

1.0 Item Category

Material/Equipment/Services for Purchase / Repair / Recertification	2.0 Insp. Code	3.0 Cert. Code	4.0 Safety Code	Ind. Competent Body
Purchase of consumables, e.g. lube oil/air filters, domestic items, stationery, and routine service /repair of non-critical equipment, hire of personnel / services, etc.	A	0	S0	N/A
Purchase or service / repair of spares from the manufacturer for valves, pumps, compressors etc.	A	0	S0	N/A
Purchase of electric/instrument cable, electrical equipment for non-hazardous areas including instrument equipment e.g. fittings, instrument valves & standard factory calibrated gauges.	A	0	S0	N/A
Purchase of non pressure retaining items e.g. bolts, nuts, gaskets, seal kits & elastomers.	A	0	S0	N/A
Purchase of oils, greases, lubricants, chemicals, paints & industrial adhesives.	B	0	S2	N/A
Purchase or service / repair of fire fighting & safety/survival equipment e.g. breathing apparatus equipment, smoke hoods, lifejackets & survival suits.	B	1	S0	N/A
Purchase of stock pipe/pipe fittings e.g. grades A106/A105, A333/A350, F51, X52 & X60 and instrument tubing.	B	2	S0	N/A
Purchase of pressure retaining or high strength special bolting e.g. studbolts c/w nuts, metallic seal rings and RTJ gaskets.	B	2	S0	N/A
Purchase of standard steel plate/section e.g. grades S275J2 / S355G2+N / S355G7+N.	B	2	S0	N/A
Purchase or service / repair of all valves e.g. Ball, Gate, Globe, Butterfly, Check, Control & PSV types.	B	4	S0	N/A
Purchase or repair / recertification of lifting equipment e.g. slings, nylon strops, shackles, ropes, tiffors, beam clamps and trolleys.	B	4	S3	N/A
Purchase or service / repair of instrumentation and safety equipment - test gauges, flow metering equipment, hydraulic / pneumatic control systems, pressure hoses, life rafts, breathing apparatus (BA) cylinders, gases & fire extinguishers.	B	4	S0/S1	N/A
Purchase or service / repair of electrical and safety equipment. e.g. Fittings, motors, junction boxes, glands, gas detectors, communications equipment, inspection & test equipment for use in hazardous areas. (ATEX, BASEEFA or SIRA certification).	B	5	S0	N/A
OCTG and tubular equipment - casing, tubing & conductors.	C	2/3/6	S0	N/A
Safety critical structural steel plate / section e.g. grade S460G1+Q / S460G2+Q.	C	2/3	S0	Refer Upstream QA/QC Advisor
Subsea & riser line pipe, flexible pipe, pipe fittings & special grades.	C/D	2/3/6	S0	Refer Upstream QA/QC Advisor
Purchase or service / repair of safety critical process. e.g. Emergency Shutdown Valves (ESDV).	C/D	4/6	S0	Refer Upstream QA/QC Advisor
Purchase or service / repair of downhole, wireline & well control equipment e.g. Xmas Trees, wellheads, BOP's, valves, work over equipment, gauges, DHSV's, mandrels & flow couplings.	C/D	2/3/6	S0	Refer WellOps Lead Quality Rep.
Purchase or service / repair of fabrications e.g. piping, structural steelwork & pressure vessels.	C/D	4/6	S0	Refer Upstream QA/QC Advisor
Purchase or service / repair of major equipment packages e.g. pumps, motors, turbines, cartridges & skid assemblies.	C/D	4/5/6	S0	Refer Upstream QA/QC Advisor
Purchase or service / repair / recertification of major items of Lifting Equipment. e.g. A60 rated containers, man riding winches, lifting frames/baskets/containers, major crane items e.g. slewrings/booms/hooks & wire ropes. (Design & Manufacture: DNV 2.7-1 & BS EN 12079)	C/D	6	S3	Refer Upstream QA/QC Advisor

Notes:

1. Minimum inspection levels are displayed above for guidance. Requisitioners/Purchasers may require and specify higher levels.
2. Purchase, rental, repair and recalibration of instrumentation shall be against measurement standards, traceable to international or national measurement standards.
3. COP Users should contact, as appropriate, the UK Upstream QA/QC Advisor or the Well Ops Lead Quality Representative for any assistance/clarification with the selection of inspection requirements.
4. For an explanation of Inspection Codes, Certification Types or Safety Inspection Requirements see Page 2.
5. It is the responsibility of the Vendor to ensure compliance with all inspection and certification requirements contained within Purchase Order and/or Contractual documents.

2.0 Inspection Codes

Code	Requirement
A	No special inspection requirements. Inspection at receipt limited to number check, condition and conformance with COP order for materials. No COP QC receipt inspection required for this material.
B	Inspection by COP QC upon receipt at COP's warehouse. Inspection activities will be carried out by QC personnel to confirm compliance with order & specification requirements.
C	Inspection at the vendor's / contractor's premises by COP or their appointed agents. The extent of inspection to be specified by UK Upstream QA/QC Advisor in consultation with the User Group/Budget Holder.
D	Inspection by COP and / or their appointed agents and / or an Independent Competent Body nominated by COP at the vendor's / contractor's premises. This code used for major / critical orders and repair work scopes which may also require a Quality Plan and pre-production meeting to establish detailed inspection testing and certification requirements.

3.0 Certification Types

Code	Requirement	Typical Application
0	No Certification required	Purchase or repair / service / supply of minor consumables, domestic consumables, stationery, stock inst. fittings, elastomers, non-haz electrical fittings, equipment manufacturer's spares, gaskets & O-rings.
1	Statement of Conformity (BS EN: 10204 2.1 / 2.2) Declaration of Compliance	Purchase or repair / service / supply of fire fighting / safety equipment e.g. breathing apparatus equipment, smoke hoods, lifejackets & survival suits. Factory batch calibrated gauges. Note, certain items may require CE mark.
2	Material Test Certificate (BS EN: 10204 3.1)	Purchase or replacement during repair / service / supply of installation topside pipe / pipe fittings, steel plate / section, studbolts & high strength special bolting, all metallic ring joint gaskets & welding consumables, i.e. electrodes & wires.
3	Material Test Certificate (BS EN: 10204 3.2)	Purchase or replacement during repair / service / supply of subsea pipeline / riser material, special pipe & pipe fittings, HPHT wellheads, trees and associated valves. Instructions in CONEM Appendix 1
4	Factory / Functional Acceptance Test (FAT) and/or Specific Test Certificate/Report	Purchase or repair / service / supply of relief valves, process valves, hydraulic / pneumatic control systems, lifting equipment, electrical cable, metering equipment, calibrated equipment e.g. critical gauges, measuring instruments, etc., balance / performance / pressure tests e.g. pumps, actuators, pipe spools, etc. wellheads, trees associated valves, fire extinguishers and gases. Shall normally include the requirements of codes 1-3 above as appropriate. Note: Critical instrument/electrical equipment may require UKAS (NAMAS) approved laboratory certificates or PED certification and NOBO involvement.
5	Ex-Certification for Electrical Equipment in Hazardous Areas. (ATEX / BASEEFA / SIRA)	Purchase or repair / service / supply of electrical / instrumentation / communications equipment for use in hazardous areas e.g. gas monitors, radiation detectors, metering equipment, transmitters, motors, radios & pagers. Shall normally include the requirements of codes 1-4 above as appropriate.
6	COP or their appointed agents and/or Independent Competent Body release note . A Quality Plan may be required by COP to indicate involvement.	Purchase or repair / service / supply of critical equipment e.g. pressure vessels, well control equipment, subsea valves & control equipment, OCTG casing & tubing, conductors, fabrications, "Third Party" zoned equipment (e.g. diesel or electrical driven equipment & A60 workshop containers), crane booms & slew rings. Shall normally include the requirements of codes 1-5 above as appropriate and Equipment Data Book content
EL	Export Licence	Applicable only on a case by case basis and as advised by the UK Compliance Advisor. An Export Licence accompanying goods and materials ensures full compliance with all export control laws and regulations, including applicable U.S. and Non-U.S. export control and US economic sanction laws and regulations, which govern the export and re-export of ConocoPhillips and third party products, services, technology and software.

4.0 Safety Inspection Requirements

Code	Requirement	Typical Application
S0	No special requirement	<u>General services</u> , consumables, materials of an inert nature, etc.
S1	Vendor/Contractor to provide Declaration of Hazard Class / Division for material supply. Specific safety input required for the provision of services.	Dangerous goods e.g. radioactive material, explosives, gases, flammable liquids/solids, oxidising substances, corrosives and miscellaneous Dangerous Goods.
S2	Vendor / contractor to provide chemical/fill data sheets	Oils, greases, lubricants, chemicals, paints & industrial adhesives.
S3	Vendor / contractor to contact COP to confirm colour code and tag number as applicable.	All lifting equipment being purchased or repaired. (LOLER SI 1998 No: 2307)