

GENERAL SPECIFICATION

CONCEPTION AND SAFETY ENGINEERING

GS EP ICS 003

Numbering of wells, facilities, equipment and documents at project definition phase

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1. Scope

The purpose of this specification is to define the main requirements for naming and numbering oil and gas installation items at the project definition phase. This concerns particularly:

- Naming / numbering of wells, facilities and infrastructures,
- Numbering of systems, sub-systems, equipment, instruments, piping, sea-lines and pipelines, documents.

The objective is to provide a consistent basis for naming and numbering throughout the phases from project definition to project execution and production operations.

This GS is part of a consistent set of GS dealing with naming and numbering.

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 addendums, is the latest revision published at the effective date of this document.

Reference	Title
ISO 3166-1	Codes for the representation of names of countries and their subdivisions - Part 1: Country codes - Third Edition
ISO 7200	Technical product documentation Data fields in title blocks and document headers - Second Edition

Total General Specifications

Unless otherwise stipulated, the applicable version of these documents, including relevant appendices and addendums, is the latest revision published.

Reference	Title
GS EP EXP 501	Equipment and piping numbering
GS EP INS 102	Instrumentation identification

3. Terminology

3.1 Definitions

There are five types of **statements** in this specification, the “shall”, “should”, “may”, “can” and “must” statements. They are to be understood as follows:

Shall Is to be understood as mandatory. Deviating from a “shall” statement requires derogation approved by Company.

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Should	Is to be understood as strongly recommended to comply with the requirements of the specification. Alternatives shall provide the same level of protection or performance and this shall be documented.
May	Is to be understood as permission.
Can	Is to be understood as a physical possibility.
Must	Expresses a regulatory obligation

Note that "will" is not to be understood as a statement.

The following terms as defined below have been used throughout this specification.

Document	Pieces of information gathered for a specific goal on a support identified by a unique reference. It is an information "vehicle" as opposed to the information itself (e.g. data). A document may include one or more electronic files. A document itself may include one or more documents (e.g. a Study with appendices).
Drawing	All graphical representation with a technical purpose and applicability issued during a project.
Format	Format may have two meanings: 1) " <u>Electronic file</u> " FORMAT : Characterizes the form in which information is recorded on its support or coded in its electronic file. For documents on digital supports, it is generally determined by the software used to generate it and it is characterized by its file extension(s): .doc, .xls, .pdf, etc. It can be native or imported (from another application), 2) " <u>Paper, print / document</u> " format = Size (A0, A1,...,A4), orientation.
Graphics	The art or science of drawing a representation of an object.
Project Definition	All studies carried out from discovery to before Basic Engineering / FEED such as: preliminary study, conceptual studies and pre-project.
Project Execution	All studies and works carried out from basic engineering / FEED up to facilities commissioning.
Reference Numbering	A structured set of codes (numerical and alphabetical character chains), unique for each document, enabling its identification as well as its filing and simple searching.
Support	The type of physical support or physical form under which a document is accessible, such as: paper / server / magnetic support / CD ROM.
Symbol	All conventional sign used in writing, drawing or printing to represent equipment of petroleum facilities or infrastructures on PFDs and P&IDs.
System/Sub-System	A group of devices, components or equipment that together are considered as a functional unit.