

IAEA-EBP-LTO-11

21-02-05

**EXTRABUDGETARY PROGRAMME
ON
SAFETY ASPECTS
OF LONG TERM OPERATION
OF WATER MODERATED REACTORS**

**PROGRAMME QA MANUAL FOR
DOCUMENT HANDLING**

January 2005

INTERNATIONAL ATOMIC ENERGY AGENCY

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1. INTRODUCTION

The number of Member States giving high priority to extending the operation of nuclear power plants beyond their initial license is increasing. Decisions on long term operation (LTO) involve the consideration of a number of factors. While many of these decisions concern economic viability, all are grounded in the premise of maintaining plant safety. The IAEA recognized this new industry initiative; therefore, in the 1990's, it developed comprehensive generic guidance on how to manage the safety aspects of physical ageing. It was recognized, however, that internationally agreed-upon, comprehensive guidance was needed to assist regulators and operators in dealing with the unique challenges associated with the LTO issue.

In response, the IAEA initiated this Extrabudgetary Programme (Programme) on 'Safety aspects of long term operation of water moderated reactors' (original title was 'Safety aspects of long term operation of pressurized water reactors'). The Programme's objective is to establish recommendations on the scope and content of activities to ensure safe long term operation of water moderated reactors. The Programme will assist regulators and operators of water moderated reactors, and, in particular WWERs, in ensuring that the required safety level of their plants is maintained during long term operation, will provide generic tools to support the identification of safety criteria and practices at the national level applicable to LTO, and will provide a forum in which MS can freely exchange information..

The Programme activities are guided by the Programme Steering Committee (SC), follow the overall SC Programme Workplan and SC Terms of Reference and are implemented in 4 Working Groups (WG). The WGs focus on:

- general LTO framework (WG 1);
- mechanical components and materials (WG 2);
- electrical components and I&C (WG 3);
- structures and structural components (WG 4).

Further detailed information on the Programme could be found at:

<http://www-ns.iaea.org/projects/salto/default.htm>

This report has been developed as an internal Programme report to ensure consistent, traceable and controlled reportation of the results and of the underlying background. It complements other Programme internal reports.

2. OBJECTIVES

The objectives of this report are

- to provide a control of the reports prepared within the EBP.
- to ensure that the programme results are summarized / presented in a verified set of reports and that will serve as a reliable source for the Programme's results database.

3. INTERFACES

Steering Committee composed of senior representatives of the participating MS guides Programme efforts.

Working Groups implement the Programme activities; Working Group Leaders and Secretaries (L/S) provide the interface with the SC and the IAEA secretariat.

IAEA provide secretariat's support, co-ordination, documentation administration (reports, web, ftp)

4. WORK PROGRAMMES

<i>Main process:</i>	<i>Implementation/responsibility:</i>
Programme conduct	SC ToR, SC Workplan
SC reports processing	SC Chairman and SC rapporteur
Output report assurance	IAEA

<i>Sub-processes:</i>	<i>Implementation/responsibility:</i>
Scope control	Working Groups Workplans
Input data assurance	WG leader + secretary
Report processing/analysis	WG leader + WG secretary
Output report assurance	IAEA

It is understood that the participating organisations apply their own QA procedures.

5. GENERAL WORKING ARRANGEMENTS

5.1. MEETINGS

The meetings are organized according to the IAEA usual practice and procedures (invitation letters indicating the objective, Provisional Agenda, etc).

The meeting's goals are:

- coordination of the activities
- discussion of open issues
- planning of the activities
- to ensure the activities and results are aiming its overall objective and follow the agreed schedule

The host of the meeting assists with the related organisational matters.

Leader and secretary/chairman and rapporteur shall prepare the first draft of minutes within maximum three weeks after the meeting and shall circulate it to the participants for comments and review. The final minutes shall be distributed according to item 6.2 below.

5.2. TECHNICAL ACTIVITIES

The major part of the Programme work will be performed as a 'homework'. Effective co-operation between experts is possible through interaction by phone and report exchange through fax and e-mail.

All written messages shall include reference to IAEA's Working Group or programme report IAEA-EBP-LTO- xx.

The message shall include the distribution list, intention of the message (for info...) and deadline if any action is required.

Require a reply of successful receipt if the message is important. Send a confirmation of receipt even if not required if you think it is useful. E-mail is not always reliable.

5.3. REPORTS

The cover page and format for programme reports are provided in Appendix IV and V.

The reports are co-ordinated and prepared through the following process:

- communication among WG members within a WG
- communication among WG members within a country
- SC member communicates a national strategy with country WG members

6. DOCUMENT MANAGEMENT

6.1. REPORT PREPARATION

The planned reports are presented in Appendix I. Reports prepared within the programme will be distributed electronically. The reports shall be distributed in internationally recognised software format, preferably MS Office. The final programme reports shall be distributed as pdf files.

The following categories of reports are to be prepared in the programme covering the different stages of the programme cycle:

6.1.1. Working Group Reports (Meeting Minutes, Task Reports, WG Final Report)

Timing: First draft at the meeting, not later than three weeks after the meeting.

Responsible person(s): Working Group Leader + WG secretary

Content: These minutes will include an account of technical progress, schedule, achievements and conclusions.

Recommended Format: see Appendix IV.

Review and Comments: WG members

Approval: Steering Committee.

Distribution: open report.

6.1.2. SC reports (Meeting Minutes, SC reports, etc.)

Responsible person(s): WG Leaders, IAEA sci. sec., SC Chairman + rapporteur.

Recommended format: see Appendix IV.

Review and Comments: SC

Approval: SC

Distribution: open report.

6.1.3. Programme Final Report

The main output of the Programme will be the Programme Final Report on Recommendations on the Scope and Content of Programmes for Safe Long Term Operation of Water Moderated Reactors.

The Programme Final Report will be based on the 4 Final WG Reports which will contain detailed technical information collected and developed in the course of the Programme.

Responsible person(s): SC Chairman, WG leaders + Secretaries .

Format: see Appendix IV.

Review and Comments: All participants

Approval: SC

Distribution: open report

6.1.3. Country Information Report

Standard Review Process (SRP) for Long Term Operation (LTO) of water-moderated reactors [1] provides general guidance only. SRP specifies, in general terms, the information to be supplied by MS, participating in the Program, its structure, format and content, which are WG specific and the requirements for the review.

The WGs are expected to review their country information reports submitted by each MS participating in this Programme. Therefore, more detailed guidance on review of specific country information reports is provided in ref[1].

Responsible person(s): MS representative on WG .

Format: see Appendix V and reference [1].

Review and Comments: WG members

Approval: non applicable

Distribution: EBP restricted

6.2. REPORT DISTRIBUTION

For quality assurance and handling of reports a folder structure placed on a ftp server, will be used, see section 6.2.1 below.

6.2.1. Programme ftp application

A password protected ftp site is set up to upload/download EBP working reports at the following location:

<ftp://ftp.iaea.org/>

The structure of the folders and reports see Appendix III.

6.2.2. Programme Archives

IAEA keeps the archives for the programme.

6.2.3. Publishing

The finalised reports approved by the SC are placed at the Programme web page:

<http://www-ns.iaea.org/projects/salto/default.htm>

6.3. DOCUMENT CONTROL

Versions of the reports are identified by:

- **report abbreviation and number.** The first draft is identified by report abbreviation and number provided by the IAEA sci.sec. The abbreviation and number are taken from the list of reports' numbers placed at the ftp server. The list of reports' numbers (see Appendix II) is chronologically organised and the latest non-occupied number will be used. The report information shall be filled at the same time into the list. The report numbers will be assigned chronologically to the reports stated in Appendix I, dependently on date of its' first draft issue.
- **report status and date of issue/update** under the same report number (see Appendix IV – cover page)

Chronology of a report issue and process of preparation:

1. Author(s) (Leader+Secretary or SC chairman+IAEA sci. sec.) work out a first draft of the report using:
 - report cover page – Appendix IV
 - minutes of meeting format – Appendix IV

2. Report abbreviation and number is placed at the cover page – the next free number and file name is used from the table, see Appendix II (Programme Reports numbering).

IAEA-EBP-LTO-XX

{DRAFT } DDMMYY

The table is placed at the ftp server in folder SC and administrated by IAEA sci.sec.

The following columns shall be filled:

- Title
 - Status/revision
 - File name with date of issue
 - Responsible/Author
3. The draft report is send to the participants (copy to IAEA –see 6.4) for comments and review.
 4. Each new update/version of the draft report is identified by the new date and the information is put into the table at the ftp by IAEA.

6.4. DOCUMENT REVIEW

There shall always be one copy placed in a corresponding folder at the ftp server (see 6.2.1) and the same copy sent to IAEA (R.Havel@iaea.org) of any produced report. Any message sent within WG's programme performance shall be in copy sent to IAEA. This is for record keeping and for progress demonstration and surveillance.

There is a special sequence and terminology used for the production and review or reports:

DRAFT : The first draft, not necessarily complete, within the working group/ SC – with report number, etc. see 6.3.,item 2

FINAL DRAFT: The complete draft from the working group/SC presented for an approval by the SC

FINAL REPORT: The report approved for publication by SC which is identified by report number and **publication** date

7. REFERENCES

- [1] Standard review process, IAEA-EBP-LTO-03, IAEA, Vienna, Austria, Draft 27-04-04;

Appendix I

Planned Reports

TITLE	REPORT NO.	RESPONSIBLE
SC		
SC Minutes of Meeting		
Minutes of the 1st Steering Committee Meeting	IAEA-EBP-LTO-01	IAEA Sci. Sec.
Minutes of the 2nd Steering Committee Meeting	IAEA-EBP-LTO-09	IAEA Sci. Sec.
Minutes of the 3rd Steering Committee Meeting	IAEA-EBP- LTO-	IAEA Sci. Sec.
Minutes of the 4th Steering Committee Meeting	IAEA-EBP- LTO-	IAEA Sci. Sec.
Minutes of the 5th Steering Committee Meeting	IAEA-EBP- LTO-	IAEA Sci. Sec.
Minutes of the 6th Steering Committee Meeting	IAEA-EBP- LTO-	IAEA Sci. Sec.
Other Reports		
Standard Review Process	IAEA-EBP- LTO-03	IAEA Sci. Sec.
Programme's Working Groups Workplans	IAEA-EBP- LTO-08	IAEA Sci. Sec.
Programme QA Manual for Report Handling	IAEA-EBP- LTO-11	
SC Final Report		
	IAEA-EBP- LTO-	IAEA Sci. Sec.
WG Leaders co-ordination		
Minutes of the planning meeting	IAEA-EBP- LTO-02	IAEA Sci. Sec.
Minutes of the wrap-up meeting	IAEA-EBP- LTO-	IAEA Sci. Sec.
WG 1		
Minutes of WG1 first Meeting	IAEA-EBP- LTO-04	WG1 Leader
Minutes of WG1 2 nd Meeting	IAEA-EBP- LTO-	WG1 Leader
Minutes of WG1 3 rd Meeting	IAEA-EBP- LTO-	WG1 Leader
Minutes of WG1 4 th Meeting	IAEA-EBP- LTO-	WG1 Leader
Minutes of WG1 5 th Meeting	IAEA-EBP- LTO-	WG1 Leader
WG1 Task 1 Report		WG1 Leader
WG1 Task 2 Report		WG1 Leader
WG1 Task 3 Report		WG1 Leader
WG1 Final Report		WG1 Leader
Country Information Report –Bul.	LTO-CIR-WG1 -Bul	WG Member
Country Information Report -CR	LTO-CIR-WG1 –CR	WG Member
Country Information Report -Fi	LTO-CIR-WG1 –Fi	WG Member
Country Information Report -Fr	LTO-CIR-WG1 –Fr	WG Member
Country Information Report -Hu	LTO-CIR-WG1 -Hu	WG Member
Country Information Report -RF	LTO-CIR-WG1 -RF	WG Member
Country Information Report -Sp	LTO-CIR-WG1 -Spl	WG Member
Country Information Report -SR	LTO-CIR-WG1 -SR	WG Member
Country Information Report -Swe	LTO-CIR-WG1 -Swe	WG Member
Country Information Report -UK	LTO-CIR-WG1 -UK	WG Member
Country Information Report.-Ukr	LTO-CIR-WG1 -Ukr	WG Member
Country Information Report -USA	LTO-CIR-WG1 -USA	WG Member

WG 2		
Minutes of WG2 first Meeting	IAEA-EBP- LTO-05	WG2 Leader
Minutes of WG2 2 nd Meeting	IAEA-EBP- LTO-	WG2 Leader
Minutes of WG2 3 rd Meeting	IAEA-EBP- LTO-	WG2 Leader
Minutes of WG2 4 th Meeting	IAEA-EBP- LTO-	WG2 Leader
Minutes of WG2 5 th Meeting	IAEA-EBP- LTO-	WG2 Leader
WG2 Task 1 Report		WG2 Leader
WG2 Task 2 Report		WG2 Leader
WG2 Task 3 Report		WG2 Leader
WG2 Final Report		WG2 Leader
WG2 Input to the SC final report		WG2 Leader
Country Information Report – Bul.	LTO-CIR-WG2 -Bul	WG Member
Country Information Report -CR	LTO-CIR-WG2 –CR	WG Member
Country Information Report -Fi	LTO-CIR-WG2 –Fi	WG Member
Country Information Report -Fr	LTO-CIR-WG2 –Fr	WG Member
Country Information Report -Hu	LTO-CIR-WG2 -Hu	WG Member
Country Information Report -RF	LTO-CIR-WG2 -RF	WG Member
Country Information Report -Sp	LTO-CIR-WG2 -Spl	WG Member
Country Information Report -SR	LTO-CIR-WG2 -SR	WG Member
Country Information Report -Swe	LTO-CIR-WG2 -Swe	WG Member
Country Information Report -UK	LTO-CIR-WG2 -UK	WG Member
Country Information Report.-Ukr	LTO-CIR-WG2 -Ukr	WG Member
Country Information Report -USA	LTO-CIR-WG2 -USA	WG Member
WG 3		
Minutes of WG3 first Meeting	IAEA-EBP- LTO-06	WG3 Leader
Minutes of WG3 2 nd Meeting	IAEA-EBP- LTO-	WG3 Leader
Minutes of WG3 3 rd Meeting	IAEA-EBP- LTO-	WG3 Leader
Minutes of WG3 4 th Meeting	IAEA-EBP- LTO-	WG3 Leader
Minutes of WG3 5 th Meeting	IAEA-EBP- LTO-	WG3 Leader
WG3 Task 1 Report		WG3 Leader
WG3 Task 2 Report		WG3 Leader
WG3 Final Report		WG3 Leader
Country Information Report – Bul.	LTO-CIR-WG3 -Bul	WG Member
Country Information Report -CR	LTO-CIR-WG3 –CR	WG Member
Country Information Report -Fi	LTO-CIR-WG3 –Fi	WG Member
Country Information Report -Fr	LTO-CIR-WG3 –Fr	WG Member
Country Information Report -Hu	LTO-CIR-WG3 -Hu	WG Member
Country Information Report -RF	LTO-CIR-WG3 -RF	WG Member
Country Information Report -Sp	LTO-CIR-WG3 -Spl	WG Member
Country Information Report -SR	LTO-CIR-WG3 -SR	WG Member
Country Information Report -Swe	LTO-CIR-WG3 -Swe	WG Member
Country Information Report -UK	LTO-CIR-WG3 -UK	WG Member
Country Information Report.-Ukr	LTO-CIR-WG3 -Ukr	WG Member
Country Information Report -USA	LTO-CIR-WG3 -USA	WG Member
WG 4		
Minutes of WG4 first Meeting	IAEA-EBP- LTO-07	WG4 Leader
Minutes of WG4 2 nd Meeting	IAEA-EBP- LTO-	WG4 Leader
Minutes of WG4 3 rd Meeting	IAEA-EBP- LTO-	WG4 Leader
Minutes of WG4 4 th Meeting	IAEA-EBP- LTO-	WG4 Leader

WG4 Task 1 Report		WG4 Leader
WG4 Task 2 Report		WG4 Leader
WG4 Final Report		WG4 Leader
Country Information Report -Bul	LTO-CIR-WG4 -Bul	WG Member
Country Information Report -CR	LTO-CIR-WG4 -CR	WG Member
Country Information Report -Fi	LTO-CIR-WG4 -Fi	WG Member
Country Information Report -Fr	LTO-CIR-WG4 -Fr	WG Member
Country Information Report -Hu	LTO-CIR-WG4 -Hu	WG Member
Country Information Report -RF	LTO-CIR-WG4 -RF	WG Member
Country Information Report -Sp	LTO-CIR-WG4 -Spl	WG Member
Country Information Report -SR	LTO-CIR-WG4 -SR	WG Member
Country Information Report -Swe	LTO-CIR-WG4 -Swe	WG Member
Country Information Report -UK	LTO-CIR-WG4 -UK	WG Member
Country Information Report.-Ukr	LTO-CIR-WG4 -Ukr	WG Member
Country Information Report -USA	LTO-CIR-WG4 -USA	WG Member

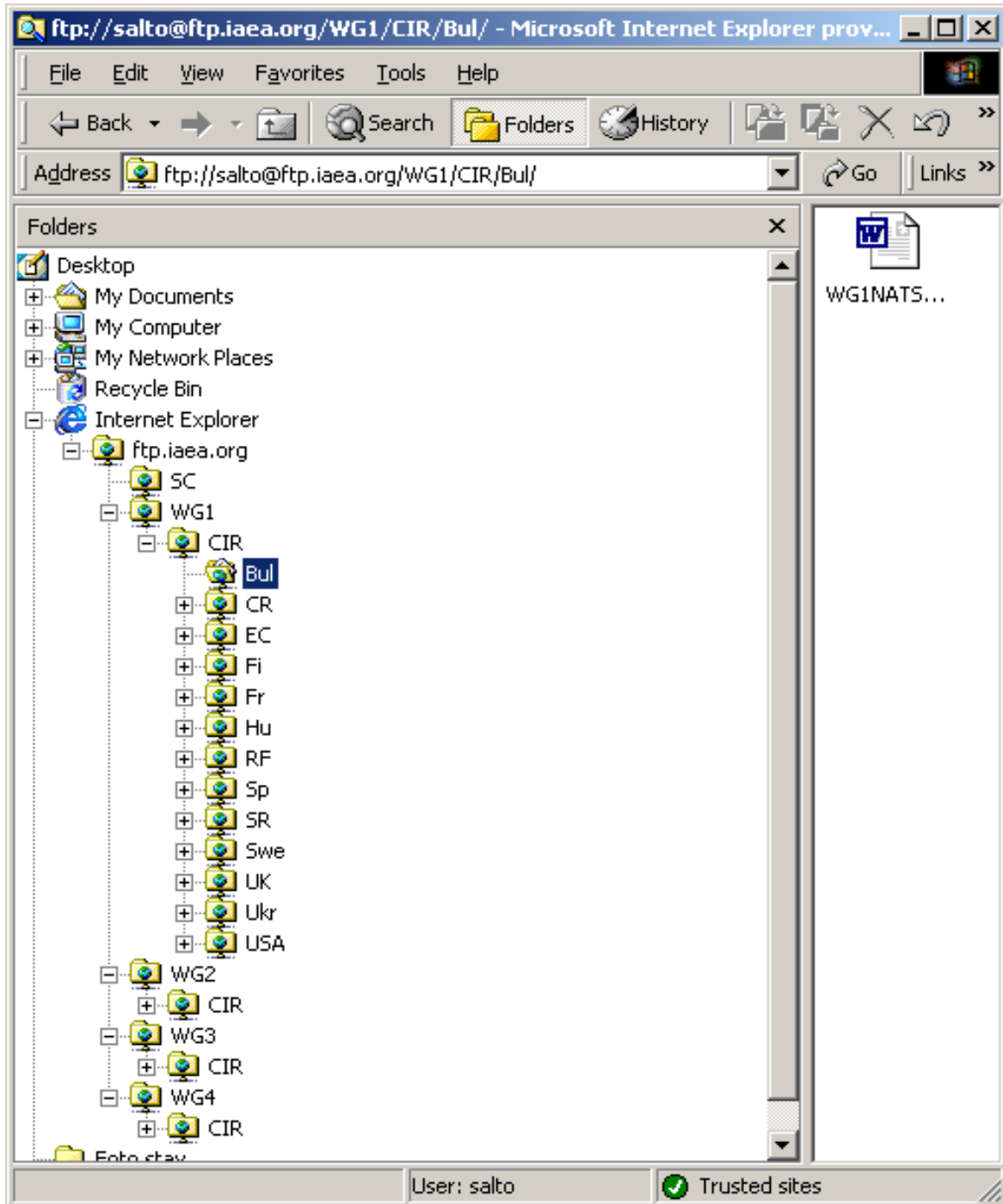
**Appendix II
Programme Report Numbering**

REPORT NO.	TITLE	STATUS/ REVISION	FILE NAME	RESPONSIBLE
IAEA-EBP- LTO-01	Minutes of the 1st Steering Committee Meeting			IAEA Sci. Sec.
IAEA-EBP- LTO-02	Minutes of the planning meeting			IAEA Sci. Sec.
IAEA-EBP- LTO-03	Standard Review Process			IAEA Sci. Sec.
IAEA-EBP- LTO-04	Minutes of WG1 first Meeting			WG1 Leader
IAEA-EBP- LTO-05	Minutes of WG2 first Meeting			WG2 Leader
IAEA-EBP- LTO-06	Minutes of WG3 first Meeting			WG3 Leader
IAEA-EBP- LTO-07	Minutes of WG4 first Meeting			WG4 Leader
IAEA-EBP- LTO-08	Programme's Working Groups Workplans			IAEA Sci. Sec.
IAEA-EBP- LTO-09	Minutes of the 2nd Steering Committee Meeting			IAEA Sci. Sec.
IAEA-EBP- LTO-10	Minutes of WG3 Second Meeting		LTO 10 ddmmyy	WG3 Leader
IAEA-EBP- LTO-11	Programme QA Manual	Draft	LTO 11 Draft 150604	IAEA Sci. Sec.
IAEA-EBP- LTO-				
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Appendix III

Ftp web Folders/Report Structure



Appendix IV
PROGRAMME REPORTS - FORMAT

IAEA-EBP-LTO-XX

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**EXTRABUDGETARY PROGRAMME
ON
SAFETY ASPECTS
OF LONG TERM OPERATION
OF WATER MODERATED REACTORS**

REPORT TITLE

Month Year

INTERNATIONAL ATOMIC ENERGY AGENCY

1. INTRODUCTION

AAA.....
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2. MEETING SUMMARY

AAA.....
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2.1. National presentations

AAA.....
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Country 1

AAA.....
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Country 2

AAA.....
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Country 3

AAA.....
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2.2. Country Information Report / Presentations

AAA.....
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Country/Working Group No. X – *Rapporteur (WG-X Leader/Secretary)*

AAA.....
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Country/Working Group No. – *Rapporteur (WG-X Leader/Secretary)*

AAA.....
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Working Group No – *Rapporteur (WG-X Leader/Secretary)*

AAA.....
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2.3. Discussion of the review process

AAA.....
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2.4. Other items and discussion

AAA.....
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3. ACTION ITEMS

1. AAA.....
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2. AAA.....
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3. AAA.....
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The next Working Group/Steering Committee Meeting is tentatively scheduled for

4. REFERENCES

- [1] AAA.....
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- [2] AAA.....
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- [3] AAA.....

**APPENDIX XX.
LIST OF PARTICIPANTS**

COUNTRY	Mr/Ms. Name Family name	<i>Secretary</i>
	Company	
	Address	
	Postcode	
	Country	
	Tel.: +	
	Cell: +	
	Fax: +	
	E-mail:	

COUNTRY	Mr/Ms. Name Family name
	Company
	Address
	Postcode
	Country
	Tel.:+
	Fax:+
	E-mail:

COUNTRY	Mr/Ms. Name Family name	<i>Chairman</i>
	Company	
	Address	
	Postcode	
	Country	
	Tel.: +	
	Fax: +	
	Cell:+	
	E-mail:	

Appendix V

FORMAT OF THE CIR REVIEW REPORT - COVER PAGE

LTO-CIR-WGX-COUNTRY ID

{DRAFT } DDMMYY

**EXTRABUDGETARY PROGRAMME ON
SAFETY ASPECTS OF LONG TERM
OPERATION OF WATER MODERATEAD
REACTORS**

**COUNTRY INFORMATION REPORT- WG X-
COUNTRY**

Month Year

INTERNATIONAL ATOMIC ENERGY AGENCY