

Toolbox Talk

Use of Approved Documents for release of equipment for testing, manufacture and inspections



What?

- For the NNB project J & E Hall International and / or our suppliers or sub-contractors prepare documents such as drawings, procedures, specifications, data sheets etc. which are used to define the equipment that is being supplied and the methods and procedures that will be used to carry out testing, manufacture or inspections for that piece of equipment;
- These documents require the approval of the customer before the equipment can be released for manufacture, inspection and testing;
- The project Document Submission Register shows the current status of the document. A document needs to be At Code A status (or Code A with CEMAR Comments) before it can be used to release a piece of equipment.

Why?

- The use of a document not at Code A can mean that the wrong process will be followed;
- Even if the process in the non-Code A document is correct it can still lead to “Non-Conformance” being raised by J & E Hall International, the Supplier or Sub-Contractor, the Client or the Clients inspector;
- This could in turn lead to the works / inspection being rejected and the work would need to be carried out again using the correct Code A document;
- This can lead to additional costs and delays to the project program.

Do



- ✓ Check that all the documents required to release a piece of equipment into manufacture, test or inspection are at Code A (or Code A with CEMAR comments) status.
- ✓ Ensure that all parties are working to the correct Revision number of the document (this can be checked in the Document Submission Register. The correct documents should be sent via a formal document transmittal.
- ✓ If the document has “CEMAR Comments” ensure that these are communicated to all relevant parties by means of a formal communication (e.g. document transmittal, Technical Change Note, Engineering Instruction etc.).
- ✓ In some cases it may be that release of a process (manufacturing, inspection, testing etc.) may be required with a document not at Code A status. In the event the following steps must be taken.
- ✓ Formal agreement by the customer that a non Code A document may be used is required. This must be recorded as a CEMAR GC (General Communication) stating the reason why we are proceeding with a non-Code A document and highlighting any potential risks for proceeding / non-proceeding in this way.
- ✓ The CEMAR communication gives a reply date by which the customer must reply. If the customer does not reply by the required date then you must contact the customer and ask for a reply.
- ✓ The agreed GC should be provided to the relevant parties and available at the point of work.
- ✓ If the customer does not reply to the CEMAR GC contact them by phone to ask for approval of the GC within CEMAR.

Don't



- ✗ Proceed with releasing a piece of equipment for manufacture, testing or inspection if all of the relevant documents are not at Code A status or you have formal CEMAR agreement from the customer for doing this.
- ✗ Rely on the informal agreements (telephone calls, discussions at Progress Meetings etc.) as a permission to proceed with the use of non-Code A documents.
- ✗ Even when formal agreement is in place do not proceed with releasing a piece of equipment for manufacture, testing or inspection without sending a formal notification and a copy of the CEMAR GC to all relevant parties.