

GENERAL SPECIFICATION

PROJECT & CONSTRUCTION

GS EP PJC 701

Document identification & numbering at project execution and field operations phases

06	11/2012	Update : New Discipline Code (§9.3) and new Document Type codes for Correspondence (§9.5)
05	01/2012	Update: Adaptation Discipline and Document Type codes and MDR
04	01/2011	Update: Definition of SECTOR, chapter 6.1 - 9.1 – Appendix 2, Discipline code, chapter 9.3, Document type code, Chapter 9.4 and Chapter 9.5 , Project phase code, chapter 9.6
03	10/2009	Update - to adapt to the use of PRODOM V2 (project and Field Operations)
02	10/2008	Update standard reference
01	10/2005	Update - to adapt to the use of PRODOM (EDMS tool)
00	10/2003	First issue

Owning entity: DEV/PJC

Managing entity: DEV/PJC

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1. Scope

The basic requirement for any Document Management System is to unambiguously identify every document to be managed.

Accumulated experience associated with the information system development shows that the most rational way to identify a document is to assign to it:

- A document number which is as simple as possible
- A set of attributes that appear somewhere else in the title block (drawings), headers and footers (office documents) of documents.

The objective of this specification is to provide Contractors and Sub-Contractors with the rules to be implemented in order to identify all documents to be delivered to the Company.

The set of attributes will be used by Company to retrieve documents in the EDMS PRODOM.

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
ISO 3166-1	Codes for the representation of names of countries and their subdivision - Part 1: Country codes

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 PJC 702	Requirements for electronic documents at project execution and field operations phases
GS EP EXP 501	Equipment and piping numbering

3. Terminology

CAD System	Computer Assisted Drawing software.
DCC	Document Control Centre.
Deliverables	Documentation to be submitted by Contractor to Company within the framework of a Contract.

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Document	A selection of information gathered for a specific goal on a support identified by a unique reference. It comprises the information <u>and</u> its support. 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 annexes).
Document Management System (DMS)	The general organization, rules and procedures to manage documents.
Document Number	A structured set of codes or character chain, unique for each document, enabling its identification as well as filing and simple searching.
Electronic Document Management System (EDMS)	A specific computer application dedicated to the administration of Document Databases (References, Filing and Archiving), of document circulation and retrieval, etc.
Native format	The form in which information is coded in an electronic file. The format is determined by the software used to create it. Usually the format is indicated by the file extension: .doc, .xls, .ppt, etc.
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.
PRODOM	P roject and O perations D ocument M anagement solution; Company Electronic Document management System.
Symbol	A conventional sign used in writing, drawing or printing to represent equipment of petroleum facilities or infrastructures.
System / Sub-System	A group of devices, components or equipment that together is considered as a functional unit.
TAG	This is the unique Reference (TAG mark) for "Equipment" includes major or minor equipment, valves, instruments, cables, lines, flow-line element, manifold etc.
Title Block	A box shown on a document or a drawing relating to ownership, identification and numbering of said document/drawing.
TS-IN	Transmittal Sheet In - incoming transmittal from Contractor (with deliverables).
TS-OUT	Transmittal Sheet Out - outgoing transmittal from the Company to the Contractor (with comments on the Contractor's deliverables).

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4. Drawings and office documents

The usual place for document identifiers and attributes is:

- The title block for drawings or diagrams
- The cover page, header and footer for office documents.

Some documents, such as operating and maintenance manuals, may consist of both drawings and text documents. In this case, each drawing or office document keeps its document attributes, while the Operating and Maintenance Manual summary must have its own document identifiers.

5. Company Document Management System

To manage project documentation, the Company uses an Electronic Document Management System called "PRODOM" which is based on the Documentum platform.

The Contractor may use his own document management system.

6. Document identification and codification numbering

All documents which are in the Contractor scope of supply shall be identified and numbered as described in this specification.

Every document shall be identified by a set of attributes:

- Some are used to identify the document (one Document Reference Number per document)
- Some are used to classify the document (document discipline, document type for example).

6.1 Numbering of technical documents

The document number is the main document identifier. It shall be unique and shall remain attached to the document for its entire life span during Project implementation and Operations.

The document number is made of three types of information:

- Geographical information
- Originator of the document
- Chronological number.

The structure of the document number is as follows:

Country	Site Code	Sector Code	Originator	Sequential No
(1)	(2)	(3)	(4)	(5)
AA	BBB	CC	EEEE	GGGGGG

Use “-” as separator. Example: AA-FFF-10-ORIG-000128. Capital letters shall be used.

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Where:

Code	Description	Format
(1)	Country code is given by the Company, following ISO codification	2 alphabetic characters
(2)	Site (or Field) code is given by the Company	3 alphanumeric characters
(3)	Sector (or installation or Work Package) code is given by the Company in accordance to GS EP EXP 501	2 numeric characters
(4)	Originator code identifies the entity or Contractor responsible for creating the document. The code is given by the Company	4 alphanumeric characters
(5)	Sequential number is assigned by the originator (from 000001 up to 999999). Within these "sequential numbers", Contractor may manage series in order to: - Identify a bundle of specific documents (for example PID's starting from 001000) - Allocate it to Sub-Contractors (if the Sub-Contractor is not a recognised "Originator" with its own code)	6 numeric characters

These **five different codes together** identify each document with a **unique number**.

Note 1: The complete list of codes is maintained by Company.

Originator codes shall be delivered by Company.

Each Contractor will be assigned a code for documents it creates for each of its contracts, and must ask Company for codes intended to be assigned to its Vendors or Sub-Contractors.

Contractor is responsible for numbering and submitting project engineering document deliverables, and shall ensure that the Sub-Contractor and Vendor deliverables are numbered and submitted in accordance with these General Specifications.

The sequential number shall be chosen in order to guarantee the uniqueness of the document reference. This means that the Contractor is free to choose this sequential number as long as a unique value in relation with the complete previous attribute values is maintained.

The Contractor can use its own revision coding system for its internal review and approval process.

6.2 Technical document classification/attributes

6.2.1 Document title

Since it consists of plain text, the document title is the most explicit document attribute. It shall therefore be carefully established and it shall have no ambiguity with any other document attribute.

A **150**-character slot is allocated to the document title.

TAG reference will be indicated in the title document but it is mandatory that the attribute is completed in full.