

Vendor document submission requirements - STATIC EQUIPEMENT

Company (the applicant/proposed manufacturer/ vendor) :

Main or corporate Address:

Manufacturing Location(s)* (Unit / Area /City/Country) and postal address:

Local Agent (if through local agent):

AVME applied for:

*If locations are more than one, Provide location(s) and respective activities in the location such as Design, Manufacturing, Testing, etc.
Note: All documents shall be in English.

No	Documents	Vendor response			Evidence / Documents
		Yes	No	N/A	

I	Local agent documents					
	Agency Agreement (if through local agent)					
	MCI Registration (Location, Country, Manufacturer, Validity)					
	Local agent address and contact details					
	Manufacturer's credentials (Compliance check sheet as per GU-398)					
2.3.1	Customer reference list					
	Submit customer reference list (minimum three years record) for each category applied [full details of customer , products delivered and year of execution of the project					
	List Major items / Products / Equipments supplied for each category applied, in the last 3 years, indicating dimension, material of construction and design codes and standards					
	Have you been qualified for manufacturing the product by Shell or by any other oil & gas major such as Shell, Exxon, BP, Saudi Aramco, KOC, QPC, and ADCO? If so submit evidence					
2.3.2	Manufacturing and technical capability (vary for each discipline)					
	Specify the manufacturing plant location/ address by country and city/town. In case of different location/ address, separate applications shall be submitted for each location					
	Provide company catalogue with technical details of the product you are applying to register with PDO.					
	Provide about Specialization in items / equipment / Packages					
	Specify if manufacturing premises have been awarded					

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	any of the following certification. to ASME U, R, S Stamps. NB Registration, PP, API 6D, API6A, API 602, API 5L, API 5LC, API 610, API 11AX, etc. ISO 17025				
	Evidences of Experience; Supplying products to Sour Facilities for upstream applications (meeting ISO 15156/NACE MR-0175)				
	List out manufacturing process/activities being out sourced				
	Evidences for Participation in API/ASME/ISO Committees etc if any				
	Provide list of manufacturing standard(s) being applied in the manufacture of the product that you are applying to register with PDO.				
	List activities carried out in-house and also activities carried out by sub-vendors/ subcontractors for the product that you are applying to register with PDO.				
	Provide details of Special Manufacturing processes (if any) Example: Welding, heat treatment, NDT, GRE, rotolining etc and special technology.				
	Provide about manufacturing Specialization/ past experience in different materials (if any) Example Duplex SS etc				
	Provide details of Site commissioning & Erection capabilities(if applicable)				
	Provide details of Maintenance related experience in production machineries and equipments if any. Provide about the automation centers if any.				
	Does the vendor have a planning and development section to issue work plans and forecasts and monitor the job progress and delays? How many staff in the planning and progress monitoring dept?				
	Provide about After sales support (Organization Chart, Number of Service Personnel, Support Offices and				

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	Facilities, etc) and locations of after sales.					
2.3.3	Quality Management system					
	Provide Company profile (at Proposed Manufacturing facility)					
	Provide a copy of Quality manual latest which is certified.					
	Provide a copy of Environment and HSE manual latest					
	Is corrective action system is part of QMS?					
	Provide overview of/ Demonstrate that the Operational Quality Management Section (QMS) covering all the proposed locations is in existence					
2.3.4	ISO QMS certification(location validity & scope of certificate to be verified)					
	Do you have an ISO 9001 certificate for the manufacturing plant and product that you are applying to register with PDO? If so please provide a copy. In case of more than one manufacturing location, does the above QMS cover the all the locations? If so please provide a copy. Do your facility is approved by ASME/. API or any other statutory bodies? Provide the details.					
2.3.5	Quality assurance & Quality control Management					
	Provide List of manufacturing procedures (technical, quality, painting, packing/ shipping etc) used in the manufacture of the product that you are applying to register with PDO.					
	Provide sample in-house inspection & test plan(s) for the manufacture of the each product that you are applying to register with PDO.					

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	Provide the details of QMS controls for monitoring and controlling the sub vendors/ sub contractors.				
2.3.6	Design control Management				
	List soft-wares including the versions used in design and drafting				
	<i>a) Mechanical</i>				
	<i>b) Process</i>				
	<i>c) Structural</i>				
	<i>d) Electrical & Instrumentation</i>				
	Provide the details of any R&D works undertaken in the past. If any.				
2.3.7	Inspection & Testing Facilities (Vary for each discipline)				
	Do the required inspection and testing instruments/ measuring equipments are available in-house or outsourced?. Provide the List of relevant Monitoring and Measuring Equipments (MME) for inspection and testing with minimum- maximum ranges.				
	Is the calibration is performed in-house or by external agencies?				
	List all the inspection and tests that are carried out in-house that are applicable to the products (proposed for registration) including the list of inspection and testing facilities				
	Is mechanical / corrosion testing lab/test facility is accredited by third party agency? If so, please provide certificate. How many staff working in the lab?. Do you				

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	have metallurgist in the lab?					
	Provide lab / product conformity tests that are outsourced and the name of the third party (company carrying out the tests) and the location where testing is carried out.					
	Provide the relevant procedure reference for identification and traceability from the start to finish. How the Non conforming products are identified and stored and segregated positively.					
	Provide accreditation certificate for own lab or third party's testing facility (as above) where tests are carried out. Note: Lab facilities need to be capable of doing all conformity testing and UKAS/ILAC or equivalent certified.					
2.3.8	Infra structure					
	Provide list of own equipment/machinery and equipment ranges used in the manufacture of the product/systems that you are applying to register with PDO.					
	Specify the size of the manufacturing facility including size of plant where the product is manufactured, number of fabrication shops from storage to packing& shipping, size of the product storage area, and size of the raw materials storage area, number of inspection and testing bays, machine shops, hydro test, painting, pickling and passivation, Specify how much is covered area & which					

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	production area is covered.				
	Provide factory layout for the following as applicable a) CS manufacturing area, b) CRA material manufacturing area c) Furnaces, PWHT facilities, Machineries related to manufacture of products being registered d) Painting & coating facilities, e) Hydro-test facilities f) Material storage facilities (Covered and open type)				
	Provide details of Overall workshop staffing levels by section wise				
	Provide the details of Production volume capacity/tonnage rate and number of items / equipments or quantity manufactured annually.				
2.3.9	Resources				
	Provide organization chart including name(s) of key staff members, particularly technical staff covering production department, procurement & marketing, design department, QA/QC department, warehouse/stores department, 'After Sales & Services'				
	Provide resume of key personnel with qualification, experience, past experience, etc. for technical and quality assurance/quality control staff.				
	Provide list of direct company staff and identify their role (e.g. such as production, engineering, Quality Assurance, Quality Control/testing, finance, commercial etc).				
	Provide list of positions and quantity on which staff, workers are working on contract basis or hire basis?				

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	Provide normal delivery time for the products applied for registration.					
	Provide list of personnel both direct & indirect who works on NDT, PWHT, Painting, etc (with number of personnel, NDT methods, level certified, etc)					
2.3.10	Training					
	<ul style="list-style-type: none"> Provide details of training and competence development scheme (affecting the quality of the products/equipments) and staff selection process. Provide annual training plan. Do the training plan includes the special processes awareness and refresher training (ex welding, NDT, PWHT, coating/ painting, performance testing etc) Are there any welding inspections, NDT training and certification schemes developed / implemented in-house? Do the staff performing the special processes are identified by unique ID cards with ranges of qualification / certification (welding, NDT etc) 					
2.3.11	Technical Library					
	<ul style="list-style-type: none"> Does the vendor have subscription to international bodies to purchase standards/ codes on line? Provide the details of the subscription. Do the latest list of standards and codes is prepared periodically and state the frequency of updating. Does the vendor have Shell MESC or DEP access? List of International standards & Codes with Version List of shell standards available if any Submit GAP analysis for shell/PDO standards(after audit fee payment) 					
	Do the vendor has archive for the manufacturing records as required by codes and standards/ international oil &					

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	gas companies?. How many years the records are maintained and what form?. Provide the document / records retention plan and type of disposal.					
	Are you an organization member or individual member with professional societies like ASME, NACE, TWI, ISO, etc.? If so, please provide the evidences.					
2.3.12	Sub vendor Management.					
	Name and Contact details of sub contractor for the following activities if any as applicable					
	Design activities					
	NDT service providers if any (specify each NDT method wise)					
	Fugitive emission test					
	Fire safe test					
	Cryogenic test					
	Any other conformity testing / services					
	Surface Preparation & Painting					
	Thermal Aluminum Spray (TSA), Galvanizing, etc					
	Major Raw material suppliers					
	Special machining & surface treatments and heat treatment					
	Heat treatment					
	External agency for internal audits					
2.3.13	Quality Records & Certification.					
	Submit product certification and type test approvals/ product validation scheme if any by authorized bodies such as FM approvals, Fire Test Certificates etc					
	Certificate of authorization certifying bodies if any.					
	Sample reports of the product conformity testing/ routine tests done for all categories of products for which					

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	registration is applied.					
2.3.14	In-Country Value (ICV)					
	Specify any part of or full product is manufactured/ tested in Oman facility .provide the details of the facility in Oman. Is this Oman facility is approved by PDO?. Provide the details of the QMS certification and approvals if any.					