PRE-PRODUCTION KICK OFF MEETING

MUX POD INSPECTION & RECERTIFICATION

Kick off meeting conducted with BH and Customer representative to review the customer requirements and address pertinent actions needed to secure Overhaul & Repair.

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| **Customer:** |  | **Repair #** |
| **Rig:** |  |
| **Equipment Description:** |  |
| **Classification Society Requested:** |  |
| **ITP Selected** |  |
| **Date:** |  |

Classification Society/Customer surveillance shall only be conducted as agreed to in the contract documentation. The Customer ITPs are categorized in the following levels and summarized in the table below.

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| **ITP LEVEL** | **Classification Society Surveillance** | **Customer Surveillance** | **Notification Period** |
| 0 | None | None | N/A |
| 1 | None | Witness FAT/Pressure Tests | As agreed upon during kickoff |
| 2 | 1. Witness disassembly to verify traceability 2. Witness Weld Start Up 3. Witness Post weld NDE 4. Witness FAT/Pressure Tests 5. Review manufacturing records (data book) | 1. Witness disassembly to verify traceability 2. Witness Weld Start Up 3. Witness Post weld NDE 4. Witness FAT/Pressure Tests 5. Review manufacturing records (data book) | As agreed upon during kickoff. |

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| **BH Representative Name** | **BH Representative Signature** | **Classification Society Representative Name** | **Classification Society Representative Signature** | **Customer Representative Name** | **Customer Representative Signature** |
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**Key discussion points to be addressed during the kick off meeting include but not limited to:**

1. Provision of equipment pedigree by Customer (original and repair data books/historical records)

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1. Review of Classification Society documents in data books

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1. Plan for recertification – Classification Society design review verification

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1. Review scope of work/Inspection & Test Plan

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1. Classification Society & Customer surveillance activities, notification period and point of contact

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1. Equipment delivery schedule including data book completion with Classification certification. Who will be reviewing data book after testing? Can we have a surveyor that can review documents or a meeting after testing to review data book?

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| **Open Actions** | **Owner** | **Timeline** | **Comments** |
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