

Atomenergoproekt JSC	INTEGRATED MANAGEMENT SYSTEM	Version 3
	MU AEP 2.2-36-2023	Incoming inspection of design products developed by Subcontractor

**ATOMENERGOPROEKT, JOINT-STOCK COMPANY
(ATOMENERGOPROEKT JSC)**

PROCEDURAL GUIDELINES

MU AEP 2.2-36-2023

**INCOMING INSPECTION OF DESIGN PRODUCTS
DEVELOPED BY SUBCONTRACTOR**

**Moscow
2023**

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Preface

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- 2 INTRODUCED BY the Nizhny Novgorod Design Product Quality Department
- 3 APPROVED and BROUGHT INTO FORCE BY Atomenergoproekt JSC Order
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- 4 SUPERSEDES MU AEP 2.2-36-2021. Version 2.

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1 Purpose and scope

1.1 These Procedural guidelines have been developed in order to implement unified requirements for incoming inspection of design products developed by a Subcontractor (hereinafter referred to as subcontractor documentation) as part of the implementation of design and survey work subcontracts. These Procedural guidelines have been developed in line with the requirements of standards ISO 9001, ISO 14001, ISO 45001, and GOST R ISO 19443 for planning and registration of the results of incoming inspection of design products with due regard to the requirements of the Unified industrial planning and quality control procedure approved by Order of State Atomic Energy Corporation Rosatom No. 1/1367-P dated 28.11.2018.

1.2 These Procedural guidelines are a Level 2 document in the integrated management system (quality management system, environmental management system and occupational health and safety management system) of Atomenergoproekt JSC, which shall be used as guidance by the units involved in incoming inspection of subcontractor documentation.

1.3 The requirements of these Procedural guidelines are mandatory for the units involved in incoming inspection of subcontractor documentation and for the subcontractors of Atomenergoproekt JSC (provided that the subcontract for works/services specifies the Procedural guidelines application conditions for the Subcontractor).

1.4 The requirements of these Procedural guidelines do not apply to the results of research and development works that are not design products and are obtained by the subcontractors. The activities on acceptance of research and development outcomes obtained by the subcontractors are regulated in PGC 5.1 and PR ISM 5.2.4-02.

1.5 These Procedural guidelines specify:

- the requirements for the activities on subcontractor documentation review and acceptance in accordance with the requirements and terms stipulated in the subcontract;
- types of inspection;
- participants of inspection;
- distribution of responsibilities.

1.6 In projects where the general contract sets out specific process requirements, project-specific incoming inspection procedures may be developed. In this case, the project-specific incoming inspection procedures shall be developed on the basis of the requirements hereof that are modified in accordance with the project-specific requirements.

1.7 Calculations performed in order to justify the design solutions adopted during the development of subcontractor documentation shall be subject to incoming inspection (taking into account the conditions of Sections 4.2.1, 4.2.2, 4.2.5, 4.2.6, and 4.2.7) and handover to operational storage in accordance with these Procedural guidelines and MU AEP 2.2-31.

1.8 The Head of Nizhny Novgorod Design Product Quality Department of JSC Atomenergoproekt shall be responsible for the development, modification, revision and cancellation hereof.

2 Regulatory references

2.1 These Procedural guidelines contain references to the following documents:

ISO 9001 Quality management systems — Requirements.

ISO 14001 Environmental management systems — Requirements with guidance for use.

ISO 45001 Occupational health and safety management systems — Requirements with guidance for use.

GOST R ISO 19443 Quality management systems. Specific requirements for the application of ISO 9001:2015 by organizations in the supply chain of the nuclear energy sector supplying products and services important to nuclear safety (ITNS).

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Unified industrial procedure for managing nonconformities, approved by Order of State Atomic Energy Corporation Rosatom No. 1/433-P dated 18.05.2017.

Unified industrial procedural guidelines on providing access to centralized information resources and services of State Atomic Energy Corporation Rosatom and organizations of State Atomic Energy Corporation Rosatom, approved by Order of State Atomic Energy Corporation Rosatom No. 1/1517-P dated 30.12.2019.

Unified industrial planning and quality control procedure, approved by Order of State Atomic Energy Corporation Rosatom No. 1/1367-P dated 28.11.2018.

PGC 5.1 Process group chart R&D.

PR ISM 5.2.4-02 Procedure for acceptance of research and development outcomes obtained by subcontractors.

PR ISM 1.9.8.1 Nonconformities and comments management during design.

MU AEP 1.9-18 Design product quality control.

MU AEP 2.2-31 Receipt, accounting and operational storage of design products.

MU AEP 3.7-10 Records management.

MU AEP 3.9-26 Guidelines for granting operational bonuses to employees of the Design Production Unit, Internal Customer Unit and Design Management Unit.

MU AEP 1.4-01 Operational plans management.

MU AEP 3.13-06 Metrological examination of design products.

I AEP 2.2-55 Writing rules for the textual part of design and technical documentation and under foreign projects in Russian to reduce the risk of original text distortion during translation into English.

3 Terms, definitions and abbreviations

3.1 The following terms with the corresponding definitions are used in these Procedural guidelines:

comment: Design product deficiencies revealed:

- at the internal inspection stages;
- at the stages of preliminary review by the customer in electronic form and/or acceptance of paper copies, except for: errors related to nonconformity of DD documentation to approved BD documentation; errors resulting in system (system part) non-operability caused by errors in routing and/or arrangement of system components in BD documentation and/or DD documentation; errors made in the design of civil engineering structures which produce an adverse effect on the structure erection technology or its structural integrity;

- at the stages of construction and erection works, commissioning works and warranty operation, excluding technical and configuration errors.

Note: The term has been brought in line with PR ISM 1.9.8.1.

Company's Chief Specialist: An employee performing outgoing technical inspection of design products. Company's Chief Specialists are employees of the Technical Office of the Technical Department as well as employees of structural units assigned by order of Atomenergoproekt JSC.

Note: The term has been brought in line with MU AEP 1.9-18.

confirmation sheet: A document confirming compliance of an electronic document with an original paper copy bearing the signatures of persons responsible for preparation and review of an electronic document. It is prepared for each document that has a unique code.

design documentation: Documentation containing materials in textual and graphical forms and/or in the form of an information model and determining architectural, functional and process, structural,

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engineering and technical and other solutions that are necessary to ensure construction, upgrading of capital construction facilities, their parts, and overhaul.

design products: Basic design, detailed design, reporting documentation on engineering surveys, and other technical documentation issued by the developer for arrangement, support and implementation of construction activities taking into account all applicable requirements.

Note: The term has been brought in line with PR ISM 1.9.8.1.

design unit: Unit of Atomenergoproekt JSC developing and issuing design products.

detailed design documentation: Totality of textual and graphical documents ensuring the implementation of technical solutions for a capital construction facility that were adopted in the approved basic design documentation, which are required for construction and installation, provision of equipment, items and materials for the construction and/or for manufacturing of construction products.

employee responsible for quality inspection: An employee of Atomenergoproekt JSC from the units responsible for quality inspection of documentation and an employee from the production units of Atomenergoproekt JSC appointed responsible for quality inspection (part-time) by administrative documents.

Note: The term and its definition have been brought in line with PR AEP 2.2.2-17.

engineering documentation: All engineering documents containing data required for product design (development), manufacturing, inspection, acceptance, supply, operation, maintenance, upgrade and disposal.

Note: The term has been brought in line with PR ISM 1.9.8.1.

incoming inspection: Documentation review and inspection to verify compliance with the requirements set by the subcontract.

information confirmation sheet: A document confirming compliance of an electronic document with an original paper copy which is prepared for design products for foreign facilities and contains signatures of developers and approvers not handed over to the foreign customer. The information confirmation sheet form and the procedure for filling it in are set forth in the relevant regulatory documents on the facility design using the engineering data management system.

nonconformity: Failure to fulfill requirements for design products resulting from technical or configuration errors revealed during construction and erection works, commissioning works or warranty operation, or errors related to nonconformity of DD documentation to approved BD documentation; errors resulting in system non-operability caused by errors in routing and/or placement of system components in BD documentation and/or DD documentation; errors made in the design of civil engineering structures which produce an adverse effect on the structure erection technology or its structural integrity. Nonconformities can be revealed at the stages of preliminary documentation review by the customer in electronic form or acceptance of paper copies.

Note: The term has been brought in line with PRISM 1.9.8.1.

production units: Structural units of Atomenergoproekt JSC and design and survey branches of Atomenergoproekt JSC, as well as structural units of the Directorate for Engineering Surveys of Atomenergoproekt JSC responsible for design product development.

report: Subcontractor documentation review report.

SmartPlant Foundation: An engineering data management system. It provides means for collection, structured storage and retrieving to the user of engineering and technical information (engineering models, drawings, data on equipment, etc.) as well as transfer of engineering information between information systems.

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specialized information systems: Information systems for technical documentation management during the design (SPF, ETDMS, or any similar system stipulated for use in a specific project under a local legal act of Atomenergoproekt JSC).

Note: The conditions for use of the specialized information system by subcontractors for technical document management during the design are set forth in the relevant subcontracts.

subcontractor: Legal entity subcontracted to perform works/render services as a result of the procurement procedure.

subcontractor documentation: Design products developed by a Subcontractor.

supervising design unit: A design unit of Atomenergoproekt JSC appointed at the stage in which the work schedule under the general contract is prepared (a unit responsible for completion of a schedule item) whose performance required hiring a subcontractor.

UIS-Quality: Unified industrial quality management system of State Atomic Energy Corporation Rosatom.

unified information space: All engineering databases and databanks, their management and operation technologies, information telecommunication systems and networks (including specialized information systems), which perform their functions on the basis of unified principles and common rules that ensure personnel interaction and meeting of their information needs.

3.2 The following abbreviations are used in these Procedural guidelines:

ATDMS TDMS – automated technical documentation management system of Atomenergoproekt JSC based on Technical Data Management System (TDMS) software;

BD – basic design;

DD – detailed design;

ETDMS – Electronic technical documentation management system based on Enovia software package;

JSC – Joint-Stock Company;

KKS – classification and coding system for power plants (Kraftwerk-Kennzeichensystem);

MU – procedural guidelines;

NPP – nuclear power plant;

QR code – a type of matrix barcode, machine-readable optical image that contains information on the labelled item;

R&D – research and development work;

SPF – SmartPlant Foundation;

UIDMS – Unified industrial electronic document management system;

UIS-Quality – Unified industrial quality management system of State Atomic Energy Corporation Rosatom.

4 Procedure for incoming inspection of subcontractor documentation

4.1 General

4.1.1 Subcontractor documentation shall be inspected with regard to the following aspects: compliance with the subcontract requirements, including completeness, compliance with the technical assignment, including specifications for the facility being designed, record of completion of documentation metrological examination (if the subcontract or the technical assignment to the subcontract requires the Subcontractor to perform metrological examination, and if subcontractor documentation contains

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information about the receipt or use of measurement data), and compliance with documentation formatting and coding requirements.

4.1.2 The Design Engineering Director shall send the documentation received from a Subcontractor to the Chief Engineer for Design as an assignment in the UIDMS or using a specialized information system within the unified information space (if the subcontractor documentation inspection support functions are implemented in specialized information systems). The Chief Engineer for Design shall bear responsibility for arrangement and coordination of incoming inspection of subcontractor documentation.

4.1.3 The Chief Engineer for Design may assign incoming inspection arrangement and coordination to the supervising design unit on agreement with its head, provided that extra activities on incoming inspection arrangement and coordination are included in the operational plan of the supervising unit. Subcontractor documentation modified by the subcontractor on the basis of the comments made following the incoming inspection shall be re-examined according to the previously issued operational plan without increasing actual labor input. The Chief Engineer for Design shall confirm fulfillment of operational plans upon handover of the approved subcontractor documentation to the Department for Scientific and Technical Products for operational storage in accordance with the procedure set forth in MU AEP 1.4-01.

If the limit of preliminary labor input under the current operational plan for incoming inspection has been reached, the supervising design unit may request an additional operational plan with providing a reasoned justification. The Chief Engineer for Design shall make a decision on issuance of an additional operational plan in accordance with the procedure set forth in MU AEP 1.4-01.

4.1.4 Activities related to incoming inspection of all subcontractor documentation revisions shall be performed by production units, provided that the incoming inspection operational plan is in place. The procedure for preparation, record, updating and monitoring of operational plans in Atomenergoproekt JSC is established by MU AEP 1.4-01.

4.1.5 The deadlines of subcontractor documentation review shall be set by the Design Engineering Director or by the Chief Engineer for Design with account for the following: deadlines set for submission of the design products to the Customer by Atomenergoproekt JSC under the general contract and to the Customer of nuclear facility construction; the deadlines of subcontractor documentation review set by the subcontracts; the scope of the subcontractor documentation under review; and the deadlines for documentation handover for operational storage in information systems.

4.1.6 The Chief Engineer for Design shall arrange interaction with external specialized organizations (if their agreement and/or positive conclusion are required).

4.1.7 The incoming inspection of subcontractor documentation shall be implemented using any of the following ways depending on the project:

- using the UIDMS;
- using a specialized information system within the unified information space (if the subcontractor documentation inspection support functions are implemented in specialized information systems).

Subsections 4.3 and 4.4 give a detailed description of subcontractor documentation incoming inspection for each of two options mentioned above.

4.1.8 Only the subcontractor documentation revision that has been approved by incoming inspection shall be handed over to the Department for Scientific and Technical Products for operational storage. If there are comments to subcontractor documentation, it may be handed over to the Department for Scientific and Technical Products for operational storage without submission of the initial/intermediate revision. In that case, the documentation submitted for storage shall have all sheets of the package in due format ensuring traceability of the package modification. On the basis of the subcontractor's cover letter, the memorandum shall state the fact of submission of the design products to the Department for Scientific and Technical Products for operational storage without the initial/intermediate revision.

4.1.9 The results of incoming inspection of all types of subcontractor documentation under design and survey contracts concluded after March 01, 2023 shall be registered in UIS-Quality via the Inspection

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operations module (restricted access information shall not be introduced in UIS-Quality) as per Section 5 hereto.

The results of subcontractor documentation incoming inspection shall not be registered in UIS-Quality in case of written disagreement of the final Customer to use the UIS-Quality by the project participants.

4.1.10 In registering the results of subcontractor documentation incoming inspection in UIS-Quality via the Inspection operations module, the subcontractor documentation review report drawn up in accordance with Sections 4.3 and 4.4 shall be attached to the reporting documents in UIS-Quality. In case of a negative incoming inspection result (comments are given), only forms that are filled in based on 4.3, 4.4 and 4.5 and contain comments to the subcontractor documentation may be attached to the reporting documents in UIS-Quality.

4.2 Determination of the subcontractor documentation incoming inspection participants and criteria

4.2.1 The key participant of the subcontractor documentation incoming inspection is a supervising unit, which is a design unit of Atomenergoproekt JSC appointed at the stage in which the work schedule under the general contract is prepared (a unit responsible for completion of a schedule item) whose performance required hiring a subcontractor.

The criteria for the subcontractor documentation inspection by the supervising unit experts are set forth based on the criteria matrix given in Table 1.1 in Appendix 1.

4.2.2 If the Subcontractor develops subcontractor documentation on several technical disciplines of one building/structure, the subcontractor documentation shall be submitted for incoming inspection to all related design units and organizations involved in approval of the technical assignment for this building/structure, apart from the supervising design unit.

The criteria for the subcontractor documentation inspection by the experts of related design units (organizations) are set forth based on the criteria matrix given in Table 1.1 in Appendix 1.

4.2.3 In order to perform an independent check of compliance with the document formatting requirements, the Chief Engineer for Design may, on agreement with the head of the relevant Technical Department, involve in the incoming inspection the employee responsible for quality inspection from the quality inspection office of the Technical Department.

4.2.4 If it is necessary to perform an independent check of compliance with specific requirements, Company's Chief Specialists from among the specialists of the Technical Office of the Technical Department may also be involved in the subcontractor documentation review in the relevant area on agreement with the head of the relevant Technical Department.

4.2.5 The criteria for the subcontractor documentation inspection by the persons responsible for the quality inspection and Company's Chief Specialists are set forth based on the criteria matrix given in Table 1.1 in Appendix 1.

4.2.6 Subcontractor documentation shall be mandatorily sent to the Department for Scientific and Technical Products for incoming inspection with reference to the criteria set forth in MU AEP 2.2-31.

4.2.7 The Chief Engineer for Design shall mandatorily inspect the subcontractor documentation in accordance with the procedure prescribed hereto with reference to the criteria specified in the matrix given in Table 1.1 of Appendix 1.

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4.3 Incoming inspection of subcontractor documentation if electronic approval in specialized information systems is not implemented in the Project

4.3.1 Upon receipt of subcontractor documentation via UIDMS, the Chief Engineer for Design shall initially check it to verify its compliance with the subcontract, including completeness (in compliance with the technical assignment and the time schedule to the subcontract).

4.3.2 The Chief Engineer for Design shall send the subcontractor documentation for incoming inspection to the design unit of Atomenergoproekt JSC appointed at the stage in which the work schedule under the general contract is prepared (the unit responsible for completion of a schedule item) whose performance required hiring a subcontractor.

4.3.3 If the responsibility to arrange and coordinate the incoming inspection of subcontractor documentation is assigned to a supervising unit, the latter shall do the following in accordance with item 4.1.3:

- determine the list of units and experts to be involved in review of the subcontractor documentation, including design unit experts in the related disciplines if the Subcontractor develops documentation for several technical disciplines of one building/structure (in accordance with Section 4.2);

- submit the received subcontractor documentation to the review process participants via UIDMS.

4.3.4 Upon request of the supervising design unit head, the Chief Engineer for Design shall assign the subcontractor documentation incoming inspection activities in the operational plans of the units and employees involved in the incoming inspection. The operational plans shall be set in accordance with the list of units whose employees are the subject of the requirements of MU AEP 3.9-26 approved by Order of Atomenergoproekt JSC No. 02/142-P dated 10.03.2023.

4.3.5 The Chief Engineer for Design or the supervising design unit (if the supervising design unit is entrusted with the duties of arranging and coordinating the incoming inspection in accordance with item 4.1.3) shall be responsible for collecting information from all units and experts involved in the incoming inspection, drawing up the subcontractor documentation review report, submitting the incoming inspection results to the subcontractor, and handing over subcontractor documentation to the Department for Scientific and Technical Products for operational storage.

4.3.6 The supervising design unit shall perform a detailed analysis and inspection of the subcontractor documentation to verify its compliance with the requirements of the subcontract (including the technical assignment to the subcontract), compliance of the DD documentation with the requirements of the BD documentation, requirements for design solutions standardization, regulatory framework, including the documentation coding requirements, and compliance of the subcontractor documentation with the technical solutions that have been previously adopted for the Project (including the technical solutions of related disciplines). The accuracy of the calculations performed by the subcontractor to justify the adopted design solutions is beyond the checking scope.

4.3.7 The head of the supervising design unit shall check that the participants of the incoming inspection include experts from the necessary related design units and organizations in accordance with Subsection 4.2 hereof and, if needed, initiate the submission of the subcontractor documentation to the missing participants.

4.3.8 If the employee responsible for quality inspection is not involved in the incoming inspection in accordance with Section 4.2.3, the head of the supervising design unit may, if required, involve an employee responsible for quality inspection out of the specialists subordinate to him or her in the incoming inspection.

4.3.9 All experts participating in the incoming inspection shall in due time submit information on the incoming inspection results to the unit that submitted the subcontractor documentation to them for reviewing: to the Design Management Group or to the supervising design unit (if the supervising design unit is entrusted with the duties of arranging and coordinating the incoming inspection in accordance with Section 4.1.3). The incoming inspection participants may record comments on the subcontractor

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documentation using a separate form in accordance with Appendix 2. The incoming inspection data shall be submitted in electronic form to the person who arranged the incoming inspection.

4.3.10 Following the review of subcontractor documentation by all involved units and experts, the employee of the Design Management Group or the supervising design unit (if the supervising design unit is entrusted with the duties of arranging and coordinating the incoming inspection in accordance with Section 4.1.3) shall prepare a subcontractor documentation review report (hereinafter referred to as report) in accordance with Appendix 3 and hand it over to the Chief Engineer for Design for approval. All comments identified during the review of the subcontractor documentation shall be entered into the report.

4.3.11 If a participant of the incoming inspection draws up comments on a separate form (in accordance with Appendix 2), the employee of the Design Management Group or the supervising design unit (if the supervising design unit is entrusted with the duties of arranging and coordinating the incoming inspection in accordance with Section 4.1.3) shall assign a serial number to the form and provide a reference in the Comments section of the report to the comments form; from that point on, the latter becomes a mandatory attachment to the report. The forms shall be numbered within each report. In that case, the signature of the reviewer in the report is not required.

4.3.12 The report shall be approved by the Chief Engineer for Design. The report shall be registered by the Design Management Group employees in the subcontractor documentation review report registration log in accordance with Appendix 4. The subcontractor documentation review reports and the completed registration logs of these reports shall be stored in the Design Management Group. The reports and the completed logs shall be kept for 3 years.

4.3.13 In order to enable report registration at different branches of Atomenergoproekt JSC, the log may be kept in electronic form. The electronic log shall include the report number, the general contract and subcontract numbers, the subcontract (general contract) schedule item, the last name of the Design Management Group employee who registered the report, and the registration date.

4.3.14 In order to resolve comments, the Chief Engineer for Design or the supervising design unit (if the supervising design unit is entrusted with the duties of arranging and coordinating the incoming inspection in accordance with Section 4.1.3) shall send a letter to the Subcontractor indicating the comments made and other information necessary under the subcontracts. A copy of the subcontractor documentation review report shall be mandatorily attached to the letter. The comment forms prepared in accordance with Appendix 2 may be attached to the letter. The letter shall indicate the comment elimination dates in accordance with the subcontract terms and conditions. The letter shall be signed by Atomenergoproekt JSC management in accordance with MU AEP 3.7-10.

4.3.15 Upon receipt of the modified documentation from the subcontractor, the Chief Engineer for Design shall resubmit the documentation with a copy of the comments report or comments forms to all structural units previously involved in the incoming inspection. The incoming inspection procedure shall be repeated in accordance with Subsection 4.3 hereof, and a new report shall be prepared.

4.3.16 If no comments have been made following either the initial review of subcontractor documentation or the re-review of subcontractor documentation modified in response to earlier comments, an employee of the Design Management Group or the supervising design unit (if the supervising design unit is entrusted with the duties of arranging and coordinating the incoming inspection in accordance with Section 4.1.3) shall prepare a report with a positive decision and shall indicate in the Comments section that there are no comments from any of the incoming inspection participants. The report shall be approved and registered in accordance with items 4.3.12, 4.3.13 hereof.

4.3.17 Upon registration of the report with a positive decision, the Chief Engineer for Design or the supervising design unit (if the supervising design unit is entrusted with the duties of arranging and coordinating the incoming inspection in accordance with Section 4.1.3) shall submit the subcontractor documentation with a memorandum to the Department for Scientific and Technical Products for operational storage. The following documents shall be attached to the memorandum: the subcontractor documentation (a scanned copy and electronic documents in the original format), a copy of the approved subcontractor

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documentation review report with a positive decision and bearing the signatures of all reviewers involved in the incoming inspection, a copy of the Subcontractor's cover letter about the submission of subcontractor documentation for inspection with an incoming stamp of the Documentation Support Department and a copy of the confirmation sheet (in accordance with MU AEP 2.2-31), or the information confirmation sheet (as per the Project requirements). The subcontractor documentation shall be received and registered in accordance with MU AEP 2.2-31. The memorandum submitted to the Department for Scientific and Technical Products shall be signed by the Chief Engineer for Design.

4.4 Incoming inspection of subcontractor documentation in specialized information systems

4.4.1 The requirements of this subsection apply to the subcontractor documentation incoming inspection if the subcontractor documentation review and approval functions are implemented at the design facility in a specialized information system.

4.4.2 The following are mandatory subcontractor documentation quality inspection points during the incoming inspection that are included into the agreement route in a specialized information system:

- Checked by. The following persons/units are assigned for this inspection point:

- a subcontractor employee, if the Subcontractor uses the specialized information system;

- the Design Management Group employee responsible for dealing with the subcontractor documentation package in a specialized information system if the Subcontractor is not connected to the specialized information system of the Project, or the supervising design unit (if the supervising design unit is entrusted with the duties of arranging and coordinating the incoming inspection in accordance with Section 4.1.3);

- Incoming inspection. The following persons are assigned for this inspection point: a supervising design unit employee and its head and employees of related units (if required), and employees determined as per items 4.2.2–4.2.5 hereof (if required);

- Approval. The Chief Engineer for Design of the relevant design facility is assigned for this inspection point.

4.4.3 If a Subcontractor has access to operation in the specialized information system, the Subcontractor's responsible person shall upload the subcontractor documentation into the specialized information system, create a package card and delegate it to the responsible person of the supervising design unit of Atomenergoproekt JSC. Concurrently, the Subcontractor shall submit the subcontractor documentation via the method prescribed by the contractual terms and conditions, and the cover letter shall be attached to the subcontractor documentation in the specialized information system.

4.4.4 If a Subcontractor does not have access to the specialized information system, the Subcontractor shall submit the subcontractor documentation to the Design Management Group of Atomenergoproekt JSC via the method prescribed by the contractual terms and conditions for the incoming inspection. In that case, the subcontractor documentation shall be uploaded into the specialized information system, and its card shall be created either by the Design Management Group employee or by the supervising design unit (if the supervising design unit is entrusted with the duties of arranging and coordinating the incoming inspection in accordance with Section 4.1.3).

4.4.5 Either a Design Management Group employee or a responsible employee of the supervising design unit (if the supervising design unit is entrusted with the duties of arranging and coordinating the incoming inspection in accordance with Section 4.1.3) shall appoint the approvers at the Incoming inspection and Approval inspection points of the subcontractor documentation agreement route.

4.4.6 The approvers appointed for the Incoming inspection point in the approval route shall receive, via the specialized information system, the assignment to review the subcontractor documentation within the time period specified by the specialized information system.

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4.4.7 The comments to the subcontractor documentation given by the employees at the Incoming inspection point shall be entered into the specialized information system in the comment form as per Appendix 5.

Note: The comment form for subcontractor documentation can be modified depending on the automation capabilities in the specialized information system, but all the fields and their content shall remain the same.

4.4.8 The comments given during the incoming inspection shall be submitted to the responsible person of the Subcontractor for him/her to eliminate the comments. The modified subcontractor documentation shall be re-inspected in accordance with the assigned agreement route.

4.4.9 If a Subcontractor does not have access to the specialized information system, the comments shall be submitted either to the Design Management Group employee or to the responsible person of the supervising design unit (if the supervising design unit is entrusted with the duties of arranging and coordinating the incoming inspection in accordance with Section 4.1.3), who shall arrange interaction with the Subcontractor and submission of the given comments to the Subcontractor via the method prescribed by the contractual terms and conditions. The received modified subcontractor documentation shall re-pass the review route in the specialized information system as per this Section.

4.4.10 If there are no comments (or if they have been fully eliminated), the subcontractor documentation agreed by the reviewers at the Incoming inspection point shall be sent to the Chief Engineer for Design to the Approval point.

At this point, after the Chief Engineer for Design has made a positive decision, a subcontractor documentation review report is generated automatically in the specialized information system in electronic form as per Appendix 6. In the specialized information system, the report is certified with an electronic mark of agreement (a QR-code) by all reviewers of the subcontractor documentation.

Note: The electronic report form can be modified depending on the automation capabilities in the specialized information system, but all the fields and their content shall remain the same.

The report is registered, and the unique registration number is assigned to it automatically in the specialized information system.

4.4.11 A prerequisite is that the specialized information system functions shall allow downloading the whole history of the documentation review by design units and participants (comments, review reports, cover letters), document attributes, data of employees who introduced records in the information system, etc. The history of the review, agreement and approval of the subcontractor documentation review reports shall be kept in the specialized information system and may be downloaded on a request of process participants.

4.4.12 If the subcontractor documentation incoming inspection is carried out in the specialized information system, it is not required to prepare and send the cover letter to the Subcontractor indicating the incoming inspection results if the Subcontractor has access to the specialized information system.

4.4.13 After the report approved by the Chief Engineer for Design has been automatically registered in the information system, the subcontractor documentation together with the attached accompanying documentation, including the following: subcontractor documentation (a scanned copy and electronic documents in the original format), a cover letter to it, the approved subcontractor documentation review report in electronic form with a positive decision and electronic mark of all reviewers involved in the incoming inspection, a confirmation sheet copy (in accordance with MU AEP 2.2-31) or an information confirmation sheet copy (as per the Project requirements) shall be submitted to the Department for Scientific and Technical Products for operational storage via the integrated solution between the specialized information system and the ATDMS TDMS. The results of the incoming inspection of the Department for Scientific and Technical Products shall be stored in the ATDMS TDMS and may be downloaded as a quality inspection report, whose form is given in MU AEP 1.9-18. The subcontractor documentation shall be received and registered in accordance with MU AEP 2.2-31.

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4.5 Incoming inspection using ATDMS TDMS

4.5.1 For the design facilities that do not require design products to be pre-reviewed by the customers in a unified information space, and ready-made products are to be submitted for the Customer's review after their handover to the Department for Scientific and Technical Products for operational storage, the subcontractor documentation incoming inspection shall be carried out in the specialized information system ATDMS TDMS.

4.5.2 Either a Design Management Group employee or a supervising design unit (if the supervising design unit is entrusted with the duties of arranging and coordinating the incoming inspection in accordance with Section 4.1.3) shall arrange the subcontractor documentation incoming inspection process in accordance with the step-by-step actions execution guide AEP. ATDMS. User guide. Subcontractor design products, which is placed in the ATDMS TDMS system in section Guides/ATDMS usage guide. Subcontractor design products.

4.5.3 In that case, the list of approvers and inspection criteria shall be determined as per Section 4.2.

4.5.4 If the ATDMS TDMS system is applied, the subcontractor documentation review report electronic form and forms of comments to the subcontractor documentation (Appendices 2 and 3) are generated and registered automatically in the system and can be modified depending on the automation capabilities, but all fields and their content shall remain the same.

4.5.5 In order to resolve the comments given during the incoming inspection, the Chief Engineer for Design or the supervising design unit (if the supervising design unit is entrusted with the duties of arranging and coordinating the incoming inspection in accordance with Section 4.1.3) shall send a letter to the Subcontractor indicating the comments made and other information necessary according to the subcontract terms and conditions. The comment forms generated in ATDMS TDMS may be attached to the letter. The letter shall indicate the comment elimination dates in accordance with the subcontract terms and conditions. The letter shall be signed by Atomenergoproekt JSC management in accordance with MU AEP 3.7-10.

4.5.6 The products modified by the Subcontractor shall re-pass the entire approval route generated in the ATDMS TDMS for their incoming inspection. The subcontractor documentation review report is generated just once after all comments given during the incoming inspection have been resolved.

4.5.7 After the subcontractor documentation incoming inspection process has been successfully completed in the ATDMS TDMS, an inventory number is assigned to the subcontractor documentation, and it is submitted to the Department for Scientific and Technical Products for operational storage in electronic form.

5 Use of UIS-Quality for incoming inspection of subcontractor documentation

5.1 The results of the subcontractor documentation incoming inspection shall be registered via the Inspection operations module in UIS-Quality for all design facilities (except for restricted access information, which shall not be introduced in UIS-Quality).

The results of subcontractor documentation incoming inspection shall not be registered in UIS-Quality in case of written disagreement of the final Customer to use the UIS-Quality by the project participants.

5.2 The following types of subcontractor documentation shall not be registered or uploaded into the UIS-Quality:

- R&D reporting documents;
- reports on rendered scientific management services;
- reporting documents on rendered consulting and methodological services.

5.3 Employees involved in the incoming inspection of subcontractor documentation with the following roles shall be appointed in the organizations involved in the process:

- participant (with the authority of inspection operation applicant);

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- inspector (only for Atomenergoproekt JSC);
- inspector's manager (only for Atomenergoproekt JSC).

The role Inspector's manager shall be assigned to the employees by an organizational and administrative document issued by the head of the organization.

5.3.1 The role Participant (with the authority of inspection operation applicant) shall be assigned to all UIS-Quality users by default for work using the Inspection operations module. The user in this role can act as an inspection operation applicant, inspector, inspector's manager, approver, or signatory.

The functions of the Participant (with the authority of inspection operation applicant) role shall include:

- submission of an application for inspection operation, approval of the confirmed inspection dates;
- agreement of inspection operation results and documents;
- viewing information on the inspection operation where the user acts as an applicant, inspector, inspector's manager, approver or signatory;
- use of analytical reports within the assigned authority;
- signing the results with digital signature.

5.3.2 The Inspector role is supplementary and shall be assigned to a user as an addition to the Participant role by the inspector's manager for a particular inspection operation.

The functions of the Inspector role shall include the following:

- introduction of the list of inspection operation participants;
- notification of the participants that they have been included in an inspection operation;
- entering the inspection operation results;
- registration of nonconformities;
- preparation of the list of approvers;
- submission of the inspection operation results for approval (a task);
- signing the results with a digital signature;
- completion of the inspection operation.

The Inspector role in Atomenergoproekt JSC (to entry the subcontractor documentation incoming inspection results) shall be assigned to employees performing the Inspector role for certain design facilities in accordance with the organizational and administrative document issued by the Quality Director of Atomenergoproekt JSC.

5.3.3 The Inspector's manager role is supplementary and shall be assigned to a user as an addition to the Participant role.

The functions of the Inspector's manager role shall include the following:

- submission of the application to the applicant for improvement;
- approval of the confirmed inspection operation dates;
- assignment of confirmed inspection operation dates, an inspector, duration of the incoming inspection;
- approving and signing the inspection operation results with a digital signature.

The Inspector's manager role at Atomenergoproekt JSC shall be assigned to the Chief Engineer for Design or a Design Management Group expert authorized by the Chief Engineer for Design in accordance with Section 5.2 hereof.

5.4 Employees authorized to use UIS-Quality in accordance with Section 5.2 hereof shall undergo training on using the Nonconformity management and Inspection operations modules in UIS-Quality. The knowledge and skills gained during training on using the UIS-Quality system are tested by this system during the first logging-in.

5.5 Depending on the assigned role, employees shall be granted the relevant rights of access to UIS-Quality in compliance with the Unified industrial procedural guidelines on providing access to centralized information resources and services of State Atomic Energy Corporation Rosatom and organizations of State Atomic Energy Corporation Rosatom approved by Order of State Atomic Energy Corporation Rosatom

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No. 1/1517-P dated 30.12.2019. Documents in UIS-Quality shall be signed with a digital signature; the procedure for obtaining and using it is detailed in PR ISM 1.9.8.1.

5.6 Upon submission of the documentation to Atomenergoproekt JSC using the procedure set forth in the subcontract, the subcontractor shall generate an inspection operation application in UIS-Quality and submit it to the Chief Engineer for Design for a corresponding design facility (the Inspector's manager role).

5.7 If the subcontract does not require the use of UIS-Quality for the incoming inspection of subcontractor documentation, the inspection operation application shall be produced by an appointed employee of Atomenergoproekt JSC.

5.8 The Chief Engineer for Design shall determine if the subcontractor documentation incoming inspection activities require involvement of special units and appoint inspectors for the inspection operation application.

5.9 Comments shall be documented in the subcontractor documentation review report in accordance with the procedure set forth in 4.4 or comment forms given in 4.4 and 4.5. The comments report and comment forms shall be attached (uploaded to UIS-Quality as a separate file) to the subcontractor documentation incoming inspection certificate, which is automatically generated in UIS-Quality. The certificate form is provided in Appendix 7. If there are comments for and/or nonconformities in the documentation, the inspection result shall indicate "non-compliant".

5.10 The dates for completion of process stages in the Inspection operations module in UIS-Quality shall be set in accordance with Table 8.1 of Appendix 8.

6 Management of nonconformities and comments following the incoming inspection of subcontractor documentation

6.1 The supervising design unit shall analyze its comments to subcontractor documentation in accordance with the Unified classifier for qualification of design product deviations as nonconformities and comments provided in PR ISM 1.9.8.1 to decide on whether they can be referred to nonconformities.

6.2 Comments referred to nonconformities shall be registered in UIS-Quality by experts of the Design Management Group or the supervising design unit (if the supervising design unit is entrusted with the duties of arranging and coordinating the incoming inspection in accordance with Section 4.1.3). The nonconformity notice shall be approved by the Chief Engineer for Design of the relevant project and sent to the person responsible for quality of design products of the nonconforming Subcontractor. The procedure for nonconformity management in UIS-Quality has been established by Order of State Atomic Energy Corporation Rosatom No. 1/433-P dated 18.05.2017 On approval of the unified industrial procedure for managing nonconformities (as amended) and PR ISM 1.9.8.1.

6.3 The procedure for managing nonconformities and comments within the subcontractors' organizations is set forth in the internal procedures of these organizations in accordance with the requirements set forth in the subcontract. The nonconformity and comment management process of the subcontractors shall be reviewed during internal and external audits of management systems and assessments of quality assurance program efficiency.

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**Appendix 1
(mandatory)**

Matrix of subcontractor documentation incoming inspection criteria

Table 1.1

Inspection criteria		Participants of subcontractor documentation incoming inspection				
		Supervising unit	Related design units	Quality inspector (if required)	Company Chief Specialist (if required)	Chief Engineer for Design
1.	Subcontractor documentation complies with the subcontract in terms of completeness (in compliance with the technical assignment and time schedule to the subcontract)	+				+
2.	The document text is fully translated (the document English version/part does not contain fragments in Russian; designations do not contain Russian letters) ¹	+				
3.	Numerical values in the translated text are identical with the numerical values in the original text	+				
4.	There are no semantic errors in the text like incorrect conveying of technical meaning in the translation	+				
5.	There are no semantic errors in the text like missed or inserted text fragments distorting the meaning of the original text	+				
6.	There are no semantic errors in the text like wrong references to parts of the same text (incorrect indication of section numbers or titles)	+				
7.	There are no misprints or grammatical errors in the text (spelling, morphological, punctuation, or syntactic errors)	+				
8.	The approved glossaries, including the Customer's requirements for application of terms that have been approved and conveyed to the design products developer and reviewer in accordance with the established procedure are followed and complied with	+				

¹ This quality control criterion shall not apply to the lettering of grades (types) of Russian equipment nor to cases prescribed in respective procedures or directions for the construction project within the contract requirements

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Inspection criteria	Participants of subcontractor documentation incoming inspection				
	Supervising unit	Related design units	Quality inspector (if required)	Company Chief Specialist (if required)	Chief Engineer for Design
9. The terms (including terms that have not been not included in the glossaries) and text parts (including headings) are translated consistently	+				
10. There are no localization errors in the text: the project requirements for localization are taken into account	+				
11. Formatting equivalence of the English and Russian document versions considering local peculiarities is ensured	+				
12. There are no stylistic errors in the original text ¹ : like cumbersome syntax, confusing word order, unclear structure of detached phrases, incorrect correlation between separate parts of the sentence complicating the perception of text meaning	+				
13. The documents are readable (there are no illegible images, diagrams, image captions, formulas, too small/blurred font, overlapping print)	+		+		+
14. There are no misprints in the document	+		+		
15. There are no places with repeated information/repeated lines in the text	+		+		
16. There is no incorrect page sequence or page orientation There are no blank pages. The total number of document pages is given correctly	+				+
17. Card attributes in the information system are filled in correctly and are in line with the document attributes (e.g., code, name, revision, inventory number, schedule item, building, system, etc.)	+				+
18. The package (document) files are uploaded in compliance with the prescribed rules and completeness requirements (the specified package (document) and the	+				+

¹ The textual part of design and technical documentation developed under foreign projects in Russian language is checked for compliance with I AEP 2.2-55

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Inspection criteria	Participants of subcontractor documentation incoming inspection				
	Supervising unit	Related design units	Quality inspector (if required)	Company Chief Specialist (if required)	Chief Engineer for Design
attached and accompanying documents are uploaded in full). There are no links/references of irrelevant documents to the package					
19. The title block of the document and/or main inscriptions and supplementary columns to them are executed correctly, including correct filling in of the data on persons who are involved in document development, checkout and approval (in compliance with the requirements of respective procedures for execution). The document comprises all required title pages	+		+		
20. The formatting of headers and footers complies with the project requirements	+		+		
21. The list of columns in bills and specifications complies with the templates prescribed in the procedures for execution. The specification content complies with the procedure for execution	+		+		
22. The text or graphical document designation is given correctly and in identical manner on each page	+		+		
23. Revised package documents bear the revision number corresponding to the revision number indicated in the change order	+		+		
24. The document contains all required references to other structural components of the document and existing appendices. The references are correct	+				
25. The Legend/ Abbreviations / Symbols / Terms and definitions sections (if any) contain all abbreviations and acronyms, symbols/terms mentioned in the document text	+				
26. The Contents section is drawn up in compliance with the procedure for execution	+		+		
27. All titles of appendices are correct. The appendix titles correspond to the content of	+		+		

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Inspection criteria	Participants of subcontractor documentation incoming inspection				
	Supervising unit	Related design units	Quality inspector (if required)	Company Chief Specialist (if required)	Chief Engineer for Design
appendices and the document contents (if any)					
28. The document contains continuous page numbering for books of text documents, and the numbering is correct	+				
29. The documentation / package / equipment (if any) KKS code given in specification contains no Russian letters. Latin letters and Arabic numerals are used in the code	+				
30. The documentation formatting complies with the approved templates ¹	+				
31. The changes are introduced in due format and in compliance with specified rules and approved procedures	+				
32. A relevant revision (currently in force and relevant to the Project) of regulatory documentation is used: technical regulations, codes and regulations, standards, codes of practice, governmental decrees, legislation of the country of operation, terms and conditions of the agreement (contract) in the development of design products	+			+	
33. The document considers in full scope the required regulatory documentation framework, including a correct and complete manner in which the requirements set forth in the list of regulatory documentation specified are considered in the document	+	+		+	
34. All the requirements given in the document are relevant to document (package)/ documentation section under review and are complied with in full scope	+	+		+	
35. The (KKS) code of equipment, systems, measuring/monitoring points, designation of rooms, civil engineering structures and items, and building dimensions are given	+	+			

¹ In compliance with the project requirements. The NPP General Designer shall ensure the development and introduction of document templates into SPF

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Inspection criteria	Participants of subcontractor documentation incoming inspection				
	Supervising unit	Related design units	Quality inspector (if required)	Company Chief Specialist (if required)	Chief Engineer for Design
36. The characteristics and names of equipment, items and materials (volume, quantity) are given correctly	+				
37. The information given in different parts of one document (package) and in related documents (packages) of design products is consistent in nature (e.g., the data given in the specification are consistent with the data of the drawing; the data in the diagram are consistent with the data of the drawing)	+	+			
38. The selection criteria for equipment, items and materials are stated correctly and in full	+				
39. The document gives the environment conditions and characteristics (temperature/humidity/pressure ranges, climatic conditions) in a correct manner	+	+		+	
40. The document gives a sufficient scope of data on the conditions/operating parameters/technical characteristics of the system and equipment (pipeline systems and cable systems)	+	+		+	
41. The document does not contain any nonconformities that could upset the operability of the system (system part)/equipment caused by errors in routing and/or arrangement of system components in BD documentation and/or DD documentation	+	+		+	
42. The document does not contain any errors related to design of electric circuits (e.g. machinery control circuits, instrumentation and control connection diagrams and I&C wiring diagrams) that could result in malfunctioning of systems and equipment	+	+		+	
43. The document does not contain any errors made in the design of civil engineering structures that could produce an adverse effect	+	+		+	

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Inspection criteria	Participants of subcontractor documentation incoming inspection				
	Supervising unit	Related design units	Quality inspector (if required)	Company Chief Specialist (if required)	Chief Engineer for Design
on the structure erection technology or its structural strength					
44. The methods and parameters for connection and installation of parts of structures / systems / equipment are given / are given correctly, and so is the way in which the weld inspection methods and scopes, types of welding materials, and draft welding and inspection charts are specified	+				
45. The diagrams and drawings comply with the approved technical solutions; the document sets out technical solutions stated in minutes of meeting with the customer/principle technical solutions (listed, if available) approved by the customer/Owner	+	+		+	+
46. The scope of graphical materials is sufficient (elevations, linear dimensions, grid line references are given in the required scope). The drawing content complies with the regulatory documentation requirements specified in the agreement, contract, and Project procedures	+	+		+	
47. The document/package/3D model does not contain any collisions (clashes between components)	+	+			
48. All of the comments given to the previous version/revision are eliminated correctly (including the graphical part, i.e., changing of charts / figures / drawings / diagrams etc.) including comments given by the customers and/or regulatory authorities (if any)	+	+			
49. In case any comments are received on a safety analysis report chapter in regard of equipment data values (pressure, temperature, flowrate, etc.), the following aspects shall be checked: - adequacy of the altered data used in the new version (revision) of the safety analysis report chapter;	+	+		+	

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Inspection criteria		Participants of subcontractor documentation incoming inspection				
		Supervising unit	Related design units	Quality inspector (if required)	Company Chief Specialist (if required)	Chief Engineer for Design
	- whether the new version (revision) of the safety analysis report chapter contains alterations in the geometry of graphs and input data connected with the altered input data in comparison with the previous version; - the adequacy of the altered data in the basic/ detailed design documentation and/or calculations in which the altered data are used					
50.	The experience gained from development of design products, construction and operation of nuclear facilities is taken into account	+				
51.	The fulfillment of internal technical assignments issued by related units passed technical inspection	+				
52.	The type of measuring at the measurement point is checked for correctness	+	+			
53.	The document title is given in compliance with the BD/DD documentation issuance schedule and is identical with the title given in the Document title block (cost estimate documentation)	+				
54.	The document designation (KKS code, number as per the construction guidelines) is given / is given correctly and are identical with the designation given in the Document title block (cost estimate documentation)	+				
55.	The numbers of cost estimates that are subject to a joint review, issued as a supersede/supplement are given / are given correctly (cost estimate documentation)	+				
56.	The formatting of headers and footers complies with the project requirements (cost estimate documentation)	+				
57.	The local cost estimate (cost estimate) items have continuous numbering (cost estimate documentation)	+				
58.	Quote names are identical with the names given in quote lists (cost estimate documentation)	+				

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Inspection criteria	Participants of subcontractor documentation incoming inspection				
	Supervising unit	Related design units	Quality inspector (if required)	Company Chief Specialist (if required)	Chief Engineer for Design
59. The resource name is identical with the name given in the specification (cost estimate documentation)	+				
60. The materials excluded from the quote are in line with the applied quote norm (cost estimate documentation)	+				
61. The alternative justification to a local cost estimate (cost estimate) item is given/is given correctly (cost estimate documentation)	+				
62. The equipment quote has a reference/correct reference to a specification/local cost estimate with indicating the item (cost estimate documentation)	+				
63. The KKS code of design item is entered in a separate field (KKS) (cost estimate documentation)	+				
64. The local cost estimate (cost estimate) items comply with the specification/drawing/bill of quantities/contract (scopes, technical characteristics, code, grade, type of works, unit of measurement) (cost estimate documentation)	+	+			
65. The coefficients/surcharges are applied correctly, and their justification is given (cost estimate documentation)	+			+	
66. The characteristics given in the equipment specification comply with the characteristics given in the cost estimate. The scope of resources/works is estimated correctly (cost estimate documentation)	+	+			
67. The equipment specification item bears relevant equipment name and reference to the cost estimate item (cost estimate documentation)	+	+			
68. The cost of materials is estimated correctly (cost estimate documentation)	+				
69. The total for the local cost estimate/cost estimate is estimated correctly and using the template approved for the Project (cost estimate documentation)	+				

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Inspection criteria		Participants of subcontractor documentation incoming inspection				
		Supervising unit	Related design units	Quality inspector (if required)	Company Chief Specialist (if required)	Chief Engineer for Design
70.	The conversion factor is applied in compliance with the regulatory documentation and information given in the explanatory note/annotation (cost estimate documentation)	+				
71.	The quotes do not have any explanation irrelevant to the work/resource (cost estimate documentation)	+				
72.	The same type of work is assigned to the materials added into the cost estimate (as separate items) as to the quotes those materials relate to (cost estimate documentation)	+				
73.	A resource line item is assigned in compliance with the cost estimate standard base requirements and provisions adopted in the local cost estimate (cost estimate documentation)	+				

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**Appendix 2
(recommended)
Subcontractor documentation comments form**

Appendix No. _____ to subcontractor documentation review report

Comments _____ **to subcontractor documentation**
name of structural unit

<u>Facility</u>		Sheet No. / sheets in total	
Document name		Document No. (Designation)	
		Date of submission for review	
Agreement (contract) for the executed/issued product (No., name)			
Comment		Justifying document	
Position	Initials, last name	Signature	Date

Record of comment elimination	Position, Initials, last name	Signature, date

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**Appendix 3
(recommended)
Subcontractor documentation review report form**

APPROVED BY
Chief Engineer for Design

Signature, initials, last name
_____ 20__

SUBCONTRACTOR DOCUMENTATION REVIEW REPORT No. XXX/20...-sl./no. ¹

Subcontractor name _____

Subcontract number _____

Title of contract performed by subcontractor _____

Number of general contract with the Customer _____

Accompanying document number	Document name and designation	(Network) schedule item	Completion status ²	Inspecting unit	Comments to subcontractor documentation	Inspector's initials and last name	Inspector's signature, inspection date

Agreed by: Head of the supervising design unit _____

¹ XXX is the facility code; 20...: is the year in which the documentation is submitted; sl./no. is the serial number of the report assigned by the Chief Engineer for Design upon approval of the report.

² Completion status cell shall be filled in if the works under the schedule item have not been completed.

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**Appendix 4
(recommended)
Subcontractor documentation review report registration log form**

**Subcontractor documentation review report registration log
Project _____**

Report number	General contract (revenue generating contract) number	General contract schedule item (network schedule item)	Subcontractor name	Subcontract (expense contract) number	Subcontract schedule item	Registered by Full name	Signature of responsible employee	Report registration date	Notes
1	2	3	4	5	6	7	8	9	10

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**Appendix 5
(recommended)
Electronic comment management form for subcontractor documentation**

Package name											
Comment ID	Check type	Document code	Revision	Revision	Comment	Response	Checklist question	Reviewer	Comment status	Response author	Response status

Note: all fields of the comment management form shall be filled in by the process participants in the specialized information system.

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**Appendix 6
(recommended)**

Form of subcontractor documentation review report generated automatically in specialized information system

SUBCONTRACTOR DOCUMENTATION REVIEW REPORT

Facility	Report No., date	Report sheet No. / Total sheets/
Design product name	Design product designation	
Subcontract number	Subcontractor name	
Time schedule item (schedule item)		
Quality inspection point	Initials, Last name	Approval mark, approval date
Checked by		
Incoming inspection		
Approval by Chief Engineer for Design		

Note: guidelines for electronic report execution:

1. The electronic report can be drawn up both in Russian and bilingual (for foreign Projects)
2. All fields of the electronic report shall be automatically filled in using the specialized information system in the course of passing quality inspection points.
3. The signatures are put into the electronic report fields using simple electronic signature (QR code) in SPF (or other specialized information system).
4. The specialized information system shall contain detailed reports on the subcontractor documentation passing the approval procedure at quality inspection points showing subcontractor documentation versions under review and comments from approvers (including responses to comments) that can be downloaded by all participants of the electronic approval procedure.

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**Appendix 7
(reference)
Documentation incoming inspection certificate form**

**Atomenergoproekt
Joint-Stock Company
(Atomenergoproekt JSC)**

Approved by
Position, name

_____ 20__

Incoming inspection start date	INCOMING INSPECTION CERTIFICATE No. dated for subcontractor's BD / DD documentation	Incoming inspection end date	Total sheets
dd.mm.yyyy		dd.mm.yyyy	/
Project: (e.g., Kursk NPP)			
Facility: (e.g., Unit 1)			
Documentation package designation (e.g., code/KKS code)			
Name of organization supplying BD / DD documentation:			
Agreement (contract) for the prepared / issued documentation:			

Accompanying document number	Name of BD / DD documentation	Designation of documentation	Schedule item	Inspecting unit

Nonconformities in subcontractor's BD / DD documentation:		
Number of nonconformity	Nonconformity details	Non-fulfilled requirements
Inspection operation result: (e.g., compliant, non-compliant, inspection not performed)		
Appendices: (file names, if any)		
Comments: (if any)		
Employees responsible for approval:		
Position, unit	Full name	

The list of persons who approved and signed the document shall be included in the signature list which is an integral part of the document.

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**Appendix 8
(mandatory)**

Process stages when using the Inspection operations module in UIS-Quality

Table 8.1

Stage No.	Stage	Result	Due dates (business days)	Participants and their roles	Comment on the stage
1	Inspection planning	The inspection operation application is sent to Atomenergoproekt JSC	In accordance with the requirements of the procedures regulating inspection but at least two days before the scheduled inspection starting date	Responsible: subcontractor's head responsible for inspection (process participant).	The party under inspection shall develop an inspection operation application, make preparations for the inspection (prepare the documentation to be inspected, appoint persons responsible for the interaction with the inspecting party, determine the date, place, criteria, procedures for the inspection and, if applicable, inspection means)
2	Confirmation of readiness for incoming inspection	Persons who will perform incoming inspection are appointed (inspector, participants)	At least one day before the inspection starting date	Responsible: Chief Engineer for Design (inspector's manager)	On the basis of the received inspection operation application, the inspecting party shall arrange incoming inspection and appoint persons who will perform the inspection
3	Incoming inspection performance	Results of incoming inspection are received and documented	In accordance with the inspection action plan of the inspecting party The inspector's manager shall set the incoming inspection date at stage 2 in strict compliance with the documentation acceptance date in the subcontract (including	Responsible: inspector, incoming inspection participants	Scope of inspection: 100% Evidence of inspection: documented inspection results (draft subcontractor documentation review report) Persons performing inspection shall provide a summary analysis of inspection results and formulate conclusions for the inspection report.

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Stage No.	Stage	Result	Due dates (business days)	Participants and their roles	Comment on the stage
			the dates for stages 4 and 5), depending on the scope of the documentation inspected in compliance with the date of design product submission to the customer of nuclear facility construction		
4	Preparation of the incoming inspection conclusion, submission of the incoming inspection results	The incoming inspection certificate is prepared and loaded into UIS-Quality	No more than 5 days after stage 3 completion date	Responsible: Chief Engineer for Design (inspector's manager) Participants: inspector	Inspection scope: 100% Evidence of inspection: Incoming inspection certificate. On the basis of the conclusions provided, the Chief Engineer for Design shall make a decision on whether the inspected documentation complies with the set requirements, approve and register the report, upload the registered subcontractor documentation review report to UIS-Quality and generate the incoming inspection certificate; the inspection results shall be automatically sent to the inspected party
5	Provision of inspection outcomes and inspection conclusions	The incoming inspection certificate is submitted to the inspected party	No more than two days after stage 4	Responsible: Chief Engineer for Design (inspector's manager) Participants: employee appointed by the Chief Engineer for Design	Evidence of inspection: Incoming inspection certificate submitted to the inspected party (subcontractor) in UIS-Quality

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Stage No.	Stage	Result	Due dates (business days)	Participants and their roles	Comment on the stage
6	Analysis of inspection outcomes and inspection conclusions	Managerial decisions related to improvements that can be made in the inspected field/facility	No more than 10 days after stage 5	Responsible: subcontractor's head responsible for inspection (process participant).	-
7	Notification of stakeholders	The documented inspection results and/or the inspection report are sent to the stakeholders or access is provided to them for the stakeholders	In accordance with the set requirements for notification of stakeholders	Responsible: subcontractor's head responsible for inspection (process participant)	The stage is to be fulfilled if the requirement to notify the interested parties is set forth Notification is made using UIS-Quality