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Guidance on Practice for Control System Documentation

GP 30-49

BP GROUP
ENGINEERING TECHNICAL PRACTICES

Foreword

This is the first issue of Engineering Technical Practice (ETP) BP GP 30-49. This Guidance on Practice (GP) is based on parts of heritage documents from the merged BP companies as follows:

BP

1400-20-IC-LI-5301 Process Control System and Human-Machine Interface Equipment Selection List.

British Petroleum

BP GS 112-17 Guidance for Specification Power Supplies for Electronic Equipment.
BP GS 130-3 Pre-Delivery Testing and Inspection of Instrumentation and Control Systems.
BP GS 130-8 Guidance for Specification of Control Systems.
BP GS 130-8 Guidance for the Supply of Control Systems.

Amoco

PTA AD-PEP-00-G Administration—PTA Engineering Practices—Guide.
PTA PC-DCS-00-P Process Control—DCS—Supply Specification.
PTA CO-PCOM-00-G Commissioning—Pre-Commissioning—Guide.
A PC-PCOM-GEN-E Process Control—Pre-Commissioning—General—Engineering Specification.

ARCO

Engineering Standard 3 Project Closeout Documentation.
Engineering Standard 26 Spare Parts Requirements.

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1. Scope

This GP provides guidance for the documentation of Process Automation Systems.

2. Normative references

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.

Instrumentation Systems and Automation

ISA 5.3	Graphic Symbols for Distributed Control/Shared Display Instrumentation, Logic and Computer Systems.
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3. Symbols and abbreviations

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

CSD	Control strategy diagram.
CSH	Control system hardware.
I/O	Input/output.
PAS	Process Automation System.

4. General documentation requirements

- a. Documentation shall be submitted in the following format types:
 1. Drawings – Autocad (latest version).
 2. Text documents including manuals, literature, etc for permanent record – text searchable, indexed Adobe PDF.
 3. Text documents generated as part of the project in standard Microsoft Office formats (Excel, Word, Access) shall also be provided in native format.
- b. Documentation shall match revision level of control system hardware and software.
- c. CSH drawings, sketches, and specification sheets shall be size and format established by project.
- d. Drawing numbers shall be assigned in accordance with standard BP procedures.
- e. Sketches shall be numbered and tracked using internal project numbering system.
- f. Software products that are available industry wide shall have online help files and complete user level online documentation.
- g. At the conclusion of projects, all documents shall be as-built to include any changes prior to being submitted to BP.
- h. A summary of control system drawings related to PAS and the required submittal timing is given in Annex A.

