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Document Number: NK38-PLAN-09701-10067	Usage Classification: N/A
Sheet Number: 0009	Revision: R000

Title:

PROGRAM DOCUMENTATION AND PROJECT CLOSURE MANAGEMENT PLAN

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**Program Documentation And Project
Closure Management Plan**

NK38-PLAN-09701-10067-0009-R000
2013-01-31

Order Number: N/A
Other Reference Number: N/A

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Revision Summary

Revision Number	Date	Comments
R000	2013-01-31	Initial issue.

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1.0 INTRODUCTION

Records, documents and data collectively form the memory of the Nuclear Refurbishment Program. Together they constitute the business and intellectual assets of critical importance, and therefore must be managed to meet both regulatory and business requirements.

The purpose of the Program Documentation and Project Closure Management Plan is to manage the process of organizing, storing, protecting, and sharing documents. This plan describes how documents will be managed throughout their life cycle during the planning, execution and program closure.

2.0 PROGRAM DOCUMENT DESCRIPTION

The management of refurbishment documentation is described in relation to three principle activities; Document Creation, Document Control, and Records Management. The Nuclear Refurbishment (NR) Program Plan for Records and Documents Management (RDM) adheres to OPG-PROG-0001, Records and Document Control and OPG-PROC-0019, Record and Document Management.

Additionally NR has implemented strategic enhancements such as Nuclear Project document control practices. Nuclear Project document control processes prescribe how OPG and suppliers will create, exchange and manage project documents over the life of a project. A suite of governance and non-governance process support documents have been generated to document the practices and procedures which should be adhered to in order to ensure the proper protection and management of critical plant configuration information and vital commercial and project management documentation.

3.0 PROGRAM DOCUMENT MANAGEMENT APPROACH

The plan follows the existing OPG Records and Document Management Programs, and provides a standard on how documents will be managed throughout the lifecycle and program closure.

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3.1 Roles and Responsibilities

Records and document management is a shared responsibility amongst all Nuclear Refurbishment employees in referencing and filing information according to governance and non-governance process documents.

- **Project Managers (PM's)** – are responsible to prepare and issue a formal Communication Protocol document to the successful supplier immediately after contract award. The Communication Protocol document will provide direction on how all project correspondence and documentation deliverables are managed. All suppliers will comply with the standards and requirements of this plan. PM's will adhere to and share with suppliers, N-MAN-00120-10001-RDM-03, Nuclear Projects Supplier Document Submission.
- **NR Records and Document Management (NR RDM)** – will manage the Darlington Refurbishment records and data provided by OPG and suppliers, perform quality checks, route to the appropriate stakeholders and track the status and performance through the review/acceptance cycle. RDM also retain and publish all “Change Papers” and related Engineering Change Control documentation, are responsible for registering and managing controlled documents, management of the EDMS database, and population of the Records and Controlled Documents modules in Asset Suite 7. RDM will adhere to N-MAN-00120-10001-RDM-R000, Nuclear Projects Records and Document Management.
- **Refurbishment Employees** – have the responsibilities to identify, protect, and present their records as intellectual assets, this is done by completion of training, use of training aides, and through adherence to communications issued to guide staff on information management rules or practices.

3.2 Document Creation

Document creation is the first stage in the records management cycle. NR follows the existing OPG program requirements for creation and approval to ensure we are in compliance with standards.

During the development and review of project documentation, industry best practice is to employ information technology that provides access controls and minimizes document editing requirements during collaboration and review of in-process documents. This helps avoid re-work and confusion. To address this need, document creation and update is to be performed within the document libraries established within the appropriate SharePoint team site.

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3.3 Document Templates

Document templates exist to ensure document content, style and formatting are standardized. Nuclear Refurbishment project documentation templates will be used as necessary in cases where existing OPGN templates do not meet program needs. Refurbishment templates incorporate industry best practices from the Project Management Institute (PMI).

3.4 Controlled Documents Management

All document requests from suppliers will be managed through NR-RDM. To obtain OPG document numbers, suppliers will submit a completed form N-FORM-10027, Controlled Document Request, or provide the required information electronically. A new number will be reserved and the supplier notified.

Upon receipt of documents for review or acceptance, a quality check is performed to ensure the appropriate OPG standards have been met.

3.5 Document Control

Document Control is a managed process of information and documentation exchange between OPG and its suppliers. All document submissions from suppliers to the Darlington Refurbishment program are conducted through a central electronic portal (a secure website) known as the Supplier Document Hub (SDH).

The processes for document reviews and acceptance have been defined and recorded in a series of process support documents. Within the document control process, the Project Manager ensures all documentation deliverables from suppliers are defined with established due dates. RDM track and record processing dates so that OPG can monitor compliance to contractual commitments and provide the necessary reporting.

NR Contract Managers support the process by participating in Supplier/OPG process discussions to ensure actions/agreements align with the contract. Document Control staff manage the process for receipt/review/issuing of supplier submittals.

3.6 Records Management

A record provides evidence of the performance of business activities and/or the achievement of results, to demonstrate conformance to standards or compliance with laws, or to retain knowledge and information of business importance when needed. A record is that version of a document designated to be maintained in an Approved Information Management System (for electronic records) or a Records Centre (for hard copy record).

All records are stored as required by OPG-PROG-0001, Records and Document Control. Official QA records are indexed and stored in OPG Nuclear approved information management system (Asset Suite 7). Additionally, NR employs SharePoint libraries for the storage of in-process project documentation and non QA records.

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All Refurbishment project records are managed in accordance with OPG-PROC-0019, Record and Document Management, and adhere to OPG-STD-0030, Classification, Protection and Release of Information, and OPG-MAN-8133-0002, Records Management Authority Register. Each record is managed according to a predetermined plan which is documented in the Records Table resident in the process document which governs the activity resulting in the creation of the record. The Records Table will identify the database in which the item will be indexed, the retention requirements for the document, and may detail the relationships or links to other objects or data that must be maintained.

Any electronic information to be issued as a record is to be sent to file via a workflow task request or by submitting to the appropriate RDM e-mail account, where it will be reviewed, categorized and indexed in the appropriate information management system. This will allow for easy search and retrieval based on unique identifiers, specific supplier and/or project codes, and types of correspondence.

Project records delivered as a hard copy will be scanned, indexed and retained as necessary based on their classification.

All supplier deliverables not identified as an ECC deliverable or controlled document will be addressed as a project record and be managed as described in the appropriate Records Table.

Confidential or commercially sensitive information should be addressed in detail in the Communication Protocol.

3.7 Miscellaneous Project Data Management

There are several areas where miscellaneous data will be accumulated by the supplier or OPG staff during the life of the project which normally would not have significant relevance when the work is performed internally. This data needs to be collected and delivered to RDM, then organized for potential future retrieval. These may include, for example, Vault Entry Logs or MSDS/WHMIS data for materials brought on site by suppliers.

3.8 Document Nomenclature System

Document numbering schemas have been developed for project documentation in cases where the existing OPG numbering convention is not suitable or the need to establish unique numbering systems existed, in order to enhance management or retrieval.

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4.0 REFERENCES

- OPG-PROG-0001, Records and Document Control
- OPG-PROC-0019, Record and Document Management
- OPG-STD-0030, Classification, Protection and Release of Information
- OPG-MAN-08133-0002, Records Management Authority Register (RMAR)
- N-MAN-00120-10001-RDM-R000, Nuclear Projects Records and Document Management
- N-MAN-00120-10001-RDM-03, Nuclear Projects Supplier Document Submission