

KICK-OFF MEETING

P.O. NUMBER: P-216B-131-B P-216B-133-C	DATE: 8-Dec-25
P.O. DESCRIPTION: Cast CS & SS Valves	PLACE: MT-12A01
VENDOR: PT Metinca Prima Industrial	M.O.M. NUMBER: LOG-MET-001 LOG-MTN-001

MEETING ATTENDANCE:	
Attendees:	Entity:
Rahmat Danudirjo	JGC (Logistics Officer)
Romualdo Catapang	JGC (Procurement-Expediter)
Arriane Ezra Gonzales	JGC (Procurement-Purchasing)
Shyrl Garcia	JGC (Procurement-Purchasing)
Syavey Awad	PT Metinca Prima Industrial (Project Manager)
Yudha ND.	PT Metinca Prima Industrial (PPIC)
Syaugi Awad	PT Metinca Prima Industrial (Project Control)
Tanto Wijoyo	PT Metinca Prima Industrial (Logistics)

DISCUSSION POINTS		RESULTS	ACTION BY:	DEADLINE:
1	Shipping Information			
	<p>Vendor to inform the following necessary shipping information:</p> <ol style="list-style-type: none"> 1. Commodity 2. Port of Loading <ol style="list-style-type: none"> a) Loading Port shall be accessible and safe for loading for any type of marine crafts b) Vendor shall be responsible for loading onto ship regardless of geared or gearless ship 3. Delivery Terms 4. FOB Date 5. Shipping Volume 6. Heaviest and Largest Package 7. Packaging Style 	<ol style="list-style-type: none"> 1. Cast CS and SS Valve 2. PO-216B-131-B: DDP JAKARTA PO-216B-133-C: DDP JAKARTA 2a. MET confirmed 2b. MET confirmed 3. MET: PO-216B-131-B: DDP JAKARTA PO-216B-133-C: DDP JAKARTA 4. 30-Jun-26 5. MET will inform the volume by Estimate Cargo List 6. MET the biggest Valve 12inch. 	<ol style="list-style-type: none"> 1. MET confirmed 2. MET confirmed 2a. MET confirmed 2b. MET confirmed 3. MET confirmed 4. MET confirmed 5. MET confirmed 6. MET confirmed 7. MET confirmed 	

DISCUSSION POINTS	RESULTS	ACTION BY:	DEADLINE:
	7. Seaworthy wooden case		
2	Packing Specification		
	<p>Vendor to confirm their full compliance to the requirements as specified in the "PROJECT SHIPPING AND PACKING INSTRUCTIONS TO VENDORS"</p> <ul style="list-style-type: none"> • Packing must be of sufficient strength to enable stacking of similar packages with equivalent dimensions and weights of up to 5-meters on top of each other. • All packages must be designed to withstand open, uncovered storage at destination under severe climatic and environment, etc. • Package must be able to withstand motions on-board by any modes of shipment such as road transport, rail, ships, planes, etc. • Packing must be of solid wood/timber. Pallets, Cardboard or Fibreboard alternative packing are considered not acceptable packing materials. • All packages shall be marked with accurate placement of Center of Gravity (COG), and Sling / Lifting Points. • All packages shall be marked with complete shipping marks, handling marks and the IPPC (ISPM15) marks. • All material inside packages shall have internal securing and moisture proofing. • All packages must be allowable for "on-deck" vessel transport. • Large equipment items must not exceed a weight displacement footprint of 10ton/m2. 	<ol style="list-style-type: none"> 1. MET Confirmed 2. MET for Point No. 2 - 8 	
3	Prohibited Packing		
	<p>Vendor to confirm that materials to be used for packing shall not be made nor contain the following materials, but not limited to;</p> <ul style="list-style-type: none"> • Asbestos • Hay and Straw • Polystyrene beads • Formed sterol • Bark • Used and dirty wood • Refractory ceramic fibre 	MET Confirmed	

DISCUSSION POINTS		RESULTS	ACTION BY:	DEADLINE:
4	Estimated Cargo List (ECL)			
	Vendor to submit an Estimated Cargo List (ECL) as per prescribed Project format <u>60-days after PO issuance</u> .	MET Confirmed		28-Jan-26
5	Transportation Drawing (Shipping Style)			
	Vendor to advise if any package will <u>exceed any</u> of the following parameters and confirm to submit Transportation Style Drawing in accordance with "Project Shipping and Packing Instruction to Vendors": <ul style="list-style-type: none"> • 11 meter in length • 2.40 meter in width • 2.50 meter in height • 20 ton in gross weight per piece / package Vendor to submit "Transportation Drawing" <u>60-days after PO issuance</u> .	Not applicable	N/A	
6	Lifting Diagram			
	Vendor to confirm submission of Lifting Drawing in accordance with the requirements in "Project Shipping and Packing Instruction to Vendors". Vendor to submit "Lifting Drawing" <u>60-days after PO issuance</u> .	Not applicable	N/A	
7	Safety Data Sheets / Technical Data for Radioactive Material			
	MSDS shall be prepared by Vendor in accordance with international / industrial standard if materials are categorized as chemicals, dangerous, hazardous goods in accordance with the rules and regulations both in domestically and internationally applicable such as: <ul style="list-style-type: none"> • UN Model Regulations – Orange Book • IMDG Code (International Maritime Dangerous Goods Code) • ICAO IT (Technical Instructions for the Safe Transport of Dangerous Goods by Air) • IATA Dangerous Goods Regulations (Regulations issued by the International Civil Aviation Organization). • RID (Regulations concerning International Carriage of Dangerous Goods by Rail) • ADR (European Agreement concerning the International Carriage of Dangerous Goods by Road) 	Not applicable	N/A	

DISCUSSION POINTS	RESULTS	ACTION BY:	DEADLINE:
<ul style="list-style-type: none"> • IAEA Regulations (Regulations for the Safe Transport of Radio-Active Material) • OSHA Regulation 29 CFR 1910.1200 for chemical substance which may pose hazard to human health. <p>Vendor to submit the "SDS/Technical Data Radioactive Material" <u>4 months before shipment.</u></p>			
8	Special Cargo Handling		
<p>Vendor to advise any special cargo handling and shipping requirements necessary for the safe transportation of the supplied equipment and materials:</p> <ul style="list-style-type: none"> • Special packing and/or storage requirement; • Need for special trucking (i.e. hydraulic trailer) due to cargo sensitivity; • Stowage and exposure to natural elements, i.e. Rain, MET-water splashes, high temperature and direct-sunlight, etc. • Lifting, Lashing, securing and MET fastening • Others <p>Vendor to submit "Precautions for Handling" <u>3 months before shipment.</u></p>	Not applicable	N/A	
9	Preliminary Packing List (PPL)		
<p>Vendor shall submit Preliminary Packing List with the confirmation of the Cargo Readiness Dates. This information is vital in advance booking of ocean shipments due to availability of Ocean Containers and Heavy Lift/Breakbulk Vessels.</p> <p>Vendor to submit the "Preliminary Packing List (PPL)" <u>2 months before shipment.</u></p>	MET Confirmed		28-Apr-26
10	Required Documentation		
<p>Vendor shall follow Section 7: "Vendor's Action" of the 'Project Shipping and Packing Instructions to Vendors'. Vendor to confirm its acceptance to the following submission of necessary documents and required schedule:</p>	MET Confirmed		

DISCUSSION POINTS		RESULTS	ACTION BY:	DEADLINE:																								
	<table border="1"> <thead> <tr> <th>Schedule</th> <th>Required Document / Information</th> </tr> </thead> <tbody> <tr> <td>Within 2 months after PO / LI</td> <td>Estimated Cargo List (ECL) Transportation Drawing Lifting Diagram / Drawing</td> </tr> <tr> <td>Within 4 months after PO / LI</td> <td>Transportation Procedure (Route Survey)</td> </tr> <tr> <td>4 months before shipment</td> <td>Safety Data Sheets (SDS) Technical Data for Radioactive Material</td> </tr> <tr> <td>3 months before shipment</td> <td>Precautions for Handling</td> </tr> <tr> <td>2 months before shipment</td> <td>Confirmation of Cargo Readiness Preliminary Packing List (PPL)</td> </tr> <tr> <td>1 month before shipment</td> <td>Updated Preliminary Packing List (PPL)</td> </tr> <tr> <td>14 days before shipment</td> <td>Preliminary Container Loading Plan (CLP)</td> </tr> <tr> <td>Upon IRC Issuance</td> <td>Pro-forma Packing List</td> </tr> <tr> <td>3 days before cargo readiness</td> <td>Final Packing List</td> </tr> <tr> <td>1 day after cargo readiness</td> <td>Material and Package Photos</td> </tr> <tr> <td>2 days after loading completion</td> <td>Final Container Loading Plan (CLP) Empty and Loaded Container Photos</td> </tr> </tbody> </table> <p>Table Note: 1. 1 month is equivalent to 30 days 2. Packing Lists to be updated and shared to PURCHASER's Logistics whenever there are changes.</p>	Schedule	Required Document / Information	Within 2 months after PO / LI	Estimated Cargo List (ECL) Transportation Drawing Lifting Diagram / Drawing	Within 4 months after PO / LI	Transportation Procedure (Route Survey)	4 months before shipment	Safety Data Sheets (SDS) Technical Data for Radioactive Material	3 months before shipment	Precautions for Handling	2 months before shipment	Confirmation of Cargo Readiness Preliminary Packing List (PPL)	1 month before shipment	Updated Preliminary Packing List (PPL)	14 days before shipment	Preliminary Container Loading Plan (CLP)	Upon IRC Issuance	Pro-forma Packing List	3 days before cargo readiness	Final Packing List	1 day after cargo readiness	Material and Package Photos	2 days after loading completion	Final Container Loading Plan (CLP) Empty and Loaded Container Photos			
Schedule	Required Document / Information																											
Within 2 months after PO / LI	Estimated Cargo List (ECL) Transportation Drawing Lifting Diagram / Drawing																											
Within 4 months after PO / LI	Transportation Procedure (Route Survey)																											
4 months before shipment	Safety Data Sheets (SDS) Technical Data for Radioactive Material																											
3 months before shipment	Precautions for Handling																											
2 months before shipment	Confirmation of Cargo Readiness Preliminary Packing List (PPL)																											
1 month before shipment	Updated Preliminary Packing List (PPL)																											
14 days before shipment	Preliminary Container Loading Plan (CLP)																											
Upon IRC Issuance	Pro-forma Packing List																											
3 days before cargo readiness	Final Packing List																											
1 day after cargo readiness	Material and Package Photos																											
2 days after loading completion	Final Container Loading Plan (CLP) Empty and Loaded Container Photos																											
11	<p>Containerization Works by Vendor</p> <p>If cargo is to be shipped via Ocean Container, the decision whether to use FCL/FCX/LCL rests solely with JGC.</p> <p>Whenever container shipment is chosen, the following containerization charges, but not limited to, shall be borne by Vendor at his own account.</p> <ul style="list-style-type: none"> • Export Packing in accordance with 'Packing and Shipping Instructions to Vendors' • Container Drayage Cost (including pick-up of empty containers and delivery of loaded/stuffed containers to Container Yard) • Cargo Loading / Stuffing into Containers • Cargo Lashing / Securing into Containers • Supply of lashing and securing materials • Terminal Handling Cost/Charge • Cost of slings for preslung Cargo • Checking for any damage, cleanliness, and the suitability of the container before cargo stuffing / loading works 	Not applicable	N/A																									
12	<p>ISPM 15 Requirements</p> <p>Vendor shall confirm that all wood packaging materials such as wooden pallets, load boards, dunnage, crating, boxes, spacers, bearers, bracing, etc. that will be used for packing as well as cargo securing inside container must</p>	Not applicable	N/A																									

DISCUSSION POINTS	RESULTS	ACTION BY:	DEADLINE:
<p>be fully and completely compliant with ISPM No.15 requirements. This requirement includes all wood packaging materials constructed from wood of any plant species that is not processed.</p>			
13	Shipping Marks		
<p>Vendor to confirm understanding and acceptance to apply all applicable "Marking and Tagging" to all packages as per Section 5: "Marking and Tagging Instructions" of the 'Project Shipping and Packing Instruction to Vendors'</p> <ul style="list-style-type: none"> • Project Shipping Mark • Care and Handling Marks • Material/Equipment Specific Markings 	MET Confirmed		
14	Shipping Procedures		
<p>Vendor to note and confirm understanding of JGC's procedural workflow for 'normal' shipping arrangement as follows:</p> <ol style="list-style-type: none"> 1. 30 days after PO issues, Vendor to submit Estimated Cargo List (ECL). 2. 60 days prior shipment, Vendor shall submit Preliminary Packing List (PPL) for advance booking. 3. Upon Inspection Completion and/or IRC issuance, Vendor shall submit the following documents required for Shipping Authorization (SA): <ol style="list-style-type: none"> a. Final Packing List (in Project Format) 4. After all complete and correct documents are received by JGC, JGC will issue SA to Vendor and Project Freight Forwarder to commence delivery / shipping arrangement. 5. Vendor shall follow JGC's Forwarder's Instructions on documentation and cargo delivery. 6. Vendor shall support JGC/Forwarder/Carrier for any loading necessities such as package reinforcement, etc. 7. Project Forwarder shall issue Forwarder Certificate of Receipt (FCR) to Vendor upon completion of Cargo delivery at the port of loading. 	1. MET Confirmed point no. 1 - 7		
15	Permits		
<p>Vendor shall be responsible to obtain necessary permits including road permission</p>	Not applicable	N/A	

DISCUSSION POINTS	RESULTS	ACTION BY:	DEADLINE:
<p>and police escorts (if required) for the in-land delivery of cargoes in compliance to the local and national road safety regulation of the country of export.</p> <p>Vendor shall notify JGC of the requirements and Vendor shall align its forecasted delivery with the lead time to obtain such permissions.</p>			
16	Pre-Shipment Meeting		
<p>If deemed necessary, 2-Weeks prior to confirmed Shipping Schedule, JGC and / or its Forwarder shall visit Vendor for a Pre-shipment Meeting to ensure that everything are all in order. The Agenda of the Pre-Shipment meeting shall cover the following but not limited to:</p> <ul style="list-style-type: none"> • FOB delivery place and schedule • Nominated Vessel by JGC/Forwarder/Carrier • Focal Point of Contact for Loading/Delivery Operations • Scope of Works by each party • Transportation and Lifting Plans • Stowage, Lashing and Securing Plan <p>Vendor to support JGC for VISA documentation (Invitation), if necessary.</p>	<p>3. Focal Point of Contact: Pak Tanto Wijoyo</p> <p>Email: tanto.wijoyo@metincaprima.com</p> <p>Contact: +62896 3560 3811</p>		
17	Required Early Shipping Documents and Templates		
<p>JGC to provide the following Shipping Documents Templates</p> <ul style="list-style-type: none"> • Estimated Cargo List (ECL) – <u>30 days after P.O. award.</u> • Preliminary Packing List (PPL) – <u>60 days before Contractual Delivery (FOB) Date and/ or Shipment Date.</u> 	<p>Refer to the attachments:</p> <ul style="list-style-type: none"> • ECL:  TLNG_UCC_Estimated Cargo List • PPL:  TLNG_UCC_Preliminary Packing Li 	MET confirmed will provide the ECL and PPL	
18	Others:		
<ol style="list-style-type: none"> 1. Communication (Forwarder Information, Shipping PICs) <ol style="list-style-type: none"> 1.a. Vendor PIC Name (Position): 1.b. Vendor E-mail address: 1.c. Telephone No.: 2. Factory Location (and distance and transit time to FOB Port) 3. Damage and incompliance found before DDP (Ex-work at Metinca Factory) 4. Loading scope of works under DDP Jakarta Terms as per PO 	<ol style="list-style-type: none"> 1a. PIC Name: Pak Tanto Wijoyo 1b. Email: tanto.wijoyo@metincaprima.com 1c. Contact: +62896 3560 3811 	MET	

DISCUSSION POINTS	RESULTS	ACTION BY:	DEADLINE:
<p>5. SA is subject to correctness of the shipping documents and compliance to Project Packing and Shipping Specifications.</p> <p>6. Vendor to provide a photograph before and after packaging the cargo.</p>	<p>2. The factory located at 38 KM, From Metinca to Tj. Priok Port</p> <p>3. MET Confirmed</p> <p>4. MET DDP Jakarta Port</p> <p>5. MET Confirmed</p> <p>6. MET Confirmed</p> <p>7. PT. Metinca Prima Industrial Works Jl. P. Diponegoro No.108, Setia Darma, Tambun Selatan, Bekasi, Jawa Barat - Indonesia 17510.</p>		

Signature	
PT JGC Indonesia	PT Metinca Prima Industrial Works
	
Name: Rahmat Danudirjo	Name: Budi Suparman