Instruction for the manual
Supplier Master Document Register (SMDR)
for FMC Technologies Norway

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Acronyms

DBI	Database Information
DR4	Design Review 4
DRL	Document Requirement List
DRM	Design Review Minute
eSMDR	electronic Supplier Master Document Register
MD	Manufacturing Document
MIR	Manufacturing Information Requirement
MRB	Manufacturing Record Book
PO	Purchase Order
QSpec	Quality Specification
SDR	Supplier Documentation Requirement
SIR	Supplier Information Requirement
SMDR	Supplier Master Document Register
SRM	Supplier Relationship Management
WPQR	Welding Procedure Qualification Record
WPS	Welding Procedure Specification

1 Purpose

This instruction is intended for Suppliers to FMC Technologies in Norway. It specifies how the manual Supplier Master Document Register (SMDR) shall be prepared, submitted and maintained.

The manual SMDR must not be confused with the electronic SMDR (eSMDR) that is available by the link in the heading of the Part Report (DBI). The manual SMDR will be replaced with the eSMDR in a period of time.

2 The manual SMDR

The SMDR shall be prepared by Supplier and submitted to FMC Technologies for review and acceptance in accordance with the Purchase Order's (PO) Supplier Information Requirements (SIR):

- All Supplier Documentation Requirements (SDR),
- Information on how to submit the Manufacturing Information Requirements (MIR),
- User Documentation.

Applicable SIRs can be identified by the SDR/MIR link in the heading of the Part Report (DBI), or when available the Document Requirement List (DRL).

2.1 Submission date

Supplier is responsible for scheduling the dates for submission of all listed documents to ensure that the committed delivery date(s) of the PO is met.

- ***"Plan Date" Column***: The date that the supplier intends to submit the document to FMC for approval shall be filled in. This column must be filled in for all listed documents when first revision of SMDR is submitted.
- ***"Actual date" Column***: The date that the supplier actually submits the document to FMC for approval shall be filled in.

Exception: For Re-Use Documents, the "Plan date" columns need not to be filled in however the "Actual date" Columns and DR references in "Approval status" Column shall be filled in. (Also see Section 6 for filling in DR references).

As the production progresses, Supplier is required to use the SMDR to record the status of listed documents.

2.2 Document Requirements

The SMDR shall refer to one PO number. However, FMC Technologies may require several SMDRs for one PO if the PO has more than one part. The SMDR shall contain the list of all documents to be submitted by Supplier to FMC Technologies for review and approval for the mentioned PO.

The information needed to prepare the SMDR is available through the PO, i.e.:

- Supplier name and number,
- Project name (or specified as delivery to stock),
- Project number (not applicable if the PO specifies delivery to stock),
- Product specifications,
- Document requirements.
- The heading requires part numbers to be listed. This is the 'FMC part no. from the PO line' – without revision level.

The column 'SIR ref. no.' shall be completed for every document listed, with the SIR reference number from SDR/MIR or DRL.

The column '**FMC part no. level where used**' shall be specified with the appropriate part number level to which listed documents are relevant for.

- For instance, if a sub-component part to an assembly is relevant to a listed document, then the particular sub-component part number shall be specified in 'FMC part no. level where used'. The same method applies if all parts in an assembly or sub-assembly are relevant to a listed document.

If all the parts mentioned in the heading 'FMC part no. from PO line' is relevant for a listed document, then the text "All (as heading)" shall be filled in 'FMC part no. level where used' column.

2.3 Format

Supplier shall use the latest revision of the SMDR template issued by FMC Technologies. The template is available at www.fmctechnologies.com/**subsea**suppliers. The template shall not be modified, except for adding/removing rows when required (not columns).

The SMDR document shall be submitted as 2 separate files – the original spreadsheet (Microsoft Excel) and PDF format. Not as a scanned PDF, but generated from the original spreadsheet.

The generated PDF file shall:

- be oriented to landscape and to view without need for rotation.
- have all the columns (not rows) to be fitted in a single page.

Date format to be used: DD.MM.YY – 3x2 digits. E.g. 24.12.13 for December 24, 2013.

3 Change and Revision Control

3.1 System

Supplier is allowed to use their own revision control system, but must comply with the following:

- All documents shall have revision characters/digits (Max. 4 characters/digits),
- All documents shall receive new revision characters/digits when revised/changed.

3.2 Change Tracking

To track the changes from one submitted revision of the SMDR to the next, Supplier shall:

1. Mark all new changes with one color (either **the text itself** or **the cell**).
2. Remove this marking immediately after the revision with the marked changes is submitted to FMC Technologies.

3.3 Revision of the SMDR

New revision is required:

- When documents are added.
- When documents are voided.
  - Void means "first listed, but not going to be used".
  - Voided documents shall remain listed for reference.
- Together with a new document, but not for new revisions of already listed documents.
- When Plan submission dates are changed.
- When all the listed documents obtained Approval Status Code 1, SMDR to be sent for final/As Built. In this final revision of SMDR, all the documents shall be listed with latest revisions which have been used for the PO mentioned in heading.
  - Except for the MRB, since the MRB shall contain this revision of the SMDR.

New revision is not required when there are:

- Changes only in revisions of the listed documents.
- Changes only in Approval Status Codes of the listed documents.

Not every revision of the SMDR shall be submitted to FMC Technologies. Supplier shall immediately update the SMDR with appropriate code in the column 'Approval Status Code'. Supplier shall at all times have an updated SMDR in their document management system.

3.4 Revision of Listed Documents

Supplier shall use the latest revision of a document if not otherwise is instructed:

- Ensure that the latest revision is submitted to FMC Technologies.
- Ensure that the latest revision is accepted by FMC Technologies.

If FMC rejects (code 3) or return a document with comments (code 2), Supplier shall evaluate if the required changes should lead to a new revision or a new document number.

3.5 Void Documents (not remove)

When a document is initially listed, but for some reason shall not be used any longer for the PO, then Supplier shall not remove - but mark the document as voided.

To void – fill in the column 'Voided date'. It is recommended to change the color of the voided
line to **grey**.
Example: case when Supplier is replacing one document with another.

4 Document Numbering

Supplier is allowed to use their own numbering system, but must comply with the following:

- All documents shall have unique document numbers.
- All documents shall be registered in Supplier's document management system.
- Document numbers shall not exceed 25 alphanumeric characters.
- Revision number shall not be a part of the document number.

The document number and the title written in the SMDR, in the document transmittals, and in the actual document shall be identical (1:1).

The SMDR (SIR101) itself is regarded as any other revision controlled document, and shall be reviewed and accepted by FMC Technologies.

5 Review and Information

- Supplier shall list all documents for review (“R”) in the column 'FMC'.
    - **Exception I**: When a WPS (SIR211) is listed, it shall be listed with the supporting qualification documents (e.g. WPQR) and these supporting documents shall be marked for information (“I”) in the FMC Review/Information column. These shall be submitted to FMC Technologies together with the WPS.
    - **Exception II**: If supplier uses FMC Technologies’ NDE procedures (QSpec), those shall be listed in the SMDR and marked for information (“I”) in the FMC Review/Information column. Along with the QSpec of Radiographic Testing and Ultrasonic Testing, a Technical Sheet shall be listed in addition and marked for review (“R”) in FMC Review/Information column.

- **The column ‘Company’** shall be blank in first revision of SMDR. FMC Technologies shall inform Supplier which documents shall be listed for review (“R”) and information (“I”) in Company Review/Information column.

- If required and instructed, supplier shall list documentation for “As Built”.

6 Approval Status and Re-Use

If a latest revision of a document is been submitted to FMC Technologies for the first time for a certain PO, It will be registered in FMC Technologies’ system.
If the same document, which was already submitted, is used for another PO, it is not required to resubmit/reissue the actual document again but it shall be listed in the SMDR.

In the first revision of SMDR for a certain PO, the approval status column shall:

- be left blank for new documents submitted/issued to FMC Technologies.
- be filled in with only DR document number within brackets for the documents that were previously submitted/issued to FMC Technologies for another PO. Supplier shall wait for FMC Technologies confirmation before starting the activity.
- be filled in with Approval Status Code and DR document number without brackets for the listed documents if the PO is a repeat order (e.g. same revision of part number and document number for the same project as previously ordered). In this case, supplier can proceed with the activity. No further confirmation is required.

Regardless the FMC Technologies acceptance, Supplier is ultimately responsible for presenting and using documents that meet the requirements.

7 Examples

Figure 1 **Illustrates new revisions, voiding, change tracking, use of the comments section, and MRB for Manufacturing Documents**

Supplier name	(as in purchase order)	**FMC project name**	(as in purchase order)
FMC's supplier no.	(as in purchase order)	**FMC project no.**	(as in purchase order)
Supplier order no.	(supplier's internal order number)	**Product type** (short description)	(short description of the products' names)
Supplier SMDR contact	(name and phone number)	**FMC part no. from PO line**	(the part number from the lines in the purchase order)
FMC purchase order no.	(the purchase order)		

SIR ref. no.	Supplier doc. No.	Supplier doc. Rev.	Voided date	FMC part no. "level where used"	Document title	Submission date Plan	Submission date Actual	Review/Information FMC	Review/Information Company	Approval Status Rev.	Approval Status Code	Approval Status DR doc. no.
Supplier Documentation Requirements (SDR)												
101	SMDR-9876_01	C		All (as heading)	SMDR *(short descpription)*	11.04.13	15.04.13	R		B	2	DR-SMDR-9876_01
102	QP-9876_01	F		All (as heading)	*(Quality Plan's document title)*	11.04.13	11.04.13	R				(DR-QP-9876_01)
103	ITP-9876_01-02	A	15.04.13	All (as heading)	*(Inspection & Test Plan's document title)*	11.04.13	11.04.13	R	I	A	3	DR-ITP-9876_01-02
103	ITP-9876_01	B		*(FMC part no)*	*(Inspection & Test Plan's document title)*	15.04.13	15.04.13	R	R	A	2	DR-ITP-9876_01
103	ITP-9876_02	A		*(FMC part no)*	*(Inspection & Test Plan's document title)*	15.04.13	11.04.13	R	R	A	1	DR-ITP-9876_02
120	MRB_IDX-9876	A		All (as heading)	*(MRB Index's document title)*	14.04.13	15.05.13	R				
211	WPS 2347/127	A		All (as heading)	*(WPS title/description)*	06.07.13		R				
211	PQR 2103	A		All (as heading)	*(WPQR supporting WPS above)*	06.07.13		I				
211	WPS 114/103	1		*(FMC part no)*	*(WPS title/description)*	30.05.13		R				
211	WPQ 114/103	1		*(FMC part no)*	*(WPQR supporting WPS above)*	30.05.13		I				
214	19023 PMI	8		All (as heading)	*(PMI procedure's title/description)*	11.04.13	11.04.13	R				(DR-19023 PMI)
Manufacturing Information Requirements (MIR)												
237	MRB-9876-01	A		*(FMC part no)*	MRB *(short descpription)*	01.11.13		R				
237	MRB-9876-02	A		*(FMC part no)*	MRB *(short descpription)*	01.12.13		R				
User Documentation												

Supplier's Comments/Remarks

For info to SMDR reviewer;
- 15.04.13: QN 200XXXXXX (Deviation Request) relates to WPS 2347/127 and might affect comment 5 in SMDR's DR document.