

Certificates – Guidelines for suppliers

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1. Purpose and scope

The purpose of this procedure is to ensure that certificates are submitted from suppliers and classification societies to Bergen Engines AS (BEAS) in a uniform and efficient way.

The procedure covers all types of certificates like classification society certificates, material certificates, test certificates, declarations of conformance and similar.


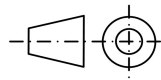
User manuals, instructions and similar types of documents are not covered by this procedure.

2. Submission of certificates

- A2 All certificates must be sent digitally by e-mail. That is a prerequisite for us to define the goods as received. Large files can be sent via file sharing services.
- B1 Please do not send any hardcopies by mail or together with the delivery of goods. Only in special cases, agreed with Bergen Engines AS (BEAS). The certificates are to be sent to the same e-mail address, regardless of the destination of the shipment itself.

The certificates must be submitted to the following e-mail address:

- A1 cert.bergen@bergenengines.com

 <p>ON LAND. AT SEA.</p>	Title:	Certificates – Guidelines for Suppliers	Drawing no.:	DR 5027/00
			Replaced by:	
	Engines - Bergen		Replaces:	
	Scale		Ref.: DR1128/02	
Rev. C	Rev. B	Rev. A	Issue:	Original
	HJo	HJo	Sign.:	HJo
	07.10.22	24.02.2022	Date:	17.04.2020
	MKj <i>Mkj</i>	MKj	Check.:	MKj
	SGu <i>SGu</i>	SGu	Appr.:	SGu

A3

If specially agreed, hardcopies can be sent to:

Bergen Engines AS
Postboks 3, Hylkje,
5877 Bergen,
Attn: Lyskopi

For submission of original classification society certificates (type 3.2 certificates), please send PDF-files by e-mail with digital signature.

3. Requirements for information in e-mails

For 2-Bin orders (replenishment for parts and supplies) see Section 4.

3.1 Subject field and text in e-mail

Please use following standard for the subject field in the e-mail:

BEAS PO number + PO position/item line no + BEAS part number(s) + Serial/heat/charge no.

Numbers separated by “+”.

For e-mails containing many numbers, please list these in the mail body instead.

The unique number stamped on the item, whether it is a serial, heat or charge number, must be included either in the subject field or e-mail body. It is important that these numbers are in searchable text.


Example:

Subject


3.2 PDF file name

The unique number stamped on the item, whether it is a serial, heat or charge number, must be included in the file name. If the document has a certificate number, this should also be included in the file name.



Example: Serial number: 19009802+ certificate number: N141S7XR

 19009802+N141S7XR.pdf

Please send high quality PDF files and make sure that the pages are positioned according to the reading direction. If possible, we also appreciate if they are searchable and printed directly from the original format, instead of scanned documents.

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3.3 Complete example

Send	To..	cert.bergen@bergenengines.com		
	Cc..			
Subject	PO 5006004567+Pos.40+50+B01039792.W+Serial no. 45678+45679+45680			
Attached	 45678+N141S7XR.pdf	 45679+N141S7XR.pdf	 45680+N141S7XR.pdf	
	32 KB	32 KB	32 KB	
	<p>PO no. 5006004567 Pos.40+50 Part numbers B01039792.W Serial numbers 45678+45679+45680</p>			

4. Requirements for information in e-mails 2-BIN orders

4.1 Subject field and text in e-mail

Please use following standard for the subject field in the e-mail:

Supplier's order number + position/item line No + BEAS part no(s) + Heat numbers(s) + 2-bin.

B2 If "position/item line number" does not exist, this element can be omitted from the e-mail subject field. Numbers must be separated by "+".

For e-mails containing many numbers, please list these in the mail body instead.

The unique number stamped on the item, whether it is a serial, heat or charge number, must be included either in the subject field or e-mail body. It is important that these numbers are in searchable text.


Example:


Subject Order no: 1009459342+Pos.10+B00015617.W+Heat No: 86777+2-BIN

4.2 PDF file name

The unique number stamped on the item, whether it is a serial, heat or charge number, must be included in the file name. If the document has a certificate number, this should also be included in the file name.

Example: Heat No: 86777

 86777.pdf

 <p>ON LAND. AT SEA.</p>	<p>Title:</p> <p style="text-align: center;">Certificates – Guidelines for Suppliers</p>	Revision: B
		<p>Drawing no.:</p> <p style="text-align: center;">DR 5027/00</p> <p style="text-align: right;">Page 3 of 5</p>

Please send high quality PDF files and make sure that the pages are positioned according to the reading direction. If possible, we also appreciate if they are searchable and printed directly from the original, instead of scanned documents.

4.3 Complete example

Send	To	cert.bergen@bergenengines.com		
	Cc			
Subject		Order no: 1009459342+ Pos.10+20+30+B00015562.W+B00015617.W+B00707991.W+Heat No: 86777+93332+86429+2-BIN		
86777.pdf 262 KB	93332.pdf 268 KB	86429.pdf 386 KB		
<p>Order no: 1009459342 Pos. 10+20+30 BEAS Part No: B00015562.W+B00015617.W+B00707991.W Heat No: 86777+93332+86429</p>				

5. Part numbers and classification society certificates

Our part numbers will normally have a suffix that determines whether they need certificates, and which classification society the certificate needs to come from. Some parts require certificates from a classification society.

In the table below, you can see an overview:

	Classification Society	Suffix	Full name
B3	-	.W	3.1 cert. acc. to EN 10204, or other specified certificates.
	ABS	.A	American Bureau of Shipping
	ABS & DNV	.AD	Both ABS and DNV
	CCS	.CC	China Classification Society
	BV	.B	Bureau Veritas
A4	DNV	.D	Det Norske Veritas
	LRS	.L	Lloyds Register of Shipping

Example of a part number for DNV classed part:

B01039792.D

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			Drawing no.: <p align="center">DR 5027/00</p> Page 4 of 5

Example of part number for part with multiple class approvals, in this case DNV and CCS:

B01039792.D.CC

Example of part with 3.1 works certificate:

B01039792.W

IMPORTANT NOTES:

The classification society certificates must state references to:

- Bergen Engines AS
- Supplier part number(s)
- BEAS part number (s)
- Serial number(s)
- BEAS PO number and PO position/item line no