

# INSTRUCTIONS FOR SUPPLIER DOCUMENTATION

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## INSTRUCTIONS FOR SUPPLIER DOCUMENTATION

WINTERSHALL NOORDZEE B.V., hereafter referred to as PURCHASER, has set Document Control requirements for all projects. Therefore all suppliers are obliged to comply with the instructions in this procedure.

### 1.1 General Conditions

General conditions for exchanging documents between PURCHASER and SUPPLIER:

- Ten (10) working days response time (unless specified otherwise) for both PURCHASER and SUPPLIER. Documents sent after 12:00pm will be considered as being sent the next working day.
- If the agreed response time cannot be met, the recipient will inform the sender immediately.
- All documents will be sent to PURCHASER with status "for Review" unless mentioned otherwise on the Vendor Document Requirement List (VDRL).
- Documentation "For Review" shall only be submitted as non-secured, searchable electronic file in ADOBE format with extension ".PDF". Scanned documents are only accepted after confirmation by PURCHASER.
- All documents required "For Review" shall be submitted to Wintershall Noordzee B.V. Document Control Centre through **electronic mail only**.
- Documentation submitted shall be accompanied with duly signed off transmittal. (See Section 1.1.4)
- Documentation shall be in the English language and based on "A" sizes (A1, A3 & A4). Any other sizes are not accepted, and shall be rejected.

Documentation "As-Built", i.e. The Installation, Operation and Maintenance Manual (IOM) and the Manufacturing Record Book (MRB) shall be submitted in the accordance with instructions given under items 2.1 and 2.2 of these Instructions for Supplier Documentation.

***NOTE: The contractual obligations under the Purchase Order are fulfilled upon completion and receipt of all document requirements. Failure to comply with the document requirements will result in delay of payment.***

#### 1.1.1 Presentation

All documents shall show as a minimum the following project information:

- COMPANY's name
- Project number
- Project title
- Purchase Order number
- CFIHOS Codes and relevant sheet numbers, if applicable (e.g. multiple equipment / tag numbers etc.)
- Equipment or TAG number
- Document number

Supplier shall ensure that the above project information shall be located at the right bottom corner of documentation. In case Supplier is unable to locate such project information on documentation, Supplier shall ensure that documentation shall be presented with a cover sheet. Template of this cover sheet is attached to this instruction. (See Appendix I)

Should Supplier neglect to indicate the minimum project information on SUPPLIER's documentation, PURCHASER may decide to return documentation as NON-RECEIVED or decide to accept such documentation and correct these accordingly, which are considered extra-ordinary engineering services, and which will be back-charged to SUPPLIER, at close out of the Purchase Order, at actual cost incurred.

NOTE: In case documentation includes multiple CFIHOS codes, i.e. GA is including CFIHOS code for Foundation Plan, Parts List, etc., Supplier shall clearly indicate this on the document.

Supplier preferably shall use the same standard software formats as used by PURCHASER; i.e.:

- MICROSOFT WORD™
- MICROSOFT EXCEL™
- MICROSOFT ACCESS™
- AUTOCAD™

Deviations from the above shall be clearly stated in Supplier’s quotation

### 1.1.2 Vendor Document Requirement List

SUPPLIER shall submit a Vendor Document Requirement List to PURCHASER before all other documents will be issued. The contents of this VDRL will be agreed during the bid phase between PURCHASER and SUPPLIER. This register shall indicate all applicable documents of this requisition. On this list the SUPPLIER shall mention per document the expected date of submission and the applicable VDRL code of that document.

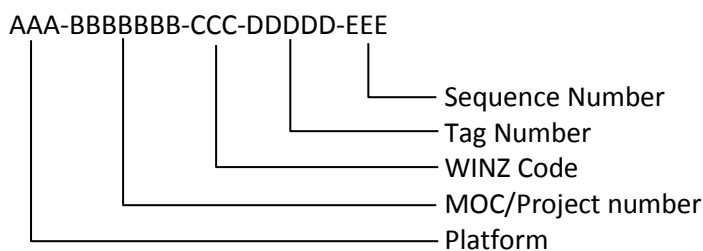
NOTE: PURCHASER will not accept any other document before receipt of the VDRL

A template of the VDRL is attached as Appendix II.

### 1.1.3 Document Number

On the VDRL PURCHASER shall indicate applicable WINZ Document numbers (for all documents to be issued by SUPPLIER).

This document number is built up as follows:



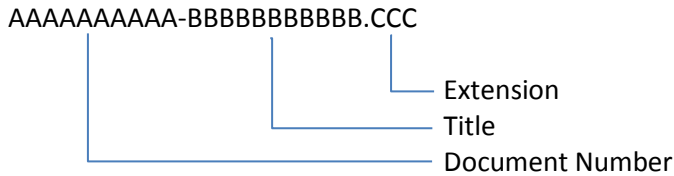
For example: A6A-1234567-IN-AA6944-V1200-001

In case a document contains multiple tag numbers the tag number of the main equipment shall be mentioned. When there is no main equipment mentioned on the document, “global” will be added to the document number instead of a single tag number

### 1.1.4 File Name

Besides the document number each document shall also have its own unique file name, this is to ensure proper registration of documents.

Each document will have the following file name structure:



For example: A6A-1234567-D01-V1200-001-General Arrangement.pdf

Supplier shall not include any revision or date reference in the file name.

### 1.1.5 Transmittal

All documentation submitted shall be accompanied by a letter of transmittal. This transmittal shall mention the purpose of submittal, PO number, project number and per document:

- Document number
- Document title
- Revision
- Document status
- CFIHOS code

The recipient shall return a signed copy of the transmittal to the sender as confirmation of good receipt.

SUPPLIER will send a maximum of 100 documents per transmittal.

A template of the transmittal letter is attached as Appendix III.

### 1.1.6 Submission

All documents shall be issued to:

Documentation "For Review"

E-mail: [doccontrol.construction@wintershall.com](mailto:doccontrol.construction@wintershall.com)

Documentation submitted to any other address shall be considered as NON-RECEIVED.

### 1.1.7 Document Status

PURCHASER uses the following review codes:

<b>DOCUMENT REVIEW STATUS</b>		
<b>Code:</b>		
<b>Signed date:</b>		
A	REVIEWED	NO COMMENTS WORK MAY PROCEED
B	REVIEWED AS NOTED	FULLY INCORPORATE ALL COMMENTS AND RE-SUBMIT FOR REVIEW WORK MAY PROCEED
C	REJECTED	FULLY INCORPORATE ALL COMMENTS AND RE-SUBMIT FOR REVIEW WORK MAY NOT PROCEED
D		FOR INFORMATION ONLY WORK MAY PROCEED

Any change initiated by SUPPLIER, which is incorporated in a revised issue of documentation required “For Review” without PURCHASER’s prior consent shall be considered extra-ordinary engineering services, and will be back-charged to SUPPLIER, at close out of the Purchase Order, at actual cost incurred.

### 1.1.8 Supplier Data Books

With exception of pressure vessels or pressure vessel parts, SUPPLIER shall ensure that the format of the SUPPLIER’s Data Books; i.e.:

1. Installation, Operating and Maintenance Manual (IOM)
2. Manufacturing Record Book (MRB)
3. Authority Package (AP)

shall be in accordance with paragraph 2.1 and 2.2. The requirements as described in these paragraphs are minimum requirements.

As part of the final documentation Supplier shall also supply an Authority Package (AP), including all those documents requested by the authorities.

The contents of IOM, MRB and AP shall be in accordance with the Decision Matrix, included as Appendix IV of this procedure. To ensure that each book contains all the correct documentation Supplier shall send an in index of each book in advance for approval.

All SUPPLIER’s Data Books shall be bound in A-4 heavy duty binders with transparent pockets on the cover and spine and four (4) hole ring binder mechanisms.  
Maximum spine width shall be 60 mm.  
Each section shall be separated by using numbering dividers.

### 1.1.9 "As-Built" (Final) Documentation

Documentation for "As-Built" shall be sent to

***Wintershall Noordzee B.V.  
P.O. Box 1011  
2280 CA RIJSWIJK  
the Netherlands  
Attn.: Document Control dept.***

SUPPLIER shall submit two (2) hard copies and two (2) secured electronic devices of As-Built documentation required under the Purchase Order addressed to PURCHASER.

## 2.1 Installation, Operating and Maintenance Manual (IOM)

IOM formats shall be prepared in accordance with the following categories:

Section:

1. Index: Overall index of Installation, Operating and Maintenance Manual.
2. Description: Information on identification, sizes, weights, performance, calculations etc.
3. Installation: To enable installation and commissioning of the equipment.
4. Operation: To enable rapid familiarization with equipment operation. To include functional description, operating controls and procedures, start-up and shutdown requirements, troubleshooting checklists, operational limits and precautions, etc.
5. Maintenance: To enable the development of a planned maintenance system covering all preventative and corrective activities. To include maintenance schedules, routine text procedures, calibration, tools, safety requirements, access and lifting requirements, etc.)
6. Spare Parts Data: SUPPLIER's recommendation for Spare Parts required during Commissioning and Start-Up and required during two (2) years of Normal Operation.
7. Drawings (As-Built): All drawings which are necessary for the provision of information for operations and maintenance.
8. Lubrication: To enable initial and routine lubrication to be carried out in a scheduled manner.
9. Utilities: To enable initial start-up and testing of equipment.

NOTE: In case a certain section is not applicable Supplier shall insert a sheet mentioning N/A



## 2.2 Manufacturer's Record Book (MRB)

MRB formats shall be prepared in accordance with the following categories:

Section:

1. Index: Overall index of Manufacturing Record Book
2. General:
  - Unpriced Purchase Order (including all unpriced Change Orders);
  - Requisition for Purchase and relevant amendments;
  - SUB-SUPPLIER Details (Name, Address, Scope of Supply);
  - Relevant correspondence, which reflects the actual As-Built situation
3. Inspection Data:
  - Inspection Release Certificates;
  - Concessions and Waivers;
  - QC Inspection Plan <sup>Note \*</sup>
4. Procedures & Records:
  - Manufacturing / Fabrication / Testing Procedures;
  - Weld Procedures and Qualification Records;
  - Personnel (Welders / NDT Operators and Certificates);
  - Material Locations, Weld Identity and Location, Nameplate Rubbings;
  - Heat Treatment Procedure and Records;
  - NDT Procedures and Reports (Radiography, MPI, UT, Dimensional Control, etc.);
  - Test Reports;
  - Weight Procedure and Reports;
  - Painting / Coating Procedure and Reports;
  - As-Built Data
5. Certification:
  - Certification schedule. This document shall be a list with all applicable certificate numbers related to CE/ATEX/PED/etc. for each type of equipment or tag number.

All certificates, such as:

- Material Certificates, including Declaration of Conformity;
- ATEX Certificates;
- EC Declaration of Conformity <sup>Note \*\*</sup> (issued by Manufacturer) and Certification of Conformity (issued by Notifying Body);
- Test report/certificates;
- Calibration certificates

*Note\**: QC inspection plan should be signed off (final documents)

*Note\*\**: The EC Declaration of Conformity shall contain (as a minimum) particulars as indicated in the relevant EU Directive

NOTE: In case a certain section is not applicable Supplier shall insert a sheet mentioning N/A

### 3 List of Abbreviations

VDRL	Vendor Document Requirement List
MDR	Master Document Register
PDF	Portable Document Format
IOM	Installation, Operation and Maintenance Manual
MRB	Manufacturing Record Book
AP	Authority Package
PO	Purchase Order
CFIHOS	Capital Facilities Information HandOver Specification
WINZ	Wintershall Noordzee B.V.

#### **4 List of Appendices**

Appendix I	Cover Sheet
Appendix II	Template VDRL
Appendix III	Template Transmittal Letter
Appendix IV	Final Documentation Decision Matrix



MOC / Project Number:	
MOC / Project Title:	
Purchase Order Number:	
VDRL Code:	
Equipment / Tag Number:	
Document Number:	

[Document Title]

Revision	Date	Description					

[File name]

Vendor Document Requirement List (VDRL)

Document No. : [REDACTED]  
 Revision : [REDACTED]  
 Date : [REDACTED]  
 Status : [REDACTED]

WINZ Document Number	Revision	Planned Issue Date dd-mmm-yyyy	Document Title	CFIHOS		Supplier Document Number	Purpose and Timing			Final Documentation		
				Document Code	Discipline		Issue Purpose	With Bid	Review	IOM	MRB	AP

<Supplier logo>



## Document Transmittal

Transmittal Number:

To :

From :

Project No. :

Project Name :

P.O. number :

Supplier Document Number	WINZ Document Number	Document Title	Revision	Issue Purpose

FA = For Approval  
FN = Final  
FC = For Construction  
FI = For Information  
AB = As Built

WINZ-PM-DC-0001-Appenix IV - Decision Matrix



E Electrical  
 I Instrumentation  
 R Rotating  
 M Mechanical  
 S Structural  
 A Assembly / Package

Code	Description	MRB						IOM						AP						
		E	I	R	M	S	A	E	I	R	M	S	A	E	I	R	M	S	A	
?	?																			X
?	?																			X
A	01						X													X
A	02																	X		
A	03																	X		
A	04																	X	X	X
A	05						X	X	X	X	X	X								
C	01							X									X			X
C	02						X	X	X	X	X	X				X	X	X	X	X
C	03							X								X				
C	04						X	X	X	X										
C	05						X	X	X		X	X						X		X
C	06						X	X	X		X	X						X		X
C	07							X		X		X								
C	08									X		X								
C	09						X	X	X	X	X	X				X		X		
C	10									X	X	X								
C	11									X	X	X								
C	12									X		X						X		X
C	13						X	X	X	X	X	X			X	X	X	X	X	X
C	14									X	X	X								
C	15									X										
C	16									X	X	X								
C	17											X								
D	01						X	X	X	X	X	X	X	X				X	X	X
D	02						X	X												
D	03									X	X	X	X							
D	04						X													
D	05						X													
D	06									X		X								
D	07						X	X	X	X		X	X	X	X					
D	08									X										
D	09						X	X	X	X		X	X	X	X			X		X
D	10						X	X	X	X	X	X								
D	11											X								
D	12							X												
D	13						X													
D	14							X												
D	15							X												
D	16							X												
D	17							X												
D	18						X													
D	19						X													
D	20						X	X		X	X	X								
D	21						X	X												
D	22						X	X												
D	23						X	X												
D	24						X	X												
D	25						X	X												
D	26						X	X												
D	27						X	X												
D	28						X													
D	29									X	X	X	X							
D	30									X	X	X	X							
D	31						X	X	X	X	X	X								
D	32									X	X	X								
D	33						X		X											
D	34									X		X								
D	35									X		X								
D	36									X		X								
D	37																			
D	38																			
D	39									X										
D	40									X	X	X								
D	41									X		X								
D	42											X								X
E	01									X	X	X								
E	02											X	X					X		X
E	03						X													
E	04						X	X	X	X	X	X								
E	05						X	X	X	X	X	X	X	X				X		X
E	06									X							X			X
E	07						X	X			X									X
E	08						X	X	X		X									
E	09						X	X												
E	10						X	X												
E	11						X	X												
E	12						X	X												
E	13																			X
E	14									X		X						X		X
E	15									X		X								
E	16									X		X								
E	17									X		X								
E	18									X	X	X								
E	19									X										

WINZ-PM-DC-0001-Appenix IV - Decision Matrix



E Electrical  
 I Instrumentation  
 R Rotating  
 M Mechanical  
 S Structural  
 A Assembly / Package

Code	Description	MRB						IOM						AP					
		E	I	R	M	S	A	E	I	R	M	S	A	E	I	R	M	S	A
E 20	Gas load, rod load, and crosshead load reversal and duration charts			X			X												
E 21	Balancing data tabulation			X			X												
E 22	Certified mechanical run test data			X			X												
E 23	Material safety data sheet			X			X		X				X						
E 24	Breakaway Torque Data (for Magnetic Drive Pumps only)			X															
E 25	Temperature-Pressure Profile (for Magnetic Drive Pumps only)			X					X										
E 26	Flare Load Diagram						X												X
E 27	Instrument Safeguarding Narratives		X				X							X					X
F 01	Enclosure Ventilation Calculations			X			X												
F 02	Calculation Sheets	X	X	X	X	X	X												
F 03	Control System Availability / Reliability Calculation	X	X				X												
F 04	Equipment Availability / Reliability Calculations	X	X	X	X		X												
F 05	Design Calculations	X	X	X	X	X	X									X			X
F 06	Performance Calculations		X	X	X		X												
F 07	Lateral Critical Speed Calculations			X															
F 08	Torsional Critical Speed Calculations			X															
F 09	Structural / Lifting Calculations				X	X	X												
F 10	Safety Relief Valve Data Sheet & Calculation				X		X									X			X
F 11	Pipe (Spring) Support Calculation				X	X	X									X	X		X
L 01	Vendor document deliverable list (IOM, MRB & AP)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
L 02	Sub Suppliers List	X	X	X	X	X	X												
L 03	Equipment Classification List				X		X									X			X
L 04	Part List	X	X	X	X	X	X	X	X	X	X	X							
L 05	Line Classification List				X		X									X			X
L 06	Alarm / Trip Setpoint List	X	X											X	X				
L 07	I&C Electrical Power Consumption List & Heat Dissipation	X																	
L 08	Material Take Off / Bill of Material				X	X	X												
L 09	Instrument Air Consumers List & Distribution Diagram		X				X												
L 10	Control & Safeguarding System I/O List	X	X											X	X				
L 11	Start-up / Commissioning / Insurance Spares List						X												
L 12	Two Year Operating Spares List			X	X		X												
L 13	Special Tools List	X	X	X	X		X	X	X	X	X		X						
L 14	Auxiliary Flush Piping Schematics & Bill of Materials			X	X		X												
L 15	Interlocking Devices List		X		X		X							X		X			X
L 16	Line Inspection Summary List (inclusive results of NDE and tests)				X		X									X			X
L 17	<b>Authority Deliverable List</b>																		
M 01	Electronic copy off all Native Documents (CD-Rom)	X	X	X	X	X	X												
M 02	<b>Operation &amp; Maintenance Manuals</b>							X	X	X	X	X	X						
M 03	Installation Operation Manual (IOM)							X	X	X	X	X	X						
M 04	Manufacturing Record Book (MRB)	X	X	X	X	X	X												
M 05	Pipe Support Book				X	X	X									X			X
P 01	Production Schedule / Detailed planning	X	X	X	X	X	X												
P 02	Test Procedures (FAT)	X	X	X			X												
P 03	Functional Design Specifications	X	X	X	X	X	X												
P 04	3rd party Communication/ Link Management Procedure						X												X
P 05	Erection and Installation Procedure										X	X	X						
P 06	Unpacking, Preservation and Storage Procedure	X	X	X	X	X	X	X	X	X	X	X	X						
P 07	Handling and Shipping Procedure							X	X	X	X	X	X						
P 08	Quality Manual	X	X	X	X	X	X												
P 09	Quality Plan (including Test & Inspection Plan)	X	X	X	X	X	X												
P 10	Weld Procedure Specification (WPS) / Weld Procedure Qualification Record (WPQR)				X	X	X												
P 11	Non-Destructive Examination Procedure			X	X	X	X												
P 12	Heat Treatment Procedure				X														
P 13	Hydraulic/Pneumatic Test Procedure				X		X												
P 14	Performance & Acceptance Test Procedure			X															
P 15	Surface Preparation and Painting Procedures	X	X	X	X	X	X												
P 16	Weighing Procedure			X	X	X	X												
P 17	Load Test Procedure	X		X															
P 18	Health, Safety & Environmental Plan (HSE)						X												
P 19	Non-conformance, Corrective and Preventive Action Procedure	X	X	X	X	X	X												
P 20	Change Control Procedure	X	X	X	X	X	X												
P 21	Mechanical Completion Procedures				X	X	X												
P 22	Site Integration Test (SIT) Procedures			X	X		X												
P 23	Pre-commissioning / Commissioning Procedure	X	X	X	X	X	X												
P 24	Instrument Calibration Procedure		X																
P 25	"Project" Pipe Specifications (inclusive calculations)				X		X									X			X
R 01	Progress Report Monthly	X	X	X	X	X	X												
R 02	Repair Report / Warranty	X	X	X	X	X	X												
R 03	Vessel / Exchanger Code Data Reports				X		X												
R 04	Performance Acceptance Test Report			X															
R 05	Noise & Vibration Report			X	X		X												
R 06	Weight Report & Load test results			X	X	X	X												
R 07	Material Test Cert.-Mill Certificates as per EN.10204			X	X	X	X												
R 08	Impact Test Records			X	X	X	X												
R 09	Welder Performance Qualifications		X	X	X	X	X												
R 10	Non-Destructive Examination Operator Qualifications		X	X	X	X	X												
R 11	Production Test Results	X	X	X	X	X	X												
R 12	Non-Destructive Examination Records		X	X	X	X	X												
R 13	Heat Treatment Records				X														
R 14	Material Traceability Records	X	X	X	X	X	X												
R 15	PED Risk assessment				X		X									X			X
R 16	Dimensional Report (AS-BUILT)	X	X	X	X	X	X												
R 17	Purchasers Release Note / Waivers	X	X	X	X	X	X												
R 18	Painting/Insulation Inspection Record			X	X	X	X												
R 19	Electrical Resistance Check Report	X		X															



WINZ-PM-DC-0001-Appenix IV - Decision Matrix



E Electrical  
 I Instrumentation  
 R Rotating  
 M Mechanical  
 S Structural  
 A Assembly / Package

Code	Description	MRB						IOM						AP						
		E	I	R	M	S	A	E	I	R	M	S	A	E	I	R	M	S	A	
R	20	Visual Examination Report	X	X	X	X	X	X												
R	21	Contractor Final Inspection Release Note	X	X	X	X	X	X												
R	22	Acoustical and mechanical analysis report			X	X		X												
R	23	Valve Dynamic Report			X	X		X												
R	24	Torsional vibrational analysis report			X															
R	25	Optional Test Data & Report (NPSH test etc)			X			X												
R	26	Residual Unbalance Check			X															
R	27	Pulsation study report			X	X		X												
R	28	Mechanical response study report			X	X		X												

1\*: Calibration / Test certificate for Safety Valves and appliances must be issued by a certified c in the Netherlands (ISO 9001 inclusive valid T0103 certificate)