
ITP – INSPECTION AND TESTING PLAN (CREATION AND MANAGEMENT)

(WORK INSTRUCTION)

Responsible for development and maintenance of
this Work Instruction:

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Bucich Lari

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Approved by:

.....

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Director of Group Investment

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1 DEFINITIONS OF SCOPE AND RESPONSIBILITIES

OBJECTIVE OF THE WORK INSTRUCTION

The main goal of the ITP – **Inspection and Testing Plan** Work instruction (WI) is to provide a clear set of instructions towards ITPs creation and management.

SCOPE OF THIS WORK INSTRUCTION

The scope of this Work Instruction covers all affected employees assigned to MOL Group Investment projects.

DATE OF EFFECT OF THIS WORK INSTRUCTION IS **14. MARCH 2018**.

From the date of effect, the provisions of this WI are obligatory and binding for affected employees, and all the annulled WIs become invalid.

RESPONSIBILITIES

The Head of Contractor Management is responsible for the creation, maintenance and supervising of implementation of this Work Instruction.

ACCESS RESTRICTIONS

Access to this WI is not restricted within MOL Group. If external access is requested, this must be approved by responsible person of the WI.

ANNULMENTS

By the issuance of this WI, the following WI(s) became(s) invalid:

ID	Title (Type of Regulation)	Version no	Date of effect
-	-	-	-

2 SCOPE OF INSPECTION AND TESTING PLANS

Inspection and Testing Plans (ITP) specify the critical control points at various stages during the project implementation phase. ITPs consist of Quality Control (QC) steps/lines which define a scheduled inspection or verification activity at which interested and pre-defined stakeholders shall participate.

It is main Contractor's duty to create and manage the ITP and related inspection activities during the project implementation.

According to MOL Group Standards (MGS), the creation of the ITP is mandatory for all MOL Group industrial projects. Regardless of project size, it is required to create separate, dedicated ITPs according to respective engineering discipline as follows:

- Mechanical
- Electrical
- Instrumentation
- Civil

It is necessary to include all relevant activities for all phases of a project: design, manufacturing, prefabrication, construction and documentation review.

At the end of the project, the ITP shall act as a verifying document about all activities and inspections carried out. Therefore, the inspection stakeholders shall sign off all activities they have participated at.

3 RESPONSIBILITIES

This chapter defines the responsibilities of ITP creation and management during the project life cycle.

ITP creation

According to Chapter 2 of this WI, Contractor's responsible specialist creates and sends the ITP(s) for review to MOL Group Investment QA/QC Coordinator.

ITP review and approval

MOL Group Investment QA/QC coordinator reviews and sends the ITP(s) for commenting to QA/QC Leader and other relevant project stakeholders (e.g. Technical Authority). Upon completed review and commenting, the QA/QC Coordinator approves the ITP(s) and sends it back to Contractor for implementation. A pre-inspection meeting shall be arranged at this stage by the Contractor before project implementation and inspection activities start. Inspection stakeholders shall participate to discuss and agree on planned QA/QC inspection activities.

ITP handling during project life cycle

Contractor and its subcontractors are responsible for notifying inspection stakeholders about planned activities and inspections according to approved ITP(s) and Chapter 2 of this WI.

ITP closure

All ITP steps/lines shall be signed off so an ITP may be considered as closed and included in the As-Built Documentation as proof of completed QC inspections on all sites and all stages.

4 ITP CONTENT

The ITP shall be created for each equipment/item separately or to be in separate sections of the document.

Essential elements of an ITP:

- Front page with approvals section
- Documentation section (Contractor's Certification, Permits, QA Audits, etc.)
- Manufacturing
- Pre-fabrication
- Construction
- As-Built Documentation

It is at Contractor's discretion to arrange the contents as best for purpose of activities follow up.

INSPECTION STEPS (LINES)

Inspection steps/lines shall list all planned activities and inspections during the whole project life cycle.

PROCEDURES

Each inspection step/line shall have a dedicated procedure as requirement for inspection.

DELIVERABLES

Each inspection step/line shall indicate which deliverable (drawing, report, etc.) shall document the inspection activity.

INSPECTION STAKEHOLDERS

Each inspection stakeholder shall have a dedicated column to specify the type of inspection points to be carried out for each inspection step/line. As a minimum the stakeholders shall be the following: Contractor, MOL QA/QC, Technical Authority. In case of sub-contracted works the Sub-contractor/Vendor shall be listed as well. Same applies in case a NoBo inspector (Notified Body) is required.

INSPECTION POINTS

Each inspection stakeholder shall assign one of the following inspection points for each inspection step/line:

- **A – Approval** (approval of project procedures, e.g. welding procedures)
- **R – Review** (review and endorsement of QC inspection deliverables)
- **M – Monitoring** (general supervision of activities)
- **W – Witness** (attendance on inspection required but not mandatory, works may proceed)
- **H – Hold** (attendance on inspection required, works may not proceed until acceptance)

The ITP shall contain the Legend with description of the above mentioned points.

5 ITP SAMPLE

MŰSZAKI FELÜGYELETI TERV (MFT) INSPECTION AND TESTING PLAN (ITP)			Project Név: Project Name:																																				
Vezető Szekció: ITP Section/Discipline:			Megrendelő: Client:																																				
ITP Azonosító: Document No.:			MOL PLC																																				
Változat: Revision:			MOL Projekt ID: MOL Project ID:																																				
			Kivitelező: Contractor:																																				
			Kivitelező Projekt ID: Contractor Project ID:																																				
<h3>ELŐLAP</h3> <h4>COVER PAGE</h4>																																							
<table border="1"> <thead> <tr> <th colspan="7">Jóváhagyás - Approval</th> </tr> <tr> <th>Jóváhagyók Approvals</th> <th>Készítette Prepared by</th> <th>Kivitelező Contractor</th> <th>MOL Group Investment QA/QC</th> <th>Műszaki Ellenőrzés Technical Inspector</th> <th>NoBo (Notified Body)</th> <th>← QC INSPECTION STAKEHOLDERS</th> </tr> </thead> <tbody> <tr> <td>Név Name</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Dátum Date</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Aláírás Signature</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Jóváhagyás - Approval							Jóváhagyók Approvals	Készítette Prepared by	Kivitelező Contractor	MOL Group Investment QA/QC	Műszaki Ellenőrzés Technical Inspector	NoBo (Notified Body)	← QC INSPECTION STAKEHOLDERS	Név Name							Dátum Date							Aláírás Signature						
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<p>JELMAGYARÁZAT / LEGEND</p> <p>H = Megállási Pont. Hivatalos tájékoztatás szükséges a Kivitelezőtől. Részvétel és aláírás szükséges a tanúsító személyektől. Ellenőrzés elvégzése szükséges a munkafolyamat folytatásához. <i>H = Hold point. Formal notification from Contractor is mandatory. Attendance & signatures of participating representatives are mandatory. Inspection to be carried out before proceeding with next step.</i></p> <p>W = Tanúsítási Pont. Hivatalos tájékoztatás szükséges a Kivitelezőtől. Elvárt a 100% részvétel, de nem kötelező. Az ellenőrzés meghatározott időben történik függetlenül a meghívott tanúsítók jelenlététől. <i>W = Witness point. Formal notification from Contractor is mandatory. Attendance at 100% of inspections desired, but not mandatory (as per assessment by participating parties). Tests to be executed at arranged time, whether the invited representatives show up or not.</i></p> <p>R = Dokumentáció Ellenőrzés/Felülvizsgálat. Nincs hivatalos tájékoztatás. Részvétel és aláírás szükséges a tanúsító személyektől. <i>R = Document review. Attendance & signatures are mandatory. No formal notification.</i></p> <p>M = Megfigyelés. A tevékenységek folyamatos felügyelete. Nincs hivatalos tájékoztatás. Aláírás szükséges a tanúsító személyektől. <i>M = Monitoring. Ongoing supervision of activities. No formal notification. Signatures are mandatory.</i></p> <p>NA = Nem Értelmezett/Alkalmazott <i>NA = Not Applicable</i></p>																																							

1- ITP Front page sample

MŰSZAKI FELÜGYELETI TERV (MFT) INSPECTION AND TESTING PLAN (ITP)			Project Név Project Name		Megrendelő Client		MOL PLC		MOL Projekt ID Proj. Project ID	
Vonatkozó Szám: ITP Approval/Revizor:			Változat: Revision:		Kivitelező Contractor		MOL QA/QC <td colspan="2">Kivitelező Project ID Contractor Project ID</td>		Kivitelező Project ID Contractor Project ID	
ID	Tevékenységek Activities	Követelmények Requirements	Teljesítés Helye / Szállítandó Deliverable Desc.	Átvéllelőző Sub-Contractor	Kivitelező Contractor	MOL QA/QC	Technical Inspectors	NoBo	Megjegyzések Remarks	
1. ÁLTALÁNOS VIZSGÁLATI TEVÉKENYSÉGEK - GENERAL INSPECTION ACTIVITIES										
1.1	Vállalkozó felkészültségének ellenőrzése Checking the Contractor capabilities	ISO 9001, 2/2016 (i.s.) NEM, 3/1998 (i.s.) KHM, MMS, EN 2834-2, Tervezési követelmények	Tervezési követelmények, Hatóság engedélyek	NA	R	NA	NA	R		
1.2	↑ ACTIVITY	↑ PROCEDURE	↑ DELIVERABLE	NA	H	H	NA	R		
1.3	Hegesztők minősítésének ellenőrzése Certification and Approval of Welders	Hegesztők bizonyítványai, EN2004-3, EN1418, 2/2016 (i.s.) NEM rendelet	Jóváhagyott hegesztők listája Approval Welders List	NA	H	H	NA	R	← QC INSPECTION POINT	
2. BEÉPÍTÉSRE KERÜLŐ ANYAGOK ELLENŐRZÉSE – INCOMING INSPECTION OF MATERIALS										
2.1	Bérelhető új anyagok és szerelvények beszállítását megelőző vizsgálatok ellenőrzése Inspection of incoming new materials and valves	Terdokumentáció, NEM-bizonylat, EN10204, EN13448-2, EN13448-3	Jegyzőkönyv Kazet	NA	W	M		R		
2.2	Visszaellenőrzendő szerelvények ellenőrzése (szállítás előtt és regisztrálásnál) Checking of valves which needs to be re-inspected (before and registration)	Állás-átvételi jegyzőkönyv, Hordóval Kazet	Jegyzőkönyv (Párhuzosítógép) Kazet (Párhuzosítógép)	H	M	M	H	R		
2.3	Hegesztési fogyóanyagok megfizethetőségének ellenőrzése Checking of welding Consumables	EN10204, EN13448-2, EN13448-3, WPS, NEM-bizonylat	NEM-bizonylatok, Szállítás-levélek Certification, Delivery Notes	NA	R	R	NA	M		
3. GÉPEK ÉS KÉSZÜLÉKEK TELEPÍTÉS ELŐTTI VIZSGÁLATA - INSPECTION OF EQUIPMENTS BEFORE INSTALLATION										

2- ITP content sample

6 ITP TEMPLATE



ITP sample
blank.xlsx

7 APPENDICES

Nr	Appendix title	Recommended /Mandatory
Appendix 1	List of Modifications	<i>M</i>

List of Modifications

Version No.	Description of change	Date of effect
-	-	-