

GENERAL SPECIFICATION

Projects & Construction

GS EP PJC 702

Documents requirement at project execution and field operations phases

10	10/2019	General update and Harmonization with the different affiliate and Quantum requirement
09	12/2016	Review and highlight main requirements
08	05/2015	Organisation change – January 2015
07	11/2014	Updates: §3 Terminology, §8 MDR, document review cycle, Transmittals and § Appendices for transmittals.
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Rev.	Date	Purpose of the revision

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1. Scope

1.1 Purpose

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

This General Specification defines all the requirements related to electronic documents.

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 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 DEV 001	Asset Objects Tagging
GS EP DEV 002	Master Data Model & Reference Data Library
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 ICS 001	2D CAD Layouts
GS EP ICS 002	2D CAD Process Schematics

4. Abbreviations & Acronyms

CAD System	Computer Aided 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)	Company EDMS is called "New Prodom" and based on PIMS software for Project executions and Field Operations phases.
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. Called Document ID in EDMS.
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.
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. Document production requirement

5.1 General rules

{Rule 1:

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

{Rule 2:

All documents delivered by Contractor to Company shall show as a minimum the information requested in the Company's templates Title Block which includes following information:

- Company document number as defined in **GS EP PJC 701**
- Contractor document number (if applicable)
- 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 and Sub-system as defined in **GS EP DEV 001**
- Page number and the total number of pages
- Step of document as per section 8.1.2
- Revision list 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)}

{Rule 3:

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) }

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 also be identified by a front page from the Contractor.

{Rule 4:

Document reference number (Document ID), revision number, revision date and title written on the document shall be identical to those registered into the Master Document Register.}

{Rule 5:

Each page of the document shall bear Company document reference, revision number and has to be numbered. Total number of pages will be indicated as follows: page xx of yy.}

5.2 Language

The language to be used for all documents is defined by the Contract. Exceptions can be accepted by Company in the case of very specific documentation (technical document provided by subcontractor, or contractor), special attention to be paid for the official language used in the destination affiliate and related local rules.

5.3 Document identification

Document number, disciplines and document types are defined in **GS EP PJC 701**.

5.4 Document format

5.4.1 Size of original documents:

All documents should be printable & readable according to the below format:

- A1 for drawings (Plot Plans, General Layouts, ...) as specified in **GS EP ICS 001 & GS EP ICS 002**. Requirements for format of drawings are defined in **GS EP ICS 001**.
- A3 for all the other drawings, A4 can be accepted.
- A4 for all other documents.