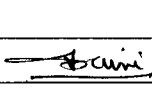
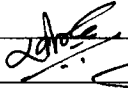
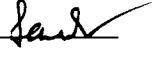


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SPECIFICATION FOR DOCUMENTATION REQUIREMENTS FROM CONTRACTORS

1	12.03.15	General Revision				
			QMS Standards Committee	QMS Standards Committee	MPJ	SC
0	04.06.09	Issued as Standard Specification	QMS Standards Committee	QMS Standards Committee	SCT	ND
Rev. No	Date	Purpose	Prepared by	Checked by	Standards Committee Convener	Standards Bureau Chairman
Approved by						

Abbreviations:

DCI	-	Document Control Index
eDMS	-	Electronic Document Management System
FOA	-	Fax of Acceptance
HOD	-	Head of Division / Department
IC	-	Inspection Certificate
IRN	-	Inspection Release Note
ITP	-	Inspection and Test Plan
LOA	-	Letter of Acceptance
MOU	-	Memorandum of Understanding
QMS	-	Quality Management System
URL	-	Universal Resource Locator

QMS Standards Committee

Convener: Mr. M.P. Jain

Members: Mr. A.K. Chaudhary (Insp.)
Mr. S.K. Kaul (C&P)
Mr. R.K. Trivedi (Engg.)
Mr. Ravindra Kumar (Const.)
Mr. Tilak Raj (Projects)
Mr. Vinod Kumar (CQA)

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Attachments

Format for completeness of Final Documentation : Format No. 3-78-0004

1.0 SCOPE

This specification establishes the Documentation Requirements from Contractors

All documents/data against the Tender / Contract shall be developed and submitted to EIL/Owner by the contractor for review / records, in line with this specification.

2.0 DEFINITIONS

2.1 Contractor

For the purpose of this specification, the word "CONTRACTOR" means the person(s), firm, company or organization who is under the process of being contracted by EIL / Owner for delivery of some products and services. The word is considered synonymous to bidder, supplier or vendor.

2.2 Owner

Owner means the owner of the project for which services / products are being purchased and includes their representatives, successors and assignees.

3.0 REFERENCE DOCUMENTS

6-78-0001 Specification for Quality Management System Requirements from Bidders

4.0 DOCUMENTATION REQUIREMENTS

4.1 Documents/Data to be submitted by the Contractor

4.1.1 The contractor shall submit the documents and data against the Tender/Contract as per the list specified in respective Tender/Contract.

4.1.2 Review of the contractor drawings by EIL would be only to review the compatibility with basic designs and concepts and in no way absolve the contractor of his responsibility/contractual obligation to comply with Tender/Contract requirements, applicable codes, specifications and statutory rules/regulations. Any error/deficiency noticed during any stage of manufacturing/execution/installation shall be promptly corrected by the contractor without any extra cost or time, whether or not comments on the same were received from EIL during the drawing review stage.

4.1.3 Unless otherwise specified, submission of documents for Review/Records shall commence as follows from the date of Fax of Intent / Letter of Intent/ Fax of Acceptance (FOA)/ Letter of Acceptance (LOA):

QMS	- 1week
Drawing/Document Control Index	- 2weeks
Other Documents/Drawings	- As per approved Drawing/Document Control Index/Schedule

4.1.4 Documents as specified in Tender/Contract are minimum requirements. Contractor shall submit any other document/data required for completion of the job as per EIL/Owner instructions.

4.2 Style and Formatting

4.2.1 All Documents shall be in ENGLISH language and in M.K.S System of units.

4.2.2 Before submitting the drawings and documents, contractor shall ensure that the following information are properly entered in each drawing:

Tender Number
Name of Equipment / Package
Equipment / Package Tag No.
Name of Project
Owner
Main Contractor (if work is sub-contracted)
Drawing / Document Title
Drawing / Document No.
Drawing / Document Revision No. and Date

4.3 Review and Approval of Documents by Contractor

4.3.1 The Drawing/Documents shall be reviewed, checked, approved and duly signed/stamped by contractor before submission. Revision number shall be changed during submission of the revised contractor documents and all revisions shall be highlighted by clouds. Whenever the contractor require any sub- contractor drawings to be reviewed by EIL, the same shall be submitted by the contractor after duly reviewed, approved and stamped by the contractor. Direct submission of sub-contractor's drawings without contractor's approval shall not be entertained.

4.4 Document Category

4.4.1 Review Category

Following review codes shall be used for review of contractor Drawings/Documents:

Review Code 1	-	No comments. Proceed with manufacture/ fabrication/ Construction as per the document.
Review Code 2	-	Proceed with manufacture/ fabrication/ Construction as per commented document. Revised document required
Review Code 3	-	Document does not conform to basic requirements as marked. Resubmit for review
R	-	Document is retained for Records. Proceed with manufacture/ fabrication
V	-	Void

4.5 Methodology for Submission of Documents to EIL/Owner

4.5.1 Document Control Index (DCI)

Contractor shall create and submit Document Control Index (DCI) for review based on PO/PR/MR along with schedule date of submission of each drawing/document on EIL eDMS. The DCI shall be specific with regard to drawing/document no. and the exact title. Proper sequencing of the drawings/documents should be ensured in schedule date of submission.

4.5.2 Submission of Drawings/Documents

Drawings/documents and data shall be uploaded on the EIL eDMS Portal. The detail guidelines for uploading documents on EIL eDMS Portal are available on following URL

<http://edocx.eil.co.in/vportal>

4.5.3 Statutory Approvals

Wherever approval by any statutory body is required to be taken by Contractor, the Contractor shall submit copy of approval by the authority to EIL.

4.5.4 Details of Contact Persons of Contractor

After placement of order contractor shall assign a Project Manager for that order. The details are to be filled online through the portal. The details include e-mail address, mailing address, telephone nos., fax nos. and name of Project Manager. All the system generated emails pertaining to that order shall be sent to the assigned Project Manager.

4.5.5 Schedule and Progress Reporting

Contractor shall submit monthly progress report and updated procurement, engineering and manufacturing status (schedule vs. actual) every month. First report shall be submitted within 2 weeks from FOA/LOA. In case of exigencies, EIL/Owner can ask for report submission as required on weekly/fortnightly/adhoc basis depending upon supply status and contractor shall furnish such reports promptly without any price implication. Format for progress report shall be submitted by the contractor during kick off meeting or within one week of receiving FOA/LOA, whichever is earlier.

4.5.6 Quality Assurance Plan/Inspection and Test Plan

Inspection and test plans attached if any, to the tender are generic and indicative only. Immediately after receipt of the order, contractor shall submit within one week of receiving FOA/LOA, job specific ITPs based on the indicative ITPs. Further, contractor shall also submit Quality Assurance Plan for project activities in the scope of contract, starting from manufacturing to handing over/ commissioning, these plans shall cover/identify the activities, relevant procedure, if any, code of conformance, resources for performance and checking/monitoring, approval requirements and authority, records to be generated and audit scope by EIL/Owner.

For EPCC/LSTK/Package contracts, the contractor shall prepare a list of items/ equipments and their inspection categorization plans for all items included in the scope of supply immediately after receipt of order and obtain approval for the same from EIL. The items shall be categorized into different categories depending upon their criticality for the scope of inspection of TPIA and/or EIL.

4.5.7 Inspection Release Note (IRN)/ Inspection Certificate (IC)

Contractor shall ensure that all documents viz. documents reviewed, manufacture's test certificate etc., mentioned in Inspection Release Note(IRN), issued by EIL/third party against the materials supplied by contractor., are sent to EIL along with the IRN.

IRN/ IC shall be issued by EIL Inspector/ third party inspection agency only after all the drawings/documents as per DCI are submitted and are accepted under review code-1 & code R. Material/Equipments dispatch from contractor's/sub vender's works shall not commence till above condition is met.

Note: Non fulfilling above requirement shall result into appropriate penalty or withholding of payment as per conditions of Tender/Contract.

4.6 Final Documentation

4.6.1 As built Drawings

Shop/Site changes made by contractor after approval of drawings under 'Code 1' by EIL and deviations granted through online system, if any, shall be marked in hard copies of drawings which shall then be stamped 'As-built' by the contractor. These 'As-built' drawings shall be reviewed and stamped by EIL Inspector/Site engineer/TPIA also. Format for completeness of final documents (Format No. 3-78-0004) is attached with this specification. Contractor shall prepare scanned images files of all marked – up 'As – built' drawings. Simultaneously contractor shall incorporate the shop/site changes in the native soft files of the drawings also.

4.6.2 As built Final Documents

As built final documents shall be submitted as listed in Tender/Contract.

4.6.3 Packing/Presentation of Final Documents

Final Documents shall be legible photocopies in A4, A3 size only. Drawings will be inserted in plastic pockets (both sides transparent, sheet thickness minimum 0.1 mm) with an extra strip of 12 mm wide for punching so that drawings are well placed.

Final Documentation shall be bound in hard board plastic folder(s) of size 265 mm x 315 mm (10¹/₂ inch x 12¹/₂ inch) and shall not be more than 75 mm thick. It may be of several volumes and each volume shall have a volume number, index of volumes and index of contents of that particular volume. Where numbers of volumes are more, 90mm thickness can be used. Each volume shall have top PVC sheet of minimum 0.15 mm thick duly fixed and pressed on folder cover and will have 2 lever clips. In case of imported items documents, 4 lever clip shall also be accepted. All four corners of folders shall be properly metal clamped. Indexing of contents with page numbering must be incorporated by contractor. Spiral/Spico bound documents shall not be acceptable. As mentioned above, books should be in hard board plastic folders with sheets punched and having 2/4 lever clips arrangement.

Each volume shall contain on cover a title block indicating Tender No., name of project, name of customer, package equipment tag no. & name (if applicable). Each volume will have hard front cover and a reinforced spine to fit thickness of book. These spines will also have the title printed on them. Title shall include also volume number (say 11 of 15) etc.

4.6.4 Submission of Soft copies

Contractor shall submit to EIL, the scanned images files as well as the native files of drawings/documents, along with proper index.

In addition to hard copies, contractor shall submit electronic file (CD-ROM) covering soft copies of all the final drawings and documents, all text documents prepared on computer, scanned images of all important documents (not available as soft files), all relevant catalogues, manuals available as soft files (editable copies of drawings/text documents, while for catalogues/manuals/proprietary information and data PDF files can be furnished).

All the above documents shall also be uploaded on the EIL eDMS portal.

4.6.5 Completeness of Final Documentation

Contractor shall get the completeness of final documentation verified by EIL/TPIA and attach the Format for Completeness of Final Documentation (Format No. 3-78-0004) duly signed by EIL or TPIA as applicable to the document folder.

COMPLETENESS OF FINAL DOCUMENTATION

Name of Supplier/Contractor :
Customer :
Project :
EIL's Job No. :
Purchase Order No./
Contract No. :
Purchase Requisition No./
Tender No. :
Name of the Work/
Equipment :
Tag. No. :
Supplier's/ Contractor's
Works Order No. :

Rev. No. :

Certified that the Engineering Documents/ Manufacturing & Test Certificates submitted by the supplier are complete in accordance with the Vendor Data Requirements of Purchase Requisition.

Signature :
Date :
Name :
Designation :
Department :

Signature :
Date :
Name :
Designation :
Department :

Supplier/Contractor

EIL/TPIA

