

Administrative Procedures (AP) for supply contracts and related services

Department
Materials Team

Report
Administrative Procedures (AP) for supply contracts and related services

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Preface

The content of this specification was previously spread over multiple documents, such as Master Contracts, annexes to Purchase Orders and specifications. Many of Gasunie's administrative requirements on topics such as contract management and standardization of engineering documents have not been documented so far.

Gasunie's objective is to provide a comprehensive and transparent overview to Suppliers on all administrative procedures. Gasunie expects this overview to assist Suppliers in understanding "how Gasunie works". This shall accelerate alignment between Gasunie and the Supplier and lead to a first time right delivery.

Changes to version 1 are:

- Chapter 4.2: new email address for submitting order processing forms and order references
- Chapter 9: new email address for questions on payments
- Annex A: revised agenda for pre-production meeting

Contents

Preface	2
1 Scope and application	5
1.1 Scope	5
1.2 Application	5
2 References	7
3 Definitions and abbreviations	8
3.1 Definitions	8
3.2 Abbreviations	8
4 Contract Management Requirements	10
4.1 Quality Assurance and Control	10
4.2 Order processing form	10
4.3 Meetings and reporting	10
4.4 Performance measurements	10
4.5 Securities	11
4.6 Changes to the Master Contract	11
4.6.1 Changes at Gasunie's request	11
4.6.2 Changes at the Supplier's request	11
4.6.3 Determining the impact of the change	12
4.6.4 Gasunie's approval	12
4.7 Concession Requests	12
4.8 Spare parts and support	13
4.9 Sub-Suppliers	13
5 Expediting Requirements	14
5.1 Extended manufacturing progress reporting	14
5.2 Standard manufacturing progress reporting	14
6 Engineering Requirements	15
6.1 Gasunie Technical Standard (GTS)	15
6.2 Standard engineering and operating documents package	15
7 Inspection Requirements	16
7.1 Gasunie client inspection	16
7.2 Gasunie's UI	16
7.3 ITP	16
7.4 Inspection at the Supplier's premises	17
7.5 Inspections at Gasunie's premises	17
8 Transportation Requirements	18
8.1 Central warehouse Deventer	18
8.2 Other locations	19
9 Invoicing Requirements	20
9.1 Payment	20

9.2 Transaction method.....	20
ANNEX A Pre Production meeting	21
ANNEX B Flow Chart Changes to the Master Contract	25
ANNEX C Change Request	26
ANNEX D Change Impact	27

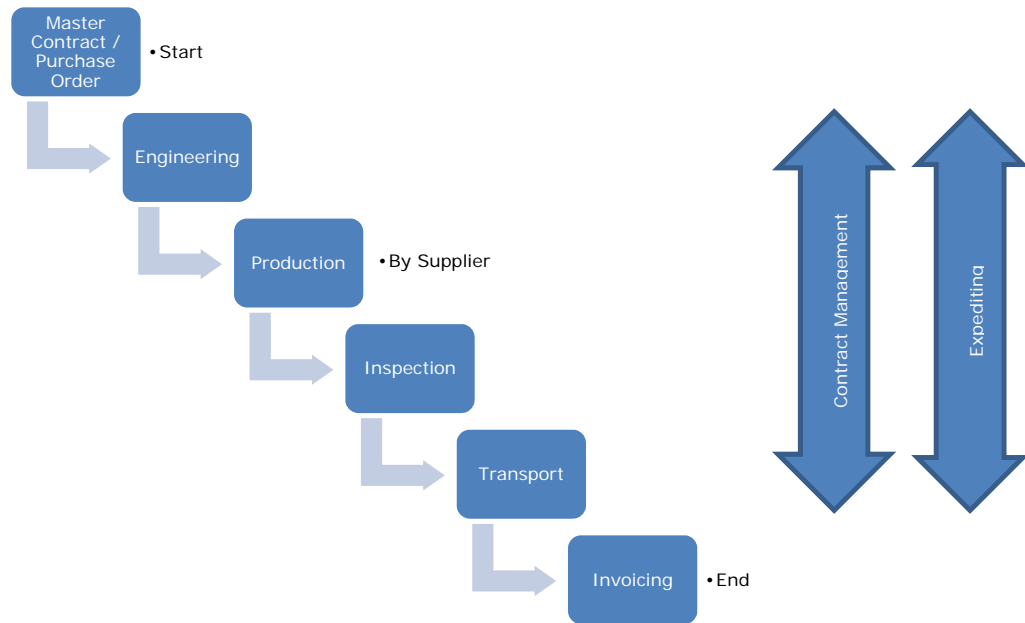
1 Scope and application

1.1 Scope

This specification describes the administrative procedures for the Supplier and Gasunie for supply contracts and related services. These administrative procedures are only applicable to articles that have an article number .

A number of subclauses from the General Conditions (AV) are elaborated in more detail in this specification.

The scope of this specification is the process of contract management, expediting, engineering, inspection, transportation and invoicing. This process starts at signing the Master Contract and/or issuing the Purchase Order. This process ends at payment of the invoice. The scheme below shows the process and the activities.



1.2 Application

The sections in this specification apply to Master Contracts and/or Purchase Orders. The table below shows which section is relevant for the Master Contract and/or Purchase Order.

	Master Contract	Purchase Order
Contract Management Requirements		
Quality Assurance and Control	x	x
Order processing form		x
Meetings and reporting	x	x
Performance measurements	x	
Securities	x	x
Changes to the Master Contract	x	
Concession Requests	x	x
Spare parts and support	x	
Sub-Suppliers	x	
Expediting Requirements		
Extended manufacturing progress reporting		x
Standard manufacturing progress reporting		x
Engineering Requirements		
Gasunie Technical Standard (GTS)	x	x
Standard engineering and operating documents package	x	
Inspection Requirements		
Gasunie client inspection		x
Gasunie's UI		x
ITP	x	x
Inspection at the Supplier's premises		x
Inspections at Gasunie's premises		x
Transportation Requirements		
Central warehouse Deventer		x
Other locations		x
Invoicing Requirements		
Payment		x
Transaction method		x

2 References

This specification is subject to the requirements of the Gasunie specifications mentioned in this clause. The applicable version can be found in the Purchase Order.

FP_AV108	General conditions for supply contracts and related services. N.V. Nederlandse Gasunie, with registered office in Groningen.
GTS_A-116	Change Request
GTS_A-117	Change impact
MSA-25-E	Transport, packing and marking
GTS_RED-xxx	Requirements for Documents (RED)
GTS_REQ-003	Engineering and operating documents transmittal
GTS_W-089	Application form Pressure Equipment Directive 97/23/EC

3 Definitions and abbreviations

3.1 Definitions

In this specification the following definitions are applicable:

Change Impact	Supplier's estimate of the impact of the Change Request. A Gasunie countersigned Change Impact form is a change order in accordance with article 5.7 of the AV. See GTS A-117 for the applicable form.
Change Request	A request to change to the scope and/or method of carrying out the Delivery in accordance with article 5.1 of the AV. Gasunie and Supplier are allowed to submit a Change Request. See GTS A-116 for the applicable form.
Concession Request	Supplier's request to deviate from the Technical Requirements. A Concession Request shall neither be subject to compensation by Gasunie nor a change to the Master Contract and/or Purchase Order.
Delivery	See AV
Master Contract	See AV
Manufacturing Data Book	See GTS RED-xxx
Lump sum	A fixed amount for which the Delivery is supplied.
Purchase Order	See AV
Technical Requirements	Drawings, specifications (amongst others GTS) and other binding documents.

Note:

Technical Requirements are not Purchase Orders, award reports, clarification meeting reports, on-site scoping meeting reports, project conditions, Master Contracts and general conditions.

3.2 Abbreviations

In this specification the following abbreviations are applicable:

AV	General conditions for supply contracts and related services. N.V. Nederlandse Gasunie, with registered office in Groningen.
CE	Conformité Européene (European conformity)
E&I	Electro & Instrumentation
GTS	Gasunie Technical Standard
ITP	Inspection and Test Plan (in various specifications still shown as "Quality Inspection Plan" or "QIP")
KIWA	Keurings Instituut voor Waterleiding Artikelen (Dutch Waterworks Testing and Research Institute)
MT	Magnetic particle testing
NCR	Non-Conformity Report
NDE	Non-Destructive Examination
PED	Pressure Equipment Directive
PPM	Pre Production Meeting
PQR	Procedure Qualification Record
PT	Penetrant Testing
PWHT	Post Weld Heat Treatment

QC	Quality Control
RED	Required Engineering Documents (Requirements for Documents)
RT	Radiographic Testing
UI	User Inspectorate
UT	Ultrasonic Testing
WPS	Welding Procedure Specification
WTB	Werktuigbouw (mechanical engineering)

4 Contract Management Requirements

Contract management is performed by Gasunie department "Procurement".

All communication shall be sent to the relevant purchaser that is stated on the Master Contract or Purchase Order.

The purchaser is Gasunie's authorized representative for all contract management issues.

4.1 Quality Assurance and Control

Gasunie has the right to assess whether the Supplier meets the requirements of the Master Contract and/or Purchase Order by either audit, surveillance, inspection or documentation reviews or participation in Supplier-led audits, inspections or surveillance activities. The Supplier is required to cooperate with the above.

If the Supplier does not meet the requirements of the Master Contract and/or Purchase Order, the Supplier shall send an improvement plan for approval to Gasunie. The Supplier shall execute the agreed improvement plan.

4.2 Order processing form

When Gasunie performs expediting (see clause 5), the Supplier's order reference shall be submitted. The Supplier shall, within ten working days after receipt of the Purchase Order:

- complete and submit by email the order processing form enclosed with the hard-copy Purchase Order;
- submit the Supplier's order reference by email when an electronic Purchase Order is issued.

Either the completed order processing form or the Supplier's order reference shall be sent to purchaseorder@gasunie.nl.

4.3 Meetings and reporting

The Supplier shall provide an adequate facility for Gasunie for audits, inspection visits, business review meetings etc..

At Gasunie's request, the Supplier shall attend interface meetings with third parties. The Supplier shall attend all meetings at no cost to Gasunie.

The Supplier shall record minutes of all meetings unless otherwise instructed by Gasunie, and issue these minutes of meetings to Gasunie within five working days after the meeting for review and approval. The Supplier shall maintain an action log of all items arising from meetings and report status on same.

4.4 Performance measurements

Gasunie shall conduct performance measurements, such as delivery time and inspection findings to determine the Supplier's performance.

The average percentage on time delivery is measured in accordance with:

$$D = \frac{O}{T}$$

Where:

- D: Average percentage on time delivery
- O: Number of line items on time measured in accordance with the Incoterms definition in the Master Contract and/or Purchase Order
In case of partial deliveries the last delivery determines the delivery date for the line item
- T: Total number of line times issues

If there is not a Master Contract then the minimum average percentage on time delivery measured over every line item in the Purchase Order is 80 %.

Gasunie requires higher delivery reliability for Purchase Orders issued under Master Contracts. The delivery reliability requirements are given in table 1.

Table 1: Delivery reliability requirements

Purchase Orders under Master Contracts	Average % on time delivery (D) measured per contract year
First contract year	> 80 %
Second contract year	> 90 %
Third and further contract years	> 95 %

The quality requirements are under development and are to be agreed between the Supplier and Gasunie.

4.5 Securities

This paragraph is only applicable when securities are agreed in the Master Contract and/or Purchase Order.

The Supplier shall submit signed originals of the securities, such as performances bonds, advance payment bonds, parent company guarantees, within ten workings days of receiving the signed Master Contract and/or Purchase Order.

4.6 Changes to the Master Contract

A flow chart of the changes to the Master Contract is in Annex B.

4.6.1 Changes at Gasunie's request

If Gasunie wishes to submit a Change Request, Gasunie shall describe the change to the Delivery on the Change Request form in accordance with GTS_A-116.

4.6.2 Changes at the Supplier's request

If the Supplier wishes to submit a Change Request, this shall be notified to Gasunie within five working days of occurrence by using the Change Request form in accordance with

GTS_A-116. If the Supplier fails to notify Gasunie within five days, Gasunie is not obliged to compensate for such events.

Gasunie shall inform the Supplier within five working days after receipt of the request on its decision to proceed with the determining the impact of the change. If the Change Request is to be clarified, the Change Request shall be re-submitted in accordance with this subclause.

4.6.3 Determining the impact of the change

Within five working days of the receipt of Gasunie's Change Request or Gasunie's approval of the Supplier's Change Request, the Supplier shall complete a Change Impact form in accordance with GTS_A-117. The Change Impact form shall be accompanied by clear and complete information supporting:

the price and delivery time;

any impact on the quality of the Delivery, such as technical changes or performance.

Within five working days after receipt of the Change Impact, Gasunie shall decide if the Supplier shall submit further clarification to the Change Impact. If the Change Impact is to be clarified the Change Impact shall be re-submitted within five working days.

If Gasunie considers the Change Impact to be sufficiently elaborated, Gasunie decides within five working days after receiving the Change Impact if the change is to be implemented.

4.6.4 Gasunie's approval

Fixed price

If the Change Impact form is accepted on the basis of fixed price, Gasunie shall countersign the Change Impact form within five working days of receipt of the Change Impact form.

Unit price/rates

If the Change Impact form is accepted on the basis of unit rates, Gasunie shall issue a maximum price limit to the change.

The Supplier shall issue weekly reports on the progress of the implementation of the change stating as a minimum:

number of units used and forecasted;

actual and forecasted price of the change.

If the Supplier exceeds the price limit, Gasunie shall:

not compensate any performance that exceed the price limit;

if it approves the higher price limit, request the Supplier to submit a revised Change Impact form in accordance with subclause 4.6.3.

4.7 Concession Requests

Supplier shall complete a Concession Request to deviate from the Technical Requirements as soon as the Supplier becomes aware of the deviation, but ultimately before final inspection of the Delivery. The Supplier shall use its own document.

The Supplier shall submit a Concession Request supported with the required information to Gasunie that addresses as a minimum:

- Master Contract, Purchase Order, item number, material number, serial number;

- reference to the specification, not only the document but also the subclause of the specification;
- description of the Concession Request, including reason(s) (with detailed analysis) for deviating from the requirement;
- actions to improve (if any);
- any ITP that needs to be revised;
- any standard engineering and operating documents that need to be revised, and;
- the Supplier's request for approval of the Concession Request.

Gasunie shall within 15 working days of receiving the request for concession:

- decide if the request for concession is approved;
- if approved, sign the Concession Request and agree that the Concession Request is implemented.
- if rejected, return the rejected Concession Request and instruct the Supplier to comply to the Technical Requirements.

4.8 Spare parts and support

Gasunie has the right to enter into a contract with the Supplier for the delivery of spare parts and support for a period of 10 years immediately after expiration of the Master Contract. The scope of this contract is the delivery of spare parts, services¹ and software. These spare parts, services and software do not require any modifications to the original delivery under the Master Contract.

The Supplier shall deliver these spare parts, services and software under the same terms and conditions, at the same price level and within the same delivery time as the Master Contract.

4.9 Sub-Suppliers

If the Supplier relies on sub-suppliers for:

- manufacturing of pressure containing parts;
- non-destructive testing;
- destructive testing;
- chemical analysis, and/or
- coating application,

the Supplier is not allowed to change this sub-supplier without prior approval of Gasunie.

¹ Services that can only be purchased from supplier for technical reasons and/or exclusive rights. Examples of these services are support and repair services.

5 Expediting Requirements

Expediting is carried out by Gasunie department "Procurement; Logistics & Supply".

All communication is to be sent to: expediting@gasunie.nl.

Gasunie states in the Purchase Order what kind of expediting is applicable, this is:

- extended manufacturing progress reporting, or
- standard manufacturing progress reporting.

Gasunie has the right to request a PPM to align with the Supplier on the expediting programme. For the agenda of the PPM reference is made to annex A.

5.1 Extended manufacturing progress reporting

The Supplier shall submit a manufacturing schedule/plan and progress report detailing the applicable milestones below:

1. engineering documents sent;
2. engineering documents approved;
3. Inspection and Test Plan (ITP) sent;
4. Inspection and Test Plan (ITP) approved;
5. materials ordered;
6. materials received;
7. start assembly/production;
8. inspection;
9. coating;
10. final inspection;
11. shipment of product and documents.

The Supplier shall submit the aforementioned progress report every two weeks, starting ten days after receipt of the Purchase Order.

Upon agreement between Gasunie and the Supplier, the aforementioned standard progress reporting can be relaxed to the following lower frequency if the delivery performance meets the requirements of subclause 4.4:

- monthly;
- monthly up to eight weeks before the contract date, afterwards - biweekly.

Gasunie retains the right

- to depute its representative(s) to visit the Supplier for the field expediting of the Purchase Order, and/or
- to request additional information to verify the progress of manufacturing, and/or
- to increase the frequency of progress reports to every week.

5.2 Standard manufacturing progress reporting

The Supplier shall confirm the delivery date two weeks before the planned delivery date, when standard expediting is applicable. The Supplier is obliged to inform Gasunie of any delay as soon as the Supplier becomes aware of it.

6 Engineering Requirements

Engineering is carried out by Gasunie department "Operations & Projects; Technology".

All required engineering and operating documents are specified in the RED form (GTS_RED-xxx) that is included in the Master Contract and/or Purchase Order.

Gasunie has the right to request a PPM to align with the Supplier on the engineering and operating documents. For the agenda of the PPM reference is made to annex A.

6.1 Gasunie Technical Standard (GTS)

When a GTS is applicable, the applicable version can be obtained at Documentsupport@gasunie.nl.

6.2 Standard engineering and operating documents package

This subclause is only applicable when Gasunie and Supplier agreed in the Master Contract that a standard engineering and operating documents package is to be supplied. Gasunie shall issue a separate Purchase Order for standardization of these documents under the Master Contract.

Gasunie and the Supplier shall agree a delivery and review schedule of the standardized engineering and operating documents as listed in the relevant RED form.

As soon as Gasunie approves this standard engineering and operating documents package, the Supplier is released from submitting the engineering and operating documents for each individual Purchase Order that is issued under the Master Contract.

After Gasunie's approval of a Change Impact (subclause 4.6.4) that requires a revised standard engineering and operating package, the Supplier is responsible for submitting the revised standard engineering and operating package within ten working days of this approval.

After Gasunie's approval of a Concession Request (subclause 4.7) that requires a revised standard engineering and operating documents package, the Supplier is responsible for submitting the revised standard engineering and operating package within ten working days of this approval.

7 Inspection Requirements

Inspection is carried out by Gasunie department "HSE; Verification & Inspection" or by a representative acting for and on behalf of Gasunie.

All ITPs and inspection invitations are to be sent to: inspectie@gasunie.nl.

Gasunie has the right to request a PPM to align with the Supplier on the inspection requirements. For the agenda of the PPM reference is made to annex A.

7.1 Gasunie client inspection

Gasunie performs client inspections. These client inspections:

- are performed in accordance with the Technical Requirements;
- consist of a review of other specified requirements (PED, KIWA, design codes and the like) and additional documents.

7.2 Gasunie's UI

If stated in the Technical Requirements, Gasunie performs Notified Body inspections in accordance with PED article 14.

When Gasunie acts as a UI, Gasunie shall also perform inspection as a client (subclause 7.1). The Supplier needs to use form GTS_W-089 when the UI shall be specified.

The ITP shall have a UI column and a client column. Both roles can have different Hold, Witness and Review points. An inspector acting for and on behalf of Gasunie cannot perform the UI activities.

7.3 ITP

The Supplier shall submit an ITP in accordance with the RED form (GTS_RED-xxx) that is included in the Master Contract and/or Purchase Order.

Gasunie strives to establish a standard ITP that covers the scope of a Master Contract. As soon as Gasunie approves the ITP for Master Contract materials, the Supplier is released from submitting ITPs for each individual Purchase Order that is issued under the Master Contract.

After Gasunie's approval of a Change Impact (subclause 4.6.4) that requires a revised ITP, the Supplier is responsible for submitting the revised ITP within ten working days of this approval.

After Gasunie's approval of a Concession Request (subclause 4.7) that requires a revised ITP, the Supplier is responsible for submitting the revised ITP within ten working days of this approval.

7.4 Inspection at the Supplier's premises

The Supplier shall invite Gasunie in accordance with the ITP for the inspection at the Supplier's premises in writing at least 5 working days before Supplier's preferred inspection date. Gasunie has the right to request an alternative date.

During inspection, the Manufacturing Data Book shall be shown to Gasunie. After witnessing the test in accordance with the ITP and reviewing the documentation, Gasunie shall make an inspection report. The report shall describe the activities the inspector performed with reference to the applicable procedures. The report is for Supplier and Gasunie use.

After successful completion of the inspection, Gasunie shall stamp and sign the Manufacturing Data Book. The Supplier shall submit Manufacturing Data Book to Gasunie using: <https://www.roundaboutbox.com/qdocs>.

Gasunie shall check the Manufacturing Data Book on completeness within five working days. Gasunie shall issue a release note when the Manufacturing Data Book is received in good order.

Note:

The Supplier is not allowed to ship materials before the issue of Gasunie's final release note.

7.5 Inspections at Gasunie's premises

The Supplier shall submit all required test and inspection documents to Gasunie before shipment of the material to Gasunie. The Supplier shall submit Manufacturing Data Book to Gasunie using: <https://www.roundaboutbox.com/qdocs>.

Note:

The Supplier is not allowed to ship materials before these documents are submitted to Gasunie.

Gasunie shall assess and approve/reject this inspection documentation within five working days. Gasunie's approval shall be notified by issuing a release note.

8 Transportation Requirements

The Delivery is received by Gasunie department "Procurement; Logistics & Supply".

All communication is to be sent to: cmdeventer@gasunie.nl.

The transport, packing and marking requirements are stated in MSA-25-E.

The Purchase Order contains the shipment location. This can either be the Central warehouse Deventer or other Gasunie locations.

8.1 Central warehouse Deventer

The Supplier shall notify Gasunie about a shipment at least five working days prior to the desired delivery date if the Delivery is:

- pipe;
- more than 5 europallets or europallet places;
- heavier than 5000 kg;
- to be unloaded by crane;
- a Delivery that cannot be unloaded by Gasunie's standard unloading methods (see below).

Gasunie's standard unloading methods are:

- A fork-lift truck for loads up to 5000 kg;
- A crane for loads of more than 5000 kg and/or with specific lifting instructions;
- A crane with a vacuum system for pipes supplied by open trailer, for pipes with a diameter of up to and including DN 450 and a maximum weight of 2000 kg per pipe. Gasunie's pipe unloading capacity is given in table 2

Table 2: Pipe unloading capacity

Pipe diameter (DN)	Number of truckloads per half day
100 – 150	2
200 – 250	3
300 – 450	4

Unloading of pipe is done in the afternoon. Pipe cannot be unloaded in cold weather conditions, such as snow and frost.

The Supplier's shipment notification shall contain as a minimum:

- name of the Supplier;
- Purchase Order number and position;
- Volume of the consignment (# pallets or # kg);
- Unloading instructions for the articles;
- Release note (in case "Inspection at the suppliers premises" is applicable);
- Proposed date of delivery and whether the Delivery shall be in the morning (08:00 - 12:00 a.m.) or afternoon (13:00 - 16:00 p.m.).

Gasunie shall confirm the proposed date no later than the next day. Gasunie has the right to request an alternative date.

8.2 Other locations

As unloading facilities differ per Gasunie location, the Supplier shall notify the relevant Gasunie shipment location at least five working days prior to the desired delivery date, if the shipment cannot be unloaded manually. The contact details of this location shall be stated in the Purchase Order.

The Supplier shall also notify the expediting department at expediting@gasunie.nl about the shipment.

Supplier's shipment notification shall contain as a minimum:

- name of the Supplier;
- Purchase Order number and position;
- release note;
- volume of the consignment (# pallets or # kg);
- unloading instructions for the articles;
- proposed date of delivery and whether the Delivery shall be in the morning (08:00 - 12:00 a.m.) or afternoon (13:00 - 16:00 p.m.).

Gasunie shall confirm the proposed date no later than the next day. Gasunie has the right to request an alternative date.

9 Invoicing Requirements

Invoice handling is carried out by Gasunie's Corporate Service Centre (Accounts Payable Department).

All communication is to be sent to: factuurafhandeling@gasunie.nl.

9.1 Payment

Article 7.1 of the General conditions for supply contracts and related services is not applicable and replaced by:

After receipt at the shipment location (see clause 8) accompanied with a release note (when inspection is applicable), the Supplier charges the amount stated on the Purchase Order.

9.2 Transaction method

The Supplier shall send invoices to:

NV Nederlandse Gasunie
Attn: Accounts Payable Department
P.O. Box 19
9700 MA Groningen
The Netherlands

Or per e-mail: digitalefacturen@gasunie.nl

After implementation of Ariba, all transactions (from issuing the Purchase Order up to and including invoices) shall run via the Ariba Network. The Supplier shall pay a fee to Ariba to enable this. More information about the fee and the Ariba Network is to be found: <http://www.ariba.com/suppliers/ariba-network-for-suppliers>.

Any questions on payments are to be sent to Factuurafhandeling@gasunie.nl.

ANNEX A Pre Production meeting

The objective of the PPM is to align on the execution of the Purchase Order and/or Master Contract.

All applicable documents mentioned in the RED form shall be submitted for approval to Gasunie three working days before start of the PPM. During the PPM these documents shall be further clarified. After the PPM the Supplier shall re-submit the documents for approval including changes.

A.1 Agenda

This agenda is a standard agenda. Some items may not be relevant for the Purchase Order and/or Master Contract.

1. Introduction of attendees

- 1.1 M.O.M Minutes of Meeting

2. Work shop tour (if applicable)

3. Purchase order review

- 3.1 Status of Qualification Gasunie Supplier
- 3.2 Scope of supply
- 3.3 Document review (availability, latest revisions, deviations, exclusions)
 - 3.3.1 Gasunie Technical Standard MSW-xx-x version?? (product)
 - 3.3.2 Gasunie Technical Standard MSA-32-E version?? (inspection)
 - 3.3.3 Gasunie Technical Standard MSW-11-E version?? (coating)
 - 3.3.4 Related specifications
 - 3.3.5 Drawings
 - 3.3.6 FP.16.039 revision ?? (administrative procedures)
 - 3.3.6 Any other documents
- 3.4 Delivery date/place
- 3.5 Procurement process:
 - 3.5.1 Approved ITP
 - 3.5.2 Expediting 11 milestone
 - 3.5.3 No shipment without release note
 - 3.5.4 Order processing form will also contain your reference number

4. Engineering status

- 4.1 Drawings/data sheets/RED
- 4.2 Procedures
 - 4.2.1 Incoming material
 - 4.2.2 Re-stamping
 - 4.2.3 Welding/Repair welding
 - 4.2.4 NDE (RT, UT, MT, PT)
 - 4.2.5 PWHT
 - 4.2.6 OES (optical emission spectroscopy) procedure

- 4.2.7 Hydrostatic/leak test
- 4.2.8 Functional test
- 4.2.9 Painting/coating
 - 4.2.9.1 Coating qualification status
- 4.2.10 Marking/Shipping/Transport (MSA-25-E)
- 4.2.11 Status concession request(s)
 - 4.2.11.1 Way of working

5. Material status (incl. subcontracted work)

6. Subcontracting of work (welding, forming, assembly, PWHT, painting/coating)

7. Inspection suborders

8. Inspection

- 8.1 Quality Control Department
 - 8.1.1 Organisation of QC
 - 8.1.2 Lines of communication
 - 8.1.3 Contact persons
- 8.2 Inspection matters
 - 8.2.1 Third party inspection
 - 8.2.2 Qualification of personnel
 - 8.2.3 Welders qualifications
 - 8.2.4 WPS/PQR Qualification
 - 8.2.5 Production test plates (incl. Re-tests)
 - 8.2.6 Material requirements
 - 8.2.7 NDE company / Qualifications
 - 8.2.8 Facilities for visiting inspectors
 - 8.2.9 RED form

9. Fabrication status (production schedule)

10. CE-marking

11. Manufactures Quality System

12. NCR, concession procedure, inspection reports, release notes

13. Data Book (according to RED-form)

13.1 Gasunie qdocs system, (way of working)

13.2 Manufacturing Data Book:

Contents:

- A. General documents
- B. Engineering documents (Mechanical)
- C. Engineering documents (E&I)
- D. Operating documents
- E. Inspection and test documents (as mentioned in the approved ITP)

14. Test- and inspection plan / Inspection invitations

- 14.1 ITP steel
- 14.2 ITP coating

15. Any other Business

- 15.1 Contract management
 - 15.1.1 KPI's
 - 15.1.2 BRM (Business review meetings)
- 15.2 Umbrella contract
- 15.3 Mini tender contract
- 15.4 Audit report
 - 15.4.1 General
 - 15.4.2 Actions/ open points
- 15.5 Expediting
- 15.6 Evaluation of this meeting

16. Summary/actions

Approval of documentation:

To make this Pre-inspection/production meeting more efficient the following documents shall be approved and in possession of Gasunie before this meeting starts.

For Approval:

- Non-destructive examination (NDE) procedures
- Test and inspection plan (ITP)
- WPS
- WPQR
- OES (Optical Emission Spectroscopy) procedure
- ITP (concept)

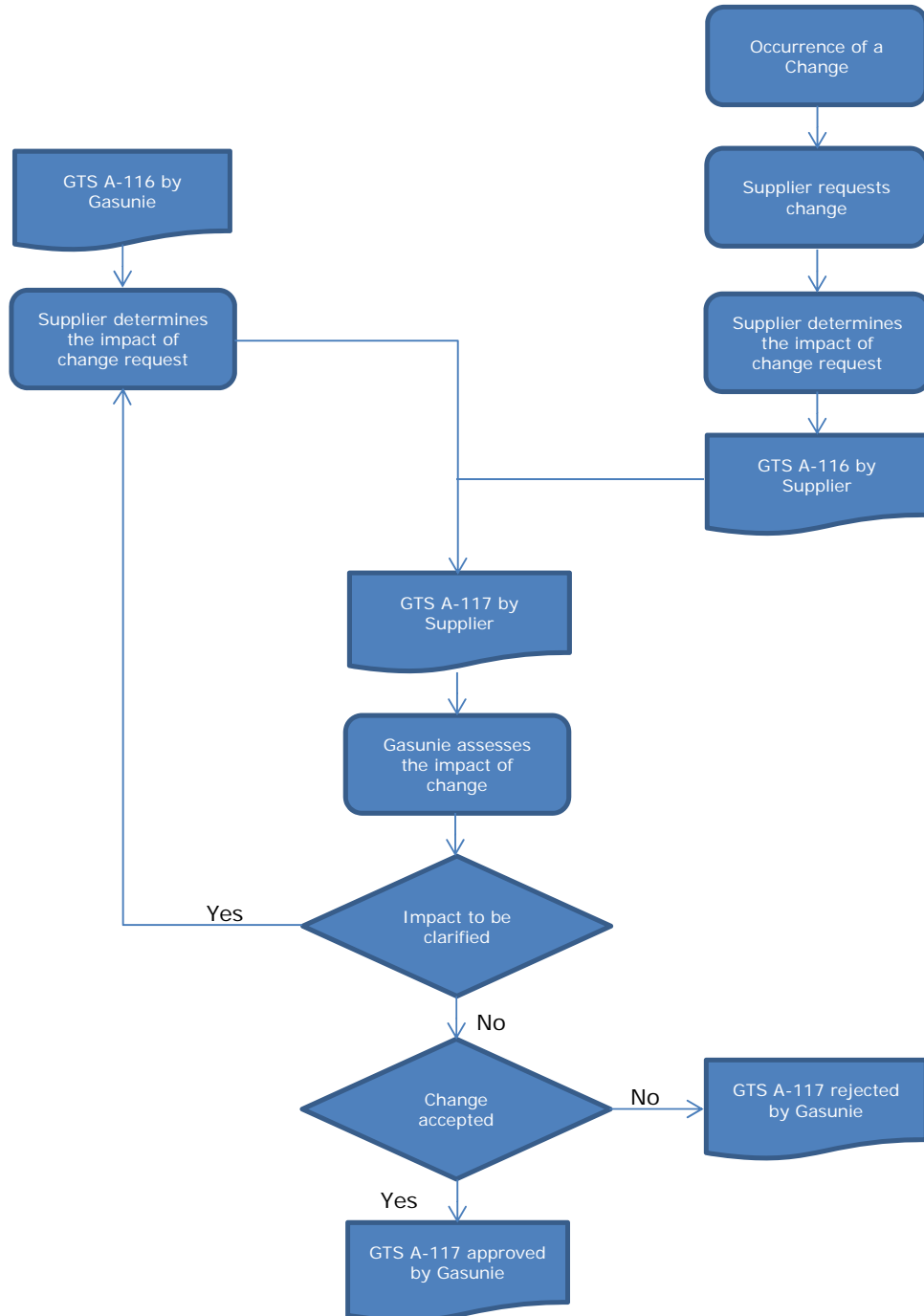
For information:

- Drawings approved by Gasunie, if any
- Concessions approved by Gasunie, if any
- Weld repair procedures, if any
- Destructive examination (DE) procedures
- Welders and NDE operators qualifications (checked during inspection visit)
- List of approved laboratories incl. external approvals
- Audit report of the laboratories
- Procedure of incoming materials
- Statically evaluations available of the quality of the incoming material if available
- Pipe/fitting piece of 0,5 mtr , Gasunie will perform a counter test (option)
- Latest organization chart (with names)
- Present contact persons
- Changes in company/holding structure i.e. take overs, if any
- Extension to or reduction in delivery program with regard to the present qualification
- Public financial annual reports for the last two years
- The supplier sends samples of the documents mentioned in the RED form (option)

N.V. Nederlandse Gasunie

- Latest copy of certificates (ISO 9000 series/Safety)
- Latest audit report of the certifying agency
- Latest audit report of the incoming material (base material) supplier

ANNEX B Flow Chart Changes to the Master Contract



ANNEX C Change Request

Gasunie Technical Standard	Doc. :
Change Request	Version :
	Date :
	Page : 26 of 27

From company: contact:	CR ref: Date
To company: contact:	Master Contract Purchase Order

Scope of the Change Request	
Supplier shall ensure that:	
Reference of applicable contract document	
Requested implementation date	
Expected impact to price	
Expected impact to delivery date	
Expected impact to Inspection and Test Plan	

Status of Change Request	submitted		
	approved		
	rejected		
	withdrawn		

company: contact: date:	Signature
company: contact: date:	Signature

ANNEX D Change Impact

Gasunie Technical Standard	Doc. :
Change Impact	Version :
	Date :
	Page : 27 of 27

From Supplier: contact:	CR ref: Date
To Gasunie: contact:	CI ref: Date

Impact of the Change Request	
Requested implementation date	
Confirmed impact to price	
Lump sum	
Unit rate	
Confirmed impact to delivery date	
Confirmed impact to Inspection and Test Plan	

Supplier: contact: date:	Signature
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Status of Change Impact	submitted		
	approved		
	rejected		
	withdrawn		

Gasunie: Contact date:	Signature
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Attachments: