



## EL-DABAA NPP PROJECT



ASE  
ROSATOM

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## FIELD CHANGE MANAGEMENT



### PROCEDURE

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## REVISION PAGE

Change No.	Date of changes	No. of pages	Change description
1	29.03.2022	All	Revised the whole PMM document


 





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## TERMS AND DEFINITIONS

Terms and definitions used herein are provided in the EPC Contract [1] and in PMM document ED.NPAS.PM.LST.PMD.EN-002 Terms, Definitions, Abbreviations and Interpretations [2].

The following specific terms and definitions are used in this PMM document:

### **Field Change**

Is a change which satisfies the following criteria:

- The change is identified on the Site/Construction Site during the Construction Works, Erection Works or Commissioning Works of the Contractor's Scope of Supply;
- The change is implemented in the Detailed Design documentation developed by the Contractor/its Subcontractors and their other subcontractors and approved by the Owner/respective Authority (if applicable) and stamped "issued for execution";
- The change does not influence Licensing Documentation and/or Basic Design documentation and/or conceptual documentation; and
- The change does not affect scope of obligations of the Contractor and the Owner under the Contract, Contract Price, Contractual Time Schedule, nuclear and radiation safety, industrial safety, fire safety, environmental safety, security of the Construction Site, occupational health and safety. Also, the change does not impact the structural integrity of non-safety related buildings



### **Field Change Order (FCO)**

An approved and registered document for respective Field Change, which is the result of an approved FCR providing the instructions and required attachments for making the required changes in the documents and on the Site/Construction Site as applicable

### **Field Change Request (FCR)**



A registered document, which proposes and describes the Field Change to be evaluated



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## ABBREVIATIONS AND ACRONYMS

<b>ASE JSC</b>	Atomstroyexport, Joint-Stock Company
<b>CA</b>	Change Action
<b>DD</b>	Detailed Design
<b>ECR</b>	Engineering Change Request
<b>EPC</b>	Engineering, Procurement and Construction
<b>FCO</b>	Field Change Order
<b>FCR</b>	Field Change Request
<b>IMS</b>	Information Management System
<b>IT</b>	Information Technology
<b>KKS</b>	Kraftwerk Kennzeichen System
<b>N/A</b>	Not Applicable
<b>NPP</b>	Nuclear Power Plant
<b>NPPA</b>	Nuclear Power Plants Authority
<b>PMM</b>	Project Management Manual
<b>QA</b>	Quality Assurance
<b>QAP (D)</b>	Quality Assurance Program (Design)
<b>SSCs</b>	Structures, Systems and Components

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## **1 INTRODUCTION**



### **1.1 Purpose**

- 1.1.1 This PMM document of the El-Dabaa NPP Project “Field Change Management” (hereafter “Procedure”) has been developed for supporting a unified and structured approach to Field Changes and Unavoidable Changes that are potentially required during the Project Implementation.
- 1.1.2 Unavoidable Changes shall be implemented under this Procedure with deferred evaluation in accordance with the process specified in Section 4 of PMM document ED.NPAS.CM.PCM.PMD.EN-004 Change Management Process [3].
- 1.1.3 The Parties shall follow this Procedure during the Project Implementation under the EPC Contract [1].

### **1.2 Scope**


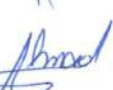

- 1.2.1 This Procedure, being a part of the PMM, is developed in line with Appendix 5 (Organization and Project Management) to the EPC Contract [1].
- 1.2.2 The scope of this Procedure is limited to changes that meet the definition for Field Change as specified in the Terms and Definitions section of this Procedure or Unavoidable Changes defined in PMM document ED.NPAS.CM.PCM.PMD.EN-004 Change Management Process [3].
- 1.2.3 Requirements of this Procedure are applicable to the Contractor’s Personnel and the Owner’s Personnel involved in the Field Change management process during Construction Works, Erection Works and Commissioning Works related to the Contractor’s Scope of Supply.
- 1.2.4 This Procedure does not, in any way, modify the terms of the EPC Contract [1] and the rights and obligations of the Parties thereunder. In the case of any contradictions between provisions of this Procedure and the EPC Contract [1], the EPC Contract [1] provisions shall prevail.



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## 2 GENERAL

- 2.1 This Procedure is issued strictly for the management of the Field Changes as defined in the “Terms and Definitions” section of this Procedure and Unavoidable Changes defined in PMM document ED.NPAS.CM.PCM.PMD.EN-004 Change Management Process [3].
- 2.2 The flow-chart of the management of the Field Changes and Unavoidable Changes is given in Appendix 1 hereto.
- 2.3 Field Change Request and Field Change Order templates are presented respectively in Appendix 2 and Appendix 3 hereto.
- 2.4 Process of changes in any design documentation shall be managed in accordance with PMM document ED.NPAS.CM.PCM.PMD.EN-003 Management of the Change of the Design Documentation [4].





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### 3 RESPONSIBILITIES

#### 3.1 Contractor's Responsibility

3.1.1 Generally, the Contractor is responsible for:

- Development and release of this Procedure;
- Meeting of the requirements of this Procedure by the Contractor's Personnel;
- Introduction of proposals on updating this Procedure; and
- Introduction of approved changes and revisions of this Procedure.

3.1.2 The Contractor's Personnel are responsible as follows:

- **Project Manager:** Has the overall responsibility for implementing this Procedure within the Contractor's Project team.
- **Change Manager:** Has the responsibility for implementation and maintaining of change management.
- **Change Coordinator:** Has the responsibility for coordination and maintaining the change management process of a particular FCR and FCO.
- **Configuration Manager:** Has the responsibility for implementation and maintaining of Configuration Management.
- **Project IT Manager:** Has the responsibility for supervising and controlling the implementation of the parts of the Project IMS that concern change management.
- **Quality Manager:** Has the responsibility for verifying the compliance with this Procedure and assisting in the Procedure improvements as applicable.
- **Other Contractor's Personnel:** Have the responsibility for applying this Procedure for their activities as applicable for such activities.

#### 3.2 Owner's Responsibility

3.2.1 Generally, the Owner is responsible for:



- Review, agreement, and approval of this Procedure and any revisions;
- Meeting of the requirements of this Procedure by the Owner's Personnel; and
- Submittal of suggestions on updating of this Procedure.

3.2.2 The Owner's Personnel are responsible as follows:

- **Project Manager:** Has the overall responsibility for implementing this Procedure within the Owner's Project team.
- **Change Manager / Change Coordinator:** Has the overall responsibility for implementation and maintaining of change management.
- **Configuration Manager:** Has responsibility for verifying of implementation of Configuration Management including implementation of the approved change in Detailed Design (hereinafter "DD") documentation.

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- **Information Management and Document Control Manager:** Has the responsibility for supervision and control of implementation of the parts of the Project IMS that concern change management.
- **Head of Quality Assurance and Quality Control Department:** Has the responsibility for verifying the compliance with this Procedure and assisting in the Procedure improvements as applicable.
- **Other Owner's Personnel:** Have the responsibility for applying this Procedure for their activities as applicable for such activities.

### 3.3 Key Roles and their Responsibilities in Field Change Management

- 3.3.1 The allocation of responsibilities and activities for each of the Parties' personnel in respect of both Field Change Requests and Field Change Orders are set out in Table 1 of Appendix 2 and Table 2 of Appendix 3 respectively.
- 3.3.2 Under this Procedure, the Contractor's Change Manager, in compliance with the Contractor's Scope of Supply is responsible to control and confirm that:
- The change is identified on the Site/Construction Site during the Construction Works, Erection Works;
  - The change is implemented in the DD documentation developed by the Contractor/its Subcontractors and their other subcontractors and approved by the Owner/respective Authority (if applicable) and stamped "issued for execution";
  - The change does not impact the structural integrity of non-safety related buildings; and
  - The change does not affect the scope of obligations of the Contractor and the Owner under the EPC Contract [1], Contract Price, Contractual Time Schedule, nuclear and radiation safety, industrial safety, fire safety, environmental safety, security of the Construction Site, occupational health and safety.
- 3.3.3 Under this Procedure, the General Designer is responsible to analyze the applicability of the FCR/FCO and to control and confirm that:
- The change does not influence Licensing Documentation and/or Basic Design documentation and/or conceptual documentation; and
  - The feasibility of FCR implementation considering the requirements stated in Codes and Standards.



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## 4 PROCESS OF FIELD CHANGE MANAGEMENT

### 4.1 Change Initiation

- 4.1.1 Proposals on making a Field Change and Unavoidable Change to the DD documentation approved by the Owner shall be made by the Change Initiator by filling-in a Field Change Request (hereafter "FCR"), the form of which is provided in Appendix 2 hereto.
- 4.1.2 The FCR shall be accompanied by attachments containing relevant parts of the DD documentation indicating the proposed changes (in the form of marked sections), with explanatory text and documentation justifying the changes as necessary. The change reason shall be described in full and shall contain enough information to take a decision. The Change Initiator may also present additional useful information explaining the proposed change in the attachments to the FCR.
- 4.1.3 Documents based on which changes should be initiated in the DD documentation may include:
- Records in Designer's Supervision Log Book, General Log Books and special log books according to PMM document ED.NPAS.CA.PCM.PMD.EN-018 Construction Logs [5];
  - Technical solutions (for instance: in connection with purchased equipment, change of input data from the manufacturer; Construction Works, Erection Works and Commissioning performed); and
  - Other documents.
- 4.1.4 The Change Initiator shall submit the original signed hard copy FCR, as well as send a scanned copy by email, to the Contractor's Change Coordinator.
- 4.1.5 The Contractor's Change Coordinator shall:
- Upon receipt of the FCR from the Change Initiator, check the completeness of the FCR form and its attachments containing parts of DD documentation against the list of DD documentation requested to change; and
  - Either:
    - Return the FCR back to the Change Initiator for correction if errors or incompleteness are found; or
    - Assign the unique code and register the FCR and its attachments (if it has been completed correctly) and submit it to the Contractor's Change Manager for preliminary evaluation.

### 4.2 Change Evaluation

- 4.2.1 The Contractor's Change Manager on the Construction Site makes a preliminary evaluation of the FCR with a view to:
- Coordinate changes in order to avoid repeated changes to the same SSCs or DD documentation item;
  - Analyse the possibility and feasibility of change implementation;

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- Compliance with the conditions listed for Field Change in the “Terms and Definitions” section of this Procedure for Field Change definition by checking and completing the FCO/FCR template (Appendix 2 and Appendix 3 respectively), regarding influence on the following:
  - The change is identified on the Site/Construction Site during the Construction Works, Erection Works or Commissioning Works of the Contractor’s;
  - The change is implemented in the DD documentation developed by the Contractor/its Subcontractors and their other subcontractors and approved by the Owner/respective Authority (if applicable) and stamped “issued for execution”;
  - The change does not impact the structural integrity of non-safety related buildings; and
  - The change does not affect scope of obligations of the Contractor and the Owner under the EPC Contract [1], Contract Price, Contractual Time Schedule, nuclear and radiation safety, industrial safety, fire safety, environmental safety, security of the Construction Site, occupational health and safety.

4.2.2 If, as a result of the preliminary evaluation, the Contractor’s Change Manager finds that:

- The proposed change is unacceptable, the FCR shall be rejected;
- The proposed change is not a Field Change or Unavoidable Change, the FCR shall be rejected as a Field Change or Unavoidable Change and the change management process according to PMM document ED.NPAS.CM.PCM.PMD.EN-004 Change Management Process [3] shall be initiated; or
- The preliminary evaluation has been successfully passed, the Contractor’s Change Manager shall submit the FCR to the General Designer.



4.2.3 The General Designer shall analyse:

- The information, decisions and proposals for changes in the DD documentation included in the FCR as provided by the Change Initiator; the Change Initiator shall provide clarifications if such required;
- The DD documentation scope to be changed;
- The FCRs for repeated changes in the same DD documentation item because requests related to the same DD documentation item must not be duplicated. If repeated changes are found, the General Designer shall correct the attachments presenting its evaluation in such a way to avoid the repeated changes otherwise this can be considered as a justification for rejection of the same repeated change;
- Compliance with the conditions listed for Field Change in the “Terms and Definitions” section of this Procedure for Field Change definition by checking and completing the FCO/FCR template (Appendix 2 and Appendix 3 respectively), regarding influence on the following:
- The change does not influence Licensing Documentation and/or Basic Design documentation and/or conceptual documentation;



 





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- The feasibility of FCR implementation considering the requirements stated in Codes and Standards specified in Appendix 2 of the EPC Contract [1]; and
  - Applicability of the proposed decision.
- 4.2.4 If as a result of the General Designer's FCR evaluation it makes a decision to reject the proposal, the General Designer shall select the "Reject" checkbox in the FCR form and shall provide a rejection justification.
- 4.2.5 If based on the results of the General Designer's evaluation it proposes to implement the change, it shall select the checkbox "FCR approved for FCO processing" in FCR form.
- 4.2.6 Upon completion of the General Designer's FCR evaluation, it will submit the completed and signed FCR form to the Contractor's Change Manager for the final decision.
- 4.2.7 The Contractor's Change Manager shall verify:
- The evaluation, completeness, and correctness of the FCR including its attachments; and
  - The General Designer's change evaluation disposition.
- 4.2.8 If the verification is successful and no obstructions are found, the Contractor's Change Manager shall approve the addition of the necessary works/ activities which shall be performed in relation to the proposed change. If needed, the list of necessary works/activities, including description, proposed deadline, developer organization, shall be prepared by the Contractor's experts.
- 4.2.9 The Contractor's Change Manager's final decision on the FCR can be one of the following:
- FCR approved;
  - FCR rejected and initiate a new change management process in accordance with PMM document ED.NPAS.CM.PCM.PMD.EN-004 Change Management Process [3]; and
  - FCR rejected and a justification shall be provided in the FCR form.
- 4.2.10 The status of the FCR shall be registered by the Contractor's Change Manager.
- 4.2.11 The Contractor's Change Manager shall notify the General Designer in case of FCR rejection.
- 4.2.12 After approval the FCR, the Contractor's Change Manager starts the process of the FCO development, through registration with the unique code, in compliance with the item 4.6.1, and completion of the relevant fields in the FCO by the Contractor's Change Coordinator.
- 4.2.13 One FCO can include one or several FCRs as a whole, without separating them into change actions. Any FCR shall be included in only one FCO.
- 4.2.14 All change actions related to one FCR shall be included in one FCO only.
- 4.2.15 The Contractor's Change Manager takes a decision on combining several FCRs into one FCO.
- 4.2.16 The FCR with its attachments is also an integral part of the FCO (like an attachment) and they are the basis for decision-making for the change implementation.
- 4.2.17 The FCO form is given in Appendix 3 hereto.
- 4.2.18 The General Designer shall specify change actions and respective information in the Change Action (hereinafter "CA") section of the FCO form.

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- 4.2.19 Attachments to the FCO providing technical solutions shall be signed by the authorized person of the General Designer.
- 4.2.20 On the attachments providing technical solutions, including the FCRs, the changes shall precisely identify how the DD documentation will be modified as follows:
- To identify the modified text in a text DD documentation, a vertical line shall be added and the FCO code shall be specified to the left of this line along the height of the paragraph; and
  - To identify the modification on the drawings, the modified part of the drawing shall be outlined with a continuous thin line forming a closed contour. The modified parts shall be marked with an identification (sequence) number of the change on the drawing, date of change and FCO code. A new technical solution shall be reflected on the existing drawing or on a separate new sheet, if needed. Identification number of the change on the new sheet shall be identical with the identification (sequence) number of change on the existing drawing.
- 4.2.21 The duration of the General Designer's evaluation shall be established upon an agreement between the General Designer and the Contractor's Change Manager.
- 4.2.22 The General Designer shall submit the completed and signed FCO to the Contractor's Change Manager for verification (adding of CAs or other information, if needed) and approval.
- 4.2.23 The Contractor's Change Manager shall verify completeness and correctness of the FCO and its attachments as provided by the General Designer.
- 4.2.24 If the Contractor's Change Manager identifies that additional CAs are required to the ones already provided in FCO, it may add such additional CAs.
- 4.2.25 If verification is successfully completed the Contractor's Change Manager signs FCO form and its attachments with technical solutions.
- 4.2.26 The decision on FCO can be one of the following:
- FCO approved for implementation;
  - FCO submitted for correction to the General Designer, with a justification to be provided in the FCO; and
  - FCO rejected, with a justification to be provided in the FCO.
- 4.2.27 The Contractor's Change Manager shall notify the General Designer in case of FCO rejection.
- 4.2.28 The Contractor's Change Manager shall submit the signed FCR(s) and FCO to the Owner's Change Manager within 1 (one) Business Day after signing FCO.



### 4.3 Change Approval

- 4.3.1 The Owner's Change Manager shall make a decision on the FCO within 3 (three) Business Days from the date of its receipt by the Owner. This time period can be changed upon agreement between the Owner's Change Manager and the Contractor's Change Manager.
- 4.3.2 The decision on the FCO can be one of the following:
- FCO approved – the Owner's Change Manager shall sign the FCO and its attachments;





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- FCO to be corrected – the Owner’s Change Manager shall send the FCO to the Contractor’s Change Manager for correction and improvement. The necessity of correction and improvement shall be justified by providing references to specific items of applicable Project documents and/or regulatory documents; or
- FCO rejected – a justification for rejection shall be provided in the FCO by the Owner’s Change Manager.

4.3.3 The Contractor's Change Manager shall consider the Owner's Change Manager's justification for rejection and shall take a decision if the FCO is to be corrected or to reject the change.

4.3.4 If decision for FCO rejection is taken by the Owner's Change Manager, Contractor's Change Manager can do the following:

- FCO to be corrected - the Contractor's Change Manager shall submit the FCO to the General Designer and the relevant experts for correction and improvement. The corrected FCO shall be resubmitted to the Owner's Change Manager. Before the respective IMS functionality launching, the FCR/FCO correction shall be made through its rejection and initiation of a new FCR/FCO; or
- FCO rejected - the Contractor's Change Manager shall notify the General Designer and the Owner's Change Manager.

4.3.5 After the FCO is approved by the Owner's Change Manager, it shall be submitted by the Contractor's Change Manager to the General Designer for reflection of changes in the DD documentation and implementation of the relevant works.

4.3.6 When FCO of Unavoidable Change is approved by the Owner, such Unavoidable Change shall be evaluated by means of ECR according to PMM document ED.NPAS.CM.PCM.PMD.EN-004 Change Management Process [3].

## 4.4 Change Implementation

4.4.1 After approval of FCO by the Owner's Change Manager, changes shall be reflected in the DD documentation according to approved FCO's attachments.

4.4.2 Each DD document (sheet) (for example, general data, drawing, statement, specification, etc.), to which the change has been made, should be accompanied by a “Track list of changes” (Appendix 4) containing a list of all previous FCOs related to this DD document.

4.4.3 The approved FCO and its attachments are the justification for starting the following:

- The relevant works at the Site/Construction Site as applicable; and
- The introduction of agreed changes in the DD documentation according to document ED.P.P000.&.&&&&&.&.&&&&&.089.YP.0013 “Execution of the Modification of the Detailed Design Documentation” [6] and PMM document ED.NPAS.CM.PCM.PMD.EN-003 Management of the Change of the Design Documentation [4].



#### 4.5 Change Close-out

4.5.1 Field Changes shall be closed-out according to this Procedure.

4.5.2 Unavoidable Changes shall be closed-out according to PMM document

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ED.NPAS.CM.PCM.PMD.EN-004 Change Management Process [3].

4.5.3 The Contractor's Change Coordinator and the Owner's Change Coordinator shall verify that the following conditions have been met:

- The Contractor has submitted to the Owner approved new revision of the DD documentation (drawing, Technical Specifications, etc.), reflecting all changes that are approved in the FCO's attachments in accordance with approved FCO;
- Implementation of the change was completed during the Project Implementation at the Construction Site, based on FCO and its attachments according to PMM document ED.NPAS.QI.PCM.PMD.EN-005 Inspections during Construction Works and Erection Works [7];
- For the purpose of signing the Construction/Erection Works Completion Certificate(s) in accordance with Appendix 32 of the EPC Contract [1], all FCOs related to performing of the Construction Works and Erection Works related to the Construction/Erection Works Completion Certificate should be closed and the changes related to these works must be implemented;
- The Contractor acknowledges that DD documentation may be subject to a large number of FCO's and or complicated design changes which may affect multiple related DD documentation. The Contractor shall be solely responsible to update and issue revised DD documentation, as necessary, to avoid design and execution inconsistencies in the works. Schedule delays, re-work and subsequent additional cost and other impacts to the Project as the result of the failure of the Contractor to provide updated/current DD documentation to Subcontractors or to the Owner will be solely the responsibility of the Contractor;
- The next revision of the DD documentation may also be issued upon mutual agreement of the Contractor's Change Manager and the Owner's Change Manager; and
- All requirements of this Procedure have been followed.

4.5.4 If the conditions above are met, the Contractor's Change Manager shall sign the "close-out" section on the FCO form and submit the form to the Owner's Change Manager for approval.

4.5.5 The Owner's Change Manager, subject to its approval, shall sign the "close-out" section on FCO form.

4.5.6 When the close-out is approved by the Owner's Change Manager, the Contractor's Change Manager shall notify the General Designer that FCO close-out is completed.



4.5.7 Prior to FCO close-out approval, the Contractor's Change Coordinator shall also ensure Configuration Management equilibrium is maintained and all documentation are confirmed to be uploaded by the Contractor in the Project IMS.

4.5.8 Output of close-out step can be assessed and recorded as Lessons Learned or improvement management process. If change assessment is required by the FCO (marked "To be used for Lesson Learned"), such process shall be arranged according to PMM document ED.NPAS.GL.PCM.PMD.EN-006 Lessons Learned and Improvement Management for the Project [8].

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## 4.6 Field Changes Evidence

4.6.1 The rules of coding of Field Changes and Unavoidable Changes are described below:

- FCR code is generated as follows: “ED.FCR -ddmmyy.sequence number per the current date” (e. g., ED.FCR-180620.1); and
- FCO code is generated as follows: “ED.FCO - ddmmyy.sequence number per the current date” (e. g., ED.FCO-200620.11).



4.6.2 For whole life cycle of FCR/FCO their unique codes are not changed.

4.6.3 The Field Changes and Unavoidable Changes management process is subject to automation. The requirements for automation the Field Changes and Unavoidable Changes management process are described in PMM document ED.NPAS.IT.SPC.PMD.EN-014 Project IMS Function Requirements Specification for Field Change Management Functionality [1].

4.6.4 After the implementation of the Project IMS, the rules of coding, registration and traceability of all Field Changes and Unavoidable Changes shall be used for automating the process of coding, registration and traceability of changes in the Project IMS.

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## 5 DOCUMENT REVISION

5.1 This Procedure shall be revised as follows:

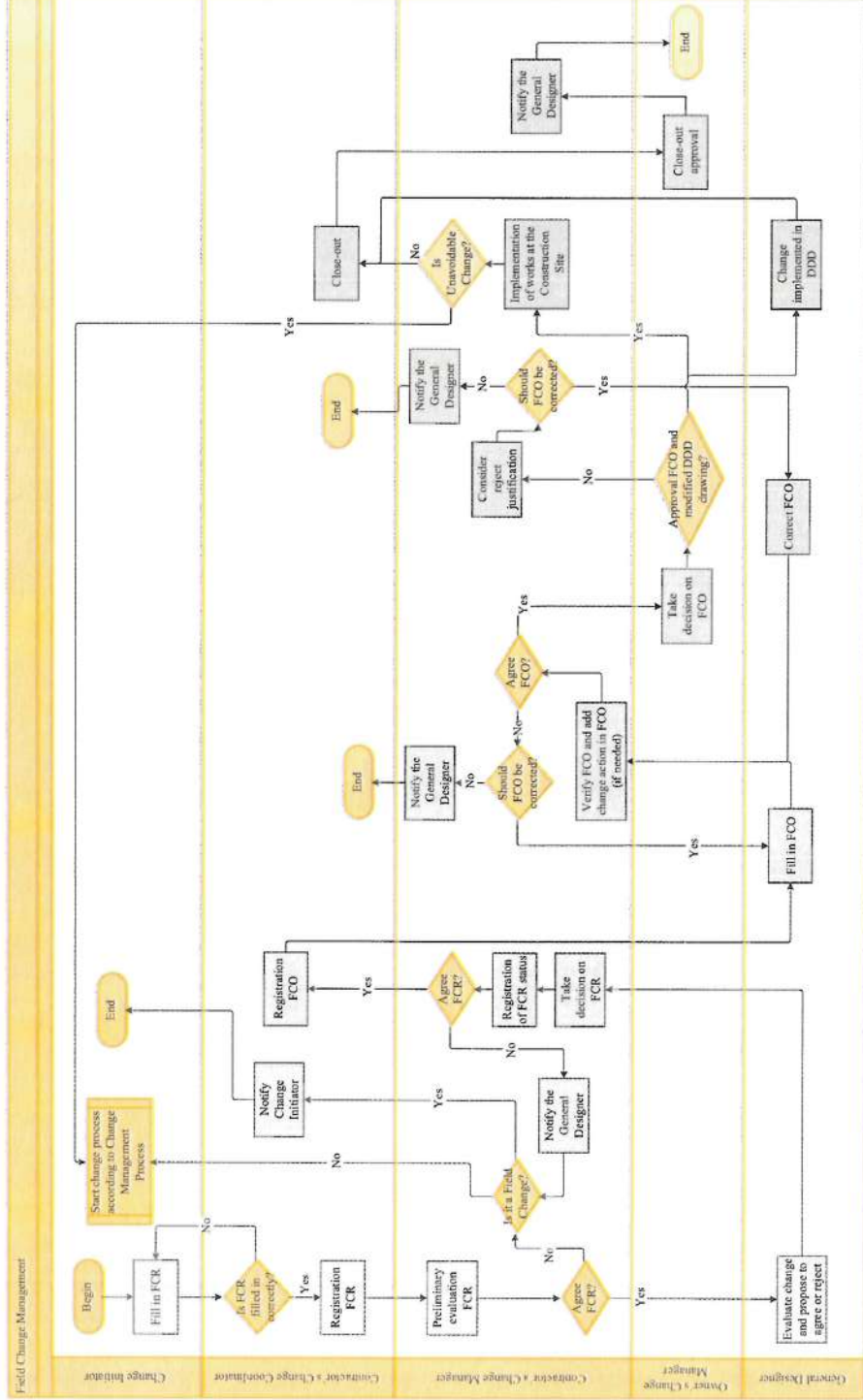
- During the first year after its issue for use and then every two years;
- When required, upon changes of the EPC Contract [1] requirements, Applicable Laws, results of audits and inspections, revealed Nonconformities, newly issued and related PMM documents, etc.; and
- By agreement of the Parties.

5.2 If a revision of this document exists, the section "Revision page" shall be filled by the Contractor with brief descriptions of changes done.





	<p align="center"><b>FIELD CHANGE MANAGEMENT PROCEDURE</b></p>	
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## APPENDIX 1 FLOW CHART OF MANAGEMENT OF THE FIELD CHANGES AND UNAVOIDABLE CHANGES



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## APPENDIX 2 TEMPLATE OF FIELD CHANGE REQUEST

FIELD CHANGE REQUEST (FCR)				FCR Code	FCR Registration date
Change Initiator				3	4
Change Initiator's organization					
Description					
Summary of Field Change Proposal				5	
Description of the Field Change Proposal				6	
Justification				7	
Scope of Change				8	
Building/Structure KKS Code	System KKS Code	Component KKS Code	Component QA Category	Component Safety Class	Unavoidable Change 14
9	10	11	12	13	YES <input type="checkbox"/> NO <input type="checkbox"/>
Owner approved Documents to be changed 15					
Document Name	Document Code	Document Revision	Developer Organization	Sheet	Change Description
16	17	18	19	20	21
Proposed Deadline					
22					
Attachments:					
23					
Change Initiator Signature					
24					
Preliminary Evaluation					
<input type="checkbox"/> FCR approved for evaluation* <input type="checkbox"/> FCR rejected and initiate process according to PMM document ED.NPAS.CM.PCM.PMD.EN-004 Change Management Process					



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<input type="checkbox"/> FCR rejected Justification: 25			
The Contractor's Change Manager _____			
26		Signature _____ dd.mm.yyyy Name _____	
* By signing the Contractor confirms that: - The change is identified during the Construction Works, Erection Works or Commissioning Works; - The change is implemented in the Detailed Design documentation approved by the Owner/respective Authority (if applicable) and stamped "issued for execution; - The change does not affect EPC Contract Price, Contractual Time Schedule, nuclear and radiation safety, industrial safety, fire safety, environmental safety, security of the Construction Site, occupational health and safety and does not impact the structural integrity of Non-Safety Related buildings.			
Change Evaluation			
Documents Affected 27			
Document Name	Document Code	Document Revision	Developer Organization
28	29	30	31
Attachments:		34	
Change Evaluation Disposition			
<input type="checkbox"/> FCR approved for FCO processing** <input type="checkbox"/> FCR rejected and initiate process according to PMM document ED.NPAS.CM.PCM.PMD.EN-004 Change Management Process <input type="checkbox"/> FCR rejected Justification: 35			





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General Designer _____		Signature _____		dd.mm.yyyy		Position, name _____	
<p>** By signing the General Designer confirms that:</p> <p>- The change does not influence Licensing Documentation and/or Basic Design documentation and/or conceptual documentation;</p> <p>- The change is in compliance with the applicable Codes and Standards.</p>							
Works (if needed) to be filled in by the Contractor's Change Manager 37							
Description of the Works		Developer Organization		Proposed Deadline		Note	
38		39		40		41	
Impact on Configuration 42		<input type="checkbox"/> Yes <input type="checkbox"/> No					
Decision							
<input type="checkbox"/> FCR approved for FCO processing <input type="checkbox"/> FCR rejected and initiate process according to PMM document ED.NPAS.CM.PCM.PMD.EN-004 Change Management Process <input type="checkbox"/> FCR rejected Justification: 43							
The Contractor's Change Manager _____				Signature _____			
44				Name _____			

Table 1 Instruction for filling FCR form fields

No.	Description	Responsible
1	Full name of Change Initiator	Change Initiator
2	Name of organization that has initiated the FCR (to be filled in based on the FCR)	Change Initiator



*[Handwritten signatures and initials are present at the bottom of the page.]*

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3	Code of the FCR	Contractor's Change Coordinator
4	Date of FCR registration	Contractor's Change Coordinator
5	Summary of Field Change Proposal including brief description of the required change	Change Initiator
6	Description of what is to be modified	Change Initiator
7	Description of the reason of the change needed	Change Initiator
8	Description of change scope	Change Initiator
9	KKS code of buildings and structures at the Construction Site	Change Initiator
10	KKS code of systems at the Construction Site	Change Initiator
11	KKS code of components at the Construction Site	Change Initiator
12	Quality category of NPP components to be affected as per QAP (D)	Change Initiator
13	Safety class of NPP components	Change Initiator
14	Specify if the change is Unavoidable Change	Change Initiator
15	Documents to be changed including the change description	Change Initiator
16	Document name	Change Initiator
17	Document code	Change Initiator
18	Document revision	Change Initiator
19	Organization, subdivision, full name	Change Initiator
20	List of document's sheets that can be changed	Change Initiator
21	Describe specific actions to be taken to implement the change. If it is required to change documentation, provide a brief description of specific changes to be made to each document	Change Initiator
22	Proposed deadline for change implementation	Change Initiator
23	List the attachments	Change Initiator
24	Change Initiator signature	Change Initiator



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	<b>FIELD CHANGE MANAGEMENT PROCEDURE</b>	
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25	Confirmation of the decision of preliminary evaluation of FCR and justification	Contractor's Change Manager
26	Signature, date, name of the Contractor's Change Manager	Contractor's Change Manager
27	Additional documents to the ones identified by the Change Initiator that can be modified	General Designer
28	Document name	General Designer
29	Document code	General Designer
30	Document revision	General Designer
31	Organization, subdivision, full name	General Designer
32	List of document's sheets that can be changed	General Designer
33	Describe specific actions to be taken to implement the change. If it is required to change documentation, provide a brief description of specific changes to be made to each document	General Designer
34	List the attachments	General Designer
35	Confirmation of the decision of evaluation of FCR and justification	General Designer
36	Signature, date, position, name of representative of the General Designer	General Designer
37	Description of Works (if required)	Contractor's Change Manager
38	Description of Works	Contractor's Change Manager
39	Organization implementing Works	Contractor's Change Manager
40	Proposed deadline	Contractor's Change Manager
41	Note	Contractor's Change Manager
42	To be filled in accordance with the criteria established in PMM document ED.NPAS.PCM.PMD.EN-003 Configuration Items Identification [9]	Contractor's Change Manager
43	Confirmation of the decision of FCR and justification	Contractor's Change Manager
44	Signature, date, name of the Contractor's Change Manager	Contractor's Change Manager





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### APPENDIX 3 TEMPLATE OF FIELD CHANGE ORDER

FIELD CHANGE ORDER (FCO)									
FCO Creator		1		FCO Code		3		FCO Registration Date	
FCO Creator's Organization		2		FCR Change Initiator		FCR Approver		4	
FCR Scope for Implementation									
FCR Code		Date of FCR approval		6		7		8	
Scope of Change									
SSCs									
Building/Structure KKS Code		System KKS Code		Component KKS Code		Component QA Category		Component Safety class	
9		10		11		12		13	
Change Action (CA)									
CA Number		CA Description		Assigned organization		Due date		Owner approved Documents to be changed (to be filled-in only for documents)	
14		15		16		17		18	
Attachments		16		17		18		19	
		20		21		22		23	
24									

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	<b>FIELD CHANGE MANAGEMENT PROCEDURE</b>	
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General Designer *			
25	Signature	dd.mm.yyyy	Position, name
* By signing the General Designer confirms that: - The change does not influence Licensing Documentation and/or Basic Design documentation and/or conceptual documentation; - The change is in compliance with the applicable Codes and Standards.			
<input type="checkbox"/> FCO Approved <input type="checkbox"/> FCO to be corrected <input type="checkbox"/> FCO Rejected			
Justification of Rejection: 26			
Contractor's Change Manager**			
27	Signature	dd.mm.yyyy	Name
** By signing the Contractor confirms that: - The change is identified during the Construction Works, Erection Works or Commissioning Works; - The change is implemented in the Detailed Design documentation approved by the Owner/respective Authority (if applicable) and stamped "issued for execution; - The change does not affect EPC Contract Price, Contractual Time Schedule, nuclear and radiation safety, industrial safety, fire safety, environmental safety, security of the Construction Site, occupational health and safety and does not impact the structural integrity of Non-Safety Related buildings.			
Approved by the Owner's Change Manager			

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	<b>FIELD CHANGE MANAGEMENT PROCEDURE</b>	
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<input type="checkbox"/> FCO Approved <input type="checkbox"/> FCO to be corrected <input type="checkbox"/> FCO Rejected	
Justification of Rejection: 28	
The Owner's Change Manager	
29	Signature _____ dd.mm.yyy _____ Position, name _____
Distribute _____ 30	
Close-out	
<input type="checkbox"/> 31	To be used for Lessons Learned
32	Configuration Management equilibrium is maintained <input type="checkbox"/> Yes <input type="checkbox"/> N/A
Contractor's Change Manager***	
33	Signature _____ dd.mm.yyyy _____ Name _____
Owner's Change Manager	
34	Signature _____ dd.mm.yyyy _____ Name _____
*** By signing the Contractor confirms that: - All Change Actions are done and the changes are reflected in the listed documents; - FCO changes are reflected in the revised As-built documentation; - FCO with attachments uploaded by the Contractor in the Project IMS.	

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Table 2 Instruction for filling FCO form fields

No.	Description	Responsible for filling
1	Full name of the person generating the FCO	Contractor's Change Coordinator
2	Name of organization generating the FCO	Contractor's Change Coordinator
3	FCO unique identifier	Contractor's Change Coordinator
4	FCO registration date	Contractor's Change Coordinator
5	FCR code	Contractor's Change Coordinator
6	FCR approval date	Contractor's Change Coordinator
7	FCR Change Initiator full name	Contractor's Change Coordinator
8	FCR approver, full name of Contractor's Change Manager	Contractor's Change Coordinator
9	KKS code of buildings and structures at the Construction Site affected by the change	Contractor's Change Coordinator
10	KKS code of system at the Construction Site affected by the change	Contractor's Change Coordinator
11	KKS code of components at the Construction Site affected by the change	Contractor's Change Coordinator
12	Quality category of NPP components to be affected as per QAP (D)	Contractor's Change Coordinator
13	Safety class of NPP components affected by the change	Contractor's Change Coordinator
14	Serial number of the Change Action within the FCO	General Designer/ Contractor's Change Manager in case of added change actions
15	Type of Change Action being proposed: - Change of documentation - Procurement activities - Construction and Erection activities - Dismantling.	General Designer/ Contractor's Change Manager in case of added change actions

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16	Describe specific actions to be taken to implement the change. If it is required to change documentation, provide a brief description of specific changes to be made to each document.	General Designer/ Contractor's Change Manager in case of added change actions
17	Assigned organization implementing the change action	General Designer/ Contractor's Change Manager in case of added change actions
18	Approved due date of change action implementation	General Designer provides the date for documentation Contractor's Change Manager provides the date for Works
19	Document code	General Designer
20	Document name	General Designer
21	Document revision	General Designer
22	Code of FCR containing the related change actions	General Designer/ Contractor's Change Manager in case of added change actions
23	The field includes a reference to the evidence of the completed change action (e. g. completion certificates, etc.) For change action "Change of documentation" the reference to a new revision is made	The Contractor's Change Coordinator
24	FCO's attachments	General Designer
25	Signature, date, full name of the authorized person of the General Designer	General Designer
26	Confirmation of the decision of FCO and justification	Contractor's Change Manager
27	Signature, date, full name of the Contractor's Change Manager	Contractor's Change Manager
28	Confirmation of the decision of FCO and justification	Owner's Change Manager
29	Signature, date, full name of the Owner's Change Manager	Owner's Change Manager







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30	After approval by the Owner the FCO shall be distributed to addressees (e-mail addresses) of the Owner, General Designer, the Contractor and assigned organizations that specified in field number 17 for change implementation	Contractor's Change Coordinator
31	Filled in during FCO close-out if the change is to be assessed and recorded in Lessons Learned and Improvement management	Owner's Change Manager/ Contractor's Change Manager
32	To be filled in accordance with PMM document ED.NPAS.PCM.PMD.EN-003 Configuration Items Identification [9] N/A is marked when "No" is ticked in "Impact on configuration" in the FCR.	Contractor's Change Coordinator
33	Signature, date, full name of the Contractor's Change Manager	Contractor's Change Manager
34	Signature, date, full name of the Owner's Change Manager in case of proper evidences are presented in field 23	Owner's Change Manager





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#### APPENDIX 4 TEMPLATE OF PRINTABLE FORM OF TRACK LIST OF CHANGES

Date of report creation: (dd.mm.yyyy)

<b>Document code</b>	<b>Revision</b>	<b>Document Title</b>	<b>Sheet</b>

<b>FCO</b>