

Nalcor Energy – Lower Churchill Project



Material Request, Issue, and Return

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B1	7-Apr-14	Issued for Implementation	<i>C. Roberts</i> C. Roberts	<i>P. Hussey</i> P. Hussey	<i>D. Green</i> D. Green	<i>R. Power</i> R. Power

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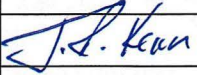
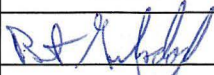
Department	Department Manager Approval	Date
Deputy Project General Manager		14-APR-2014
	J. Kean	
Marshalling yard Manager		
	B. Gilsdorf	

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1 PURPOSE

The purpose of this procedure is to outline the process for the receipt of a material request, the issue of material to the Project Contractors and the return of material from a Project Contractor.

2 SCOPE

This procedure applies to all personnel involved in the functions related to the request for Company supplied materials from inventory for construction purposes and the authorized return of Company supplied materials to inventory.

This procedure excludes any material and equipment that is Company procured within a supply and installation procurement strategy.

3 DEFINITIONS

CPM	Component Project Manager
HOMC	Home Office Materials Control
MCM	Material Control Manager
MIR	Material Issue Report
MMS	Material Management System (PM+ and Matflexx)
MRF	Material Request Form
MRR	Material Receiving Report
MYM	Marshalling Yard Manager
QA	Quality Assurance
SCM	Supply Chain Manager
SMC	Site Material Controller

4 RESPONSIBILITIES

It is the responsibility of the MYM to monitor, coordinate and direct all materials management functions at the LCP Marshalling Yard. MYM reports to the SCM as a functional manager and the CPM as an operational manager.

The SMC is responsible to monitor, control, report and initiate corrective action as required on all matters pertaining to the receipt, warehousing, inventory control, issuance of materials and equipment, return of material and the protection and preservation of material and equipment. Reports to the MYM.

The MCM assists the MYM in the coordination of overall project related direction and strategy for the management of material. Manages the Home Office Material Control function in coordinating material across the project.

The SCM provides functional area support through coordination with the MYM and HOMC through procurement and provision of material to the Lower Churchill Project.

The CPM is supported by the MYM who ensures material that has been received and is made available to the construction effort associated with that component.

5 REFERENCES

- LCP-PT-MD-0000-PM-LS-0001-01 Project Dictionary, Acronyms and Abbreviations List
- LCP-PT-MD-0000-SC-PL-0002-01 Materials Management Plan
- LCP-PT-MD-0000-MM-PR-0004-01 Material Receipts

6 PROCEDURE

6.1 Prior to Issue of a Material Request for Issue to Contractor

In advance of a material request from a contractor, the MMS will be populated with the on hand inventory. This data will be made available for the construction contractor as well as any sub-contractors and other personnel/entities deemed necessary by HOMC.

The construction contractor, in consultation with construction planning, will develop a schedule of work to be performed in one week, two week and four week look aheads. This rolling schedule will allow SMC to analyze the upcoming material requirements and make any necessary adjustments to incoming materials.

The construction contractor will share with the SMC the one week, two week and four week look aheads. The SMC will provide a status of material that will support the look aheads to the construction contractor.

6.2 Material Request For Issue to Contractor

A MRF is required from the construction contractor when Company supplied material is requested to be released to a contractor or field personnel for construction/installation. The MRF is required a minimum of 72 hours prior to construction contractor arriving for pick up of material. The Material Request should contain the following information:

- Date of preparation of issue
- Required date

- Issue to: Name and Company
- Construction contract number
- Equipment tag/Identification number
- Purchase Order/Drawing reference number
- Quantity requested
- Description
- Area used
- Authorized signatures for requisition
- Material issue/Return code

The preferred method of receiving a Material Request will be electronically. The line contractor will be provided access by the MYM to the Matflexx system and the appropriate authorization to create the MRF. The MRFs are numbered sequentially and recorded in the MMS.

The MRF is reviewed and approved by MYM. The MYM then provided the MRF to the SMC (in advance of the date required by Construction wherever possible) who will prepare a Material Issue Report (MIR). Under **NO CIRCUMSTANCES** is material or equipment to be issued without an approved MRF.

The MIR(s) are numbered sequentially and recorded in the MMS, and will serve as the line of delineation for care, custody, and control of the Company supplied material. The MIR is provided to the Yard Foreman for picking and organizing material for shipment.

If the material has previously been issued, the MIR is referred to the MYM/SMC who consults with the Construction Manager (material lost, damaged, installed elsewhere, etc), obtains approval for the over-issue, coordinates with HOMC, then authorizes the issue.

The construction contractor is required to stage trailers at the yard, at the direction of the SMC, 48 hours prior to arriving at the laydown facilities for receipt of the Company supplied material. The construction contractor will receive an appointment time from the SMC as to when to arrive for receipt of Company supplied materials.

Upon arriving for receipt of material, the construction contractor will be presented with a MIR, and upon verifying the accuracy of the MIR, will sign, print and date the MIR.

6.3 Return of Goods by the Contractor

The Construction Manager will ensure recovery of all materials no longer required for construction and will facilitate their return to Project inventory. This is initiated with a hard and electronic copy of associated documentation completed by the construction contractor listing the goods to be returned containing the following information:

- Date and preparation of issue
- Return date
- Contractor Name
- Construction agreement number
- Equipment tag / identification number
- PO / drawing reference number
- Quantity returned
- Description

Once the construction contractor has received authorization from the Construction Manager to return Company supplied, the construction contractor will coordinate with the SMC to receive an appointment time.

The Company supplied material will be received into the MMS and a MRR will be numbered sequentially and recorded in the MMS. The construction contractor will sign and date the MRR, thus delineating the care, custody, and control of the Company supplied material.

The returned Company supplied material will be segregated from that which is available to be issued to the construction contractor, until it is deemed serviceable.

SMC, with assistance from HOMC, will coordinate with the QA and Engineering functional areas to determine serviceability.

If the returned Company supplied material is deemed serviceable it will be moved back to the proper storage location and the MMS will be updated with the new quantities available for issue.

The SMC will coordinate with the HOMC for disposition of non-serviceable returned Company supplied material.

7 RECORDS

Electronic copies of issuing documentation will be stored in MatFlexx under the menu option "Material Issue." The original paperwork will be stored on site, or other designated location.

Electronic copies of return documentation will be stored in MatFlexx under the menu option "Material Receiving." The original paperwork will be stored on site, or other designated location.

8 ATTACHMENTS

8.1 Sample Material Request Form from Mattflex

Menu
Material Request

Search ✖ Clear All ➕ Add New Request 📄 Export To Excel 🔄 Refresh

Search

MRF ID

Created Date

Request Quantity

Request Description

Segment Name

Report Name

Create User

Request Unit of Measure

Request Reason

Requested Issue Date

Warehouse

Corporation

Consignment Id



Segment

Actual Issue Date

Drag a column header and drop it here to group by that column
 Double click on a request to add references

Report Name	Corporation	Warehouse	Request Quantity	Request Unit of Measure	Request Description	Request Reason
Corporation:	<input type="text" value="-- Select One --"/>					
Warehouse:	<input type="text" value="-- Select One --"/>					
Request Quantity:			<input type="text"/>			
Request Unit of Measure:				<input type="text"/>		
Request Description:					<input style="width: 100%;" type="text"/>	
Request Reason:						<input type="text"/>
Segment:						<input type="text"/>
Segment Name:						<input type="text"/>
Requested Issue Date:						<input type="text"/> 📅 ⌚
Actual Issue Date:						<input type="text"/> 📅 ⌚
Insert Cancel						
No records to display.						

8.4 Sample Material Issue Report from Mattflex

		Lower Church II Project <u>Material Issue Report (MIR)</u>			
Segment: _____					
Seg Name: _____					
Trailer #: _____					
Date: _____					
Yard: _____					
Qty	Issued To	Description	Bar Code #	Comments	
Comments					
Draw Request By: _____			Date: _____		
Company: _____			Date: _____		
Received & Inspected By: _____			Date: _____		
Material Received By: _____			Date: _____		
Received By: _____			Date: _____		