** B1. Kick Off Meeting Itinerary**

**Compressor Package**

**Name of Supplier**

1. Safety Moment/ One Way Topic (GE)
2. Introductions
3. Arrange Shop Floor Tour, at suitable time during the meeting (allow 1 to 2 hours)
4. Main Points of Contact, Vendor, EPCM and Client, alternatives to be provided
5. Contract and Contract Administration
	1. Signed Acceptance
	2. All Contract attachments/appendices received
	3. Key Dates: Award Date, Effective Date, Contractual Delivery dates
	4. Notice to Proceed
	5. All Guarantees/Bonds in place
	6. Insurances
6. Manufacturing & Production Schedule
	1. Sub Orders/Contracts and approval of Key Sub Orders/Contracts
	2. Critical Path Items
	3. FAT Process
	4. Testing Schedule
	5. Delivery Schedule (delivery plan/modes of shipment etc.)
7. Engineering
	1. Review Requisition and Attachments
	2. Comments & Exceptions to Specifications
	3. Deviations and Concessions
	4. VDRL, including Key Documentation submissions
	5. Meetings Schedule, Design Review, SIL, Hazop, PIM, etc
	6. Technical Query’s
8. QA/QC/Inspection
	1. PQP & ITP ( submit at least 6 weeks prior to PIM for review and incorporation of comments)
	2. Pre Inspection Meeting (PIM) readiness (PQP, ITP & cross referenced QC procedures)
	3. Manufacturing Control Documents cross referenced in the ITP (WPS, PQR, NDE, PWHT, Goods inward Inspection and Traceability, Dimensional Control)
	4. Material Certification
	5. CE marking and related certifications including ASME ‘U’ stamp
	6. EPCM/Client intervention points in the ITP ( Inspections carried out by Inspection agency subcontracted by the Client managed by EPCM)
	7. Notification of Readiness for Inspection (10 working days).
	8. Quality Verifying documents for critical sub vendor to be submitted for Client/EPCM review and approval.
9. Data and Documentation
	1. Document Starter packs
	2. Submittal Procedures
	3. Document Numbering
	4. Document submittals, returns, formats etc.
	5. Review cycle/turnaround time
	6. Tag numbering
	7. Requesting tags
	8. Data collection
10. Expediting
	1. Progress Reporting, frequency and formats
	2. Field Expediting, purpose, frequency
	3. Bought out items/sub-suppliers/contractors
		1. Copies of sub orders etc.
	4. Manufacturing locations
	5. Current and Planned shift patterns
	6. Holiday shutdowns
11. Close Out/AOB

Proposed Attendees

**TIS**

K B, Engineering

J G, Engineering

J D, Procurement

G C, Expediting

D F ,DCC/IM

A M, QA/QC

**CLIENT**

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