

## **LEG Main Schedule of Information requirements**

### **Project Overview**

**Title of the project**

**Location of the project**

**Insured parties**

- Name of Principal/Owner.
- Name of Main Contractor/s.

**Project description**

- Basic description of the project/contract.
- Contract Period detailing periods for construction, testing/commissioning and maintenance. Details of any operational cover required.
- Estimated contract value or Sum Insured.

### **Project Specifics**

#### **All Projects**

##### **1. Project Parties**

- Project Parties. Names of: -
  - Owners.
  - Contractors.
  - Sub-contractors.
  - Joint Venture Partners.
  - Specialist sub-contractors.
  - Manufacturers.
  - Financiers.
- Experience of each of the Project Parties for this type of project/contract. Please mention any experience of the contracting parties having worked together.
- Please supply an organisation chart of the project management team.
- Brief description of the role and responsibilities of Project Parties.

##### **2. Description of the process and/or technology**

- Key parameters.
- Processes and/or technology being used.
- Operational history and experience of this process and/or technology; issues found and rectified.
- If scaled-up please provide justification on why the process will work.

##### **3. Contract value breakdown**

- Detailed contract value breakdown including major items. Split between Mechanical & Electrical and Civils. Also split between process units (oil/gas/chemical), main plant items/types (power/heavy industry) and between imported and locally sourced.

#### 4. Major equipment details

- List of major equipment, including description, country of origin, manufacturer, exact model number and specification if applicable.
- Details on proven nature of equipment by means of the vendor reference list detailing, if applicable, differences between reference model and the proposed models.
- How will heavy lifts (e.g. in excess of 250 tonnes and/or using more than one crane) be carried out?

#### 5. Territorial, geographic and site specific Please refer to Guidance note on page 4

- Location details:
  1. Site description –
    - Please provide the Latitude, Longitude and Zip Codes of the Site.
    - is it an existing industrial area or Greenfield site? If it is an existing industrial area, are there any existing contaminants (or history of contamination)?
    - If the construction to be on reclaimed land, please provide details.
  2. Topography
  3. Elevation of site datum with respect to sea level (spring high water), river, lake, other water body and ground water and proximity to watercourses
  4. Site exposures: Is there a local history of any: -
    - Landslides?
    - Subsidence?
    - Mining?
    - Flooding?
  5. For sites where special design criteria has been applied in respect of windstorm, earthquake or flood, please provide: -
    - Conclusions of risk assessment study,
    - Details of modifications/precautions required as a result of the risk assessment study,
    - List of design codes and standards used,
    - For windstorm (hurricane/cyclone/typhoon) areas please indicate a windstorm preparedness plan.
  6. Site security, access and infrastructure
  7. Geotechnical studies.
- Management of Socio Political environment.

#### 6. Civil works

- Civil works – please provide detail of any access roads, site grading, blasting, piling, founding works and underground works (All with reference to the Geotechnical study). Please supply return periods used for site drainage design. Please provide details of existing underground and proposed underground and overhead services/utilities.
- Information on any wet works/offshore/marine/coastal/river/lake works to be included. Please supply project description, value, breakdown in costs, plot plans, bar charts and method of works. What return periods for natural perils and wave heights were used within the design criteria?

## 7. Third Party Liability

- Please provide details of surrounding Third Party property such as underground and over ground services including but not limited to: -
  - Pipelines,
  - Transmission lines,
  - Private and/or public roads,
  - Railway lines.
- Please provide details of Owner's surrounding property and describe how segregation between new works and existing working property will be achieved.

## 8. Plans and diagrams

- Please provide copies of the following: -
  - Plot plans of a sufficient size to display buildings and major items of equipment, on and offsite storage, laydown areas
  - Elevational drawings,
  - Process flow diagrams,
  - Electrical single line diagram,
  - Fire ring main drawings.

## 9. Bar charts

- Please supply level 1 & 2 bar chart(s) (also known as a Gantt chart or project schedule) detailing major civil, erection and testing periods also displaying handover dates.

## 10. Contractual documentation

- Please supply the following contractual information indicating in all cases the Force Majeure provisions (relevant subsections only):
  - Liquidated damages/ penalties payable. Key contractual dates with respect to handover.
  - Supplier and contractor guarantees. Do they cover the faulty part only or will the damaged machinery in its entirety be replaced? For what period(s) do the defects liability warranties operate?

## 11. International Standards

- Is the QA/QC (Quality Assurance/Quality Control) in line with ISO 9000 (International Standards Organisation) for all parties involved in the construction process? Describe how the quality systems are administered.
- Please describe the site policy on the control of smoking, alcohol and drugs.
- How is construction site safety controlled and kept in line with corporate, local and national guidelines or in their absence with OSHA (US -Occupational Health and Safety Administration)?
- Please describe how temporary, permanent, operational site fire safety precautions, compliance and detection policy are in line with codes, e.g. JCOP (Joint Code of Practice), NFPA (National Fire Protection Association), FM (Factory Mutual) guidelines and similar.
- Description of permanent and final fire protection and detection systems.
- Description of codes used for the project (in a broad sense), including equivalence to internationally recognised codes.
- Confirmation that the permanent fire protections will be in place prior to the commencement of testing and commissioning.
- For any hazardous process substances (such as poisons, explosives, highly corrosive substances), please specify which codes or regulations will be complied with. Please include the method of storage.

## 12. Testing

- Organisation of the testing and commissioning process. Is it owner or contractor controlled? Information on staffing levels and previous experience.
- Details of handover dates, signoff procedures and any early operational periods.
- Details of when the risk of loss moves from contractor to owner.

### **Guidance note:**

- Environmental studies:
  - What is required:
    - water course information and flood studies.
  - What is not required:
    - flora and fauna information.
- Geotechnical report:
  - What is required:
    - conclusions to the geotechnical study.
    - design changes, piling design, drainage design in response to the geotechnical study conclusions.
  - What is not required:
    - Full copy of the report including borehole results.
- Feasibility studies: recent and relevant information only.