



LIDCO, Pars SEE Zone, Assaluyeh,
Integrated Methanol and Ammonia Plant
3000 MTPD MeOH / 900 MTPD NH3 PROJECT



Vendor Scheduling And Reporting Procedure

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Vendor Scheduling And Reporting Procedure

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22						47						72						4			x			
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 <p>شرکت توسعه صنایع لوان Lavan Industry Development Company</p>	LIDCO, Pars SEE Zone, Assaluyeh, Integrated Methanol and Ammonia Plant 3000 MTPD MeOH / 900 MTPD NH3 PROJECT						
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1. SCOPE

This procedure covers the vendor's monthly progress report and scheduling for the project as per contract.

2. PURPOSE

Define the contents and the date of issuance of the vendor's monthly report to minimize the work and the time necessary for the preparation of the vendor's monthly report to NEC and is prepared to describe, how vendor can prepare the planning documents for the purpose of Scheduling, Monitoring and Reporting activities of the project to purchaser. Also it describes preparation of Project Vendor Document & Drawing Report.



3. OBJECTIVES



Issue the vendor's monthly progress report, plan time schedule & schedule updating to NEC as per contract.

4. RESPONSIBILITIES

Each vendor is responsible for preparing his Updated Monthly Report / updated schedule (if required) and issuing to Nargan procurement Expeditor according to this Procedure and the attached files.

5. INSTRUCTIONS & CONTENTS

5.1 Work Breakdown Structure

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A detailed Work Breakdown Structure (WBS) with weight factors up to the level 4 shall be prepared and issued according to format of Attachment #1. This WBS must be fully incorporated in the time schedule and progress reporting documents.
Different Levels of WBS are as per below:

Level 1: Project

Level 2: Phase (according to the following table) (Table #1)





This is the right weight factors you have to use.



WBS LEVEL	A*	A**	B**	C^	D^^
Engineering	5 %	5 %	10 %	20 %	5 %
Raw Material/Supply	35 %	10 %	30 %	35 %	35%
Manufacturing	45%	5%	45%	30%	45 %
Inspection Release Note	5 %	5 %	5 %	5 %	5 %
Ex-Work (for local supply) or CFR (for abroad supply)	5 %	5 %	5 %	5 %	5 %
Vendor Document Book (VDB)	5 %	5 %	5 %	5 %	5 %
Construction	-	65%	-	-	-

- A* (Fixed Equipment) such as: Tower, Exchanger, Reactor, Tank, etc.
- A**(Fixed Equipment) such as: Tower, Exchanger, Reactor, Tank, etc with construction
- B** (Rotary/Package) such as: Pump, Compressor, Blower, Packages, Laboratory Equipment, etc.
- C^ (Electrical/Instrument Main Equipment) such as: Transformer, Panel, etc.
- D^^ (Bulk Materials) such as: Piping Materials, Electrical/Instrument Bulk Material, Additive/chemicals/Catalyst, etc.

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Level 3:

- Engineering Level: Relevant Engineering discipline.
- Raw Material / Supply (Sub-Vendor) Level: Raw Material Type like Plate, Valve, Motor, Flange, Pipe & Etc.
- Manufacturing, Inspection Release Note, Ex-Work, Transportation/ Ready for Shipment: Tag Number of equipments for all POs except Bulk Material POs.



Level 4:

- Engineering Level: Relevant Engineering Document Type.
- Raw Material/Supply (Sub-Vendor): Sequence of purchasing activities such as Purchase Order, EX Work, FOB and Delivery at Vendor Shop for all Raw Material Type. Sequence of purchasing activities including Purchase Order (10% weight), EX Work (40% weight), FOB (30% weight) and Delivery at Vendor Shop (20% weight) for all supplies.
- Tag Numbers in Manufacturing, Ex-Work, Transportation/ Ready for Shipment: Sequence of Fabrication activities such as: Cutting, Rolling, Welding, Casting and Assembly of Heads, Shells, Flanges & Etc.





Under Ex-Work and Transportation/Ready for Shipment level, the description of Tag Numbers is sufficient.

5.2 Time Schedule



Vendor shall prepare and issue the Detail Time Schedule (Native & PDF format) 3 days before kick-off Meeting for each Purchase Order.

This time schedule should cover all of the activities which are in vendor's scope of work according to WBS. For those contracts which the duration of the project is 4 months or less, it is not necessary to update the schedule monthly, but in case of more than 4 months duration, it is necessary to prepare Baseline and update the schedule monthly.

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The Project Time Schedule should be prepared as bar chart style; the minimum requirements for the Time Schedule are as follows:

- All WBS Level Description
- Activity Description
- Actual Percent Complete
- Duration
- Plan Start and Plan Finish Date
- Start and Finish Date
- Bar- Chart
- Identify Critical Path/Paths

These Items should be defined for each activity of the schedule. The Start Date of the project is the contract effective date and the duration of the project is as mentioned in the contract.

5.3 Vendor Monthly Report

2 Vendor Monthly Report should be issued to the purchaser by the End of Iranian calendar, Cut-Off Date is 15th of Gregorian calendar and vendor shall be submit report max a week after(22 of every Gregorian calender).

The format of Vendor Monthly Report document is attached to this procedure (Attachment # 2~7)

3 5.3.1. Cover Sheet Attachemnt #2- is filled up in according with MR and contract content and updated for every month.



3 5.3.2. OVERALL REPORT Attachement #3- is created in accordance with 2nd level of the project WBS and updated for each month accoring to the project situation with requested data including project Overall S-Curve.

3 5.3.3. NARRATIVE Attachement #4- is filled up with descriptive narrative reporting project situation in last months and forecasted for comming months

3 5.3.4. Document Report Attachement #5- is base for calculation of Engineering considering every document weight factor and the code. Document Status Report (Attachment #5) shall be filled down according to the Vendor's Document List. Document Status Report shall include all documents requested in the relevant contract scope of work.

the Progress of documents is according to the below:

Code 1 (Approved For Fabrication) : 100 %

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Code 2 (Approved For Fabrication; Except As Noted) : 80 %

Code 3 (Not Approved) : 0 %

Column of Document Weight shall be filled according to Nargan & Vendor's experiment.

5.3.5. Material Status Report Attachment #6- shall be filled out by vendor for main Raw Material/Parts/Equipments according to the scope of work (Contract) and approved Time Schedule. Vendor shall submit un-priced PO for any purchases raw materials and supply along with the Monthly Progress Report.

Column of raw material's Weight shall be filled according to following Table (Table #2)



Purchase Order	EX Work	FOB	Delivery at Vendor Shop
10	40	30	20

5.3.6. Fabrication Status Attachment #7- shall be filled out by vendor for each Tag Number Fabrication Sequence and according to the scope of work (Contract) and approved Time Schedule.

Columns of Fabrication Weight and Fabrication Sequence shall be filled according Nargan & Vendor's experiment and Process of Fabrication.



5.3.7. Updated Time Schedule is the major part of Vendor Progress Report. Vendor should incorporate all of the activities that were executed during last period and the progress percentage of each activity from the lowest level of WBS shall be summarized by its weight factor and calculated the progress percentage in the higher level of the WBS.



Note 1: Due to the condition of the project, vendor will be requested to issue reports, weekly, bi-weekly or monthly.

Note 2: Vendor should send non-routine reports by case of purchaser requirement.

Note 3: When several purchase orders are given to a vendor, a separated Report & Time Schedule shall be prepared for each PO Number.

Note 4: The native Format of XLS for the Progress Report (Attachment 2~7)and MPP/ XER for Time Schedule shall be submitted to Purchaser simultaneous to issue the PDF Format. Software that is used for



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preparing the Project Time Schedule is Primavera Project Planner Enterprise (P3e Version 5 ~ 8.2) or Microsoft Project(2005 ~2007).


5.4 Photos

Vendor shall prepare photos of Received Raw Material & Last Manufacturing Status for all Main Equipment Tag Numbers and attached in Vendor Monthly Report.

5.5 Attachment List



- Attachment #1: WBS
- Attachment #2: Cover Sheet
- Attachment #3: OVERALL REPORT
- Attachment #4: NARRATIVE
- Attachment #5: Document Report
- Attachment #6: Material Status Report
- Attachment #7: Fabrication Status

Vendor Logo		<p>----- PLANT</p> <p>(BANDAR ASSALUYEH)</p> <p>Attachment #2</p>	
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Vendor :	Vendor name	Page of
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P.O No. :	
MR No. :	
MR Description :	
PO Effective Date :	
Project Duration :	
MR Tag No.(s) :	

VENDOR MONTHLY PROGRESS REPORT

Cut off Date:

0					
Rev	Date	Purpose of Issue	Prepared by Vendor	Checked by Vendor	Approved by Vendor

Vendor Name & Logo



----- PLANT
(BANDAR ASSALUYEH)
Attachment #3

OVERALL REPORT

According to Attachment 5

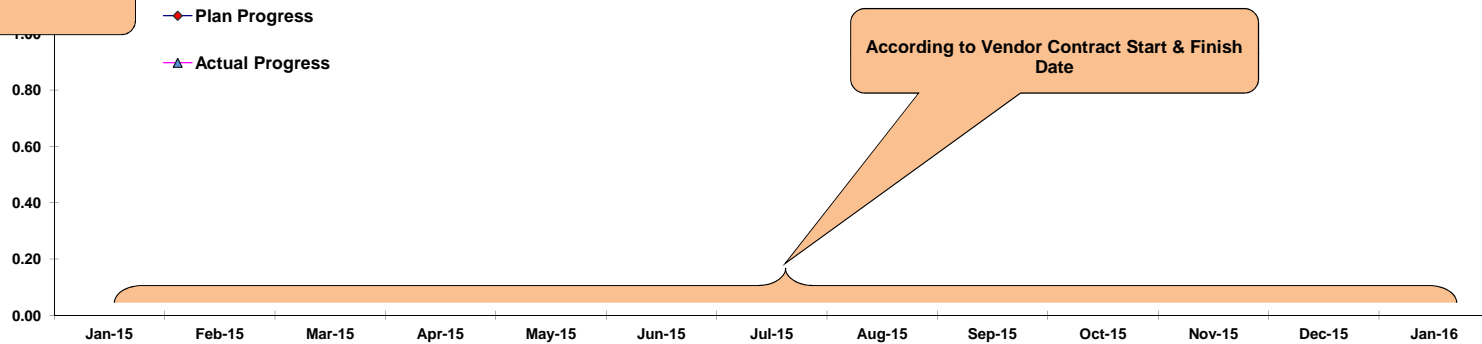
	Weight Factor (%)	Plan			Actual / Forecast		
		Start (Date)	Finish (Date)	Progress(%)	Start (Date)	Finish (Date)	Progress(%)
Engineering							
Raw Material/Supply							
Manufacturing							
Inspection Release Note							
Ex-Work (for local supply) or CFR (for abroad supply)							
Vendor Document Book (VDB)							
Overall	0.00	0.00	0.00	0.00	0.00	0.00	0.00

According to Attachment 6

According to Attachment 7 Plan %

According to Attachment 7 Actual %

According to Procedure Level 2 (Phase) Table.



According to Vendor Contract Start & Finish Date

	5-Jan-15	5-Feb-15	5-Mar-15	5-Apr-15	5-May-15	5-Jun-15	5-Jul-15	5-Aug-15	5-Sep-15	5-Oct-15	5-Nov-15	5-Dec-15	5-Jan-16
Plan Progress													
Actual Progress													

Vendor Name & Logo



----- PLANT
(BANDAR ASSALUYEH)
Attachment #4

NARRATIVE REPORT

1. MAJOR ACTIVITIES IN THIS MONTH :

2. MAJOR ACTIVITIES IN NEXT MONTH :

3 REMAINING OPEN ITEMS TO BE SELECTED WITH PURCHASER :

4. PROBLEMS WHICH MAY AFFECT ON QUALITY OF THE PRODUCT OR DELIVERY SCHEDULE :

4-1 EXPLANATION OF PROBLEM :

4-2 IMPACT ON QUALITY OF PRODUCT AND/OR FABRICATION/DELIVERY SCHEDULE :

5. REQUIRED URGENT INFORMATION OR RETURNING APPROVAL DOCUMENTS BY PURCHASER :

