

DEP SPECIFICATION

PROCEDURE FOR GLOBAL TECHNICAL STANDARDS PUBLICATIONS

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DESIGN AND ENGINEERING PRACTICE



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PREFACE

DEP (Design and Engineering Practice) publications reflect the views, at the time of publication, of Shell Global Solutions International B.V. (Shell GSI) and, in some cases, of other Shell Companies.

These views are based on the experience acquired during involvement with the design, construction, operation and maintenance of processing units and facilities. Where deemed appropriate DEPs are based on, or reference international, regional, national and industry standards.

The objective is to set the standard for good design and engineering practice to be applied by Shell companies in oil and gas production, oil refining, gas handling, gasification, chemical processing, or any other such facility, and thereby to help achieve maximum technical and economic benefit from standardization.

The information set forth in these publications is provided to Shell companies for their consideration and decision to implement. This is of particular importance where DEPs may not cover every requirement or diversity of condition at each locality. The system of DEPs is expected to be sufficiently flexible to allow individual Operating Units to adapt the information set forth in DEPs to their own environment and requirements.

When Contractors or Manufacturers/Suppliers use DEPs, they shall be solely responsible for such use, including the quality of their work and the attainment of the required design and engineering standards. In particular, for those requirements not specifically covered, the Principal will typically expect them to follow those design and engineering practices that will achieve at least the same level of integrity as reflected in the DEPs. If in doubt, the Contractor or Manufacturer/Supplier shall, without detracting from his own responsibility, consult the Principal.

The right to obtain and to use DEPs is restricted, and is granted by Shell GSI (and in some cases by other Shell Companies) under a Service Agreement or a License Agreement. This right is granted primarily to Shell companies and other companies receiving technical advice and services from Shell GSI or another Shell Company. Consequently, three categories of users of DEPs can be distinguished:

- 1) Operating Units having a Service Agreement with Shell GSI or another Shell Company. The use of DEPs by these Operating Units is subject in all respects to the terms and conditions of the relevant Service Agreement.
- 2) Other parties who are authorised to use DEPs subject to appropriate contractual arrangements (whether as part of a Service Agreement or otherwise).
- 3) Contractors/subcontractors and Manufacturers/Suppliers under a contract with users referred to under 1) or 2) which requires that tenders for projects, materials supplied or - generally - work performed on behalf of the said users comply with the relevant standards.

Subject to any particular terms and conditions as may be set forth in specific agreements with users, Shell GSI disclaims any liability of whatsoever nature for any damage (including injury or death) suffered by any company or person whomsoever as a result of or in connection with the use, application or implementation of any DEP, combination of DEPs or any part thereof, even if it is wholly or partly caused by negligence on the part of Shell GSI or other Shell Company. The benefit of this disclaimer shall inure in all respects to Shell GSI and/or any Shell Company, or companies affiliated to these companies, that may issue DEPs or advise or require the use of DEPs.

Without prejudice to any specific terms in respect of confidentiality under relevant contractual arrangements, DEPs shall not, without the prior written consent of Shell GSI, be disclosed by users to any company or person whomsoever and the DEPs shall be used exclusively for the purpose for which they have been provided to the user. They shall be returned after use, including any copies which shall only be made by users with the express prior written consent of Shell GSI. The copyright of DEPs vests in Shell Group of companies. Users shall arrange for DEPs to be held in safe custody and Shell GSI may at any time require information satisfactory to them in order to ascertain how users implement this requirement.

All administrative queries should be directed to the DEP Administrator in Shell GSI.

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1. INTRODUCTION

1.1 SCOPE

This DEP formalises policies, specifies requirements and gives recommendations for the initiation, writing and maintenance of DEPs and other Global Technical Standards. It also provides requirements and gives recommendations regarding the relationship between DEPs and external standards.

This DEP is not applicable retroactively.

The requirements relating to the authorisation to receive or purchase DEPs are covered by separate Shell GSI procedures.

This DEP is a revision of the DEP of the same number dated September 2011; see (1.5) regarding the changes.

1.2 DISTRIBUTION, INTENDED USE AND REGULATORY CONSIDERATIONS

Unless otherwise authorised by Shell GSI, the distribution of this DEP is confined to Shell companies and, where necessary, to Contractors and Manufacturers/Suppliers nominated by them. Any authorised access to DEPs does not for that reason constitute an authorization to other documents, data or information to which the DEPs may refer.

This DEP is intended for use by all involved in the creation, maintenance and use of DEPs.

When DEPs are applied, a Management of Change (MOC) process shall be implemented; this is of particular importance when existing facilities are to be modified.

If national and/or local regulations exist in which some of the requirements could be more stringent than in this DEP, the Contractor shall determine by careful scrutiny which of the requirements are the more stringent and which combination of requirements will be acceptable with regards to the safety, environmental, economic and legal aspects. In all cases the Contractor shall inform the Principal of any deviation from the requirements of this DEP which is considered to be necessary in order to comply with national and/or local regulations. The Principal may then negotiate with the Authorities concerned, the objective being to obtain agreement to follow this DEP as closely as possible.

1.3 DEFINITIONS

1.3.1 General definitions

The **Contractor** is the party that carries out all or part of the design, engineering, procurement, construction, commissioning or management of a project, or operation or maintenance of a facility. The Principal may undertake all or part of the duties of the Contractor.

The **Manufacturer/Supplier** is the party that manufactures or supplies equipment and services to perform the duties specified by the Contractor.

The **Principal** is the party that initiates the project and ultimately pays for it. The Principal may also include an agent or consultant authorised to act for, and on behalf of, the Principal.

The word **shall** indicates a requirement.

The word **should** indicates a recommendation.

1.3.2 Specific definitions

Term	Definition
Action Items	Indications in the margin of the DEP that a position has to be clarified during the specification phase of a project or an order.
Administrator	Person responsible for the administration of the DEP system. NOTE: The Administrator in Shell currently has the reference indicator PTE/DTST. The Administrator can be contacted at standards@shell.com .
Auditable (requirement)	Requirement that is observable and measurable, is neither vague nor ambiguous, and has finite acceptance/rejection criteria.
Author	Person appointed by the Custodian to be responsible for writing or revising a Global Technical Standard. The Author is typically an SME for the subject concerned.
Champion	Person appointed by the GDH to be responsible for the day-to-day coordination of Global Technical Standards planning and cost control.
Custodian	Person within the discipline appointed by the GDH to be responsible for the approval of a specific DEP or other Global Technical Standard, and is responsible for the technical content of the document. The Custodian also acts as the focal point for questions relating to the content, meaning and application of the Global Technical Standard. The Custodian is typically the relevant senior discipline specialist. NOTE: The Global Technical Standard Index (DEP 00.00.05.05-Gen.) identifies the current Custodian of each standard.
DEP Circular	Letter previously used to inform DEP users about the issue, revision, amendment or withdrawal of a DEP. Each letter is uniquely numbered. DEP Circulars are still used as records but are no longer distributed.
DEP IM Tool	A web based database containing all items in the DEP system. The database provides information pertaining to each DEP item, the annual DEP Plan, status of tracking revisions until publication and information on harmonization of local/regional standards.
DEP Informative	Design and Engineering Practice Informative; a companion to the DEP Specification document of the same number. Explains the reasons for certain requirements in the DEP Specification.
DEP Specification	Design and Engineering Practice Specification; for project use - provides a basis for understanding between the Principal, Contractor and Manufacturer/Supplier, specifying requirements for a product, process or service.
DW Standard	Deepwater Standard; provides a basis for understanding between the Principal, Contractor and Manufacturer/Supplier, specifying requirements for a product, material or process specifically for deepwater installations.
External standard	Standard (e.g., ISO, EN, ASME, BS, API, etc.) issued under the auspices of a non-Shell body.
Global Discipline Head	Person responsible for the assignment of Custodians, and accountable for the contents of the Global Technical Standards.
OU Variation	Supplement to a DEP, generated by an Operating Unit (OU) to reflect the regional/local requirements of that OU. OU Variations use is now discontinued as part of the DEP rejuvenation plan.
Project Variation	Supplement to a DEP or Specification generated by a project to reflect the specific requirements of that project, subject to a technical and commercial authorisation process (Figure 1).

Term	Definition
PS Table	A table located in a DEM1 DEP Informative listing the associated process safety risks for each process safety mandatory technical requirement, as well as its associated Risk Assessment Matrix rating.
RM Practice	Run & Maintain Practice; defines a recommended practice that is intended to meet a desired performance standard. Applies to the “operate, inspect and maintain” phase of asset life.
Servco	Service Company of the Shell Group.
Standard	Document, established by consensus and approved by a recognised body, that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of the optimum degree of order in a given context. NOTE: From ISO/IEC Guide 2.
WS Standard	Wells Standard; provides a basis for understanding between the Principal, Contractor and Manufacturer/Supplier, specifying requirements for a product, material or process specifically for oil and gas wells.

1.3.3 Abbreviations

Term	Definition
CMT	Catalogue Management Tool, which includes the MESC data.
DEM 1	Design and Engineering Manual – Number 1
DEP	Design and Engineering Practice
ETSB	Executive Technical Standards Board – a committee composed of senior representatives from Shell P&T and others.
GDH	Global Discipline Head
MESC	Materials and Equipment Standards and Code
PS	Process Safety
PTE	Principal Technical Expert – acknowledged as the person with the Technical Authority in their area. This requires deep technical skills and significant influence on the business. The primary role of the PTE is to provide global and regional support in the PTE topic area and lead job networks.
PTE/DTST	Reference Indicator of the Technical Standards Team in Shell P&T (Projects & Technology). The Technical Standards Team Manager is the Custodian of this DEP.
OU	Operating Unit of the Shell Group
SIGN	Shell International Global Network: http://swwww.global-networks.shell.com/forums/networks/dispatch.cgi
Shell GSI	Shell Global Solutions International
Shell P&T	Shell Projects & Technology
SIEP	Shell International Exploration and Production
SME	Subject Matter Expert – acknowledged expert in a very specific area of the business. The primary role of the SME is to actively support and contribute to the relevant job networks.

1.4 CROSS-REFERENCES

Where cross-references to other parts of this DEP are made, the referenced section number is shown in brackets (). Other documents referenced by this DEP are listed in (8).

1.5 SUMMARY OF MAIN CHANGES

This DEP is a revision of the DEP of the same number dated September 2011. The following are the main, non-editorial changes.

Old section	New section	Change
	2.1	Modify policy to discontinue the use of OU Variations.
	5.2.	Removal of sections on review and generation of new OU Variations.

1.6 COMMENTS ON THIS DEP

Comments on this DEP may be sent to the Administrator at standards@shell.com, using the DEP Feedback Form. The DEP Feedback Form can be found on the main page of “DEPs on the Web”, available through the Global Technical Standards web portal <http://www.shell.com/standards> and on the main page of the DEPs DVD-ROM.

2. POLICY AND STRUCTURE

2.1 POLICY

Global Technical Standards are generated with the specific aim of providing a means to:

- carry out business efficiently and cost effectively;
- enhance technical integrity, thereby assuring no harm to people or the environment;
- transfer knowledge and share best practice.

It is policy:

- a) In applying DEPs, to rely to the reasonable maximum extent on external standards (ISO/IEC standards if possible);
- b) to achieve and maintain, as far as reasonably possible, a single set of DEPs in which requirements additional to the relevant external standards are minimised;
- c) to discontinue OU Variations;
- d) to apply Project Variations, with minimum additional requirements to DEPs;
- e) to apply the proper commercial and technical authorisation processes whereby variations are justified, for both business and technical reasons, within the context of risk-based management, total cost of ownership and life-cycle cost;
- f) to constantly improve the quality of Global Technical Standards by creating and maintaining feedback loops between users and Custodians of standards;
- g) to influence external standards bodies through participation, thereby endeavouring to increase the number and improve the quality of external standards applicable to Shell Group use.

2.2 TRANSPARENT STANDARDS STRUCTURE OF DEPS

The transparent standards structure of DEPs is illustrated in Figure 1. This reflects the Shell Group's decentralised organisation and recognises that Project Variations to a DEP are required and that OU Variations may exist until the completion of the DEP rejuvenation programme (end 2012).

The objectives of the structure are to provide:

- a) transparency (clear understanding) of the essential requirements;
- b) cost efficiency through maximum focus on the external world;
- c) a clear management structure to control variations and to obtain feedback of knowledge;
- d) a reduction in administrative effort by centralising information as much as possible.

The main elements of the transparent standards structure for a particular standard are:

- a) the **external standard** (where available);
- b) the **DEP**, which supplements the external standard to reflect the minimum additional Shell Group requirements;
- c) **OU Variations**, which supplement the DEP to reflect the regional and local requirements of that OU. These should only exist until the DEP rejuvenation programme has been completed (end 2012);
- d) **Project Variations**, which supplement the DEP (whether or not amended by the OU Variation) to reflect the specific requirements of a project.

DEPs shall make maximum practical use of external standards. The preferred method of achieving this is to **base** the DEP directly on such a standard, in which case the DEP shall

be written in the form of an endorsement of, or amendments/supplements to, the external standard. This will not be possible if a suitable external standard does not exist, or if basing the DEP on one would necessitate substantial amendments (this is at the discretion of the Author and Custodian; as a guide, if more than half of the external standard's paragraphs require amendment, it may be considered impractical as a base standard).

DEPs, whether or not **based** on an external standard, shall make maximum use of external standards by referring to them wherever appropriate.

The order of preference for the selection of an external standard on which to base the DEP, or to refer to in a DEP, shall be as follows unless a lower standard in the hierarchy is considered technically more suitable:

1. International (ISO and IEC);
2. Regional;
3. National;
4. Industry.

It is the responsibility of Shell P&T to maintain the DEPs. It is also Shell P&T's responsibility, as far as is reasonably practical, to coordinate the participation of Shell staff work on external standards.

It is the responsibility of the Project Management to maintain Project Variations. These should be subject to a technical and commercial authorisation process to demonstrate that they are unavoidable and contain only the minimum additional requirements to the DEP, whilst still enabling the introduction of innovation.

2.3 ETSB

The ETSB is the standardization process owner on behalf of Shell Group companies. The objective of the ETSB is to direct the Administrator's activities in the provision and maintenance of technical standards and to promote the effective application of those standards in the Shell Group.

The Administrator issues an annual Operating Plan (3.2) that identifies the DEPs to be created or revised over the coming year, and identifies how these DEPs relate to external standards. The ETSB uses this plan to monitor progress.

The ETSB actively pursues appropriate Shell representation on key external standards committees.

2.4 TYPES OF DEP

2.4.1 General

Over a three-year period which began in 2010, a DEP rejuvenation programme is being undertaken during which all DEPs for engineering procurement and construction will be issued in two types as follows:

- 1) **DEP SPECIFICATION:** These provide a basis for understanding between the Principal, Contractor and Manufacturer/Supplier, specifying requirements for a product, process or service and indicating the criteria whereby compliance can be assessed.

2) DEP INFORMATIVE: These are one-to-one companions to each DEP Specification. The DEP Informative documents the reason or background for certain requirements, particularly where those requirements have raised questions in the past. The principal purpose of the DEP Informative is to assist the discipline in making the next revision of the DEP and in answering possible future requests for interpretation of the DEP. Further, it may also be used to explain to experienced users the rationale behind requirements and recommendations which may not otherwise be apparent. In some cases, the DEP Informative may also contain examples or addenda to assist with project specific application of the DEP. It is NOT intended for the DEP Informative to be a lengthy tutorial on any particular subject.

The DEP Informatives also include the PS Tables, if applicable, which explain why certain requirements have been designated as process safety related.

By their nature, DEP Informatives are directed towards Shell personnel rather than Contractors and Manufacturers, and therefore they are not routinely distributed outside Shell.

2.4.2 Supporting documents

Requisition (Datasheet): These provide the engineering information required for the procurement of equipment and materials.

Standard Form: These are used to present information in a consistent manner.

Standard Drawing: These are drawings of equipment or configurations that are considered to have wide applicability in Shell. Standard Drawings are indexed in DEP 00.00.06.06-Gen.

In addition to the DEP system, the CMT system provides technical specifications and MESC details.

2.4.3 DEM 1 status

Selected DEP Specifications are listed in DEM 1 as containing at least one process safety requirement. These DEPs use the term "SHALL [PS]" to indicate such requirements.

DEM1 listed DEP Specifications contain technical requirements to prevent or mitigate a process safety incident with RAM Red or Yellow 5A or 5B rating on the Group RAM.

2.5 OTHER GLOBAL TECHNICAL STANDARDS

The following other technical standards are managed in the same management system:

- 1) **RM Practice:** These specify requirements and recommendations for activities being performed during the running and maintenance (as distinct from engineering, procurement and construction), of a facility. By their nature, RM Practices contain information that is not routinely distributed outside Shell.
- 2) **DW Standard:** These provide a basis for understanding between the Principal, Contractor and Manufacturer/Supplier, specifying requirements for a product, material or process specifically for deepwater installations. By their nature, DW Standards contain information that is not routinely distributed outside Shell.
- 3) **WS Standard:** These provide a basis for understanding between the Principal, Contractor and Manufacturer/Supplier, specifying requirements for a product, material or process specifically for oil and gas wells. By their nature, WS Standards contain information that is not routinely distributed outside Shell.

Note: The processes described in (2.6) and (2.7) are also applicable to the above standards.

2.6 PHASES IN DEP PROCESSING

The three phases in processing a DEP are:

- initiating a DEP and DEP planning;

- writing a new DEP;
- maintenance (revision, reaffirmation or withdrawal) of existing DEPs.

This sequence of events is shown in Figure 2. There is a feedback loop from maintenance to initiation. Each of these phases is described in (3), (4), and (5) respectively.

2.7 OU INVOLVEMENT

OUs shall be involved in each of the three phases in processing a DEP (2.5), specifically:

- OU standards are being incorporated into the DEPs as part of the DEP rejuvenation programme and, as such, are used as an input for creating or revising DEPs. OU staff may be involved in the drafting process (4.2);
- OU input is solicited during the DEP comment round (4.3), and during application of the DEPs (5.3.8);
- OUs prepare their own Project Variations, and these are used as feedback input into subsequent DEP revisions (5.3.3).

OU involvement is maintained through a focal point or network of focal points, where nominated and coordinated by the OU.

2.8 PROJECTS EXECUTION COMMUNITY

Projects shall be selectively involved in creating or revising DEPs. Projects prepare their own Project Variations, and these are used as feedback input into subsequent DEP revisions (5.3.3).

2.9 CONTRACTOR AND MANUFACTURER/SUPPLIER INVOLVEMENT

Contractors and Manufacturers/Suppliers shall be selectively involved in creating, revising and commenting on DEPs.

2.10 STRUCTURE OF DEPS AND OTHER TECHNICAL STANDARDS

2.10.1 General

DEPs and other technical standards shall be structured as shown in (2.10.2) and (2.10.3).

Layout and basic content are further detailed in (Appendix 1). The basic requirements for the editorial and typographical requirements are given in (Appendix 2). Word processor settings are described in (Appendix 3).

2. 10.2 DEP Specifications, DW Standards, WS Standards and RM Practices

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NOTE: For DEM1 DEPs, the Process Safety Summary Table shall be included in 1.3

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2.11 SPECIFIC RULES FOR CONTENTS OF TECHNICAL STANDARDS

Specific policies on the following topics are detailed in (6):

- a) clarity of meaning;
- b) minimum requirements;
- c) referenced standards;
- d) mixing of external standards;
- e) commercial statements;
- f) copyright;
- g) trade-names and company names;
- h) proprietary or licensable information;
- i) cross-references within a DEP;
- j) values and tolerances;
- k) units.

2.12 CONTROLS

The Global Technical Standards process includes the following controls:

- a) the issue and monitoring of the annual Global Technical Standards operating plan (3.2);
- b) two audits of each technical standard during its writing/updating phase, to assess compliance with this DEP (4.2.3) and (4.3.6);
- c) the comment round (4.3.2);
- d) the approval round (4.4).

3. PLANNING CYCLE

3.1 GENERAL

The flowchart describing the Global Technical Standards planning cycle is shown in Figure 3.

There are two reasons for initiating work on a Global Technical Standard. The first is when an existing standard needs revision, and the second is when a new standard is required.

The factors leading to identification of the need to revise an existing standard are described in the maintenance section (5) of this DEP.

The identification of the requirement for a new Global Technical Standard is facilitated through the annual issue of the Global Technical Standards plan.

3.2 OPERATING PLANS

3.2.1 Years 2010 through 2012

At the end of this three-year period all existing DEPs will have been reformatted in the types of DEP specified in (2.4.1). An operating plan shall be made to achieve this and shall be made available for viewing.

NOTE: The Operating Plan is available for viewing in the DEP IM Tool, available from the Standards web portal <http://sww.shell.com/standards>.

3.2.2 From 2013 onwards

Each year the Administrator shall publish the annual Global Technical Standard Operating Plan detailing:

- the firm plan for standards work in the following year (the first year of the plan); and
- a preliminary plan for standards work in subsequent years.

The Operating Plan shall be made available for viewing.

External standards work plans shall be taken into account in formulating the plan.

The plan shall be issued in order to:

- manage the firm plan;
- allow comment on the plan from Servcos and OUs.

3.3 PROPOSAL FOR GLOBAL TECHNICAL STANDARD WORK

The responsibility for proposals for new Global Technical Standards and revisions to existing standards shall lie with the Custodian. In proposing standards work, the Custodian should consider the need in terms of:

- purpose;
- multiple Project or OU requests;
- health, safety, and environment;
- commercial opportunity;
- extent of intended application;
- regulatory pressure or changes in regulations;
- changes in external standard(s).

For a new standard, the Administrator shall assign a provisional standard number. This number will become final upon issue of the Global Technical Standard. For revision of existing standards, the original standard number shall be used unless a change in scope warrants the allocation of a different number.

3.4 AUTHORISATION OF THE OPERATING PLAN

The Technical Standards Team Manager shall authorise the annual Operating Plan, taking into account the available budget.

3.5 ACTIVATION OF AN ACCOUNT CODE – TIME ACCOUNTING

Once the Global Technical Standards Operating Plan is approved, the Administrator is responsible for obtaining or activating time-writing account numbers. Separate account numbers should be generated for each discipline. All authorised staff involved in the work on the standards then use this number. The Administrator may use a general account number.

Separate account numbers should be used for participation in external standards committee work.