



	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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PROJECT PROCEDURE

Vendor Planning and Reporting

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1 SCOPE

This procedure covers the vendor's planning and scheduling and Monthly progress report for the project as per contract.

2 PURPOSE

The purpose is to define the contents and the date of issuance of the vendor's Monthly report to minimize the work and the time necessary for the preparation of the vendor's Monthly report to NEC. It is prepared to describe how vendor can prepare the planning documents for the purpose of scheduling, monitoring and reporting activities of the project to purchaser.

3 OBJECTIVES

Issuance of the vendor's progress report, plan time schedule and updating schedule to JV as per contract.



4 RESPONSIBILITIES

Each vendor is responsible for preparing his updated progress report and updated schedule and issuing to JV procurement Expeditor according to this procedure and the attached files. For updating the Client Overall Project Report, JV project team will review and check the vendors' Progress reports.

5 INSTRUCTIONS & CONTENTS

5.1 Work Breakdown Structure

A detailed Work Breakdown Structure (WBS) with the weight factors up to the level 4 shall be prepared and issued upmost two days after holding the kick-off meeting

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date, for each purchase order (PO). Attachment 8 is a sample of WBS. Different Levels of WBS are as per below:



Level 1: Project

Level 2: Phase

Different phases of the project include engineering, raw material/supply, manufacturing, ex-work, transportation and final book. The weight factors of each phase is according to the relevant column of the below table.

WBS LEVEL	A*	B**	C^	D^^
Engineering	5%	10%	20%	5%
Raw Material/Supply	35%	30%	35%	35%
Manufacturing	45%	45%	30%	45%
Ex-Work	5%	5%	5%	5%
Transportation (If Transportation is not in the vendor's scope of work, the weight should be merged with Ex-Work)	5%	5%	5%	5%
Final Book	5%	5%	5%	5%

- A* (Fixed Equipment) such as: Tower, Exchanger, Reactor, Tank and etc.
- B** (Rotary/Package) such as: Pump, Compressor, Blower, Packages, Laboratory Equipment and etc.
- C^ (Electrical/Instrument Main Equipment) such as: Transformer, Panel and etc.
- D^^ (Bulk Materials) such as: Piping Materials, Electrical/Instrument Bulk Material, Additive/Chemicals/Catalyst and etc.



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Level 3:

- **Engineering Level:** Except to list all of engineering drawings and documents, **WORK Break down Structure (WBS), Time Schedule and Vendor Progress Report** must be listed in VPIS.
- **Raw Material / Supply (Sub-Vendor) Level:** The type of supplyment – domestic or foreign - for all of raw material or equipments should be specified.
- **Manufacturing:** Tag number of equipments should be mentioned, except bulk material POs (See the attached sample).
- **Transportation:** The type of transportation- off shore or on shore - for all deliverables should be specified.
- **Final Book:** For all final deliverables should be specified.

Level 4:

- **Engineering Level:** -
- **Raw Material/Supply (Sub-Vendor):** Please mention main items to be purchased (Attachment 6) as following.
 - **For domestic items the activities:**
 1. "PO placement"
 2. "EX work "
 3. "Delivery to shop";
 - **For foreign items the activities:**
 1. "PO placement",
 2. "Ex work"
 3. "Custom clearance"

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4. "Delivery to shop"

- **Manufacturing:** Sequence of fabrication activities such as: cutting, rolling, welding, casting and assembly of heads, shells, flanges and etc should be defined.
- **Ex-Work and Transportation**

For "Ex-Work and Transportation" following activities should be specified:

- For Onshore items: EX Work and shipment ...
- For Offshore items: EX Work and Shipment ...



5.2 Time Schedule

The following items should be prepared and sent to JV (if required):

1- Baseline Time Schedule: each vendor should develop a time schedule for each of his purchase order. Once the vendor's time schedule is approved by JV, the approved time schedule is called Baseline Time Schedule. As a reference, Baseline Time Schedule is a complete copy of the project time schedule that can be compared to the Update Time Schedule for any evaluation in future project reports. In Baseline Time Schedule the start and finish dates of project are according to the relevant clause of vendor's purchase order. The Baseline Time Schedule should cover all of the activities in the vendor's scope of work (Attachment 1). Baseline Time Schedule is used to track progress on the project.

The output of Baseline Time Schedule is Plan S-Curve (Attachment 3).

- For each purchase order, vendor should issue both the native file of Baseline Time Schedule and the PDF format, utmost four days after the approval of WBS. Primavera Project Planner Enterprise (P6 Version 6 ~ 8.2) is acceptable software for development of Time Schedule.
- The WBS, described in 5-1 section, must be fully incorporated in the time schedule.
- At least the below columns should be included in Baseline and Updaed Time Schedules and moreover Gant Chart view should be showed in which Baseline bars,

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Actual bars, Remaining Work bars, and Critical Remaining Work are illustrated (Attachment 1).

- WBS Level Description
- Activity Name
- Original Duration
- Baseline Project Start
- Baseline Project Finish
- Start
- Finish
- Actual Percent Complete
- Weight Factors

➤ The below milestones should be defined in Baseline and Updated Time Schedules:

- PO Sign Date
- LOI Date
- Kick off Meeting Date
- Performance Bank Guaranty Payment Date
- Advanced (Down) Payment Bank Guarantee
- Advanced (Down) Payment Date
- Effective Date
- End of Engineering (Date)
- End of Row Material/Supply (Date)
- End of Fabrication (Date)
- Contract Finish Date

2- Updated Time Schedule: after creating and saving Baseline Time Schedule, time schedule is to be updated, meaning that the actual information should be entered and recorded in the time schedule by the vendor. Actual information for each activity at least contains the actual start date, actual finish

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date, remaining duration and actual progress. The output of Updated Time Schedule is Actual S-Curve (Attachment 3).



At the early stages of the project, the finish date of each activity is the same as Baseline Finish Date, but after the progress of project, the activity start/finish dates may get behind the activity Baseline start/Finish Date.

One of the output of Updated Time Schedule can be Forecast S-Curve.

- Vendor should send updated time schedule to JV Monthly.
- Due to the condition of the project, vendor may be requested to issue forecast S-Curve to JV.

3- Catch up (Recovery) Time Schedule: when there is a considerable delay in the project, JV may request the vendor to compensate the delay by issuing a catch up plan. In Catch up Time Schedule the finish date of project is the same as the Baseline Time Schedule finish date, but vendor should accomplish the remaining work in an appropriate way to accelerate the project execution. As a result, the periodic plan progresses will be changed and increased compared to Plan S-Curve (Attachment 3).

4- Replan: along with the project progress, the update information may detect some deviations from Baseline Time Schedule, caused by various factors. If the variances are significantly beyond the Baseline Time Schedule, some adjustments are considered to be applied to the time schedule; and vendor will be asked to issue a replan to JV. The replanning will be according to the conditions mentioned in the contract and also project specific considerations in the time of the replanning. In a Replan the project duration will be extended. The amount of extension should be permissible by the client while JV approves the vendor's replan. Vendor should consequently calculate the amounts of Replan S-Curve and illustrate its corresponding S-Curve in the reports. .

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5.3 Vendor Monthly Report

The cut off dates of Vendor Monthly Report are the 25th of Iranian calendar. The vendor should issue it to the purchaser maximum one day after the cut of dates. The format of Vendor Monthly Report document is attached (Attachment 2~7).

Updated Time Schedule is a major part of Vendor Monthly Report and its native files and PDF format should be sent to the purchaser simultaneously.

Vendor should incorporate all of the activities that were executed during the last period. The progress percentage of each activity from the lowest level of WBS shall be rolled up to the upper levels of the WBS by consideration of its weight factor and finally the progress percentage of the project should be calculated (Planned and Actual).

Document Status Report (Attachment 5) shall be filled down according to the Vendor's Document List (Approved VPIS). Document Status Report shall include all documents requested in the relevant contract scope of work and the actual progress of documents is according to the belows:

Receipt of Code 1 from NEC (Approved For Fabrication): 100 %



Receipt of Code 2 from NEC (Approved For Fabrication; Except As Noted): 80 %

Receipt of Code 3 from NEC (Not Approved): 60 %

First Issue of Document by Vendor: 60%

Column of "Document's Weight" shall be filled according to JV & Vendor's experiment.

The column of "Forecast Issue Date" shall be filled based on time schedule (Approved Base line time schedule for the the first revision and Updated time schedule for next revisions of VPIS).

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Material Status Report (Sub-Vendor / Sub-Manufacturer) (Attachment 6) shall be filled out by vendor for main Raw Material/Parts/Equipments according to the scope of work (contract) and approved time schedule.

The column of “Weight Factor” shall be filled according to JV & Vendor’s experiment.

Fabrication Status Report (Attachment 7) shall be filled out by vendor for each tag number and according to its fabrication sequence and according to the scope of work (contract) and approved Time Schedule.

Columns of “Fabrication Weight” and “Fabrication Sequence” shall be filled according to JV & Vendor’s experiment and Process of Fabrication.

The native Format of xls for the Monthly Report (Attachment 2~7) and XER for Time Schedule (Attachment 1) shall be submitted to the purchaser.




Note 1: Due to the condition of the project, vendor may be requested to issue his reports Weekly, Bi-Weekly or Monthly.

Note 2: Vendor should send non-routine reports by case of purchaser requirement.

Note 3: When several purchase orders are given to a vendor, a separated Report and Time Schedule shall be prepared for each PO.

5.4 Photos

Vendor shall prepare photos of received raw material and last manufacturing status for all main equipment and tag numbers

 	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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6 Attachments

- 6.1.1 Attachment 1: Sample of Time schedule
- 6.1.2 Attachment 2-7: Progress Report (Sample file)
- 6.1.3 Attachment 8: Sample of WBS