

 <b>PETROCHEMICAL INDUSTRIES</b> <b>DESIGN &amp; ENGINEERING CO.</b> PROJ. NO. : 1182	 <b>PROJ.NO:</b> 1.69690-10-GEM	2 <sup>nd</sup> ZAGROS MEGAMETHANOL PROJECT	 <b>OWNER</b> <b>ZAGROS PETROCHEMICAL</b> <b>COMPANY (ZPC)</b> PROJ. NO. :232000
		<b>REQUIREMENT</b> <b>FOR DOCUMENTS</b>	

**REQUISITION FOR :****CONTROL VALVES**

ALWAYS REFER TO THIS NUMBER

**P-1182-REQ-IN-644****1**

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, sepias 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.

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<b>REQUISITION FOR :</b> <b>CONTROL VALVES</b>						ALWAYS REFER TO THIS NUMBER <b>P-1182-REQ-IN-644</b> <b>1</b>		
C=copy      D=disk						REQUISITION No.      REV.		
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

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SHEET 3 OF 3

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			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	10
T	14	Spare Parts list for commissioning start-up				12	2	10
T	15	Spare parts for 2 years of operation				12	2	10

Notes :

- 1) To be issued periodically
- 2) To be issued before shipment
- 3) Need not to be approved by purchaser
- 4) TO BE SENT TEN WEEKS AFTER ORDER PLACEMENT