YOKOGAWA	DOCUMENT NUMBER: SNW-EM-322
DOCUMENT TITLE: KOM, Client	

HISTORY LOG				
Rev.	**Date**	**Description of Changes**	**Originator**	**Approver**
0	31 Mar 11	Initial	Jeffrey Foo	Lee Kock Hin
1	20-Sep-12	Approved	Jeffrey Foo	Lee Kock Hin

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1 KOM, Client

The objective of the KOM is:

- Confirm project scope of work and system delivery schedule with customer
- Clarify all outstanding issues pertaining to the project execution with customer

The client KOM MOM is an important document. It may contain agreements on the scope of work, deliverables and delivery schedule for the project. The KOM MOM shall be signed by all parties.

2 Responsible party

- Project Manager

3 Process Inputs

- Quotation work file, containing quotation work sheets
- Letter of Intent or Purchase Order
- Yokogawa quotation
- Customer requisition spec
- Customer commercial and technical specifications
- Yokogawa compliance / deviation list
- Proposed project schedule
- Commercial terms and conditions
- Price authorization sheet

4 Work Instruction

- Nil

5 Process Outputs

- Client KOM MOM, signed by all parties

6 End of Document