The purpose of this section is to confirm that the OTR team has an understanding of the requirements and risks which correspond to an order – and have accepted the accountability for order execution.

## Legal Review Checklist - Opportunity / Contract Details

|  |  |
| --- | --- |
| **Customer** |  |
| **Customer Contact (name/email/tel no.)** |  |
| **Project Name** |  |
| **Proposal ref no.** |  |
| **PO Number** |  |
| **PO Receipt Date** |  |
| **ITO ComOps Leader** |  |
| **OTR Project Manager / Director** |  |
| **Contract reference number** |  |
| **Proposed Manufacturing Plant(s)** |  |
| **IC Transfer Quote number(s) if applicable** |  |
| **1st delivery date** |  |
| **Title & risk transfer point** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Accountability Statements | TRUE | FALSE | N/A |
| OTR Project Manager/Director has a copy of the signed Contract and all applicable Contract documents (including approved format for Bonds and Parent Company Guarantees, if applicable). |  |  |  |
| OTR Project Manager/Director understands the key contract terms that deviate from the business standard , including all risk review documentation . |  |  |  |
| OTR Project Manager/Director understands all assumptions, exemptions or agreed deviations to customer requirements on which scope of work performance is based, or which may excuse performance. |  |  |  |
| If the Contract provides for liquidated damages for delivery (product or documents) or performance, the OTR Project Manager/Director understands their financial impact, triggers, and applicability. |  |  |  |
| OTR Project Manager/Director understands the mechanism and process for request and review of change orders and variations to the Contract, and to document such changes or variations. |  |  |  |
| OTR Project Manager/Director understands any unique terms and conditions related to government contract or government terms/requirements compliance, if applicable. |  |  |  |
| OTR Project Manager/Director is aware of the obligation (if any) to provide or procure permits for work. |  |  |  |
| OTR Project Manager/Director is aware of customer's requirements for documents, licenses or certifications beyond the normal API or other relevant industry certifications (as applicable). |  |  |  |
| OTR Project Manager/Director understands any contractual requirement to provide special services such as training, commissioning, special shipping, certifications, etc. |  |  |  |
| OTR Project Manager/Director, Sourcing team, Quality team understand any on-going obligations to comply with local content laws or contractual local content requirement or contractual local content requirements |  |  |  |
| OTR Project Manager/Director understands any specific customer document retention and audit requirements, procedures, plans as well as any associated flow down requirements and these have been communicated to the applicable functional groups (e.g. Finance, EHS, Quality, Sourcing, etc.) as applicable. |  |  |  |
| OTR Project Manager/Director understands customer specific requirements regarding adherence to customer's health and safety plan or other customer HSE documents, procedures, plans. |  |  |  |
| OTR Project Manager/Director understands any customer specific requirements regarding adherence to the agreed Quality Plan and Inspection Test Plan. |  |  |  |
| OTR Project Manager/Director understands the warranty obligations and any warranty provisions that are not per ourstandard contracting policy, the testing procedures and timing and the performance guarantee obligations. |  |  |  |
| OTR Project Manager/Director is aware of obligations for the flow-down of terms and conditions to subcontractors. |  |  |  |
| OTR Project Manager/Director is aware of any restrictions on the P&L’s supplier base, use, or country of supply. |  |  |  |
| OTR Project Manager/Director understands the rights and obligations concerning the suspension and termination of contract by us and/or the customer. |  |  |  |
| OTR Project Manager/Director understands our and customer’s insurance coverage, limits and exclusions, and requirements to provide certificates for the same. |  |  |  |
| OTR Project Manager/Director understands both our and customer’s obligations to provide payment securities, such as parent company guarantees, bonds, etc. |  |  |  |
| OTR Project Manager/Director understands the dispute resolution process, the contractual procedures to document and resolve disputes. |  |  |  |
| OTR Project Manager/Director understands the contractual provisions for invoice submission and support documentation requirements. |  |  |  |
| OTR Project Manager /Director understands all the contractual obligations that must be met to trigger invoice payment by customer. |  |  |  |
| OTR Project Manager/Director understands items that are billable and method for such billable rates, overtime, other items chargeable to the customer and methods for reimbursement. |  |  |  |

## Final Approvals

|  |  |  |  |
| --- | --- | --- | --- |
| **FUNCTION** | **DATE APPROVED** | **NAME** | **SIGNATURE** |
| **ITO Commercial Operations** |  |  |  |
| **ITO Finance** |  |  |  |
| **OTR Finance** |  |  |  |
| **OTR Risk** |  |  |  |
| ***Sourcing (if applicable)*** |  |  |  |
| ***EHS (if applicable)*** |  |  |  |
| ***Quality and Fulfillment (if applicable)*** |  |  |  |
| ***Engineering (if applicable)*** |  |  |  |
| ***Manufacturing (if applicable)*** |  |  |  |
| ***Contract Administrator (if applicable)*** |  |  |  |

**I have completed this Legal Review Checklist – and certify – as the designated OTR Representative that we are ready to accept the accountability for executing this customer Order.**

|  |  |  |
| --- | --- | --- |
| **OTR Project Leader:** | | |
| **Name** |  |  |
|  | | |
| **Date\*** |  |  |
|  | | |
| **Signature\*** |  |  |