

Vendor document submission check list- CRA MATERIALS

Company :

Location:

Local agent :

AVME applied for:

No	Documents	Compliance			
		Yes	No	N/A	Remarks

I	Local Agent Documents				
	Organization chart indicating technical staffs for the relevant products				
	ISO certification details				
	List any agency for other products / diversification				
	Manufacturer's Financial strength				

Manufacturer's Credentials (Compliance check sheet as per GU 398/364)

2.2.1.1	Customer reference list				
	Customer reference list. Minimum five years record with following information for each customer: <ul style="list-style-type: none"> • list of items supplied • Quantity • material of construction • design codes and standards • dimensions where appropriate (e.g. 20 inch pipe with 12 mm wall thickness) 				
2.2.1.2	Manufacturing and Technical Capability				
	Product catalogue				
	Materials used				
	Material stores / management				
	Company profile				
	Product approval letters/certificates from third parties				
	Nonconformity analysis reports for past two years				
2.2.1.3	Quality Management System				
	Quality manual				
	HSE manual				
2.2.1.4	ISO QMS Certification				
	ISO certification (9001-2008 as minimum)				
	ISO system procedures				

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2.2.1.5	Quality Assurance & Quality Control Management				
	Company department procedures				
	Work method statements				
	Document control				
	NORSOK M-650 Qualification Test Records				
2.2.1.6	Design Control Management				
	Design capabilities				
	Design soft-ware				
	Drafting soft-ware				
	Design procedures				
	Standards applied				
2.2.1.7	Inspection & Testing Facilities				
	List of relevant test equipment and instruments				
	List with relevant details of any third party inspection/testing activities				
2.2.1.8	Infra structure				
	Size of manufacturing site				
	Office size				
	Workshop size / layout				
	CS fabrication area				
	CRA material fabrication area				
	List of machinery				
	List of fabrication tools & equipment				
	Furnaces, PWHT facilities				
	Painting & coating facilities				
	Hydro-test facilities				
	Material storage facilities for CS and for CRA				
2.2.1.9	Resources				
	Overall organization chart with names for key positions				
	Organization chart for business development				

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	Organization chart for finance department				
	Organization chart for production/manufacturing department				
	Organization chart for procurement & marketing				
	Organization chart for design department				
	Organization chart for QA/QC department with names for key positions				
	Organization chart for warehouse/stores department				
	List showing manpower for all Departments				
2.2.1.10	Training				
	Training Records, Training Plan & matrix				
2.2.1.11	Technical Library				
	International Standards & Codes used in manufacturing				
	Familiarity with PDO/ Shell DEP and SPE standards / GAP analysis				
	Are standards available on-line				
	How are standards managed & updated				
2.2.1.12	Sub vendor Management				
	List of sub vendors & their activity including raw material suppliers				
	Sub vendor approval process				
2.2.1.13	Quality Records & Certification				
	Are records retained as hard copies or soft copies				
	Period records are retained				
2.2.1.14	Omanisation				