

OWNER:	<b>CONCEPTUAL, BASIC and DETAIL DESIGN ENGINEERING OF STYRENE PARK OFFSITE#</b>					CONTRACTOR:	
MC :	<b>Final Data Book Preparation Instruction</b>						
Project Document Number :	Plant No.	Unit	Discipline	Doc. Type	Serial No.	Contract No. :	
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Final Data Book Preparation Instruction

D00	19-May-2024	Issued For Approval	F.SH	M.O.	A.M.	
Rev.	Date	Purpose of Issue (P.O.I)	Prepared	Checked	Approved	AC Code
					Class: 1	Phase: DE



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## 1. Purpose

The purpose of this document is to define the document requirements for Job Completion and serves as Owner mutual common understanding to prepare appropriate final documentation to meet Owner requirements of Project Mechanical Catalogue.

## 2. General Procedure

After getting approval of all mentioned documents/drawings in VPIS for Doc Class 1 (Issued for Approval) and not returning any comments on Class 3 (Issued for Information) by PURCHASER according to Vendor Document Management Procedure, VENDOR shall submit an upper revision of all Documents/Drawings which shall be inserted in Final Data book according to Latest Approved VPIS in "Final Status", removing all revision signs and cloud marks from document ,inserting related stamp on cover of document and submit for Purchaser approval via Transmittals. Vendor shall submit same document type in one transmittal and DO NOT MIX DIFFERENT DOCUMENT TYPE IN ONE TRASNMITTAL.

After submitting all Documents/Drawings in Final Status (ASB/FIN) and getting approval from Purchaser, VENDOR shall submit complete VDB index of documents/drawing according to attached VDB Index samples-attachment #1 for Purchaser and Owner/MC approval.

After getting approval of Content of 3 parts of Final Vendor Data Book Index, Vendor shall submit one set of Data Book considering below mentioned orders:

- ◆ Arrangement of the data shall follow numerical sequence of Purchase Order Number
- ◆ All volumes within each Part shall contain Related Vendor Data Book index of corresponding part.
- ◆ Each Major and Minor section break shall be clearly identified with tabs.
- ◆ Documents shall be sorted under each Part with priority of identical tagged documents (for tagged items) and also in numerical order (for tagged /none tagged).

Vendor shall issue one copy (1 EVD) of VDB first for Purchaser and Owner/MC approval and then issuing the rest of the copies (3 EVD + 3 HVD). Number of submitted HVDs are subjected to reduce in special condition depend on Purchaser and Owner/MC approval and notice.

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### 3. Purpose of Issue Definition:

Documents /drawing shall be issued as below mentioned purpose of issue:

IFA → Issued for Approval

IFI → Issued for Information

FIN/ASB → Final Issue (in All Docs.) / As-Built (Only in DWGs)

Last Status of Document shall be proceeded as:

Doc. Type	First Issue	Final Issue
DAS, PCD, CAL...	IFA	FIN
Only DWGs	IFA	ASB

#### 3.1 As-Built Documents

All relevant drawings shall be issued with the “As-Built” status. Any change on the drawings which might occur subsequent to issue of the As-Built shall be subject to written approval of the PURCHASER.

In case of any modification(s)/revision(s) of “As-Built” drawings which is resulted from manufacturing defects or vendor’s fault during construction/erection, pre-commissioning and commissioning of the plant, Vendor shall prepare and submit “As-Built” revision of Vendor Documents to PURCHASER without any additional cost, based on the marked-up drawings provided by vendor’s representative or PURCHASER.

As Built Drawings which have been approved by PURCHASER shall be submitted with Signature and As-Built Stamp in Final Data Book by VENDOR.  
Sample of As Built Stamp is as follows.

##### 3.1.1 Stamp Sample

All Documents / drawings which is listed in Final Book Index shall be issued as “Final Issue (in All Docs.)” /” As-Built (Only in DWGs)”, which must be mentioned in “Purpose of Issue” in Revision table and also Stamped utilizing below sample:

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#### 4. Content of the Vendor Data Book

All documents included in the VENDOR data book have to be included in VPIS and shall be submitted for review / information of PURCHASER before shipment of the equipment and according to the agreed schedule.

Vendor shall submit Vendor Data Books covering all ordered document, complete with VENDOR Instructions for installation, operation and maintenance, cross-sectional drawings, lubricating, seal and control oil schemes, drawings of parts showing part numbers, part lists, test performance curves for fans, pumps and compressors, maintenance manual etc.

These books shall include formal test certificates, material certificates and all verifying documents is agreed in approved ITP, and operation, maintenance and inspection schedules as well as all test data and for performance rotary equipment test curves, and construction clearances etc., recorded during tests at the VENDOR's works. Vendor shall complete the data books with the field test data, e.g. vibration levels, bearing temperatures, final alignment etc.

Sufficient attention shall be given to equipment constraints for start-up/shutdown and abnormal operating conditions.

##### 4.1 VENDOR Data Book Parts

VDB consists of the following three parts:

- ◆ VDB Part I: Purchase Order Data
  - Un priced copies of all Purchase Orders
  - Engineering Queries
  - Concession Requests
  - Bill of Lading
  - Packing List
- ◆ VDB Part II: Operating and Maintenance Data
  - "As-Built" Drawings/" FIN" Documents (See Note 1-below)
  - Installation Instruction
  - Pre-commissioning, Operating Manual and Maintenance Data
  - Spare parts data including the exploded views and spare parts numbers.
  - General Documents
- ◆ VDB Part III: Manufacturing Data Report
  - Inspection and test plan / Quality control plan
  - Procedures

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- Mill/Material test certificates
- Inspection/Manufacturing test reports
- Qualification certificates/records
- Non-conformity report (including corrective action record)
- Shipping Release Note
- Inspection release note (including stamped packing list)

Note1:

All documents types should be inserted in Part II excluding items which have their own sections.

In case a part is not applicable, VENDOR shall include that in the table of content and put a coversheet for the part with the "Not Applicable" indication.

#### 4.2 Arrangement of Tagged items

In case of having tagged items:

Each tag documents shall come in sequence (per tag number hierarchy)

#### 4.3 Volume Numbering of Final Vendor Data Book

Volume number of each part of VDB shall be assigned from 001 following below pattern:

Volume: XXX/YYY (For each part)

XXX: Refers to No. of volume

YYY: Refers to total No. of volume in each VDB

Example:

Volume: 001/002

#### 4.4 Binders and Document Folding:

Binders and presentation shall be as follows:

- ◆ All documents larger than A3 shall be folded and inserted in individual A4 size plastic jackets.
- ◆ Binder shall be in PVC white color
- ◆ General dimensions "Standard open format": 320 x 600 mm

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- ◆ Height of back 50 mm maximum 80 mm
- ◆ Material: white PVC, with 4 rings of 40 mm
- ◆ Crystal PVC pocket on the outer surface for the insertion of coversheet on the front and spine of the file
- ◆ All binder covers shall be written in Latin with font type "Arial" and in indicated font sizes as per attachment #2.
- ◆ Each Binder shall not exceed more than 300 pages.
- ◆ All binders shall have metal spiral locks with 4 punches
- ◆ Each VDB shall include at least 3 binder named as Part I, II, III 2 parts should not be inserted in on binder

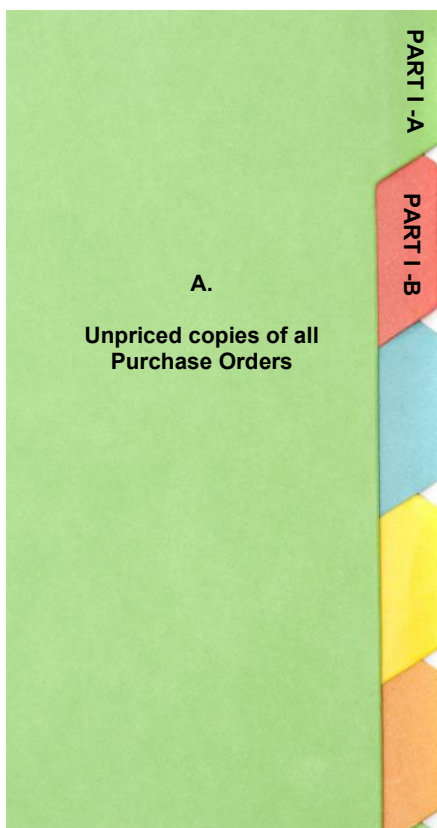
The binder cover and side are available in Attachment #2.

#### 4.5 External Coversheet:

It shall be inserted on the front side and spine of the file and shall be generated from standard form as attachment #2.

#### 4.6 Partitions

Each VDB/PART contains several Chapters (e.g. A/B/C/D) which shall be separated by tabs named as corresponding Chapter code (A, B, C,...).



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Each Major and Minor section break shall be clearly identified with tabs/color page titled as corresponding PART and Chapter title.

#### 4.7 File Name and Properties

File name (**both native and pdf files**) shall be as follows:

Document Number-Document Revision

#### 5. Attachments

**5.1 Attachment # 1: Vendor Data Book Parts (3 Sheets)-refer to attached excel files**

**5.2 Attachment # 2: Binder Cover and Binder Side (3 Sheets)**

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**Attachment # 1**  
**Vendor Data Book Parts**  
**(3 Sheets)**



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**Attachment # 2**  
**Binder Cover and Binder Side**  
**(3 Sheets)**

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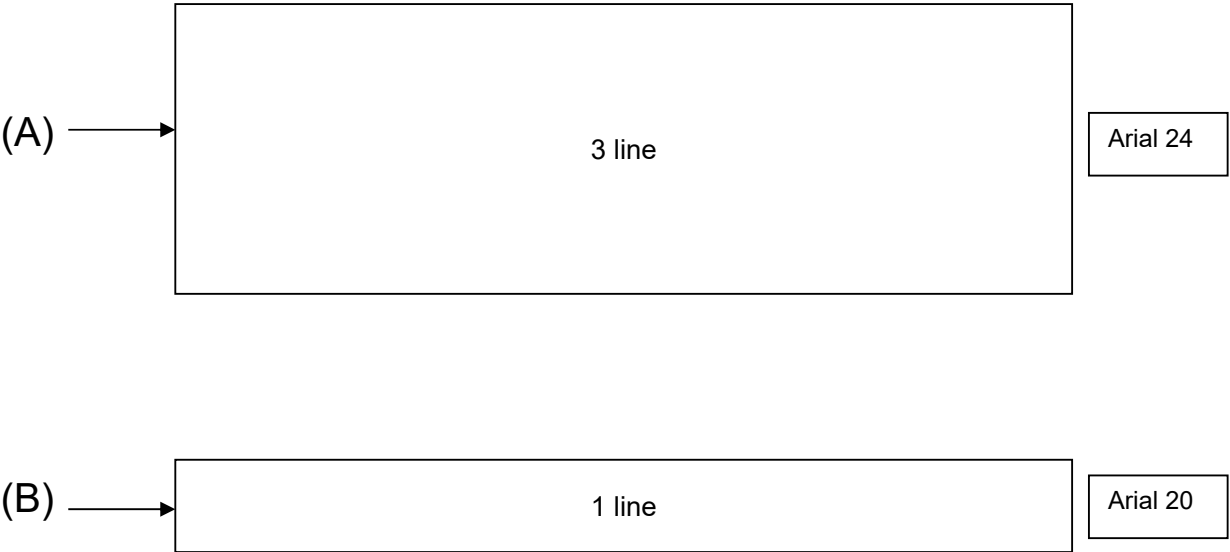
Arial 24

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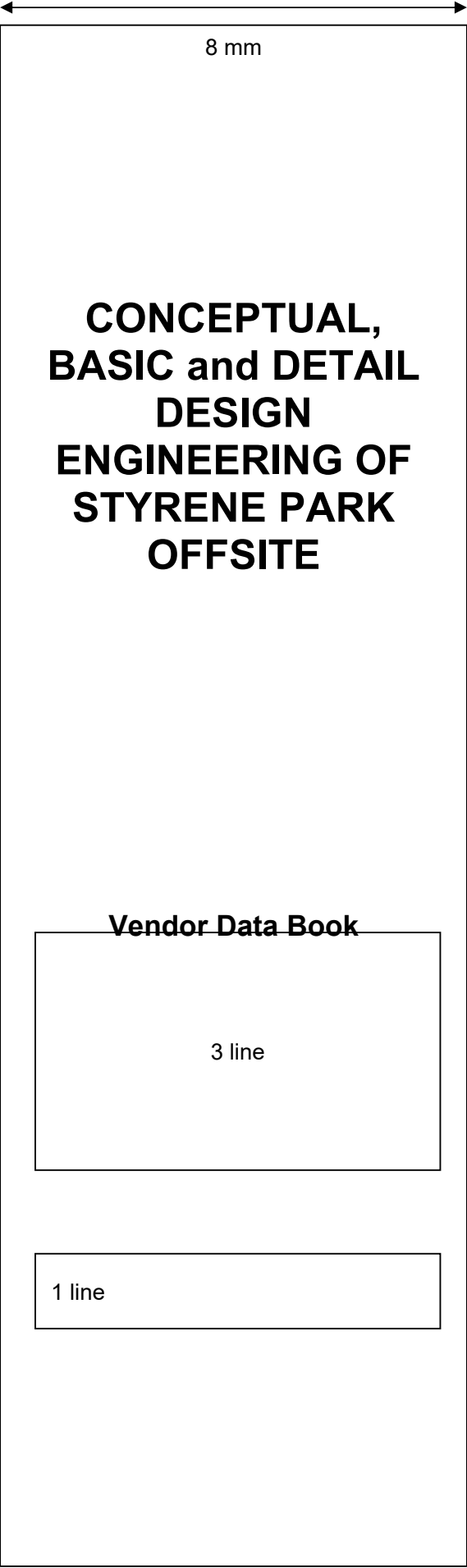
Arial 24

**Vendor Data Book**

Arial 24







Arial 14

Arial 12

Arial 14

Arial 14

Arial 12

Where:

(A) – Vendor Data Book Title:

First line should include the PO Title, VEDNOR Name

Second line includes the PO number.

Third line includes VDB number

Example:

Bolt & Nut (For Piping Components "AG")/ Ino-Energy Equipment Co.

40-POR-PI-XXXX

VDB /Part II

(B) Volume number

**Refer to Clause 5.3**