

Unipetrol RPA Ltd. Technical Services	Providing Machine/Engineering Products & Materials with Test & Inspection Documentation	N 11 040

The standard is binding on all the company departments and external organisations that order, supply and take over machine/engineering products and materials. Does not apply to the Litvínov and Kralupy Refinery unit.

The company departments are bound to familiarise all the external organisations that provide these activities for them with this standard, whilst the standard is also binding on these organisations.

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1. General Provisions

1.1 Validity Scope

In general, this standard applies to providing machine/engineering products & materials with accompanying technical test & inspection documentation and, at the same time, it stipulates unified manner and procedure for its registration and handling.

1.2 The machine/engineering products & materials for which manufacture drawings or purchase contracts stipulate providing the accompanying certification documentation or special tests & inspections must be provided with material certificates, where all the needed certification data, or the results of prescribed (requested) special inspections, are recorded.

2. Terminology, Definitions and Terms

Operator - The organisation (legal entity) that operates the equipment and is responsible for its reliable and safe operation.

User - The head of production/process unit (or department) who has been assigned to use the equipment (tangible fixed assets).

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Contractor - Supplier or manufacturer.

HP part - High pressure part

HP fitting/valve - High pressure fitting/valve

2.1 The accompanying technical certification, test & inspection documentation consists of the accompanying technical quality, test, material and registration documents (hereinafter material certificate) handed over to the operator (user) together with the delivery of the machine/engineering products as per this standard.

3. Technical Requirements

3.1 Registration and Handling Machine/Engineering Products and Materials

3.1.1 The release of the registered certified materials from warehouse is registered by a Quality Control Department inspector, who will hand over the user the material certificate at the same time. The warehouse facility always releases the certified materials after submitting requisition (order).

3.1.2 If, due to any reason whatsoever, certified material is not available in warehouse for the needs of the Operations, the contractor/future user shall have the material tested and certified by the Material Test Laboratory and will be provided with a certificate.

3.1.3 **At any parting of certified materials, it is mandatory to transfer this identification data:**

a) Material make.

b) Melt/cast number.

3.2 Registration and Handling the Material Certificates

3.2.1 Material certificate serves as a document for machinery information retrieval document.

3.2.1.1 For pressure vessels & parts thereof, the material certificates will be added to the information retrieval document of the relevant pressure vessel.

3.2.2 Material certificates are maintained registered by the Quality Control Department, which will release them for the relevant user's department upon request.

3.2.3 The contractor/executing entity is responsible for proper equipping with material certificate before initiation of manufacture/production.

3.3 Equipping Pressure Vessels & Parts Thereof

3.3.1 Pressure vessels & parts thereof must be equipped as per the relevant ČSN standards (*Translator's note: ČSN = Czech National Standard; hereinafter "ČSN"*). At ordering, manufacture and handover of pressure vessels for UNIPETROL RPA Ltd., the N 11 792, N 11 151 and N 11 005 standards must be adhered to.

3.4 Equipping the other Machine/Engineering Parts Exposed to Internal Overpressure

3.4.1 With the other machine/engineering parts exposed to internal overpressure that are not pressure vessels, or with such critical machine/engineering parts where the certification documentation is stipulated through drawing or purchase contract, the prescribed

certification documentation is handed over to the user by the Quality Control Department. This also concerns HP parts as per the company standards (N 16, N 20 a N 21) that are supplied as semi-finished products. The relevant user's department must ensure execution of pressure tests of HP spares and tubes taken from warehouse before they can be used. Functional tests of HP fittings/valves concerning closure tightness are carried out by the fitting/valve repair workshop upon request, whilst with the valves in oxygen service degreasing must also be asked for.

4. List of Cited and Associated Standards and Documents

Cited standards

N 11 005	Operation Rules for Pressure Equipment
N 11 151	Forged Shells & Accessories of HP Vessels
N 11 792	Takeover Conditions for Complete Pressure Vessels, Steam Boilers and Parts thereof
N 16	Set of standards concerning high pressure - 35 MPa.
N 20	Set of standards concerning PH - SL 10 MPa.
N 21	Set of standards concerning OXO.

Associated standards & directives

ČSN 13 3060-4	Industrial Valves/Fittings. Technical Regulations. Part 4: Documentation of Valves/Fittings
ČSN EN 10204 (42 009)	Metal Products. Types of Inspection Documents.
ČSN 69 0010-7-2	Fixed Pressure Vessels. Technical Rules. Testing. Part 7.2: Information Retrieval Document
N 11 984	Standard for Providing Technical Documentation for New Machines and Equipment

English translation by Ing. Zbyněk Zeman, translator certified by the University of Cambridge (CPE – Certificate of Proficiency in English) and by the Czech Republic authorities (State Examination in English & Official Court Translator) & EC translator