

ITP – INSPECTION AND TESTING PLAN (CREATION AND MANAGEMENT)

(WORK INSTRUCTION)

Created by:	Approved by:	Compliance APPROVERS:	
Orosz Béla Contractor Management QA expert	Kanyó Szilvia Mária Contractor Management Leader Process Owner	Juhász Balázs Dr. Investment Hungary	Gyömbér Tamás Group Procurement
		Balla Tamás Maintenance Management MOL	Mathisz Zsolt Maintenance MPK Zrt.
		Takács Gábor Maintenance and Techn. proc. Mgmt. MOL	Garami László Assetmanagement and Technology
		Molnár-Valkó Csaba Petrolszolg Kft.	

1 DEFINITIONS OF SCOPE AND RESPONSIBILITIES

OBJECTIVE:

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:

This Regulation covers all affected employees of the following companies / organisations: MOL Nyrt.; MPK Zrt.; Petrolszolg Kft.

The scope of this Work Instruction covers all affected contractor employees assigned to MOL Group investment and maintenance projects.

DATE OF EFFECT: 13.06.2022.

The provisions of this WI are obligatory and binding for affected employees, and all the annulled regulations become invalid.

RESPONSIBLE FOR MAINTENANCE:

Contractor Management Leader

ACCESS RESTRICTIONS:

NOT RESTRICTED within MOL Group. If external access is needed → written form by the Contractor Management Leader

2 RELATED INTERNAL AND/OR EXTERNAL REGULATIONS, ANNULMENTS

RELATED INTERNAL AND/OR EXTERNAL REGULATIONS *(The following Documents and Regulations are in connection with and have impact on this Regulation):*

Identifier	Title	Description of relationship
QM_HU	Standard And Non-Standard Management Systems	Containing standard and non-standard management systems processes, process indicators and rules for Hungary.

MPK_SZK6	Műszaki irányelv a projektek előkészítésére, megvalósítására	Contains further detailed requirements for the preparation and implementation of projects in MOL Petrochemicals Co.
QMHU2.3_PD1	Contractual Quality Requirements	ITP creation is part of the requirements
QMHU3.2_PD1	Contractor QA Audit	Refers to contractual quality requirements
ISO 9001	Quality Management Systems. Requirements	Section 8.4

Table of Contents

ITP – INSPECTION AND TESTING PLAN (CREATION AND MANAGEMENT).....	1
1 DEFINITIONS OF SCOPE AND RESPONSIBILITIES	1
2 RELATED INTERNAL AND/OR EXTERNAL REGULATIONS, ANNULMENTS.....	1
3 SCOPE OF INSPECTION AND TESTING PLANS	3
4 RESPONSIBILITIES	3
4.1 ITP creation	3
4.2 ITP review and approval	3
4.3 ITP handling during project life cycle.....	3
4.4 ITP closure.....	3
5 ITP CONTENT REQUIREMENTS	4
5.1 Essential elements of an ITP	4
5.2 Inspection steps (lines)	4
5.3 Procedures.....	4
5.4 Deliverables	4
5.5 Inspection stakeholders.....	4
5.6 Inspection points.....	4
6 ITP SAMPLE	5
6.1 Cover page sample	5
6.2 Content page sample.....	6
7 APPENDICES	7
8 RECORDS.....	7

3 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 the 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 and maintenance 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.

4 RESPONSIBILITIES

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

4.1 ITP creation

According to Chapter 3 of this WI, Contractor's responsible specialist creates and sends the ITP(s) for review to MOL Group QA/QC expert.

4.2 ITP review and approval

MOL Group QA/QC expert reviews and shares the ITP(s) with the Project Team members and other relevant project stakeholders (e.g. Technical Supervision). Upon completed review and commenting, the QA/QC expert 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.

4.3 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 3 of this WI.

4.4 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.

5 ITP CONTENT REQUIREMENTS

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

5.1 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.

5.2 Inspection steps (lines)

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

5.3 Procedures

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

5.4 Deliverables

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

5.5 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 Group QA/QC, Technical Supervision. 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.

5.6 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.

6 ITP SAMPLE

6.1 Cover page sample

MŰSZAKI FELÜGYELETI TERV (MFT) INSPECTION AND TESTING PLAN (ITP)			Project Név: Project Name:				
Vonatkozó Szekély: ITP Scope/Drawings:		Megrendelő: Client:	MOL PLC	MOL Projekt ID: MOL Project ID:			
ITP Azonosító: Document No.:	Változat: Revision:	Kivitelező: Contractor:		Kivitelező Project ID: Contractor Project ID:			
<h1>ELŐLAP</h1> <h2>COVER PAGE</h2>							
Jóváhagyás - Approval							
Jóváhagyók Approvals	Készítette Prepared by	Kivitelező Contractor	MOL Group Investment QA/QC	Műszaki Ellenőrzés Technical Inspectors	NoBo (Notified Body)	← QC INSPECTION STAKEHOLDERS	
Név Name							
Dátum Date							
Aláírás Signature							
JELMAGYARÁZAT / LEGEND H = Megállási Pont. Hivatalos tájékoztatás szükséges a Kivitelezőtől. Részvétel és aláírás szükséges a tanúsító személyektől. Ellenőrzés elvégzése szükséges a munkafolyamat folytatásához. 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. 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. 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. R = Dokumentáció Ellenőrzés/Felülvizsgálat. Nincs hivatalos tájékoztatás. Részvétel és aláírás szükséges a tanúsító személyektől. R = Document review. Attendance & signatures are mandatory. No formal notification. M = Megfigyelés. A tevékenységek folyamatos felügyelete. Nincs hivatalos tájékoztatás. Aláírás szükséges a tanúsító személyektől. M = Monitoring. Ongoing supervision of activities. No formal notification. Signatures are mandatory. NA = Nem Értelmezett/Alkalmazott NA = Not Applicable							

6.2 Content page sample

MŰSZAKI FELÜGYELETI TERV (MFT) INSPECTION AND TESTING PLAN (ITP)			Project Név: Project Name:		Megrendelő: Client:		MOL Projekt ID: MOL Project ID:		
Vonatkozó Szám: ITP Scope/Description:			Változat: Revision:		Kivitelező: Contractor:		Kivitelező Project ID: Contractor Project ID:		
ID	Tevékenységek Activities	Követelmények Requirements	Tanúsítás 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's capability	ISO 9001, 2/2016 (I.S.) NEM, 3/2008 (I.S.) NEM, NEM, EN 1834-2, Tanúsítványok ISO 9001, 2/2016 (I.S.) NEM, 3/2008 (I.S.) NEM, NEM, EN 1834-2, Certificates	Tanúsítványok, Tanúsítvány engedélyek Certificates, Authorisation Permits	NA	R	NA	NA	R	← QC INSPECTION STAKEHOLDERS
1.2	↑ ACTIVITY	↑ PROCEDURE	↑ DELIVERABLE	NA	H	H	NA	R	← INSPECTION STEP/LINE
1.3	Megszámlás minősítésének ellenőrzése Certificate and Approval of Welders	Megszámlás bizonyítványok, EN1418, 2/2016 (I.S.) NEM minősítés Welder Certificates, EN1418, EN1418, 2/2016 (I.S.) NEM	Jóváhagyott megszámlás lista Approved Welders List	NA	H	H	NA	R	← QC INSPECTION POINT
2. BEÉPÍTÉSRE KERÜLŐ ANYAGOK ELLENŐRZÉSE – INCOMING INSPECTION OF MATERIALS									
2.1	Beépítendő új anyagok és szerelvények beszállításakor megfigyelés ellenőrzése Inspection of incoming new materials and valves	Tanúsítványok, NEM, EN10204, EN13440-2, EN13440-2 Data sheet, Certificate, EN10204, EN13440-2, EN13440-2	Jegyzőkönyv Report	NA	W	M		R	
2.2	Visszaépítendő szerelvények ellenőrzése (beállítások és regisztrációk) Checking of valves which need to be reinstalled (setup and registration)	Állásfoglalás/jegyzőkönyv Handover Protocol	Jegyzőkönyv (Pótlásokról) Report (Patches)	H	M	M	H	R	
2.3	Megszámlás fogyasztóinak megfigyelésének ellenőrzése Checking of Welding Consumables	EN10204, EN13440-4, EN13440-5, WPS, NEM, EN10204, EN13440-4, EN13440-5, WPS, Material Certificate	NEM, bizonyítványok, Szállítási lista Certificate, Delivery Note	NA	R	R	NA	M	
3. GÉPEK ÉS KÉSZÜLÉKEK TELEPÍTÉS ELŐTTI VIZSGÁLATA - INSPECTION OF EQUIPMENTS BEFORE INSTALLATION									

7 APPENDICES

Appendix number	Appendix title
Appendix 1	List of modifications

8 RECORDS

Record identifier	Record Title	Retention period (optional)
QMHU2.3_W11_v1_R1	Inspection and Testing Plan	10 years

List of Modifications

Version No.	Description of change	Date of effect
1	New version	13.06.2022.