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GENERAL

Introduction

This coordination procedure has been prepared in order for CLIENT, CONTRACTOR Project Team and Lead Engineers / 3rd Party or whoever is involved in the execution of the project to understand and follow the practices to be used between CLIENT or OWNER and CONTRACTOR.

The procedures hereunder neither affect nor modify the provisions of the CONTRACT. This procedure may be modified by changes in mutual agreement between CLIENT and CONTRACTOR as job progresses, if necessary.

Parties and Project Managers

Related parties

1. CLIENT
2. CONTRACTOR who will provide detailed engineering, procurement and construction, commissioning and start-up required for the successful completion of PROJECT.

In order to enable the smooth project execution and communication, each party has appointed the following project managers and all official contact shall be through the following project managers:

1. CLIENT Project Manager :
2. CONTRACTOR Project Manager :

The person being assigned as Project Manager shall be responsible for the coordination between the parties hereto pertaining to all matters under the Contract. All written communications and document transmittals between the parties will be transmitted to each Project Manager. In addition to that, each Project Engineers and Relevant Managers will communicate (Queries and Responses) with the related disciplines and distribute the details, as appropriate, within their respective organizations.

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Project Name and Job Number

Project name and job numbers are as follows;

Project Name :
CONTRACTOR's Job Number :

PROJECT ORGANIZATION

The project organization and assigned personnel of CLIENT and CONTRACTOR are shown in Project Execution Plan.

LANGUAGE

The language of the CONTRACT shall be in English. It shall be used in contract communications, reports, correspondences, technical drawings, specifications, invoices, etc. All Contractor, Vendor and Subcontractor drawings and other documents shall be in English language.

CORRESPONDENCE

General

This section outlines the general procedure for the exchange of communications and interface relationships as related to the work associated with the PROJECT. All correspondences related to services under the CONTRACT shall be carried out between the Project Managers. All correspondences shall be identified by stipulated numbering system.

Letters

All letters shall contain the following information.

1. Name and title of addressee and addresser
2. Project name

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3. Subject
4. Date (ex. February 06, 2010)
5. Reference number of correspondence, which will be in accordance with Project Numbering Procedure.

The letter shall be used for project general and contractual correspondence only. Each letter shall be limited to one (1) subject whenever applicable, and all letters shall be mailed by the fastest method. All formal technical matters shall be sent under Transmittals.

Minutes of Meeting

The minutes of meeting shall be used for a record of a meeting held between CLIENT and CONTRACTOR. The minutes of a meeting shall be limited to one (1) meeting. However, a meeting extending several days on the same subject may be recorded in one set of minutes, and other pertinent information are shown.

All agreements involving changes or exceptions to specifications, cost, or other important subjects made verbally between CLIENT and CONTRACTOR at a meeting shall be recorded and issued by CONTRACTOR as minutes of meeting within two (2) calendar days after a meeting. Otherwise, CONTRACTOR has to advise the concerned parties of the anticipated date when the minutes of meeting is available. Minutes of meeting shall be authorized by signed by the representatives of each concerned parties prior to distribution.

The minutes of meeting also shall clearly indicate the following;

1. The date of the meeting
2. The participants
3. All decisions made
4. Other important subjects discussed
5. A note of any action to be taken
6. The person or party responsible for that action
7. The date for completion of such action

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8. Reference number of minutes of meeting, which will be in accordance with Project Numbering Procedure.

Faxes (Telefaxes)

Each Fax (Telefax) shall contain the same information of letters above and one subject in principle. All Faxes shall be assigned a number in accordance with Project Numbering Procedure.

Document Transmittals

Document transmittals shall accompany drawings, requisitions, purchase orders and other self-explanatory documents. Receivers of routine transmittals shall confirm their receipt. All Transmittals shall be assigned a number in accordance with Project Numbering Procedure.

Document Transmittals to the OWNER from CONTRACTOR

Transmission of documentation, other than correspondence, from CONTRACTOR to the OWNER shall be under a transmittal form. All transmittals shall be addressed to the OWNER's Authorized Representative signed by the CONTRACTOR's Project Manager or his duly Authorized Representative.

Dispatch of documents to OWNER shall be by hand carry, courier service, fax machine or E-mail, where applicable, for saving time. The addressee will return a copy of transmittal with date of receipt and signature.

The transmittal shall include, beside the identification numbers, also the number of copies, title and revision number of the documents which are being transmitted together with the purpose for which the document is transmitted.

The documents transmitted "for review", "for information", "for construction" and "as built/for record" shall be submitted with separate transmittals. Drawings and documents of each discipline shall be sent under cover of different transmittal.

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Document Transmittals to the CONTRACTOR from OWNER

Transmission of documentation, other than correspondence, from OWNER (Authorized) Representative only to the CONTRACTOR shall be under the transmittal form. That transmittal shall be addressed to the CONTRACTOR's Authorized Representative only.

Dispatch of documents to OWNER shall be by hand carry, courier service, fax machine or E-mail, where applicable, for saving time. The addressee will return a copy of transmittal with date of receipt and signature.

The transmittal shall include, beside the identification numbers, also the number of copies, title and revision number of the documents which are being transmitted together with the purpose for which the document is transmitted.

1. All transmittal covers shall be signed and a copy of it shall be returned back to sender.
2. Contractor shall have copies of related 3rd party transmittals

E-Mails

E-mail is considered as an effective correspondence. This is normally used for seeking discipline-to-discipline level clarifications. However if any e-mail contains a decision and instruction which can affect the cost and the schedule of the project, then it shall be confirmed formally in writing by Letters or Faxes or Transmittals which shall be sent within five(5) days of e-mail correspondence.

Telephonic Discussions

Telephonic or personal discussions can be actively done for successive project execution and/or clarification. If these are to be considered official, then should be confirmed in same way as e-mail through letters/faxes/transmittal as well.

Numbering of Correspondences

All correspondences, transmittals and Conference Notes (Minutes of Meetings) between the parties shall be numbered as defined in Project Numbering Procedure. It