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OSC-SB-Q-SD-0003

# PROJECT NR. 1107305 OCEAN SPACE CENTRE

## Administration Procedures



### Revisions

Version:	Change of:	Description of what was changed:	Date:
01	Lbor	Template adapted to the OSC project	30.10.2021

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## 1 General

The purpose of this document is to provide an overview of the project's Administrative routines for user equipment suppliers. The Procedure will be updated when needed.

## 2 Communication

### 2.1 Communication between Statsbygg and the supplier

All correspondence related to the contract between Statsbygg and the supplier shall take place between the supplier's contract manager and the contract manager at Statsbygg, as stated in the contract document. Decisions made in meetings must be documented in the minutes of meetings.

Electronic letters are applied to use the following heading:

*Project: 1107305 Ocean Space Centre*

*Contract: K662-01*

*Case/Subject*

E-mail should have the same heading/subject field as specified for correspondence, but abbreviations can be used.

All correspondence to the parties must be issued to the party's representative (by email or web hotel).

### 2.2 Other communications

#### Communication at the construction site

Communication at the construction site between the supplier and Statsbygg will go through Statsbygg's project manager at the construction site or person appointed by him.

#### Communication with Sintef/NTNU

All communication with the Sintef/NTNU must go through Statsbygg's contract manager.

#### Communication with the media

The supplier shall not communicate with media without prior agreement from Statsbygg. This also include publishing on Social Medias, press releases etc.

## 2.3 Document Management

The following heading must be applied to E-mail and letters:

*Project: 1107305 Ocean Space Centre, BUT*

*Contract: K662-01*

*Case/Subject*

Letters/ and e-mails must only deal with one case and be unambiguously described due to Statsbygg processes and archiving routines.

Minutes, change notices etc. shall be registered in an entry number system in Interaxo or equivalent agreed interaction platform (web hotel). As an example, minutes are mentioned, Building Meetings: BM-01, BM-02, etc.

Letters to the project are sent to:

*Statsbygg Head Office*

*1107305 Ocean Space Centre, BUT*

*P.O. Box 8106 Dep*

*0032 OSLO*

Letters must be sent to Statsbygg and not to the case officer. A copy of the letter shall be issued by e-mail to Statsbygg's representative.

## 2.4 The project's web hotel

The project uses a web hotel for exchanging documents, models and drawings.

All suppliers appoint a contact person who is responsible for notifying users to Statsbygg.

Description of the web hotel, contacts as well as structure and division are described in a separate procedure for using Web Hotel in this project.

## 2.5 Documents except public disclosure

In accordance with provisions of the Norwegian law, Offentlighetsloven (Freedom of Information Act), Statsbygg's archive system will generate agendas that are made available to the general public. If, for various reasons, there is a need to keep something exempt from public disclosure, reference shall be made to the sections of the Freedom of Information Act.

Documents excluding public disclosure should not be exchanged at the web hotel.

## **3 Planning and Progress control**

### **3.1 Production plan**

The supplier shall prepare and present a Production plan according to the Scope of work description. The progress plan must be frozen so that deviations can be measured against a fixed measurement point (baseline) and show critical path. Each month the plan must be updated and any deviations justified and commented.

The supplier is responsible for scheduling, progress management and follow-up of own work.

The plan shall always have sufficient quality and degree of detail to ensure an efficient implementation of the work in accordance with the provisions of the contract.

Statsbygg has prepared an overall Master Schedule for the project. This is to coordinate the activities carried out by the different contractors and suppliers, so that the works are carried out in an order and to the time that provides the best possible progress conditions overall in relation to the available construction time.

The delivery shall take place within the project's deadlines and milestones, and in accordance with the prepared production plan. The supplier shall coordinate its work with other suppliers and contractors.

### **3.2 Staffing plan**

During the period during which the supplier will carry out installation and testing work at Site, the supplier will prepare and maintain a staffing plan. The staffing plan shall be submitted to Statsbygg for approval.

At a minimum, the staffing plans must include:

- Name of the person and role
- Category (hourly rates if applicable)
- Start and end dates
- Percent workload

If parts of the work are to be allocated to sub-suppliers, this must be specified accordingly.

## **4 Reporting**

### **4.1 Monthly report**

A Monthly report must be issued no later than three, 3, days after agreed cutoff date.

Each month, it must be reported on progress and costs incurred per elements in chapter 1.1 in the quotation form.

The monthly report shall contain the following:

- HSWE -Work
- Areas of Concern

- Work performed in the period
  - Activities and deliveries
  - Milestones reached
- Scheduled work in the period planned but not performed
  - Activities and deliveries
  - Milestones
- Work in next period
  - Activities and deliveries
  - Milestones

Variations and nonconformity logs shall be included in the monthly reporting. Progress shall also be reported separately for each change to the contract.

Variations is regulated by the Contract conditions.

In cooperation with Statsbygg, HSWE plan and risk assessment will be prepared for the work before start-up on site. There are requirements for reporting to Statsbygg during the period of execution on a construction site.

Table 2: Reporting Plan

Theme	Content	Method	Time/Frequency
Quality	<ul style="list-style-type: none"> <li>• Carried out self-control in relation to the quality plan.</li> <li>• Nonconformance status</li> </ul>		Continuous
HSWE	<ul style="list-style-type: none"> <li>• RUH – report undesirable incident</li> <li>• Number of absence injuries</li> <li>• Number of hours worked</li> </ul>	Delivered to main company	Monthly report

Statsbygg is an owner in accordance with the Norwegian Building Regulations and has overall responsibility for ensuring that safety, health and working environment considerations at the construction site are taken care of both during the design phase and during the construction phase. The current HSWE organization in the project is stated in the attached HSWE plan. The plan is continuously updated throughout the project, and suppliers are obliged to always follow the current version.

The main company pursuant to the Working Environment Act will be the contractor for the following construction contracts during the indicated periods:

Table 1: Main Business Startup and End Date Entreprise	Start	Finish
EPC K201	01.04.22	22.03.24
EPC K202	01.05.22	25.08.23

## 4.2 Meetings

A meeting plan shall be drawn up and the following meetings shall be held:

- Contract meeting
- Start-up meeting
- Regularly Monthly meeting

- HSWE meeting prior to installation/assembly
- Inspections
- Special meeting
- Weekly safety round

The meeting participants shall be limited to the persons directly involved in the agenda.

### **Meeting minutes**

Minutes are always written from all formal meetings. The requester is responsible for ensuring that the minutes of the meeting are prepared and distributed on the web hotel no later than 2 working days after the meeting has taken place. If there is no written objection within 7 days of receipt of the minutes of the meeting, or in subsequent meetings if this occurs within 7 days, the minutes are considered as approved. If a meeting participant is required to take urgent tasks, the meeting participant must take note of the task and not wait for the minutes.

Only meeting participants can be given responsibility for following up cases in the minutes. If someone who is not present is to follow up on a case, one of the participants must be responsible for delegating the task to that person.

### **Protocols**

Protocols are used to document important decisions and must be signed at the meeting by those obliged by the decision. As an example, protocol from takeovers should always be written.

Minutes/protocols are uploaded to the web hotel.

## **4.3 BIM and documentation management**

The supplier shall prepare a Supplier Master Document List for his documentation deliveries and shall issue this to Statsbygg. Statsbygg will select key documents for review. Statsbygg shall return reviewed documentation with comments, if any, within 15 working days after the date of reception. Review codes will be informed at a later stage.

The project uses building information models in the design and execution of construction sites.

If necessary, the supplier will have access to this. Models are performed according to Ocean Space Centre project-specific BIM manual.

Expedition of drawings: Drawings, models and more are distributed in the web hotel.

Revision of drawings: Removal of no longer valid revisions of drawings at the construction site, rests with the respective suppliers.

## **4.4 Interface**

Contractor must ensure that detailed installation descriptions are provided. This includes necessary clarifications against affected constructions and systems.

ICT (Information and Communications Technology) Interfaces must be clarified and followed up separately. Detailed plans shall be drawn up for all integration works.



Technical facilities, equipment, components and other installations shall be marked in accordance with the project's guidelines.

User equipment associated with technical systems shall be marked in accordance with the same guidelines. In particular, this will apply to user equipment that is permanently connected to systems (water/sewage, gas/compressed air, air, etc.) or equipment that is controlled, regulated and/or monitored through central operational control systems.

#### **4.5 Product inspection and factory tests**

If relevant, the supplier shall carry out product/component inspections at sub-supplier factories. Documentation of such control must be presented to Statsbygg upon request.

Statsbygg has the right to be present when supplier is conducting factory tests of assembled equipment, units and systems. Statsbygg covers its own costs if such participation becomes relevant.



## **5 Delivery**

### **5.1 General**

The supplier is responsible for delivering the equipment to the designated location in accordance with the contract's requirements. The Supplier shall obtain the necessary information in advance to ensure that the delivery can be carried out as agreed. The supplier's need for access to building site rig facilities, must be notified to Statsbygg no later than eight weeks before the start of the work.

### **Installation Location Preparation**

The supplier shall notify Statsbygg in writing of the need for any facilities or services at the installation site.

Statsbygg is responsible for ensuring that the building site are prepared in accordance with contractor's specification and agreed milestone plan.

### **5.2 Packaging and preservation**

Each package must be packed in a professional and prudent manner to avoid damage during transport and any intermediate storage. It shall be possible to handle each package safely without the risk of injury to personnel, buildings or objects. The goods shall if possible be transported internally in buildings either in stairs or in passenger lifts, with possible restrictions on the use of transport and lifting materials. Other transportation needs including lifting facilities shall be described.

The supplier shall unpack the equipment at the place of delivery in the designated room or area. The packaging should be removed from the site immediately after unpacking.

Supplier shall perform preservation of equipment to prevent deterioration in the environment where stored before and after transportation to building site. Supplier shall also include instructions for preservation maintenance in his handling, storage and preservation instructions.

### **5.3 Labelling**

All packages should be clearly marked with the contract's number. The Supplier's name, address and contact person must be clearly stated on the packaging.

All deliveries shall have accompanying documentation containing the recipient's name and address with the contract number, contact person, packing list, place of delivery and designated place/room, as well as the sender's name and address.

### **5.4 Shipment**

The supplier is responsible for transporting the equipment up to the agreed place of delivery.

The supplier shall ensure that the carrier is aware that the goods are delivered to a construction site. Suppliers must provide transport equipment themselves.

Limited access at the construction site means that goods shall be delivered during a limited timeframe, or over a specific period of time. Such terms and conditions will be agreed in the contract documents.

Large deliveries of goods can require the use of common space for unpacking, intermediate storage, or common resources for unloading, internal transport and lifting, or other resources. Such needs shall be agreed upon conclusion of the contract and notified to Statsbygg's contact person no later than 30 days before delivery.

### **5.5 Message to recipient**

The supplier shall no later than 10 days before delivery notify Statsbygg's contact person that the delivery is ready for shipment and agree a specific time for arrival at the place of delivery.

### **5.6 Arrival at construction site**

The reception centre at the construction site will be serviced between 0800 and 1600 on weekdays. Delivery outside this time may only take place by special and written agreement. When vehicles arrive at the construction site, the driver should contact the concierge. The supplier's contact person shall if requested by Statsbygg to be present at deliveries.

The receiving coordinator will check the driving order or invoice copy to check that the goods delivery has arrived at the right place and will provide instructions on unloading and further handling of the delivery in an agreement.

### **5.7 Installation work at building site**

The supplier shall perform assemble equipment and installation work in the designated place according to the contract requirements. The supplier shall also perform mechanical completion activities in accordance with requirements given in document OSC-SB-O-SD-00008, Project Completion Requirements.

## 6 Testing

### 6.1 Inspection and test plan (ITP)

The supplier must establish an Inspection and Test plan for his complete scope of delivery. The inspection and test plan aims to highlight what is to be tested, how the testing will be carried out, and in which test environment the test phases will be carried out. The plan describes responsibilities related to preparation, implementation and approval of the various testing phases. As well as show which tests are requested to be witnessed by Statsbygg or third parties.

### 6.2 Pre-delivery factory testing (FAT)

The supplier shall plan and establish a test program for FAT (Factory Acceptance Test (Supplier's fabrication control / verification that the equipment meets set requirements)). The purpose of the test program is to ensure and document that the delivery is in accordance with the requirements of the contract.

At a minimum, the following points shall be included as part of FAT:

- Visual inspections
- Functional testing
- Inspection of specified requirements in the contract

### 6.3 Vendor final check (SAT)

The supplier shall plan and establish a test program for SAT (Site Acceptance Test/Supplier's final inspection/verification that the equipment meets set requirements). The purpose of the test program is to ensure and document that the delivery is in accordance with the requirements of the contract.

At a minimum, the following points shall be included as part of the SAT:

- Visual inspections
- Functional testing and performance testing
- Inspection of specified requirements in the contract

Statsbygg shall have the opportunity to participate in the Supplier's tests. Notice shall be given in good time, a minimum of 14 days before the SAT is to take place. Where the contract object has integration with other automation facilities, the supplier will have to have a dialogue with the automation contractor or end user about system testing and integrated system tests. The automation contractor or end user will have coordination responsibility for system tests, and it is expected that suppliers to the individual system to be tested provide the automation contractor or end user with sufficient assistance in connection with testing. The supplier shall also perform the testing/commissioning activities in accordance with requirements given in document OSC-SB-O-SD-00008, Project Completion Requirements.

After completing the final inspection, Contractor shall prepare a test report and present it to Statsbygg for approval.

If the tests show that the equipment does not comply with specified requirements, Contractor shall immediately inform Statsbygg in writing of:

- identified non-conformance
- cause of non-conformance

- measures to create errors and deficiencies
- proposed re-test time

If Statsbygg cannot accept Contractor's proposal for a new test, Statsbygg may impose a deadline on Contractor that is consistent with the building's total progress. For defects that are essential to the use of (relevant parts) of the delivery, remediation shall be initiated without undue delay.

#### **6.4 Approval of the delivery**

The delivery will not be approved until the signed test report from Contractor's final inspection has been submitted to Statsbygg and approved by it.

## **7 Preparation for Operation**

### **7.1 Integrated system tests**

Extensive system testing is needed both within and across construction contracts/deliveries before the laboratories and buildings are put into normal operation. The supplier may, to the extent that Statsbygg deems necessary, be asked to participate in such tests. This will mainly include equipment with a permanent connection to technical systems.

### **7.2 Documentation for Operation (DFO)**

Suppliers' documents for operation (DFO) deliveries are covered by the contract in the same way as other deliveries and benefits in the individual procurement, including progress, takeover, final settlement and complaint. Documents for operation shall enable end-user to manage, operate, maintain and future modify all systems and installations that are part of the delivery. Detailed requirements for the DFO deliveries are given in document OSC-SB-O-SD-00003, Requirements for supplier documentation including DFO.

Contractor shall at all times be able to provide information about all equipment/materials delivered at the construction site. The DFO documentation must be reviewed/used in the training of the operating personnel/user. Errors and deficiencies in the documentation are corrected continuously during the trial period.

### **7.3 Training**

The supplier shall prior to the start-up of the facilities test operation and during the trial period, provide operating personnel and end users with proper instructions and training in the operation and maintenance of technical systems and installations, building parts and outdoor facilities. Training shall take place in accordance with a more detailed training plan to be approved by Statsbygg.

The training shall also include presentation and use of the DFO documentation.

### **7.4 Takeover**

The delivery is taken over by Statsbygg through a formal takeover business. Takeover takes place after approved end/reception control, implementation of integrated tests and/or test operation. The warranty period begins to run after takeover.

## 8 Health, safety, and working environment (HSWE)

Statsbygg is committed to ensuring that execution takes place without injuries and serious accidents. The following summarizes the tasks the individual supplier shall take care of in order to contribute to a safe workplace in accordance with laws and regulations.

### 8.1 Planning your own contract work

- Incorporate relevant parts of the HSWE plan into the enterprise's internal quality system, cf. internal quality assurance regulations. The incorporation shall take place so that the provisions of the plan can be identified.
- Inform the safety delegate and the main safety delegate about the HSWE plan before starting at the construction site.
- Plan and carry out the work with sufficient resources to avoid time-critical work operations
- Carry out and document risk analysis for own work before start-up.
- Establish own HSWE inspections and services
- Establish and maintain emergency preparedness routines/ instructions to be prepared for hazard and accident situations associated with their own work
- Inform their own employees about current emergency preparedness routines and safety regulations and ensure that personnel have the competence to handle emergency situations
- Safety delegates must wear a green helmet. Others should have a different color of the helmet.

### 8.2 Administration of own delivery

- Follow the HSWE plan, safety regulations and Statsbygg's instructions
- Report deviations from HSWE plan to HSWE coordinator for execution with copy to main company
- Ensure that all employees (including subcontractors) register in daily overview lists in accordance with the Building Regulations and instructions from the main contractor
- Take into account instructions from the HSWE coordinator for the construction/implementation and the main contractor
- Align their own activities and adapt their own work so that other contractors and suppliers' employees are also protected
- Contribute to a collaboration to ensure a fully sound working environment for all employees in the workplace
- Carry out and document "Safe Job Analysis" in advance of risky activities and/or new and unknown work operations, new equipment, etc.
- Use results from risk analysis/ SJA's as a basis for planning and carrying out the work
- Maintenance, inspection before commissioning, and inspection of facilities and equipment, in order to correct errors that may affect employees' safety, health and working environment
- Report necessary information about hazardous substances used for their own work to the main company

## 9 Payment

### 9.1 Invoice

Invoices must be sent electronically in EHF format (see [www.statsbygg.no/faktura](http://www.statsbygg.no/faktura)). Terms of payment are in accordance with the contract.

Please note that invoices that are not sent in the right place or that lack information, will be returned.

Statsbygg does not accept any invoice fee without this being agreed in advance.

Invoicing shall take place separately for:

- Installment invoice on agreed contract sum according to agreed invoicing plan
- Orders and requisitions in addition to the agreed contract sum (changes/delay and failure of Statsbygg's participation/options/quantity regulation)
- Any expenses

### 9.2 Installment invoice

On Installment invoices, the following must be stated:

- Project 1107305 Ocean Space Centre, BUT
- Contract K662-01
- Statsbygg's order number (if provided)
- Our reference (reference ID)
- Installment invoice number (A001, A002, etc.) – applies to contract installments
- Agreed contract sum excluding VAT
- Accumulated amount (excluding VAT)
- Previously invoiced amount (excluding VAT)
- Residual according to contract (excluding VAT)
- Current Amount (excluding VAT)

### 9.3 Orders in excess of the agreed contract amount

Orders in addition to the agreed contract amount (changes/delays and failures of Statsbygg's participation/options/quantity regulation) shall be invoiced separately in accordance with the order.

On invoice, the following must be stated:

- Project number and name
- Contract number and name
- Order number as stated in the order letter
- Our reference (reference ID)