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1 OBJECTIVES AND SCOPE

To monitor the delivery of goods and services against agreed contract dates.

2 DEFINITIONS

Major Items – late delivery will probably result in significant consequence with respect to Costs or Delays

3 REFERENCES

None

4 REQUIREMENTS

4.1 PLANNING

- 4.1.1 Monitor the issue of contracts and sub-contracts to suppliers against the Project Schedule.
- 4.1.2 Generate schedules based on contractual delivery dates
- 4.1.3 Produce weekly report in order to determine and record status of all purchase orders.
- 4.1.4 Achieve resolution with Project Manager on actions required to prevent late deliveries.


4.2 EXPEDITING

- 4.2.1 Maintain contract history files for each contract. Update Expediting history sheet with brief detail of events/activities/telephonic discussions/visits within 24 hours of each visit having taken place.
- 4.2.2 Familiarise with order requirements, review available specifications and drawings.
- 4.2.3 Contact Supplier, arrange and check availability of contract documentation, discuss and clarify requirements.
- 4.2.4 Expedite any outstanding contract documentation.
- 4.2.5 Obtain manufacturing programme from Supplier.
- 4.2.6 Arrange for Certificates of Conformance and any Exception Reports issued by Quality Assurance to be copied for information.
- 4.2.7 Establish if Supplier requires any free-issue items and expedite.
- 4.2.8 Manage delivery requirements in line with project needs.
- 4.2.9 Detect early signs of Supplier slippage against approved programme. Take necessary steps to ensure acceptable corrective actions are implemented to bring work back on programme.

AA_STD_00014000.doc	APPROVED	30 May 2008	Page 1 of 2
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4.2.10 Raise early alarm where slippage against programme will affect project requirements, and the Supplier appears unable to recover the situation. Take appropriate action to recover programme involving Management where necessary.

4.2.11 Inspector to issue Release Certificate on completion of final inspection, record report number where applicable, attach copy of report and copies of any concessions granted.

4.3 DELIVERY

4.3.1 Liaise with Supplier to ensure goods despatched, and with Site Materials Controller to confirm receipt.

4.3.2 Expedite Site Materials Controller for any outstanding Goods Received Vouchers (GRV's).

4.3.3 Receive GRV's, enter date received on schedules, file in history file.

4.3.4 Receive Variance and Damage Reports, enter date received, advise responsible person of actions required as necessary and expedite. Liaise with site in order to ensure satisfactory resolution of Variance and Damage reports.

4.3.5 Ensure all order items are covered by GRV's and other relevant documentation after delivery.

4.3.6 Complete Contract close out Reports.

4.4 RECORDS

4.4.1 Contract History File

4.4.2 Contract close out Reports

AA_STD_00014000.doc	APPROVED	30 May 2008	Page 2 of 2
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