Administration Requirements: Document Management

Rev.	Change no.	Date	Reviewed by	Approved by	Status
B	500000518211	2019-12-11	HOULGRS	OLSENLY	Released Version

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Document owner: Global Document Management Network Lead

Change Log:

- Moved requirements on submission of pre-manufacturing and post-manufacturing documentation to 'Administration Requirements: Quality Management'.
- Section 5.3 Review and Comments: Clarified that the section applies to both pre-manufacturing and post-manufacturing documentation. Included time limits for post-manufacturing.

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 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 Definitions

Refer to PRD-0000030203, Global Purchasing Terms for Goods and Services, for definitions used in this document.

Exceptions within this document, the terminology:

- **FMCTI**, referring to legacy FMC Technologies entities, is hereafter named **TechnipFMC**.
- **Subcontractor**, means subcontractor at any level.

3 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.

4 Identify and Register

Documentation requirements for part numbers issued by **TechnipFMC** are defined within the specifications linked in 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

For **PO**s without specified part numbers/part reports, the pre-manufacturing and post-manufacturing requirements will be communicated in a Supplier Document Requirement List (SDRL) attached to the **PO**.

Information on pre-manufacturing and post-manufacturing document submission is found within PRD-0000035685, Administration Requirements: Quality Management.

5 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**.

5.1 Document Numbering, Revision and Title

Supplier shall identify each document by a unique document number, composed of maximum 25 alphanumeric characters. Revision number/letter, page number, special characters or other variables, shall not be a part of the document title or number.

All documents shall have a revision number/letter, max. 4 characters.

Supplier's own document number and revision number system shall be used. No duplication is allowed, and a document shall always have the same document number throughout all revisions.

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

5.2 Review and Comments

Pre-manufacturing and post-manufacturing documentation will be returned to **Supplier** by **TechnipFMC** with a status code indicating approval or rejection. Comments for incorporation will be communicated when applicable.

Status codes:

Code	Description
1	Approval with no 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**.
3	Rejected. Revise and resubmit.
4	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 provide comments, **Supplier** shall immediately correct and resubmit the document.
2. Post-manufacturing documentation:
   - **TechnipFMC** will review and return post-manufacturing documentation to **Supplier** within three (3) Business Days.
   - In the event **TechnipFMC** rejects or provide comments, **Supplier** shall re-submit updated post-manufacturing documents within twenty-four (24) hours.

5.3 Revision Management and Change Control

All comments provided by **TechnipFMC** and/or **Company** shall be addressed before revising and updating the drawings/documents. When changes are implemented, regardless 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 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'.

5.4 Document Format and File Characteristics

Unless otherwise specified by **TechnipFMC**, **Supplier** shall deliver all documents electronically in PDF/A file format. There shall be one document per file. **TechnipFMC** may require printed copies to accompany the goods.

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 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.
- 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 contain multiple layers

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.

5.5 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.

5.6 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**.

5.7 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 25 years or the design life of the equipment if this exceeds 25 years. 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.