


<h1>Project Navigator</h1>				<b>Guideline</b>			
<b>TITLE</b> <b>MATERIALS CUSTODY TRANSFER</b>				VALE # <b>NAV-GP-0197</b>		PAGE <b>1/3</b>	
				<b>DM # 690610</b>		REV. <b>2</b>	
Effective Date:	Dec 7/13	Revisit Date:	Nov 2015	Prepared By:	D.Ruddy	Approved By:	T.Hirschfeld

## 1.0 PURPOSE

This guideline describes the best practices for transferring custody of materials from the project team to another work group (contractor, consultant, Vale crew, etc...), or vice-versa.

## 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.


<a href="#">NAV-GP-0190</a>	FWD Requisition Package to Procurement Guideline
<a href="#">NAV-GP-0176</a>	Equipment Inspection During Procurement Guideline
<a href="#">NAV-TP-0176</a>	Equipment Inspection During Procurement Template
<a href="#">NAV-GP-0271</a>	Monitor Progress of Goods Procurement Guideline
<a href="#">NAV-TP-0178</a>	Delivery to Site and Receiving Inspection Guideline
<a href="#">NAV-TP-0197</a>	Material Custody Transfer Template
<a href="#">SPI PSP-01</a>	SPI PSP-01 Pass Out Procedure
<a href="#">0138</a>	Vale Protection Services Pass Out and Receipt (available at Gate)
<a href="#">Link</a>	Vale Material List

## 3.0 CONTEXT

Material procurement on projects can be done by the Vale project team, by another Vale work group, and/or by a Contracting Party. Material ordered and received by the Vale project team is generally handed over to another group for installation at some point during the project execution. When project materials are purchased by another Vale work group, custody of the material may have to be transferred twice: from that work group to the Vale project team, and then later to the Contracting Party. At the completion of a project, remaining material may have to be transferred from the project team to a Vale warehouse, or to the appropriate Vale work group.

Tracking those materials and formally documenting the custody transfer can help avoid cost disputes, schedule delays and other issues if the material is lost or damaged before installation. This can be especially important for long-lead delivery items, potentially hazardous materials and other critical items.

This is an optional process, at the project team's discretion. Consult the Project Manager as appropriate.

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## 4.0 MATERIAL CUSTODY TRANSFERS

### 4.1 GENERAL

- Determine which work groups are providing materials for the Project
- Decide which materials require tracking and/or formal custody transfer
- Document the formal transfer of custody for those items, via the Material Custody Transfer Form, or another means as appropriate.
- Determine who is authorized to act as a Releaser for material custody transfer on behalf of the Project Team and on behalf of the Contracting Party.
- Determine who is authorized to act as a Recipient for material custody transfer on behalf of the Project Team and on behalf of the Contracting Party.

### 4.2 TRANSFER FROM VALE PROJECT TEAM TO OTHERS

- Discuss custody transfer details
  - timing
  - existing location of materials
  - location being moved to (if different)
  - equipment requirements for moving the material, if needed (forklift, boomtruck, crane, etc...)
  - storage requirements (security, temperature, dry area, etc...)
  - special requirements (rotation of equipment shafting during storage, change-out of lubricants etc... in gearboxes, pumps, etc...)
- Inspect material(s)
  - Cursory visual inspection
  - Inspect packaging, etc
  - Note the material condition, especially any damage (notes, photos, etc...)
- Prepare Custody Transfer document
  - Complete Material Custody Transfer Form or other as appropriate

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- Obtain signature(s) from the releasing and receiving parties indicating that the material has been accepted for transfer of possession.

#### 4.3 TRANSFER FROM OTHERS TO VALE PROJECT TEAM

- Same general process as above.

#### 4.4 ALL TRANSFERS - LEAVING VALE PROPERTY

- Same general process as above
- Follow Vale’s Plant Protection Pass-Out Process and complete all applicable documentation.

### 5.0 APPENDICES

Appendix A: Revision and Transition Notes

#### Appendix A: Revision and Transition Notes

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 7/13		Development for Project Navigator	T.Hirschfeld
2	Nov 11/14	Minor Updates	Updates to align with development of template	T.Hirschfeld