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1 Purpose

This document provides the technical requirements for the performance of the Minor Mechanical works (MMW) Contract on the ITER site.

2 Scope

The ITER Organization will place a Framework Contract to perform Minor Mechanical on ITER Construction Site. This document outlines the specifications for such services.

The Minor Mechanical works (MMW) Contractor shall be responsible for providing State of the art fully adequate with cost optimized solution and ensure to have suitably qualified personnel with demonstrated skills and experience work on the assigned tasks.

The scope of this contract is to perform Minor Mechanical works to support the construction and Maintenance/Commissioning activities on the ITER Construction Site.

Each orders will have a different scope, potentially including several or all of the following: detailed design/studies, prefabrication, installation, equipment levelling, modifications, repairs, NDT, pressure testing, As-built documentation and potentially any subsequent tasks induced.

As the different systems of the ITER Project are not driven by the same sets of codes and standards, **for each work requests, the Contractor will be provided with the relevant sets of codes and standards and shall abide to it.** The codes to be applied will be international codes and standards including RCCM, ASME, AWS, ASTM, BS, ISO, ANSI, API, DIN, EN...

All equipment, tools and consumables required shall be the responsibility of the Contractor.

3 Definitions and Acronyms

3.1 Definitions

Common areas	Any area where more than one works contractor is working simultaneously
Construction Management-as-Agent	Entity responsible for the Management for the IO of the Assembly, Installation and Testing IO systems, structures and components
ITER Construction Site	ITER buildings under construction, including assembly, installation or testing activities with surrounding areas
ITER Site	ITER buildings and areas included in ITER site boundary as per [20]
The Contractor	Contractor is the entity that was awarded and responsible of the Minor Mechanical Work Contract
The Employer	ITER Organization
Tokamak Complex	Used to identify all Tokamak building (11), Diagnostic building (74), Tritium Building (14)
Tokamak pit	Area within Tokamak building (11) inside the bioshield area.
Works Contractors	IO Contractors in charge of assembly ITER equipment

3.2 Acronyms

CISSCT	Collège Inter-Entreprises de Sécurité, de Santé et des Conditions de Travail (Inter-Company Health and Safety Committee. Established under the French Labour Code for the operation of buildings, Articles L.4532-10, R.4532-77 and R.4532-78)
CMA	Construction Management as Agent
CRO	Contract Responsible Officer
F4E	Fusion For Energy
IDM	ITER Document Management (system)
INB	Installation Nucléaire de Base
IO	ITER Organization – The Employer
MMW	Minor Mechanical Works Contractor / The Contractor
MSDS	Material Safety Data Sheet
PIA	Protection Important Activities
PIC	Protection Important Components
PPE	Personal Protective Equipment
PPSPS	French acronym for Plan Particulier de Sécurité et de Protection de la Santé – Specific plan of safety and health protection
PRE	Environmental Protection Plan
PTW	Permit To Work
SIC	Safety Important Class components
SPC	Site Planning and Coordination Section
SHS	Security, Health & Safety Division
SIM	Site Management Section

For a complete list of ITER abbreviations see: [ITER Abbreviations \(ITER_D_2MU6W5\)](#).

4 List of Applicable Documents and References

Please refer to the enclosed list of applicable and reference documents (some provided at the tender phase / some after short listing) – Additional applicable documents could be added in each requests after Contract signature.

5 Estimated Duration

The Framework Contract duration is 2 years and will include 1 optional extension of 1 year, for a total of 3 years.

6 Work Description

6.1 Details of Operations

The Contractor will need to carry-out all types of minor mechanical activities (including piping), on both temporary and permanent equipment / pipework. Contractor will also potentially intervene for commissioning purposes / repairs (both temporary and permanent). Work will include:

- Standard pipework: positioning / blanketing / welding / Support installation / pipe cutting (cold and hot) / Valve installation / Valve repair / flange opening and closing (bolt torqueing) / perform golden joints / heat tracing / Pickling and passivation / Insulation
- Standard mechanical work: equipment connection / equipment shimming, levelling / anchoring / install-change gaskets / equipment grouting
- Procurement of bulk material (this should be limited as it is expected that most of materials will be supplied by IO). Material will paid at real cost.
- Pressure test: Proof test based on relugation (hydraulic or pneumatic), leak test,... including test pack preparation and Flushing, to be validated through The Employer documentation system.
- NDT (UT/RT/Dye penetrant depending on requirement). Including all required documentation.
- Labelling of piping and mechanical items
- Minor electrical/instrumentation works related to installation / dismantling / reinstatement of equipment.
- As-built documentation (as required depending on the task, to be validated through The Employer documentation system) - (Document Management Systems: IDM / Construction Completion platform (Smart plant or equivalent) / PLM (as appropriate) / SAP-PM).
- Insulation (hot / cold)
- Any miscellaneous piping or mechanical works in the Contractor's capacity

No subcontracting is allowed on the main type of activities (piping/mechanical works), but is allowed for material supply and related activities not directly piping/mechanical, as paint touch-up, insulation, third party inspections for example.

The work could have to be carried out with particular constraints, e.g.: in high coactivity, at height, in confined space, around equipment under operation (live parts), close to PIC components, with cleanroom suits.

Minor Mechanical works (MMW) Contractor will be responsible for the full execution of the scope described in each separate orders (made via electronic platform / ticketing system). Contractor shall:

- Strictly follow all applicable documents, particular care to the GMS (as listed in 4)
- Request all required clarifications to the requesting party and keep track of it in the electronic platform).
- Dully justify any deviation to proposed Codes and Standards and track in the system, then approve the deviation via internal Contractor's quality control, get it approved by the requestor (The Employer or its delegates) and a representative from The Employer (or it's delegates) quality team.
- Provide basic Planning and Scheduling of each activities.
- Record and track in the ticketing system any interfaces with other Contractors with clear interfaces dates and clear boundaries for each scope
- Be able to mobilize within a 7 days notice in case no other works going on on-site at the moment of the request, or 1 day notice if already working on-site and deemed a higher priority. No extra cost will be paid for mobilization. Contractor quotes for each work shall be all inclusive.
- Clarify the conditions of execution with the Entity Coordinating the Area (IO Commissioning-Maintenance / CMA / Engage). Particular care relating to work on PIC or near PIC items will be required. It will also be required to work beside energized equipment and on normally live networks in which case particular care on LOTO management and corresponding procedures shall be taken by Contractor. It will also be required to work in high cleanliness conditions and at height.
- Any defect or not dully approved non-conformity shall be addressed by Contractor in line with the Project schedule at Contractor's own cost. Depending on the welding type, particular care on grounding shall be taken to avoid any damage to equipment (e.g. risk of electrical arc inside rotating machine) and ensure workers safety.
- Explicit any particular needs for the task (such as scaffold / lifting devices / special tools...), with the corresponding prices. It could then either be part of the Contractor's price or provided separately (in which case Contractor shall sign the relevant loan agreements).
- Be fully responsible for all the waste generated by its activity and either discard it in common waste skip (high scrutiny on waste sorting required, if not respected, could lead to claims of incurred treatment extra cost to Contractor) or find own solutions for non-standard waste.
- Agree with The Employer beforehand of the particular constraints and incurred extra cost.

6.2 Working time

Normal hours are considered to be from 07:30 to 19:30 from Monday to Saturday.

Upon request, specific working hours may be requested (i.e. night shifts), bank holidays and Sundays (corresponding mark-up multiplier will be applied over the concerned scope).

6.3 General Requirements

Contractor shall comply with the sets of Codes and standards defined in each Task orders and shall comply with the General Management Specification for Execution Entities at the ITER Site [4] and all related applicable documents (e.g. 3E8289 – Overarching PTW Procedure [6]).

In addition, within the framework of this activity, the Contractor shall:

- Have the required experience to meet the requirement
- Get full knowledge of the ITER facilities being under its responsibility scope;

- Review and propagate towards its staff any relevant documentation supplied by the Employer and applicable legal rules to be followed
- Be familiar with PTW management process and related tools.
- With regards to request on temporary systems: Tenderer shall be very flexible and proactive in proposing solutions as cost effective as possible.

6.4 Safety requirements

The Contractor shall protect at all times people, equipment and premises from any risk generated by his activity. These means are (non-exhaustive list):

- Mobile worksite signalization;
- Protection carpets (e.g. during welding, grinding);
- Organizational means such as working hours adaptation, risk avoidance with ITER Construction Site
- Full alignment (in details) with area coordinator

Safety instructions should be complied with whenever carrying out dangerous tasks, e.g. Hot works, Radiographic testing, etc... Full Safety requirements available in relevant applicable documents.

6.5 Consumable products linked with the activity

In the scope of this contract, the Contractor shall provide all consumable products required for correct service performance. This includes items such as (non-exhaustive list):

- Tools (non-exhaustive list: welding machines, hydraulic wrenches, plasma torch, gas bottles...)
- Welding filler / Gas, etc... anything required for the activities.
- Bulk items (e.g. standard gaskets / bolts & nuts...) except if specifically clarified in the request.

Stock management (concerning consumable products and standard tools) is incumbent upon the Contractor. Moreover, the Contractor shall not avail itself of any stock shortages to justify deviations in its contractual commitments. Contractor shall maintain an inventory of its consumable products.

The Contractor shall dispose of all waste resulting from its activity, except if specifically clarified in the request.

6.6 Management of Requests

As the different systems of the ITER Project are not driven by the same sets of requirements, for each work requests, the Contractor will be provided with the relevant sets of applicable documents and will need to quote based on Contractual Schedule of Price against each requests. All service requests for the Contractor will be handled through a computerized ticketing system. This ticket system will be put in place by The Employer and each ticket shall be approved by The Employer prior Contractor to start the work.

Contractor shall provide schedule and price for requests within 7 days through the ticketing system. Execution shall then be possible 7 days after that (if no supply) or as per material supply schedule (if supply).

Clients generate requests to Contractor through a ticketing system. This application is part of The Employer's Ticket System for which a How-To [21] describes its functioning. Contractor shall appoint suitably qualified and experienced staff to proceed to clarification and reply to the requests. The concerned staff shall be fluent in English language (oral and written) and common computer applications (Microsoft package / Catia / Enovia).

The Ticketing system described above may change with IT working Environment evolution (currently JIRA® Helpdesk). Any change of ticket system shall be endorsed by the Contractor without additional cost and he shall be proactive and liaise actively with ITER Organization stakeholders involved in the change to welcome the new system without service disruption. Relevant documentation modification as well as necessary training attendance related to this change shall be endorsed by the Contractor without additional cost.

6.7 Skills and Qualifications

Contractor Manager shall:

- Ensure the qualification of the operators for each task,
- Apply specific scrutiny for welding activities; only welders with solid experience on the type of weld (or with a higher difficulty) shall be appointed. Relevant welding records shall be made available on demand.
- Ensure proper training of its staff for all the required activities.
- Ensure to have good understanding of the systems / equipment he has to work on.
- In turn ensure that its staff has proper knowledge of the facilities and equipment in order to ensure technical efficiency in terms of Quality, Security and Safety.
- Implement a dynamic and flexible organisation, fully able meet the objectives and deadlines set.

The Contractor shall provide its staff with the working authorisations and relevant safety training certificates and support all costs pertaining to training, qualification, upgrading, safety audits, etc. The Contractor undertakes to maintain these qualification levels for the whole term of the contract. The following trainings will be requested at some point, hence Contractor shall ensure its team is fully trained (non-restrictive list):

- Electrical safety as per requirement of documents UTE C 18 510, C 17100, C 17102, C 15100, C13200
- Work at height (French Labour Code R.4323-31 and 32, Decree 2008-244 of 7 March 2008, European Directive 2001/45/CE, 95/63/CE, Decree 98-1084, etc.)
- Dedicated training to work around PIC components
- Dedicated training to work around Vacuum components and in clean environment

7 Responsibilities

7.1 The Employer responsibilities

IO shall make available to the Contractor all information which the Contractor requires to quote and plan the requests and then carry out the work in a timely manner.

In order to facilitate the Contractor's undertaking of work, ITER will provide the following facilities on the ITER site:

- Up to 3 ITER computers (upon justification of the need)
- Up to 20 lockers, including shared break rooms, bathrooms, and showers
- If needed and duly demonstrated, the IO could provide a space for two containers of 20feets for equipment and consumable storage.

7.2 Contractor responsibilities

The contractor is responsible for:

- Delivering the minor mechanical work services as specified in present Technical Specification and as per further details brought in each requests or thoroughly validate and track any deviations
- Providing personnel with demonstrated skills and experience
- Providing timely quote and planning
- Providing most competitive prices for the material supply and any minor activities not defined in the schedule of price and within the technical capability of Contractor.
- Ensuring full compliance to SPEC and its applicable documents
- Ensuring very quick implementation of requests up to the right quality
- Ensuring full compliance with coordination rules and strict respect of guidelines provided by area Coordinators.
- About cleanliness/tidiness in at the end of its shift, Contractor shall clean its area
- Ensuring its staff Safety and ensure to mitigate any exported risks to other contractors.
- Providing state of the art methodologies and solutions
- Issuing deliverables and as-built as specified in each requests
- Install on site if needed, site containers to store equipment and carry out required works for its network connection,

In case of work on permanent PE and NPE equipment, Contractor will assume the regulatory responsibility of "Manufacturer". IO PSE Group will periodically audit the contractor in this regard, the contractor can also be audited by Bureau Veritas.

7.3 Interfaces

The main interface and contact point for the Contractor will be IO CRO or his/her delegate at operational level. All important exchanges shall be recorded in the ticketing system.

The Contractor is made aware that it may have to liaise directly with other entities performing services including CMA (in particular CMA coordinator correspondent), scaffolding contractors, lifting contractor, environmental responsible entities, general service contractor, health and safety responsible entities (non-exhaustive list), in order to fine tune the way to perform its activities.

When a dedicated Contract between MMW Contractor and any other contractor on site, this should be arranged without IO involvement and shall not impact the execution of the Contract between The Employer and Contractor.

8 List of deliverables and due dates

#	Title	First Issue	Update Frequency	Minimum Content	Comments
[1]	Personnel training records (more details required for welders)	30 days after contract signature. Before starting Operations	As necessary		
[2]	Contractor main Procedures	30 days after contract signature. Before starting Operations	As necessary	WPS / Handling / Torqueing / Post welding heat treatment / Pressure test / Flushing / drying / equipment levelling / equipment alignment...	
[3]	Ticket management workflow	30 days after contract signature. Before starting Operations	As necessary		
[4]	Quality Plan including Quality Control system	30 days after contract signature. Before starting Operations	As necessary		
[5]	Monthly Minor Mechanical work Contract Report	First month of Operations	Monthly basis	<ul style="list-style-type: none"> - Activity report (resources (number of people present on site in the past month), list of on-going works (references with hyperlink to the tickets) - Issues and associated action plan for resolution - High level planning of tickets (with start and end dates), status and particular point of attentions - Resource plan for next month - Financial contract status (Details supporting current monthly invoice and overview of the financial status of the contract: Actuals Spent, Estimated to Complete, Budget plan, Variations) - KPIs 	Invoicing approval subject to this report approval
[6]	PPSPS	30 days after contract signature. Before starting Operations	As necessary		
[7]	Environmental Protection Plan (PRE)	30 days after contract signature. Before starting Operations	As necessary		
[8]	Documentation Release timeline	30 days after contract signature. Before starting Operations	As necessary	This should be a timeline based steps of ticketing system (e.g. ticket creation, clarification, etc...)	
[9]	Monthly Environmental Report	First month of Operations	10 th day of each month	Information for the previous month: <ul style="list-style-type: none"> - Number of worked hours on the site; - Electricity consumption; - Raw water consumption; - Potable water consumption; - Fuel consumption; - Quantities of waste generated, distinguishing between hazardous waste, non-hazardous waste, inert waste, concrete laitance and the overall percentage of recycled waste; - Number of observation sheets and non-conformity reports opened. 	

9 Acceptance Criteria

The performance of the Contractor shall be monitored through periodic contract follow-up meetings. The performance shall be expressed in Key Performance Indicators (KPIs), which shall be reported by the Contractor. Technical Control in the sense of article 2.5.3 of the INB Order shall be performed by the Contractor [19]. KPIs could be adapted, modified or added following discussion with Contractor.

1.1 KPI 1: Health and Safety

Working hours from the contractor staff, number of accidents and lost working days shall be reported. Objective is set to 0 accident and 0 lost working days. Any accident or working day lost will set to 0 KPI 1 on an annual basis.

1.2 KPI 2: Percentage of non-accepted deliverables

All deliverables provided by the Contractor are subject to validation.

KPI 2 consists of calculating (for each activity) the percentage of non-accepted deliverables at first issue.

For each activity, the Contractor shall provide to IO summary table showing:

- Number of deliverables produced (NbL),
- Number of deliverables approved at first issue (Nb),

KPI 2 is calculated according to the following formula: $KPI\ 2 = Nb / NbL * 100$

1.3 KPI 3: Quality

All defects / quality issues shall be reported timely after detection (at least within 5 days) with an NCR (22F53X refers). All NCRs shall be duly resolved (within 9 months) in line with installation need dates in order to mitigate cost and schedule impacts.

Objective is set to 0 delay / cost impact due to quality issues.

- Number of Quality issues (NbQ),
- Number of NCR resolved on time (Nbncr) without impact,

KPI 3 is calculated according to the following formula: $KPI\ 3 = Nbncr / NbQ * 100$

1.4 KPI 4: Percentage of activities with unmet deadlines

KPI 4 consists of calculating the percentage of tasks whose start date or deadline was not met. Contractor activities shall not delay other planned construction activities.

The Contractor shall permanently update a summary table:

- Total number of requested or scheduled tasks (NbT),
- The number of tasks not completed within deadlines (NbTnC).

KPI 4 is calculated per activity according to the following formula: $KPI\ 4 = NbTnC / NbT * 100$.

10 Meeting Schedule

- **Meetings attendance:**

During the execution of the Contract, the Contractor shall attend meetings as instructed by IO/CMA (for instance regular coordination meeting, monthly Performance Contract meeting). The Contractor shall liaise with IO representative to decide which meetings it needs to attend. The Contractors' representative(s) shall have the appropriate level of responsibility and expertise for the purpose of the meeting. A non-exhaustive list of meetings is provided below.

- **Contract kick-off meeting:**

After signature of the contract, a contract kick-off meeting is organised by the ITER Organization in the ITER premises. At the meeting the Contractor shall present its implementation plan for the ramp-up phase.

The minutes of the meeting shall be drafted by the Contractor.

- **Weekly follow-up meetings:**

Weekly meetings could be held between representative of The Employer (or its delegate) requesting works to discuss any topic related to the activities.

The minutes of the meeting shall be drafted by the Contractor in the form of an action list and issued for approval to the ITER Organization no later than 2 working days following the meeting.

- **Monthly progress meetings:**

Monthly progress meetings shall be held between the parties before the 10th day of the following month, aiming to follow-up the performance of the Contractor and discuss any technical or contractual issues that have arisen during the past month.

The Contractor shall present the content of the corresponding monthly report (including updated value of the KPIs defined in section 9).

The minutes of the meeting shall be drafted by the Contractor and issued for approval to the ITER Organization no later than 15 working days following the meeting.

- **Steering committee meetings:**

A steering committee meeting is scheduled yearly during which the Contractor presents its annual activity report.

The minutes of the meeting shall be drafted by the Contractor and issued for approval to the ITER Organization no later than 15 working days following the meeting.

- **Construction coordination meetings:**

While performing activities on the ITER Construction Site, the Contractor shall attend the daily and weekly coordination meeting (relevant to areas where Contractor activities is going on), any meeting required to plan the Radiographic testing (procedure T2GPED refers), intervention and may attend the weekly Site Construction Coordination Office meetings, in charge of the operational coordination of the works on the ITER Construction Site.

- **Safety meetings:**

The Contractor shall attend all meetings organised by the ITER HSE officers/coordinators considered necessary for Health, Safety or Environmental issues, including common inspection meetings, CISSCT meetings etc.

- **Quality meetings:**

While performing activities on the ITER Construction Site, the Contractor shall attend the bi-weekly quality supervision meeting. This meeting shall be attended by contractor QA/QC manager, IO QCC, CMA quality manager, the IO CRO/TRO/SRO, supervisors. The minutes of meeting shall be drafted by the contractor prior to meeting focusing on supervision issues, quality findings, SOR/NCRs and supervision anticipated biweekly.

11 Document exchange and approval process

- **Document Release Schedule:**

At the start of the contract, a list of planned document deliverables shall be established between the ITER Organization and the Contractor. For this purpose, at the latest 2 weeks after the signature of the contract, the Contractor shall submit a draft list of deliverables and their planned issue date. In addition to that, each time a request calls for documentation, the same process shall be followed.

- **Document and data exchange:**

All deliverables shall be transmitted through the ITER Document Exchange Area in IDM / Construction Completion platform (Smart plant or equivalent) / PLM (as appropriate), as detailed in the In-Cash Procurement Technical and Management Documentation Exchange and Storage Procedure [22].

- **Document format:**

All deliverables shall be provided in both PDF format and in the original format. PDF documents shall have text recognition and include bookmarks.

All deliverables shall be provided in English, unless stated otherwise in this document. For documents to be provided in French, an executive summary in English shall be included. Written text must be well-written and grammatically correct.

- **Document review and approval:**

The Contractor shall allow for a review period by the ITER Organization of 15 working days (Will be expedited in case of need for urgent works).

The review period shall start after the upload and the Contractor's signature of the document in IDM / Smart plant (or equivalent) / PLM (as appropriate).

In case the ITER Organization disapproves the document or requests a revision, the Contractor shall update and resubmit the deliverable within 10 working days, taking into account the comments issued by the ITER Organization.

- **Archiving**

The Contractor shall maintain available at its premises an archive of all documentation developed in the frame of the works (all type of documents; preparatory such as PPSPS, lift plan, etc, design documents such as drawings, etc, quality control, such ITPs, Quality plan, etc...) under his scope. The Contractor shall ensure that the archive is permanently kept up to date with the latest approved versions and shall be able to retrieve any document instantly in case of an audit or inspection.

12 Quality Assurance (QA) requirements

The organisation conducting these activities should have an ITER approved QA Program or an ISO 9001 accredited quality system. The general requirements are detailed in [34]

Prior to commencement of the task, a Quality Plan must be submitted for IO approval giving evidence of the above and describing the organisation for this task; the skill of workers involved in the study; any anticipated sub-contractors; and giving details of who will be the independent checker of the activities (see [35]).

All subcontractor shall be ISO9001 certified and accepted before subcontracted activity starts.

Documentation developed as the result of this task shall be retained by the performer of the task or the DA organization for a minimum of 5 years and then may be discarded at the direction of the IO. The use of computer software to perform a safety basis task activity such as analysis and/or modelling, etc. shall be reviewed and approved by the IO prior to its use, in accordance with [37].

13 Nuclear Safety requirements

ITER is a Nuclear Facility identified in France by the number-INB-174 (“Installation Nucléaire de Base”) [17].

The Contractor shall comply with all the requirements expressed in the Provisions for Implementation of the Generic Safety Requirements by the External Interveners [19] which defines generic safety requirements to be implemented by all external interveners of the ITER project in order to satisfy the requirements of the French regulation applicable to nuclear facilities.

For Protection Important Components and in particular Safety Important Class components (SIC), the French Nuclear Regulation must be observed, in application of the Article 14 of the ITER Agreement.

In such case the Suppliers and Subcontractors must be informed that:

- The Order 7th February 2012 applies to all the components important for the protection (PIC) and the activities important for the protection (PIA) [18].
- The compliance with the INB-order must be demonstrated in the chain of external contractors.
- In application of article II.2.5.4 of the Order 7th February 2012, contracted activities for supervision purposes are also subject to a supervision done by the Nuclear Operator.

For the Protection Important Components, structures and systems of the nuclear facility, and Protection Important Activities the contractor shall ensure that a specific management system is implemented for his own activities and for the activities done by any Supplier and Subcontractor following the requirements of the Order 7th February 2012 [18].

The ITER Policy on Safety, Security and Environmental Protection Management [20], presenting the strategical objectives of the ITER Organization for protecting the interests mentioned under Article L593-1 of the French Environmental Code, must be circulated, known, understood and applied by all staff of the Contractor and cascaded down in the managerial lines of the Contractor and his sub-contractors.

Appendix A. List of Applicable Documents