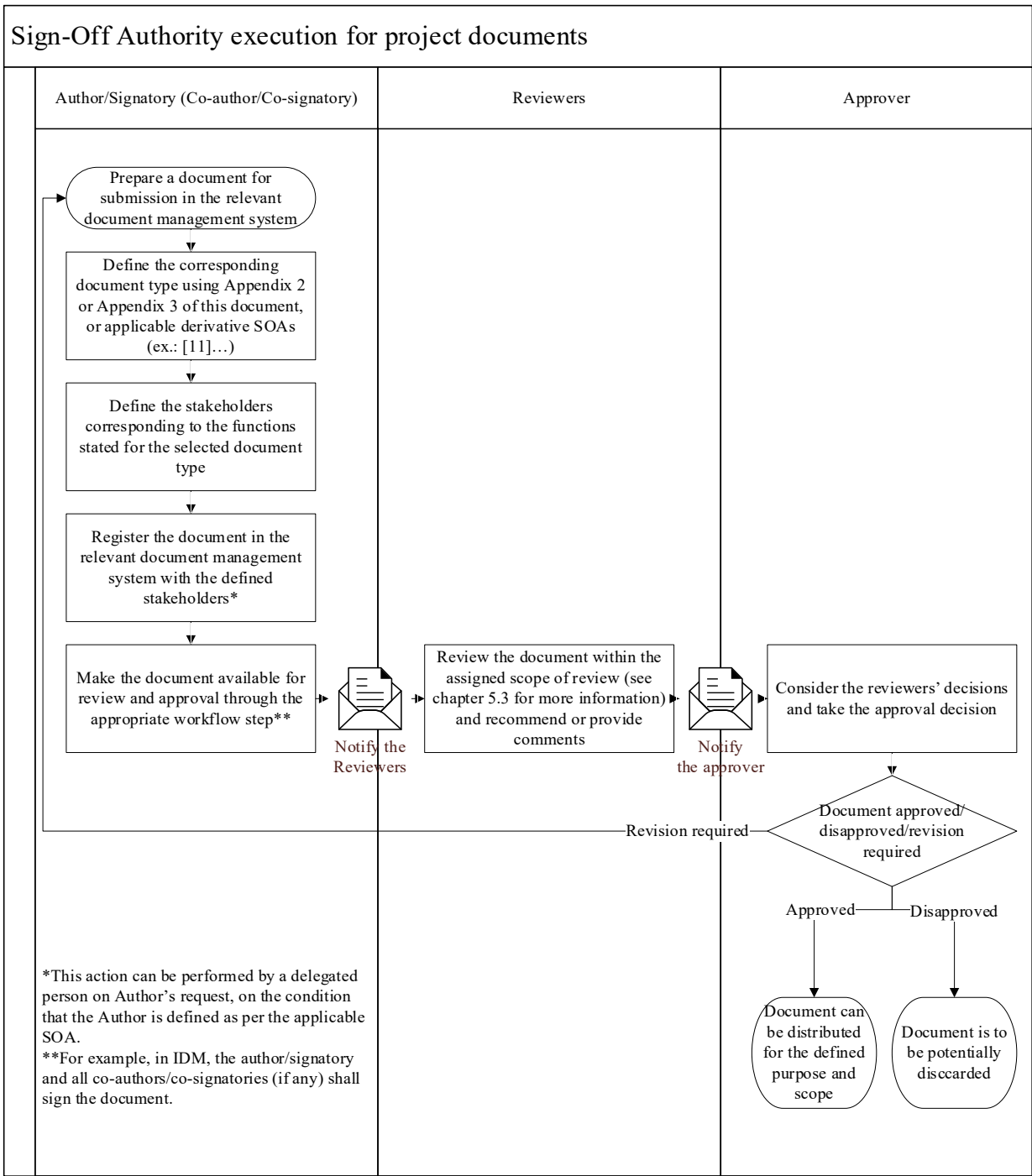
[Adapted from [Multi-Party Amendment #3](#)]

Signatory is the DA PA TRO/Contractor RO/Partner RO

For the reviewers and Approver, SOA document is fully applicable.

6 Workflow

6.1 Flowchart



6.2 Responsibilities

6.2.1 Author

The Author shall be a competent person in the subject matter. Their competency shall be assured by their manager, as required in [7].

The Author can involve other team members in different activities related to the Author's responsibilities, but the final responsibility remains with the Author.

The Author is responsible for:

- Producing the document, i.e. writing successive versions of a document, monitoring the review and approval process completion and incorporating comments.
- Assign the list of Reviewers and Approver in accordance with the relevant procedure(s) [see Appendices 2 and 3].
- Define review scope for each Reviewer (if more than one Reviewer is assigned).
- Checking the appropriate deadline is set in accordance with the relevant process(es).
- Submitting the document for formal review and approval.
- Distributing the document to the appropriate functions, as a minimum, as per regulating MQP document.

6.2.2 Co-author

The Co-author is not a mandatory role (unless explicitly specified in the General principles and Appendices 2 and 3 of this document).

In principle, the co-author can perform the actions similar to the Author, but the final responsibility will remain with the Author.

6.2.3 Signatory

The Signatory is not a mandatory role.

The Signatory is responsible for:

- Submitting and signing the documents if this role is explicitly assigned to (a) team member(s) and formalised in the relevant documentation of an agreement (such as [8]), arrangement or a contract, e.g.: Quality Plan. In this case, the Author's name should be clearly declared, and the final responsibility stays with the Author.
- Submitting and signing a document, when no author is explicitly defined for a given document. In this case, the Signatory shall perform the same responsibilities as the document Author.

6.2.4 Co-signatory

This is not a mandatory role. In principle, the responsibilities are similar to the ones defined for Co-author

6.2.5 Reviewer

The Reviewer shall be a competent person for the scope of their review. Their competency shall be assured by their manager, as required in [7]. The Reviewer is assigned according to the Reviewer's scope of technical expertise.

The Reviewer can delegate the document review to a team member, whose expertise is considered suitable for the defined scope of review. However, the final responsibility always stays with the original Reviewer.

The Reviewer is responsible for:

- Verifying the suitability of purpose, content, compliance with the requirements within their scope of expertise.
- Reviewing the document in due time (recommend or provide comments).

6.2.6 Approver

The Approver is accountable for the content of the document.

The Approver shall have the level of authority required for the approval of documents, as shown in Chapter 5.2.

Approvers can delegate their responsibilities, as defined in Chapter 5.4.

The Approver is responsible for:

- Ensuring that the documents are written and verified taking into account the scope of expertise and at an appropriate level, as per applicable processes.
- Ensuring that the document is consistent with the technical, quality, procedural requirements, as applicable.
- Checking that the list of reviewers of a document is set according to this document and/or applicable documents.
- Deciding, after their personal review and considering the comments of the reviewers, either to approve the document or to instruct the author to modify the content of the document (revision requested/disapproved).
- Ensuring that the document is reviewed and approved as per schedule. In practice, this means that Approver should approve/request revision/disapprove at the end of the review and approval period even if not all reviewers have completed their actions.

Specific point for SRO review: For Nuclear Safety, when the SRO is a mandatory reviewer (as defined in Appendix 2 and 3), within the established review due date (min 2 weeks), the Approver shall not approve a document without having the review action from the SRO. If the SRO has not completed their review at the end of the review due date, the Approver may approve the document. However, if the SRO has some comments/requests for changes after the approval, a new version should be uploaded reflecting those.

If the SRO's review contains comments, they shall be taken into account by the Approver. If the Approver disagrees with the SRO's comment, they shall escalate to the SRO management, and if needed up to DG as INB Licensee.

6.2.7 Acceptor

The Acceptor role is solely for external documents that are sent for Acceptance to IO.

The Acceptor shall ensure that the document is consistent with the technical, quality, procedural requirements, as defined in the relevant PA/TA/TBMA/In-cash contract/agreement.

The Acceptor shall have the level of authority required for the acceptance of documents, as defined in PA/TA/TBMA/In-cash contract/agreement.

7 Records

Output	Author(s)	Reviewer(s)	Approver	To be informed
Any approved document	See Appendices 2 and 3			
Delegation of approval	Requester for delegation	Concerned Process Owner	Authoriser of the Delegation (Requester's Manager)	Document Management Representative

Output	Template	Place to store	Doc type	Naming convention	Retention period ² , years
Re-authorisation of Sign-off Authority	QENT93	To be indicated by Document Management	To be indicated by Document Management	N/A	Until integration in this document*

*At each update of this document, every applicable Delegation of approval request shall be evaluated for the integration in the version under update. If this integration is not appropriate, the Re-authorisation of Sign-Off Authority shall be re-considered and updated as needed at each version update of this document.

8 Interactions with other processes

All processes interact with Sign-off Authority for Project Documents.

Process Owners' assessment of the necessary level of review and approval is the input for Sign-off Authority and shall be consistent with the MQP documents of the concerned Process. The table of authorization for sign-off is the input for all processes.

8.1 Documents and Records process

This procedure is linked with [7].

² The retention period may be governed by external standards and regulations.

Appendix 1: List of MQP processes

Process Category	Code	MQP Process	Sub-Process
Level 0		Project Management Plan (PMP)	-
Level 1	Project Implementation Plan (PIP)		
	Internal Controls Policy		
	Integrated Safety, Environment and Security Management System (ISMS) Manual		-
	Policy on Safety, Security & EP		
Management Process	Quality Assurance Program (QAP)		-
	PC	Project Control	-
	FB	Finance and Budget	-
	HR	Human Resources	-
	PH	In-Cash Procurement and Task Agreement	-
	LA	Legal Affairs	Legal Affairs
			Intellectual Property (IP)
	NS	Nuclear Safety	Nuclear Safety
			Radiation Safety Control (RS)
			Nuclear Operator Licensing (LC)
	NSC	Nuclear Safety Control	-
	EP	Environmental Protection	-
	OH	Occupational Health & Safety	Safety Culture
			Safety in construction
			Safety in design
			Corporate OHS aspects
			Permit to Work and LOTO
	SE	Security	Data and Information Protection
			Physical Protection
			Export Control (EC)
Processes linked to quality	IT	Information Technology	-
	CM	Configuration Management	CM overall
			PCR, DR
			FCR, RFI
			Identification and Control of Items (ID)
			In-Kind Procurement (PK)
	DC	Design Control	Overall Design Process
			Interface Management
			CMM (Configuration Management Model)
			Requirement Management

			Analyses and Calculations (AC)
			Documents and Records (DR)
	CD	CAD	-
	HS	Handling, Storage and Transportation	-
	MA	Manufacture, Assembly and Installation	Planning, Execution, Handover
			Building related Process
	CS	Commissioning	-
	OM	Operations and Maintenance	Operation
			Preservation and Maintenance, FME
Quality Process	QP	Quality Process	Quality Assurance (QA)
			Inspection and Testing (IN)
			Calibration of Monitoring and Data Collection Equipment (CA)

Appendix 2: Table of Authorisation for sign-off for Non-technical Documents

Process /Sub-process	Document output	Author or Signatory	Mandatory reviewers	Approver	Regulating MQP Document	Tools
MES	CAD Work Plan Item	ESD on SysRO's request		SysRO	U6Y3JB	ICP
MES	Global CAD Work Plan	ESD	PM and CP Head or DIH/PM	Relevant DeH/OH	U34884	IDM
CD	Design Collaboration Implementation Form (DCIF)	CMS Section (CAD Exchange Team)	CAA SL, DA DO, DA TRO, IO TRO, DECO, DA PARO, Contractor TRO	CMS SL	2E2MKW	IDM
CD	CAD user Certification and CAD roles	CMS Section (Training Support Team)		CMS Section (CCA for CAD Certification)	4EQUNW	IDM
CD	CAD Quality Record	CAD Producer	DECO	TRO	U348ND	
CD	Data Exchange Task Form	TRO	DECO, TRO	CRO / PA TRO	2NCULZ	
CD	CAD Data Protection Notice	CMS Section (CAD Exchange Team)	Data Protection Requester, CAD Data Owner, Data Protection Owner, DECO	TRO	RX6FZA	IDM
CD	CAD Supplier Package	CMS Section ((CAD Support Team member)		CMS-Section (CAD Infrastructure Engineer)	-	IDM
CD	Catalog Description sheet			CMS Section (Catalogue administrator)	-	IDM
CM	Configuration Status Accounting Report	CMS Rep (auditor)		CMS SL	3L8MYN	IDM
CM	Configuration Audit	CMS Rep (auditor)	Auditee, Auditee's management	CMS SL		IDM
CM	Change Notice - CN	PCR RO	Author of the related document	Approver of the related document	AN54UJ	CN System
CM	Deviation Request-DR <i>Note: IO initiated</i>	TRO	SRO (only if Defined Requirements are impacted), QARO, DIRO, SIRO, PE/NPE Expert (when ITER acts as manufacturer), MQP Process Owner (for DR on MQP)	IO Doc Approver from which the deviation is required	2LZJHB	IDM
CM	Deviation Request-DR <i>Note: Supplier initiated</i>	DA TRO or C-CRO	SRO (only if Defined Requirements are impacted), QARO, DIRO, SIRO,	IO TRO or IO-CRO	2LZJHB	IDM

Process /Sub-process	Document output	Author or Signatory	Mandatory reviewers	Approver	Regulating MQP Document	Tools
			PE/NPE Expert (when ITER acts as manufacturer), MQP Process Owner (for DR on MQP)			
CM	Construction Field Change Request-FCR	ITER_D_EBUK3B - Working Instruction for Construction Field Change Request (FCR)			EBUK3B	SmartPlant, IDM
CM	Project Change Request - PCR	ITER_D_22F4E5 - Project Change Procedure			22F4E5	ICP
CM	Request for Information-RFI	Submitter	Assignees	Replier	MR92BN	IDM
DC	List of Deliverables-LoD - for Documents	DA TRO/TARO/TBMA RO/Contractor RO	No reviewers required	IO TRO/TARO/TBMA RO/Contract RO	7AHAL5	IDM
DC	Software Delivery Note-SDN	Software Developer	N/A	Software TRO	3L6HRT	
DC	For Design Reviews, refer to: ITER_D_2832CF – Design Review Procedure					IDM
DR	Agenda	Meeting Secretary ³	No reviewers required	No approver is required	22K5JQ	IDM
DR	Minutes of Meeting	Meeting Secretary	The attendees who will have an action decided during the meeting, concerned management (if required), TRO (if not approver).	Chair of meeting, otherwise TRO	22K5JQ	IDM
DR	Presentation	Issuer of the Presentation. If for external publication, follow 344KKT	Depending on the nature of the presentation and topics being discussed, up to the discretion of the TRO. If for external publication, follow 344KKT	If for external publication, follow 344KKT , otherwise no approver required	22K5JQ	IDM
DR	Other Communication (can be used to register the contractual communication)	Issuer of the Communication	No reviewers required	No approver is required	22K5JQ , 4DHKK4	IDM
DR	Template / Form	Template Developer	Document Management Representative	Relevant Process Owner	22K5JQ	IDM

³ In this document Meeting Secretary means a person who takes care of organizational/administrative aspects related to the meeting.

Process /Sub-process	Document output	Author or Signatory	Mandatory reviewers	Approver	Regulating MQP Document	Tools
DR	Record of Decisions (ROD)	Meeting Secretary	If decided necessary by the Meeting chair: ROs affected by the decisions	Meeting Chair, if decided necessary	22K5JQ	IDM
DR	Abstract	Issuer of the Abstract if not Library	Management up to DiH/PM, or IO/DA Review Board appointees	Publication Board Chair	344KKT	IDM
DR	Paper	Issuer of the Paper if not Library	Management up to DiH/PM, or IO/DA Review Board appointees	Publication Board Chair		IDM
DR	Oral Presentation for Conferences	Presenter at the Conference if not Library	Management up to DiH/PM, or IO/DA Review Board appointees	Publication Board Chair		IDM
DR	Poster	Presenter at the Conference if not Library	Management up to DiH/PM, or IO/DA Review Board appointees	Publication Board Chair		IDM
DR	ITER Permission to Publish	Issuer of the concerned publication material	Management (up to DeH/OH) and Library	DG or the Publication Board Chair		IDM
DR	Image Permission to Publish	Issuer of the image		Publication Board Chair or Head of Communications		
DR	ITER Technical Report (ITR) ⁴	Issuer of the ITR	Management (up to DeH/OH) and Library	Publication Board Chair		IDM
DR	DG Cover page	Issuer of the concerned publication material	Depending on what the DG cover page covers	DG		IDM
DR	Internship report	Intern	Concerned subject matter experts (if the expertise is outside the Supervisor's competence)	Intern's supervisor	344KKT	
DR	Memorandum	No prescription	No prescription	No prescription	-	IDM
DR	Terms of reference	RO of the concerned activity	Managers/Process Owners involved in the concerned activity	Depending on the ToR	-	IDM
DR	Video/Audio Recording	RO of the recorded activity	No reviewer required	No Approver is required	4DHKK4	IDM
DR	Transcripts	Document Management Representative	No reviewer required	No Approver is required		IDM
EC	Export Control Record	IO staff	ECMB Members	ECMB Chair	JE3N8C	Specific server
EC	End User Certificate	Author		DG or delegate	6M92HA	IDM
EP	N/A	N/A	N/A	N/A	N/A	N/A

⁴ ITER Technical Report (ITR) is a class of scientific and technical communications which allows the staff of the ITER Organization, Domestic Agencies, visiting researchers and external collaborators to make available the results of activities carried out under the ITER Agreement to the scientific and technical communities beyond those directly involved in the ITER Project (ref.: 344KKT).

Process /Sub-process	Document output	Author or Signatory	Mandatory reviewers	Approver	Regulating MQP Document	Tools
FB	Streamlined Change Request	FPS Team Member	FPS Members, SL/PL or DiH/PM or DeH/OH according to threshold	PCI SL (if not reviewer) or SL/PL (if not reviewer) or DiH/PM (if not reviewer) or DeH/OH according to threshold or FPS Head according to type of change	323ERX	ICP
FB	Expenditure Correction Request Record	Cost Correction Officer	CP Project Rep, PCE (if not initiator), PCI SL, FIA when a GL account/Asset change, RO of the corresponding PO	Related Authorization Officer or FPS Head	4395NG	IDM
FB	I-NC Business Case and Joint Notice of Dispute	IO TRO	DAs TROs, DA Head, FPS Head, PCI	IO DiH/PM or higher level	YVPWYR	IDM
FB	Payment Request Record	PCI Team Member	IO TRO	FPS Head	YVPWYR	IDM
HR	HR Level 1 (fundamental documents): Staff Regulations, Code of Conduct, HR Handbook	HRD Staff	Concerned HRD managers, appropriate staff, LGA Head, ADM Head, IC Secretary (for Staff Regulations only)	DG or DDG-CORP	BMQKUP	IDM
HR	HR Level 2: internal administrative circulars, IPA scheme, ITER Public holidays...)	HRD Staff	Concerned HRD managers, appropriate staff, LGA Head, ADM Head (when not approver)	DG, DDG-CORP, DeH		IDM
HR	HR Level 3 (documents of department level): guidelines, processes and procedures, payroll, reports (social report), memos...	HRD Staff	Concerned HRD managers, appropriate staff	HRD Managers (incl. Deputy), ADM Head		IDM
HR	HR level 4 (low level documents): forms, templates, workflows, training presentations, how-tos, provider documents and notices...	HRD Staff	Concerned HRD staff	No approver is required, but depending on the subject matter, HRD staff can be set as the approver		IDM
HR	HR Level 5: Certification Scheme Creation Requests, Documents with individual information such as certification application form	Issuer of an HR L5 document	Certification Competent Authority or Concerned HRD staff	Only staff		IDM

Process /Sub-process	Document output	Author or Signatory	Mandatory reviewers	Approver	Regulating MQP Document	Tools
HS	Contractor Release Note	Sending Entity (Signatory) or TRO	CSM RO, QARO, PE/NPE SQEP (when ITER acts as manufacturer),	TRO (if not author)	X3NEGB22MFG4	IDM
HS	Customs Documentation		Not required	Not required	LF4QST	DEFI
HS	Delivery Report	Sending Entity (Signatory) or TRO	TRO (if not author), ALT, QARO, PE/NPE SQEP (when ITER acts as manufacturer)	CSM RO	X3NEGB	IDM
IN	QS other documents		QARO, PE/NPE Inspector when document related to NPE/PE, any additional persons depending on the subject matter and as identified by concerned TRO/RO.	RO/TRO	TVL3Y5	IDM
IN	Evaluation Sheet	QS inspector/ QARO (*) co-authors or if only QS inspector, then QARO shall be reviewer	QAROs(*), Process Owner, QS inspector’s manager	QMD Head	TVUJZY	IDM
IN	List of authorized QS inspectors	Process Owner	PE/NPE Representative Expert, QARO	QMD Head		IDM
IN	Communication for Notification Point	Performer	QARO, PE/NPE SQEP when document related to NPE/PE	RO/TRO	UKQG8M	IDM
IP	NDA – Non-Disclosure Agreement	LGA (NDA Administrator)	TRO/CRO/TARO/TBMA RO and Manager	Head of Legal Affairs/DeHs	ASY2JC	
IP	Background IP Declaration	TRO	Head of Legal Affairs, SL		ADY288	IDM
IP	Generated IP Declaration	TRO	Head of Legal Affairs, SL, Technical Expert			IDM
IT	N/A					
LA	MoU/Agreement	LGA	Head of Legal Affairs, TRO, DiH/PM, DeH/OH	DG/DDG/ DeH/OH/ Head of Legal Affairs	UX35HC	IDM

Process /Sub-process	Document output	Author or Signatory	Mandatory reviewers	Approver	Regulating MQP Document	Tools
LA	License Agreement	LGA	Head of Legal Affairs, TRO, DiH/PM, DeH/OH	DG/DDG/SID Head	UX35HC	IDM
LA	Declaration / Waivers		Head of Legal Affairs, PRO	DG/DDG/ Head of Legal Affairs or Concerned Staff	UX35HC	IDM
LA	Legal Brief		Head of Legal Affairs	Head of Legal Affairs	UX35HC	IDM
LA	DG decision (for GINs/NOAs and some delegations)	LGA Officer	QARO, Head of LGA, Head of ADM, DDG CORP	DG (if GIN/NOA is used)	4AFC6R 38L9DJ	IDM
LA	Insurance	LGA	Head of Legal affairs, TRO/CRO/TARO/TBMA RO, Division Head, Department Head	DG/Head of Legal Affairs / TRO / CRO / TARO / TBMA RO	48CSSL	IDM
LC	N/A					
MA	Manufacturing Readiness Review Report	TRO	SysRO, QARO, PE/NPE Expert, if PE/NPE related	PL	44SZYP	IDM
MA	Construction Readiness Review Report	Secretary (can be the Chairman)	SysRO, QARO, CNST RE, PE/NPE Expert, if PE/NPE Related	IO Review Chairman	QXW4KQ	IDM
MA	Punch List	ITER_D_VMTRJG - Working Instruction for Implementing Punch Lists	ITER_D_VMTRJG - Working Instruction for Implementing Punch Lists	ITER_D_VMTRJG - Working Instruction for Implementing Punch Lists	VMTRJG	
NS	Surveillance Plan – Annex 2	TRO	SysRO, SRO	PL	4EUQFL	IDM
NSC	Lessons Learned Report-LLR	TRO	SysRO	PL	DV4UUH	IDM
OH	OHS instructions	OHS Officer	OHS Officer	SES SL	6LCG7B	IDM
OH	OHS Design Requirements	OHS Officer	OHS Officer	SES SL		IDM
OH	OHS Report	SysRO or OHS Officer	SES Member Technical Expert SES SL + SQD Head for Document Unique	SES SL DG for Document Unique		IDM
OH	OHS Risk Assessment	OHS Officer or IO staff or a certified representative	HSPC for PPSPS OHS Officer (or a certified representative) CRO or CRO's Manager (of an applicable involved contract)	HSPC Head for PPSPS SES SL or delegate for Contractor Prevention Plan		IDM or SmartPlant

Process /Sub-process	Document output	Author or Signatory	Mandatory reviewers	Approver	Regulating MQP Document	Tools
				Manager for IO Prevention Plan		
PC	Overall Project Schedule, OPS	Scheduling Responsible Officer	DeHs, DDG, IC Secretariat	DG	2DWMCW	IDM
PC	Overall Project Cost, OPC	FPS Staff	DeHs, DDG, IC Secretariat	DG	U33AUM	IDM
PC	Work Breakdown Structure (WBS)	L2 and 3: Baseline: Cost control and Reporting Manager / Project Control System Specialist	L2 Baseline: FPS Head L3 Baseline: PCI Section Leader, BPS Section Leader	L2 Baseline: DG L3 Baseline: FPS Head	U2RADM	ICP
PC	Cost Estimate		Cost Estimator, Representative from FPS, affected DA nominated person (when applicable)	TRO or PCR RO requesting estimate/Manager of the TRO or PCR RO in case the TRO or PCR RO is the author.	U33AUM	IDM
PH	Forms and Templates (except contract templates)	PRD member	Interface functions as required, PRD manager	PRD DiH	658PD4	IDM
PH	Pre-Qualification Package	PRO	CRO, RAO	PRD management as per ICPP (658PD4)		IPROC
PH	Request for Proposal	PRO	CRO, RAO	PRD management as per ICPP (658PD4)		IPROC
PH	Single source Memo	CRO	PRO, PRD Head, RAO	Concerned DeH		IDM
PH	Pre-qualification conclusions	PRO, Co-author: Evaluation Committee	All Evaluation Committee nominated members, RAO	PRO line management as per ICPP (658PD4)		IPROC
PH	Procurement Strategy	PRO/CRO	PRD SL and Head, PRO Manager.	DG or related DeH		IDM

Process /Sub-process	Document output	Author or Signatory	Mandatory reviewers	Approver	Regulating MQP Document	Tools
PH	Contracts Documents (Contract, Amendment, Task Order, Option release, Letter of Intent...)	PRO	CRO, RAO	As per delegation of signature [3]		IPROC
PH	Task Agreement	PRO	CRO, PRO Manager	As per delegation of signature [3]	3XXPWG	IDM
PH	Non-Technical Contract Deliverable	Contractor's Contract RO (or any other Contractor's representative entitled to submit Contract Deliverables)	PRO or other interface function as requested	IO CRO	658PD4	ICP / SmartPlant for Construction
PH	Tender Evaluation conclusions	PRO Co-author: Evaluation Committee	All evaluation committee members, RAO	PRO line management as per ICPP (648PD4)		IPROC
PH	Contracts general conditions	PRD member	LGA	PRD DiH		IDM
PH	Contracts special conditions templates	PRD member	LGA	PRD DiH		IDM
PH	Technical summary	CRO	PRO, RAO	CRO DiH/PM	658PD4	IDM
PH	Technical specifications, Statement of Work (SOW)	CRO	RAO, PRO, QARO, SRO or SINO ⁵ (only for PIC and PIA), CMS Section - CAD Team (in case of CAD activities), other interface functions as required. See ICPP 658PD4 for details. When a document is related to NPE/PE, it shall be reviewed by PE/NPE Rep	CRO DiH/PM		IDM
PH	Memo for Amendment > 50% of the original value, Contract	CRO	PRO	CRO AOD		IPROC

⁵ SRO for technical specification at functional level; SINO for technical specification at component level

Process /Sub-process	Document output	Author or Signatory	Mandatory reviewers	Approver	Regulating MQP Document	Tools
PH	Memo for contract termination	CRO	as per ICPP (648PD4)			IPROC
PH	Memo to the file	PRO	CRO, RAO	PRD Head		IPROC / IDM
PH	Purchase Request (PR) Form	CRO	-	RAO	27KQX9	SAP
PH	Purchase Order (PO)	PRD	PCE, FIA team member	RAO	27KQX9	SAP
PH	Guarantees	PRO	N/A	Procurement Section Leader	QEQQYG	ICP
PK	Procurement Documentation ⁶	DA PA TRO	QARO, When a document is related to NPE/PE, it shall be reviewed by PE/NPE SQEP.	IO PA TRO	35BVQR	IDM
PK	Procurement Arrangement Amendment	Same as the PA document under amendment			2W4F7A	IDM
PK	Credit Allocation Scheme	In-kind management officer	IO PA TRO, PSRO, Manager of IO PA TRO, DA TRO, DA PA RO and DA PSRO	CID Head		PA DB
PK	Credit Request		PARO, PSRO, QARO, Manager of IO PA TRO.	IO PA TRO	2W4F7A	PA DB
PK	PA Main	PARO	IO PA TRO, SL/PL, DORO, DiH/PM, SRO (only for PIC or PIA), Head of Legal Affairs. When a document is related to NPE/PE, it shall be reviewed by PE/NPE SQEP.	DG		IDM
PK	PA Annex A	PARO	IO PA TRO, SL/PL, SRO (only for PIC or PIA), QARO, DIROs, DORO, PSRO, DiH/PM, Head of Legal Affairs. When a document is related to NPE/PE, it shall be reviewed by PE/NPE SQEP.	DG		IDM

⁶ Any documentation related to the DA Contract and Tender Action, including Procurement Description.

Process /Sub-process	Document output	Author or Signatory	Mandatory reviewers	Approver	Regulating MQP Document	Tools
PK	PA Annex B	IO PA TRO	PARO, QARO, SIRO, DA PATRO, PL, PM, SRO (only for PIC or PIA)	CP Head		IDM
PK	Other PA document	DA	Same as related PA Documentation			IDM
PK	Monthly Progress Reports from DAs	DA	For comments only QARO, IO PA TRO, PSRO	IO PA TRO	35BVQR	IDM
PK	Minutes of PA related Progress Meetings	DA	Typically reviewers will include main attendees, TRO Depending on the nature of the meeting and topics being discussed, up to the discretion of the IO PA TRO.	Chair of meeting, otherwise IO PA TRO		IDM
PK	Control Points (e.g. report associated to the release of a Hold Point)	DA	, QARO, When a document is related to NPE/PE, it shall be reviewed by PE/NPE SQEP.	IO PA TRO		IDM
PK	PA Related Communication	No prescription				IDM
PK	Risk Management Plan	DA	RMRO, QARO, Manager of the IO PA TRO	IO PA TRO	2W4F7A	IDM
PK	PA safety related	Refer to Appendix 3 for PA safety related documents				IDM
PK	PA Change Notice (for Main Text/Annex B)	IO PA-PARO (for Main Text)/ IO PA TRO (for Annex B)	With a corresponding PCR, only IO PARO is a mandatory reviewer, unless differently requested by the relevant DA. Without a corresponding PCR: DIRO – 2* (for system integration), SRO (only for PIC/PIA), SL/PL, any other RO depending on the subject matter, IO PARO <i>*DIRO 2 corresponds to SIRO</i>	IO and DA PA TRO		PA DB

Process /Sub-process	Document output	Author or Signatory	Mandatory reviewers	Approver	Regulating MQP Document	Tools
PK	Certificate of Final Acceptance	IO PA TRO	PARO, PSRO, QARO ⁷ , one Assembly and Installation RO, IO PA TRO Manager	IO PA TRO		
PK	MPA (Multi-Party Amendment)	In-kind management officer		DG and 7 DA Heads		PA DB
PK	Technical Documents	DA	Refer to Appendix 3 for guidance	IO PA TRO		IDM
QA	STOP Work Request/Order	Manager	Senior Manager	DG	24VQT4	IDM
QA	MQP Level 1	As per MQP Process Management Procedure (7M445D)			7M445D	IDM
QA	MQP Level 2					
QA	MQP Level 3					
QA	Audit Programme	Quality Audit Coordinator	QMD DiH, SQD Head, DeHs, PE/NPE Representative Expert, if related to PE/NPE	DG	2DQTA8	IDM
QA	QA Audit Report	Lead auditor	Auditee parts	Quality Audit coordinator		IDM
QA	QA Assessment Report	QARO	QMD DiH, PE/NPE Expert, if related to PE/NPE	QMD DiH	UR94GY	IDM
QA	Quality Plan <i>Except Transportation Quality Plan, see Appendix 3</i>	IO PA TRO/TARO/TBMA RO/Contract RO as Signatory (if not delivered by the relevant external entity)	QARO ⁸ , PE/NPE Expert, if related to PE/NPE	IO PA TRO/TARO/TBMA RO/Contract RO	22MFG4	IDM or SmartPlant for Construction QP
QA	Non-conformance report - NCR	Initiator	QARO, DIRO (Major NCR), SIRO (Major NCR), PE/NPE Expert (when ITER acts as manufacturer)	IO TRO ⁹	22F53X	IDM

⁷ QARO supported by SRO or SINO in case of deviation

⁸ Including compliance with the requirements of [Provisions for Implementation of the Generic Safety Requirements by the External Actors/Interveners \(SBSTBM\)](#)

⁹ SINO or SRO review can be requested by IO TRO who is accountable for nuclear safety

Process /Sub-process	Document output	Author or Signatory	Mandatory reviewers	Approver	Regulating MQP Document	Tools
RS	Radiation Safety Surveillance Report	SRO	SRO	SRO's Manager	8S9U24	IDM
RS	Radiation Safety Requirements or Guidance	SRO	SRO	SRO's manager	8S9U24	IDM
RS	Radiation Safety Analysis	SRO	SRO	SRO's manager	8S9U24	IDM
RS	Radiation Safety Memo	SRO	SRO	SRO's manager	8S9U24	IDM
RS	RPCE Advice	RPCE Member	RPCE Members	RPCE Member	8S9U24	IDM
SE	Area Access "How to"	Construction Area: PM or Coordination PL Operational Area: ICE Manager or SOM	Security Officer	SES SL	X3P7FQ	IDM
SE	"Guidance for Information Protection"	Office/Department /Division ICRO	SES SL For SES related: No reviewer required	ODG/DeH/OH/DiH/PM For SES related: SES SL	44GRMV	IDM
SE	Security Report	SES Section Member	Security Officer	SES SL	TZYDJH	IDM
SE	Security Risk Assessment	Construction area: PM or Coordination Project Leader Operational area: ICE Manager or SOM	Security Officer	SES SL		IDM
SE	Security Instructions	SES Members	Security Officer	SES SL		IDM
SE	Security Plan	SES Section Members	Security Officer	SES SL		IDM

Appendix 3: Table of Authorisation for sign-off for Technical Documents

• Note on SRO review

When SRO is defined as mandatory reviewer with the note “only for PIC or PIA” this means SRO shall be reviewer if document is related to PIC and/or PIA.

For more information on PIC, please refer to [ITER_D_347SF3- Safety Important Functions and Components Classification Criteria and Methodology](#)

For more information on PIA, please refer to [ITER_D_SBYJXD - Guideline for Identification of the Protection Important Activities \(PIA\)](#)

For a list of SRO, please refer to: [List of SROs by PBS, transversal skills and buildings \(VVL7MQ\)](#)

For DA deliverables, information from PA database can also be consulted to determine the SRO: [ITER_D_3PDGF4 - PA Database](#)

NB: SRO is also to be included when document impacts Radiation Safety, ALARA, Contamination, Penetration and EEE Nuclear Radiation Compatibility.

• Note on SICO or SINO review

The SICO and SINO roles have been created via the terms of reference of the CP Nuclear safety Implementation network [Terms of reference CP Nuclear Safety Implementation Network \(CSG75Z\)](#) which follows the nuclear safety reorganization within ITER.

This re-organization has led to reinforce the role of Construction Project (CP) with regards to the nuclear safety accountability, and the role of the PLs and TROs in this accountability for their respective projects. SICO and SINO can be added as reviewer upon TRO, SysRO or PL request for PIC or PIA.

For the list of SICO and SINO in different projects, please refer to [SINO \(safety Implementation network officers\) living list \(CXQ64J\)](#).

• Note on PE/NPE

When ITER acts as Manufacturer of PE/NPE in the scope of the Module H/H1, PE/NPE representative are mandatory reviewers in order to ensure conformity with PE and NPE regulations:

- I. Reviewers and approvers shall be certified as PE/NPE representative at a level appropriate to the level of responsibility of the document (Expert, Inspector, SQEP) as defined below
- II. Appendix 3 define the minimum level of certification of PE/NPE Representative assigned for the review of a type of document; a PE/NPE Representative certified at a higher level is also allowed to review this type of document.
- III. The level of the PE/NPE representative certificate is SQEP, Inspector and Expert in order of highest.

List of ITER staff qualified is available in [ITER_D_2F99GX - List of PE/NPE Representative](#).

• Note on OHS RO

When OHS RO is defined as mandatory reviewer with the note “if applicable”, it means OHS RO shall be reviewer if document contains/addresses OHS requirements, descriptions, analyses (HIRA, ...) or OHS verifications.

For a list of OHS RO, please refer to [ITER_D_3UYAY9 - OHS Design - PBSs allocation](#)

- **Note about CIs:**

Some reviews are required for Configuration Items (CI) only, so please refer to Configuration_Items (<https://user.iter.org/?uid=Y4QC6J>) for identification of Configuration Item in a subsystem.

- **Other clarifications**

For Export Control relevant documents, to add ECRO as reviewer whenever the document is related as defined in [ITER_D_JE3N8C - Export Control Procedure](#)

Note: For PAs SIRO is defined as DIRO 2 in all related In-Kind documents and PA Database.

To identify peoples name for the roles defined in SOA please refer to [MQP Useful links](#).

Control Level-0 (Facility)

Process	Generic Document Title	Document type	Author or Signatory	Mandatory Reviewers	Approver	Regulating Document	Tool
NS	Licensing files for safety demonstration (RPrS, impact study)	DAC files	SRO	NLO SL, NSI SL, NS Chief Engineer	CID Head	U33S8T	IDM
NS-LC	Licensing Correspondence	Radiation or Nuclear Safety Memorandum	NLO RO	NLO SL, NS Chief Engineer (case by case)	SQD Head	DUGQU6	IDM
NS	Safety File for: - Noticeable Modification for Authorisation - Substantial Modification	Radiation or Nuclear Safety Memorandum	SRO or CP SQEP	SRO or CP SQEP	NSI Section Leader	U34EB9	IDM
DC	PS (Project Specification)	Technical Requirements Specification	TRO	SQD Head, CP Head, SID Head, CID Head	ITER Council Chair	None	IDM

Control Level-1 (Facility)

Process	Generic Document Title	Document type	Author or Signatory	Mandatory Reviewers	Approver	Regulating Document	Tool
DC	PR (Project requirement)	Technical Requirements Specification	CMS SL, RQM-RO as co-author	SQD Head, CP Head, SID Head, CID Head	DG	2NBUQK	IDM
DC	Requirement Propagation Matrix-RPM <i>Note: PS to PR</i>	Propagation-Applicability Matrix	RQM-RO, SIS SL	QMD Head, CID Head, NSI SL	DG	2NBUQK	IDM
	Research Plan (Level 1)	Plan	SCD Head	CP Head, CID Head, SQD Head	DG	U33MA6	IDM
OM	ITER Concept of Operations	Concept of Operation	Operation Expert (from CIC)	SQD Head, CP Head, SID Head, CID Head	CIC PM	5EYHR7	IDM

Control Level-2 (Facility & Integration)

A PCR is required prior to the approval of an update of the documents below that are part of the Technical Baseline (as per configuration management rules). I.e.: the Approver shall not approve the updated document version without PCR linked to it.

Process	Generic Document Title	Document type	Author or Signatory	Mandatory Reviewers	Approver	Regulating Document	Tool
DC	Rules or Handbooks or Guidelines <i>Note: High Level Requirements (Vacuum Handbook, EDH...)</i>	Rules or Handbooks or Guidelines	TRO	RQM-RO, SQEP, QARO, PE/NPE Expert (when ITER acts as manufacturer)	CID Head	None	IDM
MA	Technical Requirements Specification for Manufacturing or Construction <i>Note: High Level Requirements (ITER Technical specification for Coating and Tagging,...)</i>	Technical Requirements Specification	TRO	QARO, Concerned Discipline Experts	CP Head	None	IDM
DC	Electromagnetic-EM Field Map	Technical Requirements Specification	TRO	IEA RO, OHS RO	IEA SL	RH6LGC	IDM
DC	Floor Response Spectrum-FRS	Technical Requirements Specification	TRO	IEA RO	IEA SL	None	IDM
RS	Radmap	Technical Requirements Specification	TRO	SRO ¹⁰	IEA SL	RHQ4NB	IDM
DC	Roombook - Safety Requirements	Technical Requirements Specification	SRO	SIS SL, NLO RO	NSI SL	None	IDM
DC	ITER List of Applicable Codes and Standards	Technical Requirements Specification	Materials & Standards Coordinator	IEA SL	CID Head	46A9KC	IDM
AC	ITER Load Specification	Load Specification	IEA SL	CP Head	CID Head	33TTPJ	IDM
DC	System Requirements Document-SRD	System Requirements Document-SRD	SysRO, SIRO, RQM Rep. as co-author (Only for RQM DB)	SRO (only for PIC or PIA), RQM-RO (only for CI), SysRO PL	PM of the SysRO	25DSU2	IDM
ID	PIC List <i>Note: PBS L1 Level Optionally part of SRD</i>	Equipment or Component list	SRO	SysRO	NSI SL	JDS5K7	IDM

¹⁰ For External Exposure Transversal Function TF-C, the list of SROs by PBS is defined in IEA-TF-C contact person following PBS and functions. (EB5CR2)

Process	Generic Document Title	Document type	Author or Signatory	Mandatory Reviewers	Approver	Regulating Document	Tool
DC	Interface Sheet-IS <i>Note: under config control only after FDR</i>	Interface Sheet-IS	SIRO or Interface ROs	Interface RO SLs/PLs, DA PA TRO (in case of DA in charge)	SIS SL	28VNJG	IDM
DC	Interface Control Document-ICD	Interface Control Document-ICD	SIRO or Interface ROs	Interface RO SLs/PLs	SIS SL	28VNJG	IDM
DC	Shared Support Interface Document	Interface data sheet	Secondary PBS TRO	DIS, Main PBS TRO	Secondary SysRO	XQK5MR	IDM
CD	Interface Drawing <i>Note: Physical Interfaces</i>	Interface Drawing	CAD Producer in support to TRO	DECO, Interface ROs	DIS SL	5J6TAX	SMDD
DC	E-log	N.A.	DECO	System TRO, DIRO	N.A.	V2ERKH	ICP
DC	CMAF	N.A.	DIRO	Building Integration Manager, DECO, System TRO, SRO (when impact on nuclear shielding/ORE) ¹¹	DIS SL	V2ERKH	ICP
	Research Plan (Level 2)	Plan	SCD Head	CP Head, CID Head, SQD Head	DDG Science & Technology	U33MA6	IDM
CS	ITER Commissioning Plan	Commissioning Plan	INP PL	CID Head, Delivery PM	CIC PM	VH9352	IDM
OP	ITER Operational States	Concept of Operation	Operation Expert (from CIC)	SIS SL	CIC PM	5EYHR7	IDM
OP	Operating Limits and Conditions and Scarce Resources	Concept of Operation	Operation Expert (from CIC)	SIS SL	CIC PM	5EYHR7	IDM
OM	ITER Maintenance Plan	System Maintenance and In-Service Inspection Plan	Maintenance RO	DIS SL	CIC PM	5EYHR7	IDM
DC	Requirement Propagation Matrix-RPM <i>Note: PR to SRD</i>	Propagation-Applicability Matrix	SysRO, SIRO (only for CI)	RQM-RO (only for CI), SRO (only for PIC or PIA)	PL	25DSU2	IDM

¹¹ For External Exposure Transversal Function TF-C, the list of SROs by PBS is defined in IEA-TF-C contact person following PBS and functions. (EB5CR2)

Process	Generic Document Title	Document type	Author or Signatory	Mandatory Reviewers	Approver	Regulating Document	Tool
DC	Master Design Compliance Matrix (DCM) for SRD	Compliance Matrix - DCM or VCM or ICM	SIRO	SysRO, RQM-RO	SIS SL	473LQM	IDM
CD	Magnetic Zoning	Zoning Drawing	DIRO	TF-K Officer, TF-D Officer	DIS SL	CAF274	SMDD
CD	Fire Sectorization	Zoning Drawing	DIRO	TF-F Officer, TF-B Officer	DIS SL	CAF274	SMDD
CD	Hazardous Area Classification Drawing <i>Note: ATEX, Noises,. Etc</i>	Zoning Drawing	DIRO	TF-D Officer, Concerned Discipline Experts	DIS SL	CAF274	SMDD
CD	Ventilation Zoning	Zoning Drawing	DIRO	SIRO of HVAC PBS 62, TF-B Officer, TF-D Officer	DIS SL	CAF274	SMDD
CD	Load Capacity Drawing	Zoning Drawing	DIRO	TF-L officer, Building TRO, TF-D Officer	CEI SL	CAF274	SMDD
CD	Radiological Zoning	Zoning Drawing	DIRO	SRO	NSI SL	CAF274	SMDD
CD	Site Master Plan	Multi-System General Arrangement Drawing	BFO SL (with support from CAD Producer)	DIRO, DIS SL, PBS 61 RO, NLO RO	BSM PM	BXDHWH	IDM
CD	Room Arrangement Drawing	Multi-System General Arrangement Drawing	DIRO	Building TRO	DIS SL	BXDHWH	SMDD
CD	Equipment Arrangement Drawing <i>Note: Multi PBS</i>	Multi-System General Arrangement Drawing	DIRO	Concerned SysROs	DIS SL	BXDHWH	SMDD
CD	Personnel and Material Circulation Drawing	Circulation/Evacuation Drawing	DIRO	Concerned SysROs, TF-M Officer	DIS SL	BZR68H	SMDD
CD	Emergency Evacuation Drawing	Circulation/Evacuation Drawing	DIRO	TF-D Officer	DIS SL	BZR68H	SMDD

Control Level-3 (System Level)

Design Requirements

Process	Generic Document Title	Document type	Author or Signatory	Mandatory Reviewers	Approver	Regulating Document	Tool
DC	Sub-System Requirements Document-sSRD	Sub-System Requirements Document-sSRD	SysRO, RQM-RO as co-author, SIRO (only for CI)	SRO (only for PIC or PIA), RQM-RO (only for CI), SysRO PL	PM of the SysRO	25DSU2	IDM
NS	PIA List <i>Note: For System Level</i>	Technical Requirements Specification	SRO	SysRO	NSI SL	BG2GYB	IDM
NS	PIA List <i>Note: For sub-system Level</i>	Technical Requirements Specification	TRO	SysRO, SRO	PL	BG2GYB	IDM
DC	List of Applicable Codes and Standards	Technical Requirements Specification	TRO	SysRO, QARO, Materials & Standards Coordinator, OHS RO (if applicable), PE/NPE Expert (when ITER acts as manufacturer)	PL	46A9KC	IDM
DC	Plant System Instrumentation and Control Specification	Technical Requirements Specification	TRO	SRO (only for PIC or PIA), SysRO, I&C Rep., SIRO (only for CI)	PL	27LH2V	IDM
DC	Software Requirements Specification-SRS	Technical Requirements Specification	Software TRO	Software Architect	System I&C RO	3L6HRT	IDM
DC	System Detailed Performance Definition-SDPD	Technical Requirements Specification	TRO	SysRO	PL	4CK4MT	IDM
DC	Component Technical Specification	Technical Requirements Specification	TRO	SysRO, PE/NPE Expert (when ITER acts as manufacturer)	PL	4CK4MT	IDM
AC	System Load Specification	Load Specification	TRO	SysRO, Interfacing System(s) RO, TF-A (if applicable), QARO, SRO, IEA Rep., DIRO, MAP Rep. (if applicable), SIRO	PM or delegate	33TTPJ	IDM

Design Definition

Process	Generic Document Title	Document type	Author or Signatory	Mandatory Reviewers	Approver	Regulating Document	Tool
DC	System Design Description-DD	System Design Description- DDD	TRO	SysRO, SRO (only for PIC or PIA), SIRO (only for CI)	PM (for system level) PL (for lower level)	2M24AM	IDM
DC	Sub-System or Equipment Design Description	Sub-System or Equipment Design Description	TRO	SQEP	PL	-	IDM
DC	Software Architecture Design Document-SADD	Sub-System or Equipment Design Description	Software Architect	Software TRO	System I&C RO	3L6HRT	IDM
ID	Equipment or Component List	Equipment or Component list	TRO	SysRO (<i>Note: add CMS Rep. as Observer</i>)	PL	4CK4MT	IDM (EBD in future)
ID	PIC List <i>Note: PBS L2/L3 Level</i>	Equipment or Component list	TRO	SysRO, SRO	PL	JDS5K7	IDM (EBD in future)
ID	CAD BOM	Bill of Material - BOM	TRO	SysRO, DECO	PL	29FVC2	IDM
ID	ITER BOM	Bill of Material - BOM	TRO	SysRO, DECO, PE/NPE SQEP (when ITER acts as manufacturer)	PL	VXMR6K	IDM
CD	Instrumentation and Control - Physical and Functional Architecture	Instrumentation and Control Document - Physical and Functional Architecture (IDM) IDM Instrumentation and Control Architecture Diagram (IDM) Instrumentation and Control Architecture Diagram (SMDD)	CAD Producer in support to TRO	TRO, SIRO, I&C Rep	PL	C8D6LA	IDM SMDD
CD	List of I&C Safety Functions (Appendix to 3R7ECW)	Technical Requirements Specification	TRO, SRO (as co-author)	SysRO, I&C SRO	NSI SL		IDM
CD	Cabling Document for Cubicle Connection	Instrumentation and Control Document	TRO	I&C Rep.	PL	27LH2V	IDM
CD	Cubicle Hardware Configuration Diagram	Instrumentation and Control Document	TRO	I&C Rep.	PL	27LH2V	IDM

Process	Generic Document Title	Document type	Author or Signatory	Mandatory Reviewers	Approver	Regulating Document	Tool
CD	Instrument Loop Diagram	Instrument Loop Diagram	CAD Producer in support to TRO	TRO, I&C Rep.	PL	CBU2KJ	SMDD
CD	Instrumentation and Control - List of Signals	Instrumentation and Control Document	TRO	I&C Rep.	PL	27LH2V	IDM
CD	List of Data at Central Instrumentation and Control Interface	Instrumentation and Control Document	TRO	I&C Rep.	PL	27LH2V	IDM
CD	Description of Plant System State Machines	Instrumentation and Control Document	TRO	I&C Rep.	PL	27LH2V	IDM
CD	Control Logic Diagram	Control Logic Diagram	CAD Producer in support to TRO	TRO, I&C Rep. <i>Note: add SIRO as Observer</i>	PL	CARXYB	SMDD
CD	Control Logic Notes	Sub-System or Equipment Design Description	TRO	I&C Rep.	PL	27LH2V	IDM
CD	Analysis Software	Software or Programming Code	Software TRO	SysRO, I&C Rep.	PL	22MAL7	IDM
CD	Mini CODAC Configuration	Software or Programming Code	Software TRO	SysRO, I&C Rep.	PL	27LH2V	IDM
CD	Plant System Instrumentation and Control Self-Description Data	Software or Programming Code	Software TRO	SysRO, I&C Rep.	PL	27LH2V	IDM
DC	Instrumentation and Control Software Source Code	Software or Programming Code	Software Developer	Software Architect	Software TRO	3L6HRT	ITER Subversion, ITER Git, CODAC RH Satellite
DC	Product Software	Software or Programming Code	Software Developer	Software Architect	Software TRO	3L6HRT	
DC	Software Configuration	Software or Programming Code	Software Developer	Software Architect	Software TRO	3L6HRT	
CD	Process Flow Diagram-PFD	IDM Process Flow Diagram-PFD (IDM) Process Flow Diagram-PFD (SMDD)	CAD Producer in support to TRO	TRO, SIRO (only for CI)	PL	BK6T9E	IDM SMDD
CD	Piping and Instrumentation Diagram-PID	IDM Piping and Instrumentation Diagram-PID (IDM) Piping and Instrumentation Diagram-PID (SMDD)	CAD Producer in support to TRO	TRO, DECO, SIRO (only for CI), I&C Rep., PE/NPE SQEP (when ITER acts as manufacturer)	PL	C7Z4TS	IDM SMDD

Process	Generic Document Title	Document type	Author or Signatory	Mandatory Reviewers	Approver	Regulating Document	Tool
CD	Single Line Diagram or One Line Diagram	IDM Single Line Diagram or One Line Diagram (IDM) Single Line Diagram or One Line Diagram (SMDD)	CAD Producer in support to TRO	TRO, DECO, SIRO* *SIRO review for PBS 41, 43, 45, 46, 48, 51, 52, 53, 69	PL	C7Z3TJ	IDM SMDD
CD	Cabling Diagram-CBD	IDM Cabling Diagram-CBD (IDM) Cabling Diagram-CBD (SMDD)	CAD Producer in support to TRO	TRO, DECO	PL	C7YW7M	IDM SMDD
CD	Detailed Wiring Diagram-WD	Detailed Wiring Diagram-WD	CAD Producer in support to TRO	TRO	PL	BK6V8E	SMDD
CD	Alarm and Telecommunication and Access Security Layout Drawing	System Layout Drawing	CAD Producer in support to TRO	TRO, DECO, SES Rep.	PL	BZQQ3G	SMDD
CD	Artificial Light Map Drawing	System Layout Drawing	CAD Producer in support to TRO	TRO, DIRO	PL	BZQQ3G	SMDD
CD	Cable Tray Layout Drawing	System Layout Drawing	CAD Producer in support to TRO	TRO, DECO	PL	BZQQ3G	SMDD
CD	General Network Plot Plan	Multi-System General Arrangement Drawing	CAD Producer in support to TRO	TRO, DIRO	PL	BXDHWH	SMDD
CD	Lightning Protection Layout Drawing-LPLD	System Layout Drawing	CAD Producer in support to TRO	TRO, DIRO	PL	BZQQ3G	SMDD
CD	Piping Arrangement or Composite Drawing	System Layout Drawing	CAD Producer in support to TRO	TRO, DECO, PE/NPE Expert (when ITER acts as manufacturer)	PL	BZQQ3G	SMDD
CD	Fire and Gas Detection Layout Drawing	System Layout Drawing	CAD Producer in support to TRO	TRO, DECO, TF-F Officer, Building Integration Manager, Building	PL	BZQQ3G	SMDD
CD	Equipment Arrangement Drawing <i>Note: Mono-PBS</i>	System Layout Drawing	CAD Producer in support to TRO	TRO, DECO, PE/NPE Expert (when ITER acts as manufacturer)	PL	BZQQ3G	SMDD
CD	Fire Protection Drawing	System Layout Drawing	CAD Producer in support to TRO	TRO, DIRO, TF-F Officer, Building Integration Manager	DIS SL	BZQQ3G	SMDD
CD	Radiological Monitoring Drawing	System Layout Drawing	CAD Producer in support to TRO	DIRO, TRO (SysRO), TF-C Officer, Building Integration Manager	DIS SL	BZQQ3G	SMDD
CD	Site & Building Drawing	Site & Building Drawing	CAD Producer in support to TRO	TRO, DIRO	PL	W9ZKZY	SMDD

Process	Generic Document Title	Document type	Author or Signatory	Mandatory Reviewers	Approver	Regulating Document	Tool
CD	Loading Drawing	Site & Building Drawing	CAD Producer in support to TRO	TRO, DIRO	PL	2ERTXQ	SMDD
CD	Assembly Drawing	Assembly Drawing	CAD Producer in support to TRO	TRO, DECO	PL	CBU322	SMDD
CD	Cubicle Internal Definition	Cubicle Internal Definition	CAD Producer in support to TRO	TRO	PL	BK6VFR	SMDD
CD	Isometric Drawing	Isometric Drawing	CAD Producer in support to TRO	TRO, DECO	PL	CBU3LR	SMDD
CD	Support Drawing	Support Drawing	CAD Producer in support to TRO	TRO, DECO	PL	CBU3KA	SMDD

Design Justification (including Commissioning)

Process	Generic Document Title	Document type	Author or Signatory	Mandatory Reviewers	Approver	Regulating Document	Tool
DC	Functional Block Diagram-FBD	IDM Functional Block Diagram-FBD (IDM) Functional Block Diagram-FBD (SMDD)	TRO	SIRO (only for CI), SysRO	PL	B63C7C	IDM SMDD
DC	Functional Breakdown Structure-FBS or Function Tree	Functional Analysis	TRO	SIRO (only for CI), SysRO	PL	4CK4MT	IDM
DC	Design Justification Plan-DJP	Verification and Validation Plan	TRO	SIRO (only for CI), SysRO, PE/NPE SQEP (when ITER acts as manufacturer)	PL	4CK4MT	IDM
DC	Verification and Validation Plan	Verification and Validation Plan	TRO	SIRO (only for CI), SysRO, PE/NPE SQEP (when ITER acts as manufacturer)	PL	U34ACR	IDM
DC	Qualification Plan-QP	Qualification Plan-QP	TRO	SysRO, SRO, Equipment Qualification Coordinator, PE/NPE SQEP (when ITER acts as manufacturer)	PL	XB5ABP	IDM
DC	Master Design Compliance Matrix (DCM) for sSRD	Compliance Matrix - DCM or VCM or ICM	SIRO	SysRO, RQM-RO	CMS SL	473LQM	IDM
DC	Design Compliance Matrix – DCM <i>Note: Partial review scope</i>	Compliance Matrix - DCM or VCM or ICM	SysRO	SIRO (only for CI), PE/NPE Expert (when ITER acts as manufacturer)	PL	473LQM	IDM
DC	Functional Allocation Matrix	Functional Analysis	SysRO	SIRO (only for CI)	PL	4CK4MT	IDM
DC	Requirement Definition Matrix	Propagation-Applicability Matrix	SysRO	N/A	RQM-RO	25DSU2	IDM
DC	Interface Compliance Matrix	Compliance Matrix - DCM or VCM or ICM	SIRO Interfacing RO of the primary system	Interface RO of the interfacing systems	SIS SL	28VNJG	IDM
DC	Requirement Propagation Matrix-RPM <i>Note: SRD to sSRD</i>	Propagation-Applicability Matrix	SysRO, SIRO (only for CI)	RQM-RO (only for CI)	PL	44BLNX	IDM
DC	Qualification Report for non-PIC Component	Verification and Validation Report	TRO	SysRO, PE/NPE SQEP (when ITER acts as manufacturer)	PL	U34ACR	IDM

Process	Generic Document Title	Document type	Author or Signatory	Mandatory Reviewers	Approver	Regulating Document	Tool
DC	Qualification Synthesis Report for PIC Component	Qualification Synthesis Report for PIC component	TRO	SysRO, Equipment Qualification Coordinator, PE/NPE SQEP (when ITER acts as manufacturer) <i>Note: If deviations are detected by Equipment Qualification Coordinator, SRO shall be added as reviewer</i>	PL	XB5ABP	IDM
DC	Qualification Preservation Sheet	Equipment Preservation Record	TRO	SysRO	PL	XB5ABP	IDM
DC	Qualification Reference File	Sub-System or Equipment Design Description	TRO	SysRO	PL	XB5ABP	IDM
DC	Nuclear Particular Material Appraisal (EPMN) or Particular Material Appraisal (PMA) Report	Verification and Validation Report	TRO	SysRO, PE/NPE Expert (when ITER acts as manufacturer),	PL	WSJQDH	IDM
DC	Requirement Validation Matrix	Compliance Matrix - DCM or VCM or ICM	SIRO	SysRO, PE/NPE SQEP/Expert (if applicable), INP PL	SIS SL	X8KGJE	IDM
AC	Structural Integrity Report	Structural integrity Report	TRO	SysRO, Reviewer, IEA Rep., QARO, TF-A Officer (if applicable), PE/NPE SQEP/Expert (when ITER acts as manufacturer) <i>Note: add SRO as Observer</i>	Design Approver	22MAL7	IDM
AC	0D or 1D Thermohydraulic Analysis Report	Calculations (final version)	TRO	Reviewer, Technical Checker, Independent Peer Reviewer (e.g. for PIA, QC1 or QC2), PE/NPE SQEP (when ITER acts as manufacturer) <i>Note: add SRO as Observer</i>	PL ¹²	22MAL7	IDM
AC	Computational Fluid Dynamics-CFD Analysis Report	Calculations (final version)	TRO	Reviewer, Technical Checker, Independent Peer Reviewer (e.g. for PIA, QC1 or QC2), PE/NPE SQEP (when ITER acts as manufacturer) <i>Note: add SRO as Observer</i>	PL ¹²	VUEEDB	IDM
AC	Contamination Analysis Report	Calculations (final version)	TRO	SRO, SysRO, Reviewer, Technical Checker, Independent Peer Reviewer (e.g. for PIA, QC1 or QC2)	NSI SL	XQVZKS	IDM

¹² There are cases where the approver will not be a PL. See 22MAL7 for details

Process	Generic Document Title	Document type	Author or Signatory	Mandatory Reviewers	Approver	Regulating Document	Tool
AC	Electromagnetic-EM Analysis Report	Calculations (final version)	TRO	SLS RO, SysRO, Reviewer, Technical Checker, Independent Peer Reviewer (e.g. for PIA, QC1 or QC2) <i>Note: add SRO as Observer</i>	PL ¹³	TSZ9KQ	IDM
AC	Seismic Analysis Report	Calculations (final version)	TRO	SLS RO, SysRO, Reviewer, Technical Checker, Independent Peer Reviewer (e.g. for PIA, QC1 or QC2), PE/NPE SQEP/Expert (when ITER acts as manufacturer) <i>Note: add SRO as Observer</i>	PL ¹³	VT29D6	IDM
AC	Structural and Thermal Analysis Report <i>Note: Include Piping Stress Analysis Report</i>	Calculations (final version)	TRO	SLS RO, SysRO, Reviewer, Technical Checker, Independent Peer Reviewer (e.g. for PIA, QC1 or QC2), PE/NPE SQEP/Expert (when ITER acts as manufacturer) <i>Note: add SRO as Observer</i>	PL ¹³	35BVV3	IDM
AC	Nuclear Analysis Report	Calculations (final version)	TRO	SRO ¹⁴ , SysRO, Reviewer, Technical Checker, Independent Peer Reviewer, TF-C Officer	PL ¹³	R7XRXB	IDM
AC	0D or 1D Thermohydraulic Analysis Report Computational Fluid Dynamics-CFD Analysis Report Contamination Analysis Report Electromagnetic-EM Analysis Report Seismic Analysis Report Structural and Thermal Analysis Report Nuclear Analysis Report	Engineering Analysis (preliminary version)	TRO	to be defined by Analysis Co-ordinator	PL	22MAL7	IDM
AC	Scoping Calculation Report	Engineering Analysis	TRO	N/A	PL	None	IDM
DC	ALARA Analysis Report	Engineering Analysis	TRO	SRO	PL	W6655F	IDM

¹³ There are cases where the approver will not be a PL. See 22MAL7 for details

¹⁴ For External Exposure Transversal Function TF-C, the list of SROs by PBS is defined in IEA-TF-C contact person following PBS and functions. (EB5CR2)

Process	Generic Document Title	Document type	Author or Signatory	Mandatory Reviewers	Approver	Regulating Document	Tool
DC	EEE NRC Analysis Report	Engineering Analysis	TRO	NRC Coordinator	PL	XWYYL3	IDM
DC	Fire Protection Analysis Report	Engineering Analysis	TRO	TF-F Officer	PL	B7RKEW	IDM
DC	Hazard Analysis Report (HAZOP, HIRA)	Engineering Analysis	TRO	OHS RO, PE/NPE SQEP/Expert (when ITER acts as manufacturer)	PL	AJLQRF	IDM
DC	Human Factors and Organizational Performance Report	Engineering Analysis	TRO	TF-H Officer	PL	2WBVKU	IDM
DC	Investment Protection Analysis Report	Engineering Analysis	TRO	TF-I Officer	PL	27LH2V	IDM
DC	Nuclear Safety Analysis Report / Accident Analysis Report	Engineering Analysis	SRO	SRO	NSI SL	U33S8T	IDM
DC	RAMI Analysis Report - including FMEA or FMECA	Engineering Analysis	TRO	SysRO, TF-M Officer	PL	C8U8V8	IDM
DC	RH Analysis Report	Engineering Analysis	TRO	PBS 23 RO	PL	2NRTWR	IDM
DC	Task Analysis Report	Engineering Analysis	TRO	TF-H Officer	PL	2WBVKU	IDM
DC	Research and Development Report	ROX and Research and Development Report	TRO	SysRO	PL	4CK4MT	IDM
DC	Return of Operational Experience Report	ROX and Research and Development Report	TRO	SysRO	PL	2WBVKU	IDM
MA	Factory Acceptance Test Plan-FATP	FAT & SAT Plan and Procedure	TRO	QARO	SysRO	44SZYP	IDM
MA	Site Acceptance Test Plan	FAT & SAT Plan and Procedure	TRO	System Commissioning RO, QARO	SysRO	4CK4MT	IDM
DC	Software Test Plan-STP	FAT & SAT Plan and Procedure	Software Architect	Software TRO, Software Tester	System I&C RO	3L6HRT	IDM
MA	Factory Acceptance Test Procedure	FAT & SAT Plan and Procedure	TRO	QARO, PE/NPE SQEP/Inspector (when ITER acts as manufacturer),	SysRO	44SZYP	IDM
MA	Site Acceptance Test Procedure	FAT & SAT Plan and Procedure	TRO	QARO, System Commissioning RO	SysRO	None	IDM
MA	Software Test Procedure	FAT & SAT Plan and Procedure	Software Developer	Software Architect, Software Tester	Software TRO	3L6HRT	IDM
MA	Factory Acceptance Test Report-FATR	Manufacturing Report	TRO	SysRO, PE/NPE Inspector (when ITER acts as manufacturer),	PL	22MFG4	IDM

Process	Generic Document Title	Document type	Author or Signatory	Mandatory Reviewers	Approver	Regulating Document	Tool
MA	Site Acceptance Test Report	Assembly and Installation Report	TRO	System Commissioning RO, SysRO	PL	UYULNL	IDM
DC	Software Test Report	Assembly and Installation Report	Software Tester	Software Developer	Software TRO	3L6HRT	IDM
CS	System Commissioning Plan	Commissioning Plan	System Commissioning RO	SysRO, SRO (for PIC/PIA), PE/NPE Competent Personnel (if applicable)	INP PL	X8KGJE	IDM
CS	Integrated Commissioning Plan	Commissioning Plan	INP Rep.	System Commissioning RO, CID Head, SRO	INP PL	5EYHR7	IDM
CS	Commissioning Test Procedure	Commissioning Test Procedure	System Commissioning RO	SysRO, PE/NPE Competent Personnel (if applicable), QARO, OHS RO	PL	X8KGJE	IDM
CS	Commissioning Test Record	Commissioning Test Record	System Commissioning RO	SysRO	PL	VH9352	IDM
CS	Integrated Commissioning Report	System Commissioning Report	System Commissioning RO	SysRO, SIRO, QARO, SRO	CIC PM	VH9352	IDM
CS	System Commissioning Report	System Commissioning Report	System Commissioning RO	SysRO, SIRO, QARO <i>Note: if deviations are detected by QARO regarding PIC, SRO shall be added as reviewer</i>	CIC PM	VH9352	IDM
CS	Calibration and Test Record	Commissioning Test Record	System Commissioning RO	QARO	PL	TVL29R	IDM

Manufacturing

Process	Generic Document Title	Document type	Author or Signatory	Mandatory Reviewers	Approver	Regulating Document	Tool
DC	Material Procurement Specification	Technical Requirements Specification	Contract RO	SysRO, QARO (for QC1&2), Materials & Standards Coordinator, PE/NPE Expert (when ITER acts as manufacturer),	PL	4CK4MT	IDM
CD	Part Drawing	Part Drawing	CAD Producer in support to TRO	TRO, DECO, PE/NPE Expert (when ITER acts as manufacturer)	SysRO	WAD9FG	SMDD

Process	Generic Document Title	Document type	Author or Signatory	Mandatory Reviewers	Approver	Regulating Document	Tool
CD	Manufacturing Drawing	Manufacturing Drawing	CAD Producer in support to TRO	TRO, DECO, PE/NPE SQEP/Expert (when ITER acts as manufacturer),	SysRO	5J6T44	SMDD
MA	Manufacturing Inspection Plan-MIP	Manufacturing inspection plan-MIP	TRO	QARO, PE/NPE Inspector (when ITER acts as manufacturer)	PL	UKQG8M	IDM
MA	Factory Qualification Tests Plan	Manufacturing execution document	TRO	QARO	PL	4CK4MT	IDM
MA	Data Sheet	Manufacturing execution document	TRO	Manufacturing RO, PE/NPE SQEP (when ITER acts as manufacturer)	PL	44SZYP	IDM
MA	Manufacturing Plan	Manufacturing execution document	TRO	Manufacturing RO, PE/NPE SQEP (when ITER acts as manufacturer)	PL	44SZYP	IDM
MA	Training or Qualification Record	Manufacturing execution document	TRO	Manufacturing RO, PE/NPE SQEP (when ITER acts as manufacturer)	PL	44SZYP	IDM
MA	Manufacturing Instruction or Procedure	Manufacturing execution document	TRO	Manufacturing RO, PE/NPE SQEP (when ITER acts as manufacturer)	PL	44SZYP	IDM
MA	Manufacturing Process Qualification Report	Manufacturing execution document	TRO	Manufacturing RO, PE/NPE SQEP (when ITER acts as manufacturer)	PL	44SZYP	IDM
MA	Welding Data Input Package - for Manufacture	Manufacturing execution document	TRO	Manufacturing RO, PE/NPE SQEP (when ITER acts as manufacturer)	PL	44SZYP	IDM
MA	Welding Map - for Manufacture	Manufacturing execution document	TRO	Manufacturing RO, PE/NPE SQEP (when ITER acts as manufacturer)	PL	44SZYP	IDM
MA	Welding Procedure Qualification Record – Manufacture	Manufacturing execution document	TRO	Manufacturing RO, PE/NPE SQEP (when ITER acts as manufacturer)	PL	44SZYP	IDM
MA	Vacuum Leak Test Procedure	Vacuum Leak Test Procedure	TRO	Manufacturing RO	PL	2EZ9UM	IDM
MA	Non-Destructive Examination Procedure	Manufacturing execution document	TRO	Manufacturing RO, PE/NPE SQEP (when ITER acts as manufacturer)	PL	44SZYP	IDM
MA	Test Procedure	Manufacturing execution document	TRO	Manufacturing RO, PE/NPE SQEP (when ITER acts as manufacturer)	PL	44SZYP	IDM
MA	Manufacturing Flow or Assembly Sequence	Manufacturing execution document	TRO	Manufacturing RO, PE/NPE SQEP (when ITER acts as manufacturer)	PL	44SZYP	IDM
MA	List of Manufacturing Tools and Equipment	Manufacturing execution document	TRO	Manufacturing RO, PE/NPE SQEP (when ITER acts as manufacturer)	PL	44SZYP	IDM

Process	Generic Document Title	Document type	Author or Signatory	Mandatory Reviewers	Approver	Regulating Document	Tool
MA	Calibration Plan - Manufacture	Manufacturing execution document	TRO	Manufacturing RO, QARO, PE/NPE SQEP (when ITER acts as manufacturer)	PL	TVL29R	IDM
DC	Material Property Report	Manufacturing execution document	TRO	SysRO, QARO, Materials & Standards Coordinator, PE/NPE Expert (when ITER acts as manufacturer)	PL	None	IDM
IN	Inspection Report for Manufacturing	Inspection Report	QS Inspector	QARO, PE/NPE Inspector (when ITER acts as manufacturer)	IO TRO	TVL3Y5	IDM
MA	Manufacturing Dossier-MD	Manufacturing Report	TRO	QARO, Manufacturing RO, PE/NPE SQEP (when ITER acts as manufacturer)	PL	22MFG4	IDM
MA	Mechanical Acceptance Package	Manufacturing Report	TRO	QARO, Manufacturing RO, PE/NPE SQEP (when ITER acts as manufacturer)	PL	22MFG4	IDM
MA	Manufacturing Data Record-MDR	Manufacturing Report	TRO	QARO, Manufacturing RO, PE/NPE SQEP (when ITER acts as manufacturer)	PL	22MFG4	IDM
MA	Non-destructive Examination Report	Manufacturing Report	TRO	QARO, Manufacturing RO, PE/NPE SQEP (when ITER acts as manufacturer)	PL	22MFG4	IDM
MA	Vacuum Leak Test Report	Vacuum Leak Test Report	TRO	QARO, Manufacturing RO	PL	2EZ9UM	IDM
MA	Test Report	Manufacturing Report	TRO	QARO, Manufacturing RO, PE/NPE SQEP (when ITER acts as manufacturer)	PL	22MFG4	IDM
MA	Material Certificate	Manufacturing Report	TRO	QARO, PE/NPE SQEP (when ITER acts as manufacturer)	PL	22MFG4 TVL29R	IDM
MA	Metrology Survey	Manufacturing Report	TRO	QARO	PL	22MFG4 TVL29R	IDM
MA	Calibration Record - from Manufacture	Manufacturing Report	TRO	QARO, PE/NPE SQEP (when ITER acts as manufacturer),	PL	22MFG4 TVL29R	IDM
MA	Welding Record - from Manufacture	Manufacturing Report	TRO	QARO, PE/NPE SQEP (when ITER acts as manufacturer),	PL	22MFG4 TVL29R	IDM
MA	Software Release Note-SRN	Manufacturing Report	Software Developer	N/A	Software TRO	3L6HRT	IDM
HS	Transportation Quality Plan or Shipping Plan of Load-SPL	Handling Packaging Storage and Transportation Document	Logistics Service Provider or Sending Entity	QARO, Sending Entity (if not author), PE/NPE SQEP (when ITER acts as manufacturer)	CSM RO	RY5C6Q	IDM

Process	Generic Document Title	Document type	Author or Signatory	Mandatory Reviewers	Approver	Regulating Document	Tool
HS	HS Requirements or Procedures or Guidelines	Handling Packaging Storage and Transportation Document	Sending Entity, TRO or Logistics Service Provider	TRO (if not author), CSM RO, ALT, QARO (For QC1&2)	PL	RY5C6Q	IDM
OM	Equipment Storage and Preservation Requirements	Equipment Preservation Requirements	TRO	CIC Rep., QARO (For QC1&2), Preservation RO (CSM – Preservation Stage 1, CP within their scope - Stage 2, CP within their scope or CSM within General Service Contactor scope), PE/NPE (when ITER acts as manufacturer)	PL	WML9CF	IDM
HS	Shipping Record	Handling Packaging Storage and Transportation Document	Logistics Service Provider or TRO	TRO (if not author), QARO, Sending Entity, PE/NPE SQEP (when ITER acts as manufacturer)	CSM RO	RY5C6Q	IDM
HS	Receiving Inspection Report-RIR	Receiving Inspection Report	CSM RO or OLC	TRO, QARO, PE/NPE SQEP (when ITER acts as manufacturer)	PL	RXCTBZ	IDM

Assembly and Installation

Process	Generic Document Title	Document type	Author or Signatory	Mandatory Reviewers	Approver	Regulating Document	Tool
DC	Technical Master Document or Scope Statement	Technical Master Document or Scope Statement (EWP)	TRO	SysRO	PL	TEL7TY	IDM
DC	Technical Specification, Statement of Work (SOW)	Technical Master Document or Scope Statement (EWP)	TRO	SysRO	PL	TEL7TY	IDM
DC	Technical Requirements Specification for Manufacturing or Construction <i>Note: System/Component level</i>	Technical Requirements Specification	TRO	SysRO	PL	TEL7TY	IDM
MA	Assembly or Installation Plan	Installation Execution Document	TRO	CNST RE, Concerned SysROs, PE/NPE SQEP (when ITER acts as manufacturer)	PL	4CK4MT	IDM
MA	Assembly or Installation Procedure	Installation Execution Document	TRO	CNST RE, Concerned SysROs, PE/NPE SQEP (when ITER acts as manufacturer)	PL	TEL7TY	IDM
MA	Construction Process Description-CPD	Installation Execution Document	TRO	CNST RE, Concerned SysROs, PE/NPE SQEP (when ITER acts as manufacturer)	PL	TEL7TY	IDM

Process	Generic Document Title	Document type	Author or Signatory	Mandatory Reviewers	Approver	Regulating Document	Tool
MA	Cable Pulling Card	Installation Execution Document	TRO	Cabling TRO	PBS 44 PL	32JWUB	IDM
MA	Cable Termination Card	Installation Execution Document	TRO	Cabling TRO	PBS 44 PL	32JWUB	IDM
MA	Methods Statement - Installation	Installation Execution Document	TRO	CNST RE, OHS RO	PL	UAYTM8	IDM
MA	Welding Map - for Assembly or Installation	Installation Execution Document	TRO	CNST RE, PE/NPE Expert (when ITER acts as manufacturer)	PL	None	IDM
MA	Inspection and Test Plan-ITP - for Assembly and Installation	Installation Execution Document	TRO	QCC Engineer, PE/NPE Inspector (when ITER acts as manufacturer)	PL	UEL9F	IDM
MA	Welding Procedure Qualification Record - Assembly or Installation	Installation Execution Document	TRO	QARO, PE/NPE Expert (when ITER acts as manufacturer)	PL	None	IDM
CD	Installation Drawing	Installation Drawing	CAD Producer in support to TRO	TRO, DECO	PL	CBU2MH	SMDD
CD	Hook-up Drawing	Hook-up Drawing	CAD Producer in support to TRO	TRO	PL	CBU468	SMDD
CD	Requirements Drawing <i>Note: Specific to TAC contracts</i>	Machine Assembly Requirement Drawing	CAD Producer in support to TRO	TRO, DECO	PL	CCSWZC	SMDD
CD	Assembly Configuration Drawing <i>Note: Specific to TAC contracts</i>	Machine Assembly Configuration Drawing	CAD Producer in support to TRO	TRO, DECO, EWP Leader	PL	CBU2QX	SMDD
CD	Component Drawing <i>Note: Specific to TAC contracts</i>	Machine Component Drawing	CAD Producer in support to TRO	TRO, DECO	PL	CBU38X	SMDD
IN	Inspection Report for Construction	Inspection Report	QCC Inspector	QCC Engineer, QCC Coordinator	Matrixed Management of QCC Inspector	UXVDSS	IDM
MA	Mechanical Completion Dossier	Assembly and Installation Report	TRO	QARO, PE/NPE Rep. (if applicable), QCC Inspector	PL	UYUSEE	IDM
MA	As-Constructed Drawing	Assembly and Installation Report	TRO	QARO, PE/NPE Rep. (if applicable)	PL	UBEXH3	IDM

Process	Generic Document Title	Document type	Author or Signatory	Mandatory Reviewers	Approver	Regulating Document	Tool
MA	Mechanical Completion Certificate	Assembly and Installation Report	IO Completion RO	CRO, System Commissioning RO, CNST RE, QARO	PM	UFATL8	IDM

Operation and Maintenance

Process	Generic Document Title	Document type	Author or Signatory	Mandatory Reviewers	Approver	Regulating Document	Tool
OM	System Concept of Operations	Concept of Operation	TRO/System Operations RO	PL, SIRO, SRO (only for PIC), QARO (if applicable)	CIC PM	5EYHR7	IDM
	Research Plan (Level 3)	Plan	SCD Head	CP Head, CID Head, SQD Head	SID Head	U33MA6	IDM
OM	System Maintenance and Inspection Plan	System Maintenance and In-Service Inspection Plan	System RO or delegate	SysRO (if not author), Maintenance Exp, PE/NPE Rep (if applicable), Electrical Safety Officer (for electrical installations), OHS RO, DIRO	CIC PM	YH3TFW	IDM
OM	Spare Parts List	System Maintenance and In-Service Inspection Plan	TRO	Maintenance Rep. (CIC)	PL	3SMZ47	IDM
OM	Operation and Maintenance Manual	Equipment Operation and maintenance Manual	System Operations RO	Maintenance RO, System Commissioning RO	PL	5EYHR7	IDM
OM	Software User Manual-SUM	Equipment Operation and maintenance Manual	Software Documenter	N/A	Software TRO	3L6HRT	IDM
OM	Operating Procedure	Operation Procedure	System Operations RO	Maintenance RO, System Commissioning RO	PL	5EYHR7	IDM
OM	Operations Memo	Operation Procedure	Operation TRO	SysRO (for S&ss level only), Another Operation TRO for below ss level only	PL	5EYHR7	IDM
OM	Operator Actions	Operation Procedure	Operation TRO	SysRO (for S&ss level only), Another Operation TRO for below ss level only	PL	5EYHR7	IDM
OM	Operator Response to Alarm	Operation Procedure	Operation TRO	SysRO (for S&ss level only), Another Operation TRO for below ss level only	PL	5EYHR7	IDM
OM	System Operations Manual	Operation Procedure	System Operations RO	Maintenance RO, System Commissioning RO	PL	5EYHR7	IDM
OM	In-Service Inspection Procedure	Maintenance or In-Service Inspection Procedure	System Operations RO	Maintenance RO	PL	5EYHR7	IDM

Process	Generic Document Title	Document type	Author or Signatory	Mandatory Reviewers	Approver	Regulating Document	Tool
OM	Maintenance Procedure	Maintenance or In-Service Inspection Procedure	TRO	CIC Rep.	SysRO	3SN5E3	IDM
OM	Operation Record or Report	Operation Record or Report	System Operations RO	N/A	PL	5EYHR7	IDM
OM	In-Service Inspection Record	Maintenance or In-Service Inspection Record	System Operations RO	Maintenance RO	PL	5EYHR7	IDM
OM	Maintenance Record	Maintenance or In-Service Inspection Record	System Operations RO	Maintenance RO	PL	5EYHR7	IDM
OM	Preservation Record with Findings	Equipment Preservation Record	TRO	QARO (only for QC1&2) Rep., PE/NPE SQEP (when ITER acts as manufacturer)	PL	WML9CF	IDM
OM	Preservation Record without Findings	Equipment Preservation Record	TRO	N.A.	N.A.	WML9CF	IO Preservation IT Tool

Decommissioning

Process	Generic Document Title	Document type	Author or Signatory	Mandatory Reviewers	Approver	Regulating Document	Tool
DC	Decommissioning Plan	Decommissioning Document	TRO	Decommissioning Rep., SysRO, QARO, SIRO (only for CI)	PM	TYHA8S	IDM
DC	Radwaste Checklist	Decommissioning Document	TRO	Decommissioning Rep., SysRO	PL	TYHA8S	IDM

Product Lifecycle Records

Process	Generic Document Title	Document type	Author or Signatory	Mandatory Reviewers	Approver	Regulating Document	Tool
DC	System Design Plan (PBS)	Design Plan	TRO	SysRO, CMS Rep., DECO	PM	U34ACR	IDM
DC	System Human Factors Integration Plan-SHFIP	Design Plan	TRO	IO Operations, TF-H Officer	SQD Head	2WBVKU	IDM

Process	Generic Document Title	Document type	Author or Signatory	Mandatory Reviewers	Approver	Regulating Document	Tool
DC	Declaration of No NRC Issue NRC Development Plan NRC Mitigation Plan	Design Plan	TRO	NRC Project Coordinator	PL	XWYYL3	IDM