

DEP SPECIFICATION

OPERATIONAL TAGGING REQUIREMENTS

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DESIGN AND ENGINEERING PRACTICE



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1. INTRODUCTION

1.1 SCOPE

This DEP specifies requirements and gives recommendations for developing a tagging philosophy and tagging specification that satisfy the needs of the operating organisation.

Tags are assigned to uniquely identify a function within a plant. Tags are the key objects required for populating the various systems used to manage business processes during the project and operations phases (for example, maintenance and integrity, commissioning and start up, etc.).

This DEP is intended for use on all new capital projects. Brownfield assets may have an existing tagging philosophy and/or specification that should be used.

This is a revision of the DEP of the same number dated August 2009; 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 any documents, data or information to which the DEPs may refer.

This DEP is intended for use in facilities related to oil and gas production, gas handling, oil refining, chemical processing, gasification, distribution and supply/marketing. This DEP may also be applied in other similar facilities.

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 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
Area	Subdivision of a site
Asset register	The asset register is a list of all the facilities and equipment within an asset.
Equipment	Equipment is a physical object designed to perform a Tag function.
Package	Preassembled collection of equipment designed to deliver a process function.
Plant	A plant is an assembly of Equipments, assembled to perform a physical or chemical process (this includes the processes of transportation and storage of materials). A Plant represents the "high level" function to be performed, and during the design, a Plant is decomposed in Process_Units and Tags.
Process unit	Process Units are created to decompose the "high level" Plant function into more granular "sub-functions". This plant breakdown structure is used by the process engineer.
Site	A site represents a geographical surface that can be identified on a map.
Tag	Tags are created to decompose a "high level" Process Unit function into more granular "sub-functions".
Tag register	List of all tags at a plant.

1.3.3 Abbreviations

Term	Definition
BoM	Bills of Materials
CMMS	Computerised Maintenance Management System
CMS	Completions Management System
EIS	Engineering Information Specification (DEP 82.00.10.30-Gen.)
FEED	Front End Engineering Design
PEFS	Process Engineering Flow Scheme, also known as a Process and Instrumentation Diagram (P&ID)
RRM	Risk and Reliability Management
SAP PM	SAP plant maintenance – an example of a computerised maintenance management system.

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 (5).

1.5 SUMMARY OF MAIN CHANGES

This DEP is a revision of the DEP of the same number dated August 2009. This is a major rewrite, so the following are the main, non-editorial changes.