FUSION FOR ENERGY

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**Quality Document**

# P-01.27 Delivery Readiness Review (DRR) (F4E-QA-118)

The purpose of this DRR Requirements to Suppliers document is to define the specific process and deliverables to be considered by SE prior of shipping of SSCs either toITER Site or to Intermediate Sites (IS). The DRR is a project control point and its ultimate goal is assuring the release by F4E of the DRR Hold Point (DRR HP), authorizing the packaging and transportation of SSCs from manufacturing/other expedition sites toITER Site or IS.

| *Approval Process* | | | |
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| **P-01.27 Delivery Readiness Review (DRR) (F4E-QA-118) (2H7P9Y)** | | | |
| ***Version*** | ***Latest Status*** | ***Issue Date*** | ***Description of Change*** |
| v0.0 | In Work | 03 April 2020 | |
| v1.0 | Signed | 05 May 2020 | First issue |
| v2.0 | In Work | 03 August 2020 | Major new version implements comments of reviewers from the previous version.<br>A summary of reviewers points and how they have been addressed in this new version is attached. |
| v2.1 | Approved | 03 August 2020 | New fast track minor version with comments of two reviewers implemented.<br>The comments and feedback implementation in the attachment. |

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# STANDARD REQUIREMENTS TO SUPPLIERS

**Control Page**

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| Document Title: | Delivery Readiness Review (DRR) (P-01.27) |
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| Areas and Functions | |
|---|---|
| Version Responsible: | F4E DRR Coordinator (J. Serrano) |
| Document Owner: | ENG HoU (P-Y. Chaffard) |
| Process Group and Context: | Corporate Planning Financial Controlling & Reporting; Compliance Programme |
| Function(s) concerned: | Supplier and F4E for DRR Hold Point release |

## Purpose

The purpose of the **Delivery Readiness Review (DRR) for F4E Suppliers** is to stipulate the process and deliverables to be considered and implemented by the Supplier (Sending Entity (SE)) before the packaging and shipping of System, Structures and Components (SSCs) to:

i) ITER Site or,

ii) Intermediate Sites (ImS) for deliveries between two F4E suppliers of SSCs that will eventually be shipped to ITER Site.

This document has been developed primarily based on the Working Instruction for the Delivery Readiness Review (DRR) (ITER_D_Working Instruction for the Delivery Readiness Review (DRR) (ITER_D_X3NEGB) v2.0).

## Scope and Applicability

The scope of this document is to establish the set of requirements to be observed for a successful DRR Gate Review. Compliance with these requirements will imply the release of the corresponding DRR Hold Point (HP) for the concerned SSCs. By releasing this HP, F4E authorizes the packaging and transportation of SSCs to ITER Site or Intermediate Sites (ImS).

The release of a DRR HP will only be feasible if all the parties involved in the supply, manufacturing, test and logistics chain have observed the DRR requirements during intermediate steps (e.g. identification of items during equipment integration) that will inform the final DRR check, having been validated in cascade.

The DRR also serves at checking that items to be shipped to ITER Site or to/from ImS are properly identified and that part numbers on the goods (physical labels) and in packing lists are coherent with the ones in the as-designed and as-manufactured Bill of Materials (BoMs).

The requirements of this document are applicable for all F4E Suppliers (SEs) delivering items directly to ITER Site or to ImS.

Requirements for any other process/deliverables linked to activities like transportation, insurance, reception and inspection tests, etc. are not dealt with in this standard. This exclusion also concerns activities related with custom formalities and dual-use control regulations that are to be addressed before shipping of goods –and hence might be referenced in this document- but are not specifically addressed in the scope of this document. This document does not encompass all of the SE's obligations prior to shipping of SSCs, therefore documents and requirements mandated in other processes and contracts must still be observed (see for instance RD03, RD06, RD07 and RD09).

## Table of Contents

## Applicable and Reference Documents

**Applicable Documents:**

AD 01 F4E_D_22QDKS - Supplier Release Note (RN No) (v1.4)
AD 02 F4E - Delivery Report Template (in preparation)
AD 03 F4E - Package & Packing List Template (in preparation)

**Reference Documents:**

RD 01 Procedure for Identification and Controls of Items (ITER_D_U344WG) (*)
RD 02 Procedure for Labelling on Physical Items (ITER_D_VYJ7U2)
RD 03 F4E_D_22F8BJ - P-01.14 Supplier Project Management and Quality Requirements (F4E-QA-115)
RD 04 F4E_D_23CKVU - P-02.29 F4E-Supplier Documentation Exchange
RD 05 ITER Numbering System for Components and Parts (ITER_D_28QDBS)
RD 06 Procedure for Transportation of Components to ITER Site (ITER_D_RY5C6Q)
RD 07 Procedure for the Import and Export of Goods (ITER_D_LF4QST)
RD 08 Template - Equipment Storage & Preservation Requirements Form (ITER_D_WU9636)
RD 09 Procedure for the Preservation of Equipment (ITER_D_WML9CF)
RD 10 F4E_D_2DB4FZ - Control Point Notification

(*) This procedure will be replicated in F4E QA-012 (in preparation) replacing ITER IO Procedure.

## Abbreviations and Definitions

Refer to F4E Acronyms, Glossary and F4E Roles in the Manual for more information.

| Term | Definition | Abbreviation |
|---|---|---|
| Critical Item | An item is critical if major difficulties or uncertainties are expected in the procurement, manufacturing, assembly, inspection, test, handling, storage and transportation that have the potential to lead to a major degradation in the quality of the product. | CI |
| Delivery Readiness Review | A Project Phase gate review done in accordance with this document to be successfully passed in order to obtain authorization for shipment of SSCs to ITER Site or ImS (delivery from one F4E supplier to another F4E supplier). | DRR |
| Delivery Report | A report containing material and logistical information prepared by the Sending Entity prior to the release of goods to be shipped. | DR |
| Factory Acceptance Tests | Tests performed at the supplier or manufacturer facility to confirm that the materials were fabricated to the specifications. | FAT |
| Functional Reference | This is the ID-code on a specific item assigned to a specific location on the final design. The basic format for the FR number is: PPPPPP-TTT-NNNN | FR |
| Global Logistics Contractor | This is when DAHER INTERNATIONAL is the Logistics Service Provider (LSP). | GLC |
| Hold Point | A type of control point in a Control Plan that identifies an operation/activity after which works cannot proceed until HP criteria have been achieved, via a formal clearance by F4E (Authorization to Proceed Point (ATPP)). | HP |
| Intermediate Sites | In the context of this document the reference to Intermediate Sites corresponds to any shipment destination from one F4E supplier to another F4E supplier for SSCs that will eventually be shipped to ITER Site. | ImS |
| ITER Site | In the context of this document the reference to ITER Site corresponds to either the site in St Paul Lez Durance, France, where construction of the ITER Facility takes place; or a designated off-site storage facility (e.g. storage facilities in Fos-sur-Mer) where SSCs will be received/inspected/stored/preserved by ITER IO organization until its assembly & installation time. | -- |

| Term | Definition | Abbreviation |
|---|---|---|
| Logistics Service Provider | This is the entity physically transporting the SSCs to the ITER Site, providing global transportation, preparation, and handling services. In many cases, the GLC (see GLC definition) will be the LSP. | LSP |
| Manufacturing Dossier | Documentation dossier that contains quality documentation and records of the final product according to the specified requirements. The MD is a subset of the Acceptance Data Package (ADP) to be provided by suppliers in order to complete payment milestones. | MD |
| Packing List | A detailed native-file package and item-level packing list provided by the sending entity with information of contents, quantities, identification, etc. | PL |
| Part Number of ITER | This is the part number of the item which must be consistent and match between the drawings, the Bill Of Materials (BoM), and the entered/catalogued number in materials management databases. This number follows a variety of formats & structures (for example many PNIs follow structure I00AAAAAA or INNNNNNNN but PNI's are unique to that item and therefore the structure and length may vary). | PNI |
| Pressure Equipment / Nuclear Pressure Equipment | Equipment in the scope of the Pressure Equipment Directive 2014/68/UE (PED) / Equipment in the scope of the French Order dated 30 December 2015 (ESPN Order) | PE / NPE |
| Release Note | The Release Note (Certificate of Conformity) is the document submitted by the Supplier (SE) certifying that the supplied goods or services connected with a given payment milestone meet the requirements of the contract. | RN |
| Sending Entity | The party whom holds responsibility for the manufacture and/or packaging and/or shipping of components and/or delivery of shipping documentation to IO. This role can correspond, for instance, to F4E Suppliers responsible of manufacturing activities or F4E service providers (logistics). | SE |
| Serial Number | This is the manufacturer's identifier which shall be identified and labelled physically on the item itself and also be stated on the corresponding documentation (i.e. Packing List). | SN |
| Shipment | The scope of a shipment is decided by the Sending Entity, but the ratio is 1 DRR: 1 Delivery Report: 1 RN: 1 shipment. A shipment should also be just 1 packing list (PL) with specific delivery dates, but it is acceptable for a single shipment to have multiple PLs and a range of delivery dates. | -- |
| Storage Levels | Storage levels define the specific conditions for components' storage depending on required environmental requirements.<br>**Storage Level A**: Indoor storage with temperature and humidity control.<br>**Storage Level B**: Indoor storage with temperature control.<br>**Storage Level C**: Indoor or equivalent environment without temperature control.<br>**Storage Level D**: Outside storage. | -- |
| Systems, Structures, and Components | A general term encompassing all of the elements (items) of a facility. Structures are the passive elements: buildings, vessels, shielding, etc. A system comprises several components, assembled in such a way as to perform a specific (active) function. A component is a discrete element of a system. | SSCs |

**Table 1 – Abbreviations and definitions**

# 1 General (GRL) Requirements and Basic Principles

This section introduces the general requirements linked to the definition of DRR HP process and its mandatory deliverables.

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| F4E-DRR-GRL-1 | **DRR Hold Point**<br>Each shipment shall be preceded by a DRR. |
| F4E-DRR-GRL-2 | **DTT HP Scope**<br>A DRR shall:<br>- Authorize every shipment of SSCs to ITER Site (for final assembly/installation or preceding local storage) or to other ImS (for subsequent integration/testing/qualification/etc. activities) for delivery of SSCs from one supplier to another, when those items are to be eventually shipped to ITER Site.<br>- Check that DRR mandatory documents are complete and accurate (for each relevant SSC status)<br>- Verify that identification of items (both physical labels and documentation references) is adequate and coherent. |
| F4E-DRR-GRL-3 | **Type of Review**<br>The DRR shall not entail a dedicated meeting per se, but shall be organized as an exchange of documents in a double-loop review and approval by concerned roles as described in this document. |
| F4E-DRR-GRL-4 | **DRR Mandatory Documents**<br>DRR mandatory documents shall include the Release Note (RN), the Delivery Report (DR), the Packing List (PL) with specific delivery dates, and specific Equipment Storage & Preservation information (see Table 2 for further details).<br>Note 1. It is acceptable for a single shipment to have multiple PLs and a range of delivery dates.<br>Note 2. For PIC, PE/NPE & Hazardous Goods/Chemicals additional mandatory documents are required before shipping of SSCs (see specific requirements in Prior to Physical Transportation (PHT) Requirements) |
| F4E-DRR-GRL-5 | **Start of DRR HP**<br>Shipments to ITER Site: DRR process shall only start on completion of manufacturing activities and Factory Acceptance Tests (FAT) when the results of the FAT confirm the compliance of the SSCs to their requirements.<br><br>Shipments to Intermediate Sites: DRR process shall only start on successful completion of activities by F4E supplier acting as Sending Entity (SE) to subsequent supplier's site.<br><br>F4E supplier shall notify F4E the planned starting date for DRR process. |
| F4E-DRR-GRL-6 | **Release of DRR HP**<br>DRR process shall be deemed completed with the release of the DRR HP via a formal clearance to be notified by F4E (Authorization to Proceed Point (ATPP)) (see RD10 for Control Point notification). The ATPP will authorize shipment for concerned SSCs. |

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| F4E-DRR-GRL-7 | **DRR HP Planning**<br>DRR HP process shall be included in F4E suppliers' schedules as a specific set of related activities and durations with the following structure:<br><br>DRR Milestone. DRR Hold Point (DRR HP) gate review that authorizes shipping of SSCs. This milestone shall be the predecessor of any transportation activity to site (unless a concession has been agreed and formalized, see F4E-DRR-GRL-8).<br>Duration: 0 days.<br>Constraints:<br>Predecessor: Second DRR Loop Review.<br>Successor: Transportation activities. Successor activity could also correspond to deadline for confirmation / booking of transportation activities with GLC/LSP.<br>• Second DRR Loop Review. DRR second loop of document review: DR & PL compilation, review and approval.<br><br>Duration: 20 days max., including 5-days review by F4E.<br>Constraints:<br>Predecessor: First DRR Loop Review.<br>Successor: DRR Milestone.<br>• First DRR Loop Review. DRR first loop of document review: MD & RN creation, review and approval, including the packaging and shipping evidences' delivery.<br><br>Duration: 20 days max., including 5-days review by F4E.<br>Constraints:<br>Predecessor: FAT Completion.<br>Successor: Second DRR Loop Review.<br><br>Opportunities for parallel review of the DRR files by both F4E and ITER IO shall be exploited as much as possible in order to reduce overall process time and this for the two review loops.<br><br>Any HP and/or related activities in existing Suppliers' schedules related to DRR HP (e.g. Release Note HP, Delivery Report HP) for contracts signed before the applicability date of this document should be replaced by the set of activities described in this requirement. |
| F4E-DRR-GRL-8 | **Deviations to DRR Requirements for Critical Items**<br>Where the strict compliance to DRR requirements could generate delays in the final shipping of Critical Items, an alternative plan shall be proposed by Supplier for what concerns sequencing of DRR HP activities (see requirement F4E-DRR-GRL-7). This without exemption to the overall compliance to DRR Requirements of this document. The deviation could concern, for instance, the authorization to start packaging activities before F4E approval of DRR documents addressed in first review loop.<br><br>Similarly, where critical items are concerned by this document and where the application of its requirements might lead to schedule impacts on critical items, a DRR HP release could be anticipated. The anticipated release of the DRR HP and the shipping of items shall be exceptionally granted in these situations to avoid subsequent phase activities' delays.<br><br>Concessions shall entail the acceptance by SE of the risk involved if the review by F4E raises eventually any non-conformance that requires corrective actions/rework before shipping of items. Concessions shall always require the review and approval of the process and deliverables stipulated in this document, even if performed in parallel –or a posteriori- to the transportation activities.<br><br>Any deviation on DRR Requirements shall be raised and formalized (see [RD 03]). |

## 2 Prior to Packaging (PCK) Requirements

This sections concerns requirements related to first loop review and approval of DRR HP documentation: Manufacturing Dossier (MD) (from ADP) and RN. It also addresses further documentation required to demonstrate compliance regarding identification of items. The first loop review ends with the authorization of packaging by F4E of SSCs to be shipped.

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| F4E- DRR-PCK-1 | **Start of First Loop Review DRR Documentation**<br>The SE shall start DRR process with the compilation of the MD and the preparation of the RN by F4E Supplier. |
| F4E- DRR-PCK-2 | Release Note (RN) Preparation<br>The RN shall be prepared in accordance with [AD 01] using template [AD 02]. |
| F4E- DRR-PCK-3 | Manufacturing Dossier (MD) Preparation<br>Manufacturing Dossier will be generated by selecting relevant documents from supplier ADP.<br>It shall contain at least the following documents: Technical Requirements Specification, Bill Of Material-BoM, Detailed Model-DM, Deliverable List, Procurement Record, Other Manufacturing Input, Shipping or Logistics Plan, Shipping or Logistics Instruction or Procedure, Acceptance Plan, Acceptance Instruction or Procedure Instruction or Procedure, Quality Plan, Surveillance Plan, Change Request or Record, Issue or Risk or Opportunity Analysis Report. |
| F4E- DRR-PCK-4 | Documentation Exceptions<br>When some of the documents pertaining to first loop review of DRR documentation could only be accessible at a later stage (e.g. shortly before shipping), it shall be indicated that the document(s) be released during second review loop. This particular shall be acknowledged and agreed by F4E.<br>Where full approval of documents pertaining to MD has not been achieved, this particular shall be expressly indicated in the submission of documents for first loop review, with clear indication of causes and deadlines to complete full approval. |
| F4E- DRR-PCK-5 | Review of MD and RN<br>MD and RN shall be sent by SE to F4E for review and approval, using the document exchange methodology (see [RD 04]). |
| F4E- DRR-PCK-6 | Approval of RN<br>On successful review of MD, F4E will issue an approved RN to SE. On reception of F4E-approved RN, SE shall proceed with package of the SSCs. |
| F4E- DRR-PCK-7 | Packaging<br>The SE shall ensure adequate packaging materials, methods, procedures and instructions to protect the SSCs while they are at the SE's premises, as well as during transportation, delivery and expected storage conditions and delays.<br>Precautions during storage and transportation of SSCs shall be described in PQMP and shall be compliant with requirements defined in Management and Technical Specifications (Annex A and B). |
| F4E- DRR-PCK-8 | Component Level Identification & Labelling<br>All items to be eventually shipped to ITER Site shall be identified and controlled using the 3-ball model numbering system (Functional Reference (FR) / Part Number of ITER (PNI) / Serial Number (SN)) (see [RD 01]). Every item-type shall have a unique identifier in accordance with these procedures.<br>For contracts to which reference [RD 01] had not been made applicable, the Manufacturing Number (MN) could be accepted as a suitable replacement for the PNI. |
| F4E- DRR-PCK-9 | Tagging and Labelling<br>The components and their packages shall be physically tagged and labelled (see [RD 02]). |

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| F4E- DRR-PCK-10 | Identification Verification<br>In parallel to the MD and RN documents submittal for approval, the SE shall perform a final verification that the SSC has the necessary identification and product labels for each item-type (see [RD 01], [RD 02] & [RD 05]). |
| F4E- DRR-PCK-11 | Identification Evidences<br>After the approval of the RN, the SE shall provide evidence (i.e. pictures or inspection reports) of above verification to F4E, demonstrating that they have complied with the identification and labelling requirements, as applicable. The evidence (pictures or reports) will be considered just as temporary evidences to proceed with next DRR process step and not part of technical documentation dossier. |
| F4E- DRR-PCK-12 | Global Logistics Contractor (GLC) Technical information<br>If the Logistics Service Provider (LSP) is the GLC, the SE shall provide the due Technical Information (TI) to the GLC in accordance with the defined lead times (see [RD 06]). This creates a TI number that should be referenced within the DR to alleviate duplication of information. |
| F4E- DRR-PCK-13 | Custom Documents<br>If the components are to be transported from non-EU to EU countries (e.g. to ITER Site), the SE shall provide the customs documents to the GLC (see [RD 07]). |

## 3 Prior to Physical Transportation (PHT) Requirements

This sections concerns requirements related to second loop review and approval of DRR HP documentation: DR and PL. It also addresses further documentation required to demonstrate compliance regarding packaging and actions for shipments with special classification.

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| F4E-DRR-PHT-1 | Packaging<br>The SE shall package the SSCs with due care and shall follow the requirements for physically creating and applying the shipping labels (see [RD 02]). |
| F4E-DRR-PHT-2 | Special Packaging<br>When special packaging requirements exist in the contract for PIC, QC1, QC2, hazardous goods/chemicals, and/or PE/NPE the SE shall provide evidence to F4E before the shipment that they have complied with these requirements (i.e. pictures or inspection reports). |
| F4E-DRR-PHT-3 | "Do Not Open" Label<br>In case it is requested that some/any of the packages are not to be opened upon delivery this shall be informed by SE in a separate email to F4E that will forward it to concerned stakeholders prior to delivery. This request should be stated visibly on the packages ("DO NOT OPEN UPON DELIVERY"), in the storage & preservation requirements and in any other of the mandatory documents that will constitute the DRR dossier. |
| F4E-DRR-PHT-4 | Declaration of Integrity<br>After packaging, the SE shall create a "Declaration of Integrity" (DoI) document ensuring the integrity of the items and the packages. This DoI shall be included within or referenced in the DR. |
| F4E-DRR-PHT-5 | Delivery Report (DR) & Packing List (PL)<br>The SE shall prepare and submit to F4E a DR (containing logistical information) and a detailed item-level native PL (including package weights and dimensions) for each shipment using templates [AD 02] & [AD 03] respectively. F4E shall be set as author (co-author) for these documents.<br><br>The submittal for review of these two DRR mandatory documents shall occur no later than 20 working days prior to the planned shipment date to ensure that adequate time is provided for these documents to be reviewed, reworked and resubmitted (if need be), minimizing the risk of delaying the shipment. For practical purposes, and taking into account the process to plan and schedule shipment with LSP/GSP, the 30 working days delay should be counted prior to the confirmation / booking of the shipment date, to avoid cost impacts on confirmed transportation activities.<br><br>The retention period of DR, PL and DoI shall be until Testing & Commissioning at ITER Site of the SSCs has been completed. |

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| F4E-DRR-PHT-6 | Delivery Report Contents<br>The DR shall contain or make reference to all of the following information, as applicable:<br><br>• The packaging date, or packaging plan (sequence of activities and duration) if it takes more than one day.<br>• Estimated shipping date.<br>• Estimated delivery date to destination site.<br>• The full address of the place of delivery.<br>• The name of the person/party responsible to receive the package(s).<br>• The sender's contact information and full address.<br>• A final PL containing the number and type of components contained in the package(s).<br>• The enclosed documentation (what documentation is physically inside the packages).<br>• The DoI of the components and packages.<br>• Reference to the contractor Release Note (RN).<br>• Safety & Quality Class (unless already on PL or RN).<br>• Recommended Storage Level, as applicable (A, B, C, or D).<br>• Any additional relevant information on the status of the components.<br>• Reference to the Inter-Project Link (IPL#) and the TI# (if known & applicable).<br><br>A DR Template is available [AD 02] |
| F4E-DRR-PHT-7 | Packing List Contents<br>The corresponding PL shall be linked to the DR (usually attached to the DR metadata), shall be in native-file format (i.e. Microsoft Excel), and shall contain the following information:<br><br>• Description of each component.<br>• Unique Identifier – PNI/FR/SN of each item-type.<br>• Quantity per item-type (with units of measure).<br>• Package/case number for each component.<br>• Quantity of packages.<br>• Package weights & dimensions.<br>• Description or list of contents contained in each package.<br>• Declaration of any hazardous goods or chemicals (i.e. paints, oils, acids, solvents, etc.).<br><br>A PL template is available [AD 03]. |
| F4E-DRR-PHT-8 | Import/Export Control Check<br>For shipments coming from outside the European Union, the SE shall provide all of the necessary customs documentation to the GLC upon receipt of DR and PL and prior to shipment (see [RD 07]), and this should be at least 10 working days prior to the scheduled shipping date to mitigate the risk of customs delays. |

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| F4E-DRR-PHT-9 | <u>Additional Actions For Shipments With Special Classifications</u><br>When the DR & PL documentation designates that the shipment concerns SSCs classified as PIC, PE/NPE, or involves hazardous goods, the following actions shall be part of SE scope of work:<br><br>• Contribution to an On-Site Protection Plan or similar document. For information, the contents of this plan or document are:<br>  ○ Component-type & description.<br>  ○ Special Classifications (PIC, PE/NPE, hazardous goods / chemicals, or none).<br>  ○ The storage level.<br>  ○ Storage duration limit (if any), *aka* "Shelf-life".<br>  ○ Explicit yes/no determination if periodic preservation is needed.<br>  ○ Mandatory information if periodic preservation = yes;<br>  ▪ The preservation activities.<br>  ▪ Frequencies of those activities.<br>  ▪ Applicable stages: I (Storage), II (During Assembly & Installation), and/or III (After Installation before Turnover).<br>• For PIC, contribution to a Shipping Plan of Load (SPL) with a specific transportation quality plan containing special requirements for the lifting, handling, etc. to be developed by LSP.<br>• For PE/NPE or hazardous goods, contribution to a Hazard Analysis and to the specification for their transportation and storage.<br>• For Hazardous Goods/Chemicals a MSDS (Material Safety Data Sheet) prepared as per European directives and legislation, and translated into French (preferred, otherwise in English), shall be created by SE and submitted to F4E- and LSP. |

## 4 DRR Closeout (CLO) Requirements

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| F4E-DRR-CLO-1 | Shipment Authorization<br>The SE shall consider the shipment authorized to proceed as planned when DRR is declared successful or when no blocking points are raised by F4E within 2 weeks from submission of all DRR documents by the Supplier (see Table 2). |
| F4E-DRR-CLO-2 | Successful DRR<br>On successful DRR, SE and the concerned stakeholders shall receive a notification by F4E that the DR is approved and the SSCs are released for shipment, and that they can be transported as planned. |
| F4E-DRR-CLO-3 | Conditionally Successful DRR<br>When not all DRR requirements have been deemed compliant by F4E but the outstanding elements are deemed minor / administrative related issues, the DRR could be discretionary considered by F4E as conditionally successful. The SE shall be notified by F4E that the SSCs are released for shipment and that the transportation can proceed but with the obligation to complete assigned actions.<br><br>The SE shall address the outstanding items and actions listed in the DR and the DRR feedback provided by F4E within the stated target date for closure. |
| F4E-DRR-CLO-4 | Unsuccessful DRR<br>When mandatory information is missing and/or there are significant open issues identified by F4E, the DRR shall be declared unsuccessful. The shipment at this stage could be authorized, hold, delayed or cancelled. The decision, path forward and actions will be communicated to the SE and concerned stakeholders. The SE shall not be authorized to ship the items until clearance has been granted by F4E.<br><br>F4E and SE will explore ways to proceed. F4E The F4E decision shall be communicated to relevant stakeholders. Particular attention shall be observed when significant costs or critical items are involved. The cost incurred in relation to a shipment hold or delay decision will be assigned as part of the final decision on shipment. |
| F4E-DRR-CLO-5 | Driver's Identification<br>SE shall send copies of the driver's identification (ID) cards to F4E at least 5 working days prior to transportation in order to manage access to the delivery location. |
| F4E-DRR-CLO-6 | Shipping Control<br>The SE shall ensure that the SSCs to be shipped from his facilities are inspected before release and found to be complete, adequately preserved and packaged, correctly marked and accompanied by all the required documentation. The control report shall be sent to F4E. |
| F4E-DRR-CLO-7 | Special Care Handling Instructions<br>The handling, packing / unpacking procedure, and the relevant safety procedures shall be included attached to the outside of the shipping container when special care shall be taken in the handling of the delivered SSCs. |

**Table 2. DRR HP Mandatory Documents**

| Name of the Document * | Template | Naming Convention | Accountable team for providing | When to provide |
|---|---|---|---|---|
| **Supplier/Contractor Release Note (RN)** | AD 01 | Contractors Release Note for *(Shipment Description)* | SE | Prior to packaging of SSCs |
| **Delivery Report (DR)** | AD 02 | Delivery Report for (*Shipment Description)* | SE | After packaging, prior to shipping of SSCs |
| **Packing List (PL)** | AD 03 (SE can use its own) | PL for *(Shipment Description)* | SE | After packaging, prior to shipping of SSCs |
| *Equipment Storage & Preservation Requirements*** | *N/A. Contents to be included in PQMP.* | *Storage & Preservation Requirements for (Item-type & Description)* | SE for concerned information | *Prior to transportation* |

* Additional DRR Mandatory documents are required for PIC, PE/NPE, & Hazardous Goods/Chemicals.
** This document is not to be generated by SE but it shall contribute to its contents.