

# Vendor Document Requirements list



**PO: 37817-10-4395003    Req on/off valves aov**

## 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.:** 37817-10-4395003  
**VDR no:** see list  
**Tag no:** If available

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P	Print (hard copy)	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.
VDR no	Documents expected	Qty	Type	Qty	Type	Qty	Type	Type
<b>Engineering documents</b>								
153	Dimensional sketches with weights	1 x	P	3 x	P	2	3 x	P
187	Completed datasheets	1 x	P	3 x	P	2	3 x	P
229	Wiring / circuit diagrams			3 x	P	2	3 x	P
230	Connection drawings			3 x	P	2	3 x	P
232	List of parts, incl. sectional drawing			3 x	P	2	3 x	P
244	General arrangements drawings			3 x	P	2	3 x	P
<b>Operating and Maintenance documents</b>								
240	QUOTATION for recommended spares for 2 years continuous operation	1 x	P	3 x	P	2	3 x	P
<b>Construction documents</b>								
237	QUOTATION for commissioning spares	1 x	P	3 x	P	2	3 x	P
<b>Inspection and Testing documents</b>								
017	Installation, operating and maintenance instructions/manuals in Dutch language						3 x	P
140	Test report(s) / curve(s) / certificate(s) >>with delivery<<						1 x	O
<b>Certificates</b>								
190	CE declaration of conformity / EMC >>with delivery<<						1 x	O
191	Material certificates acc. EN 10204 3.1 >>with delivery<<						1 x	O
238	Ex-safe certificates (material & equipment) ATEX >>with delivery<<						1 x	O

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