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| **طرح نگهداشت و افزایش تولید 27 مخزن** |
| **CORRECTIVE ACTION PROCEDURE****نگهداشت و افزایش تولید میدان نفتی بینک** |
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**REVISION RECORD SHEET**

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# INTRODUCTION

Binak oilfield in Bushehr province is a part of the southern oilfields of Iran, is located 20 km northwest of Genaveh city.

With the aim of increasing production of oil from Binak oilfield, an EPC/EPD Project has been defined by NIOC/NISOC and awarded to Petro Iran Development Company (PEDCO). Also PEDCO (as General Contractor) has assigned the EPC-packages of the Project to "Hirgan Energy - Design and Inspection" JV.

**GENERAL DEFINITION**

The following terms shall be used in this document.

|  |  |
| --- | --- |
| CLIENT:  | National Iranian South Oilfields Company (NISOC)  |
| PROJECT: | Binak Oilfield Development – General Facilities |
| EPD/EPC CONTRACTOR (GC):  | Petro Iran Development Company (PEDCO) |
| EPC CONTRACTOR: | Joint Venture of : Hirgan Energy – Design & Inspection(D&I) Companies |
| VENDOR: | The firm or person who will fabricate the equipment or material. |
| EXECUTOR:  | Executor is the party which carries out all or part of construction and/or commissioning for the project. |
| SHALL: | Is used where a provision is mandatory. |
| SHOULD: | Is used where a provision is advisory only. |
| WILL:  | Is normally used in connection with the action by CLIENT rather than by an EPC/EPD CONTRACTOR, supplier or VENDOR. |

#

# SCOPE

This procedure is to establish the requirements for the identification; documentation and reporting the condition adverse to quality in order to assure that such conditions are promptly identified and corrected to preclude recurrenceas will This procedure applies to the corrective action for the nonconformities relating to the Quality Management System and materials for Binak oilfield in Bushehr province.

# NORMATIVE REFERENCES

• Contract Documents

• Project Quality Plan

• Codes and Standards

In case of any conflict between the contents of this document or any discrepancy between this document and other project documents or reference standards, this issue must be reported to the CLIENT. The final decision in this situation will be made by CLIENT.

# RESPONSIBILITIES

* 1. The Project QA/QC Lead is responsible for assuring that condition adverse to quality or nonconformance is promptly identified and corrected for approving and closing out by Corrective Action Request (CAR).
	2. The QA/QC Engineer is responsible for preparing the Corrective Action Request (CAR) and distributing to responsible organization and evaluating CAR responses, conducting verification of corrective action implementation, and closing or rejecting CAR response.

# PROCEDURE

* 1. **Identification of Corrective Action Condition.**

5.1.1 The QA/QC Engineer identifies serious repetitive condition adverse to quality.

5.1.2 Source for identification of necessity for corrective action request.

a. Non-Conformance Reports.

b. Quality observation acts.

c. Procurement documents.

d. Others, if required.

5.1.3 Determining sufficient cause for CAR.

a. Serious deficiencies that are required correction repeatedly.

b. Operation is contrary the scope of approved Quality Procedures.

c. Trends in Non-Conformance and audit deficiencies for which previous corrective measures have proven ineffective.

d. Failure to correct quality documentation controls which have resulted in document nonconformance.

e. Repetitive or serious Non-Conformance detected during procurement, receiving and/or construction activities.

* 1. **CAR Initiation**
		1. The QA/QC Engineer shall determine the necessity of a CAR after a problem has been identified.
		2. If the problem has been determined to be issued CAR, QA/QC Engineer shall prepare the "Corrective Action Request (QP-0002-001)" described with adverse condition to quality, recommended action to eliminate the cause, due date, signature and date, and shall assign the number. Finally original CAR shall be distributed to responsible organization after QA/QC Manager's approval.
		3. The alphabet numeral identification shall be consisting of nine (9) characters. Each character shall be assigned following method by QC Engineer.
1. The first three and the fifth characters shall be in all cases being alphabetical, the fourth and sixth are a dash, and the remaining characters shall be numeral.
2. The first three characters shall be always the letters "CAR". The fifth letter is the category designation.

The category (5th character) designation shall be assigned as follows:

Letter Designation

A Architecture

C Civil

E Electrical

I Instrument

M Mechanical

P Piping

R Receiving

S Steel Structure

G Others

1. An example of developing a typical ID No. is shown below:

Typical assigned ID NO.: CAR-E-001

CAR: Project designation.

E: Category designation, Electrical system.

001: Designation number in the series of each system and assigned by Quality Control Engineer.

* 1. **Response to CAR**

5.3.1 Responsible organization shall determine the problem cause and implement the required corrective action and provide a prompt response within the CAR reply due date specified.

5.3.2 After completion of "Corrective Action Taken" on the CAR, responsible organization shall sign and date on the CAR and return it to the QA/QC Department

* 1. **CAR Follow-up**

5.4.1 On the receipt of completed CAR, The QA/QC Engineer shall determine whether the proposed or implemented corrective action is adequate and sufficient to preclude recurrence of the problem originally identified.

5.4.2 If the corrective action response is satisfactory, The QA/QC Engineer shall verify the implementation of corrective action.

5.4.3 If the corrective action response is not satisfactory, The QA/QC Engineer shall return the CAR with "CAR Rejection Sheet” to responsible organization. In that case, the reply request date shall be revised and recorded on CAR rejection sheet (if required).

5.4.4 When the extension of response due date is required, responsible organization shall notify the extended response due date to the Project QA/QC Lead by use of formal memorandum justifying the reason(s) why additional time is required.

5.4.5 Corrective Action Request Log shall be utilized to allocate the CAR numbers and track the status of CAR implementation.

* 1. **Close out of CAR**

5.5.1 On the completion of corrective action, the Project QA/QC Lead shall sign and date on CAR and close out the CAR.

5.5.2 CAR should be submitted to Company after close out.

# DOCUMENTATION

CAR shall be filed and maintained as QA Document according to Quality Procedure for Control of QA Record.

# ATTACHMENT

* Corrective Action Request: CAR (BK-QC-CA-01)
* Corrective Action Request: Rejection Sheet (BK-QC-CA-02)
* Corrective Action Request Log (BK-QC-CA-03)

|  |  |
| --- | --- |
| **CORRACTIVE ACTION REQUEST** | FORM No. BK-QC-CA-01 |
| 1. CAR No.
 |  | 4. Page |  |
| 1. Date ofIssue
 |  | 5.Reply Due Date |  |
| 1. Responsible Organation
 |  | 1. Ref. Document
 |  |
| 1. Title:
 |
| 1. Reference NCR(s):
 |
| 1. Condition Description:
 |
| 1. Recommended Action:
 |
| 11. Initiated by: | 1. Approved by:
 |
| 1. Action Taken:
 |
| 14. Prepared by: | 1. Responsible Organization Manager:
 |
| 1. Response Review: Satisfactory 󠄀󠄀 Unsatisfactory 󠄀󠄀
 |
| 1. Result of verification
 | QA/QC Engineer: | QA/QC Lead: |

|  |  |
| --- | --- |
| **CORRACTIVE ACTION REQUEST** | FORM No. BK-QC-CA-02 |
| 1. CAR No.
 |  | 3.Responsible Organation |  |
| 2. Date ofIssue |  | 4.Page |  |
| 5. Recommended Action: |
| 6. Initiated by: | 7.Approved by: |
| 8.Action Taken: |
| 9. Prepared by: | 10.Responsible Organization Manager: |
| 11.Response Review: | QA/QC Engineer: | QA/QC Lead: |

|  |  |
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| **CORRACTIVE ACTION REQUEST** | FORM No. BK-QC-CA-03 |
| Page of |
| CAR NO. | Issue Date | Responsible Organization | Brier Description of Response | Condition Due Date | Response Out Date | Closed-OutDate | Remark |
|  |  |  |  |  |  |  |  |
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