|  |  |
| --- | --- |
| 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)*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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):** | | | | | | | | | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | # | Reference / UID | Revision | Title | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | | | | | | | | | | | | |
| **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.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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. | | | | |
|  | | | | |