



## Capacity with a pOsitive enviRonmEntal and societAL footprint: portS in the future era



# D.9.2: Risk & Quality Procedures Manual

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<b>Contributors</b>	ICCS	<b>Lead Author</b>	John Kanellopoulos
		<b>Reviewers</b>	Meng Lu (Dynniq)
			Carles Pérez (VPF)



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## Executive Summary

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This deliverable defines the COREALIS Risk Management Plan and Quality Management Plan. It also addresses legal and ethical issues, as they may carry important implications for risk and quality management. The COREALIS quality management system comprises a set of tasks and procedures to carry out the technical work project with the aim to ensure that the work and results of the COREALIS project are of a uniform high quality. It has been created to ensure that the project meets that stated objectives and complies with the specifications set out in the COREALIS project contract. This quality plan is applicable to all activities related to the project and thus all partners must comply with the processes listed herein as laid out in the Description of Action and in the Consortium Agreement.

Moreover, this document creates awareness about risk management and highlights the potential risks that could prevent the COREALIS consortium from fulfilling the objectives defined in the Grant Agreement. For all identified risks, a preventive and a corrective action is proposed that should be capable of managing the risk successfully. The COREALIS consortium firmly believes that all these risks can be avoided or well mitigated so that they do not prevent the project from successfully reaching all its objectives.

Deliverable D9.2 also presents the project management procedures and the main performance processes. They present the processes in place for initiating, planning and performing work packages and tasks, the project meetings and communication procedures, the processes around the information flow and the use of software tools, the process for reporting and monitoring project processes and for taking corrective and preventive actions. The subsequent sub-sections then present the supporting processes, such as the process for reviewing project deliverables and other project documents. Finally, a section on document and data control details the document coding conventions. There are templates to cover each type of document foreseen in the project, and these are presented as annexes to this deliverable.

The final part addresses specific legal and ethical issues, related to the large-scale demonstrations in the 5 Living Labs.