

Vendor Document Requirements list



PO: 37817-10-2494003 Req for stripper pumps

Vendor document conditions

- 1 For identification purposes each vendor/contractor document has to be labelled with the following information: Tebodin purchase order number; Vendor Document Requirement number as listed in column "VDR no"; Equipment or Instrument Tag number if available. In case one document bears information for more than one VDR no as listed both VDR no's has to be mentioned on the document label. See next page(s) "Vendor Document Requirements list" for details.
- 2 All documents shall be in the English language. Documents shall be in the locale language (Dutch language) as specified by the EC-directories (like operation manuals).
- 3 For units of measurement the SI-standard shall be applied.
- 4 Drawings shall be prepared in format A1 thru A4 inclusive.
- 5 Digital drawings has too prepared in AutoCad 2005 if possible, alternative is PDF file.
- 6 Not approved documents shall be re-issued in the required quantities as mentioned in VDR list after incorporation of project team comments.
- 7 Fabrication is not to start pending approval of all relevant documents. In case vendor/contractor start fabrication with insufficient approvals claims as result from comments on documents and drawings will be of vendor's/contractor's costs.
- 8 The period for client (project team) comments requires 15 working days for document review and approval. In case extension of this period endangers the delivery date of the equipment/material the vendor shall clearly indicate such on his transmitting letter.
- 9 Approval of documents by client (project team) does not relieve the vendor/contractor from his exclusive responsibility for their accuracy and/or correctness and does not relieve the vendor/contractor from his obligation to fully comply with the purchase order/contract.
- 10 All documents shall be complete, be legible over the full format and be suitable for clear reproduction and microfilming per NEN 3526 or equivalent. Documents of poor quality will not be reviewed, but will be returned to the vendor/contractor.
- 11 All documents shall be submitted under cover of a transmittal indicating purchase order number, document number, revision, title and the purpose of submission. For each document, the appropriate equipment number(s) shall be indicated.
- 12 Document change control: It is the responsibility of the vendor/contractor to inform purchaser about changes made to each document furnished by vendor/contractor. Therefore all re-issued documents shall clearly show identification and/or description of all changes.
- 13 A "live" set of the latest issue of the documents shall be available at the vendor's/contractor's shop at all times for use by purchaser's and/or client's inspector.
- 14 Vendor/contractor shall ensure that, prior to final acceptance of materials and equipment, manufacturer's data book is complete and presented to purchaser and/or third party, if so specified, for their acceptance.
- 15 Vendor/contractor shall produce the manufacturer's data book. Where equipment packages are involved, data books shall be compiled for each of the components separately as applicable, i.e. pressure vessels, compressors, pumps, instruments, electrical, piping, structural steel, etc.
- 16 The acceptance of the equipment/material will be withheld, if "final" manufacturer's data books are not available.

Documents shall be addressed to:

Tebodin B.V.
Mevrouw M. Rampersad
Postbus 1190
3180 AD
Rozenburg
Nederland

Each vendor document has to be labelled as follows:

PO no.: 37817-10-2494003
VDR no.: see list
Tag no.: If available

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		Quotation		For Approval		Final		
P	Print (hard copy)	< with quote >		< after purchase order >		< final after approval >		
D	Digital	number of copies		num. of copies	within weeks after PO	num. of copies	electronic	within weeks after app.
O	Original	Qty	Type	Qty	Type	Qty	Type	Type

VDR no Documents expected

Project documents

198	General company introduction incl. most recent annual report	3 x P						
208	Photographs and brochures	3 x P						
210	Options and alternative quotations	3 x P						
006	Detailed list of drawings and documents with document numbers to be submitted			8 x P	2	3 x P	D	2

Engineering documents

049	Piping and Instrumentation Diagrams (P & ID's)	3 x P		8 x P	2	3 x P	D	2
086	Instrument index	3 x P		8 x P	2	3 x P	D	2
146	Seal Assembly drawing	3 x P		8 x P	4	3 x P	D	2
147	Seal Barrierdrawing with Bill of Material	3 x P		8 x P	4	3 x P	D	2
151	Completed Specification/data sheets	3 x P		8 x P	2	3 x P	D	2
153	Dimensional sketches with weights	3 x P		8 x P	4	3 x P	D	2
157	Standard capacity curves	3 x P						
176	Surface preparation and coating procedure	3 x P		8 x P	4	3 x P	D	2
214	Noise/Sound level information (data)	3 x P		8 x P	2	3 x P	D	2
249	Control, Operaring and Safeguarding philosophy	3 x P		8 x P	2	3 x P	D	2
040	General arrangement drawings showing all connections and anchor bolts locations			8 x P	4	3 x P	D	2
042	Sectional drawings (arrangement)			8 x P	4	3 x P	D	2
088	Instrument specifications			8 x P	4	3 x P	D	2
144	Foundation Drawings with loads			8 x P	4	3 x P	D	2
145	Allowable nozzle loads			8 x P	4	3 x P	D	2
247	Circuit diagrams			8 x P	4	3 x P	D	2

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P	Print (hard copy)							
D	Digital							
O	Original							
248	Conneting diagrams			8 x P	4	3 x P	D	2
Quality documents								
243	Quality plan.			8 x P	4	3 x P	D	2
Construction documents								
108	Welding procedures specifications (WPS)			8 x P	4	3 x P	D	2
109	Welding procedures qualification record (WPQR)			8 x P	4	3 x P	D	2
183	Painting procedure			8 x P	4	3 x P	D	2
Inspection and Testing documents								
242	Inspection plan (completed)		3 x P	6 x P	4	3 x P	D	2
002	Fabrication, inspection shedule (included in QA/QC plan)			6 x P	2	3 x P	D	2
017	Installation, operating and maintenance instructions/manuals in Dutch language			2 x P	4	3 x P	D	2
140	Test report(s) / curve(s) / certificate(s) >>with delivery<<					1 x O	D	
159	Testing curves and tables >>with delivery<<					1 x O	D	
216	Testing procedure			6 x P	7	3 x P	D	2
251	Test reports					3 x P	D	2
Spare parts documents								
150	Recommended Spares QUOTATION for Commissioning		3 x P	6 x P	7	3 x P	D	2
211	Recommended Spares QUOTATION for 2 years continuous operation		3 x P	6 x P	7	3 x P	D	2
Certificates								
148	EG Verklaring van Overeenstemming, type IIA >>with delivery<<					1 x O	D	
158	E-motor certificates >>with delivery<<					1 x O	D	
178	ATEX certificates >>with delivery<<					1 x O	D	
217	Test certificates >>with delivery<<					1 x O	D	

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VDR no	Documents expected	Qty	Type	Qty	Type	Qty	Type	Type	
241	Material certificates >>with delivery<<					1 x O	D		
250	Ex-certificates (materials & equipment) >>with delivery<<					1 x O	D		

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