



**Resalat Oil Field Development Project
Phase 1 (EPC-EPD)**



	Contract No.	Coordination Procedure Between Contractor & Sub Contractor					Class	1
	5365	Pr. Code	Area	Disc.	Type	Seq.	Rev.	Page 1 of 43
	LRS�	000	PM	PR	700	02		

**Coordination Procedure
Between
Contractor & Sub Contractor**

					<i>M.A.B.</i>	<i>JH</i>	<i>M.A.</i>	
02	30-Jun-21	Approved For Construction	IOEC	-	MBarjhi	JHamin	MAghai	-
01	13-Jan-21	Issue For Approval	IOEC	-	MBarjhi	JHamin	MAghai	-
00	1-Dec-20	Issue For Comment	IOEC	-	MBarjhi	JHamin	MAghai	-
REV.	Date	Purpose of Issue	ORIG.	BY	PREP'D	CHECKD	APP'D	COMPANY APP'D



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REVISION RECORD SHEET

REV. NO.	PURPOSE	LIST OF UPDATED MODIFIED SECTIONS IF ANY
1	Issue For Approval	Section 4(Page 8)- Section6.1(Page 9)- Section6.2(Page10)-Section 6.3(Page 11)-Section 6.4(Page 12)-Section 7.8 (Page 26)-Section 12 (Page(31))



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1. INTRODUCTION

1.1. Development Overview

The Resalat Field previously known as Rakhsh Field, is located in the Persian Gulf, some 80 km to the South of Lavan Island, in water depth of 65-75 meters. The facilities which were originally developed in 1968 have sustained some damage due to the Iran/Iraq war and adverse climate conditions thereafter.

To increase oil production capacity from this field (adding 12,000 stock barrels per day to current production), Iranian Offshore Oil Company (IOOC) has defined new project which includes Engineering, Drilling, Procurement, Construction for following items:

- New satellite Wellhead Platform (WHP1) with totally nine (9) conductor slots.
- Development and renovation of Existing offshore complex consist of new power generation, control system, HVAC, Electrical /control room, electrical panels(LV &MV),process & utility piping, and all necessary activities which shall be done for connection to existing facilities(Tie in requirements)
- Drilling of **two** new production wells in R1 and **three** wells in WHP1 platform and Re-entry and work-over of **one** existing well in R1 platform.
- One 10” productions submarine pipeline from WHP1 to PP and a single submarine cable (power and data) from SP to WHP1
- Inspection, Strengthening, Modification and Repair of existing R1 complex Jackets and topsides and replacement of boatlanding and Barge Bumpers.

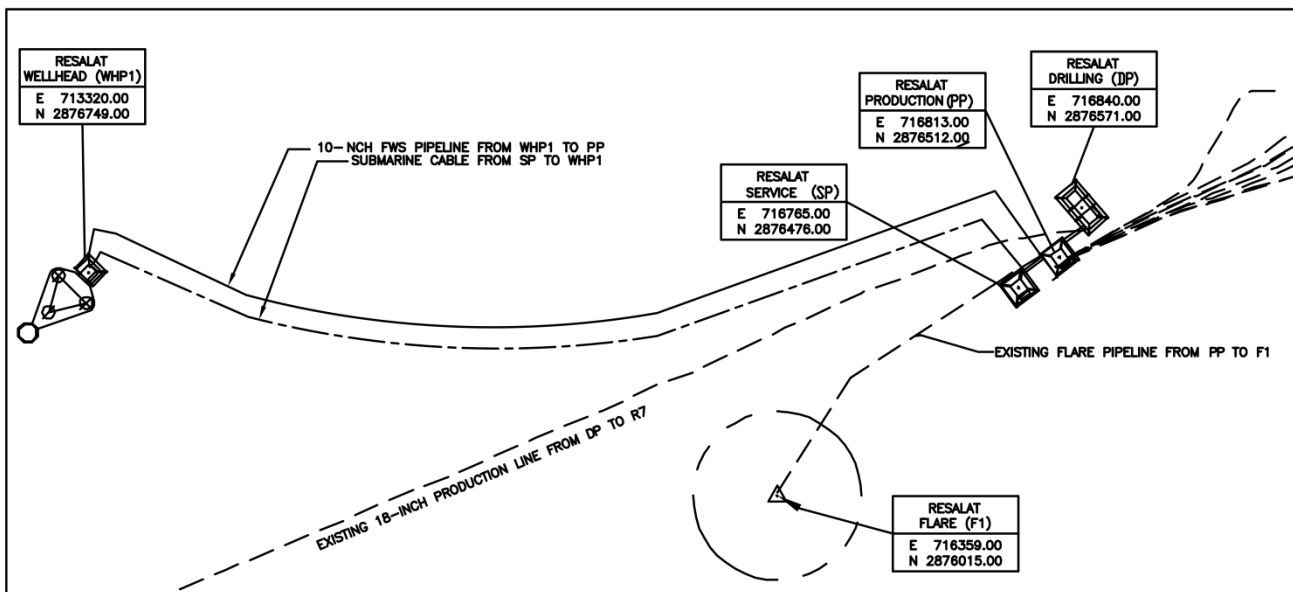


Figure 1: Resalat Development Field Layout (Datum ED 77, Zone 39, Cent. Meridian 51° East)



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1.2. Purpose of Scope

This procedure is intended to clarify lines of communication and organization interface, and to summarize the main coordination aspects of the PROJECT between CONTRACTOR and SUB-CONTRACTOR. Nothing in this procedure should contradict or overrule the Contract and financial agreement and in case of any contradiction between this procedure and the Contract/ financial agreement, the requirements of the Contract/ financial agreement shall prevail.

This coordination procedure is a dynamic document which may be revised at any time in accordance with the requirements and mutual agreement


1.3. Definitions

PROJECT	Resalat Oil Field Development – Phase 1
COMPANY	Iranian Offshore Oil Company (IOOC)
CONTRACTOR	Consortium of Iranian Offshore Engineering and Construction Company (IOEC) and Intelligent Solutions Inc. (ISI)
SUB-CONTRACTOR	Tehran Raymand Consulting Engineers (TRCE)
PURCHASER	Any firm who buy services, material and/or equipment for execution of the project within a dedicated contract.
SUPPLIER	Any vendor, manufacturer who supply any Service, Material or Equipment for the project
SHALL	Refer to a mandatory requirement
SHOULD	Refer to a recommendation
MAY	Refer to one acceptable course of action



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2. CODES AND STANDARDS

All Work shall be completed in accordance with the latest engineering codes and standards at the effective of the contract

3. REFERENCE DOCUMENTS

Not Applicable

4. ABBREVIATIONS

The following abbreviations shall apply in this Document:

IFI	Issued for Information
IFC	Issued for Comment
IFA	Issued for Approval
AFC	Approved For Construction
AFD	Approved for Design
AB	AS BUILT
C	Commented
NC	No Comment
AP	Approved
AN	Approved as Noted
DA	Deemed as Approved
R	Rejected
DCC	Document Control Centre
FTP	File Transfer Protocol
MDR	Master Document Register
PSL	Project Specialist Leader
PEM	Project Engineering Manager
DWG	Engineering Drawing



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5. LANGUAGE

PROJECT default language for all documents is English; some documents will be issued in Farsi following CONTRACTOR request. Also, direct letters between CONTRACTOR and SUB-CONTRACTOR could be in Persian in accordance to mutual agreement between them.

6. ENGINEERING DOCUMENTS

6.1. Engineering Documents Classification

Each document issued shall have one of the following Documentation Class codes as defined in Contract:

- Class 1: For Comment: SUB-CONTRACTOR SHALL NOT proceed until written Comments/Approve have been given by COMPANY/ CONTRACTOR.
- Class 2: For Comment: SUB-CONTRACTOR SHOULD proceed, if COMPANY/ CONTRACTOR has made no comment after ten working days from receipt by COMPANY/ CONTRACTOR (The documents is deemed as approved)
- Class 3: For Information Only: COMPANY/CONTRACTOR reserves the right to comment, but SUB-CONTRACTOR MAY continue with his work

Depending on COMPANY's approved coordination procedure with CONTRACTOR, the progress of all Engineering documents shall be as follows

Class	ISSUANCE STEPS AND REVISION NUMBER			Total
	First Issue (revision 0)	Revised Issue (revision 1-n)	AFC/AFD (revision n)	
1	IFC	IFA	AFC/AFD	
	60%	20%	20%	100%
2	IFC	IFA	AFC/AFD	
	60%	20%	20%	100%
3	IFI	IFI	AFC/AFD	
	100%	0	0	100%



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6.2. Document Status

All Engineering documents shall be issued with the status clearly indicated in the description column of title blocks as follows

- IFC: ISSUED FOR COMMENT
- IFA: ISSUED FOR APPROVAL
- AFC: APPROVED FOR CONSTRUCTION
- AFD: APPROVED FOR DESIGN
- IFI: FOR INFORMATION
- AB: As Built

Change of status implies automatically a change of revision index.

NUMBER OF COPIES OF DOCUMENTS

The number of copies of documents to be issued to COMPANY during the performance of the WORK, shall be as follows:

- Documents Issued for Information (IFI):
(1) Electronic file
- Documents Issued for Comment (IFC):
(1) Electronic file
- Documents Issued for Approval (IFA):
(1) Electronic file
- Documents Issued as (AFC/AFD):
(1) Electronic file

For final documentation, based on the IOOC instruction or further IOEC decision, numbers of required hard copies of documents will be instructed later.



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6.3. Document Approval

All documents in each stage will be sent to IOOC in parallel for review/comment/approval and for each document two sets of comment sheets will be issued to TRCE as per below:

IOEC comments

IOOC comments

In case of comment, TRCE shall decide on the course of actions have to be taken and organize technical meetings if necessary with the attendance of specialist involved and IOEC/IOOC representatives to resolve the comments which TRCE does not agree with. Approval shall not in any case relieve TRCE from his obligation to execute the work in accordance with the Project Scope of Work requirement.

Final approval of document is subjected to approval of IOOC.

Any changes to Documents / Drawings / Procedures, already Approved by IOEC/IOEC IOOC shall require a new Approval.

IOEC's approval, review or comment on any matter connected with the work will be issued within ten (10) working days from the time of related document(s) being received which also depends on the duration for taking comment or approval of COMPANY by IOEC. Any comments raised by IOEC on the documents shall be clarified/reissued by TRCE within five (5) working days from the time that comments being received


In the case of issuing IOEC comments or before 10 working days, TRCE may issue response sheet for IOEC comments or request clarification meeting. But TRCR shall wait for IOOC comments before issuing new revision of documents.

Documents shall be submitted in a streamlined manner, in accordance with the project plan and master document register. The documents shall be reasonably completed prior to submit to IOEC.



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6.4. Document Revision

Each issue of any engineering document shall be identified by a revision index and a date of revision according to the following procedure

Other documents (A4): Revision index shall be indicated on the front page of the document. Revised pages shall be indicated on the second page of the document (revised pages tabulation). Status shall be indicated as for the drawing.

Remarks:

Such indications must be self-explanatory. Vague notations (e.g.: up-dating) shall be avoided. The Revision index shall also be indicated in the lower right part of the drawing title block. The modified areas shall be identified as follows:

Drawings: by a triangle holding the revision index plus a “cloud” surrounding the modified zone.

Other documents: by a triangle holding the revision index shall be drawn in the left margin of the document in front of the modified line or paragraph.

Previous revision indications shall be removed.

REVISION RECORD SHEET shall be prepared as per document format.

A modified document shall be reissued in its full content (i.e., not only the modified parts but the complete document).



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7. CORRESPONDENCE

7.1. General Procedure

This section outlines the general procedure for handling of communications and interface relationships as related to the work associated with PROJECT.

All correspondence related to execution of the Contract shall be carried out between the project managers of each party by attributing the number as per numbering system stipulated in Section 7.4.

7.2. Type of Correspondence

7.2.1. Formal Correspondence

Formal Correspondence includes letters, emails, faxes, minutes of meetings, document transmittals, comment sheets and technical queries (if any).

Legal and Financial documents shall be sent with formal correspondence for example Invoice & Legal and Financial claim.

7.2.1.1. Letters

- Letters shall be used for PROJECT general and Contractual correspondence only. Each letter shall be limited to one (1) subject whenever applicable, and a copy of letter shall be forwarded to CONTRACTOR by the fastest method (courier service, fax machine or email).
- All correspondence between CONTRACTOR & SUB-CONTRACTOR shall be signed by authorized representatives/Project Managers of each concerned party.
- Reference number of correspondence will be attributed in accordance with Section 7.4.
- PROJECT letter template shall be used (refer to Attachment-1).
- All correspondences of other parties with SUB-CONTRACTOR shall be done through CONTRACTOR.



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7.2.1.2. Email

Email shall be considered as a formal correspondence to expedite information transfer. Emails shall contain the following data in the subject:

Subject: XXX–Project Code–Party Code–Sequence No. (Starting from 0001): Main Subject

Party Code (Sender):

- CONTRACTOR: XX
- SUB-CONTRACTOR: TR

Project Code: Refer to Attachment-10

Example:

XXX–XX–TR–0001: Coordination Procedure

To keep all history of emails, only originator shall specify a sequence no. all involved party shall reply to the same email no.

The emails shall be properly logged and recorded for future references.

The email subject for issuing document will be performed by relevant transmittal as following:

Subject: Issued Document by TR via Transmittal No....

7.2.1.3. Minutes of Meetings (MOM)

- Minutes of Meetings shall be used to record all PROJECT meetings and shall be limited to one (1) meeting. However, a meeting extending several days on the same subject may be recorded in one set of the Minutes of Meetings with other pertinent information shown.
- All Minutes of Meetings will be prepared and formally issued by CONTRACTOR.
- Minutes of Meetings shall be signed by authorized representatives / Project Managers, Project Engineer Managers or Disciplines Lead Engineers (PSL) and in the event of the absence of Project Managers, by representatives prior to distribution.
- Reference number shall be assigned in accordance with Section 7.4 and with CONTRACTOR DCC coordination.
- PROJECT Minutes of Meeting template shall be used (refer to Attachment-2).



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- In case of any remained unresolved issues between parties, the issues will be considered and resolved between both parties' authorized representatives.
- Minutes of each meeting shall be prepared at the same time and forwarded to the all parties within one working day following the day of the meeting. The minutes shall be reviewed and agreed by both parties, only after the CONTRACTOR representative has signed the minutes shall they be deemed a true record of that meeting.

7.2.1.4. Acceptance of Minutes as a True Record

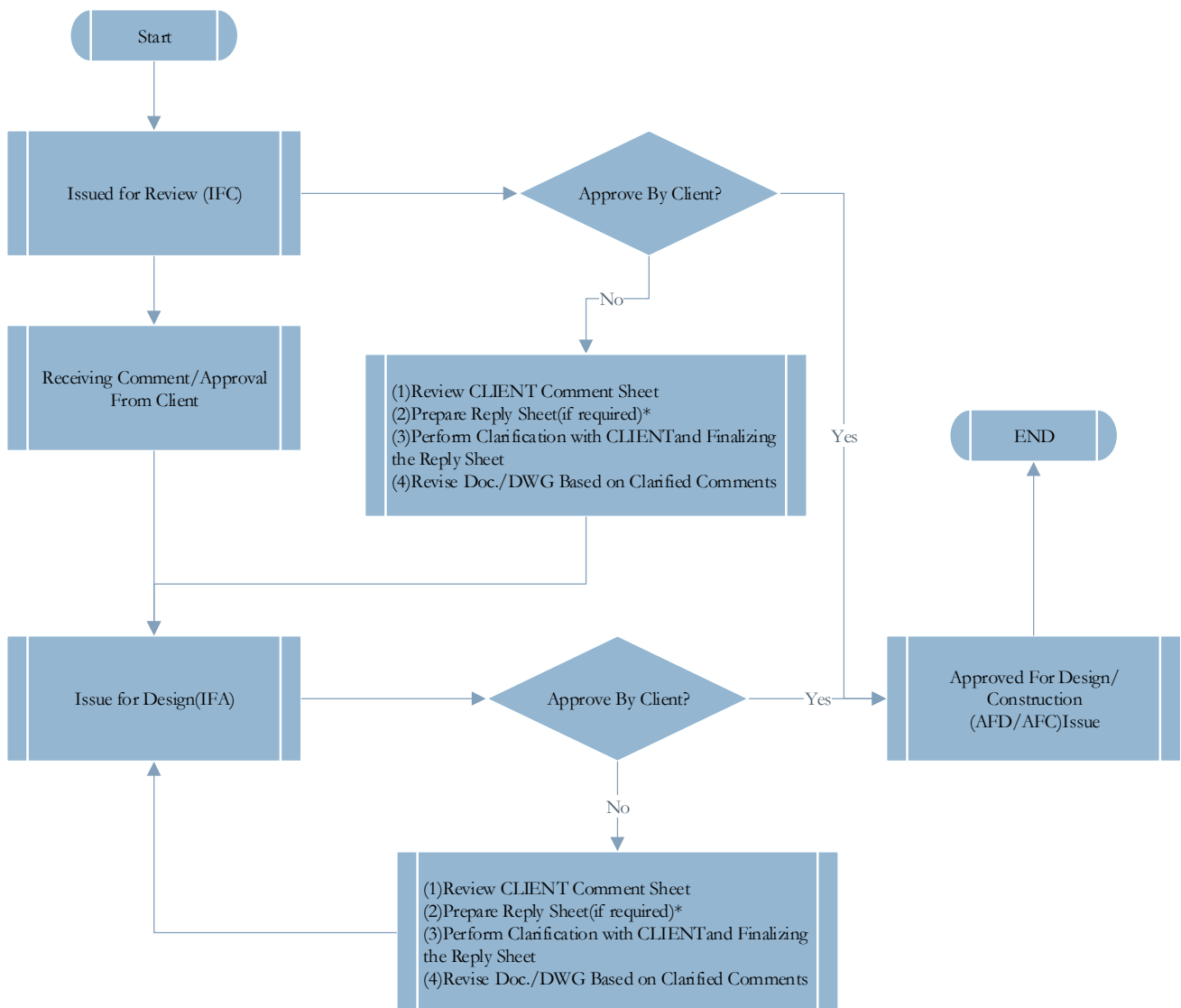
- One original set of handwritten and legible minute will be prepared immediately after meeting and signed by parties. The copy of minutes will be subsequently sent to the parties.

7.2.1.5. Document Transmittals

- All PROJECT technical documents such as procedures, specifications, drawings, and requisitions shall be sent alongside a transmittal form, except for correspondence.
- Each transmittal number shall be assigned in accordance with Section 7.4.
- Receivers of routine transmittals shall confirm their receipt.
- PROJECT transmittal template shall be used (refer to Attachment 3)
- Handling document transmittal will be done as follows:
 - Document transmittals will be issued to the CONTRACTOR by SUB-CONTRACTOR
 - All transmittals shall be addressed to the CONTRACTOR Project Manager by the SUB-CONTRACTOR's Project Manager or his duly Authorized Representative
 - The addressee will return a signed copy of transmittal cover with date of receipt
 - The transmittal shall mention identification number, number of copies, title and revision number of the documents which are being transmitted together, document class, document number and purpose of document issuance
 - For replacement of transmittals in special cases, necessary coordination will be done between parties.
 - Method for submission of documents submitted in different classes have been illustrated in the flowchart presented as below:

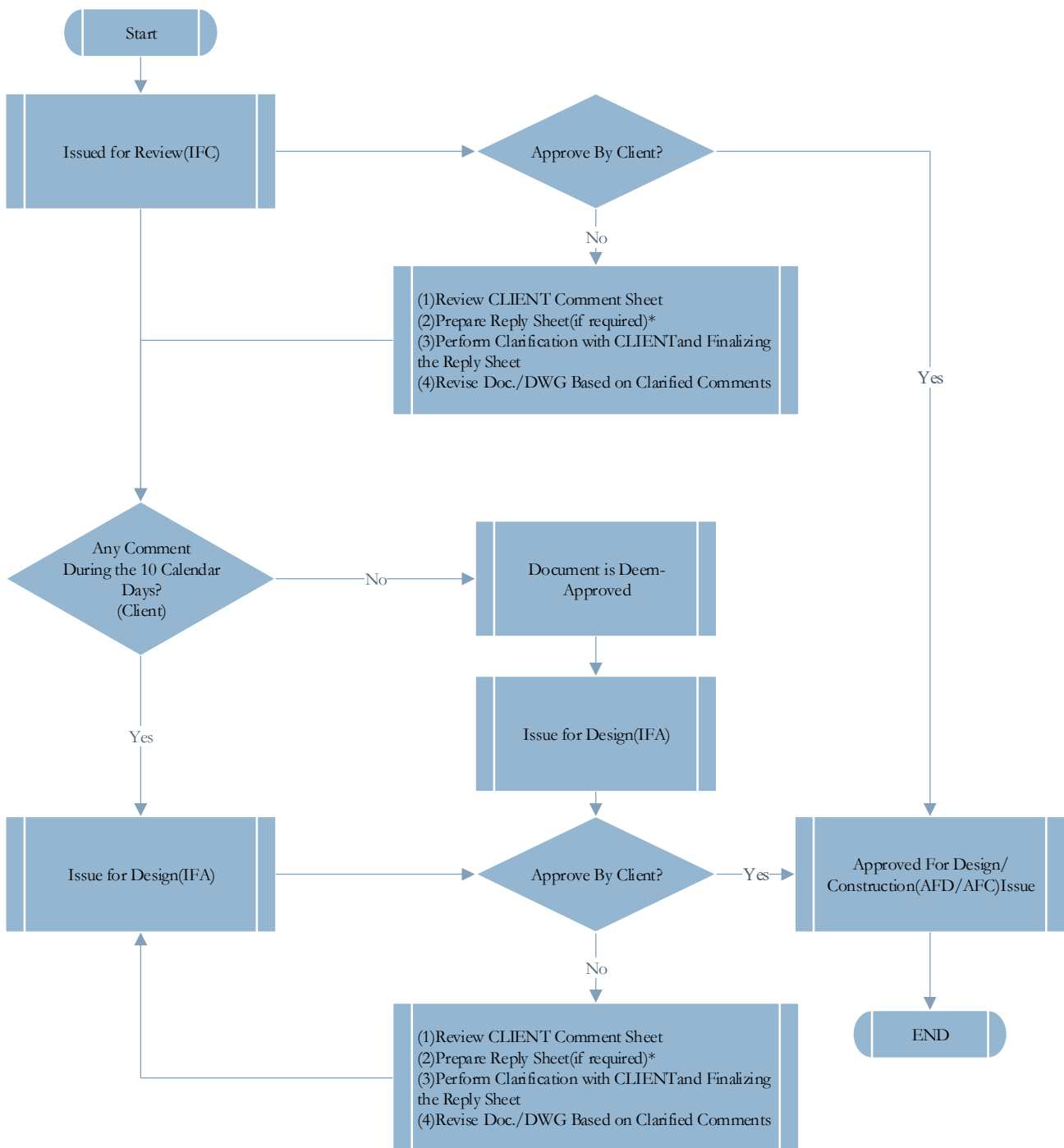
Flowchart for Issuing Engineering Doc. / DWG

Class "A" Document



Flowchart for Issuing Engineering Doc. / DWG

Class "D" Document





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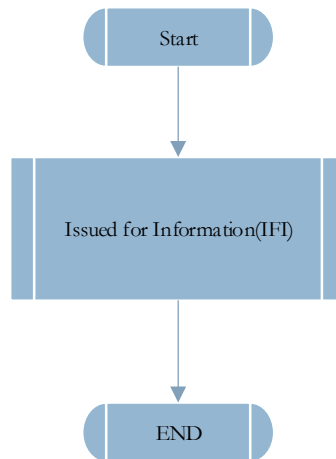
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Flowchart for Issuing Engineering Doc. / DWG

Class "I" Document





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7.2.2. Comments on PROJECT Documents

- Comments on each revision of PROJECT documents such as drawings and requisitions by CONTRACTOR shall be delivered by CONTRACTOR integrally and at one step.
- CONTRACTOR comments on PROJECT documents shall be delivered via comment sheet, by email and upload on FTP server in “comment sheet” folder.
- In case of any mistake or insufficient design data in documents at any time during the execution of PROJECT, SUB-CONTRACTOR shall correct the mistakes or provide additional data and revise the documents without any charge or consequent delay in PROJECT activities.
- The Comment Sheet and Reply Sheet have been merged together as name of Comment/Reply sheet. Comment/Reply sheet template shall be used to comment on documents and drawings (Refer to Attachment-4).
- Each Comment sheet shall be included the CONTRACTOR for just one transmittal.
- All CONTRACTOR comment sheets shall be replied with Comment/Reply sheet by SUB-CONTRACTOR.
- Comments shall be clear and definite in order to be implemented or replied. Any kind of question, clarifications request shall not be appeared and considered as a comment.
- CONTRACTOR has the right to reject the documents in case of major mistakes; but required negotiation should be done between counterparts before rejection submission.

7.3. Informal Correspondence

7.3.1. Telephone Discussions

Telephone or other Messengers and personal conversations are informal communications channels used during PROJECT execution for clarification. Any agreement within this type of communication shall be followed by a confirmation email as a minimum or official letter.



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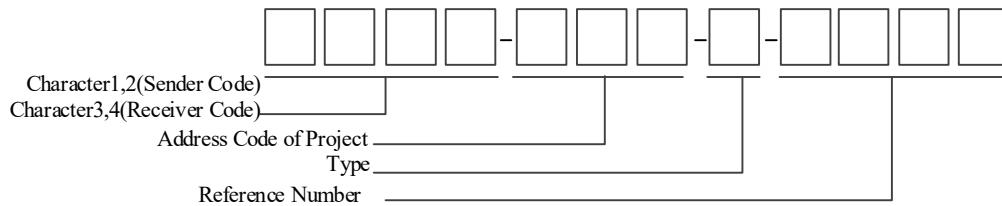
7.4. Numbering

All correspondence, transmittals, Minutes of Meetings and Comments/Reply Sheets between the parties shall be numbered as defined here below.

It is the responsibility of the sender to check the numerical continuity of outgoing correspondence and receiver may query any missing number.

7.4.1. Correspondence Numbering

All correspondence (except MOM) between parties shall be identified properly as per the following numbering system:



Address Codes of Sender and Receiver:

CONTRACTOR	XX
SUB-CONTRACTOR	TR

Address Codes of Project:

Refer to attachment-10


Type:

L	Letter
T	Document Transmittal for prepared Document
O	Variation/Change Order Request
I	Variation/Change Order Instruction



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A reference number shall be assigned sequentially to each type. Numbering of each type shall start at 0001 and be assigned consequently throughout PROJECT for each type of correspondence and corresponding entities.

7.4.2. Comment Sheet Numbering

The Comment Sheet numbering procedure helps parties to trace the comments easily. It should be noted that all required information in comment sheet shall be filled and signed by the one who is responsible for commenting.

Comment sheets shall be numbered as follows:

XXXX- Project Code-CS-Serial Number

7.4.3. Reply Sheet Numbering

CONTRACTOR shall clarify the comments and send a Reply Sheet to CLIENT. Comment Reply Sheet shall be issued separately for each comment sheet.

Reply Comment sheets shall be numbered as follows:

XXXX- Project Code-RS-Serial Number *

* - The serial number shall be same as related comment sheet serial no.

7.4.4. MOM Numbering

All MOMs between entities shall be identified properly per the following numbering system: The format of MOMs is shown in attachment- 2.

Structure: XXXX-Project Code-MOM-AA-BBBB

MOM: Minutes of Meeting

AA: Subject of Meeting:

General / Project Management Meeting	PM
Engineering Meeting	EN
Planning & Project Control Meeting	PC



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BBBB: Serial No., will be started from 0001

7.4.5. MDR Modification Request Numbering

MDR modification request shall follow the below numbering format:

Structure: MDR-Discipline Code-AAA

Discipline Code: Refer to attachment-10

AAA: Serial No., will be started from 001

7.4.6. Correspondence Identification

All correspondences shall be specified with following components.

- Correspondence Reference Number
- Date of issue
- Project Title
- Subject
- Name and title of addressee and addressor

7.5. Data Transfer Method

Each party shall maintain a complete and up-to-date computerized registers of all incoming and outgoing numbered correspondence, and shall be responsible for ensuring that initiated correspondence including transmittal / letter is received by other parties.

Each party shall carry out a weekly or monthly check on correspondence receipt status and arrange for the re-transmission of any missing correspondence.

Each shall issue copies of all correspondence registers among each other upon request. Also the correspondence registers of each month will be provided in the related Monthly Progress Report. For all technical document, letters, Faxes, MOM, Comment/Reply Sheet, etc. and documents (that will be prepared for measuring the quantity and quality of work in engineering and procurement) CONTRACTOR & SUB-CONTRACTOR should be used of FTP to transfer official Correspondence such as Transmittals letter and ext Every party shall send a notification



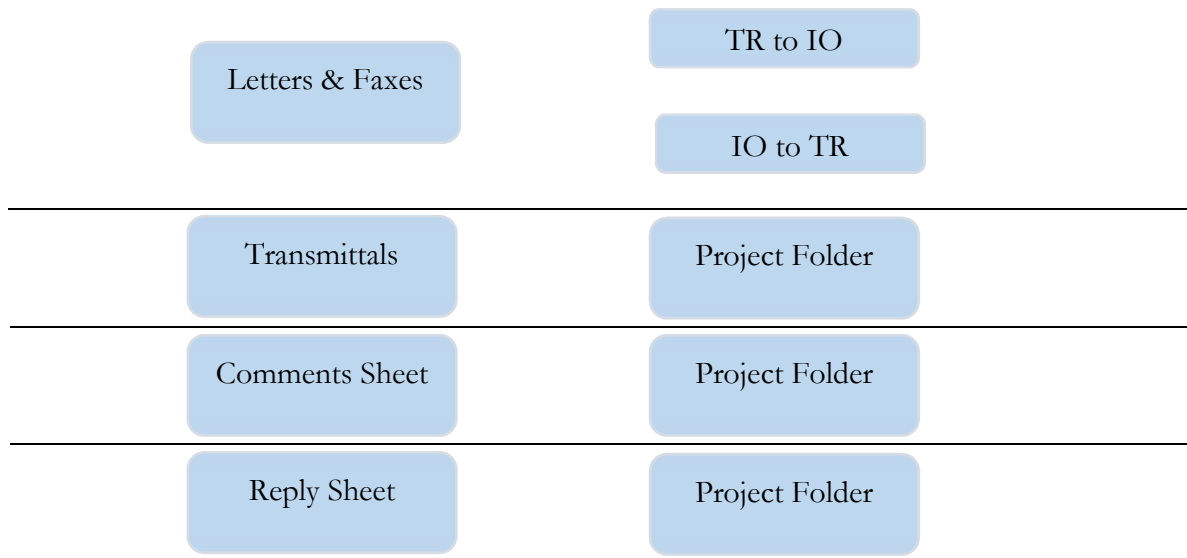
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email for other parties upon uploading of above-mentioned documents. Also, FTP system structure is as following:

FTP Structure





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7.6. Correspondence Channels and Representative

CONTRACTOR Head Office:

CONTRACTOR Name:	IRANIAN OFFSHORE ENGINEERING AND CONSTRUCTION COMPANY
Address:	8th floor, No.173, Nejatollahi St., Karimkhan-e-Zand St., Tehran, IRAN
Telephone No:	(0098) 21 82841527, 82841663
Contact persons :	Main : Mr Amir Reza Dastan Nariman Email: Dastan@ioec.com
	Deputy : Mr Gholam Hossein Bagheri Email: Bagherig@ioec.com
	Project Engineering Manager: Mr. H.R. Mirzaei Email: Mirzaeih@ioec.com

SUB-CONTRACTOR Head Office:

SUB-CONTRACTOR Name:	Tehran Raymand Consulting Engineers (TRCE)
Address:	Bokharest Tower, No.1, 9th St., Ahmad Ghassir St., Beheshti Ave., Tehran 1513746511, Iran
Telephone No:	(+98 21) 8871 39 41
Contact persons :	Main : Mahmoud Aghaei Email: M.Aghaei@tehranraymand.com
	Deputy : Joubin Hatamian Email: J.Hatamian@tehranraymand.com



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Phase 1 (EPC-EPD)**



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All Correspondence in technical matters between CONTRACTOR and SUB-CONTRACTOR shall be through with CC to CONTRACTOR; it is obvious that SUB-CONTRACTOR will be communicate directly with CONTRACTOR in legal/ Contractual and financial matters.

7.7. Response Time

Each correspondence shall be responded to as following:

Correspondence type	Response time
Letter	-
CONTRACTOR Comments/Reply Sheet Conclusion on Class A&D Documents	Max. in ten (10) working days
SUB-CONTRACTOR Reply sheet	Max. in five (5) working days

7.8. Document Distribution & Copy Requirements

Document Category	Hardcopy (QTY)	Electronic File (QTY)
Letters	1	1
Transmittal	0	1
Documents	0	1
Report	0	1
Invoice	3	1
Minutes of Meeting	1(each party)	1(each party)



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- At each stage of document issue (i.e., IFC, IFA, AFC, AFD etc.), all native file (word, spreadsheets, software file etc.) shall be delivered.
- For Final documents, AFC stamp should be printed by IOOC.

8. MEETINGS

8.1. GENERAL

CONTRACTOR shall hold regular meetings with SUB-CONTRACTOR to review the performance of the work, its progress and to identify and discuss any related problems.

Meetings with COMPANY may also be arranged as required.

Monthly meetings shall also be held to observe the project progress and other important issues. Other meetings may be held at SUB-CONTRACTOR's or CONTRACTOR's request on any specific matter.

8.1.1. MONTHLY MEETINGS

Monthly meetings shall be held at CONTRACTOR / SUB-CONTRACTOR Office as agreed between the Parties. Agenda:

- Review of the main activities for each Work Package being carried.
- Forecast activities for next period.
- Review of planning and compliance with Key Dates.
- Highlights of occurred and / or anticipated problems. Corrective actions being or to be undertaken.
- Areas of Concern.

CONTRACTOR personnel in attendance shall include:

- Contractor Representative or his nominated delegate.
- Personnel in charge.



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SUB-CONTRACTOR personnel in attendance shall include:

- Project Manager and/or his authorized designee.
- Personnel in charge of managing main activities.

8.2. MINUTES OF MEETING

8.2.1. GENERAL

CONTRACTOR will prepare the minutes of all meetings which will be held in her office and SUB-CONTRACTOR will prepare the minutes of all meetings which will be held in her office, unless otherwise requested by CONTRACTOR. (Refer to attachment-2) The draft of minutes of all meetings shall be signed by participants and official MOM shall be issued in three copies within two working days after the relevant meeting. (Attachment


The minutes shall include:

- Date and venue of meeting,
- Date of issuance,
- List of persons present, indicating companies represented,
- Objective of the meeting,
- Record of position of each Party,
- Record of actions agreed, with responsibility and date for execution of each action indicated in a separate action column,
- Section for the signature by the Party Representatives to the agreement with the contents. For ease of reference, minutes shall be divided into paragraphs with sub-headings indicating the various topics discussed.



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9. REPORTING

9.1. MONTHLY REPORT

SUB-CONTRACTOR shall prepare and issue the general monthly report to CONTRACTOR for the 1st of the month as cutoff date.

The monthly report shall be formatted and shall have the contents as will describe by CONTRACTOR planning and project Department.

9.2. WEEKLY REPORT

SUB-CONTRACTOR shall prepare and issue weekly reports to CONTRACTOR on Wednesdays each week. The weekly

Reporting cutoff date shall be Tuesday of the week. The weekly report shall be formatted and shall have the contents as will describe by Client planning and project Department.

Weekly progress report to include a brief comment on pertinent weekly project issues, Subcontract work completed for the week, work planned for the following week and other items of concern shall be addressed. Planned and actual (earned) progress shall be reported. A copy of deliverables register shall be appended.

9.3. PROGRESS REPORTS

Progress reports shall be prepared in accordance with the following guidelines:

Level 0 Progresses

Level 0 Overall Progress (Planned & Actual) represented as an S-curve.

Level 0 Progress table

This table shall provide the following information for each level 0 bar (monthly & cumulative):


Level 1 Progress

Progress curves



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Level 1 progress curves shall be prepared for each work package

Level 1 Progress Table

This level progress Table shall provide for each work package the following information for each level Bar (monthly & cumulative)

Work unit Sub-work unit

Physical Percent Planned & Actual Progress Achieved.

10. PROJECT MASTER DOCUMENT REGISTER (MDR)

All Engineering documents to be prepared shall be recorded on a Master Document Register (MDR) which shall be kept up to date by SUB-CONTRACTOR on a monthly basis.

10.1. MDR Modification Request

More detailed information is provided in Document Numbering and Control Procedure.

MDR Modification Request Format: Refer to attachment-8



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11. VENDOR DOCUMENTATION

During detail design, CONTRACTOR will provide SUB-CONTRACTOR with vendor data in a timely manner, SUB-CONTRACTOR shall review and/or comment, as necessary, on Vendors' documentation to ensure that:

- Requirements and design data are met.
- Information needed by SUB-CONTRACTOR to proceed with engineering is provided on time.
- Previous comments have been taken into consideration by further revision.
- Any missing or late document shall be identified & reported to CONTRACTOR.

Technical review activities by SUB-CONTRACTOR will include:


- Technical vendor bid evaluations, and technical clarifications and meetings, if necessary, with vendors in Tehran,
- Technical recommendation of vendor.
- Review of vendor documentation after placement of P. O and incorporation of data in detailed design documents

Review of vendor documentation for up to five vendors for each Material Requisition has been included. The schedule for detail design requires provision of vendor data by CONTRACTOR in a timely manner. In order to achieve this task CONTRACTOR will assign a procurement coordinator who will be in charge of sending MRs to nominated vendors and receiving their documentation. Vendor documentation will be transmitted from CONTRACTOR to SUB-CONTRACTOR via transmittals. One copy of commented documentation shall then be returned to CONTRACTOR with a transmittal. At specialist engineer's initiative or Vendor request, technical meetings may be organized to clarify comments and/or proposed modifications in Tehran. CONTRACTOR relevant specialist and procurement coordinator shall have the right to attend the meeting.



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SUB-CONTRACTOR comments and Technical Bid Evaluation (TBE) will be subsequently submitted by SUB-CONTRACTOR to CONTRACTOR. CONTRACTOR will then select the vendor based on the results of TBE (submitted by SUB-CONTRACTOR) and Commercial Bid Evaluation (CBE, to be done by CONTRACTOR). CONTRACTOR procurement coordinator will then follow up with vendor and will provide Vendor documentation and Vendor data to SUB-CONTRACTOR to be incorporated in detail design. Due to very tight schedule CONTRACTOR shall ensure that at the latest final vendor data shall reach SUB-CONTRACTOR in sufficient time prior to plan date for issuing the AFC revision of documents.

11.1. Document Formats & Numbering

All documents produced in PROJECT shall conform to the Contractual requirements. Formats of title blocks of documents & drawings are according to attachments-6, 7

Document numbering system will be governed by “PROJECT Documents Numbering Procedure” which is submitted by CONTRACTOR. Size of drawings and documents shall be A0, A1, A2, A3 or A4.


12. FINAL DOCUMENTATION

According to the Subcontract TRCE will compile the Final Engineering dossier and submit to IOEC as Final Documentation. The Final Documentation may be submitted in packages identified in Work Break down Structure.



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13. ATTACHMENTS

- Attachment 1 - Letter Template
- Attachment 2 - MOM Template
- Attachment 3 - Transmittal Template
- Attachment 4 - Comment/Reply Sheet
- Attachment 5 - Document Title Blocks
- Attachment 6 - Drawing Title Blocks
- Attachment 7 – VOR Template
- Attachment 8 –MDR Modification Request Template
- Attachment 9–Monthly/Weekly Reports
- Attachment 10– Project and Discipline Code



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13.1. Attachment 1 - Letter Template

شماره:
تاریخ: ۱۳۹۹/۱
پیوست: دارد

شرکت مهندسی و ساخت تاسیسات دریایی
مدیر محترم پروژه
جناب آقای مهندس نریمان

موضوع: پروژه انجام خدمات مهندسی پایه و تفصیلی پروژه توسعه میدان نفت رسالت (فاز اول)

با احترام


محمود آقایی
مدیر پروژه

رونوشت: پرونده




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13.2. Attachment 2 - MOM Template

	توسعه میدان نفتی رسالت صورت جلسه داخلی پروژه (فرم شماره ۱)	صفحه ۱ از ۱
---	--	-------------

شماره سریال: ROF-TR-M-xxxx	موضوع:	
مکان:	ساعت:	تاریخ:
حاضران: آقایان - خانمها - غایبان:		
تاریخ:		تهیه کننده:


ردیف	عنوان	اقدام کننده	موعد

امضاء حاضرین در جلسه:

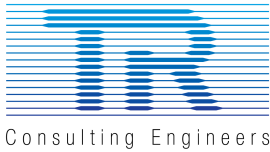



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13.3. Attachment 3 - Transmittal Template

	Resalat Oil Field Development Project Phase 1 (EPC-EPD)	
	Document Transmittal	
Transmittal No.: *****		
Transmittal Date: dd-MMM-yyyy		

To: [Company Name]	Duration: dd-MMM-yyyy	Page 1 of 1
Attn: *****		
CC:	Discipline: *****	

Item	Document No.	Document Description	P.O.I.	Rev.	Size	Sheet	Status
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							


Signature

Note:	
Received by: _____	Date: _____




**Resalat Oil Field Development Project
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13.4. Attachment 4 - Comment/Reply Sheet

	Resalat Oil Field Development-Phase1 (EPC-EPD)	
	Comment / Reply Sheet	Sheet No.: 1 of 1

DOCUMENT LIST

Row	Doc./Drwg. No.	Rev.	Title	Status	Ref. Transmittal:
1					
2					

Item	Reference	Client Comment Descriptions	Sub-Contractor Reply/Clarification	Client Reply	Reply Status
1	Document No :		Document Title:		
2	Document No :		Document Title:		

Document Status:

NC: No Comment
C: Commented
R: Rejected
AN: Approved as Noted

Contractor Reply/Clarification Status:


O: Open
C: Closed

Prepared/Checked By:
 Approved By:



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13.5. Attachment 5 - Document Title Blocks



**Resalat Oil Field Development Project
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Contract
No.

[Document Title]

Class

X

5365

Pr. Code	Area
LRSL	

Disc.

Type

Seq.

Rev.

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[Document Name]

XX	dd-mmm-yy	XXXX	IOEC	-	-	-	-	-
REV.	Date	Purpose of Issue	ORIG.	BY	PREP'D	CHECK'D	APP'D	COMPANY APP'D



**Resalat Oil Field Development Project
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Contract
No.

[Document Title]

Class

X

5365

Pr. Code	Area	Disc.	Type	Seq.	Rev.
LRS					

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1.3. Definitions.....	6
2. CODES AND STANDARDS.....	6
3. REFERENCE DOCUMENTS	6
4. ABBREVIATIONS	6
5. HEADING 1	6
5.1. Heading 2	7
5.1.1. Heading 3.....	7
5.1.1.1. Heading 4.....	7
5.1.1.1.1. Heading 5.....	7
5.1.1.1.1.1. Heading 6.....	7



**Resalat Oil Field Development Project
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Contract
No.

[Document Title]

Class

X

5365

Pr. Code	Area	Disc.	Type	Seq.	Rev.
LRSL					

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1. INTRODUCTION

1.1. Development Overview

The Resalat Field previously known as Rakhsh Field, is located in the Persian Gulf, some 80 km to the South of Lavan Island, in water depth of 65-75 meters. The facilities which were originally developed in 1968 have sustained some damage due to the Iran/Iraq war and adverse climate conditions thereafter.

To increase oil production capacity from this field (adding 12,000 stock barrels per day to current production), Iranian Offshore Oil Company (IOOC) has defined new project which includes Engineering, Drilling, Procurement, Construction for following items:

- New satellite Wellhead Platform (WHP1) with totally nine (9) conductor slots.
- Development and renovation of Existing offshore complex consist of new power generation, control system, HVAC, Electrical /control room, electrical panels(LV &MV),process & utility piping, and all necessary activities which shall be done for connection to existing facilities(Tie in requirements)
- Drilling of **two** new production wells in R1 and **three** wells in WHP1 platform and Re-entry and work-over of **one** existing well in R1 platform.
- One 10” productions submarine pipeline from WHP1 to PP and a single submarine cable (power and data) from SP to WHP1
- Inspection, Strengthening, Modification and Repair of existing R1 complex Jackets and topsides and replacement of boatlanding and Barge Bumpers.

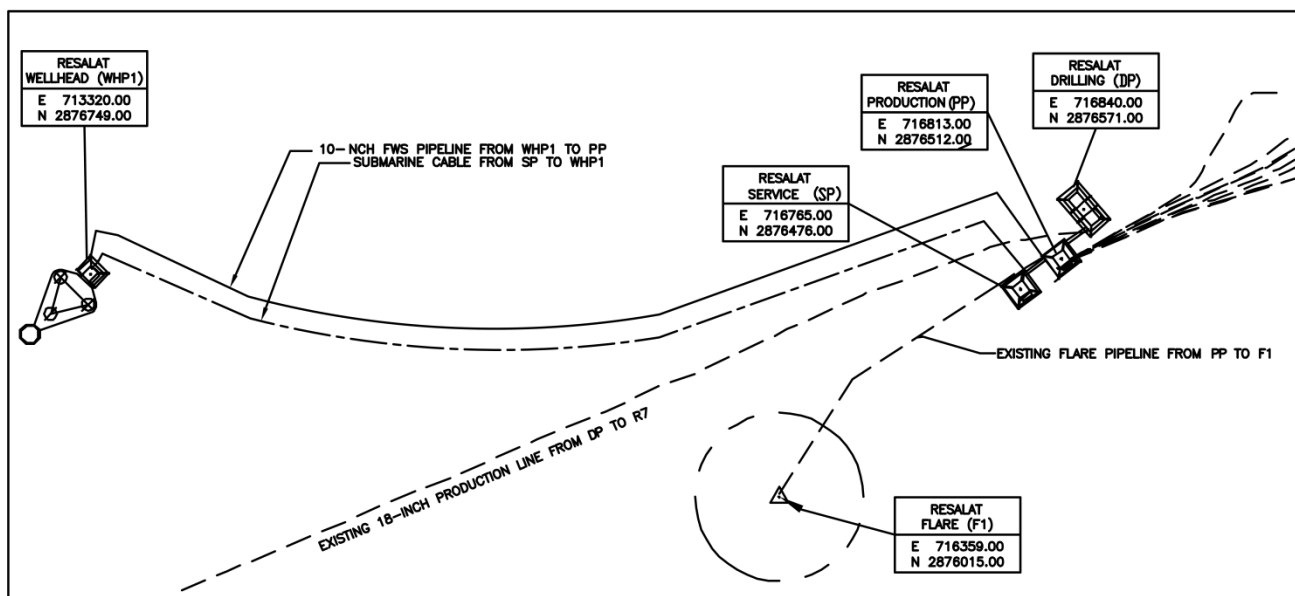


Figure 1: Resalat Development Field Layout (Datum ED 77, Zone 39, Cent. Meridian 51° East)



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Contract
No.

[Document Title]

Class

X

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LRS					

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1.2. Purpose of Scope

Garamond 12

1.3. Definitions

- PROJECT** Resalat Oil Field Development – Phase 1
- COMPANY** Iranian Offshore Oil Company (IOOC)
- CONTRACTOR** Consortium of Iranian Offshore Engineering and Construction Company (IOEC) and Intelligent Solutions Inc. (ISI)
- SUB-CONTRACTOR** Tehran Raymand Consulting Engineers (TRCE)
- PURCHASER** Any firm who buy services, material and/or equipment for execution of the project within a dedicated contract.
- SUPPLIER** Any vendor, manufacturer who supply any Service, Material or Equipment for the project
- SHALL** Refer to a mandatory requirement
- SHOULD** Refer to a recommendation
- MAY** Refer to one acceptable course of action

2. CODES AND STANDARDS

Garamond 12

3. REFERENCE DOCUMENTS

Garamond 12

4. ABBREVIATIONS

Garamond 12

5. HEADING 1

Garamond 12



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[Document Title]

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5.1. Heading 2

Garamond 12

5.1.1. Heading 3

Garamond 12

5.1.1.1. Heading 4

5.1.1.1.1. Heading 5

5.1.1.1.1.1. Heading 6


Garamond 12

- List Para 1
- List Para 2



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13.6. Attachment 6 - Drawing Title Blocks

1 2 3 4 5 6 7 8 9 10

A

A

B

B

C

C

D

D

E

E

F

F



G

G

GENERAL NOTES

- 1- -----
- 2- -----
- 3- -----

ABBREVIATIONS & LEGEND

-  INSITU CONCRETE
-  LEAN CONCRETE
- = ----
- = ----
- = ----
- = ----

REFERENCE DRAWINGS


DESCRIPTION	DWG. No.
---	---
---	---

KEY PLAN

A3

Rev	Date	PURPOSE OF ISSUE	Orig	By	Prep'd	Check'd	App'd	Company App'd
XX	dd-MMM-yy	XXXXXX	IOEC	-	-	-	-	-

CLIENT:

**Iranian Offshore Oil Company**
I.O.O.C.

CONTRACTOR:   SUB-CONTRACTOR: 

Project No: 2-98-5365 Doc. Class: X Size: A3 Scale: XXX

Project Name : Resalat Oil Field Development - Phase 1 (EPC-EPD)

TITLE : XXXXXXXXXXXXXXXXXXXX

DRAWING No. XXXXXXXXXXXXXXXXXXXX SHT. NO. 1 OF 1 Rev. XX

1 2 3 4 5 6 7 8 9 10



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Contract No.

Coordination Procedure Between
Contractor & Sub Contractor

Class

1

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Disc.

Type

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13.7. Attachment 7 –VOR Template

<i>CONTRACTOR LOGO</i>	<i>PROJECT NAME</i>	<i>CLIENT LOGO</i>
<i>PROJECT NO :</i>	<i>Variation Orders Request (VOR)</i>	

1. VOR Number: _____ *Date of Issuance:* _____

2. Subject:

3. Reference Document(s)

4. Reason For CHANGE:

5. Outline Scope of Work:

6. Order of Magnitude (OME) Cost:

	<i>Work Outside Iran</i>		<i>Work Inside Iran</i>	
	<i>EURO, OME</i>	<i>Man-hours</i>	<i>EURO, OME</i>	<i>Man-hours</i>
<i>Engineering (Man-Hours)</i>				

Define Other : _____

7. Impact on Schedule: *NO* *YES*

8. Signature of CONTRACTOR Project Manager:

Date : _____

9. MC Approval:

Date : _____


10. EMPLOYER Authorization to Proceed Preparation of CHANGE PROPOSAL :

Date : _____



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13.8. Attachment 8 –MDR Modification Request Template



**Resalat Oil Field Development Project
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Request for Adding of Documents in MDR

Refrance No.: XXXXXXXX

Date: dd-mmm-yy

No.	Document No.	Title	Class	P.O.I.	Discipline	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						



Resalat Oil Field Development Project
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Request for Deleting of Documents in MDR

Refrance No.: XXXXXXXX


Date: dd-mmm-yy

No.	Document No.	Title	Approved	Reason of Deletion	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

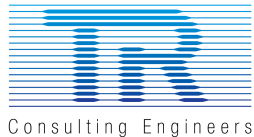


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13.9. Attachment 9 – Monthly/Weekly Reports



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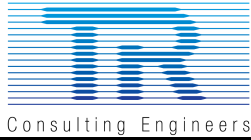
Class

0

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گزارش ماهیانه

Rev.	Issue Date	Purpose of Issue	Prepared	Checked	Approved	Client Approval
0	nn-XXX-yy	Issued For Information				



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Class

Document Number

0

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فهرست مطالب

- ۱- شرح پروژه ۳
- ۱- شناسنامه پروژه ۳
- ۲- خلاصه موارد برجسته انجام شده ۴
- ۳- موانع و مشکلات عمده پروژه ۴
- ۴- جدول وضعیت پیشرفت ۴
- ۵- پیوستها ۴



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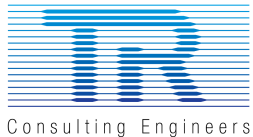
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۱- شرح پروژه

۱- شناسنامه پروژه

- تاریخ تنفیذ قرارداد:

- تاریخ شروع قرارداد:



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۲- خلاصه موارد برجسته انجام شده

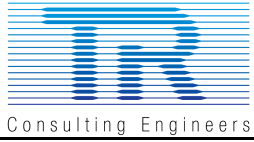
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۴- موانع و مشکلات عمده پروژه

۵- جدول وضعیت پیشرفت

۶- پیوستها

- پیوست ۱: نمودار پیشرفت
- پیوست ۲: وضعیت پرداختها
- پیوست ۳: وضعیت مدارک
- پیوست ۴: لیست مدارک
- پیوست ۵: لیست مکاتبات
- پیوست ۶: لیست تغییرات



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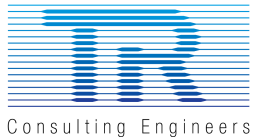
Class

Document Number

0

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• پیوست ۱: نمودار پیشرفت



Consulting Engineers

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گزارش ماهیانه

Rev.

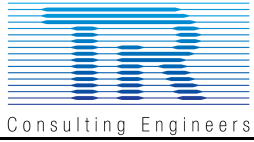
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• پیوست ۲: وضعیت پرداختها



Consulting Engineers

**Resalat Oil Field Development Project
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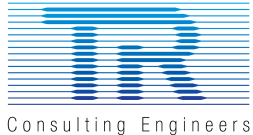
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• پیوست ۴: لیست مدارک



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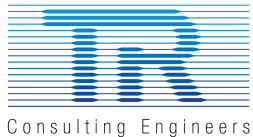
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• پیوست ۵: لیست مکاتبات

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پیوست ۶: لیست تغییرات



**Resalat Oil Field Development Project
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	Contract No.	Coordination Procedure Between Contractor & Sub Contractor					Class	1
	5365	Pr. Code	Area	Disc.	Type	Seq.	Rev.	Page 42 of 43
	LRSL	000	PM	PR	700	02		

13.10. Attachment 10 –Project and Discipline Code


Project Code	Title
LRSL	Lavan, Resalat Oil Field Development –Phase 1

Area Code	Title
000	General
DPX	Drilling Platform
PPX	Production Platform
SPX	Service Platform
WP1	Well Head Platform 1 (WHP1)
PL1	Sub Sea Pipeline
SC1	Sub Sea Cable
R1X	R1 Complex
FLX	R1 Flare
A04	ARK04 Re-Entry Well
A07	ARK07 Re-Entry Well
A18	ARK18 Development Well
A19	ARK19 Development Well
B01	BRK01 Development Well
B02	BRK02 Development Well
DRL	Drilling



**Resalat Oil Field Development Project
Phase 1 (EPC-EPD)**



	Contract No.	Coordination Procedure Between Contractor & Sub Contractor					Class	1
	5365	Pr. Code	Area	Disc.	Type	Seq.	Rev.	Page 43 of 43
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Discipline	Code
Process	PR
Safety & Firefighting	SF
Mechanic-Fixed Equipment	ME
Mechanic-Rotary Equipment	RE
Piping	PI
Pipeline	PL
Electrical	EL
Telecommunication	TE
Instrumentation	IN
Structure	ST
Civil	CI
Architecture	AR
HVAC/Air Conditioning	HV
Material & Welding	MW
Corrosion	CR
Commissioning	CG
Survey	SU
Project Engineering	PE
Project Management	PM
Financial	FN
Cost Control	CC
Accounting	AC
Project Control	PC