









Owner/MC:  	MINUTES OF KICK-OFF MEETING	Contractor:  
Vendor: Fars Diesel	Project Title: Procure, Construct, Pre Commissioning & Commissioning of Styrene Park (Off-site Facilities & Utilities)	MOM No.: P-Offsite-۱۸ Dated: ۳۰-July-۲۰۲۳
MR NO : EI۰۲۷-۰۰۰۰-ED-EL-MRS-۰۰۰۹	P.O. Description: Emergency Diesel Generator	Project No.: PJPC-۹۸-۳۶ P.O. No.: Offsite-۱۸

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. Ahangaran	Electrical Instrument Manager – Padjam CO	
	Mr. Javid	Electrical Instrument Manager – Gohar Ofogh	
Consulter:			
Purchaser: Petroelectric Energy Development CO (PEDCo.)	Mr. Mehran taebi	Project Manager	
	Mr.M. Namazi	Engineering Manager	
	Mr. Fr.Yari	Procurement Manager	
Fars Diesel CO	Mr. taghavi	Oil and gas project Manager	
	Mr.naraghi	Engineer and planning engineer	
	Mr.moradzadeh	-Sales Manager	
	-	-	
	-	-	

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۱. COORDINATION:

۱.۱. Contact Information

A) Petro Electric Energy Development Representatives (Purchaser):

Position	Name	Ext. No.:	Fax No.:	Email:
Project Manager	Mr. Bakhtiari	۸۱۸۴		M.bakhtiari@pjpc.ir
Engineering Manager	Mr. KHavarinia			
Electrical Instrument Manager – Padjam CO	Mr. Ahangaran			h.ahangaran@pjpc.ir
Electrical Instrument Manager – Gohar Ofogh	Mr. Javid	۲۰۷		Javid@gopc.ir
Project Manager	Mr. Mehran taebi	۴۱۶		Taebi.m@petroelectric.ir
Engineering Manager	Mr.M. Namazi	۴۱۲		Namazi.m@petroelectric.ir
Procurement Manager	Mr. Fr.Yari	۴۹۹		Yari.f@ petroelectric.ir
Contract Manager	Mr. Ebrahim Afkhami	۴۰۲		Afkhami.e@petroelectric.ir
QC Manager	Mr. Saeid Ghodrati			Saeid_ghodrati۲۰۰۰@yahoo.com
Document Controller Center	Mr. Saman Firoozabadi	۴۱۹		firoozabadi.s@petroelectric.ir
Planning manager	Mr. Farhad Jalali	۱۵۰		Jalali.f@petroelectric.ir





B) Vendor Representatives:

Position	Name	Tel. No.:	Ext No.:	Email:
Sale Manager	Mr. Moradzadeh	۰۹۱۲۶۴۰۷۹۶۹ ۰۲۱۸۸۷۳۳۴۳۲	۲۸	Moradzadeh.a@farsdiesel.ir
Head of Engineer department	Mr. Taghavi	۰۹۱۲۲۴۸۱۰۱۶ ۰۲۱۸۸۷۳۳۴۳۲	۳۰	Farsdiesel@yahoo.com
DCC Specialist	Mr. Naraghi	۰۹۳۷۴۷۰۲۳۱۰ ۰۲۱۸۸۷۳۳۴۳۲	۳۴	Pezeshgi.naraghi@yahoo.com
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۱.۲) Correspondence:

۱.۲.۱) Correspondence procedure:

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

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MR NO : EI۰۲۷-۰۰۰-ED-EL-MRS-۰۰۹	P.O. Description: Emergency Diesel Generator	Project No.: PJPC-۹۸-۳۶ P.O. No.: Offsite-۱۸

۱,۲,۳) 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. Javid
E-mail TO: Javid@gopc.ir

CC: Namazi.m@petroelectric.ir; Yari.f@ petroelectric.ir; h.ahangaran@pjpc.ir; engproject.gopc@gmail.com;

Tel No. : ۰۲۱-۸۸۳۷۳۵۲۹ Extension : ۴۱۲

- 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. : ۰۲۱-۸۸۳۷۳۵۲۹ Extension : ۴۹۹

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

Name: Saeid Ghodrati
E-mail : Ghodrati.S@petroelectric.ir; Saeid_ghodrati@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. : ۰۲۱-۸۸۳۷۳۵۲۹ Extension : ۱۰۱

Postal address: NO ۱۲۰, Dadman Blv, Shahrak-e-Gharb, Tehran, Iran.




۱,۲,۳) 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.

۲. PLANNING:

۲,۱) Updating Time schedule

Detail Time Schedule must be prepared as clause ۲,۲ and be updated Bi-Weekly, by setting **STATUS Date** (in MSP) on Cut-off date, inserting Actual START/FINISH Dates, defining **Remaining Duration** for in

Owner/MC:  PJPC PADJAM	MINUTES OF KICK-OFF MEETING	Contractor:  فارس ديزل FARS DIESEL 
Vendor: Fars Diesel	Project Title: Procure, Construct, Pre Commissioning & Commissioning of Styrene Park (Off-site Facilities & Utilities)	MOM No.: P-Offsite-١٨ Dated: ٣٠-July-٢٠٢٣
MR NO : EI٠٢٧-٠٠٠-ED-EL-MRS-٠٠٩	P.O. Description: Emergency Diesel Generator	Project No.: PJPC-٩٨-٣٦ P.O. No.: Offsite-١٨

progress Activities and finally rescheduling Project by applying “**rescheduling uncompleted work to Start after**” option in MSP.

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

٢,٢) Monthly Progress Reports (MPR) :

Vendor shall prepare and issue Bi-Weekly Progress Report in JV format which is available through

٣. EXPEDITING:

٣,١) Based on Approved ITP

٣,٢) List of sub- vendors:

Sub-vendor list with related origin country issued as attached.

٣,٣) Fabrication and delivery location:

٣,٤,١) As per PO, Fabrication location will be at manufacture shop.

٣,٤,٢) As per PO, Delivery Term: As per contract.

٤. ENGINEERING:

٤,١) Documents and drawings (Review / Comment / Approval):

٤,١,١) Emergency Diesel Gen, data sheet to be filled in and also signed and stamped by esteemed vendor in detail. (Data sheet Doc. No. SS١-DG-٠١ & SS٢-DG-٠١, Rev.٠١)





٤,١,٢) L.V Single Line Diagram for S.S#٠١ to be signed and stamped by esteemed vendor in detail. (Dwg. No. EI٠٢٧-٠٠٠-ED-EL-SLD-٠٠٤, Rev٠٤)

٤,١,٣) L.V Single Line Diagram for S.S#٠٢ to be signed and stamped by esteemed vendor in detail. (Dwg. No. EI٠٢٧-٠٠٠-ED-EL-SLD-٠٠٥, Rev٠٣)

٤,١,٤) Gen. Set Control system shall be interface with PDCS Control system such as on/off status, Test/Service position, Fault/Unavailable status, Open Command, Close command, ... by Mod-Bus Serial Link, RS٤٨٥ Physical layer. (I/O List for PDCS System EI٠٢٧-٠٠٠-EL=LST-١٠٠١, Rev.٠١)

٤,١,٥) Derating Factors curves shall be considered Acc. to project site condition data sheet by esteemed vendor. (Site and Design condition for Offsite Area, EI٠٢٧-٠٠٠-ED-PR-SPC-٠٠٢, Rev.٠٢)

٤,١,٦) Each Vendor document shall be reviewed and all commented during ٥ work days by GOPC.

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<p>Vendor: Fars Diesel</p>	<p>Project Title: Procure, Construct, Pre Commissioning & Commissioning of Styrene Park (Off-site Facilities & Utilities)</p>	<p>MOM No.: P-Offsite-١٨ Dated: ٢٠-July-٢٠٢٣</p>
<p>MR NO : EI٠٢٧-٠٠٠٠-ED-EL-MRS-٠٠٠٩</p>	<p>P.O. Description: Emergency Diesel Generator</p>	<p>Project No.: PJPC-٩٨-٣٦ P.O. No.: Offsite-١٨</p>

٤,١,٧) 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.

٤,١,٨) vendor shall submit progress report and time schedule during manufacturing procedure time in each month.

- INSPECTION Procedure:

٤,١,٩) Inspection & Test Plan (ITP) shall be submitted on ٠٣. August.٢٠٢٣ by Vendor in PJPC Project format. The PIM will be held on ٠٥. Aug.٢٠٢٣ at Petro Electric Co.

٤,٢) Vendor scope of work:

As per PO and its attachments

٤,٣) Technical comments and clarifications:

٤,٣,١) Deviations is issued by vendor as attached.

٤,٤) Documents & drawings templates / title block (ACAD, Word, Excel...):

٤,٥) Previous tech. agreements (Validity / Conflicts):

All of the previous agreements between Petro Electric Energy Development and VENDOR are valid.

٤,٦) 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:

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