ON TIME DELIVERY

REQUEST FOR QUOTE (RFQ)

PURCHASE ORDER (PO)

PROJECT

•	STUDY OF TERMS AND
	CONDITIONS

- APPLICABLE SPECIFICATIONS
- QUALITY REQUIREMENTS
- CC&I (COMMERCIAL CONDITIONS AND INSTRUCTIONS)
- INSTRUCTIONS TO BIDDERS.
- PVL (PROYECT VENDOR LIST)
- LEGAL NORMATIVE
- SCOPE
- STUDIES OF HAZOP (HAZARD AND OPERATIBILITY) & SIL (SAFETY INTEGRITY LEVEL)
- HSE (HEALTHY, SAFETY AND ENVIROMENTAL) REQUIREMENTS

- CLARIFICATIONS
- RFI(REQUISITION FOR INQUIRY)
- RFP (REQUISITION FOR PURCHASE
- VDDR (VENDOR DRAWINGS AND DATA REQUIREMENTS)
- TITLE BLOCKS / COVERS / TEMPLATES
- INSTRUCTIONS FOR DOCUMENTATION
- DISTRIBUTION LIST
- ROLES AND RESPONSIBILITIES.
- IAP (INSPECTION ACTIVITIES PLAN)
- KOM (KICKOFF MEETING)

PROJECT DOCUMENTATION

- VDDL (VENDOR DRAWINGS AND DATA LIST).
- GENERAL ARRANGEMENT WITH DIMENSIONS AND LOADING DATA
- PROCESS PIPING AND INSTRUMENT DIAGRAMS
- JUNCTION BOXES AND TERMINAL STRIPS ONNECTIONS
- LIST OF UTILITY CONSUMPTIONS.
- RECOMMENDED SPARE PARTS LISTS
- LUBRICANT LIST WITH EQUIVALENCES
- INSTALLATION, OPERATION AND MAINTENANCE MANUAL
- DETAILED DRAWINGS FOR EQUIPMENT AND AUXILIARY ELEMENTS
- WELDING DOSSIER
- QUALITY CONTROL PLAN
- SUBSUPPLIERS LIST
- LOCAL CONTROL PANEL DRAWINGS
- LIST OF SETPOINT VALUES FOR ALARMS AND SHUTDOWN
- INSTRUMENT LIST
- COMPLETED DATA SHEETS FOR AUXILIARY MECHANICAL EQUIPMENT
- INSTRUMENTS DATA SHEETS
- DATA SHEETS FOR ELECTRICAL CONSUMERS
- NOISE DATA SHEETS
- FIXING AND MOUNTING EQUIPMENT DETAILS DRAWING
- TESTS PROCEDURES
- CAUSE AND EFFECT DIAGRAMS
- FINAL QUALITY DOSSIER
- PACKING AND TRANSPORTATION PROCEDURE
- PRESERVATION FOR STORAGE
- LIFTING & COMMISIONING PROCEDURE.
- PAINTING AND COATING PROCEDURE (MDS &MSDS OF APPLIED PAINT; PAINTING REPORT...) IN COMPLIANCE WITH HSE CODES.

FOLLOW UP / APPROVAL

- COMMUNICATIONS (E-TRANSMITTAL)
- PROGRESS REPORT
- OVERALL MANUFACTURING PROGRAM
- RAW MATERIAL INSPECTION
- MONTHLY MANUFACTURING REPORT
- IF APPLICABLE:

LOAD DOCUMENTATION IN CUSTOMER PLM (ENOVIA; WINDCHIL, TEAMCENTER...)

MANUFACTURING & TESTING

- ACCORDING TO CONTRACTUAL DOCUMENTS, REQUISITIONS, CODES AND STANDARDS
- ACCORDING TO STANDARDS:
 - ASME / DIN / EN / ISO
 - PED DIRECTIVE 2014/68/EU
- NOISE REQUIREMENTS
- IAP (INSPECTION ACTIVITIES PLAN)

BEFORE MANUFACTURING

Pre-inspection Meeting

Welders and NDT operators qualifications

Material & Test Certificates for raw material

Equipment and Calibration Instrument Check

DURING MANUFACTURING

Traceability marking

Final NDT

TEST AND FINAL REVIEW

Hydrostatic tests

Operational run test

Visual check

Dimensional check

Nameplates/Tagging check

Surface preparation/Painting check

Final Dossier check

Release note

INSPECTION / RELEASE NOTE

- FQD (FINAL QUALITY DOSSIER)
- VDB (VENDOR DATA BOOK)
- IRC (INSPECTION RELEASE CERTIFICATE)
- IF APPLICABLE:
 - -3rd PARTY INSPECTION
 - MILL TEST CERTIFICATE.
- FAT TEST.
 - VERIFICATION OF COMPLETENESS
 - VISUAL / DIMENSIONAL CHECK
 - MAIN COMPONENTS
 - INSTRUMENTATION
 - o FUNCTIONAL TEST:

Flow rate

Pressure

Duration of test

Safety valve

Pressure Control Valve

Temperature Control

Valve

Temperature in reservoir

Leakages

Switch over of filters

Filter clean after test run

•••

LOGISTIC & SHIPPING

- ACCORDING TO SPECIFICATIONS:
 - INCOTERMS
 - PACKING LIST
 - SHIPPING MARKS
- CERTIFICATE OF ORIGIN
- CERTIFICATE EUR 1
- IF APPLICABLE:TRANSPORT
- DOCUMENT
- DDP TERMS
- MSDS: MATERIAL SAFETY DATA SHEET
- SHIPPING DRAWINGS
- OTHER DOCUMENTS ON DEMAND
- ETD/ETA
- BILL OF LANDING / CMR / AIRWAY BILL