

Vendor Document Requirements list



PO: 37817-10-2199002 Req Marine loading arm 10''

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
Mevrouw M. Rampersad
Postbus 1190
3180 AD
Rozenburg
Nederland

Each vendor document has to be labelled as follows:

PO no.: 37817-10-2199002
VDR no: see list
Tag no: If available

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P Print (hard copy) D Digital O Original	VDR no Documents expected	Quotation		For Approval			Final		
		< with quote >		< after purchase order >			< final after approval >		
		number of copies		num. of copies	within weeks after PO		num. of copies	electronic	within weeks after app.
Qty	Type	Qty	Type		Qty	Type	Type		

Project documents

MLA106	Sub - Suppliers List	1 x P	5 x P	4	3 x P	D	2
MLA107	Sub - Contractor List	1 x P	5 x P	4	3 x P	D	2

Engineering documents

MLA101	Vendor Document List	1 x P	5 x P	4	3 x P	D	2
MLA111	Drawings Showing Operational Envelopes	1 x P	5 x P	4	3 x P	D	2
MLA112	Component Drawings	1 x P	5 x P	4	3 x P	D	2
MLA115	Cross Section Drawings	1 x P	5 x P	4	3 x P	D	2
MLA117	Design Data Sheets	1 x P	5 x P	4	3 x P	D	2
MLA118	Interface Drawings	1 x P	5 x P	4	3 x P	D	2
MLA119	Jetty Interface Loading Data	1 x P	5 x P	4	3 x P	D	2
MLA120	Weight and C of G data	1 x P	5 x P	4	3 x P	D	2
MLA150	Electrical Interconnection Diagram	1 x P	5 x P	4	3 x P	D	2
MLA151	Electrical Circuit Diagram (Typical)	1 x P	5 x P	4	3 x P	D	2
MLA152	Electrical Equipment List	1 x P	5 x P	4	3 x P	D	2
MLA153	Data Sheets for Overload Protection Devices	1 x P	5 x P	4	3 x P	D	2
MLA154	Instrument Data Sheets	1 x P	5 x P	4	3 x P	D	2
MLA155	Control Logic Diagrams	1 x P	5 x P	4	3 x P	D	2
MLA156	Hydraulic Circuit Diagram (Typical)	1 x P	5 x P	4	3 x P	D	2
MLA157	Hydraulic Equipment List	1 x P	5 x P	4	3 x P	D	2
MLA158	Data Sheets for Hydraulic Components	1 x P	5 x P	4	3 x P	D	2
MLA172	Product Hazard Data Sheets	1 x P	5 x P	4	3 x P	D	2
MLA218	Stress Report		5 x P	4	3 x P	D	2

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		Qty	Type	Qty	Type	Qty	Type	Type		
MLA252	Electrical and Cable Routeing System			5 x P		4	3 x P	D	2	
MLA253	Cable Schedules			5 x P		4	3 x P	D	2	
MLA255	Data Sheets for Ovehead Protection Devices			5 x P		4	3 x P	D	2	
Quality documents										
MLA103	Quality Assurance Manual			1 x P		5 x P	4	3 x P	D	2
MLA104	Quality Plan			1 x P		5 x P	4	3 x P	D	2
MLA114	QC/DC Arrangement Drawings			1 x P		5 x P	4	3 x P	D	2
MLA123	Weld Procedure Qualifications			1 x P		5 x P	4	3 x P	D	2
MLA205	Project Specific Quality Procedure					5 x P	4	3 x P	D	2
MLA263	Design Calculation Book, Control System					5 x P	4	3 x P	D	2
Operating and Maintenance documents										
MLA105	Utilities Consumption List			1 x P		5 x P	4	3 x P	D	2
MLA116	Material List			1 x P		5 x P	4	3 x P	D	2
MLA170	List of Operational Spares			1 x P		5 x P	4	3 x P	D	2
MLA171	List of Consumables			1 x P		5 x P	4	3 x P	D	2
MLA401	Onsite Preservation procedures							3 x P	D	2
MLA405	Commisioning Procedures							3 x P	D	2
MLA406	Operating Procedures							3 x P	D	2
MLA407	Maintenance Procedures							3 x P	D	2
MLA408	Lubrication Schedules							3 x P	D	2
MLA409	List of Installation and Commissioning Spares							3 x P	D	2
Construction documents										
MLA122	Welding Procedures / Specification			1 x P		5 x P	4	3 x P	D	2

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VDR no	Documents expected	Qty	Type	Qty	Type	Qty	Type	Type	within weeks after app.	
MLA127	Painting and Coating Specification	1 x	P	5 x	P	4	3 x	P	D	2
MLA128	Procedure for Arm Balancing	1 x	P	5 x	P	4	3 x	P	D	2
MLA130	Packing and Preservation Procedure	1 x	P	5 x	P	4	3 x	P	D	2
MLA202	Final Project Schedule			5 x	P	4	3 x	P	D	2
MLA318	Packing List						3 x	P	D	2
MLA402	Unpacking / Lifting Instruction						3 x	P	D	2
MLA403	Installation procedures						3 x	P	D	2
Inspection and Testing documents										
MLA121	Weld Summary List	2 x	P	5 x	P	4	3 x	P	D	2
MLA124	NDE Procedures	2 x	P	5 x	P	4	3 x	P	D	2
MLA125	NDE Operator Qualifications	2 x	P	5 x	P	4	3 x	P	D	2
MLA129	Factory Acceptance Test Procedure	2 x	P	5 x	P	4	3 x	P	D	2
MLA234	Test Acceptance Criteria			5 x	P	4	3 x	P	D	2
MLA260	Schedule, Pressure Control Valves			5 x	P	4	3 x	P	D	2
MLA302	NDE Reports						3 x	P	D	2
MLA303	MPI Reports						3 x	P	D	2
MLA305	Radiographs						3 x	P	D	2
MLA312	Factory acceptance Test Reports or Certs						3 x	P	D	2
MLA319	Release Notes						3 x	P	D	2
Certificates										
148	EG Verklaring van Overeenstemming, type IIA , ATEX >>with delivery<<						1 x	O	D	
178	ATEX certificates >>with delivery<<						1 x	O	D	
MLA209	Proof Test Certificates >>with delivery<<						1 x	O	D	

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O	Original			after PO		after app.			
VDR no	Documents expected	Qty	Type	Qty	Type	Qty	Type	Type	
MLA301	Material Test Certification >>with delivery<<					1 x O	D		
MLA309	Pressure Test Certificates >>with delivery<<					1 x O	D		
MLA313	Performance Test Certificate >>with delivery<<					1 x O	D		
MLA314	Proof Load Certificates >>with delivery<<					1 x O	D		
MLA315	Weight and/or Weighing Certificates >>with delivery<<					1 x O	D		

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