



Exploration & Production

GENERAL SPECIFICATION

CORROSION

GS EP COR 900

Technical Assessment of Cathodic Protection Equipment Manufacturers
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00	01/2012	First issue
Rev.	Date	Notes

Owner: DEV/TEC	Managing entity: DEV/TEC/COR
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1. Scope

This General Specification defines Company practices and tools to use to perform technical assessment of Cathodic Protection Equipment Manufacturers.

2. Reference documents

The reference documents listed below form an integral part of this General Specification. Unless otherwise stipulated, the applicable version of these documents, including relevant appendices and supplements, is the latest revision published at the EFFECTIVE DATE of the CONTRACT.

Standards

Reference	Title
Not applicable	

Professional Documents

Reference	Title
Not applicable	

Regulations

Reference	Title
Not applicable	

Codes

Reference	Title
Not applicable	

Other documents

Reference	Title
Not applicable	

**Total General Specifications**

Reference	Title
GS EP COR 100	Design of cathodic protection of offshore structures
GS EP COR 101	Design of internal cathodic protection of equipment and storage tanks
GS EP COR 102	Design of cathodic protection of sealine by sacrificial anodes
GS EP COR 103	Design of cathodic protection of offshore floating structures
GS EP COR 110	External cathodic protection of buried pipelines
GS EP COR 111	External cathodic protection of onshore facilities
GS EP COR 112	External cathodic protection of Onshore deep well casing
GS EP COR 201	Supply of sacrificial anodes
GS EP COR 202	Monitoring systems for cathodic protection of offshore structures
GS EP COR 210	Monolithic insulating joints
GS EP COR 401	Installation of anodes on submerged pipelines
GS EP COR 402	Design of Jacket Cathodic Protection Retrofit systems
GS EP COR 501	Control of cathodic protection of submerged fixed structures
GS EP COR 502	Control by electrical measurements of cathodic protection of submerged pipelines

3. Technical assessment process of Cathodic Protection Equipment Manufacturers

The technical assessment process of a Cathodic Protection Equipment Manufacturer is part of the global assessment process of a Supplier, lead by the E&P Purchasing Division.

3.1 Step 1: Gathering of information

To start the technical assessment process, Appendix 1 of this document (Technical Information Analysis Form) shall be sent to the Cathodic Protection Equipment Manufacturer, by the Company.

The Cathodic Protection Equipment Manufacturer shall fill and send back this Form, to the Company, with all the others necessary documents requested.

3.2 Step 2: Data Analysis of Appendix 1 and following actions

After data analysis of Appendix 1, the COR discipline of E&P Technology Division, shall take a decision to proceed or not to the next step of the Manufacturer technical assessment process.

3.2.1 Case 1: Negative result given by the data analysis of Appendix 1

In case of negative result given by the data analysis of Appendix 1, the technical assessment process shall stop at this step. The technical assessment result of the Manufacturer is negative.



3.2.2 Case 2: Positive result given by the data Analysis of Appendix 1 - Audit of Manufacturer production site mandatory

Following positive result of Appendix 1 data analysis, an audit of the Manufacturer production site is deemed mandatory by the COR discipline of E&P Technology Division.

This audit shall be performed by the COR discipline of E&P Technology Division, or by its representative, and will give final result of the Manufacturer technical assessment.

3.2.3 Case 3: Positive result given by the data Analysis of Appendix 1 - Audit of Manufacturer production site not necessary

Following positive result of Appendix 1 data analysis, an audit of the Manufacturer production site, is not deemed necessary, by the COR discipline of E&P Technology Division, to complete the technical assessment process. The technical assessment result of the Manufacturer is positive.

3.3 Step 3: Assessment notification to the Manufacturer

The outcome of step 2 analysis (negative, positive...) is consolidated by the authorized Company entity, together with others parameters (financial, contractual and social responsibility, quality, HSE...) for final decision.

Then, the authorized Company entity will notify the Manufacturer of the outcome of global assessment.



Appendix 1 Technical Information Analysis Form: Cathodic Protection Equipment Manufacturer - EXCEL spreadsheet



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Appendix 1

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Quick guidelines to use this document : the objective of the following indications, are to the help user to fill the **Technical Information Analysis Form**.

This document has to be sent to the manufacturer to start technical assessment process before any survey at manufacturer location.
The manufacturer has to fill all information requested in all tables.

1) "Production Range" card :

On this card, the manufacturer has to indicate all its production ranges submitted for approval.

After technical assessment, Total or its representative, is able to indicate for which production ranges the manufacturer is finally approved.

2) "Theme I to Theme III" cards :

The manufacturer has to fill all tables of each cards, in order to have a better understanding of its production capacities.

After analysis of manufacturer answers, Total or its representative, can make comments, in blue column, for each manufacturer answers.

3) "Global Synthesis" cards :

On this card all general information (name, address, contact of manufacturer, date of audit, assessment report n°, Total specifications linked,...) written will be automatically pasted in all the others cards.

First section of this card has to be filled by the manufacturer by indicating general informations : name, address, contact, process concerned,...

The three others sections have to be filled by Total of its representative to summarize result and decision after analysis of the **Technical Information Analysis Form**.

In the last section, the signature of Total or its representative will be done, in order to validate the analysis result of this Form.



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CATHODIC PROTECTION (CP) MANUFACTURER		
Manufacturer Name	Activity and Process of Audited Workshop	Audit Date
xxx	xxx	xxx
Manufacturer Head Office Address	Manufacturer contacts (name, function, email, phone,...)	
xxx		
Name & Address of Audited Workshop		
xxx		
TOTAL OR REPRESENTATIVE COMPANY TEAM - TO BE FILLED BY TOTAL OR REPRESENTATIVE		
Total Project Concerned	Total or Representative Responsible for Technical Information Analysis (Name, Function, Service)	
xxx		
Objectives of the Technical Information Analysis		
TECHNICAL INFORMATION ANALYSIS / TECHNICAL ASSESSMENT RESULT (FOR THE PRODUCTION RANGE CONSIDERED) - TO BE FILLED BY TOTAL OR REPRESENTATIVE		
Result of Information Analysis of GS EP COR 900 - Appendix 1, filled by the Manufacturer		
	Yes / No	Comments
Level of information is appropriate		
On site Audit Requested		
Result of Technical Assessment of Manufacturer (to be filled if on site audit is not deemed necessary)		
	Decision *	Comments
Satisfactory		
Reserves to close to be satisfactory		
Not satisfactory		
Notes : ** : Tip when appropriate		
CONCLUSIONS OF TECHNICAL INFORMATION ANALYSIS / GENERAL COMMENTS		
SIGNATURE OF TOTAL OR REPRESENTATIVE TEAM		
NAME	DATE	NAME
DATE	NAME	DATE



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CATHODIC PROTECTION (CP) MANUFACTURER		
Name & Address of Audited Workshop XXXX	Activity and Process of Audited Workshop XXXX	Audit Date XXXX

ACTUAL PRODUCTION RANGE / APPROVED PRODUCTION RANGE OF THE CATHODIC PROTECTION MANUFACTURER
<i>To list all the actual activities concerned by the cathodic protection manufacturer and select and comment the approved ones.</i>

			To be completed by the cathodic protection manufacturer	To be completed by Total or representative Company
Type	Code	Designation	Actual maximum capacities and base materials *	Approved maximum capacities and base materials *
Cathodic protection equipment	2391	Sacrificial anodes		
	2392	Transformer rectifiers		
	2393	Insulating joints		
	2394	Impressed current anodes		

* Base Materials to consider : Al, Zn, Mg, Ti-Pt, MMO, other materials,...



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CATHODIC PROTECTION (CP) MANUFACTURER

Name & Address of Audited Workshop	Activity and Process of Audited Workshop	Audit Date
XXX	XXX	XXX

THEME I - GENERAL ORGANIZATION

All facilities described herein are meant to be permanent in-house facilities only. Any sub-contracted activity must be clearly indicated showing the names and addresses of related Subcontractors. The number, type and status of all listed equipment are subject to thorough checks by the COMPANY representative in charge of the Plant Survey during his visit of the facilities.

Table 1.1.a - General Organization - Surface area (Plot plan to be joined if available)			
Zone	Surface area (m ²)	Description / Comments	Comments <i>To be filled by TOTAL or Company representative</i>
Overall			
Covered areas			
Offices			
Manufacturing workshops			
Chemical laboratory			
Testing workshops			
Warehouses			
Covered storage areas			
Open air storage areas			

Table 1.1.b - General Organization - Cathodic Protection Manufacturer Management : organization chart to join			
Position	Names	Comments	Comments <i>To be filled by TOTAL or Company representative</i>
Managing Director			
Sales Manager			
Plant Manager			
Production Manager			
Quality Assurance Manager			
Design Manager			
Quality Control Manager			
HSE Manager			
Logistic Manager			
Others			



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Name & Address of Audited Workshop XXX	Activity and Process of Audited Workshop XXX	Audit Date XXX

THEME I - GENERAL ORGANIZATION

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Table 1.1.c - General Organization - Personnel					
Quality of Employees	Staff Quantity (manufacturer's personnel)	Contracted Personnel Quantity (personnel from external company which are working at the manufacturer)	Average years of service (staff)	Personnel qualification level (curriculum vitae)	Comments <i>To be filled by TOTAL or Company representative</i>
Commercial department					
Administration					
Project Management					
Engineering					
R&D / laboratory					
Procurement					
Expediting / Shipment					
Fabrication					
Quality Inspection Manager					
Quality Inspector					
Quality assurance					
Quality for in-coming material					
Management					
Shop supervision					
Specific engineers involved in Cathodic Protection					
Specific technicians involved in Cathodic Protection					
HSE employees					
Others					
Total number of Employees					



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Name & Address of Audited Workshop	Activity and Process of Audited Workshop	Audit Date
XXX	XXX	XXX

THEME I - GENERAL ORGANIZATION

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Table 1.1.d - General Organization - Certification in Cathodic Protection				
Name of employees	Quality of employees (engineers, technicians,...)	Type of certification (NACE, others,...)	Level of certification	Comments <i>To be filled by TOTAL or Company representative</i>

Table 1.1.e - General Organization - Communication With Customer / Working Documents Language				
	Language used with customer : YES / NO ?	Which department team (engineering, commercial, production,...) and how many people are able to discuss in other language than mother tongue ?	Documents (testing procedures, drawing, control procedures,...) available in which language ?	Comments <i>To be filled by TOTAL or Company representative</i>
English				
French				
(Others)				

Table 1.1.f - General Organization - Work Load Status and Commercial data		
Items to check	Description	Comments <i>To be filled by TOTAL or Company representative</i>
Ownership		
Annual turnover in M\$ or M€ (3 previous year)		
Men hour capacity		
Work shift : normal, 2x8, 3x8		
Present and future work load (%)		
Future investment (tools, building, human ressources,...)		
Number of international subsidiaries		
Location of international and/or others subsidiaries		
Partnership with other Cathodic Protection companies		



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Name & Address of Audited Workshop XXXX	Activity and Process of Audited Workshop XXXX	Audit Date XXXX
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THEME I - GENERAL ORGANIZATION

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Table 1.1. g - General Organization - References on similar jobs					
Year built	Customer (Total, others,...)	Country of installation	Amount (in \$ or €)	Description of CP project	Comments <i>To be filled by TOTAL or Company representative</i>



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THEME I - GENERAL ORGANIZATION

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Table 1 - General Organization - List of documents to send by the Cathodic Protection Manufacturer, to Total, in English (or French, if available) languages, with all Tables filled, before on site technical review			
List of documents	Documents received : YES / NO ?	Documents available in English (or French) language : YES / NO ?	Comments <i>To be filled by TOTAL or Company representative</i>
General Organization Chart			
Products catalogue			
Recommendation letter from existing customers for major Cathodic Protection projects			
Process flow chart			
Manufacturing procedures			
Assembling procedures			
Testing procedures			
Repair procedures			
Control procedures : NDT, ...			
Non-conformities management procedures			
In-coming material inspection procedures			
Example of cathodic protection equipment drawing with nomenclature			
Sub-suppliers evaluation, follow-up and audit procedures			
Quality manual			
ISO, API, PED certificates, others,....			
HSE policy			
Example of audit report : audit made by customer's supplier or audit made by cathodic protection supplier on its sub-suppliers			



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Name & Address of Audited Workshop	Activity and Process of Audited Workshop	Audit Date
XXX	XXX	XXX

THEME II - ENGINEERING

All facilities described herein are meant to be permanent in-house facilities only. Any sub-contracted activity must be clearly indicated showing the names and addresses of related Subcontractors. The number, type and status of all listed equipment are subject to thorough checks by the COMPANY representative in charge of the Plant Survey during his visit of the facilities.

Table 2.1.a - Engineering / Design Capacity - Sub-contracting				
	Yes / No	Sub-contractor name (external company which are working for the CP manufacturer, but outside the CP manufacturer location)	Facilities of the sub-contractor (hardware, software, human resources,...)	Comments <i>To be filled by TOTAL or Company representative</i>
Design				
Drawing				
Calculation, Modelling				

Table 2.1.b - Engineering / Design Capacity - International standards related to Cathodic Protection (availability and updating of codes and standards)			
Standards	Date of Revision	Description / Comments	Comments <i>To be filled by TOTAL or Company representative</i>

Table 2.1.c - Engineering / Design Capacity - Software Facilities for Cathodic Protection modelling and design				
Computer Programs (Software name)	Type of Modelling	Sub-contracted (if any) at external company	Description / Comments	Comments <i>To be filled by TOTAL or Company representative</i>

Table 2.1.d - Engineering / Design Capacity - Drawing Facilities					
Number of CAD Work Stations	Computer Program Names (autocad, others,...)	Quantity of Permanent Staff	Staff Qualifications	Sub-contracted (if any)	Comments <i>To be filled by TOTAL or Company representative</i>

Quantity of design engineers	Quantity of Permanent Staff	Staff Qualifications	Sub-contracted (if any)	Description / Comments	Comments <i>To be filled by TOTAL or Company representative</i>



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xxx	xxx	xxx

THEME III - MANUFACTURING

All facilities described herein are meant to be permanent in-house facilities only. Any sub-contracted activity must be clearly indicated showing the names and addresses of related Subcontractors. The number, type and status of all listed equipment are subject to thorough checks by the COMPANY representative in charge of the Plant Survey during his visit of the facilities.

Table 3.1.a - Workshop General Organization - Handling facilities

Handling device	Description / Comments	Comments <i>To be filled by TOTAL or Company representative</i>

Table 3.2.a - General Manufacturing Operations - Description of Equipment in Place

Equipment	Type / Number	Max. Capacity	General maintenance condition	Comments <i>To be filled by TOTAL or Company representative</i>

Table 3.2.b - General Manufacturing Operations - Sub-contracted manufacturing operations

Manufacturing Operations	Sub-contractor (name, address,...)	% of sub-contracting	Description (follow-up, supervision, proximity of workshop...)	Comments <i>To be filled by TOTAL or Company representative</i>



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Name & Address of Audited Workshop XXXX	Activity and Process of Audited Workshop XXXX	Audit Date XXXX
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THEME IV - PRODUCTS MANAGEMENT (CONTROL, TESTING, INSPECTION, STORAGE)

All facilities described herein are meant to be permanent in-house facilities only. Any sub-contracted activity must be clearly indicated showing the names and addresses of related Subcontractors. The number, type and status of all listed equipment are subject to thorough checks by the COMPANY representative in charge of the Plant Survey during his visit of the facilities.

Table 4.1.a - In-coming Material Management - Storage Conditions		
Storage Conditions for :	Description / Comments	Comments <i>To be filled by TOTAL or Company representative</i>
Raw material		
Dangerous material		
Non conform material		
Others		

Table 4.2.a - Inspection, Testing and Quality Control - Cathodic Protection Field Measurement Equipment								
Type of test / control	Equipment type	Range capability	Quantity of Equipment	Calibration of Equipment updated ?	Testing procedures (availability, issuance, updating)	Recording and traceability	Testing sub-contracted ? If yes, indicate the name of sub-contractor	Comments <i>To be filled by TOTAL or Company representative</i>
Multimeter								
Reference electrodes								
Current interrupter								
Resistivity meter								
CIPS								
DCVG								
Others								



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Name & Address of Audited Workshop	Activity and Process of Audited Workshop	Audit Date
XXX	XXX	XXX

THEME IV - PRODUCTS MANAGEMENT (CONTROL, TESTING, INSPECTION, STORAGE)

All facilities described herein are meant to be permanent in-house facilities only. Any sub-contracted activity must be clearly indicated showing the names and addresses of related Subcontractors. The number, type and status of all listed equipment are subject to thorough checks by the COMPANY representative in charge of the Plant Survey during his visit of the facilities.

Table 4.3.a - Finished Goods Management - Storage Conditions		
Storage Conditions for :	Description / Comments	Comments <i>To be filled by TOTAL or Company representative</i>

Table 4.4.a - Procurement Practices - Sub-suppliers List				
Material	Sub-suppliers	Number of audits / year	Comments (follow-up procedures, approval,...)	Comments <i>To be filled by TOTAL or Company representative</i>