Progress Report # : X

## Report To: Date of reporting :

**IO CONTRACT REFERENCE:** XXXX Rev X

Short Scope Description : xxxx

**Contractor\* :** xxx

Represented by : Name of contractor contact

Position : contact position here Tel. number : xxx

Location : location here Email address [:xxs@www.com](mailto:Matthew.Davies@Bridon-bekaert.com)

\* In case of various sub-suppliers please add an extra section.

# CONTRACT DELIVERY STATUS

## Contractual delivery date : Date

## Revised delivery date : Date here

Overall Status (\*) : [ ] On Time ; [ ] Delayed

*(\*) When Delayed is selected, the detailed reason for delay shall be stated and a recovery plan shall be outlined in chapter 2.*

# SUMMARY / AREAS OF CONCERN / RECOVERY PLAN

1. Next planned progress report submittal date: Date here
2. In case of updated construction and/or documentation schedules, have you submitted the revised documents? RESPONSE HERE

#### If applicable to the purchase order, have you contacted the certifying third party? [ ] Yes [ ] NO

**SUMMARY / HIGHLIGHTS**

Summary of the contract progress here

**AREAS OF CONCERN**

The area of concern to be listed here

**RECOVERY PLAN \***

Based on progress status, recovery plan to be explained here if delayed.

\* In case of reported delay,Contractor is to detail recovery initiatives such as but not limited to; increase in manpower, overtime, airfreight deliveries, shift in shop priorities.

# 3. OVERALL PURCHASE ORDER PROGRESS

#### Please complete the following progress table dedicated to the documentation:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Section | Gate | Weight \* | Progress | Total Progress | Competed ? |
| Documentation | 1. Documentation related to Design  Gate is approved |  |  | 0% |  |
| 2. Documentation related to  Procurement is approved |  |  |  |
| 3. Documentation related to MRR Gate is approved |  |  |  |
| 4. Documentation related to FAT/final inspection is  approved |  |  |  |
| 5. Documentation related to DRR  Gate is approved |  |  |  |
| 6. Documentation related to CRR gate is approved |  |  |  |
|  |  |  |  |
|  | | Total Progress | | 0% |  |

##### **NOTE**: \* Weight factors to be discussed during the KOM. Each completed milestone is to be ticked in the table.

**Comments:**

* *Up to date manufacturing schedule to be attached to the report*

1. **CONTRACT GATES OVERVIEW *(complete if applicable to your contract)***

Please mention the ID of the sub-gates (ex: 1.01, 1.02 …)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Package Gate Name | Sub-Gate Name & ID | Planned Date | Revised Date | Actual Date | Gate Status  (GO/No GO) |
| KOM |  |  |  |  | Choose an item. |
| Design Review |  |  |  |  | Choose an item. |
| Procurement Review |  |  |  |  | Choose an item. |
| MRR |  |  |  |  | Choose an item. |
| FAT Readiness |  |  |  |  | Choose an item. |
| DRR |  |  |  |  | Choose an item. |

\* Any topic that may jeopardize Package Gates completion is to be highlighted in section 2 with an explanation.

\*\* In case of a No GO Gate the outstanding items in the checklist are to be explained and highlighted in section 2.

### Comments:

# CONTRACTOR DOCUMENTATION STATUS

#### Is there outstanding documentation which can jeopardize package gates completion?: Choose an item.

1. Are Certifying Authority (third party) documents required?: Choose an item.

**Comments:**

* *Up to date document schedule to be attached to the report.*

# 6. ENGINEERING STATUS

#### 1. Do you require any engineering related clarifications from ITER?: Choose an item.

**Comments:**

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**7. PROCUREMENT STATUS *(Sub-supplier progress, Sub-ordered material & components)***

1. Have all sub-orders been placed?: Y/N

#### Have all sub-suppliers acknowledged your orders?: Y/N

1. Do your sub-supplier delivery dates match with the construction schedule?: Y/N
2. Has all sub-ordered material been received?: Y/N
3. Have you submitted the sub-order copies and acknowledgements to Iter ? Y/N

**Comments:**

* *Copies of unpriced sub-supplier oders and acknowledgements to be attached to the report.*

# 8. FABRICATION & ASSEMBLY STATUS

### Shop workload

* Heavy **☐** Medium ☐ Light

The facility is at x% of its normal production capacity.

1. Is fabrication progressing according to the approved construction schedule? Y/N
2. Are there other customer orders that may jeopardize the fabrication and/or assembly of this order? Y/N
3. Have you anticipated your manpower availability for the duration of the fabrication/assembly phase? Y/N

#### 

**Comments:**

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**9. INSPECTION - QUALITY CONTROL POINTS OVER THE NEXT 4 WEEKS**

**Note:** Below table to be populated with all Witness and Hold points identified on the Quality Control Plan. All columns must be accurately filled in to give at least an 8 (Eight) Weeks Look-Ahead on coming inspection / QC

/ testing activities:

#### 

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item Description | Tag No | Activity / type of test | Hold/ Witness point # | Planned date | Inspection Location |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\* If the table is too short, enter additional columns or attach a separate attachment to the VPR.

#### Have the inspection notifications been sent out for the upcoming W/H points?: Choose an item.

1. Has Certifying Party/Client attendance been organized for relevant W/H points?: Choose an item.

**Comments:**

TBC

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#### 

**10. LOGISTICS & SHIPPING STATUS**

1. Do you require any logistics related clarifications from ITER ? Y/N
2. Have you submitted your packing and preservation procedure if applicable? Y/N

3. Have you read and understood the ITER packing and preservation spec provided? Y/N

4. Will this be an out of gauge delivery? (requiring specific transport arrangements): Y/N

5. Advice what loading capabilities you have:

1. Advice number of delivery batches expected:
2. Has a provisional packing list been submitted?: Y/N
3. Advise estimated weights 6 weeks prior to delivery date:
4. Would any material from the purchase order require an export licence : Y/N
5. Would any material from the purchase order be considered ‘Hazardous’?: Y/N

11. Has the Certificate of Origin been issued?: Y/N.

#### 12. Do you have any specific requirements for lifting, loading and warehousing activities?

##### **Note:** Your shipping documentation is to be approved by IITER prior to collection; it is important to properly complete and issue the shipping documents in time.

**Comments:**

\* Drafts of the packing list and commercial invoice to be attached to this report.

# DEVIATIONS & REQUESTS STATUS

Indicate if NCR, Query or Deviation request that are outstanding:

#### 

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | # Issued | # Approved | # Rejected | # Open |
| Non-Conformance Reports |  |  |  |  |
| Contractor Query |  |  |  |  |
| Deviation Request |  |  |  |  |

**Comments:**

NA

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1. **HSSE *(Health, safety, security & environment)***
2. Did any incidents or near misses occur in the past 2 weeks?: Y/N
3. In case of external visitors to your shop, do you provide a safety induction?: Y/N

**Comments:**

NA

# CONTRACT RISK & OPPORTUNITIES

#### Please specify here the contract risk and Opportunities and associated mitigation put in place. (copy and paste)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Risk Description | Likelyhood | severity | Risk Level | Mitigation action | Residual Risk Level |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

#### Likely hood: 1 = unlikely to happen ; 2 = may happen ; 3 = likely to happen

#### Severity: 1 = very limited impact to Quality Schedule or Cost ; 2 = limited impact on QSC ; 3 = high impact on QSC.

#### Risk level = (likelihood x Severity)

#### Mitigation action required for any Risk level > 5 and residual risk level after mitigation should be < 5

# PHOTOGRAPHS

#### **Note:** Provide protographs to verify and show progress such as; material receipt, fabrication, machining, assembly, testing, packing…

Material shown must visibly show the tag, nameplate or marking indicating that it is representative of the scope of this purchase order.

\* Pictures (2 per page max, add captions and attach the original files separately).

# ATTACHMENTS

#### Please attach any relevant supporting documentation you may consider of importance.

VERY IMPORTANT! ALL SECTIONS OF THIS PROGRESS REPORT MUST BE COMPLETED