## IN THE NAME OF GOD

500 KT/Y- MONOETHYLENE GLYCOL PLANT IN
KHARG ISLAND

### INSPECTION PROCEDURE

<table>
<thead>
<tr>
<th>Contract</th>
<th>Plant Location</th>
<th>OWNER</th>
<th>MC</th>
<th>CONTRACTOR</th>
<th>PIDMCO JOB No.</th>
<th>NDEC JOB NO.</th>
<th>MITSUI JOB No.</th>
<th>PIDECC JOB No.</th>
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<td>500,000 T/Y MONOETHYLENE GLYCOL PLANT</td>
<td>KHARG ISLAND, ISLAMIC REPUBLIC OF IRAN</td>
<td>PETROCHEMICAL INDUSTRIES DEVELOPMENT MANAGEMENT COMPANY</td>
<td>NAMAVARAN DELVAR ENGINEERING AND CONSTRUCTION COMPANY</td>
<td>Consortium of MES &amp; PIDECC</td>
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<td>HC3700</td>
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REVISED (OWNER’S COMMENT INCORPORATED)

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<th>REV.</th>
<th>ISSUED BY</th>
<th>APPROVED</th>
<th>APPROVED</th>
<th>DATE</th>
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<td>2</td>
<td>A.R.Farahbakhsh</td>
<td>K.Fereidooni</td>
<td>A.Wada</td>
<td>02.01.2006</td>
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SHT. NO. : 1 OF 12
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1.2 Definition
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1. GENERAL

1.1 Scope

This specification together with individual Vendor’s inspection and test procedure and inspection and test plan approved by the Purchaser covers minimum quality control requirements to be performed by the Vendor for the equipment(s) and materials which are procured by the Purchaser for KHARG MEG PLANT. The Vendor shall perform the inspection and its relative quality control work in accordance with this specification and the related Engineering Specifications, Data Sheets, etc. included in the Requisition as well as approved Vendor’s inspection and test procedures and inspection and test plan.

1.2 DEFINITION

(1) **Owner** : Means Petrochemical Industries Development Management Company (PIDMCO), Iran.

(2) **Purchaser** : Means Petrochemical Industries Design and Engineering Company (PIDEC) and Mitsui Engineering & Shipbuilding co. Ltd. (MES)

(3) **Vendor** : Means the company who will supply and/or manufacture equipment(s) and/or materials under Purchase Order issued by Purchaser.

(4) **Requisition** : Means the document which establishes the several technical and commercial purchase conditions.

(5) **Purchase Order** : Means the documents and attachments in which the order is described.

(6) **Owner’s Inspector** : Means an inspector from Owner’s permanent organization of Inspection/QC section and/or from the qualified Inspection Agencies of Owner.

(7) **Third Party Inspector** : Means an inspector assigned by Owner from the authorized inspection agencies who will carry out the pre-shipment inspection. The third party inspector will possibly be involved as owner’s inspector for technical inspection with official information, to Purchaser.

(8) **Code Inspector** : Means an inspector regularly employed by ASME accredited
authorized inspection agency and who is authorized by the boiler and pressure vessel committee of ASME for code stamping inspection for the boiler and pressure vessel.

(9) **Purchaser’s Inspector**: Means an inspector from purchaser’s permanent organization of inspection/QC department and/or from the qualified inspection agencies of purchaser.

(10) **Vendor’s Inspector**: Means an inspector from the permanent organization of inspection/QC section of the Vendor/Manufacturer and/or from the qualified inspection agencies of the Vendor/Manufacturer.

(11) **Inspection Release Note (IRN)**: Means a written announcement which is issued by the Purchaser’s inspector, or Purchaser’s permanent organization of Inspection/QC department upon successful completion of the technical inspection and test for the commodity concerned.

(12) **Inspection Certificate (IC)**: Means a certificate which is issued by the Third Party Inspector immediately after the successful completion of the pre-shipment inspection (non-technical inspection) with confirming of the successful completion of the technical inspection carried out by the purchaser’s inspector with the inspection release note.

(13) **Authorized Representative**: Means a representative of purchaser who will have a right for authorizing of quality related document and proceeding of the work.

### 1.3 References

Reference for executing inspection and tests, and relative quality control work shall include this specification, applicable codes and standards, related engineering specifications, data sheets, etc. included in the requisition as well as vendor’s inspection and test procedures and inspection and test plan approved by the purchaser.

### 1.4 Vendor’s Responsibility

(1) The Vendor shall be responsible to perform all inspection and tests required for the equipment(s) and materials which he fabricates or supplies in accordance with data sheets, project specifications, applicable codes and standards, requisition and purchase order requirements.

(2) The Purchaser Inspector’s or Purchaser’s release shall not relieve the Vendor of any responsibility or liability to provide quality control and inspection of the equipment and materials for assurance that the purchase order requirements are met even if defective design, material or workmanship are discovered later.

(3) The necessary documents and drawings for specified inspection or the test shall
be provided to purchaser's/Owner's inspector and/or third party inspector by the vendor free of any charge.

1.5 Inspector's Right Of Access
The Inspector(s) shall have free entry at all reasonable times, to the shop where fabrication or testing on the equipment and materials at any stage is being performed.
The Inspector(s) shall have the right to witness the inspection and tests of the items so specified in the applicable requisition or items so agreed mutually.

1.6 Safety
The Vendor is to provide a safe working environment for the Inspector(s) and to alert the Inspector(s) of potential hazards. If the working conditions are unsafe, in the opinion of the Inspector(s), he may not perform his work.

1.7 Test Facility
Necessary equipment tools and facilities required for specified inspection or tests shall be provided to the Inspector(s) by the vendor free of any charges.

1.8 Audit Verification
(1) The Vendor’s QA/QC manual shall contain a provision to self audit the vendor’s QA/QC system at least once during the progress of the order. This is to include QA/QC audit for all Sub-vendors.
(2) The Purchaser and the Owner, through the purchaser, shall be informed of all QA/QC audits and the results during progress of the order by the vendor on his own QA/QC system or that of any Sub-vendors.
(3) Vendor’s QA/QC manual shall be available anytime at vendor’s shop upon request by the inspector(s).

2. WORK CONTROL
2.1 Sub-Vendor Control
The Vendor shall submit all of the sub-vendors lists, who undertake fabrication of the equipment and/or supply materials partially or wholly, for purchaser's approval. Further, the vendor shall control QC of sub-vendors and shall supply the necessary specifications to sub-vendors.
Any and all sub-vendors shall be required to have a QC system in place and their QC manual shall be available anytime at their shop upon request by the inspector.

2.2 Calibration Control
(1) The Vendor shall define the measurement points, the accuracy and scope of
measurement required, and the selection of appropriate equipment and provide equipment.

(2) The Vendor shall establish methods of calibration and adjustment, interval of calibration, and shall control equipment by attaching a suitable indicator to show calibration status, maintain calibration record, and be subject to re-calibration when the inspector(s) deems it necessary.

(3) Purchaser's inspector shall review the vendor's procedure of calibration of measuring and test equipment.

(4) All Instruments shall have current valid calibration certificates.

2.3 Dimensional Control

The Vendor shall include detailed procedure for dimensional control in his QC manual. The Vendor shall provide personnel, equipment and instruments necessary to monitor and control dimension accuracy within the allowable tolerances. The accuracy for the dimensional control within the permitted tolerances shall be checked as required by the QC manual and verified by purchaser's inspector.

2.4 NDE Personnel

NDE Personnel shall have qualification obtained from the authorized organization. When the vendor performs NDE, the qualified NDE personnel list in which the details of kinds and level of NDE (minimum ASNT Level-II or equivalent), terms of validity, and the organization by which they are qualified are specified shall be available to the inspector(s) upon his request. NDE personnel certificate shall be submitted to the purchaser's inspector for his review.

2.5 Vendor's Inspector

The purchaser’s inspector will review and evaluate the professional backgrounds of the vendor’s inspectors to ensure their qualification and skill, as required. The purchaser's inspector has a right to replace the vendor’s inspector with new qualified inspector if the purchaser's inspector judges poor performance done by the vendor's inspector.

3. INSPECTION AND TESTS

3.1 SCOPE OF INSPECTION Of The Purchaser (SOI)

The Vendor shall plan the inspection and tests for the equipment(s) and materials based on the all inspection and test requirements specified in the requisition and especially for the scope of inspection forms (SOI) attached to each requisition, which is covering purchaser’s minimum inspection requirements and witness/hold points, inspection and test record requirements. This SOI covers the minimum purchaser’s requirements and other requirements specified otherwise such as statutory
requirements, applicable code/standards, data sheets, etc. shall be preferentially performed by the vendor.

3.2 Vendor’s Preparation For The Kick-Off Meeting (or The Pre-Award Meeting)

The Vendor shall prepare the following information for clarifying with the purchaser at the timing of the kick-off meeting (or the pre-award meeting) for inspection and test related matter, but not limited to:

- Overall fabrication schedule for initial inspection planning.
- Clarification & confirmation for purchaser’s scope of inspection form (SOI) attached to the requisition and other requirements in the requisition.
- QC organization.
- Sample of vendor’s inspection and test plan.
- Plan of sub-order QC control.
- Others, if necessary.

3.3 Vendor’s Inspection And Test Plan And Procedure

The Vendor shall submit written inspection and test plan (ITP) and detailed inspection and test procedures based on the requirements specified in the Requisition, i.e. Project Specifications, Data Sheets, Engineering Drawings, Purchaser's SOI statutory requirements, applicable codes and standards, etc. for Purchaser’s approval.

(1) Vendor’s ITP shall consist but not limited to the followings:
- Inspection Activities (combined with P.O. requirement and Vendor standard activities).
- Vendor/Owner (incl. Third Party)/Purchaser/Code inspector witness and hold points.
- Applicable codes, standards, specifications, statutory requirements and etc.
- Acceptance criteria.
- Scope of inspection/test records to be submitted to the Purchaser

Note: Typical/Sample form of ITP is shown in ATTACHMENT-1.

(2) Vendor’s detailed inspection and test procedure shall consist but not limited to the followings:
- Fabrication Sequence, Flow Chart indication inspection points, if specified in the Requisition
- Test frequency.
- Sampling Method, where/how sampling inspection is conducted
- Detailed Inspection/Test Method, including measuring apparatus, measured items, calculation formula/charts, qualifications of inspectors, etc.
- Acceptance Criteria.
- Form of inspection and test records.
- Status sheets, check sheets, travelers (sign off sheet, etc.)

**Note:** For major equipment performance/function tests, Vendor shall submit the procedure at least Three (3) months before the test is due.

(3) Any other tests and inspections which is specified in the individual specifications, and other general purchase order specifications shall be included in the scope of the procedure. If Vendor considers any other inspections or tests as required, Vendor shall propose these in writing with justification.

### 3.4 Pre-Inspection Meeting (PIM)

The pre-inspection meeting (PIM), before fabrication of the equipment(s) and materials, between the Purchaser, the Owner (if attended) and the Vendor may be held for the purpose of complete understanding by the Vendor/Sub-Vendor of specific quality requirements, if the Purchaser deems it necessary. A necessity of the PIM will be specified in the requisition and will be confirmed at the kick off meeting or Vendor’s ITP. The agenda and minutes of the pre-inspection meeting are shown in ATTACHMENT-2. The Vendor shall propose date and place of the pre-inspection meeting to the Purchaser at appropriate time before fabrication is commenced. The Purchaser will inform his waiver or presence of the PIM to Vendor in writing.

The purchaser will inform date and place of each Pre-Inspection Meeting (PIM) to the Owner within ten working days before the meeting along with meeting agenda. Contractor will submit copy of each PIM Minute of Meeting to the Owner. Owner will also inform his waiver or presence to Purchaser in writing that will be forwarded to Vendor by Purchaser.

When the PIM is not required, the Purchaser or his representative will contact Vendor’s QC responsible personnel to confirm the purchase order inspection requirements to be approved by Owner/Purchaser.

### 3.5 Identification and Traceability

The Vendor shall establish the procedure that materials supplied/fabricated are fully identified by legible marking through all stage of manufacturing and fabrication. This procedure shall be verified by the Purchaser’s Inspector.

These identifications and marking details shall be correlated to the certificates or documents so that the Purchaser’s Inspector can ensure the material traceability system. Material map or list shall be provided to indicate the identification to the relevant drawings.

### 3.6 Application of Inspection Notification and Waived Inspection Points

(1) The Vendor shall submit Monthly Inspection Schedule Sheet (Sample form as ATTACHMENT-3) by the 15th of each month showing the inspection/test schedule for the next month.
(2) The Vendor shall provide firm inspection dates (Via notification for inspection) to the Purchaser 14-days in advance by facsimile or other appropriate methods (e.g.: e-mail) subject to prior Purchaser’s approval using the format as ATTACHMENT-4. Application of Inspection notification shall include the following information, as a minimum:
- Commodity Name
- Requisition No. / Item No.
- Inspection/ Test Item
- Inspection Date and Time
- Inspection Location (where inspection/test is undertaken)
- Person in Charge with Name of Vendor/Manufacturer
- Telephone No. /Facsimile No.
- Inspection Procedure No.

(3) The Purchaser may waive the inspection and tests for the inspection notifications given by the Vendor. In such case, the Purchaser will notify Vendor accordingly.

(4) When the Owner/Purchaser has an intention to Witness/Hold the test and inspection, chosen from Vendor’s ITP. and the said intention is informed to Vendor, through the Purchaser, assisting of VISA application and other travel assistance for Owner/Purchaser shall be made pertinently by Vendor. Basically, Owner’s inspection witness/hold point at shop will also be attended by Purchaser’s inspector.

3.7 Hold Points

When hold points are confirmed on Vendor’s approved ITP, the Vendor shall not proceed with the work until the hold point inspection has been completed by the Inspector(s) or a written approval of waiver from the Purchaser.

3.8 Acceptance & Rejection

The Vendor shall not release equipment and materials if:
- they do not conform to the Purchase Order requirements.
- they have any irremediable or injurious defects.
- they are of poor workmanship.
- the necessary documentation work has not been completed.
- no release note/certificate is issued by Purchaser’s Inspector/Third party inspection.
- the third party/Owner’s Inspector has not approved the inspection release note when the third party/Owner’s inspection participation on the final inspection with statement of the rejection subject.
3.9 Non-Conformance

The Vendor is requested to report any non-conformance using the form shown in ATTACHMENT-5 immediately, to the Purchaser for approval, if any non-conformance is found during fabrication or inspection. In this event, the reports shall include a detail description of the condition of non-conformance and proposed disposition procedure.

The Vendor shall repair, rework, refabricate or take other countermeasures as approved by the Purchaser.

The resolution of non-conformance shall be confirmed by the Purchaser's Inspector, and approved by the Purchaser prior to execution.

3.10 Certificate of Conformance by the Vendor

The Vendor shall issue Certificate of Conformance to specify relevant equipment and materials for each item of Purchase Order according to DIN50049/EN10204 2.1 if they:
- conform to the Purchase order requirements.
- have no irremediable nor injurious defects.
- have completed necessary fabrication/manufacturing, inspection and testing work.
- have completed necessary documentation work.
- are approved by the Inspector.

The Certification of Conformance shall be issued for each shipment, when the purchase order equipment and materials are divided to several shipments.

3.11 Inspection Release Note by the Purchaser's Inspector

When the Vendor completed final technical inspection, the Vendor's inspection and test records, reports and certificates shall be submitted to the Purchaser's Inspector for review and endorsement.

After that, the Purchaser's Inspector will issue Inspection Release Note(IRN) to the Vendor after satisfactory completion of the final technical inspection. The Vendor shall confirm the inspection release of the Purchaser's Inspector and to sign on the IRN as his confirmation.

The shipping preparation (Take note for Iranian goods loading on the truck) may be started when the following conditions are met:

a) Vendor issued Certificate of Conformance to the Purchaser. (Clause 3.10)
b) The Vendor submitted inspection and test records and obtained the Purchaser Inspector's approval.
c) All witness and hold points inspection required by the approved inspection and test plan were completed satisfactory.
d) Non-conformance have been closed out and confirmed by the Purchaser.
e) Purchaser's Inspector issued Inspection Release Note, which is confirmed by Third Party Inspector when he witnesses the final technical inspection, to the Vendor and
the Purchaser's Inspection/QC Coordinator.

Any discrepancy between goods and the Purchase Order will be promptly reported to the Purchaser, so the inspection release note will not be issued. Any discrepancy shall be jointly clarified or solved by Purchaser.

Upon completion of the technical Inspection and test and when IRN issued by the Purchaser's Inspector, Vendor shall notify the date of the pre-shipment inspection for Third Party Inspector and Purchaser.

3.12 Inspection Certificate by the Third Party Inspector

The Inspection Certificate shall be issued by the Third Party inspector, assigned by the Owner, upon confirmation of successful completion of the technical inspection, carried out by Purchaser's Inspector, and the successful completion of the Pre-Shipment Inspection, which shall definitively be witnessed by the Third Party Inspector.

Purchaser shall notify Owner/the third party inspector assigned by Owner for the Pre-Shipment Inspection immediately when the final technical inspection is completed successfully and Purchaser or the Purchaser's Inspector issues the Inspection Release Note for the equipment and/or materials concerned. Vendor shall prepare the following documents to the Third Party Inspector for his immediate review and issuing the inspection certificate at the pre-shipment inspection.

(1) IRN (without QC Dossier).
(2) B/L List.
(3) Detailed Packing List.
(4) Draft of the Inspection Certificate.

The shipping, confirming with nominated shipping forwarder, may be proceeded upon receiving of the Inspection Certificate issued by Third Party Inspector through Purchaser and official confirmation for proceeding the shipment is given by Purchaser.

4. DOCUMENTATION

4.1 Quality Record Book (QRB)

The Vendor shall submit required numbers of copies (Refer to applicable requisition) of inspection reports, test records and certificates, and complete with identification and traceability records, when applicable, as the Quality Record Book (QRB) in hard binder as well as computerized files on CD by the time specified in the purchase order for final documentation.

This shall include, but not be limited to, the followings:

(1) Table of content
**Note:** Table of Content to be reviewed by the Purchaser in advance to completing the QRB

2. Copy of Inspection Release Note signed by the Purchaser's Inspector authorized by the Purchaser.
3. Manufacturer's Certificates of Conformance
4. Material test certificates with the list to identify the certificates against the parts listed below:
   a. All low alloy and high alloy materials including those for internal parts
   b. Pressure retaining parts Attachments of pressure vessels, which are directly welded on the pressure retaining parts, such as reinforcing pads, parts for skirt/saddle, excluding minor parts
   c. Carbon steel for low temp services
   d. Special materials such as non ASTM/ASME materials and any other parts required by Purchase Order
   e. Any non ASTM/ASME materials
   f. Other parts and materials specified in the Requisition
5. Radiographic reports and other NDE reports with weld map
6. Heat treatment chart with referenced map, Hardness test and PMI record, if specified
7. Hydrostatic and other test reports
8. Mechanical running test, performance / function chart/ table/ test reports, etc as per approved Inspection and test Plan and Procedure.
9. Dimensions Inspection Record
10. Painting & Surface finish record
11. Copy of completed ASME U-1 form, when applicable.
12. Copy of Nameplate
13. All other reports as specified in respective specification and approved ITP
14. Welding procedure specification (WPS) with weld map for itemized pressure vessels, tanks, heat exchangers and fired heater coils.
15. Welding procedure qualification records (PQR) for itemized pressure vessels, tanks, heat exchangers and fired heater coils.
16. Welder qualification records (WQR) for itemized pressure vessels, tanks, heat exchangers and fired heater coils.
## Project Information

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<td>Inspection Location</td>
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## Activity and Test/Inspection Details

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<td>S.V</td>
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## Abbreviations:

- S.V: Sub Vendor
- V: Vendor
- P: Purchaser
- O: Owner (Incl. Inspector nominated by owner & third party inspector)
- C: Code Inspector (When applicable)
- RI: Random Inspection
- RD: Review Document
- WP: Witness Point
- HP: Hold Point
The agenda of the pre-inspection meeting will include, but not be limited to, the followings;

(1) Confirm communication channel among the Purchaser, Vendor, Owner & third party inspection

(2) review purchase order requirements
(3) review vendor’s QC organization
(4) review approval status of Vendor’s drawings and documents
(5) review WPS and PQR as applicable
(6) review Welders qualifications
(7) review fabrication and inspection schedule
(8) review sub-vendor lists with scope of supply and work
(9) Clarify applicable codes / regulation requirements, standards and specifications
(10) Clarify the vendor’s inspection and test plan / procedure

- Material certification requirements in conformity with the Contract specification or purchase order
- Material identification and trace ability
- Details of manufacturing trace ability requirements and necessary tests and inspection
- In-process inspection (resident inspection), if required
- Non-destructive test (NDT) requirements and NDT personnel qualification, and Vendor's inspector qualification as applicable
- Heat treatment requirements as applicable
- Other inspection and test requirements such as hydrostatic, pneumatic, run test, performance test, etc.
- Witness/Hold point
- Scope of Inspection Records to be submitted

(11) Clarify inspection notification procedure
(12) Review Vendor’s nonconformance report/remedy procedure / rejection notice
(13) Clarify surface preparation of coatings and paintings requirements
(14) Review packing and marking procedure
(15) Review manufacturer data reports form and content
(16) Inspection Release by Purchaser’s and Owner’s inspector
(17) Inspection Certificate by Third Party inspector
(18) Shop tour
(19) Sub-vendor visiting, if required

The Vendor shall prepare all necessary documentation for the meeting. This agenda shall be agreed by all attendees before the meeting.
## ATTACHMENT-3 OF PCJ-QC-001, REV.2

### MONTHLY INSPECTION SCHEDULE

**Project:** KHARG MEG PLANT  
**Owner:** MORVARID PETROCHEMICAL CO  
**Purchaser:** PIDE and MES  
**Sub-Vendor:**  
**P.O.No./REQ. No.:**  
**Place of Inspection:**

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**Abbreviations for Inspection And test Items**

- MM = Material Mechanical Test
- WQ = Welding Procedure Test
- WP = Welder Performance Test
- WM = Mechanical Test For WP And WQ
- MI = Material Identification
- EP = Edge Preparation
- BC = Back Chipping
- PT = Production Test
- FU = Fit-Up
- MA = Alloy Verification
- RT = Radiographic Examination
- LPE = Liquid Penetrate Examination
- MT = Magnetic Particle Examination
- UT = Ultrasonic Examination
- ATR = Air Test Of Reinforcement
- D = Dimensional Check
- VT = Visual Inspection
- PWHT = Post Weld Heat Treatment
- HAT = Hardness Test
- L = Lining Inspection
- HT = Hydrostatic Test
- AT = Pneumatic Test
- LT = Leak Test (Air, Helium)
- H = Internal Installation Inspection
- P = Painting Inspection
- SP = Shipping Preparation

(Specify Other Abbreviations If Necessary)
### APPLICATION OF INSPECTION NOTIFICATION

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<th>FOR VENDOR</th>
<th>PREP'D</th>
<th>CHK'D</th>
<th>APP'D</th>
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**NOTIFICATION NO.:**

**ISSUE DATE:**

**ATTN.:**

**EMAIL:**

**CC :**

**FAX NO.:**

**TEL NO.:**

**FROM (VENDOR):**

**PROJECT NAME/ NO.:** KHARG MEG PLANT

**INSPECTION DATE & LOCATION:**

**INSPECTION DATE:** FROM ……………………… TO ………………………

**LOCATION:**

**CONTACT PERSON:**

**APPLICATION INFORMATION (shall include review of prior inspection reports):**

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<td>Witness</td>
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**VENDOR DOC. APPROVAL STATUS FOR EXECUTION OF APPLIED INSPECTION:**

**VENDOR INSPE. DATE:**

**RESULT:**

**WORK PROGRESS %:**

**FINAL (ALL/PARTIAL/BALANCE) INTER.-INSPE. INSPE.:**

**CONTRACT SHIPPING DUE DATE:**

**ACTUAL EST. SHP’G DATE:**

1. THIS APPLICATION SHALL BE SUBMITTED 14 DAYS PRIOR TO THE INSPECTION DUE DATE.

2. ALL THE REQUIRED VENDOR DOCUMENTS SHALL BE APPROVED OR APPROVED AS NOTED AS A MINIMUM, AND SHALL BE DESCRIBED IN THIS APPLICATION. NO INSPECTION SHALL BE APPLIED WITHOUT APPROVAL OF VENDOR DOCUMENTS.

3. ALL REQUIRED DRAWINGS, PROCEDURES, SPECIFICATIONS AND NCR, INSPECTION RECORDS SHALL BE PREPARED TO PURCHASER’S BEFJOR STARTING INSPECTION.

**ASSIGNED INSPECTOR:** ……………………………………………………………

**CHECKED**

**APPROVED**

**COMMENTS:**

**DISTRIBUTION:**

Note: The notification No. shall be indicated within the respective inspection reports.
Attn:

CC:

Project: **KHARG MEG PLANT**

from (Person):

Work No.:  

Item Name:  

Issued Date:  

P.O/REQ No.:  

Item No.:  

NCR No.:  

Vendor Name:  

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<tr>
<th>1. Discrepant condition, cause (By vendor/Inspector) :</th>
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**SIGNED BY VENDOR / INSPECTOR**  
**DATE:**

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<thead>
<tr>
<th>2. Proposed corrective action (By vendor)</th>
</tr>
</thead>
</table>

Signed by vendor  

Comment by purchaser

**SIGNED BY PURCHASER**

<table>
<thead>
<tr>
<th>3. Purchaser Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use-as-is Date</td>
</tr>
<tr>
<td>Repair/Rework Sign</td>
</tr>
<tr>
<td>Reject</td>
</tr>
<tr>
<td>Hold-a wait reply</td>
</tr>
<tr>
<td>Others</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Owner Direction :</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Date</td>
</tr>
<tr>
<td>Approved with note SIGN</td>
</tr>
<tr>
<td>Disapproved</td>
</tr>
</tbody>
</table>

Comments : ........................................

<table>
<thead>
<tr>
<th>5. Follow-up (Purchaser):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remarks... Date : ..........</td>
</tr>
</tbody>
</table>

Results : Good, Not Good  

Sign ........................................

Attachment : Yes ☐  No ☐