



**CONTRACTOR SCOPE OF WORK FOR ANNUAL MAINTENANCE
OF ABOVEGROUND DRS**

Document No: GGL/TS/PE-PNG/SERVICE/DRS-CPRS/AMC

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1. INTRODUCTION

Gujarat Gas Ltd., is a Group Company of Gujarat State Petroleum Corporation Ltd., (State Government undertaking) is supplying natural gas to automobile, industrial, commercial and domestic consumers including CNG stations in various Geographical Areas as per authorisation from PNGRB.

Gujarat Gas Ltd. has installed DRS/CPRS at different Geographical Areas authorized by PNGRB. These DRS/CPRS are procured from different vendors. This document describes various parameters considered during AMC.

2. GENERAL

Gujarat Gas Ltd. has installed DRS/CPRS at different Geographical Areas authorized by PNGRB. These DRS/CPRS are procured from different vendors. This document describes various parameters considered during AMC

3. CODES, STANDARDS AND STATUTORY REGULATIONS

- PNGRB Guideline
- IGE/TD/13
- Gujarat Gas Ltd. - Procedure for Maintenance of PRI Installations & Allied System

4. DEFINITION / GLOSSARY

Owner	The Principal Requesting the Works to Which the Agreement relates i.e. "Gujarat Gas Limited".
Contractor	Shall mean the person or persons, firm or company whose Bid has been accepted by Gujarat Gas and includes the CONTRACTOR's legal representatives, his successors and permitted assigns.
Portable Gas Detectors	For detecting / measuring gas presence during leaks / escape / maintenance jobs.
Tools / Tackles	For repair / maintenance of leaking / damaged PE pipes / fittings on PE network, on line functional testing of PE valves and service regulators and customer connection.
PPE (<i>Personal Protective Equipment</i>)	For personal protection during normal & critical jobs.
Fire Extinguishers	For extinguishing fire accident during job.
SMPV	Static and Mobile Pressure Vessels
DRS	District Regulating Skid- Aboveground DRS

5. KICK-OFF MEETING & MOBILIZATION

- Owner may arrange Kick-off meeting within 7 days from the date of LOA/ Award of Contract, if required.
- Contractor shall ensure all Contractual Obligations viz. Submission of Contract Bank Guarantee/ Performance Bank Guarantee, Statutory Compliances (at least applications for Statutory Registrations/ Compliances to be made) etc
- Contractor/Service Provider shall ensure that all tools, tackles, equipment, machineries & instruments are adequately deployed and are 'Fit for Purpose'. Pre-mobilisation checks/inspection shall be carried out by GGL team for the same before the start of work.
- GGL emphasizes on the importance of the Health and Fitness of all staff/work force deployed at GGL work sites. Contractor/Service provider shall adhere to medical check-up as per the GGL Health check-up matrix (as applicable)
- A proper HSE orientation and training will be organised by GGL for the Contractor/Service provider workforce before the start of work; under no circumstances should the Contractor/Service provider commence the work unless they have undergone the HSE training (as applicable)
- Before execution of work, basic safety training of contractor's manpower has to provide on nominations basis of technicians in GGL format at any suitable GA location after mutual agreement with GGL EIC.
- Contractor/Service provider shall ensure that all their staff/work force are provided required Personal Protective Equipment (PPEs) as per GGL PPE matrix (as applicable)
- Contractor/Service Provider shall ensure availability of FIRST AID BOX with their staff/work force

6. CONTRACTORS SCOPE OF WORK

- The scope/specification covers the minimum specified requirement for the various activities to be carried out by the Contractor toward the Maintenance and related work at the aforesaid site.
- Contractors shall communicate list of authorized and competent manpower for assigned job to GGL.
- Contractor shall carry out Leak detection test at working pressure for entire installation by soap solution.
- Contractor shall ensure that leakage is rectified immediately. In case of major leakage, he shall inform the same to GUJARAT GAS EIC and shall prepare necessary action plan for rectify the leakage in a safe manner.
- Contractor shall check pressure drop across the filter separator and shall clean the cartridge of filter separators.
- The replacement of filter Element/cartridge shall be done by contractor as and when required at mutually agreed terms as per the ARC. (Filter element shall be supplied by GGL).
- Contractor shall check all valves of DRS/CPRS for smooth operation.
- Pressure Reduction Valve (PRV), slam shut off valve (SSV) and Safety/Creep Relief Valve (CRV/SRV) are checked for their functionality as per AMC checklist of Gujarat Gas and if required, resetting shall be done by contractor. Pressure Reduction Valve (PRV), slam shut off valve (SSV) and Safety/Creep Relief Valve (CRV/SRV) shall be overhauled as per AMC checklist of Gujarat Gas.

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- During this activity, contractor shall take care that minimum gas is released by closing immediate upstream and downstream isolation valves.
- Functionality of skid needs to be carried as per the scheduled time. Checking the healthiness of both the stream and its pressure settings to be complied during the functionality checks.
- Any deviations in the pressure settings need to be recorded and agreed upon by both the parties.
- Contractor shall keep a stock of recommended spares for each capacity of DRS/CPRS at their workshop & bring the same to carry out AMC of DRS/CPRS supplied at their end and also maintain the same in one kit at each operations head office of GUJARAT GAS which shall be used during the emergency only with prior approval of Manager-Technical.
- Contractor shall check all the required parameters.
- Contractor shall ensure that his Service Engineer is present at site, till completion of work and smooth functioning of the skid.
- Contractor shall ensure that normal operation of equipment resumes after Inspection/maintenance.
- GUJARAT GAS EIC/Representative along with Contractor has to finalize the annual maintenance schedule. Contractor shall coordinate with EIC to plan AMC in such manner that multiple numbers of AMC of DRS is done in single visit. Any change in schedule has to be intimated by GGL EIC well in advance.
- Periodic maintenance to be carried out within 15 days from the due date of maintenance.
- Training to GUJARAT GAS or its O&M Contractor engineer/technician about minor maintenance/monitoring of parameters/emergency handling, etc. shall be provided by Vendor.
- The Vendor shall not refuse to supply spare parts under any circumstances.
- The Vendor shall not compel GGL to purchase spare parts in advance.
- The Vendor shall not impose or insist on any conditions for GGL to accept or execute the tendered or awarded work.
- Preventive maintenance or functional testing of the DRS may be performed by another contractor appointed by GGL or by GGL's own personnel. The Vendor shall not refuse to perform overhauling or cannot decline to address any complaints or breakdown maintenance.
- The Vendor must attend to any leakage or breakdown, regardless of the cause, including work performed by another agency or GGL personnel, within the stipulated Service Level Agreement (SLA) timeframe, without any conditions or prejudice.

7. PRECAUTIONARY MEASURES:

- Ensure at least one DCP type fire-extinguisher is placed near DRS with valid date.
- Ensure the DRS surrounded area should be barricaded.
- Ensure only authorized & permitted person will be allow in Barricaded area.
- Ensure the personal should wear PPE's during AMC of DRS.
- Ensure proper Tools & Tackles are available at site locations.
- Ensure Risk Assessment before the AMC of DRS.
- Ensure trained personnel are doing the job of AMC of DRS.
- Ensure that work being carried out in the presence of only Authorized persons having valid work permit / authorization.

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8. MAINTENANCE CHECK POINTS OF DRS

- Activities & Check points of DRS
 - ✓ Filter
 - ✓ PSV / SRV
 - ✓ SSV
 - ✓ PRV-M
 - ✓ PRV-A
 - ✓ CRV
- Line Isolation Valve
- Piping & Painting
- Functional Test of Station
- Leak Test of the Station
- Calibration - PG,DPG & TG
- Scope of Vendors/Contractors
- Scope of Gujarat Gas Ltd.
- Final Pressure Setting
- AMC of DRS/CPRS format as in ANNEXURE-I
- Whether valves & other equipment are painted as per Approved P&ID.
- Flow directions are painted as per P&ID
- Set pressure test and seat tightness test of PSV and CRV.

✓ FILTER

Filtration of Gas for the purpose of supplying clean gas in downstream by Filter having Filter cartridges are incorporated for fine filtration.

- Check the Differential Pressure Gauge, if it is more than 0.3 Bar then depressurize the filter by venting of gas as per safety norms.
- Open the head of filter & remove the filter Cartridge, make it free from dust or others particles by giving air pressure.
- Cleaning of the Filter by removing particles/dust manually (no water to be used).
- Check the operation of Drain & Venting line by opening & Closing of the isolation valve.
- Replacement necessity will be decided after inspection and mutual agreement between GGL EIC/ Service Provider.
- If Filter Cartridge found damaged or choked with heavy particles then replace it on immediate basis by new one.
- Replace the Filter Gasket if it found with scratches or damages or Rusting.
- Apply grease on Stud/Nuts of Flange.

✓ VALVES

- Visual check of the body for free from dent, damages.
- Operation of valve should be free.
- Greasing of the valve stud/nuts.

✓ FUNCTIONAL TEST OF REGULATING STATION:

- Carry out pressure functional test for regulating equipment.

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- Carry out setting of pressure functional test for working line. Same time isolate the standby line.
 - Carry out setting of pressure functional test for standby line. Same time isolate the working line.
 - Follow the safety norms during the carried out functional test of DRS.
 - During the functional test, stream to be interchanged (Working to standby and standby to working).
- ✓ **LEAK TEST OF STATION:**
- Carry out the leak test of the pressurize station including each joint, tubing & Regulator bodies.
 - Rectify the leakages immediately if found.
 - Leak test should be carried out by using soap solution.
- ✓ **CALIBRATION:**
- Carry out the calibration of Pressure Gauge/Pressure Transmitter, Temperature Gauge/ Temperature Transmitter and Differential pressure
 - Carry out functional testing with Nitrogen of Pressure Safety Valve (PSV)/ Safety relief valve (SRV)/ Creep Relief Valve (CRV). Contractor shall provide certificate of PSV /SRV tested. Safety relief valve seat tightness is checked as per API 527.
 - Compulsory Metal Plate Tagging of Calibration date & due date on instruments.
 - Update the records of stream change on AMC checklist.
 - Single pressure gauge to be used for complete functional test.
 - Master gauge calibration has to be done in NABL approved Lab & one copy needs to be submitted by contractor to GGL EIC before execution of work.
 - Contractor shall be certified under SMPV/factory inspector rule

9. OVERHAULING OF SAFETY AND REGULATING VALVES

The following checks but not limited to, need to be done on the safety and regulating devices as per activity wise frequency decided by GGL.

- SSV – Slam Shut Off Valve
 - PRV – M Pressure Regulating Valve- Monitor and PRV. A – Pressure Regulating Valve – Active
 - PSV – Pressure Safety Valve / CRV – Creep Relief Valve
- ✓ **SSV – SLAM SHUT OFF VALVE**
- Check internal parts of SSV like diaphragm, O-ring, etc. if found any scratches or damages than change the parts immediately
 - Clean every part inside the valve.
 - Visual Checking of SS tubing of SSV
 - Check the diaphragm, spring of pilot valve
 - Visually check the valve body to identify dent, damage.
 - Pressure to be reset of all valves of complete skid after overhauling

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- ✓ **PRV - PRESSURE REGULATING VALVE - MONITOR & ACTIVE**
 - Check internal parts of PRV like diaphragm, O-ring etc., if found any scratches or damages than change the parts immediately.
 - Clean every part inside the valve.
 - Visual Checking of SS tubing of PRV.
 - Check the diaphragm, spring of pilot valve.
 - Visually check the valve body to identify dent, damage.
 - Pressure to be reset of all valves of complete skid after overhauling
- ✓ **CRV – CREEP RELIEF VALVE / PSV – PRESSURE SAFETY VALVE**
 - Check the internal parts of CRV like actuator, spring, diaphragm, O-ring, etc., if found any scratches or damages than change the parts immediately.
 - Clean the every part inside the valve.
 - Visually check the valve body to identify dent, damage.
 - Testing of the CRV and PSV; certificate of testing is required for PSV
 - Pressure to be reset of all valves of complete skid after overhauling
 - PSV / SRV to be reset by competent authority with external test bench with nitrogen.

10. PIPING & PAINTING:

- Visual checking of piping & painting for free from dent, damages, scratches.

11. GENERAL SCOPE

- CONTRACTOR shall depute trained expert(s) who are familiar with maintenance work. The CONTRACTOR shall arrange skilled labour/technicians for servicing/replacing/handling of spares equipment's/instruments carefully.
- CONTRACTOR shall depute focal point for planning, day to day coordination and all other activities including invoicing etc.
- Provide proper communication facilities to all contractor personnel such as engineers, technicians etc.
- All the equipment, appliances or other things of whatsoever nature required in or about the execution of the work, whether of temporary or permanent nature shall be provided by the SERVICE PROVIDER.
- Without limiting the generality thereon, CONTRACTOR shall do all work necessary at each of the job which is complete in all respect with site restoration.
- Before starting of work at site, CONTRACTOR shall himself familiarize for the work having obtained approval/clearance from OWNER.
- CONTRACTOR shall, with due care & diligence, execute the work in compliance with all laws, by laws, ordinances, regulation etc. and provide all services and labour inclusive of supervision thereof.
- The services shall be provided 24 hrs a day, 365 days a year. Contractor shall be responsible to provide effective and efficient services on round the clock basis and assure that there is no disruption in the services for want of any resources.
- CONTRACTOR shall take due care of Owner equipment. CONTRACTOR shall be responsible for any damage to Owner equipment during execution of job.

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- CONTRACTOR shall carry out work with safe operating practices and hand over in well operating condition.
- Before Starting of Job, CONTRACTOR shall ensure that tool box talk with Work In charge and identified work related site specific risk assessment is done at any location.
- CONTRACTOR shall ensure that duty hour shall start after arrival at Owner respective CNG station and same has been reported at Owner CNG station in charge. The activity shall be completed once the CONTRACTOR leaves the CNG station premises. Owner shall not liable after completion of job/moving outside the Owner respective CNG station.
- CONTRACTOR needs to perform his job within Owner duty hours. Any job at one CNG station his entry time and outgoing time needs to be recorded by himself in his service report as well as the Owner station register available with the compressor operator. This mandatory for the CONTRACTOR while performing or attending any maintenance.
- CONTRACTOR shall arrange all consumables like cotton waste, Grease, battery water etc. for maintenance work.
- The Contractor shall strictly adhere to all the safety rules and regulations prevailing and applicable from time to time at the installations as directed by GGL.
- Contractor shall make his own arrangements to provide all facilities like boarding and transport etc. to his workmen.
- All personnel of Contractor entering on work premises shall be properly and neatly dressed and shall wear uniform, badges and personnel protection equipments like helmets & safety shoes etc. while working on premises of the company including work sites.

12. OWNER'S SCOPE OF WORK / SUPPLY

- Annual planning for maintenance of DRS 15 days in advance.
- List of DRS/CPRS for servicing & maintenance.
- Provide clearance of Site locations.
- Issue the work permit to Vendor against the AMC of DRS/CPRS.
- Provide required support to vendors at site location.
- In case make of critical equipment like CRV/PRV/SSV/PSV is of X make; GA can procure X make of equipment from OEM itself (if PO exist), irrespective of DRS OEM

13. PENALTY MATRIX

The following critical parameter describes the system performance and service level expectations and requirements during the Implementation phase of contract.

The service level includes target performance measures, unacceptable measures and the related penalty for not meeting required service levels.

Sr. No.	Parameters	Service Level Agreement	Penalty
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1	Reportable Incident	Zero Incident	<p>For each Fatal Incident - Rs. 1,00,000 or 10% of Total contract value, whichever is lower</p> <p>For each LTI - Rs. 20,000 or 5% of Total contract value, whichever is lower</p> <p>For each MTC/RWDC* Case - Rs. 10,000 or 2% of Total contract value, whichever is lower</p>
2	CPAR Score	CPAR Score of all applicable sections shall be > 50%	In addition to corrective action by contractor at his own cost, Penalty of Rs.3,000 will be levied if monthly points of individual section which are less than 50% of the applicable points. Penalty for each section is applicable separately.
3	Compliance to QHSE requirement	Work as per Job card/ PTW/WA issued by GGL	Rs 3,000 per instance of non-compliance
		Safety Training Card	Rs. 1,000 per Employee for non-compliance
		Compliance – Health Check up	Rs. 2,500 per Employee for non-compliance
		Usage of PPE	Rs. 1000 per Employee per instance of non-compliance
4	Overhauling Activity	Within 15 days from the due date	Delay in executing the maintenance as per schedule, penalty of 10,000 INR will be levied by Gujarat Gas limited. Any further delay of 7 days beyond 15 days is liable for additional penalty of 500 INR/day. Penalties would be applicable on prorated basis
5	On call Service /Breakdown Maintenance	Within 2 days from the date of communication from Gujarat Gas	Delay in executing the maintenance, penalty of 5,000 INR will be levied by Gujarat Gas limited. Any further delay of beyond 2 days additional penalty of 500 INR/day will be levied. Penalties would be applicable on prorated basis

6	Supply of Spares	<p>For Leak rectification /Breakdown – within 2 days from GGL Communication /AMC visit /Breakdown visit</p> <p>Faulty parts identified other than leakages /GGL EIC requirement for additional spare – Within 15 days from GGL Communication/AMC visit/Breakdown visit</p>	<p>Delay in supply & replacement of spares – 1000 INR per day (maximum up to Rs 10,000)</p> <p><i>Note: On site replacement date will be considered in case of leakage/breakdown or faulty part replacement & In case of extra spare demand by GGL, spare receipt date by EIC will be considered</i></p>
7	Deployment of Manpower	Trained and Experienced manpower	Rs 1000 per instance

*MTC/RWDC- Medical Treatment Case/Restricted workday case

Special Note for Penalty Matrix:

1. Penalty of the Sr No. 1 is applicable as mentioned in penalty matrix and capping is already provided
2. Cumulative penalty from Sr No. 2 onwards, shall be limited to 25% of the total monthly invoice value.
3. Penalty of the reportable incidents shall be imposed over and above the payment & compensation that would be made by the service provider to the injured person or family of deceased vide the statutory provisions.

Disabling occupational Injury which results from a work-related activity or from a single instantaneous exposure in the work environment and that results in a person being unfit for work beyond the day of the incident. Where the injured party returns to work on the following day but subsequently has to take time off as a result of the injury this shall count as a Lost Time Injury.

14. FREQUENCY OF MAINTENANCE

Type of service/maintenance frequency shall be in line with enclosed AMC checklist. Typical service / maintenance frequency is as described in “Annexure I” (**ACTIVITIES DURING AMC OF DRS/CPRS**) of this document. Breakdown maintenance is part of AMC in Comprehensive AMC by OEM. However, breakdown maintenance in the skid will be on need basis for non-comprehensive AMC by OEM.

15. QHSE REQUIREMENT

SCOPE AND APPLICATION

Contractor/Service providers are the key stake holder and an integral part of Gujarat Gas Ltd (GGL's) business. Contractors'/Service provider' Quality, Health, Safety and Environment (QHSE) performance reflects on the company's business performance and reputation. GGL has established QHSE Management Systems, Procedures & Guidelines to ensure compliance with GGL's QHSE requirements. These requirements apply to all jobs

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whilst conducting work for GGL including; Project, Construction, Operation & Maintenance, Field Operations and Services within any given contract or agreement.

The overall objective of QHSE management in contract/agreement is to improve the company and Contractor's/Service providers' QHSE performance in all aspects of activities. Active and on-going participation by both the GGL and Contractor/Service provider is essential to achieve this objective.

RESPONSIBILITIES

It is responsibility of GGL management and staffs to ensure that all Contractors/Service providers work under their direction & control are provided with relevant Integrated Management System (IMS) Policies, Procedures & Guidelines that describe the GGL requirements for undertaking work within the company. It is also the responsibility of Contractors/Service providers to ensure that their staff are informed of and comply with GGL's requirement whilst working for the company.

GGL HSE department provides advice and assistance on QHSE requirements across the complete spectrum of all work activities. Contract Owner (Department Head) and Contract Holder (Work in-charge) are responsible to ensure safe execution of work/service include the following:

- Ensuring that the QHSE Policy, Procedures & Guidelines are known and understood by all contractors'/service providers' staff and work force
- Monitoring, Inspecting & Auditing execution of work, activities to ensure adherence to the QHSE compliance requirements

The Contractors'/Service provider' will take the responsibility for implementation of GGL's QHSE Policy, Procedures, Guidelines and other requirements with the advice and support of the GGL's Contract Owner / Contract Holder and HSE representative.

Contractor/Service provider to ensure that all aspects relating to QHSE are adequately addressed and implemented in accordance with the GGL QHSE requirements and QHSE Management Plan, which shall include the management processes and activities to be implemented during the course of work with GGL.

Contractor/Service provider shall be responsible for ensuring that adequate HSE resources are put in place to enable satisfactory implementation of QHSE Management Plan.

This responsibility also applies to ensure the Health and Safety of the people are directly and indirectly engaged / involved whilst working or present at GGL's work area / sites.

EXECUTION

- Contractor/Service provider is responsible to ensure the compliance with GGL QHSE requirements. GGL overall QHSE performance is directly influenced by the contractors' performance.
- Contractor/Service provider is responsible for QHSE compliance monitoring at site/work activities to ensure that work/activity is performed in a safe manner. Moreover, they are

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responsible for reporting of all incidents, Hazard and Near Miss that might happen during work/activity

- Contractor/Service provider shall follow and comply with GGL “Work Permit” system
- During work execution and activities, GGL team will regularly monitor and evaluate the performance of the Contractor/Service provider to identify the shortfalls and weaknesses and assist to improve the overall performance including QHSE performance through CPAR process (as applicable)

We believe that everyone at GGL, Employees, Contractors, Service providers and Associates have the right to go home safely to their families.

QHSE GUIDELINE (AS APPLICABLE)

Contractor / Service provider,

- shall ensure that all staff/work force comply with the requirements of the GGL HSE Management System, QHSE policy, standard, procedures, guideline, plan & Life Savers at work site
- shall ensure issuance of Identity Card to their team members
- shall apply and obtain Permit to work (PtW/WA) before start of the work
- shall arrange work related Personal Protective Equipment (PPEs) for their staff/work force and ensure proper use during the execution of job
- shall carry out the work within the duty hours/office hours. No Work shall be carried out without permission of GGL’s representative beyond the official duty hours unless otherwise agreed upon prior to start of work and recorded appropriately
- shall ensure that all tools, tackles, appliances, machines, vehicles, instruments or other equipment are Fit for Purpose and maintained safe working condition at all times and are used only by authorized and competent persons
- shall ensure that all the QHSE requirements are properly discussed for any sub-contracted activities with GGL. No such activity shall be performed without clearance from GGL management
- shall ensure that all Hazards, Near miss, accident, incident, injuries are reported promptly to GGL. Action arises due to reported Hazards, Near miss, incident investigation; audit/inspection shall be closed out as per agreed timelines with site in-charge
- shall deploy staff & work force trained, qualified and competent for the work and well aware of risks and mitigation action/s for the activities undertaken
- shall make necessary arrangements for safe custody of equipment, materials in stores/warehouse and at site
- shall ensure safe transportation, storage and handling of materials to prevent any damage which may impair safe performance of the equipment / material etc
- shall initiate immediate actions to hospitalize injured person(s)
- shall ensure an injury free, incident free workplace and protect people from harm caused by work activities
- shall ensure use of seatbelts while driving four-wheeler and use of crash helmet for Two wheeler riders during job execution

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- shall ensure Lock out and Tag out (LOTO) after de-energizing and double check before starting any jobs. In case of conducting job for the purpose of fault finding & monitoring of voltage & current it is to be considered live working and all PPE'S to be worn to avoid exposure of flash arc current
- shall take note that the use of open wires in sockets, use of wires with tape joints shall not be accepted at work site.
- shall ensure proper collection, storage and disposal of solid / liquid waste as per GGL procedure and guideline
- staff/work force shall not smoke or resort to misuse of drugs, medicines or alcohol while on duty

In case of any incident like fire, gas leakage etc. due to gross negligence of the Contractor's staff/work force, GGL reserves the right to impose penalty up to actual damage cost and or termination of work order depending upon the gravity of the situation.

Any breach of the QHSE requirements shall be deemed by the company to be a material breach of the terms & condition of the contract. GGL shall be entitled to take appropriate actions including instructing the contractor to (a) remedy the breach; (b) suspend the work or (c) terminate the contract.

All activities shall be carried out as per GGL's documented procedures and QHSE requirements, deviation from it shall be dealt with very strictly

16. IMPLEMENTATION OF DIGITIZATION INITIATIVES

OWNER has implemented and will implement various initiatives towards automation and digitization of the activities and processes with an aim of having high efficiency work, to reduce manual efforts, to improve communication and collaboration. Accordingly, CONTRACTOR shall implement the same including but not limited to online documentation and transaction monitoring, online document review and approval, online data uploading and updating, online material management etc. with no additional cost to OWNER. Time to time, CONTRACTOR shall ensure the required resources like smart phones, computers, internet connectivity etc. to implement the app based/web-based process including training of the manpower for the same.

OWNER has implemented Vendor Invoice Submission Application (VISA) for office automation, digitization and transparency in processing of vendor invoices. CONTRACTOR shall upload the invoices and other specified supporting documents on VISA before submitting physical set of Invoice & documents along with covering letter generated from application to respective GGL Offices. Additional reports/documents (not specified on VISA portal), may be directly submitted to concerned GGL- Contract Owner / EIC as per requirements. The onus of selecting relevant name of GGL Contract Owner & GGL GA/Office (where physical invoice is to be submitted by vendor) is on the CONTRACTOR for timely processing of invoices and for further certification / payment.

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CHECKLIST

ACTIVITIES DURING AMC OF DRS/CPRS/IPRS

ANNEXURE I

ACTIVITIES DURING AMC OF ABOVEGROUND DRS

DRS/CPRS/IPRS Location	
DRS/CPRS/IPRS System Sr. No.	
Date of AMC	
Previous Date of AMC	
Next Due Date of AMC	
Capacity of DRS/CPRS/IPRS in SCMH	

Sr. No.	Checklist Items	Frequency of Activities	Yes	No	Remarks
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	AMC Activities for DRS/CPRS/IPRS				
A	FILTER				
	Checking of DPG & its Tubing	Half Yearly	<input type="checkbox"/>	<input type="checkbox"/>	
	Cleaning the Filter	Half Yearly	<input type="checkbox"/>	<input type="checkbox"/>	
	Clean the Filter Cartridge from Dust by Applying Air	Half Yearly	<input type="checkbox"/>	<input type="checkbox"/>	
	Operation of Draining & Venting Valve	Half Yearly	<input type="checkbox"/>	<input type="checkbox"/>	
	Any Replace/Change of the damage parts (Cartridge, Gasket, etc.....)	Need Basis	<input type="checkbox"/>	<input type="checkbox"/>	
B	SSV- SLAM SHUT OFF VALVE				
	Check the Body of the Valve, free from dent, damages	Half Yearly	<input type="checkbox"/>	<input type="checkbox"/>	
	Functional Check of the Valve	Half Yearly	<input type="checkbox"/>	<input type="checkbox"/>	
	Visually Check the SS Tubing	Half Yearly	<input type="checkbox"/>	<input type="checkbox"/>	
	Check the internal parts like Diaphragm, Spring, O-rings	Need Basis	<input type="checkbox"/>	<input type="checkbox"/>	
	Check the internal parts of the Pilot valve	Need Basis	<input type="checkbox"/>	<input type="checkbox"/>	
	Any Replace/Change of the damaged internal parts (Diaphragm, spring, O-ring.....)	Need Basis	<input type="checkbox"/>	<input type="checkbox"/>	
C	PRESSURE REGULATING VALVE-MONITOR (PRV-M)				
	Check the Body of the Valve, free from dent, damages	Half Yearly	<input type="checkbox"/>	<input type="checkbox"/>	
	Functional Check of the Valve	Half Yearly	<input type="checkbox"/>	<input type="checkbox"/>	
	Visually Check the SS Tubing	Half Yearly	<input type="checkbox"/>	<input type="checkbox"/>	
	Check the internal parts like Diaphragm, Spring, O-rings	Need Basis	<input type="checkbox"/>	<input type="checkbox"/>	
	Check the internal parts of the Pilot valve	Need Basis	<input type="checkbox"/>	<input type="checkbox"/>	
	Any Replace/Change the damaged internal parts (Diaphragm, spring, O-ring.....)	Need Basis	<input type="checkbox"/>	<input type="checkbox"/>	
D	PRESSURE REGULATING VALVE-ACTIVE (PRV-A)				
	Check the Body of the Valve, free from dent, damages	Half Yearly	<input type="checkbox"/>	<input type="checkbox"/>	
	Functional Check of the Valve	Half Yearly	<input type="checkbox"/>	<input type="checkbox"/>	
	Visually Check the SS Tubing	Half Yearly	<input type="checkbox"/>	<input type="checkbox"/>	
	Check the internal parts like Diaphragm, Spring, O-rings	Need Basis	<input type="checkbox"/>	<input type="checkbox"/>	
	Check the internal parts of the Pilot valve	Need Basis	<input type="checkbox"/>	<input type="checkbox"/>	

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	Any Replace/Change of the damaged internal parts (Diaphragm, spring, O-ring.....)	Need Basis	<input type="checkbox"/>	<input type="checkbox"/>	
E	CREEP RELIEF VALVE (CRV)/ PRESSURE SAFETY VALVE-PSV				
	Check the Body of the Valve, free from dent, damages	Half Yearly	<input type="checkbox"/>	<input type="checkbox"/>	
	Functional Check of the CRV	Half Yearly	<input type="checkbox"/>	<input type="checkbox"/>	
	Functional Check of the PSV	Yearly	<input type="checkbox"/>	<input type="checkbox"/>	
	Check the internal parts like Diaphragm, Spring, O-rings	Need Basis	<input type="checkbox"/>	<input type="checkbox"/>	
	Any Replace/Change of the damaged internal parts (Diaphragm, spring, O-ring.....)	Need Basis	<input type="checkbox"/>	<input type="checkbox"/>	
F	LINE ISOLATION VALVE				
	Check the Body of the Valve, free from dent, damages	Half Yearly	<input type="checkbox"/>	<input type="checkbox"/>	
	Check the operation of valve	Half Yearly	<input type="checkbox"/>	<input type="checkbox"/>	
	Greasing of the valve	Half Yearly	<input type="checkbox"/>	<input type="checkbox"/>	
G	PIPING & PAINTING				
	Visual check the pipe & pipe painting, free from dent, damages, Corrosion	Need Basis	<input type="checkbox"/>	<input type="checkbox"/>	
H	FUNCTIONAL TEST				
	Functional test of the working line	Half Yearly	<input type="checkbox"/>	<input type="checkbox"/>	
	Functional test of the standby line	Half Yearly	<input type="checkbox"/>	<input type="checkbox"/>	
I	LEAK TEST				
	Carried out Leak check	Half Yearly	<input type="checkbox"/>	<input type="checkbox"/>	
	Check leakages at all the process connection, each joints, SS tubing connection , flanges, DPG, PG, TG connection	Half Yearly	<input type="checkbox"/>	<input type="checkbox"/>	
J	CALIBRATION/TESTING of PG,TG,DPG,CRV,PSV)				
	Calibration of Pressure Gauge	Yearly	<input type="checkbox"/>	<input type="checkbox"/>	
	Calibration of Temperature Gauge	Yearly	<input type="checkbox"/>	<input type="checkbox"/>	
	Functional Testing of Pressure Safety Valve	Yearly	<input type="checkbox"/>	<input type="checkbox"/>	
L	SOLAR PANNEL & BATTERY (In case of GSPL Procured Skid)				
	Check the output voltage of Solar Panel	Yearly	<input type="checkbox"/>	<input type="checkbox"/>	



GUJARAT GAS

	Check the output voltage of Battery (If voltage of battery is less than 10V, re-charge the battery or replace if life exceeds 3 years)	Yearly	<input type="checkbox"/>	<input type="checkbox"/>	
K	PILOT HEATER				
	Visual check for any damage/wear, check gas supply & connections for leaks. Check heater & junction box free from debris, on/off LED working of heater, check heater outlet temperature	Half Yearly	<input type="checkbox"/>	<input type="checkbox"/>	
	Check the Thermostat working by using the temperature gun. Replace thermostat if it is not responding after heating.	Half Yearly	<input type="checkbox"/>	<input type="checkbox"/>	
K	FINAL PRESSURE SETTING	WORKING LINE (Barg)		STANDBY LINE (Barg)	
		Eqpt. ID	Pressure in Barg	Eqpt. ID	Pressure in Barg
	PSV- Pressure Safety Valve				
	SSV- Slam Shut off Valve				
	CRV- Creep Relief Valve				
	Pressure Regulating Valve- Monitor (PRV-M)				
	Pressure Regulating Valve- Active (PRV-A)				

Note: - Above readings are recorded after stream change to be done during every functional test.

OBSERVATIONS

SN	Observations

SPARE REPLACEMENT DETAILS

SN	Spare Name with Material / Service Code	Reason for replacement

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