

GENERAL SPECIFICATION

PROJECT & CONSTRUCTION

GS EP PJC 702

**Requirements for electronic documents at project
execution and field operations phases**

05	11/2012	Updates : §4.8 Adobe Acrobat parameters §8.1.2 MDR Modifications and Annexe 3
04	01/2012	Updates: table dedicated software (§4.8) and TS-IN TS-OUT + incl. GIS Requirements
03	01/2011	Added Appendix 3 – Computer Aided Drafting (CAD) rules
02	10/2009	Update to adapt to the use of PRODOM V2 (project and Field Operations)
01	10/2005	Update to adapt to the use of PRODOM - BT
00	09/2003	First issue - BT
Rev.	Date	Purpose of the revision

Owning entity: DEV/PJC

Managing entity: DEV/PJC

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1. Scope

The Company shall manage documents by means of an Electronic Document Management System. This is why the contract defines specific requirements for electronic documents.

This General Specification stipulates the points requiring such specific requirements

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 501	Equipment and piping numbering
GS EP INS 101	Instrumentation engineering, supply and construction general requirements
GS EP INS 102	Instrumentation identification
GS EP PJC 701	Documents identification & numbering at project execution and field operations phases
GS EP PJC 703	Requirements for Contractor final documentation
GS EP PVV 112	Piping material classes
GS EP ECI 002	Drawings and symbols - Principles of presentation at project definition phase
GS EP GEO 402	Requirements for Field Development Project

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3. Terminology

CAD System	Computer Assisted Drawing software.
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 methods, general organisation, rules and procedures to manage documents.
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.
File 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.
GIS	Geographic Information System
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.
Document Number (Reference)	A structured set of codes or character chain, unique for each document, enabling its identification as well as filing and simple searching.
Symbol	A conventional sign used in writing, drawing or printing to represent equipment of petroleum facilities or infrastructures.
System	A group of devices, components or equipment that together are considered as a functional unit.
Title Block	A box shown on a document or a drawing relating to ownership, identification and numbering of said document/drawing.

4. Document production requirement

4.1 General rules

The Contractor, as well as its Sub-Contractors and/or Vendors, shall use the electronic templates for documents provided by the Company.

On all documents delivered by the Contractor to the Company, the following information shall be present:

- Company document reference as defined in **GS EP PJC 701**
- Contractor document reference (if applicable)

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- Company revision number
- Company revision date
- Title
- Discipline code as defined in [GS EP PJC 701](#)
- Document type code as defined in [GS EP PJC 701](#)
- System as defined in [GS EP EXP 501](#)
- Page number and the total number of pages
- Status of document in section 8.1.4
- Revision list as defined section 5.2 with the revision table with 3 signatures system: the name of issuer, the name of checker, the name of approver
- Company name and logo
- Project name and logo (if applicable)
- Contractor name and logo (if applicable)
- Electronic document file name as detailed in section 4.6.

For drawings the following additional information shall be present:

- Folio number (sheet number)
- Total number of folios (sheets)
- Scale if applicable (e.g. 1/5000)
- Original document format (A4, A3, A1).

Documents that are not created for Contract purposes (Supplier documents related to bulk equipment for instance) or documents produced or endorsed by certifying bodies (Certification documents) will receive either a front page or a sticker created by the Contractor to comply with the Company requirements.

Note 1: Document reference number, revision number, revision date and title written on the document MUST be identical to those registered into the Master Document Register.

Note 2: Each page of the document must bear the Company document reference and revision number.

Note 3: Each page of the document must be numbered and the total number of pages shall be indicated as follows: page xx of yy).

4.2 Language

The language to be used for all documents is defined by the Contract.

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4.3 Document identification

GS EP PJC 701 shall apply for the following points:

- Document number and other document attributes
- Disciplines and codes to be used
- Document types and codes to be used.

4.4 Document format

The size of the documents will be preferably A1, A3 or A4 format.

A2 and A0 sizes are not permitted:

- A1 will be used for Plot Plans, General Layouts, P&ID, etc. Documents shall be created in order to remain legible in A3 format
- A3 will be used for standard diagrams and drawings. Documents shall be created in order to remain legible in A4 format
- A4 will be used for all other documents.

Other sizes of documents shall not be used without written authorisation of the Company.

PDF files shall be created exclusively from the native electronic file and shall not be the result of scans of paper documents.

4.5 Electronic files size

Size of electronic files of the documents submitted by Contractor is limited by the Company. The project will inform the Contractor on the limits of electronic file sizes when exchanging documents.

In any case, the Contractor shall endeavour, wherever possible, to reduce electronic file sizes to a minimum, providing data is not adversely affected.

4.6 Electronic document file name

If the document has the reference **AA-FFF-CC-O000-000001** and the revision **00**, the electronic file must be named as follows: **AA-FFF-CC-O000-000001_rev00.ext**.

The hyphen is used to separate the number attributes, refer to section **GS EP PJC 701** for the number structure definition.

The underscore stroke [_] is used to separate the sequential number from the revision.

The revision shall always be written in lower case (rev), and there is no space before the two digits of the revision.

The extension shall always be written in lower case (.ext), and be visible.

Examples:

- For a MS-Word document, the file name could be:
AA-FFF-CC-O000-000001_rev01.doc

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- The same document, under ACROBAT format would be:
AA-FFF-CC-O000-000001_rev01.pdf
- For an AUTOCAD document, the file name could be:
AA-FFF-CC-O000-000001_rev01.dwg

4.7 Electronic filename of appendices or folio of a document

The electronic filename of appendices or folios of a document will be, whenever possible (i.e. when IT system and software allows it), as follows:

for appendices: DOCREF-DOCREV-An.ext

for folios: DOCREF-DOCREV-Fn.ext

Where:

- **DOCREF** is the document reference as specified in section 5
- **DOCREV** is the revision index as specified in section 5
- **Ann** is the appendix number (A01, A02...)
- **Fnnnn** is the folio number (F0001, F0002...)
- **ext** is the extension used by software.

Examples:

- **AO34-1-02-X00-00-0-PR-9006_rev01-A01.doc**
- **AO34-1-02-X00-00-0-PR-9006_rev01-A02.doc**
- **AO34-4-40-F11-PD-9-AA-4070_rev00-F0001.dgn**
- **AO34-4-40-F11-PD-9-AA-4070_rev00-F0002.dgn**

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4.8 Dedicated software

Documents SHALL be generated in one of the following native electronic formats:

Function	Software	Highest permissible version	Lowest permissible version
Engineering (drawings)	Autocad	2010	2009
	Bentley Microstation	8i	XM
General graphics	Microsoft PowerPoint	2007	2002 SP3
GIS dataset	ArcGIS	10	9.3.1
Diagrams / flowcharts	Microsoft Visio	2007	2003
Instrumentation Database	InTools or S4I	Refer to GS EP INS 101	
Spreadsheets	Microsoft Excel	2007	2002 SP3
Text documents	Microsoft Word	2007	2002 SP3
PDF	Adobe Acrobat	9.3	7.0

Note 4: Adobe Acrobat parameters.

The following parameters shall be given to the Contractor in order to receive the “PDF” correctly for the PRODOM review:

PDF documents shall be generated from the native application using ADOBE ACROBAT software.

Should Contractor combine different “PDF” files into one PDF file, Contractor shall hereafter use ADOBE OPTIMIZER to generate one coherent PDF file.

Format **PDF 1.6** shall be used.

The Contractor shall **not** use the option “Optimized the PDF for fast web view” when creating a PDF file.

The ADOBE property “Tagged PDF” must be set: **NO**.

Contractor shall deliver PDF files without any protection

Note 5: As a firm principle, the Contractor shall keep until the end of Contract, in accordance with the Company, the software configuration described here above unless mutually agreed and endorsed by the Company (during Contract period). the Company agreement shall, in that case, be required in writing.

5. Template for the title block of the drawings

5.1 Attributes summary table

The following table shows all the attributes that shall be used to identify documents. These attributes have a dedicated field in the title block of drawings or in the header and footer of office documents.

Attributes are defined in [GS EP PJC 701](#).

	DOCUMENT ATTRIBUTES	FIELD FORMAT
Document number	1 Country code	See § GS EP PJC 701
	2 Site code	See § GS EP PJC 701
	3 Sector code	See § GS EP PJC 701
	4 Originator code	See § GS EP PJC 701
	5 Sequential number	See § GS EP PJC 701
	6 Document title	See § GS EP PJC 701
	7 Discipline	See § GS EP PJC 701
	8 Document Type	See § GS EP PJC 701
	9 System	See § GS EP PJC 701
	10 Company name & logo file given by Company	Electronic file
	11 Project name & logo file is given by Company	Electronic file
	12 Document revision number Current document revision number If a document is composed with many folios, each folio can have its own revision number. In that case the document revision number shall be the same as the highest revision number that can be found for a folio	2 digits
	13 Revision Date shall use the format dd/Mmm/yyyy (e.g. 17/Jan/2009)	dd/Mmm/yyyy
	14 Revision description to explain the reason for issuing a new revision	60 digits
	15 Status code of the document: Issued for Comment (IFC); Approved for construction (AFC); As Built (AB)	3 digits
	16 Contractor / Vendor document Reference Number (Free slot)	25 digits
	17 Contractor name & Logo	Electronic file
	18 Name of issuer	25 digits
	19 Name of reviewer	25 digits
	20 Name of approver	25 digits
	21 Folio number (using the automatic software system pagination) If a document is composed with many folios, a cover page will be created with revision as explain in 12 plus a second page given the revision status for all folios	Up to 3 digits