Access:	☒ contractual	☐ open	☐ restricted

Management of Documentation issued by Suppliers/Contractors

Project Details	DTT S.c.a r.l.	
	This document is issued for the execution of the DTT project	
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Abstract	This document explains the procedure and criteria to manage project documentation by Suppliers/Contractors	

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Rev.	Summary of Modifications

Index

1 Introduction

1.1 Scope of document

This document describes the policy to use for access granting and permissions to suppliers in the DTT document management system.
It provides also general information about the management of documentation issued by Suppliers through the use of DTT Document Management System (i.e. ALFRESCO).

1.2 Definitions & Acronyms

PROJECT	DTT (Divertor Tokamak Test) Facility
COMPANY	DTT S.c.a r.l.
CONTRACTOR	A person or organization that undertakes responsibility for the performance of a construction contract
ALFRESCO	Open Source Software tool for DTT Document Management
SUPPLIER / VENDOR	Organization or person that provides a product or services. The terms supplier and vendor shall mean the same and interchangeable
PARTY / PARTIES	Means all entities involved for the PROJECT both external and internal
WP Manager	Work Package Manager (WBS I° Level)
RUP	Responsabile Unico del Procedimento
KoM	Kick Off Meeting

2 Management of access and permission on ALFRESCO

2.1 Background Information

The Project is executed by workgroups focussed amongst other items on project management, technical integration, technical specification, design and procurement supervision, reporting and delivery, and later on machine operation. These workgroups sometimes form identified teams, and sometimes ad hoc groups to address particular issues.

To make the Project a success, while protecting individual, party and commercial rights, all the necessary information shall be shared and easily accessible within the Project team. Since part of Project documents needed for Project success will be provided by external organization such as Suppliers of materials/services and Construction Contractors, DTT organised its Document Management System with restricted access to such external parties. Therefore, DTT adopted for the proper Document Management System (DMS) the ALFRESCO ECM (Enterprise Content Manager) platform which allows the multi website organisation of its documentation.

An ALFRESCO site is an area where any user can share content and collaborate with other site members.

Each site is characterized by:

- A hierarchy in the members (manager, collaborator, contributor, consumer) that defines read/write/erase rights among members.
  - **Manager** has full rights to all site content - what they have created themselves and what other site members have created.
  - **Collaborator** has full rights to the site content that they own; they have rights to edit but not delete content created by other site members.
  - **Contributor** has full rights to the site content that they own; they cannot edit or delete content created by other site members.
  - **Consumer** has view-only rights in a site; they cannot create their own content.

  Rights of access will be assigned, upon request, by DTT to each Suppliers/Contractors personnel who shall manage documentation in ALFRESCO.

- A visibility setting that marks the site as public, moderated, or private. This setting controls who can see the site and how users become site members. The manager of any site—whether public or private—can add users.
  - Public site:
    - All users can view the content but only site members can work with the content
    - Any user can join the site
  - Moderated site:
    - All users can access the site but only site members can see and work with the content
    - Users must ask to join the site
  - Private site:
    - Only site members can access the site
    - Users must be added to the site by a site manager
- A dashboard, where the manager of the site can provide updated information to all members
- A so-called "Document Library" where all the documents are collected
- A workflow to review and approve documents

By default, each folder in the Document library is restricted with the same hierarchy defined in the site, however different permissions can be granted by DTT site manager.

2.2 Access and permission policy

In order to guarantee, the necessary protection to all data contained in ALFRESCO, every site has to be set as "private".

For each Supplier/Contractor a dedicated site will be created with the following characteristics:

- members of the group "Administrator" and the DTT Responsible Officer (RUP) of the contract are **Manager** of the site
- members of the Supplier/Contractor group are **Contributor**
- other DTT users can be made **Collaborator** or **Consumer** at RUP discretion

Documentation between DTT and Suppliers/Contractors will be exchanged through the dedicated site in the proper Document Library.

Only approved and/or authorized documentation can be shared with the Suppliers/Contractors for the proper execution of the work. The RUP of each contract is the ultimate responsible for the exchange of information with the Supplier/Contractors. The RUP will request to the Supplier/Contractors the start of a workflow for the review and approval of each document released identifying the proper actors.

Further details will be provided in the next paragraphs.

Whenever a document provided by the supplier shall be made accessible to all DTT members, it will be the RUP to copy it into the "DTT" master site in a proper folder within the WBS.

3 Management of Project documentation in ALFRESCO

3.1 Document creation

All Management and Technical document prepared by Suppliers/Contractors to be issued official for DTT Projects, shall be prepared following the instruction provided in the QMS-PRO-20000 "Document Coding and Item Numbering" procedure.

Offical documentation shall be produced and issued by Suppliers using the following software format:
- Office suite
- Adobe Acrobat (for .pdf files)
- Autocad
- CATIA 3D / REVIT

 or otherwise established in the contractual documentation.

Numerical Range of document identification code will be provided by RUP, based on preliminary Document List prepared by Suppliers/Contractors.

In the template's cover page, Suppliers/Contractors shall add their logo in the dedicated box near DTT logo (see example Figure 1).

Figure 1 – Suppliers/Contractors logo in Project Document Template

In this way, it will be immediately evident who is the Suppliers/Contractors owner of the document

All documents issued by Suppliers/Contractors shall include Suppliers/Contractors' references in the box Prepared, Reviewed and Approved, while the Authorized box shall include DTT reference (see example Figure 2).

Rev.	Date	Issuing Description	Prepared by	Checked by	Approved by	Authorized by
			Supplier reference	Supplier reference	Supplier reference	DTT reference
1.0	XX/XX/XXXX	Issue for xxx / Emesso per xxx				

Figure 2

Supplier/Contractor is in charge to ensure that all documents have been subject to their internal quality review cycle process before its officially issued to DTT.

During the KoM, based on Document List prepared by Suppliers/Contractors, it shall be agreed the "Issuing Description".

Herebelow the main document typology of "Issuing Description":

- Documents issued for information

  No approval is needed by DTT side
  For these documents, Suppliers shall include in the Issuing description box the wording "*Issue for Information*".

- Documents issued for approval

  For documents subject to DTT review and approval.
  For the first revision, Suppliers shall include in the Issuing description box a statement specifying the reason of issue (e.g. "First issue").
  In case of no comments provided by DTT, the document will be approved by DTT reference by signing as "approved" in ALFRESCO the "AUTHORIZER" box.
  In case of comments, Suppliers/Contractors shall revise the document and issue a new revision (refer to para. 3.3.) specifying in the issuing description box that document is revised as per comments received (e.g. "Second revision with comments included").

3.2 Document uploading in ALFRESCO and Start of Workflow

All documents prepared by Suppliers/Contractors shall be managed through ALFRESCO in the dedicated ALFRESCO site opened for the management of documentation of Suppliers/Contractors within their scope of work awarded with the Contract signed with DTT. Attachment A1 provide instructions for the management of Suppliers/Contractors documents in ALFRESCO.

During the KoM, Suppliers/Contractors shall provide to DTT RUP the references of Suppliers/Contractors' personnel that will be in charge to manage documentation in ALFRESCO.

Once the document is ready to be issued to DTT, Suppliers/Contractors' personnel shall upload the document in ALFRESCO and shall start the workflow (for those documents who need DTT approval).

Supplier/Contractor shall upload only the .pdf version of document and, once the document has been created in ALFRESCO, upload as attachment the native file (word, excel, cad, etc.).

The list of DTT Reviewers, Approvers and Authorizers will be communicated to Suppliers/Contractors by RUP.

Before to start the workflow, Suppliers/Contractors shall select the time period within DTT personnel shall revise the document. Suppliers/Contractors shall select "**High**" in the time period for comments, unless different instructions are provided by RUP or by contractual documentation.

After document creation and start of workflow, Supplier/Contractor shall send a mail to RUP and DEC informing of the transmission of document in ALFRESCO.

3.3   Management of comments

DTT's comments will be provided directly in ALFRESCO (unless otherwise instructions provided by RUP).
Following the end of receiving comments time period, Suppliers/Contractors shall review DTT comments and, in case of needs, contact RUP/DEC in order to get clarifications.

Following all comments are solved, the new revision of document shall be issued as "Final issue" increasing the "**Major**" revision.

Each time a document receives comments, the new revision shall be subject to a new workflow.

Suppliers shall create a comment sheet which summarize all comments received and how the comments have been solved in case they have not been considered in the final revision. The comment sheet shall be uploaded as attachments in ALFRESCO in correspondence of the new document revision.

4   Progress Meetings

Progress of Suppliers/Contractors' activities will be measured per milestone as dealied in the contractual documentation or established during the KoM with RUP.

5   Attachments

5.1   ATTACHMENT A1 - GUIDELINE FOR MANAGEMENT OF SUPPLIERS/CONTRACTORS DOCUMENT IN ALFRESCO

ATTACHMENT A1 - GUIDELINE FOR MANAGEMENT OF SUPPLIERS/CONTRACTORS DOCUMENT IN ALFRESCO

1) DOCUMENT UPLOAD

Create a "TOP LEVEL PROJECT DOCUMENT" in the dedicated folder of Supplier/Contractor ALFRESCO site.
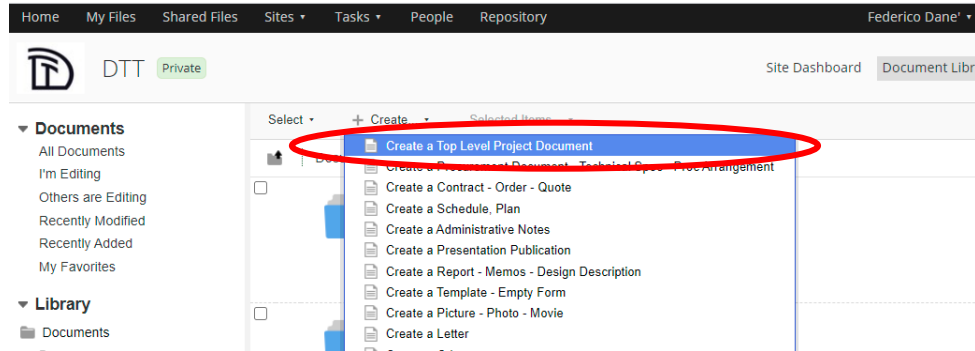

Figure 1

In the following opened screen, ALFRESCO will automatically provide a unique code "DTT DMS" (i.e. DTT UID) that shall be included by Supplier/Contractor in the dedicate box of the document before its loading in the system (refer to what is highlighted in red in Figure 2).

"DTT ID" (i.e. DTT Number) shall be coded as per instruction provided in QMS-PRO-20000 and based on the information provided by RUP (refer to what is highlighted in blue in Figure 2).

Figure 2

"DTT ID" (i.e. DTT Number) and "Title" are information to be included as mandatory.
Only .pdf version shall be uploded using the "SELECTED FILE TO UPLOAD" function (refer to Figure 4 highlighted in blue).
If document is composed by more than one sheet (e.g. P&ID, PFD, etc.) or by a main document and one or mor attachments, the pdf shall be the merging of all files.

Once the document has been uploaded, all natives files shall be uploaded using the function UPLOAD ATTACHMENTS (refer to Figure 3 highlighted in red).
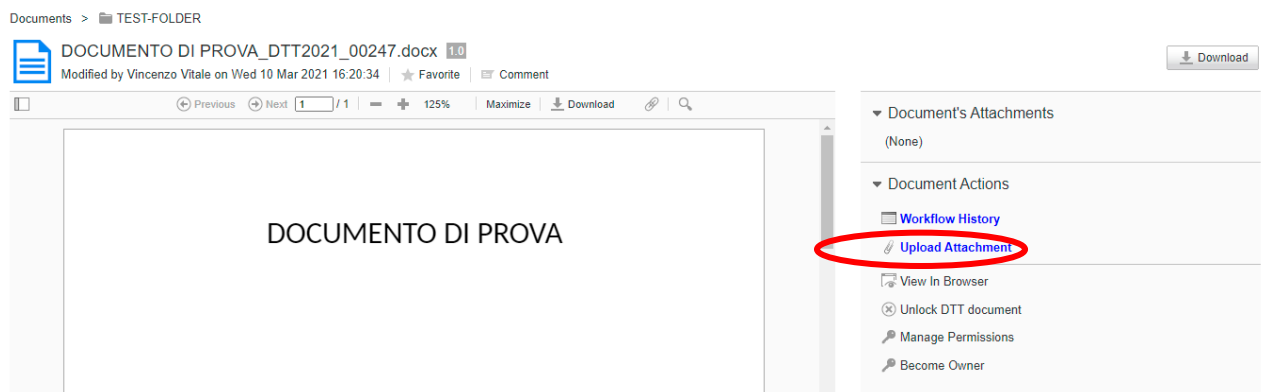
Figure 3

2) START OF WORKFLOW

For document that shall be subject to DTT review and approval, Supplier/Contractor shall start the workflow. Supplier/Contractor shall fill in the following box as follows:
- *"AUTHOR"* (including Supplier/Contractor reference
- "*REVIEWERS*", "*APPROVERS*" and "*AUTHORIZER*": with the list of DTT personnel references as provided by RUP/DEC.
- Priority of documents (Suppliers/Contractors shall select "HIGH" in the time period for comments, unless different instructions are provided by RUP or by contractual documentation).

And then select box "CREATE".
(refer to Figure 4 and 5 highlighted in red)
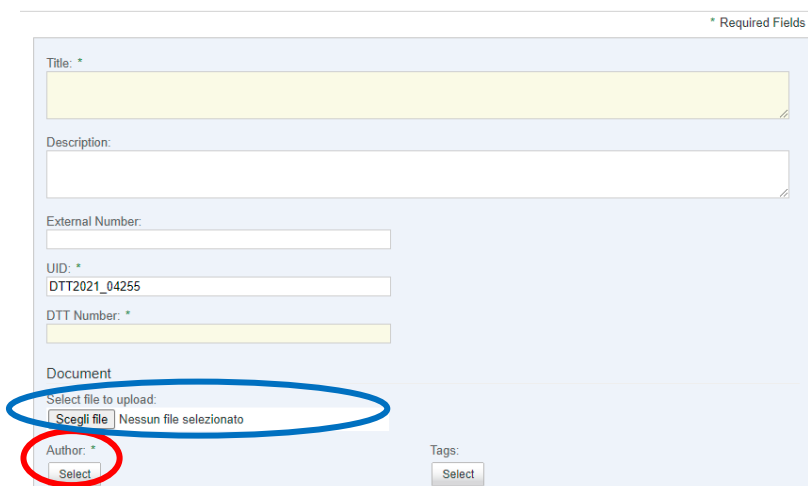
Figure 4

Figure 5

3) COMMENTS COLLECTION

RUP is in charge to ensure that all DTT personnel comments are provided within the selected time period.

DTT Reviewers can:
a) Approve the document (in case of no comments) by selecting "*APPROVE*"
b) Provide comments by selecting "*REVIEWED WITH COMMENTS*"
c) Reject the document by selecting "*REJECTED*"
(refer to Figure 6 highlighted in red)

In case b), comments can be provided in two ways:
i. Including comments in the "*RESPONSE*" box and then selecting "*REVIEWED WITH COMMENTS*" Supplier/Contractor will see the comments directly in the main site page of document
ii. Specifying in the "*RESPONESE*" box to refer to uploaded document, then selecting "REVIEWED WITH COMMENTS" and finally, in the following opened screen, selecting "*UPLOAD ATTACHMENTS*" uploading the document marked-up with comments (refer to Figure 6-7-8 highlighted in red).

Whenever possible, is preferable to provide comments following instruction in *i).*

Figure 6

Figure 7

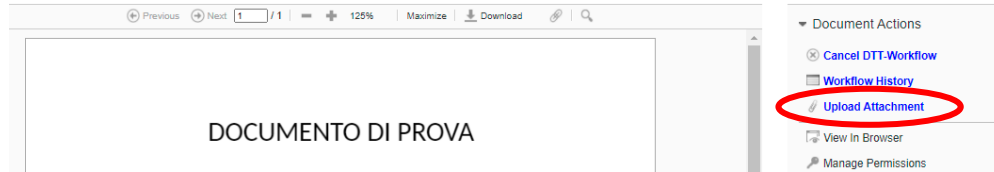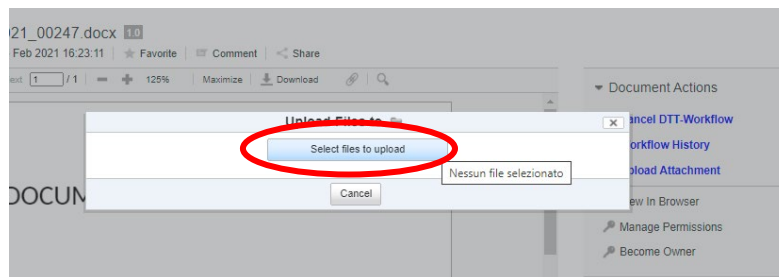**Figure 8**

GENERAL NOTES:

1) In case the document is reviewed with comments or rejected, Supplier/Contractor shall always re-issue the document (following comments implementation on documents or discussing comments with the support of RUP/DEC in order to find a solution) by selecting "*UPLOAD NEW VERSION*" and then selecting a "*MAJOR CHANGE*".

   This will increase in the system the revision of document and will allow Supplier/Contractor to upload the new document revision (refer to Figure 9-10 highlighted in red)
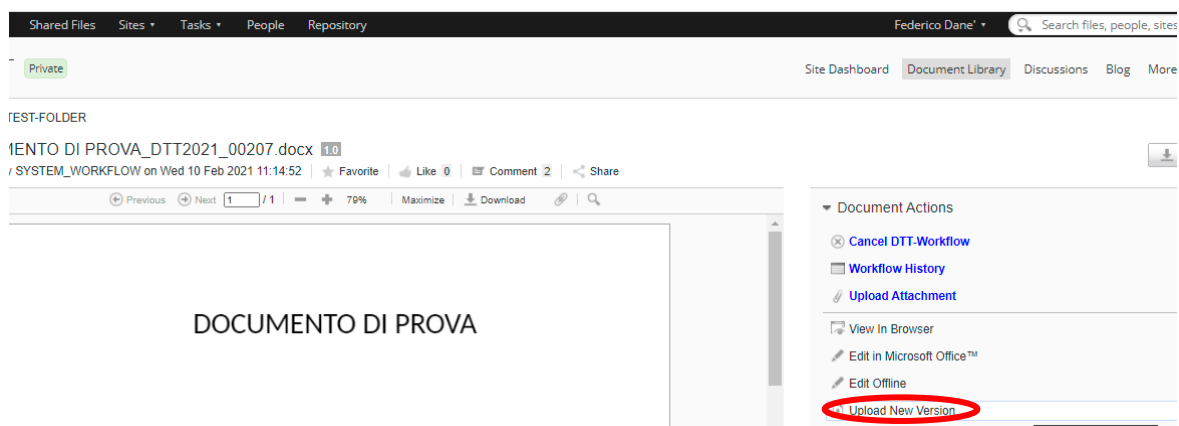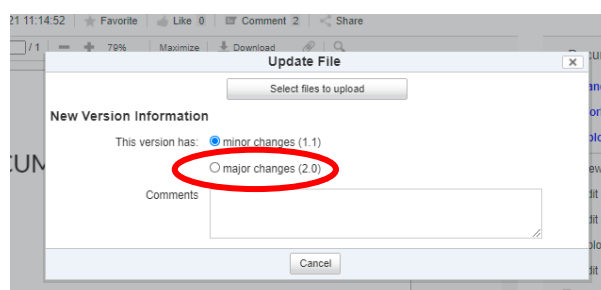

Figure 9

Figure 10

2) All documents' attachments (e.g. natives files, document marked up with DTT comments included, Suppliers/Contractors comment sheet, etc.) are visible in the upper right side of document main page in ALFRESCO (refer to Figure 11 highlighted in red)
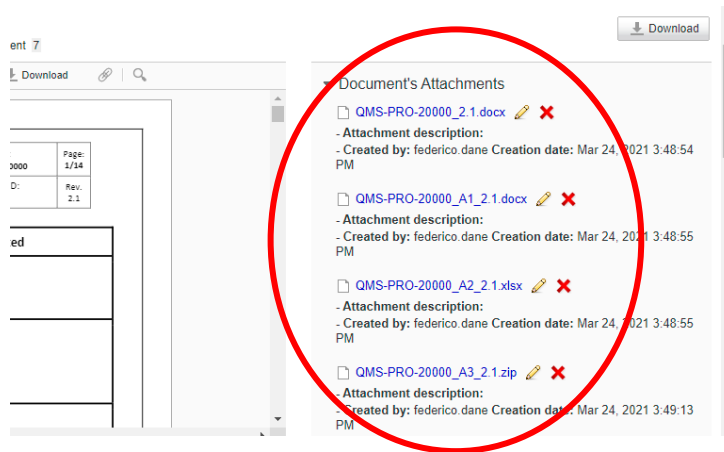
3) Once DTT feedback on document is finalized, the document will appear in ALFRESCO with the stamp