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1. Scope of document

This document aims at describing the management of the Free Issued Items (FII) during the execution phase of the Works part of the offshore wind farm grid connection projects.
This document gives the requirements regarding:

- Quality of FII materials and equipment;
- Delivery requirements;
- Transfer of Care and Custody process between Supplying Party and Receiving Party.

The present procedure shall also be read in conjunction with the documents and procedures listed in section 2.

2. References

#	Document title	Document reference
[1]	Quality Assurance Requirements	Referenced in Annexe 1
[2]	Documentation Management Procedure	Referenced in Annexe 1
[3]	Interface Management Procedure	Referenced in Annexe 1
[4]	Responsability Matrix	Referenced in Annexe 1
[5]	Input data	- Conditions Particulières Caractéristiques des Ouvrage de Raccordement - Conditions Particulières Caractéristiques et Performances de l'Installation
[6]	List Of Free Issued Items	Referenced in Annexe 1

3. Definitions

Dispatch Dossier: documentary file issued with the transferred Free Issued Item gathering the applicable documents for the concerned FII material or equipment. A copy of the file shall be included in the packing and delivered with such FII material or equipment.

Free Issued Items (FII): equipment and/or materials provided by one Party (Supplying Party) to another Party (Receiving Party) in order to be used or incorporated in the Works with or without additional processing and whether such equipment or material is incorporated by the Supplying Party, the Receiving Party or RTE as defined in Responsibility Matrix ref [4].

Interface Management Tool: main interface platform through which all interfaces related information, communication and data shall be conveyed by all interface participants. This tool is provided and maintained by RTE.

Notification Of Inspection (NOI): written notice issued to inform the relevant Parties of the details of the materials or equipment inspection appointment (date, time, place, point of contact…).

Party: entity involved in the process of FII handover, i.e. the Receiving Party, the Supplying Party, the Producer and RTE. Party may refer without limitation to the Producer, Producer's Contractors defined as "Prestataire du Producteur" in Convention de Raccordement, RTE or RTE's Contractor for Offshore Sub-Station defined as "Prestataire de RTE" in Convention de Raccordement.

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P/N: Part Number

Punch List: List of outstanding works and/ or reservations identified during any inspection of any Free Issued Items.

Producer: refers to "Le Producteur" as per Convention de Raccordement.

Receiving Party: Party to which a Free Issued Item is handed over.

S/N: Serial Number

Supplying Party: Party that supplies a Free Issued Item to the Receiving Party.

Transfer of Care and Custody: action of transfer from a Supplying Party to a Receiving Party through RTE of the care, custody and control of a Free Issued Item.

Transfer of Care and Custody Certificate (TCCC): document issued and signed by the relevant Parties to formalize the transfer of care, custody and control of a FII and the associated risks from the Supplying Party to the Receiving Party through RTE.

Works: refers to "Travaux" as per Convention de Raccordement

4. FII follow-up

A list of FII is provided in ref. [6] of "Convention de Raccordement". On the basis of this list which shall be further detailed by the Supplying Party, each Party shall be in charge to maintain up-to-date follow-up tables (the "register") of FII.

This register shall contain as a minimum the following:

- List of FII to be supplied with their reference as per the list of FII (ref [6])
- Associated P/N and S/N to allow identification of the item
- Technical description of the item
- Type of packing (crate, reel, loose, …)
- Packing dimensions
- Packing weight
- Contractual Incoterm of delivery
- Planned Factory Acceptance Date (FAT) date
- Planned packing date
- Planned delivery location
- Contractual date of delivery
- Expected/ actual delivery date
- Dispatch Dossier reference
- Status of Dispatch Dossier
- Expected/ actual Transfer of Care Custody date
- Transfer of Care and Custody Certificate reference
- Status of issuance and signature of Transfer of Care and Custody Certificate
- Status of Punch List.

This register shall be shared with RTE on a regular basis and as a minimum on a monthly basis and included in a monthly report. This document will be subject to review and comment by RTE and the Receiving Party.

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5. Handover process

The handover process of a Free Issued Item from one Party to another, i.e. the Transfer of Care and Custody process, shall take place in two stages as indicated below:

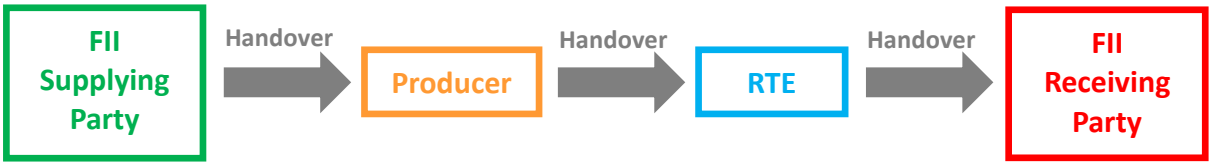


Figure 1 – FII handover process

- The FII handover shall take place during a common inspection with attendance of a representative of each of the Parties: Supplying Party, Producer, RTE and Receiving Party.
- The handover of a FII shall be recorded through a unique Transfer of Care and Custody Certificate, signed by representative(s) of each of the Parties.
- The TCCC shall be issued in the form provided in Appendix 1 of the present procedure.

The following chronological methodology shall apply:

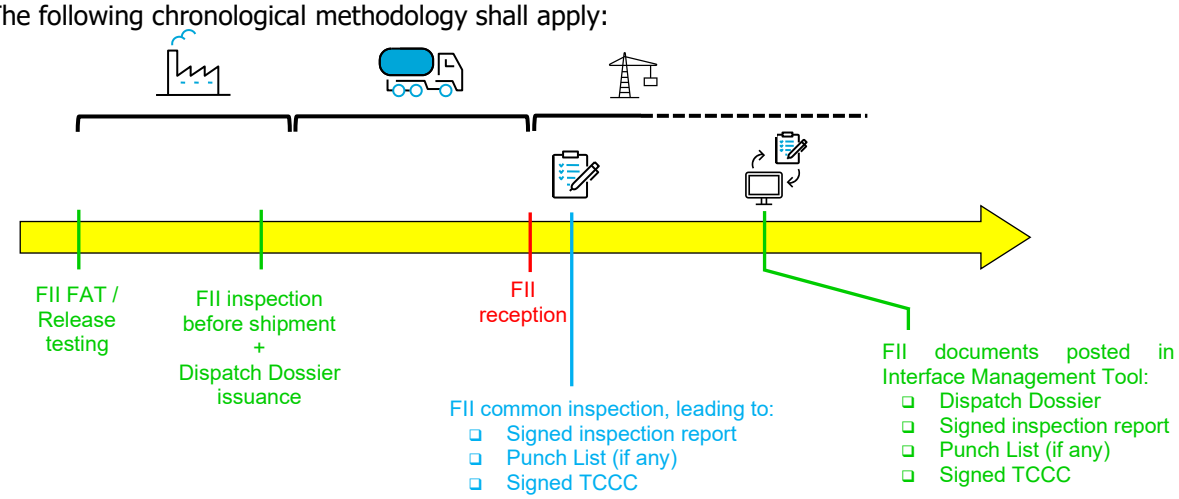


Figure 2 – steps of FII handover process

The different inspections identified in the above figure:

- shall be duly notified by NOIs. The NOIs shall be issued in accordance with notification period requirements defined in "Convention de Raccordement";
- shall give rise to inspection reports and, if applicable, to issuance of Punch Lists.

Note:
Notification Of Inspections follows the same process as defined in the Quality Assurance Requirement [1]. The NOI relating to FII will not be issued through Interface Management Tool.

5.1. Factory Acceptance Tests (FAT)/ Release testing

When as part of fabrication process of the FII, a FAT or release testing is scheduled by the Supplying Party, this Party shall notify Producer and RTE and the Receiving Party of the date of such inspection or release testing so that RTE and the Receiving Party may attend. The objective of RTE and/or the

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Receiving Party attendance to the FAT or release testing is to ensure conformity of the interface of the FII material or equipment as defined in the [4].

The following process shall be followed:

- Supplying Party to issue a specific NOI notifying RTE and Receiving Party of the date and location of the FAT for the relevant FII. The notification period shall be in line with the applicable inspection notification period specified in "Convention de Raccordement".
- Attendance (or not) to the FAT shall be confirmed by RTE and Receiving Party.
- During FAT, witness of RTE and Receiving Party, if attending, shall be specified in the associated Inspection & Test Plan (ITP) and any relevant comments / remarks shall be recorded in the FAT report.

5.2. FII Inspection before shipment from factory

RTE and the Receiving Party may also attend the FII pre-shipment inspection performed by the Producer before shipment of the FII from the factory in order to check the conformity of the interface of FII material or equipment as per Responsibility Matrix [4].

In such case, the following process shall be followed:

- Supplying Party to issue a specific NOI notifying RTE and Receiving Party of the date and location of the FII pre-shipment inspection. The notification period shall be in line with the inspection notification period specified in "Convention de Raccordement".
- Attendance (or not) to the pre-shipment inspection shall be confirmed by RTE and Receiving Party.
- In case of any outstanding work (such as but not limited to, missing items, missing documentation, damages, …) recorded during the pre-shipment inspection, a Punch List shall be established and submitted by Supplying Party. This Punch List shall be updated and attached to the Transfer of Care and Custody Certificate as part of the FII handover.

At the latest fifteen (15) working days before the date of shipment of the Free Issued Items, the Supplying Party shall send an email with acknowledge of receipt to confirm the following to RTE:

- Date and place of arrival of the Free Issued Items;
- Complete delivery documents applicable for the shipment;
- Supplying Party point of contact for the delivery.

Following the receipt of the information transmitted by the Supplying Party in relation with the shipment of the FII, the Receiving Party will send an acknowledgment email to the Supplying Party. This acknowledgment email shall be sent at the latest seven (7) days before the forecasted shipment date of the FII and shall confirm acceptance of the proposed delivery date.
The Supplying Party and the Receiving Party agree that the Supplying Party shall not proceed to the shipment of any FII if the Supplying Party has not received the acknowledgment email above mentioned (which permits delivery of the FII to the site).
If the Supplying Party has not issued an acknowledgment email within the deadline, or if Receiving Party cannot accept the proposed delivery date, the Supplying Party and the Receiving Party shall agree on a new delivery date for the Free Issued Items.

Note:
Prior to the shipment of the FII,

- *the delivery instructions applicable at the Receiving Party place shall be communicated by the Receiving Party to the Supplying Party (delivery address, opening hours, point of contact,…);*
- *the Supplying Party shall notify RTE of the shipment details (dates of shipment, ETD / ETA, shipping documentation, …) and shall ensure that the Receiving Party point of contact has been informed of such shipment details;*

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- *the Supplying Party shall ensure that the expected date of shipment of the FII is in line with delivery date indicated in the Annex 2 of Convention de Raccordement and the Receiving Party shall make sure to confirm a date within the delivery dates indicated in the Annex 2 of the Convention de Raccordement – Conditions Particulière Réalisations & Financement du Raccordement*

5.3. Dispatch Dossier

Before shipment of any FII, the documentation associated to such FII shall be gathered in a Dispatch Dossier and issued by the Supplying Party. The index of the Dispatch Dossier is proposed in Appendix 2 of the present procedure.

The Dispatch Dossier is subject to documentation review process by RTE and also Receiving Party.
The Dispatch Dossier file shall also be available inside the FII crate / packing.

5.4. FII common inspection

The shipment of the FII shall be performed by the Parties in accordance with ref. [6] and the "Convention de Raccordement" where are defined the Incoterm, the date and place of delivery.

After the shipment and receipt of the FII at the Receiving Party place, the handover shall take place during a common inspection with attendance of a representative of each of the Parties: Supplying Party, Producer, RTE and Receiving Party. The common inspection shall take place as soon as possible after the delivery of the concerned FII at Receiving Party place and if possible on the day of delivery of the FII at the Receiving Party place.

Note:
Any apparent damage on the FII and / or its packing, identified at receipt at the Receiving Party place, i.e. prior to the common inspection, shall be immediately notified by the Receiving Party to RTE.

Then, the following process shall be followed:

- Unless agreed otherwise between the Parties, the Receiving Party issues a specific NOI for common inspection of the FII. This NOI shall notify RTE and Supplying Party of the exact date and location of the FII common inspection. The notification period shall be in line with inspection notification period specified in "Convention de Raccordement".
- In accordance with [1], RTE and Supplying Party shall confirm their availability and attendance to the common inspection.
- RTE, Producer, Supplying Party and Receiving Party shall perform the common inspection by carrying out the visual inspection and check of the FII and associated packing, aiming at identifying any apparent damage, shortage, issue or default of the concerned FII.

During this common inspection, RTE shall compile the documents listed below with the assistance of the Supplying Party and the Receiving Party:

- **Dispatch Dossier**: this Dispatch Dossier is established by the Supplying Party as described in Section 5.3 of the present procedure (Ref. Appendix 2 for Dispatch Dossier content);
- **Inspection report of the common inspection**: this document will gather the information, remarks, pictures resulting from the common inspection of the FII performed by the Parties. This inspection report will be duly signed by all Parties involved in the common inspection. The inspection report will be attached to the TCCC;
- **Punch List**: the Punch List is established by the Supplying Party and reviewed by all Parties following the common inspection. If applicable, this Punch List will be supplemented by the

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Supplying Party with the Punch List(s) identified during the previous steps such as the pre-shipment inspection. It will be the Supplying Party's responsibility to close all the outstanding points identifying on this Punch List;

- **Transfer of Care and Custody Certificate**: the unique TCCC is signed by the representative(s) of the Parties. When possible, the TCCC shall be signed by the Parties during the common inspection (Ref. Appendix 1 for TCCC template). The effective date of TCCC shall be the date of the Common Inspection.

The above listed FII documents shall then be recorded in the Interface Management Tool (Ref. procedure Ref. [3]).

5.5. Successive Transfer of Care and Custody (if applicable)

In case a new handover of a FII is required between Parties, except for specific cases not described in the present procedure, the handover process shall be repeated. In this situation, only the following steps will be repeated:

1- Common inspection and issuance of associated inspection report and/or Punch List;
2- Signature of TCCC by the Parties.

These new or updated FII documents shall be formally transmitted through the Interface Management Tool (Ref. [3]).

5.6. Inspection after FII installation

In accordance with "Convention de Raccordement", Producer and RTE may coordinate to carry out inspections of the FII once installed by the Receiving Party in order to verify the conformity with the Works of each Party as defined in ref. [4].
Then, the following process shall be followed:

1- Common inspection and issuance of associated inspection report and/or Punch List;
2- Issue of the relevant documentation aiming at confirming the conformity of the Works;
3- Signature of TCCC by the Parties where applicable.

The documentation associated to such counter inspections of the FII shall be formally transmitted through the Interface Management Tool (Ref. [3]).

Note:
Successive Transfer of Care and Custody will be determined by the responsibility matrix of each Party which involves the concerned FII ref. [4].

6. Handover documentation

As detailed in above sections, the following documents shall be issued in the Interface Management Tool to complete the handover process for each FII:

- Dispatch Dossier
- Inspection Report of the common inspection
- Punch List (if applicable)
- Transfer of Care and Custody Certificate

The issuance, review and sharing of documentation associated to FII through the Interface Management Tool are detailed in procedure Ref. [3].

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The numbering of the documents issued during the process of handover of FII shall be in line with the Documentation Management Procedure Ref. [2].

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APPENDIX 1 – Transfer of Care, Custody and Control Certificate (TCCC) template

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	Transfer of Care, Custody and Control Certificate (TCCC) - Free Issued Items	Logo du Projet

TCCC No:	

1. GENERAL INFORMATION	
PROJECT name:	PROJECT reference:
RTE name:	LOCATION:
SUPPLYING PARTY name:	DATE:
RECEIVING PARTY name:	TIME:

2. FREE ISSUED ITEM(S) DESCRIPTION

#	Item(s) Description	QTY	P/N	S/N	Packing List Ref.
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
Dispatch Dossier Ref.					

3. FREE ISSUED ITEM(S) CONDITION

At the Date and Time of this Transfer of Care and Custody Certificate, it is established that the physical condition of the above-described Free Issued Item(s) is as detailed in the following documents:

1. **Inspection Report:**
   Inspection Report Reference No.: Xxxxxxxxxxxxxxxxxxx,
   issued following the common inspection of the FII by the Parties on:
   Inspection Date: XX/XX/XXXX,
   as provided in attachment to this certificate. (Ref. enclosed Section 6)

2. **Punch List (if applicable):**
   Punch List Reference No.: Xxxxxxxxxxxxxxxxxxx,
   issued following the common inspection of the FII by the Parties on:
   Punch List Date: XX/XX/XXXX,
   as provided in attachment to this certificate. (Ref. enclosed Section 6)

4. COMMENTS

Transfer of Care, Custody and Control Certificate (TCCC) - Free Issued Items

Logo du Projet

5. FREE ISSUED ITEM(S) HANDOVER STATEMENT

Transfer of Care and Custody from: SUPPLYING PARTY to RTE	**Transfer of Care and Custody from: RTE to RECEIVING PARTY**
Contract Reference between RTE and Supplying Party:	**Contract Reference between RTE and Receiving Party:**
The Parties hereby confirm that at the above stated Date and Time, the Free Issued Item(s) described in above Section 2 have been delivered at the above stated Location in the physical conditions described in above Section 3, as the same may have been supplemented with some comments in Section 4 and with some attachments in Section 6. *Pursuant to Clause XXX of the above referenced Contract, RTE and the Supplying Party hereby certify that, as of the Date and Time of this TCCC, the care, custody and control of the concerned Free Issued Item(s) have been transferred from the Supplying Party to RTE and the associated risks shall therefore pass on to RTE.*	*The Parties hereby confirm that at the above stated Date and Time, the Free Issued Item(s) described in above Section 2 have been delivered at the above stated Location in the physical conditions described in above Section 3, as the same may have been supplemented with some comments in Section 4 and with some attachments in Section 6.* *Pursuant to Clause XXX of the above referenced Contract, RTE and the Receiving Party hereby certify that, as of the Date and Time of this TCCC, the care, custody and control of the concerned Free Issued Item(s) have been transferred from RTE to the Receiving Party.* *Consequently, the Receiving Party hereby accepts the care, custody and control of such Free Issued Item(s) as well as the associated risks.*

For the Supplying Party		**For RTE**		**For RTE**		**For the Receiving Party**	
Representative name:		Representative name:		Representative name:		Representative name:	
Position		Position		Position		Position	
Date		Date		Date		Date	
Signature		Signature		Signature		Signature	

6. ATTACHMENTS

Attachment 1: Inspection Report Reference No.: Xxxxxxxxxxxxxxxxxxx

Attachment 2: Punch List Reference No.: Xxxxxxxxxxxxxxxxxxx

Attachment 3: Xxxxxxx *[Note:- Any relevant documents or information related to the Free Issued Item(s) physical conditions, such as pictures, sketches etc, can be attached in this Section 6.]*

APPENDIX 2 – Dispatch Dossier Index

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	DISPATCH DOSSIER index (*) When Applicable	Applicable? (OK or N/A)
DD 1	**Release Documentation**	
1.1	Packing List / Invoice	
1.2	Inspection Release Note	
1.3	Final Inspection Checklist (*)	
1.4	Outstanding Working List / Punch List (*)	
1.5	Inspection and Test Plan (signed version)	
1.6	Independent Inspection Authority Release Note (*)	
DD 2	**Certificate of Compliance / Concessions**	
2.1	Certificate of Conformity	
2.2	Concession Request (*)	
2.3	Non-conformity Reports (*)	
DD 3	**Handling / Installation / Commissioning**	
3.1	Packing & Preservation Procedure	
3.2	Handling & Shipping Procedure	
3.3	Slinging / Lifting Procedure	
3.4	Test Certificates of Lifting Equipment (*)	
3.5	Installation Procedures	
3.6	Pre-commissioning / Commissioning Procedure	
DD 4	**Equipment documentation**	
4.1	Drawings / schematics	
4.2	Test report (qualification tests, FAT, …)	
4.3	Coating report	
4.4	Instrument's Test / Calibration Certificates Endorsement (*)	
4.5	Materials Certificates	
4.6	Welding Book	
DD 5	**Material Safety Data Sheets**	
5.1	Material Safety Data Sheets (MSDS)	
DD 6	**Other Supplier Documents**	
6.1	According to Supplier Recommendation	

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