

GENERAL SPECIFICATION

PROJECT & CONSTRUCTION

GS EP PJC 703

Contractor Final Documentation Requirements
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03	11/2012	Update of §7.1, §9.2 and §9.3
02	01/2012	Update of §7.1 and minor textual changes.+ incl. GIS Requirements
01	01/2011	Update chapters 7.1, 9.1, 9.2 and 9.3 Add Chapter 10 and apply Contractual definitions for Vendor and Supplier
00	10/2009	First Issue
Rev.	Date	Purpose of the revision

Owning entity: DEV/PJC	Managing entity: DEV/PJC
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1. Scope

This procedure applies to Contractors, Sub-Contractors and their Vendors throughout a project or site modification.

This procedure sets out the requirements for Contractors to provide to the Company, at termination of the Contract, with the final documentation and describes the various steps of the preparation and the relevant handover of final documentation from the first Vendor delivery until the “as-commissioned” dossier finalized after the Achievement Of Commissioning (AOC) certificate (previously named RFSU).

All documents shall be available on electronic format.

All documents and drawings shall have COMPANY document number, system code, area code, and revision code according to **GS EP PJC 701** and **GS EP PJC 702**.

This procedure describes the **two main delivery phases**:

1.1 Document/Dossier using Company EDMS (PRODOM)

Preparation, presentation and validation of all documents issued by Contractors or Sub-Contractors using the Company EDMS (PRODOM) and dispatch in the five parts (1 to 5) described in Appendix 1.

Preparation, presentation and validation of all dossiers issued by Vendors using the Company EDMS (PRODOM) and dispatched in the five parts (1 to 5) described in Appendix 2.

1.2 Master Files on media support

Preparation, presentation and validation of Master File are issued by the Contractor, Sub-Contractors and Vendors. There are deliverables to the Company in an electronic format, for example: CD-ROM, DVD or external hard disk.

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	

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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 EXP 203	Operations preparation during project - Maintenance and Inspection Documentation
GS EP EXP 501	Equipment and piping numbering
GS EP EXP 153	Requirements for production operating manuals
GS EP PJC 701	Documents identification & numbering at project execution and field operations phases
GS EP PJC 702	Requirements for electronic documents at project execution and field operations phases
GS EP SPS 011	Mechanical completion of subsea equipment
GS EP PLR 420	Site welding of carbon steel pipelines to API 1104 and DNV-OS-F101 (sweet service)
GS EP PLR 421	Site welding of carbon steel pipelines to API 1104 and DNV-OS-F101 (mild, intermediate and severe sour service) -
GS EP GEO 402	GIS Requirements for Field Development Project

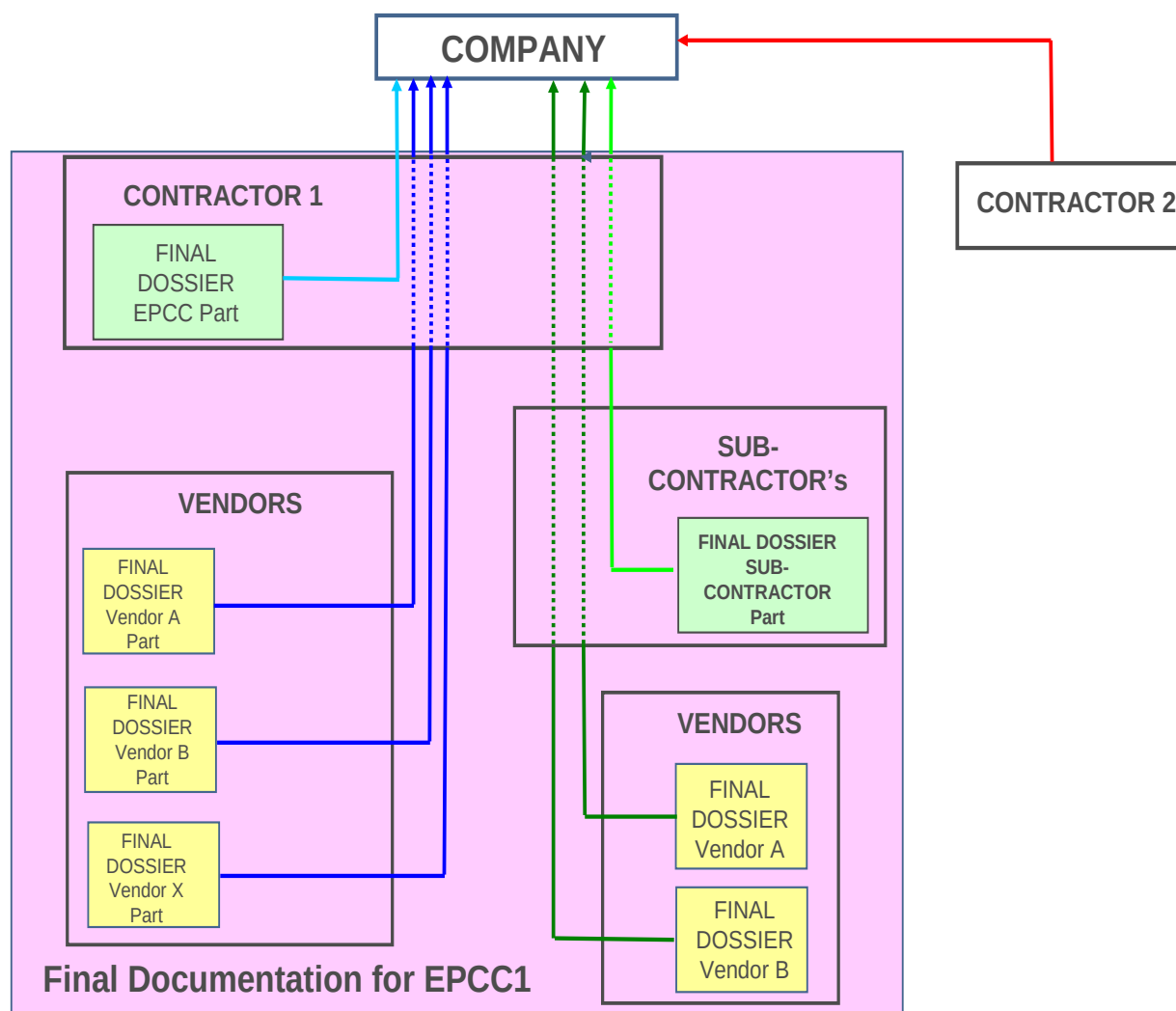
3. Summary of requirement

The requirements apply to the Contractor which is bound to deliver final documentation to the Company.

The final documentation that the Contractor has to deliver consists of one **Contractor final dossier** and several **Vendor final dossiers** with the option of some Sub-Contractors DOSSIERS.

All Contractor and Vendors documents shall be issued to the Company using Company EDMS (PRODOM) individually during the life of the project as work progresses and in accordance with **GS EP PJC 701** and **GS EP PJC 702** for document numbering and indexing.

This breakdown corresponds to the following representation of the organization of a Project or site modification in documentation terms:



As per Appendix 1



As per Appendix 2

4. Terminology

CAD System

Computer Assisted Drawing software.

DCC

Document Control Centre.

Deliverables

Documentation to be delivered by Contractor to Company

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	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 <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 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), and document circulation and retrieval, etc.
Final Document Register (FDR)	File containing the list of documents and its necessary associated information for management purposes to be provided by each individual Contractor, Sub-Contractor or Vendor.
Final Documentation	Is the set composed of the Contractor, Sub-Contractor and Vendor Final Dossier(s).
Final Dossier	Is the set composed of Contractor, Sub-Contractor and Vendor documentations.
GIS	Geographic Information System
Index	A detailed list of documents numbers including revision and date of revision.
Media Identification	This is the file identification and extension for example: xls, dwg, pdf, doc, dgn, etc.
Media Support	This is the physical support to be used for issuing the Master File, for example: CD Rom, DVD Rom or External hard disk.
MDR	Master Document Register
Master File	The Final Documentation comprising native and rendition document (last revision) on media support produced per Contractor, Sub-Contractor or Vendor.
Native format	The format 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, .dwg, .dgn etc.
PRODOM	PR oject and O perations DO ocument M anagement solution; Company Electronic Document management System.
Reference Document Number	A structured set of codes or character chain, unique for each document, enabling its identification.
Summary	The detailed table of content of a Contractor, Sub-Contractor or Vendor final dossier.

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Supplier	Entity that provides goods to Company. Note: This item could be assigned to a Contractor, and then it should be considered as a Vendor.
Vendor	Entity that provides goods to Contractor or Sub-Contractor.
Vendor Final Dossier	Is the set of documents delivered per Purchase Order, by each Vendor to its Contractor or Sub-Contractor. This is the Master File of Vendor.
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.
TS-IN	Transmittal Sheet In - incoming transmittal from Contractor (with deliverables).
TS-OUT	Transmittal Sheet Out - outgoing transmittal from Company to Contractor (with comments on Contractor's deliverables).

Note: Definitions of **Vendor** and **Supplier** are in line with Total E&P contractual definitions.

5. Responsibilities

5.1 Company responsibilities

The Company is responsible for:

- Producing requirements documents for projects or site modifications
- Controlling the application of the requirements document by the Contractor
- Reviewing and accepting the procedure written by the Contractor for itself and its Vendors.

5.2 Contractor responsibilities

The Contractor is responsible for:

- Producing one procedure explaining to the Company the details of the management of the Contractor and Vendors final dossiers (in particular their structure) from the beginning to the final handover
- Producing one set of requirements meant for its Vendors and having it accepted by the Company
- Ensuring that Vendors final dossiers comply with the requirements document