



	DEHDASHT PETROCHEMICAL INDUSTRY COMPANY DEHDASHT HIGH DENSITY POLYETHYLENE PROJECT																			
Contract No.: DPIC/98-12	DOCUMENT TITLE: Vendor Document Handling Procedure <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%;">Proj. Code</td> <td style="width: 12.5%;">Area</td> <td style="width: 12.5%;">Unit</td> <td style="width: 12.5%;">Disc. Code</td> <td style="width: 12.5%;">Doc. Type</td> <td style="width: 12.5%;">Material Code</td> <td style="width: 12.5%;">Serial. No</td> </tr> <tr> <td>DPIC9812</td> <td>000</td> <td>000</td> <td>PM</td> <td>PR</td> <td>0000</td> <td>0011</td> </tr> </table>	Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No	DPIC9812	000	000	PM	PR	0000	0011	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Class: A</td> <td style="width: 50%;">Rev. D1</td> </tr> <tr> <td colspan="2" style="text-align: center;">Sheet 1 of 23</td> </tr> </table>	Class: A	Rev. D1	Sheet 1 of 23	
Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No														
DPIC9812	000	000	PM	PR	0000	0011														
Class: A	Rev. D1																			
Sheet 1 of 23																				

VENDOR DOCUMENT HANDLING PROCEDURE

DOCUMENT NUMBER:
DPIC9812-000-000-PM-PR-0000-0011

This document is the property of DPIC. Any unauthorized attempt to reproduce it, in any form, is strictly prohibited.

D1	02-Mar-2020	Hakimzadeh	Haghighi/He dayat	Haghighi	Hedayat	Issued For Approval
D0	14-Nov-2020	Mirghaffari	Kareshki	Kareshki	Kavian	Issued For Approval
REV	DATE ISSUE	PREPARED	CHECKED	PPI	NARGAN	PURPOSE OF ISSUE
				APPROVED		

 	DEHDASHT PETROCHEMICAL INDUSTRY COMPANY DEHDASHT HIGH DENSITY POLYETHYLENE PROJECT																			
Contract No.: DPIC/98-12	DOCUMENT TITLE: Vendor Document Handling Procedure <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%;">Proj. Code</td> <td style="width: 12.5%;">Area</td> <td style="width: 12.5%;">Unit</td> <td style="width: 12.5%;">Disc. Code</td> <td style="width: 12.5%;">Doc. Type</td> <td style="width: 12.5%;">Material Code</td> <td style="width: 12.5%;">Serial. No</td> </tr> <tr> <td>DPIC9812</td> <td>000</td> <td>000</td> <td>PM</td> <td>PR</td> <td>0000</td> <td>0011</td> </tr> </table>	Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No	DPIC9812	000	000	PM	PR	0000	0011	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Class: A</td> <td style="width: 50%;">Rev. D1</td> </tr> <tr> <td colspan="2" style="text-align: center;">Sheet 2 of 23</td> </tr> </table>	Class: A	Rev. D1	Sheet 2 of 23	
Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No														
DPIC9812	000	000	PM	PR	0000	0011														
Class: A	Rev. D1																			
Sheet 2 of 23																				

TABULATION OF REVISED PAGES

Page	Rev-D0	Rev-D1	Rev-D2	Rev-D3	Rev-D4
1	x				
2	x				
3	x				
4	x				
5	x				
6	x				
7	x				
8	x				
9	x				
10	x				
11	x				
12	x				
13	x				
14	x				
15	x				
16	x				
17	x	x			
18	x	x			
19	x	x			
20	x				
21	x				
22	x				
23	x				
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					

Page	Rev-D0	Rev-D1	Rev-D2	Rev-D3	Rev-D4
36					
37					
38					
39					
40					
41					
42					
43					
44					
45					
46					
47					
48					
49					
50					
51					
52					
53					
54					
55					
56					
57					
58					
59					
60					
61					
62					
63					
64					
65					
66					
67					
68					

This document is the property of DPIC. Any unauthorized attempt to reproduce it, in any form, is strictly prohibited.




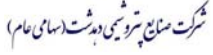


 	DEHDASHT PETROCHEMICAL INDUSTRY COMPANY DEHDASHT HIGH DENSITY POLYETHYLENE PROJECT	 																		
Contract No.: DPIC/98-12	DOCUMENT TITLE: Vendor Document Handling Procedure <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 12.5%;">Proj. Code</th> <th style="width: 12.5%;">Area</th> <th style="width: 12.5%;">Unit</th> <th style="width: 12.5%;">Disc. Code</th> <th style="width: 12.5%;">Doc. Type</th> <th style="width: 12.5%;">Material Code</th> <th style="width: 12.5%;">Serial. No</th> </tr> </thead> <tbody> <tr> <td>DPIC9812</td> <td>000</td> <td>000</td> <td>PM</td> <td>PR</td> <td>0000</td> <td>0011</td> </tr> </tbody> </table>	Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No	DPIC9812	000	000	PM	PR	0000	0011	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Class: A</td> <td style="width: 50%;">Rev. D1</td> </tr> <tr> <td colspan="2" style="text-align: center;">Sheet 3 of 23</td> </tr> </table>	Class: A	Rev. D1	Sheet 3 of 23	
Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No														
DPIC9812	000	000	PM	PR	0000	0011														
Class: A	Rev. D1																			
Sheet 3 of 23																				

TABLE OF CONTENTS




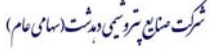
Contents

1	PREAMBLE.....	5
2	PROJECT DEFINITION.....	5
3	FUNCTIONS AND ATTENTION OF PURCHASER'S PARTIES.....	5
3.1	PPI Procurement Office.....	6
3.2	PPI Head/Engineering Office.....	6
3.3	Nargan Project Office.....	6
4	CORRESPONDENCE, TRANSMITTALS AND MINUTES OF MEETINGS (MOM).....	6
4.1	Correspondence.....	7
4.2	Transmittal.....	7
4.3	Minutes of Meeting (MOM).....	7
5	DOCUMENTATION.....	7
5.1	Numbering of Vendor's Documents.....	7
5.2	Document Title Blocks (CAD Format).....	7
5.3	Document Blank Template (Word).....	8
5.4	Document Blank Template (Excel).....	8
5.5	Indication of Revision Marks and Number on Documents.....	8

	DEHDASHT PETROCHEMICAL INDUSTRY COMPANY DEHDASHT HIGH DENSITY POLYETHYLENE PROJECT																			
Contract No.: DPIC/98-12	DOCUMENT TITLE: Vendor Document Handling Procedure <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%;">Proj. Code</td> <td style="width: 12.5%;">Area</td> <td style="width: 12.5%;">Unit</td> <td style="width: 12.5%;">Disc. Code</td> <td style="width: 12.5%;">Doc. Type</td> <td style="width: 12.5%;">Material Code</td> <td style="width: 12.5%;">Serial. No</td> </tr> <tr> <td>DPIC9812</td> <td>000</td> <td>000</td> <td>PM</td> <td>PR</td> <td>0000</td> <td>0011</td> </tr> </table>	Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No	DPIC9812	000	000	PM	PR	0000	0011	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Class: A</td> <td style="width: 50%;">Rev. D1</td> </tr> <tr> <td colspan="2" style="text-align: center;">Sheet 4 of 23</td> </tr> </table>	Class: A	Rev. D1	Sheet 4 of 23	
Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No														
DPIC9812	000	000	PM	PR	0000	0011														
Class: A	Rev. D1																			
Sheet 4 of 23																				

5.6	Document Size.....	8
5.7	Computer Systems and Electronic Data Handover	9
5.8	Quality of Paper	9
5.9	Copy Number for Submission	9
6	PURCHASER'S APPROVAL	9
6.1	Purpose of Document Issue (POI):.....	9
	IFA: For Approval	9
	ASB: As-built	10
	IFR: For Review	10
	IFI: For Information	10
6.2	Purchaser's Comments/Approval Status	10
	6.2.1 Acceptance Categories	10
	6.2.2 Review Results and Applicable Documents.....	12
7	REPORTING AND OTHER INFORMATION	12
7.1	Vendor's Organization Chart	12
7.2	Sub vendor List and Suborder Sheet.....	12
7.3	Vendor Print Index and Schedule (VPIS).....	13
7.4	Manufacturing Schedule	13
7.5	Monthly Status Report	13
7.6	Declaration of Receipt of Major Raw Material	14
7.7	Vendor's Inspection Procedure/Schedule	14
7.8	Shipping Information and Documents.....	14
7.9	Vendor Data Book (VDB)	14

This document is the property of DPIC. Any unauthorized attempt to reproduce it, in any form, is strictly prohibited.

 	DEHDASHT PETROCHEMICAL INDUSTRY COMPANY DEHDASHT HIGH DENSITY POLYETHYLENE PROJECT	 																		
Contract No.: DPIC/98-12	DOCUMENT TITLE: Vendor Document Handling Procedure <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 12.5%;">Proj. Code</th> <th style="width: 12.5%;">Area</th> <th style="width: 12.5%;">Unit</th> <th style="width: 12.5%;">Disc. Code</th> <th style="width: 12.5%;">Doc. Type</th> <th style="width: 12.5%;">Material Code</th> <th style="width: 12.5%;">Serial. No</th> </tr> </thead> <tbody> <tr> <td>DPIC9812</td> <td>000</td> <td>000</td> <td>PM</td> <td>PR</td> <td>0000</td> <td>0011</td> </tr> </tbody> </table>	Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No	DPIC9812	000	000	PM	PR	0000	0011	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Class: A</td> <td style="width: 50%;">Rev. D1</td> </tr> <tr> <td colspan="2" style="text-align: center;">Sheet 5 of 23</td> </tr> </table>	Class: A	Rev. D1	Sheet 5 of 23	
Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No														
DPIC9812	000	000	PM	PR	0000	0011														
Class: A	Rev. D1																			
Sheet 5 of 23																				

1 Preamble

1.1 This procedure covers the general requirements for documents prepared by Vendor who shall provide Purchaser with equipment, materials and/or any other items (hereinafter Equipment/Materials) for Dehdasht High-Density Polyethylene (HDPE) Project” under Purchase Order(s) and/or Contract(s) with Purchaser.

1.2 Vendor shall submit all required documents in the applicable requisition, but not limited to, for Purchaser’s approval and/or review as scheduled.

1.3 Vendor shall notify Purchaser of his address, name of contact, telephone number, facsimile (teletcopy) number and e-mail address immediately after receiving a Purchase Order or a Letter of Intent. If Vendor wishes to use a different address and/or contact for both commercial and technical matters, Vendor shall notify Purchaser of the above mentioned information without fail.

1.4 All Vendors’ documents to be submitted to Purchaser shall be written in English unless otherwise indicated by Purchaser.

2 Project Definition

PROJECT: Dehdasht High Density Polyethylene Project, Utility and Off-site Plant

CLIENT: Dehdasht Petrochemical Industry Company (DPIC)

LICENSOR: Basell Polyolefin GmbH

MC: Petrochemical Industries Development Management Co. (PIDMCO)




Plant Location: DEHDASHT-IRAN

Purchaser: Petropars Iran (PPI) or Nargan Company

3 Functions and Attention of Purchaser’s Parties

This project is operated by PPI and Nargan Project, Engineering and Procurement Office. If Petropars Iran is purchaser, all commercial and non-technical communications shall be carried out through the procurement office that addressed in clause 3.1 and all technical issues and document transmittals shall be communicated through transmittal in FTP and shall be communicated based on clause 3.2 and shall be C.C to Clause 3.1.

If Nargan is purchaser all commercial and non-technical communications shall be carried out through the Nargan project office that addressed in clause 3.3 and all technical issues and document transmittals shall be communicated through PCIM webpage portal.

 	DEHDASHT PETROCHEMICAL INDUSTRY COMPANY DEHDASHT HIGH DENSITY POLYETHYLENE PROJECT																			
Contract No.: DPIC/98-12	DOCUMENT TITLE: Vendor Document Handling Procedure <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 12.5%;">Proj. Code</th> <th style="width: 12.5%;">Area</th> <th style="width: 12.5%;">Unit</th> <th style="width: 12.5%;">Disc. Code</th> <th style="width: 12.5%;">Doc. Type</th> <th style="width: 12.5%;">Material Code</th> <th style="width: 12.5%;">Serial. No</th> </tr> </thead> <tbody> <tr> <td>DPIC9812</td> <td>000</td> <td>000</td> <td>PM</td> <td>PR</td> <td>0000</td> <td>0011</td> </tr> </tbody> </table>	Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No	DPIC9812	000	000	PM	PR	0000	0011	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Class: A</td> <td style="width: 50%;">Rev. D1</td> </tr> <tr> <td colspan="2" style="text-align: center;">Sheet 6 of 23</td> </tr> </table>	Class: A	Rev. D1	Sheet 6 of 23	
Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No														
DPIC9812	000	000	PM	PR	0000	0011														
Class: A	Rev. D1																			
Sheet 6 of 23																				

3.1 PPI Procurement Office

Function : Purchaser's main project office where PPI issues Purchase Order to Vendor
Attention to : Mr. Sadri
Address : No. 2 Ma'aref St. Farhang Blvd. Sa'adat Abad, Tehran, Iran
Tel : +21-29443166
Fax : +21-22372405
E-mail : Sadri@ppars.com

3.2 PPI Head/Engineering Office



Function : Purchaser's head/engineering management office where all technical issues are managed.
Attention to : Mr. Nikfarjam
Address : Erfan Alley. Farhang Blvd. Sa'adat Abad, Tehran, Iran
Tel : +21- 29443114
Fax : +21- 22096542
E-mail : Rastani@ppars.com
E-mail (cc) : Haghighi.sh@ppars.com

3.3 Nargan Project Office

Function : Purchaser's main project office where Nargan issues Purchase Order
Attention to : Mr. Hossein Ahmadi
Address : 211, Taleghani Avenue 1598917431 Tehran, Iran
Tel : +98 (21) 88914926-30
Fax : +98 (21) 88809839
E-mail : h.ahmadi@nargan.com

4 Correspondence, Transmittals and Minutes of Meetings (MOM)

All correspondences, transmittals and minutes of meeting shall be prepared in the following manner:

	DEHDASHT PETROCHEMICAL INDUSTRY COMPANY DEHDASHT HIGH DENSITY POLYETHYLENE PROJECT																			
Contract No.: DPIC/98-12	DOCUMENT TITLE: Vendor Document Handling Procedure <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 12.5%;">Proj. Code</th> <th style="width: 12.5%;">Area</th> <th style="width: 12.5%;">Unit</th> <th style="width: 12.5%;">Disc. Code</th> <th style="width: 12.5%;">Doc. Type</th> <th style="width: 12.5%;">Material Code</th> <th style="width: 12.5%;">Serial. No</th> </tr> </thead> <tbody> <tr> <td>DPIC9812</td> <td>000</td> <td>000</td> <td>PM</td> <td>PR</td> <td>0000</td> <td>0011</td> </tr> </tbody> </table>	Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No	DPIC9812	000	000	PM	PR	0000	0011	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Class: A</td> <td style="width: 50%;">Rev. D1</td> </tr> <tr> <td colspan="2" style="text-align: center;">Sheet 7 of 23</td> </tr> </table>	Class: A	Rev. D1	Sheet 7 of 23	
Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No														
DPIC9812	000	000	PM	PR	0000	0011														
Class: A	Rev. D1																			
Sheet 7 of 23																				

4.1 Correspondence

4.1.1 DEHDASHT Purchase order number, equipment name and tag, shall be indicated in the subject as a reference.

4.1.2 The attention of facsimile shall refer to the Para. 3.

4.2 Transmittal

If Petropars Iran is the purchaser, Vendor shall submit all documents to Purchaser through transmittal.

For transmittal form, refer to Attachment # 1

For Transmittal numbering, the following instruction shall be followed:

<Example>

HDPE-VVV/PPI-MMMM-V-0000X : Transmittal from Vendor (VVV) to Engineering Office (PPI)

HDPE-PPI/VVV-MMMM-V-0000X : Transmittal from Engineering Office (PPI) to Vendor (VVV)

VVV: Vendor's name abbreviation

MMMM: Material code of MR.

If Nargan is the purchaser, Vendor shall submit all documents to Purchaser through Format specified in PCIM webpage, PO invitation section.

4.3 Minutes of Meeting (MOM)

When a meeting or conference is held between Purchaser and Vendor, Vendor shall prepare the minutes of meeting for individual categories of work during the meeting and obtain the signature of all parties at the end of the meeting.



5 Documentation

5.1 Numbering of Vendor's Documents

Vendor's documents shall be numbered according to the Numbering Procedure. See **Attachment # 2** Vendor's documents e-files shall be numbered same as Vendor's documents

5.2 Document Title Blocks (CAD Format)

For document title blocks, refer to **Attachment # 3**

	DEHDASHT PETROCHEMICAL INDUSTRY COMPANY DEHDASHT HIGH DENSITY POLYETHYLENE PROJECT																			
Contract No.: DPIC/98-12	DOCUMENT TITLE: Vendor Document Handling Procedure <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%;">Proj. Code</td> <td style="width: 12.5%;">Area</td> <td style="width: 12.5%;">Unit</td> <td style="width: 12.5%;">Disc. Code</td> <td style="width: 12.5%;">Doc. Type</td> <td style="width: 12.5%;">Material Code</td> <td style="width: 12.5%;">Serial. No</td> </tr> <tr> <td>DPIC9812</td> <td>000</td> <td>000</td> <td>PM</td> <td>PR</td> <td>0000</td> <td>0011</td> </tr> </table>	Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No	DPIC9812	000	000	PM	PR	0000	0011	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Class: A</td> <td style="width: 50%;">Rev. D1</td> </tr> <tr> <td colspan="2" style="text-align: center;">Sheet 8 of 23</td> </tr> </table>	Class: A	Rev. D1	Sheet 8 of 23	
Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No														
DPIC9812	000	000	PM	PR	0000	0011														
Class: A	Rev. D1																			
Sheet 8 of 23																				

5.3 Document Blank Template (Word)

For document title blocks, refer to **Attachment # 4**

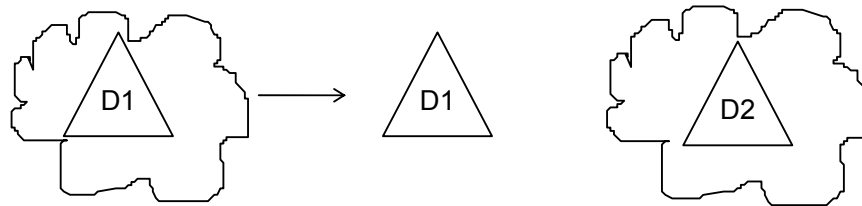
5.4 Document Blank Template (Excel)

For document title blocks, refer to **Attachment # 5**

5.5 Indication of Revision Marks and Number on Documents

Each document revision shall have an identification mark, and show the extent of revision with reason and purpose for revision issue as revision notes. All revised portion of the document shall be encircled by “cloud markings” for quick reviewing and returning by Purchaser. Revised documents without “cloud markings” or appropriate markings of revision may not be reviewed by purchaser.

When new revision is occurred, the markings of previous revision will be deleted and only previous revision numbers (and not the cloud markings), e.g. <D1> in the following case, shall be retained.



A numerical sequential number shall be applied for revision numbering. The first issue is revision D0, then the revision number goes up by one for each document submission.



5.6 Document Size

Drawing shall conform to ISO standard “A” sizes as specified in ISO recommendation R216 of the latest edition.

All documents and drawings shall be folded to A4 size to compile in A4 size binder.

Each drawing sheet shall have at least a 15mm wide margin on all sides. The left size space without letter/drawing shall be at least 24 mm wide for binding.

This document is the property of DPIC Any unauthorized attempt to reproduce it, in any form, is strictly prohibited.

	DEHDASHT PETROCHEMICAL INDUSTRY COMPANY DEHDASHT HIGH DENSITY POLYETHYLENE PROJECT																			
Contract No.: DPIC/98-12	DOCUMENT TITLE: Vendor Document Handling Procedure <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 12.5%;">Proj. Code</th> <th style="width: 12.5%;">Area</th> <th style="width: 12.5%;">Unit</th> <th style="width: 12.5%;">Disc. Code</th> <th style="width: 12.5%;">Doc. Type</th> <th style="width: 12.5%;">Material Code</th> <th style="width: 12.5%;">Serial. No</th> </tr> </thead> <tbody> <tr> <td>DPIC9812</td> <td>000</td> <td>000</td> <td>PM</td> <td>PR</td> <td>0000</td> <td>0011</td> </tr> </tbody> </table>	Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No	DPIC9812	000	000	PM	PR	0000	0011	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Class: A</td> <td style="width: 50%;">Rev. D1</td> </tr> <tr> <td colspan="2" style="text-align: center;">Sheet 9 of 23</td> </tr> </table>	Class: A	Rev. D1	Sheet 9 of 23	
Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No														
DPIC9812	000	000	PM	PR	0000	0011														
Class: A	Rev. D1																			
Sheet 9 of 23																				

5.7 Computer Systems and Electronic Data Handover

All Vendor drawings and documents shall be prepared using the following computer software:

- Text files: MS Word and/or MS Excel for Windows
- CAD files : CAD information in a CAD electronic format shall be suitable for downloading into Auto Cad 2007 version, PC system
- Other softwares will be specified in relevant requisition if needed.

All e-files shall be submitted with relevant hardcopies simultaneously.

5.8 Quality of Paper

Copies of documents as well as reproducible copies shall be legible and be of a quality good enough to resist frequent handling.

Transparent reproducible copies for drawings if specified in the relevant requisition shall be "Film Base", "Plastic Film" and "Polyester Film. The minimum film thickness is 60 micron.

5.9 Copy Number for Submission

Required number of copies for submission to Purchaser shall be referred to in the relevant requisition.

6 Purchaser's Approval



6.1 Purpose of Document Issue (POI):

All vendor documents shall be submitted to Purchaser with the following issue purpose according to the stipulation of Requisition. The submission purpose shall be clearly indicated (written or stamped) on the original paper of the documents and transmittals.

- IFA: Issue For Approval
- IFR: Issue For Review
- IFI: Issue For Information
- ASB: As-Built

IFA: For Approval

Drawings and documents are initially submitted with "Issue For Approval (IFA)" status to ensure that all of the information required by Purchaser has been included before the "As Built" revision.

	DEHDASHT PETROCHEMICAL INDUSTRY COMPANY DEHDASHT HIGH DENSITY POLYETHYLENE PROJECT																			
Contract No.: DPIC/98-12	DOCUMENT TITLE: Vendor Document Handling Procedure <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 12.5%;">Proj. Code</th> <th style="width: 12.5%;">Area</th> <th style="width: 12.5%;">Unit</th> <th style="width: 12.5%;">Disc. Code</th> <th style="width: 12.5%;">Doc. Type</th> <th style="width: 12.5%;">Material Code</th> <th style="width: 12.5%;">Serial. No</th> </tr> </thead> <tbody> <tr> <td>DPIC9812</td> <td>000</td> <td>000</td> <td>PM</td> <td>PR</td> <td>0000</td> <td>0011</td> </tr> </tbody> </table>	Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No	DPIC9812	000	000	PM	PR	0000	0011	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Class: A</td> <td style="width: 50%;">Rev. D1</td> </tr> <tr> <td colspan="2" style="text-align: center;">Sheet 10 of 23</td> </tr> </table>	Class: A	Rev. D1	Sheet 10 of 23	
Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No														
DPIC9812	000	000	PM	PR	0000	0011														
Class: A	Rev. D1																			
Sheet 10 of 23																				

In the event that Vendor is requested to re-submit documents for approval by Purchaser, which were issued previously by Vendor at “For Approval” status, the documents after incorporating comments shall be re-submitted within two (2) weeks including transmission or mailing time after receipt of the commented documents from Purchaser. In this case, the documents shall be clearly marked “Re-issued for Approval” in their revision description column of the title block.

ASB: As-built

Upon completion of shop fabrication and inspection, Vendor shall submit “As-built” Drawings to the Purchaser within four (4) weeks after shipment. “As-built (AB)” Drawings shall contain all changes made during fabrication and inspection, if any, as well as the Purchaser’s comments given at IFA / IFI / IFR stage. Documents which do not subject to any change shall also be issued as “As-built” updating revision numbers.

IFR: For Review

Documents which are not intended and not required to subject to obtain Purchaser’s approval shall be submitted to the Purchaser “Issue For Review (IFR)” in order to obtain the Purchaser’s criticism. However, Purchaser will deal with the documents as “For Approval”, if he judges the documents must be handled as “For Approval”, not “For Review”.

IFI: For Information

Documents containing information only and need not be returned shall be dealt as “Issue For Information (IFI)”. However, Purchaser will deal with the documents as “For Approval”, if he judges the documents must be handled as “For Approval”, not “For Information”.

6.2 Purchaser’s Comments/Approval Status

Purchaser will indicate the following categories on vendor’s documents and Vendor shall proceed with the adequate subsequent work according to this categories.



6.2.1 Acceptance Categories

AP: Approved (without comment): Vendor can proceed with the subsequent work.

AN: Approved with Minor Comments: Vendor is not essentially required to do any rework or redesign. Therefore, Vendor may proceed with the subsequent work if Vendor agrees to the comments. The revised documents, which comply with the comments, will be submitted to Purchaser at next issue status.

NF: Approved With Comments, Subject to Revision as Marked: Vendor may proceed with the subsequent work provided that Vendor agrees to the Purchaser’s comments and revises the documents according to the comments. Vendor shall re-submit the documents

This document is the property of DPIC. Any unauthorized attempt to reproduce it, in any form, is strictly prohibited.

	DEHDASHT PETROCHEMICAL INDUSTRY COMPANY DEHDASHT HIGH DENSITY POLYETHYLENE PROJECT																			
Contract No.: DPIC/98-12	DOCUMENT TITLE: Vendor Document Handling Procedure <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 12.5%;">Proj. Code</th> <th style="width: 12.5%;">Area</th> <th style="width: 12.5%;">Unit</th> <th style="width: 12.5%;">Disc. Code</th> <th style="width: 12.5%;">Doc. Type</th> <th style="width: 12.5%;">Material Code</th> <th style="width: 12.5%;">Serial. No</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">DPIC9812</td> <td style="text-align: center;">000</td> <td style="text-align: center;">000</td> <td style="text-align: center;">PM</td> <td style="text-align: center;">PR</td> <td style="text-align: center;">0000</td> <td style="text-align: center;">0011</td> </tr> </tbody> </table>	Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No	DPIC9812	000	000	PM	PR	0000	0011	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Class: A</td> <td style="width: 50%; text-align: center;">Rev. D1</td> </tr> <tr> <td colspan="2" style="text-align: center;">Sheet 11 of 23</td> </tr> </table>	Class: A	Rev. D1	Sheet 11 of 23	
Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No														
DPIC9812	000	000	PM	PR	0000	0011														
Class: A	Rev. D1																			
Sheet 11 of 23																				



with same as previous issue status within two (2) weeks including transmission or mailing time after receipt of commented documents from Purchaser.

If Vendor does not agree with the Purchaser, Vendor shall submit his explanation / clarification within one week by means of correspondence or having a meeting with Purchaser.

RJ: Rejected: Vendor shall re-design/ re-specify the contents of the documents according to the comments/ reasons for rejection.

Vendor shall not proceed with subsequent work until the documents have been "Approved" by Purchaser. Vendor shall re-submit the documents with same as previous issue status within two (2) weeks including transmission or mailing time after receipt of commented documents from Purchaser.

NR: Vendor's document will not be returned to the vendor. Vendor may proceed with the subsequent work.

	DEHDASHT PETROCHEMICAL INDUSTRY COMPANY DEHDASHT HIGH DENSITY POLYETHYLENE PROJECT																			
Contract No.: DPIC/98-12	DOCUMENT TITLE: Vendor Document Handling Procedure <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 12.5%;">Proj. Code</th> <th style="width: 12.5%;">Area</th> <th style="width: 12.5%;">Unit</th> <th style="width: 12.5%;">Disc. Code</th> <th style="width: 12.5%;">Doc. Type</th> <th style="width: 12.5%;">Material Code</th> <th style="width: 12.5%;">Serial. No</th> </tr> </thead> <tbody> <tr> <td>DPIC9812</td> <td>000</td> <td>000</td> <td>PM</td> <td>PR</td> <td>0000</td> <td>0011</td> </tr> </tbody> </table>	Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No	DPIC9812	000	000	PM	PR	0000	0011	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Class: A</td> <td style="width: 50%;">Rev. D1</td> </tr> <tr> <td colspan="2" style="text-align: center;">Sheet 12 of 23</td> </tr> </table>	Class: A	Rev. D1	Sheet 12 of 23	
Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No														
DPIC9812	000	000	PM	PR	0000	0011														
Class: A	Rev. D1																			
Sheet 12 of 23																				

6.2.2 Review Results and Applicable Documents

Purchaser approval with or without comments on Vendor's documents does not relieve Vendor from complying with all terms, conditions, codes, standards and requirements of Purchase Order and job specification. Purchaser reserves the right to review and comment on documents that have previously been approved with or without comments.

Purchaser's comments on submitted Vendor's documents shall not be considered as authorization to change the scope of work. Change to scope shall only be made via revision to Purchase Order. Comments on Vendor's documents are limited to identifying requirements within the scope of the Purchase Order or Vendor's failure to comply with the Purchase Order, as revealed by the review.

Vendor shall not delay or place a hold on progress while awaiting Purchaser's comments on Vendor's documents submitted for review, but shall proceed under Vendor's own responsibility. (In the event that Purchaser recognizes that his comments may have a serious impact upon work in progress by Vendor, he shall immediately notify Vendor by facsimile to place a hold on aspects of Vendor's work affected by such comments.)

Applicable documents listed in the requisition will be given to Vendor at the time of enquiry, ordering, and/or revision after order placement. When Vendor receives the revised requisition, Vendor shall check whether the related applicable documents are the latest revision and, if not, shall inform the Purchaser. If Vendor proceeds with his design and/or work without reference to the latest applicable documents due to his neglect, Vendor shall redesign and/or re-fabricate all items at his expense in order to compensate for such negligence.



7 Reporting and Other Information

7.1 Vendor's Organization Chart

Within two (2) weeks from receipt of purchase order or letter of intent Vendor shall submit his organization chart for the execution of related work, with Vendor's key personnel within the organization indicated thereon. Addresses and all other information (refer to Para. 1. (3)) shall be submitted simultaneously.

7.2 Sub vendor List and Suborder Sheet

Prior to giving his commitment to suborders, Vendor shall submit a list of sub vendors for major items for Purchaser's review, if requested by Purchaser. Upon receipt of Purchaser's

	DEHDASHT PETROCHEMICAL INDUSTRY COMPANY DEHDASHT HIGH DENSITY POLYETHYLENE PROJECT																			
Contract No.: DPIC/98-12	DOCUMENT TITLE: Vendor Document Handling Procedure <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 12.5%;">Proj. Code</th> <th style="width: 12.5%;">Area</th> <th style="width: 12.5%;">Unit</th> <th style="width: 12.5%;">Disc. Code</th> <th style="width: 12.5%;">Doc. Type</th> <th style="width: 12.5%;">Material Code</th> <th style="width: 12.5%;">Serial. No</th> </tr> </thead> <tbody> <tr> <td>DPIC9812</td> <td>000</td> <td>000</td> <td>PM</td> <td>PR</td> <td>0000</td> <td>0011</td> </tr> </tbody> </table>	Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No	DPIC9812	000	000	PM	PR	0000	0011	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Class: A</td> <td style="width: 50%;">Rev. D1</td> </tr> <tr> <td colspan="2" style="text-align: center;">Sheet 13 of 23</td> </tr> </table>	Class: A	Rev. D1	Sheet 13 of 23	
Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No														
DPIC9812	000	000	PM	PR	0000	0011														
Class: A	Rev. D1																			
Sheet 13 of 23																				

request, Vendor shall submit copies of unpriced suborder sheets identifying the specification of sub ordered Equipment/ Materials.

7.3 Vendor Print Index and Schedule (VPIS)

The dated document list shall be prepared by using the standard form as **Attachment # 6**

7.4 Manufacturing Schedule



Within two (2) week from receipt of purchase order or letter of intent, Vendor shall submit the manufacturing schedule incorporating the following items. Bar chart schedule diagrams are acceptable.

- Document issuance schedule
- Suborder schedule
- Commencement date of manufacturing
- Completion date of manufacturing
- Final inspection and test schedule
 - Painting and packing schedule
- Ex-works delivery date or ready-for-shipment date

For major and critical Equipment / Materials which is specified in the relevant requisition, at least two (2) weeks prior to the manufacturing commencement date of each item, Vendor shall submit the detailed manufacturing schedule for Purchaser's approval, giving all detailed work activities including all inspection and test, if requested by Purchaser. A network schedule diagram is preferred. When the schedule is revised, Vendor shall immediately resubmit it for approval.

7.5 Monthly Status Report

Vendor shall prepare monthly status reports by using Purchaser's forms as ATTACHMENT-7. The report shall be prepared on a purchase order basis showing status as of the 15th of each month, and shall be sent by facsimile to Purchaser not later than the 20th of the month.

	DEHDASHT PETROCHEMICAL INDUSTRY COMPANY DEHDASHT HIGH DENSITY POLYETHYLENE PROJECT																			
Contract No.: DPIC/98-12	DOCUMENT TITLE: Vendor Document Handling Procedure <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 12.5%;">Proj. Code</th> <th style="width: 12.5%;">Area</th> <th style="width: 12.5%;">Unit</th> <th style="width: 12.5%;">Disc. Code</th> <th style="width: 12.5%;">Doc. Type</th> <th style="width: 12.5%;">Material Code</th> <th style="width: 12.5%;">Serial. No</th> </tr> </thead> <tbody> <tr> <td>DPIC9812</td> <td>000</td> <td>000</td> <td>PM</td> <td>PR</td> <td>0000</td> <td>0011</td> </tr> </tbody> </table>	Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No	DPIC9812	000	000	PM	PR	0000	0011	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Class: A</td> <td style="width: 50%;">Rev. D1</td> </tr> <tr> <td colspan="2" style="text-align: center;">Sheet 14 of 23</td> </tr> </table>	Class: A	Rev. D1	Sheet 14 of 23	
Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No														
DPIC9812	000	000	PM	PR	0000	0011														
Class: A	Rev. D1																			
Sheet 14 of 23																				

7.6 Declaration of Receipt of Major Raw Material

Based on the requirement in the Purchase Order, Vendor shall submit a written declaration of receipt of major raw materials at Vendor's shop with full supporting document such as Delivery note, packing list, Inspection certificate. The declaration shall be submitted within one (1) week after receipt of the raw materials.

7.7 Vendor's Inspection Procedure/Schedule

Vendor shall prepare and submit to Purchaser for approval an inspection procedure more than two (2) months prior to the date on which the first inspection or test is to be carried out. Extent of inspection shall be indicated for all the inspection / test items in the Vendor's inspection procedure in accordance with the Purchaser's instruction and the relevant requisition.

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

Vendor shall submit the Two-Month Look Ahead inspection schedule for the upcoming month to EPC CONTRACTOR on the 25th day of each month.

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

Vendor shall submit Monthly Inspection Schedule 1st and 15th of each month showing the inspection/test schedule for the next 30 days.

7.8 Shipping Information and Documents

Vendor shall submit a shipping information and documents in accordance with Purchaser's instruction and the relevant material requisition.




7.9 Vendor Data Book (VDB)

A Vendor Data Book (VDB) shall be prepared by the Vendor during the course of the manufacturing program. These documents shall represent the product in the as-built condition and shall be submitted to the Purchaser for review and approval upon completion of all manufacturing and test activities.

Within eight (8) weeks before submission of VDB, vendor shall submit the index of VDB for purchaser's approval.

Where practicable the VDB shall be structured in three parts as follows;

Part 1 – Purchase Order Data – shall include but not be limited to the following;

 	DEHDASHT PETROCHEMICAL INDUSTRY COMPANY DEHDASHT HIGH DENSITY POLYETHYLENE PROJECT																			
Contract No.: DPIC/98-12	DOCUMENT TITLE: Vendor Document Handling Procedure <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 12.5%;">Proj. Code</th> <th style="width: 12.5%;">Area</th> <th style="width: 12.5%;">Unit</th> <th style="width: 12.5%;">Disc. Code</th> <th style="width: 12.5%;">Doc. Type</th> <th style="width: 12.5%;">Material Code</th> <th style="width: 12.5%;">Serial. No</th> </tr> <tr> <td>DPIC9812</td> <td>000</td> <td>000</td> <td>PM</td> <td>PR</td> <td>0000</td> <td>0011</td> </tr> </table>	Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No	DPIC9812	000	000	PM	PR	0000	0011	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Class: A</td> <td style="width: 50%;">Rev. D1</td> </tr> <tr> <td colspan="2" style="text-align: center;">Sheet 15 of 23</td> </tr> </table>	Class: A	Rev. D1	Sheet 15 of 23	
Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No														
DPIC9812	000	000	PM	PR	0000	0011														
Class: A	Rev. D1																			
Sheet 15 of 23																				

- a. The Final Engineering Requisition
- b. Unpriced copies of all change orders and all amendments
- c. Engineering queries
- d. Concession requests
- e. Sub-vendor List

Part 2 – Operating and Maintenance Data – shall include but not be limited to the following;

- a. As-built drawings/All vendor documents according to approved VPIS by purchaser in PCIM
- b. Installation instruction
- c. Pre-commissioning, Operating data and Maintenance data
- d. Spare parts data including the exploded views and spare parts numbers.




Part 3 – Manufacturing Data Report (shall include but not be limited to the following ;)

- a. Inspection release note
- b. Material certification
- c. Inspection and test certification
- d. Sub-vendor manufacturing records
- e. Quality plans for inspection and testing
- f. Procedures
- g. Qualification certificates
- h. Non-conformance / corrective action reports
- i. Performance, NPSH reports, String Test Reports (Where applicable), etc.

Note: For preparing Parts 2 and 3 of mechanical equipment below documents shall be taken into account as well:

- DPI9812-000-000-ME-LST-0000-0001- supplier documentation requirement schedule for fixed equipment
- DPI9812-000-000-ME-LST-0000-0002- supplier documentation requirement schedule for Rotary & package equipment




The VDB shall be supplied in hardback bound documents furnished in A4 size. All drawings and documents with any size shall be sent in full size. Prints not adaptable to A4 size shall

 	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)																		
Contract No.: DPIC/98-12	DOCUMENT TITLE: Vendor Document Handling Procedure <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 12.5%;">Proj. Code</th> <th style="width: 12.5%;">Area</th> <th style="width: 12.5%;">Unit</th> <th style="width: 12.5%;">Disc. Code</th> <th style="width: 12.5%;">Doc. Type</th> <th style="width: 12.5%;">Material Code</th> <th style="width: 12.5%;">Serial. No</th> </tr> </thead> <tbody> <tr> <td>DPIC9812</td> <td>000</td> <td>000</td> <td>PM</td> <td>PR</td> <td>0000</td> <td>0011</td> </tr> </tbody> </table>	Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No	DPIC9812	000	000	PM	PR	0000	0011	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Class: A</td> <td style="width: 50%;">Rev. D1</td> </tr> <tr> <td colspan="2" style="text-align: center;">Sheet 16 of 23</td> </tr> </table>	Class: A	Rev. D1	Sheet 16 of 23	
Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No														
DPIC9812	000	000	PM	PR	0000	0011														
Class: A	Rev. D1																			
Sheet 16 of 23																				

be reduced as much as practicable and shall be folded with the title visible and placed in A4 size clear plastic wallets. Number of Hard and Soft Copies shall be in accordance with final documentation procedure.




Where modifications or revision occur after the submission of the VDB the Vendor shall update all copies in possession of the Purchaser and PPI with adequate replacements of revised documentation.

This document is the property of DPIC. Any unauthorized attempt to reproduce it, in any form, is strictly prohibited.

 	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)																		
Contract No.: DPIC/98-12	DOCUMENT TITLE: Vendor Document Handling Procedure <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 12.5%;">Proj. Code</th> <th style="width: 12.5%;">Area</th> <th style="width: 12.5%;">Unit</th> <th style="width: 12.5%;">Disc. Code</th> <th style="width: 12.5%;">Doc. Type</th> <th style="width: 12.5%;">Material Code</th> <th style="width: 12.5%;">Serial. No</th> </tr> </thead> <tbody> <tr> <td>DPIC9812</td> <td>000</td> <td>000</td> <td>PM</td> <td>PR</td> <td>0000</td> <td>0011</td> </tr> </tbody> </table>	Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No	DPIC9812	000	000	PM	PR	0000	0011	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Class: A</td> <td style="width: 50%;">Rev. D1</td> </tr> <tr> <td colspan="2" style="text-align: center;">Sheet 17 of 23</td> </tr> </table>	Class: A	Rev. D1	Sheet 17 of 23	
Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No														
DPIC9812	000	000	PM	PR	0000	0011														
Class: A	Rev. D1																			
Sheet 17 of 23																				




This document is the property of DPIC. Any unauthorized attempt to reproduce it, in any form, is strictly prohibited.

Attachment # 1 (Transmittal Template)

 	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)																		
Contract No.: DPIC/98-12	DOCUMENT TITLE: Vendor Document Handling Procedure <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 12.5%;">Proj. Code</th> <th style="width: 12.5%;">Area</th> <th style="width: 12.5%;">Unit</th> <th style="width: 12.5%;">Disc. Code</th> <th style="width: 12.5%;">Doc. Type</th> <th style="width: 12.5%;">Material Code</th> <th style="width: 12.5%;">Serial. No</th> </tr> </thead> <tbody> <tr> <td>DPIC9812</td> <td>000</td> <td>000</td> <td>PM</td> <td>PR</td> <td>0000</td> <td>0011</td> </tr> </tbody> </table>	Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No	DPIC9812	000	000	PM	PR	0000	0011	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Class: A</td> <td style="width: 50%;">Rev. D1</td> </tr> <tr> <td colspan="2" style="text-align: center;">Sheet 18 of 23</td> </tr> </table>	Class: A	Rev. D1	Sheet 18 of 23	
Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No														
DPIC9812	000	000	PM	PR	0000	0011														
Class: A	Rev. D1																			
Sheet 18 of 23																				




This document is the property of DPIC. Any unauthorized attempt to reproduce it, in any form, is strictly prohibited.

Attachment # 2 (Document Numbering)

 	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)																		
Contract No.: DPIC/98-12	DOCUMENT TITLE: Vendor Document Handling Procedure <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 12.5%;">Proj. Code</th> <th style="width: 12.5%;">Area</th> <th style="width: 12.5%;">Unit</th> <th style="width: 12.5%;">Disc. Code</th> <th style="width: 12.5%;">Doc. Type</th> <th style="width: 12.5%;">Material Code</th> <th style="width: 12.5%;">Serial. No</th> </tr> </thead> <tbody> <tr> <td>DPIC9812</td> <td>000</td> <td>000</td> <td>PM</td> <td>PR</td> <td>0000</td> <td>0011</td> </tr> </tbody> </table>	Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No	DPIC9812	000	000	PM	PR	0000	0011	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Class: A</td> <td style="width: 50%;">Rev. D1</td> </tr> <tr> <td colspan="2" style="text-align: center;">Sheet 19 of 23</td> </tr> </table>	Class: A	Rev. D1	Sheet 19 of 23	
Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No														
DPIC9812	000	000	PM	PR	0000	0011														
Class: A	Rev. D1																			
Sheet 19 of 23																				




This document is the property of DPIC. Any unauthorized attempt to reproduce it, in any form, is strictly prohibited.

Attachment # 3
(Document Title Blocks-CAD Formats)
6 Sheets

 	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)																		
Contract No.: DPIC/98-12	DOCUMENT TITLE: Vendor Document Handling Procedure <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 12.5%;">Proj. Code</th> <th style="width: 12.5%;">Area</th> <th style="width: 12.5%;">Unit</th> <th style="width: 12.5%;">Disc. Code</th> <th style="width: 12.5%;">Doc. Type</th> <th style="width: 12.5%;">Material Code</th> <th style="width: 12.5%;">Serial. No</th> </tr> </thead> <tbody> <tr> <td>DPIC9812</td> <td>000</td> <td>000</td> <td>PM</td> <td>PR</td> <td>0000</td> <td>0011</td> </tr> </tbody> </table>	Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No	DPIC9812	000	000	PM	PR	0000	0011	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Class: A</td> <td style="width: 50%;">Rev. D1</td> </tr> <tr> <td colspan="2" style="text-align: center;">Sheet 20 of 23</td> </tr> </table>	Class: A	Rev. D1	Sheet 20 of 23	
Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No														
DPIC9812	000	000	PM	PR	0000	0011														
Class: A	Rev. D1																			
Sheet 20 of 23																				




This document is the property of DPIC. Any unauthorized attempt to reproduce it, in any form, is strictly prohibited.

Attachment # 4
(Document Blank Template-Word)
3 Sheets

 	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)															
Contract No.: DPIC/98-12	DOCUMENT TITLE: Vendor Document Handling Procedure <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 12.5%;">Proj. Code</th> <th style="width: 12.5%;">Area</th> <th style="width: 12.5%;">Unit</th> <th style="width: 12.5%;">Disc. Code</th> <th style="width: 12.5%;">Doc. Type</th> <th style="width: 12.5%;">Material Code</th> <th style="width: 12.5%;">Serial. No</th> </tr> </thead> <tbody> <tr> <td>DPIC9812</td> <td>000</td> <td>000</td> <td>PM</td> <td>PR</td> <td>0000</td> <td>0011</td> </tr> </tbody> </table>	Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No	DPIC9812	000	000	PM	PR	0000	0011	Class: A	Rev. D1 Sheet 21 of 23
Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No											
DPIC9812	000	000	PM	PR	0000	0011											




This document is the property of DPIC Any unauthorized attempt to reproduce it, in any form, is strictly prohibited.

Attachment # 5
(Document Blank Template-Excel)
3 Sheets

 	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)																		
Contract No.: DPIC/98-12	DOCUMENT TITLE: Vendor Document Handling Procedure <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 12.5%;">Proj. Code</th> <th style="width: 12.5%;">Area</th> <th style="width: 12.5%;">Unit</th> <th style="width: 12.5%;">Disc. Code</th> <th style="width: 12.5%;">Doc. Type</th> <th style="width: 12.5%;">Material Code</th> <th style="width: 12.5%;">Serial. No</th> </tr> </thead> <tbody> <tr> <td>DPIC9812</td> <td>000</td> <td>000</td> <td>PM</td> <td>PR</td> <td>0000</td> <td>0011</td> </tr> </tbody> </table>	Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No	DPIC9812	000	000	PM	PR	0000	0011	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Class: A</td> <td style="width: 50%;">Rev. D1</td> </tr> <tr> <td colspan="2" style="text-align: center;">Sheet 22 of 23</td> </tr> </table>	Class: A	Rev. D1	Sheet 22 of 23	
Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No														
DPIC9812	000	000	PM	PR	0000	0011														
Class: A	Rev. D1																			
Sheet 22 of 23																				

This document is the property of DPIC. Any unauthorized attempt to reproduce it, in any form, is strictly prohibited.

Attachment # 6
Vendor Print Index Schedule (VPIS)
2 Sheet

 	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)																		
Contract No.: DPIC/98-12	DOCUMENT TITLE: Vendor Document Handling Procedure <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 12.5%;">Proj. Code</th> <th style="width: 12.5%;">Area</th> <th style="width: 12.5%;">Unit</th> <th style="width: 12.5%;">Disc. Code</th> <th style="width: 12.5%;">Doc. Type</th> <th style="width: 12.5%;">Material Code</th> <th style="width: 12.5%;">Serial. No</th> </tr> </thead> <tbody> <tr> <td>DPIC9812</td> <td>000</td> <td>000</td> <td>PM</td> <td>PR</td> <td>0000</td> <td>0011</td> </tr> </tbody> </table>	Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No	DPIC9812	000	000	PM	PR	0000	0011	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Class: A</td> <td style="width: 50%;">Rev. D1</td> </tr> <tr> <td colspan="2" style="text-align: center;">Sheet 23 of 23</td> </tr> </table>	Class: A	Rev. D1	Sheet 23 of 23	
Proj. Code	Area	Unit	Disc. Code	Doc. Type	Material Code	Serial. No														
DPIC9812	000	000	PM	PR	0000	0011														
Class: A	Rev. D1																			
Sheet 23 of 23																				

This document is the property of DPIC. Any unauthorized attempt to reproduce it, in any form, is strictly prohibited.

Attachment # 7
(Technical Query Form)
1 Sheet