

NUCLEAR POWER PLANT KRŠKO

Project Modification _____

Project Name

Contractor Logo



PROJECT MANAGEMENT MANUAL (PMM)

Rev 0

	Name	Org. Unit	Signature	Date
Approved by (NEK):	_____	_____	_____	_____
Approved by (Contractor)	_____	_____	_____	_____
Reviewed by:	_____	_____	_____	_____

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2. CROSS-REFERENCES

- Project Quality Plan for Project _____

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4. ABBREVIATIONS, PURPOSE AND APPLICABILITY OF THE DOCUMENT

Abbreviation	Description
AC	Award of Contract
AIL	Action item list (list with major issues which need to be resolved)
Contract PM	Contract Project Manager
CHO	Change order
CPM	Commercial Project Manager
DCM	Document Control Management (by NEK)
DC	Document controller
DMP	Design modification package
DOR	Date of Release
IPS	Integrated Project Schedule
MPR	Monthly Project Report
MS	Microsoft (applicable in respective software products)
mths	months
NEK	Nuklearna Elektrarna Krsko
NPP	Nuclear power plant
OPS	Overall Project Schedule
PDR	Problem / Deficiency Report
PG	Power Generation
PM	Project Manager
PMM	Project Management Manual
PQP	Project Quality Plan
PQST	Project QST
PSC	Project Steering Committee
QA	Quality Assurance
QC	Quality Control
QIR	Quality incident report
QMM	Quality Management Manual
QST	Quality assurance specification turbo generators
SPWAR	System Performance Warranty Action Report
tbd	To be decided
TPM	Technical Project Manager
TTL	Technical Team Lead
wks	weeks

Workflow	predefined sequence of activities within the project-organization
WP	Work-package
PS	Project Scheduler

Enclosure 1: List of abbreviations and definitions

4.1. PURPOSE AND APPLICABILITY

The PMM serves as guidance for the project implementation from Award of contract until the end of warranty period. It does not limit nor change in any form contractual requirements.

The PMM is worked out in close cooperation between NEK and **Contractor** for ensuring a fertile, effective and efficient cooperation for achieving the projects goals for both parties benefit. The PMM is approved by **Contractor** and NEK Project Managers.

The PMM will be reviewed, which means changed and replenished, during the project course for following exemplary reasons:

- Some data is not yet available (e.g. certain handling procedures, FAT procedure). They will be referred to as soon as available.
- Changes in workflows or organization, especially the design of software which is used during the project for correspondence and filing (share-point-platform) often triggers new revisions because of customization.
- Contract/ scope changes (e.g. optional scope)

4.2. RELATION TO OTHER DOCUMENTS

The three most important guidelines for project implementation are the PMM, the PQP and the IPS.

All overall *Contractor* quality related issues are part of the offer as a QMM 602. The PQP (Project Quality Plan) is more project-specific and shows quality related activity during the entire project course with referenced procedures and standards. The PMM however shows document deliverables which are linked to the PQP. Referenced documents which are necessary for project controlling and implementation, e.g. Problem / deficiency reports, are explained and attached. Processes which are more into the details of non-conforming products are described in the PQP. The PDR and SPWAR can be seen as the main interface between the **Contractor** internal quality processes and NEK processes.

5. PROJECT DESCRIPTION

To be fulfilled by the Contractor.

5.1. PROJECT SCOPE

To be fulfilled by the Contractor.

The Scope of the project is described in SP-EXXXXX in detail.

5.2. PHASES OF PROJECT

Single phases of the project are:

1. Design and Engineering
2. Material procurement (if applicable)
3. Manufacturing (if applicable)
4. Transport (if applicable)
5. Assembly at NEK-site (if applicable)
6. Lifting (if applicable)
7. Erection, Commissioning & Testing (if applicable)
8. Trial run (if applicable)
9. Hand-over
referring to documentation and other details (e.g. spare parts)
10. Warranty period (separately for main contract and CHO)

The project phases are visible in the monthly provided integrated project schedule, taking the above mentioned phases into account.

Category	Aspect	Improvement	Previous situation
Organization	Meetings of Project Steering Committee		
	PSC Members		
	Quality management within the project		
	Communication		
	Personnel, intercultural understanding		
Project management	Project management personnel and location of PMs		
	Requirement management		
	Outage planning		
Quality management	Understanding of quality requirements on both sides		
	Supplier management (control of suppliers)		

Enclosure 2: Project phases

6. PROJECT ORGANIZATION

6.1. PROJECT TEAMS

Enclosure 3: Project Team NEK

Enclosure 4: Project Team Contractor

Enclosure 5: Project Organizational - Chart Contractor

Enclosure 6: Project Organization - Chart NEK

6.1.1. SITE TEAM

During the implementation of the project, the Site Project Manager is the main point of contact for NEKs Project Manager and Site Manager. This revision of the PMM will be amended with details of the site team as well as the site organization as soon as the team is assigned.

6.2. PROJECT STEERING COMMITTEE

6.2.1. PURPOSE AND GOALS

The Project Steering Committee (PSC) supervises the work of the Project Management. The Project Management reports in regular PSC-meetings on project progress and critical issues if existing. It is comprised of management personnel from NEK and the Contractor as shown in below Enclosure 7: Project Steering Committee.

Enclosure 7: Project Steering Committee

6.2.2. PSC-MEETINGS

Meeting-Period: every 2-3 weeks. Initial meeting to be called by NEK, officially communicated approximately 2 weeks prior to the meeting date (please see Enclosure 8: Project-meetings and characteristics).

Agenda: To be created by NEK and the **Contractor** Project Managers. The proposal has to be sent to all members well in advance (two weeks) of the date for commenting and approval.

Location: The meeting will be hosted alternating by NEK and the **Contractor** on locations of their choice taking travel conditions and requirements for meeting purposes for all members into account.

Minutes of meeting: Minutes will be prepared by hosting PM directly in the meeting for common approval and signature afterwards. They will be signed by NEK and the **Contractor** managers.

6.3. PROJECT MEETINGS AND CONFERENCES

Name	Tasks and purposes	Owner	Attendants	Frequency	Invitation due date by owner
PSC meetings	Management review of project				
PM meetings	Regular meetings with Contractor and NEK PMs, held as telephone conferences or personal meetings according to needs. Project Management for Project-controlling and status updating				
Site Readiness Review Meeting	Preparation of outage. Verification that all requirements for successful outage are fulfilled.				
Safety meeting (site)	Safety controlling at site				
Job Mobilization meeting	Preparation of Outage work				
Bi-monthly quality telcon	Vendor quality and production schedule follow up. Coordination of WPs, PDRs and quality proceedings				
Technical Meetings	Discuss and solve technical problems				

Enclosure 8: Project-meetings and characteristics

6.4. SUB-CONTRACTING

Sub-contractors will be managed by team-members who are responsible for respective scope. A list of current subcontractors with contact and scope information can be found as Attachment 1: List of subcontractors and potential subcontractors, on page I.

Subcontractors are chosen in accordance with respective, applicable quality requirements (please compare PQP). NEK receives copies of technical specifications for subcontractors without commercial information. The **Contractor** intellectual property rights have to be protected and respected.

As per main contract, The **Contractor** shall notify to NEK the names of the subcontractors proposed to perform a part of the Scope of Supply and shall not award any principal part of the Scope of Supply to any subcontractor without prior written approval of NEK. The refusal should be justified by NEK. Full overall responsibility always remains on The **Contractor's** side concerning participation of Slovenian and non-Slovenian companies as The **Contractor's** subcontractors. Approval for hardware subcontractors which are listed in this revision of the PMM are deemed as "approved by NEK".

6.5. CORRESPONDENCE AND DOCUMENT TRANSMISSION

6.5.1. COMMUNICATION CHANNELS

Item/ topic	Formal transmittal	Medium/ format	Direct Addressee	Copy to
All commercial contractual matters (e.g. Invoices)	yes	Optional: Postal Letter Email with scanned letter		
All requests related to contractual obligations (Change-requests, Change-orders etc.)	yes			
Technical information with direct contractual relevance	yes	optional		
Technical information without direct contractual relevance	normally no	Email		
Results of technical information exchanges (e.g. design input)	yes	Email		
Project specific issues, deficiencies, non-conformances of any type (NCR, PDR, SPWAR) please see chapter 7.4	yes	Email, to be confirmed by receiver		

Enclosure 9: Correspondence requirements related to topic

Technical information with direct contractual relevance refers to input-data of high significance e.g. design data as input for calculations which determine design of components. All exchanged design input data or information must display its respective source.

Technical information without direct contractual relevance is related to e.g. explanations for understanding, comments if easily and quickly to implement and without high significance. Quickly to implement provides, that misunderstandings will be discovered quickly without causing damage. Providing the possibility of exchanging technical information without the obligation of formal record has the purpose to facilitating information flow.

All mentioned people might be temporarily replaced. Respective names have to be communicated to the other party according to the correspondence requirements.

Internal project correspondence box

The **Contractor** Share-point portal for the project, which hosts project related documents and information, provides a library for filing all email communication. Outgoing mails from the **Contractor** are copied to the box (cc). Incoming mails to the **Contractor** are forwarded from the account of the PM by using a MS-Outlook forwarding rule. Internal alerts will be implemented. The library and respective procedures ensure a high level of information-availability and security of communication within the project team.

6.5.2. PROJECT CORRESPONDENCE

Contractor and NEK use a specific tracking system for the correspondence within this project (i.e. Numbering system). The following basic rules will be followed when assigning letters, email, or file numbers:

YY-BBB-CCC-XXX, where:

- a. **YY** stands for project subject
- b. BBB three letters abbreviation for the sender (i.e. NEK)
- c. CCC three letters abbreviation for the receiver, (i.e. for the **Contractor**)
- d. XXX current number of the letter or email.

Formal coding of correspondence is used if content could need to be referenced, because of contractual relevance. To be transmitted formally: Invoicing, Non-conformance reports, PDRs, SPWARs, change-requests, change-orders, minutes of meetings except for informally handled minutes of PM-teleconfs.

Document which have to be provided by the **Contractor** to NEK in hardcopy or (vice versa) e.g. Drawings, Reports, Calculations, Lists etc. will be sent by post accompanied with a formal letter number. The accompanying letter for a transmittal will include the following data: Addresses of sender and receiver, name of sender PM with signature, date, purpose of transmittal (for approval <FA>, for commenting <FC>, for information <FI>). For attached documents: Document no, Document Rev., Document Title, Document Issuer, Document format, Document Type, Transmittal no.

A template can be found as Attachment 7: Transmittal Sheet, page VII.

In the further course of the project the **Contractor** may be granted access to certain parts of NEK Share-point portal through which documents could be provided during the commenting and review processing.

6.5.3. AUTHORIZED PERSONS

Transmittals are normally sent by the Project managers. Other **Contractor** persons entitled are: Technical Project manager, Quality Manager, Documentation Control and others, who are entitled by the PM. Transmittals which contain final contractual deliverables from the **Contractor** to NEK as per contract, are sent by the Local PM or entitled persons from the **Contractor** who is the contract partner of NEK.

6.5.4. EXTERNAL SHAREPOINT PAGE

NEK established an external data storage page which the **Contractor** can access. If **Contractor** personnel need access to that page, respective instructions will be provided by NEK engineer. Respective persons will then be enrolled as users and can access the page via user login and Tokencode provided via RSA SECURID.

The page is used to provide files which exceed normal file sizes which can be transmitted via email. The party which provides documents to the other party uses an official transmittal mail (numbered) to inform the other party about the upload and the location where the file is stored (most convenient is sending a link with the transmittal mail).

The URL for the page is:

To be filled later by NEK.

6.6. IT-TOOLS AND SOFTWARE

Software shown in, Enclosure 10: List of software for project management, will (some optional) be used within the project implementation with regard to project management and communication on technical matters.

To be filled by the Contractor.

Enclosure 10: List of software for project management

7. PROJECT CONTROLLING

7.1. PROJECT PLANNING AND SCHEDULING

7.1.1. TYPES OF SCHEDULES

An **overall integrated project schedule** for the complete project from contract signing until end of warranty was developed. The planning unit for this overall schedule is “day”. This schedule refers to the project phases described in section 5.2 Phases of project, p.2.

7.1.2. UPDATING AND FOLLOW-UP

The **overall integrated project schedule** is updated regularly and is provided to NEK each month for project reporting. The contract dates in the original contract schedule are valid throughout the project as per contract. However a **Contractor** baseline is to be communicated to NEK for official approval, showing the current status of the baseline dates. Explanations on deviations shall be included (e.g. reason, background, consequences). An approved schedule gets a formal major revision number. Schedules for each monthly update only get minor revision numbers (separated by a dot behind the major revision number). Details of schedule documentation are determined (within contract range) by the assigned project scheduler, however. Changes in the schedule dates between two monthly reports are outlined. Input-information is retrieved from various partners (internal and external) by adequate tools / programs as digital information or via direct communication, e.g. phone supported by online-conferencing.

7.1.3. PROJECT SCHEDULE FEATURES

The **Contractor** schedule has the following features:

- Critical path logic diagram for all work activities prior to the outage
- Identify the duration of these activities
- Indicate changes in the critical path during the job
- Allocate major resources where they are most needed
- Provide updated progress and activity reports during the project
- Accept, change and update as frequently as monthly (project schedule), to evaluate scope and/or schedule changes as they occur

7.2. PROJECT REPORTING

The **Contractor** provides written status reports on a monthly basis for the work being performed. These reports will contain brief information but will convey all necessary information to the NEK Project Manager for evaluation the overall status and progress of the project.

The overall status of the work reports include:

1. Overall status of the project
2. Accomplishments from the previous report issued.
3. Technical, quality, management or other concerns, or emerging issues that could impact schedule, costs, or quality of work.
4. Work-arounds, or planned remedial actions and “path-forward” to ensure milestone dates are met.
5. Four (4) week look-ahead, including the dates of measuring, testing and inspections of the equipment per the QST.
6. Overall project management assessment.
7. Project Schedule (overall view of the IPS)

Please see Attachment 2: Content of Project Reports, page I. Monthly Project Reports (MPR) will be provided approximately each 1st to 5th day of the month and report on the past months issues.

7.3. ACTION ITEM HANDLING AND ISSUE TRACKING

An Action Item list is administrated as a living document by the **Contractor** (assigned person). This document is attached to the monthly progress report with its current status. The document will be update for action item tracking in PM-telcons.

Updates can be made available more often to NEK if necessary and if feasible with reasonable effort. Each time an Action item comes up it will be included into the AIL (Action item list). It can be communicated on an informal way (phone, email, direct verbal communication etc.) or formally, if necessary. To ensure proper recording and traceability it will come up in the monthly report next following the first occurrence and be discussed/ tracked in regular progress meetings until being closed which will be declared in mutual agreement.

7.4. CONTROLLING OF PROJECT SPECIFIC ISSUES, DEFICIENCIES AND NON-CONFORMANCES

The project specific issue and deficiency controlling is specified for two periods: (a) from project beginning until SAT completion period and (b) after the SAT completion until end of warranty period.

7.4.1. PROBLEM/ DEFICIENCY REPORT (PDR)

Applicability: The PDR is used for problems/deficiencies or technical issues in the project period from project beginning until SAT completion. Furthermore all deviations from the contractual documents are handled by PDRs, including Technical Specification SP-Exxxx rev.0, if not requiring contract amendments (to be mutually agreed). Both sides, i.e. NEK and Contractor can initiate a PDR for addressing problems/deficiencies, technical issues or deviations to the other party. In the PDR it is shown by whom it was initiated.

If a technical issue and/or problem/deficiency are discovered by Contractor or its subcontractors, Contractor internally uses its standard issue reporting and issue resolution/disposition tools. These are described in the PQP. In case a PDR needs to be issued to NEK, the internal form will not be attached to the PDR but its content will be entered in respective PDR fields and send to NEK officially. Contractor is permitted to hide proprietary/confidential information.

In case that NEK detects a technical issue or problem/deficiency, it is reported to Contractor using the same PDR form with the only difference that it will be identified in the document head that it is initiated by NEK. Respectively NEK is author of included comments. For tracking purposes, the PDR form will have its unique PDR number and priority assignment. Numbering will be consecutively regardless by whom it was initiated. The basic workflow outlined as shown below applies.

Basic workflow for PDR, e.g. initiated by NEK:

- Detection of problem/deficiency or technical issue or other deviation
- Rating (priority, A,B,C or D)
- Communicating to Contractor responsible
- Confirmation of reception to be sent to NEK
- Assigning capable personnel for resolving (Contractor)
- Including issue in the "Action item list" with category PDR, due date according to priority (Contractor)
- Workflow for PDR to be followed (share-point workflow: message, confirmation, status reporting). Contacting NEK personnel if necessary for resolution.
- Starting related Contractor internal quality workflows (such as PCM depending on issue, please see PQP)
- Follow up until resolution. Quality –controlled documentation
- Communication in Project reports.

PDR Priority	Required response time	Sender	Receiver at Contractor	Communication (all to be applied)	AIL priority
A	< 2 days	NEK PM	XXXX	Email with high priority Phone-call (reaching one of the receivers personally) Formal letter (sent or handed over)	High
B	< 5 working days			Email with high priority Phone-call (reaching one of the receivers personally) Formal letter (sent or handed over)	High
C	< 2 weeks			Email with normal priority Formal letter (sent or handed over)	Normal
D	< 4 weeks			Email with normal priority Formal letter (sent or handed over)	Normal

Enclosure 11: PDR priorities and handling

The following are the available priority assignments:

PDR Priority A: The issue needs urgent (within two days as maximum) response from Contractor/NEK technical personnel. System performance is degraded and ongoing (test) activity cannot be completed or the tasks that were planned to follow cannot be executed.

PDR Priority B: The issue needs prompt response (within five working days as maximum). Considering some plan adjustments and rescheduling, part of the planned and scheduled work can be continued but not with the full system performance and not with the full system functionality as designed. If the issue is not resolved within the available time, (FAT & SAT) activities will have to be rescheduled for some another time.

PDR Priority C: The identified issue has no influence on ongoing activities and no influence on scope of work that is in progress. However, the system demonstrates obvious technical issue or deficiency that has to be resolved. The major part of problems, deviations and/or deficiencies that would belong to this priority group are issues related to the manufacturing and or equipment assembly. The appropriate time window for resolution of problems / deficiencies from the Priority 3 group is up to two weeks.

PDR Priority D: Minor issues that do not affect system functionality and system performance (equipment, cable, materials, inconsistencies in non-essential documentation). Those problems, deviations and/or deficiencies cannot be seen by the NEK operators. The problem resolution should be achieved within 4 weeks.

All PDR's of priority A and B shall be closed while small number of the lower priority (C and D) PDRs (less than twenty) may still be open before taking-over the unit by NEK and starting the warranty period.

7.4.2. SYSTEM PERFORMANCE / WARRANTY ACTION REQUEST (SPWAR)

The SPWAR is used for all respective issues coming up between SAT completion and end of Warranty period, i.e. project phase-groups E (please see paragraph 7.4.1 Problem/ Deficiency Report (PDR)).

For any technical issues and/or deficiencies in the works subject to warranty service discovered by NEK during the warranty period, NEK uses the form SPWAR provided in Attachment 5: System performance / Warranty Action Request (SPWAR), page I, to capture such findings. For tracking purposes, the SPWAR form will have its unique SPWAR number and priority assignment. The available priority assignments are shown in 7.4.1, (please compare PDR).

SPWAR Priority	Required response time	Sender	Responsible Persons at Contractor	Modalities	AIL priority
A	< 2 days	NEK PM	XXXXXX	Unit performance seriously degraded or system inoperable	High
B	< 5 working days			Unit performance below design requirements and/ or part of the unit unavailable	High
C	no later than next maintenance outage			System performance/ functionality not significantly affected. Minor adjustments required.	Normal
D	< 4 weeks			All minor issues that do not affect system functionality/ performance. Not visible for NEK operators / maintenance personnel	Normal

Enclosure 12: SPWAR Priorities and modalities

7.4.3. NONCONFORMING PRODUCT

Handling of nonconforming products and related procedures are included or respectively referenced in the PQP.

8. PROJECT CHANGE MANAGEMENT

8.1. CONTROL OF DESIGN AND DEVELOPMENT CHANGES

All changes of the contractual requirements triggered by NEK are performed according to the Contract Section XXX. For those triggered by Contractor section XXX applies.

No.	Action	Responsibility
SCOPE IDENTIFIED IN ADVANCE OF OUTAGE		
1	Identify scope change which is outside of the existing contract.	NEK + Contractor
2	Agree on scope to be quoted by Contractor and DOR	NEK + Contractor
3	Submit offer for additional scope to be provided	Contractor
4	Review offer and provide feedback to Contractor	NEK
5	Finalize scope, schedule, DOR and final price of additional scope	NEK + Contractor
6	Issue contract modification to Contractor for additional scope	NEK
7	Contractor to provide scope as defined in the contract change modification	Contractor
SCOPE IDENTIFIED DURING OUTAGE		
1	Identify scope change which is outside of the contract scope of supply	NEK + Contractor
2	Agree on scope to be quoted by Contractor and DOR	NEK + Contractor
3	Provide budget estimate for the work to be performed	Contractor
4	NEK to sign authorization for extra work to be performed	NEK
5	Perform work as needed to prevent adverse effects to the outage schedule.	Contractor
6	Provide finalized offer to NEK for work performed	Contractor
7	Issue contract modification to Contractor for additional work performed	NEK

Enclosure 13: Division of responsibility on scope changes

No.	Action	Responsibility
SCOPE IDENTIFIED IN ADVANCE OF OUTAGE		
1	Identify scope change which is outside of the existing contract.	NEK + Contractor
2	Agree on scope to be quoted by Contractor and DOR	NEK + Contractor
3	Submit offer for additional scope to be provided	Contractor
4	Review offer and provide feedback to Contractor	NEK
5	Finalize scope, schedule, DOR and final price of additional scope	NEK + Contractor
6	Issue contract modification to Contractor for additional scope	NEK
7	Contractor to provide scope as defined in the contract change modification	Contractor
SCOPE IDENTIFIED DURING OUTAGE		
1	Identify scope change which is outside of the contract scope of supply	NEK + Contractor
2	Agree on scope to be quoted by Contractor and DOR	NEK + Contractor
3	Provide budget estimate for the work to be performed	Contractor
4	NEK to sign authorization for extra work to be performed	NEK
5	Perform work as needed to prevent adverse effects to the outage schedule.	Contractor
6	Provide finalized offer to NEK for work performed	Contractor
7	Issue contract modification to Contractor for additional work performed	NEK

Enclosure 13: Division of responsibility on scope changes shows the workflows for changes on design and development. Workflow starts with the identification of the matter and respective necessity. Different activities have to be performed by NEK or/and Contractor to reach the final contractual fixed change as outlined in above show table.

9. QUALITY ASSURANCE

The QA and QC approach is described according to applicable sections in SP-E~~xxxx~~ and applicable sections in QS 610 from NEK in the separate PQP (Project Quality Plan) for the project. The Project Quality Plan is briefly described in 4.2, p. 6. In some areas property rights from Contractor have to be regarded, especially for some detailed technical procedures which will be addressed in the PQP. Contractor standard procedures will not be changed. To ensure project specific implementation, work packages which are basis for processing activities related to procedures may be changed.

There are three major QSTs for the project which are applicable on: (a) Phases 1,2,3,4, i.e. from design and manufacturing until end of transport (b) for Assembly at site (Krsko NPP) and lifting, which are Phase 5 and 6 and (c) for Installation and commissioning.

The part of the PQP for installation and commissioning requires detailed work-packages and work-plans which are to be developed according to document delivery schedule (please see section 11, page 21). Therefore this part of the PQP is only crucially covered at the project start. A list of testing procedures from **Contractor** is being administrated and updated during the project. To each procedure, its number, title, revision and owner are displayed.

10. SITE WORK

10.1. PLANNING

For planning of site work work-packages, work-plans and a respective outage are issued according to the document delivery schedule.

10.2. LOGISTICS

The amount of new equipment, materials and personnel, as well as old equipment handling during the project, requires close cooperation between **Contractor's** site management/logistics personnel with NEK security and receiving personnel.

Logistics coordination entails:

- receipt of equipment (forms, data, security issues etc.)
- development of the laydown plan
- pre-job set-up
- inspection and staging of material (tagging, protocols etc.)

Detailed workflows and interfaces will be identified in respective procedures. Since content of procedures is mostly confidential and intellectual property, contractual agreements on this matter apply. Confidential procedures could be looked at. Copies cannot be provided.

11. DOCUMENT DELIVERABLES AND TRANSMITTAL SCHEDULE

11.1. DRAWING AND DOCUMENT NUMBERING SYSTEM

Drawings and documents which are included in the DMP use the NEK DCM numbering system. Documents will also show **Contractor** document numbers in respective fields for document control and designation.

11.2. DOCUMENT STATUS (**Contractor**)

- Preliminary release

Documents which are provided to NEK for review will have the status “preliminary release”. This means that responsible **Contractor** personnel have approved the preliminary release to NEK.

- Final release

As soon as comments by NEK have been regarded and all issues are clarified/ solved, the documents will be sent to NEK for approval in the status of “final release”. The highest status for documents which were commented and the very comments replied by **Contractor**, is final release.

- Approved for construction

After having received written approval, all applicable documents will get the status approved for construction. This applies for NEK and **Contractor** documents. Approval of documents is to be made visible by stamping the hardcopy of the document.

11.3. DOCUMENT REVIEW BY NEK

11.3.1. PROCESS

Contractor will provide documents for review in electronic form to NEK. With the goal to make review effective and efficient NEK accepts marked up drafts, which should however be self-explaining and adequate.

Documents which are provided to NEK by **Contractor** for review in the status of preliminary release should be returned to **Contractor** redlined, red-circled or anyhow highlighted with accompanying comments explaining the matter of concern and change request. NEK returns the transmittal sheet (please see) with respective remarks and assigns the NEK approval status to the document. NEK provides comments to **Contractor** documents in pdf files with the “commenting” function (“note” or “text box”).

Contractor replies to comments using the “reply to” function directly assigned to the comment of NEK.

After a document was rejected, **Contractor** provides the next higher revision with NEK comments applied as well as the commented file with replies to the comments. The respective file shall be added a “_c” after NEK incorporated comments and an additional “-r_” when being replied by **Contractor**. Respective letters are added each time when commenting / replying is performed.

11.3.2. NEK APPROVAL STATUS

- Approval status “rejected”

This status constitutes that the provided document does not meet the contractual requirements as per NEK perspective.

-
- Approval status “approved with comments”

If NEK has comments on provided documents, they can be “approved” with comments if the significance of the comments is low, i.e. not affecting **Contractor** procurement specifications negatively with regard to fulfillment of final contract requirements or in general not affecting schedule, costs and technical solution.

Respective comments shall be corrected by **Contractor** as soon as feasible and reasonable, but for sure well before issuing of the final DMP so that any aspects of the comments will be regarded. This document status constitutes that the content of the document is in compliance with the contractual requirement and justifies invoicing if an installment is associated with.

- Approval status “approved”

The final status constitutes that the document is in full compliance with contractual requirements. No further changes are needed on the document itself (however the document might have to be adopted during further processing within the DMP/ instruction book incorporation).

11.4. DOCUMENT TRANSMITTAL SCHEDULE

The applicable document transmittal schedule for the **Name of the project** is shown in SP-Exxxx, as Attachment x, page xx.

12. PROVISIONAL ACCEPTANCE PARAMETERS

Respective parameters are provided in SAT procedure.

13. ATTACHMENTS

Attachment 1: List of subcontractors and potential subcontractors

Attachment 2: Content of Project Reports

Table of Contents

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3	Accomplishments since last Report.....	3
4	Potential negative impacts (technical, quality, management).....	3
5	Outlook and mitigation measures if required	3
6	Attachments.....	4
6.1	Action Item List.....	4
6.2	PDR status	6

Attachment 3: Project Schedule

Attachment 4: Problem/ Deficiency Report (PDR)

NUCLEAR POWER PLANT KRŠKO PROJECT **Project Number**
Form A-IV



PDR – Problem/Deficiency Report

Contractor
Logo

PDR Number (nm):	Priority (A-D):	Date of PDR Issue (dd/mm/yy):

Initiated by NEK ☐ / Contractor ☐

NEK/XXX: PDR Issue	
PROBLEM TITLE:	
Affected Components:	
Reference documents:	

NEK/Contractor: Scenario Identification
Environment description and order of events that were predecessors to the problem appearance:
Identified by:

NEK/Contractor: Description of the Problem or Deficiency					
Problem/deficiency existence verified and approved by:	Date (dd/mm/yy):	Problem is repeatable:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

Contractor: Troubleshooting and Problem/Deficiency Root Cause Explanation	
Troubleshooting and Explanation Provided by:	Date (dd/mm/yy):

Contractor: Corrective Action Proposal and Corrective Action Tracking Log and Tracking References	
Corrective Action Description:	
Corrective Action Performed by:	Date (dd/mm/yy):
Contractor Track Changes References:	
Other Applicable Documentation References and Attachments:	

NEK: Resolution and/or Answer Acceptance	
NEK Comments:	
Accepted by:	Date (dd/mm/yy):

Attachment 5: System performance / Warranty Action Request (SPWAR)

NUCLEAR POWER PLANT KRŠKO PROJECT **Project Number**
System Name



SPWAR – System Performance/Warranty Action Request

CONTRACTOR'S LOGO

SPWAR No. (nmn):	Priority (1-4):	SPWR Issue date (dd/mm/yy):		

Form to be issued by NEK as problem reporting and problem resolution tracking tool during the generator warranty period

NEK: SPWAR Issue				
PROBLEM TITLE:				
Affected Components:				
Reference documents:				
NEK: Scenario Identification				
Environment description and order of events that were predecessors to the problem appearance:				
Identified by:				
NEK: Description of the Problem or Deficiency				
Problem/deficiency existence verified and approved by:		Date (dd/mm/yy):	Problem is repeatable:	YES <input type="checkbox"/>
				NO <input type="checkbox"/>
				N/A <input type="checkbox"/>
Contractor: Troubleshooting and Problem/Deficiency Root Cause Explanation				
Troubleshooting and Explanation Provided by:			Date (dd/mm/yy):	
Contractor: Corrective Action Description, Corrective Action Tracking Log and Tracking References				
Corrective Action Description:				
Corrective Action Performed by:			Date (dd/mm/yy):	
Contractor Track Changes References:				
Other Applicable Documentation References and Attachments:				
NEK: Resolution and/or Answer Acceptance				
NEK Comments:				
Accepted by:			Date (dd/mm/yy):	

Template file: SPWAR.docx

Page 1 of 2

Attachment 6: Work-package content

WORK PACKAGE CONTENTS

- Activity Identification Number(s)
- Technical Information
 - Drawings
 - Process specifications
 - Field procedures
 - Availability Information Bulletins (AIB's)
 - Operation and Maintenance Memos (OMM's)
 - Action Items List (AIL) = List of open points (LOP)
- Contingency Plans
- Special Tool Requirements
- Safety Requirements
- QA/QC Checklists - hold/verification points for work in progress
- Data Sheets - recording work performed and inspection findings
- Attachments - including special materials

Attachment 7: Transmittal Sheet

Attachment 8: Document-Cover-Sheet