



PETRUS-III PROJECT

(Contract Number: FP7 - 605265)

Deliverable: D6.62

Quality assurance procedure for reporting

Nature of the deliverable		
R	Report	*
P	Prototype	
D	Demonstrator	
O	Other	

Author(s): Behrooz BAZARGAN SABET

Reporting period: 1

Date of issue of this report: 11/12/2013

Start date of project: 01/09/2013

Duration: 36 Months

Project co-funded by the European Commission under the Euratom Research and Training Programme on Nuclear Energy within the Seventh Framework Programme		
Dissemination Level		
PU	Public	*
PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the partners of the PETRUS III project	
CO	Confidential, only for partners of the PETRUS III project	

DISTRIBUTION LIST

URL: <http://...>

Name	Number of copies	Comments
All	electronic copy via website and / or email	

Scope	WP6 deliverable n° D6.62	Version:	1
Type/No.	Report	Total pages	12
Title:	Quality assurance procedure for reporting	Chapters:	
Filename:		Suppl. pages:	
Internet		Phase	

ABSTRACT:



Procedures for preparing project deliverables

RESPONSIBLE:

Université de Lorraine (UL)

INTERNAL REFERENCES:

Signatures

	Name	Signature	Date
Prepared by	Behrooz BAZARGAN SABET		11/12/2013
Revised by			
Approved by:	Behrooz BAZARGAN SABET		11/12/2013

Document history

Identifier	Date	Short description

Abbreviations

Table of Contents

Introduction	6
Scope	6
Quality Assurance and Review Process	6

Introduction

PETRUS III project strives to ensure the delivery of reports that are at the highest level of quality in their findings and analysis methodologies based on the best knowledge of the consortium members. To achieve this goal, the consortium relies on quality assurance (QA) procedures for all project deliverables and publications based on the framework initially developed by ENEN Association and applied in the past projects including application of information technology through appropriate Website.

Scope

The quality assurance policy and procedures will apply to all “information” produced by the project, including project deliverables and dissemination activities such as organization of the PhD events, publications or supplying inputs to the ENEN databases.

However, it is recognized that not all information produced by the project require the same level of QA review and therefore, a graded level of review will be applied regarding different category of information produced.

PETRUS supports quality assurance procedures across the project including procedures for reporting, reviewing, error correction and archiving. It ensures the completeness and the documentation of information produced so that an external reader or reviewer can follow procedures, methods, data, findings and conclusions of works carried out within the project. Data, information and project outputs will be of the best quality possible within the constraints of resource availability, time, and consortium collective knowledge.

Quality Assurance and Review Process

The QA principles for project deliverables involve various review stages described in the figure below. Other information and outputs produced and notably databases and electronic information available from the Web site follows specific QA procedures implemented by the ENEN Association that is in charge of the knowledge management within the project.

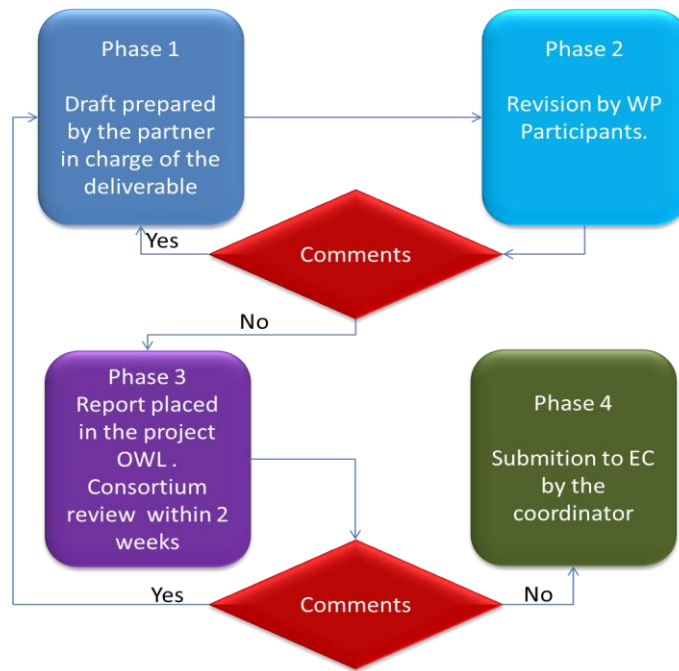


Figure 1: procedure for the submission of a deliverable

A first draft is produced by the partner in charge of the deliverable according to the project Workplan table (WT2 in annex I- “Description of Work”). The draft is then reviewed/completed through an iterative process, by the participants involved in the relevant workpackage. The deliverable is then placed in the project “Document Management System” (OWL) for revision by the consortium members within two weeks. The final deliverable is then submitted electronically by the coordinator to the EC through the “Participant Portal”.

The template of deliverables is presented hereafter.



EUROPEAN
COMMISSION

Community Research

PETRUS-III PROJECT

(Contract Number: FP7 - 605265)

Deliverable: D...

TITLE

Nature of the deliverable	
R	Report
P	Prototype
D	Demonstrator
O	Other

Author(s):
 Reporting period:
 Date of issue of this report:

Start date of project: 01/09/2013

Duration: 36 Months

Project co-funded by the European Commission under the Euratom Research and Training Programme on Nuclear Energy within the Seventh Framework Programme	
Dissemination Level	
PU	Public
PP	Restricted to other programme participants (including the Commission Services)
RE	Restricted to a group specified by the partners of the PETRUS III project
CO	Confidential, only for partners of the PETRUS III project

[PETRUS-III]

Deliverable n° Version n°1
 Dissemination level: PU
 Date of issue of this report: 11/12/2013



DISTRIBUTION LIST

URL: <http://...>

Name	Number of copies	Comments
	electronic copy via website and / or email	.

Scope	WPX deliverable n°	Version:	
Type/No.	Report	Total pages	
Title:		Chapters:	
Filename:		Suppl. pages:	
Internet		Phase	

ABSTRACT:

RESPONSIBLE:

INTERNAL REFERENCES:

Signatures

	Name	Signature	Date
Prepared by			
Revised by			
Approved by:			

Document history

Identifier	Date	Short description

Abbreviations

Table of Contents

