









<p>Owner/MC:</p>  	<p><b>MINUTES OF KICK-OFF MEETING</b></p>	<p>Contractor:</p> 
 <p>Vendor: ENER TEKNOLOJI</p>	<p>Project Title: Procure, Construct, Pre-Commissioning &amp; Commissioning of Styrene Park (Off-site Facilities &amp; Utilities)</p>	<p>Dated: 10-FEB-2024</p>
<p>MR NO: EI027-000-ED-ME-MR-003,005 Rev01</p>	<p>P.O. Description: Filter Package and Active Carbon Package</p>	<p>Project No.: PJPC-98-36 P.O. No.: Offsite - 60</p>

**Attendees: (\*: Part Time Attendance)**

Company/Discipline	Name	Title	Signature
Client/ Consultant Padjam CO / Gohar Ofogh	Mr. Bakhtiari	Project Manager – PJPC	
	Mr. Ahangaran	Offsite Engineering Head - PJPC	
	Mr. Merati	Engineering Head– PJPC	
	Mr. Nazeri	Planning and Project Control-PJPC	
	Mr. Javid	Engineering Head – GOPC	
	Mr. Nosrati	Deputy of Technical Manager - GOPC	
	Mr. Parnianchi	Mechanical Expert- GOPC	
Contractor	Mr. Malekinia	MD	
	Mr. Shoarian	Planning-Control Project	
	Mr. Javanshir	Hamoon Rah	
	Mr. Ajami	Hamoon Rah	
	Mr. Aghakeshmiri	Hamoon Rah	
Purchaser: Petroelectric Energy Development CO (PEEDCo.)	Mr. Namazi	ENG Manager	
	Mr. Afkhami	Contract Manager	
	Mr. Firoozabadi	DCC Expert	
	Mr. Yari	Purchasing Manager	

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**I. COORDINATION:**





**I. I. Contact Information**

**A) Petro Electric Energy Development Representatives (Purchaser):**

Name	Position	Mobile No	Email:
Mr. Bakhtiari	Project Manager – PJPC	09960073473	M.bakhtiari@pjpc.ir
Mr. Ahangaran	Offsite Engineering Manager- PJPC	09125789003	H.ahangaran@pjpc.ir
Mr. Merati	Engineering MD– PJPC	09125189856	H.ahangaran@pjpc.ir
Mr.Nazeri	Planning and Project Control-PJPC	09905455562	M.Nazeri@pjpc.ir
Mr. Javid	Engineering Manager – GOPC	09122145897	Javidafshin@yahoo.com
Mr.Nosrati	Deputy of Technical Manager - GOPC	09123655804	Yahyanosrati@gmail.com
Mr.Parnianchi	Mechanical Expert- GOPC	09122123590	Ehsanparnianchi@gmail.com
Engineering Manager- Petroelectric	Mr. Namazi	09171184732	Namazi.m@petroelectric.ir
Procurement Manager- Petroelectric	Mr. Fr. Yari	09203160246	Yari.f@ petroelectric.ir
Contract Manager- Petroelectric	Mr. Ebrahim Afkhami	09125162378	Afkhami.e@petroelectric.ir
QC Manager - Petroelectric	Mr. Saeid Ghodrati	09125661945	Saeid_ghodrati2000@yahoo.com
Document Controller Center- Petroelectric	Mr. Saman Firoozabadi	09123580089	firoozabadi.s@petroelectric.ir
Planning manager	Mr. Farhad Jalali	09124851030	Jalali.f@petroelectric.ir

**B) Vendor Representatives:**

Position	Name	Mobile	Email:
MD	Amin Malekinia	091232493533	sales@hse-group.ir
Planning- Project Manager	Farshad Shaorian	09126273626	Planning@hse-group.ir
Project MD	Hamid Keshmiri	09128232767	H.keshmiri@hamoonrah.com
Planning- Project Manager	Amir Hossein Ajami	09365128201	A.Ajami@hamoonrah.com

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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 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. Firoozabadi [Firoozabadi.s@petroelectric.ir](mailto:Firoozabadi.s@petroelectric.ir)

CC : [Namazi.m@petroelectric.ir](mailto:Namazi.m@petroelectric.ir); [Yari.f@petroelectric.ir](mailto:Yari.f@petroelectric.ir); [h.ahangaran@pjpc.ir](mailto:h.ahangaran@pjpc.ir); [M.khavarinia@pjpc.ir](mailto:M.khavarinia@pjpc.ir); [hasan1800@gmail.com](mailto:hasan1800@gmail.com) ; [f.dezfouli@pjpc.ir](mailto:f.dezfouli@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](mailto:Yari.f@petroelectric.ir)

CC : [Afkhami.e@petroelectric.ir](mailto: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](mailto:Ghodrati.S@petroelectric.ir); [Saeid\\_ghodrati2000@yahoo.com](mailto:Saeid_ghodrati2000@yahoo.com)

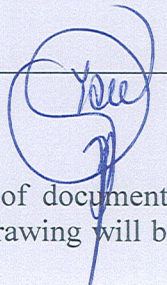
CC : [M.bakhtiari@pjpc.ir](mailto:M.bakhtiari@pjpc.ir) ; [Yari.f@petroelectric.ir](mailto:Yari.f@petroelectric.ir); [D.kianersi@jpcomplex.com](mailto:D.kianersi@jpcomplex.com);





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 at 2024.02.14 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.



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- The sequence of document issue shall be as per approved VPIS and document will be rejected if vendor doesn't follow the sequence.

## 2. PLANNING:

### 2.1) Updating Time schedule

Detail Time Schedule must be prepared as clause 2.2 ( 1week after VPIS confirmation) and be updated Monthly, by setting **STATUS Date** (in P6) 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) Progress Reports (MPR):

Vendor shall prepare and issue Biweekly Progress Report in Project format.

## 3. EXPEDITING:

### 3.1) Based on Approved ITP.

Client accepted to answer the 1<sup>st</sup> rev of the vendor's ITP one week after KOM (2024.02.17) Petroelectric is forced to send the mentioned ITP officially by letter to client 2024.02.10 Finally, PIM will be done at the vendor's shop 2024.02.24 (Safadasht industril zone)

### 3.2) List of sub- vendors:

Sub-vendor list with related approved for main items from EU-South Korea is attached.  
Note: Just Carbon material could be supplied from China .

### 3.3) Fabrication and delivery location:

3.4.1) As per PO, Fabrication location will be at manufacture shop.





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

## 4. ENGINEERING:

### 4.1) Documents and drawings (Review / Comment / 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.



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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.

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

4.3) Technical comments and clarifications:

4.3.1) Deviations is issued by vendor as attached.

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

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.