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2nd Party Supplied Materials and Equipment Procedure



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2nd Party Supplied Materials and Equipment Procedure

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1.0 PURPOSE

The purpose of this procedure is to describe Construction Department's monitoring of the contractor performance related to procurement of material and equipment for the construction of each contract.

The contractor is responsible for all aspects of his contract work relating to materials and equipment, including procurement, quality surveillance, expediting, transportation, customs clearance and safe storage of materials.

2.0 SCOPE

The procedure applies to all Procurement activities conducted under the administration and management of an Entity Project Management Organization (EPMO).

3.0 DEFINITIONS

Term	Definition
2nd Party	Contractor, Consultant, Engineer or Supplier who expresses interest in prequalifying for a specific package of Works or Services and upon Award becomes the entity contracted to perform such Works or Services
Agreement	Contract or Purchase Order (collectively "Agreement") between the Entity and a 2nd Party
Construction Contractor	The Main or Principal Contractor responsible for undertaking the Construction Works on the Project.
ECMS	Enterprise Content Management System An information management and collaboration platform for managing and controlling Project documents and Entity records
Entity	Government Entity, Authority or Ministry responsible for the Project(s)
ITT	Invitation to Tender documents
Jobsite	Place or location where the Works or Services will be performed sometimes referred to as the site or location of Works or Services.
MIR	Material Inspection Request
Procurement	Those activities required for the acquisition, transport, and storage of materials and equipment required for the execution of the project work.
Project	Project to be undertaken by an Entity that consists of single or multiple Agreements with 2nd Parties to perform Works or Services as part of the execution plan to deliver such a Project
Services	Provision of technical or consulting services for design, studies, investigations (geotechnical, surveying testing), specialist advice or the like that are not the Works but necessary to support them.
Site Construction Department	Department within the Project Management Company that is responsible for Construction activities/operations.
Site Contracts Department	Department within the Project Management Company that is responsible for administering Contracts.
Site Document Control	Department within the Project Management Company that is responsible for the control of all project Documents using ECMS.
Site Engineering Department	Department within the Project Management Company that is responsible for Engineering or design activities/operations.



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Works	Construction or supply of goods, facilities or the like of permanent and temporary nature as contracted by the Entity
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4.0 ROLES & RESPONSIBILITIES

The following defines the roles and responsibilities of the Entity in relation to the control and approval of the 2nd Party supplied materials and equipment.

Individual	Role
Construction Manager	has overall responsibility for the monitoring of 2nd Party performance relative to the execution of the Works or Services
Contracts Administrator	Shall support the Field Engineer in the review and documentation of the approval and acceptability of materials and equipment between the Entity and the 2nd Party
Field Engineer	shall monitor the 2nd Party's activities and verify that the 2nd Party establishes and maintains programs and procedures that will ensure materials and equipment are identified, purchased, delivered, received and stored at the jobsite in a timely manner and are of satisfactory quality

5.0 PROCESS

5.1 Pre Award

The Construction Manager or his assigned delegate will generally review tender packages prior to Issuance of the Invitation to Tender documents (ITT) to the 2nd Parties, to confirm that:

- Special Conditions include procurement requirements necessary to enforce compliance with this procedure.
- The 2nd Party will be committed to the establishment and maintenance of adequate purchasing controls and programs.
- The 2nd Party will be committed to programs and procedures that will ensure materials and equipment are received on the jobsite in a timely manner.
- Quality requirements are clearly defined and that the 2nd Party will be committed to supply and administer an inspection, maintenance and testing plan for his major materials and equipment.
- Transportation requirements for moving materials and equipment from points of origin to the jobsite are clearly defined and the 2nd Party will be committed to plan and report on these movements.

5.2 Post Award

The Entity must approve all proposed 2nd Party furnished material and equipment.

Before fabrication, the Field Engineer will review the 2nd Party offsite inspection plan, through the Project Field Engineer (Field Engineer), to establish a monitoring plan generally in accordance with the following activities.

5.2.1 Delivery Schedule

The Field Engineer will verify that the 2nd Party submits on a regular basis, commencing at a predetermined date, a Material and Equipment Delivery Schedule that will show actual progress of the purchasing, fabrication and delivery of materials and equipment to the jobsite.



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The Field Engineer will review the schedule for timely buying of materials and equipment. Adverse findings will be reported to the Construction Manager. Deficiencies and recommendations will be reported to the 2nd Party through the Field Engineer.

5.2.2 Supplier Quality

The Field Engineer shall verify that the 2nd Party establishes and administers a quality control program that will ensure that all his manufactured and purchased items comply with the contract documents.

5.2.3 Traffic & Logistics

The Field Engineer shall verify that the 2nd Party performs his contractual responsibilities, including movement of materials and equipment from the point of origin to the jobsite and all actions required to achieve those movements.

5.2.4 Document Reviews

The Field Engineer will review the shipping programs and shipping reports for compatibility with contract requirements and construction/procurement schedules.

5.2.5 On-Site Requirements

The Field Engineer will verify that the 2nd Party submits a Material Inspection Request (MIR) for all material delivered to the site. Any material found to be deficient shall be notified to the 2nd Party and removed from the site immediately.

The Field Engineer shall verify that the 2nd Party stores the material and equipment in accordance with the manufacturers' instructions and recommendations, as well as the requirements of the Contract Documents, and shall notify the 2nd Party of any non-conformance of such compliance.

The Field Engineer shall verify that the 2nd Party provides any required maintenance of the equipment and material during storage in accordance with the manufacturers' recommendations to preserve the warranty of the supplied materials or equipment.

The Field Engineer shall identify and verify that any non-conforming, expired, damaged or contaminated materials or equipment are quarantined to ensure that they are not utilized in the Works and notify the 2nd Party of any non-conformances. All such materials shall be removed from the Jobsite by the 2nd Party and replaced.