

1.0 SCOPE

1.1 Any procured items requiring deliverable documents.

1.2 To define the documents that must be supplied with goods.

2.0 TERMS & DEFINITIONS

PO	Purchase Order
SDRL	Supplier Document Requirements List
Supplier	Any company, including LFH Fluid Control, that supplies goods against a purchase order

3.0 TABLE DETAILS

The following contains the key to the table in section 4.0 of this document.

3.1 Submission Type

A	[A]cceptance. Acceptance of documents will form the basis of receipt of goods. Acceptance of documents does not absolve the supplier from responsibility of supply of goods against any other specified requirements
I	[I]nformation. Receipt of documents will not form the basis of receipt of goods and the documents will be used to provide information only
R [W]	[R]etained. The document must be retained by the supplier for a minimum of the specified time in weeks [W]

3.2 Submission Schedule

G	With [G]oods. Documents must arrive with the goods
PO	With [PO]. Documents must be supplied upon placement of the PO
T [-/+]	Within specified [T]ime. Documents must be supplied within the specified number of days prior [-] or post [+] your despatch to us or our collection of goods

	<p style="text-align: center;">LFH FLUID CONTROL</p> <p style="text-align: center;">SDRL – Electrical Installation – LFH-1000 units</p>	<p>Document Number: LFH.06.47 Rev 00 Date: 07/10/2025 PAGE 2</p>
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3.3 Traceability

Goods must be clearly marked to allow traceability to the supplied document.

S	Individually [S]erialised. Each individual part must be supplied with an individual document. The document must list the LFH Fluid Control part number and purchase order number
N	Per part [N]umber. Each part number must be supplied with a document. Where parts are from different batches of material, then separate documents per batch must be supplied. Under no circumstances shall a document containing multiple part numbers be supplied. The document must list the LFH Fluid Control part number and purchase order number
B	Per [B]atch. The document may contain multiple part numbers, providing they are all from the same batch of material. Where parts are supplied from different batches of material, then a separate document per batch must be supplied. The document must list the LFH Fluid Control part numbers and purchase order numbers or must be traceable via delivery note
D	Per [D]elivery. One document covering the whole delivery. The document must list the LFH Fluid Control part numbers and purchase order numbers

3.4 Delivery Method

P	[P]rinted
E	Sent via [E]mail to QHSE@lfhfluidcontrol.com

4.0 DOCUMENT REQUIREMENTS

Where multiples of the same document are listed below, this is because they have multiple deliverable definitions which must all be met.

DOCUMENT	SUBMISSION TYPE	SUBMISSION SCHEDULE	TRACEABILITY	DELIVERY METHOD
Certificate of conformity	A	G	D	E
Inspection certificate for control panel, junction box, motor & pressure sensors.	A	G	D	E
Electricians certificate of competence – CompEx, ATEX, NORSOK	A	PO	D	E

5.0 REQUIRED APPROVALS:

Senior QHSE Engineer	Approvals on File
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6.0 REVISION HISTORY

Revision	Date of Release	Author	Summary of Change
00	07/10/2025	GD	Initial release