




 <p>NISOC</p>	<p>نگهداشت و افزایش تولید میدان نفتی بینک سطح الارض و ابنیه تحت الارض</p> <p>عمومی و مشترک</p>																	
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REVISION RECORD SHEET



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	<p>نگهداشت و افزایش تولید میدان نفتی بینک</p> <p>سطح الارض و ابنیه تحت الارض</p> <p>عمومی و مشترک</p>							
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1. 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.

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2. SCOPE

This procedure is to establish the requirements for the planned and periodic audits to verify compliance with all quality requirements established of the control of work related to PROJECT.

3. NORMATIVE REFERENCES

- Project Quality Plan
- Control of QA Record Procedure
- Document Control Procedure
- Nonconformance Control Procedure
- Corrective Action Procedure
- Contract Document

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.



4. RESPONSIBILITIES

4.1 QA/QC Lead Responsibility

- Review and approving the "Quality Audit Schedule (BK-QC-PA-01)" prepared by QA Engineer.
- Assigning the audit team member and designating the team leader.
- Review and approving the "Audit Plan (BK-QC-PA-02)", "Audit Report (BK-QC-PA-03)" and "Audit Finding Report (BK-QC-PA-04)" prepared by the audit team.
- Ensuring that any follow-up action required is adequately taken in a timely manner.
- Approving the close-out of "Audit Finding Report (BK-QC-PA-04)".

4.2 Audit Team Leader Responsibility

- Providing any additional orientation or guidance necessary for the auditors to perform their assigned functions adequately.
- Preparing audit plan and approving checklists prior to conducting the audit and participating in the conduct of audit.
- Organizing the audit team and making them prepare the "Audit Checklist (BK-

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QC-PA-05)".

- Forwarding the audit plan and the audit checklist to the Project QA/QC Lead for his review and approval.
- Notifying audited organization representative of scheduled audit.
- Reporting the audit results and notifying audited organization representative of the result of audit findings.
- Following up the audit findings and reporting the action to the Project QA/QC Lead.

4.3 Audit Team Members Responsibility





- Preparing the audit plan based on annual quality audit schedule and the audit checklist.
- Participating in and performing the audit activities under the supervision of the audit team leader.
- Preparing the audit report and the audit finding report, if necessary.
- Following up the audit findings necessary to take action.

4.4 The Audited Organization Representative Responsibility

The Audited Organization Representative is responsible for ensuring the availability and the cooperation of the members of his organization during the audit, for providing a prompt response to audit finding reports, and for implementation of corrective action required as a result of the audit.

5. GENERAL

- Project quality system shall be audited at least once a construction period and revised as necessary.
- Audit shall be performed in accordance with the plan and written checklists. Audit checklist is intended for use as a guide and should not restrict the audit investigation when findings raise further questions that are not specifically included in checklist.
- If findings of previous audits are reviewed prior to performing audit, verification for those findings shall be performed during audit performance.
- Qualified and certified personnel designated by QA/QC Lead shall perform audit.
- Audit can be carried out by audit team including technical expert and certified who is independent of the organization being audited if required and the expert can be free from auditor qualification.

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6. PROCEDURE

6.1 Preparation of Quality Audit

6.1.1 Quality audit shall be scheduled on the basis of the status and importance of the activity to be audited.

6.1.2 Quality audit schedule (Form No: BK-QC-PA-01) shall be planned by QA/QC department and shall be revised when necessary.

6.1.4 The Project QA/QC Lead assigns the audit team members, designates the audit team leader, reviews and approves audit schedule and plan to determine whether they are acceptable or not.

6.1.5 Audit team leader shall organize the audit team.

6.1.6 Audit team leader shall issue audit notification to organization to be audited with audit plan including such information as the scope and schedule of the audit and name of audit team leader and auditors.

6.1.7 Audit team member prepare the audit checklist prior to performing audit and the audit team leader reviews and approves it based on the contract requirements, applicable QA program and the related codes and standards.

6.2 Performance

6.2.1 Prior to the audit, audit team leader held pre-audit meeting with audit team and representatives of the organization to be audited to confirm the audit scope, present audit plan, introduce the audit member, meet the counteract, discuss the audit sequence and plan for the post-audit meeting, and establish channel of communication.



6.2.2 The audit team discusses audit findings with each other at the end of each day auditing.

6.2.3 Audit team leader conducts the post-audit meeting and discusses the audit findings based on the audit report.

6.2.4 Audit team leader prepares formal audit finding report after the post-audit meeting and submits them to the Project QA/QC Lead for his review and approval.

6.3 Report

- Auditor records any audit findings and recommendations on the audit finding report and fills-up recommended corrective action in the audit finding report

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- Prior to distribution, the Project QA/QC Lead reviews and approves the audit finding report and the audit report.
- The approved audit finding report and audit report shall be submitted to audited organization Manager.

6.4 Follow-up Action

- The audited organization shall receive the audit report including Audit- Finding Report.
- The organization being audited prepares and submits a response to the audit finding report prior required date.
- After reviewing of the response, if it is acceptable; the responsible auditor verifies the corrective actions to the audit findings. But if it is unacceptable, the response shall be returned to audited organization with recommending proper corrective action to be taken appropriately.
- The Project QA/QC Lead reviews and finally approves the verified audit finding report in order to close out.
- Audit Team Leader prepares closed audit finding report and distributes it to audited organization.

7. DOCUMENTATION

7.1 Audit records and reports are maintained and controlled in accordance with Control of QA Record Procedure.

7.2 Audit numbering systems are as below:

(1) (2) (3)

(1) : Year

(2) : Audited organization (VE: vendor, SC: sub-contractor, IT: internal)



(3) : Serial number

7.3 Audit finding report numbering systems are as below:

(1) (2)


(1): Description (FN: Finding, RC: recommendation)

(2): Serial number

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8. ATTACHMENT

- Quality Audit Schedule (BK-QC-PA-01)
- Audit Plan (BK-QC-PA-02)
- Audit Report (BK-QC-PA-03)
- Audit Finding Report (BK-QC-PA-04)
- Audit Checklist (BK-QC-PA-05)
- Meeting Attendance Resister (BK-QC-PA-06)

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	PROJECT AUDIT PROCEDURE								
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Page : of	QUALITY AUDIT SCHEDLE																				FORM No. BK-QC-PA-01				
Department / Activity to be audited	Years 20xx																								
	Month	Jan/ Jul				Feb / Aug				Mar / Sep				Apr / Oct				May / Noy				Jun / Dec			
	Week No.	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
NOTE :	<input type="checkbox"/> PLAN				<input checked="" type="checkbox"/> Perform				<input type="checkbox"/> AFR Issue				<input checked="" type="checkbox"/> AFR Close - Out												
Prepared by : _____ (QA Engineer)										Approved by : _____ (QA/QC Lead)															



شماره صفحه : ۱۱ از ۱۵

نسخه	سریال	نوع مدرک	رشته	تسهیلات	صادرکننده	بسته کاری	پروژه
D00	0003	PR	QC	000	PEDCO	GNBAL	BK

FORM No. BK-QC-PA-02

AUDIT No.:

ISSUE DATE:

AUDIT TEAM MEMBERS

AUDIT TEAM LEADER

AUDIT MEMBERS

AUDIT SCOPE

APPLICABLE DOCUMENTS

AUDIT SCHEDULE



PREVIOUS AUDIT OPEN ITEM STATUS

APPROVED BY :
QA/QC Lead





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	D00	0003	PR	QC	000	PEDCO	GNRAL		BK



AUDIT REPORT	FORM No. BK-QC-PA-03	
1. AUDITED ORGANIZATION	3. AUDIT No.	
2. AUDITOR	4. AUDIT DATE	
A) Scope:		
B) CHECKLIST No.		
C) PRE- AUDIT MEETING	DATE/TIME:	ATTACHMENT
C) POST- AUDIT MEETING	DATE/TIME:	ATTACHMENT
E) NUMBER OF FINDING	NUMBER OF RECOMMENDATION:	
F) SUMMARY		
G) REMARKS		
PREPARED BY : AUDITOR	APPRPVED BY : QA/QC Lead	

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AUDIT FINDING REPORT			FORM No. BK-QC-PA-04
1. AUDITED ORGANIZATION	3. AUDIT No.	5. DISCUSSED WITH	7. RESPONSE DUE DATE
2. AUDITOR	4. AUDIT DATE	6. AFR No.	
REQUIRMENT:			
DESCRIPTION: <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input type="checkbox"/> FINDING <input type="checkbox"/> RECOMMENDATION </div>			
RECOMMENDED CORRECTIVE ACTION			
AUDIT TEAM LEADER /DATE		QA/QC MQNAGER / DATE	
RESPONSE BY AUDITED ORGANIZATION			
SCHEDULED COMPLETION DATE :		SUBMITTED BY : RESPON ORGAN. MGR/DATE	
RESPONSE REVIEW : <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORT </div> <div style="text-align: right; margin-top: 20px;"> <u>AUDITOR / DATE</u> </div>			
PREPARED BY : AUDITOR		APPRPVED BY : QA/QC Lead	

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BK	GNRAL	PEDCO	000	QC	PR	0003	D00											

AUDIT CHECKLIST			FORM No. BK-QC-PA-05
Audited Person:			
No.	Audited Item Description	Reference Chapter	Result
1			
2			
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PREPARED BY : Lead Auditor			APPRPVED BY : QA/QC Lead

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MEETING ATTENDENANCE RESISTER				FORM No. BK-QC-PA-06
Audited Person:				
No.	ORGANIZATION & JOB TITLE	NAME	SIGNATURE	REMARK
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