



### MINUTES OF KICK-OFF MEETING



Supplier:  
Kasravand- Mycom

Project Title:  
DEHDASHT HIGH DENSITY  
POLYETHYLENE PROJECT

Date: 14-Sep-21  
Project No.: N-299

MR. No.:  
DPIC9812-001-000-ME-MR-4150-0001

P.O. Description:  
Refrigeration Unit

P.O. No.:  
DPIC-PO-NEC-299-1002




MOM No. : DPIC9812-NEC-VEN-MOM-0001

#### People Attending: (\* Part Time Attendance)

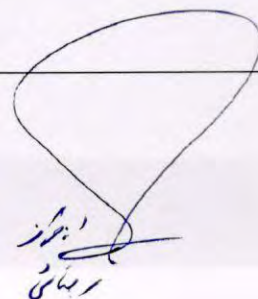
Company:	Job Title:	Name:
OWNER/Dehdasht Petrochemical Co.	Planning Executive	Mr. Fatemi (Dehdasht)
	Mechanical Dep.	Mr. Shariati (PIDEMCO)
	Planning Dep.	Mr. Naderpour (PIDEMCO)
NARGAN	Project Procurement Lead	Mr. Ansarian
	Procurement Specialist	Mr. Ostadrahimi <i>M. Ostadrahimi</i>
	Project Engineer	Mr. Mokaram <i>S. Mokarram</i>
	Mechanical Lead Engineer	Mr. Abbaspour <i>Adel Abbaspour</i>
	Planning Lead Engineer	Mr. Saadat
	Planning Engineer	Ms. Jeyhani
VENDOR (Kasravand – Mycom)	Project Manager	Mr. Amin Malekinia
	Engineering Manager	Mr. Peyman Roshannia
	QC/ Inspection Manager	Mr. Masood Razmgir
	Project Expeditor	Ms. Mojgan A. Rezaei
	Planning Engineer	Ms. Tara Khorsand

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*A. Malekinia*

 <b>NARGAN</b>		<b>MINUTES OF KICK-OFF MEETING</b>	
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<b>1. COORDINATION:</b> 1.1. Contact Information			
<b>A) Nargan Representatives (Purchaser):</b>			
<b>Position</b>	<b>Name</b>	<b>Tel. No.:</b>	<b>Email:</b>
Project Manager	Ms. Hassaneyn	88383832	h.hassaneyn@nargan.com
Project Procurement Lead	Mr. Ansarian	88383832	a.ansarian@nargan.com
Procurement Specialist	Mr. Ostadrahimi	88383832	m.ostadrahimi@nargan.com
Planning Lead Engineer	Mr. Saadat	88383832	f.saadat@nargan.com
Discipline Lead Engineer			
Inspection Manager	Mr. Rezaei	88383832	m.rezaei@nargan.com
<b>B) Supplier Representatives:</b>			
<b>Position</b>	<b>Name</b>	<b>Tel. No.:</b>	<b>Email:</b>
Project Manager	Mr. Malekinia	88212350	malekinia@kasravand.com
Engineering Manager	Mr. Roshannia	88212350 (111)	roshannia@kasravand.com
QC/ Inspection Manager	Mr. Razmgir	56233225	razmgir@kasravand.com
Project Expeditor	Ms. Rezaei	88212350 (412)	rezaei@kasravand.com
Planning Engineer	Ms. Khorsand	88212350 (217)	khorsand@kasravand.com
DCC	Ms. Habibi	88212350 (105)	drp@kasravand.com
<b>Project Organization Chart (attached):</b>			
<b>1.2) Correspondence:</b>			
<b>1.2.1) Correspondence procedure (if any):</b> It shall be done according to the "VENDOR DOCUMENT HANDLING PROCEDURE" document no. "DPIC9812-000-000-PM-PR-0000-0011-D0" (Attach.#1)			
<b>1.2.2) From supplier to Nargan(Transmittal / Letter / E-mail / PCIM Webpage):</b>  All project correspondences (technical & un-priced) except commercial matters shall be sent via PCIM System. All vendor documents (as mentioned in Vendor Document Requirements table as per MR) should be sent and received in accordance with "PCIM Manual". (Attach#2. PCIM Manual) (According to "Vendor Document Handling Procedure" and "Animated Held for Vendor Transmittal With VPIS") which both are handed over vendor earlier.			
<b>1.2.3) From Nargan to supplier(Transmittal / Letter / e-mail / PCIM Webpage):</b> Same as 1.2.2			

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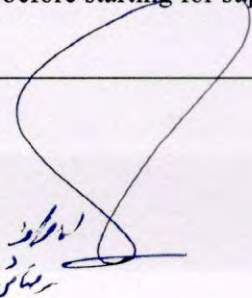


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<p>1.2.4) Monthly progress reports (Submission date / Cut-off date):</p> <p>Cut-Off date for each report is the 25th day of Iranian Calendar and issue date is by 28<sup>th</sup> of the same month</p>		
<p>1.2.5) Commercial correspondence:</p> <p>Shall be done via e-mail to the attention of the project manager, procurement lead and procurement specialist or thru formal letter to the attention of the project manager.</p>		
<p>1.2.6) Type of correspondence/ documents (Soft / Hard):</p> <p>According to "Vendor Document Handling Procedure"</p>		
<p>1.3) Documentation and correspondence numbering system:</p> <p>According to the "Document Numbering Procedure" with Doc. No. DPIC9812-000-PM-PR-0001-D1 (Attach#3)</p>		
<p><b>2. PLANNING:</b></p> <p><b>2.1) Time schedule format:</b></p> <p>Vendor Shall Prepare WBS and Time Schedule according to "Vendor Planning and Reporting Procedure" DPIC9812 -000-000-PL-PR-0000-0003-D0 (attachment #5).</p> <p>WBS shall be sent one week after KOM and after approval of WBS, Time schedule shall be submitted with Transmittal via PCIM.</p> <p><b>Note1:</b> Project Start Date shall be scheduled on <b>Effective Date</b>.</p> <p><b>Note2:</b> "<b>Project Finish Date</b>", shall be set Not later than 14 Months (Contractual Duration) after Effective Date (9-Aug-21).</p>		
<p>2.2) Documents submission schedule by supplier:</p> <p>According to approved VPIS</p>		
<p><b>3. EXPEDITING:</b></p> <p>3.1) Packing List of each ready part, shall be submitted to Nargan 2 days prior to shipment. (Attac#4 Packing &amp; Marking Procedure)</p> <p>3.2) Monthly progress report format:</p> <p>Vendor shall submit the monthly report showing latest status of the progress in engineering, procurement of raw materials, fabrication and inspection stages via PCIM each month. (Attach#5 Vendor Planning &amp; Reporting Procedure)</p>		
<p>3.3) List of sub-vendors:</p> <p>List of Sub-Vendors for each item shall be issued and submitted by Vendor before starting for supply to get Nargan approval.</p> <p>Vendor to submit the sub-vendors list by 18-Sep-21.</p>		

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 محمد علی محمدی  
 رییس



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#### 3.4) Fabrication and delivery location:

Fabrication work shop is at Shamasabad Industrial Zone, Tehran-Iran  
Delivery place as per the purchase order is Shamasabad Industrial Zone, Tehran-Iran.

#### 3.5) Packing and shipment (Packing list / Shipping style drawing):

Shipping style drawing, shall be submitted by vendor in Packing & Marking Procedure.  
For those heavy lifting equipment that requires special care in transport, the shipping sketch and dwg. Shall be provided three months before shipment.

#### 3.6) Special expediting issues(if any):

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### 4. INSPECTION:

#### 4.1) Inspection and Test Plan (ITP)/Quality Control Plan (QCP):

The inspection and test plan as per the attached guidelines and relevant procedures (Attach#6) will be issued by vendor via PCIM for receiving comments/approval by Nargan and client on 21-Sep-21.

#### 4.2) Pre-inspection meeting (PIM) date:

It is agreed to hold PIM after ITP approval on estimate date Mid of October,2021.

#### 4.3) Fabrication procedure for special mechanical items (if any):

Fabrication procedure will be submitted for pressure vessel.  
Vendor will check fabrication procedure of Compressor and inform client.

#### 4.4) Packing procedure:

Vendor shall submit packing and marking procedure on basis of the Project Packing Specification, for Nargan comments/approval.

#### 4.5) Special inspection issues (if any):

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### 5. ENGINEERING:

#### 5.1) Documents and drawings (Review / Comment / Approval):

-VPIS will be issued till 18.Sep.2021.

-Following document shall be issued in first priority after VPIS:

\*Project fill in data sheet

\*PFD

\*P&ID (including seal system)

\*GA DWG

\*Inspection and test plan

\*Sectional DWG of compressor

\*Spare part list (commissioning, two years, capital)

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*Special tool list *Sub vendor list		
5.2) Supplier scope of work:		
5.3) Technical comments and clarifications: -Vendor to prepare "Vendor Print Index and Schedule" (V.P.I.S.) according to Purchaser Format will be sent for approval. - Vendor shall submit documents and drawings according to "Vendor Print Index and Schedule (V.P.I.S.). No document / drawing will be reviewed before receipt of V.P.I.S. - All Documents / Drawings shall be written in English & SI units. - In case Vendor documents which are submitted to Purchaser for approval or for information contain any deviation or modification from purchaser's requirements, such deviation or modification shall be clearly marked up and sent through official letter and will be subjected to client approval. - Any document revised by Vendor shall have revision and cloud mark in all required parts. Otherwise will not be reviewed and Vendor would be responsible for any possible caused problem. - Pre Inspection Meeting (PIM) will be arranged to be held with having approved required documents and before start of manufacturing. Pre Inspection Meeting date will be agreed later. - Documents with different subject such as Engineering Document and Inspection document shall not be included in one Transmittal.		
5.4) Documents and drawings templates / title block (ACAD, Word, Excel...):		
5.5) Previous technical agreements (Validity / Conflicts):		
5.6) Vendor data book:  Vendor will issue index for approval before submitting VDB. The requirements for the said data book shall be in accordance with the Vendor Document Handling Procedure.		
5.7) Special engineering issues (if any):		

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### 6. LIST OF MOM ATTACHMENTS:

Given in the relevant clauses.

Attachment #1: Vendor document handling procedure - DPIC9812-000-000-PM-PR-0000-0011-D1

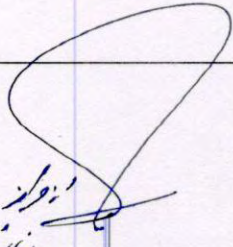
Attachment #2: PCIM System Manual

Attachment #3: Document Numbering Procedure - Doc. No. DPIC9812-000-PM-PR-0001-D1

Attachment #4: Packing & Marking Procedure

Attachment #5: Vendor Planning & Reporting Procedure

Attachment #6: Quality Control and Inspection

  
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