Grupa LOTOS S.A.	**TECHNICAL SPECIFICATION**	Spec. No. 6100
	General requirements for supplied documentation	

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1 Subject of specification

This specification used in conjunction with standard technical specifications of LOTOS Group S.A. establishes the minimum requirements for supplied documentation.

2 Scope of validity

This specification applies to the preparation of tender documents, inquiries and contracts concerning new investments and modernisation projects planned by LOTOS Group S.A.

It shall also be a basis for preparing both detailed specifications and inquiries for individual or package unit supplies.

2.1 Deviations

Any deviations from this specification and relevant specifications, standards and documents, including the bidder's proposals indicating a more economic design or solution, shall be submitted in writing for checking and approval by LOTOS Group S.A. No deviation or modification shall be permitted unless confirmed in writing by LOTOS Group S.A.

The bidder shall present in written form any ambiguity or conflict between this standard and any other LOTOS Group S.A standards or other quoted documents/standards, and shall receive LOTOS Group's written explanation.

3 General requirements

3.1 Delivered documentation shall be prepared in compliance with subsequent standards 6110, 6120, 6200, 6300, 6400, 6500 and 6600 which describe the way of preparing specific types of technical documentation and the number of required copies.

3.2 The basic requirements for delivered documentation are that it must be complete, correct, and that it must serve its purpose.

3.3 When preparing documentation, the following order of precedence of requirements and guidelines for design shall be followed:

- the requirements of the licensor's basic design approved by LOTOS Group
- Polish legal regulations in force
- EU directives in force
- LOTOS Group's technical requirements as given in standards and specifications
- the vendor's (designer's) standards, unless they are in conflict with the preceding requirements
- so called „good engineering practice".

3.4 If any ambiguity concerning either the technical guidelines or the understanding or interpretation of standards occurs at the design stage, the vendor (designer) shall contact the authorised LOTOS Group representative in order to clarify it. Should the vendor (designer) fail to fulfil this requirement, it shall bear the full consequences resulting from possible errors.

3.5 LOTOS Group's representative based in the vendor's (designer's) office shall express his opinion about the technical documentation as it is being prepared, or the opinion shall be expressed after it is delivered to LOTOS Group. The minimum time for expressing opinion about so received documentation shall be 15 working days unless otherwise agreed in the basic agreement (contract). Failure to express opinion within the said time shall mean that LOTOS Group has no remarks on the presented documentation. Expression of opinion about the documentation by LOTOS Group shall not be construed as the verification of its correctness and completeness, which is the responsibility of the vendor (designer). Absence of remarks from LOTOS Group shall not release the vendor (designer) from its responsibility for completeness and correctness of delivered documentation.

3.6 The vendor (designer) shall, at it's own cost, obtain the licensor's approval for performed documentation within the scope required by the basic design, shall closely collaborate with the licensor and shall incorporate into its own documentation all revisions and modifications made in the basic design during designing.

3.7 The commercial terms and conditions for the performed documentation and the way of delivering the documentation to LOTOS Group can be found in Standard 7100.

4 Related documents

- Specification 6110 – Technical documentation numbering procedure
- Specification 6120 – Process identification system
- Specification 6200 - CAD Standard and the requirements relating to technical documents delivered in electronic form
- Specification 6300 – Basic documentation
- Specification 6400 – Erection and installation documentation
- Specification 6500 – Final documentation
- Specification 6600 – Document templates
- Specification 7100 – Formal and commercial requirements for delivered technical documentation

5 Record of changes

No.	Date	Description	Introduced by
1		This specification replaces in whole the earlier LOTOS Group's standard No. PR 07 610 titled identically.	B. Kowalewski
-	31-08-2015	Page layout corrections, no contents changes.	T. Wróbel