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## PP-PE Pilot Plant



شرکت ملی صنایع پتروشیمی  
شرکت پژوهش و فناوری پتروشیمی

Title: INSTRUCTION FOR VENDOR DOCUMENTATION

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### ۱. Purpose

The purpose of this procedure is to give instructions for preparation of Vendor's data book (mechanical catalogue) applicable to the contract.

### ۲. Definition

VENDOR Companies Awarded by Owner for Procurement Services, Inspection Affairs or Transportation, Providing of Project's goods, following up all transport activities from VENDOR workshop to final destination as defined in the purchase order.

OWNER: Petrochemical Research & Technology Company

### ۳. Content

The Vendor's Data Book shall contain comprehensive detailed information covering design and engineering, inspection and testing, installation, operation and maintenance manual of the equipment and accessories included in, and supplied for the plant.

In addition, VENDOR shall submit the drawings and documents according to the "LIST OF DOCUMENTS REQUIRED FROM VENDOR" given in the requisition / purchase order.

For a sample of the contents of VENDOR's data book refer to Attachment No. ۱).

### ۴. **Instructions Concerning Vendor's Data Books Presentation**

#### ۴, ۱) **Language / Units**

All documents and drawings for design and fabrication shall be written in English as well as all Maintenance and Operating Instructions.

All units and dimensions shall be in the metric system except for the following:

- Size of pipe and valve (Inch)
- Flange rating (Pound)

If necessary, other units and dimensions shall be used with OWNER approval.



#### ۴,۲ Size Of Documents

- All drawings shall be prepared on ISO standard size sheets, i.e.
  - A<sup>۰</sup> : ۸۴۰ x ۱۱۸۸ mm
  - A<sup>۱</sup> : ۵۹۴ x ۸۴۰ mm
  - A<sup>۲</sup> : ۴۲۰ x ۵۹۴ mm
  - A<sup>۳</sup> : ۲۹۷ x ۴۲۰ mm
  - A<sup>۴</sup> : ۲۱۰ x ۲۹۷ mm
- Size A<sup>۰</sup> should be used only with OWNER approval.  
Larger sizes are not allowed.
- In general all drawings shall be reduced to ۲۹۷ mm x random length size for convenience in handling.
- All documents other than drawings shall be prepared on standard A<sup>۳</sup> or A<sup>۴</sup> size sheets suitable for insertion in an A<sup>۴</sup> hard-core binder.
- All reduced drawings, data, etc. shall be legible.

#### ۴,۳ Class Of Documents

All drawings / data submitted must be of good quality that will allow production of legible copies.

- Documents submitted to OWNER for comments:  
These documents give all data necessary to understand operation and to appraise the construction method, assembly, disassembly, fastening and connections of equipment. They clearly indicate the scope of supply and specify all details necessary for installation.
- Final documents:  
These documents are certified, “As built” documents finally reviewed without comment by OWNER.  
OWNER comments on VENDOR documentation shall in no way relieve the VENDOR of his responsibility especially concerning the design of the equipment or facilities.

#### ۴,۴ Books Form

All the documentation shall be inserted in A<sup>۴</sup> (۲۹۷ mm x ۲۱۰ mm) white color binder (Punch holes shall be two).

Other types, such as folders or boxes with loose sheets, are not acceptable.  
The thickness of each volume shall under no circumstance exceed that of a normal file (۷ cm). The paper level inside each file shall be at least ۵ mm below the opening point of the binder.



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Drawings and documents with sizes larger than A<sup>۳</sup> will be folded in plastic jackets inserted in the file, with opening upward.

### ۴,۵ Identification

Each Vendor's data book shall be identified on its back and on the cover by a standard label, the format of which is given in Attachment No.۲.

### ۴,۶ Internal Presentation

All drawings and documents shall be written in English.

Cardboard division sheets shall separate different groups of documents, sheets and directions. At least rigid index sheets with numbering shall separate the different chapters.

The wording and presentation of the reports will be controlled with utmost care.

Consequently, any loose presentation, which may give the OWNER impression of careless work, will be rejected. This applies in particular to:

- All manuscripts or type texts with handwritten comments (except for technical documents on OWNER or Vendor's standard forms).
- All texts in any language other than English, unless they are transmitted together with a translation in compliance with the above requirement.
- All copies that might be questionable: writing too light, dark background areas, dark edge due to poor centering, titled copy, perforation marks, etc.

### ۴,۷ Vendor Document Numbering

In addition to the Vendor's document number, VENDOR shall add OWNER's document number.

The block shown here below will be placed on each "first page" of specification, data sheet and each drawing in addition to the Vendor's label.

National Petrochemical Company / Petrochemical Research & Technology Company				
PP-PE Pilot Plant				
NPC-RT PP-PE Pilot Plant	Owner Project No.	Rev.	Date	Signature
	Owner Doc/Dwg. No.			
	Sh. Of			



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All other pages of the specifications and data sheets shall have the following block.

Project No.	Owner Project No.	Rev. Sh. Of
OWNER DOC. No.		

### ۰. Number Of Vendor's Data Books Per Purchase Order

If the purchase order includes several separate requisitions or covers several items, which are to be shipped with different vessels, the VENDOR shall supply as many separate Vendor's data books, as there are separate requisitions and/or shipments.

If the requisition covers a large number of items, a common part and specific chapters by item may be planned in agreement with OWNER.

VENDOR shall prepare:

- ۲ Copies of the complete VENDOR Data Book.
- Copy of electronic file in CD
- ۲ Reproducible copy of final drawings / documents

### ۱. Delivery Time

Documents submitted for review are forwarded in compliance with the dates specified on the Attachment # ۲ of requisition.

Final documents shall be forwarded ۱۰ days after receipt of documents commented by OWNER.

Delivery dates are mandatory and a payment installment may be conditioned by the receipt of documents and/or drawings (refer to the order provisions).

### ۲. Transmittal Of Documentation

All drawings and documents shall be transmitted with a transmittal note to the address indicated in the Purchase contract. Purchase order number should be clearly indicated.

Any drawing, which is unreadable, will be returned without fail to the VENDOR who shall in no case use this as an excuse for delivery delay.

Any revision made on documentation should be highlighted with a cloud mark.



## ٨. Documents For Engineering

This paragraph is to clarify OWNER requirements concerning the presentation of some essential engineering documents and drawings submitted for approval. The items indicated below refer to the items listed in the “LIST OF DOCUMENTS REQUIRED FROM THE VENDOR” shown in the attachment # ٢ of requisition.

### ٨,١ Vendor Drawing And Documentation List

The VENDOR’S shall provide an exhaustive list of the documentation to be delivered. It should be sent together with the first issue of documents.

### ٨,٢ Plate Arrangement Drawing And Material List

This drawing shall be in proper scale.

The plate arrangement drawing or sketch shall indicated as a minimum:

- A general outline of the equipment (shells, heads, supports, skirt, lugs, saddles, stiffeners,etc.) ;
- For columns, shell / cone / skirt development including all internal & external attachments;
- Position of circumferential and longitudinal weld seams in accordance with plates sizes;
- Head shape (and plate arrangement in case of composed head);
- Shape of reduction cone (straight flange, knuckle radius, etc.) ;
- Plate thickness after plate forming;
- Material specification;
- Material list

Approval of this document enables order of main materials to be finalized.

The material list for nozzles shall be presented in schedule form. It shall be established from the nozzles list shown on the engineering arrangement drawing or process data sheet, and shall include:

- Identification (or item), quantity and diameter of nozzles;
- Type, rating, facing and material of flanges;
- Schedule or thickness of nozzle necks;
- Diameter, thickness and material of reinforcements;
- Material, thickness, rating of blind flanges (if any);
- Diameter, quantity, length, thread type, material of stud bolts and nuts;
- Definition, rating, materials of gaskets



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This document is prepared from information known when equipment is ordered. Its approval will allow the above accessories to be supplied.

Any modifications of one of the items listed above will involve revision of the documents and be followed by new approval.

After approval, the material list shall be transferred on the VENDOR general arrangement drawing.

Note: these documents do not apply to storage tanks.

### ۸,۳ **Item: General Arrangement Drawing**

The VENDOR can start fabrication only after receiving OWNER approval of this document as a minimum.

This drawing shall be in proper scale.

This drawing shall give the following technical information:

- Main dimensions, overall length, minimum thickness of major components;
- Design code, design pressure and temperature, hydrostatic test pressure, non-destructive tests, heat treatment, etc.;
- Corresponding material specification;
- Location and orientation of weld seams (shells, heads, skirt, etc.);
- Shape of heads or, type/ angle of roof for storage tanks;
- Location, orientation of nozzle gussets and other external welded Attachments;
- Location & orientation of internals (trays supports, coils, demisters, baffles, etc.);
- List of nozzles and connections in accordance with material list (dia., type, rating, schedule, etc.);
- Gaskets and bolting (type, material, etc.);
- All information of scope of supply;
- All information on anchoring system;
- Fabricated weight;
- Empty weight;
- Hydro test weight;
- Operating weight;
- Net weight of removable parts;
- Type of paint and its surface preparation;
- North direction;
- List of detail drawings;
- Insulation / fire proofing support detail;

Note: OWNER guide drawings shall not be used as construction drawings.



#### ۸, ۴ **Detail Drawings**

These drawings shall include references to general arrangement drawing and show:

- Detail of all accessories, internal and external attachment (gussets, etc.): With weld geometry and specification in accordance with approved welding procedure;
- Weight and dimension of removable internals;
- Part list of the various elements;
- Weld geometry and specification in accordance with approved welding procedure;
- All information required on manufacturer name plate;
- Insulation / Fire proofing support detail;
- All construction details not covered above;

All this information may be shown on general arrangement drawing, at Vendor's choice.

#### ۸, ۵ **Calculation Notes**

Calculation notes shall be in accordance with general arrangement drawing. VENDOR shall establish calculation notes for each equipment. They shall in all cases be included in "manufacturer file".

These documents shall be clearly marked with identification numbers as other VENDOR documents.

They shall include full reference to information sources (codes, formulas, etc.) used for design.

These documents shall be transmitted for review / approval to OWNER. These documents shall be approved prior to general arrangement drawing approval. OWNER approval shall in no case relieve the VENDOR from his responsibilities.

#### ۸, ۶ **Spare Parts List**

SPARE PARTS LIST AND INTERCHANGEABILITY RECORD (SPIR form) to be filled out by VENDOR according to it's filling procedure.

#### ۹. **Description Of Inspection And/Or Acceptance Documents**

This paragraph clarifies OWNER requirements for documents relating to inspection and acceptance of equipment.

The items indicated below refer to the items listed in the "LIST OF DOCUMENTS REQUIRED FROM THE VENDOR" included in the requisition.



### ۹.۱ Material Certificates

All pressurized parts shall be considered as main components requiring certificates type ۳ .\). B including:

- Shell, heads, cones
- Skirt, saddles, support brackets
- Tubes, flanges, forging, internal piping, nozzle necks
- Bolting for nozzle and shell flanges
- Welding material

### ۹.۲ Welders Qualification

This document shall contain all the information concerning:

- Welders (name, number, mark)
- Welding procedure
- Base material (specification, thickness, etc.)
- Welding material (specification, diameter, etc.)
- Electrode type
- Destructive tests results (bending, tensile, impact tests)

All information required on the QW ۴۸۴ forms given by ASME section IX shall be considered as a minimum.

### ۹.۳ Hydraulic Test Report

This document shall contain the following information:

- Type and volume of equipment
- Contained gas analysis
- Description of equipment (length, width or diameter, nature of base material, thickness)
- Construction number and date
- Hydrostatic test pressure in letters
- Date of inspection (before test) and inspector's name
- Hydrostatic test data
- Signatures of inspectors

### ۱۰. Issuance Schedule

Final Vendor's data books should normally be shipped to the OWNER as per agreed delivery schedule specified in PO of the relevant equipment.

Such final Vendor's data books shall be an integral part of the Vendor's services set forth in the purchase order and the following precautions must be taken in order to meet the above shipping requirements:



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At the latest ۶ months before the scheduled delivery date, the VENDOR shall transmit the Vendor's data book model to OWNER for comments and approval.

The model shall be in conformity with the final internal and external presentation and shall contain all documents required for the final report.

A non- completed form will replace the final acceptance documents, which do not exist at that stage.

Note: Recommendation for handling, transport and storage shall be shipped in box together with the equipment.



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### ATTACHMENT # ۱

## VENDOR DATA BOOK'S CONTENT (SAMPLE)



### **PART ۱ : General Descripton Of The Equipment**

- ۱,۱. OWNER's requisition
- ۱,۲. General description including OWNER's specifications and data sheets and drawings

### **PART ۲ : Recommendations For Storage, Handling And Lifting**

- ۲,۱. Special precautions for handling prior erection (۱)
- ۲,۲. Recommendations for storage prior and during erection

### **PART ۳: Erection**

- ۳,۱. List of components to be erected/installed on site
- ۳,۲. Detailed schedule of the erection including hypothesis taken into account
- ۳,۳. Procedures for erection and installation of the equipment
- ۳,۴. Schedule of connection points detailing locations and dimensions
- ۳,۵. Electrical terminal wiring diagrams
- ۳,۶. Details of site assembly, and filed welds
- ۳,۷. List of special tools for site erection and assembly
- ۳,۸. Procedures for site assembly, leveling and welding
- ۳,۹. Welding specifications for field welds
- ۳,۱۰. List of checks and tests to be performed on site
- ۳,۱۱. Site testing and acceptance procedures
- ۳,۱۲. Procedures for preparation of the equipment for commissioning (including the calibration of instruments)
- ۳,۱۳. List of works to be implemented on site instead of Vendor's shop (When required)
- ۳,۱۴. Weight (empty, full of water)

### **PART ۴ : Start-Up Running Instructions**

- ۴,۱. General
- ۴,۲. Principle
- ۴,۳. Operation
- ۴,۴. Description of the apparatus
- ۴,۵. Commissioning
- ۴,۶. Running instructions



### PART ۰ : Maintenance Instructions

- ۰,۱. Maintenance
- ۰,۲. Safety instructions
- ۰,۳. General maintenance
- ۰,۴. Lubricant table and equivalence
- ۰,۵. Trouble shooting check lists and diagrams
- ۰,۶. Maintenance Schedule

### PART ۱: Spare Parts (۲), (۶)

- ۱,۱. Spare parts for erection, precommissioning, commissioning and start-up
- ۱,۲. Spare parts for ۲ years operation
- ۱,۳. Sectional drawings

### PART ۲: Manufacturer's Documents / Drawings (۳)

- ۲,۱. List of drawings (۴)
- ۲,۲. Manufacturer's data report
- ۲,۳. Drawings (۵)
- ۲,۴. Calculation notes
- ۲,۵. Curves and technical data (including P.W.H.T. if applicable)
- ۲,۶. MANUFACTURER name plate photography

### PART ۳: Quality Assurance And Manufacturing Documents

- ۳,۱. Material test certificates
- ۳,۲. Welding Inspection controls and test reports
- ۳,۳. Welding procedure specification
- ۳,۴. Welding procedure qualification reports
- ۳,۵. Welder qualification reports
- ۳,۶. Weld identification
- ۳,۷. Plate identification sketch with heat numbers
- ۳,۸. Certificate of shop inspection (before hydrostatic test)
- ۳,۹. X-Ray identification
- ۳,۱۰. Radiographic procedure qualification
- ۳,۱۱. Radiographic reports along with radiographs
- ۳,۱۲. Batch test certificates from manufactures for electrodes
- ۳,۱۳. Hydrostatic and other test results and reports (such as visual control and N.D.T., etc.).
- ۳,۱۴. Precommissioning / commissioning check Lists & procedures
- ۳,۱۵. All other requirements as specified in the respective specifications



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### *Remarks*

- (۱) Including a copy of transportation drawing
- (۲) No spare parts price must be incorporated in this book
- (۳) Only issues approved by as “FINAL”
- (۴) Only the drawings included in this part V.
- (۵) Drawings larger than A۳ format must be folded and inserted in individual plastic skirts.
- (۶) Sufficient information to be prepared for spare parts Such as: materials of construction sizes / three proposed Vendor's, etc.



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# ATTACHMENT # ۲

## VENDOR'S DATA BOOK

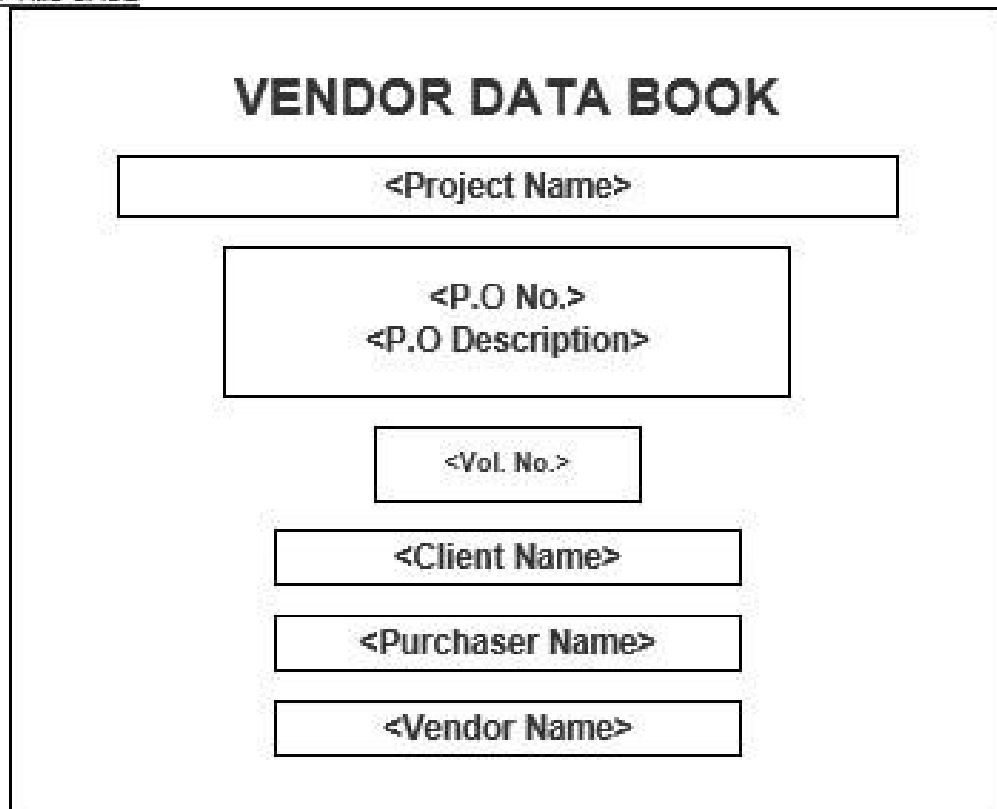
### COVER



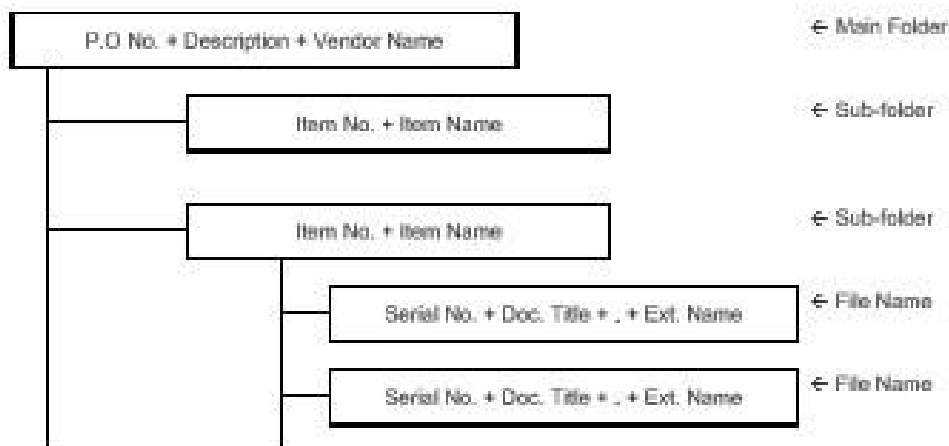


Attachment #11 Instruction for making Data CD

● CD Title CASE



● Construction of the Data Folder



**PROJECT: PP-PE PILOT PLANT**



**TITLE: INSPECTION & TEST PLAN FOR PISTON VALVE**

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## **INSPECTION & TEST PLAN FOR PISTON VALVE**

Document No.:900-ITP-A4-IN-0021

Rev.: 1

Owner Job No.:

Type: ITP

Contract Job No.:

Page A

REV. PAGE	0	1	2	3	4	REV. PAGE	0	1	2	3	4
A	X	X				29					
B	X	X				30					
1	X	X				31					
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Revision	Date	Prepared By			Checked By		Approved By		Status		
<b>Document revision</b>											
						Document No.: 900-ITP-A4-IN-0021			Rev.: 1		
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## ITP FOR PISTON VALVE



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No.	1. Inspection/Tests by the OWNER 2. Inspection/Tests by Purchaser and/or Purchaser's Representative 3. Inspection/Tests to be Performed by Vendor as a Minimum 4. Certificate/Data to be Provided by Vendor				Inspection/Test Items	Procedure & Standards	Remarks
					(Pneumatic type On-Off valve)		
01	R	W	M		Visual inspection	Approved procedure and drawings	
02	R	S	M	X	Dimensional inspection	Approved procedure and drawings	
03	R	W	M	X	Material identifications against material certificates	Approved procedure and drawings	
04	W	H	M	X	Checking of characteristics including the following items as minimum: 1)Body, seat, stem, packing, accessories and actuator 2)Check of material certificates for body, trim, seat, plug, disc or ball, bolting, gasket/packing	Approved procedure and drawings	
05	R	R	M	X	Non-destructive examination, when specified	Approved procedure and drawings	
06	R	W	M	X	Pressure test of body (Note: Witness for body class 300 and larger)	Approved procedure and drawings	
07	R	W	M	X	Seat leakage test	Approved procedure and drawings	
08	R	W	M	X	Air failure test	Approved procedure and drawings	
09	R	W	M	X	Response and stabilization time	Approved procedure and drawings	
10	R	S	M	X	Insulation resistance test	Approved procedure and drawings	
11	R	S	M	X	High voltage test	Approved procedure and drawings	
12	H	H	M		Preparation for shipment	Approved procedure and drawings	
13	R	R	M	X	Documentation review prior to release	Approved procedure and drawings	

**ABBREVIATION ON TYPE OF INSPECTION**

H: Hold Point, inspection notification required. During hold point inspection, the witness will be performed.  
The Vendor shall not proceed with the work until presence of the inspector or written consent of the inspector.  
W: Inspection activities performed by the Vendor and witnessed by the inspector. Inspection notification required.  
If the Inspector is not present, the Vendor may perform the inspection/tests as scheduled unless otherwise requested.  
S: Witness, but spot check basis, inspection notification required. Initial operation will be witnessed and subsequent operation will be witnessed at discretion of the inspector considering the results of previous inspection unless otherwise inspection % specified.  
R: Review of inspection records and/or specified document  
M: Vendor's inspection and tests X: Required

Note: Percent of witness for type "S" shall be depend on the quantity as follows: 3 to 20→3(all if total 2 and less), 20 to 40→5, 50 to 100→10, 100 to 200→15, 200 to 300→20, 300 to 500→25.  
For another type, percent of witness inspection shall be 100%.





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### CONTENTS

۱. Scope
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۳. Definitions
۴. Packing for Equipment and Materials
۵. Packing and Marking for Electrical Panels And Instruments



۱. **Scope**

- ۱.۱ This procedure gives the information for Packing and Marking and it is to be applied to vendors for the preparation, protection and packaging of materials, equipment, requiring export shipments for the PP-PE Pilot Plant Project to be built in Petrochemical Research & Technology Company, Arak/Iran.

The following instructions are intended as minimum requirements, and adherence to these instructions in no way, absolves or relieves Vendors of any responsibility or obligation outlined in the Purchase Order.

۲. **Purpose**

This document defines the criteria required by the Project in relation to the packing and marking of both Project's Equipment and materials including Electrical Panels and Instruments.

۳. **Definitions**

OWNER	Petrochemical Research & Technology Company
PROJECT	PP-PE Pilot Plant
GOODS	All kind of materials and equipment to be incorporated in the Project.
VENDOR	Companies Awarded by Owner for Procurement Services, Inspection Affairs or Transportation, Providing of Project's goods, following up all transport activities from VENDOR workshop to final destination as defined in the purchase order.

۴. **Packing For Equipment And Materials**

- ۴.۱ Equipment and material shall be exported packed in compliance with General Purchase Conditions and the best established practice for overseas construction jobs in accordance with the following directives. In the event of any divergence between this specification and the established practice, this specification shall govern.

۴.۱.۱. **"Seaworthy and tropical proof " according to international standard.**

۴.۱.۲ Packing and conservation of goods shall be sufficient to protect them from damage during transit from point of manufacture to the delivery at job site under conditions



which may involve multiple handling, extended storage, exposure to moisture and the possibility of pilferage. The contents must withstand one year transit conditions without suffering damage and Vendors shall give recommendations for a further two(۲) years storage under SITE conditions.

Required storage facilities and procedure shall be advised by manufacturer/seller in advance.

- ۴,۱,۳ The packing of the equipment and materials shall be carried out in order to comply with transport conditions.
- ۴,۱,۴ Individual packages shall be kept as small in bulk as possible.
- ۴,۱,۵ Individual packages exceeding a gross weight of ۳,۰۰۰ kgs shall be avoided, if possible.
- ۴,۱,۶ Kind and dimension of packages shall be chosen to suit overseas transport in containers and to fully utilize the size of containers.
- ۴,۱,۷ The following inside dimension of containers are to be observed :  
۴۰-foot-containers : ۱۱۹۰x۲۲۰x۲۰۵ cms.  
۲۰-foot-containers : ۵۹۰x۲۲۰x۲۰۵ cms.

#### ۴,۲ Modes of Packing

In accordance with the nature of the contents, the following modes of packing shall be considered:

- wooden cases
- wooden crates
- skid-construction (for vessels etc.)
- non-returnable steel drums (export variety)
- non-returnable cable reels
- bales
- ۲۰ ft - ۴۰ ft non-refundable containers

#### ۴,۳ General Rules for Packing

- ۴,۳,۱ Cases and crates shall be made from new, sound and seasoned lumber. Sheathing shall be of min ۲۴ mm thickness.

If so required for static reasons, thicker sheathing shall be used, in accordance with size and weight of the package. Timber crates and boxes shall be strong enough to withstand without any damage , transport on ship board at sea and numerous handling between the works and the port of origin and between the port of destination and the site.





- ۴,۳,۲ Cases and crates with gross weight up to ۱۰۰۰ kgs shall be provided with bottom cleats of min. ۴۰ mm thickness to ensure clearance for handling by forklift. Cases and crates exceeding gross weight of ۱۰۰۰ kgs shall be provided with skid runners, number and size according to weight of package.
- ۴,۳,۳ The contents of cases shall be protected by waterproof and strong plastic foil which shall be sealed by welding. An adequate quantity of moisture absorbent (silica gel) shall be added to protect the contents for sufficiently long time from corrosion.
- ۴,۳,۴ Felt , cellophane paper, polyester cuttings , crepe cellulose and some equally efficient materials may be used for padding or cushioning. Wood shavings and other paper shall not be used for padding or cushioning.
- ۴,۳,۵ Materials shall be protected against corrosion during transit as necessary. All bright and machined parts shall be coated with a recognized rust preventative suited to the particular application concerned. All internal parts of machinery shall be treated with lubricant containing rust and oxidation inhibitors to protect equipment from any damage possible. Such lubricants shall be compatible with those which will subsequently be used in service and shall be identified by appropriate tagging.
- ۴,۳,۶ When required, materials shall be painted or coated in accordance with the particulars contained in the purchase order and/or specifications.
- ۴,۳,۷ All flanges, machined working surfaces and threaded parts of all equipment shall be suitably protected . All flanged connections of vessels shall be protected by metal plates correctly gasketed by wooden plugs or plastic caps suitably secured in position.
- ۴,۳,۸ Units or parts belonging to main equipment but separately packed shall be clearly marked for easy identification with the main equipment to which they relate.
- ۴,۳,۹ Packages containing "FRAGILE" articles shall be appropriately packed and in addition to the words "FRAGILE-HANDLE WITH CARE" being stenciled on two opposite sides, internationally recognized symbols shall also be used "This Side Up".
- ۴,۳,۱۰ Pipe, structural steel sections and plates shall be strapped in bundles of convenient size and weight for handling. Rolled and shaped plates shall be provided with suitable bracing to eliminate distortion during transit, and shall be bundled in uniform lengths. The weight of each bundle shall be within the breaking strain of the steel wrapping. Each bundle shall be marked with a metal tag ,hard stamped, secured under steel wrapping. A ۲۰۰۰ kg limitation shall be imposed for lifts in this category. Where practicable long lengths shall be limited to ۱۲,۲ meters to avoid long length carriers. All small steel sections, handrail stanchions, gusset plates etc. shall be boxed.
- ۴,۳,۱۱ Black steel pipes with an outside diameter of up to ۱۶۸,۳ mm shall be bundled by strapping cleats above and below the load, with boards between each pipe layer and secured by bolts.



Black steel pipes exceeding the above outside diameter shall be treated as an individual package and marked accordingly.

All black steel pipes shall be protected by means of TECTYL spray. The pipe ends shall be closed with plastic caps.

If, in case of pipes with large diameters, the pipe ends cannot be closed with plastic caps, the interior of the pipes shall also be protected and sprayed with TECTYL.

۴,۳,۱۲ Bitumen coated pipes shall be prepared, packed and handled according to established practice.

۴,۳,۱۳ Stainless steel pipes shall be packed in wooden cases.  
Protection with TECTYL is not necessary.

۴,۳,۱۴ All valves and fittings (pipe elbows, flanges, etc.) shall be suitably protected and their method of shipment shall be:

- a) All valves and fittings shall be suitably packed and shipped in metal strapped or wood re-enforced waterproof wooden cases with metal corner protection .
- b) All treaded fittings shall be greased and provided with plastic caps.
- c) Control valves shall be packed in wooden cases having adequately designed interior support with interior water proof protection .

۴,۳,۱۵ Apparatus and vessels shall, where possible, be packed on skid constructions and secured with adjustable steel straps. All unprotected surfaces shall be sprayed with TECTYL. Manholes and other major openings shall be protected with either plastic caps or wooden lids, which shall be firmly secured. Smaller openings shall be closed with plastic plugs.

۴,۳,۱۶ All vessel internals and items not installed by the vendor at works including accessories such as small parts, bolts, nuts, gaskets etc. shall be packed in wooden cases separately for each vessel or apparatus and marked with the same item number as the vessel/apparatus in order to protect all parts from loss or damage in transit. Internals, bolts and gaskets for service/ testing operations shall be supplied with the vessels/items by the vendor and all internals, boxed separately and marked according to marking procedures. Each item shall be supplied correctly and identified for field installation by others.

NOTE: It is imperative that all these items be clearly listed on the packing list.

۴,۳,۱۷ Fire bricks, special tiles and insulation refractories shall be boxed after sealing in a polyethylene liner. These boxes shall be skid mounted. Instructions regarding storage prior to installation shall be stenciled on each box with particular reference to adverse weather/temperature/humidity conditions.

۴,۳,۱۸ All electrical motors whether coupled or uncoupled, generators and electrical equipment shall have all openings sealed with protective tape, shall be packed in suitable weather proof skid mounted boxes, and protected from moisture ingress by desiccant as described above.



Items with brushes shall be brushed and rust removed before shipment.

All electrical equipment shall be suitably protected to withstand ١ year transit conditions and Vendors shall give recommendations for a further , ٢ years storage under site conditions

Batteries shall be shipped dry with electrolyte packed separately and shall include charging instructions.

٤,٣,١٩ All electronic and pneumatic instruments to be packed in accordance with given instructions and must be suitably protected to withstand ١ year transit conditions and Vendors are to give recommendations for a further ٢ years storage under site conditions.

٤,٣,٢٠ Pipeline / vessel insulation shall be packed in double water-proof wooden plywood cases and secured to pallets.  
Drums of insulation mastic will also be shipped on pallets.

٤,٣,٢١ Spare parts for two years operation, which shall be individually tagged, must be covered with a suitable preservative and wrapped with greaseproof paper and be packed in separate cases from the base item. The cases are to bear the markings as specified and in addition the words "SPARE PARTS FOR TWO YEARS OPERATION".

٤,٣,٢٢ Commissioning spares shall be individually tagged and marked "COMMISSIONING SPARES" and shall be packed and shipped with the base item.

٤,٣,٢٣ All vessels/heat exchangers or items of such kind shall be dried, thoroughly cleaned inside and be free of all dirt and loose materials.

٤,٣,٢٤ Should any materials be scheduled to be freighted as deck cargo, additional packing instructions may be required; the Vendor will advise, for vessels and columns, which shipment cradles will be used throughout the transportation. Cradles to be secured to vessels and columns, by strapping.

٤,٣,٢٥ Paper bags suitably boxed, or water tight Steel Drums will be used for shipping cement, special aggregate, etc. Paperbags must not be less substantial than ٦٠ lbs outer wall, ٤٠ lbs inner wall and one moisture craft inner wall.

٤,٣,٢٦ Unless otherwise specified, all export cases, boxes, bundles and containers are to be securely metal strapped with a minimum of two unannealed steel straps in each of two right angled and opposite directions, or where applicable wood re-enforced.

NOTE: Should consignments arrive at the shipment point of origin visually damaged, the shipping agent will advise and await instruction before onward shippings.

٤,٣,٢٧ All bulk items, lighting, fittings, cable glands, switches etc. are to be packed in batches sufficient for a specific volume of work.



۴,۳,۲۸ Cases and crates shall, according to their weight and size , be provided with two or more steel straps made of unannealed steel, applied with a stretching tool and secured with crimped steel seals.

۴,۳,۲۹ Fittings (valves, pipe elbows, flanges, etc.) must be packed in wooden cases and must be protected.

۴,۳,۳۰ Accessories for apparatus and vessels (small parts, bolts, nuts, washers, gaskets, etc.) are to be packed in wooden cases, separately for each apparatus or vessel. These cases must be marked with the same item No. as the apparatus/vessel to which it belongs (see also Item ۰ - packing lists).

All commissioning spare parts to be packed separately, being the packing marked with the relevant main item.

#### ۴.۴ Marking of Packages

۴,۴,۱ All packages shall be clearly stencilled on two opposite sides with black, indelible and seawater proof paint, as follows:

Wherever possible , the stencilled characters shall be ۱ cms high.

In case the surfaces of a package are too small to permit stenciling, sheet metal tags shall be embossed with the above marking and shall be securely fastened on two opposite ends of the package.

۴,۴,۲ If necessary, packages shall be additionally marked with cautionary symbols on two opposite ends.

۴,۴,۳ Packages which may be stored in the open but under a tarpaulin, shall be marked with a red "double roof" symbol.

۴,۴,۴ Packages which are to be stored in closed and dry places shall be marked with a red "double roof" symbol.

۴,۴,۵ The system of package-numbering shall be indicated to the OWNER in due course of time.

۴,۴,۶ The gross weight shall be determined by the party who is responsible for the packing of the items/materials.

۴,۴,۷ **Example for marking of packages is shown in attach ۱.**

#### ۴,۵ Packing list

The packing lists shall be prepared on standard forms :

The necessary number of forms will be made available to OWNER , who shall advise about the quantity required.

The packing list forms shall be filled in ENGLISH language.



OWNER shall supply VENDOR with a specimen packing list showing how it is to be filled in.

At the same time OWNER shall be informed of the package numbers required for marking the packages. one column of the packing list shall be filled in with OWNER "ITEM NO. " These item numbers shall be taken from the order form. Special attention shall be paid to the order form that the item number is correctly attributed to the goods to which it belongs . If any question should arise in this respect VENDOR shall contact the OWNERS Representative.

Special care shall be taken that all accessory parts loose or detachable, belonging to the main item under dispatch, shall also be individually listed in the packing list. In the event these accessory parts are not listed in the packing list , they shall be considered by OWNER as not delivered.

Two copies of the packing list in a water-proof plastic envelope shall securely be mailed under a galvanized steel sheet on the outer surface of the package The final packing list in ۲-folds shall be available in OWNERS office ۱۰ (TEN) working days prior to dispatch of the goods from the manufacturer's premises.

#### ۴,۶ **Liability and Guarantee**

The party responsible for the packing shall be fully liable for and guarantee proper, sufficient and adequate packing, completeness of the contents, protection of the contents for a storage time of ۱۲ month starting from the date when the equipment is loaded on the ship, and the correct preparation of the packing list.

All cost whatever resulting from inadequate or insufficient packing shall be fully charged to the responsible party.

#### ۵. **Packing And Marking For Electrical Panels And Instruments**

##### ۵,۱ **Scope**

This section covers the method for packaging of electric and instrument panels for export delivery, which are to be provided with full protection against physical damage and atmospheric attack during transit and possible long periods under adverse storage conditions which may extend to two years.

##### ۵,۲ **General**

This specification is for the package Vendor's guidance only.

Vendor shall remain fully responsible for selecting suitable materials for proper packaging and shall comply with the latest issues of the following European or British Standards: Where standards conflict with this specification, specification shall govern .

- Packing Code
- Silica gel for use as desiccant for packages
- Method of determining the permeability of materials used for packaging.



The Vendor shall provide written instructions for the removal of protective coatings and devices.

۵,۳ **Method**

۵,۳,۱ **The instrument or panel which shall be thoroughly clean, dry and free from rust** shall be totally enclosed in a polythene shroud after sharp projections on the instrument or panel have been padded . Silica gel or other approved desiccant shall be strapped inside the shroud, but shall not come into contact with the paint work.

After the desiccant is strapped into position, the open ends of the shroud shall be heat sealed , only leaving an opening large enough for the insertion of an air extracting pipe. After extraction of the air from the shroud, the opening shall be completely sealed.

۵,۳,۲ Packing Case Materials

- All wood shall be thoroughly seasoned and thoroughly sound without knots, knot holes, shakes and checks .
- Wood which can cause metallic such as oak , western red cedar and sweet chestnut shall not be used .
- The case shall be of sill base type. All sheating shall be tongued and grooved.

۵,۳,۳ Packing Case Lining

The packing case shall be lined with completely multilayer waterproof.

The lining shall have as few joints as possible. If joints are necessary, the pieces shall be overlapped so that any rain water which may penetrate the case is shed automatically when the case is upright. Overlaps shall be ۷۵ mm minimum Joints shall be made with Bostik 'C'.

۵,۳,۴ Securing Instruments or Panels Inside Packing Case.

- a)The instrument or panel shall be completely secured by wooden battens faced with suitable rubber or other shock absorbing materials.
- b)Wood, wool and other hydroscopic shall not be used.
- c)Hay and straw shall not be used.

۵,۳,۵ Sealing of Packing Case

After nailing, joints in the case shall be sealed with Bostik Sealing Compound and the outside bound with steel strapping .

۵,۴ **Marking of Packing Cases**

۵,۴,۱ Cases which are for Carriage by sea shall be marked "*HOLD STORAGE*".

۵,۴,۲ All cases shall be marked to indicate the correct way up and bear the marking described here in above.



National Petrochemical Company  
Petrochemical Research & Technology Co.

## PP-PE Pilot Plant



شرکت ملی صنایع پتروشیمی  
شرکت پژوهش و فناوری پتروشیمی

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### ATTACHMENT No.۱

### MARKING OF PACKAGES

**PROJECT :**

**PROJECT No. :**

**L/C No. :**

**OWNER :**

**ORDERED BY :**

**ORDER No. :**

**FINAL DESTINATION : Pouyesh Site, Arak / Iran**

**STORAGE CODE :**

**DIMENSION : L x W x H**

**GROSS WEIGHT :**

**NET WEIGHT :**

**PACKAGE No. : \_\_\_\_\_ OF \_\_\_\_\_ .**

**MADE IN :**



National Petrochemical Company  
Petrochemical Research & Technology Co.

# PP-PE Pilot Plant



شرکت ملی صنایع پتروشیمی  
گسترش پژوهش و فناوری پتروشیمی

Title: SPARE PARTS PROCEDURE

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These instructions outline the requirements for providing original manufacturer's pre-commissioning, commissioning and two years operation spare parts for a PP-PE Pilot Plant to be built in Petrochemical Research & Technology Company, Arak/Iran.

### CONTENTS

- ۱) General information
- ۲) Definitions
- ۳) Spare parts required
- ۴) Required information
- ۵) Identification
- ۶) Packing and protection
- ۷) Special storage items

#### **Attachments:**

۱. **Erection, precommissioning, commissioning and start-up phase spare parts**
۲. Two years operation spare parts
۳. Guidelines for the compilation of Spare Parts Interchangeability Record (SPIR)
۴. SPIR form



۱) **General Information**

These instruction outline the requirements for providing original manufacture's pre-commissioning, commissioning and two years operation spare parts for PP-PE Pilot Plant to be built in Petrochemical Research & Technology Company, Arak/Iran.

The Vendor is obliged to provide with an original equipment manufacturer spare parts data package, containing full and complete spare parts information and prices for each item of equipment supplied.

The Vendor shall recommend those spare parts that are deemed necessary on the basis of Vendor's recommendations and experience.

۲) **Definitions**

۲,۱ "Erection, Precommissioning, Commissioning and start-up spare parts" are those material, equipment or components necessary during the erection, precommissioning, commissioning and start-up activities of the Plant.

۲,۲ "Operating Spare Parts" are spare parts material, equipment or components necessary for the continuous operation of the plant after commissioning completion for a period of two years.

۲,۳ GOODS: All kind of materials and equipment to be incorporated in the Project.

۲,۴ VENDOR: Companies Awarded by Owner for Procurement Services, Inspection Affairs or Transportation, Providing of Project's goods, following up all transport activities from VENDOR workshop to final destination as defined in the purchase order.

۲,۵ OWNER: Petrochemical Research & Technology Company.

۳) **Spare Parts Required**

۳,۱ **Capital spare parts**

Capital spare parts are defined in documentation prepared by technical department.

۳,۲ **Erection, precommissioning, commissioning and start-up Spare Parts**

Vendor is requested to submit a Spare Parts proposal together with base quotation. Such spare parts shall be packed in separate boxes and shipped together with the main equipment/material purchased in order to be available at the site together with the base order supply.

Minimum required quantities are shown in attachment ۱.



۳,۳ Two years operation spare parts

Vendor is requested to submit a Operation Spare Parts quotation based on his experience together with base quotation

The necessary and sufficient two years spare parts include those parts that are normally required to maintain the plant in a satisfactory working condition for a period of two years of continuous operation after plant start-up.

These Operation Spare Parts shall be packed in separate boxes.

Guidelines for selection of two years spare parts are shown in attachment ۲.

۴) Required Information

۴,۱ All information and drawings must be in English language.

۴,۲ Data sheets, engineering drawings, manufacturer's catalogs and operating and maintenance manuals required to identify the function of and fully describe all parts associated with the equipment

۴,۳ The interchangeability of spare parts must be completely assured between all units contained on the parent equipment purchase order.

۴,۴ The Vendor shall guarantee the spare parts in accordance with the requirements requested for the parent equipment.

۴,۵ The offer must be valid for supply either for total or partial quantities.

۴,۶ All Spare Parts list shall be filled-in using the attached "Spare Parts Card" according also to the instructions attached herein.

Photocopied or hand-written documents are not acceptable.

Twelve (۱۲) months price validity is required

۵) Identification

All spare parts shall be individually identified by one of the following methods:

۵,۱ A stainless steel label imprinted with lettering approximately ۶ mm (۱/۴) high and secured to the part with S.S. wire.

۵,۲ Inscribing with an electric spark erosion pencil

۵,۳ On large items inscribing with non-fading, moisture resistant marking ink, figures/ letters to be at least ۲۵ mm (۱) high. Ink shall be Pannier ۱۰۰۱ Yellow Industrial or equal.



- ۰,۴ Items such as Ball Bearings which in actual storage will remain in their packing may be identified with an adhesive label firmly attached to the outside of the carton.
- ۰,۰ Alternative methods which are standard industrial practice may be used provided SP's approval has been obtained in writing in advance. Stamping directly into spare parts will not be allowed.
- ۰,۶ The following shall appear on each spare or spare part label:  
Manufacturer's real part number.  
Short description (one word will suffice if space is limited).  
Tag number of equipment (if applicale).

۶) **Packing And Protection**

- ۶,۱ Packing protection and marking of the packing container shall be as described in Project Packing and Marking Procedure ۰۰۰-PCR-PRC-۰۰۰۲. Spare parts shall be packed separately from main equipment and the packing containers shall clearly be marked "erection, pre-commissioning, commissioning, and start-up spare parts" or "two years operating spare parts" as applicale. The following additional comments apply :
- ۶,۲ Packing cases and other shipping containers must be capable of giving adequate protection to contents for a period of one year after despatch from Vendor work-shop (i.e. cases may after receipt at the Plant Site be stored outside before being unpacked).
- ۶,۳ Two years operating spares are to be protected and packed in such a manner as to ensure a minimum shelf life of four years in an un-air-conditioned warehouse sited in extremely dusty heavy industrial and coastal area with salt pollution location where the maximum shade temperature may exceed  $-۱۴ +۴۰$  C. and where relative humidity reaches ۹۰٪.
- ۶,۴ Consumables items such as bolts and nuts shall be adequately oiled to prevent corrosion.
- ۶,۰ Other unpackaged items shall be protected by a rust preservative oil, hard drying type. if the nature of the item permits the removal of the deposited tar oil skin by means of petroleum based solvents or the use of hot dip strippable coating.
- ۶,۶ Any protection for stainless steel parts shall not contain chlorides or harmful metal salts such as Zinc, Lead, Copper. etc. Also marking paint or ink shall not contain similar harmful components.
- ۶,۷ Electronic and instrument parts shall be packed in sealed clear plastic bags along with a bagged amount of dessicant.

۷) **Special Storage Items**



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## PP-PE Pilot Plant



شرکت ملی صنایع پتروشیمی  
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- ۷,۱ Vendor must advise of any spares which cannot be stored under the conditions stated in para. ۶,۲ and which require special storage conditions
- ۷,۲ Special Storage Items are to be clearly labelled with storage instructions such as:  
STORE IN A COOL DRY PLACE AT     C  
STORE IN DARK PLACE  
KEEP HUMIDITY BELOW                 %  
etc.
- ۷,۳ Owner must be notified of all such items without delay before order placement since a restricted shelf life may require an amendment to order quantity and an appropriate re-ordering procedure.



**ATTACHMENT ١**

**ERECTION, PRECOMMISSIONING, COMMISSIONING AND START UP SPARE PARTS**

١) FURNACES

<u>Gaskets for coil:</u>	٥٠٪
-Burner Tiles	١٠٠٪
-Burner Tips	٥٪
-Fire eyes	١٠٪
-Gas valves seat	١٠٠٪
-Solenoid valves	٢٥٪

٢) EXCHANGERS, REACTORS & DRUMS/TANKS

Gaskets for Girth Flange, M/H& H/H	١٠٠٪
Stud Bolts and Nuts for the Above	٥٪(Min. ٢ Sets)
<u>Field-Installed Trays:</u>	
-Bolts and Nuts	١٥٪ (Min. ٢ Sets)
-Washers (Metal and Asb.)	٢٠٪ (Min. ٢ Sets)
-Tray Clamps	١٠٪ (Min. ٢ Sets)
-Asb. Rope and Tape	٢٥٪ (Min. ٢ Sets)
<u>Field-Installed Internals, Piping and Other Bolted Internals:</u>	
Stud Bolts (Alloy and C.S.)	١٠٪ (Min. ٢ Sets)
Washers and Nuts	١٠٪ (Min. ٢ Sets)
<u>Packing:</u>	
-Inert Balls	١٥٪
-Raschig Rings / Slotted Rings	١٥٪
-Gaskets Sets And O-Rings	١٠٠٪
-Fan for Air Cooler	

٣) STEEL STRUCTURE AND PLATFORM

Bridge Crane:

-Bolts & Washers	١٥٪
------------------	-----



-Gashels	۱۰٪
-Contactors	۵٪
-Tension Springs	۱۰٪
-Fuse Elements	۱۰٪
-Gaskets	۱۰٪
-Oil Seals	۲۵٪
-Relays	۵٪
-Collectors	۱ set Each Size
-Contact Shoes	۱ set Each Size
-Limit Switches	۱ set Each Size
-Welding Rod	۱۰٪

۴) MACHINERY / PACKAGES

Please see the relevant engineering specifications of each equipment for commissioning spares.

Electrical Equipment: See item ۹

Instrumentation:

- Control panel	See item ۱۰
- Board instruments	See item ۱۰
- Field Transmitters	See item ۱۰
- Field instruments	See item ۱۰
- Others	۰٪

۵) H.V.A.C.

Bolts, Nuts, Gaslets for Field installation of Pipe/Duct ۵٪

Rotating Equipment See item ۵

Heat Exchangers ۰٪

Filter Element ۱ Set Each Size/Material

Electrical See Item ۹

Instrumentation:

-Control panel	See Item ۱۰
-Board Instruments	See Item ۱۰
-Field Transmitters	See Item ۱۰



-Field Instruments See Item ۱۰  
-Others ۵٪

۶) SPECIAL EQUIPMENT

Heat Exchanger See Item ۲  
Rotating Equipment See Item ۵  
Filter Element ۱ Set Each Size/Mat ۱  
Piping ۰٪  
Electrical See Item ۹

Instrumentation:

-Control panel See Item ۱۰  
-Board Instruments See Item ۱۰  
-Field Transmitters See Item ۱۰  
-Field Instruments See Item ۱۰  
-Others ۰٪

۷) PIPING

Gaskets, all sizes ۲۰٪  
Stud Bolts less than ۱” ۱۵٪  
Stud Bolts ۱” to ۱ ۱/۸” ۱۰٪  
Stud Bolts ۲” and over ۵٪  
Welding Rods ۱۰٪  
Coating and Wrapping ۱۰٪

	Carbon Steel	Alloy/SS	Cast Iron
Pipe ۲” and below	۱۵٪	۴٪	۰٪
۳” to ۶”	۱۰٪	۲٪	۵٪
۸” and over	۵٪	۱٪	۵٪
(*) Valves ۲” and below			
screwed and welded	۱۰٪	۵٪	۰٪
(*) flanged	۲٪	۲٪	۰٪





(*) Valves ۳" to ۱۰"	۲٪	۲٪	۰٪
(*) Valves over ۱۰"	۰٪	۰٪	۰٪
(*) Flanges up to ۱۲"	۵٪	۳٪	۰٪
(*) ۱ ۱/۲" and over	۲٪	۲٪	۰٪
(*) Fittings welded up to ۲"	۱۰٪	۶٪	۰٪
(*) ۲ ۱/۲" to ۱۰"	۵٪	۳٪	۰٪
(*) ۱ ۱/۲" and over	۳٪	۲٪	۰٪
(*) Fittings Screwed up to ۲"			
(*) ۳" and over	۵٪	۳٪	۰٪
(*) Flanged all sizes	۵٪	۳٪	۰٪
(*) Hub and Spigot ۳" to ۱۲"	۰٪	۰٪	۵٪
(*) ۱ ۱/۲" and over	۰٪	۰٪	۳٪

Note: as indicated with (\*), where the percent gives the quantity consisting of a whole number plus a decimal less than ۰.۵, the decimal portion will be dropped; where the decimal portion is ۰.۵ and more, the next higher whole number quantity will be selected.

۸) ELECTRICAL EQUIPMENT

Switchgear, Motor Control Centers MV/LV:

-Fuse elements	۵۰٪
-Bulb for Signal Lamps	۵۰٪

Local Control Panels & control stations:

-Fuse elements	۵۰٪
-Bulb for Signal Lamps	۵۰٪

Electric Motors:

-Grease Nipples where applicable	۱۰٪+power terminal (in J.B.)
Lighting Fixtures	۳٪
Flag Relay	۲٪
Time Relay	۲٪
Terminal Block	۲٪
Auxiliary Relays	۱٪
Moving Contacts	۱۵٪



Fixed Contacts	۱۵٪
Coils for Contactors	۱۰٪
Boucholz Relay	one of each type and size
Thermometer	
<u>Local Control Station:</u>	۵٪
-Ammeter	
-Push button	۵٪
-Selector Switch	۵٪
<u>UPS:</u>	
-Fuse	*
-MCB (miniature circuit breaker)	*
-SCR	*
-DIOD	*
-Transistor	*
-Control cards	*
-Signaling lamps	*
-Batteries	*
<u>Battery Charger:</u>	
-Fuse	*
-MCB(miniature circuit breaker)	*
-SCR	*
-DIOD	*
-Transistor	*
-Control cards	*
-Signaling lamps	*
-Batteries	*
Fire Alarm System	*
Telephone System	*
Paging System	*
Radio System	*
Emergency Diesel Generator	*
Sockets (۴۰۰V, ۲۳۰V, ۲۴V)	۵٪



Plugs(۴۰۰V, ۲۳۰V, ۲۴V)	۵٪
Portable ۱۱۰V AC, ۵۰Hz, with transformer	۵٪ each type
Socket and plug (ex-type)	
Hand lamp ۲۴V AC, ۵۰Hz(ex-type)	۱۰ no.

All special tools, equipment and spare parts required for commissioning and start-up shall be provided.

These are the spare parts that VENDORS shall recommend based on experience.

#### ۹) INSTRUMENTATION

##### For control Panel:

- Bulbs For Signal Lamps	۵۰٪
- Fuse Elements	۵۰٪

##### Boards instruments:

- Fuse elements	۵۰٪
- Chart paper for recorders	۳ boxes each type
- Ink for Recorder	۷ sets each type
- Pens for Recorders	۵۰٪

##### Field transmitters:

- Gasket	۱۵٪
----------	-----

##### Field instruments:

- Air pressure regulators	۵٪
- Temperature Indicators	۱۰٪ each range
- Pressure gauges	۱۰٪ each range
Solenoid Valves	۲٪ each type(min ۱ set)
Selonoid coils	۳ coil each type
Valve positioners	۲٪ each type(min ۱ set)
Cable – Single Pair	۲۰٪
Cable – Multi Pair	۱۵٪
Cable Glands	۲۰٪
Junction Boxes – Large	۱ min.
Pipe and Tube	۱۰٪



Fittings all type ۱۵% each size

Valves ۲۰%

Manifold Valves ۱۰% each size

Cable Tray ۲۰%

DCS:

- Bulbs for signal lamps ۵۰%

- Fuse elements ۵۰%

- Printer paper, Chart paper ۴ boxes each type

- Printer Ribbon ۱۰ sets each type

- Blank Floppy disks/magnetic tape cartridge ۱۰ pieces

Gas Chromatograph:

-Filter elements ۱۰%

-Calibration gas cylinders ۱ cylinder (۱۰۰ liter) each type

-Standard gas cylinders ۱ cylinder (۱۰۰ liter) each type

-Other gas cylinders ۱ cylinder (۱۰۰ liter) each type

Other Analyzers:

-Filter Elements ۱۰%

-Calibration Gas Cylinders ۱ cylinder (۱۰۰ liter) each type

-Standard gas cylinders ۱ cylinder (۱۰۰ liter) each type

-Other gas cylinders ۱ cylinder (۱۰۰ liter) each type

۱۰) PAINT AND INSULATION

Paint ۱۰%

Insulation material ۱۰%

Insulation Band & Seal ۱۰%

Insulating Cement ۱۰%

Insulation Sheet Metal ۱۵%

Insulation Wire ۱۰%

۱۱) UTILITY EQUIPMENT

Heat Exchanger, Vessel, Tank and Tower See item ۲



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Rotating Equipment

See item ۰

Filter Elements

۱ Set Each Size/Mat'1

Piping

۰٪

Electrical

See item ۹

Insturmentation :

-Control panel

See item ۱۰

-Board Instruments

See item ۱۰

-Field Instruments

See item ۱۰

-Others

۰٪



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### ATTACHMENT ۲

#### GUIDELINES FOR SELECTION OF ۲ YEARS OPERATION SPARE PARTS

Spare parts for equipment are shown in the following tables:

Table ۱ – Spare parts for machinery/packages.

Table ۲ – Spare parts for electrical equipment

Table ۳ – Spare parts for instruments

Table ۴ – Spare parts for pressure vessels and heat exchangers

Table ۵ – Spare parts for piping.



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### TABLE ۱

### SPARE PARTS FOR MACHINERY / PACKAGES

Note ۱: Please see the relevant engineering specifications of each equipment for recommended ۲-years spares.

Note ۲: Please see tables ۲ and ۳ of attachment-۲ for the electrical and instrument spare parts requirements of machinery / packages for ۲ -years.



**TABLE ۲**  
**MINIMUM SPARE PART FOR ELECTRICAL EQUIPMENT**

Item:	Quantities
۱) Switchgears:	
MV Fuses	۱۵٪
Protecting and Flag Relay	۲٪
Time Relay	۲٪
Lamps	۱۰٪
Space Heaters	۱۰٪
L.V. Fuses	۲٪
Auxiliary Relays	۱٪
Moving Contacts	۱۵٪
Fixed Contacts	۱۵٪
Circuit Breakers(MCCB,MCB)	۱۰٪
Contactors	۱۵٪
Metering	۱۵٪
CT	۲۰٪
PT	۲۰٪
۲)Power Motors Control Center:	
L.V. Fuses	۱۵٪
Time Delayed Relays	۸٪
Lamps	۱۰٪
Space Heaters	۱۰٪
Terminal Blocks	۷٪
Auxiliary relays	To be determined later in conjunction with the equipment vendor
Contactors	
Thermal	
overload Relays	
Isolators for each trip	
Current Setting	۲۱٪
	۱۱٪





	Motor Circuit Brakers					
	Complete Unit for Each	۱۵٪(min ۱)				
	Type & Size(incoming & bus tie)					
	Moving Contacts	۲۰٪				
	Fixed Contacts	۲۰٪				
	Metering	۱۵٪				
	CT	۲۰٪				
	PT	۲۰٪				
	Circuit Breaker	one per each type				
۳) Transformers :	Bucholz Relays	one each type & size				
	Thermometer	۱۰٪				
	Bushing HV/LV	۵۰٪				
	Measuring and cintrol devices	۲۰٪				
	CT of natural resistor	۱۰٪ (of each type)				
۴) Power Material:	a) Local Control Stations	۵٪				
	b) Sockets ۴۰۰V AC	۱۰٪				
	c) Plugs ۴۰۰V AC	۱۰٪				
۵) Lighting Materials:	a) Switches	۱۰٪				
	b) Fuses	۳۰٪				
	c) Sockets(۲۳۰ V, ۲۴۵V)	۱۰٪				
	d) Plugs(۲۳۰ V, ۲۴۵V)	۱۰٪				
	e) Lighting Fixtures	۱۰٪				
	f) Ballast Lamps	۵٪				
	g) Lamps	۲۰٪				
	h) Portable ۱۱۰V AC, ۵۰Hz with transformer (ex-type)socket and plug	۱۰٪				
	i) hand amp ۲۴۵V AC, ۵۰Hz (ex-type)					
۶) Motors:						
No of Machines	۱	۲	۳	۴	۵	more
set of Bearing	۱	۱	۱	۲	۲	۴۰٪
Fan, terminal, blocks, space heater (MV)per type						۵٪



۷) UPS:

Fuses	۳۰٪
MCB(miniator circuit breaker)	۱۵٪
SCR	۳۰٪
Signaling lamps and protection device	۱۵٪
DIOD	۱۰٪
Transistor	۳۰٪
Control cards	one per each type
Batteries	۵٪
Isolator switch (make before break)	one per each type

۸) Battery charger:

Fuse	۳۰٪
MCB	۱۵٪
SCR	۳۰٪
DIOD	۱۰٪
Signaling lamp	۱۵٪
Control cards	one per each type
Batteries	۵٪

۹) Telephoned system

\*

۱۰) Paging system

\*

۱۱) Radio system

\*

۱۲) Fire alarm system

\*

۱۳) Neutral grounding system

\*

۱۴) Bus duct

\*

These are the spare parts required for two years operation. Vendor shall recommend the spares based on their experience.

(\*The Quantities indicated are only preliminary estimation, so the firm quantities will be specified later in conjunction with recommendations of equipment vendors.

The quantities which shall be ordered by VENDOR shall be approved By OWNER.



**TABLE ۳**  
**SPARE PARTS FOR INSTRUMENTS**

<u>Item</u>	<u>Quantities</u>
Flow Instruments	To be determined
Level Instruments	in conjunction with the equipment Vendor
Temperature Instruments	(based on Vendor's experience on similar type of plant)
Pressure Instruments	
Analyzers	
Control Valves : Valve Bodies	None unless service is corrosive or erosive. For corrosive or erosive services, shall be determined in conjunction with the equipment Vendor.
Valve Plugs	۱ of each size/min. ۱۵% or ۱
Seat Rings	۱ of each size/min. ۲۵% or ۱
Actuators	۱۰% (min ۱ per type / size)
Valve Stems	۱ of each diameter. These vary in length depending on valve size. Purchase the longest of each dia. These can be cut to the correct size.



Stem packings	۳ boxes of each size used/min. ۲۰٪
Grease	۳ boxes of each type used/min. ۲۰٪
Diaphragms	۱ of each size used min. ۲۰٪
Blank Orifice Plates	
Dial Thermometers	
Manual Loading Stations	
Instrument Air Filters (Regulation sets)	
Pressure Gauges	
Pressure Switches	
Plug-in Assemblies for Elect. Instr.	
Plug-in Assemblies for Pneum. Instr.	۱۰٪
Seal, Condensate and Vent Pots	(for all)
Solenoid Valves	
Thermocouples	
Thermowells	
Signal Lights	
Pneumatic relay and/or boosh(if any)	
Valve Positioners	۱۰٪
I/P Convertes	(for all)



DCS/ESD/PLC (for each system the following items):

- I/O cards ۵٪ for each type (min ۱ for each type)
- Main cards one set
- Power supply (AC, if any ) one set
- Power supply (DC, if any) one set
- Barriers cards ۵٪ for each type (min ۱ for each type)

On-line gaschromatographs:

- Main mother board one set
- Column one per type



**TABLE ۴**  
**SPARE PARTS FOR**  
**PRESSURE VESSELS & HEAT EXCHANGERS**

<u>ITEM</u>	<u>QUANTITIES</u>
۱) Heat Exchangers-Shell and Tube (U Type included)	
- Tubes	Straight tubes sufficient to retube the largest bundle of each tube size and material.
- Bolts and nuts	(Special or Alloy) of each exchanger minimum one set.
- Gaskets	۲۰۰٪
۲) Pressure Vessels	
- Gaskets	۲۰۰٪
- Bolts and nuts	۱۰٪ (Special, Alloy or size ۲" diam or greater), minimum one set.
۳) Air Cooled Exchangers	
- Plugs	Steel ۱٪; Non-ferrous ۲٪ (min. one number)
- Plug Gaskets	۵٪ (min. one number)
-Cover plate gaskets	۱۰٪
-Tube support boxes	۱۰٪ (min. one number)
۴) Number of Air-fin Coolers Using Part.	۱ ۲ ۳ ۴ ۵ ۶ ۷ or more
(i) V-Belts-Sheaves (Driven & Driver)	• • • • • ۱
- Set of Belts	۱ ۲ ۳ ۴ ۵ ۶ ۱۰۰٪
(ii) Fan Shaft Bearing (Upper & Lower)	۱ ۱ ۱ ۲ ۲ ۳ ۵۰٪ of No of Air Fins
(iii) Speed Reducers (Gear Box) Shaft	



and pinion

- Bearing Set ۱ ۱ ۱ ۲ ۲ ۳ ۵۰٪ of No  
of Air Fins

- O-Rings, Seals, Lock-washers, Locknuts

(iv) Couplings – Complete Coupling,

-Flanges, Gaskets, Seals ۱ ۱ ۱ ۱ ۱ ۱ ۱

(v) Fan Assemblies ۱ ۲ ۳ ۴ ۵ ۶ ۱۰۰٪ of No  
of Air Fins

-Automatic Pitch Control

-Hub Assembly Parts Guide Bushing,

-Pitch Blocks, O-Rings, Clam Gaskets

(vi) Bolt Assemblies, Fork, Pins ۱ ۲ ۳ ۴ ۵ ۶ ۱۰۰٪ of No  
of Air Fins

(vii) Flexible Hose, Rotary Union ۱ ۱ ۱ ۱ ۱ ۱ ۲

(viii) Automatic or Manual Adjustments:

- Blade Retention Clamps, Pitch, ۱ ۱ ۱ ۲ ۲ ۲ ۳۰٪ of No  
of Air Fins

Change Forks, Push Rod, Stub,(with pilot tubes), Bearing

Retainer Rings

(ix) Spring Housing Gasket, Diaphragm, ۱ ۱ ۱ ۱ ۲ ۲ ۲۰٪ of No  
Blade Retainer Ring, Thrust of Air Fins  
cover Gasket

(x) Hub Assembly with Blades . . . . . ۱ (b)

(\* ) NOTES

(a) Quantities shown are for each size and type of part

(b) Twenty units or more

(c) The parts listed are the principal parts only. Other parts shall be considered for recommendation in quantities consistent with the above table.



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### ۹) Plate type Exchangers

Plat gasket	۱۰۰٪
Flow Plate	۱۰٪
Nozzle Gasket	۲۰۰٪
Glue ( ۱ Kg. Pot)	۱
Special spanner tool	۱ for each size/type





**TABLE ۵**  
**SPARE PARTS FOR PIPING**

<u>Item</u>	<u>Quantities</u>
Valves up to ۱/۲"	۵% for each size, type and material complete units
Valves from ۳" to ۶"	۲% (minimum ۲ pieces) for each size , type and material
Valves above ۶" to ۱۰"	۱ piece for each size, type and material complete units
Valves above ۱۰"	۱ only if installed valves quantity is more than ۳۰
Valves up to ۱۰"	
Gland packing and bonnet gasket	۱۰%
Valves from ۳" to ۱۰"	۲ for each type , size and material set of changeable inner parts
Valves above ۱۰"	۱ for each type, size and material
Set interchangeable inner parts: bonnet gasket and stem packing	
Piping gaskets and bolts set for each size and type	۱۰%

**ATTACHMENT ۳**

**GUIDELINES FOR THE COMPILATION OF SPARE PARTS  
INTERCHANGEABILITY RECORD (SPIR)**

The manufacturer/supplier shall complete the following parts of th SPIR form as per listed sequence and in the English language:

- Line ۱: PLANT registration/item number or tag number of equipment/instruments, etc. as stated on requisitions and/or Purchase Orders.
- Line ۲: Mode, type or other identification of equipm/instruments, etc. ordered.
- Line ۳: Serial number of each equipment/instruments, etc. ordered.
- Line ۴: Purchase Order number reference of equipment/instruments, etc.
- Line ۵a: Unit of measure, i.e. No., set, pair, kg,roll, etc.
- Line ۶: Number of identical equipment, etc. of particular model or type being supplied against Purchase Order number mentioned under line ۴.
- Line ۷: Parts description of all component parts considered by supplier as being required for maintenance of equipment, etc. listed in lines ۱, ۲ and ۳. However, all items specified in the appropriate equipment list shall be shown separately.
- Col. ۸: Drawing number/part number as per supplier's parts list or drawing.
- Col. ۹: Part identification number shoeing interchangeability within equipment manufacturer's organization.
- Note: Identical parts, regardless of whether they have the same part number or drawing number, should be shown only once (see also line ۱۰).
- Col. ۱۱: Material specification of parts listed in column ۷.
- Line ۱۲: Enter in appropriate sqare the nuber of parts (listed in column) fitted in each applicable unit. For groups of identical units, denote quantity per unit below quantity shown in line ۶.
- Col. ۱۳: Total number of identical parts listed in colimn ۷ for all equipment, etc. For identical units multiply quantity in line ۱۲ by number in same column in line ۶ and enter overall total of each line in column ۱۳.



- Col. ۱۲: Total spare parts recommended for ۳ years operation and commissioning period.
- Col. ۱۸: Unit price (up to two decimals) for recommended spare parts of column ۱۲.
- Col. ۲۰: Original identification number for all items of third party manufacture (bought-out items) such as : ball/-roller bearings, mechanical seals, couplings, bearing lock nuts, bearing lock washers, V-belts, bolts/nuts, gaskets, O-rings, and the like. These items should be fully identified by manufacturers' numbers, types, sizes, etc.
- V – for: Vital equipment, a breakdown of which would mean an immediate and serious interruption of vital operations in field or plant and with which no risk in the ordering and stocking of spare parts can be justified.
- E – for: Essential equipment, engaged in primary operations, but with which a calculated risk can be taken in ordering and stocking of spare parts.
- A – for: Auxiliary, general purpose and stand-by equipment, for secondary operations, the temporary lack of spare parts would not have a serious effect.
- Under this heading also comes the equipment of which there is a large number of units in used, thus ensuring a sufficient degree of protection in case of failure of one or more units.

The Owner MESC project team should complete the following part of the SPIR form

- Col. ۱۶: For allocation of the final MESC number.
- Col. ۱۷: For the classification of spare parts, i.e.:
- C – for: Parts wearing out or deteriorating during normal operations, thus shown a fairly regular consumption.
- Q - for: Parts not normal stocked, but ordered on request only.
- I - for: Insurance items.
- O - for: Temporary code number.

THE VENDOR SHALL COMPLETE THE FOLLOWING PART OF THE SPIR FORM:

- Col. ۱۳: VENDOR'S recommended spare parts for ۳ years operation.



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- Col. ۱۴: VENDOR'S recommended spare parts for the precommissioning, commissioning and start-up period.
- Col. ۲۲: This column has to be filled out for the respective parts purchase order-item reference. This number should be tagged to the respective material for easy identification upon receipt at site.
- Col. ۱۹: Total price (up to ۲ decimals) of the spare parts for ۲ years operation and the commissioning period based upon the quantities approved by the OWNER'S Project Engineer (see column ۱۰)

NOTE: Columns ۱۰, ۱۲ and ۲۱ should be left blank, these are for OWNER'S use.

THE OWNER'S PROJECT ENGINEER SHOULD COMPLETE THE FOLLOWING PART OF SPIR FORM:

- Col. ۱۰: Final quantity to be ordered and Approved by the OWNER'S Project Engineer.
- Col. ۲۱: This column has to be used to indicate the equipment class, i.e.

### IMPORTANT NOTE:

The necessary provisions shall be made to fix the prices of spare parts for all equipment and materials for future purchasing of the spare parts by OWNER more than which shall be purchased by VENDOR for two years operations of the PLANT all EQUIPMENT AND MATERIALS for future purchasing of the spare

## ATTACHMENT ۴

SPIR Form:



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
EQUIPMENT REQ. OR TAG NO.	MANUFACTURER'S MODEL OR TYPE	MANUFACTURER'S SERIAL NO.	NO. OF UNITS	NO. OF PARTS PER UNIT	TOTAL NO. OF IDENTICAL PARTS INSTALLED		DESCRIPTION OF PARTS	MATERIAL SPECIFICATION	DRAWING NO. INCLUDING POSITION OR ITEM NUMBER	MAKE OF THE SUPPLIER OR BRAND/TRADE MARK	PART NUMBER REFER TO DRAWING SHEET 3	SUPPLIER OF EQUIPMENT BOUGHT OUT ITEMS	MISC NUMBER	UNIT PRICE	QUANTITY UNIT	WARRANTY DATE	DELIVERY TIME BY WEEKS	COMMISSIONING	ACTUAL (1 YEAR)	NORMAL (2 YEAR)	CRITICAL	COMMISSIONING	ACTUAL (1 YEAR)	NORMAL (2 YEAR)	CRITICAL	PHYSICAL STOCK	QUANTITY TO BE ORDERED
P-YYYYAB	XXX	XXXXXXXX	2	1	2	2	Ball Bearing	A295 D300	3845 NMS-5400-01	NSK	#2380CF	PC	PC														
P-XXXXAB/C	XXX	XXXXXXXX		2	2	2	O-Ring	NBR	3845 NMS-5400-01	M-14																	

**SPARE PARTS LIST AND INTERCHANGEABILITY RECORD**

Profile or Equipment name to be shown.

PROJECT A/Project

EQUIPMENT: Centrifugal Pumps for 700K

MANUFACTURER: XXXXXXXXXXXXXXXX

VEHICLE: XXXXXXXXXXXXXXXXXXXX

NOTE: In case of sub-vendor from name of sub-vendor to be shown in the column of Manufacturer.

PLEASE REFER EXPLANATION OF THE COLUMNS ON SHEET 2 BEFORE EQUIPMENT THE FORM.

Seller's name to be shown.

Unit of Qty of parts to be shown.

Unit Price

QUANTITY UNIT

WARRANTY DATE

DELIVERY TIME BY WEEKS

COMMISSIONING

ACTUAL (1 YEAR)

NORMAL (2 YEAR)

CRITICAL

COMMISSIONING

ACTUAL (1 YEAR)

NORMAL (2 YEAR)

CRITICAL

PHYSICAL STOCK

QUANTITY TO BE ORDERED

Qty of parts for 1 unit of P-YYYYAB, Qty of parts for 1 unit of P-XXXXAB/C to be shown.

Drawing No. and Parts No. in the drawing to be shown for identification of each part.

In case there is interchangeability for each part among several items, the Qty of parts per unit to be shown in the same line of part. The sample shows there is interchangeability among 5 pumps and Qty of parts used in 5 pumps is shown in the column 7.

Supplier or brand for each part to be shown, if not applicable, put "X".

Parts No. controlled by Vendor or sub-vendor to be shown, if not applicable, put "X".

Parts No. controlled by supplier or brand specified in the column 12 to be shown, if not applicable, put "X".

Parts No. controlled by supplier or brand specified in the column 12 to be shown, if not applicable, put "X".

Delivery time (back-logged) to be shown.

Unit price including sea-worthy report packing to be shown.

Reference drawing is not required to be attached.

To be filled by Vendor.