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Technical Specifications (In-Cash Procurement)

Technical specifications of the framework contract for the Emergency Services 2024

The present document describes the specifications for the ITER Site Emergency Services during the construction phase of the ITER project for ITER Organization (IO) in accordance with the IO rules and regulations. This specification defines the requirements to be delivered by the contractor. The contracting authority is the ITER International Fusion Energy Organization, designated by the term ITER Organization or "IO" throughout this document.

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1 Preamble

This Technical Specification is to be read in combination with the General Management Specification for Service and Supply (GM3S) – [Ref 1] that constitutes a full part of the technical requirements.

In case of conflict, the content of the Technical Specification supersedes the content of Ref [1].

2 Purpose

The present document describes the specifications for the ITER Site Emergency Services of the ITER project for the ITER Organization (IO) in accordance with the IO rules and regulations. This specification defines the requirements to be delivered by the contractor (the "Contractor") for this Emergency Services framework contract. The contracting authority/client is the ITER International Fusion Energy Organization, designated by the term "the ITER Organization" or "IO" throughout this document.

3 Acronyms & Definitions

3.1 Acronyms

The following acronyms are the main one relevant to this document.

Abbreviation	Description
CCFL	"CCFL - Camion-citerne pour feux de forêt léger" - Forest fire light vehicles
CCFM	One Medium forest fire truck ("CCFM – Camion-citerne de feux de forêt moyen")
CP	Command Post
CRO	Contract Responsible Officer
EIP	Emergency Intervention Plan
ERT	Emergency Response Team
ERB	Emergency Response Building
ETARE	"Etablissement Répertorié" – Listed facility
FPT	"FPT - Fourgon pompe tonne" – Fire truck
GM3S	General Management Specification for Service and Supply
GOC	"Gestion Opérationnelle et Commandement" – Operational management and command
HWT	Hot Work Permit
IO	ITER Organization
OSC	On-Scene Commander
PRO	Procurement Responsible Officer
PTW	Permit To Work
SDIS	"Service Départemental d'Incendie et de Secours" – Departmental Fire and Rescue Services
SITAC	"Situation Tactique" – Tactical situation

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SMUR	"Service Mobile d'Urgence et de Réanimation" – Mobile Emergency and Intensive Care Service
TMCR	Temporary Main Control Room
VPSID	"Véhicule de prompt secours et d'interventions diverses" - Emergency response and various intervention vehicle
VSAV	"Véhicule de Secours de d'Assistance aux Victimes" - Emergency ambulances
VIM	"Véhicule d'intervention mousse" - Foam intervention truck
VLTT	"Véhicule de liaison tout terrain" - All road light liaison vehicle

3.2 Definitions

For a complete list of ITER abbreviations see the Ref [1] and the ITER Abbreviations (ITER_D_2MU6W5).

Contractor: shall mean an economic operator who have signed the Contract in which this document is referenced.

4 Applicable Documents & Codes and standards

4.1 Applicable Documents

This is the responsibility of the Contractor to identify and request for any documents that would not have been transmitted by IO, including the below list of reference documents.

This Technical Specification takes precedence over the referenced documents. In case of conflicting information, this is the responsibility of the contractor to seek clarification from IO.

Upon notification of any revision of the applicable document transmitted officially to the contractor, the contractor shall advise within 4 weeks of any impact on the execution of the contract. Without any response after this period, no impact will be considered.

Ref	Title	IDM Doc ID	Version
1	General Management Specification for Service and Supply (GM3S)	82MXQK	1.4
2	Convention collective nationale des entreprises de prévention et de sécurité du 15 février 1985. Etendue par arrêté du 25 juillet 1985 (JO du 30 juillet 1985) - Textes Attachés - Accord du 26 septembre 2016 relatif aux qualifications professionnelles		
3	ITER General Emergency Procedure	T24NPG	2.1
4	Internal Regulations	27WDZW	3.1
5	70-00-00-031 - ITER Site Map	37UASM	005
6	PGC Volume 1 – Health and Safety General Coordination Plan for the construction of ITER Project	T6V4RP	4.4

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7	Prevention Plan template	T76WJE	3.3
8	PGC – Individual Health Protection and Safety Plan (PPSPS) template	K7C6SZ	4.1
9	Procedure for management of incidents, accidents and unsafe situations	2CTZTP	1.3
10	Procedure to Request and Grant Permission to Use the ITER Logo by External Entities -	24LQM9	2.0
11	ITER Procurement Quality Requirements	22MFG4	5.1
12	Procurement Requirements for Producing a Quality Plan	22MFMW	4.0
13	In-Cash Contractor Documentation Exchange and Storage Working Instruction	G8UMB3	5.0
14	Environmental Management Plan	97W4PN	1.4
15	Environmental requirements	97WRFP	2.2
16	Environmental Respect Plan English template	9FUP5C	2.3
17	Procedure for Management of Nonconformities	22F53X	9.1
18	Procedure for the management of Deviation Request	2LZJHB	8.1
19	Conditions of Use of the radio communication system on the ITER Site	Y73ERA	2.1
20	ITER Document Management system (IDM manual)	22223J	8.28
21	ITER Policy on Safety, Security and Environment Protection Management	43UJN7	3.1
22	Quality Assurance for ITER Safety Codes	258LKL	3.1
23	How to request access to and within the ITER Site	WRWQRG	3.3
24	Command Post: role and responsibilities. Interaction with TMCR and ERT	2KF2L6	2.4
25	Instructions for Hot Work	64GPGM	2.5
26	SHS data protection guidelines	WT7JUL	1.7

4.2 Applicable Codes and Standards

Not applicable.

5 Scope of Work - Duration

This section defines the specific scope of work for the service, in addition to the contract execution requirement as defined in Ref [1].

The scope of the services covered by this technical specification encompasses all aspects of emergency services provided within the ITER premises during the construction phase of the ITER project.

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The Contractor shall perform the following activities:

- The first emergency response services for ITER site while waiting for the local fire and rescue service (« Service Départemental d'Incendie et de Secours ») ;
- Functions and regulatory controls related to safety (prevention patrols, rescue means controls…) for the ITER site;
- The trainings requested by the IO;
- Participate in the preparation, execution and control of hot works.

The Framework contract's duration shall last four years with two options of one additional year. An appropriation period of two months before the handover must be implemented by the awarded company to consider the Site and prepare the organisation of the services.

5.1 Work Description

The descriptions of contract-related expectations are:

Safety objectives	○ Ensure all controls and regulatory safety requirements and those required by the IO. ○ Perform periodic preventive patrols to identify and reduce the risk of accidents and fires. ○ Ensure traceability and reliability of information processed. ○ Inform and advise users on the fire services and health risks. ○ Train IO staff on firefighting and rescue procedures and the use of first response capacity (use of extinguishers, safety hours awareness, evacuation guides). ○ Evaluate and anticipate the oncoming new hazards, due to the project evolution, and propose suitable response. ○ Write and maintain emergency response procedures (emergency intervention plan, operational procedures, means inventory...). ○ Participate in the preparation, execution, and control of hot works ○ Participate in the preparation and execution of emergency drills
Operational objectives	○ Ensure all first aid to victims and/or intervene in any loss of health with the technical and medical equipment in addition and with the support to the nurse's contract already in place; ○ Intervene on any type of a fire start, forest fire start or any technological or technical problem with suitable means; ○ In case of a safety problem, take precautionary measures to limit the occurrence or mitigate the effect of an event; ○ Receive guide and advice external teams.
Operational example of response	In addition to technical and / or administrative tasks, the service will be able to provide: ○ assistance to personnel by manning an emergency vehicle to victim (VSAV) days and nights ○ first response on any type of disaster by manning the emergency fire vehicle

The above list is not exhaustive. Additional related services may be required occasionally.

5.1.1 Main risks on site

The Contractor will map the risks on the site of ITER and adapt the emergency response by reviewing the existing documentation and intervention instructions and proposing changes if needed or relevant.

The list of risks below is not exhaustive:

- Health, injury of people, sickness
- Fire:
    - Structures (technical buildings, offices, kitchen, warehouse)
    - Vegetation/forest,
    - Flammable substances (oil, dielectric liquid fire...),
    - Vehicle (including electrical vehicles),
    - Electric (low voltage, high voltage A and B, transformers, electrical cable/cabinet, solar panels, batteries, service trenches...)
- Rescue:
    - Traffic/road accident,
    - Confined space, low points / oxygen deficiency hazard areas
    - Rescue from height / fall from height,
- Miscellaneous:
    - Explosion,
    - Chemical,
    - Pollution (water, ground...),
    - Earthquake,
    - Electromagnetic,
    - Natural risk (rain, flooding, snow, wind, lightning...),
    - Cryogenic installation (with Nitrogen),
    - Technical leaks,
    - Radiological (sources....),
    - Wildlife hazard (boars, animals).

5.1.2 Interventions

The Command Post (CP) acts as the coordinator for all security and emergency responses that may occur on the ITER site. In particular, the Command Post is responsible for surveillance of the fire detection systems and, in the event of an accident or alarm, triggering the interventions teams (including the Emergency Response Team) and communicating with the various parties involved. Some of the alarms are also reported to the operational room in the Emergency Response Building B06 (see section 6.2).

The Command Post communicates with the local Host authorities, external services, on call people, and other relevant control rooms. It organizes and supports any evacuation in conjunction with the ERT when involved.

In the event of an incident or accident observed during a patrol, the Contractor must report to the Command Post and intervene to bring the situation under control.

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5.1.2.1 First response missions

The Contractor will engage the emergency response to respond to any event requiring quick assistance to control an incidental / accidental situation. Interventions have priority over the Contractor's daily activities.

The Contractor shall arrange for the ERT to arrive on the scene of the event no later than 5 minutes after the call for assistance from the Command Post with the means of intervention and in the personal protective equipment appropriated to the mission.

Emergency interventions are directed by the Contractor until the arrival of an authorised representative (On-Scene Commander, OSC) and regarding the severity level of the intervention (03). However, the ERT shift leader remains responsible for the command of his team and the operational technique implemented during the intervention. The ERT shift leader is IO's advisor in the area of intervention entrusted to him.

The Command Post is responsible to call the external reinforcement especially on request of the Shift leader of the ERT.

In the initial phase and to facilitate the reception of possible external reinforcements and the management of the command, the interventions are carried out each time possible in the respect of the Host State guides of reference of the fire brigades with the installation of a tactical reasoning (type “GOC” and “ SITAC”).

The Contractor shall provide the most adapted vehicles, personal protective equipment and the intervention equipment to carry out the first response missions related to the identified risk; they are based at least on:

- Rescue to person vehicle (Class B or C emergency vehicle compliant with current standards);
- Urban fire truck;
- Various interventions vehicle;
- Patrol vehicle;
- Forest fire truck.

The Contractor shall explain in detail in the offer its organisation and the means to ensure the operational continuity of the emergency missions, requested by the technical specifications. These aspects shall appear in the Quality Plan mentioned in section 9.

5.1.2.2 Intervention on specific fire

The Contractor shall propose a vehicle or combination of vehicles which shall intervene on:

- Warehouse fire with remote attack capability standards;
- Dielectric liquid fire urban fire truck.

The solution proposed by the Contractor shall allow to implement at least:

- Hydraulic capacity of 2,000 l/min at long distance (the machine or gear will have a water capacity of at least 4,000 l);
- A foam suppression plant (1,000 l/min of foaming solution with an expansion between 10 and 15) and the possibility to produce foam at medium expansion;
- A powder-extinguishing system of at least 100 kg with a minimum 20 m plant.

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5.1.2.3 Vehicles - Intervention means and equipment

The number of vehicles and their operational capacity must be determined by the Contractor according to the risks and missions requested from these technical specifications and the risks related to the site and its environment at start of the contract at during Contract execution. They shall meet at least the requirements mentioned above. Those trucks and operational means shall comply with French standards and regulations.

The vehicle shall be designed to be parked outside. As previously mentioned, the Emergency Response Building does not currently have garages. Vehicles must therefore have a "Marshal" type start assistance. At least one fire response vehicle shall have a frost protection system and shall remain in water regardless of weather conditions. Generally speaking, the site may be subject to severe weather conditions (wind, hot weather, rain snow).

The vehicles shall be parked in the garage of the new ERB due to be built before the end of this contract. Vehicles to be used during present Contract shall be described in detail by the Contractor.

The Contractor shall guarantee the permanent availability of the vehicles and their equipment to deal with the initial phase of emergency situations. The Contractor shall explain in the Quality Plan its organisation and its means to ensure the operational continuity of its proposal or the precise description of its degraded mode, the loose of potential intervention linked to its mode degraded in relation to the requirements of this technical specification.

The Contractor shall make evolve the vehicle park depending on the evolution of the project and new hazards (radiological, electrical, magnetic...). The supply and maintenance of all equipment is the responsibility of the Contractor.

For information, the vehicles currently on site are the following:

- Two Emergency ambulances (“VSAV - Véhicule de secours d’assistance à victimes”, including one as a technical backup, without rescue equipment);
- One Fire truck (“FPT - Fourgon pompe tonne");
- One Medium forest fire truck (“CCFM – Camion-citerne de feux de forêt moyen”);
- Two Forest fire light vehicles (“CCFL - Camion-citerne pour feux de forêt léger”);
- One Emergency response and various applications vehicle (“VPSID – Véhicule de prompt secours et d’interventions diverses");
- One Foam intervention truck (“VIM – Véhicule d’intervention mousse”);
- One all road light liaison vehicle (“VLTT – Véhicule de liaison tout terrain”);
- One light vehicle for the Hotwork team.

5.1.3 Hot Work Team mission.

ITER Organization needs an entity dealing with the different safety actions related to the Hot Work Permits. This different actions listed below are ensured by the ERT Team.

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Two ERT members are added in the daily ERT team on duty. They are in addition to the 6 ERT members.

The contract shall ensure presence as mentioned in section 5.1.7.

The ERT members dedicated for the Hot work duties are as well as part of the entire ERT members; they are able to perform all the ERT duties on another shift. A system of rotation allows all ERT members to be allocated for Hot work team one day and another shift allocated to ERT missions.

Action to be taken into account for the Hot work team:

- To organize and manage the inhibition request on our fire detection system ("SSI – système de Sécurité Incendie" in French) over the site from the different parties (contractors/IO team);
- To be in contact with the Permit to work (PTW) office related the Hot Work Permit especially for the inhibition request;
- To manage Fire alarms systems management (arming and inhibiting zones);
- To realize the prior safety visit of the installations;
- To receive, survey, check and monitor fire permits for works;
- To give prevention advices related to these fire permits.

Proper trainings shall be provided by IO for all contractor staff members in order to comply with the ERT and Hot work team duties/missions.

5.1.4 Alarm reports in the Emergency Response Building

As mentioned in section 5.1.2, the emergency/safety phone calls, the various alarm reports and means of communication are managed at the Command Post. Fire detection alarms are also reported in the operational room of the ERT in the B06 (and in B70 in the future).

In the event of an alarm being raised, the Command Post will trigger the intervention of the ERT who will also have the reports of fire alarms in the Operational Room.

Interventions have priority over any other daily activity of the Contractor. The Command Post is responsible for alerting the external emergency services and ITER on call staff if necessary.

The ERT also receive the different alarms from:

- Fire detection on Codac system;
- Fire detection on VisioDef system.

The list of systems may change during the contract execution.

The ERT members shall be trained on the use of those different fire detection system as they will be responsible for the re-arming procedure after an alert and on the management of the inhibition while Hot work operation.

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5.1.5 Prevention patrols / Rescue means checks

The Contractor shall carry out regular preventive patrols on the site and in the buildings and check in particular:

- the congestion of accesses, traffic lanes, emergency exits;
- the accessibility and availability of safety and fire-fighting equipment inside and outside the buildings;
- the condition of safety and fire-fighting equipment;
- the closure of doors contributing to the sectorisation of the premises;
- operation of emergency lighting;
- unattended hot spots (open flames, sparks, overheating…);
- removal of any combustible material located near a heat source;
- detection of gas leaks;
- detection of smoke and/or suspicious odours;
- storage of hazardous materials.

The Contractor shall periodically check the proper functioning of the site's safety equipment such as:

- emergency communication means;
- fire-fighting equipment;
- regulatory signage;
- accessibility to rescue and intervention means.

Those lists are not exhaustive and may be modified by the IO CRO.

These patrols and controls are the subject of written reports in a format defined with the IO. The periodicity of these patrols and controls is fixed by the Contractor in relation with the IO. Discrepancies encountered during these patrols are reported in a dedicated software (“Jira"). The follow up of these patrols and control will be done in the event log software provided by IO as soon as it will be available.

Specific patrols could be decided for short period depending the planning of the operation or depending on an unexpected event generating hazard for the people, the goods of the environment on the site.

5.1.6 Minimum Staff roles, missions and qualifications

The Contractor shall choose qualified volunteers fire-fighters in activity with sufficient trainings and skills to understand the general operation of the facility and to operate any alarm system, operate trucks and vehicles and perform any activities related to safety. The team of six shall be staffed as following:

- One shift leader (qualified “INC2”);
- One deputy shift leader (qualified “INC2”);
- One truck driver;
- One ambulance driver;
- Two fire fighters.

Two members are added to this team during day shifts as specified in section 6.2.3 ("Hot Work Team mission").

5.1.6.1 ERT Site manager

The Contractor shall accommodate an Emergency Response Team Site manager whose roles and responsibilities are at least as follows:

- Is the daily point of contact with the IO CRO and the IO SES Emergency Pole;
- Prepares and organises the required meetings;
- Prepares the required deliverables;
- Proposes improvements in the scope of this contract to the IO CRO and adopt a proactive attitude;
- Establishes and maintains up-to-date instructions in accordance with IO instructions;
- Enforces application of emergency instructions;
- Coordinates ERT's activities and daily tasks;
- Is the interface between the ERT and the other stakeholders on the site, particularly in the field of emergencies (Security, OHS, nurses...);
- Can be requested to provide technical advice or coordination functions on site out of working hours upon IO's request and in case of significant issue on-site;
- Is responsible for applying and enforcing all the applicable documents including the prevention plan, PPSPS, IO OHS policy and the company's OHS policy (including 08);
- Performs analysis of work accidents, a proposal of preventive and corrective measures followed by effectiveness (Ref. 9);
- Ensures that the operational contract is respected (personnel, vehicles, equipment);
- Ensures Contractor’s staff has the appropriate and ready for use PPE, uniform, radio and materials;
- Ensures that Contractor's daily report to the IO CRO is issued by email every morning;
- Ensures that Contractor's staff always have the appropriate instructions to perform their duties with clear missions;
- Conducts regular emergency controls and exercises;
- Ensures good interactions with other entities and especially the Security service and the nurses,
- Participates in regular Intercompany Health and Safety Committee (“CISSCT – Collège Interentreprises de Sécurité, de Santé et des Conditions de Travail” - French Labour Code) meeting and Health and Safety monthly meeting.

The list of these tasks is not exhaustive. The IO CRO shall specify them.

The provision of an ERT Site manager is required every working day (if necessary, including days when the site is closed) for 7 working hours. In case of absence and unless otherwise indicated by the IO CRO, he/she shall be replaced by a person with the equivalent skills and qualifications and who shall not combine his/her duties with those of the person on duty.

5.1.6.2 ERT Shift leader

The main roles and responsibilities of the Shift leader will be at least:

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- Is the main contact of the ERT Site manager;
- Ensure the permanence of the ERT Site manager outside working hours;
- Is the point of contact of the Command Post;
- Ensures compliance with the activities planned for his/her shift (exercises, trainings, controls, patrols...);
- Participate in the establishment of the instructions in accordance with ERT Site manager instructions;
- Records shift activities on the dedicated event log (feedback, proposal for improvement...);
- Records the elements of the emergency events (including feedback, proposal of improvement, time of arrival on the field...);
- Records discrepancies identified during the shift activities on the dedicated tools;
- Applies ITER Organisation and the Contractor's available instructions and procedures;
- Ensures the relevance of operational procedures on the field (emergency intervention plans...) and proposes updates or new ones;
- Ensures that the premises provided by ITER Organisation are tidy;
- Adopts a proactive attitude.

The list of these tasks is not exhaustive. The Contractor shall specify them and their distribution in areas such as operations, planning, training, technic…

5.1.6.3 Staff coefficient

The minimum staff qualifications (0) for each post shall be the following:

- The ERT shift leader and the deputy shift leader (and their backup) shall be AM 200;
- The truck and ambulance drivers and the other firefighters shall be AE 190;
- The Site manager C 400.

5.1.6.4 Staff qualifications

The Contractor shall maintain and develop the knowledge, skills, and qualifications of its personnel throughout the duration of the contract. The Contractor shall describe in detail in the Quality Plan its different level and contents of training, according to the risks identified, to guaranty the quality and the preparation of its staff to emergency situation as well as the methods of monitoring and follow up of these. A report and action plan are drawn up for each training, manoeuvre, and exercise.

The Contractor will train its staff on all the services described in this specification. It will present its training plan to the IO as well as its development whenever necessary, in case of modification of its risk analysis on the site.

The Contractor shall also describe how the capability and maintenance of the physical capacity for operational situations is verified.

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The Contractor will provide a table indicating the risk to be covered on the site, the operational response in terms of technical and human resources, the training and level of qualification of the personnel and how these qualifications are assessed and maintained. These elements should be presented at the monthly meetings.

5.1.6.5 Language

The ITER Organization official language is English.

All documents sent to the ITER Organization by the Contractor shall be written in English.

The coordinator and main management shall speak both English and French fluently.

The staff must be able to speak, read and understand French and English to be able to intervene on any case with international background.

The ERT Team manager shall have at least the CECRL C1 level certificate or equivalent of English. The Shift leaders shall have at least the CECRL B1 level certificate or equivalent of English.

The truck driver and the other firefighters shall have at least the CECRL A1 level certificate or equivalent of English.

5.1.7 Working hours

For the Emergency Response Team, the service is to be performed 7days/24hours which included for each day and night:

- 6 firefighters from 7am to 7pm;
- 6 firefighters from 7pm to 7am.

Regarding the Hot Work Team, the service is to perform:

- Two ERT members from Monday to Friday from 07:00am to 07:00pm;
- One ERT member on Saturday and closing day (at the exception of the 1st of May, 25th December and 1st of January) from 07:00am to 07:00pm.

The time slots for the Hot Work Team can be adjusted by the IO if needed.

The ERT Site Manager shall be present 5 days, normal working hours.

5.2 Appropriation period

A two-month appropriation period before the handover will be put in place before the end of the on-going contract to ease the transition between the previous Contractor and new Contractor.

The awarded Contractor shall take benefit from this appropriation period to:

- Analyse documents relating to site organisation mentioned in the reference;
- Analyse requesting tasks required from the emergency response team;

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- Participate in site visit for a better understanding of risks and required services;
- Analyse the required deliverables and templates when existing;
- Issue documents required for the operational take-over of the services per the time line specified in section 8;
- Ensure the services start without any disruption.

As part of this task, the Contractor will be able:

- to monitor the operation of the Emergency Response Building;
- familiarise himself with:
  - all the specific IT tools (alarm management software, etc.);
  - prevention patrols;
  - rescue and emergency means control;
  - safety awareness/trainings, exercises;
- and integrate himself into the general project process.

The Contractor shall propose an appropriation plan upon signature of the contract.

6 Location for Scope of Work Execution

6.1 Site description

The work shall be performed on all the ITER site. The ITER site is situated in the municipality of Saint-Paul-Lez-Durance (13) on the outskirts of Vinon-sur-Verdon, south of departmental road 952, north-east from the CEA Cadarache Centre.

The site (about 180 hectares) is divided into several parts (0):

- Worksite areas for construction activities,
- Office areas,
- Various storage areas where material are stored inside warehouses and outside fenced areas.

The ITER Site accommodates approximately 5000 people, principally divided as follows:

- ITER Organization is made up of roughly around 1000 people,
- Domestic Agency staff, visiting researchers, ITER Project associates, contractors, interns and temporary workers – approximately 1500 people,
- Workers on the construction site – approximately 2500 people on average (very variable).

The Construction site: it covers more than 80% of the site surface, and it is constituted of one or several “closed and independent” worksites, managed by different “building owners” such as Fusion For Energy (F4E), the IO itself, Réseau de Transport d’Energie (RTE), etc. A second infirmary is in the “Contractor Area 2” near the platform worksite.

6.2 Details of the Emergency Response Building (B06)

Emergencies services are in the building B06 (Emergency Response Building – ERB) on two floors shared with different users. Some rooms are allocated to the Emergency Response

Team (operational room, office, changing rooms, lunchroom, storage rooms). A meeting room is available for the Emergency Response Team (ERT) and shared between different users under agreement of IO / Security & Safety Section (SES).

Fire and emergency trucks shall be parked outside this building (area not covered)

A new Emergency Response Building (B70) is due to be built before the end of this contract. This building will be shared with the nurses and the security guards. The date is subject to evolve and will be confirmed during the execution of this contract. The Contractor will relocate its personnel and equipment to this building when it becomes available. The Contractor will maintain the level of service provided for in these Technical Specifications during the relocation.

This building will have a garage in which can be parked the fire and emergency trucks.

The Contractor will not be able to wash or refuel their vehicles on site.

Contractor shall respect B06 access and surveillance conditions.

7 IO Documents

The Contractor must take into account the existing documentation and intervention instructions (emergency intervention plans, operational procedures, personal rescue…) for the existing buildings, premises and zones at risk and propose to the IO CRO modifications that he considers necessary.

The Contractor shall propose to the IO CRO and generate new instructions in the case of a risk's evolution on the site. The IO CRO can request the Contractor to write specific instructions, plans or procedures.

To facilitate the interoperability with the external emergency services, the emergency intervention plans (EIP) should include the information usually found in French “ETARE” plans.

These EIP specifies the risks, the possibilities of access to the building or area, the water hydrants available near the place of intervention, the sensible areas to be protected first, the operational technique to be used, and all the elements necessary for an intervention.

Operational procedures (including EIP) are tested by the emergency response teams during training, manoeuvres and emergency drills, and updated by the Contractor whenever necessary. They are reviewed annually and updated as necessary, and new procedures are drafted in line with changing risks, the progress of building construction and IO’s requests. The progress of updating these procedures is presented by the Contractor to the IO at weekly, monthly and annual meetings.

The Contractor shall ensure that paper copy of each emergency intervention plan is available in intervention vehicles and quickly accessible (fire truck…). Contractor shall ensure that other paper copies will be available at least at the entrance to the site for the external reinforcement, in the operational room and in the crisis management room.

The Contractor submits updates and new procedures to the IO CRO for approval.

The documents become the property of ITER Organisation at the end of the contract. They are published on the ITER document management system (0) and updated.

8 List of deliverables and due dates

All deliverables shall be managed as defined in 0.

8.1 Before the start of the appropriation period

Before the beginning of the appropriation period, the following documents shall be submitted to the IO CRO for approval or acceptance:

- The PPSPS for the construction site (08);
- The Prevention Plan for office area (0);
- The Environmental Respect plan (see Ref. 14, Ref. 15 and Ref. 16);
- The Quality plan dedicated to the appropriation period containing in particular the appropriation plan that details the tasks foreseen, the organization chart… as defined in Ref. 12;
- Annexes to the Quality Plan such as the list of all individuals assigned to the appropriation plan with contact information, telephone numbers and email addresses, or such as and the risk mapping;
- All required document for the creation of the Company Identification Sheet (**Error! Reference source not found.**Ref. 23).

All these documents shall be provided to the IO CRO before any Contractor's employee access on-site and in English unless contra-indicated by the IO CRO, and maintained up to date during contract execution.

8.2 The appropriation period

The Contractor shall submit to the IO CRO for approval two weeks before the end appropriation period:

- Report summarizing the conclusions collected during this period;
- If needed, update of:
  - The PPSPS for the construction site (0).
  - The Prevention Plan for office area (0).
- An update of the Quality plan and its annexes with:
  - General organisation note describing the consistent and relevant organisation, especially staffing evolution and organisation according to the workforce progression, including the means used, interface issues and operating procedures.
  - The template for the all the regular reports to be approved by the IO CRO;
  - The requirements related to training (type of training, frequency…);
  - The instructions and procedures to be used by Contractor staff to implement the IO instruction and these technical specifications.

These documents shall be considered as IO property and maintained up-to-date in accordance with the Quality Plan by the Contractor and upon request of the IO-CRO.

The Contractor may be requested to establish a new instruction upon the IO-CRO request.

8.3 Every day

The Contractor shall issue daily reports to the IO-CRO:

- Activities report;
- Prevention patrol;
- Rescue means control;

- Training feedback;
- Recording of discrepancies and anomalies on the dedicated software ("Jira");
- Transmission to the Command Post the elements necessary for the drafting of intervention report (waiting for the implementation of the event log software);
- Recording of the daily activities on the handbook (waiting for the implementation of the event log software).

The Contractor will participate in meetings or visits related to his activity as an actor, or advisor or for information (fire detection system, prevention plan, rescue plan, coordination, safety inspection...).

This list may change, as well as the monitoring or recording tools.

8.4 Every week

The Contractor shall issue every week:

- Every Thursday transmission of the activity forecast and planning for the following week;
- Weekly report summarising the previous week's daily activity (elements transmitted in the daily reports such as interventions feedback. training, vehicles and equipment availability, patrols, rescue means control, discrepancies and anomalies) and activities for the week;
- Minutes of the weekly meeting with the Emergency Pole/IO CRO.

8.5 At the end of every month

The Contractor shall issue every month:

- Minutes of the monthly meeting with the ITER Organization;
- Monthly report, including:
    - Indicators defined by IO (the list of indicators may change during the contract);
    - Action plan and progress plan follow-up;
    - Emergency interventions statistics (types, time of arrival on the field, interventions of external bodies such as, SDIS 13, Gendarmerie, SMUR...);
    - Staff evolution (hours worked, respect for the number of people in the shifts, replacement rate for absent staff, position, turnover, unfilled positions, recruitment...);
    - Staff qualification and training (manoeuvres...);
    - ITER Organisation exercises / Safety training (extinguishers, safety hours...);
    - Vehicles and equipment (availability, failures, forecast, water consumption...);
    - Rescue means control (verifications, forecast...);
    - Prevention patrols;
    - Hot work Team (number of hotwork permits, inhibitions, discrepancies...);
    - Analysis of the events and/or incidents;
    - Occupational safety indicators for ERT (accidents, frequency, severity...);
    - Operational documents (emergency intervention plans, procedures...);
    - Instructions to proceed: progress point and new instructions to be addressed;
    - Forecasts and schedules for the following month;
    - Assessment of technical or administrative problems associated with the contract;
    - Recommendations for opportunities of progress;
    - Events recorded in the centralized alarm survey systems;
    - Deviations and non-conformities identified.

SERVICE

The minute of meeting, drafted by the Contractor, including the decisions taken and the deadlines for implementation, is sent to the IO for proofreading within a maximum of 3 working days after the meeting. After proofreading and taking into account any corrections requested by IO, the minute of meeting and the monthly report are published on ITER Document Management system (IDM – Ref. 20) no later than one (1) week after the meeting for approval.

8.6 At the end of every year

The Contractor shall issue the annual report, summarizing the information from the monthly reports for the past year by the 31 January of each year. The Contractor shall also present an action plan proposal for the following year.

The conditions for approval of the minute of meeting and of the annual report are the same as for the monthly.

9 Quality Assurance requirements

The organisation conducting these activities should have an ITER approved QA Program or an ISO 9001 accredited quality system.

The general requirements are detailed in ITER Procurement Quality Requirements (ITER_D_22MFG4).

Prior to commencement of the task, a Quality Plan must be submitted for IO approval giving evidence of the above and describing the organisation for this task; the skill of workers involved in the study; any anticipated sub-contractors; and giving details of who will be the independent checker of the activities (see Procurement Requirements for Producing a Quality Plan (ITER_D_22MFMW)).

Documentation developed as the result of this task shall be retained by the performer of the task or the DA organization for a minimum of 5 years and then may be discarded at the direction of the IO. The use of computer software to perform a safety basis task activity such as analysis and/or modelling, etc. shall be reviewed and approved by the IO prior to its use, in accordance with Quality Assurance for ITER Safety Codes (ITER_D_258LKL).

10 Safety requirements

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

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

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

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

SERVICE

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

11 Specific General Management requirements

Requirement for [Ref 1] GM3S section 6 applies completed/amended with the below specific requirements:"

11.1 Coordination of safety of and health protection

The ITER site is divided into 2 areas in which coordination of health and safety presents some differences:

- The office buildings under the direct responsibility of IO, governed by articles of the Labour Code R4511-1 to 12, R4512-1 to 16, R4513-1 to 13, R4514-1 to 10 and R4515-1 to 11 in respect to work done by an external company,
- The construction site areas, enclosed and independent, governed by articles of the Labour Code L4531-1 to 3, L4532-1 to 18, and R4532-1 to 94. These areas are under the direct responsibility of a Building Owner to establish a Health Protection and Safety Coordinator (HPSC).

Overall coordination between the different areas and construction sites is provided through a general HPSC contracted by IO; general HPSC will establish a coordination committee comprising the various building owners as well as officials from the major companies working in the office areas.

The Contractor will be called upon to intervene in areas falling within one or other of the schemes mentioned above.

11.2 Confidentiality

The Contractor agrees to treat all areas related with performance of the tasks and all information's and personal data with strict confidentiality. The Contractor shall be liable for its staff and for disclosure of the information and documents communicated to for fulfilment of the contract to any other individuals than those needing to have knowledge thereof.

The Contractor shall take the measures for protecting information of which holder it is.

Information related to security shall not be communicated outside the ITER site. Only information system (computers and software) of the ITER Organization shall be used. Any established breach of this principle of confidentiality will result in immediate termination of the contract at the Contractor's expense.

11.3 Specific needs

In case of need, emergency reinforcements could be necessary for ensuring adequate internal protection. The request for reinforcements shall be sent to the Contractor at least 48 working hours in advance in written request.

11.4 Work Monitoring

A monthly emergency services follow-up meeting shall be organised by the ITER Organization to discuss the following topics:

- Summary of activities – Detected or emerging problems,
- Summary of the different preventive patrols–Forecasts and schedules,
- Assessment of technical or administrative problems associated with the contract,
- Recommendations for avenues of progress,

The minutes of the meeting drafted by the Contractor and approved by the ITER Organization shall be distributed no later than one week days following the meeting.

Meetings are organised on a weekly basis with the IO CRO and punctually with the Site Manager in order to plan the activities.

11.5 Meeting Schedule

A monthly contract follow-up meeting shall be held between the parties.

11.6 CAD design requirements

This contract does not imply CAD activities.

11.7 Contractor's staff

To perform all the services described in this specification, the Contractor shall provide IO with the necessary personnel, clearly stating the number of staff members and their required qualifications.

The Contractor shall insure continuity of the services.

Contractor’s personnel shall be bound by the rules and regulation governing IO Ethics, Safety and Security.

The Contractor shall submit to the acceptance of the ITER Organization, within the framework of this specification and prior to the start of the task the organisation of its service, typical daily and weekly day of work. A staffing plan shall be proposed by the Contractor to cope with the site evolutions.

The Contractor undertakes to respect the regulations in force within the ITER site. It will pay particular attention to documents relating to site organisation, a list of which is given in the section 4. These documents may change at any moment during the contract for adapting regulations to the construction site evolution. In no case, their modification or their replacement will result in modification of the contract and its financial conditions.

SERVICE

The Contractor shall ensure that its employees undertake all necessary training before the beginning of this contract, such as:

- safety and environment training;
- site hazard safety training.

The training courses for Contractor's staff are at the Contractor's own expense.

11.8 Personnel dress code

The Contractor shall provide his/her personnel with all necessary work clothes and PPE corresponding to the professional activity.

The services provided by the Contractor shall be performed both inside and outside the buildings, on the construction site, on potential non sealed or stabilized areas and under any weather conditions. The Contractor must take this fact into account when choosing the work equipment.

The ITER Organization will attach a prime importance to the personnel dress code.

11.9 Cyber security awareness

The Contractor shall provide cyber security awareness to the ERT's staff that used IO workstations every two years. This cyber security awareness shall be adapted to ITER risks.

The Contractor shall provide to the IO CRO proof of evidence of the performance of such cyber security awareness. The cyber-security awareness shall be part of the training and development program mentioned in section 5.1.6.4.

11.10 Contractor means of communication

The Contractor shall provide his personnel with all necessary safety and communication means for on-site and on-call duties. The Contractor communication radio will rely on the ITER network available and apply IO's rules.

The Contractor shall contribute financially to a portion defined by IO SHS/Security Section of the total cost of the fee to be paid to the Host State ARCEP for using the ITER radio system.

During the contract execution, ITER Organization may define and provide new means of radio communication to be used within ITER site.

At a minimum, the Contractor shall provide, at his own costs, a mobile phone for the Site Manager, the Senior Shift Leader and the hot work team.

The Contractor communication radio will rely on the ITER network available and apply IO's rules detailed in Ref. 19.

The Contractor recognizes and agrees that IO may use for emergency response coordination a ERT members tracking and positioning system.

11.11 Supplies and consumables

The Contractor is responsible for all emergency and office supplies and consumables necessary for carrying out the services at their costs. Usage of printers are reserved for activities performed within the Contract at the costs of the IO.

11.12 Access request

The contractor shall submit its access request for his employees through the dedicated pre-enrolment application in accordance with Ref 23. Access request shall be submitted eight working days before arrival on site of the concerned employees.

Contractor's employees shall respect with Ref. 23 especially swipe their badge when entering and exiting the ITER Site.

11.13 Logbook / event log

All events must be recorded in a paper logbook pending the implementation of an electronic logbook provided by the IO. Events must be recorded and written in English.

11.14 Telephone – Fax/Internet

Telephone land lines and Internet shall be provided in the buildings made available to the Contractor for all communication needs specific to the services to be provided.

11.15 Computers and software

IO shall be in charge of supplying computer equipment and associated software and shall also ensure any maintenance operations.

Use of computers and software shall be limited to professional purposes only.

11.16 Keys and badges

ITER access badges and keys (including key for manual alarm trigger) are provided to the Contractor staff only to accomplish their duty. Badges and keys stored in the Emergency Response Building or in the vehicles shall be left on the ITER site when not in use.

Should a badge, or key entrusted to Contractor staff be stolen or lost, the Contractor shall immediately inform the IO CRO. The said badge and key will be replaced and subject to payment by the Contractor.

The Contractor shall perform a monthly inventory of keys and badges stored in the ERB or in vehicles and shall report any issue to the IO CRO.

11.17 Inventory of fixtures

IO provides standard furniture such as desks, chairs, cabinets.

An inventory of fixtures shall be realized before the beginning of the contract. It will concern:

- Offices and furniture;
- Computers and associated devices.

11.18 Means of transport on ITER site

The Contractor is responsible for all necessary means of transportation on site.

The vehicles used will:

- clearly display the name of the company;
- be fitted with a transmitter-receiver radio in good working condition, allowing connection to the Command post.

SERVICE

The number of available vehicles must allow for an emergency intervention in any location of the ITER site at any time.

11.19 Use of the ITER logo

The Contractor shall follow the procedure Ref. 10 before using the ITER Logo.

11.20 Proactive attitude

During the contract, the Contractor shall adopt a proactive attitude, providing constructive criticism and proposing any solutions that might improve the health and safety of the site, from both a technical and logistical point of view.