

GENERAL SPECIFICATION

Projects & Construction

GS EP PJC 701

Document identification & numbering at project execution and field operations phases

12	10/2019	General update and Harmonization with the different affiliate and Quantum requirement
11	07/2017	Typing correction: Rules 15 clarified and reference document corrected
10	12/2016	Review and highlights main requirements
09	05/2015	Organisation change – January 2015
08	11/2014	Update : §3 Terminology, §6.2 Technical document classification/attributes, §8 Transmittals, §9 Document Types, §10 & 11 MDR
07	11/2013	Update of TS-IN and TS-OUT Numbering (§8) and Project Phase (§9.6)
00	10/2003	First Issue
Rev.	Date	Purpose of the revision

Owning entity: DSO/IP/PJC	Managing entity: DSO/IP/CSIM
Other Approving entity(ies):	

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1. Scope

1.1 Purpose

The basic requirement for any Document Management System is to unambiguously identify every document to be managed in such a way that documents can be sorted, and retrieved for the use during project execution and life of the asset.

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 Company.

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

1.2 Applicability

This specification is applied to all deliverable documents produced for the Projects and Green Field Operation through the different phases, regardless if the documents is produced by Company's Contractors, Subcontractors or by Company itself.

It's strongly recommended to apply this specification starting from the Pre project phase.

2. Laws and Regulations

In case of conflict between this standard and the applicable law and regulation the most stringent requirements will be applied.

3. Reference documents

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

External Documents

Unless stated otherwise, the applicable version of these documents, including relevant appendices and supplements, is the latest published revision 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

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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	Documents requirement at Project Execution and Field Operations phases
GS EP DEV 001	Asset Objects Tagging

4. Abbreviations & Acronyms

Attribute	Property or characteristic of an Asset object. Synonym: Metadata
CAD System	Computer Aided Drawing software.
DCC	Document Control Center.
Deliverables	Documentation to be submitted by Contractor to Company within the framework of a Contract.
Document	A selection of information gathered for a specific goal on a support identified by a unique reference. It comprises the information and its support. A document may include one or more electronic files.
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)	Company EDMS is called "New Prodom" and based on PIMS software for Project executions and Field Operations phases.
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 Contractor and its necessary associated information for the management needs.
NEW PRODOM	NEW PR oject and O perations DO cument 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.

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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.
TML	TAG Master List, the template used to import TAG in the EDMS.
Shall	Is to be understood as mandatory. Deviating from a “shall” statement requires derogation approved by Company.
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

5. 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 has its own document identifiers.

6. Company Document Management System

During project execution and life of fields, to manage project documentation, Company uses an EDMS.

Contractor shall use Company’s EDMS to exchange documentations with Company, Contractor may use internally his own documentation system.

7. Document identification and codification numbering

{Rule 1:

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

Each document is identified by a set of attributes:

Some are used to identify the document (one Document Reference Number per document).

Some are used to categorise, sort and file the document (document discipline, document type for example).

7.1 Numbering of technical documents

{Rule 2:

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

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	OOOO	NNNNNN

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

Where:

Code	Description	Format
(1)	Country code is given by Company, following ISO 3166-1	2 alphabetic characters
(2)	Site code is given by Company in accordance to GS EP DEV 001	3 alphanumeric characters
(3)	Sector code is given by Company in accordance to GS EP DEV 001	2 alphanumeric characters
(4)	Originator code identifies the entity or Contractor responsible for creating the document. The code is given by Company	4 alphanumeric characters
(5)	Sequential number is assigned by the originator (from 000001 up to 999999). Within these "sequential numbers", contractor should manage series in order to: - Identify a bundle of specific documents related to specific Work-unit - Allocate it to Sub-Contractors (if Sub-Contractor is not a recognized "Originator" with its own code)	6 numeric characters

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

{Rule 3:

An originator code will be given by Company to each Contractor. Similarly, Contractor shall request Company originator codes for his Vendors and/or Sub-Contractors.}

{Rule 4:

A Contract number shall be given by Company to each Contractor.}