



Exploration & Production

GENERAL SPECIFICATION

Field Operations

GS EP EXP 205

Requirements to MIE Team for Spare Parts

06	01/2012	Modification of Spare Parts Supply process, SPL-E recommendation.
05	01/2011	MIE Team, sp definition, Spare Part supply process, SPL form
04	10/2008	Separation MIEC and Vendor or Supplier definition,
03	10/2005	Updating for SAP (UNISUP & SALSA) co
02	09/2003	Change of group name and logo
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1. Scope and application

1.1 Scope

This document provides to MIE Team the required method to define all the Operating Spare Parts.

The operational objectives pursued are:

- To have 100% of initial stock stored in the Subsidiary Warehouse(s), before the start-up of the installations
- To populate CMIMS and MM module with all the Operating Spare Parts in order to easily allow their procurement and/or replenishment at any time during the life time of the installations.

1.2 Application

This document applies to all construction projects including the erection of new facilities and the modification of existing facilities, either implemented by integrated project groups or by modification/ construction or maintenance teams of the affiliates. It concerns all facilities operated by company.

2. Reference documents

The reference documents listed below form an integral part of this General Specification. Unless otherwise stipulated, the applicable version of these documents, including relevant appendices and supplements, is the latest revision published at the EFFECTIVE DATE of the CONTRACT.

Standards

Reference	Title
Not applicable	

Professional Documents

Reference	Title
Not applicable	

Regulations

Reference	Title
Not applicable	



Codes

Reference	Title
Not applicable	

Other documents

Reference	Title
Not applicable	

Total General Specifications

Reference	Title
GS EP EXP 217	Requirements to, Suppliers and EPC'S for Spare Parts
GS EP EXP 207	Installation description structure

3. Terms and abbreviations

In the absence of a specific project document to define the contractual parties in the project, the following definitions apply to a project:

BOM	Bill Of Material
CFT	Call For Tender
CMIMS	Computerized Maintenance & Inspection Management System (name of the Affiliate's CMIMS)
Company	TOTAL E&P subsidiary
Contractor	Contractor directly contracted by Company
Company Representative	Party acting as representative of the Company
EDMS	Electronic Document Management System
EL	Equipment List
EPC	Generic term for Engineering Procurement and Construction contract. It covers different types of contracts: EPSCC, EPCC, etc.
GP	Project Group or Integrated Project Group
Item	The smallest element in a Spare Parts list (items in different Spare Parts lists can get the same Material Master code assuming they are identical)
LLI	Long Lead Items (pieces of equipment with a long delivery time)
Manufacturer	Manufacturer of a piece of equipment (or sub-equipment)

MatM	Material Master Record(set of descriptive data of one Spare Part). 1 Spare Part = 1 "MatM" with a SAP/r3 number
MIE	Maintenance & Inspection Engineering is the preparation of Spare Parts and all other maintenance and inspection activities during operation
MIE Team	Entity (Affiliate or Contractor or a Subcontractors of the EPC in charge of the maintenance & inspection engineering activities
MIEC	Contract or change order for the performances of the maintenance & inspection engineering activities
MM module	Material Management module of SAP/r3
MM Quality Control Team	Company's team in charge of the quality control of the Material Management data
MRP	Material Requirement Planning: used for managing stock reordering
OEM	Original Equipment Manufacturer
PM module	Plant Maintenance module of SAP/r3
PO	Purchase Order
PR	Purchase Request
ML	Manufacturer List
SPF	Spare Parts File → SPF consists in a list of one or several SPLs
SPF-E	Spare Parts File by main equipment
SPF-R	Spare Parts File by Supplier
SPL	Spare Parts List
SPL-E	Spare Parts List by main equipment
SPL-R	Spare Parts List by Manufacturer and Supplier
Supplier	Supplier of Company (LLI, Company Items)
Subcontractors	Contractor contracted by Contractors
MM Template	Template used to load Material Management data into the MM module
Vendor	Supplier of EPC or Contractors
V&S	Vendor AND Supplier
C&P	Contract and Procurement



4. Spare Parts definitions

A Spare Part is a replaceable component, sub assembly, and assembly identical to and interchangeable with the item it is intended to replace.

In the document, Spare equipment and consumable specific to equipment, will be included in the denomination "Spare Part".

4.1 During Project phase Spare Parts are classified in

4.1.1 Commissioning & Start-up Spare Parts

Spare Parts necessary to perform properly the commissioning and start-up of the equipment. They are defined approved and bought by Commissioning Team of the project.

These Spare Parts are consumed during commissioning and start up.

4.1.2 Capital Spare Parts

Capital Spare Parts comply with most of the following criteria:

- High value (value being defined for each Project/Affiliate e.g. >k\$ 20)
- Due to their high cost and low frequency rate of use they are purchased on an investment budget (CAPEX)
- Considered as strategic for safety and operation (high downtime cost on impact on CPY reputation but not likely to fail and not for routine maintenance)
- Long delivery time (typically more than a Year) or not on shelf (unique piece such as rotor) that requires Project to buy them early.

Capital spares are to be described and referenced in both CMIMS and MM module, purchased and delivered, as initial stock, to the Subsidiary. Capital spares are identified and delivered by EPC contractor. They are all managed in operation as SE.

Capital Spare Parts are sometimes called Insurance Spare.

- In this document Capital Spare Parts refer only to parts bought in Capex.

4.1.3 Operating Spare Parts

Operating Spare Parts group all Spare Parts required to perform all curative and preventive maintenance activities on equipment. All parts reasonably required during the life time of equipment will be listed.

Preparation for first provision of Operating Spare Parts is made by MIE Team during project phase for operation phase at the exception of Capital Spare Parts.

Operating Spare Parts comprise of two categories:

- Stored Spare Parts to be described and referenced in both CMIMS and MM module, purchased and delivered, as initial stock, to the Subsidiary prior to start up.. they comprises of: