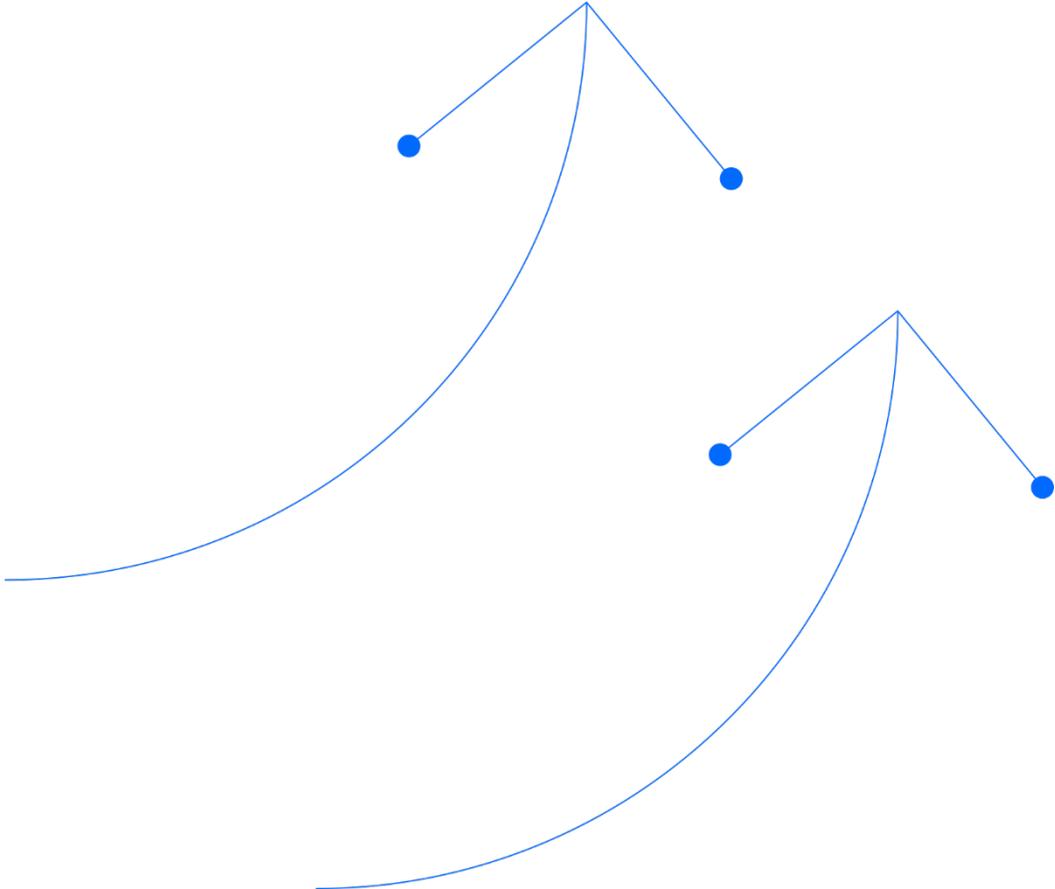




**MANUFACTURING RECORD
BOOK SPECIFICATION FOR
CONTRACTORS/
VENDORS/SUPPLIERS**

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REVISION HISTORY

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CHANGE LOG

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1	Revised to fit project needs
2	Updated to new Santos template and logo

PREFACE

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1.0 Introduction

1.1 Purpose

To outline the requirements for preparation and submission of quality related records, documentation, and data as a specified in contracts and purchase orders.

1.2 Scope

To establish the requirements and associated roles and responsibilities for progressively compiling the manufacturing records for all materials and equipment.

This specification is applicable to Suppliers, Manufacturers, Purchasers, Contractors, and other project execution partners responsible for supplying any materials and equipment to Santos's facilities.

2.0 Definition and Abbreviation

2.1 Definitions

Definitions of various terms used in this procedure are provided below. However, the definitions of quality terms are in accordance with ASQ on-line glossary of quality terms.

Table 2-1: Definition Table

Term	Definition
Company	Santos, an associate or subsidiary, or other organization acting as owner, purchaser, or customer as designated in the Contract or Purchase Order.
Non-Conformance	A condition that does not conform to specifications or standards, or an activity that does not comply with requirements.
Packaged Equipment	An equipment assembly supplied on a skid, base frame or housing that is ready for installation, hook up and operation.
Purchaser	Purchaser is the party which has placed the PO to any manufacturer in the value chain including Contractor, Subcontractor, Supplier, Sub-Supplier or Distributor.
Quality Records	Those records which document the acceptability of items, or which provide objective evidence of QA program compliance. Quality Records shall be original

Term	Definition
	whenever possible; photocopies may be accepted by Santos at their discretion, but these must be clearly legible. Examples of Quality Records include Manufacturer’s Data Records, QA Audit reports, surveillance reports, inspection & test reports etc.
Site	Any location where work relative to project activities is performed (Design, Procurement, Fabrication, Construction, Pre-Commissioning & Commissioning).
Surveillance	The systematic monitoring of activities to assure that processes are properly implemented, and requirements are being met (assessments and verifications).
Supplier	Entity entering a contract with Company to provide equipment, goods, materials, and services. This includes the successors and (or) permitted assigns of such entity.
Verification	Confirmation that a product meets requirements.

2.2 Abbreviations

The following abbreviations are used in this document:

Table 2-2: Abbreviation Table

Abbreviation	Detail
Manufacturing Record Book (MRB)	A collection of quality-related documents including material test certificates, quality control (QC)/inspection and test plans (ITPs), inspection and test records, QC records, as well as other quality related documents.
POQR	Purchase Order Quality Requirements
Quality Assurance (QA)	The process of establishing requirements and procedures for ensuring that the requirements are met.
Quality Control (QC)	A subset of QA which obtains measurable evidence that requirements have been met.
SDRL	Supplier Document Requirement List

2.3 Codes and Standards

The following codes, standards, and specifications shall be considered as a part of this specification. All documents shall be the latest editions in force.

All questions regarding this specification or discrepancies between this specification and the design drawings or purchase documents shall be referred to Owner for clarification.

Table 2-3: Codes and Standards Table

Codes and Standards	
Santos Specifications	
NGE-OPPHL-000002	Documents for Operations (DFO)
NGE-DCPRO-000001	Document, Drawing and Vendor Numbering Procedure
NGE-CPPLN-100001	Turnover Completion Package Plan
Codes and Standards	
ISO 9001	2015 Quality Management Systems – Requirements
API Q1	Quality Management System Requirements for Manufacturing Organizations for the Petroleum and Natural Gas Industry
API Q2	Specification for Quality Management System Requirements for Service Supply Organizations for the Petroleum and Natural Gas Industries
API RP 588	Source Inspection and Quality Surveillance of Fixed Equipment
API SIRE	Source Inspector Rotating Equipment
ASME VIII	Division 1 Boiler and Pressure Vessel Code - Rules for Construction of Pressure Vessels
EN 10204 Metallic Products	Types of Inspection Documents

2.4 Other References

- API Guide for Source Inspection and Quality Surveillance of Electrical Equipment
- Manufacturing Record Book Guidance (GU-IADC-SC-004)

3.0 Responsibility

3.1 Contractor/Supplier Responsibilities

1. It shall be the Contractor/Supplier’s responsibility to ensure compliance with the requirements of this specification including their sub-suppliers.

2. Compliance with this specification, normative references or documents does not relieve the Contractor/Supplier of the responsibility for providing documentation to demonstrate the equipment of proper design and construction, fully suitable for all specified operating conditions.
3. Where the Contractor/Supplier believes that they cannot meet a requirement within this specification, then the Contractor/Supplier shall provide a list of deviations as part of their bid submission or within 30 days of contract/PO award.
4. Any requirement to deviate from this specification, shall require a Deviation Request to be submitted and approved by Company before any associated work activities can commence.

3.2 Release of Equipment and Materials

1. All PO items, materials and equipment shall be subject to final inspection by Contractor/Company prior to requesting release by Company.
2. The Supplier shall be responsible for the following items, including any items from sub-suppliers, are completed:
 - a. All Supplier documentation submittals in accordance with the SDRL complete.
 - b. All ITP and POQR requirements verified as complete.
 - c. All Deviation Requests (DRs) have been approved by the Company.
 - d. All Concession Requests (CRs) have been approved by the Company.
 - e. Where raised, any punch list items are closed out and any work transfer to site agreed by Company.
 - f. Where applicable, all certified ASME DIV-1, DIV-II and ATEX-Equipment have been allocated Project tag Number and subjected to full 'Detailed' inspection by the Supplier and verification by Company.
 - g. Preservation requirements are complete and inspected.
 - h. Include this documentation in MRB.
3. When all the above points have been complied with and inspection activities have been satisfactorily completed a Company Release Note will be issued.
4. It is a requirement that a Release Note be dispatched with the item, plus any other documentation as required by the PO, as an aid to goods receipt inspection.
5. Release Notes are not authority for the Contractor/Supplier to dispatch the goods. This can only come from Company by issue of a Material Movement Ticket (MMT), Shipping Release Note (SRN) or equivalent.
6. Contractor/Supplier shall ensure a MRB is provided for supplied equipment as a demonstration of compliance to purchase order quality requirements.
7. MRB records shall be available for Santos or its nominated inspector's review.

4.0 General Requirements

- 4.1 Supplier shall compile and submit a Manufacturer's Quality Record Book (MQRB) also referred as "MRB" frequently, in accordance with this specification unless otherwise specified in project data sheets, requisitions, or Purchaser's instructions.
- 4.2 Supplier shall prepare an original file of the MQRB at the beginning of manufacturing/fabrication.
- 4.3 Requirements for MRB format and content are provided in Table 4-1. Before MRB compilation begins, Supplier shall provide an Index of MRB for review and acceptance by Santos.
- 4.4 Assembly or manufacture shall not commence before acceptance of the MRB index by Santos. The index may be based on the Supplier's standard format, or the layout provided in Table 4-1
- 4.5 Acceptance will be based on Supplier's demonstrating that the required records will be included and that the index represents a logical layout that facilitates ease of access to records and traceability between components and associated test records and certificates. Once approved, the index will form the basis for compilation of the MRB.
- 4.6 For bulk materials, see section 7.
- 4.7 For complex systems refer to section 8.
- 4.8 For products other than bulk material, MQRB shall be compiled on an equipment-by-equipment, item-by-item basis.
- 4.9 Supplier shall collect certificates, inspection records, and other quality-related documents as soon as they are available and place them in MQRB file.
- 4.10 When a document, such as the material test certificate, relates to multiple items, Supplier shall insert a full copy of the document with one item and cross references to the full copy of the document in other items.
- 4.11 Contractor/Vendor/Supplier storage of MRB records shall be addressed to ensure integrity of the documentation and that Santos has access to all hardcopy records for a minimum of 5 years after completion of the work.
- 4.12 When MQRB is divided into multiple volumes, the table of contents shall appear in each volume.
 - 4.12.1 When Supplier's QA/QC representative visits manufacturer, manufacturer shall have MQRB and quality-related documents (e.g., certificates and records available for previous events) reviewed by the QA/QC representative of manufacturers.
 - 4.12.2 If required records are determined to be acceptable, Supplier's QA/QC representative shall issue a release note, prior to requesting release by Company.

- 4.12.3 Supplier's QA/QC representative shall sign, date, and stamp a cover sheet for each MQRB verifying and stating that the documentation has been reviewed and found acceptable.
- 4.12.4 Supplier shall insert a copy of the release note into the MQRB. This completes MQRB compilation.
- 4.12.5 Supplier shall not ship products without the inspection release note and an official notification/confirmation of shipping instructions from Purchaser.
- 4.12.6 Supplier shall ensure a MRB is provided for supplied equipment as a demonstration of compliance to purchase order quality requirements.
- 4.12.7 MRB records shall be available for Santos or its nominated inspector's review.
- 4.12.8 All cover and index pages must conform to the latest Santos branding guidelines, and included documentation shall be easily legible.

Table 4 – Manufacturer's Quality Records Book Content

Section	Description	Page
A.	Purchaser's Release Certificate/Inspection Waiver	
B.	List of Authorized Technical Deviations, Queries and Concessions	
C.	Material Test Certificates and Certification	
D.	Certificate of Compliance for Fabricated Items	
E.	Fabrication and Welding Records	
F.	Welder and Operator Qualification Records	
G.	Non-Destructive Testing Records	
H.	Reports on Repairs	
I.	Heat Treatment Records	
J.	Dimensional Records and Weight Report	
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 or Stamping	
Q.	Drawings, Data Sheets, and Inspection Plans	
R.	Miscellaneous Certifications, Reports and Records	
S.	List of Parts of Equipment/Mechanical Equip. Catalogues/ Material Requiring Statutory Documentation	
T.	Statutory Approval Documents for Lifting Equipment	
U.	Documentation for Pressure Vessel and Heat Exchangers	
Notes:		^a On complex systems, suppliers shall use sub-section or higher-

	level groupings to suit their own products. ^b Irrelevant sections shall be indicated with N/A in the page column. Products that have many N/A sections shall use a simplified form on a case-by-case basis with a prior information to Santos.
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5.0 Section Descriptions

5.1 Section A: Purchaser’s Release Certificate/Inspection Waiver

- 5.1.1 Provide a copy of the “Inspection Release”, “Mechanical Completion” or similar certificates signed by or on behalf of Santos QA/QC Representative for the work.
- 5.1.2 When the work does not require a Santos inspection, include a copy of the correspondence received from Santos indicating a waiver.
- 5.1.3 The MRB shall also be endorsed as acceptable by Santos Surveillance Inspection personnel after final review.

5.2 Section B: List of Authorized Technical Deviations, Queries and Concessions (RFIs)

- 5.2.1 Deviations and concessions to requirements specified in the purchase order, accepted by Supplier, and endorsed by Purchaser shall be listed and described.
- 5.2.2 All RFIs shall be listed in chronological order with the RFI number, date raised, a description of the issue and the final status.
- 5.2.3 List shall detail the type of deviation/concession and shall be adequately referenced to ensure traceability to documents and correspondence with respect to the acceptance process by Purchaser.
- 5.2.4 A copy of all RFIs shall be provided behind the listing with authorized signatures.

5.3 Section C: Material Test Certificates and Certification

- 5.3.1 This section shall contain a list identifying material certificates or material test reports and include part, piece, or item numbers. This section shall also include certificates and reports referenced on the list.
- 5.3.2 The listed information provided must provide a level of traceability from final item identification as shown on the drawings back to material certificate and individual item number and heat number. Include an explanation of how to use the cross-reference system.

- 5.3.3 List shall show Supplier drawing number of equipment parts or pieces or the bulk material item number identified with the following information:
- i. Certificate or report number
 - ii. Line item-page number
 - iii. Heat, charge, batch, lot, and plate number
 - iv. Name of the mill
- 5.3.4 Material test certificates in the master edition of the MQRB shall be verified copies of originals where practical, or photocopies. If photocopies of certificates are furnished, they shall be of high enough quality that they can be legibly reproduced.
- 5.3.5 Stock list material test certificates shall not be acceptable unless accompanied by official copies of the original sub-tier manufacturer (i.e., billet manufacturer) forge-master certificates.
- 5.3.6 Copies of material test results shall be certified, signed, and dated.
- 5.3.7 If the material certificates/test reports supplied are only partly applicable to the materials used for construction the applicable portions of the certificates/reports shall be marked with an arrow.
- 5.3.8 Material certification shall be in accordance with project specifications for certification and marking of materials, if provided.
- 5.3.9 When positive material identification (PMI) is performed on equipment, item, or material, the verification test report shall also be included in this section.

5.4 Section D: Certificate of Compliance for Fabricated Items

- 5.4.1 Provide a list of Certificates of Compliance (COC) and copies of the certificates as described in the purchase order requirements.
- 5.4.2 The COC shall reference the purchase order requirements and the applicable codes and standards.
- 5.4.3 All supplied materials and equipment shall accompany a COC declaration by Supplier to state the material and equipment meet all applicable codes, standards, and project specifications.

5.5 Section E: Fabrication and Welding Records

- 5.5.1 This section shall include a list of accepted and authorized welding procedure specifications (WPS), procedure qualification records (PQR), weld maps, welding traceability control sheets, and results of production weld tests.
- 5.5.2 Copies of reports for repairs carried out and their location identification maps shall also be included in this section.

- 5.5.3 The supporting records shall be endorsed by Santos or third-party organization as required by the purchase order.
- 5.5.4 Provide a list of production weld testing reports and the supporting records. The listing shall demonstrate how the relevant sampling rate or timing was achieved.

5.6 Section F: Welder and Operator Qualification Records

- 5.6.1 A list of qualified welders, including their welder mark number, name of the qualifying authority, and date of qualification shall be placed in this section.
- 5.6.2 Include a list of qualified operators for each type of process (welding, welder, glass reinforced plastic, coating, etc.) Include their number or unique or unique identifying mark, their name, the name of the qualifying authority and the date of qualification.

5.7 Section G: Non-Destructive Testing Records

- 5.7.1 This section shall include a list, map, and/or summary of non-destructive testing performed and the interpretation. Reference to test locations and digital copies of radiographic records shall be provided.
- 5.7.2 A list of qualified and accepted non-destructive examination personnel, name of the qualifying authority, date of qualification, and certification validity shall be included.
- 5.7.3 Certificates or reports pertaining to non-destructive testing personnel and their qualifications shall also be included.
- 5.7.4 Storage of radiographic records shall be addressed to ensure Santos has access to the records for a minimum of 7 years after completion of the work.

5.8 Section H: Reports on Repairs

- 5.8.1 Provide reports for all weld repairs carried out. Where weld repairs are included in Section E then a note shall be added to this section indicating the correct location.

5.9 Section I: Heat Treatment Records

- 5.9.1 Provide records and scaled furnace temperature/time charts for all heat treatments performed, including equipment identification number and date/s of heat treatment, etc.

5.10 Section J: Dimensional Records and Weight Report

- 5.10.1 Provide records of surveys, dimensional checks, machined surface finish inspection and other metrology to demonstrate compliance with purchase order requirements.
- 5.10.2 Where required provide final weight report in this section.

5.11 Section K: Non-Conformance Reports

- 5.11.1 Provide an index and final copies of all Non-conformance Reports (NCR) issued by the Contractor that affect the permanent work or items delivered to Santos.
- 5.11.2 Include Santos's acceptance of each NCR.
- 5.11.3 Where Santos NCR have been raised and issued to the Contractor include these as a separate list with final copies and cross-reference to disposition approval such as TDQC.

5.12 Section L: Pressure Test Records

- 5.12.1 test records for hydrostatic, pneumatic, proof tests, leak and seat tests, and all other required pressure tests.

5.13 Section M: Mechanical and Performance Test Records

- 5.13.1 Provide reports of mechanical running tests, mechanical functional tests, performance tests, low temperature tests and noise tests, etc.

5.14 Section N: Electrical Certificates and Reports

- 5.14.1 Provide electrical inspection and test records (ITR), electrical and electronic equipment certification, certificates of compliance, hazardous area certification and other electrical test records as identified in the purchase order.
- 5.14.2 This section shall include the following documentation as relevant and as specified in the material requisition:
 - 1. Electrical and electronic equipment certification schedule and other certifications and reports, as specified in the material requisition.
 - 2. Electrical material certificate of compliance
 - 3. Insulation test report
 - 4. High voltage test report
 - 5. Electrical certification for hazardous operation
 - 6. Electrical functional test report
 - 7. Electrical performance test report

5.15 Section O: Instrumentation Certificates and Reports

- 5.15.1 Provide electrical ITR, electrical and electronic equipment certification, certificate of compliance, hazardous area certification as identified in the purchase order.

5.15.2 This section shall include the following documentation as relevant and as specified in the material requisition:

1. Electrical and electronic equipment certification schedule, as specified in the material requisition.
2. Instrument certification for hazardous operation (HAZOP)
3. Calibration certification
4. Final test certificate
5. System functional test report
6. System performance test report
7. Tank volume calibration records per applicable standard

5.16 Section P: Nameplate or Stamping

5.16.1 Provide a photograph or replica of the nameplate(s) or stamping as required by code, standard or purchase order.

5.17 Section Q: Drawings, Data Sheets, and Inspection Plans

5.17.1 Provide “as built” copies of traceability drawings, data sheets and approved inspection and test plans.

5.17.2 Inspection and test plans shall include the appropriate staged inspection endorsements.

5.18 Section R: Miscellaneous Certifications, Reports and Records

5.18.1 This section shall include purchaser specified certification, reports, records, and data not covered by other sections (e.g., lining, refractory, paint record, insulation details, and NACE certificate or PMI certification report for weld and materials).

5.19 Section S: List of Parts of Equipment/Material Requiring Statutory Documentation

5.19.1 List the various parts of the equipment/material that require statutory documentation.

5.19.2 The list shall indicate in which section of the MRB the records are located.

5.20 Section T: Statutory Approval Documents for Lifting Equipment

5.20.1 List all required statutory documentation (i.e., design approvals and testing) for lifting equipment and include a copy of the documents.

5.21 Section U: Documentation for Pressure Vessel and Heat Exchangers

5.21.1 Provide any additional documentation and test reports that have been requested to satisfy unique pressure vessel and heat exchanger testing requirements.

6.0 Presentation of Manufacture's Quality Record Book

6.1 Presentation of Documents

6.1.1 The cover and the first page of the book shall contain the information shown in figure below.

6.1.2 When more than one MQRB is in a file, cover shall show item numbers for all MQRBs contained in the file.

6.1.3 The spine of the file or electronic files shall carry the information shown below. However, when space is limited, the following information shall be shown as a minimum:

1. MQRB No.
2. Equipment Name
3. Item/tag Numbers
4. Supplier's Name
5. Manufacturing Location
6. Purchaser Order/Contract Number

MANUFACTURER'S QUALITY RECORD BOOK	
[Insert Project Name]	
Project No.	: XXX
Supplier P.O. No.	: ###
Equipment Description	: XXX
Equipment Item No.	: ###
Supplier Document No.	: ### (Include Revision No.)
Manufacturer's Name*	: XXX
Manufacturer's Reference No.	: ###
Manufacturer's Document No.	: ### (Include Revision No.)
Date of Issue	: MM/DD/YYYY
Volume No.	: ##
Manufacturer's QC Rep's Sign.	: (On First Sheet Only)
Supplier's Review & Acceptance	: (On First Sheet Only)
Purchaser Quality Representative Signature:	

<i>*If the equipment is being supplied by a major Sub-Supplier, include that name on the MQRB.</i>	

6.2 Language

- 6.2.1 All reports, records and certificates provided by Supplier and all parties engaged in the Work shall be in the English language (or include a translation), legible, identifiable, and retrievable and shall be endorsed and dated by Supplier, Contractor and all parties engaged in the work as complete and compliant with purchase order requirements.
- 6.2.2 The default language for all included documentation shall be English. However, it is recognized and acceptable to provide local language documentation if required by regional and/or Santos specific requirements.
- 6.2.3 If an original document uses a language other than English, a translation to English shall be provided without additional charges to Purchaser.

6.3 Format

- 6.3.1 MRBs shall be generated as an PDF file and shall include an indexed table of contents for ease of navigation.
- 6.3.2 The MRB may be divided into multiple volumes based upon the maximum file size constraints by storage or transmittal limitations.
- 6.3.3 All cover and index pages must conform to the latest Santos branding guidelines, and included documentation shall be easily legible.
- 6.3.4 The PDF format must:
1. Be produced from the original drawing or document file.
 2. Be fully compatible with the standard Adobe Reader as unlocked files.
 3. Have page(s) oriented for viewing without need for rotation.
 4. Have document initial view options set to “bookmarks and page” (navigation pane available).
 5. Have bookmarks that shall have bookmarks for each section with appropriate titles.

6.4 All-Manufacturer’s Quality Record Book Handover

- 6.4.1 Supplier shall provide to Purchaser an all-MQRB index that lists MQRBs (both electronic and hard copy type), MQRB document numbers, file volume numbers, items/equipment/materials that are covered by the MQRB, and other associated information.

6.5 Submission

- 6.5.1 Supplier shall dispatch the required number of copies of the completed MQRB to Purchaser’s Santos Document Control. See NGE-DCPRO-000001 Document, Drawing and Vendor Numbering Procedure for more information on electronic transference of documentation.

6.5.2 On a purchase order that contains multiple items or types of equipment, Supplier shall turnover password protected hard drives when MQRBs are completed. (This is in addition to the electronic copies submitted to Santos's Document Control Team.)

7.0 Manufacturing Records Book for Bulk or Simple Equipment Items

7.1 The Manufacturers Records Book (MRB) shall be formatted and delivered in accordance with contract and Project Manufacturing Documentation Requirements.

- 7.1.1 Only those sections that are applicable to the material / equipment being supplied shall be included.
- 7.1.2 MQRB shall be compiled on a shipment-by-shipment basis.
- 7.1.3 If a hard copy is required: each section of the MRB shall be separated by tabbed, labelled dividers. All separator sheets shall carry the section letter with the title of the section.
- 7.1.4 A master index of the complete MRB shall be inserted at the front of each volume with a detail index for each volume. An index shall also be created for each section where content is divided into several lists or registers. Lists or registers shall be created in each section where groups of report, records, etc. exceed 10 documents of each type.
- 7.1.5 Each document shall be marked with the following:
 - 1. Project Contract / Purchase Order Number
 - 2. Equipment/material description and item number
 - 3. Relevant section letter and section title
- 7.1.6 All pages in the document shall be numbered. Within sections, the numbers shall run consecutively i.e. A1 to A6, B1 to B16, etc.
 - 1. All paper documents shall be originals or legible first-generation color copies.
 - 2. Sections may be combined to facilitate traceability and cross- referencing.
- 7.1.7 Contractor shall check that all documentation in the MRB complies with the specified requirements and sign the master table of contents of the MRB when compliance is complete. Checks shall be carried out to ensure all scanning is legible and organized correctly.
- 7.1.8 MQRB review may be done on a shipment-by-shipment basis prior to release of items.

7.2 Sections of the Manufacturing Records Book

MRBs shall contain an introductory section at the start of Volume 1 including:

- a) A fully detailed listing of all work scopes covered including the allocation of Santos area numbers and any nominated tag numbers.

- b) A final listing of all purchase order documents and drawings provided showing final revision status.

8 Manufacturing Records Book for Complex Equipment Items

- 8.1. The index and structure of MRB for complex multi-discipline packages shall be agreed between the Contractor and Santos.
- 8.2. Supplier shall consult with Purchaser regarding the organization of MQRB unless otherwise specified in project data sheets, requisitions, or Purchaser's instructions.

9 Design Dossier

The purpose of a design dossier is to present a collection of documents, drawings, specifications, clarifications, and calculations that provide a detailed record of the design process, decisions, as-builts, and considerations for a particular project, serving as a reference for future modifications, approvals, and evaluations. If applicable, please provide the 3-D models in addition to the dossier.

10 Construction and Fabrication Dossier

The purpose of a construction and fabrication dossier is to provide a comprehensive documentation of the design, installation, materials, processes, and specifications involved in the construction and fabrication of a project, ensuring traceability, quality control, and compliance. Ensures all documentation and mechanically complete activities if preparation for commissioning activities.

11 Government Certifications - if Applicable

The purpose of government certifications is to validate and verify that an individual, organization, product, or service meets regulatory requirements set by the government, ensuring compliance, safety, and quality assurance for the benefit and protection of the public.

12 Commissioning Dossier

The purpose of a Commissioning Dossier is to document and demonstrate that all systems, components, and equipment within a facility or project have been thoroughly tested, verified, and

commissioned according to specified requirements and sequencing, ensuring that they are fully operational, functional, and ready for safe and efficient use.

Please reference Turnover Completion Package Plan - NGE-CPPLN-100001 for more detailed instructions for turnover packages.

13 Documents for Operations (DFO)

Please reference Documents for Operations (DFO) NGE-OPPHL-000002 for more information on the compilation and preparation of the required deliverables

Appendix 1: Manufacturer’s Record Book (MRB) Cover Page NGE-QATEM-000001

MANUFACTURER’S RECORD BOOK (MRB) (Insert Project Name)	
Santos Document No. <i>*From Santos Doc Control /Rev.</i>	
Project No.	
Purchase Order No.	
Module No.	
Equipment/Item Name	
System/Sub-System No.	
Equipment Tag No.	
Manufacturer’s Name	
Manufacturer’s Ref. No.	
Manufacturer Document No.	
Supplier Documents No.	
Date of Issue <i>(mm/dd/yyyy)</i>	
Volume No. <i>(If applicable)</i>	

Print Full Name/Company	Signature/Date
Vendor/Supplier Quality Manager	
Contractor Quality Manager	
Santos Quality Representative	