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## MATERIALS INCOMING INSPECTIONS AT THE CONSTRUCTION SITE

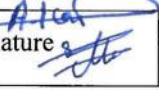
### PROCEDURE

Document No.



ED.NPAS.PT.PCM.PMD.EN-003

Rev. 1.0

PAGE 1 OF 38



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Safety related: <input type="checkbox"/> Yes Quality related: <input checked="" type="checkbox"/> Yes Other: <input type="checkbox"/> Yes		Confidential: <input type="checkbox"/> Yes Restricted: <input type="checkbox"/> Yes Internal/Project use: <input checked="" type="checkbox"/> Yes			
File name: ED.NPAS.PT.PCM.PMD.EN-003-1.0 Materials Incoming Inspections at the Construction Site.docx		Controlled Copy No.		Permanent: <input checked="" type="checkbox"/> Yes Temporary: <input type="checkbox"/> Yes	
Document issued to replace: N/A		Issued for: <input type="checkbox"/> Review <input type="checkbox"/> Approval <input type="checkbox"/> Information <input checked="" type="checkbox"/> Use			





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## TERMS AND DEFINITIONS

The terms and definitions used herein are provided in the EPC Contract [1] and in the PMM document ED.NPAS.PM.LST.PMD.EN-002 Terms, Definitions, Abbreviations, and Interpretations [2].

### **Bulk Materials**



Those Materials which are powdery, granular or lumpy in nature, such as sand, gravel, soil.

  
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## ABBREVIATIONS AND ACRONYMS

<b>AQL</b>	Acceptable Quality Limit
<b>CEW</b>	Construction Works and Erection Works
<b>DD</b>	Detailed Design
<b>ECP</b>	Egyptian Code of Practice
<b>EPC</b>	Engineering, Procurement and Construction
<b>GOST</b>	National Standard of the Russian Federation
<b>IMS</b>	Information Management System
<b>ISO</b>	International Organization for Standardization
<b>IT</b>	Information Technology
<b>JSC ASE</b>	Join-Stock Company Atomstroyexport
<b>KKS</b>	Kraftwerk Kennzeichen System
<b>N/A</b>	Not Applicable
<b>NPP</b>	Nuclear Power Plant
<b>NPPA</b>	Nuclear Power Plants Authority
<b>PMM</b>	Project Management Manual
<b>QA</b>	Quality Assurance
<b>QC</b>	Quality Control

  
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## 1 INTRODUCTION

### 1.1 Purpose

- 1.1.1 The purpose of this “Materials Incoming Inspections at the Construction Site” procedure (hereinafter “Procedure”) is to describe requirements for planning, organization, performance of Materials incoming inspections and checking of accompanied documentation, upon their arrival on the Construction Site and evaluation of incoming inspection’s results prior to Materials’ consumption or incorporation into the Works, in order to prevent the use of Materials, which are inconsistent with the requirements of the EPC Contract [1], Applicable Laws, Codes and Standards, regulatory requirements, Technical Documentation and other applicable documentation.
- 1.1.2 This Procedure specifies requirements and rules for methods, organization, control, and performance of incoming inspections of Materials and accompanying documentation supplied to the Construction Site and evaluation of incoming inspection’s results during the Project Implementation.

### 1.2 Scope



- 1.2.1 The scope of application of this Procedure covers incoming inspections of Materials and checking of accompanied documentation, upon their arrival on the Construction Site and prior to their consumption or incorporation into the Works during the Project Implementation.
- 1.2.2 The requirements of this Procedure are applicable to all participants of the Project, as the Contractor, the Owner, the Subcontractors and their subcontractors involved in Materials incoming inspections during the Project Implementation.
- 1.2.3 If any provision of this Procedure contradicts the EPC Contract [1], or the contradiction is found at any time, the EPC Contract [1] shall prevail.

  
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## 2 GENERAL

- 2.1 This Procedure is to be applied by the Contractor and the Owner throughout the Project Implementation to control the quality and quantity of Materials and accompanying documentation supplied to the Construction Site.
- 2.2 All Materials supplied by the Contractor, the Subcontractor and its subcontractors to the Construction Site shall undergo an incoming inspection process in accordance with the requirements of the EPC Contract [1], Applicable Laws, Codes and Standards and this Procedure, unless otherwise was agreed upon by the Parties.
- 2.3 Materials incoming inspection and accompanying documentation shall ensure at least the following:
- The check of the availability and correctness of accompanying documentation, certifying the quality, quantity, and completeness of the Materials received after transportation;
  - The check for the compliance of the supplied Materials to the requirements of the EPC Contract [1], Applicable Laws, Codes and Standards, Technical Documentation and other documentation, if applicable;
  - Check of conformity of preservation, coating, packaging and marking of Materials. Checking the conformity of the tare in accordance with the requirements of the manufacturer documentation.
  - Issuing the Incoming Inspection Certificate of Materials in accordance with the established form (Appendix 1 hereto); and
  - Keeping records and storing the Incoming Inspection Certificate of Materials and all documentation (including accompanying documentation) used in the incoming inspection.

  
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### 3 RESPONSIBILITIES

#### 3.1 Contractor's Responsibility



3.1.1 Generally, the Contractor is responsible for:

- Development and issuance of this Procedure;
- Ensuring awareness and compliance of the Contractor's Personnel with the requirements of this Procedure;
- Monitoring the compliance of the Subcontractor and its subcontractors with the requirements of this Procedure for the organization and implementation of the Materials incoming inspection;
- Submit proposals to update this Procedure;
- Application of the approved changes and revising this Procedure;
- The development of schedules and notifications for the Materials incoming inspections, updating and monitoring their implementation;
- Determining and sending for information to the Owner on the Contractor's participants of the Materials incoming inspection commission;
- Ensuring the Contractor's Personnel participating in the Materials incoming inspection have the adequate training, qualification and certification in accordance with established internal procedure;
- Establishing and submitting to the Owner a checklist for every stock item group of the Materials and determining the sequence of the actions during the Materials incoming inspection;
- Ensuring storage conditions in accordance with the requirements of the manufacturer's documentation;
- Providing conditions as agreed between the Parties herein for the Materials incoming inspection;
- The presence and participation of the Contractor's members of Materials incoming inspection commission, at the appointed date, at the appointed time and at the determined location, according to the notification to carry out the Materials incoming inspection;
- Documenting and recording of the results of the Materials incoming inspection;
- Keeping records and storing the Incoming Inspection Certificate of Materials and all documentation (including accompanying documentation) used in the Materials incoming inspection;
- Arrangement of Non-conformities identified during the Materials incoming inspection; and
- Organizing and participation in negotiations and meetings related to Materials incoming inspection.

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3.1.2 The Contractor's Personnel is responsible as follows:

- **Project Manager:** Has the overall responsibility for implementing this Procedure within the Contractor's Project team.
- **Contractor's PMM Controller:** Is in charge for distribution of this Procedure among the Contractor's Personnel.
- **Quality Manager:** Has the responsibility for verifying the compliance with this Procedure and assisting in the Procedure improvements as applicable
- **Other Contractor's Personnel:** Have the responsibility for applying this Procedure.



### 3.2 Owner's Responsibility

3.2.1 Generally, the Owner is responsible for:

- Review and approval of this Procedure;
- Compliance with the requirements of this Procedure by the Owner's Personnel;
- Application of this Procedure, when participating in Materials incoming inspection;
- Submission of proposals to update this Procedure;
- Determining the list of the Owner's Personnel for participation in the Materials incoming inspection commission;
- The presence and participation of the Owner's members of Materials incoming inspection commission, at the appointed date, at the appointed time and at the determined location, according to the notification to carry out the Materials incoming inspection;
- Getting familiar with a checklist for every stock item group of Materials together with members of the Materials incoming inspection commission and determining the sequence of the implementation of the Materials incoming inspection;
- Upon the results of the Materials Incoming Inspection to sign the Incoming Inspection Certificate of Materials within the specified time frame, according to the provisions of the Procedure; and
- Participation in negotiations and meetings related to Materials incoming inspection.

3.2.2 The Owner's Personnel are responsible as follows:


- **Project Manager:** Has the overall responsibility for implementing this Procedure within the Owner's Project team.
- **IT and Document Control Manager:** Is in charge for distribution this Procedure among the Owner's Personnel.
- **QA/QC Manager:** Has the responsibility for verifying the compliance with this Procedure and assisting in the Procedure improvements as applicable.
- **Other Owner's Personnel:** Have the responsibility for applying this Procedure.

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### 3.3 Responsibility of the Incoming Inspection Commission Members

3.3.1 Members of the Materials incoming inspection commission are responsible for:

- Familiarization with this Procedure;
- Review and analysis of accompanying documentation;
- Presence at the appointed time, date and place according to the notification for Materials incoming inspection;
- Carrying out Materials incoming inspection within the functions and responsibilities defined by this Procedure;
- Drawing up the list and parameters of the identified Non-conformities indicating the clauses and documentations, requirements of which have been violated;
- Verification of the elimination of Non-conformities during repeated Materials incoming inspection; and
- The signing of drawn up Incoming Inspection Certificate of Materials within the time period established by this Procedure.

  
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## 4 DESCRIPTION OF THE PROCESS OF MATERIALS INCOMING INSPECTIONS

### 4.1 Preconditions to Carry Out the Materials Incoming Inspections

- 4.1.1 The organizing of the Materials incoming inspection on Materials purchased by the Subcontractor and/or its subcontractors is carried out by the Subcontractor under the Contractor's supervision. In the case of the purchase of Materials by the Contractor, the organizing of the Materials incoming inspection is carried out by the Contractor.
- 4.1.2 The incoming inspection of the Materials received on the Construction Site is carried out by the Contractor and/or Subcontractor according to the schedules of the Materials incoming inspection. The Owner has a right to inspect and participate in the Materials incoming inspection at any stage i.e. prior/post delivery of Materials on the Construction Site, and also during CEW activities and/or upon notification as part of the Materials incoming inspection commission. The planning process of the Materials incoming inspection is described in section 4.2 of the Procedure, the order of organization and establishment of the Materials incoming inspection commission is described in section 4.3 of the Procedure.
- 4.1.3 The Contractor shall arrange and assign places for the Materials incoming inspections of Materials purchased by the Contractor and inform the Owner and the other participants of this location. The Subcontractor shall arrange and assign places for the Materials incoming inspections of Materials purchased by the Subcontractor and inform the Contractor of this location and the Contractor shall inform the Owner and the other participants. The places shall be clearly marked, tidy and reasonably clean, the inspected Material shall be accessible and other necessary conditions shall be ensured (such as availability of hoisting mechanisms, duly skilled workers, the required scaffolds, falseworks, unpacking of Materials for visual examination and restoration of packing, arrangement of duly lighting, etc.).
- 4.1.4 The Materials incoming inspections could be performed in a place of work in justifiable cases. In such cases, similar conditions as stipulated in the clause 4.1.3 shall be ensured to enable the Materials incoming inspection and a special attention shall be paid to ensuring of the occupational health and safety measures in accordance with the requirements of the PMM document ED.NPAS.NS.PLN.PMD.EN-001 Occupational Health and Safety Plan [3]. Inspectors involved in the Materials incoming inspections shall be allowed to visit a place of the Materials incoming inspection and shall follow to the requirements of occupational health and safety.
- 4.1.5 The measurement tools, instruments, and devices, used in the Materials incoming inspection shall be labeled, calibrated, gauged and kept in good condition. Measuring devices, instruments and tools with overdue dates of metrological gauging, calibration, and control tests are not allowed. The Contractor and each of its Subcontractors and their subcontractors shall have a specific list of the measurement tools, instruments, and devices, used in the Materials incoming inspection in accordance with their scope of work.
- 4.1.6 Prior to the commencement of any Materials incoming inspection the Contractor and its subcontractors shall ensure that the following preconditions are fulfilled as follows:



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- Materials shall be delivered and stored in accordance with the requirements of EPC Contract [1], Applicable Laws, Codes and Standards, normative and Technical Documentation, accompanying documentation and Section 5 of the Procedure;
- “List of Materials, Methods, and Types of Control” is drawn up according to Appendix 2 and sent to the Parties as soon as possible but no later than 30 (thirty) calendar days prior to commencement of Materials incoming inspection for review and feedback (if any);
- All measurement tools, instruments, and devices related to the Materials incoming inspection are available and ready to use;
- A schedule for the carrying out the Materials incoming inspections is formed and submitted to the Owner according to the requirements of this Procedure;
- Materials incoming inspection commission is formed as required by this Procedure;
- Conditions for visual inspection are brought in accordance with the requirements of the PMM document ED.NPAS.NS.PLN.PMD.EN-001 Occupational Health and Safety Plan [3] and PMM document ED.NPAS.NS.PLN.PMD.EN-002 Fire Safety Plan [4];
- The required number of workers to perform associated operations to ensure the conditions for visual inspection of Materials is to be defined based on the scope of the Materials incoming inspection;
- The tools for opening of the packaging in compliance with the requirements of the manufacturer documentation are available and to be provided;
- Lifting mechanisms, transport, hoisting equipment, tools, etc. are available and to be provided;
- Materials and tools for restoration of the packaging and integrity of cargo packages are available and to be provided; and
- A draft of the Incoming Inspection Certificate of Materials (Appendix 1 hereto) is formed as required by this Procedure.

4.1.7 Materials supplied to the Construction Site and awaiting the Materials incoming inspection shall be labeled “MATERIALS READY FOR INSPECTION” according to the template in Appendix 3 hereto.

4.1.8 Materials that were supplied to the Construction Site and have successfully passed the Incoming Inspection should be labeled “ACCEPTED MATERIALS” according to the template in Appendix 4 hereto.

4.1.9 Materials supplied at the Construction Site with identified Non-conformities during the Materials incoming inspection, shall be considered rejected during the Materials incoming inspection and should be restricted for the further use (until the Non-conformities are eliminated) and shall be labeled “REJECTED MATERIALS” according to the template in Appendix 5 hereto. In case of rejection of Materials, incoming inspection of these Materials is considered as one that has not passed successfully.

4.1.10 The labeling of Materials is carried out by the person responsible for storing the Materials.

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## 4.2 Planning of the Materials Incoming Inspections

- 4.2.1 The Materials incoming inspection planning process is carried out by the Contractor.
- 4.2.2 The Contractor forms a draft schedule (Appendix 6 hereto) for the upcoming month, with the names of the Materials, No. of set of drawings, KKS code (if available in the approved Detailed Design), and sends it to the Owner no later than on the 20th of the current month.
- 4.2.3 The Contractor, together with the Subcontractor, forms a schedule of the Materials incoming inspections for the upcoming week (Appendix 6 hereto), with the date, time and location of the Materials incoming inspection, the name and type of the Materials, the safety class, the category of quality assurance, the No. of set of drawings, KKS code (if available in the approved Detailed Design), the name of an assigned representatives from the Contractor and Subcontractor and sends it to the Owner.
- 4.2.4 The Subcontractor shall inform the Contractor about date and place of Materials incoming inspection at least 6 (six) Business Days before the planned date of incoming inspection, using the format of Appendix 6 hereto. The Contractor shall notify the Owner at least 5 (five) Business Days before the planned date of incoming inspection.
- 4.2.5 The schedule of the Materials incoming inspections for the upcoming week shall be sent officially by the Contractor to the Owner accompanied with an invitation (official letter) no later than 5 (five) Business Days in advance. In addition, the Contractor's representatives shall confirm and coordinate the Materials incoming inspections with the respective responsible representatives of the Owner by routine emails or phone calls or during regular weekly meetings or daily operative meetings.
- 4.2.6 In case of changes in the weekly schedule the Owner's responsible representatives shall be notified of it in the regular course of business at least 2 (two) Business Days, when possible, prior to the previously scheduled Materials incoming inspection.
- 4.2.7 Confirmation of participation of the Owner's representatives in the Materials incoming inspection shall be sent by the Owner to the Contractor at least 1 (one) Business Day prior to the planned date of the Materials incoming inspection and should contain full names and the positions of the respective representatives.
- 4.2.8 In the event duly notified the Owner neither confirms its participation in the inspection nor responds to the Contractor, then inspection could be performed without Owner's participation and Incoming Inspection Certificate of Materials shall be considered valid for both Parties, as completed by the Contractor.
- 4.2.9 In case of the absence of the Owner the results of the Materials incoming inspection to be submitted to the Owner for information not later than 3 (three) Business Days after such inspection.

## 4.3 Organization of the Materials Incoming Inspections Commission

- 4.3.1 The incoming inspection of the Materials received on the Construction Site is carried out by the Contractor or Subcontractor with the participation of the Owner's representatives as part of the Materials incoming inspection commission. The number of members of the Materials incoming inspection commission shall be at least 3 (three) persons.

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4.3.2 The Materials incoming inspection commission is established upon the order of the Contractor or the Subcontractor no later than 30 (thirty) calendar days prior to commencement of the Materials incoming inspection commission work. The Materials incoming inspections commission generally consists of:

- Representatives from the Owner;
- Representatives from the Contractor;
- Representatives from Subcontractor; and
- Representatives of other parties involved.

4.3.3 Upon request of the Contractor, the Owner determines the list of its personnel, participating in the Materials incoming inspection, gives them rights and informs the Contractor about it in writing (if necessary, the Contractor informs the Subcontractor in case the Subcontractor performs the Materials incoming inspections) to be included in the Materials incoming inspection commission at least 1 (one) Business Days prior to the planned date of the Materials incoming inspection.

4.3.4 In order to carry out the Materials incoming inspection, the Owner, the Contractor or the Subcontractor determines the relevant experts required out of the overall list of members of Materials incoming inspection commission.

#### **4.4 Types and Methods of Materials Incoming Inspections**

4.4.1 The methods of Materials incoming inspection are determined by requirements EPC Contract [1], Applicable Laws, Codes and Standards, normative documentation and Technical Documentation and requirements set out in the Materials manufacturer's documentation.

4.4.2 The Materials incoming inspection can be hundred percent inspection or random sampling inspection.

4.4.3 During the hundred percent inspection, every unit of the supplied Materials in an inspected batch is examined in order to identify defective pieces of Materials (if any) and make a decision on suitability. The hundred percent inspection is assigned in cases where it is technically and economically feasible, and Materials are piece-goods and based on the Graded Approach.

4.4.4 The requirement for hundred percent inspection shall be stated in Codes and Standards, normative documentation and Technical Documentation for the Materials supplied.

4.4.5 During the random sampling inspection of supplied Materials, the items are being randomly extracted from the batch, being examined and, considering the results of such examination, the decision is made regarding the entire inspected batch of Materials.

4.4.6 The requirements for Materials inspection sampling plans are established in ISO 2859-1 Sample procedures for inspection by attributes [5]. Example of Materials incoming inspection sampling plan is specified in Appendix 8 hereto.



4.4.7 The amount of the items, selected for inspection is determined by members of the Materials incoming inspection commission. If random sampling inspection results are unsatisfactory, the number of items selected for inspection should be increased to the point of hundred inspection. During the sampling inspection, the number of selected pieces shall be stated in the Incoming

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Inspection Certificate of Materials, as well as the reasons for the sampling inspection (standard, technical requirements or other mandatory rules).

4.4.8 The following types and methods of control can be used when carrying out the Materials incoming inspection including but not limited to:

- The check for the compliance of the supplied Materials and accompanying documentation to the requirements of EPC Contract [1], Applicable Laws, Codes and Standards, Technical Documentation and other documentation, if applicable;
- Visual inspection;
- Visual inspection of welded joints and parent metal, selective measurement control of welded joints;
- Check of dimensions and deviations in shape;
- Laboratory studies, control of chemical composition;
- Control of mechanical and electrical properties;
- Non-destructive Examination; and
- Functional tests.

4.4.9 Types and methods for Materials incoming inspection shall be listed in the “List of Materials, Methods, and Types of Control” according to Appendix 2.

## **4.5 Materials Incoming Inspections Execution**

### **4.5.1 Visual Materials Inspections Upon Arrival at the Construction Site and Arrangement of Inspections Before Use of Material**

4.5.1.1 Visual materials inspection means inspection of Materials upon arrival at the Construction Site using either or all of raw human senses such as vision, hearing, touch and smell or using specific equipments, tools and gauges, such as glasses, pocket lamp, etc.

4.5.1.2 General requirements for controlled parameters when carrying out the visual Materials incoming inspection as follows:

#### **4.5.1.2.1 Packaging (tare), markings:**

- Materials shall be marked in accordance with the manufacturer's requirements. The markings should be clear and indelible and contain the necessary data; and
- Tare and packaging shall meet the requirements of the EPC Contract [1], Applicable Laws, Codes and Standards, normative and Technical Documentation, be free of any visible signs of external mechanical damage, signs of opening, leaks, dirty stains, etc.

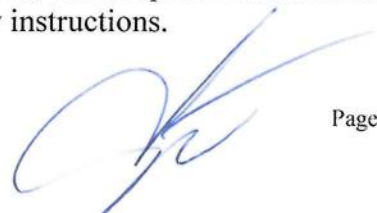
#### **4.5.1.2.2 Protective coatings and preservation:**



- Protective coatings should not be broken and should not have any visible damage; and
- The rubbing or conjugated surfaces have been preserved, and the preservation methods meet the requirements of applicable legislation and factory instructions.

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#### 4.5.1.2.3 Compliance of the Detailed Design:

- The technical specifications and quantity of Materials actually delivered corresponds to the technical specifications and quantity specified in the Detailed Design.

#### 4.5.1.2.4 Compliance of accompanying documentation:

- The Materials actually delivered correspond to the stock list and the amount specified in the shipping documentation; and
- The completeness and contents of the accompanying documentation meet the requirements of the EPC Contract [1] and Applicable Laws.

#### 4.5.1.2.5 Appearance:

- Inspection of Materials for any visible damages (dents, scratches, cracks, chipping, rust, etc.).

### 4.5.2 Detailed Materials Incoming Inspections According to Group of Materials

- Detailed Materials incoming inspection shall be carried out after visual inspection upon arrival at the Construction Site and prior to the handover of Materials to the consumption.
- While carrying out the detailed Materials incoming inspection and accompanying documentation, the members of the Materials incoming inspection commission shall be guided by the methods and types of inspections specified in the normative and technical documentation and the requirements set out in the Materials manufacturer's documentation and in "List of Materials, Methods, and Types of Control" according to Appendix 2.
- Certain Materials require inspection prior to delivery on the Construction Site while other Materials require inspection prior to consumption on the Construction Site during CEW, in addition to inspection prior to the delivery on the Construction Site. In this regard the Materials are divided into 3 groups as follows:
  - 1<sup>st</sup> group – concrete mixes;
  - 2<sup>nd</sup> group – Bulk Materials; and
  - 3<sup>rd</sup> group – supporting Materials and other Materials.
- Specific details of the detailed incoming inspection of these groups of Materials are described in the following sections of this Procedure.

#### 4.5.2.1 Concrete Mix Incoming Inspections

4.5.2.1.1 The Contractor and the concrete manufacturer shall have all the prerequisite documentation proving quality of the used concrete ingredients (quarry and cement factory quality certificates, on site construction laboratory test protocols) prior commencement of concrete production.



4.5.2.1.2 The quality and quantity of the concrete mix shall be controlled by the representatives of the Contractor and/or the Subcontractor and its subcontractors, with the possibility of the Owner's participation. The personnel performing the Materials incoming inspection of the concrete mix shall be guided by the requirements of Technical Documentation, ECP 203-2007 Egyptian code for design and construction of concrete structures [6] and other relevant Codes and Standards.

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4.5.2.1.3 The concrete mix is accepted batch by batch. One batch is the volume of concrete delivered by one truck mixer (5-10 m<sup>3</sup>). Each batch is accepted (or not accepted) prior concrete to be discharged in the concrete pump/s at the Construction Site. Concrete mix acceptance is based on the results of testing recorded in the concrete delivery sheet/record issued and maintained by the Contractor or Subcontractor who is entrusted for concrete casting. The details of concrete testing at Construction Site are explained further below.

4.5.2.1.4 The quality of the concrete mix is controlled by visual, instrumental methods, and Construction Site laboratory (or independent laboratory if needed). The frequency of laboratory control is determined by the requirements of Technical Documentation, ECP 203-2007 Egyptian code for design and construction of concrete structures [6] and other relevant Codes and Standards. The laboratory test report shall include the results of the laboratory test, controlled parameters and control methods and the conclusion, whether the controlled concrete mix is acceptable for use or not.

4.5.2.1.5 The quality of the concrete mix shall be tested in accordance with the requirements of EPC Contract [1], Applicable Laws, Codes and Standards after delivery to the Construction Site.

4.5.2.1.6 Parameters of concrete mix to be controlled during tests at the Construction Site including but not limited to:

- Concrete workability test (slump test, flow cone); and
- Temperature.

4.5.2.1.7 Samples of concrete mix to be tested for workability shall be taken immediately before the start of concreting from the middle part of the batch or portion of the mix. The sample shall be at least two cone volumes.

4.5.2.1.8 The slump of the concrete mix cone is calculated with rounding up to 10 mm, as the arithmetic mean value of two parameters from one sample, differing from each other by no more than 10 mm when the cone's slump is less than 90 mm, no more than 20 mm, when the cone's slump is from 100 to 150 mm, no more than 30 mm when the cone's slump is more than 150 mm. When the difference is more than that, the test shall be repeated with a new sample.

4.5.2.1.9 The flow of the concrete mix cone is calculated with rounding up to 10 mm as the arithmetic mean value of two resulting flows from a single sample, differing from each other by no more than 30 mm. When the difference is more than that, the test shall be repeated with a new sample.

4.5.2.1.10 The concrete manufacturer (Site batching plant) controls and adjusts quantity of concrete admixtures based on the recorded values of concrete workability and concrete temperature in the concrete delivery sheet/record.

4.5.2.1.11 The results of tests shall be recorded by the Contractor's or the Subcontractor's representative in the concrete delivery sheet/record.

4.5.2.1.12 The concrete delivery sheet/record shall contain at least the following information:



- Time of dispatch of the concrete from the batching plant. It is recorded the time of last batch loaded in the truck mixer;

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- Time of start of concreting. It is recorded the time when the truck mixer is positioned and ready to offload the concrete in the receiving hopper of the concrete pump;
- Slump test result;
- Concrete temperature at start of concreting;
- Time of end of concreting. This is the time when all delivered concrete by the truck mixer is offloaded into the receiving hopper of the pump; and
- Record if testing samples are taken.

4.5.2.1.13 The results of concrete compressive strength shall be recorded in the Concrete Works Log Book in accordance with the requirements of the PMM document ED.NPAS.CA.PCM.PMD.EN-018 Construction Logs [7].

4.5.2.1.14 Documentation confirming the quality of the concrete mix are: a concrete delivery sheet/record, the laboratory test report and the Concealed Works Acceptance Certificate (issued in accordance with the requirements of the PMM document ED.NPAS.QI.PCM.PMD.EN-005 Inspections During Construction Works and Erection Works [8]).

4.5.2.1.15 Documentation supplied together with concrete mix shall be checked in accordance with the PMM document ED.NPAS.PT.PCM.PMD.EN-002 Types of the Documents Supplied together with Materials or Consumables [9].

4.5.2.1.16 During all the activities described in this section the Parties shall be governed by the requirements of the EPC Contract [1], Applicable Law, Codes and Standards and approved Technical Documentation.

#### 4.5.2.2 Incoming Inspections of Bulk Materials

4.5.2.2.1 Bulk Materials are those Materials which are powdery, granular or lumpy in nature, such as sand, gravel, soil.

4.5.2.2.2 Before the supply Bulk Materials, the Owner has the right to request information from the manufacturer (subcontractor) about the quality of the Materials, as well as the results of laboratory inspections and tests.

4.5.2.2.3 The quality and quantity of the Bulk Materials shall be controlled by the representatives of the Contractor and/or Subcontractor and its subcontractors, with the possibility of the Owner's participation.

4.5.2.2.4 Bulk Materials are accepted batch by batch. Every batch shall have a quality-certifying document issued by the manufacturer. The batch volume is determined by the subcontractor and is established in the supply contract and equals to the volume of Materials shipped to one consumer in one railway carriage or in one ship. When shipped by road, the volume of Bulk Materials shipped to one consumer per day is considered a batch. Every batch is stored separately until the laboratory report prove compliance with design specification.



4.5.2.2.5 The quality of the Bulk Materials is controlled by visual, and laboratory control (Site Construction Laboratory). Independent laboratory may be used if needed. The laboratory control is held for

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every batch in accordance with relevant Codes and Standards (for example for sand GOST 8736-2014 [10], gravel GOST 8267-93 [11]). The laboratory test report shall include the results of the laboratory test, controlled parameters and control methods and the conclusion, whether the controlled Bulk Materials are acceptable for construction or not. Incoming inspection commission checks the manufacturer quality certifying documentation and the laboratory test report proving material compliance.

4.5.2.2.6 Documents supplied together with Bulk Materials shall be checked in accordance with PMM document ED.NPAS.PT.PCM.PMD.EN-002 Types of the Documents Supplied together with Materials or Consumables [9].

4.5.2.3 Supporting and other Materials Incoming Inspections

4.5.2.3.1 This group of Materials includes all Materials not given by 1<sup>st</sup> and 2<sup>nd</sup> groups, for example as bars, steel materials and structures, welding material, fittings, paints, lubricants.

4.5.2.3.2 Materials incoming inspection of the supporting and other Materials shall be carried out primarily by the Subcontractor and/or its subcontractors, with the possibility of the Contractor's and the Owner's participation.

4.5.2.3.3 During the Materials incoming inspection the incoming inspection commission normally checks at least the following:

- The availability, completeness, and correctness of accompanying documentation in accordance with the requirements set in PMM document ED.NPAS.PT.PCM.PMD.EN-002 Types of the Documents Supplied together with Materials or Consumables [9];
- The correctness of labeling and marking;
- The completeness of sets of Materials and whether they meet the requirements of the EPC Contract [1], Applicable Law, Codes and Standards and approved Technical Documentation;
- The preservation;
- Materials for any visible damages (dents, scratches, cracks, chipping, rust, etc.);
- Compliance with storage requirements (storage location; storage conditions; storage terms; stock-keeping conditions); and
- The results and outcome documentation from the Materials incoming inspection.

4.5.2.3.4 In case non-destructive test of Materials and items are carried out during the Materials incoming inspection, the procedures and methods of these tests and the results evaluation criteria shall be similar to the non-destructive tests conducted by the manufacturer of such Materials, and all deviations from such procedures shall be agreed upon with the manufacturer.

4.5.2.3.5 Registration and evaluation of the Materials incoming inspection results and accompanying documentation shall be carried out in accordance with this Procedure.



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## 5 STORAGE OF MATERIALS AT THE CONSTRUCTION SITE

- 5.1 Materials supplied to the Construction Site shall be placed in storage facilities in the incoming inspection temporary storage zone in accordance with the conditions of storage, as specified in the manufacturer's documentation.
- 5.2 The dedicated storage zone shall be arranged for the 2<sup>nd</sup> group and 3<sup>rd</sup> group of Materials and the storage zones shall be labeled such as:
  - Zone for accepted Materials; and
  - Zone for rejected Materials.
- 5.3 All Materials supplied to the Construction Site shall be labeled in accordance this Procedure.
- 5.4 In the case of a positive conclusion based on the results of the incoming inspection, the Materials are moved from the temporary storage zone to the storage facility for accepted Materials or handled out for the consumption, to the place of work.
- 5.5 In the case of a negative conclusion based on the results of the incoming inspection, the Materials are moved from the temporary storage zone to the storage facility for rejected Materials.
- 5.6 The storage of Materials shall be arranged in accordance with the manufacturer's recommendations for storage conditions to preclude abuse, misuse, damage or loss of identification marks and in accordance with the Project document PP EL-DABAA.021-2020 "Storage of Items at the Construction Site" [12].
- 5.7 All information on the supply of the Materials to the storage facilities, their locations, and storage conditions shall be set out in the storage accounting database.
- 5.8 Requirements for accepting, archiving at the Construction Site, as well as algorithms to search the documents supplied with Equipment, Materials and Consumables are established in the PMM document ED.NPAS.PT.PCM.PMD.EN-005 Organization of Storage, Systematization and Keeping of Documents Supplied together with Equipment [13].

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## 6 EVALUATION AND REGISTRATION OF THE MATERIALS INCOMING INSPECTIONS RESULTS

- 6.1 Before the Materials incoming inspection, the Contractor or Subcontractor draws up the Incoming Inspection Certificate of Materials in English using the template of the Incoming Inspection Certificate of Materials given in Appendix 1 hereto. The following number of original copies of Incoming Inspection Certificate of Materials to be provided to parties participating in the Materials incoming inspection:
- 2 (two) original copies for the Owner (1 original copy shall include validated copy of the accompanying documentation for the inspected Material). Original of the accompanying documentation shall be submitted to the Owner together with the Concealed Works Acceptance Certificate or Construction/Erection Works Completion Certificate issued in accordance with PMM document ED.NPAS.QI.PCM.PMD.EN-005 Inspections during Construction Works and Erection Works [8];
  - 2 (two) original copies for the Contractor; and
  - 2 (two) original copies for every participated Subcontractor and their subcontractors.
- 6.2 The Incoming Inspection Certificate of Materials shall have a registration number. Incoming Inspection Certificate of Materials shall be registered in accordance with the system ED.XXX.MII.Y.ZZZ.0000, where:
- ED – the name code of the El-Dabaa NPP project, to leave unchanged;
  - XXX – is the name of the organization, that initiated the incoming inspection, subject to change,  
For example: ASE;
  - MII – is "Materials Incoming Inspection", a name code for the type of inspection, to leave unchanged;
  - Y – is a code of belonging to a Unit, subject to change as applicable, for example, 1 to 4 - power units no. 1 to 4;
  - ZZZ – the code of the technical subject, in accordance with the DD code, is subject to change, for example, for DD with the code ED.D.P001.0.0UUG&&&&&&.052.DC.0004 the technical subject code is 052; and
  - 0000 – is a sequential number in the logbook of the results of the incoming inspection in accordance with the type of Materials.
- 6.3 When the iteration of the Incoming Inspection Certificate of Materials is being issued, the original registration number shall be kept with the letter "R" added to the registration number, and the following revisions shall be added with "R1", "R2", etc. respectively.
- 6.4 The following requirements shall be met when issuing an Incoming Inspection Certificate of Materials:

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- Compliance of the supplied Materials and accompanying documentation to the requirements of EPC Contract [1], Applicable Laws, Codes and Standards, Technical Documentation and other documentation, if applicable, shall be clearly stated;
- Every line of the Incoming Inspection Certificate of Materials shall be filled out with relevant information (no crossing out is allowed); and
- In case that any line/cell of the Incoming Inspection Certificate of Materials cannot provide respective information then the line/cell shall be filled out with such a text: “wasn’t carried out”, “not required” or “N/A”.

- 6.5 The Materials incoming inspection is considered positive and the Materials are considered suitable for use when positive results from all inspections and control methods carried out in accordance with the requirements of normative and Technical Documentation are obtained, no Non-conformities are revealed and the Incoming Inspection Certificate of Materials with positive conclusion is signed and issued.
- 6.6 The positive Incoming Inspection Certificate of Materials shall be signed by all members of the Materials incoming inspection commission who participated in the inspection, immediately after the inspection.
- 6.7 In case of a missing signature of any of the members of the Materials incoming inspection commission, the Incoming Inspection Certificate of Materials is considered invalid.
- 6.8 When result from a particular Materials incoming inspection is not satisfactory, then the Owner has a right to involve third party inspection organization to verify results from the laboratories.
- 6.9 If a Non-conformity is revealed during the Materials incoming inspection, the Parties shall jointly amend the Incoming Inspection Certificate of Materials and sign a negative Incoming Inspection Certificate of Materials immediately after the inspection.
- 6.10 All the Non-conformities identified during the Material incoming inspection and reflected in the Incoming Inspection Certificate of Materials shall be managed according to PMM document ED.NPAS.QI.PCM.PMD.EN-006 Non-conformity Control and Corrective and Preventive Actions [14].
- 6.11 The Incoming Inspection Certificate of Materials, signed by all members who participated in the Materials incoming inspection, shall be registered in the registration log of the Materials incoming inspection results. The template of the log is provided in Appendix 7 hereto.
- 6.12 As a result of the Materials incoming inspection, the Materials shall be labeled in accordance with this Procedure.
- 6.13 The control, storage and handover of records shall be performed in accordance with the PMM document ED.NPAS.DD.PCM.PMD.EN-003 General Rules of Record Management [15].
- 6.14 Every month until the fifth day of the month following the reporting one, the Subcontractor shall send to the Contractor the information on the results of the Materials incoming inspections, conducted during the reporting month. The information shall contain copies of Incoming Inspection Certificate of Materials.

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- 6.15 Every month until the tenth day of the month following the reporting one, the Contractor shall send to the Owner the information on the results of the incoming inspections of Materials, conducted during the reporting month. The information shall contain copies of Incoming Inspection Certificate of Materials.



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## 7 NON-CONFORMITY MANAGEMENT

- 7.1 The main goal of Non-conformity management is to identify Non-conformities, develop the corrective and preventive actions for their elimination in a timely manner to prevent the use of Materials that do not meet the EPC Contract [1], Applicable Laws, Codes and Standards, regulatory requirements, Technical Documentation and other applicable documentation.
- 7.2 If during the Materials incoming inspections the Owner, the Contractor and the Subcontractor find Non-conformities not complying with the requirements of the EPC Contract [1], Applicable Laws, Codes and Standards, regulatory requirements, Technical Documentation and other applicable documentation. then the Contractor/Subcontractor shall take respective measures to remove the identified Non-conformities, draw up a Non-conformity report filled out with relevant information and upload to Project IMS.
- 7.3 The identified Non-conformities shall be managed, the Non-conformity report and relevant decisions taken shall be drawn up, and the Materials incoming inspection commission shall take respective actions in the order specified by PMM document ED.NPAS.QI.PCM.PMD.EN-006 Non-conformity Control and Corrective and Preventive Actions [14].
- 7.4 When revealed Non-conformities have been eliminated, the Contractor and respective Subcontractor and their subcontractor as applicable shall organize and perform a repeated Materials incoming inspection. The repeated Materials incoming inspection shall be organized and planned in accordance with this Procedure and the Contractor shall inform the Owner about the repeated Materials incoming inspection in the same manner as for the planned Materials incoming inspections as described in this Procedure.
- 7.5 The endorsed Non-conformity report(s) shall be attached to the re-issued Incoming Inspection Certificate of Materials which shall be issued after the elimination of previously identified Non-conformities and when performing the repeated Materials incoming inspection.

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## 8 APPLICATION OF PROJECT IMS

- 8.1 The Contractor's Personnel and the Owner's Personnel shall use the Project IMS as an electronic tool for implementation of the effective Materials incoming inspections management process.
- 8.2 In course of the Materials incoming inspection the following documentation is generated:
- Notifications for the incoming inspection;
  - Incoming Inspection Certificate of Materials (Appendix 1 hereto);
  - Logs with the records of incoming inspection results;
  - Orders appointing employees responsible for organizing and holding the incoming inspection;
  - Correspondence documentation: letters, schedules and notifications; and
  - Non-conformity Reports (in case of revealed Non-conformities).
- 8.3 The Parties shall use Project IMS to optimize maintaining of the documentation related to the Materials incoming inspections, such as certificates, schedules, logs, protocols and etc.
- 8.4 In order to get the access to the Project IMS the Parties shall follow the PMM document ED.NPAS.IT.PCM.PMD.EN-004 Access to the Project IMS [16].
- 8.5 All records and inspected documents from the Materials incoming inspections shall be uploaded by the Contractor in the Project IMS in accordance with the respective PMM documents.
- 8.6 The specific functionalities of the Project IMS related to the Materials incoming inspections will be described in respective functional requirements specification.



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## 9 DOCUMENT REVISION

9.1 This Procedure shall be revised:

- Within the first year after delivery of the first cargo to the Construction Site, and then every two years; and
- Where applicable, in case of changing the EPC Contract [1] requirements, the Project's regulatory documentation, results of audits and Inspections, following the detected Non-conformities, etc.; and
- By agreement of the Parties.

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## 10 REFERENCES

- [1] EPC Contract as of 31st of December, 2016 between the Nuclear Power Plants Authority, an authority established under Law No. 13 dated 1976 "On Nuclear Power Plant Authorities" of the Arab Republic of Egypt, having its registered office at: 4, El Nasr Avenue, Nasr City, Cairo, Egypt (the "Owner"); and Joint-Stock Company Atomstroyexport JSC (JSC ASE), incorporated and existing under the laws of the Russian Federation, state registration number 1027739496014, having its registered office at: Ploschad Svobody 2, Nizhniy Novgorod, Russia 603006 (the "Contractor") as amended on 11th of September, 2017 by the Amending Agreement between Nuclear Power Plant Authority (the "Owner") and Joint-Stock Company Atomstroyexport JSC (JSC ASE) (the "Contractor").
- [2] ED.NPAS.PM.LST.PMD.EN-002 Terms, Definitions, Abbreviations, and Interpretations
- [3] ED.NPAS.NS.PLN.PMD.EN-001 Occupational Health and Safety Plan
- [4] ED.NPAS.NS.PLN.PMD.EN-002 Fire Safety Plan
- [5] ISO 2859-1:1999 Sampling procedures for inspection by attributes – Part 1: Sampling schemes indexed by acceptance quality limit (AQL) for lot-by-lot inspection
- [6] ECP 203-2007 Egyptian Code for Design and Construction of Concrete Structures
- [7] ED.NPAS.CA.PCM.PMD.EN-018 Construction Logs
- [8] ED.NPAS.QI.PCM.PMD.EN-005 Inspections During Construction Works and Erection Works
- [9] ED.NPAS.PT.PCM.PMD.EN-002 Types of the Documents Supplied together with Materials or Consumables
- [10] GOST 8736-2014 Sand for Construction Works
- [11] GOST 8267-93 Grushed Compact Rock and Gravel for Construction Works. Technical Specifications
- [12] PP EL-DABAA.021-2020 Storage of Items at the Construction Site
- [13] ED.NPAS.PT.PCM.PMD.EN-005 Organization of Storage, Systematization and Keeping of Documents Supplied together with Equipment
- [14] ED.NPAS.QI.PCM.PMD.EN-006 Non-conformity Control and Corrective and Preventive Actions
- [15] ED.NPAS.DD.PCM.PMD.EN-003 General Rules of Record Management
- [16] ED.NPAS.IT.PCM.PMD.EN-004 Access to the Project IMS



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## APPENDIX 1 INCOMING INSPECTION CERTIFICATE OF MATERIALS ON THE SITE

Unit № _____ Date of inspection _____	Incoming Inspection Certificates of Materials on the Site № _____	Pages from __ to __ with Attachments on __ pages
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### INCOMING INSPECTION CERTIFICATES OF MATERIALS ON THE SITE



Manufacturer:						
Subcontractor:						
Subcontract № dated		Organized by:		Incoming inspection commission assigned by order: _____ № _____ Dated _____		
<b>1. The Commission have issued this Incoming Inspection Certificate of Materials for the Materials as follows:</b>						
Name of Materials	Type, brand, standard (technical requirement, GOST, etc.)	KKS	Safety class	QA category	Quantity	Batch number
1	2	3	4	5	6	7
Name and number of the document that certifies quality:	Manufacturing date:	Consignment note:	Detailed Design documentation:		Notes:	
8	9	10	11		12	

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Unit № _____ Date of inspection _____	Incoming Inspection Certificates of Materials on the Site № _____	Pages from __ to __ with Attachments on __ pages
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<b>2. As a result of inspection were revealed following:</b>				
2.1. Remarks for accompanying documentation (none, or give comments):				
2.2. Remarks for visual, measurement and other inspections including Material's completeness (none, or give comments):				
2.3. Remarks for preservation and/or anticorrosive coating (none, or give comments):				
2.4. Non-conformities (none, or give comments, Non-conformity report no.):				
Conclusion:				
MATERIALS <input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED				
Attachments: _____				
Representatives of Commission:				
Company	Position	Name of representatives	Date	Signature

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## APPENDIX 2 LIST OF MATERIALS, METHODS, AND TYPES OF CONTROL

No	Materials name, brand, type	Standard, Normative document, Types of control	Test parameter	Criteria for assessing test parameters
1	2.	3.	4.	5

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# APPENDIX 4 FORMAT OF LABEL "ACCEPTED MATERIALS"

## LABEL

### "ACCEPTED MATERIALS"

Stockyard Inventory Number \_\_\_\_\_

Name of Materials, brand, type \_\_\_\_\_

KKS \_\_\_\_\_

Safety Class \_\_\_\_\_ QA Category \_\_\_\_\_

Quantity \_\_\_\_\_

Number and date of Incoming Inspection Certificate of Materials \_\_\_\_\_



Preservation period \_\_\_\_\_

Company name \_\_\_\_\_ signature, date \_\_\_\_\_ name of the representative \_\_\_\_\_

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	<b>MATERIALS INCOMING INSPECTIONS AT THE CONSTRUCTION SITE PROCEDURE</b>	
<b>NPPA</b>	<b>EL-DABAA NPP PROJECT</b>	<b>JSC ASE</b>



## APPENDIX 6 SCHEDULE OF MATERIALS INCOMING INSPECTION

One week/month look ahead: dd.mm.yyyy – dd.mm.yyyy

No.	Date, time and venue	KKS	Name of Materials	Quantity	Units of measurement	Type, brand, standard (Technical Requirements, GOST, etc.), Detail Design	Manufacturer/Subcontractor of Materials	Safety class	QA category	Contractor's representative	Subcontractor's representative
1	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
<b>Representative of the Contractor</b> Position: _____ Name: _____ Signature: _____ Date of: _____						<b>Representative of the Subcontractor</b> Position: _____ Name: _____ Signature: _____ Date of: _____					

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## APPENDIX 7 FORM OF REGISTRATION LOG OF THE MATERIALS INCOMING INSPECTIONS RESULTS

No.	Delivery date	Date of Incoming Inspection:	Incoming Inspection Certificate of Materials Number	Name of Materials	Type, brand, standard (Technical requirement, GOST, etc.)	KKS code	Safety class	QA category	Amount	Units of measurement	Manufacturer/Subcontractor	Consignment note	Conclusion	Executor of Incoming Inspection	Date of repeated Incoming Inspection	Number of re-issued Incoming Inspection Certificate of Materials	Conclusion on the results of the repeated Incoming Inspection	Executor of repeated Incoming Inspection	Note:
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

Abdo Mohamed  Mohamed Elakhrab

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Elqamatti'a  Emar



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## APPENDIX 8 INCOMING INSPECTION SAMPLING PLAN (AQL CHART)

Lot Size	Sample Size	Acceptance number	Rejection number
2 to 8	2	0	1
9 to 15	3	0	1
16 to 25	5	0	1
26 to 50	8	1	2
51 to 90	13	1	2
91 to 150	20	2	3
151 to 280	32	3	4
281 to 500	50	5	6
501 to 1200	80	7	8
1201 to 3200	125	10	11
3201 to 10000	200	14	15
10001 to 35000	315	21	22
35001 to 150000	500	21	22
150001 to 500000	800	21	22
500001 and over	1250	21	22

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