
	DEHDASHT PETROCHEMICAL INDUSTRY COMPANY DEHDASHT HIGH DENSITY POLYETHYLENE PROJECT																			
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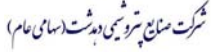
DEHDASHT PETROCHEMICAL INDUSTRY COMPANY

DEHDASHT HIGH DENSITY POLYETHYLENE PROJECT

VENDOR SHOP QUALITY CONTROL PROCEDURE

DOCUMENT NUMBER
DPIC9812-000-000-PM-PR-0000-0018

D0	05-May-2020	R.Chareh	A.H.M	Honarmandian	E.Kareshki	A.Kaviyan	Issue For Approval
REV	DATE ISSUE	PREPARED	CHECKED	AUTH	PPI	NEC	PURPOSE OF ISSUE
					APPROVED		

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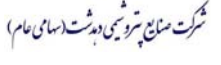


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1 Introduction

Execution Dehdasht High-Density Polyethylene (HDPE) Project on EPC scheme has been awarded by Dehdasht Petrochemical Industries Company (DPIC) to the Joint Venture of Petropars Iran and Nargan Engineering company under the leadership of Petropars Iran.

Dehdasht Petrochemical Industries Company (DPIC) desires to establish and operate a High-Density Polyethylene (HDPE) plant in Dehdasht City, Kohgiluyeh and Boyer-Ahmad Province, Iran which is consist of Process units under license of “Basell Polyolefin GmbH”, Utility production facilities and Offsite facilities for producing 300,000 Tons HDPE as 9 different grades of products per year.

Ethylene as the main feeds of complex are supplied from OSBL via pipe lines. All the required Ethylene is delivered via Dena Ethylene pipe line and the other required chemicals such as Buthene-1, Hexane and TEAL are supplied by truck.

The utility units are including Cooling Water Unit, Effluent Treatment Unit, Water Treatment Unit, Air generation unit, Nitrogen generation unit, Steam generation unit, Hydrogen generation unit, and Evaporation pond. In addition, Firefighting system, Fuel storage and Emergency diesel generator are as part of Off-site facilities.

2 PURPOSE AND SCOPE



2.1 Purpose

The aim of this procedure is to describe the general requirements of inspection and tests for equipment and materials to be inspected by EPC CONTRACTOR or its Third Party Inspection Agency in order to ensure compliance of the quality of equipment and materials with PROJECT requirements.

2.2 Scope



This procedure covers inspection requirements of equipment and materials manufactured / Fabricated or supplied by a Vendor to use in the PROJECT.

This procedure doesn't cover construction inspection requirement which be done at construction field.



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3 Terms and definitions



PROJECT	:	<u>Dehdasht High Density Polyethylene Project, Utility and Off-site</u>
CLIENT	:	<u>Dehdasht Petrochemical Industry Company (DPIC)</u>
LICENSOR	:	<u>Basell Polyolefin GmbH</u>
MC	:	<u>Petrochemical Industries Development Management Co. (PIDMCO)</u>
EPC CONTRACTOR	:	Petropars Iran/ Nargan Joint Venture
Vendor	:	“Vendor(s)” shall mean any EPC CONTRACTOR’s and/or Sub CONTRACTOR’s suppliers of materials and vendor representative that maybe required to assist EPC CONTRACTOR and/or CLIENT for the installation, commissioning and start-up, performance tests , etc. of the Plant.
Subcontractor	:	Any company or person, to whom CONTRACTOR has sub contracted performance of any part of the Work.
Purchase Order (PO)	:	The documents and attachments in which the order- in accordance with applicable statutory regulations, codes, standards and the PROJECT specifications -is described and assigned.
Requisition	:	The documents where establishes the several technical and commercial and purchase conditions
SRN	:	Shipping Release Note which shall be issued by Inspection Agency after PSI
TPIA	:	Third Party Inspection Agency which will carry out independent

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inspection and certification	<p>Inspection and Test Plan is a document which identifies all Quality Control activities (inspection, examination, tests and etc.) to be performed during fabrication, construction and execution of works prepared by Vendor and approved by CLIENT and CONTRACTOR</p>
ITP/QCP :	<p>An activity designated in the approved ITP/QCP which requires inspection /verification and acceptance by CLIENT/CONTRACTOR before proceeding to any further steps.</p>
Hold point :	<p>Vendor shall not perform any activities/items beyond a hold point without written approval by CLIENT /CONTRACTOR except when obtaining prior written permission for proceeding to further steps.</p>
Witness point :	<p>An activity designated in the approved ITP/QCP which requires witnessing by CLIENT /CONTRACTOR as the activity will be performed after proper notification has been provided. Vendor is not obliged to hold further processing, if CLIENT /CONTRACTOR doesn't show up for witness the activity or does not provide the comments before the date notified</p>
Spot Witness :	<p>An activity designated in the approved ITP/QCP which requires spot/random inspection or spot/random examination in accordance with the relative procedure. Work may proceed through the designated spot witness point if the inspector is not present for the previously established activity.</p>
Review :	<p>It is processed through reviewing any results of inspection or test as a method of ensuring that the inspection or test is performed in accordance with any approved drawing, procedure, specifications or acceptance criteria. (Certificates)</p>

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Quality	:	Degree to which a set of inherent characteristics fulfils requirements
Quality Management	:	Coordinated activities to direct and control an organization with regard to quality
Requirement	:	Need or expectation that is stated, generally implied or obligatory
Audit	:	Systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which audit criteria are fulfilled
Auditor	:	Person with the demonstrated personal attributes and competence to conduct an audit
Conformity	:	Fulfillment of a requirement
Defect	:	Non-fulfillment of a requirement related to an intended or specified use
PSI	:	Pre-Shipment Inspection
KOM	:	Kick of Meeting
PIM	:	Pre-Inspection Meeting
MCC	:	Manufacture Certificate of compliance
PL	:	Packing List
IRN	:	Inspection Release Note
QMS	:	Quality Management System
NCR	:	Non-Conformance Report
WPS/PQR	:	Welding Procedure Specification / Procedure Qualification Record
NDE	:	Non-Destructive Examination
MDR	:	Manufacturer's Data Records

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4 Normative references

PROJECT Quality Plan
Inspection Procedure
Non Conformance Procedure
PROJECT Audit Procedure

5 Conflict Requirement and Document Priority

The Vendor shall notify the EPC CONTRACTOR of any apparent conflict between this specification, the related data sheets, the codes and standards and any other specification noted herein. Resolution and/or interpretation shall be obtained from EPC CONTRACTOR in writing before proceeding with the design/manufacture. EPC CONTRACTOR will reserve the right to select the most stringent option in particular when the matter refers to safety.

In the case of conflict between documents relating to the inquiry or order, the following priority of documents shall apply:



- i. Purchase Order
- ii. Requisition
- iii. Vendor Shop Quality Control Procedure
- iv. Vendor Fabrication Procedure approved by EPC CONTRACTOR engineering/consultant
- v. Other reference Codes and Standards

6 CLIENT /EPC CONTRACTOR Inspector's Right of Access

CLIENT /TPIA/ EPC CONTRACTOR's inspector shall have full access to the Vendor shop where fabrication or testing of the equipment and materials at any stage is being performed.

CLIENT/TPIA/ EPC CONTRACTOR's inspector(s) shall have the right to witness the inspection and tests of the items specified in the applicable Requisition, ITP or items agreed mutually.

CLIENT/TPIA/EPC CONTRACTOR's inspector(s) shall have access to all pertinent documentations of fabrication, manufacturing and all other records as required by Purchase Order. Moreover, Vendor is responsible to provide information free of charge to the inspector.

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7 Safety

Vendor is responsible to provide a safe working environment for CLIENT/TPIA/EPC CONTRACTOR's inspector(s) and to alert them of potential hazards.

8 Audit Verification

- Vendor's QA/QC manual shall contain a provision to self-audit of the Vendor's Quality system at least once during the progress of the order. This is to include Quality audit for all Sub-Vendors.
- EPC CONTRACTOR shall be informed of all Quality audits and its results during progress of the order by the Vendor on his own Quality system or that of any Sub-Vendors.
- Vendor's QA/QC manual shall be available anytime at Vendor's shop upon request by the CLIENT/ EPC CONTRACTOR's representative.

9 WORK CONTROL

9.1 General Requirements



a) Quality Plan

Vendor shall submit his Quality plan describing his quality system and its application to the scope of supply.

This plan shall be in accordance with ISO 9001(latest Revision) standards and/or the applicable PROJECT specification.

b) Organization

Vendor shall provide a description of their Quality organization, its resources, and how it is incorporated into his management structure, together with the procedures used to review its effectiveness.

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c) Production and inspection schedule

Vendor shall provide a production and inspection schedule indicating the key points where quality related manufacturing processes, inspections and tests will occur.

d) Overall Inspection Schedule:

Vendor shall submit overall inspection schedule clearly indicating the Vendor's inspection and test points including Hold, Witness and Spot Witness points of the EPC CONTRACTOR in accordance with the EPC CONTRACTOR order requirements within four (4) weeks after issuance of the Purchase Order but prior to the start of fabrication.

e) Inspection and Test Plan

Vendor shall provide a plan identifying proposed hold points /witness point/spot witness point in the production process for witness or approval of particular activities by CLIENT, EPC CONTRACTOR and TPIA.



f) Quality Control Procedure

Vendor shall provide details of processes and standards by which it is proposed to control as minimum:

- Quality related manufacturing processes, inspections and tests, Including sampling techniques,
- The quality of Sub-Vendor products,
- Methods of qualification of work, inspection and test procedures,
- The quality and identification of incoming material and equipment,
- The calibration and maintenance of inspection and test equipment,
- Preparation and supply of specified documentation

9.2 Sub-Vendor Control

Vendor shall submit all of the Sub-vendors' list, who undertakes fabrication of equipment and/or supply materials partially or wholly, for EPC CONTRACTOR's approval. Furthermore, Vendor shall control QC of Sub-Vendors and supply the necessary

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specifications to them. Any and all Sub-Vendors shall have a Quality system compatible, as a minimum, to ISO 9001: (latest Revision) or other valid Quality management standards and their Quality plan / manual shall be available anytime at their shop upon request by the inspector.



9.3 Calibration Control

- Vendor shall define the measurement points, the accuracy and scope of measurements required and the selection of appropriate equipment and provide equipment.
- Vendor shall establish methods of calibration and adjustment, interval of calibration, and shall control the equipment by attaching a suitable indicator to show calibration status, maintain calibration record and be subject to re-calibration when the inspector deems it necessary.
- EPC CONTRACTOR and TPIA shall review the Vendor's procedure of calibration of test and measurement equipment.
- All instruments shall have current valid calibration certificates.

9.4 Vendor's Inspector

EPC CONTRACTOR will review and evaluate the professional backgrounds of Vendor's inspectors to ensure their qualification and skill, as required. EPC CONTRACTOR has right to replace the Vendor's inspector with new qualified inspector if the EPC CONTRACTOR judges poor performance done by the Vendor's inspector.

Vendor's Inspector shall adhere to its ITP approved by EPC CONTRACTOR to ensure implementation of all inspection requirements during fabrication stage .Conversely EPC CONTRACTOR's inspector duty is to monitor and check Vendor activities compliance thereof.

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10 INSPECTION AND TEST

10.1 Submission of Vendor's ITP and Inspection and Test Procedures

Vendor shall submit ITP and detailed inspection and test procedures to EPC CONTRACTOR based on the requirements specified in Requisition for the EPC CONTRACTOR approval before PIM / start of fabrication. Refer to "Inspection Procedure" for more detail.

10.2 Code Inspection

When any code inspection required, such as statutory inspection, governmental regulation as specified in the requisitions, Vendor shall arrange necessary work for obtaining relevant certificates from the appropriate authority at his responsibility and cost, unless otherwise specified.



10.3 Vendor's Inspection and Test Procedures

Detailed Inspection and test Procedures (e.g. Dimensional check procedure, VT procedure, MT procedure...) shall consist of the following, but not limited to:

- Applicable codes, standards, Engineering Specifications and etc.
- Detailed Inspection/Test method, including measuring apparatus, measured items, calculation Charts, qualifications of inspectors, etc.
- Acceptance criteria
- Status sheets, check sheets (sign off sheet, etc.)
- Where sampling inspection is conducted, show sampling method
- Sample of report

10.4 Kick off Meeting (KOM)

After placing the order and before any PROJECT activity, Kickoff Meeting shall be held with presence of the PROJECT parties including:

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EPC CONTRACTOR team including Engineering representatives, procurement representatives, quality representatives, and planning representatives, and PROJECT Management representatives

Vendor's/Sub EPC CONTRACTOR's team including PROJECT manager, engineering manager, procurement manager, and quality manager

The following items will be discussed and verified during the Kick off meeting:



- set the submission date of inspection and test plan
- Sign and approve of Quality documents included MR by Vendor
- Submitting Vendor Quality organization chart to EPC CONTRACTOR
- Submitting Quality documents list of by Vendor before PIM
- Permit to access to Vendor manufacturing shops
- Preparing service to CLIENT in manufacturing shop by Vendor
- Set the PIM date which will be held in Vendor shop
- Inform EPC CONTRACTOR of the tests as per PROJECT requirements
- Preparing time schedule in fabrication /inspection by Vendor
- Exception/Deviation/Concession

10.5 Pre-Inspection Meeting (PIM)

If EPC CONTRACTOR deems it necessary ,For the purpose of complete understanding by Vendor/Sub-Vendor of specific quality requirements, the pre-inspection meeting shall be held between EPC CONTRACTOR, CLIENT (When CLIENT required), TPIA and Vendor, before starting fabrication of materials and the equipment.

Pre-inspection meeting is normally held at the Manufacturer's shop with EPC CONTRACTOR's Quality authorized persons, Vendor. Refer to "Inspection Procedure" for more detail.

Vendor shall propose date of the pre-inspection meeting to EPC CONTRACTOR at least 7 days before fabrication is commenced.

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Vendor will issue notice to EPC CONTRACTOR in a timely manner at least 35 days in advance for foreign procurements and at least 14 days in advance for local procurements to confirm attendance.

Vendor shall prepare the following documents for the PIM, but not limited to the followings:

- Inspection and test plan (refer to Attachment 1)
- Inspection schedule
- Forms for inspection reporting such as hydrostatic test, NDT results, performance test, etc.
- Inspection documents listed in “Vendor documents Requirement” in relevant material requisition
- Certification
- Material source plan and Sub-Vendor list
- etc.

The following items will be discussed and verified during the pre-inspection meeting:

- Review of purchase order
- Review of requisition
- Review Vendor's Quality organization
- Review Vendor's Quality documents
- Review of fabrication schedule
- Review of sub-Vendors
- Review of material suppliers
- Review of special Quality requirements
- Review Scope of inspection
- Communication channel and Inspection notice

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- Non-conformance procedure
- Inspection release
- Manufacturer's Data Records
- etc.

Refer to Attachment 6 for agenda and MOM format.

10.6 Identification and Traceability



A procedure shall be submitted to EPC CONTRACTOR for approval. Vendor shall control and record unique identification of product by such as legible marking, where traceability is required.

These identifications and marking details shall be correlated to the certificates or documents so that the inspector is assured of the material traceability system. Material map or list shall be provided to indicate the identification to the relevant drawings. Vendor shall follow the Positive Material Identification requirement as required in the requisition and shall develop/submit a detailed procedure to be used thereof for EPC CONTRACTOR approval.

10.7 Inspection Schedules

The Vendor shall prepare an Inspection and test Schedule showing the following information for each type of equipment and/or materials based on Vendors Fabrication Schedule.

- P.O. No.
- Equipment and/or Materials Description
- Vendors
- Shop location
- Inspection Level (I, II, III, IV)
- Proposed inspection date(s) forecasting
- Delivery

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- Type of inspection and/or test
- Factory where inspection takes place with address and contact
- Scheduled date of Inspection and probable duration
- Purpose of Inspection
- Related Equipment and/ or Material Specifications, Standards and Codes

1- Two-Month Look Ahead Inspection schedule (Foreign Procurement)

Vendor shall submit the Two-Month Look Ahead inspection schedule (Sample form as Attachment- 2) for the upcoming month to EPC CONTRACTOR on the 25th day of each month.

Vendor shall assist all CLIENT / EPC CONTRACTOR representative to obtain visa and arrange hotel reservation (if necessary).

2- One-Month look ahead Inspection Schedule: (Local Procurement)

Vendor shall submit Monthly Inspection Schedule (Sample form as Attachment- 3) 1st and 15th of each month showing the inspection/test schedule for the next 30 days.



10.8 Non-Conformance

Vendor shall immediately record and report any Non-Conformance according to NCR procedure.

10.9 Manufacturer's Certificate of Compliance (MCC)

Upon completing all tests and inspections and prior to Pre-shipment inspection, Vendor shall issue, sign and stamp Certificate of Compliance using form shown in Attachment - 4 to specify relevant equipment and materials for each Purchase Order, if they:

- Conform to Purchase Order requirements,
- Have no irremediable nor injurious defects,

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- Have completed necessary fabrication/manufacturing, inspection and testing work according to approved ITP,
- Have completed necessary documentation work.

10.10 Inspection Release Note by EPC CONTRACTOR's Inspector (IRN)

Upon completing all tests and inspections and prior to Pre-shipment inspection, Vendor's inspection and test records, reports and certificates shall be submitted to CONTRACTOR's inspector for review. After that, EPC CONTRACTOR's inspector will issue Inspection Release Note (Attachment-5) to the Vendor if the following conditions are met:

- Vendor issued Manufacture Certificate of Compliance (MCC)
- All witness and hold points inspection required by the approved ITP/QCP were completed.
- Non-Conformance was remedied and the results were confirmed by EPC CONTRACTOR.
- Any discrepancies between the equipment and materials and Purchase Order shall be promptly reported to EPC CONTRACTOR. The Inspection Release Note will not be issued until such discrepancies shall be clarified and solved
- Reviewing Vendor's inspection and test records (MDR)



10.11 Pre-Shipment Inspection (PSI)

Pre-Shipment Inspection (PSI) for all equipment and materials procured by EPC CONTRACTOR shall be performed by TPIA nominated by CLIENT at Vendor's shop after completion of packing which is made after satisfactory final inspection performed by EPC CONTRACTOR.

Vendor shall submit application for PSI to EPC CONTRACTOR at least 14 working days in advance for foreign procurements and at least 7 working days in advance for local procurements to confirm attendance.

Vendor shall not go forward to shipping without TPIA's Release Note.

Delay in shipment due to PSI reject does not relieve Vendor of its responsibility for the delivery of commodities.

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TPIA will check and confirm the following points:

- Quantity check of items with packing list
- Shipping mark
- Packing condition

Vendor shall provide TPIA with below documents at Pre-Shipment Inspection (PSI) stage:

- MCC issued, signed and stamped by Vendor
- IRN issued by EPC CONTRACTOR
- Packing list and detailed Packing list (with original Sign and Stamp)
- Purchase Order including item list

11 DOCUMENTATION

11.1 Vendor Inspection Records

All records of inspection and tests previously performed by Vendor shall be presented to EPC CONTRACTOR's Inspector for his review when he visits shop for inspection.

11.2 Manufacturer's Data Record (MDR)




Vendor shall submit to EPC CONTRACTOR required numbers of Manufacturer's Data Record and all inspection and test records per shipment, not after the last shipment, with identification and traceability in bookbinding file written in English/Persian as required in the Purchase Order.

Manufacturer's Data Record shall state and show that Vendor's inspections and tests have been properly performed and accepted as per the PROJECT requirements.




As a minimum, the following items shall be included:

It is crystal clear that ITP, WPS & PQR and all other inspection and test procedure shall have EPC CONTRACTOR approval.

As a minimum, the following items shall be included in the Vendor's MDRs:

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MDR LIST
Material Summary List
Material Certificate
ITP
WPS/PQR as well as Welding map and NDT map
Welder & Operators Qualification records
NDE Operators Qualification
NDE Report & Procedure VT <input type="checkbox"/> DT <input type="checkbox"/> PT <input type="checkbox"/> MT <input type="checkbox"/> UT <input type="checkbox"/> RT <input type="checkbox"/>
Heat Treatment Chart <input type="checkbox"/> Procedure <input type="checkbox"/>
Calibration Certificates
PMI Procedure <input type="checkbox"/> Report <input type="checkbox"/>
Pressure Test Procedure <input type="checkbox"/> Records <input type="checkbox"/>
Mechanical Running Test Procedure <input type="checkbox"/> Records <input type="checkbox"/>
Functional Test Procedure <input type="checkbox"/> Records <input type="checkbox"/>
Performance Test Procedure <input type="checkbox"/> Records <input type="checkbox"/>
Name Plate Rubbing / Stamp Rubbing
Painting / coating Inspection Procedure <input type="checkbox"/> Records <input type="checkbox"/>
Other inspection and test procedure and records as specified in ITP and VPIS:
Manufacturer's Certificate of Compliance (MCC)
EPC CONTRACTOR's Inspection Note (IRN)
Packing list
TPIA's Release Note

 	DEHDASHT PETROCHEMICAL INDUSTRY COMPANY DEHDASHT HIGH DENSITY POLYETHYLENE PROJECT	 شرکت صنایع پتروشیمی خلیج فارس Persian Gulf Petrochemical Industries Co PGPIC شرکت صنایع پتروشیمی دهشت (سهامی عام)																		
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12 ATTACHMENTS

The following attachments shall form a part of this procedure:

- | | |
|--------------|--|
| Attachment 1 | “Typical / Sample Form of ITP/QCP” |
| Attachment 2 | “Two Month Look Ahead Inspection Schedule” |
| Attachment 3 | “One Month Look Ahead Inspection Schedule” |
| Attachment 4 | “Manufacturer's Certificate of Compliance (MCC)” |
| Attachment 5 | “Inspection Release Note (IRN)” |
| Attachment 6 | “Agenda and Minutes of Pre-Inspection Meeting” |

 	DEHDASHT PETROCHEMICAL INDUSTRY COMPANY DEHDASHT HIGH DENSITY POLYETHYLENE PROJECT								
	DOCUMENT TITLE: VENDOR SHOP QUALITY CONTROL PROCEDURE							Class: A	Rev. D0
Contract No.: DPIC/98-12	Proj. Code DPIC9812	Area 000	Unit 000	Disc. Code PM	Doc. Type PR	Material Code 0000	Serial. No 0018		



Attachment -1 (Inspection and Test Plan)

PROJECT :		PO No. :		DOC. No. :	
CLIENT :		MR No. :		REV. No. :	
EPC CONTRACTOR :		ITEM No. :		DATE :	
VENDOR :					
SUB-VENDOR :					

No.	Activity	Characteristic to be Verified	Procedure / Standard Reference	Frequency	Acceptance Criteria	Location	Verifying Document	INVOLVED PARTY					Remark	Rev.
								S.V	V	C	O	TPI		

ABBREVIATION

S.V	Sub-Vendor	H	Hold Point
V	Vendor	W	Witness Point
C	EPC CONTRACTOR	SW	Spot Witness
O	CLIENT	R	Review
TPI	Third Party Inspection Agency		



	DEHDASHT PETROCHEMICAL INDUSTRY COMPANY DEHDASHT HIGH DENSITY POLYETHYLENE PROJECT																			
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Attachment- 4

MANUFACTURER'S CERTIFICATE of COMPLIANCE (MCC)

PROJECT TITLE :	
MCC No. :	
Purchase Order No. :	
Vendor Name:	
<p>This is to certify that the materials and goods listed below inspected and tested in accordance with inspection and test requirements specified in Purchase Order, conform in all respects to the specifications, drawings and other requirements relevant thereto, and have to no irremediable nor injurious defects.</p>	

ITEM NO. (TAG NO.)	ITEM DESCRIPTION	Total Quantity	Unit	RELEASE Quantity	BALANCE Quantity
Certified By (Sign and Stamp)		Date:		TPIA sign and stamp	



	DEHDASHT PETROCHEMICAL INDUSTRY COMPANY DEHDASHT HIGH DENSITY POLYETHYLENE PROJECT																			
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Attachment- 5

INSPECTION RELEASE NOTE (IRN)

PROJECT TITLE :					
P.O. NO. :		Vendor Name:		IRN NO. :	
Vendor Person Contacted :		Inspector Name:		Date & Place:	
Purpose : Release for Pre-Shipment Inspection of Order completed (), Partial ()					
Estimated Shipping Date :					
<p>NOTE to Vendor</p> <p>1 .This is to certify that the itemized materials have satisfactorily passed inspection and complying with the inspection and test requirements specified in the relative Purchase order.</p> <p>2. Are there any LICENSABLE GOOD included in below listed items? Yes (), No (). ; IF yes, mark Asterisk (*) behind the Item/Tag No's.</p> <p>3. It is understood that nothing contained herein relieves the Vendor of any Purchase Order requirements.</p>					
ITEM NO (TAG NO.)	ITEM DESCRIPTION	PO Quantity	Unit	RELEASE Quantity	BALANCE Quantity
Certified By (Sign and Stamp)			Date:		TPIA sign and stamp



THIS COPY WILL BE RETAINED TO VENDOR.

	DEHDASHT PETROCHEMICAL INDUSTRY COMPANY DEHDASHT HIGH DENSITY POLYETHYLENE PROJECT																			
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Attachment –6

Agenda of Pre-Inspection Meeting

- 1- Confirm communication channel among CLIENT , EPC CONTRACTOR and Vendor
- 2- Review purchase order (P.O.) requirements
- 3- Review Vendor's QC organization
- 4- Review approval status of Vendor's drawings and documents
- 5- Review WPS & PQR as applicable
- 6- Review welders qualifications
- 7- Review Fabrication and Inspection Schedule
- 8- Review Sub-Vendor lists with scope of supply , work and status of order or Sub-order
- 9- Clarify applicable codes / regulation requirements, standards, specification and technical requirements
- 10-Clarify the Vendor's inspection and test plan / procedure
 - i. Material certification requirements in conformity with the Contract specification or Purchase order
 - ii. Material identification and traceability
 - iii. Details of manufacturing traceability requirements and necessary tests and inspection
 - iv. In-process inspection (resident inspection) , if required
 - v. NDT requirements and NDT personnel qualifications, and Vendor's inspectors qualification as applicable
 - vi. Heat treatment requirements as applicable
 - vii. Other inspection and test requirements such as Hydrostatic, pneumatic, running test, performance test, etc.
 - viii. Witness / Hold points
 - ix. Structure / table of contents for Inspection records to be submitted
- 11-Clarify inspection notification procedure
- 12-Review non-conformance report / remedy procedure / inspection release / rejection notice
- 13-Clarify surface preparation of coatings and paintings requirements
- 14-Review packing and marking procedure
- 15-Clarify Vendor's reporting system, manufacturer's certificate of compliance and

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manufacturer's data book and content

16-Inspection Release Note issued by EPC CONTRACTOR and Shipping Release Certificate issued by Third Party inspectors

17-Shop tour




18-Sub-Vendor visiting, if required

19-Clarify CLIENT / EPC CONTRACTOR's right of access and Vendors obligation to provide necessary information for inspection under the Purchase Order.

20-Final(Vendor quality) documents

Note:

Vendor shall prepare all necessary documentation for the meeting.




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Contract No.: DPIC/98-12	Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No	Class: A	Rev. D0
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MOM No.	
Project Title :	
Purchase Order No. :	
Purchase Order Description :	
Vendor Name :	
Sub-Vendor Name :	
Meeting Place :	
Meeting Date :	




ATTENDANTS:

NAME	COMPANY	TITLE	SIGNATURE




DISTRIBUTION: To all parties mentioned above

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No.	Description of Discussion	Action	Date
1	<u>Review of Purchase Order</u>		
1.1	P.O. No. :		
1.2	Amendment No. :		
1.3	Order Item and Quantity :		
1.4	Delivery Date :		
<input type="checkbox"/>	The Vendor has received the correct Purchase Order & Change Order.		
<input type="checkbox"/>	All inspection related clause and requirements were reviewed and discussed.		
<input type="checkbox"/>	The Vendor agrees to comply with all inspection related clause and requirements.		
<input type="checkbox"/>	The Vendor has taken written exception to inspection related clause and requirements.		

 	DEHDASHT PETROCHEMICAL INDUSTRY COMPANY DEHDASHT HIGH DENSITY POLYETHYLENE PROJECT	 شرکت صنایع پتروشیمی خلیج فارس Persian Gulf Petrochemical Industries Co PGPIC شرکت صنایع پتروشیمی دهشت (سهامی عام)																		
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No.	Description of Discussion	Action	Date
2	<u>Review of Requisition</u> 2.1 Requisition No. : 2.2 Revision No. : <input type="checkbox"/> The Vendor has received the requisition latest revision. <input type="checkbox"/> The Vendor has received the latest revision of all documents listed on the requisition. <input type="checkbox"/> Requisition notes and special requirements were reviewed and discussed. <input type="checkbox"/> Engineering Documents (drawing, datasheets, etc) were reviewed and discussed. <input type="checkbox"/> Following documents are not in Vendor 's hand:		
3	<u>Review of Specification and Deviation / Concession / Exception for Inspection & Test</u> <input type="checkbox"/> Vendor agrees to comply with all requirements of specifications. <input type="checkbox"/> Vendor has taken written Deviation / Concession / Exception to requirements of specifications. <input type="checkbox"/> Remarks: (List of Deviation / Concession / Exception & Status of Approval)		

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No.	Description of Discussion	Action	Date
4	<p><u>Review of Fabrication Schedule & Inspection Schedule</u> (Attachment No.)</p> <p><input type="checkbox"/> Foreign Procurement :</p> <p>Two Month look ahead Inspection Schedule shall be submitted in the EPC CONTRACTOR format by Vendor on monthly basis.</p> <p><input type="checkbox"/> Local Procurement :</p> <p>One Month look ahead Inspection Schedule shall be submitted in the EPC CONTRACTOR format by Vendor on 1st and 15th of each month showing the inspection/test schedule for the next 30 days.</p>		
5	<p><u>Review of Sub-vendors (Scope of Supply , Work and Status of Order or Sub-Order)</u> (Attachment No.)</p>		




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No.	Description of Discussion	Action	Date
6	<u>Material Special Requirements</u>		
<input type="checkbox"/>	Impact test required (Specify items & details)		
<input type="checkbox"/>	PMI required		
<input type="checkbox"/>	SSCC Requirements		
<input type="checkbox"/>	HIC requirements		
<input type="checkbox"/>	Other requirements		




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No.	Description of Discussion	Action	Date
7			
<u>Note: in case that document is not applicable, put "N/A" in remarks.</u>			




Document Title	Submitted	To be submitted	Date of submission	Commented	Approved	Attachment No.	Action By	Remark
Quality Organization Chart								
Inspection and Test Plan								
Quality Manual / Plan								
Quality Procedure								
WPS/PQR with Weld map								
Welder / Operator List								
NDE procedure (DT□ ,VT□ , PT□ , MT□, UT□ , RT□ ,)								
NDE personnel qualification procedure /list								
Material Traceability & Identification								
Heat Treatment / PWHT procedure								
Hardness Test procedure								
Impact Test Procedure (Production Test Weld)								
Pressure Testing Procedure								
Surface Preparation & Painting								

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Document Title	Submitted	To be submitted	Date of submission	Commented	Approved	Attachment No.	Action By	Remark
Rust Prevention procedure								
Mechanical Running Test procedure								
Performance Test procedure								
Factory Acceptance procedure								
Site Acceptance Test Procedure								
Material Storage & Preservation								
Shipping & Packing Procedure								
Other Test Procedure (Please specify below)								

 	DEHDASHT PETROCHEMICAL INDUSTRY COMPANY DEHDASHT HIGH DENSITY POLYETHYLENE PROJECT	 شرکت صنایع پتروشیمی خلیج فارس Persian Gulf Petrochemical Industries Co PGPIC شرکت صنایع پتروشیمی دهشت (سهامی عام)																		
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No.	Description of Discussion	Action	Date
8	<u>Review of Special QC requirements (such as Local PWHT, ...)</u>		
9	<u>Inspection Process</u>		
9.1	Inspection Notification instruction and form (Attachment No.) For detail of notifying procedure refer to “Inspection Procedure” Note: Vendor shall submit AFI for Pre-shipment inspection along with signed and stamped MCC, IRN Draft, PL and detailed PL.		
9.2	Inspection Release Note (Attachment No.) Note : After Issuing Manufacturer certificate of compliance by Vendor, and prior to Pre-shipment inspection EPC CONTRACTOR will issue IRN.		
9.3	Pre-Shipment Inspection Certificate (PSI); (Attachment No.) PSI shall be carried out by Third Party Inspection Agency (TPIA). Third Party Inspection Certificate and release Note shall be prepared , signed and submitted by Third Party Inspection Agency.		

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10	<u>Parts to be shipped loose</u> <input type="checkbox"/> Not required <input type="checkbox"/> Required <input type="checkbox"/> In accordance with Purchase Order Requirements (Specify detail) <input type="checkbox"/> No agreement reached. Vendor to submit "Loose Part List" to EPC CONTRACTOR for approval.		
11	<u>Shipping Preparation (if needed)</u> <input type="checkbox"/> Vendor will submit shipping preparation and/or loading diagram. <input type="checkbox"/> Remarks		
12	<u>Non-conformance Control & Corrective action Procedure</u> Note : Refer to "Project Non Conformance Procedure". Minor non-conformance which can be dealt with internally by Vendor, need not to be reported to EPC CONTRACTOR. However, major ones which have an adverse impact on the performance, safety and integrity of the equipment, should be reported to EPC CONTRACTOR using EPC CONTRACTOR format. Corrective action (rectification) shall be proposed for getting EPC CONTRACTOR approval.		

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13	<p><u>Manufacturer's Data Record (MDR)</u></p> <p><input type="checkbox"/> Compilation method was confirmed.</p> <p><input type="checkbox"/> Index and Contents were discussed and confirmed.</p> <p><input type="checkbox"/> List of Contents will be submitted for approval.</p> <p>Note: 1-Material list shall include Item Code/Part No., Full description, Heat No., MTC No. and shall be hyperlinked. 2- All Sub-Vendor MDRs shall be submitted to EPC CONTRACTOR within 10 days after final shipment. Vendor shall follows project specifications for more this item.</p>		
14	<p><u>Others</u></p> <p>14.1 Vendor Reporting System (for QC items)</p> <p><input type="checkbox"/> Reviewed / Commented by EPC CONTRACTOR</p> <p><input type="checkbox"/> Submitted to EPC CONTRACTOR</p> <p><input type="checkbox"/> To be submitted by</p>		
14.2	<p>Structure / Table of content for Inspection Records/Report</p> <p><input type="checkbox"/> Reviewed / Commented by EPC CONTRACTOR</p> <p><input type="checkbox"/> Submitted to EPC CONTRACTOR</p> <p><input type="checkbox"/> To be submitted by</p>		

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14.3	Installation instruction will be included with the first shipment to Site.		
14.4	If required, Sampling and testing of material is in accordance with ISO 2859 and relevant standards. AQL or QL shall be instructed by EPC CONTRACTOR.		
14.5	Review of Vendor QMS		
15	<u>EPC CONTRACTOR 's comments or findings during shop tour</u>		

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No.	Description of Discussion	Action	Date
16	<u>Communication Channel and Inspection</u>		
	EPC CONTRACTOR Attention : Tel. : Fax. : Email :		
	VENDOR Attention : Tel. : Fax. : Email :		