

GENERAL SPECIFICATION

FIELD OPERATIONS

GS EP EXP 203

Maintenance and Inspection documentation preparation during project phase

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04	11/2013	Revision to be in accordance with the Virtual Dossiers in PRODOM
03	09/2009	Complete revision to be in accordance with EDMS company (PRODOM)
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1. Scope

This specification sets out the requirements to define the standard way to prepare and organise the maintenance and inspection documentation during project phase.

2. Reference documents

The reference documents listed below form an integral part of this General Specification.

External Documents

Unless otherwise stipulated, the applicable version of these documents, including relevant appendices and supplements, is the latest revision published at the effective date of this document.

Reference	Title
Not applicable	

Total General Specifications

Unless otherwise stipulated, the applicable version of these documents, including relevant appendices and supplements, is the latest revision published in the applicable yearly collection.

Reference	Title
GS EP EXP 207	Installation description structure
GS EP EXP 217	Requirements to Vendors, Suppliers and EPC'S for spare parts
GS EP PJC 701	Documents Identification & Numbering at Project Execution and Field Operations Phases
GS EP PJC 703	Contractor final documentation requirements

3. Definitions and abbreviations

BI	Baseline Inspection
Company	TOTAL affiliate for installations extensions or Project team
Deliverable	Documentation to be delivered by MIEC Contractor to company within the framework of the MIEC.
EDMS	E lectronic D ocument M anagement S ystem : A specific computer application dedicated to the administration of Document Databases (References, Filing and Archiving), of document circulation and retrieval, etc.
EPCC	E ngineering P rocurement C onstruction and C ommissioning contract
ER / LPR	E lectrical R esistance / L inear P olarization R esistance probes
FAME+	FAME+ is a risk based inspection tool designed to develop inspection plans

	and management of risks associated with the integrity of pressure systems.
MDR	Master Document Register : File containing the list of all documents to be provided by the Contractor and its necessary associated information for the management needs.
Media Support	Physical support to be used for issuing the Master File, for example: CD Rom, DVD , External hard disk.
MIEC	Maintenance and Inspection Engineering Contract
M&I	Maintenance and Inspection
MSDS	Material Safety Data Sheet
PID	Piping & Instrumentation Diagram
PRODOM	Project and Operations Documents Management solution: Company electronic document management system.
RBI	Risk Based Inspection
RCM	Reliability Centered Maintenance
Virtual dossier	An Excel file that once imported into company EDMS (PRODOM) provides the users with a specific defined structure to retrieve documents in this EDMS.
WSE	Written Scheme of Examination

4. Field of application

This general specification is applicable on any MIE project on new facilities or re-engineering on existing facilities.

5. Objective

The Maintenance and Inspection dossiers shall be directly and easily operational for people who will be in charge of the operations.

In that way, the documentation shall be:

- Complete and at “as built” stage.
- Easily amendable during the life of field.
- Organised and presented in an homogeneous way.
- Reachable either by technical breakdown or by equipment characteristics.
- Documentation format shall allow the function “search by keyword”.

The term “maintenance” within this specification shall be understood as covering all aspects of equipment maintenance and inspection.

The maintenance dossier aims at:

- Knowing and understanding the functioning of the equipments.

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- Providing technical guideline to define maintenance and inspection plan (operations, lubrication, chemicals, etc.).
- Providing technical guideline to define maintenance and inspection operating procedures (relevant instructions, drawings, etc...).
- Providing technical information helping trouble shooting and failure diagnosis (technical data, drawing, nominal performance, etc ...).
- Allowing the spare parts and specifics tools identification.
- Giving information on manufacturer name and contact detail.
- Gathering all required documents to define the inspection baseline and equipment characteristics "as new" for maintenance.
- Gathering all QA/QC documents produced during manufacturing and project construction and commissioning,

6. Documentation structure and construction

6.1 Support for documentation

Documentation shall be delivered in electronic format.

All required documents for M&I purpose being spread through the whole EDMS produced during project, a specific object called "Virtual dossier" will be created.

This virtual dossier will provide links between documents and structured breakdown. This object will be used by M&I teams as an interface. The end users will see it as a M&I dossier.

An example of display is provided in appendix 5, showing both PRODOM and index views.

Project documentation shall be organized with an Electronic Documentation Management System (EDMS) such as PRODOM.

The index, document properties and keyword functions will be managed by this EDMS.

All documents shall be available from a single source.

All tagged equipment (either inside process and suppliers PID, or inside schemes) shall be in the maintenance dossiers.

All the documents related to MIE activities shall be included into the maintenance dossiers in compliance with company indications.

Every document shall be listed with attributes which will facilitate future searches.

Refer to appendix 8 for an example of document's attributes table.

6.2 Organisation of Maintenance & Inspection dossiers

The deliverable format is an Excel sheet featured in appendices 1, 2 and 4.

Each maintenance dossier shall be referenced in accordance with the documents numbering specification **GS EP PJC 701**.

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6.3 Creation of Maintenance & Inspection dossiers

The maintenance dossier shall gather the documents provided by Vendors (Manufacturers, Vendors and Suppliers) and additional documents provided by the MIEC.

Delivery of the documents shall be done in accordance with **GS EP PJC 703**.

No paper copy will be edited unless otherwise specified (i.e. local legal requirement which imposes a hard copy).

7. General presentation

7.1 Information on breakdown of the installation

The presentation dossier shall use the same installation breakdown than Unisup or Salsa, as per **GS EP EXP 207**, up to level 5 (Tag) to facilitate the search.

Example shown below for fire water pump package A on Pazflor: HU-UZ-0101A:

PAZ/FPSOH/CRS/FWAT /HU-UZ-0101A

Level 1 Site:	PAZ	Pazflor
Level 2 Sector:	FPSOH	Hull
Level 3 System:	CRS	Critical & safety system
Level 4 Unit:	FWAT	Fire fighting generation / distribution
Level 5 Tag:	HU-UZ-0101A	Firewater pump package A

7.2 Details of the table of contents

The table of contents shall summarize all the files containing data and documents of the equipment.

Appendix 1 shows typical sections breakdown of equipment dossier.

Appendix 2 indicates the correspondent documents for each section.

Every section shall be filled. If the section is not relevant for the concerned equipment it shall be filled with "N/A" proving that it was dully controlled.

8. Equipment dossier

The equipment dossier shall be broken down in 8 sections detailed below;

1. Equipment data

- Manufacturer's name and contacts details as shown in appendix 3
- Engineering & Mechanical data sheets.
- Electrical data sheets.
- Instrumentation datasheets.
- Commissioning / start up reports.