**Quality Control Plan Template**

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| **Kozloduy NPP EAD**  **ORGANISATIONAL UNIT/ SUBUNIT:**  (*for Quality Control Plans prepared by plant organisational units)* | | | | **QUALITY CONTROL PLAN** | | | | | | | | | **ID No.:**  Page 1/… | | |
| **Work to be performed at:** *(describe the facility, system or other site item, where the process operations specified below will be performed)* | | | | | | | | | **Performed by:** *(name of the plant structural unit* ***or*** *external organisation - contractor under a signed contract)* | | |
| **Work description**/ Contract subject matter and ID number: | | | | *(Describe the work to be performed on the specified site item by the assigned Responsible Contractor. Specify the number and subject of the contract related to this Quality Control Plan (QCP) if the QCP is submitted by an external organisation.)* | | | | | | | | | **Responsible Contractor:**  *(for the planned operations)* | | |
| (*position, surname*) | | (*signature*) |
| **Author:** | | | | | **Reviewer:** | | | | | | | **Approver:** | | | |
| (*position, surname*) | | | (*signature*) | | (*position, surname*) | | | (*signature*) | | | | (*position, surname*) | | | (*signature*) |
| No. | **PROCEDURE**  Technological sequence of operations | | | | | | \*Specifications  document | Planned | | | | Control performed | | | Comments and reporting documents |
| control | | | | *(signature)* | | |
| TC | IC | IQC | | TC | IC | IQC |
|  | *The operations’ technological sequence includes but it is not limited to the operations subject to control such as:*   * *Review the preparedness to commence the works under the contract;* * *Check input data;* * *Issue a design specifying the respective stages and parts;* * *Design verification;* * *Design acceptance;* * *Receiving inspection of the delivered equipment/materials;* * *Review of readiness prior to commencement of construction and installation works (CIW)/maintenance and repair (M&R);* * *Implementation of CIW/M&R;* * *Inspection of welded connections;* * *Commissioning works/;* * *Adjustment/Testing/Trials;* * *Training of the Contracting Authority’s personnel;* * *Completion and report on the activities (prepare the reporting documentation).*   *NOTE: A separate Quality Control Plan detailing the works in their technological sequence shall be prepared for each stage of work implementation. The information shall contain sufficient detail to ensure quality performance.* | | | | | | *The document describing the operation itself shall be specified: standard, drawing, project document, ToR, procedure, contract, etc.* |  |  |  | |  |  |  | *type of reporting documentation (deliverables) to be submitted /records in operating logbook/data in a document/ record of outstanding control (NC)/record of changes in work implementation (NC)* |
| Key: | |  | | \*\* Responsible person for **TC:** | | | \*\* Responsible person for **IC:** | | | | | | \*\* Responsible person for **IQC on behalf of Kozloduy NPP:** | | |
| **ТC** – technical control  **IC** – internal control  **IQC** – independent quality control on behalf of the plant (Kozloduy NPP)  **NC** - non-compliance | | | | (*position, surname*) | | (*signature*) | *(position, surname)* | | | | (*signature*) | | *(position, surname)* | | (*signature*) |
| Work completed on: | | (*date*) | Responsible Contractor: | | | | (*signature*) | | \*\*Plant official responsible for **quality control (QC):** | | |
| *(position, surname)* | | (*signature*) |

*\*For any dismantling works, safety rules can be used as reference materials. It is acceptable to provide external organisations with reference documents which stipulate the implementation of the technological operations when these are defined in a QAP or in a list of the applicable documents of the Contractor (EO). For some operations it is allowed not to mention a regulatory document.*

*\*\* Signatures of the persons responsible for TC, IC, and IQC, as well as of the responsible* ***QC***  *plant official shall be put as early as at the stage of approval by the Contracting Authority. The responsible officials’ signature confirms they are familiar with the control they will exercise.*

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| **Kozloduy NPP EAD**  **ORGANISATIONAL UNIT/ SUBUNIT:**  (*for Quality Control Plans prepared by plant organisational units)* | | **QUALITY CONTROL PLAN** | | | | | | | | **ID No.:**  Page 2/… | | |
| **Work to be performed at:** *(describe the facility, system or other site item, where the process operations specified below will be performed)* | | | | | | | | **Performed by:** *(name of the plant organisational unit* ***or*** *external organisation - contractor under a signed contract)* | | |
| **Work description**/ Contract subject matter and ID number: | | *(Describe the work to be performed on the specified site item by the assigned Responsible Contractor. Specify the number and subject of the contract related to this Quality Control Plan (QCP) if the QCP is submitted by an external organisation.)* | | | | | | | | **Responsible Contractor:**  *(for the planned operations)* | | |
| (*position, surname*) | | (*signature*) |
| **Additional activities to QCP No.** | | | | | **Reason:** *Minutes/Report/Letter/……. No.* | | | | | | | |
| No. | **PROCEDURE**  Technological sequence of operations | | \*Specifications  document | Planned control | | | | Control performed  *(signature)* | | | Comments and reporting documents | |
| TC | | IC | IQC | TC | IC | IQC |
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