Australasia Business Unit – West Operations

Supplier Quality Requirements

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REVISION HISTORY

Revision	Details of Change
2	Updated to provide current data and references.
1	Corrected “References” document number only
0	New document developed from old project document

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1.0 PURPOSE

This procedure defines the minimum quality requirements for suppliers of products and services engaged by or on behalf of the Company, as stipulated in the terms of the Contract Agreement or Purchase Order.

The Supplier shall be responsible for ensuring that all quality assurance activities necessary to validate the works completed under the Contract Agreement or Purchase Order are met. This shall include, communicating the Company requirements specified in the Contract Agreement or Purchase Order and this Procedure to all applicable sub-contractors, sub-suppliers or other parties engaged as part of the work.

2.0 SCOPE

This Supplier Quality Requirements Procedure is applicable to the supply of all procured materials and equipment, that are fabricated, manufactured, assembled, examined, and tested by a Supplier on behalf of the Company Operating Facilities, including Darwin LNG, Gas Export Pipeline and Bayu-Undan.

This document does not alleviate the Supplier of any requirements specified in the Contract Agreement or Purchase Order. If any inconsistency is believed to exist between this document and the Contract or Purchase Order, the Supplier shall immediately request clarification from the Company in writing.

3.0 DEFINITIONS AND ACRONYMNS

3.1 Definitions

Company	Refers to the Australia West Business Unit
Criticality Assessment	A formalised technique that evaluates the risks associated with the failure of the material, or equipment and assigns a criticality rating (CR) which identifies the overall level of inspection requirements.
Criticality Rating	The assigned numeric value that identifies the level of risk (Consequence x Likelihood) associated with failure of service, material, or equipment. The Criticality Rating (CR) value is the output from a criticality assessment. The CR is used to determine the quality management activities to be applied to mitigate the identified risk.
Implementation Specialist	The person who has primary responsibility for the requisition including preparation, technical evaluation, supplier data review and technical compliance.
Inspector	The Inspectors perform surveillance and shop inspection activities on behalf of the company in accordance with requirements defined in FIAP and referenced contractual and technical specifications.
Product	In the context of this procedure the “product” refers to materials, equipment, engineered and fabricated packages that are to be procured for the Company Operating Facilities.
SQS Coordinator	Supplier Quality Surveillance Coordinator
Sub-Supplier	The entity with whom the Supplier has contracted for the supply of the materials or services in the purchase order or contract.
Supplier	The entity with whom the Company has contracted for the supply of the materials or services in the purchase order or contract.

Supplier Quality Surveillance (SQS)	The continuous monitoring and verification of the status of Product and analysis of records to ensure that purchase / contract specific requirements are being fulfilled by the Supplier. The SQS plan describes details of verification area, visit responsible for purchase packages or contracts subjected to SQS including checklist and outstanding action list. Instructions to assigned personnel to perform SQS activities specified in the SQS plan on dates specified in the manufactures progress plan / inspection and test plan.
Validation	The action of making or declaring something legally or officially acceptable.
Verification	The act of reviewing, inspecting or testing, in order to establish and document that a product, service or system meets regulatory or technical standards.
Verifying Body	A body approved by the Designated Authority and qualified to: • Verify the design, construction and installation of materialsand equipment. • Carry out such verification as required by the Codes and Standards.

3.2 Acronyms

DAWR	Department of Agriculture and Water Resources
FAT	Factory Acceptance Test
IA Package	Inspection Assignment Package
IRC	Inspection Release Certificate
ITP	Inspection and Test Plan – A document that contains the inspection and testing requirements, procedures and acceptance criteria for the manufacture or fabrication of a product.
M&TE	Measuring & Test Equipment
MDD	Manufacturers Data Dossier
NCR	Non-Conformance Report
NDE	Non-Destructive Examination
PIM	Pre-Inspection Meeting
PMI	Positive Material Identification
PO	Purchase Order – A contract, legally executed by the customer, Company or a Contractor and a third-party for provision of Goods and/or Services for incorporation into the Project.
QA	Quality Assurance
QC	Quality Control
QMS	Quality Management System
SDDR	Supplier Documentation & Data Requirements – the requirements are set-out in the Supplier Drawing and Data Instructions, DOC/DDC/SPE/0001.
SDRQ	Supplier Deviation Requests and Queries – A SDRQ will be submitted by the Supplier where they seek clarification or dispensation of a Purchase Order / Contract Agreement requirement.

4.0 SUPPLIER QUALITY MANAGEMENT REQUIREMENTS

The Company will utilise a continual improvement process to manage the Supplier Quality Requirements, the key elements and activities are highlighted in Figure 1 below.

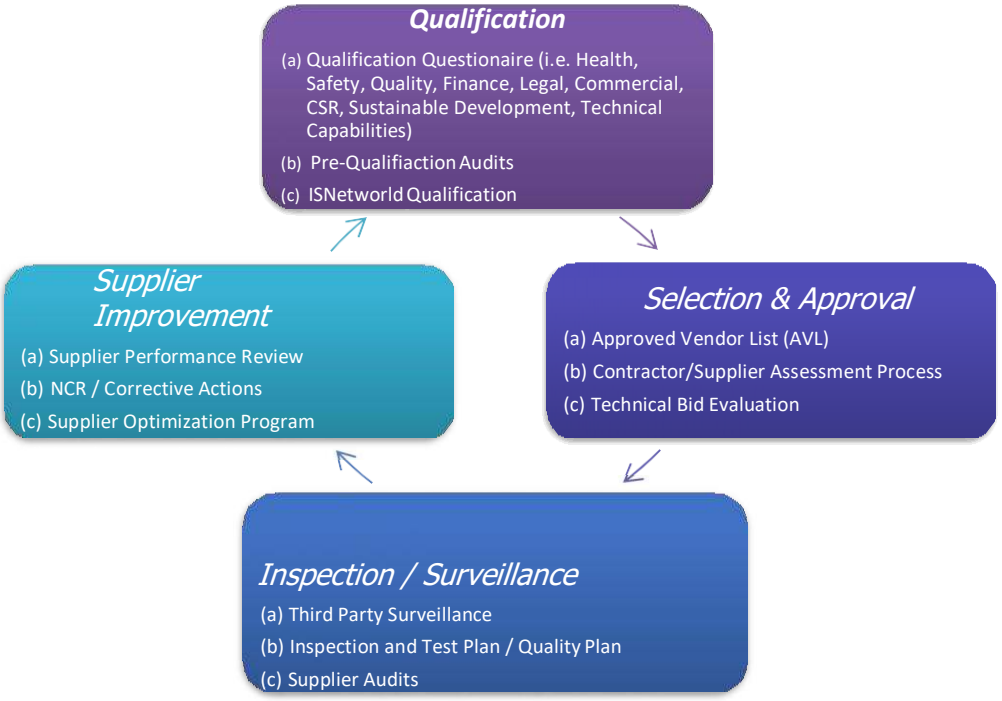

Figure 1: Supplier Quality Management Flowchart

4.1 Quality Management System

The Supplier shall establish and maintain a documented quality management system (QMS) compliant to the Quality Management System Standard, **ISO 9001** or Company approved equivalent, unless otherwise agreed in writing with the Company's Quality Assurance Representative.

The QMS shall be based on existing proven work routines and shall be described in an approved document that reflects a planned and systematic approach to achieving and maintaining a quality result.

The Supplier shall demonstrate the effective implementation of their QMS to the Company by any of the following means:

- Submission of a satisfactory audit report completed by Company or a major Client (acceptable to Company) within the past three years.
- Accredited certification to ISO 9001, *Quality Management Systems – Requirements*, by a third-party organisation acceptable to Company; where the scope of certification covers the location and work to be performed under the Purchase Order. The Supplier shall provide evidence of ISO 9001 certification to Company as part of their Tender and Quality Plan submissions.
- A proven and active internal audit program and management review that meets the requirements of the nominated standard.

4.2 Quality Plan

4.2.1 Submission and Approval

Based on the assessed product criticality Company may request the Supplier to provide a Quality Management Plan (QMP) for review and acceptance during the tender/bid review process.

The Supplier's QMP shall address all aspects of the purchase order scope, including the requirements nominated in Section 4.2.2. Once accepted the QMP shall not be amended without prior consultation and acceptance by Company.

4.2.2 Quality Plan Requirements

The Supplier's QMP shall, as required by ISO 10005, demonstrate how quality management will be achieved in a planned and systematic approach; it should specifically detail how each element of this Procedure shall be applied to the Work and must address the following:

i. Evidence that the Supplier's Quality Management System complies with the requirements of ISO 9001, as per Section 4.1.

ii. A copy of the Supplier's organisation chart detailing the quality related roles and reporting relationships associated with technical and quality activities for the Scope of Work.

iii. Organization, responsibilities and authorities of quality function(s) and their interface with Company, Sub-contractors and Sub-suppliers.

iv. Procurement quality management, including, criticality assessment process, selection and approval of sub-suppliers, review of engineering data and certification, source inspection resources and coordination, and inspection release of purchased components.

v. Audit planning, including audit schedules for internal and external parties.

vi. Control of non-conformances and deviations.

vii. A list of all Quality procedures that will be used to fulfil the contracted Works, including a description of the scope and purpose of each procedure.

viii. A list of all project-related Inspection and Test Plans to be developed for the Scope of Work, including Sub-contractors and Sub-suppliers.

ix. Details of the Supplier's document management system.

x. Selection and inspection methods for the Sub-contractors and Sub-suppliers, ensuring the suitability of resources, equipment, tools, procedures and quality capabilities to meet the established requirements. The details of Sub-Contractors and Sub-suppliers shall be updated as they become known.

xi. Details of the Supplier's Verification of Competency (VOC) procedure, including any additional training and competencies required to fulfil the Work.

xii. Details of the Supplier's instrumentation calibration methods, ensuring validity of all instruments used for testing and inspection.

xiii. Management System review process.

4.2.3 Quality Plan Acceptance

The QMP shall be submitted to Company for approval by the required date in the SDDR. Any revisions to the approved Project Quality Plan shall be re-submitted for review and acceptance by Company prior to implementation.

Acceptance by the Company does not relieve the Supplier of the obligation to comply with the requirements of the Purchase Order, including this document. If the Quality Plan, implemented by Supplier, is subsequently found to be ineffective or inadequate in providing for acceptable control, the Company may request modification of the Plan.

4.3 Supplier Qualification

Where requested by Company, the Supplier will complete and return a Quality Assurance / Validation Bid Questionnaire with their bid submission. The questionnaire shall allow the Supplier to summarise their capabilities against the following key areas:

- Quality Management System
- Quality personnel and qualifications
- Product quality validation requirements
- Sub-supplier details, where applicable

4.4 Information Management

4.4.1 Supplier Document & Data Requirements

Company will include a Supplier Documentation & Data Requirements (SDDR) register with the Purchase Order that will provide details of deliverables required by the Purchase Order. The Supplier will be responsible for delivering the required documents unless a deviation is agreed with Company.

Further details and an example of the SDDR refer to the Supplier Drawing and Data Instructions, DOC/DDC/SPE/0001.

4.4.2 Supplier Information Management System

The Supplier shall work within established procedures to enable the control of approved documents. The document control system shall ensure that only valid documents are used for production or fabrication activities and are available for final inspection and testing. The procedure(s) or instruction(s) shall provide for:

- Verification of documents received from the Company and their subsequent control at point of use.
- Maintenance of document control logs or registers for drawings, interim changes, specifications and vendor prints, listing current revision of each document to preclude use of invalid and/or obsolete documents.
- Identification of controlled and uncontrolled documents.
- Removal of superseded or voided documents from circulation to prevent unintended use. All obsolete documents retained for legal and/or knowledge-preservation purposes shall be suitably identified.

The system shall also describe how document review comments, both within the Supplier's organization and through correspondence with the Company shall be transmitted and processed.

The system shall provide up to date approval status/tracking of documents, revision control, control of interim design changes, and controlled issue to all parties involved in the production and verification process.

4.5 Design and Engineering Controls

The Supplier shall operate a design engineering controls process, including checking/approval of technical documents, drawings, management of technical changes, Company interface management and design review/assurance processes.

4.5.1 Management of Change

The Supplier shall operate a documented Management of Change (MOC) process to ensure all works are performed in accordance with the intended design requirements and to provide a methodology for verification following any modifications. The procedure shall clearly differentiate the roles and responsibilities for changes that originate from Company and Supplier.

Where requested the Supplier shall provide a copy of the MOC procedure to the Company for review and acceptance.

4.6 Supplier Organisation and Resources

Supplier shall provide appropriately qualified and certified personnel in the Quality Assurance and Quality Control functions corresponding with the responsibilities and skill levels required to perform the Work. The Quality Control personnel shall be qualified, experienced and, where required, certified to perform the Work in their assigned positions.

The Supplier QMP shall include organisation chart(s) clearly showing assignments of all planned quality personnel for the project and their reporting relationships from the inspector level through to the quality management representative. Company shall be promptly notified in writing of any proposed changes to key personnel of Contractor s project team.

The Supplier will be responsible for maintaining records and qualifications for all personnel engaged to perform Work as part of the Purchase Order or Contract Agreement. These records shall be made available for Company review upon request and, dependent on the criticality of the Work, for approval by Company.

The quality control personnel shall have the necessary authority and reporting relationships to be sufficiently independent of the Work.

4.6.1 Training

Supplier shall implement an ongoing training an competency programme to introduce and familiarise all personnel with the requirements for their area of responsibility. Training requirements shall be identified in a training plan or procedure and will be included within the quality management system. The training requirements shall encompass organisational and procedural information as well as technical and safety topics. The system shall ensure that required procedures are available and to confirm that personnel are aware of the requirements and regulations pertinent to their activities.

4.7 Procedures

The Supplier is responsible for developing the Quality Management System and associated procedures to complete the Work. Where specified in the SDDR, the Supplier must submit nominated procedures for review and acceptance by Company

4.8 Quality Records

The Supplier shall maintain records of all documents necessary to demonstrate and verify achievement of the quality assurance requirements specified in the Purchase Order. These documents shall be made available to the Company as specified in the SDDR and upon request from the Company's inspection personnel.

The Supplier shall be responsible for ensuring the retention of the quality records for a period of retention, which, as a minimum, meets Legislative and/or Purchase Order requirements, whichever is the greater.

4.8.1 Quality Status Report

Where requested by Company, the Supplier shall complete and submit a monthly quality activity report to the Company Representative in an electronic format acceptable to Company. The Supplier's monthly report shall include, as a minimum, the quality management information listed below:

- Quality key performance indicators - target and current values
- Planned Contractor quality activities during the next report period
- Requested Company quality activities during the next report period
- Audit status
- NCR, corrective action and SDRQ status
- MDD status

4.8.2 Manufacturer's Data Dossier (MDD)

The Supplier shall compile a Manufacturers Data Dossier (MDD) incorporating all quality records for the Product. The specific requirements of the MDD are documented in the Supplier Drawing and Data Instructions, DOC/DDC/SPE/0001. The Supplier's MDD shall also comply with the following requirements:

- Prior to the commencement of manufacturing activities, the Supplier shall provide the Company with an Index of the MDD for review and acceptance. Note: An example MDD index is provided for reference in Appendix 1: Sample Manufacturers Data Dossier Index.
- The MDD must be compiled progressively during the execution of the Scope of Work and must be made available for review and endorsement by Company's Representative upon request.
- The MDD shall reflect the materials, manufacturing, inspection and test history of the Product and shall provide enough detail to assure the Company of the quality of workmanship and the Supplier's compliance with the Purchase Order requirements.
- All reports, records and certificates provided by the Supplier shall be in the English language (or supported by a verified translation), legible, traceable and shall be endorsed by the Supplier as complete and compliant with the requirements of the Purchase Order.

A final inspection release will not be issued until the Company's Representative has reviewed and accepted all MDD documentation for the Product being shipped.

4.9 Quality Audits

4.9.1 Supplier Audits

The Supplier shall develop and maintain a documented internal audit procedure encompassing their quality management activities and those completed on their behalf by a Sub-contractor/supplier. The frequency and scope of the audits shall be sufficient to provide assurance of the quality of work.

The Supplier may be requested to submit an audit schedule for acceptance by the Company. Where an audit schedule is requested it must be submitted to the Company prior to the commencement of Work.

The audits shall be completed by qualified personnel in line with the Guidelines for Auditing Management Systems, ISO 19011.

4.9.2 Company Audits

Company may request an opportunity to audit the Supplier's quality system during period of the Purchase Order/Contract Agreement. Company reserves the right to perform quality audits or participate as observers in Supplier audits during the execution of the works to verify compliance with the Purchase Order requirements.

The Supplier shall provide Company access to all documentation and work sites for the purpose of Review, Surveillance and auditing activities. Notice to perform an audit will be given in writing by Company; the Supplier shall confirm its availability within seven (7) days of the scheduled audit date.

If any findings or recommendations arise from the audit, it is the Supplier's responsibility to take appropriate corrective actions to promptly remediate all non-conforming Products or Activities.

5.0 NON-CONFORMING PRODUCTS, DEVIATIONS & QUERIES

5.1 Control of Non-conforming Products

The Supplier shall have documented procedures for the control of products that do not meet the Purchase Order specifications.

The Supplier shall immediately notify the Company in writing of any non-conformances that may have an impact on the specified design or integrity of the final Product. The Supplier shall not undertake any corrective actions prior to receiving written acceptance from Company. All Supplier non-conformance notifications shall include:

- Details of the non-conforming Activity or Product.
- Proposed corrective and preventative actions.
- Estimated schedule and financial implications to the supply of the final Product.

Where practical the Supplier shall clearly identify and segregate all nonconforming products to prevent unauthorised use, delivery or mixing with the conforming materials. If a Product is repaired or reworked it must be reinspected in accordance with the Supplier's procedures prior to reintegration with complying products.

If the Supplier wishes to propose acceptance of any non-conforming Products or activities, they shall submit their proposal in writing to Company for approval, acceptance or rejection through the Company's Supplier Deviation Request and Query (SDRQ) process.

5.2 Supplier Deviations Requests and Queries (SDRQ)

The Supplier Deviations Requests and Queries (SDRQ) process shall be utilised by the Supplier and Company to agree any proposed waiver, relaxation or deviation from the requirements of the Purchase Order or Contract agreement.

The SDRQ must be submitted with enough technical information to allow the Company to evaluate the request. The response to any SDRQ is at the Company's discretion and does not relieve the Supplier from their responsibilities as defined in the Purchase Order. The Company may utilise their own Deviation and Query request template, otherwise a recommended template is included in Appendix 2: Supplier Deviation Request and Queries Template.

5.2.1 Supplier Deviations

A deviation request shall be submitted to the Company to allow for review of any proposed departure from a requirement of a Technical specification, which the Supplier intends to incorporate into the design of the Product. Following evaluation, the Company will respond to the Supplier's request for deviation using one of the following classifications:

- Accept as is: The Company may accept any non-conformance when it can be established that it will result in no adverse conditions, and that the final Product will continue to meet all engineering functional requirements, including performance, maintainability, dimensional requirements, and safety standards.

- Repair: Where specified the Supplier shall make allowance to restore any non-conforming Product or Activity, in order for it to function reliably and safely, even though that item may not conform to the original Purchase Order requirements.
- Accept Substitution: If the Supplier nominates a suitable substitution of the Product or Service, the Company may accept even if it may no longer be fully conforming with the Purchase Order.
- Rejection: The deviation request may be rejected by the Company with comments; the Supplier shall review the comments and revise the request in order to resolve the deviation.

5.2.2 Supplier Queries

The Supplier may seek clarification of any technical requirements from the Company through the SDRQ. The Query shall be submitted to the Company's document control for distribution to the relevant Technical Focal point for review and response.

6.0 MATERIAL CERTIFICATION AND TRACEABILITY

The Supplier will employ adequate material control procedures to ensure that each different type, grade or size of material or component, including Company supplied materials remain identifiable until affixed to or incorporated into the Product.

Where traceability is specified for materials, individual components or sub-assemblies, it must be carried out by means of hard stamping, indelible marking, or other accepted means and supported by documented records. Where a material is cut or modified the markings shall be transferred onto the unmarked section to ensure traceability to the certification.

Where specified in the SDDR, the Supplier must submit a copy of the documented procedure to be used, the identification system and examples of the records to be maintained to Company for review and acceptance prior to the commencement of the Scope of Work.

Where codes, standards or regulations require the traceability of materials, welds, non-destructive testing, sub-assemblies, etc the Supplier must identify such requirements and implement controls that will ensure they are satisfied.

6.1 Welding

Where the Work includes welding, the Supplier will maintain a welding management system which complies with AS/NZS ISO 3834 or equivalent quality requirements for fusion welding of metallic materials.

Supplier shall make all relevant welding related documentation made available to Company, for review during Work activities and compiled progressively into MDDs.

All weld procedures and/or welder qualification tests shall be subject to review and approval by Company where requested.

6.2 Material Certificates for Compliance and Traceability

Product supplied for the Work must be of known quality and must carry certification as nominated in applicable specifications, codes or standards.

Where specified, BS EN10204:2004 – 'Metallic products, Types of inspection documents' shall be utilised to specify the types of certificates required for the contract or purchase order. The certification must be fully traceable to the heat/batch number, markings, product or item to which it pertains. Where indicated in the SDDR material certificates shall be included in the MDD. Information to be provided in inspection and test certificates and acceptance criteria are typically contained in product specifications.

All certification for non-destructive and mechanical testing must be endorsed by an internationally recognised inspection and testing body, or alternatively, by an inspection and testing body recognised by government agencies or major industries within that country and accepted by Company.

Company shall perform random examination of material certificates to check compliance with the technical specification or purchase order and this specification.

Table 1: BS EN10204:2004 Types of Inspection Certificate

Type 2.1	Document in which the manufacturer declares that the products supplied are in compliance with the requirements of the order, without inclusion of test results.
Type 2.2	Document in which the Manufacturer declares that the products supplied are in compliance with the requirements of the order and in which they supply the test results based on non-specific inspection, (i.e. the products inspected are not necessarily the products actually supplied, for example part of a larger batch test). This document is similar to a "type 2.1" document, but does include test results
Type 3.1	Document issued by the manufacturer which declares that the products supplied are in compliance with the requirements of the order with stated test results defined by the product specification, regulatory correspondence, rules and or the order and specifications. The document is validated by the manufacturer's authorized inspection representative. E.g. Material Test Certificates, NDE certificates etc.
Type 3.2	Document prepared by both the Manufacturer's authorized inspection representative, independent of the manufacturing department and either Company authorised inspection representative or an Inspector designated by the designated official regulatory inspector. The certificate shall declare that the products supplied are in compliance with the requirements of the order and in shall include the test results.

6.3 Positive Material Identification

Where specified in the Purchase Order or the relevant Technical Delivery Terms (TDTs), the Supplier shall verify material grade and type against material certification on receipt and during fabrication / assembly through Positive Material Identification (PMI). PMI methods and personnel, where specified shall be subject to acceptance by Company.

PMI shall be applied in addition to the Supplier's overall quality assurance requirements for materials and shall not be used as a replacement or substitute for Material Test Reports.

6.4 Traceability

As part of the Quality Management System Supplier shall implement a process of material traceability to trace the history, application or location of an item or activity or similar items or activities, by means of recorded identification throughout the Work. Traceability of product can relate to:

- The origin of materials and parts,
- The processing history, and
- The distribution and location of the product after delivery

Requirements for product identification and traceability shall be communicated through the Purchase Order or the relevant Technical Delivery Terms (TDTs). Where requested the traceability record requirements will be included in the SDDR list and where specified shall be included in the MDD.

Supplier shall maintain identification and provide records which enable Company to trace the

installed location of all permanent materials, including Company property provided to Contractor for use or installation in Company's Facilities.

The Company shall specify one of the following traceability levels:

Table 2: Traceability level description.

Traceability Level	Description
A	Each item / component / activity is traceable to its inspection document and heat number or record of unique event.
B	Each item / component / activity is traceable to product grade or identical group of events.
C	Each item / component / activity is traceable to product type or type of event.

7.0 INSPECTION & TESTING

7.1 Supplier Inspection and Test Plan (ITP)

Where specified in the SDDR, the Supplier shall prepare and submit a suitable Inspection and Test Plan (ITP) to cover all processes associated with the fulfilment of the Scope of Work; this shall include separate ITPs for different facilities and/or Sub-suppliers as required.

The Supplier shall not commence fabrication or manufacture prior to the acceptance of ITP's by the Company.

The format of the ITP's shall be at the discretion of the Supplier but will include or specify the following as a minimum:

- Testing and inspection activities to be performed by the Supplier in accordance with the applicable specifications, codes and standards.
- Testing and inspection activities to be performed by the Supplier in accordance with the Supplier's internal QA/QC procedures.
- Process description, item and activities, covering all stages from initial document development and design, through to installation, inspection, testing and certification. Each of the verification activities shall include:
  - i. Location of each activity, including Sub-contractor's/supplier's premises.
  - ii. The applicable control documents for each activity, including references to procedures, specifications, standards, work instructions and the activity acceptance criteria.
  - iii. The certifying or verifying documentation generated by the Supplier (or Sub-Supplier) to provide evidence of compliance to the specified requirements.
  - iv. Hold, Witness, Review and Surveillance point requirements of the Supplier (or Sub-suppliers), Company and verifying authorities as applicable to the Product. To enable the Company and others to nominate their requirements, a column for each party needs to be available in the ITP.
  - v. A legend providing definition of any codes used on the ITP (i.e. witness, hold and surveillance points).

The preferred ITP format is described in Appendix 6: Inspection and Test Plan Requirements and Appendix 7: Inspection and Test Plan. The Supplier may propose the use of their standard ITP format provided that the Company's required information is included. Copies of any proposed ITPs shall be submitted by the Supplier at the tender or bid stage for review and acceptance.

7.2 Inspection Level

Company will perform surveillance inspection at the Supplier's premises, the Sub-supplier

premises or at the location of the Work. The levels of inspection will be determined by Company through the application of a Criticality Assessment and will be communicated through the ITP, Material Requisition or Purchase Order. Descriptions of the relevant inspection levels are provided below.

Table 3: Inspection level description.

Inspection Level	Description
1	**Resident Inspector:** Verification of Supplier's process and personnel qualifications, continuous monitoring of processes and associated records and in-process and final inspection and release of products as per Supplier Quality Plans and Inspection & Test Plan/s.
2	**Surveillance Inspection:** Specific Hold/Witness Point inspection as per approved Inspection & Test Plan/s supplemented by regular surveillance of Supplier's special processes and associated records. (Surveillance frequency shall be agreed on a case by case basis).
3	**Specific Inspection:** Specific Hold/Witness Point inspection as per approved Inspection & Test Plan. (Minimum to include pre-inspection meeting, validation of special processes, where applicable, and final product inspection and certification review).
4	**Final Product Inspection:** Inspection against specification and/or specific inspection instructions and review of associated records/certification prior to acceptance.

7.3 Inspection Communications

The Company's representative for all inspection matters shall be the Supplier Quality Surveillance (SQS) Coordinator and/or Quality Representative, or as described in the Contract Agreement or Purchase Order / materials requisition.

The Supplier shall make the necessary contact with the SQS Coordinator and/or Quality Representative as soon as possible after being awarded the Purchase Order.

7.3.1 Inspection Notification

The Supplier shall notify the SQS Coordinator at least five (5) working days in advance of any predesignated "Witness" inspection and at least ten (10) working days in advance of any pre-designated "HOLD" inspection, or testing stages where the Company's nominated inspector/s have requested a presence. Such attendance shall normally be on a weekday Monday to Friday, excluding Public holidays in the country or locale of works location. Any required deviation shall be approved by the SQS Coordinator.

Notification shall be in writing to the Company SQS Coordinator, preferably using the template provided in Appendix 3: Contractor / Supplier Notification of Inspection.

It is the Supplier's responsibility to plan and schedule inspection activities to support the delivery schedule and to ensure the maximum economic use of the visiting inspector's time.

Direct arrangements between the Inspector and the Supplier for attendance may be acceptable in some circumstances. However, the SQS Coordinator shall be copied on all communication as per the above practice.

7.4 Access and Provision of Facilities

The Supplier shall ensure access is given to the representatives of the Company, verifying authorities and statutory authorities to inspect the Work and review procedures and records at its premises, the premises of Sub-Suppliers or at the location of the Work.

While Company representative is at the Supplier's premises, the Supplier must provide, free of charge, reasonable facilities including office space, a desk, a chair and reasonable access to a telephone and email connection.

7.5 Costs for Delays and/or Rework

For this Work, all costs associated with the Company's inspection activities shall be paid by the Company, with the following exceptions:

- Where excessive rework resulting from Supplier's errors results in return visits.
- Where delays exceeding two (2) hours occur in scheduled hold points designated for Company's Inspector attendance.
- Where the Supplier fails to provide adequate notice of cancellation of a hold point to the Inspection Coordinator.

In these cases, the Company may elect (on a direct cost basis) to deduct the inspection charges for extra time etc. from the Purchase Order value. If this course of action is undertaken, it shall be advised in writing to the Supplier within ten (10) working days after the event.

7.6 Kick-Off Meeting (KOM)

Where specified in the Contract Agreement or Purchase Order a Kick-Off Meeting at the Supplier's facilities will be convened following award to ensure that all requirements of the Purchase Order are understood and to discuss the implementation of the Purchase Order and Quality requirements.

The Comapny will formally notify the Supplier of the Kick-Off Meeting arrangement and agenda. The Supplier must formally advise the Company that they agree with the time and agenda. As a minimum, the Suppliers Project Management, engineering, quality and commercial personnel must attend, unless other attendees are agreed with Company.

7.7 Pre-Inspection Meeting (PIM)

A Pre-Inspection Meeting (PIM) may be required at the Supplier's premises or at the location of the Work to ensure that all requirements of the Contract Agreement or Purchase Order are understood and to discuss the implementation of the quality requirements. In some circumstances, the requirement for a meeting may be re-evaluated by Company based on product complexity and previous history with the Supplier.

Company will formally notify the Supplier of the pre-inspection meeting arrangement and agenda. The Supplier must formally acknowledge that they agree with the time and agenda.

Pre-inspection meetings will be chaired by a Company representative. As a minimum, the Suppliers quality representative, engineer and senior production personnel responsible for the Works must attend the pre-inspection meeting.

7.8 Inspection, Measuring & Test Equipment (M&TE)

Documented procedure(s) shall be established for control of Inspection, measuring, and test tools and equipment. The procedure(s) shall, at a minimum, address the following:

- M&TE is calibrated or checked against certified reference standards that are traceable to applicable internationally and/or nationally recognized standards to acceptance standards at prescribed manufacturer's or project required intervals. Where no such standards exist, the basis used for calibration shall be documented. Test software used for verification functions shall be capable of verifying acceptability of the product.
- M&TE shall have a calibration sticker affixed, when physically possible, which includes the M&TE unique ID, the calibration due date, and provides traceability back to the calibration records;

- Calibration instructions shall be used for each type of M&TE calibrated;
- Handling, preservation and storage of M&TE shall be in accordance with manufacturer's recommendations;
- Documents shall be maintained to trace where the M&TE has been used;
- Calibration recall process shall be maintained to ensure that M&TE devices are recalled for calibration when required;
- Evaluation process for determining the impact on completed installations for M&TE that are lost, damaged, or found to be out of calibration, and document any deficiencies. Where equipment is found to be out of acceptable calibration limits, the validity of all pertinent previous inspection measuring, and test results shall be assessed and documented;
- M&TE equipment calibration information shall be documented on inspection and test records. Where inspection or test records are not required, calibration information shall be documented on the as-built Red-Line drawing where this is a contract deliverable.

7.9 Non-destructive Examination

7.9.1 Non-Destructive Examination Qualifications

The Supplier shall provide evidence of current certification to Company for review and approval and shall include a copy of qualifications within the MDD.

All laboratories engaged for mechanical testing and calibration of measuring instruments shall be accredited to ISO/IEC 17025.

All companies engaged for the provision of Non-Destructive Examination (NDE) and pressure testing services shall also be accredited to ISO/IEC 17025, however accreditation to ISO/IEC 17020 will be accepted for field testing services. These accreditations shall also be applied to sub-supplier testing facilities and their sub-suppliers.

In Australia, laboratories that are National Association of Testing Authorities (NATA) endorsed are deemed to comply with ISO/IEC 17025. Suppliers of testing services within Australia shall be NATA accredited.

NDE operators shall be independently certified to a minimum Level 2 of ISO, Non-destructive testing – Qualification and certification of NDT personnel. The following alternative certification programs may be accepted by Company following review of qualification data:

- Operators certified to Non-destructive Testing - Qualification and Certification of Personnel, AS 3998;
- Operators certified to CSWIP - Personnel Certification in Non-Destructive Testing (PCN) scheme Level II minimum; or
- Operators qualified to the American Society for Non-Destructive Testing (ASNT) level II (SNT-TC-1A) where the scheme is directly administered a certified NDT facility and has been subject to on site assessment and subsequent approval by an independent body within the last five years. The report from the independent body approving the SNT-TC-1A scheme shall be authorised by a person holding ISO 9712 Level 3 qualifications in all relevant methods.

7.9.2 Non-Destructive Examination Procedures

When requested in the SDDR the Supplier shall submit NDE procedures for Company approval prior to commencement of testing. Each procedure shall contain as a minimum the information requirement in the applicable NDT industry standard. The Supplier shall be responsible for periodically reviewing and updating their NDE procedures to maintain alignment with industry standards.

7.9.3 Non-Destructive Examination Records

The Supplier shall be responsible for compiling all NDE records for the Product into the supplied

MDD.

All NDE records shall be written in the English language and shall be complete, unambiguous, legible and suitable for electronic scanning. Certificates in other languages will only be accepted if they are supplied with an endorsed English translation by an authority acceptable to Company.

7.10 Inspection Waiver/Deferred Inspection

the Company, at its discretion may issue the following documents to waive or defer Supplier Inspection requirements:

- Inspection Waivers - The Company may by its own decision decide to waive a predesignated inspection activity during the course of progressive inspection
- Deferred Inspection - The Company may decide to defer inspection activities from the Supplier's works to another location or in a different stage of the manufacturing process.

The Company shall provide confirmation in writing for either of the above, and a copy must be included in the Manufacturers Data Dossier (MDD).

7.11 Inspection Release

The release of item(s) to Company shall not proceed until the required activities on the approved ITPs, including Third Party and Regulator requirements, have been satisfactorily completed, unless otherwise waived by Company.

At the completion of the Work, either in total or in stages, Supplier shall advise Company through the Notification of Inspection process to allow a Company representative to inspect the item(s) and issue an Inspection Release Certificate (IRC). The Supplier must ensure a copy of the IRC is attached to the delivery documentation and inserted in the Manufacturers Data Dossier (MDD). Items delivered without a copy of the Inspection Release Certificate may be subject to rejection or quarantine by Company.

The Supplier shall not dispatch any Product until Company has issued a IRC for the consignment. The issue of a IRC does not relieve the Supplier of its obligations under the Purchase Order or Contract Agreement.

7.11.1 Inspection Punchlist / Outstanding Works List

The Supplier shall ensure that all Punchlist and outstanding Work items are closed prior to the release of a Product, unless agreed to in writing by Company.

An Inspection Punchlist will be developed which will provide a consistent approach to the development, administration and control of Punch lists that may be raised during the manufacture of materials, equipment, control systems, packages activities progressing to the final inspection and release.

Supplier shall be responsible for the management of all punchlist items / outstanding work(s), including the interface with other parties to complete and close out of the work(s). Company shall always be provided full access to this list during the execution and close out of open actions.

8.0 HANDLING, STORAGE, PACKING AND DELIVERY

The Supplier shall plan to identify and preserve all Products following final inspection and release from their facilities. Where specified as a requirement of the Purchase Order this protection shall extend to include the delivery to destination.

If requested within the SDDR the Supplier shall provide a copy of the procedure detailing the controls, including handling, storage, and preservation of materials and equipment, undertaken to prevent damage or deterioration of the materials and equipment. The Supplier's procedure shall capture the Company requirements as outlined in the following procedure:

- Export Packing & Marking Procedure, ALL/SUP/LOG/PRO/2000

Any chemicals that are to be provided as part of the Scope of Work must be approved via the Company Chemical Approval Process, ALL/HSE/PRO/044.

8.1 Shipping Documents

Shipping Documentation requirements vary depending on where the materials originate, the destination and any intermediate locations required. The Supplier will liaise with the Company Logistics Coordinator to determine the documentation requirements as applicable to the item(s), and it is the responsibility of the Company Implementation Specialist to include the requirements in the Contract Agreement or Purchase Order.

The shipping documentation shall be presented by the Supplier in a Shipping Dossier and shall be made available prior to shipping as per the Contract Agreement or Purchase Order. The Shipping Dossier shall include the following minimum documentation (where applicable):

- Company Inspection Release Certificate (IRC).
- Supplier Commercial Invoice (all commercial invoices must be on a Contractor letterhead, stamped and signed).
- Supplier Packing List.
- Weight certificates for equipment (including centre-of-gravity details).

Where required or requested by the Company Logistics Coordinator the following should also be included in the Shipping Dossier:

- Certificate of Compliance for lifting / lifted equipment, verified by design and fabrication.
- Dangerous Goods Declaration (i.e. ADG Code, IATA, IMDG).
- DAWR Compliant Fumigation Certificate for all wooden crates / packaging items destined for Australia and/or Australian Waters.
- Load test certification for lifting / lifted equipment.
- MSDS. (compliant with Australian Standards).
- Supply Contractor Free Trade Agreement Declaration.
- Supply Contractor Asbestos Declaration.
- Supply Contractor Packing Declaration.

9.0 REFERENCES

9.1 Company Reference Documents

Document Number	Document Name
ALL/HSE/PRO/044	ABU-W Chemical Management
ALL/CMP/SPE/001	TDT 01 - Technical Delivery Terms for the Supply of Gaskets
ALL/CMP/SPE/002	TDT 02 - Technical Delivery Terms for the Supply of Austenitic Stainless Steel and Super Duplex Bolting
ALL/CMP/SPE/003	TDT 03 - Technical Delivery Terms for the Supply of Coated Alloy Steel Bolting
ALL/CMP/SPE/004	TDT 04 - Technical Delivery Terms for the Supply of Flexible Hose Assemblies
ALL/CMP/SPE/005	TDT 05 - Technical Delivery Terms for the Supply of Relief Valves
ALL/CMP/SPE/006	TDT 06 - Technical Delivery Terms for the Supply of Pipes Flanges & Fittings
ALL/CMP/SPE/007	TDT 07 - Technical Delivery Terms for the Supply of Bolting Components for Structural Application
ALL/CMP/SPE/008	TDT 08 - Technical Delivery Terms for the Supply of Flare Tip Spares
ALL/CMP/SPE/009	TDT 09 - Technical Delivery Terms for the Supply of Generic Pressure and Temperature Transmitters
ALL/CMP/SPE/010	TDT 10 - Technical Delivery Terms for the Supply of Ball Valves
ALL/CMP/SPE/016	TDT 16 - Technical Delivery Terms for the Supply of Spring Support
ALL/CMP/SPE/017	TDT 017 - Technical Delivery Terms for the Supply of Hub Connectors
ALL/SUP/LOG/PRO/2000	Company Export Packing & Marking Procedure
ALL/SUP/LOG/PRO/2001	Shipping Documentation Requirements
DOC/DDC/SPE/0001	Supplier Drawing and Data Instructions
DOC/ENG/SPE/0008	Engineering Requirement for Lifting
DOC/ENG/SPE/0010	Project Coating Specification for Offshore and Onshore Structures
IOSC/RAA/FRM/0002	Inspection Notification
IOSC/RAA/FRM/0003	Inspection Release Certificate
IOSC/RAA/PRO/0009	Traceability and Material Requirements Procedure
IOSC/RAA/TEM/0001	Pre-Inspection Minutes of Meeting Template

9.2 Regulations, Codes and Standards

Document Number	Document Name
AS/NZS ISO 3834	Quality requirements for fusion welding of metallic materials
AS 3788	Pressure Vessel Equipment – In service inspection
AS 3920	Pressure Equipment – Conformity Assessment
AS 3998	Non-destructive Testing – Qualification and Certification of Personnel
AS 4481	Pressure Equipment – Competencies of Inspectors
ASNT SNT-TC-1A	Personnel Qualification and Certification in Non-destructive Testing
AS/NZS 4761	EEHA Competency Standards
BS EN 10204	Metallic materials. Types of inspection documents
CSWIP	Certification Scheme for Welding Inspection Personnel
ISO 10005	Quality management systems - Guidelines for quality plans
ISO 11484	Steel products — Employer's qualification system for non-destructive testing (NDT) personnel
ISO 14731	Welding Coordination – Tasks and responsibilities
ISO 19011	Guidelines for Auditing Management Systems
ISO 9001	Quality Management Systems – Requirements
ISO 9712	Non-destructive testing – Qualification and certification of NDT personnel
ISO/IEC 17020	Conformity Assessment – Requirements for the operation of various types of bodies performing inspection
ISO/IEC 17025	General requirements for the competence of testing and calibration laboratories

APPENDICES

Appendix 1: Sample Manufacturers Data Dossier Index

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Appendix 1: Sample Manufacturers Data Dossier Index

Insert Supplier Logo Here	Manufacturers Data Dossier Index	
Project:		
Purchase Order / Work Order:		
Equipment / Material Description: Tag		
/ Functional Location:		MDD Volume / Page No.
Section	Description of Contents	
A.	INSPECTION RELEASE CERTIFICATE / INSPECTION WAIVER	
B.	LIST OF AUTHORISED DEVIATIONS AND CONCESSIONS	
C.	MATERIAL CERTIFICATES AND MATERIAL TEST REPORTS	
D.	STATEMENT OF COMPLIANCE FOR PRODUCT	
E.	WELDING RECORDS	
F.	WELDER AND WELDING OPERATOR RECORDS	
G.	NON-DESTRUCTIVE TESTING RECORDS	
H.	REPORT ON REPAIRS	
I.	HEAT TREATMENT RECORDS	
J.	DIMENSIONAL RECORDS	
K.	NON-CONFORMANCE REPORTS	
L.	PRESSURE TEST RECORDS	
M.	MECHANICAL AND PERFORMANCE TEST RECORDS	
N.	ELECTRICAL CERTIFICATES AND REPORTS	
O.	INSTRUMENTATION CERTIFICATES AND REPORTS	
P.	NAMEPLATE	
Q.	INSPECTION AND TEST PLANS (ITP)	
R.	STATUTORY AUTHORITY APPROVALS	

Sample only – MDD Index shall meet Purchase Order SDDR requirements.

For sections of the MDD that are not applicable state N/A on the list of contents.

NOTES: For further details refer to the Supplier Drawing and Data Instructions, DOC/DDC/SPE/0001.

Appendix 2: Supplier Deviation Request and Queries Template

SUPPLIER DEVIATION REQUESTS & QUERIES (SDRQ)	Company Use Only
	SDRQ No.
	Date Initiated Sheet of

A. To be Completed by or on Behalf of Supplier

Supplier/Sub-supplier Name			PO No.
Location			Change Order No.
Supplier ID No.			
Description of Deviation /Query Requested (Define all Attachments)			☐ Routine ☐ Urgent
Proposed Action (Define All Attachments)			
Name		Signature	
Position		Date	

B. To Be Completed by the Package Engineer

Comments/Recommendations by Engineer

C. Decision by Engineer

☐ Accept	☐ Accept (with comments)	☐ Reject	☐ Change Order Required	
Package Engineer	Lead Engineer	Discipline Supervisor	SQS Supervisor	Facility Manager (as required)
Date	Date	Date	Date	Date

NOTES:

- The SDRQ form shall be marked as “Urgent” if the problem is likely to affect the Works to be performed within five (5) working days, or as “Routine” if this is not the case.
- This form shall be used for obtaining Principal approval where Supplier seeks any concession, waiver, relaxation, variation, change or deviation to or from the Purchase Order requirements, or formal queries on same.
- This form shall not be used where a non-conformance has already been identified by Principal’s inspection and not closed out.
- Supplier shall sequentially number each SDRQ in the “Supplier ID No” box prior to submitting to Principal and shall maintain a log of numbers. This will enable Principal to readily identify if an SDRQ has not been received.
- Where an SDRQ form is raised after Supplier’s drawing/document has been accepted by Principal, the SDRQ number shall be referenced by Supplier in the drawing/document revision control box.
- Initial telephone, facsimile or e-mail advice of the deviation request or query shall be followed up immediately with the part A completed form sent direct, with any attachments to Principal’s office in Darwin, Northern Territory of Australia
- The Supplier shall direct the initial advice and the subsequent Part A completed form to the SQS Supervisor as detailed on the Purchase Order.
- On receipt of the part B & C completed form; the Supplier shall include the SDRQ in the relevant Manufacturer’s Data Dossier (MDD)

Appendix 3: Contractor / Supplier Notification of Inspection

ConocoPhillips Australia

CONTRACTOR / SUPPLIER NOTIFICATION OF INSPECTION

Australasian Business Unit - West

Notification No: Issue Date:

INSPECTION NOTIFICATION DETAILS			
To:	Attention: ConocoPhillips SQS Coordinator Send to ABU-WestQualitySQSInspection@conocophillips.com		
CC:			
Project Name:			
Company P.O. No:		**Contractor/Supplier Reference:**	
Planned Inspection Date:		**Expected Inspection Duration:**	
Inspection Location: ☐ Supplier ☐ Sub-Supplier			
Contractor / Supplier Contact Details:			
Company Name:		**Contact Name:**	
Address:		**Phone:**	
Email:			
Sub-Supplier Details: (If Applicable)			
Company Name:		**Contact Name:**	
Address:		**Phone:**	
Email:			
Select the Inspection Type:	☐ Pre-Inspection Meeting ☐ Progress Surveillance Inspection ☐ Full-time Surveillance Inspector ☐ FAT Attendance ☐ Documentation Review ☐ Shipment Packaging ☐ Final Inspection Release ☐ Other (define below)		
Inspection Details:			

ITEMS TO BE INSPECTED

P.O. Item No.	Item Tag Number	Description	Current Status	Qty

Inspection Notification Issued by (SUPPLIER / CONTRACTOR Representative):

NAME	ROLE	SIGNATURE	DATE

Acceptance of Inspections (COMPANY Representative):	
COMPANY <u>will</u> attend the above notified inspection. If the Company plans to attend the inspection provide the Company's nominated inspector by return.	☐
COMPANY <u>will not</u> attend the above notified inspection. If the Company will not attend the inspection please confirm that the inspection is waived by issuing an Inspection Waiver Form, IOSC/RAA/FRM/0010.	☐

NAME	ROLE	SIGNATURE	DATE

Form No: IOSC/RAA/FRM/0015
Form Revision: 0
Revision Date: 11/03/2019

Page: 1 of 1

Appendix 4: Material Verification by Equipment Type

The following table describes the standard certification and marking requirements by material group and Technical Delivery Terms (TDT). These requirements shall apply unless they are modified by a Material Requisition or Purchase Order.

Material Group	Product	TDT	Marking Requirements	EN 10204 Certificate Type
Electrical	Electronic or electrical instruments	N/A	Notes (1) or (2) or (4)	Note 9
	Switch/control gear	N/A	Notes (4) or (7)	Note 9
	Electrical Wires and Cables	N/A	Note (7)	Note 9
	Cable glands	N/A	Note (1)	Note 9
Fasteners	Austenitic Stainless Steel and Super Duplex Bolting	ALL/CMP/SPE/002	Note (1) on the end of the bolt Note (5) on bags of stud bolts	3.1
	Coated Alloy Steel Bolting	ALL/CMP/SPE/003	Note (1) on the end of the bolt Note (5) on bags of stud bolts	3.1 (Materials) 2.1 (Coating)
	Structural bolting	ALL/CMP/SPE/007	Note (1) on the end of the bolt Note (5) on bags of stud bolts	2.2 (Materials) 2.1 (Coating)
Hoses	Flexible hose assemblies	ALL/CMP/SPE/004	Note (5) & Note (11)	Note 8
Instrumentation	Pressure and Temperature Transmitters	ALL/CMP/SPE/009	Notes (4) and / or (5)	2.2 (Wetted materials)
Mechanical Equipment	Rotating Equipment	N/A	Notes (1) and (6) on any castings	Note 9
	Pressure Vessels	N/A	Notes (4) and (6) on any castings and (1) where required	Note 9
	Lifting Equipment	N/A	Note (1), (2), (4) or (5)	3.1 (Rigging, lifting devices, lifted equipment)
Other	Flare Tip	ALL/CMP/SPE/008	Notes (1), (2) or (3)	3.1 (Flare tip, lifting lugs) 2.2 (All other materials)
Pipe, Pipe Fittings, Flanges, Spades, Spacers/Blinds and Strainers	Gaskets	ALL/CMP/SPE/001	Note (1) (Spiral Wound and Grooved) Note (2) (RTJ) Note (3) (All other gaskets)	3.1 (RTJ) 2.1 (All other gaskets)
	Pipes, Flanges & Fittings	ALL/CMP/SPE/006	Note (8) & (12)	3.1
	Spring Support	ALL/CMP/SPE/016	Note (8)	3.1 (Load bearing materials) 2.1 (All other materials)
	Hub Connectors	ALL/CMP/SPE/017	Note (1), (12) and/or (13)	3.1

Material Group	Product	TDT	Marking Requirements	EN 10204 Certificate Type
Structural	Structural steel members	N/A	Note (1)	3.1
	Fabricated Steel Structures	N/A	Note (9)	Note 9
Valves	Relief and Safety Valves	ALL/CMP/SPE/005	Note (4) and/or (5) (Valve Body) Note (1) or (2) (Outlet Flanges)	3.1 (Pressure Retaining Materials) 2.1 (Trim Materials)
	Ball Valves	ALL/CMP/SPE/010	Notes (4) and / or (5)	3.1 (Pressure Retaining Materials) 2.1 (Trim Materials)
	Butterfly Valves	N/A	Notes (4) and / or (5)	3.1 (Pressure Retaining Materials) 2.1 (Trim Materials)
	Gate Valves	N/A	Notes (4) and / or (5)	3.1 (Pressure Retaining Materials) 2.1 (Trim Materials)
	Globe Valves	N/A	Notes (4) and / or (5)	3.1 (Pressure Retaining Materials) 2.1 (Trim Materials)
	Check Valves	N/A	Notes (4) and / or (5)	3.1 (Pressure Retaining Materials) 2.1 (Trim Materials)
	Modular Valves and Monoflanges	N/A	Notes (4) and / or (5)	3.1 (Pressure Retaining Materials) 2.1 (Trim Materials)

NOTES

(1) Hard stamping, using round nose low stress stamp.
(2) Vibro-etching.
(3) Waterproof paint or ink stencil. Stenciled characters shall be not less than 5mm in height.
(4) Stainless steel nameplates, affixed with riveting or screws, all to be 316 Stainless Steel or better. Non-molybdenum stainless steel is notacceptable.
(5) Stamped metal tag securely affixed with stainless steel wire or ferrules, all to be 316 Stainless Steel or better. Non-molybdenum stainless steel is not acceptable.
(6) Cast in characters.
(7) Die moulded characters for PVC or similar products.
(8) Refer to Technical Delivery Terms
(9) Refer to Purchase Order
(10) Preferred flow direction, if applicable shall be clearly and permanently marked
(11) All FHAs longer than two meters shall be fitted with two tags, one at each end.
(12) “N” shall be marked as a suffix to the material ASTM designation or UNS designation, to identify the component as suitable for Sour Service.
(13) “LT” shall be marked suffix to the material ASTM designation or UNS designation, when identified as for Low Temperature Service.

Appendix 5: SAP Purchase Orders Quality Certificate Descriptions

The following codes will be used by Company to communicate the certification requirements for materials and equipment on Purchase Orders. Where required the code shall be nominated in the SAP material master data during the cataloguing process.

Certificate No.	Short Text Description	Types of Inspection Documents
0001	Certificate according to EN 10204-2.1	EN 10204-2.1 Letter of Conformity (LOC) by Manufacturer confirming compliance with order, without inclusion of test results
0002	Certificate according to EN 10204-3.1	EN 10204-3.1 Document issued by the manufacturer in which they declare that the products supplied are in compliance with the requirements of the order and is supported by test results. a) The test results are defined by the product specification/code/standard, official; regulation and or corresponding rule or order b) The document is validated by the manufacturer's authorised inspection representative, independent of the manufacturing department (internal or external) It is permissible for the manufacturer to transfer test results from other inspections on primary incoming products, provided that the manufacturer operates using a formalised traceability and inspection procedure. Example: - Material chemical & mechanical properties
0003	Certificate according to EN 10204-3.2	EN10204-3.2 Document prepared by both the 1) manufacturer's authorised inspection representative, independent of the manufacturing department and 2) either the purchasers authorised inspection representative or 2) the inspector designated by the official regulation and in which they declare that the product supplied is in compliance with the order and are supported by test results. Example: - A certificate issued by Classification Society such as Lloyds Register, ABS, DNV. BV or purchasers (Moody International P/L) inspection representative.
0004	Not to be used	Not to be used – Confirm requirements with the Company where referenced.
0005	Not to be used	Not to be used – Confirm requirements with the Company where referenced.
0006	Not to be used	Not to be used – Confirm requirements with the Company where referenced.
0007	Certificates as specified on the SDL/PO	Certificates & or reports as required by agreement with vendor as specified by the order. Example: - Technical Delivery Terms (see attachment) or as specified in the Supplier Quality Requirements (SQR)
0008	Cert for Electrical Hazardous Area Equip	Certificate Electrical Hazardous Area (Ex) Equipment endorsed by national and international accredited approvals such as ATEX, EU, NEC etc
0009	Certificate according to EN 10204-2.2	EN10204-2.2 Document issued by the manufacturer in which they declare that the products supplied are in compliance with the order and is supported by supplied test results based on a non-specific inspection. Example: - A LOC accompanied by a Batch Type Test Certificate or other in-house tests
0010	Cert. according to EN 10204-3.1+PMI	EN10204-3.1 Certificate confirming chemical & mechanical plus Positive Material Identification (PMI) results

Appendix 6: Inspection and Test Plan Requirements

When developing an ITP, the Supplier shall include the following requirements:

i. Inspection and Test Plans shall chronologically identify the main activities and work steps associated with the completion of the Scope of Work, including all inspection and testing, and shall integrate with the practices and procedures contained in Supplier's Quality Plan and System.

ii. The ITPs shall outline the inspections & testing required, as well as the methods, extent and timing for examinations to be used to monitor and control the fabrication, installation etc. The ITP(s) shall specify acceptance criteria and indicate participation required by both Supplier's and Sub-supplier's quality control Personnel as well as by the Company, where applicable.

iii. Each ITP shall detail all review points, witness points, surveillance points, and hold points for the Company, Supplier and its Sub-Suppliers, and any applicable Third-Party Verification Authorities.

iv. ITPs shall encompass, as appropriate, design, manufacturing, construction, quality control, inspection and testing activities to be implemented during design, production, construction, installation and commissioning in accordance with the Scope of Work.

v. The ITPs submitted by Sub-Suppliers/Contractors, shall be reviewed by Supplier to ensure incorporation of Scope of Work requirements. Inspections by Company Quality representative (and other third parties) will be planned using the ITP.

vi. The Supplier shall adhere to the agreed Supplier ITP during the provision of the Scope of Work, and shall ensure that its Subcontractors and Vendors adhere to their Subcontractor and Vendor ITPs.

vii. Supplier should denote "W" (Witness), "H" (Hold), "R" (Review), and "SU" (Surveillance) as applicable, for each Quality Control activity. Quality control activities are required to be witnessed, reviewed, or surveyed, by Supplier's organization and accepted, prior to being submitted for verification by the Company or its representative.

viii. ITPs shall include provision for Company representative and shall be amended to include those activities which shall be subject to monitoring (witness, hold, review or surveillance) by Company's representative.

ix. In the columns for Supplier and Company Inspection Points, the coding used within the ITP to convey the various inspection points, is to be:

- "H" = Hold Point – A point at which Supplier's and/or Subcontractor's Work shall not proceed without release from assigned Company Quality representative. A signature signifying involvement of the assigned Company Quality representative is required on the referenced Quality Record. Company will provided written waivers in cases where Company will not attend a notified and designated Hold Points. In this case, Supplier is entitled to proceed with the inspection and/or tests.

- "W" = Witness Point – A point at which Supplier's and/or Subcontractor's Work shall notify Company Quality representative when Work is to be performed so that witnessing activities can take place. Work does not stop if assigned COMPANY representative is not present. If witnessed by Company a signature signifying involvement of the assigned Quality representative is required on the referenced Quality Record.

- "R" = Review Point - Evaluation of documents to verify conformance to Project requirements. Review may be either full review (complete examination of documents such as procedures, drawings, inspection & testing records, etc.) or random review (complete examination of random selected documents such as procedures, drawings, inspection & testing records, at the discretion of Company.

- "SU" = Surveillance – In-process Company observation of Supplier's and/or Subcontractor's Work activities to verify compliance with Project requirements on an on-going basis as deemed necessary.

x. In the event an existing ITP practice or standard already exists with terms and definitions contrary to the above, the differences and correlation shall be noted on the ITP and the above designations used, e.g. API rotating equipment standards.

xi. Company, at its sole option and expense, may participate in any or all points identified on the ITP including designated witness and hold points on the ITP. The Supplier shall facilitate access for the Company or its representative to all Works Facilities and Supplier documentation.

xii. Company's inspection or test witnessing, or failure to inspect or witness tests, shall not release Supplier from any of its obligations under the Purchase Order Agreement.

Appendix 7: Inspection and Test Plan Sample

INSERT SUPPLIER LOGO HERE	**INSPECTION AND TEST PLAN**	**ITP NO.**	
		REV NO.	
		PAGE	of

INSPECTION & TEST PLAN TITLE:		**SUPPLIER / CONTRACTOR:**	
DESCRIPTION:		**SUB-SUPPLIER/S:**	
FUNCTIONAL LOCATION:		**PURCHASE ORDER NO:**	
WORKS LOCATION:		**P.O. LINE ITEM:**	

ACTIVITY AND LOCATION			**CONTROLLING DOCUMENT (Standard, Specification or Drawing, etc.)**		**DEMONSTRATED EVIDENCE REPORT / CHECKLIST**	**INSPECTION SURVEILLANCE REQUIREMENTS (REFER TO LEGEND)**			
Activity No.	**Activity description**	**Location**	**Document No. / Title Acceptance**	**Criteria**	**Reference No.**	**Sub-supplier**	**Supplier**	**Company**	**Third party**

LEGEND

LOCATION: KS – KEY SUPPLIER; SS – SUB-SUPPLIER

INSPECTION SURVEILLANCE: W – WITNESS; H – HOLD; SU – SURVEILLANCE; R – REVIEW