


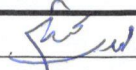
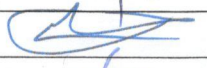

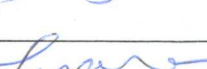
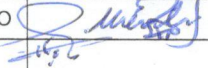

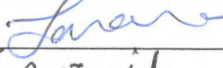
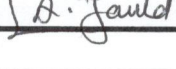
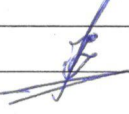

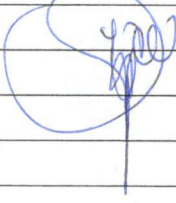
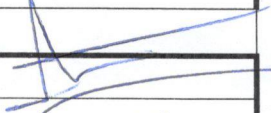
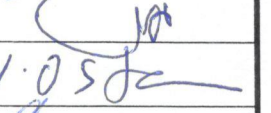
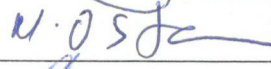






Owner/MC:  	MINUTES OF KICK-OFF MEETING	Contractor: 
Vendor: Delta-GmbH	Project Title: Procure, Construct, Pre Commissioning & Commissioning of Styrene Park (Off-site Facilities & Utilities)	MOM No.: P-Offsite-61 Dated: 03-Sep-2023
MR NO : EI027-000-ED-ME-MRS-011	P.O. Description: Refrigeration Unit	Project No.: PJPC-98-36 P.O. No.: Offsite-61

Attendees: (*: Part Time Attendance)			
Company/Discipline	Name	Title	Signature
Client: Padjam CO / Gohar Ofogh	Mr. Bakhtiari	Project Manager – Padjam CO	
	Mr. KHavarinia	Engineering Manager- Padjam CO	
	Mr. Mirghaderi	Head of process – Padjam CO	
	Mr. Naghsh	Head of Mechanic – Padjam CO	
	Mr. Meraji <i>Mr. Baktman</i>	Deputy of Engineering- Padjam CO <i>Head of piping</i>	
Consulter:	Mr. Iranmanesh	Mechanical Dep. Gohar Ofogh	
	H. TAVANA	GOPC	
	A. JAVID	GOPC	
Purchaser: Petroelectric Energy Development CO (PEDCo.)	Mr. Mehran taebi	Project Manager	
	Mr.M. Namazi	Engineering Manager	
	Mr. Fr.Yari *	Procurement Manager	
	-	-	
	-	-	
	-	-	
	-	-	
	-	-	
Delta GmbH	Mr. A.Malekinia	MD1	
	Mr. H. Habibpour	MD2	
	Mr. M. Osta	Engineering Manager	
	Mr. F. Shoarian	Project Manager	
	-	-	
	-	-	

Owner/MC:  	MINUTES OF KICK-OFF MEETING	Contractor: 
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I. COORDINATION:




I.1. Contact Information

A) Petro Electric Energy Development Representatives (Purchaser):

Position	Name	Ext. No.:	Fax No.:	Email:
Project Manager	Mr. Bakhtiari	8184-6147		M.bakhtiari@pjpc.ir
Engineering Manager	Mr. Khavarinia	6134		m.khavarinia@pjpc.ir
Deputy of Engineering- Padjam CO	Mr. Merati	6185		a.merati@pjpc.ir
Head of process – Padjam CO	Mr. Mirghaderi	6137		m.mirghaderi@pjpc.ir
Head of Mechanic – Padjam CO	Mr. Naghsh	6139		f.naghsh@pjpc.ir
Electrical Instrument Manager –	Mr. Ahangaran			h.ahangaran@pjpc.ir
Electrical Instrument Manager – Gohar Ofogh	Mr. Javid	207		Javid@gopc.ir
Project Manager	Mr. Mehran taebi	416		Taebi.m@petroelectric.ir
Engineering Manager	Mr.M. Namazi	412		Namazi.m@petroelectric.ir
Procurement Manager	Mr. Fr.Yari	499		Yari.f@ petroelectric.ir
Contract Manager	Mr. Ebrahim Afkhami	402		Afkhami.e@petroelectric.ir
QC Manager	Mr. Saeid Ghodrati			Saeid_ghodrati2000@yahoo.com
Document Controller Center	Mr. Saman Firoozabadi	419		firoozabadi.s@petroelectric.ir
Planning manager	Mr. Farhad Jalali	150		Jalali.f@petroelectric.ir

B) Vendor Representatives:

Position	Name	Tel. No.:	Ext No.:	Email:
MD1	Mr. A.Malekinia	0912-2493533		bd@delta-gmbh.eu
MD2	Mr. H. Habibpour	0912-7230269		habibpour@delta-gmbh.eu
Engineering Manager	Mr. M. Osta	0912-6442806		sourcing@delta-gmbh.eu
Project Manager	Mr. F. Shoarian	0912-6273626		planning@delta-gmbh.eu
	-	-	-	-

Owner/MC:  PJPC PADJAM		MINUTES OF KICK-OFF MEETING	Contractor: 
Vendor: Delta-GmbH	Project Title: Procure, Construct, Pre Commissioning & Commissioning of Styrene Park (Off-site Facilities & Utilities)	MOM No.: P-Offsite-61 Dated: 03-Sep-2023	
MR NO : EI027-000-ED-ME-MRS-011	P.O. Description: Refrigeration Unit	Project No.: PJPC-98-36 P.O. No.: Offsite-61	

1.2) Correspondence:

1.2.1) Correspondence procedure:

All technical & un-priced correspondences shall be done through Exchange Server (Email).

1.2.2) From Vendor to Gohar Ofogh Co/Petro Electric Energy Development Co (Transmittal / e-mail):

- All technical documents (including V.P.I.S and none-commercial issues) shall be sent to:

Name: Mr.Tavana - Mr. Javid
E-mail TO: tavana@gopc.ir - Javid@gopc.ir

CC: Namazi.m@petroelectric.ir; Yari.f@petroelectric.ir; h.ahangaran@pjpc.ir; engproject.gopc@gmail.com
f.naghsh@pjpc.ir; h.ahangaran@pjpc.ir; m.khavarinia@jpcomplex.com; a.merati@pjpc.ir;

Tel No. : 021-88373529 Extension :412

- Commercial matters shall be sent to below email addresses.

Name: Mr. Fereidoun Yari
E-mail : Yari.f@petroelectric.ir
CC : Afkhami.e@petroelectric.ir
Tel No. : 021-88373529 Extension :499





- All Inspection and QC matters shall be sent to below email addresses.

Name: Saeid Ghodrati
E-mail : Ghodrati.S@petroelectric.ir; Saeid_ghodrati2000@yahoo.com
CC : M.bakhtiari@pjpc.ir ; Taebi.m@petroelectric.ir ; Javid@gopc.ir ; Yari.f@petroelectric.ir; D.kianersi@jpcomplex.com; tavana@gopc.info;
Tel No. : 021-88373529 Extension :101

Postal address: NO 120, Dadman Blv, Shahrak-e-Gharb, Tehran, Iran.

1.2.2) Type of correspondence/ documents (Soft Copy):

- Vendor to issue "Vendor Print Index and Schedule" (V.P.I.S.) according to the list of documents indicated in the relevant Material Requisition three days before K.O.M by email. No Document / Drawing will be reviewed before V.P.I.S. submission.
- All E-files shall be provided in PDF files.
- All Documents / Drawings shall be presented in English.
- The sequence of document issue shall be as per approved VPIS and document will be rejected if vendor doesn't follow the sequence.

<p>Owner/MC:</p>  	<p>MINUTES OF KICK-OFF MEETING</p>	<p>Contractor:</p>  
<p>Vendor: Delta-GmbH</p>	<p>Project Title: Procure, Construct, Pre Commissioning & Commissioning of Styrene Park (Off-site Facilities & Utilities)</p>	<p>MOM No.: P-Offsite-61 Dated: 03-Sep-2023</p>
<p>MR NO : EI027-000-ED-ME-MRS-011</p>	<p>P.O. Description: Refrigeration Unit</p>	<p>Project No.: PJPC-98-36 P.O. No.: Offsite-61</p>

2. PLANNING:

2.1) Updating Time schedule

Detail Time Schedule must be prepared as clause 2.2 and be updated Monthly, by setting **STATUS Date** (in MSP) on Cut-off date, inserting Actual START/FINISH Dates.

Also Vendor shall submit the Native and PDF files of updated time Schedule as attachment of Monthly Progress Report.

2.2) Monthly Progress Reports (MPR) :

Vendor shall prepare and issue Monthly Progress Report in project format.

3. EXPEDITING:

3.1) Based on Approved ITP

3.2) List of sub- vendors:

Sub-vendor list will be issued by vendor.

3.3) Fabrication and delivery location:

3.3.1) As per PO, Delivery Term: As per contract.

4. ENGINEERING:

4.1) Documents and drawings will be issued with purpose of issue for information/ issue for approval.

4.1.2) Each Vendor document shall be reviewed and all commented during 5 working days by GOPC and IFI documents after these days will be considered as deemed approved by vendor, for IFA documents within 48 hours will be considered as deemed approved upon PJPC confirmation.

4.1.3) Each document to be revised by Vendor shall have revision mark and cloud mark in all required parts. Otherwise it will not be reviewed and Vendor would be responsible for any possible caused problem.





4.1.4) vendor shall submit progress report and time schedule during manufacturing procedure time in each month.

- INSPECTION Procedure:

4.1.5) Inspection & Test Plan (ITP) shall be submitted on 19. September.2023 by Vendor in PJPC Project format. The PIM will be held one week after submission of ITP at Petro Electric Co.

4.2) Vendor scope of work:
As per PO and its attachments

Document Number: N/A

Owner/MC:  	MINUTES OF KICK-OFF MEETING	Contractor:  
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4.3) Technical comments and clarifications: As per attachment

4.4) Documents & drawings templates / title block (ACAD, Word, Excel...) will be provided dated 4-Sept-2023. Vendor handed over the VPIS to client.

4.5) Previous tech. agreements (Validity / Conflicts):
 All of the previous agreements between Petro Electric Energy Development and VENDOR are valid.

4.6) Vendor Final Data book:
 Vendor Final Data Book shall be submitted as per "INSTRUCTION FOR VENDOR DOCUMENTATION and PROCEDURE" and Also VPIS Index which shall be issued and sent with hard copies of documents.

Attachments:

1- WBS, Planning report, title block format and numbering procedure are attached as compact disc.

