



Contractor Progress Reporting Requirements

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


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1.0 PURPOSE

Contractors shall use their own systems; however, they shall meet all requirements of this document and present all reports and required data subject to Owner review and approval.

1.1 Responsibilities

1.1.1 Contractor is responsible for:

- planning of their work and for the reporting of the information specified in this procedure. The Contractor shall ensure all their subcontractors are aware of these requirements and conform to the project reporting requirements in the execution of any subcontracted work.
- at the end of each reporting period, as defined in the reporting calendars issued by Owner for each year, Contractor shall provide Owner with report as defined in this procedure.

2.0 PROCEDURE

As an absolute minimum, Contractor shall report progress and performance for engineering, procurement, fabrication and construction and present the overall key performance indicators as outlined in CKPC0-GEN-0000-PC-PRO-00004 Schedule Development and Control.

All progress reports shall include all supporting information gathered, represent the current status accurately and forecast the remaining work realistically. They will cover the cost, schedule, and progress & performance for the reporting period.

The level of reporting is dependent upon the scope of work and execution plan being followed for a given contract and may therefore vary accordingly, however, specific deliverables, format and content of reporting shall be agreed between Owner and Contractor Project Controls team with respect to the scope of work and Contract.

Contractor shall deliver all reporting in the specified native data file format and in accordance to reporting calendar issued by Owner.

2.1 WBS & CBS

Contractor shall comply with CKPC0-GEN-0000-PC-LST-00001 CKPC Project Work Breakdown Structure (WBS) and CKPC0-GEN-0000-PC-LST-00002 Cost Breakdown Structure (CBS).

3.0 MONTHLY PROGRESS REPORT

Contractor shall issue the Monthly Progress Reports (MPR) including the list of key accomplishments during reporting period, the variations from baseline plan and previous month forecast for the period, the forecast list of key accomplishments for the next period, areas of concern, key milestone table status,

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progress curves, quantity installation curves, manpower histograms and any significant progress photographs.

Any variations from the plan and forecast shall be explained along with actions planned to remedy problem areas.

Notwithstanding the above, Owner will require interim reports (i.e. mid-month report; ad hoc reports). The content of these reports will be determined by consultation between the Contractor project manager and project controls team.

3.1 Overall

3.1.1 Environment, Health and Safety

Show Environment, Health and Safety statistics and one-line bullet items on key project elements. Provide an indication of trends in Health and Safety statistics and action status on recordable incidents.

3.1.2 Overall Executive Summary

Typically, the overall executive summary is a high-level overview of the project status including key achievements during the month, key upcoming forecast activities, overall earned progress and incurred cost actual vs. baseline plan and previous month-end forecast and risks & mitigation measures.

This summary may be presented in graphic format and supported by minimal text to provide a succinct interpretation to senior project management.

3.1.3 Overall Workforce

Contractor shall provide three-part curves and charts that show the overall incremental and cumulative data for planned, forecast, and actual work- hours and workforce.

3.2 Overall EPMC Progress

Contractor shall provide three-part curves and charts that show the overall EPMC incremental and cumulative planned, forecast and actual progress. Please refer to CKPCO-GEN-0000-PC-PRO-00004 Schedule Development and Control for the roll up of the overall EPMC progress.

3.3 Overall Cost

Contractor will submit with Contractor's Project Controls Management Plan, the methodology, systems and procedures for Project cost control and reporting.

Contractor shall provide monthly cost control reporting in accordance with Work Breakdown Structure Level 3 including:

- (a) an electronic data file for Owner upload to Owner's cost system; and
- (b) tabular reports in alignment with Owner month end reporting format.

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Contractor will establish in Contractor's cost management system, sufficient structure and detail to provide drill down capability to identify, manage and mitigate concerns and opportunities.

Contractor will provide the following in tabular format in their monthly cost report:

Original Budget

The total Original Budget will equal the Contract Price Upon owner approval, this will form the Project baseline cost.

Current Budget

The Current Budget is the Original Budget plus all approved Change Orders.

Forecast at Completion (FAC)

The Forecast at Completion is the Current Budget plus pending Contract Change Orders.

Incurred Costs to Date

Project incurred cost is the value of work done up to the calendar month end

Other Monthly Cost Reports:

- Milestone payments
- Issues & concerns

3.4 Change Management

No work is to be done on unapproved changes.

To minimize the impact of changes, considerations to be evaluated include:

- (a) health, safety, environmental;
- (b) reliability;
- (c) operability;
- (d) maintainability; and
- (e) statutory and legal.

The Contractor is required to raise potential changes as they become aware of them.

The following impacts shall be assessed with each proposed change:

- (f) cost impacts;
- (g) schedule impacts to;

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- (i) Owner's CKPC other milestones;
- (ii) critical path activities in accordance with the Project schedule;
- (iii) Key milestones (as agreed with Owner); and
- (iv) Schedule Integration Points.

Change Meetings and Change Logs

The Contractor will issue up-to-date change logs to key personnel on a regular basis as part of periodic reports.

Contractor will hold change management review meetings. Key Owner personnel (i.e. Project Manager, Project Controls and Supply Chain) will be invited to the change management review meetings.

Incorporation of Change

Approved Changes and the associated impacts will be incorporated into the Project documents and reflected in Project reporting.

3.5 Engineering

3.5.1 Engineering Progress

- Contractor shall measure progress based upon engineering deliverables, comparing planned versus actual and forecast. The basis and formula for measuring progress and all related 'engineering rules of credit' shall be provided by Contractor to Owner within 30 calendar days of the effective date of the contract and agreed with Owner.
- It is the responsibility of the Contractor to ensure that the monthly progress report is issued and reviewed with Owner prior to submittal in accordance with the reporting calendar provided in the implementation section of this document.
- Contractor shall prepare three-part curves that show incremental and cumulative data for planned, forecast, and actual of engineering progress workforce, key engineering deliverables and EWP preparation.
- Contractor shall also highlight variances against plan and forecast and validate the completion dates.
- It is the responsibility of the Contractor to ensure that Owner reviews and accepts each progress report. Contractor's detailed earned progress files and reports shall be made available for Owner review and audit upon request.

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3.5.2 Engineering Workforce

Contractor shall provide three-part curves and charts that show incremental and cumulative data for planned, forecast and actual work- hours and workforce for each engineering discipline and overall engineering.

3.5.3 Engineering progress and Performance

Contractor shall measure engineering productivity (performance) comparing the planned hours against actual hours used to perform the work. The productivity shall be measured and reported by discipline (i.e. civil, piping, electrical, etc.).

3.5.4 Key Performance Indicators

The Contractor shall report Key Performance Indicators (KPI's) as outlined in the CKPCO-GEN-0000-PC-PRO-00004 Schedule Development and Control.

3.5.5 Engineering Drawings Production

Contractor shall provide three-part curves and charts that show incremental and cumulative data for planned, forecast and actual Key deliverables such as P&IDs production, Piping ISO's production, Engineering work packages (EWP) production separated for module yard and site.

Additionally, Contractor shall provide the following:

3.5.5.1 Engineering Key quantities table

A table showing plan, actual and forecast quantities and variance for excavation & earth works (CM), under ground piping (LM), modules (EA), Equipment (EA), structural steel (MT), piping welding (DI), piping test packages (EA), Cable (LM), EHT (LM), instrumentation (EA) and Fireproofing (SM)

3.5.5.2 Engineering IFC Drawing Production

A three-part curve that shows incremental and cumulative data for planned, forecast and actual Engineering IFC drawings for Piling (no), Foundation (CM), Structural Steel (MT), ISOs (LM), EHTs (LM) and Insulation.

3.5.6 Engineering Schedule

Contractor shall report the following:

- Three-month look ahead milestone table (Plan/Actual/Forecast, variance and comments)
- Critical path(s)
- Variance report comparing current actual/forecast of critical activities to baseline plan and previous period forecast. Also include reason of delay and mitigation measures.

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3.5.7 Engineering Closeout

Contractor shall provide a closeout plan for the engineering phase to address how engineering deliverables will be handled and how the Contractor intends to track progress for closeout.

3.6 Supply Chain Management

Contractor shall report the following:

3.6.1 Material Requisition (MR) Summary table

- MR summary table (equipment PO's by discipline) showing total number of MR's & \$ Value, committed to date, to go.
- MR summary table (bulk PO's by discipline)- showing total number of MR's & \$ Value, committed to date, to go.

3.6.2 Schedule and progress

- Overall procurement progress curve based on agreed rules of credit by Contractor and Owner
- Three-month look ahead milestone table (Plan/Actual/Forecast, variance and comments)

3.6.3 Commitment Status (Purchase Orders and Contracts)

- A three-part curve showing incremental and cumulative data for planned, forecasted, and actual dollar value of all commitments for the Contractors work and also work by the Contractor as Owner agent.

3.6.4 Sub-contracts Status

- Sub-contracts status summary- showing total number of contracts awarded vs. closed, total number, planned to date, actual to date including \$ value.
- A three-part curve that shows incremental and cumulative data for planned, forecast, and actual number of contracts awarded. This will be followed by a tabulation of the status of the total number of contracts and their values.

3.6.5 Purchase Order Status

- A three-part curve that shows incremental and cumulative data for planned, forecast, and actual number of purchase orders (POs) awarded. This will be followed by a tabulation of the total status of number of purchase orders and their values.
- PO progress report that includes planned, forecast and actual milestone completion dates is required to be reviewed by Owner.

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3.6.6 Expediting and Logistics

- Material and equipment tracking information to ensure integration of estimated time of arrival (ETA) dates with required at site (ROS) dates.
- Critical and Near Critical equipment & material delivery table including key dates such as vendor data approved, ETA date (Plan, Actual/Forecast), ROS date and delta.

3.6.7 Purchase Order/Sub-contracts Closeout Status

Contractor shall provide a closeout plan for the procurement phase to address how SCM will handle timely and effective closeout of purchase orders and sub-contracts after all goods and services have been received. This will include process on how the Contractor intends to track progress for closeout.

3.7 Offsite Piping and Module Fabrication Program

3.7.1 Fabrication Status- Pipe Spools

Contractor shall provide a summary of fabrication shop status using weld diameter-inches (DI) for total received, drafting/detailing, shop floor welding and shipping.

3.7.2 Fabrication Status - Structural Steel

Contractor shall provide a summary of fabrication shop status using tonnage of steel received, drafting /detailing, shop floor fabrication, and shipping.

3.7.3 Module Assembly Progress

- Contractor shall provide a three-part curve that shows incremental and cumulative data for planned, forecast and actual progress for module assembly.
- Contractor shall track progress against the baseline plan and highlight any delays or bottlenecks.
- Project actual progress trends to project completion to highlight slippages and verify completion date. Identify manpower shortages and trends over time. Additionally, monitor actual versus planned progress for any adverse trends.
- Contractor shall measure construction physical progress at module yard based upon installed quantities, comparing planned versus installed quantities. At a minimum, the Contractor shall measure and report progress against planned construction activities at a summary level by discipline (i.e. structural steel, piping, electrical, EHT, insulation, etc.)
- It is the responsibility of the Contractor to ensure that Owner reviews and accepts each progress report. Contractor & Owner to agree on module program rules of credit for progress. Contractor's detailed earned progress files and reports shall be made available for Owner review and audit upon request.

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3.7.4 Module Yard Performance

Contractor shall monitor earned and spent hours and track productivity for any adverse impacts.

Contractor shall measure module fabrication (performance) based on installed quantities comparing planned hours against actual hours used to perform the work. As a minimum, the Contractor shall measure and report productivity against planned activities by discipline (i.e. Structural Steel, piping, electrical, etc.) at the same level of detail as progress is to be measured.

3.7.5 Module Ready to Ship Status

Contractor shall provide a three-part curve that shows module ready to ship status, both incremental and cumulative data (planned, actual and forecast).

3.7.6 Module Yard Schedule

Contractor shall issue a three month look-ahead module fabrication schedule. The backup for this report will be a detailed time phased monthly status report of key and critical path activities.

3.8 Construction (on site only)

3.8.1 Site Work Force (including sub-Contractors)

DIRECT FIELD LABOUR (DFL)

Contractor shall provide a three-part curve that shows incremental and cumulative data for planned, forecast, and actual direct work forces. This shows the period and cumulative planned, forecast, and actual manpower. The Contractor shall Identify manpower shortages and trends over time. Forecast manpower requirements to the end of the project in accordance with the remaining work and schedule.

INDIRECT FIELD FORCES (MANUAL & NON-MANUAL)

Contractor shall provide a three-part curve that shows incremental and cumulative data for planned, forecast, and actual indirect work forces.

3.8.2 Construction Progress (On site only)

- Contractor shall measure construction physical progress based upon installed quantities, comparing planned, actual and forecast installed quantities. At a minimum, Contractor shall measure and report progress by discipline (i.e. civil, piping, electrical, etc.) and at a detailed level by commodity (i.e. lighting, grounding, cable tray, cable, electrical equipment, etc.).
- The formula for measuring physical progress and all related 'rules of credit' shall be determined by the Contractor and provided to Owner within thirty days of the effective date of the contract.
- Contractor shall provide a three-part curve that show incremental and cumulative data for planned, forecast, and actual progress by discipline and overall construction.

- Contractor shall highlight variances against plan and forecast and issue a recovery plan when slippage any occurs.
- It is the responsibility of the Contractor to ensure that Owner reviews and accepts each progress report. Contractor's detailed earned progress files and reports shall be made available for Owner review and audit upon request.

3.8.3 Construction Productivity Factor

Contractor shall measure construction productivity factor (PF) based on earned hours against actual hours used to perform the work. As a minimum, Contractor shall measure and report productivity by discipline (i.e. civil, piping, electrical, etc.). Contractor shall utilize PF in forecasting of remaining work and forecast at completion.

3.8.4 Key Performance Indicators

The Contractor shall report Key Performance Indicators (KPI's) as outlined in CKPC0-GEN-0000-PC-PRO-00004 Schedule Development and Control.

3.8.5 Construction Monthly Installed Prime Quantity Report (Site only)

Contractor shall provide total budget, actual and forecast and variance installed prime quantities (Table format) for excavation & Backfilling (CM), Piling (EA), Concrete (CM), under ground piping (LM), equipment setting (EA), module setting (EA), structural steel (MT), Piping Welding (DI), Piping installed (LM), piping test packages (EA), electrical cable (LM), EHT (LM), instrumentation (EA), fireproofing (SM).

3.8.6 Installed Commodity Tracking (curves)

Contractor shall also provide a three-part curve that shows incremental and cumulative data for planned, forecast, and actual installed quantities including excavation & Backfilling (CM), Piling (EA), Concrete (CM), under ground piping (LM), equipment setting (EA), module setting (EA), structural steel (MT), Piping Welding (DI), Piping installed (LM), piping test packages (EA), electrical cable (LM), EHT (LM), instrumentation (EA), fireproofing (SM).

3.8.7 Construction RFI Status

Contractor shall provide a three-part curve showing cumulative and incremental status on RFI submissions and responses to the Contractor by Owner or engineering. Narrative reference shall be made to the status of incremental and cumulative RFI submissions and closures.

3.8.8 Construction Schedule

Construction Key Milestone Status Report

Contractor shall issue the updated construction key milestone table including plan, actual, forecast and variance.

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Schedule Integration Points (Sip's) Status Report

Contractor shall issue the updated schedule integration points (Receiver and Provider) milestone table including plan, actual, forecast and variance.

Critical and Near Critical Path(S) Status Report

Contractor shall report critical path(s) schedule including a brief of description of variance (if any), risk and mitigation strategies.

Three-Month Look Ahead Milestones

Contractor shall issue a three-month look-ahead construction schedule. The backup for this report will be a detailed time phased monthly status report of key and critical path activities.

Four-Week Look Ahead Schedule

Contractor shall issue a four-week look-ahead schedule for critical activities.

3.8.9 Systems Turnover Schedule

Contractor shall prepare and submit to Owner a system turnover schedule and skyline when the bulk construction is approximately seventy percent complete, but no later than sixty days prior to the first system turn over forecast to be issued. This schedule shall be updated and issued to Owner on a weekly basis.

As a minimum, Contractor shall include the following activities in the schedule for each system:

- Completion of pipe-cleaning and re-instatement
- Completion of EHT
- Completion of piping insulation
- Final Walk-down and punching
- Clearing punches A's & B's
- EHT zone energization
- Motor run-in's
- Loop check activities
- Walk-downs
- Completion & Turn over documentation
- System accepted and Mechanically Complete and hand over system to Commissioning

Contractor shall prepare and issue skylines (planned, forecast, and actual) for cleaning and re-instatement, motor run-in's, EHT completion, Insulation, EHT zone energization and loop check, walk-downs and turn over activities.

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Contractor shall also provide the status of ITR/Turn-over Commissioning Packages status (by discipline and overall).

4.0 TWICE-A MONTH REPORTS

4.1.1 Monthly Status/Work Force Report

Contractor shall provide the following on a twice a month basis and as per Owner reporting calendar:

- Updated P6 level 3 Schedule and provide (XER file)
- Schedule Integration Points status report (in P6)
- EP Progress report (Schedule summary Level I & II presentations, look ahead schedules, etc.) to be reviewed in the weekly coordination meeting with Contractors.
- Variance report comparing current actual/forecast of critical activities to baseline plan and previous period forecast. Also include reason of delay and mitigation measures.

5.0 WEEKLY REPORTS

5.1.1 Weekly Status/Work Force Report

Contractor shall provide the following on a twice a month basis and as per Owner reporting calendar:

- Weekly module fabrication progress report
- Weekly construction progress report
- Weekly pre-commissioning schedule (P6)
- Weekly skyline report
- Weekly Scaffolding report

6.0 CONSTRUCTION DAILY OR SHIFT STATUS/WORK FORCE REPORTS

Contractor shall provide a the following daily/shift reports:

- Environmental, health and safety (EH&S) incidents (if any) including environmental excursions, first aids, medical aids and lost time events.
- Work force count (FTE)
- Sub-Contractor(s) work force count (FTE)
- Staff count (FTE)
- Weather

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6.1 Risks and Opportunities

Contractor shall provide the risk status report including the new risks and status update on action plans of existing risks and proposed mitigation measures, all of which should be on the risk register maintained and shall be reported by the Contractor.

7.0 REFERENCES

CKPC0-GEN-0000-PC-LST-00001 CKPC Project Work Breakdown Structure
 CKPC0-GEN-0000-PC-LST-00002 CKPC Project Cost Breakdown Structure
 CKPC0-GEN-0000-PC-PRO-00004 Schedule Development and Control
 CKPC0-GEN-0000-PC-PRO-00005 Schedule Integration Management
 CKPC0-GEN-0000-PC-PRO-00006 Basis of Schedule Template
 CKPC0-GEN-0000-PC-PRO-00007 Scheduling ID and Coding Dictionary
 CKPC0-GEN-0000-PC-PRO-00009 Contractor Progress Reporting