

ADMINISTRATION PROCEDURES SUPPLIERS

OSC-80-SB-Q-SD-00001



1107305 OCEAN SPACE CENTRE

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PROJECT OCEAN SPACE CENTRE

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1. General

The purpose of this document is to provide an overview of business routines and processes and is a part of the tender documents. The document is updated as necessary.

2. Interaction and communication

Electronic letters are given the following heading:

Project: 1107305 Ocean Space Center
Contract: *Contract number* (K662-01 e.g.)
Case/topic

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

All correspondence to the parties is sent to the party's representative (via e-mail or Omega 365). Final procedures for this will be clarified.

2.1 Interaction

The digital infrastructure must support seamless interaction between different contracting parties. The infrastructure includes both the exchange of stable information (requirement databases and models) and dynamic information (case management, deviations, orders) in addition to active interaction (Teams, workflow- and document management, etc.).

Ocean Space Center uses MS Office365 (Word, Teams, etc.) for active interaction. Furthermore, the project has decided to use Omega365 as a project management tool for case- and document management. Other collaboration tools to be used are MS Project for planning and the project is also in the process of evaluating other tools for interaction that can be used.

See document OSC-SB-O-SD-00012 *Action plan for digitization* for more details.

2.2 Communication

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.

3. Change and deviation processes

3.1 Procedure and log

The procedure is that a change request is sent out and an offer is obtained from the supplier, before Statsbygg decides whether the change should be ordered. This is sent via the Omega 365 platform.

Please refer to *Action plan for digitization* (OSC-SB-O-SD-00012) for further details.

3.2 General information about the software

Ocean Space Center uses the program Omega 365 for all document management and change management. The processes to be used when handling changes, delays, failure to participate and deviations in the project are described below.

There are several ways to initiate a change process in Omega 365, either as a "notice/claim" from the supplier, or as a "change request" or "change order" from the client. The processes will involve the involvement of both parties, with communication back and forth before reaching an agreement/decision.

3.3 Change request

Change requests are used when Statsbygg wants to request an offer from the supplier for carrying out change work. Submission of this form does not count as an order. See also guidance in the form on Omega 365.

When the supplier receives such a request, a specified offer must be drawn up without undue delay, as shown in the form, for carrying out the change works. The offer must contain the basis for underwriting, as well as all consequences for remuneration and progress. The offer is sent to Statsbygg for possible approval and ordering.

It is Statsbygg who decides whether the change is to be ordered. Any acceptance of the supplier's offer, and thus an order to carry out the change, is made in the form of the client responding with an "order letter" referenced to the change request in question.

3.4 Change order

A change order is used when Statsbygg wants to impose a change without the parties agreeing in advance on any remuneration adjustment and deadline extension, or as confirmation of an order. Example 1: The client does not have time to wait for a change request or no agreement is reached on this, but the client still wants to impose the change. Example 2: the supplier requires a change order to be issued, cf. Form for Notice and Claim (Section 2.5), and the client agrees with the claim. The developer, on the other hand, does not agree with the demand for remuneration adjustment or deadline extension, and comments on this in the Change Order form. See further guidance in the form.

Changes that are imposed in construction meetings and recorded in the minutes, without the parties agreeing in advance on any remuneration adjustment and deadline

extension, should also be entered in the change order with reference to the construction meeting.

3.5 General contractor's form - Notification and requirements

Notices and claims are registered in the "Claims" form in Omega 365. It is used when the supplier wants to notify that he requires a change order to be issued or to notify of a failure of cooperation from the client. The form is also used if the supplier is to notify/claim remuneration adjustment/time extension, failure to participate or force majeure. See also guidance in the form.

Any acceptance of the supplier's demand for remuneration adjustment/deadline extension is made in the form of an order letter issued by the client. The order letter must refer to the relevant Notice/Claim form and any subsequent correspondence, so that it is clear what has been agreed upon. If, on the other hand, the acceptance only applies to the requirement to issue a change order, the change order form is used.

Statsbygg's response

A notification or demand from the supplier will be answered by Statsbygg directly in Omega 365. Statsbygg must respond if he wants to claim that the supplier's notification/claim/response was submitted too late, if he disagrees with the supplier's demand for the issuance of a change order and if he has objections against the supplier's notice/claim for remuneration adjustment or deadline extension. See also guidance in the form.

3.6 The general contractor's notice of deviation

Deviations are registered in Omega 365 when the supplier has carried out contract work in breach of the contract and the cause of the error is conditions for which the supplier is responsible, or when the supplier wishes to propose an alternative solution to the contract. The proposal must contain the basis for drawing, as well as all consequences for remuneration and progress.

Nonconformances are entered in the case register in Omega 365. The workflow register is used by the client for general progress planning and risk management today but has not been set up for deviation management at this time. Further information will be provided at start-up.

3.7 The contract element register

All change requests, change orders and notices/claims can be found together in the "contract element register". Here you can find information about status and the elements can be sorted based on several metadata.

It is the responsibility of both the supplier and Statsbygg to ensure that the register is kept up to date and reflects the status of the project.

4. Invoicing

4.1 Invoicing in general

The invoice must be sent electronically in EHF format (see www.statsbygg.no/faktura). Payment terms are in accordance with the contract.

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

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

Invoicing must be done separately for:

- Installment invoice for the agreed contract sum
- Orders in excess of the agreed contract sum (changes/delay and failure due to the client's participation/options/quantity regulation)
- Indexation (LPS)

4.2 Installment invoice

appear on the installment invoice:

- Project number and name
- Contract number and name
- Statsbygg's order number (if provided)
- Our reference (reference ID)
- Installment invoice number (A001, A002, etc.)
- Agreed contract sum excl. VAT.
 - The invoice must show the division according to the offer summary chapter 1.1
- Earned amount (excl. VAT)
- Previously invoiced amount (excl. VAT)
- Remainder according to contract (excl. VAT)
- Amount on hand (excl. VAT)

4.3 Orders in excess of the agreed contract sum

Orders in excess of the agreed contract sum (changes/delay and failure due to the builder's participation/options/quantity regulation) must be invoiced separately according to the order. No deductions shall be made for the outstanding amount. When invoicing, contractor/supplier must attach sufficient documentation.

Appear on the invoice:

- Project number and name
- Contract number and name
- Order number that appears in the order letter. If the order letter has not been received, a reference must be given to the form referred to in the above-mentioned section 3.2 (for example requisition number for R-form "R-001, R-002...s ")
- The invoice must show which subject the change belongs to according to offer summary chapter 1.1

- Our reference (reference ID)

4.4 Indexation of invoice

The conditions for any indexation appear in the individual contract. Indexation must be invoiced separately as soon as the index for the calculation is available.

The basis for indexation is:

- Accumulated amount on installment invoices, without deduction for outstanding amounts.
- Invoiced orders in excess of the agreed contract sum (changes/delay and failure due to the builder's involvement/options/quantity regulation), which have been ordered with the contract's unit prices (appears from the order letter where this is available).

The following must appear on the invoice:

- Project number and name
- Contract number and name
- Order number
- Our reference (reference ID)

5. Meetings

A meeting plan is drawn up by the contractor.

Minutes of meeting (MoM) must be created in Omega 365 no later than 3 days after the meeting, and sent according to the distribution list.

5.1 Builder meetings

Statsbygg calls for builder meetings. The supplier has an obligation to attend. Minutes from the builder's meetings are written by Statsbygg.

5.2 Construction meetings

The supplier convenes a construction meeting. Statsbygg has the right to meet. Minutes from construction meetings are written by the supplier.

5.3 Project planning meetings

The supplier convenes a planning meeting. Statsbygg has the right to meet. Minutes from the planning meetings are written by the supplier.

5.4 Special meetings

Statsbygg and the supplier can request special meetings. Minutes from the special meetings are written by the convener.

6. Reporting

The monthly report must be submitted in Omega365 no later than five working days after each month and must contain all of the following elements:

Topic	Content	Frequency
Economy	Contract sum Change orders for this period and accumulated. Value of potential deviation notices, change lists, notices and demands. Final economic forecast.	Monthly
Progress	Completed activities during the set period, scheduled activities for the period; planned but not performed, and activities planned for the next period: <ul style="list-style-type: none"> - Activities and deliveries - Milestones - Areas of concern - Nonconformance and measures - attached progress schedule from MS-project online Milestones <ul style="list-style-type: none"> - Date actual PR and date last PR 	Monthly
Quality	Carried out self-control in relation to the quality plan Number of self-controls this month not performed, reason and measures Number of self-controls for the next month Nonconformance status, numbers for this period and accumulated, implemented and/or planned measures	Monthly
HSWE	All numbers need to be given by this period and accumulated: <ul style="list-style-type: none"> - Number of hours worked - Number of skilled work hours - Number of apprentice work hours - Number of deviations from safety inspections - Describe any personal injuries this month. - Numbers of injuries without absence - Number of lost time injuries - Number of RUH - report of undesirable incidents - Number of protection round deviations, and what <ul style="list-style-type: none"> - Number of planned SJA in the period - Number of completed SJA in the period - Describe, if applicable, why the SJA was not carried out - Accumulated number of SJA in the project - Number of planned SJA in the next period 	Monthly
Environment	Status sustainability	Monthly
Risk	Your top risks with title and recommended measures	Monthly

7. Interface

The supplier has a responsibility for interface and coordination with the other suppliers and the main contractor (EPC K203).

8. Delivery

8.1 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.

8.2 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.

8.3 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. Due to the large scales of the goods, internal transport will be discussed and settled with each supplier.

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.

The 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.

8.4 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 accompanied 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.

8.5 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.

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.

8.6 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.

8.7 Arrival at construction site

When vehicles arrive at the construction site, the driver should contact the concierge.

The supplier's contact person shall if requested by Statsbygg 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.

8.8 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, Strategy for Systematic Completion of BUT.