

All requirements stated within this document are the minimum requirements for Powell supplier documentation submittals. Documentation submittals failing to meet the minimum requirements will be rejected/returned to Supplier. Submittals will not be considered as "Submitted" until they have fulfilled all requirements (unless otherwise agreed upon), either at initial submittal or after a re-submittal with changes as requested.

If any questions arise during the submittal please contact the Powell Documentation Team:
PCI.VDC@powellind.com

Note: Correct documentation is a condition of payment and failure to follow these requirements may result in a delay of payment.

1. File Types

- 1.1. Documentation submitted to Powell shall be provided in the following file types:
 - **Adobe PDF** - with Optical Character Recognition (OCR) enabled (searchable). PDF documents must not contain any of the following: PDF security/password, digital signatures, file attachments, annotations and/or comments, form field logic or actions, hidden text, hidden layers, etc.
 - **AutoCAD 2013 or earlier** - for all drawings (as requested)
 - **Microsoft Office (Excel, Word, PowerPoint, Access)** - for all additional document deliverables.

2. Revisions

Any Change to a previously issued document constitutes a revision change.

- 2.1. Clearly identify documentation revisions on subsequent issues.
- 2.2. Ensure the revision is sequentially increased from the last.
- 2.3. All documentation on which revisions are made shall have the revision number/letter; a description of the revision, and date the revision was made listed in the title block.
- 2.4. Single sheets of a multi-sheet document **cannot** be revised solely. The whole document (each sheet it contains within) must have an increase in revision if any sheet of that document has been revised.

3. Transmittal Page

All Submittals to Powell shall contain an Electronic Transmittal page that lists all documents being submitted to Powell.

- 3.1. Each transmittal page shall contain the following information at a minimum:
 - A unique identification number assigned specifically to and for each transmittal (i.e. ALB-POW-001). This number should also be the file name for the transmittal page (i.e. ALB-POW-001.xls).
 - Supplier Company name
 - Powell Project Number **and** Powell Purchase Order Number (PO)
 - Format preference is excel
 - Transmittal Date
 - Due Date (Date when return of documents is expected)
 - Each file being transmitted should have its own line item on the transmittal with the following information:
 - File Name/Document Number (these should be the same)
 - Document Title/Description
 - Revision
 - Equipment Tag Number
 - Document Code (if applicable)
 - Submission Type (Approval, Information, Record, As Built)

4. Reviewing Returned Documents from Powell (Powell's Customer)

Supplier must review within (5) days the returned drawing package. Any commercial impacts, comments, clarifications as a result of the returned vendor package must be communicated to the Powell Purchasing Representative responsible for issuing the Purchase Order to prevent any schedule impacts or delays.

5. As Built Documentation, Test reports & Manuals**5.1. As-Built Drawings & Documents**

- 5.1.1. *As-Built* submittals shall include all engineered to order documents, drawings, test reports, quality binders, and/or calculations submitted for approval/information throughout the life cycle of the project.
- 5.1.2. All *As Built* drawings and documents **must have a stamp** stating "As Built", as well as a date it was stamped and an increased revision to indicate that the drawing/document reflects the equipment as manufactured (*not applicable to sub-component cut sheets/datasheets, IOM manuals, and other standard documents*).
- 5.1.3. *As Built* drawings and documents shall be submitted as their own transmittal package and are **not to be included in the Instruction Manuals or Data Books** (*not applicable to sub-component cut sheets/datasheets/ manuals*).

5.2. Installation and Operation Manual (IOM) and/or Data Book (DB)

- 5.2.1. Installation and Operation Manuals (IOM) and/or Data Books (DB) shall **not include** *As Built* drawings and documents as stated in this document.
- 5.2.2. IOMs and/or DBs shall be submitted as a separate transmittal package to Powell as stated in this document.
- 5.2.3. The IOM/DB file name should contain the doc type abbreviation "IOM" or "DB." (i.e. IOM document number is 123456, filename should be 12345-IOM.pdf or 12345-DB.pdf).
- 5.2.4. If the IOM is a standard document; it should be submitted per the VDDR submitted as part of the PO.

6. Documentation Rejection

- 6.1. All Drawings & Project Documentation must be transmitted through Powell's Document Control. Files received via other means will be considered invalid.
- 6.2. Submitted documents that are rejected will be returned to the VENDOR in electronic format after rejection, along with a description of the reason(s) for rejection
 - 6.2.1. VENDOR will have 72 hours to resubmit rejected documents with changes incorporated.
 - 6.2.2. Document Rejection will happen if the requirement of this document are not met.