Australia Business Unit

Supplier Quality Requirements

ABUE-000-QA-M04-O-00001

Revision Detail

Rev Number	Date	MOC Number	Author	Approver
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1. Purpose

To define the Quality Policies, Procedures and Technical Delivery Requirements for suppliers of equipment, material and services engaged by or on behalf of ConocoPhillips Australia Business Unit.

The ConocoPhillips Australia Business Unit considers the management and continual improvement of 'quality' and 'reliability' to be critical success factors in maintaining the ongoing, safe operation of the APLNG Downstream Processing Facility and is committed to establishing mutually beneficial supplier relationships to support this business principle.

This commitment requires the shared understanding and support of the ConocoPhillips Australia Business Unit quality requirements by our selected suppliers. As such, the Supplier is responsible for ensuring all quality assurance activities undertaken to validate the supplied scope of work are aligned with the applicable quality requirements stated within this document.

2. Scope

The ConocoPhillips Australia Business Unit Supplier Quality Requirements are applicable to all ConocoPhillips Australia issued Contract Agreements or Purchase Orders and applies to all equipment, materials and/or services procured for use at APLNG Downstream Processing Facility.

Note: This document does not delete or revise any requirements of the bid or Contract documents. If any inconsistency is considered to exist between the requirements of this document and the Contract Terms/Purchase Order documents, it is the responsibility of the Supplier to seek clarification/resolution from ConocoPhillips.

3. Supply Chain Policy

ConocoPhillips

Supply Chain Policy

Our Commitment…
The ConocoPhillips Supply Chain organization is committed to be an integral part of the company's business operations by delivering significant ongoing value through an integrated and collaborative approach to business planning and utilization of sound Supply Chain practices. Our objective is to obtain the best value for ConocoPhillips through the application of commercial expertise and the effective governance of consistent, good procurement and materials management processes. We will relentlessly focus on safety and quality in the selection and management of our Suppliers.

Our Policy…
The Supply Chain Policy applies to all Supply Chain activities of ConocoPhillips. Procurement and disposal of all materials, equipment and services will be managed in accordance with the Supply Chain Management System, which contains Standards and authority delegations.

To meet our commitment, we will:

- Ensure our Suppliers are treated in accordance with ConocoPhillips Code of Business Ethics and Conduct.
- Exercise Supply Chain Review and Concurrence (Supply Chain Authority) to make formal commitments and to align contract and sourcing strategy, Supplier selection, business needs, and due diligence review of commercial and contractual terms prior to:
    - Executing Contracts, Agreements, and Amendments with Suppliers
    - The start of any work or service
    - Obtaining materials or equipment
- Utilize approved ConocoPhillips standard Agreement/Contract templates whenever possible.
- Administer all Agreements/Contracts within Supply Chain scope and actively manage and monitor the performance of Suppliers with Key Contracts.
- Manage and ensure the effective oversight and control of materials and equipment within Supply Chain scope by systematically:
    - Validating receipts, issues and returns
    - Optimizing inventory levels
    - Disposing of excess materials and equipment in a timely manner

Our Joint Expectations…
Supply Chain and Business Units/Functional Groups will collaborate to leverage spend and work with Suppliers to deliver the best value for ConocoPhillips' materials, equipment and services requirements. We will deliver fit-for-purpose Supply Chain controls and provide global Supply Chain Standards for governing Supply Chain processes within ConocoPhillips in accordance with the principles outlined within this Policy.

David Chenier
Chief Procurement Officer
ConocoPhillips

4. Quality Requirements

4.1. Quality Management System

ConocoPhillips encourages all Suppliers to maintain a Quality Management System (QMS) in accordance with AS/NZS *ISO 9001:2016 Quality Management Systems – Requirements*, or equivalent third-party certification, with the commitment to defect free equipment, materials or service delivery and continual business improvement.

The established Quality System shall encompass all controlling processes related to the scope of work, for example, resource planning, documentation/record control, procurement/material supply, engineering, maintenance, inspection, and test activities etc. This shall include documented procedures for final inspection and test verification activities, including compliance acceptance standards and quality/test records, where applicable.

The proposed quality system shall have the capability to issue a 'stop work' order by Supplier or ConocoPhillips at any time during the scope of supply, when significant adverse quality trends and/or deviations from the previously agreed quality requirements are identified.

The Supplier can demonstrate the effective implementation of their QMS to ConocoPhillips by the following means:

- Accredited certification to ISO 9001, by a third-party organisation acceptable to ConocoPhillips; where the scope of certification covers the location and work to be performed.
- Submission and acceptance of a completed ConocoPhillips Quality Assurance Pre-Qualification Questionnaire (Doc ID: AUE-000-QA-N08-O-00005).
- Submission of a satisfactory audit report completed by ConocoPhillips or industry body (e.g., Achilles, NATA, American Petroleum Institute etc.) within the past three years.

4.2. Approved Vendor Qualification

As part of the ConocoPhillips Australia Approved Vendor List (AVL) process, when requested by ConocoPhillips, the Supplier shall be requested to submit a completed ConocoPhillips Quality Assurance Pre-Qualification Questionnaire to allow ConocoPhillips to assess the Supplier's quality management system capabilities.

Dependant on the criticality of the equipment, material of services being provided follow up site inspections/audits may then be undertaken by ConocoPhillips Australia.

4.3. Audits

4.3.1. Company Audit and Right of Access

To verify adequate controls are implemented and assure compliance with Contractual/Purchase Order requirements, ConocoPhillips reserves the right to inspect/audit the supplier's facility and any equipment, raw material, testing practices, goods or services being provided. ConocoPhillips also reserves the right to perform, or participate as observers, in periodic audits of sub-supplier's quality systems associated with the provision of the agreed scope of supply.

ConocoPhillips will provide timely notifications of any such requests to minimise operational disruptions and it is the responsibility of the Supplier's management representatives to ensure adequate resources are allocated to support the successful completion of any proposed audit activity. The Supplier shall confirm their availability within seven (7) days of the scheduled audit date.

Any audits shall be completed by qualified personnel in line with AS/NZS ISO 19011 - Guidelines for Auditing Management Systems.

4.3.2. Supplier Audits

The Supplier shall maintain a documented internal audit procedure encompassing their quality management activities and those completed on their behalf by Sub-Suppliers/suppliers. The frequency and scope of the audits shall be sufficient to provide assurance of the provided work scope.

Prior to the work scope commencement, the Supplier may be requested to submit their audit schedule for acceptance by the ConocoPhillips.

4.4. Supplier Organisation, Resources and Training

The Supplier shall provide appropriately qualified and certified personnel aligned with the requirements and skill levels required for the scope of work.

The Supplier will be responsible for maintaining records and qualifications for all personnel engaged to perform work as part of the Contract Agreement or Purchase Order. These records shall be made available for ConocoPhillips review upon request and, dependent on the criticality of the work scope, approval by ConocoPhillips.

The quality control personnel shall have the necessary authority and reporting relationships to be sufficiently independent of the work scope.

4.4.1. Notification of Organisational Changes

It is the responsibility of the Supplier to promptly notify ConocoPhillips of any changes to the Supplier's organisation that may negatively impact the supplied equipment, materials, or services.

These changes may include business ownership, business name, key personnel, facility/manufacturing location, quality approvals or modifications to the supply chain/manufacturing process, where applicable (Ref: Section 4.8.1 – Management of Change for additional information).

4.4.2. Training

The supplier shall implement an ongoing training competency programme to introduce and familiarise all personnel with the compliance requirements for their area of responsibility.

Training requirements shall be identified in a training plan or procedure and the training requirements shall encompass organisational and procedural information as well as technical and safety topics.

4.5. Protection of Proprietary Information

The supplier has the responsibility to safeguard any confidential proprietary information issued by ConocoPhillips and ensure such information is kept confidential and not disclosed to sub-suppliers or third parties without prior written agreement.

Proprietary information can include, but is not restricted to:

- All versions of electronic data
- Site specific information
- Drawings and documentation
- Tooling and raw materials

Any drawings/specifications provided by ConocoPhillips for the purpose of quotations, where subsequent business has not been awarded, shall either be returned or destroyed as per directions received from the relevant ConocoPhillips representative.

Any supplier receiving ConocoPhillips Optimised Cascade Process related proprietary information is required to sign a Confidentiality Agreement to safeguard associated ConocoPhillips Intellectual Property.

4.6. Quality Plans

4.6.1. Submission and Approval

Based on the assessed product criticality, ConocoPhillips may request a Quality Management Plan (QMP) submission for review/approval detailing how the Supplier will validate the supplied equipment, material and/or service(s) complies with the Contract/Purchase Order requirements.

The Supplier shall also submit, for ConocoPhillips review/approval, any associated Inspection and Test Plan(s) and supporting data noted in the supplied QMP(s).

Any deviation from this requirement must be requested in writing and will be subject to ConocoPhillips approval.

4.6.2. Quality Plan Requirements

The preferred structure for Quality Plans is as per AS ISO 10005:2018 Quality Management Systems - Guidelines for Quality Plans.

Quality plans shall include:

- All validation/verification activities, in a logical order, utilised to meet the quality aspects of the scope of work and extend to all areas of the Supplier's organisation applicable to the equipment, material and/or service(s) provided (including QA resourcing, design, procurement, fabrication, installation, testing and shipping, as appropriate).
- Include references to applicable procedures, interfaces, and documents (e.g., associated Inspection and Test Plans, Acceptance Criteria, Test Records etc.) utilised to record the attainment of quality dependent upon the nature of the scope of work provided.

Note: Acceptance of the quality plan by ConocoPhillips does not relieve the Supplier of the obligation to comply with the requirements of the Contract/Purchase Order, including this document. If a Quality Plan is subsequently found to be ineffective or inadequate in providing acceptable control, ConocoPhillips may request modification of the plan(s).

4.7. Information Management

4.7.1. Supplier Document and Data Requirements (SDDR)

The supplier shall have in place a structured information management system to enable the control of approved documents and ensure only valid, approved documents are utilised as part of the scope of work development, production and final inspection and testing activities. The information management system shall control the following:

- Receipt/Verification of any ConocoPhillips issued documents and their subsequent management including how document review comments between ConocoPhillips and the Supplier shall be transmitted/processed.
- Identification of controlled and uncontrolled documents.
- Maintenance of document control registers for approved procedures, drawings, interim changes, specifications etc. detailing current revision of each document to prevent use of obsolete documents.
- Removal of superseded or voided documents from circulation to prevent unintended use.
- Control and identification of all obsolete documents requiring retention for legal and/or knowledge-preservation purposes etc.

When required, ConocoPhillips will include a Supplier Documentation and Data Requirements (SDDR) register with the Contract/Purchase Order which will outline the scope of work deliverables. The Supplier will be responsible for delivering the required documents in the specified format unless a deviation is agreed with ConocoPhillips.

Refer to the Australian Business Unit Supplier Document & Data Guideline (ABUE-000-EG-M04-C-00001) for further instructions re: SDDR requirements.

4.7.2. Procedures

The Supplier is responsible for developing the Quality Management System and associated procedures to support the scope of work. Where specified in the Contract/Purchase Order or SDDR, the Supplier must submit nominated procedures for review/approval by ConocoPhillips

4.7.3. Quality Records

The Supplier shall maintain records of all documents necessary to demonstrate the achievement of the quality assurance requirements specified in the associated Contract terms or Purchase Order. Unless otherwise agreed at the bid stage, applicable original source material test certificates (or certified copies) and applicable Test Reports etc. are required to be supplied.

All documentation shall be legible, dated (including revision dates where applicable), readily identifiable and maintained in a traceable repository. Data record formats shall be maintained as required by applicable Regulatory or ConocoPhillips Contract/Purchase Order provided requirements.

The Supplier shall be responsible for ensuring the security of all required records for a period of retention, which, as a minimum, meets statutory and/or Contract/Purchase Order requirements, whichever is the greater. While in storage, records must be protected from environmental damage, loss, or deterioration.

4.7.4. Quality Status Report

When requested by ConocoPhillips, the Supplier shall submit a periodic quality activity report. The report shall include, as a minimum, the following quality assurance information:

- Quality key performance indicators – actual vs. target
- Planned quality activities during the next reporting period
- Requested ConocoPhillips quality activities during the next reporting period
- Audit schedule status
- Non-conformances, Corrective Action and Supplier Deviations status updates
- Manufacturing Data Records completion status.

The submission frequency of any required Quality Status Reports shall be agreed between ConocoPhillips and the Supplier prior to the scope of work commencement.

4.7.5. Manufacturer's Data Record

When requested, the Supplier shall compile a Manufacturers Data Record (MDR) incorporating all quality records for the supplied scope of work. All Manufacturing Data Records shall comply with the following general requirements:

- Prior to the commencement of manufacturing activities, the Supplier shall submit an Index of the MDR to ConocoPhillips with for review/acceptance. Note**:** An example MDR index is provided for reference in Appendix 1: Sample Manufacturers Data Record Index.
- The MDR must be compiled progressively during the execution of the Scope of Work and must be made available for review and endorsement by ConocoPhillips upon request.

- The MDR shall reflect the materials, manufacturing, inspection, and test history of the scope of work and shall provide sufficient detail to assure ConocoPhillips of the quality of workmanship and the Supplier's compliance with the Contract/Purchase Order requirements.
- All reports, records and certificates provided by the Supplier shall be in the English language (or supported by a verified translation), legible, traceable and shall be endorsed by the Supplier as complete and compliant with the requirements of the Contract/Purchase Order.

Full MDR requirements are outlined in the Australian Business Unit Supplier Document Guideline (ABUE-000-EG-N05-C-00000).

A final inspection release will not be issued until the assigned ConocoPhillips representative has reviewed and accepted all MDR documentation for the Product being shipped.

4.8. Design and Engineering Controls

The Supplier shall have a design engineering system established to manage the checking/approval of technical documents, drawings, control of technical changes, Company interface management and design review/assurance processes.

4.8.1. Management of Change

Any minor change introduced into the supply chain process has the ability to cause extreme harm in the delivered product or service. Consequently, ConocoPhillips considers the Management of Change process utilised in every supply chain tier a critical safety element in maintaining the operational integrity of the APLNG Downstream Processing Facility.

Where applicable, Suppliers are expected to maintain a documented Management of Change Procedure to identify and manage any deviations which result in a change to the originally agreed Contract/Purchase Order requirements. This procedure shall clearly delineate responsibilities for approval of changes between Supplier and ConocoPhillips.

4.9. Supplier Deviations Requests and Queries (SDRQ)

4.9.1. General

A deviation is any departure from a technical specification requirement, contained in the Contract terms or Purchase Order documents, which the supplier intends to incorporate in the provided equipment, material, or service/activity.

Queries, interpretation or guidance on any technical aspects of the Contract Agreement/Purchase Order, as well as any requests for a relaxation or deviation/waiver related to the Purchase Order, specification, raw materials, test, inspection or documentation requirements must be submitted by the Supplier to ConocoPhillips for review using the Supplier Deviation Requests and Queries (SDRQ) form, reference Appendix 2.

Note 1: SDRQ approval decisions are at the discretion of ConocoPhillips and do not relieve the Supplier from their previously agreed responsibilities as defined in the Contract/Purchase Order.

Note 2: No relaxation or waiver shall be implemented without prior written agreement by ConocoPhillips.

4.9.2. Supplier Deviations

Deviation requests shall be submitted to ConocoPhillips with sufficient supporting technical information to allow adequate evaluation of the request. Upon review, Deviation dispositions will be assessed as either:

- Accept as is: An acceptance may be granted when it can be established the deviation from the original

requirement will not result in adverse conditions and the provided product or service under consideration will continue to meet all specified functional requirements, including performance, maintainability, dimensional requirements, and safety standards.

- Repair: Where specified, the Supplier shall restore the nonconforming characteristic to a condition such that the capability of the product or service to function reliably and safely is unimpaired, even though the repaired product or service may not fully conform to the originally agreed requirements.
- Accept Substitution: If the Supplier nominates a suitable substitution of the Product or Service, ConocoPhillips may accept even if it may no longer be fully conforming with the Contract/Purchase Order.
- Rejection: The deviation request may be rejected by ConocoPhillips with comments; Upon receipt, the Supplier shall review the comments and revise the request in order to resolve the deviation.

4.9.3. Supplier Queries

Queries, interpretation, or guidance on any technical aspects of the agreed Contract/Purchase Order scope of work may also be submitted to ConocoPhillips for review via the SDRQ process. The received query shall be distributed to the relevant ConocoPhillips Technical Authority for review/feedback to the supplier.

5. Non-Conformance Control Process

Documented procedures shall be established by the Supplier for the control of nonconforming goods and/or services to prevent unauthorised use, delivery or mixing with the conforming equipment/materials. When requested, the Supplier shall submit their non-conformance control procedure to ConocoPhillips for review.

The Supplier shall notify the ConocoPhillips in writing of any non-conformances that may have an impact on the delivered scope of work within 24 hours of detecting the nonconformance. Supplier non-conformance notifications shall include:

- Details of the non-conforming Product or Activity
- Impact on previously supplied equipment, material, or services, if applicable
- Proposed corrective and preventative actions
- Estimated schedule and financial implications.

Depending on the severity of the NCR, ConocoPhillips may issue a Non-Conformance Report. The supplier must then provide a completed corrective and preventive action plan within thirty (30) days of receipt.

For any proposed repair/rework activities, a copy of the repair procedure must be submitted to ConocoPhillips for review/approval prior to the repair/rework being undertaken. If a Product is repaired or reworked it must be re-inspected in accordance with the Supplier's procedures prior to supply.

If the Supplier wishes to propose acceptance of any non-conforming products or activities, they shall submit their proposal in writing for review via the ConocoPhillips Supplier Deviation Request and Query (SDRQ) process.

6. Certification and Traceability Requirements

6.1. General

It is the Supplier's responsibility to ensure provided equipment, material and/or service(s) certification shall meet all necessary statutory/code requirements for the country of use.

Where applicable, the Supplier will utilise adequate material control processes to ensure each type, grade, or size of material/component etc., including ConocoPhillips supplied materials remains identifiable until incorporated into the finished supplied product.

Where traceability is specified for materials, individual components, or sub-assemblies etc., it must be carried out by means of hard stamping, indelible marking, or other industry accepted methods and supported by documented records. Where a material is cut or modified the markings shall be transferred onto the unmarked section to ensure continued traceability to the certification. Supplied certification must be fully traceable to the heat/batch number, markings, product, or item to which it pertains.

Material test reports, Certificate of Conformity and any other test/inspection documentation applicable to the traceability of the supplied equipment, material and/or service(s) provided shall be originals or true copies of the originals and include any applicable supplementary requirements stated in the scope of work.

All provided certificates shall be issued in English and shall be dated and signed by the Supplier's authorised quality assurance representative whose name/position shall be indicated on the document.

Traceability documentation shall be produced during each phase of the scope of work to facilitate timely retrieval of applicable records. All supplied documentation shall be complete, unambiguous, and legible over the full contents and care shall be taken to ensure any provided copies present a full and clear reproduction.

ConocoPhillips shall review the supplied documentation to verify compliance with applicable specifications and Contract/Purchase Order requirements. Any documentation discrepancies identified will be communicated to the supplier for formal correction and re-submission.

6.2. Welding

Where the scope of work includes welding, the Supplier will maintain a welding management system which aligns with AS/NZS ISO 3834 Quality Requirements for Fusion Welding of Metallic Materials, or equivalent.

All weld procedures and/or welder qualification tests shall be subject to review/approval by ConocoPhillips, where requested.

6.3. Material Certificates for Compliance and Traceability

Supplied certification for non-destructive and mechanical testing shall be endorsed by an internationally recognised inspection and testing body, or by an inspection and testing body recognised by government agencies/major industries within that country and accepted by ConocoPhillips.

Product supplied must be of known quality and include relevant certification as nominated in applicable specifications, codes, or standards.

Where specified, BS EN10204:2004 – 'Metallic products, Types of inspection documents' shall be utilised by ConocoPhillips to specify the types of certificates required for the Contract or Purchase Order. EN10204:2004 shall also be applied for non-metallic products, where applicable. Ref: Appendix 3: Equipment Type Material Verification for further guidance.

Table 6.3.1: BS EN10204:2004 Types of Inspection Certificate

Certificate Code	Description
Type 2.1	Statement of compliance document in which the manufacturer declares that the products supplied are compliant with the order requirements, without inclusion of test results. For example, a Certificate of Conformity etc.

Type 2.2	Statement of compliance document in which the Manufacturer declares that the products supplied are compliant with order requirements and they supply test results based on non-specific inspection. For example, the products inspected/tested are not necessarily the products supplied and may be part of a larger batch test. This document is similar to a 'type 2.1' document but does include test results.
Type 3.1	Statement of compliance document issued by the manufacturer which declares that the products supplied are compliant with order requirements and stated test results defined by the product specification, regulatory correspondence, rules and or the order and specifications. The document is validated/signed by the manufacturer's authorised independent QA/Inspection representative. E.g. Material Test Certificates, NDE certificates etc.
Type 3.2	Document prepared by both the Manufacturer's authorised independent QA/Inspection representative, and either a designated official regulatory inspector or a ConocoPhillips authorised inspection representative. The certificate shall declare that the products supplied are compliant with the order requirements and shall include the test results.

A summary of the minimum certification and marking requirements for commonly used material groups is detailed in Appendix 3: Equipment Type Material Verification. These guidance notes shall apply unless they are superseded by ConocoPhillips issued Contract Agreement or Purchase Order specified requirements.

6.4. Positive Material Identification

Where specified in the scope of work or associated specifications, the Supplier shall verify material grade and type against material certification on receipt and during fabrication/assembly via the use of Positive Material Identification (PMI). PMI methods and personnel, where specified shall be subject to review/acceptance by ConocoPhillips.

PMI shall be applied in addition to the Supplier's overall quality assurance verification activities for materials and shall not be deemed a replacement or substitute for Material Test Reports.

6.5. Traceability

As part of the Quality Management System Supplier shall implement a process of material traceability to trace the history, application or location of an item or activity or similar items or activities, by means of recorded identification throughout the scope of work. Traceability of product can relate to:

- The origin of materials and parts,
- The processing/manufacturing history, and
- The distribution and location of the product after delivery.

Supplier shall maintain identification and provide records to enable ConocoPhillips to trace the installed location of all permanent materials, including ConocoPhillips provided equipment/materials to Supplier for use or installation in the APLNG Downstream Processing Facility.

7. Inspection and Testing Requirements

7.1. General

The Supplier shall ensure all inspection and testing is carried out in accordance with documented procedures and appropriate records are maintained to provide evidence of conformance to the specified requirements for the supplied scope of work.

Where applicable, during manufacture the inspection and test status of fabricated goods shall be identified using markings, authorized stamps, tags, labels, inspection records, test software, physical location, or other suitable means, which indicate the conformance or non-conformance of products with regard to inspection and tests performed.

Final inspection shall include the verification of all previous in-process test/inspection results, performed to assure compliance of the supplied work. Records shall be maintained to identify the inspection authority responsible for final approval of the release of supplied products and/or service(s).

As part of the ConocoPhillips quality assurance requirements, inspection may be required at the Supplier's and/or Sub-supplier's locations. Additionally, receipt inspection of received goods at the APLNG Downstream Processing Facility may be performed by ConocoPhillips. Inspection may be conducted by ConocoPhillips representatives or appointed 3rd party inspectors, or a combination of the two.

The Supplier shall ensure access is granted to ConocoPhillips representatives, verifying authorities and statutory authorities to conduct nominated work scope inspection activities at its premises, the premises of Sub-Suppliers or alternative work locations as required.

While ConocoPhillips representatives are at the Supplier's premises, the Supplier shall provide reasonable access to office resources including office space/desk, chair, and access to internet/email connections etc. in order to assist in the efficient execution of any nominated inspection activities.

In the event of identified quality issues, ConocoPhillips may elect to conduct source inspection. Source inspections and appraisals do not relieve the Supplier of their responsibility for maintaining quality systems and inspection procedures to ensure acceptable product and service quality is provided.

Any defects identified either as part of source inspection activities or during receiving or assembly inspections are subject to return to the Supplier in accordance with the ConocoPhillips Non-Conformance process.

7.2. Kick-Off Meeting and Pre-Inspection Meeting

Where specified in the Contract Agreement or Purchase Order a Kick-Off Meeting (KOM) will be convened following award to ensure all requirements of the Contract/Purchase Order are understood by both parties.

Additionally, based on the scope of work criticality, a Pre-Inspection Meeting (PIM) may also be requested at the Supplier's premises or alternative work location to ensure all Quality/Inspection/Test requirements of the Contract Agreement or Purchase Order are mutually understood.

In both instances, ConocoPhillips will formally notify the Supplier of the Meeting(s) requirement, timing, proposed/suggested attendees, and agenda(s).

7.3. Supplier Inspection and Test Plan (ITP)

Based on the criticality of the scope of work, the Supplier shall prepare and submit a suitable Inspection and Test Plan (ITP) to cover all processes associated with the fulfilment of the Scope of Work; this shall include separate ITPs for different facilities and/or Sub-suppliers as required.

The Supplier shall not commence work scope activities prior to the review/acceptance of all submitted ITP's by ConocoPhillips.

The ITP shall be completed and signed off progressively by the Supplier's quality control personnel, and ConocoPhillips nominated inspection personnel by agreement and/or Verifying Body, as applicable. Progress stage inspections by ConocoPhillips will be scheduled using the ITP, as and when required.

The format shall be in chronological order from initial drawings through to installation, inspection, testing, and documentation/certification. These activities shall include, but not be limited to:

1) Testing and inspection activities to be performed by the Supplier in accordance with applicable specifications, regulatory codes, and national/international standards.
2) Testing and inspection activities to be performed by the Supplier in accordance with their internal QA/QC procedures.
3) Hold, Witness, and Notification points for source Inspection activities (where applicable) to be performed by the Supplier.
4) All sub-supplier inspection activities. The Supplier shall develop the format of the ITP to include, as a minimum, the following items for each quality verification activity:

    i. Relevant procedures and specifications
    ii. Acceptance criteria
    iii. Records/documentation produced
    iv. Approval signatures by Supplier and ConocoPhillips.

Work conducted by Sub-Suppliers or sub-units of work conducted by the Supplier may be on separate ITP's.

An example of the preferred ITP format and additional guidance notes are detailed in Appendix 4.

The Supplier may propose the use of their standard ITP format provided all ConocoPhillips required information is included.

The Supplier shall detail in the Quality Plan (or separately), all inspection and test procedures referenced in submitted ITP's and shall provide these procedures for review to ConocoPhillips upon request, or when specified in the Contract/Purchase Order.

7.4. Inspection Notifications

The Supplier shall notify ConocoPhillips at least seven (7) working days in advance of any pre-designated 'Hold' or 'Witness', inspection or testing stages where ConocoPhillips (or nominated inspectors) have requested attendance.

Notification shall be in writing preferably using the template provided in Appendix 5: Notification of Inspection Form.

It is the Supplier's responsibility to plan and schedule inspection activities to support the delivery schedule and to ensure the maximum economic use of the visiting inspector's time.

7.5. Inspection Waivers/Deferred Inspection

The following shall apply:

- Inspection Waivers: ConocoPhillips may on occasion decide to waive a previously agreed inspection activity during the course of progressive inspection
- Deferred Inspection: ConocoPhillips may decide to defer inspection activities from the Supplier's facility to another location or to an alternative stage of the manufacturing/assembly process.

ConocoPhillips shall provide confirmation in writing when either of the above options is elected and a copy must be included in the Manufacturers Data Record (MDR).

7.6. Inspection Punch List/Outstanding Works List

The Supplier shall ensure all Punch list and outstanding Work items are closed prior to the scope of work release unless prior written approval has been received from ConocoPhillips.

In such cases, the Supplier shall be responsible for the management of all punch list items/outstanding work(s), including the interface with other parties to complete and close out identified deficiencies. ConocoPhillips shall be provided full access to any developed inspection punch list/outstanding works lists by the supplier during the execution and close out of open actions.

7.7. Inspection Release Certificate

The release of item(s) to ConocoPhillips shall not proceed until all required activities on the approved ITP's (including Third Party and Regulator requirements), have been completed to the satisfaction of ConocoPhillips, unless otherwise waived. Upon satisfactory completion of all required activities and inspection/test stages review, ConocoPhillips will issue an Inspection Release Certificate (IRC).

A copy of the received IRC shall be attached to the delivery documentation by the supplier and included in the supplied Manufacturers Data Record. Items delivered without a copy of the Inspection Release Certificate may be subject to receipt delay/quarantine by ConocoPhillips.

The issue of an IRC does not relieve the Supplier of their obligations under the Contract agreement or Purchase Order.

7.8. Measuring and Test Equipment

Where applicable, a documented procedure(s) shall be established for the control of Measuring, and Test Equipment (M&TE) required to verify scope of work compliance. As a minimum this procedure(s) shall detail the following:

- M&TE is calibrated against certified reference standards traceable to applicable internationally recognised standards at prescribed manufacturer's or project required intervals. Where no such standards exist, the basis used for calibration shall be documented. Test software used for verification purposes shall be capable of verifying acceptability of the supplied scope of work.
- M&TE shall be identified with a calibration label, when physically possible, which includes the M&TE unique ID, calibration due date, and provides calibration record traceability.
- Calibration instructions shall be available for each type of calibrated M&TE.
- Handling, preservation, and storage of M&TE shall be in accordance with manufacturer recommendations.
- A calibration management process shall be in place to ensure M&TE devices are recalled for calibration as/when required.
- M&TE calibration information shall be documented on inspection and test records traceable to where the M&TE has been utilised.
- The M&TE procedure includes a risk evaluation process to determine the impact on previously assessed/measured work scopes when the M&TE is found to be damaged or out of calibration. E.g. Where equipment is identified as being out of acceptable calibration limits, the validity of all previously measured test results, since the last known acceptable calibration activity, shall be risk assessed and documented.

7.9. Non-Destructive Examination

7.9.1. Non-Destructive Examination Qualifications

When requested, the Supplier shall provide evidence of current Non-Destructive Examination (NDE) certifications to ConocoPhillips for review/approval and shall include a copy of the qualifications within the supplied MDR.

All laboratories engaged for mechanical testing and calibration of measuring instruments shall be accredited to ISO/IEC 17025.

In Australia, laboratories that are National Association of Testing Authorities (NATA) endorsed are deemed to comply with AS ISO/IEC 17025. Suppliers of testing services within Australia shall be NATA accredited.

Inspection companies engaged for the provision of Non-Destructive Examination and Pressure Testing services shall be accredited to AS ISO/IEC 17025, however accreditation to AS/NZS ISO/IEC 17020 will be accepted for field testing services. This requirement shall also be applied to any sub-supplier testing facilities and their sub-suppliers.

NDE operators shall be independently certified in compliance with AS ISO 9712, Non-destructive testing – Qualification and certification of NDT personnel. Alternative certification program qualifications (e.g. Certification Scheme for Welding Inspection Personnel (CSWIP), American Society for Non-Destructive Testing (ASNT) etc.) may be accepted by following a review of qualification records by ConocoPhillips.

7.9.2. Non-Destructive Examination Procedures

When requested, the Supplier shall submit NDE procedures for ConocoPhillips review/approval prior to testing commencement. The Supplier shall be responsible for periodically reviewing and updating their NDE procedures to maintain alignment with industry standards.

7.9.3. Non-Destructive Examination Records

The Supplier is responsible for compiling all Non-Destructive Examination records for the supplied scope of work into the supplied Manufacturing Data Record.

All NDE records shall be written in the English language, complete, unambiguous, legible, and suitable for electronic scanning. Certificates in other languages will only be accepted if they are supplied with an endorsed English translation by an authority acceptable to ConocoPhillips.

8. Packing, Preservation and Chemical Management

8.1. Shipping Documentation Guidance

The ConocoPhillips Australia Business Unit Packing, Marking & Shipping requirements are outlined in the following documents:

- Australia Business Unit Packing and Marking Procedure (ABUE-000-LO-N05-O-00011)
- Australia Business Unit Shipping Documentation Requirements (ABUE-000-LO-N05-O-00012)

The Supplier is responsible for ensuring a review of the above procedures has been completed to confirm supplied equipment/material is adequately packaged and identified to maintain product integrity and provide protection against any damage, contamination or corrosion during shipping and storage conditions.

Where applicable, arrangements shall be made for the protection of the quality of supplied products and their identification after final inspection and test. Where Contractually specified, this protection shall be extended to include delivery to the APLNG Downstream Processing Facility job site destination. If requested the Supplier shall provide a copy of the procedure detailing the controls, including handling, storage, and preservation of equipment/materials supplied to prevent damage or deterioration.

The shipping documentation shall be presented via a Shipping Dossier and shall be made available prior to transport.

The Shipping Dossier shall include the following minimum documentation (where applicable):

- Collection Address
- Supplier Packing List
- ConocoPhillips Inspection Release Certificate (IRC)

- Supplier Commercial Invoice (all commercial invoices must be on a Supplier letterhead, stamped and signed)
- Weight certificates for equipment (including centre-of-gravity details and package dimensions.

Where requested by the ConocoPhillips Logistics Coordinator the following should also be included in the Shipping Dossier:

- Certificate of Compliance for lifting/lifted equipment, verified by design and fabrication
- Dangerous Goods Declaration (i.e. ADG Code, IATA, IMDG)
- AFAS Compliant Fumigation Certificate for all wooden crates/packaging items destined for Australia and/or Australian Waters
- Load test certification for all lifting/lifted equipment
- Material Safety Data Sheets (compliant with Australian Standards)
- Supply Contractor Free Trade Agreement Declaration
- Supply Contractor Asbestos Declaration
- Supply Contractor Packing Declaration.

8.2. Hazardous Substance Instructions

Any chemicals/hazardous substances provided as part of the Scope of Work must be approved via the ConocoPhillips Chemical Approval Process prior to supply. Details of the chemical management approval process are noted in ABU Chemical Management Procedure (ABUE-450-HS-N05-C-00003).

Any required approvals shall be initiated via the ConocoPhillips representative responsible for generating the associated Contract need/Purchase Order.

9. Terms and Definitions

Term	Definition
ABU	ConocoPhillips Australia Business Unit
ADG Code	The Australian Code for the Transport of Dangerous Goods by Road and Rail
AFAS	Australian Fumigation Accreditation Scheme
ANZEx	Australian Program for the Certification of Equipment for Explosive Atmospheres
AS	Australian Standard
ASNT	American Society for Non-Destructive Testing
AVL	Approved Vendor List
ConocoPhillips Australia	ConocoPhillips Australia Operations Pty Ltd or ConocoPhillips Australia SH1 Pty Ltd, as applicable.
Criticality Assessment	A formalised technique to evaluate risks associated with equipment, material or service failure assigning a criticality rating (CR) which identifies the overall level of inspection requirements.
Criticality Rating	Assigned numeric value identifying the level of risk (Consequence x Likelihood) associated with failure of equipment, material, or service. The Criticality Rating (CR) value is the output from a criticality assessment used to determine QA/QC activities to be applied to mitigate the identified risk.
CSWIP	Certification Scheme for Welding Inspection Personnel
FAT	Factory Acceptance Test
IATA	International Air Transport Association
IECEx	International Electrotechnical Commission System for certification to standards relating to equipment for use in explosive atmospheres.
IMDG Code	International Marine Dangerous Goods (IMDG) code details specific regulations with regards to the maritime transport of UN classified hazardous goods.
Inspector	Either a ConocoPhillips employee or assigned 3rd Party agency inspector
IRC	Inspection Release Certificate
ITP	Inspection and Test Plan
M&TE	Measuring & Test Equipment
MDR	Manufacturers Data Record
NATA	National Association of Testing Authorities
NCR	Non-Conformance Report
NDE	Non-Destructive Examination
PIM	Pre-Inspection Meeting
PMI	Positive Material Identification
PO	Purchase Order
Product	Product refers to equipment, materials or services procured
QA	Quality Assurance
QC	Quality Control
QMS	Quality Management System
SDDR	Supplier Documentation and Data Requirements
SDRQ	Supplier Deviation Requests and Queries
Supplier	Entity with whom ConocoPhillips Australia has engaged for the supply of the equipment, materials or services in the Contract or Purchase Order.
Sub-Supplier	Entity with whom the Supplier has engaged for the supply of the equipment, materials or services in the Contract or Purchase Order.

10. References

Document Number	Document Name
ABUE-000-EG-M04-C-00001	Australia Business Unit Supplier Document & Data Guideline
ABUE-000-QA-N08-O-00005	Australia Business Unit Quality Assurance Pre-Qualification Questionnaire
ABUE-000-LO-N05-O-00011	Australia Business Unit Packing and Marking Procedure
ABUE-000-LO-N05-O-00012	Australia Business Unit Shipping Documentation Requirements
ABUE-450-HS-N05-C-00003	Australia Business Unit Chemical Management Procedure
ABUE-450-HS-N05-C-00053	Australia Business Unit Contractor HSE Management Process
ABUE-000-QA-N08-O-00008	Australia Business Unit Inspection Notification Form Template
ABUE-000-QA-N08-O-00009	Australia Business Unit Supplier Deviation Request and Query (SDRQ) Form

11. Regulations, Codes and Standards

Document Number	Document Name
AS ISO 9712	Non-destructive Testing - Qualification and certification of NDT personnel
AS ISO 10005	Quality management - Guidelines for Quality Plans
AS/NZS ISO 3834	Quality Requirements for Fusion Welding of Metallic Materials - Standard Quality Requirements
AS/NZS ISO 9001	Quality Management Systems - Requirements
AS/NZS ISO 19011	Guidelines for Auditing Management Systems
AS/NZS ISO/IEC 17020	Conformity Assessment - Requirements for the operation of various types of bodies performing inspection
AS/NZS ISO/IEC 17025	General requirements for the competence of testing and calibration laboratories
BS EN 10204	Metallic Products - Types of inspection documents

Appendix 1: Example Manufacturers Data Record Index

Insert Supplier Logo Here	Manufacturers Data Record Index
Project:	
Contract Agreement/Purchase Order:	
Equipment/Material Description:	
Tag/Functional Location:	

Sample Only - MDR index shall meet Contract Agreement/Purchase Order SDDR requirements.

Section	Description of Contents	MDR Volume/Page #
A	INSPECTION RELEASE CERTIFICATE/INSPECTION WAIVER	
B	LIST OF AUTHORISED DEVIATIONS AND CONCESSIONS	
C	MATERIAL CERTIFICATES AND MATERIAL TEST REPORTS	
D	STATEMENT OF COMPLIANCE FOR PRODUCT	
E	WELDING PROCEDURES AND WELDING RECORDS	
F	WELDER AND WELDING OPERATOR QUALIFICATION RECORDS	
G	NON-DESTRUCTIVE TESTING RECORDS	
H	REPORT ON REPAIRS	
I	HEAT TREATMENT RECORDS	
J	DIMENSIONAL RECORDS	
K	NON-CONFORMANCE REPORTS	
L	PRESSURE TEST RECORDS	
M	MECHANICAL AND PERFORMANCE TEST RECORDS	
N	ELECTRICAL CERTIFICATES AND REPORTS	
O	INSTRUMENTATION CERTIFICATES AND REPORTS	
P	NAMEPLATE	
Q	INSPECTION AND TEST PLANS (ITP)	
R	STATUTORY AUTHORITY APPROVALS	

For sections of the MDR that are not applicable based on scope of supply please state N/A the contents index.

Appendix 2: Supplier Deviation Request and Query (SDRQ) Form

SUPPLIER DEVIATION REQUEST & QUERY FORM		SDRQ No.
Requested By:	Title:	Date Initiated: Sheet of

A. To be Completed by or on Behalf of Supplier

Supplier Name:		ConocoPhillips Contract/PO No. Ref.:	
Location/Address:			
SDRQ Urgency:	☐ ROUTINE ☐ URGENT		
Description of Deviation/Query Requested (Attach all supporting evidence, as applicable):			
Proposed Deviated Value/Condition/Measurement etc.: (Attach all supporting evidence, as applicable):			
Schedule/Cost Impact: (Detail any impact to the agreed schedule/pricing, as applicable):			
Name:		**Signature:**	
Position:		**Date:**	

B. To Be Completed by ConocoPhillips

Review Comments/Recommendations:				
Factors Affected: If the deviation is granted, are any of the following affected? State YES, NO, NK (Not Known) or NA (Not Applicable.	**Safety**		**Materials**	
	Reliability		**Maintenance**	
	Operation/ Performance		**Code/Standards Compliance**	

C. ConocoPhillips Sign Off

Deviation Approval Decision: ☐ Accept	☐ Accept (with comments)	☐ Reject	☐ MOC Required
Deviation Approval Duration (choose option if applicable)**:**	☐ Part Limit Qty. of Parts Authorised:	☐ Time Limit Date Deviation Expires:	

Contract/Procurement Specialist	**Contract Owner/End User**	**Technical Authority**	**QA Specialist**
Date:	**Date:**	**Date:**	**Date:**

Supplier Deviation Requests and Queries (SDRQ) Form - Guidance Notes:

- The Supplier shall submit the completed Part A form to the relevant ConocoPhillips contact detailed on the received Contract/Purchase Order.
- On receipt of the ConocoPhillips Part B and C completed form, the Supplier shall include a copy of SDRQ in the relevant Manufacturer Data Record.
- The SDRQ form shall be marked as 'Urgent' if the identified concern is likely to affect the scope of work to be performed within five (5) working days, or as 'Routine' if this is not thecase.
- The form shall be used for obtaining ConocoPhillips Australia approval where the Supplier seeks any concession, waiver, relaxation, variation, change or deviation to or from the Contract Agreement or Purchase Order requirements, or formal queries to the same.
- The form shall not be used where a non-conformance has already been identified by ConocoPhillips and not closed out.
- Supplier shall sequentially number each SDRQ in the 'SDRQ No.' box prior to submission and shall maintain a log of numbers. This will enable ConocoPhillips to readily identify if an SDRQ has not been received.
- Where an SDRQ form is raised after the Supplier's drawing/document has been accepted, the SDRQ number shall be referenced by the Supplier in the drawing/document revision control box.
- Any initial telephone/e-mail correspondence of the deviation request/query shall be followed up immediately with the submission of a completed form and any associated supporting information to ConocoPhillips.

Appendix 3: Equipment Type Material Verification

The table below details the minimum certification and marking requirements for commonly used material groups and shall apply unless they are superseded by a Contract/Purchase Order specified requirement.

Material Group	Product	Marking Requirements	Certificate Type
Electrical	Electronic/Electrical Instruments	Notes (1) or (2) or (4)	IECEx / ANZEx Certificate, where applicable
	Switch/Control Gear	Notes (4) or (7)	IECEx / ANZEx Certificate, where applicable Type Testing
	Motors	Notes (4)	IECEx / ANZEx Certificate, where applicable
	Electrical Wiring/Cabling	Note (13)	AS Compliance
	Junction Boxes/Enclosures/Fittings (Lights, Socket outlets etc.)	Notes (4) or (7)	IECEx / ANZEx Certificate, where applicable
	Cable glands/Adaptors/Bungs	Note (1)	IECEx / ANZEx Certificate, where applicable
Fasteners	Austenitic Stainless Steel and Super Duplex Bolting	Note (1) on end of bolt Note (5) on bags of stud bolts	EN 10204 3.1
	Coated Alloy Steel Bolting	Note (1) on end of bolt Note (5) on bags of stud bolts	EN 10204 3.1 (Materials) EN 10204 2.1 (Coating)
	Structural Bolting	Note (1) on end of bolt Note (5) on bags of stud bolts	EN 10204 2.2 (Materials) EN 10204 2.1 (Coating)
Gases	Bulk Refrigerant Gases Bottled Calibration/Reference Gases	Note (5) and Note (8)	EN 10204 2.1 (Chemical Analysis)
Hoses	Flexible Hose Assemblies	Note (5) and Note (10)	EN 10204 3.1 (Couplings: Camlock, Dry Disconnect, Flanges) EN 10204 2.1 (Couplings: Others) EN 10204 3.1 (Fittings: Stainless Steel) EN 10204 2.1 (Fittings: Others) EN 10204 2.1 (Hoses)
Instrumentation	Pressure/Temperature Transmitters	Notes (4) and/or (5)	IECEx / ANZEx Certificate, where applicable Pressure Test Certificate Calibration Certificate EN 10204 3.1 (for wetted material)
Mechanical Equipment	Rotating Equipment	Notes (1) and (6) on any castings	Note 8
	Pressure Vessels	Notes (4) and (6) on any castings and (1) where required	Note 8
	Lifting Equipment	Note (1), (2), (4) or (5)	EN 10204 3.1 (Rigging, lifting devices, lifted equipment)
Other	Flare Tip	Notes (1), (2) or (3)	EN 10204 3.1 (Flare tip, lifting lugs) EN 10204 2.2 (All other material)
Pipe, Fittings, Flanges, Spades, Spacers, Blinds and Strainers	Gaskets	Note (1) Spiral Wound/Grooved Note (2) Ring Type Joint Note (3) All other gaskets	EN 10204 3.1 (Ring Type Joint) EN 10204 2.1 (All other gaskets)
	Pipes, Flanges and Fittings	Note (8) and (11) and/or (12)	EN 10204 3.1
	Spades, Spacers, Blinds and Strainers	Note (1), (8), (11) and/or (12)	EN 10204 3.1
	Spring Supports	Note (8)	EN 10204 3.1 (Load bearing material) EN 10204 2.1 (All other material)
	Hub Connectors	Note (1), (11) and/or (12)	EN 10204 3.1
Structural	Structural Steel Members	Note (1)	EN 10204 3.1
	Fabricated Steel Structures	Note (8)	Note 8
Valves	Pressure Relief and Safety Valves	Note (4) and/or (5) Valve Body Note (1) or (2) Outlet Flanges	EN 10204 3.1 (Pressure retaining material) EN 10204 2.1 (Trim material)
	Ball Valves	Notes (4) and/or (5)	EN 10204 3.1 (Pressure retaining material) EN 10204 2.1 (Trim material)

Material Group	Product	Marking Requirements	Certificate Type
	Butterfly Valves	Notes (4) and/or (5)	EN 10204 3.1 (Pressure retaining material) EN 10204 2.1 (Trim material)
	Gate Valves	Notes (4) and/or (5)	EN 10204 3.1 (Pressure retaining material) EN 10204 2.1 (Trim material)
	Globe Valves	Notes (4) and/or (5)	EN 10204 3.1 (Pressure retaining material) EN 10204 2.1 (Trim material)
	Check Valves	Notes (4) and/or (5)	EN 10204 3.1 (Pressure retaining material) EN 10204 2.1 (Trim material)
	Modular Valves and Monoflanges	Notes (4) and/or (5)	EN 10204 3.1 (Pressure retaining material) EN 10204 2.1 (Trim material)

Equipment Type Material Verification - Guidance Notes:

1) Hard stamping, using round nose low stress stamp.
2) Vibro-etching.
3) Waterproof paint or ink stencil. Stencilled characters shall be not less than 5mm in height.
4) Stainless steel nameplates, affixed with riveting or screws, all to be 316 Stainless Steel or better. Non-molybdenum stainless steel is not acceptable.
5) Stamped metal tag securely affixed with stainless steel wire or ferrules, all to be 316 Stainless Steel or better. Non-molybdenum stainless steel is not acceptable.
6) Cast in characters.
7) Die moulded characters for PVC or similar products.
8) Refer to Purchase Order/Specifications for further direction.
9) Preferred flow direction, if applicable shall be clearly and permanently marked.
10) All Flexible Hose Assemblies longer than two meters shall be fitted with two tags, one at each end.
11) 'N' shall be marked as a suffix to the material ASTM designation or UNS designation, when identified as suitable for Sour Service.
12) 'LT' shall be marked suffix to the material ASTM designation or UNS designation, when identified as for Low Temperature Service.
13) Printed onto the outer sheath in indelible ink.

Appendix 4: Inspection and Test Plan Preferred Content Example

SUPPLIER INSPECTION AND TEST PLAN			ITP NO. REV NO.	P.O. NO.	P.O. ITEM NO.:	LEGEND: W = WITNESS R = REVIEW H = HOLD SU = SURVEILLANCE I = IN-HOUSE S = SUB-SUPPLIER
SUPPLIER: WORKS LOCATION:		SUPPLIER CONTACT:	SUPPLIER APPROVAL:	DESCRIPTION OF ITEM:		EQUIPMENT NO:

TASK No & PROBABLE DATE	Task Description	LOCATION CODE (I OR S)	QUALITY CONTROL ACTIVITY	CONTROLLING PROCEDURE OR INSTRUCTION	ACCEPTANCE CRITERIA	VERIFYING DOCUMENTS	INSPECTION REQUIREMENTS (W/H/R/SU)			SUPPLIER SIGNATURE
							SUPPLIER	CLIENT	VERIFYING BODY	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

Appendix 4 (Cont.): Guidance Instructions for Completion of Inspection Test Plans

Terminology Used in ITP's

The following definitions shall apply to the preparation and use of Supplier's Inspection and Test Plans.

COLUMN 1: Detail the task number and probable date on which the QC activity shown in column 4 is to be carried out. Where the QC activity occurs over two or more weeks the probable date (or week number) shall be specified as weeks X to Y, e.g. Weeks 10-15. Tasks shall be numbered chronologically taking into consideration design, procurement, production, fabrication, construction, packing, transportation, and installation/commissioning, as appropriate.

COLUMN 2 and 4: The task and associated quality control activity, or activities, to be carried out shall be described. Supplier is responsible for determining ITP QC activities required for the scope of work, however, ConocoPhillips may request any additional activities that may be considered necessary.

COLUMN 3: Indicate, by the use of 'I' or 'S', whether the task or activity is to be carried out in-house (I) by the Supplier or alternatively utilising a Sub-Supplier (S).

COLUMN 5: Detail procedure title / reference.

COLUMN 6: Detail the acceptance criteria for each activity.

COLUMN 7: Detail the verifying/governance documents e.g., 'Pipeline Pressure Test Record, Exhibit XXX'.

COLUMN 8: The Supplier shall include either 'W' (Witness), 'H' (Hold), 'R' (Review), or 'SU' (Surveillance) as applicable for each Quality Control Activity requiring to be witnessed, reviewed or monitored by the Supplier's QC/Inspection organisation.

COLUMN 9: Will be completed following ITP review by ConocoPhillips and shall detail which activities are to be subject to Witness (W), Hold (H), Review (R) or Surveillance (SU) inspection by the ConocoPhillips.

COLUMN 10: When applicable, will be used to indicate any survey or verification activity required by the appointed Verifying Body. This section shall be completed prior to final approval by the ConocoPhillips.

COLUMN 11: To be signed by the Supplier's appointed QA/QC representative responsible for undertaking the task, to indicate that it has been completed in accordance with requirements.

COLUMNS 8, 9, 10 and 11: Will be signed off progressively by the respective parties to indicate acceptance of the activity.

Inspection & Test Point: A manufacturing process step/location where inspection and/or testing is performed by personnel whose responsibility is to determine the acceptability of products or services and to record inspection and test data.

Hold Point (H): An inspection point in the manufacturing process beyond which work shall not proceed without the specified activity, work or function being witnessed by ConocoPhillips unless the Supplier has been notified in writing that they may proceed. Hold points require formal inspection notification to ConocoPhillips.

Witness Point (W): An inspection point in the manufacturing process where ConocoPhillips may elect to inspect/review/witness, the specified activity, work or function. The activities, however, may proceed. Witness Points require formal inspection notification to ConocoPhillips.

At least seven (7) working days prior to reaching any ITP designated Hold or Witness points, the Supplier shall notify ConocoPhillips specifying the date, time, and location at which the activity is to be carried out.

In-House (I): Applies to production process at a facility under the direct control of the Supplier.

Review (R): Verification by examination of documentary evidence that nominated inspections and/or tests have been completed satisfactorily. Review points are not notifiable points.

Subcontractor (S): Applies to production process at a facility under the control of a Sub-Supplier to the Supplier.

Surveillance (SU): The ongoing evaluation of the status of procedures, methods, tests etc., and analysis of records to assure quality requirements are being achieved. No formal notification is required.

Appendix 5: Inspection Notification Form

Supplier Notification No.:		Issue Date:	
INSPECTION NOTIFICATION DETAILS			
To:	**Attention: ConocoPhillips ABU Inspection** **Email completed form(s) to: ABUInspection@conocophillips.com**		
Cc:			
Project Name:			
Contract Agreement / Purchase Order No.:		Contractor / Supplier Ref:	
Planned Inspection Date:		Expected Inspection Duration:	
Inspection Location: ☐ **Supplier** ☐ **Sub-Supplier**			
Contractor / Supplier Contact Details:			
Company Name:		**Inspection Contact Name:**	
Address:			
Phone:		**Email:**	
Sub-Supplier Details (If Applicable):			
Company Name:		**Inspection Contact Name:**	
Address:			
Phone:		**Email:**	
Inspection Type:	☐ Pre-inspection Meeting ☐ Progress Surveillance ☐ Full-time Surveillance Inspector ☐ FAT Attendance ☐ Documentation Review ☐ Shipping / Packaging ☐ Final Inspection Release ☐ Other (Detail below):		
Inspection Details:			

Inspection Notification Issued by (Supplier / Contractor Representative):			
NAME	**ROLE**	**SIGNATURE**	**DATE**

Inspection Acceptance (ConocoPhillips Representative):		
☐ ConocoPhillips **will** attend the notified inspection.	ConocoPhillips Inspector Name:	
	Phone:	Email:
☐ ConocoPhillips **will not** attend the above notified inspection. Inspection waiver is granted by ConocoPhillips.		

NAME	**ROLE**	**SIGNATURE**	**DATE**