PURCHASE ADMINISTRATIVE REQUIREMENTS - QUALITY MANAGEMENT (FOR NON-SAP/ ARIBA ISSUED PURCHASE ORDERS)

2	OCT 25	DEC 25	REFER TO CHANGE LOG BELOW	SUBJECT EXPERT S. VACEK	PROCESS RESPONSIBLE S. VACEK	QUALITY S.KARTHIKEYAN	GLOBAL PROCESS OWNER B. TU
1	JUN 24	JUL 24	REFER TO CHANGE LOG BELOW	SUBJECT EXPERT S. VACEK	PROCESS RESPONSIBLE S. VACEK	QUALITY S.KARTHIKEYAN	GLOBAL PROCESS OWNER B. JANAK
0	AUG 22	SEPT 22	FIRST ISSUE FOR IMPLEMENTATION REPLACES GTF-GPS-COR-21024-02B	SUBJECT EXPERT S.VACEK	PROCESS RESPONSIBLE S.VACEK	QUALITY S. KARTHIKEYAN	GLOBAL PROCESS OWNER B. JANAK
REV	**RELEASE DATE**	**EFFECTIVE DATE**	**STATUS / CHANGES**	**WRITTEN BY (name & visa)**	**CHECKED BY (name & visa)**	**CHECKED BY (name & visa)**	**APPROVED BY (name & visa)**
			DOCUMENT REVISIONS				

Change Log:

- Section 11: Customer Provided Items - added TechnipFMC Provided Items (aligns with the Supplier Onboarding Training Material GSD-21-0002)
- Section 14: Management of Change (MOC) – Revised section to include additional changes and refer to a new communication template GTF-21-0049.
- Updated document numbers throughout document.

The changes from the previous revision are indicated by red font.

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1 Introduction

It is **TechnipFMC**'s intention that, in the implementation and administration of the **PO/Agreement**, **Supplier** shall utilize its own methods and procedures. However, to achieve the proper level of quality and safety for the **Work**, **TechnipFMC** has specified certain mandatory requirements applicable to Subsea Projects / SURF (Subsea Umbilical's Risers and Flowlines) suppliers (Non-SAP / Ariba issued POs), as detailed in these Administration Requirements.

When referenced in **PO/Agreement**, this document specifies the minimum quality management requirements for **Supplier,** and their key **Subcontractors,** to do business with **TechnipFMC** and meet expectations in respect of the supply of goods, equipment and services to **TechnipFMC**.

The requirements shall be contractually passed on to all key **Subcontractors** by **Supplier** in its entirety.

If a specific requirement, stated in this document, by nature, is not relevant for the **Work** performed by **Supplier**, **Supplier** is exempt from adherence to such requirement without further acceptance from **TechnipFMC**.

Unless the **Supplier** proposes alternatives to this requirement at the bid stage, it shall be deemed that the **Supplier** acknowledges full compliance with the requirement. Any proposed deviations to this requirement must be agreed in writing with **TechnipFMC**.

2 Reference documents

Doc. number	Title
ISO 9001	Quality Management Systems – Requirements
ISO 10005	Quality Management Systems – Guidelines for Quality Plans
EN 10204	Metallic products – Types of inspection documents
LSOP-10-0191 (Replaces SCM-011)	Purchase Certification Levels (PCL) for Procured Equipment, Materials and Sub-contracted Services
GTF-21-0016	Non-Conformance Request/Report (NCR) Form
GTF-21-0019	Pre-Production Meeting (PPM) Master Checklist
GTF-21-0041	Notification of Intervention Point Form (NOI Form)
GTF-COR-21016	Inspection and Test Plan (ITP) Intervention Matrix
GTF-COR-21017	Manufacturing Record Book (MRB) Index Matrix

3 Definitions and abbreviations

3.1 Definitions

Exceptions within this document, the terminology:

- **Supplier,** The Legal entity responsible for performing work and supplying deliverables to TechnipFMC under the agreement.
- **Subsupplier (subcontractor)**, Means a party who has entered into a Suborder with the Supplier, for the purpose of providing goods and services in connection with the Agreement.
- **Company,** TechnipFMC's end Client.

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3.2 Abbreviations

Abbreviation	Definition
AFC	Approved for Construction
CA	Corrective Action
CAR	Corrective Action Report
FAT	Factory Acceptance Test
GQSL	Global Qualified Supplier List
HSE	Health, Safety & Environment
ITP	Inspection and Test Plan
MR	Material Requisition
MRB	Manufacturing Record Book
MSDS	Material Safety Data Sheet
NCR	Non-conformance Report
NDE	Non-Destructive Examination
NOI	Notification of Intervention
OGUK	Oil and Gas UK
PO	Purchase Order
PQE	Product Quality Engineer
PUWER	Provision and Use if Work Equipment Regulations
PPM	Pre-Production Meeting
QE	Quality Engineer
QMS	Quality Management System
RCA	Root Cause Analysis
RI	Remote Inspection

4 Safety Considerations

It is expected that **Suppliers** conduct their business with the highest regards to HSE, with no harm to people, equipment or the environment. **Suppliers** shall ensure that all necessary assessments and precautions have been conducted, to ensure that all potential risks that **Supplier** personnel, **TechnipFMC** and **Company** representatives, may be exposed to are reduced to as low as reasonably practicable. **Suppliers** shall address any HSE issues raised by **TechnipFMC** / **Company** representatives by taking immediate and appropriate actions.

TechnipFMC shall, always, fully comply with **Suppliers** site rules and working practices when on **Supplier** work-sites. **TechnipFMC** will fully support the removal of any **TechnipFMC**, or **Company** representatives from the work-site, should they fail to obey **Supplier** site rules.

5 Access

Representatives of **TechnipFMC, Company,** Third Party Inspectors, and/or Certification bodies shall be given admittance to facilities, equipment, products and documentation relating to the **PO/Agreement**.

TechnipFMC shall have the right to perform audit and examination activities towards **Supplier** and towards **subcontractors**.

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6 Quality Management System

All **TechnipFMC Suppliers** and **subcontractors** shall have implemented a quality management system in compliance with the specified requirements in ISO 9001 (latest edition) or equivalent.

6.1 Subcontractor Management

Supplier shall pass on the requirements stated in this standard to any of their **subcontractors** involved with the services.

Supplier shall ensure that all their **subcontractors** have established, implemented, and maintained a quality management system appropriate to their scope of work.

Supplier is responsible and accountable for the delivery of subcontracted products and services. **Supplier** shall have sufficient control and competence in place to ensure that the subcontracted product or service is compliant.

The **Supplier** shall inform **TechnipFMC** of **subcontractors** they use for the delivery. When required for a specific project, **TechnipFMC** will need to approve subcontractors before use and this requirement will be communicated to supplier in **PO/Agreement.**

7 Manufacturing Documentation

All documents provided by **Supplier** or **Subcontractor** per **PO**/**Agreement**, shall be compliant with requirements, specifications, and applicable industry standards, unless deviations are documented and acceptable for the **PO/Agreement**.

7.1 Pre-manufacturing

Supplier shall ensure prompt and timely delivery of all documentation identified within **PO/Agreement** and as captured in the Kick-off Meeting and PPM minutes.

The minimum quality related documentation required to be Approved for Construction (AFC) by **TechnipFMC** prior to start of manufacture will be documented in the **PO/Agreement**, Kick-off Meeting and PPM minutes, but as a minimum shall include:

- Schedule (included Project audit schedule, as applicable)
- Supplier Documentation Requirements:
  - Design specifications
  - Technical / manufacturing procedures and / or drawings
  - Quality Plan (general or project specific, as applicable)
  - Inspection & Test Plan

Similarly, documents/procedures required for activities during manufacture shall be at AFC revision status prior to the activity taking place. **Supplier** must make allowance for **TechnipFMC** document review cycles in their schedules to ensure delivery dates are met.

Please refer to project specific document control / administration procedure per **PO**/**Agreement** for requirements regarding review cycles, document numbering, revision status, etc.

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Note: Purchase Certification Level (PCL) are referenced in **TechnipFMC** UK PO's and defines minimum certification requirements for procured goods and services (Refer to LSOP-10-0191 Purchase Certification Levels (PCL) for Procured Equipment, Materials and Sub-contracted Services referenced in UK **PO/Agreement)**.

7.1.1 Kick-off Meeting

A Kick-off meeting will be conducted on all major and/or critical orders following contract award. The meeting may be conducted at **TechnipFMC** site or by conference call if agreed by **TechnipFMC**.

The Kick-off meeting will be driven by **TechnipFMC**, invitees will be **TechnipFMC** and **Supplier**, attendees shall include key **TechnipFMC** and **Supplier** functions, including but not limited to, Project / assistant Manager, package lead, associated engineers, Document control, Contracts, Quality & HSE.

Agenda:

- Objective of meeting (**TechnipFMC**)
- Introductions (**TechnipFMC** & **Supplier**)
- Take 5 (**TechnipFMC**)
- Project Overview and Supplier Specific Scope of Work / Supply (**TechnipFMC**)
- Supplier Profile Presentation (**Supplier**)
- Project Schedule (**TechnipFMC**)
- Supplier HSE and Quality Processes (**Supplier**)
- Project HSE Requirements (**TechnipFMC**)
- Project Quality Requirements (**TechnipFMC**)
- Project Document Control Requirements (**TechnipFMC**)
- Project Contractual and Commercial Requirements (**TechnipFMC**)
- Technical Qualification Status (**TechnipFMC**)
- Lessons Learned, as applicable (**TechnipFMC** & **Supplier**)
- AOB (**TechnipFMC** & **Supplier**)

7.1.2 PPM

A Pre-Production Meeting (PPM) should be conducted on all major and/or critical orders prior to the start of manufacturing. The meeting shall be held at the manufacturing site however if this is not possible due to availability or remote location issues then the meeting may be conducted at **TechnipFMC** site or by conference call if agreed by **TechnipFMC**.

The PPM shall be a line item within the associated ITP, when ITP is required. Refer to GTF-21-0019 for Pre-Production Meeting (PPM) Master Checklist for agenda, available on https://www.technipfmc.com/en/services/suppliers/documents-and-templates.

It is expected that attendees from the **Supplier** shall include as a minimum persons responsible for Project Management, Manufacturing, Quality and HSE. **Company** representatives will attend where required.

For a PPM Notification of Intervention (NOI), the email address below shall be used based on the geographical location of the **Supplier**.

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- TechnipFMC Africa: InspectionNotificationAfrica@technipfmc.com
- TechnipFMC Asia-Pacific: InspectionNotificationAP@technipfmc.com
- TechnipFMC Brazil: InspectionNotificationBrazil@technipfmc.com
- TechnipFMC Dunfermline/Aberdeen/Paris: SQ-QCS-Europe@technipfmc.com
- TechnipFMC Houston: InspectionNotificationHouston@technipfmc.com
- TechnipFMC Kongsberg: FKSnotifications@technipfmc.com

TechnipFMC will schedule and facilitate the PPM based on the date/time proposed in the NOI.

Where parts of the **PO/Agreement** are subcontracted by the **Supplier**, and upon request by **TechnipFMC**, the **Supplier** shall arrange PPMs with their key **subcontractors** for all major and/or critical orders and issue an invitation to **TechnipFMC** to attend.

7.1.3 Supplier Documentation Requirements

If required per **PO/Agreement**, **Supplier** shall submit all pre-manufacturing Supplier Documentation Requirements (SDRs), for example: ITPs & Welding procedures, necessary to meet requirements for the document deliverables (aligns with Material Requisition – MR) to the document controller email address defined in the Kick-off Meeting and/or PPM minutes. Activity must not proceed without applicable approved document(s).

TechnipFMC document controllers will task documents for review and approval via internal Document Management System.

Project / Client Specific Requirements will be provided during Kick-off Meeting and/or PPM minutes.

7.1.4 Quality Plan

As applicable per **PO / Agreement**, The **Supplier** shall submit a Quality Plan that is aligned with the guidelines of ISO 10005 (latest edition), as a minimum. The Quality Plan shall clearly demonstrate how the requirements of ISO 9001 are applied (including controls and verifications) to assure quality of design, procurement, manufacturing and fabrication; including that of **subcontractors**.

Note: Requirement for a Quality Plan shall be based on a previously performed risk evaluation made by the TechnipFMC Project Team and communicated to the suppliers via the **PO/Agreement** and captured in the Kick-off Meeting.

- General Quality Plan: General Quality Plans will reflect the supplier's quality processes without referring to a specific project or client. The general quality plan will not show any project specific document number.

  If required, a Project Specific Quality Plan will be established.

The Quality Plan shall list:

- Procedures from **Supplier's** Quality Management System used during execution of the project
- Roles and responsibilities for implementation/control of each activity
- Quality Policy statement signed by Senior Management as an attachment

The following should also be detailed (or a separate procedure referenced) in the Quality Plan:

- Control of **subcontractors** Process

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- Competence assurance process
- Continuous quality improvement process including RCA
- Cross contamination controls
- Design verification management
- Equipment calibration control
- Goods inwards and material control process
- Identification and traceability

  Describes how identification, traceability and Goods Receipt Quality Control are managed.

  The **Supplier** shall:

  - Provide certification and traceability requirements in accordance with the **PO/Agreement** and associated specifications
  - Maintain traceability of equipment and materials at all stages of the work in accordance with **PO/Agreement** and associated specifications
  - Ensure that certification produced by, and for, the **Supplier** shall comply with the **PO/Agreement** and associated specifications in quantity, type and form
- Management of Change
- Non-conformance control
- Organization chart

  Reflecting duties and responsibilities of all **Supplier** personnel and where appropriate, vessel personnel and the lines of communication between **Supplier**, **TechnipFMC** and all **subcontractors**

  Clearly defining Quality Control manning and overall Quality Assurance / Quality Control management responsibility
- Parties responsible for the execution, checking and approval of all documents and drawings
- **Suppliers** measurable and achievable targets for quality performance
- Quality activities planned to mitigate risks associated with the **PO/Agreement**
- Quality improvement initiatives, describing any current or proposed quality initiatives or programs relevant to the **PO/Agreement**
- Site induction and management
- **Suppliers** surveillance of **subcontractors**
- **Suppliers** internal audit schedule

7.1.5 Inspection and Test Plan

The **Supplier** shall provide an Inspection and Test Plan (ITP) when required per **PO/Agreement**.

Note: A generic/standard ITP will be requested for during the Invitation to Bid / Kick-off Meeting if a project ITP is not required.

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The ITP's from the main **subcontractors** in the delivery chain need to be referenced in the **TechnipFMC Supplier's** ITP.

ITP's shall, as much as practical, follow the normal sequencing of the Work, and shall identify stages requiring approval, inspection and/or testing, which include intervention by **TechnipFMC**, **Company** and other parties. These are in addition to those inspection stages undertaken by **Supplier**.

The Notification of Intervention Point Form (NOI Form) (GTF-21-0041), available on https://www.technipfmc.com/en/services/suppliers/documents-and-templates, includes definitions and abbreviations for intervention points (Hold, Witness, etc.).

Refer to Appendix 1 for Inspection and Test Plan Content Guidance.

7.1.5.1 Notification of Intervention

The **Supplier** shall notify **TechnipFMC** of actual dates for "Hold points" and "Witness point" in advance of such activities as per contract requirements using the Notification of Intervention Point Form (NOI Form) (GTF-21-0041), available on https://www.technipfmc.com/en/services/suppliers/documents-and-templates or **Suppliers** onboarded in NOI app shall send all notifications using NOI application available via the link https://noi.services.technipfmc.com/.

Notifications shall be sent in accordance with the following **minimum** notification periods:

	Local / National	International
PPM	Five (5) working days	Ten (10) working days
Hold Point	Five (5) working days	Seven (7) working days
Witness Point	Three (3) working days	Five (5) working days

Occasionally contract requirements issued by **Company** vary from the above. Confirmation of variation to standard notification periods will then be fully agreed during Kick-off meeting or PPM.

Nominated project personnel as specified in the Kick-off meeting or PPM shall be included in the distribution list. Typically, this includes the Package Engineer, Buyer, Document Control and PQE/QE. Relevant **TechnipFMC** personnel, such as Commercial Point of Contact (the Buyer), must be included distribution list.

Prior to notifying, **Supplier** shall ensure that relevant procedures are approved and in compliance with the requirements, and when relevant, undergone appropriate review by **TechnipFMC**.

7.1.5.2 Inspection Requirements

The **Supplier** is responsible for ensuring that all work meets the requirement of the **PO/Agreement** and any specification identified within it. All inspections performed against the requirements of the relevant ITP shall be performed by qualified and competent inspectors for the inspection activity being performed. The **Supplier** shall ensure that each inspection activity is carried out against clear and precise instructions.

Supplier shall ensure that the required level of competence is defined within their procedures.

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7.1.5.2.1 Dimensional Inspections

Supplier is to conduct dimensional inspections so that all interfacing dimensions are confirmed as being within tolerance. The results of any dimensional inspection should be recorded within the final As-built / MRB. **TechnipFMC** witness of dimensional inspections does not alleviate **Supplier's** obligation to supply equipment to requirement and fit for purpose.

7.1.5.2.2 TechnipFMC Inspection

Inspections shall be carried out in accordance with the approved ITP by **TechnipFMC** and/or **TechnipFMC** nominated Inspection Agency, as applicable. At all times the Inspectors shall conform to the **Suppliers** site health and safety requirements. All inspections will be performed in accordance with the procedures identified in the ITP and with the **Supplier** NOI schedule.

Supplier should allow the Inspector to photograph the item under inspection or **Supplier** may provide electronic photographs to the Inspector as required for inspection report purposes.

TechnipFMC and **Company** reserve the right to attend the **Suppliers** works at any reasonable time to view the status of the equipment being manufactured. **Supplier** shall receive at least twenty-four (24) hours' notice.

7.1.5.2.3 Goods Release

Goods (e.g., Materials, Products, Supplies & Equipment) will only be released after a final inspection of the equipment which is performed in accordance with the **PO/Agreement** requirements, ITP and all referenced drawings and procedures. All manufacturing documentation for the items must also be available for review at this time. All Technical Clarifications, Deviation Requests and Non-conformances must have been approved by **TechnipFMC** and **Company** (where applicable). **TechnipFMC** shall issue an Inspection Release Certificate after satisfactory completion of the final inspection.

7.1.5.2.4 Remote Inspection

Wherever feasible and agreed by TechnipFMC and TechnipFMC's Client, Witness/Holds Points can be accomplished through means of Remote Inspection without physical presence at the worksite. This will be done through the use of Microsoft Teams, or other pre-agreed software.

Minimum requirements will be shared with suppliers prior to the inspection.

The inspection will be done in 3 steps:

- Preparation before activity,
- Inspection during the activity
- Review of records after the activity.

Critical characteristics of the process and product will be verified during remote inspection.

7.2 Post-manufacturing

7.3 Manufacturing Record Book

When required by the **PO**/**Agreement**, **Supplier** is required to follow the Manufacturing Record Book (MRB) process, to provide post-manufacturing documentation to **TechnipFMC**, proving that the **Deliverable** meet the requirements.

The **Supplier** is responsible for the following:

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- Preparing / compiling documentation in line with the requirements within the **PO**/**Agreement** and as per the schedule;
- Verify all "As-built" documentation as acceptable prior to inclusion in the MRBs;
- All information submitted by the Supplier shall have achieved TechnipFMC Approved For Construction (AFC) approval revision status by the time of Contract close out;
- Records within the data book shall be sectioned by Supplier line item and a traceability matrix or as built drawing of each item included in the section index.

Supplier is allowed to use their own MRB format and following contract award shall prepare and submit an index of manufacturing records produced in the manufacturing of the goods.

To ensure swift delivery of MRB, the **Supplier** shall start to compile the MRB on an ongoing basis, records to be available for review and approval by **TechnipFMC** representatives as they become available. A draft copy should be available at the time of final inspection of the goods prior to the goods being released.

Supplier, and any **subcontractor** MRB document deliverables are to be issued through document control for review, comment, and approval through method agreed during Kick-off meeting and / or PPM minutes. MRB should be sent for review and approval within time frame defined in the **PO/Agreement**. Any delays shall be communicated to **TechnipFMC**.

Supplier shall create a hard copy that can be reviewed on site by **TechnipFMC** and **Customer**. **TechnipFMC** considers the MRB to be approved when receiving approval from all interested parties.

Refer to Appendix 2 for Manufacturing Record Book Content Guidance.

7.4 Material Certification

Supplier shall ensure and provide legible certification (in English) in accordance with the relevant section of EN 10204 and in full conformance with the requirements defined and specified in the **PO**/**Agreement**. The certification required will be detailed by the ITP and other **PO**/**Agreement** related documents.

Supplier shall advise TechnipFMC of the Certification Authority they plan to use.

All material certifications shall show the mill of origin of the raw material in addition to the forge master's certificates:

- Stockists own certificates for EN10204 Type 3.1 or 3.2 material are not acceptable without original source certificates e.g., mill / original manufacture.
- Material shall be procured from recognized and competent vendors as agreed during the clarification process.

Where EN10204 Type 3.2 material certification is required, the inspection and verification of the material shall be performed by an accredited Certification Authority. The Type 3.2 certificate can either be a separate report issued by the Certification Authority or an endorsement of the mill / forge master's certificate where this certificate clearly states that it is issued in accordance with Type 3.2 and the Certification Authority clearly identifies that the work was witnessed and verified against the respective standard.

Supplier shall make all efforts to provide the required 'original' material certification. **TechnipFMC** will accept 'Wet stamped verified copies' and Stockist certificates are required to be backed up with original/wet stamped source certificates i.e., mill/original manufacture.

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Supplier shall ensure that the material certification documents do not contain any alterations/corrections/over writing. In the event that any corrections/changes in the material certification documents become inevitable, these shall be authenticated by **TechnipFMC's** representative or Certification Authority. In the absence of such authentication, the material certification document shall be rendered invalid and unacceptable.

Supplier shall provide **TechnipFMC** with a list of intended **subcontractors** for use during the scope and ensure this is maintained at all times.

Note: **Company** may impose material country of origin restrictions which **Supplier** shall be notified of at bid stage.

7.4.1 Statutory / Authority Requirements

When design appraisal or product certification is specified in the **PO**/**Agreement**, the **Supplier** shall arrange for certification of their design and/or inspection by nominating an accredited Independent Verification Body (appointed by **Company**) or Statutory / Authority to verify the correctness and adequacy of the design and associated design activities.

Surveillance by **TechnipFMC** or their appointees does not cover any statutory inspection requirements.

It is the **Supplier**'s responsibility to comply with statutory / authority codes and practices appropriate to the procured item and to arrange statutory inspection described therein and within the agreed price shown in the **PO**/**Agreement**.

8 Shipping

8.1 Procedure

The **Supplier** shall create a Packaging, Storage and Preservation Procedure and submit it to **TechnipFMC** if required per specified **PO/Agreement** requirements.

8.2 Packaging and Marking

All products supplied to **TechnipFMC** will be packaged with suitable materials and in accordance with appropriate regulations to ensure that:

- No damage can be done to the contents
- No deterioration of the product will occur
- Hazardous substances are clearly identified

The following information shall be clearly marked on the packaging as a minimum:

- **TechnipFMC's** company name
- **TechnipFMC** point of contact
- **PO**/**Agreement** number
- PO Line Number and Part Number, if applicable
- Project name / number
- Delivery address

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- Receiver's contact details
- Senders contact details
- Return address, if applicable
- Item description
- Gross Weight
- Dimensions (LxDxH)
- Content list, highlighting any controlled items
- Certificate, if applicable
- Shipments containing Dangerous goods must be marked accordingly
- Material Safety Data Sheet (MSDS), if applicable
- Information that would require attention / caution when handling
- Additional project specific requirements per **PO/Agreement**

All materials which are capable of posing a risk to the health and safety of personnel or to the environment when transported (Dangerous Goods), must be supplied in Certified packaging.

Supplier to ensure packaging requirement comply to local / delivery destination's regulation (e.g., OGUK Guidelines for the Safe Packing and Handling of Cargo to and from Offshore Locations) or specific project / product requirements. **Supplier** to confirm with respective purchaser before delivery.

8.3 Preservation & Storage

If items remain at Supplier location for extended duration, **Supplier** shall develop and implement a comprehensive preservation plan consisting of plans, processes, procedures and actions undertaken by **Supplier** and also detail preservation and storage requirements post-delivery, as applicable. Where applicable, these requirements are also communicated to any **Subcontractor** for definition and implementation. The preservation and storage shall include all aspects of the entire program for Preservation and Storage, procedures, training, and implementation.

8.4 Dispatch Dossier

The dispatch dossier shall contain the minimum documentation that will allow **TechnipFMC** and/or **TechnipFMC's** third party to safely handle, transport and install the supplied goods in the absence of the Manufacturing Record Book.

The dispatch dossier content/index shall be approved by **TechnipFMC** prior to manufacture when applicable per **PO/Agreement**. The completed Dispatch Dossier shall be available at final release and accompany shipment.

Typical minimum requirements are:

- Inspection Release Certificate issued at final inspection including any punch lists;
- Packing List including weight and dimensions
- Lifting certificates where applicable including:

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  - Supplied slings and shackles
  - Lifting equipment
  - Pad eyes
- MSDS
- PUWER Checklist (where applicable)
- General assembly drawings
- Certificate(s) of conformity

9 Reporting Requirements

Supplier shall prepare and submit progress reports to **TechnipFMC** on the status and progress of its work performance, for example:

- Status of non-conformance / deviations / technical clarifications identified in the month and to-date
- ITP Status and planned dates for future inspection activities
- Supplier scheduling, including milestones and activities related to:
  - Delivery of Supplier Documentation (Engineering)
  - Procurement
  - Manufacture
  - Testing
  - Delivery
  - Submission of Final Documentation
  - Any other key events relevant to the timely performance of the work
- Any changes or variation orders which impact:
  - Project Management Plans
  - Schedule & Cost
  - Interfaces
- Activity look ahead
- Areas of concern / main project risks

The format, content and frequency for reporting and submittal requirements shall be aligned in the Kick-off Meeting.

9.1 Risk Management Requirements

Requirement for project specific Risk Register shall be based on a previously performed risk evaluation made by the TechnipFMC Project Team and communicated to the suppliers in the Kick-off Meeting.

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When required, **Supplier** shall submit to **TechnipFMC** a project specific Risk Register in the progress report describing the significant package risks. The risk register shall include mitigating actions, start and end date for each action, risk responsible and status for each risk.

10 Non-Conformance Handling

10.1 Process

For continuous improvement, **Supplier** shall have a documented process for managing Technical Clarifications, Deviation Requests and Non-conformances within their Quality Management Systems (QMS).

To prevent recurrence, **Supplier**'s non-conformance review process must be designed to ensure effective implementation of corrective/preventive actions, based on proper Root Cause Analysis (RCA). Failure to implement effective Corrective Actions and to reduce the number of defects may result in removal or restriction of **Supplier** on **TechnipFMC**'s Global Qualified Suppliers List (GQSL).

A **Supplier** shall notify **TechnipFMC** for the following reasons:

- Technical Clarification: Prior to realization, **Supplier** is formally requesting clarity on requirements, such as specifications, drawings, etc.
- Deviation Request: Prior to realization, **Supplier** is asking for permission to make a change to the requirements. **TechnipFMC** will provide a disposition.
- Non-conformance (or Concession) Request (NCR): Post realization, defect detected and reported by **Supplier**. **Supplier** shall propose a solution, and **TechnipFMC** provide a disposition.

Note: Technical Clarification and Deviation Requests shall be submitted as early as possible, preferably prior to **PO** (e.g., in the clarification log during bidding phase).

Any product that does not conform to the specified requirements shall not be used/supplied unless authorized and approved by **TechnipFMC**. Non-conforming products shall be distinctly identified and segregated from the normal production work, in a designated quarantine area, to preclude inadvertent use. Work on the non-conforming product shall resume only after **TechnipFMC** have approved the NCR.

All NCR's should be recorded in a specific NCR register, to allow ease of access for review purposes by **TechnipFMC**, **Company** and any other applicable bodies.

10.1.1 Submission of NCR

Without undue delay, **Supplier** shall provide relevant information to enable **TechnipFMC** to evaluate any Technical Clarification, Deviation Request, or non-conformance using **TechnipFMC**'s Non-Conformance Request/Report (NCR) Form (GTF-21-0016). The form is available on www.technipfmc.com/en/services/suppliers/. **Supplier** shall submit the request and any follow-up actions to Person of contact and Quality function, as stated in the Kick-off meeting.

10.1.2 Implementation of Disposition of NCR

Upon the receipt of a dispositioned NCR from **TechnipFMC**, **Supplier** is required to follow the included instructions. In case of uncertainty, **Supplier** is required to request and ensure clarification, and shall not proceed before an updated disposition is received from **TechnipFMC**.

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Supplier shall attach a copy of the completed NCR to the MRB documentation package, when MRB is required by the **PO**/**Agreement.**

10.1.3 Mitigation

When a non-conformance caused by **Supplier** is discovered upon delivery, or during the warranty period, **TechnipFMC** may require **Supplier** to submit a Root Cause Analysis / Corrective Action Plan (RCA/CA).

After receipt of such RCA/CA request from **TechnipFMC**, **Supplier** shall submit a Corrective Action Report (CAR), including immediate containment actions taken, within ten (10) **Business Days**, unless notified otherwise. If **Deliverables** must be returned for investigation, this may be extended to up to ten (10) **Business Days** after the receipt/return of the **Deliverables** at **Supplier** site.

11 Company Provided Items or TechnipFMC Provided Items

Supplier shall perform receipt of **Company Provided Items or TechnipFMC Provided Items** as per **Supplier**'s own goods receipt process and store under appropriate conditions. **Supplier** shall immediately inform **TechnipFMC** Package Engineer and PQE/QE when **Company Provided Items or TechnipFMC Provided Items** have been received. **TechnipFMC** PQE/QE shall within 5 working days arrange inspection of the **Company Provided Items or TechnipFMC Provided Items**, review all supporting documentation and complete a **Company Provided Items or TechnipFMC Provided Items** Release Note prior to **Supplier** using **Company Provided Items or TechnipFMC Provided Items.**

If the goods are not acceptable or arrives without an Inspection Release Certificate and dispatch dossier then it will be quarantined, and the **Company Provided Items or TechnipFMC Provided Items** Release Note will require an NCR to be raised by **TechnipFMC** PQE/QE in order to formalize the disposition of the discrepancy. The goods shall remain quarantined until acceptable action has been taken and approved by **TechnipFMC**. The **Company Provided Items or TechnipFMC Provided Items** Release Note shall be updated and issued to all necessary parties.

12 Factory Acceptance Testing (FAT)

FAT procedures shall be submitted for **TechnipFMC** approval. **Suppliers** should perform confidence checks / readiness review where practicable prior to issuing an NOI for **TechnipFMC** witness.

Where FAT results in failure, **TechnipFMC** must be notified immediately and a Root Cause Analysis (RCA) must be conducted by **Supplier** and approved by **TechnipFMC**.

The cause of the failure must be clearly identified and corrected / mitigated to the satisfaction of **TechnipFMC**. **Supplier** may continue FAT for any remaining items providing there is no perceived risk or delay should they also fail prior to establishing a root cause.

Where there is potential risk to product or schedule, the **Supplier** should seek approval to proceed from **TechnipFMC**.

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13 Special Process Requirements

All special processes (e.g., Forging / Casting, Welding, NDE, Coating, Heat Treatment) shall be completed using appropriate procedure and performed by suitably qualified and competent personnel in accordance with the **PO/Agreement**.

14 Management of Change (MOC)

If any of the following changes are planned or have occurred, the Supplier shall issue MOC communication to **suppliermoc@technipfmc.com** using the MOC Template (GTF-21-0049) available on www.technipfmc.com/en/services/suppliers/documents-and-templates/ (format to save file shall be Supplier Name-Country-MM-YY [this is the month and year of MOC communication]):

a) changes in the organizational structure, Ownership, Staff reduction, Company Name and/or Tax ID;

b) changes in key personnel (Certified / Qualified Personnel change, when required by Specifications (Industry Standards and/or TechnipFMC Specifications, e.g., Weld Engineers qualified to NORSOK requirements));

c) changes in the supply chain of critical products, components, or activities (including special processes and raw material supply (source/grade) when restrictions are required per specifications (Industry Standards and/or TechnipFMC Specifications, e.g., STA (Spécification Techniuqe d'Achats / Purchasing Technical Specification));

   Note: Per API Q1 10th Edition, Critical is deemed by the organization, product specification, or customer to be of significant importance and requiring specific action.

d) changes to the management system scope or procedures, including Legal & Compliance policies;

e) changes to the organization's capability to perform the process(es) required for product realization, including changes in internal manufacturing process(es), machining process(es), certifications (e.g., API 6A scope reduction or expired without renewal), equipment/tools, developments in knowledge, technology, or key process parameters which could affect safety or any of the final performances / features or process capabilities(s) of the product as required per specifications / STA, etc.;

f) changes in OEM design, functionality, Material or Manufacturing process(es);

g) changes in Enterprise Resource Planning (ERP) System (e.g., NetSuite, Oracle, SAP, Infor CloudSuite Industrial, Microsoft Dynamics 365 Business Central);

h) changes in Traceability system and procedures;

   Note: In the event of changes in the manufacturers traceability systems, format or new manufacturers, Supplier to forward a request for review and approval of the traceability system to The Global Traceability Network GTN@TECHNIPFMC.COM.

i) new manufacturing site Or change from an approved site to a new site of supply, including changes in workplace surroundings that could impact safety;

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j) change of Strategy from Buy (subcontractor manufacturing) to Make (in-house manufacturing) or Vice versa for critical products, components or activities (see item C for more information on Critical);

k) new Process(es) or Product range extension (with or without changes to processes).

15 Appendices

15.1 Appendices

Appendix 1 Inspection and Test Plan Content Guidance

Appendix 2 Manufacturing Record Book Content Guidance

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APPENDIX 1

INSPECTION AND TEST PLAN CONTENT GUIDANCE

1.0 INTRODUCTION

Supplier is required to use their own ITP format, and include minimum requirements set out in this appendix.

The Notification of Intervention Point Form (NOI Form) (GTF-21-0041), available on https://www.technipfmc.com/en/services/suppliers/documents-and-templates, includes definitions and abbreviations for intervention points (Hold, Witness, etc.).

ITP Document may be subject to review and update throughout duration of supply.

The Inspection and Test Plan defines for each type of Goods & Services:

- The type and extent of **Supplier** and **Subcontractor**, Independent body, end user & any other interested parties' involvement in each phase of manufacture, control and testing requiring an inspection or a documentation review.
- The resulting Suppliers contractual obligations as defined in **TechnipFMC** General Terms and Conditions, accessible via https://www.technipfmc.com/en/services/purchaserequirements, and **PO/Agreement.**

2.0 PROJECT GENERAL INFORMATION SECTION

2.1 General Requirements

Supplier and **Subcontractor** provided ITP to contain:

ITP document title:

- Inspection and Test Plan (ITP) – Scope of supply

ITP document header to include:

- Document number and revision
- Page numbers – x of xx

2.2 Project General Information

- Project Title
- Customer / Purchaser
- End User / Company
- **PO**/**Agreement** Number
- Supply description, Scope of work

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2.3 Scope of Supply Information

- Address of main manufacture location
- Name & Address of applicable **Subcontractors,** & scope of supply (i.e., mechanical test / coating)
- 3rd party information / Independent body information
- Description – Size – Amount – ID / Part / Tag Number
- Certification level (As per PCL code applicable to UK POs)
- Agreed intervention point notification period

2.4 References

Include all references included within ITP applicable to scope of supply, please include title, reference number, document number and revision.

- Include all abbreviations as referenced throughout document
- Referenced Standards, Specifications
- Internal Supplier Procedures
- Client supplied requirements, Specifications, Data sheets
- Supply Specific documents, Drawings

3.0 INSPECTION AND TEST PLAN INFORMATION

Inspection and Test Plan to be sectioned, may include, but not limited to:

- Project Lessons Learnt
- Specification Review
- Quality Assurance
- Design
- Inspection & Testing Procedures / Personnel
- Materials
- Fabrication
- Machining
- Coating & Markings
- Final Inspection / Inspection Release
- Supplier Performance

The tabular format used in the Inspection and Test Plans breaks the process into activities at an agreed level of detail and contains the following information:

<u>Typical ITP Header:</u>

- Description of Supply

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- Inspection point abbreviations
- Client
- **PO**/**Agreement** Number
- Project
- Document Number & Revision
- Page Number (Page of Page)
- Interested Parties abbreviations

<u>ITP Body shall include the below, at a minimum:</u>

1. ITP Step Number, Detailed Activity Description and associated control procedure & specification reference governing the activity, including all subcontracted Goods & Services.
2. Acceptance Criteria Values and Percentage of items to be tested (including detailed references to relevant sections/paragraphs in procedure, specification).
3. Responsibility for activity execution.
4. Objective evidence of activity execution or verifying document.
5. **Supplier** participation at inspection and test stages.
6. Third party and/or Certifying Authority Inspection (if applicable).
7. **TechnipFMC** intervention points proposal (to be completed by **TechnipFMC**).
8. **Company** intervention points proposal (to be completed by **Company**).

Typical Header

TechnipFMC

INSPECTION & TEST PLAN - EXTRACT EXAMPLE

Client - XXXX
P.O Number - XXXXX
Project - XXXX

Document Number- XXXXX
Page XX **of** XX

DESCRIPTION - PROVISION OF:
XXXXXX
Notification Period - X Working Days

SURVEILLANCE INSPECTION:
H- Hold, **W**- Witness, **WP**- Witness Periodically **RW**- Remote Witness **M**- Monitor
RM- Remote Monitor, **R**- Review, **A**- Approve, **N/A**- Not Applicable

Interested Parties:
XXX - Supplier, **S/ICB** Supplier Independent Certification Body
TFMC - TechnipFMC, **CPY**- TFMC Client, **CPY/IVB** - TFMC Client Independent Verification Body

ITP Step	Description of Activity	Document / Procedure Ref	Supplier / Responsible Person	Acceptance Criteria	Verifying Document	XXX	S/ICB	TFMC	CPY	CPY/IVB	Notes
.....6											
7	**MATERIALS**										
7.1	Review of incoming material certification	Material Certificate	Supplier / Stores	Procurement Specification	EN 10204, 3.2 Certificate	H	R	R/A	R	R	
7.2	Visual and Dimensional Check	Approved Drawing - XXXX-XXXX	Supplier / Stores	Approved Drawing - XXXX-XXXX	Internal Check Sheet XXXXXX	H	R	M	M	M	
7.3	Verification marking and traceability	Internal Procedure XXXX-XXXX	Supplier / Stores	Internal Procedure XXXX-XXXX	Internal Check Sheet XXXXXX	H	R	M	M	M	
8	**FABRICATION / TEST**										
8.1	Cut and Prepare Material	Approved Drawing - XXXX-XXXX	Supplier / Workshop	Approved Drawing - XXXX-XXXX	As-Built Drawings	M	N/A	M	M	M	Maintain traceability (off cuts)
8.2	Weld Fit up / Tack	Approved Drawing - XXXX-XXXX Approved WPS - XXXX-XXXX	Supplier / Workshop	Approved Drawing - XXXX-XXXX Approved WPS - XXXX-XXXX	As-Built Drawings Weld Log	M	N/A	M	M	M	
8.3	Weld as per procedure	Approved WPS - XXXX-XXXX	Supplier / Workshop	Approved WPS - XXXX-XXXX	Weld Log NDT Reports	M	N/A	WP	WP	WP	
8.4	NDT - MPI	Approved MPI Procedure XXX-XXX	Sub-Supply (NDT XXX)	EMMUA 158	Weld Log NDT Reports	H	N/A	WP	WP	WP	NDT will be completed at supplier location
8.5	Weld Repair	Approved R/WPS - XXXX-XXXX	Supplier / Workshop	Approved R/WPS - XXXX-XXXX	Weld Log NDT Reports	H	N/A	H	M	M	Step 8.4 recompeted following repair welding
8.4...											

FIGURE A - EXAMPLE EXTRACT ITP

Note: Activity specifications / drawings etc... should be latest revision.

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Example Inspection and Test Plan may under no circumstances be used as a substitute to the Suppliers Quality Control Plan.

4.0 ITP MATRIX

Inspection and Test Plan (ITP) Intervention Matrix (GTF-COR-21016) details *typical* supply manufacture activities and **TechnipFMC** intervention points, allowing initially submitted **Supplier** ITP to be pre-populated with **TechnipFMC** intervention points,

Please note intervention points may be amended during document review / approval.

ITP Matrix does <u>not</u> contain an exhaustive list of manufacture activities. **Supplier** is responsible to include any activities not captured on ITP Matrix, within **Supplier** and **subcontractor(s)** provided ITP.

General Fabrication & Spool Fabrication

H - Hold point, W - Witness point, W1 - 1st article witness, M -Monitor Point, R - Review / Endorse point, A - Approve point

ACTIVITY	Document Approval (List Documents)	Pre-Production Meeting (PPM)	Incoming Material Inspection / Verify Material Certification	Verify Equipment Calibration	Consumable Storage	Weld Procedure Qualification	Mechanical Test (please list / Detail) - See Mech Test Tab..	NDT	Welder Qualification	Material Cutting	Tack weld fabrication set up	Spool Butt weld set up (level check as per WPS)	Pre-weld dimentional check	Pre-Heat check	Welding operations	Weld monotoring	Weld visual inspection	NDE (list App
Scope of Supply																		
Structual Fabrication Criticality A & B	A	H / RW	R / A	M / R	M / R	W / A	W	W1	W	M	W1	N/A	W1	W1	W1	W1	W1	W1
Structual Fabrication Criticality C & D	R	N/A / RW	M / R	M	M	M	M	M	M	M	M	N/A	M	M	M	M	M	M
Pipeline / Spool Fabrication Criticality A & B	A	H / RW	R/A	M	M	W	W	W1	W	M	N/A	W1	W1	W1	W1	W1	W1	W1
Pipeline / Spool Fabrication Criticality C & D	R	N/A / RW	M/R	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M

FIGURE B - EXAMPLE ITP MATRIX

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APPENDIX 2

MANUFACTURING RECORD BOOK CONTENT GUIDANCE

1.0 INTRODUCTION

This appendix details Manufacturing Record Book (MRB) minimum requirements and required inclusions to a project specific deliverable to comply with **TechnipFMC** requirements.

1.1 MRB Format

MRB's shall be provided as per Project requirements include an indexed table of contents for ease of navigation.

In certain instances, the **Customer** may have special MRB-related requirements with respect to:

- Types of documentation (procedures, certifications)
- Additional documentation

Delivery of the MRB will be determined in each agreed contract. Otherwise, after the MRB is returned 'Approved – As-Built Complete', it is recommended that 1 hard copy and 2 Electronic copies of the final MRB is supplied. 1 electronic copy must be retained by the Supplier in their archives for a minimum period of 5 years, Supplier to confirm project deliverable requirements.

The hard copy must be of good quality such that it can be scanned to Adobe Acrobat at a resolution of 600 dpi in black and white/color. Electronic copies must be submitted in unprotected Portable Document Format (PDF) format with bookmarking applied. Any PDF's which have been directly scanned from a hard copy must have been done so using an Optical Character Recognition (OCR) program to allow a search function to be undertake on the document. Documents and data shall be in English language, legible, identifiable, retrievable, and protected from damage, deterioration or loss wherever they may be stored.

2.0 MRB COMPILATION

MRB contents to be split into sections, details below:

<u>General Requirements</u>

- Project Provided Template may need to be used
- MRB to contain Indexed sections

<u>Front Cover</u>

- Front Cover
- Title - Manufacturing Record Book (MRB) Index – Scope of supply
- Document Number
- **PO / Contract** Number
- Revision Number
- Approval Box

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Section 1 - Introduction / Description of Goods and Services

Below listed information to form part of MRB Introduction

- Project Title
- Supply / Manufacture dates (From – To)
- Customer / Purchaser
- End User / Company
- **PO**/**Agreement** order number
- Overall scope of work, document relates to
- Address of main manufacture location
- Name & Address of applicable **Subcontractors**, & scope of supply (i.e., mechanical test / coating)
- 3rd party information / Independent body information
- Supply - Description – Size – Amount – ID / Part / Tag Number
- Certification level (EN 10204 3.1 / 3.2)

Section 2 - References

List all references applicable to scope of supply, please include title, reference number and document number(s) as required:

- Include all abbreviations as referenced throughout document
- Referenced Standards / Specifications
- Internal Supplier Procedures
- Client supplied requirements / Specifications
- Supply Specific documents / Drawings

Section 3 - Unpriced Contract

- Unpriced Contract, if required by **PO/Agreement**

Section 4 - Inspection Release Certificate

- Inspection Release Certificate
- Closed Punch Lists

Section 5 - Certificate of Conformity

- Supplier provided certificate of Conformity
- 3rd Party independent Certificate of Conformity (as applicable)

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Section 6 - Non-Conformance Request / Report (NCR)

- Technical Clarification / Deviation / Non-conformance (or concession) Register
- Approved NCRs

Section 7 - Product Related NCR

Scope of Supply related NCR's

- Project NCR Register
- Closed NCR Reports – **TechnipFMC** Issued
- Closed NCR Reports – **Supplier** Managed

Section 8 – Approved Manufacturing Procedures

- Approved Scope of supply Procedures (pre-manufacturing Supplier Documentation Requirements)

Section 9 – Material Certification, Manufacturing Records, & Test Certification

In general, all material, test reports and certificates produced in association with scope of supply Inspection and Test Plan (ITP),

NOTE – Section 9, Manufacturing records to be separate for differing items / supply and not collated (i.e., you may have section 9a for 16" Valve, section 9b for 24" Valves etc., ...)

3.0 MRB INDEX MATRIX USER GUIDE

Manufacturing Record Book (MRB) Index Matrix (GTF-COR-21017) is to be used as content guidance and does not provide exhaustive list of MRB contents, Supplier typically provided documents / reports etc. that are not referenced with Matrix should still be included within proposed index for review.

Guide Example – Gasket Supply

1. Excel MRB Matrix embedded within PDF Guidance document
2. Hover over and left click to select applicable scope of supply

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Scope Of Supply - Click applicable scope for MRB Index
(1) Line Pipe
(2) Coating 3LPP / 5LPP
(3) Line pipe Coating Concrete Weight Coating (CWC)
(4) Line pipe Insulation
(5) Line Pipe Bending
(6) PiP Insulation
(7) Piggy Back Blocks
(8) PiP Centralisers
(9) Anodes
(10) Spool Fabrication- Permanent
(11) Spool Fabrication - Temporary
(12) Structural Fabrication - Permanent
(13) Structural Fabrication - Temporary
(14) Structural Coating
(15) Concrete Mats
(16) Duraguard
(17) Flanges & Fittings
(18) Valve
(19) Umbilical
(20) Flexibles
(21) Bend Stiffener / Restrictor
(22) Buoyancy
(23) PLR Fabrication
(24) Pigs
(25) Gaskets
(26) Gaskets Temporary
(27) Bolts & Nuts
(28) Bolts & Nuts- Temporary
(29) Pre-Com Spread
(30) Rental Equipment
(31) Seafastening

3. Left click will navigate to selected supply MRB index / contents
4. Hover and left click over "INDEX" to return to master supply index

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Example below:

Section	Contents (**If applicable to scope of supply**) / Scope of Supply	Gaskets
Front Cover		
	Title - Manufacturing Record Book (MRB) Index – Scope of supply Document Number PO / Contract Number Revision Number Approval Box	Y
General Requirements		
	Project Provided Template to be used	Y
	MRB Index	Y
Section 1.0	**Introduction / Description of Equipment**	
	Introduction - To include project details, scope of supply or Manifest, list of applicable specifications etc..	Y
Section 2.0	**Abbreviations & References**	
	List all references applicable to scope of supply, please include title, reference number and document number(s) as required:	Y
Section 3.0	**Contract**	
	Unpriced Contract	Y
Section 4.0	**Inspection Release**	
	Customer Inspection Release Certificates / Closed Punch Lists	Y
Section 5.0	**Certificate of Conformity**	
	Certificate of conformity	Y
	Certificates Issued by Certifying Agencies (i.e., DNV, Lloyd's Register).	Y
Section 6.0	**Concession / Technical Queries / Deviation Request**	
	Concession / Deviation Register	Y
	Approved Concession and Deviations	Y
	Technical Queries Register	Y
	Technical Queries	Y
Section 7.0	**Product Related NCR**	
	Project NCR Index	Y
	Closed NCR Reports – TFMC Issued	Y
	Closed NCR Reports – Supplier Managed	Y
Section 8.0	**Approved Manufacturing Procedures**	
	Approved Supplier Document Register (detailing most recent revision)	Y
	Quality Plan	Y
	HSE Plan	Y
	Data Sheets	Y
	Indexed ITP(s)	Y
	NDT Procedures	Y
	Indexed NDT Technician Qualifications	Y
	Material Purchase Specification(s) (MPS),	Y
	Manufacturing Process Plan(s)	Y

INDEX

FIGURE A - EXAMPLE EXTRACT MRB INDEX MATRIX

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