

DOCUMENTATION SUBMITTAL PROCEDURES

These instructions cover the procedures for submission and return of Seller drawings and documentation as required by the RFQ and Purchase Order.

1. Information required with the proposal is listed under the "Bid Package" submittals heading of the DRAWING AND DATA REQUEST FORM(s).
2. Upon issue of the Purchase Order, the Seller will be contacted by Buyer's Document Control and/or Expediting to confirm that all required drawings and documentation will be supplied in accordance with the promised submittal data.
3. Refer to the Drawing and Data Request Form(s) attached; failure to send the documents in the quantities requested and per the schedule, shall be deemed a failure by the Seller to fulfill the terms of the Purchase Order.
 - 3.1 Suncor will apply the Document Stamps
 - 3.2 Reproducibles submitted must be of microfilm quality.
 - 3.3 All identical items may be represented on a common drawing, provided that all item tag numbers included are clearly shown.
4. All drawings and documentation are to be sent to the following address:

Suncor Energy Services Inc.
c/o Jacobs Canada Inc.
205 Quarry Park Boulevard S.E.
Calgary, AB T2C 3E7
Attn: **TBA**
5. Drawings and documentation returned with the following review codes shall be revised by the Seller, based on the remarks, and returned to Suncor within two (2) weeks.
 - 1 Work may proceed
 - 2 Revise and submit

Revise drawings or documentation according to Jacobs' comments. If the comments affect price or schedule, submit written or facsimile notice of the price or schedule adjustment within seven (7) days and obtain written approval of such adjustment from Suncor Purchasing prior to proceeding. If no price or schedule changes are required, proceed with fabrication and resubmit revised drawings as certified final
 - 3 Stop work per attached written instructions.

Do not fabricate, immediately revise according to comments and resubmit
 - 4 Review not required. Work may proceed.
6. Information supplied for record only will not be returned to the Seller unless incomplete or incorrect. Example: Code Reports, Instruction and Operating Manuals, etc.
7. After drawings and documentation are returned "1" reviewed without comments, the Seller shall submit Final Certified prints. All Final Certified or "As-Built" drawings larger than 11" X 17" shall be submitted on white bond quality paper.