PURCHASE ADMINISTRATIVE REQUIREMENTS - DOCUMENT MANAGEMENT

0	08/09/2026	FIRST ISSUE FOR IMPLEMENTATION, REPLACES GSD-21-0009	STEPHANE INGRAND	SUDAN KARTHIKEYAN	LALARUKH MASOOD
REV	**DATE (DD-MM-YYYY)**	**STATUS / CHANGES**	**WRITTEN BY (name & visa)**	**CHECKED BY (name & visa)**	**APPROVED BY (name & visa)**
DOCUMENT REVISIONS					

Subject to contractual terms and conditions to the contrary, this document and all the information contained herein are the confidential and exclusive property of TechnipFMC, and may not be reproduced, disclosed, or made public in any matter prior to express written authorization by TechnipFMC.

Table of Contents

Section	Title	Page
1	**Introduction**	**4**
2	**Reference Documents**	**4**
3	**Definitions**	**4**
4	**Purpose**	**4**
5	**Identify and Register Required Documents**	**4**
6	**General Document Management**	**5**
6.1	Document Numbering, Revision and Title	5
6.2	Review and Comments	5
6.3	Revision Management and Change Control	6
6.4	Document Format and File Characteristics	7
6.5	Tag Index and Numbering	8
6.6	Language	8
6.7	Retention and Storage of Records and Documents	8

Subject to contractual terms and conditions to the contrary, this document and all the information contained herein are the confidential and exclusive property of TechnipFMC, and may not be reproduced, disclosed, or made public in any matter prior to express written authorization by TechnipFMC.

Change Log:

- Section 6.7: Retention and Storage of Records and Documents. Revised the retention period of the supplier documents to align with the GPS-15-0017.

Subject to contractual terms and conditions to the contrary, this document and all the information contained herein are the confidential and exclusive property of TechnipFMC, and may not be reproduced, disclosed, or made public in any matter prior to express written authorization by TechnipFMC.

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 as detailed in these Administration Requirements.

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**.

2 Reference Documents

Doc Number	Title
ISO 9001	Quality Management Systems Requirements
GSD-21-0004	Purchase Administration Requirements – Quality Management (for Direct SAP/Ariba Issued Purchase Orders)
GSD-21-0006	Purchase Administration Requirements – Quality Management (for Direct Non-SAP/Ariba Issued Purchase Orders)
GPS-15-0017	Global Records Retention Schedule

3 Definitions

- **Subcontractor** - entity supplying a service.
- **ESMDR** - (electronic tool for) Supplier Master Document Register.
- **SMDR** - Supplier Master Document Register.
- **Supplier** - the entity providing material, equipment, goods or services to CONTRACTOR in the frame of the Project.
- **PO** – Purchase Order

4 Purpose

When referenced in **PO**/**Agreement**, this document specifies the requirements for managing and delivering documentation for **Supplier**'s deliveries to **TechnipFMC**. It describes methods of planning and tracking, numbering and revision control, and technical format requirements.

5 Identify and Register Required Documents

Documentation requirements may be specified in two (2) different ways:

1. Documentation requirements for part numbers issued by **TechnipFMC** are defined within the specifications linked in the Part Report, and are summarized via SDR or MIR links available in the heading of the Part Report for **Suppliers** with access through Ariba Network:

- SDR = Supplier Documentation Requirement, represents pre-manufacturing documents
- MIR = Manufacturing Information Requirement, represents post-manufacturing documents

Subject to contractual terms and conditions to the contrary, this document and all the information contained herein are the confidential and exclusive property of TechnipFMC, and may not be reproduced, disclosed, or made public in any matter prior to express written authorization by TechnipFMC.

For information on pre-manufacturing and post-manufacturing document submission for part numbers issued from TechnipFMC refer to GSD-21-0004 Purchase Administration Requirements – Quality Management (for Direct SAP/Ariba Issued Purchase Orders).

2. For **PO**s without specified part numbers/part reports, the pre-manufacturing and post-manufacturing requirements will be communicated in the PO/ Agreement (e.g., specification of deliverables attached to the PO).

For information on pre-manufacturing and post-manufacturing document submission refer to GSD-21-0006 Purchase Administration Requirements – Quality Management (for Direct Non-SAP/Ariba Issued Purchase Orders).

6 General Document Management

Where possible, to facilitate for re-use, **Supplier** shall use standardized documents to comply with **TechnipFMC**'s requirements. Information pertaining to specific **PO**s, projects, etc., shall not be specified on the documents/drawings or in document numbers or titles, unless when specifically required by **TechnipFMC**.

Supplier may be required to apply a client or project specific front page with relevant data to their own documents. Requirements will be documented in the **PO/Agreement**, Kick-off Meeting.

6.1 Document Numbering, Revision and Title

Supplier shall identify each document by a unique document number. **Supplier**'s own document number and revision number system shall be used in compliance with requirements below. No duplication is allowed, and a document shall always have the same document number throughout all revisions.

Supplier's document numbers shall be composed of maximum 25 alphanumeric characters. All documents shall have a revision number/letter, max. 4 characters. Special characters, other than hyphen (-), underscore (_) and space, are not allowed in either document or revision numbers. Revision number/letter, page number or other variables, shall not be a part of the document title or number.

Documents shall be given titles reflecting their content, as minimum describing the document type and its application. E.g. "Welding Procedure Specification, Frames". Abbreviations shall be avoided.

6.2 Review and Comments

Pre-manufacturing documentation shall be submitted to **TechnipFMC** two weeks after order or according to agreed submission schedule on the ESMDR/SMDR. For detailed requirements relating to the ESMDR submission processes see GSD-21-0004/0006. For the ESMDR submission, suppliers shall submit the documents through SAP via ARIBA. For the SMDR scope, suppliers shall submit the documents to the Project Document Control electronically.

Post-manufacturing documentation required for delivery shall be submitted for approval prior to shipment according to requirements specified in PO/Agreement. Manufacturing Record Books shall be submitted 14 days after delivery, unless **Authorization to Ship** process is required.

When the **Authorization to Ship** (ATS) process is required by the PO/Agreement, Supplier shall submit all post-manufacturing documentation for approval prior to Supplier shipping goods to a

Subject to contractual terms and conditions to the contrary, this document and all the information contained herein are the confidential and exclusive property of TechnipFMC, and may not be reproduced, disclosed, or made public in any matter prior to express written authorization by TechnipFMC.

TechnipFMC site or other location. This ensures all required manufacturing documentation is received and accepted per requirements prior to delivery.

Post manufacturing documents (ATS process) will be returned to **Supplier** by **TechnipFMC** with a status indicating approval or rejection. Comments for incorporation will be communicated when applicable.

For the premanufacturing documents scope (SMDR), the documents are to be returned to suppliers with comments electronically by the Project Document Control.



Status codes and expected behaviour below may diverge from current practice. Note any differences and take action to accommodate the changes to your working practices.

Status codes:

Code	Description
Accepted (1)	Approval with no comments.
Reviewed with Comments (2)	Approval with the given comments incorporated. Revise and resubmit. **Supplier** can proceed provided that all the comments will be formally and fully incorporated in the next revision no later than five (5) **Business Days**.
Rejected (3)	Rejected. Revise and resubmit within five (5) **Business Days**. (Pre manufacturing documents). Rejected. Revise and resubmit within (2) Business Days (Post-manufacturing documents).
Information (4)	For information

The following time limits apply unless otherwise informed by **TechnipFMC**:

1. Pre-manufacturing documentation:
   - **TechnipFMC** will review and return documentation to **Supplier** within **twenty (20) Business Days.**
   - In the event **TechnipFMC** rejects or provides comments, **Supplier** shall correct and resubmit the document within **five (5) Business Days**.
2. Post-manufacturing documentation:
   - Using **Authorization to Ship process, TechnipFMC** will review and return approved ATS, or non-conformance if the post-manufacturing documentation is rejected, to **Supplier** within **three (3) Business Days**.
   - In the event **TechnipFMC** rejects or provides comments, **Supplier** shall re-submit updated post-manufacturing documents within **two (2) Business days**.

6.3 Revision Management and Change Control

All comments provided by **TechnipFMC** and/or **Client** shall be addressed before revising and updating the drawings/documents. When changes are implemented, regardless of if initiated by **Supplier** or by **TechnipFMC**, the revision level/status shall be stepped up, and the updated document shall be re-issued.

In text documents, changes shall be electronically marked/identified adjacent to the actual text in the document, using a vertical line at the left or right border. The change can, in addition,

Subject to contractual terms and conditions to the contrary, this document and all the information contained herein are the confidential and exclusive property of TechnipFMC, and may not be reproduced, disclosed, or made public in any matter prior to express written authorization by TechnipFMC.

be described under 'Summary of Change' in the document. Changes to spreadsheets shall be marked bold or by color.

Drawings requiring 'As Built' status shall be identified in the document register. 'As Built' documentation shall be submitted when **Deliverables** have been manufactured, checked and successfully tested**.** 'As Built' drawings shall not contain any revision clouds or revision markers.

When reason for issue is indicated on document/drawing front page or title block, last revision shall be submitted with status 'Final' or 'As Built'.

6.4 Document Format and File Characteristics

Unless otherwise specified by **TechnipFMC**, **Supplier** should deliver all documents electronically in **PDF/A file format**. In cases when it is not technically feasible to use PDF/A, then archive to PDF or if necessary, save in the native format. There shall be one document per file. **TechnipFMC** may require printed copies to accompany the goods.

The submitted file shall be named with suppliers document number and revision designation and this shall match the actual document number and revision designation on the document/drawing itself and the reference for the same document/drawing on the (e)SMDR.

Native format may be requested by **TechnipFMC** for all or some documents/drawings until end of warranty period after final delivery to **Company**. When required, **Company** title block or sufficient space, as specified by **TechnipFMC** shall be applied on native documents/drawings.

PDF files shall:

- Be legible.
- Be produced with Adobe Acrobat higher than version 5.0.
- Be produced from the native drawing or document file.
- Be fully compatible with the standard Adobe Acrobat Reader as unlocked/unprotected files.
- Not include any unknown file compression software.
- Embed all text fonts used (no external references to text fonts are allowed).
- Be prepared for full text search.

  Suppliers shall ensure readiness for comprehensive text search. In case certain documents may not be searchable under specific circumstances such as:

  - When a PDF is printed for obtaining witness signatures, then scanned and uploaded.
  - When a non-searchable document is received from a Tier 2 supplier.

  It is highly recommended to use digital options to receive documents from Tier 2 suppliers or to capture witness signatures from the involved parties. This helps ensure that the documents remain searchable.

- Have pages orientated for viewing without need for rotation.
- Include 'bookmarks' and bookmark index when the document exceeds 10 pages.
- Have document initial view options set to 'Bookmarks and page'.
- Have bookmarks destination action 'Fit page'.
- Not include any watermarks.
- Be issued in 'Flatten field' status. Documents shall not have any attached / embed documents.

Subject to contractual terms and conditions to the contrary, this document and all the information contained herein are the confidential and exclusive property of TechnipFMC, and may not be reproduced, disclosed, or made public in any matter prior to express written authorization by TechnipFMC.

The Acrobat X Flatten Fields and Comments Action moves the data from editable form fields and annotations into the main (non-editable) layer of the document, preserving the appearance of form fields, highlights, stamps, and other annotations.

6.5 Tag Index and Numbering

When applicable **TechnipFMC** will define and advise **Supplier** on implementation of tag numbers on relevant drawings and documents, as well as the content and delivery method of any required digital tag and cross reference indices.

6.6 Language

English language shall be used, unless otherwise required by national laws or regulations in the country the equipment shall be used or when otherwise specified by **TechnipFMC**.

Multi-language requirements may be relevant when **Supplier** is required to submit user documents, such as procedures/manuals for operation, transport, handling, preservation, storage, or maintenance. When such documents are required, **Supplier** must clarify language requirements with **TechnipFMC** prior to confirming the **PO**/**Agreement**.

6.7 Retention and Storage of Records and Documents

All documents/information according to the requirements of the **PO**/**Agreement**, including complete manufacturing records, shall be retained at **Supplier**'s premises for a minimum of 10 years or the design life of the equipment if this exceeds 10 years (reference to GPS-15-0017 Global Records Retention Schedule code PUR030). Documents related to diving operations shall be retained for 40 years (reference to GPS-15-0017 Global Records Retention Schedule code OPS180). Documents/information shall, when required, be made available to **TechnipFMC** upon request.

The storage conditions shall ensure document/information safety and integrity over the retention period; records must remain legible, readily identifiable, and retrievable.

Radiographs shall be stored in a dedicated area, protected from contamination and physical deterioration or damage for the specified storage period. The processed radiographs shall be subjected to residual thiosulphate testing and long-term viability shall be proven. Storage temperature should be between 4.4°C (40°F) and 24°C (75°F) at a relative humidity range of 30 to 60 %.

Digital Examination Data shall be recorded and stored on video tape, magnetic disc or optical disc. Mandatory radioscopic examination records and associated radioscopic images shall be stored in a proper repository at **Suppliers** and/or **Subcontractor**'s facility.

If **Supplier** is unable to meet these requirements, all records and documents shall be transferred to **TechnipFMC**.

Prior to permanent disposal of documents/information, **TechnipFMC** Commercial Point of Contact (the Buyer) shall be notified in writing, and he/she will make the required clarifications.

Subject to contractual terms and conditions to the contrary, this document and all the information contained herein are the confidential and exclusive property of TechnipFMC, and may not be reproduced, disclosed, or made public in any matter prior to express written authorization by TechnipFMC.