


<h1>Project Navigator</h1>					Guideline				
TITLE DELIVERY TO SITE AND RECEIVING INSPECTION					VALE # NAV-GP-0178			PAGE 1/5	
					DM # 621226			REV. 2	
Effective Date:	Feb 27/14	Revisit Date:	Dec 19/14	Prepared By:	PN Working Group 1, S.Naqvi	Approved By:	T.Hirschfeld		

1.0 PURPOSE

This guideline provides direction in regards to delivery, receiving, and inspecting equipment and materials onsite.

2.0 REFERENCE DOCUMENTATION

The following documents were used in the development of this document or are related to it. The most recent revision shall be used.

NAV-GP-0197	Materials Custody Transfer Guideline
NAV-GP-0077	Contract Specific QA Plan Guideline
NAV-TP-0077	Contract Specific QA Plan Template
NAV-GP-0168	Project QA Plan Guideline
NAV-TP-0168	Project QA Plan Template

3.0 APPLICATION

This is an optional process, to be followed at the Project Manager's discretion.

Note that this pertains to Purchase Requisitions executed by Vale personnel. For materials being delivered by a Contracting Party as part of their Scope of Work, refer to NAV-GP-0197 Materials Custody Transfer Guideline

4.0 PRIOR TO DELIVERY


The following items are important to protect Vale's interests:

The Project Manager or designate should maintain contact with the Vendor, prior to and during the delivery process. Review any special receiving and unloading requirements.

Ensure that appropriate insurance has been provided. This should consider both the intended use of the goods and their intrinsic value.

Review customs requirements including arranging for customs brokerage and monitoring the process. Consider classifications of goods and types of shipping containers that are more likely to be delayed at the border. Contact the Buyer or recommended specialized Buyer or other knowledgeable individual for advice.

Review pre-inspection, scheduling, packaging and other transportation requirements.

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5.0 DELIVERY TO WARHOUSE / SITE

For Requisitions involving only Materials, it is critical that the Vale Project team provides clear Delivery Instructions in the Purchase Requisition, in the “Notes to Buyer” field.

For Requisitions involving both Services and Materials, the project team should enter those Delivery Instructions in the Purchase Requisition, in the “Notes to Buyer” field. In some cases, it may be more appropriate to review those instructions with the Contracting Party after award of the contract, via the Procurement Representative.


- Delivery Location - specific Warehouse or a specific Site and
- Contact person’s name and number – Project Manager or designate

Vale vs Contracting Party Deliveries:

If Vale is responsible for shipment (in this case the PO is set up as Ex-Works) - in which case the following contractors are used:

- Shipment from a vendor located in the City of Greater Sudbury
 - < 500 lbs – Manitoulin / Vale Dedicated Service (DS)
Dispatch Contact #: 705-692-4703 ext. 84439
 - > 500 lbs – Manitoulin Less than Truck Load (LTL) – Contract Account # 0011814
Dispatch Contact #: 705-692-4703 ext. 84439
- Shipment from a vendor located outside the City of Greater Sudbury
 - < 100 lbs – FedEx – Contract Account # by Plant attached as Appendix B and procedure as Appendix C
Contact #: 1-800-463-3339
 - >100 lbs – Manitoulin Less than Truck Load (LTL) – Contract Account # 0011814
Dispatch Contact #: 1-800-265-1485 for Canada
Dispatch Contact #: 1-800-265-2715 for International

If the Vendor is responsible for shipment (in case the PO set up as Vale Sudbury). Vendor uses appropriate transport of its choice.

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5.1 DELIVERY TO WAREHOUSE – SUDBURY

Smelter Complex (all Plants) Address:

155 Balsam Street
Copper Cliff, Ontario
P0M 1N0

Deliveries should be directed to enter through the “main gate” which is called Central Gage (formerly Parker Gate). Do not deliver warehouse material through the General Office Gate.

General Office – Mailroom Address:

18 Rink Street
Copper Cliff, Ontario
P0M 1N0

Only for mail deliveries.

Shipment arrives at Warehouse – Warehouse Storeman reviews packing slip – processes receiving and labels the shipment using delivery instructions in the Purchase order. The shipment is staged and shipped out the following day using Vale Dedicated Service.


If the shipment is large the storeman may take the paperwork, verify the delivery instructions in the Purchase Order and direct the trucking company to deliver to site listed in the delivery instructions.

Note: The Vale Warehouse only accepts and processes goods that have a Vale PO and will not accept contractor shipments and / or deliver that shipment to the contractor site.

5.2 DELIVERY TO PROJECT SITE – SUDBURY

In the case where the shipment is delivered directly to the Project site without having been seen by the storeman copies of all receiving documentation must be brought to the warehouse by the Project Team Representative.

Review the section below “Receiving Inspections”

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5.3 DELIVERY TO SITE – THOMPSON

Same as Sudbury

5.4 DELIVERY TO SITE – ST. JOHNS

Delivery of goods for the Long Harbour operation will be in two modes:

- Goods received directly to the warehouse via various carriers.
- Goods received via Umiak1 and delivered by Site Services in 20' Sea Containers to the Warehouse.

Warehouse personnel receive goods for stock and direct charge (non-inventory items). Direct charge items are labeled and the customer is contacted via email advising the arrival of goods for pickup or delivery to their location.

Items received requiring inspections are identified upon receipt. Inspections will be performed in two methods:

- Inspection by Warehouse personnel.
- Inspection by onsite Q/A Representative. If Q/A Representative inspection is required, persons are contacted and are responsible for sign off of receiving documents before being placed in stock.


6.0 RECEIVING INSPECTIONS

The initial inspection upon delivery should be done before the materials are unloaded from the truck. These may be done by the warehouse storeman or Project personnel and will typically include only the following items:

- Confirm PO Number and Vendor
- Check quantities – bundles of parts, boxes or crates, etc...
- Check condition of shipped items – gross damage to shipping containers or packaging, obvious damage to uncrated items, etc...

If this inspection reveals defects, damage or incorrect quantities:

- Do not sign the packing slips or other receiving documentation
- Advise the delivery personnel not to leave the site

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- Contact the Project Manager or designate immediately – if this inspection is being done by the storeman they will typically contact the Requisitioner or Contact Person for the order
- Document condition in case of visible damage

If this initial inspection reveals no issues:

- Sign the packing slip or other receiving documentation. Follow proper signing procedure – print and sign name, date, and employee number / NORCAT number
- Coordinate with the required parties to have the material unloaded and stored (Project Team, Vale Transportation, Contracting Party, Plant Representative(s), others)
- Review additional inspection requirements from Contract Specific QA Plan or Project QA Plan, and follow up as required
- In the event that there are no formal QA Plans, conduct additional inspections as appropriate involving an SME when necessary
- Verify that QA / QC requirements have been met, including enclosed QA / QC documents (TSSA Documentation, ESA Stickers, UL Stickers, etc...), if applicable
- Confirm special delivery requirements have been met (manuals, spare parts, special packaging, etc...), if any

7.0 APPENDICES

Appendix A: Revision and Transition Notes

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Revision notes describe: what was changed, why it was changed, and the plan to implement the change, including whether changes are retroactive)

Revision Control Information

Rev #	Date	Nature of Change	Page inserted, replaced, revised or cancelled	Approved by document owner
1	Dec 19/13		Development for Project Navigator	T.Hirschfeld
2	Feb 27/14	Minor	Update to 5.1 to include Smelter Property and G.O Main Rm addresses	T. Hirschfeld