



PETROCHEMICAL INDUSTRIES  
DESIGN & ENGINEERING CO.  
PROJ. NO. : 1175

my engineering  
Lurgi

PROJ.NO:69666-01

4TH METHANOL PROJECT

COVER SHEET



OWNER :  
ZAGROS PETROCHEMICAL  
COMPANY (ZPC)  
PROJ. NO. : 40404277

REQUISITION FOR :

FLARE CONTROL VALVE

ALWAYS REFER TO THIS NUMBER

P-1175-REQ-IN-649 0

REQUISITION NO. REV

INQUIRY

PURCHASE ORDER ■

SHEET 1 OF 6

This Purchase Requisition is issued to obtain quotaion for design and supply of :

FLARE CONTROL VALVE

as per this Requisition and its attachments.

**REQUISITION CONTENTS**

**No. OF SHEETS**

1. Scope of Work	1
2. Scope of Supply	1
3. Material Summary List	1
4. Requisition Notes	1
5. List of Attachments	1

0	25.11.03	ISSUE FOR PURCHASE	M.GH	S.A.H	For M.M
REV.	DATE	DESCRIPTION	PREPARED	APPROVED	PROJECT



PETROCHEMICAL INDUSTRIES  
DESIGN & ENGINEERING CO.  
PROJ. NO. : 1175

mg engineering  
Lurgi

PROJ.NO:69666-01

4TH METHANOL PROJECT

SUBSEQUENT SHEET



OWNER :

ZAGROS PETROCHEMICAL  
COMPANY (ZPC)

PROJ. NO. : 40404277

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P-1175-REQ-IN-649

0

REQUISITION NO.

REV.

SHEET 2

OF

6

REQUISITION FOR :

FLARE CONTROL VALVE

REV.

DESCRIPTION

1. **SCOPE OF WORK**

Vendor's scope of work includes but not limited to the following items with requirements stated in the requisition and all its attachments.

1.1 **GENERAL**

MAIN QUOTATION	OPTIONS	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1.1.1 Design & Engineering
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1.1.2 Fabrication /Manufacturing
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1.1.3 Assembly
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1.1.4 Shop test and inspection
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1.1.5 Painting
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1.1.6 Packing
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1.1.7 Marking
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1.1.8 Mechanical guarantee(as per terms and conditions)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1.1.9 Performance guarantee(as per terms and conditions)



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P-1175-REQ-IN-649

0

REQUISITION NO.

REV.

SHEET 3 OF 6

REV.

DESCRIPTION

## 2. SCOPE OF SUPPLY

Vendor's scope of supply shall include but not limited to the followings with all accessories and as required according to this requisition, its attachments and references :

### 2.1 GENERAL

MAIN QUOTATION	OPTIONS	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2.1.1 Items and quantities as stated in the material summary list .
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2.1.2 Spare parts for pre-commissioning and commissioning.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2.1.3 Spare parts for two years operation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2.1.4 Special calibration tools ( if any )
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2.1.5 Test equipment ( during shop test )
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2.1.6 Name Plate (s)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2.1.7 Documents as per the attached RFD ( requirements for documents) form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2.1.8 Quality Dossier



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PROJ.NO:69666-01

4TH METHANOL PROJECT

SUBSEQUENT SHEET



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P-1175-REQ-IN-649

0

REQUISITION NO.

REV.

SHEET 4

OF

6

REQUISITION FOR :

FLARE CONTROL VALVE

REV.

DESCRIPTION

## 2.2 MATERIAL SUMMARY LIST

SER NO	ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNIT (m/kg/set/...)
1		CONTROL VALVES AND ACCESSORIES (AS PER DATA SHEETS)	ONE	SET
2		COMMISSIONING SPARES	AS PER ATTACHMENT NO:8	

NOTES :

THIS DOCUMENT IS THE PROPERTY OF ZPC AND MUST BE HELD IN CONFIDENCE. NO DISCLOSURE, REPRODUCTION OR OTHER USE OF THE DOCUMENT IN WHOLE OR PARTS IS TO BE MADE WITHOUT THE PRIOR CONSENT OF ZPC.



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SUBSEQUENT SHEET



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COMPANY (ZPC)  
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REQUISITION FOR :

FLARE CONTROL VALVE

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P-1175-REQ-IN-649 0

REQUISITION NO. REV.

SHEET 5 OF 6

REV.

DESCRIPTION

3. REQUISITION NOTES

REFER TO P-1175-DSH-IN-649/Rev.:2



PETROCHEMICAL INDUSTRIES  
DESIGN & ENGINEERING CO.  
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4TH METHANOL PROJECT

SUBSEQUENT SHEET



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FLARE CONTROL VALVE

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P-1175-REQ-IN-649 0

REQUISITION NO. REV.

SHEET 6 OF 6




REV.

DESCRIPTION

4. LIST OF ATTACHMENTS




SER NO.	DESCRIPTION	DOCUMENT NO.	REV.	No. OF SHEETS
1	Instruction for technical bids	-	0	2
2	Letter Of Conformity	-	0	1
3	"Certificate of Origin" Form	-	0	1
4	Requirement For Documents (RFD)	-	0	3
5	Scope Of Inspection	-	0	1
6	Spare Part list forms	-	0	1
7	Spare part list and interchangeability record (SPIR)	-	0	2
8	Requirements For Electrical Certifications	-	0	1
9	Ambient and Site Condition and Utility Data	P-ESS-PR-101	2	16
10	Units of measurement	P-ESS-PR-102	1	4
11	Data sheets for FLARE VALVE	P-1175-DSH-IN-649	2	2

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 <b>PETROCHEMICAL INDUSTRIES DESIGN &amp; ENGINEERING CO.</b> PROJ. NO. : 1175	 PROJ NO:69666-01	<b>4TH METHANOL PROJECT</b>		 <b>OWNER :</b> <b>ZAGROS PETROCHEMICAL COMPANY (ZPC)</b> PROJ. NO. : 40404277
		<b>SUBSEQUENT SHEET</b>		
<b>REQUISITION FOR :</b> <b>FLARE CONTROL VALVE</b>			ALWAYS REFER TO THIS NUMBER <b>P-1175-REQ-IN-649</b> <b>0</b>	
			<b>REQUISITION NO.</b>	<b>REV.</b>
<b>INQUIRY</b>	<b>PURCHASE ORDER</b>	<b>SHEET 1 OF 2</b>		

## 1 ORDERING STAGE

- 1.1 **Mokveld's** quotation, catalogues, drawings and documents shall be in **ENGLISH LANGUAGE**.
- 1.2 Engineering **UNITS OF MEASUREMENTS** in **MOKVELDS's** documents shall be to the same standard as those stated in specification attached to the requisition ( mainly SI units ) .
- 1.3 **Mokveld** shall follow the latest revision before 06.03.2001 of the international manufacturing **STANDARDS** referred in this requisition and / or furnish deviation list.
- 1.4 Document indicated in "RFD" (REQUIREMENT FOR DOCUMENT) form shall be provided by **MOKVELD** with the required number and in time limits stated in the same sheet and as per instructions stated in the covering page.
- 1.5 Materials covered with this requisition shall be available for **FOB/ EXWORK** delivery as applicable. **MOKVELD** shall provide a "MANUFACTURING AND DELIVERY SCHEDULE" and furnish in the time of order considering the stated date. A preliminary schedule to be also provided with quotation .
- 1.6 After order placement **Mokveld** shall carefully fill in the **SPIR** (spare parts interchangeability record) form with the list of spare parts approved by purchaser.
- 1.7 All the offered items shall be inspected and tested according to the extent stated in "SCOPE OF INSPECTION" form attached as per related standards or as **Mokveld's** standard test procedure subject that Mokveld furnish his test procedure for purchaser's review in the time of order placement .shipment can not be made without written approval from the purchaser as "Release note for shipment".
- 1.8 For all bought-out items, the **OVERALL RESPONSIBILITY** as to their suitability and performance shall be that of the **Mokveld** scope. Mokveld shall ensure that all requirements of inspection, testing, drawing and documentation are complied with sub-Mokveld.
- 1.9 **Mokveld's** drawings which are specifically prepared for this project , shall be numbered according to **PURCHASER'S NUMBERING PROCEDURE** which will be furnished to Mokveld in the time of order placement.
- 1.10 Locally mounted equipment shall be designed and manufactured to withstand the **ENVIRONMENTAL CONDITIONS** stated in attachment of the requisition.
- 1.11 Each equipment shall be provided with a stainless steel **NAME PLATE** with the following data printed on them ( for more information about Name plate refer to the technical attachments ) :
  - Equipment tag no.
  - Manufacturer's name , model no, serial no, date of manufacture

 <b>PETROCHEMICAL INDUSTRIES</b> <b>DESIGN &amp; ENGINEERING CO.</b> PROJ. NO. : 1175	 PROJ NO:69666-01	<b>4TH METHANOL PROJECT</b>		 <b>OWNER :</b> <b>ZAGROS PETROCHEMICAL COMPANY (ZPC)</b> PROJ. NO. : 40404277
		<b>SUBSEQUENT SHEET</b>		
<b>REQUISITION FOR :</b> <b>FLARE CONTROL VALVE</b>				ALWAYS REFER TO THIS NUMBER <b>P-1175-REQ-IN-649</b>
				<b>0</b>
				<b>REQUISITION NO.</b>
				<b>REV.</b>
<b>INQUIRY</b> <b>PURCHASE ORDER</b>				<b>SHEET 2</b> <b>OF</b> <b>2</b>

- design condition
- operating data
- degree of protection
- certifications

1.12 Besides to all other document stated in RFD form, **Mokveld** shall supply "QUALITY DOSSIER" including design calculations, welding procedure, welder's qualifications ( if applicable); material test certificates, inspection certificates etc. and also a detailed procedure for preservation of equipment during short and long time non operation.

#### 1.13 INDEMNIFICATION

Where applicable due to **Mokveld's** know how and speciality, **Mokveld** shall be responsible for and shall defend, indemnify, exonerate and save harmless Owner, its officers, agents, employees and affiliates from and of against any and all liability and costs of any nature or kind for or on account of the use of trade secrets, know-how and patented or unpatented inventions transmitted to Owner by **Mokveld** connection with the work, and owned by others.

**Mokveld** shall defend against and save Owner harmless from an and all actions arising from Mokveld's liability under this clause.

#### 1.14 LIABILITY

**Mokveld** shall be liable ( without formal notice of non-compliance being required ) for any loss or damage incurred by contractor and/or user due to **Mokveld** or sub-suppliers non-compliance with the terms and condition of this Requisition.





PETROCHEMICAL INDUSTRIES  
DESIGN & ENGINEERING CO.  
PROJ. NO. : 1175

my engineering  
*Lurgi*  
PROJ NO:69666-01

4TH METHANOL PROJECT  
LETTER OF CONFORMITY



OWNER :  
ZAGROS PETROCHEMICAL  
COMPANY (ZPC)  
PROJ. NO. : 40404277

REQUISITION FOR:

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P-1175-REQ-IN-649 0

REQUISITION NO. REV

INQUIRY

SHEET 1 OF 1

TO : .....  
(PURCHASER)

FROM : .....  
(VENDOR)

Herewith we confirm that our quotation .....in response to  
(QUOTATION)  
your inquiry....**P-1175-REQ-IN-649**..... dated ..6.02.03... ..is fully in  
(PURCHASER INQUIRY) (DATE)  
accordance with the conditions as stated therein and we confirm that all technical  
requirements as stipulated in the above mentioned inquiry documents have been  
adhered to.,except deviations listed as below:

\_\_\_\_\_  
Date,Signature  
(vendor)



PETROCHEMICAL INDUSTRIES  
DESIGN & ENGINEERING CO.  
PROJ. NO.: 1175

my engineering  
Lurgi  
PROJ NO:69656-01

## 4TH METHANOL PROJECT CERTIFICATE OF ORIGIN



OWNER :  
ZAGROS PETROCHEMICAL  
COMPANY (ZPC)  
PROJ. NO. : 40404277

REQUISITION FOR :

FLARE CONTROL VALVE

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P-1175-REQ-IN-649

0

REQUISITION NO.

REV.

INQUIRY

PURCHASE ORDER ■

SHEET 1

OF

1

### CERTIFICATE OF ORIGIN

Hereby ..... with company address at .....  
( COMPANY NAME ) ( COMPANY ADDRESS )

.....certifies that the material quoted  
against your Requisition Nr.....P-1175-REQ-IN-649...and included in our quotation  
Nr..... dated .... ..., contains a .....% originate in

..... and also that is evident , it is signed with authority enough in  
( COUNTRY NAME )

name and representation of.....  
( COMPANY NAME )

**Date, Signature and Stamp**  
(Vendor)



PETROCHEMICAL INDUSTRIES  
DESIGN & ENGINEERING CO.  
PROJ. NO.: 1175

mg engineering  
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PROJ.NO:69666-01

4 TH METHANOL PLANT

## REQUIREMENT FOR DOCUMENTS



OWNER  
ZAGROS PETROCHEMICAL  
COMPANY (ZPC)  
PROJ. NO. 40404277

### REQUISITION FOR :

FLARE CONTROL VALVE

ALWAYS REFER TO THIS NUMBER

P-1175-REQ-IN-649

0

REQUISITION No.

REV

SHEET 1 OF 3

## INSTRUCTIONS FOR DOCUMENT PREPARATION

### 1) DOCUMENT DUE DATES

- 1.1) vendor shall furnish list of drawings and documents that will be supplied for the job at one week after order award.  
(The list shall include, drawings number and due dates).
- 1.2) Interface document such as general Arrangement, weights, loads, calculation reports, P & ID's etc. Shall be supplied not later than 4 weeks after order award".
- 1.3) All other document shall be supplied not later than 6-8 week after order award.

### 2) SCOPE OF DOCUMENT SUPPLY.

- 2.1) The documents shall be in English.
- 2.2) Drawings shall be prepared using a CAD system, producing in final DWG files.  
Other documents shall be prepared using Microsoft® Word® 97 or EXCEL® 97  
In any case, any kind of document, shall be released, in final issue, as an electronic file.
- 2.3) max. Size for drawing to be A1.  
Copies of drawings in format A1, A2 or A3 shall be folded to A4 size. The visible A4 sheet of folded copy shall have in the right-low corner the Contract Official Label (that will be supplied by PURCHASER as electronic file) and shall be left blank in the rest of sheet.
- 2.4) VENDOR label shall be located in other part of drawing.
- 2.5) Documents in format A4 shall have a cover sheet organized the same way of visible A4 sheet of folded drawings (see above).
- 2.6) At right time PURCHASER will supply all the necessary info's for filling-in the required labels.
- 2.7) Drawings not in accordance with the above instructions will be rejected and considered as not received.
- 2.8) All final prints or transparencies shall be of suitable Quality for microfilming, sepia or blue prints are not acceptable.

### 3) DOCUMENT IDENTIFICATION


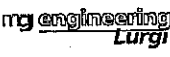

For Document identification, Traceability and control, following information to be interpreted in each sheet of each document prepared for the job:




- Owner's Name and title
- Project title
- Document title
- Document number
- Sheet number
- Total number of sheets of document
- Document Revision

Note : issue description may only be interpreted on cover sheet.

### 4) EXCHANGE OF DOCUMENTS

- 4.1) Any document sent by VENDOR shall have their own Transmittal Sheet. Each transmittal sheet shall cover only one document.
- 4.2) At final issue, FD or CD containing document's electronic file shall be added.
- 4.3) For main drawings, PURCHASER reserves the right to ask to VENDOR the relevant electronic file or the current issue, also if preliminary or for approval.

 <b>PETROCHEMICAL INDUSTRIES</b> DESIGN & ENGINEERING CO. PROJ. NO.: 1175		 <b>mg engineering</b> <i>Lurgi</i> PROJ.NO:69666-01		<b>4 TH METHANOL PLANT</b> <b>REQUIREMENT FOR DOCUMENTS</b>		 <b>OWNER</b> <b>ZAGROS PETROCHEMICAL COMPANY (ZPC)</b> PROJ. NO. 40404277		
<b>REQUISITION FOR : FLARE CONTROL VALVE</b>						ALWAYS REFER TO THIS NUMBER <b>P-1175-REQ-IN-649</b> <b>0</b>		
						REQUISITION No.      REV.		
C=copy      D=disk						SHEET    2    OF    3		
CODE	SER NO.	DOCUMENT DESCRIPTION	WITH BID	DRAWINGS FOR APPROVAL		FINAL DRAWINGS		NOTES
			QTY.	QTY.	Number of weeks after purchase order	QTY.	Number of weeks after approval	
			C	C		C	D	
<b>SCHEDULING DOCUMENT</b>								
S	1	Manufacturing schedule	-	4	4	4	-	4
S	2	Inspection and delivery schedule	-	4	4	4	-	4
S	3	Material progress report (Periodic)	-	-	-	4	-	-
<b>QUALITY DOCUMENTS</b>								
Q	1	Letter of conformity	-	-	-	-	-	-
Q	2	Bid technical check list	-	-	-	-	-	-
Q	3	Table of compliance	-	-	-	-	-	-
Q	4	Quality Assurance Manual	-	-	-	-	-	-
Q	5	Inspection plan	-	-	-	-	-	-
Q	6	Shop test procedure	-	-	-	-	-	-
Q	7	Vendor Quality control records	-	-	-	12	-	-
Q	8	Certification of electrical classification	-	-	-	12	-	2,3
Q	9	Certificates of materials	-	-	-	12	-	2,3
Q	10	Certificates of test procedures	-	-	-	12	-	2,3
Q	11	Final Certificate of Inspection	-	-	-	12	-	2,3
<b>EXPORT DOCUMENT</b>								
E	1	General Index	-	-	-	12	-	2,3
E	2	Handling and Transport Protective Measures at Site	-	-	-	12	-	2,3
E	3	Packing List	-	-	-	12	-	2,3
E	4	Certificate of origin (signed)	-	-	-	12	-	2,3
<b>TECHNICAL DOCUMENT</b>								
T	1	General Index	-	4	4	12	2	-
T	2	Filled-in data sheets/Calculation sheets	-	4	4	12	2	4
T	3	Performance curve	-	4	4	12	2	4
T	4	Part List	-	4	4	12	2	4
T	5	Catalogue and Brochure	-	-	-	12	2	4
<b>DRAWINGS</b>								
T	6	Section drawing with list of components	-	4	4	12	2	4
T	7	Dimensional and weight Drawings	-	4	4	12	2	4
T	8	Name plate drawing	-	4	4	12	2	4
T	9	Electrical Connection Diagram	-	4	4	12	2	4

 <b>PETROCHEMICAL INDUSTRIES</b> <b>DESIGN &amp; ENGINEERING CO.</b> PROJ. NO.: 1175	 PROJ.NO:69666-01	4 TH METHANOL PLANT	 <b>OWNER</b> <b>ZAGROS PETROCHEMICAL</b> <b>COMPANY (ZPC)</b> PROJ. NO. 40404277
		<b>REQUIREMENT FOR DOCUMENTS</b>	

REQUISITION FOR :

FLARE CONTROL VALVE

ALWAYS REFER TO THIS NUMBER

P-1175-REQ-IN-649

0

REQUISITION No.

REV.

C=copy




D=disk

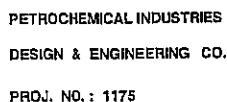
SHEET 3 OF 3

CODE	SER NO.	DOCUMENT DESCRIPTION	WITH BID	DRAWINGS FOR APPROVAL		FINAL DRAWINGS		NOTES
			QTY.	QTY.	Number of weeks after purchase order	QTY.	Number of weeks after approval	
			C	C		C	D	
T		MANUAL						
T	10	Installation Manual	-			12	2	4
T	11	Operation Manual	-			12	2	4
T	12	Maintenance Manual	-			12	2	4
		<b>SPARE PARTS LISTS</b>						
T	13	Spare Parts list for erection and pre-commissioning				12	2	
T	14	Spare Parts list for commissioning start-up				12	2	
T	15	Spare parts for 2 years of operation				12	2	

Notes :

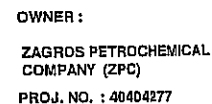
- 1) To be issued periodically
- 2) To be issued before shipment
- 3) Need not to be approved by purchaser

	PETROCHEMICAL INDUSTRIES DESIGN & ENGINEERING CO. PROJ. NO. : 1175		<b>4TH METHANOL PROJECT</b>  <b>SCOPE OF INSPECTION</b>		OWNER : ZAGROS PETROCHEMICAL COMPANY (ZPC) PROJ. NO. : 40404277				
REQUISITION FOR :  <div style="text-align: center; font-weight: bold;">FLARE CONTROL VALVE</div>				ALWAYS REFER TO THIS <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">REQUISITION NO.</th> <th style="width: 20%;">REV.</th> </tr> <tr> <td>1175-P-REQ-IN-649</td> <td>0</td> </tr> </table>		REQUISITION NO.	REV.	1175-P-REQ-IN-649	0
REQUISITION NO.	REV.								
1175-P-REQ-IN-649	0								
INQUIRY                      PURCHASE ORDER ■				SHEET 1                      OF 1					
INSPECTION EXTENT: <input type="checkbox"/> PRE - INSPECTION MEETING <input type="checkbox"/> IN - PROCESS INSPECTION <input checked="" type="checkbox"/> FINAL INSPECTION									
REV.	DESCRIPTION OF INSPECTION POINTS	HP	WP	RI	RD				
	1. MATERIALS (MARKING AND TEST CERTIFICATES)				√				
	2. HYDROTESTING FOR BODIES CLASS 300# AND LARGER				√				
	3. WIRING AND CONDUIT INSTALLATION (EX. PROOF EXECUTION IF REQ'D)			√					
	4. FUNCTIONAL TEST		√						
	5. SETTING, CALIBRATION OF INSTRUMENTS AND CONTROLS				√				
	6. ANCILLARY TEST (GLAND, CABLES, THERMOMETERS, ETC.)			√					
	7. FINAL VISUAL AND DIMENSIONAL INSPECTION			√					
	8. NAMEPLATE, TAGGING, MARKING, COLOR CODING			√					
	9. PREPARATION FOR SHIPMENT			√					
	10. DOCUMENTATION REVIEW PRIOR TO RELEASE				√				
	11. SEAT LEAKAGE TEST ONLY FOR CLASS V AND VI				√				
	12. DIAPHRAGM CASING TEST				√				
	13. HYSTERESIS TEST ONLY FOR GLOBE VALVE, ANGLE, THREE WAY VALVE				√				
APPROX. 100 % OF THE MATERIAL WILL BE INSPECTED. THIS PERCENTAGE WILL BE INCREASED IN CASE DEFICIENCIES ARE FOUND, OR DOUBTS ABOUT QUALITY ARISE.		HP : WP : RI : RD :	HOLD POINT WITNESS POINT RANDOM INSPECTION REVIEW DOCUMENTATION						
NOTES :									



**mg engineering**  
**Lurgi**  
PROJ NO:69666-01

**4TH METHANOL PROJECT**  
**LIST OF SPARE PARTS**  
**(COMMISSIONING AND**  
**START UP)**



ALWAYS REFER TO THIS NUMBER

P-1175-REQ-IN-649	0
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REQUISITION NO.	REV
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SHEET 1	OF	1
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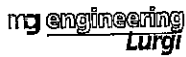

REQUISITION FOR :

## FLARE CONTROL VALVE

INQUIRY PURCHASE ORDER ■

PURCHASE ORDER ■

[illegible]

 <b>PETROCHEMICAL INDUSTRIES</b> DESIGN & ENGINEERING CO. PROJ. NO. : 1175	 PROJ NO:69666-01	<b>4TH METHANOL PROJECT</b> <b>SPARE PARTS LIST AND</b> <b>INTERCHANGEABILITY</b> <b>RECORD</b>	 <b>OWNER :</b> <b>ZAGROS PETROCHEMICAL</b> <b>COMPANY (ZPC)</b> PROJ. NO. : 40404277						
<b>REQUISITION FOR :</b> <div style="text-align: center; font-weight: bold; margin-top: 10px;">FLARE CONTROL VALVE</div>			<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; font-size: small;">ALWAYS REFER TO THIS NUMBER</td> </tr> <tr> <td style="text-align: center; font-weight: bold;">P-1175-REQ-IN-649</td> <td style="text-align: center; font-weight: bold;">0</td> </tr> <tr> <td style="text-align: center; font-size: small;">REQUISITION NO.</td> <td style="text-align: center; font-size: small;">REV</td> </tr> </table>	ALWAYS REFER TO THIS NUMBER		P-1175-REQ-IN-649	0	REQUISITION NO.	REV
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P-1175-REQ-IN-649	0								
REQUISITION NO.	REV								
INQUIRY	PURCHASE ORDER ■	SHEET 1	OF 2						

THE COMPLETION OF THE SPIR FORM (S) BY MANUFACTURER (S) /SUPPLIER (S)

The SPIR consists of main sheet and continuation sheets. Formal A3. The completed forms shall be distributed on A3 formats as specified in the purchase order. The manufacturer/supplier requested to complete columns 1 to 11, 10 and 20 of the form as described below. All information should be given in the English language.

**Column 1 :** EQUIPMENT REG. or TAG NO.  
Enter the same equipment registration- or tag number for each place of equipment as stated in the requisition -or purchase order.

**Column 2 :** MANUFACTURER'S MODEL or TYPE  
State model ,Type or other positive identification reference of the equipment / instrument ordered.

**Column 3 :** Manufacturer's serial No.  
State serial number or other indication reference of the equipment / instrument ordered (each)

**Column 4 :** NO. OF UNITS  
Enter the total number of pieces of identical equipment /instruments as quoted in columns 1,2 and 3.

**Column 5 :** NUMBER OF PARTS PER UNIT  
For each unit ( including identical units ) enter in the appropriate space the number of parts listed in each unit of equipment / instrument.

**Column 6 :** REQUISITION/ ORDER REF. NO.  
State company's requisition number or order reference number.

**Column 6a :** UNIT  
Enter the weight to kg of such items such as adhesives and grease .If items are supplied as sets state ST. If in pairs " PR " if single items state piece "PC "

**Column 7 :** TOTAL NUMBER OF IDENTICAL PARTS INSTALLED  
Enter the total number of identical parts covered by the equipment specified .In the case of identical units multiply the quantity of columns 5 by the number of units given in column 4.

**Column 8 :** DESCRIPTION OF PARTS  
List all parts which should be carried in stock for each of the three categories of spares. Including slow wearing parts. If an item is interchangeable between two or more units it should be listed only once ( refer to columns 10 and 20 )

**Column 9 :** DRAWING NUMBER  
For each part in column 8 enter the manufacturer's parts list and / or drawing number.  
Documents referred to must always be attached to the SPIR form by the manufacturer or supplier.

**Column 10 :** MANUFACTURER'S PART NUMBER  
Enter the manufacturer's unique reference number or other information which specifically identifies each part in the manufacturer's organization.  
**NOTES FOR 10 & 20**  
In view of the wide variety of systems in use for identification of parts, It is not possible to lay down firm rules for completion of those columns.  
  
Manufacturers/ suppliers should give whatever identification system they use to positively identify parts and to show interchangeability with other existing equipment.  
Manufacturer's/ supplier's final cross sectional drawings. Workshop drawings and real part numbers may not always be available in the early stage of manufacture.  
This should not delay the completion of the SPIR form and subsequent ordering ( see column 1 )  
In such cases it is recommended that reference is to manufacturer's documentation which is readily available such as brochures, exploded views, typical drawings of similar equipment in which the parts can be identified. As soon as final drawings etc. become available the SPIR form should be revised immediately.

**Column 11: MATERIAL SPECIFICATION**  
Enter material specification in terms of full international standards and accepted conversions not manufacturer's or sub- manufacturer's reference.

**Column 12: thru 14**  
**OPERATIONAL SPEAR PARTS RECOMMENDED BY MANUFACTURER**  
Enter manufacturer's /supplier's recommended quantities of operational spare parts which are required for :  
 a) Erection and pre- commissioning .col. 12  
 b) Two years operation -col. 13  
 c) Commissioning and start -up .col. 14

**Column 18: APROXIMATE UNIT PRICE**  
State the ex works price per piece of each part in the currency shown at the top of the column, only for those parts not included in the requisition / order for the original equipment.

**Column 20: REMARKS- SUPPLIERS PART NUMBER**  
Enter the supplier's unique identification number or items from third party manufacturers ( bought- out items) such as ball bearings oil, seals mechanical seals, Gaskets, couplings, instruments electrical parts , fuses relays etc. identifying sizes etc..



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