	PROJECT		Standby SRU & Additional Tanks	
	CLIENT		IOCL Paradip Refinery	
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SITE COORDINATION & COMMUNICATION PROCEEDURE

0	18-10-2019	ISSUED FOR INFORMATION	NVK	PKP	LA	JMC
REV.	DATE	DESCRIPTION	PREPARED	CHECKED	APPROVED	AUTHORIZED

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1. INTRODUCTION:

INDIAN OIL CORPORATION LIMITED (IOCL) has awarded Fax of Acceptance (FOA) dated 29th August 2019 to M/s. Technip India Limited (TPIL) for Consultancy services (PMC/EPCM services) for overall project management, FEED Review / FEED, Detailed Engineering, Procurement & expediting services, Tendering & award, Construction Management & Supervision, Assistance in start-up, Commissioning & performance test runs for installation of a Standby SRU of 525 TPD capacity and execution of Additional tanks for Paradip Refinery, Odisha, India.

2. DEFINITIONS & ABBREVIATIONS:

Abbreviation	Definition /Expanded form
IOCL/ CLIENT	Indian Oil Corporation Limited
PMC/ CONSULTANT	Technip India Limited
LICENSOR	Party selected by IOCL for process technology ownership for any UNIT
CONTRACTOR	Party whose services are obtained for performing the works specified as part of LSTK / packages.
EPCM	Engineering, Procurement & Construction Management Services.
LSTK	Lump Sum Turn Key portion of the work to be executed by CONTRACTOR
FEED	Front End Engineering Design
AUTHORISED REPRESENTATIVE	IOCL's/ CONSULTANT's representative authorized to act for and on behalf of them.
VENDOR	Any third party supplying the equipment/materials for setting up the Plant
PROJECT	Indicates Standby SRU and Additional tanks Project, Paradip Refinery
UNIT	Indicates any particular portion of the project to be built which can be Process related or Utilities/Offsites related
SRU	Sulphur Recovery Unit

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3. **SCOPE**

- 3.1 This Site Coordination Procedure establishes the guidelines to be followed by the LSTK/ CONTRACTOR for communicating with PMC relating to the construction activities for Standby SRU & Additional Tanks IOCL Paradip Refinery. This procedure is intended to establish methods of communication, and to define the areas of responsibility and authority within PMC's and the LSTK / CONTRACTOR's organization, thereby developing efficient and effective coordination between the parties.

4. **PROJECT IDENTIFICATION**

The Project Name is to be referred to as Standby SRU & Additional Tanks IOCL Paradip Refinery .

5. **SITE COMMUNICATION**

The principle language on the project is English. Correspondence between all parties shall be in the English language.

Due to the number of participants on the project site, extensive from/to communication streams will be involved. In order to monitor and track such communications, systematic approach shall be implemented by each project participant.

6. **SITE ORGANIZATION**

6.1 **PMC's SITE ORGANIZATION**

"PMC SITE Organization" (to be submitted later)

"Basic Roles and Functions of PMC's SITE Office -Departments" is to be referred to, which summarizes the respective roles and functions of PMCs SITE Organization department.

6.2 **LSTK CONTRACTOR SITE ORGANIZATION**

The LSTK CONTRACTOR shall furnish a list of key personnel by function, which shall be shown in the LSTK CONTRACTOR's organization chart, who shall be directly involved in the WORKS. Such personnel being subject to approval by the OWNER/PMC.

"LSTK CONTRACTOR SITE Organization" (to be submitted by LSTK Contractor).

7. **CORRESPONDENCE ON SITE**

7.1 **GENERAL**

- 7.1.1 All correspondence from LSTK CONTRACTOR on SITE shall be duly signed by SITE representative of LSTK CONTRACTOR and it shall be required to be sent to PMC's SITE.
- 7.1.2 **All correspondence shall indicate the following information:**
- 7.1.2.1 Job Number:
- 7.1.2.2 Subject:
- 7.1.2.3 Correspondence Identification Number:
- 7.1.2.4 LSTK CONTRACTOR's Name:

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- 7.1.3 Correspondence shall deal only with a single subject whenever feasible. Separate subjects shall be covered by separate correspondence.
- 7.1.4 All correspondences, drawings, instructions, data sheets, computer print-outs, and other technical and. commercial documentation of the LSTK CONTRACTOR's shall be written in the English language.

7.2 CORRESPONDENCE ADDRESSES

7.2.1 OWNER

7.2.1.1 Head Office Address (Delhi)

M/s. Indian Oil Corporation Ltd. (Refinery Division)
 Scope Complex, Core-2 7, Institutional Area Lodhi Road,
 New Delhi-110003
 Representative Name Designation- Shall be informed during KOM
 E-mail-do-
 FAX number-do-
 Telephone Number -do-

7.2.1.2 Owner Site Office (Paradip)


M/s. Indian Oil Corporation Ltd.
 XXXXXXXXXXXXXXXXXXXX
 XXXXXXXXXXXXXXXXXXXX
 Representative Name Designation - Shall be informed during KOM
 E-mail -do-

FAX number -do- Telephone Number- do-

7.2.2 CONSULTANT

7.2.2.1 Head Office Address M/s. Technip India Ltd

XXXXXXXXXX
 XXXXXXXXXXXXXXXX
 Project Manager's Name Shall be informed during KOM

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Project Manager's e-mail-do-
Project Manager's FAX -do-
Project Manager's Phone -do-
Project Coordinator -do-

7.2.2.2 Site Office Address

Resident Construction Manager (RCM) Shall be informed during KOM
Name -do-
Address -do-
E-Mail -do-
Telefax No-do-
Telephone No-do-

7.2.3 LSTK CONTRACTOR

7.2.3.1 Head Office Address

Representative's Name & Designation To be filled by the LSTK Contractor.
Address
E-Mail
Fax no
Telephone no



7.2.3.2 Site Office Address

Representative's Name & Designation To be filled by the LSTK Contractor.
Address E-Mail Fax no

Telephone no

7.2.4 CORRESPONDENCE IDENTIFICATION SYSTEM

For Correspondence Identification system refers "Project Document Numbering Procedure"

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8. **MEETINGS**

8.1 **GENERAL**

8.1.1 **The following meetings shall be held on the project site.**



- 8.1.1.1 Weekly Coordination Meeting at the involved LSTK contractors, with participation of the PMC resident manager and IOCL representative.
- 8.1.1.2 Monthly review meetings at the involved LSTK contractors, with participation of the PMC resident manager and IOCL representative.
- 8.1.1.3 Quarterly review meetings with the involved LSTK contractor, with participation of the PMC and IOCL Management.
- 8.1.1.4 Special Meeting.
- 8.1.1.5 Other meetings with the PMC and/or IOCL
- 8.1.1.6 Schedule and Work Progress Meeting.
- 8.1.1.7 HSE Meeting.
- 8.1.1.8 Discipline Meetings.

8.2 **WEEKLY MEETING**

Owner/PMC may hold weekly progress review meetings at the work site and during the initial phase of the work at LSTK Contractor's engineering or other work centre, with LSTK Contractor in order to evaluate progress, identify problems and discuss other matters relevant to the work and to review LSTK Contractor's weekly report.

8.3 **MONTHLY MEETING**

- 8.3.1 Owner/PMC may hold monthly progress review meetings with LSTK Contractor to review and evaluate the overall status and progress of the work and other matters relating to the work and to review LSTK Contractor's monthly report.
- 8.3.2 Regular attendees shall be as agreed between Owner / PMC and LSTK Contractor.
- 8.3.3 The agenda for the monthly meeting shall as far as possible shall be settled by mutual agreement five working days before the meeting. Indicative agenda items for the meeting are as below:
 - 8.3.3.1 Presentation by LSTK Contractor on Project status and major problems
 - 8.3.3.2 Monthly plan vs progress status / statistics (Physical and Financial)
 - 8.3.3.3 Major hold ups / slippage
 - 8.3.3.4 Engineering / Design
 - 8.3.3.5 Procurement
 - 8.3.3.6 Construction contracting
 - 8.3.3.7 Project interfaces
 - 8.3.3.8 Completion outlook
 - 8.3.3.9 Area of concern and critical issues

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- 8.3.3.10 Recovery action plan
- 8.3.3.11 Contractual staffing plan
- 8.3.3.12 Status of Long Lead / Critical items

8.4 MANAGEMENT REVIEW MEETING

- 8.4.1 Owner / PMC shall hold Quarterly Management Review meetings with LSTK Contractor Management Team to review and evaluate the overall status, progress, HSE, project risks and critical issues requiring management attention.
- 8.4.2 List of attendees shall be agreed between Owner / PMC and LSTK Contractor. In addition, the LSTK Contractor shall upon request provide appropriate representation covering the relevant items of the meeting.
- 8.4.3 The agenda for the monthly meeting shall as far as possible shall be settled by mutual agreement seven working days before the meeting. Indicative agenda items for the meeting are as below:
 - 8.4.3.1 Presentation by LSTK Contractor on Project status and Critical Issues.
 - 8.4.3.2 Status of Commitments of Monthly reviews.
 - 8.4.3.3 Project schedule and possible recovery plans
 - 8.4.3.4 Contractual staffing plan
 - 8.4.3.5 Completion outlook.
 - 8.4.3.6 Status of critical items.
 - 8.4.3.7 HSE review.
- 8.4.4 The venue of such meetings shall be at the work site for Construction phase.

8.5 SPECIAL MEETING



- 8.5.1 Owner / PMC or contractor may from time to time request a meeting to be held in order to discuss a matter of an urgent nature and which cannot be left until the weekly or monthly meeting, covering a specific matter, requiring a dedicated meeting.
- 8.5.2 In such circumstances, the party requesting the meeting shall contact the other party and agree upon the agenda, attendees and timing of such meeting. Such arrangements are subject to approval.

8.6 OTHER MEETINGS

- 8.6.1 PRE-INSPECTION MEETING

LSTK Contractor shall hold a Pre-Inspection Meeting with each Vendor / Subcontractors prior to commencement of fabrication to discuss items including:

 - 8.6.1.1 Contract requirements to ensure vendor /Sub-Contractor understands of its responsibilities
 - 8.6.1.2 Code requirements
 - 8.6.1.3 Owner's special requirements
 - 8.6.1.4 Independent third party inspection agency for code and / or statutory requirements

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- 8.6.1.5 WPS and PQR, including reference to pre-heat and post weld heat treatment requirements and impact valves as may be applicable.
- 8.6.1.6 Special weld procedure requirements, where applicable
- 8.6.1.7 Requirements for production test plates, where applicable
- 8.6.1.8 Project schedule
- 8.6.1.9 Quality control program check & Inspection hold points
- 8.6.1.10 Witness tests
- 8.6.1.11 Dimensional tolerances

8.6.2 MECHANICAL COMPLETION /COMMISSIONING MEETING

Brief daily meeting shall be held during the mechanical completion and commissioning period with an agenda covering:

- 8.6.2.1 Work in progress for the past 24 hours
- 8.6.2.2 Scheduled progress for the next 24 hours
- 8.6.2.3 Review of resources
- 8.6.2.4 Safety, work permits
- 8.6.2.5 Technical queries or problems

8.7 SCHEDULE AND WORK PROGRESS MEETING.

The requirements for this meeting is referred in Project Control Procedure

HSE MEETINGS

Owner / PMC and LSTK Contractor shall have weekly meetings on HSE matters. LSTK Contractor shall also conduct HSE meeting with his sub-contractors.

8.8 DISCIPLINE MEETINGS

Owner / PMC and LSTK Contractor shall have weekly meetings with various disciplines such as QA/QC, Civil, Electrical, Instrument, etc.