



Document No.	GP 00-99
Applicability	Group
Date	Draft 16 April 2007

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To change a document number, change it only in this block. Changing the number in this block changes the document number in both the title page bars below and in the document header.

Set up document page as follows:

File > Page Setup > *(Do NOT use Apply to Section. Do NOT make Section Breaks.)*

Margins – Top: 2.5 cm; Bottom: 2.35 cm; Left: 2 cm; Right: 2 cm; Gutter: .0; Header: 1 cm
Footer: 1.15 cm; Mirror Margins – no; Gutter Position – Left **Apply to:** Whole Document

Paper Size: A4 Portrait **Layout > Section Start:** New page; **Headers and Footers:** Different first page; **Vertical alignment:** Top; **Apply to:** Whole document

The text between the bars above is an inserted cross-reference to the “Designator” bookmark. The text is in the style, Doc number.

GP 00-99

The text below is the document title and is set by the Custom Document Property, Document Name. The text is in Titles style.

Template (Example)

The text below is the Document type. Document types include “Group Practice” (GP), and “Group Instruction for Supply” (GIS) The text is in the TitleDocType style.

Group Practice

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Foreword

This is the first issue of Engineering Technical Practice (ETP) BP GP 00-99. This Group Practice (GP) is based on parts of heritage documents from the merged BP companies as follows:

British Petroleum (RefOrg style.)

GS 00-00	British Petroleum heritage document title. (RefDoc style.)
GS 00-00	British Petroleum heritage document title. (RefDoc style.)
RP 00-00	British Petroleum heritage document title. (RefDoc style.)

Amoco (RefOrg style.)

A XX-XX-XX-P	Amoco heritage document title. (RefDoc style.)
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ARCO (RefOrg style.)

Std 00-xx	ARCO heritage document title. (RefDoc style.)
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The main TOC title is in the Contents style, which forces the TOC on a new page. Subsequent TOC titles (List of Tables, List of Figures) are in the TOC Title style, which does not force a new page and allows you to place these lists on the same page as the main TOC.

If the first text after the TOCs is in Heading 1 style (usually “1. Scope”), at the end of all the TOCs, force a new page for the Heading 1 by manually inserting a page break. Do not insert a page break if the first text after the TOC is in the Section style (such as an Introduction). Text in the Section style forces a page break and always starts on a new page.



Introduction (Section style)

If the introduction element is needed, these words shall be replaced with the introduction words generated for each ETP. If the introduction element is not needed, these words and the above heading shall be deleted.

*The **introduction** is an optional preliminary element used, if required, to give specific information or commentary about the technical content of the technical practice, and about the reasons prompting its preparation. It shall not contain requirement statements.*

The Introduction shall not repeat information in the Foreword or the Scope. If all the information in the Introduction can be relocated to the Scope, Foreword, or General requirements sections, the information should be moved and the Introduction eliminated. The Introduction element should be included only if the information in it cannot logically be relocated to another element of the ETP.

The Introduction shall not be numbered.

The Introduction is in Section style.

A manual page break must be inserted after the Introduction so that the first Heading 1 (usually Scope) starts on a new page.



1. Scope (Heading 1 style)

GP Boilerplate: This GP provides group practice for the selection, design, and installation of template examples. (This text is in Text Section style. Text Section style is used for single paragraphs under Section headings and Heading 1 style.)

GIS Boilerplate: This GIS provides BP group instructions for supply for the design, materials, fabrication, inspection, testing, documentation, and preparation for shipment of template examples.

The Scope shall be worded as a series of statements of fact. Forms of expression such as “This technical practice specifies [establishes] [gives instructions for] [defines terms] ...” shall be used..

Statements of applicability of the technical practice shall be introduced by the wording “This technical practice is applicable to ...”

2. Normative references (Heading 1 style)

The following normative documents contain requirements that, through reference in this text, constitute requirements of this technical practice. For dated references, subsequent amendments to, or revisions of, any of these publications do not apply. However, parties to agreements based on this technical practice are encouraged to investigate the possibility of applying the most recent editions of the normative documents indicated below. For undated references, the latest edition of the normative document referred to applies.

BP (RefOrg style.)

GP 11-22	BP spec format. (RefDoc style.)
GP 33-44	BP spec format. (RefDoc style.)
GIS 55-66	BP spec format. (RefDoc style.)

Amoco (RefOrg style.)

A FE-HE-XX-P	Amoco spec format. (RefDoc style.)
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ARCO (RefOrg style.)

Std 00-xx	ARCO spec format. (RefDoc style.)
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[Note: Amoco, ARCO, and other heritage company documents will eventually be replaced with BP ETP references. This fact is understood by BP personnel and should not be noted here, but should be noted where it is referenced within the text to facilitate the search and replace process.]

European Standards (EN) (RefOrg style.)

EN-XX-XX	European Standard format. (RefDoc style.)
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Industry Standards such as American Society of Mechanical Engineers (ASME) (RefOrg style.)

ASME PTC 1x.3	An Industry Standard Document. (RefDoc style.)
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3. Terms and definitions

If the Terms and definition clause is needed, these words shall be replaced with the terms and definitions generated for each ETP. If the Terms and definition clause is not needed, these words and the above heading shall be deleted.



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

Term (DefTerms style)

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term2 (DefTerms style)

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term4 (DefTerms style)

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4. Symbols and abbreviations

If the Symbols and abbreviated terms clause is needed, these words shall be replaced with the terms and definitions generated for each ETP. If the Symbols and abbreviated terms clause is not needed, these words and the above heading shall be deleted.

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

AWG	American Wire Gauge. (Text Section style)
DCS	Distributed control system. (Text Section style)
Dp	Differential pressure. (Text Section style)
EMI	Electromagnetic interference. (Text Section style)
IS	Intrinsically safe. (Text Section style)
I/O	Input/output. (Text Section style)
NPS	Nominal pipe size. (Text Section style)
NPT	National pipe taper thread. (Text Section style)
OAL	Overall length. (Text Section style)
OD	Outer diameter. (Text Section style)
PID	Proportional integral derivative. (Text Section style)

List terms and symbols alphabetically. Special characters shall be listed after alphabetic characters (for example, refer to I/O above.)

5. Heading 1

This demonstrates Text Section style.



5.1. Heading 2

This demonstrates Text Body style. Text Body style is used under a Heading 2 or Heading 3 style heading that contains only one requirement.

5.1.1. Heading 3

- a. This demonstrates Heading 5 style.
- b. This demonstrates Heading 5 style.
 - 1. This demonstrates Heading 6 style.
 - 2. This demonstrates Heading 6 style.

5.1.2. Heading 3

- a. This demonstrates Heading 5 style.
- b. This demonstrates Heading 5 style.

5.2. Heading 2

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- a. This represents Heading 5 style, which is used for enumerated paragraphs.
- b. Heading 5.
- c. Heading 5.
 1. This demonstrates Heading 6 style and is used for enumerated paragraphs under the style Heading 5.
 2. This demonstrates Heading 6 style.
 3. This demonstrates Heading 6 style.
 - a) This demonstrates Heading 7 style.
 - b) This demonstrates Heading 7 style.
 - c) This demonstrates Heading 7 style.

5.3. Heading 2

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