

	Explanation and Use of International Practices (This practice is appropriate for attachment to Inquiry or Purchase Document)		IP 0-0-1	
			Page 1 of 5	
			Rev. 4	June 1999

Changes shown by ↗

SCOPE

- I 1.1 This practice explains the use of International Practices, defines terms, describes other documents which are used in conjunction with the International Practices, and explains procedures and restrictions for reproducing copies.
- I 1.2 International Practices define minimum acceptable criteria for design, materials, fabrication, procurement, erection, inspection, and testing of plants and equipment.
These practices are available in hard copy form, as well as in electronically accessible format on **CD-ROM** (Compact Disk - Read only Memory).
- I 1.3 International Practices are intended to apply to new facilities or alterations to existing facilities. There is no intention, implied or otherwise, for these practices to require retrofitting of any existing facilities. The decision to retrofit can be made only by local management.
- I 1.4 **Deviations** from these practices dictated by local/operating conditions are acceptable only when **approved in writing** by the Owner's Engineer; the Owner's Engineer is responsible for establishing a **procedure** for **approving and recording** all deviations.

DEFINITIONS

- I 2.1 **"Exceptions and Additions,"** practices may be augmented, modified, or replaced for compatibility with existing facilities and conformance with local practices. These may be issued in the form of:
 - a. A **separate document** identified with the corresponding practice title, number, and paragraph number listing the **"Exceptions and Additions."**
If issued by other than Exxon Research and Engineering Company, these specific requirements may bear a title other than **"Exceptions and Additions."**
 - b. A **rewrite** of practice incorporating such **"Exceptions and Additions."**
 - c. A **complete rewrite** of practice **with similar coverage**, issued by other than Exxon Research and Engineering Company, and identified with the same number but with an appropriately modified title; or a **new document** (i.e., new subject coverage) appropriately identified and located within the Manual.
 - d. A **supplemental** practice covering new or different areas of performance. Such practices may be designated with an **E/A** number.
- I 2.2 A **Job Specification** is a compilation of instructions issued to a Contractor for a specific project. It may include a Coordination Procedure, Design Specifications, relevant practices, practice related documents, and Letters of Instruction. If issued by other than Exxon Research and Engineering Company, this compilation may bear a title other than Job Specification.
- I 2.3 The **Owner's Engineer** refers to a designated Owner's Representative.
- I 2.4 **Vendor.** The recipient of a "direct" or "indirect" purchase order. In this context, a "direct" order is one issued to a vendor by a Contractor or the Owner; an "indirect" order is one issued by a vendor (recipient of a direct order) for mill materials, fabricated components or subassemblies, to another vendor.
- I 2.5 **Purchaser.** The party originating the technical requirements for inclusion in an Inquiry or "direct" Purchase Order. If a job is contracted, the Contractor is considered to be the Purchaser.
- I 2.6 **Purpose codes** are intended as supplemental information for the **Owner's Engineer**. These codes help in the application of the practices by identifying the main rationale underlying each paragraph.
 - a. Purpose Codes are defined in [Table 1](#).
 - b. Purpose codes are assigned to all practices that were updated or issued since 1991. The Purpose Code system was refined in 1993 to support Exxon affiliate's Operations Integrity Management Systems, **OIMS**.
For practices published beginning in December 1993, purpose codes appear in the left-hand margin. The **Safety Code** marks paragraphs for which an exception could lead to a reportable safety incident. The **Environmental code** marks paragraphs published beginning in 1996 for which an exception could lead to an environmental incident.



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TABLE 1

PURPOSE CODE DEFINITIONS	
S	Assigned to paragraphs containing specifications whose primary purpose is avoidance of personnel or operational safety incidents. Any deviation from the specifications contained in such designated paragraphs requires formal review and approval according to local safety policy.
	Personnel Safety: Refers to the avoidance of recordable personnel injuries, e.g., burns, cuts, abrasions, inhalation or exposure to dangerous substances, etc., that could result in medical treatment, restricted work, lost-time incidents, or fatalities. Operational Safety: Refers to the prevention and control of process releases, fires, explosions, etc.
E	Assigned to paragraphs containing specifications whose primary purpose is driven by environmental considerations. Environmental considerations typically include specifications intended to protect against emissions/leakage to the air, water, and/or soil. Deviations from the specifications contained in such paragraphs require formal review and approval according to local environmental policy.
R	Assigned to paragraphs containing specifications whose primary purpose is to improve or assure the reliability of equipment or systems. Reliability is a measure of the ability of equipment/systems to operate without malfunction or failure between planned maintenance interventions.
O	Assigned to paragraphs containing specifications whose primary purpose is to assure operability of equipment or systems. Operability is the ability of the equipment/system to perform satisfactorily even though conditions are off-design, such as during startups, process swings, subcomponent malfunction, etc.
M	Assigned to paragraphs containing specifications whose primary purpose is to provide for maintainability of equipment or systems. Maintainability provisions are those that facilitate the performance of maintenance on equipment/systems either during downtimes or during on-stream operations.
C	Assigned to paragraphs containing specifications whose primary purpose is reduced costs. Reduced cost in this context refers to initial investment cost, and does not include Life Cycle cost considerations. Life Cycle considerations are captured under reliability, maintainability or operability purpose codes.
I	Assigned to paragraphs that provide only clarifying information such as Scope statements, definition of terms, etc.

EXPLANATION OF ADDITIONAL REQUIREMENTS SECTION

- I 3.1 The codes, standards, specifications and publications upon which a practice is based, are listed in that practice. The total content of these referenced documents and their supporting referenced documents are considered applicable, unless specifically modified by the practice.
- If a job is contracted**, the latest edition of these references in publication on the initial date of issue of the practice portion of the Job Specification shall be used unless otherwise specified. **For individual equipment purchases for other than project work**, the latest edition of these references in publication on the date of the purchase order shall be used, unless otherwise specified.
- It is the Purchaser's responsibility** to specify the edition to be used.
- I 3.2 **Local rules and regulations** of countries are not covered by practices. It is recognized that these may be more stringent than, or different from, the requirements of the practices or the Job Specification.
- Vendors** of equipment, materials and services must comply with all applicable local rules or regulations.
- Contractors** are advised to consult the Job Specification or the Owner's Engineer concerning local rules and regulations.