

GP 20-01-02	Administrative Procedures for Obtaining Inspection	January 2007
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Administrative Procedures for Obtaining Inspection

GP 20-01-02

Scope

- 1) [I] This Global Practice (GP) covers administrative procedures applicable when material or equipment is to be inspected by the Company or an appointed Owner's Representative.
- 2) [*] [R] This Practice shall be applied to any direct or indirect Purchase Orders or suborders issued on behalf of or by the Company when inspection is required by [GP 20-01-01](#), or when specified by the Purchaser.

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1. Required References

This section lists the Practices, codes, standards, specifications, and publications that shall be used with this document. Unless otherwise specified herein, use the latest edition.

1.1. Global Practices–ExxonMobil Engineering Practices

GP 20-01-01	Inspection of Equipment and Materials
GP 20-01-03	Quality Programs

1.2. ExxonMobil Research and Engineering (EMRE) Inspection Request

GP200102 IR FORM	Inspection Request Form
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To engage EMRE Inspection, complete [GP200102 IR FORM](#) and submit to the respective AEO Inspection Coordinator listed in Table 1 of this GP.

- 1) [I] The EMRE Inspection Request Form includes two drop-down "selection" boxes in Section 4 to assist in defining Equipment Criticality. The first drop-down selection is for defining the Criticality Assessment of the Equipment/System. The second is for defining the basis for the Criticality Assessment., using either Table 1 (predefined list) or Table 2, Criticality Assessment Worksheet. If Table 2 is used, the requester is to include a copy with the request.
Note that the EMRE Equipment Criticality Assessment Work Process is based on the corporate risk matrix approach, with SHE and Financial consequences assessed separately.
- 2) The Inspection Request shall include all purchase specification requirements, e.g., copy of Purchase Order, mechanical job specification, and reference to all applicable ExxonMobil Global Practices (GPs), ExxonMobil AML, General ExxonMobil Piping Material Specifications (GEMS), site-specific General Information and Instructions (GIIs), etc., applicable to the Vendor's scope of supply.
- 3) EMRE Inspection will review the data submitted and develop an Inspection Plan commensurate with the purchase specification requirements and the Equipment/System Criticality Rating.
- 4) EMRE Inspection will submit an Inspection Plan to the requester for review and comment before commencing inspection activities.
- 5) **[R] Equipment/Systems with Criticality Rating I:** EMRE Inspection requires owner endorsement of the proposed inspection plan before the work can proceed.

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2. Definitions

Term	[I] Description
Company	ExxonMobil or ExxonMobil Affiliates.
Direct Orders	Purchase Orders issued to a Supplier on behalf of or by the Company, or a Company Affiliate, for materials or equipment. These are also known as Main Orders or Prime Orders.
Indirect Orders	Purchase Orders issued by a Supplier (who is a recipient of a Direct Order) for mill or foundry materials or component parts or subassemblies for fabrication or assembly. These are also known as suborders, shop orders, internal work orders, etc. Indirect orders also include subcontracts issued to a Supplier on behalf of, or by the Company or a Company Affiliate for the design and/or supply of materials, equipment, large special purpose package units, and possible execution at the job site.
Inspector	As used in this Practice, refers to the Company Inspector, or the appointed Owner's or Purchaser's Representative.
Owner	Company or Company Affiliate organization that will receive the equipment or materials.
Purchase Order (Contract)	As used in this Practice, includes the Purchase Order (or Contract) document, its referenced Specifications and Practices, Attachments, Codes, Standards, other referenced documents, and all agreed on amendments thereto.
Purchase Order Package	Includes a direct or indirect Purchase Order with the following attachments: a. Applicable Practices or equivalent technical specifications and narrative and Technical Data Sheet specifications, and applicable drawings. b. Copies, or complete identification of applicable Codes, Standards, Specifications, and Publications. c. Applicable transportation and documentation instructions.
Purchaser	May be the Company, a Company Affiliate organization, or a Company designated Representative responsible for procuring equipment, components, materials, systems, or services.
Supplier	As used in this GP, refers to the Manufacturer, Vendor, Prime Supplier, Subsupplier, Contractor or Subcontractor, and/or the recipient of the Purchase Order/Suborder.



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3. Procedures

- 1) [*] [R] Equipment and materials listed in Table 1 of [GP 20-01-01](#) and/or as specified by the Purchase Order or subsequent Suborders are subject to inspection by the Company or its designated Representative.
- 2) [I] The EMRE Inspection Office or its designated Representative shall furnish the Supplier and Subsupplier with a notification of intent to inspect material and equipment at the Supplier's/Subsupplier's works.
- 3) EMRE or its designated Inspection Representative will provide the Supplier/Subsupplier with written notification of their involvement and confirm contact information for the nominated Inspector.
- 4) [I] Direct and indirect Purchase Orders for items to be inspected shall include the inspection clause shown below.

The goods covered by this Purchase Order and any subsequent Suborders shall be subject to inspection by the Company or its designated Representative under the guidance of GP 20-01-01.

The Supplier/Subsupplier shall notify the Company or its designated Representative and the assigned Inspector at least 5 working days before items are ready for inspection.

- 5) [I] Each Purchase Order and any correspondence pertaining thereto shall include the following:
 - a) Contractor Project Identification Number or the Purchase Order number of Company Affiliate, or Client, as applicable
 - b) Any Purchase Order numbers assigned by Contractor, Manufacturer, or Vendor
 - c) Project or Affiliate designation
- 6) [*] [I] Copies of Purchase Orders/Suborders and all related technical data, documentation, and correspondence shall be sent in electronic format to the nearest EMRE Inspection office listed in Table 1 of this GP, unless Purchaser advises otherwise.
 If the location of a Fabricator/Manufacturer is unknown, the Purchaser may contact the nearest EMRE Inspection office listed in Table 1 of this GP for advice or instruction.
- 7) [*] [I] Copies of any follow-up correspondence pertaining to Purchase Orders/Suborders shall be sent in electronic format to the appropriate EMRE Inspection Office listed in Table 1 of this GP or to the Company's designated Representative.
- 8) Correspondence pertaining to drawings, manufacturing data, welding, or test procedures shall include the appropriate document identification number, revision number, and date. This shall assure that the Inspector will have reference to the correct and most recent version of fabrication/manufacturing documents during execution of the inspection activities.

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