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GP 00-10

Engineering Technical Practice (ETP) and Supporting Document Creation

Group Practice

**BP GROUP
ENGINEERING TECHNICAL PRACTICES**

Foreword

This revision of Engineering Technical Practice (ETP) GP 00-10 incorporates:

1. The new definitions of Group Practice (GP) and Group Instruction for Supply (GIS) documents.
2. Requirements for Data Sheet (DS) documents.
3. Requirements for Guidance Note (GN) and Reference Document (RD) documents.

Because the document has been heavily modified and reorganised, revisions have not been identified in the margin as is normal practice.

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1. Scope

- a. This Group Practice (GP) provides requirements, recommendations, and possibilities for engineers developing Engineering Technical Practices (ETPs) and their supporting documents.
- b. Requirements, recommendations, and possibilities are provided on objectives, philosophy, technical content, organisation, and writing style.
- c. Requirements, recommendations, and possibilities are summarised in Table 1.

Table 1 - Summary of requirements, recommendations, and possibilities

General
ETPs are used as the basis for generating specifications, and their requirements, recommendations, and possibilities should be limited to options that can be selected to specify materials, equipment, and services. Requirements, recommendations, and possibilities should be appropriate for worldwide application for all segments and business units.
Philosophy
Follow the rules of content for GPs and GISs. ETPs shall maximise use of industry standards, with special emphasis on the use of ISO documents.
Content
Requirements, recommendations, and possibilities should primarily consist of statements that contain the words "shall or should" and to a lesser extent, "may". ETPs should not repeat content of industry standards. Commentary should be used liberally to explain requirements, recommendations, possibilities, and options.
Organisation
Clauses should be organised using a logical organising structure. Annexes should be used for requirements, recommendations, and possibilities that are appropriately separate from the body of the ETP.
Writing style
Requirements, recommendations, and possibilities should be stated using the most simple sentence structures possible. Requirements, recommendations, and possibilities should not use non quantifiable words. Tables and figures are efficient ways to present requirements, recommendations, and possibilities and should be used if they can replace multiple statements in the text.

2. Normative references

The following referenced documents may, to the extent specified in subsequent clauses and normative annexes, be required for full compliance with this GP:

- For dated references, only the edition cited applies.
- For undated references, the latest edition (including any amendments) applies.

BP

GP 00-01	Introduction to ETPs.
GP 00-20	Editorial Style.



GP 00-98	DS Template.
GP 00-99	ETP Template.

International Organisation for Standardisation (ISO)

ISO/IEC Directives, Part 2 Rules for the structure and drafting of International Standards.

ISO 31 Quantities and units.

ISO 1000 SI units and recommendations for the use of their multiples and of certain other units.

3. Terms and definitions

For the purposes of this GP, the following terms and definitions apply:

Annex

Element of an ETP placed after the body. May be normative or informative.

Clause

First level of division of the body of an ETP. Numbered 1, 2, 3, etc.

Commentary

Element of ETPs that provides:

- Explanation of why a particular requirement, recommendation, or possibility exists.
- Selection criteria.
- Alternatives.

Customary units

Non SI units.

Data Sheet (DS)

ETP supporting document that when completed provides vendors with equipment specific details that may vary from one application to another. Data Sheets may also continue to provide a concise record of this detailed information throughout the life of the equipment.

Engineering Authority

A suitably qualified, trained and competent person who is formally appointed and has the authority to make engineering judgments which can include deviations from ETPs and STPs.

Engineering Technical Practices (ETPs)

BP Group's validated set of Engineering Technical Practices, based, wherever possible, on internationally recognised industry engineering standards. ETPs consist of Group Practice (GP) and Group Instruction for Supply (GIS). ETPs (GPs and GISs) are supported by other information documents which are not considered to be ETPs.

Examples of 'other information documents' are Preambles (PRs), Data Sheets (DSs), Guidance Notes (GNs), and Reference Documents (RDs).

Entity or BP entity

An organisational unit within BP which may be a Performance Unit, Business Unit, Strategic Performance Unit, Segments or some logical sub group of one of these, defined by the Segment, Function or Region.



The term “BP entity” replaces the formerly used term “BP Operaton”.

ETP Management Team

Team in Group Safety and Operations Function, Group Engineering that facilitates creation and maintenance of ETPs and supporting documents, and manages the associated IT systems.

ETP subject matter expert (SME)

ETP category technical team member nominated by a segment to represent the segment and function from a Group perspective to author and approve ETPs.

Exception style

Style of GP/GIS which is based intimately on an industry standard and conveys its requirements, recommendations, and possibilities by adopting the industry standard and expressing changes as additions, deletions, or modifications to the industry standard.

Group Instruction for Supply (GIS)

Type of ETP that provides requirements, recommendations, and possibilities for procurement of materials and equipment, or installation or construction services.

Group Practice (GP)

Type of ETP that provides requirements, recommendations, and possibilities for engineering, design, commissioning, inspection, testing, operation, and maintenance.

Guidance Note (GN)

ETP supporting document that provides good practice and information that is not suitable for inclusion in ETPs, but is approved and maintained by the ETP SME team.

Hard Conversion

Conversion of units based on logical increments and/or manufactured sizes. For example, a 1 inch thick plate might be converted to the nearest manufactured size of 25 mm, and be shown as 25 mm (1 in). This type of conversion is appropriate for “approximate” conversions such as “Paving shall be at least 150 mm (6 in) thick” and “Pipe DN 150 (NPS 6) and larger...”.

Heritage document

Specification, recommended practice, or guide from Amoco, BP, ARCO, or elsewhere that is replaced by ETPs.

Informative

Statements of explanation.

Mandatory

Has to be met to claim compliance.

Narrative style

Style of PR/GP/GIS which is based on zero to multiple industry standards and conveys its requirements, recommendations, and possibilities by referencing all or parts of the industry standards as needed.

Normative

Requirements (shall), recommendations (should), and permissions (may).



Preamble (PR)

ETP supporting document that provides information describing specific category's organisation or content

Reference Document (RD)

ETP supporting document that provides good practice and information that is not suitable for inclusion in ETPs and is not necessarily approved or maintained by the ETP SME team.

Rounding

Process of specifying the accuracy of converted units.

Segment

Major division within BP. Includes: Exploration and Production (E&P) and Refining and Marketing (R&M).

Site Technical Practice (STP)

A set of documented technical specifications and practices used for the safe and environmentally sound design, modification, maintenance and inspection of facility/plant at each BP Entity.

Soft Conversion

Conversion of units based on mathematical conversion factors. For example, a 25 mm (0,98 in) thick plate.

Subclause

Second and subsequent levels of division of the body of an ETP. Numbered 1.1, 1.2, 1.3, etc.

4. Symbols and abbreviations

For the purpose of this GP, the following symbols and abbreviations apply:

DS	Data Sheet.
ETP	Engineering Technical Practice.
ETP SME	ETP subject matter expert.
GIS	Group Instruction for Supply.
GN	Guidance Note.
GP	Group Practice.

The meaning of the acronyms GP and GIS changed in 2006 as follows:

- *GP* from Guidance on Practice to Group Practice.
- *GIS* from Guidance on Industry Standard to Group Instruction for Supply.

This better reflects the more mandatory nature of GP and GIS documents defined by the Integrity Management Standard. Implementation of this change is occurring over a few years and should finish in 2010. This name change does not change the meaning or intent of ETPs.

PR	Preamble.
RD	Reference Document.



STP Site Technical Practice.

5. ETPs

5.1. General

5.1.1. ETP content

- a. ETPs shall contain accumulated good practice for facilities.
- b. This good practice shall be represented as requirements, recommendations, possibilities, and commentary, and the differences between these should be clearly understood by engineering authors.
- c. Unless otherwise specified herein, ETP structure and content shall comply with ISO/IEC Directives Part 2.

5.1.2. ETP objectives

- a. ETPs shall provide general technical requirements, recommendations and, possibilities for engineering, design, procurement, installation, construction, and commissioning that result in facilities with:
 1. Technical integrity and quality to meet BP expectations.
 2. Fitness for purpose.
 3. Optimal life cycle cost.

Optimum life cycle cost is neither minimum installed cost nor highest reliability cost.

- b. ETPs shall not provide technical requirements, recommendations, or possibilities for **existing** facilities and equipment in normative text, but may provide recommendations and possibilities for existing facilities and equipment in commentary.
- c. ETPs shall be based on industry standards if available.
- d. ETPs shall contain requirements, recommendations, and possibilities general enough to be used to generate STPs for a wide variety of applications (all segments).
- e. ETPs shall be structured such that end users can add addendums to create STPs.
- f. ETPs shall provide enough explanatory information in commentary such that users can:
 1. Develop STPs.
 2. Understand the good practice offered.
 3. Understand when it is appropriate to seek deviation from requirements, recommendations, and possibilities.
 4. Understand how to evaluate existing equipment against requirements, recommendations, and possibilities.
- g. ETPs should provide requirements that are auditable.

Not all requirements are auditable, but the goal is to make as many as possible auditable.

5.1.3. ETP philosophy

Philosophy: the principles upon which documents are based.

- a. ETPs shall be developed if value is added to BP businesses by having a BP Group document.



- b. ETPs shall contain good practice that yields measurable business benefit and that is not available from the industry standard or is at variance with the industry standard.
- c. ETPs shall be based on industry standards if an applicable, industry recognised standard exists.
- d. If the industry standard requires qualification, an ETP shall be developed as a supplement to that standard. This ETP only adds to or qualifies the industry standard and has to be read in conjunction with it.
- e. ETPs shall also be developed if there is no suitable industry standard.
- f. ETPs shall be for worldwide and group wide application to the fullest extent possible.
- g. Commentary shall provide:
 - 1. Explanation of requirements, recommendations, and possibilities.
 - 2. Advice on options.
 - 3. Prior experience that explains reasoning and/or reinforces.
- h. ETPs shall provide a basis for development of STPs for segments, geographical regions, business units, and projects.
- i. GPs primarily provide requirements, recommendations, and possibilities for choosing equipment, material, and systems. Such information may include design concepts, selection criteria, and recommendations based on BP experience.
- j. GISs primarily deal with requirements, recommendations, and possibilities for purchase of material, equipment, and systems and are written such that they may be sent to a vendor with the project supplemental STP.

5.1.4. Designators

- a. ETP designator and title shall be agreed with ETP Management Team.
- b. ETPs shall have designators as follows:
 - 1. GP CC-NN for GPs.
 - 2. GIS CC-NNX for GISs.
- c. First designator group identifies ETP type and shall be selected from Table 2.

Table 2 - Document type designators

Document type	Designator
Preamble	PR
Group Practice	GP
Group Instruction for Supply	GIS
Data Sheet	DS
Guidance Note	GN
Reference Document	RD

- d. Second designator group (CC) identifies ETP category and shall be selected from [ETP Library](#).

Note: ETP categories can be found by Browsing ETPs.

- e. Third designator group (NN):
 - 1. For GPs, shall be a logical division within the category.

