

	Administrative Procedures for Obtaining Inspection (This practice is appropriate for attachment to Inquiry or Purchase Document)		IP 20-1-2	
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Changes shown by

SCOPE

- I 1.1 This practice covers administrative procedures which apply when material or equipment is to be inspected by Exxon, Exxon Affiliates, or its appointed Owner's Representative.
- I *1.2 This practice shall be applied to any direct or indirect purchase orders or sub-orders issued on behalf of, or by Exxon or an Exxon Affiliate when inspection is required by [IP 20-1-1](#), or when specified.
- I 1.3 **An asterisk (*)** indicates that a decision by the Purchaser is required or that additional information is furnished by the Purchaser.

DEFINITIONS

- I 2.1 **The term Inspector**, used in this practice, refers to the Exxon Inspector, or the appointed Owner's or Purchaser's Representative.
- I 2.2 **The term supplier**, used in this practice refers to the manufacturer, vendor, sub-supplier, contractor or sub-contractor, and/or the recipient of the purchase order.
- I 2.3 **The term purchase order (or contract)**, 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 amendments there to.
- I 2.4 **Direct orders** are purchase orders issued to a supplier on behalf of, or by Exxon or an Exxon Affiliate, for materials or equipment. (These are also known as "main orders" or "prime orders.")
- I 2.5 **Indirect orders** are 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 "sub-orders, shop orders, internal work orders, etc.")

Indirect orders also include subcontracts issued to a supplier on behalf of, or by Exxon or an Exxon Affiliate for the design/or supply of materials, equipment, large special purpose package units and possible execution at the job site.
- I 2.6 **A "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.
- I 2.7 **Purchaser** may be Exxon, an Exxon affiliate organization, or Exxon designated representative responsible for procuring equipment, components, materials, systems, or services.
- I 2.8 **Owner** is the Exxon or Exxon affiliate organization who will receive the equipment or materials.

PROCEDURES

PURCHASE ORDERS

- I 3.1 The **name and the contact location of the assigned Inspector** or the appointed Owner's or Purchaser's Representative (or assigned inspection agency) will be provided by an "Order Assignment" from the Exxon Inspection Office, which will be distributed to the Supplier and the Sub-Supplier.
- I 3.2 **The Equipment and Materials to be inspected** are listed in [IP 20-1-1](#) "INSPECTION OF EQUIPMENT AND MATERIALS," and/or the purchase order.
- I 3.3 **Direct and Indirect purchase orders** for items to be inspected by the Inspector shall be marked:

TO BE INSPECTED BY EXXON'S INSPECTOR, OR APPOINTED REPRESENTATIVE
USING PROCEDURES IN INTERNATIONAL PRACTICE IP 20-1-2.
SOURCE OF SUPPLY _____ (country)

Note: If U.S.A. or Canada, also show state or province, as applicable.

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(This practice is appropriate for attachment to Inquiry or Purchase Document)

- I 3.4 Each purchase order and any correspondence pertaining to it shall include the following information:
 - a. CONTRACTOR'S PROJECT IDENTIFICATION NUMBER or the PURCHASE ORDER NUMBER OF THE EXXON CORPORATION AFFILIATE (or CLIENT), as applicable.
 - b. ANY PURCHASE ORDER NUMBERS ASSIGNED BY CONTRACTOR, MANUFACTURER, OR VENDOR.
 - c. PROJECT OR AFFILIATE DESIGNATION.
- I * 3.5 After the purchase order is issued, the **required number** (minimum of 3) of "purchase order packages," and related correspondence, shall be sent to the nearest addresses contained in [Table 1](#) unless advised differently by the Purchaser. (If location of manufacture cannot be readily determined, the Purchaser may contact the nearest Exxon Inspection office for advice or instructions):
- I * 3.6 The required number of copies (minimum of 3) of any follow-up correspondence pertaining to the purchase order shall be sent to the appropriate Exxon Inspection Office listed in [Table 1](#), or the appointed Owner's Representative, as specified. Correspondence relating to drawings or manufacturing/weld/test procedures shall give the identification number, revision number, and date, so that the Inspector can obtain the correct version at the time and location of inspection.

INSPECTION NOTIFICATION

- R,C * 3.7 **Advance notice.** The supplier shall give the appropriate **Inspection Office** and assigned Inspector at least 5 working days advance notice when items to be inspected will be ready for inspection (or hydrostatic or performance tests that are to be witnessed, etc.). **In all cases, notification shall be given prior to painting or preparation for shipment.**
Where **progressive inspection** will be carried out during shop fabrication (e.g., heat exchangers, vessels, tanks, boilers, compressors) **notification** is to be given of the date when actual fabrication or assembly starts in shop.
- I 3.8 The **advance inspection notice** may be communicated by letter, telephone, or facsimile (FAX) system, and shall include the following:
 - a. CONTRACTOR'S PROJECT IDENTIFICATION NUMBER or the PURCHASE ORDER NUMBER OF THE EXXON CORPORATION AFFILIATE (or CLIENT), as applicable.
 - b. ANY PURCHASE ORDER NUMBERS ASSIGNED BY SUPPLIER, MANUFACTURER, OR VENDOR.
 - c. EXXON PROJECT OR AFFILIATE DESIGNATION FOR INSPECTION.
 - d. WHAT PORTION OF THE ORDER WILL BE READY FOR INSPECTION.
 - e. THE ASSIGNED EXXON INSPECTION FILE NUMBER.

WAIVER OF INSPECTION

- C,I 3.9 **Inspection of any item may be waived by the Inspection Office (after agreement by the Owner as appropriate) handling the order.** When this is done, written verification of the waiver will be furnished to both the Purchaser and the supplier. Waiver of source inspection does not prejudice the right to reject the equipment or materials at the destination.

DATA REQUIREMENTS

- R,O 3.10 The supplier shall provide sufficient documentation to the Inspector at the time of, during, or before the final inspection and prior to shipment, which demonstrates that the requirements of the purchase order or subsequent amendments have been met. This may include: a copy of mill test data or other acceptable chemical and physical material data, code forms, charts, certificates, inspection and test reports, and other information required in the purchase order.
The **Inspector will not release equipment or materials** until he has received, and is satisfied with the required data.
- R,O 3.11 Mill test reports/certificates or tests of physical and chemical properties which are **certified** are adequate documentation and will not normally require witnessing of tests unless justified by the experience of the Exxon Inspection Office. However, **Impact tests** will normally be witnessed by the Inspector, including the identification of samples prior to removal from the parent metal, and portions of **Hardness testing, HIC testing, and PMI.**
- I 3.12 The above data refers to the requirements and material needed by the Inspector for his work, and is separate from what the supplier must provide to the Purchaser.