







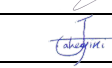
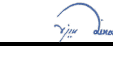




Owner/MC:  	MINUTES OF KICK-OFF MEETING	Contractor: 
Vendor: FARNIKAN	Project Title: Procure, Construct, Pre Commissioning & Commissioning of Styrene Park (Off-site Facilities & Utilities)	MOM No.: Delta-Farnikan-01 Dated: 4-Aug-2024
MR NO :	P.O. Description: Chiller Heat Exchangers	Project No.: PJPC-98-36
		P.O. No.: DELTA-FARNIKAN-2024-PO-200

Attendees: (*: Part Time Attendance)

Company/Discipline	Name	Title	Signature
Client: DELTA GmbH	Mr. M. Osta	Engineering Manager	
	Mr. F. Shoarian	Project Manager	
Vendor: Farnikan	Mr. A. Tayari	Project Director	
	Ms. H. Zahiri	Planning & Project Control Manager	
	Ms. S. Baitar	Planning & Project Control Expert	
	Mr. E. Monzavi	Engineering Manager	
	Mr. K. Farahani	Engineering Expert	
	Ms. N. Abnavi	QC Manager	
	Ms. F. Baviye	QC Expert	
	Ms. E. Jahangiri	HSE Manager	
	Mr. S. Abbaszadeh	Procurement & Logistics Manager	

1. COORDINATION:




1.1. Contact Information

A) DELTA GmbH (Purchaser):

Position	Name	Mob. No.:	Fax No.:	Email:
Managing Director	Mr. A. Malekinia	0912-2493533		sales@hse-group.ir
Engineering Manager	Mr. M. Osta	0912-6442806		sourcing@hse-group.ir
Project Manager	Mr. F. Shoarian	0912-6273626		planning@hse-group.ir

B) Vendor Representatives:

Position	Name	Tel. No.:	Ext No.:	Email:
Project Director	Mr. A. Tayari	0912-8900324		tayari@farnikan.com
Planning & Project Control Manager	Ms. H. Zahiri	0936-4625015		zahiri@farnikan.com
Planning & Project Control Expert	Ms. S. Baitar	0901-6214952		baitar@farnikan.com
Engineering Manager	Mr. E. Monzavi	0917-3186015		monzavi@farnikan.com
Engineering Expert	Mr. K. Farahani	0913-5265457		k.farahani@farnikan.com

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QC Manager	Ms. N. Abnavi	0939-1518973	abnavi@farnikan.com
QC Expert	Ms. F. Baviye	0916-3348101	f.baviye@farnikan.com
HSE Manager	Ms. E. Jahangiri	0910-6543310	hse@farnikan.com
Procurement & Logistics Manager	Mr. S. Abbaszadeh	0917-7113515	abbaszadeh@farnikan.com

1.2) Correspondence:

1.2.1) Correspondence procedure:

All technical & un-priced correspondences shall be done through Exchange Server (Email).

1.2.2) From Vendor to DELTA GmbH (Transmittal / e-mail):

- All technical documents (including V.P.I.S and none-commercial issues) shall be sent to:

Name: Mr. Shoarian

E-mail TO: planning@hse-group.ir

CC: Sales@hse-group.ir, Sourcing@hse-group.ir

Tel No. : 021-88525300

- Commercial matters shall be sent to below email addresses.

Name: Mr. Shoarian

E-mail TO: planning@hse-group.ir

CC : Sales@hse-group.ir, Sourcing@hse-group.ir, info@hse-group.ir

Tel No. : 021- 88525300

- All Inspection and QC matters shall be sent to below email addresses.




Name: Mr. Shoarian

E-mail TO: planning@hse-group.ir

CC : Sales@hse-group.ir, Sourcing@hse-group.ir

Tel No. : 021- 88525300

Postal address: Erfan Commercial Tower, Bakhshayesh St., West Sarv Ave., Tehran, Iran

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- All Financial issues shall be sent to:
Name: Mr.Tayari
E-mail TO: tayari@farnikan.com




- All Planning issues shall be sent to:
Name: Ms.Baitar
E-mail TO: baitar@farnikan.com
CC : zahiri@farnikan.com
tayari@farnikan.com

- All Engineering issues shall be sent to:
Name: Mr.Farahani
E-mail TO: k.farahani@farnikan.com
CC : tayari@farnikan.com
monzavi@farnikan.com
zahiri@farnikan.com
baitar@farnikan.com

- All QC. issues shall be sent to:
Name: Ms.Abnavi
E-mail TO: abnavi@farnikan.com
CC : f.baviye@farnikan.com
tayari@farnikan.com
baitar@farnikan.com
zahiri@farnikan.com

- All Procurement & Logistics issues shall be sent to:
Name: Ms.Baitar
E-mail TO: baitar@farnikan.com
CC : zahiri@farnikan.com
tayari@farnikan.com
abbaszadeh@farnikan.com

- All HSE issues shall be sent to:
Name: Ms.Baitar
E-mail TO: baitar@farnikan.com
CC : zahiri@farnikan.com
tayari@farnikan.com
hse@farnikan.com

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1.2.2) Type of correspondence/ documents (Soft Copy):

- Vendor to issue “Vendor Print Index and Schedule” (V.P.I.S.) according to the list of documents indicated in the relevant Material Requisition one day After K.O.M by email. No Document / Drawing will be reviewed before V.P.I.S. submission.
- All E-files shall be provided in PDF files.
- All Documents / Drawings shall be presented in English.
- The sequence of document issue shall be as per approved VPIS and document will be rejected if vendor doesn’t follow the sequence.

2. PLANNING:

2.1) Updating Time schedule

Detail Time Schedule must be prepared as clause 2.2 and be updated Monthly, by setting **STATUS Date** (in MSP) on Cut-off date, inserting Actual **START/FINISH** Dates, defining **Remaining Duration** for in progress Activities and finally rescheduling Project by applying “**rescheduling uncompleted work to Start after**” option in MSP.

Also Vendor shall submit the Native and PDF files of updated time Schedule as attachment of Monthly Progress Report.

2.2) Monthly Progress Reports (MPR) :

Vendor shall prepare and issue Monthly Progress Report in project format which is available through

3. EXPEDITING:

3.1) Based on Approved ITP

3.2) List of sub- vendors:

Sub-vendor list with related origin country should be issued by Vendor. No Chinese, Eastern Europe, Russian, and Indian can be used in this project.




3.3) Fabrication and delivery location:

3.4.1) As per PO, Fabrication location will be at manufacture shop.

3.4.2) As per PO, Delivery Term: As per contract and maximum within end of Year 2024.

4. ENGINEERING:

4.1) Documents and drawings (Review / Comment / Approval):

<p>Owner/MC:</p>  	<p>MINUTES OF KICK-OFF MEETING</p>	<p>Contractor:</p> 
<p>Vendor:</p> <p>FARNIKAN</p>	<p>Project Title: Procure, Construct, Pre Commissioning & Commissioning of Styrene Park (Off-site Facilities & Utilities)</p>	<p>MOM No.: Delta-Farnikan-01 Dated: 4-Aug-2024</p>
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All documents sent by the vendor should be response within 7 days at most. Also, the reply to the client's comments should be response within 7 days at most and the new revision should be sent if needed.

INSPECTION Procedure:

4.1.9) Inspection & Test Plan (ITP) shall be submitted on 11. August.2024 by Vendor in Project format.

4.2) Vendor scope of work:
As per PO and its attachments

4.3) Technical comments and clarifications:

4.4) Documents & drawings templates / title block (ACAD, Word, Excel...):

4.5) Previous tech. agreements (Validity / Conflicts):
All of the previous agreements between DELTA GMBH and VENDOR are valid.

4.6) Vendor Final Data book:
Vendor Final Data Book shall be submitted as per "INSTRUCTION FOR VENDOR DOCUMENTATION and PROCEDURE" and Also VPIS Index which shall be issued and sent with hard copies of documents.

Attachments: