

## Quality Control Plan

MSC-QCP-26-001

### 1. Project Execution Management and Quality Control

The project execution management and quality control include commercial, technical, project quality assurance, procurement, logistic & documentation, production and quality control departments, etc. The main works should be carried out in the following aspects.

#### 1.1 Preparation

##### 1.1.1 Project Contract Review

After receiving the purchase Contract, the Project Manager shall immediately organize an "Project Contract Review Meeting" to comprehensively and thoroughly analysis and understand the project requirements, and sort out the contents which were clarified with Contractor during the bidding stage, including the product specifications, quantity, usage, technical requirements, product quality requirements, packing requirements, contractual delivery terms, delivery date, payment terms and importation policy/requirements of the destination country, etc, and make the Project Execution Overall Requirements. Analyze the potential issues that may be encountered during the process of project execution, and work out the corresponding prevention solutions and. So as to ensure that the project can be executed smoothly and successfully according to project requirements and Contract.

##### 1.1.2 Project Execution Overall Plan

Project Manager shall organize the team to formulate the specific Project Execution Plan according to the overall requirements and contractual delivery time, check and confirm the Kick-off Meeting schedule with Contractor in time. The project execution works should be proceeded as per Project Execution Overall Plan, which shall including following main contents at least.

Define and specify the responsibilities of each project team member, Project Manager is the person with full responsibility for the project execution during the whole process.

Make the detailed time schedule for project execution, which shall include the requirements for the time schedule of the key milestone points;

The requirements of specifications and timeliness for the document preparation and submission.

The requirements for submission and approval of key documents, such as GA drawings, ITP and FAT, etc. Especially for the approval date of GA drawings which will affect the delivery date.

Quality requirements and control plan of products, as well as specific requirements of product inspection.

Apply for Bank Guarantee(s) and requirements for time schedule control (if any).

Requirements and time schedule control for the documents which are required for customs declaration and customs clearance.

Procedure and requirements for the packing, transportation and delivery.

The Project Execution Overall Plan and Quality Control Plan have to standardize the work objectives and specific requirements of each involved works to ensure that the project execution comply with Contract requirements. The Document Controller needs to assist the Project Execution Team to review all kinds of required documents, and ensure to provide the qualified documents as per project requirements; The Technical Engineers shall timely clarify and make the technical design and solutions according to project requirements. The GA Drawings and relevant technical documents shall be submitted to Contractor for approval on time to ensure that the approval of GA drawings can be completed within the planned schedule; The Procurement, Documentation, Logistics, Production, Quality Control and other departments should work and coordinate together to ensure that the project can be completed smoothly and successfully according to the Contract Clauses.

## **1.2 Quality Control of Project Documents**

The preparation of documents must comply with the project requirement and be submitted on time in accordance with the approved VDRL/VDR/VMDR/VDDL/SDRL by Contractor.

The Project Executive Manager is responsible for managing and coordinating the preparation and submission of all project documents, the Technical Manager is responsible for reviewing the accuracy and quality of all technical documents, and the Project Quality Assurance Department is responsible for review of the project quality documents.

## **1.3 Technical Design Scheme and Production**

### **1.3.1 Technical Design Scheme**

The Project Technical Manager is responsible for review and approval of the product technical design and technical requirements, ensuring that the technical design scheme comply with the project technical requirements; The relevant technical drawings and documents have to be submitted to Contractor for approval on time according to the requirements, actively communicating and coordinating with Contractor's team to ensure that the technical documents can be approved on time according to the Project Execution Plan.

### **1.3.2 Technical Drawings Approval**

The production can only be started when the technical drawings, key technical documents and quality control documents (such as ITP, FAT, etc.) were approved by Contractor. After receiving the Contractor's approved drawings and relevant key documents, the Project Technical Manager shall convert the Approved Drawings into internal Fabrication Drawings, Project Technical and Quality Control Requirements, and be responsible for the accuracy and feasibility of it.

### **1.3.3 Production**

Before the production started, the Project Manager shall organize the Production Planning, Production, Procurement, Quality Control and other relevant Departments to hold an "Internal Project Production Starting Meeting", to check and confirm the production completion date, including the detailed completion schedule of the main production activities; The Quality Control, Procurement and Production Departments shall implement the relevant works strictly in accordance with the Fabrication Drawings, Technical and Quality Control Requirements, ensure that the production can be completed on time with qualified products and quantity.

The Technical Department shall provide technical support and guidance in time during the production process, if there is any technical clarification found during production, which shall be reported to Contractor immediately by Project Executive Manager and be closed timely to avoid any of delay.

### **1.4 Quality Control in Production Process**

During the whole production process, the Quality Control Department shall supervise and control the product quality according to the project quality control requirements; In case if there are quality issues found during production, The Quality Control Department shall control it timely and arrange the relevant departments to carry out the rectification in the soonest time, and be responsible for verifying the rectification results to ensure that the product quality comply with the project requirements.

#### **1.4.1 Quality Control of Raw Materials and Sub-Vendors**

The Procurement Department is responsible for the purchase of raw materials and required components according the project requirements. The Outsourcing Inspection Department (QC) shall inspect and test the outsourcing materials according to internal quality management procedure and project quality requirements to ensure which can meet project requirements.

#### **1.4.2 Quality Control in Fabrication Process**

The Fabrication Inspection Department (QC) is responsible for the inspection and test during fabrication process according to the requirements of SUNLEEM's internal quality system and Project quality control requirements. Each of fabricating process shall be inspected and controlled, so as to ensure that the quality of product parts comply with the requirements of drawings and project specifications.

#### **1.4.3 Assembly Quality Control**

The Assembly Inspection Department (QC) is responsible for the inspection and test of product assembly and finished product before delivery, so as to ensure that the finished products fully comply with the project quality requirements and issue Factory Inspection Report.

#### **1.4.4 Packing and Handling**

Product packing and handling shall be carried out according to SUNLEEM's internal specifications and project specific requirements to ensure the safety of products and personnel.

#### **1.5 Production Completion Date**

The relevant Departments shall complete the product production, assembly and inspection on time according to the requirements of project and "Internal Production Starting Meeting". The Project Executive Manager and Project Manager shall track the project execution progress during the whole process.

If the production cannot be completed on time due to some expectable and unavoidable reasons, the Production Planning Department has to inform the Project Manager immediately. After receiving the feedback, the Project Manager should immediately report to Contractor and communicate with Contractor's team to finalize the best solution to minimize the influences.

If the production cannot be completed on time due to contractor's reasons, such as the

approval delay of GA Drawings, ITP, FAT Procedure (if any) and change of quantity, etc, SUNLEEM will communicate with Contractor to finalize the latest delivery schedule and then update the contractual delivery date accordingly.

## **1.6 Final Inspection**

### **1.6.1 General Requirements**

The Project Executive Manager shall initiate the inspection application minimum 14 days in advance according to the project requirements, and prepare for the inspection in advance according to SUNLEEM's internal system procedure and project inspection requirements. The necessary support shall be provided to ensure that the inspection by Contractor/Owner (or the authorized Third-party Inspection personnel) can be implemented smoothly.

### **1.6.2 Inspection for Customs Clearance Certificate**

For projects which require special customs clearance certificate (such as COC and SASO, etc) as per the policy of the destination country, the Project Executive Manager shall check and confirm with the qualified Third-party Inspection Agency about the Inspection Date in advance, so as to ensure that the corresponding certificates can be obtained on time to avoid the delay of delivery.

### **1.6.3 Punch Point**

If there are punch points during the final inspection, the Project Executive Manager shall submit the reasonable clarification, specific measures and action time schedule to Contractor for closing it at the soonest time, and ensure to get the IRN / IRC on time.

## **1.7 Release and Delivery**

### **1.7.1 Inspection Release**

The delivery can only be arranged after receiving the Inspection Release Note/Certificate (IRN / IRC) and delivery confirmation issued by the contractor/client



(if any). The Contractor shall issue the IRN/IRC to SUNLEEM within one week after inspection to avoid causing delay of delivery.

### **1.7.2 Delivery**

After received the Inspection Release Note/Certificate (IRN/IRC), the Project Executive Manager shall make the delivery plan according to the contractual delivery terms and date. The packing list, invoice, shipping mark and other required documents shall be submitted to Contractor for approval in time.

### **1.8 Storage and Preservation (if applicable)**

The products packing shall be identified properly and stored in a dry and ventilated indoor warehouse or the place with rain proof and moisture proof facilities. For more details, please refer to the documents of "Packaging and Transportation Procedure" and "Storage, Handling and Preservation Procedure".