



**MWS Scope of Work**

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**MWS Scope of Service and Work**

**for**

**All Projects during the 01/01/1404 till 29/12/1404**

## 1. General

IOEC, Iranian Offshore Engineering and Construction Company has plan to sub-contract MWS scope of work to qualified company or institute.

## 2. Definition

- OWNER/ CLIENT: One of the subsidiaries of the Iranian Oil Company such as POGC, IOOC, PPL
- CONTRACTOR: IOEC, Iranian Offshore Engineering and Construction Company
- SUBCONTRACTOR: Supplier of Marine Warranty Services
- MWS: Marine Warranty Survey
- SPM: Single Point Mooring
- PL: Pipeline
- PLEM: Pipeline End Manifold
- AHT: Anchor Handling Tug
- PLB: Pipelayer Barge
- DSV: Diving Support Vessel
- ROV: Remoted Operated Vehicle

## 3. General Marine Warranty Survey Scope of Work:

SUBCONTRACTOR shall perform and act as Marine Warranty Surveyor for (but not limited to);

- Engineering review/Approval, Survey (Pre- Engineering, Pre-Installation, Post Installation and As-Laid Survey), load out, Transportation of pipe joints, Pipeline Installation /Rectification, Free Span Correction, Crossing Support Installation, Metrology and Spool installation, Jacket and J-tube installation, Pre-Commissioning and Required Vessels (TUG and BARGES) Condition Survey for Pipeline Projects
- Engineering review/Approval, Survey (Pre- Engineering, Pre-Installation, Post Installation and As-Laid Survey), load out, Transportation, Installation, Pre-commissioning and Required Vessels (TUG and BARGES) Condition Survey for jackets and Topsides Projects
- Engineering review/Approval, Survey (Pre- Engineering, Pre-Installation, Post Installation and As-Laid Survey), load out, Transportation, Installation and Pre-commissioning and Required Vessels (TUG and BARGES) Conditional Survey of SPM and PLEM Projects

**Note 1:** It should be noted that above specified projects are as optional Scope of Works and awarding the work for Sub-contractor will be on IOEC decision.

## 4. General Condition:

1. SUBCONTRACTOR's scope shall cover all Project Marine Warranty Services related to engineering review/approval, survey and inspections including but not limited to the following activities:
  - Engineering Review/Approval,

- Survey (Pre- Engineering, Pre-Installation, Post Installation and As-Laid Survey)
  - Survey inspection (Conditional Survey) and evaluation of barges/tugs/AHT /PLB/DSV/ ROV Vessel and review of documents for said vessels in order to issue the Sail out and Towing certificates
  - Pipe laying operation
  - Pipeline Rectification
  - Crossing supports and mattress installation.
  - Free span rectification
  - Spool piece metrology and installation
  - SPM and accessories installation
  - PLEM and Anchor pile installation (if any)
  - Jacket, Tripod, and topside installation
  - Pre-Commissioning
2. SUBCONTRACT unit rate will be based on Document Review/ Approval, Onshore Attendance, Offshore Attendance and Conditional Survey (of any type of Vessels) separately.
  3. It is confirmed that in case of award additional job to SUBCONTRACTOR, SUBCONTRACTOR will agree on the major extra job price based on main scope work lump sum price and given unit rates. Also, it is confirmed by SUBCONTRACTOR that in case of scope out any item, the related price will be deducted from lump sum price.
  4. In case of any extra work awarded to Sub-contractor which not match with the mentioned items in row number two and relevant unit rate, the price could be negotiated and SUBCONTRACTOR will invoice based on approved price.
  - 5. It is confirmed that the values/ quantities of listed activities in the Table B are approximate and may not be communicated to the sub-contractor at all.**
  6. It is cleared that sub-contractor invoices will be based on agreed unit prices separately for issued work order. Sub-contractor shall attach issued “work orders” to relevant invoices.
  7. The Scope of Work is outlined in detail in the following pages, such works and services will be performed at sites, vendors, suppliers, and or other designated places and or other countries as may from time to time requested by CONTRACTOR. The description of works includes hereunder are not intended to be an exhaustive and detailed statement of all operation involved in carrying out the works and shall read in conjunction with other sections of the service order documents.
  8. Prior to commencement of work, CONTRACTOR shall submit for SUBCONTRACTOR’s approval his intended procedure of work, schedule of personnel, the surveyor’s CV, schedule and certificates of equipment he intends to deploy for the SUBCONTRACT WORKS.
  9. Scope of work shall include for planning & rescheduling resources as necessary to ensure smooth working and co-ordination with CONTRACTOR.
  10. The SUBCONTRACTOR shall be deemed to be familiar with the works and has included

for everything necessary to execute the SUBCONTRACT WORKS within his Prices and Rates.

11. SUBCONTRACTOR shall be deemed to have fully understood the requirements and the extent of the Scope of Work
12. All requirements of Quality Control / Quality Assurance Inspection, Approvals, Coordination, Procedures, Safety Manuals, Material Certificates, Vendor Data/Manuals and Reporting/Documentation shall be as per the SUBCONTRACT, and shall be fully complied with by the SUBCONTRACTOR.
13. All Surveyors shall be registered by CONTRACTOR HSE and shall have valid medical certificate for service at sea, valid certificates on Offshore Survival Courses.
14. In case that a surveyor shall not be Iranian nationality, SUBCONTRACTOR shall be responsible for obtaining all entry permits, visas, flight and other required permissions from relevant authorities.

#### **5. Work Scope of Marine Warranty Surveyor:**

1. Reviews/Comments and approve project procedures and their execution and issues as applicable approval certificates within one week of receipt documents.
2. Reviews and assesses the suitability of vessels and tools applied for the project.
3. Attends and verifies critical path of project (where necessary/required as per Table A)
4. Specific recommendation to be met (were necessary) in order to comply with the term of warranty.
5. Issues a report which documents his work, finding and recommendation.
6. Physical presence of surveyor is required for points listed in the detailed scope of work- Attendance (Table A). Certificates shall be issued for those activities in the detailed scope prior execution of relevant work.
7. Site approval will be based on visual inspection, measurements, and review of SUBCONTRACTOR's documentation and monitoring of progress of actual operation to verify compliance with approved procedure.
8. In the event that marine warranty surveyor does not approve or certify certain elements, he shall inform the insured about his recommendation.
9. Marine Warranty Surveyor reports/certificates shall be according to pertinent insurance companies/underwriters/contractor requirements.

<b>Table A- Attendance: Project Phase/Description</b>	
1.	Survey and audit of vessels (Pipe layer, AHT, DSV, Combinations (Barge &Tug) etc., and equipment involved in projects (pipe laying, Riser and J-tube, SPM, PLEM, Jacket and Topside Installation and related activities and issue the survey reports, Ready for operation certificate, Sail out Certificate, Towing Certificate and etc.
2.	Compliance with procedure for Pipeline Installation and issue normal laying and completion certificate.
3.	Compliance with procedure for Load Out, Transportation and installation of Jacket, Tripod and Topside then issue the operation and completion certificate.
4.	Compliance with procedure for Load Out and Transportation of Pipes, Spools and etc.
5.	Compliance with procedure for Crossing Support/Mattress Installation and cross over Operation then issue the operation and completion certificate
6.	Compliance with procedure for Spool Pieces Installation
7.	Compliance with procedure for Free Span Correction
8.	Compliance with procedure for Pipeline Rectification
9.	Compliance with procedure for pipeline pre-commissioning
10.	Compliance with procedure for Riser and J-tube Installation/Replacement
11.	Compliance with procedure for Load Out, Transportation and installation of SPM and PLEM.
12.	Compliance with procedure for Anchor Pile, PLEM, SPM & its accessories Installation

<b>Table B - Service List for MWS Scope of Work</b>		<b>No.</b>
1	Document Review/ Approval	200
2	Vessel Condition Survey	50
3	Onshore Attendances	170
4	Offshore Attendance	800

## Special conditions

1. MWS Company and Representative shall fulfill the all requirements which has been attached as Section 7 (but not limited to).
2. MWS Company shall submit approved letter from any insurance company that IOEC identify. The insurance company will be identified by IOEC later.
3. The Lump sum Price and Unit Rates are inclusive of the cost of:
  - All overheads
  - Compliance with safety requirements and regulations
  - Personnel Rotation
  - All required Insurances under the Service Order
  - All Iranian Taxes and SSO
4. Schedule of Rates shall be deemed all-inclusive and shall remain firm and shall not be subject to revision or escalation during the performance of the SUBCONTRACT.
5. IOEC general contracts term & conditions will be applicable for this MWS agreement.
6. SUBCONTRACTOR shall provide full insurance coverage for his personnel/surveyors during the validity of the subcontract, illness, disablement, retirement and death and shall indemnify and hold harmless the Company from and against any claim thereby. From each SUBCONTRACTOR 's invoice, 5% SSO costs plus SUBCONTRACTOR 's final invoice amount (which should not be less than 12 percent of contract value) shall be deducted/retained until receive relevant insurance as described above for SSO purpose/approval.
7. The payable base location of surveyors and mobilization & demobilization port is Dubai/ Sharjah in UAE or Assaluyeh/ Bandar Abbas/ Bushehr/ Khorramshahr/ Jask/ Kish/ Kharg in Iran.
8. Travel and transportation expenses for surveyors shall be charged at cost however travel time is not chargeable to IOEC and mentioned unit rates will be computed from the time that surveyor enter the base port to depart for boarding the vessel and sign off back to the port.
9. Services shall be required by SUBCONTRACTOR on a 24-hour "ON-CALL" basis throughout the terms of this agreement for the applicable day rate.
10. Due to nature of work and limitation of facilities, attendance of only one surveyor expected to be onboard when required and only agreed day rate will be payable to SUBCONTRACTOR for all 24 hours work/standby.
11. Inspection of the vessels is in lump sum basis and per vessel therefore no additional cost will be payable to SUBCONTRACTOR.
12. For the Tug and Barge combination, condition survey cost will be payable just as one package (each combination) not separately.
13. It is assumed that for "onshore attendance" and issuing of "condition survey" report and the Sail out certificate for Tug and Barge combination (load out and transportation of the project materials such as Pipe joint, Jacket, Tripod, Topside, Spool, Riser and etc), the relevant agreed price rates will be payable.
14. It is assumed that any raised punch on MWS Rep condition survey report, will be cleared by

contractor, then MWS Rep will survey the relevant tug and barge combination, if the punches were cleared, the required sail out certificate will be issued. in this case only one "condition survey" rate plus the days for "onshore attendances" will be payable.

15. In case of marine spread inspection, SUBCONTRACTOR to issue inspection report at the cost of mentioned in unit rates table. No additional cost shall be payable to SUBCONTRACTOR for preparation of the reports.
16. At the request of the CONTRACTOR, the SUBCONTRACTOR undertakes to provide third-party agency (TPA) services at the indicated rates for Marine Warranty Services (MWS).
17. in case of third-party agency (TPA) inspection is needed in addition to the MWS scope of work and with reference to the project requirements, this service will be performed by a marine warranty inspector on board of the vessels. For this purpose, the daily rate increases by 50% for the days when the third-party inspection service is performed.

## **6. MWS Company Categories: Technical & Operational**

### **1. Approvals & Limitations**

- ii. Approvals from Insurers that will be identified by IOEC
- iii. Approvals from Organizations
  - POGC, IOOC
  - PMO
  - Standard Organization, ...
  - Others ...
- iv. Approval Limitations
  - Vessel GT, ...
  - Border (Domestic & International)
  - Others ...
- v. Other approvals ...
  - Quality Assurance

### **2. Methodology & Guidelines**

- i. MWS (basis of act)
- ii. Vessels Survey
- iii. Crew Competency & Qualification appraisal
- iv. Certificate types & formats
- v. Final Reports & formats
- vi. Software & Engineering bases

### **3. MWS Company**

#### **i. Personnel C.V**

MWS company shall submit C.V of personnel that have enough experience on offshore project depends on the nature of the requested service.

#### **ii. Company Track Record**

#### **iii. Branches**

- International
- Local

#### **iv. Possibility of short notice readiness**

#### **v. Availability of enough personnel for simultaneous/ parallel running of projects**

### **4. Organization Chart**

- Document appraisal/approval
- Vessels Inspection (offshore engaged vessels in general)
- Offshore/ Onshore Projects
- Industrial Services (Industrial Equipment)
- Others ...

### **5. MWS Representative (Minimum Requirements)**

1. Familiarity with intended activity
2. Familiarity with tools which is required for performing intended activity
  - vessel condition survey
  - industrial survey and inspection (lifting crane, rigging gear, ...)
3. Familiarity with IMO conventions, marine rules & regulation, audit procedures, ...
4. Familiarity with MWS role and procedures of inspection as a surveyor
5. Familiarity with WARRANTY clauses in general
6. Familiarity with HSE regarding health, safety and environmental impact of special personnel attending, environmental impact of intended activity
7. Attitude of group work



**APPENDIX A:**

<b>Table C – Price unit rate based on Service List</b>				
<b>Projects</b>	<b>Document Review/ Approval</b>	<b>Vessel Condition Survey</b>	<b>Onshore Attendances</b>	<b>Offshore Attendance</b>
<b>Unit Rate</b>				