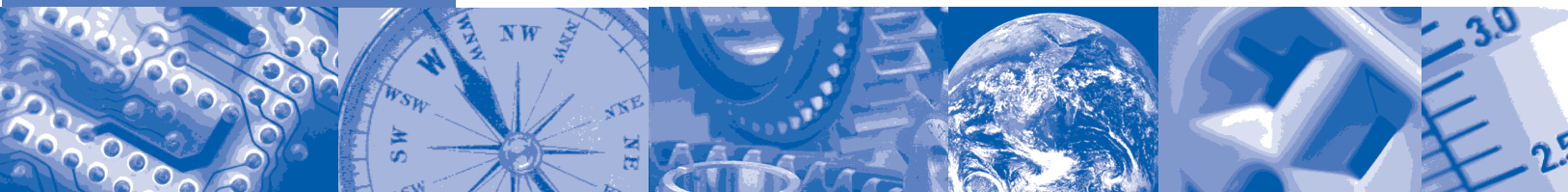


ISA-RP60.4-1990



Documentation for Control Centers



**ISA—The Instrumentation,
Systems, and
Automation Society**

Approved 4 June 1990



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ISA–RP60.4–1990, Documentation for Control Centers

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Preface

This preface is included for informational purposes and is not part of ISA-RP60.4-1990.

This recommended practice has been prepared as part of the service of ISA toward a goal of uniformity in the field of instrumentation. To be of real value, this document should not be static, but should be subject to periodic review. Toward this end, the Society welcomes all comments and criticisms, and asks that they be addressed to the Secretary, Standards and Practices Board, ISA, 67 Alexander Drive, P. O. Box 12277, Research Triangle Park, NC 27709, Telephone (919) 549-8411, e-mail: standards@isa.org.

The ISA Standards and Practices Department is aware of the growing need for attention to the metric system of units in general, and the International System of Units (SI) in particular, in the preparation of instrumentation standards. The Department is further aware of the benefits to U.S.A. users of ISA standards of incorporating suitable references to the SI (and the metric system) in their business and professional dealings with other countries. Toward this end, this Department will endeavor to introduce SI-acceptable metric units in all new and revised standards to the greatest extent possible. *The Metric Practice Guide*, published by the Institute of Electrical and Electronics Engineers as ANSI/IEEE Std. 268-1982, and future revisions, will be the reference guide for definitions, symbols, abbreviations, and conversion factors. Certain metric units that are not a part of the SI system are in common accepted use. This recommended practice uses bar as a pressure measurement that is convertible to kilopascals by multiplying by 100.

It is the policy of ISA to encourage and welcome the participation of all concerned individuals and interests in the development of ISA standards. Participation in the ISA standards-making process by an individual in no way constitutes endorsement by the employers of the individual, of the Instrument Society of America, or of any of the standards that ISA develops.

The information contained in the preface, footnotes, and appendices is included for information only and is not a part of this recommended practice.

This recommended practice is one of a series that constitutes the control center standard, ISA-S60. The individual sections provide continuity of presentation, convenience of reference, and flexibility of revision. The complete standard consists of the following sections:

SECTION	TITLE	SCOPE
RP-60.1	Control Center Facilities	Guide for preparation of engineering designs and specifications for control center facilities.
dRP60.2*	Control Center Design Guide and Terminology	Design methods and terminology used in the specification of control center facilities.
RP60.3	Human Engineering of Control Centers	Design concepts accommodating man's physiological and psychological capabilities.
RP60.4	Documentation for Control Centers	Guide to the documentation associated with control center specifications.

dRP60.5*	Control Center Graphic Displays	Guide to the use of available graphic display techniques.
RP60.6	Nameplates, Tags, and Labels for Control Centers	Guide to the methods of identification of control center equipment and parts.
RP60.7	Control Center Construction	Guide to control center profiles, fabrication and finish methods, and enclosure selection.
RP60.8	Electrical Guides for Control Centers	Design concepts for control center electrical requirements.
RP60.9	Piping Guide for Control Centers	Design concepts for control center piping requirements.
dRP60.10*	Control Center Inspection and Testing	Guide to the methods of inspection and testing prior to control center acceptance.
dRP60.11*	Crating, Shipping, and Handling for Control Centers	Guide to available methods for control center crating, shipping, and handling.

*Draft Recommended Practice. For additional information on the status of this document, contact ISA Headquarters.

The persons listed below served as active members of the SP60 Control Centers Committee for the major share of its working period.

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1 Scope

This recommended practice covers the type, content, and extent of documentation required as record data and information particular to a control center and control center facility. It is written to provide guidelines covering various types of documentation and to promote uniformity of document terminology.

This recommended practice covers the technical documentation associated *only* with control centers and control center facility design and fabrication. It does not cover documentation requirements for associated procedures such as process design or plant or unit operations, nor does it cover commercial considerations such as purchasing, contracting, and shipping. The wide variety of industries using control centers has made it necessary that this recommended practice be general in its coverage. The reader is cautioned to consult the specific codes, laws, and practices that apply to the actual industrial applications.

2 Definitions

As built—A document revision that includes all modifications performed as a result of actual fabrication or installation. Various issues of "as built" documents may exist that reflect various milestones such as "as purchased," "as manufactured," "as insured," and "as commissioned."

Control center—An equipment structure, or group of structures, from which a system is measured, controlled, and/or monitored.

Control center facility—A combination of the services, protective enclosures, and environmental treatment necessary for the proper functioning of the control center.

Drawings—Graphic representations of the control center, which also may include bills of material, hard copies of video display tube (VDT) displays, photographs, and tables (e.g., wire and cable lists).

Manuals—A compilation of electrical and mechanical specifications, parts lists, operating or service instructions, calibration procedures, test logs, performance requirements, and pertinent technical data required for the specific project.

Specifications—Written data, drawings and instructions that form the complete requirements the system must meet. This may include equipment lists, approved vendor lists, applicable company standards, and references to published standards (e.g., the National Electric Code and ISA Standards).

Tagged item—An item that has been assigned a unique identification. Items appearing on piping and instrument diagrams (P&IDs) are usually tagged in accordance with ISA-S5.1, Instrumentation Symbols and Identification. Items that do not appear on a P&ID may be assigned unique identifications that do not conflict with previously assigned tag numbers.

Untagged item—Any system, equipment item, or accessory that may be initially specified, listed, or referenced in quantity by model number, catalog number, part number, etc., for general identification and for ordering or handling purposes. These items are completely