

ठेकेदारों से प्रलेखन अपेक्षाओं हेतु विनिर्देश

SPECIFICATION FOR DOCUMENTATION REQUIREMENTS FROM CONTRACTORS

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 Convenor	Standards Bureau Chairman
Approved by						

Abbreviations:

HOD	-	Head of Division / Department
QMS	-	Quality Management System
MOU	-	Memorandum of Understanding
EDMS	-	Electronic Document Management System
FOA	-	Fax of Acceptance
LOA	-	Letter of Acceptance
ITP	-	Inspection and Test Plan
URL	-	Universal Resource Locator

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Attachments

Format for Drawing/Documentation Transmittal	:	Format No. 3-78-0001
Format for Drawing/Documentation Schedule	:	Format No. 3-78-0002
Format for Comments Resolution sheet	:	Format No. 3-78-0003
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:

QMS - 1 week
Drawing/Document Index - 2 weeks
Other Documents/Drawings - As per approved Drawing/Document 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 A blank space measuring 75 mm (W) x 38 mm (H) shall be provided on the body of all contractor drawings for marking of review codes by EIL.
- 4.2.3 Before forwarding 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
Transmittal Number
EIL Vendor Print No.
(In case of second & subsequent Revisions)

Note: EIL "Vendor Print Number" is to be picked up from the EIL Review Code Stamp affixed on the previous revision.

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.
Review Code 2	-	Proceed with manufacture/fabrication as per commented document. Revised document required
Review Code 3	-	Document does not conform to basic requirements as marked. Resubmit for review
R	-	Retained for Records.
V	-	Void

4.4.2 Records Category

Documents under this category are meant for EIL records. These documents would not be returned to contractor. However, comments, if any, will be communicated to contractor.

4.5 Methodology for Submission of Documents to EIL/Owner

4.5.1 Submission of Soft Copy of Drawings/Documents

Soft copy of 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>

4.5.2 Submission of Hard Copy of Drawings/Documents

Required number of hard copies of drawings/documents shall be submitted as per Tender/Contract along with drawing/document transmittal, Format for Drawing/Document Transmittal (Format No. 3-78-0001) is attached with this specification.

4.5.3 Designated Authority for Submission of Drawings/Documents

Drawings/Documents shall be submitted to the designated authority of EIL/Owner as per Tender/Contract or as communicated to the contractor during kick off meeting or subsequent correspondences.

4.5.4 Drawing/Document Schedule

Contractor shall submit total index of drawings/documents required for review/records based on Tender/Contract along with schedule date of submission of each drawing/document. The drawing schedule shall be submitted in Format No. 3-78-0002 for approval of EIL/Owner. The drawing schedule shall be specific with regard to drawing/document no., the exact title and size of the drawing/document. For submission of drawing schedule, the contractor shall proceed based on Tender/Contract and subsequent correspondence. With each submission of drawings/documents, contractor shall submit updated index with schedule v/s actual submission dates, status of drawings, revision no., date, of approval etc. Any submission without index shall not be entertained for review. It shall be ensured that proper sequencing of the drawings/documents to be submitted is maintained in the drawing schedule.

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.

4.5.7 Inspection Release Note (IRN)

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 shall be issued by EIL Inspector/ third party inspection agency only after all the drawings/documents as per contractor's index of drawings/documents are submitted and are accepted under review code-1. 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 with- holding of payment as per conditions of Tender/Contract.

4.5.8 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.

4.5.9 Comments Resolution Sheets

While re-submitting drawings/documents the contractor shall confirm whether all comments have been incorporated, through a comments resolution sheet (As per attached format No. 3-78-0004). If any comments are not incorporated or excluded, then reason or justification for the same shall be furnished in comments resolution sheet

4.5.10 Multi Sheet Documents

Multi sheet documents other than drawings shall be submitted in their entirety in the event of a re-submission, even if only few sheets are revised.

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 in deviation permits, 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 also. Format for completeness of final documents (Format No. 3-78-0005) 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 number 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 clip. 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).

DRAWING/DOCUMENT TRANSMITTAL SHEET

CONTRACTOR'S VENDOR'S LOGO ETC.

PL. DO NOT CHANGE LOCATION OR EXCEED THIS SPACE

PR/TENDER NO.	:	JOB NO.	:
CONTRACTORS/VENDOR'S NAME	:	PROJECT	:
EIL LOI/PO NO.	:	CLIENT	:
CONTRACTOR'S VENDOR'S LETTER NO.	:	DATE	:

[illegible]

CATEGORY CODES:

R- Drawings which are required to be reviewed by EIL

I – Drawings which are to be submitted for EIL record

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EIL JOB NO.:	PROJECT
CONTRACTOR'S/VENDOR'S NAME	CONTRACTOR'S/VENDOR'S NAME, LOGO
EIL LOI/PO NO.	ETC.
DATE	PL. DO NOT CHANGE LOCATION OR EXCEED
CLIENT	THIS SPACE

[illegible]

R – Drawings which are required to be reviewed by EIL.
I – Drawings which are to be submitted for EIL record.

Comment Resolution Sheet

Job. No. _____

Project Title _____

Drawing/Document No. _____

Revision No. _____

[illegible]

COMPLETENESS OF FINAL DOCUMENTATION

Name of Supplier/Contractor :
Customer :
Project :
EIL's Job No. :
Purchase Order No./
Contract No. :

Purchase Requisition No./
Tender No. :

Rev. No. :

Name of the Work/ Equipment :
Tag. No. :
Supplier's/ Contractor's Works :
Order No. :

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

Signature :
Date :
Name :
Designation :
Department :

Signature :
Date :
Name :
Designation :
Department :

Supplier/Contractor

EIL