

Employer
SAKO BRNO A.S.

Project
Modernization of WtE Plant SAKO Brno

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PART III, APPENDIX B3

REQUIREMENTS FOR PLANNING AND REPORTING



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1. INTRODUCTION

The purpose of this specification is to describe the requirements for planning, scheduling, and reporting, which the Contractor is required to follow.

This appendix covers the general requirements of the project, if not described elsewhere in the Contract.

2. PROGRAMMES

2.1 General

The Contract consists of a Contract Programme (Part II.i *Contract Programme*) and a Detailed Programme.

The Contract Programme shows the most essential milestones/sub-deadlines and progress conditions for the Contract. The Contract Programme will be the basis for the Contractor's overall Detailed Programme and will form the basis for further breakdown and planning of tasks within the Contract.

The Detailed Programme shall include planned progress for delivery of detailed information on design, purchase, manufacturing, inspection, transportation, erection, testing, commissioning and trial run.

The Contractor is responsible for all planning, progress and reporting related to works carried out as part of the Contract within the framework set out by the Employer. It is the responsibility of the Contractor to include the necessary slack and time margins to ensure that the Contractor achieves the contract milestones.

The Contractor shall plan any task which affects the EfW Line K2 and K3 with as little impact on the existing facility as possible and with as short a duration as possible.

Any task of the Contract which affects the EfW Line K2 and K3 shall be agreed and approved by the Employer before commencement of the task.

2.2 Detailed Progress Programme

The Contractor shall establish, maintain and update a Detailed Programme during the entire project period. The Detailed Programme shall reflect the actual progress of the project and planned achievement of milestones against the Contract Programme.

The Detailed Programme shall use Critical Path Method (CPM) to determine critical activities.

The Contractor is obligated to report deviations between the Contract Programme and the Detailed Programme to the Employer without undue delay.

All deviations between the Contract Programme and the Contractor's Detailed Programme shall be reported in the Contractor's monthly progress report.

Milestones in the current Detailed Programme may not be changed without a specific request and in agreement with the Employer.

It is required that the Contractor use MS Project as planning tool. The Contractor shall prepare and issue schedules in both pdf and open electronic format.

The programmes shall be shown as a Gant diagram with text and tables to the left and the diagram in a suitable time-scale to the right. The programmes shall include precise codes for sorting and filtering activities (e.g., WBS structure).

On basis of the above a weekly updated programme with a rolling six-week horizon shall be made by the Contractor for the erection and commissioning phase. The six-week programme shall be the central document forming the basis for the daily activities and regular follow-up.

The six-week programmes shall include progress reporting expressed in percentages of the tasks to be performed and shall include information whether the tasks are dependent on other activities at Site.

3. DOCUMENT SCHEDULE

The Contractor shall issue a document schedule at contract signing. The document schedule shall cover all the project and technical documents that the Contractor shall produce during the entire implementation of Contract Object.

An updated document schedule shall be submitted as part of the monthly report, and the Contractor shall provide a clarification note on which parts of the schedule and documentation are revised.

The document schedule is both the Contractor's document register and his most detailed progress schedule for Line Documentation production. The schedule can be set up as an Excel spread-sheet or similar suitable tool.

All internal and external documents shall be included on the list, each with the following information as a minimum;

- a. Unique ID or document number
- b. Document title
- c. Revision number
- d. Date of issue and date of current revision
- e. Mark for external/internal/sub-supplier document
- f. Current state of document (draft, project documentation, final/as built)
- g. Information if sent to Employer (issue date, Employer document number, revision)
- h. A division into document category is advisable (e.g. list, PID, report, technical specification etc.)

4. STAFFING SCHEDULES

The Contractor shall issue a staffing schedule before Contract signing.

The Contractor shall furthermore prepare a preliminary staffing schedule for all parts of the project implementation, which shall be agreed with the Employer and frozen as a basis for reporting actual staffing in relation to planned staffing. The reporting basis may not be changed without a specific request and in agreement with the Employer.

The staffing schedule shall be presented as a histogram with an associated table showing the number of staff. Staffing schedules shall include planned and actual staffing at the time of reporting.

If the planned working hours arrangements deviate from standard working hours, this shall be reported in connection with the staffing schedule. This applies to holidays, number of working hours per day or week and any shift arrangements.

The Contractor's site staffing schedule shall be updated and issued each time the site staff changes. The staffing will be coordinated with the Employer and site management.

If the work develops in a way rendering the document and staffing schedules obsolete or no longer reflecting the actual situation in a satisfactory manner, the Contractor is obliged to revise the schedules accordingly. The Employer may also require the Contractor to prepare revised document and staffing schedules. Additionally, the Contractor shall provide a clarification note on which parts of the schedule are revised and the effect on project milestones and how it will affect critical paths and slack. The revision shall be agreed and approved by the Employer.

5. SITE PLANNING

The following information is required for the overall planning of the Site planning activities.

The Contractor shall prepare a Site plan. The plan shall cover all site activities of the Contractor including storage areas, site office facilities, site staff facilities, site sanitary facilities, power consumption etc.

The Contractor shall issue a Site plan in accordance with Contract.

The Contractor shall participate in detailed planning of the Site activities with the Employer's site supervision manager.

Before start erection, the Contractor shall plan and coordinate with the Employer's site supervision manager.

For the overall planning and coordination of Site activities, the Contractor shall prepare detailed information about Site logistic and erection conception, including e.g. lifting concepts and method statements concerning erection and installation activities.

6. REQUIREMENTS FOR REPORTING

6.1 Monthly report

After signing of the Contract, the Contractor shall prepare a monthly report covering current status of the project progress and additional attachments updated on a monthly basis, as elaborated in the sections below.

The last Sunday of the month, unless otherwise agreed in connection with holidays and the end of the year, shall be the status date for the collection of data for the monthly report. The report shall be sent to the Employer no later than the following Friday. Reporting shall take place within 5 working days of the cut-off date (last Sunday in month).

The status report shall cover the entire Works, including all sub-contracted works etc. and shall be based on project management documents, such as the Detailed Programme, the QA-Plan and the Health, Safety and Environment Plan. The structure of the monthly report is subject to change if required by the Employer.

If special conditions arise that have consequences for progress or cost, the Contractor shall notify the Employer immediately also outside the agreed reporting routine if necessary.

6.1.1 STRUCTURE OF MONTHLY REPORT

The overall structure of the monthly report shall, as a minimum, cover the subjects described below;

1. Frontpage including contract reference, name of Contractor and period for monthly report
2. Index of Contents
3. Summary of progress and activities in the previous period
 - a. e.g. design, purchase, inspection and/or site activities
 - b. milestones achieved or clarification if they are not completed
 - c. Quality assurance status
4. Planned activities for the next period
 - a. Planned milestones to reach
 - b. Planned purchase, inspections, site tests etc.
5. Input to open issues on the action list
6. Topics to be discussed in the next contracts meeting
 - a. Including open questions from the previous period from mail, request for information etc.
7. Organisation/Staff
 - a. Changes in organization/staff
 - b. Working hours spend in the last period divided into hours spend in own office and on site
8. Status on health, safety and environment
9. Economy
 - a. Status payment schedule
 - b. Explanation of eventual Variation Orders
10. Appendices
 - a. Updated document schedule
 - b. Updated detailed project programme with progress reporting, and critical path
 - c. Updated organisation chart (including position, name and contact information)
 - d. Updated staffing schedule

- e. Updated QC plan for subcontractors
- f. Updated decision log
- g. Updated list of variations
- h. Updated list of makes
- i. Updated correspondence log

6.1.2 MONTHLY REPORT APPENDICES

The list of appendices given above is explained further in the following section. The intention of the different appendices is to keep a current revision of these documents during the project, thus they are considered living documents which are not considered as final from project start.

Document schedule

Reference to requirements in section 3 in this Appendix.

Project Programme

Reference to requirements given in Section 2 in this Appendix.

Organisation chart

Reference to requirements given in Appendix B1, Section 2.

Staffing schedule

Reference to requirements given in Section 4 in this Appendix.

Plan for Subcontractors

The overall plan for Subcontracts is an overview of the Contractor's subcontracts and the QC activities.

For each part or systems collected in a technical specification and purchased from a subcontractor, the following information shall as a minimum be included;

- a. Title of sub-system, part, item or delivery
- b. Deadline for technical procurement specification
- c. Subcontractor (before purchase, a list of selected bidders is shown)
- d. Order number and date of order
- e. Deadline for manufacturing and planned delivery at site
- f. Document/ID number for ITP (Inspection and Test Plan)
- g. Dates for expected workshop inspections, mechanical inspections
- h. Dates for internal inspections by Contractor and Employer inspections

Information will be detailed by the Contractor during the project, thus first edition will only include a full list of expected main parts from subcontractors.

Decision log

The Contractor shall keep a log of all decided clarifications and deviations to the Contract and decisions to be taken by the Employer.

The change and decision log shall contain contract information, revision number and document number/ID.

The log shall report and include following information as a minimum;

- a. Title of clarification/deviation/decision
- b. Explanation
- c. Date for raised question/clarification
- d. Status (open/closed)
- e. Decision
- f. Date for decision

List of variations

The list of Variations shall contain an overview of raised deviations, variations and notifications. The list of variation shall contain contract information, revision number and document number/ID. Reference to requirements given in Appendix B4 Requirements for *Notifications, Variations and Deviations*.

The list of variation shall be issued together with the monthly report and include following information as a minimum;

- a. ID number
- b. Reference to PID or other relevant document
- c. Short explanation of cause for modification
- d. Short description of the modification
- e. Cost impact
- f. Status of variation (open/closed)
- g. Date for decision

List of makes

A list shall be supplied documenting the standardization of makes (brands) between the Contractor and his subcontractors. As a minimum an agreed list of Subcontractors shall be observed.

In case of deviations from the agreed list, the Contractor shall address these deviations, which is especially valid before tendering of sub-procurement packages and during the procurement process. Employer authorisation is obligatory before deviations may be accepted. Employer acceptance does not relieve the Contractor from any contractual obligations, e.g. with respect to guarantee requirements.

The list contains the type of equipment, as well as purpose and a variety of characteristic data, such as flow, pressure, temperature, material and other which is necessary to define the selection of the equipment in question.

Correspondence log

A list of all correspondence between the Contractor and the Employer.

The log shall include following information as a minimum;

- a. Correspondence subject name
- b. Correspondence type (e.g., contractual, technical, commercial)
- c. Correspondence form (e.g., email, data box, mail)
- d. Response request (yes/no)
- e. Date of send including recipients
- f. Status (open/closed)
- g. Date of response