



- Technical Requirements Checklist
- Inspection of the manufacturer - *P.2-20*
- On-site inspection - *P. 21*

*Manufacturer :* -----

*Date :* -----

*TECHNICAL STANDARD  
ELEMENTS OF "GULF" BRAND*

# APPENDIX 2

## Checklist for checking technical requirements Check at the manufacturer

### Manufacturer Compliance

№	Evaluation Criteria	Presence		Note
		yes	no	
1. QMS Certification				
1.1	ISO 9001 valid certificate presence			
1.2	The ISO 9001 certificate is issued by a certification body with the accreditation mark of a recognized IAF MLA			
1.3	There is a schedule for internal QMS audits			
1.4	Internal QMS audit schedules for the previous and current years are being followed.			
2. Document Management				
2.1	There is a documented procedure for document management.			
2.2	The procedure for exchanging information on quality management system issues is documented, those responsible and the method of communicating information to personnel are determined.			
3. Production Planning				
3.1	There is a documented procedure for production planning.			
3.2	There is an annual/monthly production program.			
3.3	Resource sufficiency for product manufacturing is evaluated.			
4. Repairs				
4.1	There is a documented procedure for planning and conducting repairs.			
4.2	There is a list of main technological equipment.			

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### Checklist for checking technical requirements Check at the manufacturer

№	Evaluation Criteria	Presence		Note
		Yes	No	
4.3	Annual/monthly/weekly schedules for main equipment repairs are available.			
4.4	Equipment repair schedules are followed.			
4.5	Preventive maintenance regulations are available.			
4.6	Regulations include a list of responsible persons and work frequency.			
4.7	Preventive maintenance regulations are followed.			
4.8	Quality evaluation criteria for repairs are defined.			
5. Production				
5.1	A process flow chart (technological process chart) is available.			
5.2	All technological operations are included in the flow chart/technological process chart.			
5.3	All necessary technological instructions for production processes are available.			
5.4	All necessary technological instructions for production processes are accessible at workplaces.			
5.1. Quality Control Work Organization				
5.1.1	There is a documented procedure for quality work organization.			
5.1.2	The organization's quality policy is approved.			
5.1.3	The quality policy is accessible, communicated to employees, and understood by them.			

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№	Evaluation Criteria	Presence		Note
		Yes	No	
5.1.4	Quality goals are developed for the year for the organization. The goals are measurable; resources for achieving them and those responsible have been identified.			
5.1.5	Regular monitoring of quality objectives achievement is conducted.			
5.1.6	Quality work results are documented.			
5.2. Quality Control				
5.2.1	There is a documented procedure for quality control of produced products.			
5.2.2	Personnel responsible for quality control are defined.			
5.2.3	Control schemes for production process sections are available.			
5.2.4	All controlled parameters are included in control schemes.			
5.2.5	The control schemes identify the persons responsible for the procedure for monitoring process parameters/manufactured products.			
5.3. Handling Complaints (Consumer Feedback)				
5.3.1	There is a documented procedure for handling complaints.			
5.3.2	Indicators for tracking consumer satisfaction are defined.			
5.3.3	The frequency of collecting information from consumers is defined.			
5.3.4	All consumer complaints are registered in the organization.			
5.3.5	Analysis of received consumer complaints is conducted.			

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№	Evaluation Criteria	Presence		Note
		Yes	No	
5.3.6	Reasons for receiving complaints are identified.			
5.3.7	Corrective actions (CAs) are developed based on analysis results; CA plan is communicated to the customer			
5.3.8	CA implementation progress reports are communicated to the consumer			
5.3.9	Effectiveness of developed CAs is evaluated			
5.4. Metrological Support				
5.4.1	There is a documented procedure for metrological support.			
5.4.2	The list of used measurement instruments (MIs) by organization/sections is defined.			
5.4.3	Annual schedules for verification/calibration of MIs are developed.			
5.4.4	Verification/calibration schedules of MIs are followed.			
5.4.5	There is a reserve of MIs in case of emergency MI failure.			
5.5. Handling Non-Conforming Products (NCP)				
5.5.1	There is a documented procedure for handling NCP			
5.5.2	NCP and defective products are isolated and reflected in the section plan.			
5.5.3	NCP is stored in the NCP isolation area and identified.			
5.5.4	Defective products are stored in the defect isolation area and identified.			
5.5.5	Analysis of NCP and defects is conducted.			

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№	Evaluation Criteria	Presence		Note
		Yes	No	
5.5.6	Reasons for NCP and defects are identified			
5.5.7	Corrective actions (CAs) are developed based on analysis results.			
5.5.8	Effectiveness of developed CAs is evaluated.			
6. Procurements				
6.1	There is a documented procedure for raw materials and materials procurement.			
6.2	There is a registry of current and potential suppliers.			
6.3	Supplier evaluation and selection procedure is conducted			
6.4	Supplier evaluation and selection criteria, evaluation frequency are defined.			
6.5	Nomenclature of raw materials and materials subject to incoming control is defined.			
6.6	Incoming control of procured equipment, raw materials, and materials is conducted.			
6.7	Supplier rating adjustment procedure in case of NCP supply is defined.			
7. Personnel Qualification				
7.1	There is a documented procedure for personnel qualification assessment.			
7.2	There is an annual personnel training plan.			
7.3	Monitoring of annual personnel training plan implementation is conducted.			
7.4	There is a database for each employee reflecting qualification (training) information.			

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№	Evaluation Criteria	Presence		Note
		Yes	No	
7.5	This database is promptly updated based on training results.			
7.6	Analysis of personnel quantity and qualification, necessity for training personnel affecting product quality. The criteria for the formation of an annual personnel training plan have been determined.			
7.7	There is a document/matrix defining personnel replacement at workplaces with their qualification indication.			
7.8	Personnel training on ISO 9001-2015 is conducted (QMS manager, internal auditors).			



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## Checklist for checking technical requirements Check at the manufacturer

### Product evaluation criteria

Parameter	Nominal value	Measurement results	Conclusion
Price sign			
Dimensions			
Height	6950mm		
Width	2395mm		
Thickness	746mm		
Support heel			
Size	700x560mm		
Thickness	30mm		
Angle plates	Yes		
Number of holes	6		
Diameter of holes	Ø54mm		
Sign			
Dimensions	2424x2258x280mm		
Material	PMMA, thickness 4 mm.		
Applications	Films ORACAL 8300-034, ORACAL 8300-057		
Backlight	6500K, IP65		
Drain holes	Yes		

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## Checklist for checking technical requirements Check at the manufacturer

Parameter	Nominal value	Measurement results	Conclusion
Mortise letters “ Gulf “			
Dimensions of table	1710x475x50mm		
Material of tablet	Aluminum, 18mm thick		
Material of sign	White milk PMMA, 3mm thick		
Coating of the tablet	Polymer, thickness >60 μm		
Coating color	RAL 5002 (gloss)		
Backlight	6500K, IP65		
Advertising tablet			
Dimensions	1710x1100x50mm		
Dimensions of window	1505x925mm		
Material of tablet	Aluminum, 18mm thick		
Coating of tablet	Polymer, thickness >60 μm		
Coating color	RAL 5002 (gloss)		
Glass material	Mineral glass, 4mm thick		
Backlight	6500K, IP65		
Changeable advertising	Yes		
Advertising printing	color UV printing		

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### Checklist for checking technical requirements Check at the manufacturer

Parameter	Nominal value	Measurement results	Conclusion
Deaf tablet			
Dimensions	1710x685x50mm		
Material of tablet	Aluminum		
Coating of tablet	Polymer, thickness >60 µm		
Coating color	RAL 5002 (gloss)		
Drawing of tablet	color UV printing		
Light Strobe			
Dimensions	3000x80x76		
Manufacturing technology	Extrusion		
Material of profile	White Milky polycarbonate		
Backlight	6500K, IP67		
Front color	RAL 2004		
Frame			
Open design	Yes		
Frame design	Prefabricated, bolted connection		
Anti-corrosion coating	Zinc coating		
Anti-corrosion technology	Hot galvanizing method		

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## Checklist for technical requirements, Check at the manufacturer.

Parameter	Nominal value	Measurement results	Conclusion
Price line			
Dimensions	1710x685x50mm		
Window dimensions	1505x300mm		
Glass material	Mineral glass, 4mm thick		
Backlight	6500K, IP23		
Replacement fuel type plate	Yes		
Fuel types printing	color UV printing		
Height of price board digits	200mm		
Price sign electronics			
Grounding	Yes		
Harness electrical installation	yes		
Voltage relay	yes		
Residual-current device	yes		
Circuit breakers	yes		
Photosensor	yes		
inrush current limiter circuit	yes		
Connectors	yes		
Wire protection	yes		11

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### Checklist for technical requirements, Check at the manufacturer

Parameter	Nominal value	Measurement results	Conclusion
Canopy frieze			
Three-dimensional frieze panel with “Gulf “ logo			
Dimensions	2000x1000x232mm		
Material of panel	Aluminum, 1.8 mm or steel 0.8 mm with zinc coating		
Color of panel	RAL 5002(gloss), RAL 2004, RAL 5015		
Design	Prefabricated, with bolted connections		
Height of the letter	476mm		
Materials of the letters	White milk PMMA, 3mm thick		
Color of the letters	RAL 9003		
Backlight	6500K, IP65		
Material of reflector	Galvanized steel, 0.7 mm thick, coated in RAL 9003		
Sign			
Dimensions	1530x1430x186mm		
Material	White milk PMMA, 3mm thick		
Application	Films ORACAL 8300-034, ORACAL 8300-057		
Backlight	6500K, IP65		
Drain holes	Yes		12

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### Checklist for technical requirements, Check at the manufacturer

Parameter	Nominal value	Measurement results	Conclusion
Volumetric frieze panel			
Dimension	3000x1000x215mm		
Material of panel	aluminum,1,8 mm or steel 0,8 mm with zinc coating		
Coating	Polymer coating , thickness >60 µm		
Color of panel	RAL 5002(gloss), RAL 2004, RAL 5015		
design	Prefabricated, with bolted connections		
Flat frieze panel , white color			
Dimension	3000x1000x65mm		
Material of panel	aluminum,1,8 mm or steel 0,8 mm with zinc coating		
Coating	Polymer coating , thickness >60 µm		
Color of panel	RAL 9003		
Flat frieze panel , blue color			
Dimension	3000x1000x65mm		
Material of panel	aluminum,1,8 mm or steel 0,8 mm with zinc coating		
Coating	Polymer coating , thickness >60 µm		
Color of panel	RAL 5002(gloss)		

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## Checklist for technical requirements, Check at the manufacturer

Parameter	Nominal value	Measurement results	Conclusion
Corner part of frieze , volumetric .			
Dimension	350x350x1000mm		
Material of panel	aluminum,1,8 mm		
Coating	Polymer coating , thickness >60 µm		
Color of panel	RAL 5002(gloss), RAL 2004, RAL 5015		
Design	Prefabricated, with bolted connections		
Corner part of frieze, flat			
Dimension	200x200x1000mm		
Material of panel	aluminum,1,8 mm or steel 0,8 mm with zinc coating		
Coating	Polymer coating , thickness >60 µm		
Color of panel	RAL 9003		
Transitional panel			
Dimension	5000x1000x215mm		
Material of panel	aluminum,1,8 mm or steel 0,8 mm with zinc coating		
Coating	Polymer coating , thickness >60 µm		
Color of panel	RAL 5002(gloss), RAL 2004, RAL 5015		
Design	Prefabricated, with bolted connections		

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## Checklist for technical requirements, Check at the manufacturer

Parameter	Nominal value	Measurement results	Conclusion
Standalone structures			
Trash bin			
Dimension	1130x593x503		
Case material	Сталь		
Color of trash bin	RAL 5002(gloss)		
Container material	Сталь, 0,8мм с ЦАМ покрытием		
Volume of container	160 литров		
Cover material	Алюминий,1,8 мм		
Color of the cover	RAL 7042		
Поднавесное пространство			
Column cladding			
Dimensions	650x500		
Material of column cladding	aluminum,1,8 mm or steel 0,8 mm with zinc coating		
Coating	Polymer coating , thickness >60 μm		
Color	RAL 9003, RAL 7042		



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### Checklist for technical requirements, Check at the manufacturer

Parameter	Nominal value	Measurement results	Conclusion
Console box			
Dimension	1200x652x276		
Case material	aluminum,1,8 mm or steel 0,8 mm with zinc coating		
Coating of case	Polymer coating , thickness >60 µm		
Color of case	RAL 9003		
Drawing on case	Application with film ORAJET 3640 - 010 with solvent printing		
Material of sign	White milk PMMA, 4mm		
Coating	Film ORACAL 8300-034, ORACAL 8300-057		
Safety bar			
Dimension	1100x1000x790		
Material of safety bar	Steel pipe Ø76, thickness 4mm		
Coating	Polymer coating , thickness >60 µm		
Color	RAL 2004		
Canopy ceiling			
Material	Galvanized steel, 0.7 mm		
Color	RAL 9003		

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## Checklist for technical requirements, Check at the manufacturer

Parameter	Nominal value	Measurement results	Conclusion
Building			
Frieze of building			
Transitional frieze panel			
Dimension	3300x670x170mm		
Material of panel	aluminum,1,8 mm or steel 0,8 mm with zinc coating		
Coating	Polymer coating , thickness >60 µm		
Color of panel	RAL 5002(gloss), RAL 2004, RAL 5015		
Design	Prefabricated, with bolted connections		
Frieze panel “office” backlighted			
Dimension	3000x670x170mm		
Material of panel	aluminum,1,8 mm or steel 0,8 mm with zinc coating		
Color of panel	RAL 5002(gloss), RAL 2004, RAL 5015		
Design	Prefabricated, with bolted connections		
Height of letters	265 mm		
Material of letters	White milk PMMA, 3mm thick		
Color of letters	RAL 9003		
Backlight	6500K, IP65		

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### Checklist for technical requirements, Check at the manufacturer

Parameter	Nominal value	Measurement results	Conclusion
Frieze panel “Gulf Store”, backlighted			
Dimension	2500x670x65mm		
Material of panel	aluminum,1,8 mm or steel 0,8 mm with zinc coating		
Color of panel	RAL 9003		
Высота букв	255 mm		
Height of letters	White milk PMMA, 3mm thick		
Application	Film OraCal 8500 - 005		
Color of letters	RAL 5002		
Backlight	6500K, IP65		
Frieze panel – volumetric			
Dimension	3000x670x170mm		
Material of panel	aluminum,1,8 mm or steel 0,8 mm with zinc coating		
Coating	Polymer coating , thickness >60 µm		
Color of panel	RAL 5002(gloss), RAL 2004, RAL 5015		
Design	Prefabricated, with bolted connections		

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### Checklist for technical requirements, Check at the manufacturer

Parameter	Nominal value	Measurement results	Conclusion
Frieze panel – flat white color			
Dimension	3000x670x65mm		
Material of panel	aluminum,1,8 mm or steel 0,8 mm with zinc coating		
Coating	Polymer coating , thickness >60 µm		
Color of panel	RAL 9003		
Frieze panel –flat blue color			
Dimension	3000x670x65mm		
Material of panel	aluminum,1,8 mm or steel 0,8 mm with zinc coating		
Coating	Polymer coating , thickness >60 µm		
Color of panel	RAL 5002		
Corner part of frieze – volumetric			
Dimension	400x400x670mm		
Material of panel	Aluminum,1,8 mm		
Coating	Polymer coating , thickness >60 µm		
Color of panel	RAL 5002(gloss), RAL 2004, RAL 5015		
Design	Prefabricated, with bolted connections		

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### Checklist for technical requirements, Check at the manufacturer

Parameter	Nominal value	Measurement results	Conclusion
Corner part of frieze , flat			
Dimension	300x300x6700mm		
Material of panel	aluminum,1,8 mm or steel 0,8 mm with zinc coating		
Coating	Polymer coating , thickness >60 µm		
Color of panel	RAL 9003		
Wall cladding			
Dimension of cassette	920x920		
Material of cassette	Композитная плита, толщиной 4мм		
Flammability class	NON FLAMABLE		
Color	RAL 9003		
Backlight			
Glow temperature	3000, 6500K		
Dust and moisture protection class	IP 67		
Sealing with compound	Yes		
Voltage	+12V		
Frame	Extruded aluminum profile		

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## Checklist for technical requirements, Check at the site

№	Evaluation Criteria	Presence		Note
		Yes	No	
1	Visual compliance with the standard in day and night view (colors and color uniformity, arrangement of style elements)			
2	No defects			
3	Price sign installation without high-rise work			
4	Availability of a power protection unit in the price sign			
5	Availability of self- diagnostic unit in the price sign			
6	Correspondence of connecting dimensions of price sign supports			
7	Harness wiring of the price sign			
8	Availability of standard switching connectors			

Head of Technical and Construction department

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Head of Construction unit

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Construction supervisor

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Head of procurement department

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Manufacturer

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