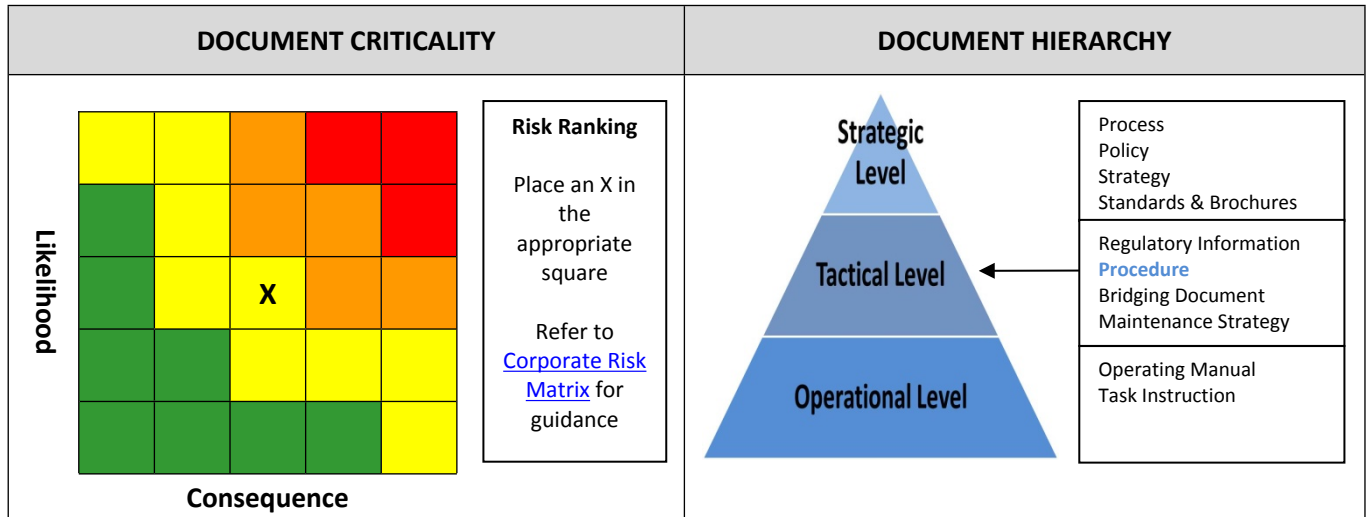


PROCEDURE

Control of New Equipment & Materials

UK-00201



Revision No:	5	Issue Date:	15/12/2016	Next Rev Due:	15/12/2019
Originating Dept:	CPUK	OMS Process Description:	UK-01238		
Author's Name & Position:	Grant Combe QA/QC ADVISOR		Signature:	<i>If blank, see Note 2 below</i>	
Procedure Owner's Name & Position:	Phil Spence HEALTH, SAFETY, GOVERNANCE & ASSURANCE MGR		Signature:	<i>If blank, see Note 2 below</i>	




LEGAL & DOCUMENT CONTROL STATEMENT

Note 1: Uncontrolled unless viewed via the ConocoPhillips UK Upstream Operating Management System ("OMS"). All printed copies are invalid after date printed unless issued via Document Control

Note 2: Original executed copy held by Document Control. Although all due care and consideration has been taken to ensure reflection of original executed copy, this cannot be guaranteed.

Proprietary information © 2016 ConocoPhillips (U.K.) Limited

Control of New Equipment & Materials - PROCEDURE		ConocoPhillips	
UK-00201		Revision:	5

	Warning: Requires action by the user to prevent actual loss or where an action is irreversible, or when physical damage to the machine or person is possible.
	Caution: Advises of error that could occur should the user fail to take or avoid a specified action.
	Note: Information that is important to the actions, or to an important point.

INDEX AND APPENDICES

1	INTRODUCTION	3
2	ROLES AND RESPONSIBILITIES	3
3	PROCEDURE	4
4	EQUIPMENT	5
5	TRAINING AND COMPETENCE	5
6	AUDIT AND REVIEW	6
	APPENDIX A - REVISION HISTORY	7
	APPENDIX B - ABBREVIATIONS AND DEFINITIONS	8
	APPENDIX C - REFERENCES.....	9
	APPENDIX D - SAP QUALITY MANAGEMENT (SAP QM) PLANT CODES.....	10

Control of New Equipment & Materials - PROCEDURE		ConocoPhillips	
UK-00201		Revision:	5

1 INTRODUCTION

1.1 Purpose

The purpose of this procedure is to control the requisitioning and procurement of new equipment and materials (CONEM) for use on Operated Assets and within Drilling/Well Operations to:

- Ensure equipment and materials: meet ConocoPhillips standards and specifications; are fit for purpose; verified; and appropriately inspected and/or certified.
- Prevent incorrect or defective equipment materials being supplied,
- Comply with applicable EU and UK regulations and directives
- Improve supplied safety, quality and value.

1.2 Scope

This procedure is applicable to Drilling/Well Operations, Well Intervention and Operated Assets within ConocoPhillips (UK).

Note 1: The Control of Temporary Equipment (COTE) is governed through UK-00180.

Note 2: This document is concerned with the quality requirements of equipment and materials. However, it does not deal with the detailed engineering specification for individual equipment and material types. The requestor is responsible for ensuring the appropriate engineering specifications are used, reference UK-01442 – UK Technical Governance Procedure.

1.3 Language

In this procedure, the following words are used to provide clarity of business need:

- “shall” indicates a requirement
- “should” indicates a recommendation
- “may” indicates a permission
- “can” indicates a possibility or a capability

2 ROLES AND RESPONSIBILITIES

- 2.1 The Requisitioner shall ensure that requisitions are raised for items of new equipment and materials that are consistent with COP standards and specifications.
- 2.2 The Procurement Representative shall ensure that requisitions are accurately converted into Purchase Orders, maintaining accuracy of quality requirements of COP standards and specifications
- 2.3 The Drilling/Well Ops QA/QC Lead shall provide guidance on inspection requirements to requisitioners and liaise with the Inspection Services provider to ensure effective execution of required vendor inspection.
- 2.4 The Operated Assets QA/QC Lead shall provide guidance on inspection requirements to requisitioners and liaise with the Inspection Services provider to ensure effective execution of required vendor inspection.
- 2.5 Field QC Inspectors shall conduct inspection activity as specified by COP instruction

Control of New Equipment & Materials - PROCEDURE		ConocoPhillips	
UK-00201		Revision:	5

2.6 Goods Receipt QC Inspectors shall conduct Goods Receipt inspection activity as specified on Purchase Orders or as specified by the SAP QM Module requirements.

3 PROCEDURE

3.1 Overview

UK Procurement shall be conducted in accordance with UK-00820, the UK Procurement Procedure, taking cognisance of UK-00617, Engineering Standards and Specifications Governance.

3.2 Technical and Quality Documentation

The requestor shall specify required documentation on the requisition. The technical documentation associated with the procurement of new equipment and materials shall be maintained in a retrievable form in accordance with Document and Record Management (DRM) requirements.

3.3 Quality Requirements

Quality and inspection requirements for Drilling and Well Operations are contained in the “Blue Form”, retrievable from:

\\conoco.net\NSBU_Shared\AppsData\Maxwell_UK\MAX_Template\UK\Aberdeen\Drilling\Well_Ops_Templates\Template_Requisition.xls

Quality and inspection requirements for Operated Assets are contained in the Inspection & Test Guidelines, retrievable from:

https://spcuk.cop.net/dept/HSEQ/HSE_Governance_and_Performance_Assurance/QAQC%20Documentation/Forms/AllItems.aspx

Note in both cases, any enquiries regarding inspection requirements should be addressed to the relevant QA/QC Lead.

3.4 Field Inspection

For Drilling and Well Operations, field inspection in support of CONEM shall be coordinated utilising the Inspection Services provider by the Drilling/Well Ops QA/QC Lead.

Field inspection utilising the Inspection Services provider for Operated Assets shall be coordinated by the Operated Assets QA/QC Lead.

3.5 Goods Receipt

Goods receipt inspection shall be conducted at the Receipt & Dispatch Warehouses (Aberdeen, Great Yarmouth & TGT) based on the inspection requirements identified in the PO.

For UKBU Plant Codes, inspection requirements are automatically identified to Goods Receipt Inspectors through the SAP Quality Management function (SAP QM). Plant Codes are contained in Appendix D.:

Control of New Equipment & Materials - PROCEDURE		ConocoPhillips	
UK-00201		Revision:	5

3.6 Control of Nonconformance

For Drilling and Well Operations, the QA/QC Lead facilitates and monitors the control of nonconforming product.

Likewise, for Operated Assets the QA/QC Lead facilitates and monitors the control of nonconforming product.

Concession requests. Where the vendor or manufacturer deviates from the product/material specification he/she is required to submit a report to the Company Buyer, stating the nature of the deviation and the proposed method of resolving it. The Company's Technical Responsible Engineer should review and accept or reject the proposal in writing.

3.7 Process records

- Inspection Requirements – SAP PO's
- Goods Receipt – electronically by PO Number in SAP
- Drilling & Well Operations – inspection documentation associated with projects and/or wells should be copied to the respective project or well files in MAXWELL. The area Maxwell controller should have access to the files during or following project/well completion. This is to enable documentation to be integrated with the appropriate offshore installation records when projects/wells are closed out.
- Operated Assets – inspection assignment and report documentation
- Nonconformance – Service Improvement Notice (SIN)
- Concession Applications – requests and TA approvals

4 EQUIPMENT

n/a

5 TRAINING AND COMPETENCE

5.1 Company appointed inspectors selected to perform QC Inspection activities at vendor premises shall be competent and suitably experienced in accordance with the following guidance:

- a. Interpretation of manufacturing quality plans,
- b. Interpretation of engineering drawings,
- c. Standards and specifications,
- d. Materials types,
- e. Welding and joining procedures and qualifications,
- f. Appreciation of NDT techniques,
- g. Pressure testing, and Structural Loading,
- h. Electrical and Instrumentation (where applicable)
- i. Inspection and test equipment calibration status,
- j. Inspection and testing records and certification,
- k. Reporting procedures.

5.2 Goods Receipt inspectors require a basic knowledge of:

- a. Equipment and materials,
- b. Inspection and testing,
- c. Materials certification types,

Control of New Equipment & Materials - PROCEDURE		ConocoPhillips	
UK-00201		Revision:	5

- d. Cross checking of equipment and materials markings with test certificates
- e. Goods receipt inspection process,
- f. Non-conforming goods quarantine process,
- g. COP CONEM procedure
- h. Standards and specifications.
- i. Interpretation of engineering drawings,
- j. Welding and joining procedures and qualifications,
- k. Appreciation of NDT techniques,
- l. Pressure testing, and Structural Loading,
- m. Electrical and Instrumentation (where applicable)
- n. Inspection and test equipment calibration status,
- o. Inspection and testing records and certification,

6 AUDIT AND REVIEW

The CONEM procedure, in part or whole, may be specified for inclusion in scheduled UKBU Tier 2 Internal Audit as per UK-00008.

The output results from QA/QC inspection activities are included in the UKBU Assurance Board process, as per UK-01238.

Control of New Equipment & Materials - PROCEDURE		ConocoPhillips	
UK-00201		Revision:	5

APPENDIX A - REVISION HISTORY

Revision No	Revision Detail	Responsible Person	Dated
1	Procedure Number Change and incorporation of NSBU requirements	G. Smith/G. Hoiting	June 2006
2	New UK OMS numbering system applied	P. Spence	June 2011
3	New UK OMS Template applied. CONEM procedure simplified with NSBU and Norway references removed.	P. Spence	September 2014
4	General update and refresh of SAP QM Plant Codes	P. Spence	October 16
5	Remove UK-00617 (Retired) & replace with UK-01442	G Combe	Dec 16

Control of New Equipment & Materials - PROCEDURE	ConocoPhillips	
UK-00201	Revision:	5

APPENDIX B - ABBREVIATIONS AND DEFINITIONS

Abbreviations

None

Definitions

None

Control of New Equipment & Materials - PROCEDURE		ConocoPhillips	
UK-00201		Revision:	5

APPENDIX D - SAP QUALITY MANAGEMENT (SAP QM) PLANT CODES

Plant	Description	Plant	Description
AXAB	Aberdeen Office (COP Petroleum Co)	JW39	Onshore SNS Whse Katy
AXB0	Jasmine Onshore	JW43	BOL Well Intervention
AXCP	J Area Capital Projects	JW48	Lacewing
AXD0	CNS Offshore Rig 1	JW49	Alder
AXD2	CNS Offshore Rig 2	JW50	Satellite - Victor JD
AXD3	CNS Offshore Rig 3	JW51	Satellite - Audrey 1 WD
AXJ0	Onshore CNS Red Area	JW52	Satellite - Audrey 2 XW
AXJA	Jade Onshore Supply	JW53	Satellite - Viking AR
AXJM	Jasmine Complex	JW54	Satellite - Viking CD
AXJN	Jasmine North	JW55	Satellite - Viking DD
AXJS	Jasmine Onshore Supply	JW56	Satellite - Viking ED
AXJU	Judy/Jasmine Onshore Supply	JW57	Satellite - Viking GD
AXPU	AX Workover Tools	JW58	Satellite - Viking HD
JADE	Jade Field	JW59	Satellite - Boulton BM
JUDY	Judy/Joanne Field	JW60	Satellite - Caister CM
GB01	Britannia Onshore	JW61	Satellite - Phoenix KD
GB10	Britannia Offshore	JW62	Satellite - Phoenix LD
GB30	Rubislaw NBOE	JW63	Satellite - Vampire QD
IR01	Millom	JW64	Satellite - Vanguard QD
IR02	Rivers Terminal Onshore	JW65	Satellite - Vulcan 1 RD
IR03	Millom/Dalton	JW66	Satellite - Vulcan 2 UR
IR04	Calder	JW67	Satellite - North Valiant SP
IR05	BRIS Well Ops	JW68	Satellite - South Valiant TD
IR09	Rubislaw EIS	JW69	Satellite - Anglia 1 YD
JW01	Theddlethorpe Gas Terminal	JW70	Satellite - Ganymede ZD
JW02	Onshore SNS Whse GTYM Common	JW71	Satellite - Europa EZ
JW03	Onshore SNS Whse GY Ann	JW72	Subsea- Ann
JW04	Onshore SNS Whse GY Pickerill	JW73	Satellite - Viscount
JW05	Onshore SNS Whse GY Boulton	JW74	Satellite - Saturn ND
JW06	Onshore SNS Whse GY CMS	JW75	Satellite - Munro MH
JW07	Onshore SNS Whse GY Anglia	JW76	Satellite - Mimas MN
JW08	Onshore SNS Whse GY Murdoch	JW77	Satellite - Tethys TN
JW09	Onshore SNS Whse GY Jupiter	JW78	Satellite - Katy KT
JW10	Onshore SNS Whse GY Audrey	JW80	BritSats - Callanish
JW11	Onshore SNS Whse GY Victor	JW81	BritSats - Brodgar
JW12	Onshore Drill Whse GY Common	JW82	Onshore Saturn
JW13	Onshore Drill Whse GY Suspense	JW85	MacCulloch
JW14	Onshore SNS Whse GTYM Project	JW86	Onshore Finlaggen
JW15	Onshore Whse GTYM Kelvin	JW88	Clair
JW16	Onshore Valkyrie	JW89	Onshore Humphrey
JW17	CMS3 Onshore Drilling	JW91	Onshore K4
JW19	Onshore Munro	JW92	TGT Construction
JW20	Viking B Complex	JW94	Satellite - Kelvin TM
JW21	LOGGS Complex	JW96	Callanish Inventory
JW22	Murdoch Complex	JW97	Brodgar Inventory
JW25	London Office	JW98	BritSats - Enochdhu
JW26	Aberdeen Office (General)	JW99	TGT Freon Project
JW27	Warwick Office	JWD1	SNS Decom Vessel 1
JW28	Aberdeen Office (Projects)	JWD2	SNS Decom Vessel 2
JW29	SNS Offshore Rig 3	EU02	London Office (Commercial)
JW30	SNS Offshore Rig 1	AXNA	UK-Norw. Prod Br Rubislaw Off.
JW31	SNS Offshore Rig 2	AXNB	Sigma Ltd Rubislaw Office
JW32	AIR Vessel	AXZD	Clair
JW33	Onshore SNS Mimas	IS01	Theta Ltd Rubislaw Office
JW34	Onshore SNS Tethys	IS02	IS Miller Rubislaw Office
JW35	Onshore MacCulloch	IS03	IS Britannia Rubislaw Office
JW38	Britannia LTC	JW39	Onshore SNS Whse Katy