



Exploration & Production

GENERAL SPECIFICATION

Field Operations

GS EP EXP 217

Requirements to Vendors Suppliers and EPC'S for spare parts
--

02	01/2012	Light modifications on the definitions of Capital & Operating Spare Parts
01	01/2011	Update
00	10/2008	First Issue
Rev.	Date	Notes

Owner: OPS/EXP	Managing entity: OPS/EXP
----------------	--------------------------



Contents

1. Scope	3
2. Reference documents.....	3
3. Terms and abbreviations.....	4
4. Spare Parts definition	5
4.1 During Project phase Spare parts are classified in	5
4.2 After Project phase, during operation	7
5. Vendor or Supplier's scope.....	7
5.1 Scope of work	7
6. EPC scope	8
7. MIE Team role.....	8
8. Company role	8
9. Spare Parts dossiers.....	9
9.1 Vendor dossier.....	9
9.2 Section 1 - Identification of Vendor or Suppliers' commercial references	9
9.3 Section 2 - Commercial terms	9
9.4 Section 3 - Spare Parts documents.....	10
9.5 Section 4 - Spare Parts preservation.....	10
9.6 Section 5 - Documentation	10
9.7 Section 6 - Additional information.....	10
9.8 Vendor SPF dossier Quality Control.....	10
9.9 As Built SPF Vendor dossier	11
10. Spare Parts Dossier workflow.....	12
Bibliography.....	13
Appendix 1	14



1. Scope

The scope of this specification is to provide Vendor or Supplier with the required method to identify, describe and advise all the Spare Parts possibly required for the maintenance of the equipment during its life time.

The operational objectives pursued are:

- To have, as initial stock, all Stored Spare Parts stored in the Subsidiary Warehouse(s), before the start-up of the relevant installations
- To get all the Operating Spare Parts (Stored Spare Parts and Non Stored Spare Parts) described and referenced in both CMIMS and MM module, in order to easily allow their procurement and/or replenishment at any time during the life time of the installations.

Vendor and Supplier are requested to provide Company with complete Spare Parts Dossiers including Spare Parts lists and documentation.

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 203	Maintenance and inspection documentation preparation during project phase

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
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: Activity related to the realisation of the maintenance & inspection engineering preparation, including spare parts dossiers

MIEC	Contract or change order for the performances of the maintenance & inspection engineering activities
MIE Team	Entity (affiliate or Contractor or Subcontractor of the EPC) in charge of the maintenance and inspection engineering activities.
MM module	Material Management module of SAP/r3
MM Module 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 Management 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 grouping by main equipment
SPL	Spare Parts List
SPL-E	Spare Parts List by main equipment
Supplier	Supplier of Company (LLI, Company Items)
Subcontractor	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 definition

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.

These spare parts are consumed during these two phases.