



**Tabriz Petrochemical Company**  
**310 KTPA HDPE Plant**

**Vendor Document Handling Procedure**



**Class 1**

Project	Sub-Phase	Unit	Disc.	Type	Serial No.	Rev.
HDPE-16	GM	00	PC	PRC	0002	03

**Page 1 of 18**

# Vendor Document Handling Procedure

**Contract No.** : 1400-102-18  
**Project** : Tabriz 310 KTPA HDPE Plant  
**Owner** : Tabriz Petrochemical Company (TPC)  
**Site** : Tabriz Petrochemical Zone, East Azerbaijan Province, Iran

03	20.09.22	Final	A. Nobari	AR. Peyambari	S. Iranizadeh	M. Jarghuie
02	20.02.22	Final	F. Arabahmadi	AR. Peyambari	S. Iranizadeh	M. Jarghuie
01	09.02.22	Issue for Approval	F. Arabahmadi	AR. Peyambari	S. Iranizadeh	M. Jarghuie
00	18.09.21	Issue for Approval	F. Arabahmadi	AR. Peyambari	M. Jabbari	M. Jarghuie
Rev.	DATE (DD.MM.YY)	PURPOSE OF ISSUE	PREPARED	CHECKED	APPROVED	AUTHORIZED



Page	Rev. 00	Rev. 01	Rev. 02	Rev. 03	Rev. 04
1	✓	✓	✓	✓	
2	✓	✓	✓	✓	
3	✓				
4	✓				
5	✓	✓			
6	✓				
7	✓				
8	✓			✓	
9	✓	✓		✓	
10	✓	✓			
11	✓	✓			
12	✓				
13	✓				
14	✓	✓			
15	✓			✓	
16	✓			✓	
17	✓	✓			
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

[illegible]



## TABLE OF CONTENTS

<b>1</b>	<b>Scope .....</b>	<b>4</b>
<b>2</b>	<b>Project Description.....</b>	<b>4</b>
2.1	Tabriz HDPE Plant Introduction.....	4
2.2	Tabriz HDPE Units Description.....	4
<b>3</b>	<b>Definitions.....</b>	<b>4</b>
<b>4</b>	<b>References.....</b>	<b>5</b>
<b>5</b>	<b>Responsibilities.....</b>	<b>6</b>
<b>6</b>	<b>Procedure.....</b>	<b>6</b>
6.1	Documentation General Notes.....	6
6.2	Language.....	7
6.3	Numbering System.....	7
6.3.1	Document Numbering System.....	7
6.3.2	Transmittal / Letter / MOM / Modification / Comment Sheet / Reply Sheet Numbering System.....	9
6.4	Computer Systems and Electronic Data Handover .....	9
6.5	Document Purpose of Issue (POI).....	10
6.6	Document Stage.....	10
6.7	Revision Numbers and Revision Marks.....	11
6.8	Title Block and Cover Sheet.....	12
6.9	Document Sizes.....	13
6.10	Naming the Electronic Files of Documents.....	14
6.11	Issue and Review of Documents.....	15
6.12	Final Documentation .....	17
<b>7</b>	<b>Attachments.....</b>	<b>18</b>

## 1 Scope

This procedure covers the requirements for preparation, review and distribution of VENDOR documents for Tabriz Petrochemical Company HDPE PLANT PROJECT.

The scope and the number of required documents and associated dates are outlined in relevant PURCHASE ORDERS and also in this procedure.

## 2 Project Description

### 2.1 Tabriz HDPE Plant Introduction

Tabriz Petrochemical Company (hereinafter referred to as “TPC” or “OWNER”) a company organized and existing under the laws of the Islamic republic of Iran, desires to establish and operate a High-Density Polyethylene (HDPE) plant hereinafter referred to as the PLANT for manufacturing of HDPE as products/services at Tabriz City, East Azerbaijan Province, Iran.

The PROJECT consists from main process units, utility distribution (as all required utilities will be supplied from existing facilities located in Tabriz Petrochemical Complex) and corresponding offsite facilities (i.e. product warehouse).

The PROJECT shall be capable to produce 310 KTPA of HDPE product with different grades as per corresponding process technology prepared by NPC Research & Technology (NPC-RT) as the Licensor.

### 2.2 Tabriz HDPE Units Description

The Tabriz HDPE plant consists of the following units:

Unit Code	Description
000	General
100	Powder Production Unit
200	Powder Workup Unit
300	Hexane Recovery
400	Auxiliary Production Unit
500	Pelletizing Unit
600	Pellet Homogenizing Unit
700	Bagging Unit
800	Utility Distribution & Safety System
900	Fire Fighting and Safety Systems

## 3 Definitions

- **PROJECT:** EPCC of Tabriz 310 KTPA HDPE Plant
- **OWNER:** Tabriz Petrochemical Company (TPC)



Project	Sub-Phase	Unit	Disc.	Type	Serial No.	Rev.
HDPE-16	GM	00	PC	PRC	0002	03

- **MC:** Namavaran Delvar Engineering & Construction (NDEC) Co.
- **PURCHASER:** Energy Industries' Engineering and Design (EIED) Co.
- **CONTRACT:** The binding agreement between OWNER and PURCHASER (Contract No. 1400-102-18)
- **SUPPLIER:** Any company or person, to whom with prior approval has subcontracted directly or indirectly at any level any part of PROJECT (as a Sub PURCHASER), or the PURCHASER has bought directly or indirectly at any level any material or equipment (as a Vendor) which are part of PROJECT.
- **TERMS AND EXPRESSION:**
  - **Shall:** Use to express a requirement.
  - **Should:** Use to express a strong recommendation.
  - **HOMA®:** HOMA® is a web-based Electronic Integrated Engineering Documents (EIED) management system and deployed for handling of engineering documents and comment sheets in E, P and C phase of the PROJECT as well.
  - **Field:** The site of the Tabriz HDPE Plant, on which the work of the PROJECT shall be proceeded. The Tabriz HDPE Plant and its site office is located at Tabriz, East Azerbaijan Province, Iran.
  - **Work:** All products/services related to the PROJECT.
- **ABBREVIATIONS**
  - VPIS: Vendor Print Index & Schedule
  - SPIR: Spare Part Interchangeability Report
  - FTP: File Transfer Protocol
  - VDB: VENDOR Data Book
  - TQ: Technical Query
  - NCR: Non-Conformity Report
  - POI: Purpose of Issue

## 4 References

- PROJECT contract (Contract No. 1400-102-18)
- Kick-off Meeting (MOM No. MSCS-M-EPC-0001)
- Vendor Coordination Procedure (Doc. No.: HDPE-16-GM-00-QM-PRC-0006)
- Vendor Planning, Scheduling and Reporting Procedure (Doc. No.: HDPE-16-GM-00-PC-PRC-0003)

## 5 Responsibilities

PURCHASER's Planning & Project control Coordinator is responsible for preparing and updating this procedure.

VENDOR's planning and project control team is responsible for preparing the documents that are mentioned in this procedure based on the mentioned instructions.

## 6 Procedure

### 6.1 Vendor Print Index & Schedule

Since Vendor receipt purchase order or letter of intent (LOI), they shall prepare VPIS with estimated issue date for all documents, and issue that before KOM, for EIED review and comment. VPIS shall be approved before any other Vendor's document be issued.

Any modification (Add, Delete, document number or title Modification, POI change, Plan Issue Date change) on Approved VPIS shall be done by submitting Vendor Modification Request Form (Attachment#3), So Vendor has no right to delete or add any document/drawing in VPIS without receiving PURCHASER approval via Document Modification Request Form.

All Modification Forms shall be submitted by Vendor for receiving PURCHASER approval minimum ten (10) working days before issue date of the document. In case of not receiving PURCHASER reply on submitted Modification Form after five (5) working days from Modification received date, Modification form will be considered as deemed approved and Vendor can proceed the work for implementing required modification in project VPIS.

For numbering of Modification Request Forms below instruction shall be followed by VENDOR:

<b>HDPE-16</b>	-	<b>XXX</b>	-	<b>PO No.</b>	-	<b>Discipline</b>	-	<b>M</b>	-	<b>Serial Number</b>
----------------	---	------------	---	---------------	---	-------------------	---	----------	---	----------------------

Whereas:

**HDPE-16:** is unique code for HDPE PLANT of Tabriz Petrochemical Company.

**XXX:** is an abbreviation stands for VENDOR name which is specified (agreed) during the Kick-Off Meeting.

**Discipline:** is a 2 characters code which stands for PURCHASER Discipline name

**M:** is a fixed parameter stands for Modification

**Serial Number:** is a four-digit numerical parameter which shall be a chronological reference number for each Modification: starting from "0001" onwards.

For Example:

**HDPE-16-XXX-5003-ME-M-0001** is the number of the first Modification Request form which has to be submitted to PURCHASER by XXX VENDOR.



## 6.2 Documentation General Notes

- All drawings and documents (i.e. specifications, calculations, performance curves / data, lists, data sheets...) are referred to as “Documents”.
- VENDOR shall submit to PURCHASER the electronic files (Native & PDF) of documents under the VENDOR transmittal form (Attachment #1) of this procedure.
- A transmittal forms shall at all times accompany all documents except for “Technical Queries”, “Reply Sheet”, “Modification Form” & “Periodic Progress Reports”.
- VENDOR confirms that spare parts shall be prepared and submitted in SPIR format (Native & PDF).
- VENDOR shall provide documents in accordance with VENDOR documents requirements in material requisition (as minimum attachment of related MR).
- All changes in documents, with respect to previous revision, shall be highlighted. In case of finding any change in a document which is not highlighted, document is subject to reject. Also, if VENDOR applies a change without highlight, the consequences are in VENDOR’s responsibility and any changes as a result of that shall be implemented in any revision of the documents, even after approval.
- All VENDOR supplied documents will be rejected if information thereon is incomplete, incorrect or illegible. All delays and related costs resulting thereof are to VENDOR’s account.
- VENDOR shall submit all required documents in the applicable requisition, but not limited to, for PURCHASER’s review as scheduled.
- VENDOR shall be responsible for updating at its own cost, any document which is in compliance with the PROJECT specification.

## 6.3 Language

All documents, transmittals, reports, queries, and other PROJECT documentations shall be provided in English language.

## 6.4 Numbering System

### 6.4.1 Document Numbering System

Documents prepared and issued by VENDORS during the course of the PROJECT, shall be coded in accordance with the following:

<b>HDPE-16</b>	-	<b>VD</b>	-	<b>PO No.</b>	-	<b>Discipline</b>	-	<b>Doc. Type</b>	-	<b>Serial Number</b>
----------------	---	-----------	---	---------------	---	-------------------	---	------------------	---	----------------------

Where:

- HDPE-16: is unique code for HDPE PLANT of Tabriz Petrochemical Company.
- VD: is unique code for VENDOR documents.



- PO No.: a 4-digit number representing the PURCHASE ORDER Number. Four Characters which extract from PO Number. For example, for P.O. Number "HDPE-16-DD-00-PP-POR-0005" the PO No. character will be "0005"
- Discipline: a 2-digit code representing the PURCHASER discipline as per table A.
- Doc. Type: a 3-digit code representing the document type as per table B.
- Serial Number: a 4-digit number representing the VENDOR document sequential number, starting from 0001.

Table 6.3.1.1: PROJECT's Disciplines

Abbreviation	Discipline
AR	Architectural
CV	Civil
EL	Electrical
HV	HVAC
IN	Instrument & Control
MA	Machinery
ME	Mechanical
PI	Piping & Layout
PR	Process
SA	Safety / HSE
ST	Structure
TI	Technical Inspection
TL	Telecommunication

Table 6.3.1.2: Document Types

Abbreviation	Description	Abbreviation	Description
BFD	Block Flow Diagram	<b><u>MRP</u></b>	<b><u>Monthly Report</u></b>
BOM	Bill of Material	MRQ	Material Requisition
<b><u>BRP</u></b>	<b><u>Bi-Weekly Report</u></b>	MSD	Material Selection Diagram
CAL	Calculation Sheet	MSR	Material Selection Report
CRT	Certificate	MTO	Material Take Off
<b><u>CHR</u></b>	<b><u>Organization Chart</u></b>	PFD	Process Flow Diagram
DBS	Design Basis	PHL	Philosophy
DCR	Design Criteria/Design Data	PID	Piping and Instrument Diagram (P&ID)
DIG	Diagram and Chart	PLN	Plot Plan
DSH	Data Sheet	<b><u>PPL</u></b>	<b><u>Piping Plan</u></b>
DWG	General Drawing	PRC	Procedure
FRM	Form	RPT	Report
GEN	General Document	SCH	Schedule
HMB	Heat & Material Balance	SLD	Single Line Diagram

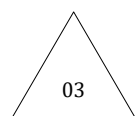


Abbreviation	Description
ILD	Interlock Description
INQ	Inquiry
ISO	Isometric
ITP	Inspection and Test Plan
LST	List / Index
LYT	Layout
MFD	Material Flow Diagram
MNL	Manual

Abbreviation	Description
SPC	Specification
STD	Standard Drawing
TBE	Technical Bid Evaluation
UDD	Utility Distribution Diagram
UFD	Utility Flow Diagram
<b><u>VDB</u></b>	<b><u>Vendor Data Book</u></b>
WBS	Work Breakdown Structure

## 6.4.2 Transmittal / Modification / Comment Sheet / Reply Sheet Numbering System

All the transmittals, letters, and MOMs prepared and issued by VENDORS during the course of the PROJECT, shall be coded in accordance with the following:



**THD** - 
 **XXX/EH** - 
 **Y** - 
 **Serial Number**

Where:

- THD: is unique code for HDPE PLANT of Tabriz Petrochemical Company.
- XXX: this is VENDOR's abbreviation in 3 letter format which is specified in KOM.
- EH: this is EIED's abbreviation in 2 letter formats.
- Y: 1-digit code as following:
  - T: Transmittal
  - D: Modification
  - C: Comment Sheet
  - R: Reply Sheet
  - N: Conclusion Sheet
  - Q: Technical Query
- Serial Number: The serial number is a 4-digit numerical parameter which shall be a chronological reference number starting from 0001.

For Example, Transmittal No. for above P. O. is THD-PAR/EH-T-0001.

## 6.5 Computer Systems and Electronic Data Handover

All VENDOR documents shall be prepared using the following computer software:

- Text files: MS Word and/or MS Excel for windows.
- 2D CAD files: CAD Information in a CAD electronic format shall be suitable for downloading into AutoCAD approved version by PURCHASER.
- PDF files should be compatible with Adobe PDF approved version by PURCHASER.
- Other software will be specified in relevant requisition if needed.
- The electronic files (Native & PDF) of all documents shall be submitted to PURCHASER.

## 6.6 Document Purpose of Issue (POI)

All VENDOR documents shall be submitted to PURCHASER containing one of below issuing purposes (POIs):

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

Note 1: At any time during the PROJECT, PURCHASER, reserves the right to Add / Delete / Modify documents, change plan issue dates, change the POI of documents, and any other modifications in the document list.

Note 2: All the modifications shall be done by submitting Modification Form (Attachment #2) from VENDOR to PURCHASER. After receiving approval of PURCHASER on the modification form, VENDOR shall implement the modification and update the VPIS, WBS, and Time Schedule in the next periodic report accordingly.

Note 3: For those documents which are issued as "For Information", PURCHASER, at any time has right to change POI of these documents from "For Information" to "For Approval", "For Review" or Vice versa, If he judges that the current POI is not suitable for Document, all modified POI shall be updated in VPIS accordingly by Vendor.

## 6.7 Document Stage

Every VENDOR Document shall be issued under one of the following status/stages:

- F: First Issue
- R: Revised Issue
- N: Final Issue
- B: As-Built

Note 1: As-built can only be used after receiving Code 1, Code 2 or Code 5 (No comment) from PURCHASER.

Note 2: During the course of Manufacturing, if any modifications observed (in compare with Approved / No-Commented Documents), after receiving PURCHASER Approval/No Comment officially via TQ forms, Accepted NCRs,... Vendor is supposed to implement the modifications on all related documents/drawings with his own full responsibility and shall submit them under the status "B" and Purpose of Issue of "ASB" (As Built) in Final Data Book.

In this case, in order to have unique revisions, for "As Built" stage, the revision code shall be increased one unit in comparison to former revision of referred document.

For example: if the Approved/no-commented drawing revision is 02, then its "As Built" shall be issued with revision 03 and status "B" and Purpose of Issue of "ASB".

For other documents/drawings which could be changed during manufacturing but exactly manufactured according to approved/No-commented Documents, the document shall be submitted in Final Data Book with “As Built” Status and Stamp.

Note2: “As Built” stamp shall be prepared by Vendor to be put on each “As Built” Document/Drawing Cover Sheet/Title Block according to the following format (The size and dimension is actual):

AS BUILT

For other documents with Code 1 (Approved) / **Code 5 (No Comment)**, the documents shall be submitted in Final Data Book with “Final” stamp.

FINAL

Note 4: As-Built status and POI shall be used for documents that are directly related to manufacturing and Final Issue status and POI shall be used for other documents.

## 6.8 Revision Numbers and Revision Marks

### 6.8.1 Revision Numbers

Revision numbers shall be started from 00 and onwards (00, 01, 02, 03 ...). In each Issue, the revision number shall be increased one unit in comparison to former revision independent from document’s Purpose of Issue (POI) or status.

Whenever, even one page (sheet) of the document is modified, the whole document shall be revised containing all pages (sheets) under the new revision.

### 6.8.2 Revision Marks

For better reviewing by PURCHASER, all revised portions of documents and drawings shall be specified as below:

- For Documents:

The revised parts shall be written in **bold italic and underline** character. This means that other content shall not be written in bold italic underline character.

Deleted parts shall not be removed and just shall be written in **bold italic, underline and strikethrough** and “**Deleted!**” at the end of deleted parts shall be shown for deleted parts.

Note1: A triangle holding the Revision, shall be shown for all changed/deleted parts.

Note2: All revised pages shall be marked in Revision Index Table.



Example:

Added/Modified parts:

***bold italic and underline***

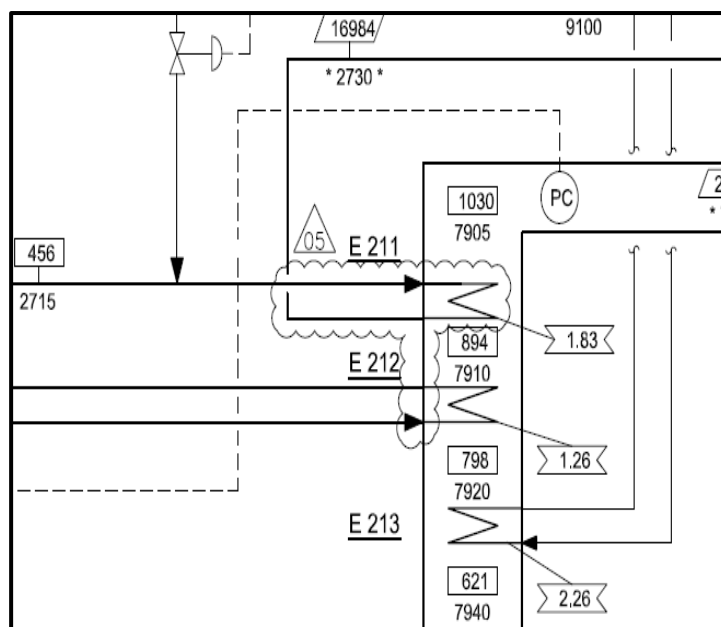
Deleted Parts:

***~~bold, italic, underline and strikethrough~~*** [Deleted].

- For Drawings:

The revised parts shall be indicated by a triangle holding the revision index plus a “Cloud” surrounding the modified zone.

Example:



Completely Revised Documents or Drawings: No cloud or bold, italic and/or underline words are required. The revision number of all pages shall be marked in revision index of A4 documents. For drawings a note shall be written in Revision Index mentioning that “TOTALLY REVISED”.

Note: Revised documents/drawings without specifying the revised part (based on above instruction) will not be reviewed by PURCHASER and are subject to Reject.

## 6.9 Title Block and Cover Sheet

Every document and drawing formally issued during the course of the PROJECT shall contain a “Cover Sheet” or “Title Block”.

For Drawings (AutoCAD files, A3, A2, A1& A0) the sample of PROJECT Title Block is as per “Attachment #3”.

For Documents (xls / doc format) the sample of Cover Sheet is as per “Attachment #4”.

Below, there is a sample of Title Block/Cover Sheet’s Revision Table showing how to fill required information:

00						
<b>Rev.</b>	<b>DATE</b> (DD.MM.YY)	<b>PURPOSE OF ISSUE</b>	<b>PREPARED</b>	<b>CHECKED</b>	<b>APPROVED</b>	<b>AUTHORIZED</b>

- Rev.: is the Revision No. of document (00, 01, 02...).
- Date: is the Date of issue (Gregorian calendar).
- Purpose of Issue: refer to article 6.5.
- Prepared: stands for “Prepared” and is the name and signature of document originator in VENDOR organization.
- Checked: stands for “Checked” and is the name and signature of document checker in VENDOR organization.
- Approved: stands for “Approved” and is the name and signature of document approver in VENDOR organization.
- Authorized: stands for “Authorized” and is the name and signature of VENDOR PROJECT Manager.

Note: Preparer and Checker cannot be the same person.

## 6.10 Document Sizes

1. Drawings shall conform to ISO standard "A". For practical purposes, they shall be limited to the following sizes:

Drawing Size	Drawing Size Code
A0: 841 H mm x 1189 L mm	0
A1: 594 H mm x 841 L mm	1
A2: 420 H mm x 594 L mm	2
A3: 297 H mm x 420 L mm	3
A4: 297 H mm x 210 L mm	4

2. Drawing size exceeding A0 shall not be used without obtaining the PURCHASER's approval. Drawings of such large size shall be divided into standard size portions, each of which shall be identified by sheet numbers.
3. For drawings, A1 and smaller sizes are preferred.
4. Size of documents other than drawings shall be limited to A3 and A4. A4 size is preferred.

5. Each drawing sheet shall have at least a 15mm wide margin on all sides. The left size space shall be at least 24 mm wide for binding.
6. VENDOR shall use the following scales only:

1/1, 1/2, 1/5, 1/10, 1/20, 1/50, 1/100, 1/200, 1/500, 1/1000, 1/2000, and 1/5000

Note: VENDOR standard drawings such as motor drawing may be excluded from the above restriction of scales.

## 6.11 Naming the Electronic Files of Documents

All Documents' Electronic Files (Native & PDF) together with the electronic file of related Transmittal shall be transferred through HOMA system which will be clarified during the Kick-Off Meeting.

An FTP Space is also considered for each vendor which shall be used before HOMA Installation at the beginning of the work. As soon as the documents are ready to be submitted to PURCHASER an email shall be sent to PURCHASER only containing the electronic file of the Transmittal Form.

The structure of email subject shall be as follows:

“TPC-HDPE, VENDOR Name, P.O Number, Transmittal No.”

Example:

E-mail Subject: TPC-HDPE, Vendor Name, ME-PO-0003, THD-0003-T-0001

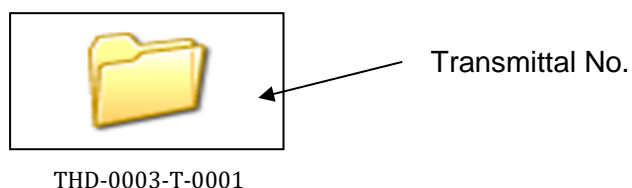
VENDOR Name      P.O. Number      Transmittal No.

Abbreviation Name

All Documents' Electronic Files (Native & PDF) together with the electronic file of related Transmittal shall be located in a specific folder named with the Transmittal Number of relevant submittals. This folder shall be then located in assigned FTP space.

The FTP Address, Access User Name and Password will be announced during the Kick-Off Meeting.

An example of naming the documents' folder:



THD-0003-T-0001

The electronic files of the Transmittal and documents/drawings which are located inside mentioned folder shall be named as per following method:







Project	Sub-Phase	Unit	Disc.	Type	Serial No.	Rev.
HDPE-16	GM	00	PC	PRC	0002	03

**After finalizing comments by PURCHASER, the final comments will be sent to Vendor via the Comment Sheet format (Attachment #5) within six (6) Working days from the receipt date of document(s) through HOMA.**

**The codes (as described above) will be signified on the Cover of Documents and also inside the Comment Sheet Form by PURCHASER.**

**CLIENT/MC shall review the document(s) and finalize their comments with relevant EIED discipline via telecom/meeting during four (4) working days before officially submitting their comment(s) via HOMA. Otherwise, the CLIENT/MC status will be considered as "No Comment".**

After receiving PURCHASER comments, VENDOR have two (2) working days in order to reply/noted on CLIENT's comments. Following receiving VENDOR's comments, CLIENT shall hold a conclusion meeting with VENDOR during three (3) working days to finalize their comments. After that, VENDOR shall revise the document by implementing conclusions and issue final revision of the document during three (3) working days after conclusion meeting.

If Vendor does not reply on PURCHASER's comments during two (2) working days, all comments will be considered as "deemed as noted", and VENDOR shall revise the document by implementing all PURCHASER's comments and issue final revision of the document during three (3) working days.

03

**After receiving Vendor Final Revision, PURCHASER and CLIENT/MC have Three (3) working days to review and submit (Code 5) on vendor document.**

PURCHASER's reply, on VENDOR documents, does not relieve VENDOR from complying with all terms, conditions, codes, standards and requirements of the PURCHASE ORDER and job specification.

PURCHASER reserves the right to review and comment on documents that have previously been reviewed with or without comments.

PURCHASER's comments on submitted VENDOR 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.

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

03



Note 2: Vendors only can proceed the Row Material Procurement or Fabrication processes When related Documents/Drawings receive Code 1 (Approval). Code 2 (Approved with Note) or Code 5 (No Comment), otherwise, vendor can't start these activities.

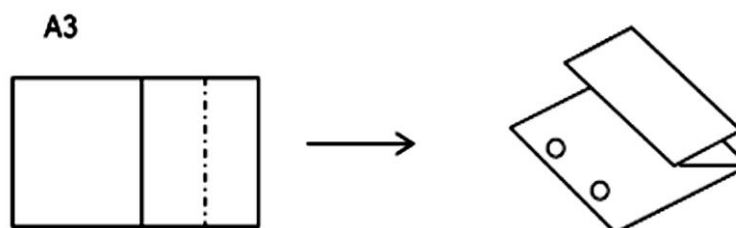
### 6.13 Final Documentation

A VENDOR Data Book (VDB) shall be prepared by VENDOR during the course of the manufacturing. All the documents inside the Book shall be in "As-Built" of "Final" status.

At the final stages of manufacturing process, VENDOR shall submit to PURCHASER a proposed VENDOR Data Book Index (as per Attachment #6). The minimum requirements are outlined within the material requisition and the content (details) of VDB shall be discussed and agreed to at the kick-off meeting/pre-inspection meeting.

VENDOR shall submit VENDOR Data Book in accordance with the following Procedure:

1. "INDEX" submission of VENDOR Data Book: VENDOR shall submit the details of format and contents of VENDOR Data Book as a document with the name of "VDB Index" to PURCHASER for Approval prior to starting the preparation of Data Book.
2. "FOR APPROVAL" submission of VENDOR Data Book: After receiving PURCHASER's Approval on VDB Index, VENDOR shall submit one (1) CD/DVD of VENDOR Data Book (Native & PDF) to PURCHASER for APPROVAL.
3. "APPROVED" submission of VENDOR Data Book: When the VENDOR Data Book is approved by PURCHASER, VENDOR shall submit Final VENDOR Data Book no later than three (3) weeks after approval in five (5) hard copy format and three (3) CD/DVD format (Native & PDF) and two (2) full sets of electronic files on a hard drive.
4. Documents shall be bound separately per each Requisition No. and Item No.
5. The maximum thickness of the book shall be 75mm. If exceeds, it shall be divided into plural books. If it is thin, documents may be bound together with the documents of other Item umbers of the same Requisition.
6. No blue prints are allowed to be used in Data Book.
7. Files shall be suitable for ISO A4 size and durable. If Document is ISO A3 size, it shall be folded to A4 size as below figure. If Document is larger than A3 size, it shall be reduced to a size suitable for binding inside the Data Book and legible for reading or folded to A4 size and be put into transparent vinyl envelope.



8. Operating and safety Manual, Mechanical Catalogue and Maintenance Manual shall be bound in separate parts in one dossier as follows:
  - a. Part 1 – Design and Manufacturing Documents
  - b. Part 2 – Operating and Maintenance Data
  - c. Part 3 – Manufacture’s Data Report & Releasing Documents
9. In case, two or more volumes are required for a set of documentation, the first page of each volume must have individual volume content which shows only what is included in that volume. The volume No. 1 must contain all contents before the individual volumes' content.
10. It is strictly required that VENDOR use only White binder with common PROJECT cover with Four (4) holes on it. The cover and back of the Book shall be furnished in a firmly fashion and the following shall be indelibly printed as shown in sketch (Attachment #7):
11. VENDOR shall use divider between documents which the name of each document has been written on the edge of related divider.

## 7 Attachments

- Attachment #1: Vendor Print Index and Schedule (VPIS)
- Attachment #2: Transmittal
- Attachment #3: Modification Request
- Attachment #4: Drawing Title Block
- Attachment #5: Document Title Block
- Attachment #6: Comment / Reply Sheet Form
- Attachment #7: VENDOR Date Book Index
- Attachment #8: VDB Binder Format