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| RFI type: | Please Select the RFI type. |
| RFI Title |  |

**SECTION 1 - STAGE 1: ISSUANCE**

*To be prepared by the Initiator and issued by the Submitter (contractor or IO)*

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| **GENERAL:** |
| **Initiator name:** | Click here to enter text. | **Company name:** | Click here to enter text. |
| **RFI** | Reference | Click here to enter text. | **Contract No:** | Click here to enter text. |
|  | Revision | Click here to enter text. |  |  |
|  |  | **PIA /** **PIC? (Y/N):**  | Choose an item. |
|  |  | **ESP/ESPN Component? (Y/N):**  | Choose an item. |
| **Component ID / Tag No:**Click here to enter text. | **Reference Framework contract if applicable:** Click here to enter text. |
| **Reason / Action required** |[ ]  Insufficient information / Additional information |[ ]  Options choice / Direction | Comment:Click here to enter text. |
|  |[ ]  Unclear information / Clarification |[ ]  Other |  |
| **Potential impacts** | Click here to enter text. | **Expected reply date:**Click here to enter a date. |
| **DESCRIPTION OF THE REQUEST:** |
| Click here to enter text.Proposal / Suggestion (if any): Click here to enter text. |
| **REFERENCE DRAWINGS/DOCUMENTS OR ATTACHMENTS (IF APPLICABLE):** |
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| --- | --- | --- | --- |
| # | Reference / UID | Revision | Title |
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| **Submitter (Name/Company)** Click here to enter text. | **Date**Click here to enter a date. | **Signature** |

**SECTION 2 - STAGE2: IMPACT ANALYSIS AND ACTION ASSIGNMENT**

*This section is initiated by IO CRO and completed by the assigned Replier. This section when filled-in remains internal IO record. The contractor shall follow his internal analysis and assignment rules.*

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| **POTENTIAL IMPACT ANALYSIS:**  |
| **Technical requirements:** | Choose an item. | **Cost:** | Choose an item. |
| **Schedule:** | Choose an item. | **Quality:** | Choose an item. |
| **Occupational Health and Safety:**  | Choose an item. | **Nuclear Safety:** | Choose an item. |
| **Environmental:** | Choose an item. | **Other:** | Click here to enter text. |
| **Analysis details:**Click here to enter text. |
| **ACTION ASSIGNMENT:**  |
| **Replier Name:** Click here to enter text. | **Replier Company / Entity:**Click here to enter text. |
| **Reply reviewers (Name + Company/Entity):** Click here to enter text. |
| **Repliers Support (for information):** Click here to enter text. | **Reply due date:** Click here to enter a date. |
| **Recipient (Name / Company-Entity)**Click here to enter text. | **Date** Click here to enter a date. | **Signature** |
| **Replier (Name/Company-Entity)** Click here to enter text. | **Date**Click here to enter a date.  | **Signature** |
| **DISTRIBUTION TO:**  |
| * Replier and Reply Reviewers (depending on impact – e.g. Quality, Nuclear Safety…)
* Replier’s support
* IO related Construction Team,
 |
|  |

**SECTION 3 - STAGE3: REPLY**

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| **RFI STATUS** |
| [ ]  | RFI Rejected | Reason for the rejection:Click here to enter text.If available, reference of subsequent action (e.g. FCR, NCR): Click here to enter text. |
|[ ]  Resubmit RFI | Expected complementary information:Click here to enter text. |
|[ ]  Completed – See hereafter the reply to the request |
| **REPLY TO THE REQUEST:** |
| Click here to enter text. |
| For Contractual RFI, is a Contract Amendment required? Choose an item. |
| **Replier (Name/Company-Entity)**Click here to enter text. | **Date:**Click here to enter a date. | **Signature** |
| **Reply Reviewer(s) (Name/Company-Entity):** Click here to enter text. | **Date(s):**Click here to enter a date. | **Signature(s)** |
| Click here to enter text. | Click here to enter a date. |  |
| Click here to enter text. | Click here to enter a date. |  |
| **DISTRIBUTION TO:** |
| * Submitter (and initiator)
* Replier and Reply Reviewers (depending on impact – e.g. Quality, Nuclear Safety…)
* IO related Contract Team,
* All relevant stakeholders (e.g. author, reviewers, users…) of the documents that the RFI relates to.
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