

**Vendor document submission check list- OTHER PRODUCTS**

**Company :**

**Location:**

**Local agent :**

**AVME applied for:**

No	Documents	Compliance			
		Yes	No	N/A	Remarks

<b>I</b>	<b>Local agent documents</b>				
	Agency agreement				
	MCI registration				
	PDO product registration form L1 filled in				
	Organization chart indicating technical staffs for the relevant product				
	ISO certification details				
	List any agency for other products / diversification				
	Technical library having international standards related to the relevant products				
	Access to relevant shell DEP standards and SPE specifications				
	Material stores / management				
	List of minimum inspection tools related to the product				
<b>Manufacturer's credentials (Compliance check sheet as per GU 398)</b>					
<b>2.2.1.1</b>	<b>Customer reference list</b>				
	Customer reference list (minimum five years record) for each category applied for				
	List of items supplied for each category applied, in the last 5 years, indicating dimension, material of construction and design codes and standards				
<b>2.2.1.2</b>	<b>Manufacturing and technical capability</b>				
	Specialization in items / Packages				
	List of U stamped vessels built				
	List of vessels registered with national board				
	Specialization in Valves				
	Specialization in fittings				
	Specialization in materials				
	Product catalogue				
	site commissioning & erection capabilities				
<b>2.2.1.3</b>	<b>Quality Management system</b>				
	Company profile				
	Quality manual				

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	HSE manual				
	Financial strength				
<b>2.2.1.4</b>	<b>ISO QMS certification</b>				
	ISO certification (9001-2008 as minimum)				
	ISO system procedures				
<b>2.2.1.5</b>	<b>Quality assurance &amp; Quality control Management</b>				
	Company department procedures				
	Work method statements				
<b>2.2.1.6</b>	<b>Design control Management</b>				
	Design soft-wares ( Mechanical, Process, Structural)				
	Drafting soft-wares				
	Design capabilities				
	<i>a) Mechanical</i>				
	<i>b) Process</i>				
	<i>c) Structural</i>				
	<i>d) Electrical &amp; Instrumentation</i>				
	Technical library				
	Documentation control				
	Design procedures				
	MTO preparation and technical details				
	Training records				
	Exposure to PDO/ Shell standards / GAP analysis				
<b>2.2.1.7</b>	<b>Inspection &amp; Testing Facilities</b>				
	List of relevant equipments and instruments for inspection				
<b>2.2.1.8</b>	<b>Infra structure</b>				
	Workshop size / layout				
	CS fabrication area				
	CRA material fabrication area				
	List of machineries				

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	List of fabrication tools & equipments				
	Furnaces, PWHT facilities				
	Painting & coating facilities				
	Hydro-test facilities				
	Material storage facilities				
	Overall workshop man-hour				
	Production tonnage rate				
<b>2.2.1.9</b>	<b>Resources</b>				
	Overall organization chart				
	Organization chart for business development				
	Organization chart for finance department				
	Organization chart for production department				
	Organization chart for procurement & marketing				
	Organization chart for design department				
	Organization chart for QA/QC department				
	Organization chart for warehouse/stores department				
<b>2.2.1.10</b>	<b>Training</b>				
	Training plan & matrix				
<b>2.2.1.11</b>	<b>Technical Library</b>				
	International standards & Codes				
	Shell standards				
<b>2.2.1.12</b>	<b>Sub vendor Management</b>				
	NDT facilitators				
	Painting				
	Raw material suppliers				
	special machining & surface treatments				
<b>2.2.1.13</b>	<b>Quality Records &amp; Certification</b>				
	U stamp				
	R stamp				
	NB Registration				

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	S stamp				
	PP				
	API 6D				
	API602				
	API 6A				
<b>2.2.1.14</b>	<b>Omanisation</b>				