

GENERAL SPECIFICATION

PROJECT & CONSTRUCTION

GS EP PJC 703

Requirements for Contractor Final Documentation

06	12/2016	Review and highlight main requirements
05	05/2015	Organisation change – January 2015
04	11/2014	Adjusting final documentation and ICS requirements
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

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1. Scope

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

It sets out the final technical documents delivery requirements that Contractors has to comply with. It also describes the various steps when preparing final documentation handover from the first Vendor delivery until the “as-commissioned” dossier is finalized after the Achievement Of Commissioning (AOC) certificate (previously named RFSU).

This specification deals with two main categories:

- Documents and Dossier stored inside Company EDMS (PRODOM)
- Master Files / Data stored outside Company EDMS (PRODOM)

1.1 Documents and Dossier using Company EDMS (PRODOM)

During project execution, Contractors prepare and submit their documents (and those of their Sub-Contractors and Vendors) to Company. Company reviews and eventually accepts, or depending on the document class, acknowledges receipt of all documents issued by Contractors (and / or its Sub-Contractors and Vendors) using Company EDMS (PRODOM). Documents are registered into a 5-part dossier described in the Final Dossier description (Chapter 6 below).

The same process is applied to all dossiers issued by Vendors and stored in Company EDMS (PRODOM). Vendor Dossiers are described in Appendix 2.

1.2 Master Files / Data stored outside Company EDMS

Some digital material is stored outside Company EDMS. Those are files issued by Contractors, Sub-Contractors and Vendors. They are delivered to Company in an electronic format on a digital media: e.g.: 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 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
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.

Reference	Title
GS EP EXP 501	Equipment and piping numbering
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 PLR 425	Site welding of carbon steel pipelines (sweet and sour service, onshore and offshore) according to API STD 1104
GS EP PLR 426	Site welding of carbon steel and CRA pipelines (sweet and sour service, onshore and offshore) according to DNV-OS-F101
GS EP ICS 004	3D CAD Models
GS EP GEO 402	GIS Requirements for Field Development Project

3. Summary of requirements

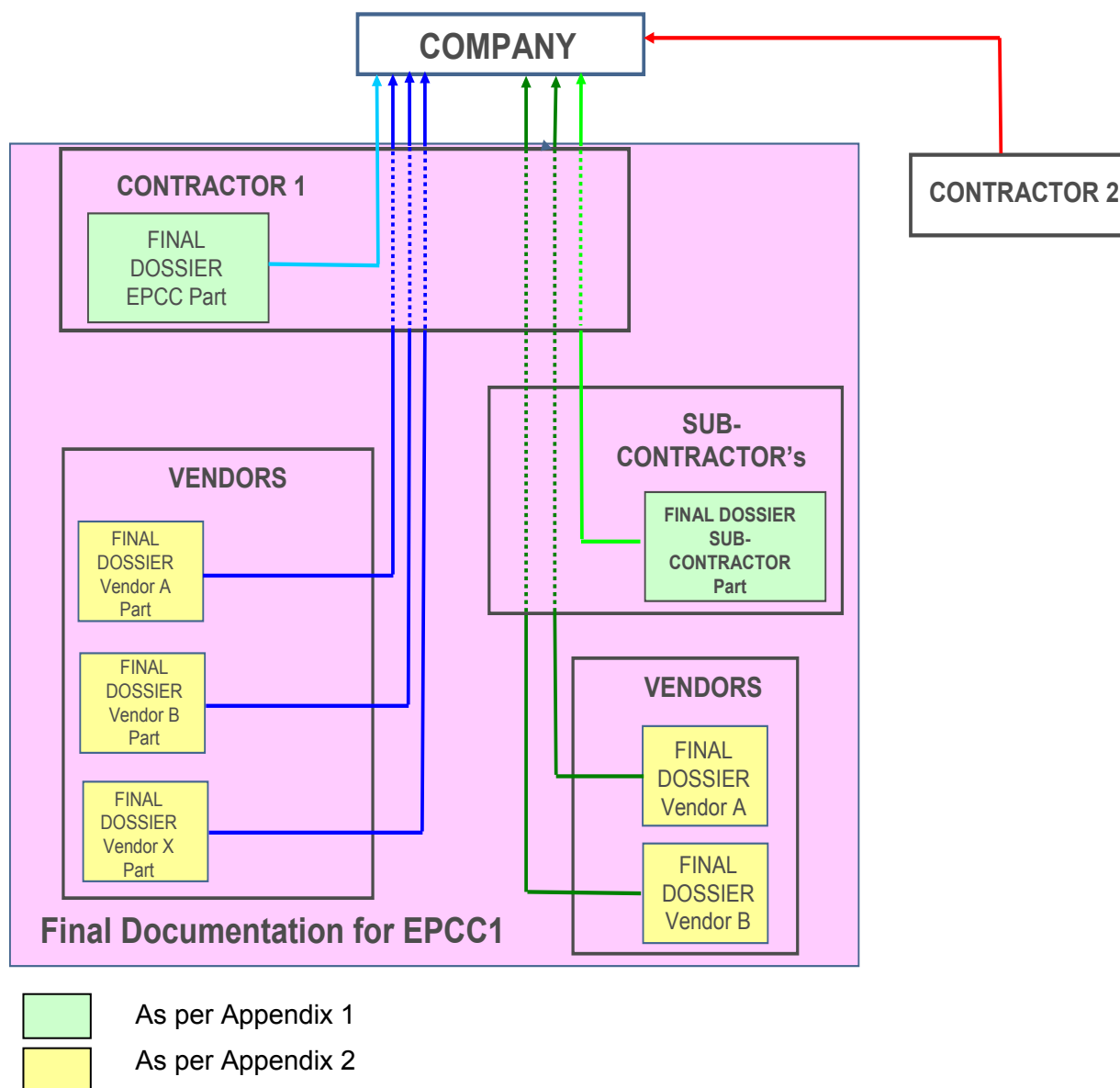
These requirements apply to Contractors delivering final documentation to Company.

Final documentation that Contractor has to deliver consists of one **Contractor final dossier** and several **Vendor final dossiers** and possibly some Sub-Contractors dossiers, where relevant.

{Rule 1:

All Contractor, Sub-Contractor and Vendor documents shall be submitted to Company using Company EDMS (PRODOM) individually during project lifecycle as work progresses and in accordance with **GS EP PJC 701 and **GS EP PJC 702** for document numbering and properties description.}**

Below is an example of information and document flows in a Company integrated project or site modification:



4. Terminology

Attributes	Set of document properties describing content of a document using keywords.
Company	Means Total E&P.
Contractor	Party who entered into contract with Company
CAD System	Computer Aided Drawing software.
DCC	Document Control Centre.

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Deliverables	Documents to be delivered by Contractor to Company within the framework of a Contract.
Document	A selection of information gathered for a specific purpose on a support identified by a unique reference. It comprises the information and 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, procedures and tools 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)	Register containing the list of final technical documents to be delivered by each individual Contractor, Sub-Contractor or Vendor in the frame of a contract. The FDR is established from the MDR.
Final Documentation	Contractor, Sub-Contractor and Vendor Final Dossier(s).
Final Dossier	An organized set of final technical documents.
GIS	Geographic Information System
MDR/E	Master Document Register for Engineering technical documents. List of deliverables to be produced by contractors and subcontractors within the frame of a Contract.
MDR/V	Master Document Register Vendors: List of deliverables from Vendors, suppliers.
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.
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.
Operations	Represents all the tasks necessary for the drilling, production, maintenance, inspection and logistic activities of an AFFILIATE or the consortium in charge of “operating” the installations developed by a Project.
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 to each document, enabling its identification.

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Sector	The Sector corresponds to installations or areas. The Sector code is given by Company.
Site	Site is the location of Project or Site modification. Site code is given by Company.
Sub-Contractor	Entity to which Contractor has subcontracted directly or indirectly the performance of any part of the work.
Summary	The detailed table of content of a Contractor, Sub-Contractor or Vendor final dossier.
Supplier	Entity that provides goods to Company. Note: A Company supply contract or purchase order could be assigned to a Contractor; the Supplier would then be considered as a Vendor.
Vendor	Entity that provides goods to Contractor or Sub-Contractor for eventual delivery to Company.
Vendor Final Dossier	Is the set of documents delivered per Purchase Order, by each Vendor to its Contractor or Sub-Contractor. This is the Vendor Master File.
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, is considered as a functional unit. A System fulfills a process and/or a utility function.
TAG	Component tags are assigned to equipment, instrument, line or pipelines. The numbers represent meaningful information for users.
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).
Unit	A unit or Sub-system belongs to a system. A Sub-system is a group of equipment handling the same fluid and dedicated to a specific process function.
Volume	Part of final documentation gathered for a specific purpose in Company use. Final Documentation will be in 5 volumes numbered from 1 to 5.

Note: Notwithstanding the brief definitions above, the terms **Sub-contractor**, **Vendor** and **Supplier** as used in this document should be understood to be the standard Total E&P contractual definitions of those terms.

5. Responsibilities

5.1 Company responsibilities

Company is responsible to:

- Produce requirements documents for projects or site modifications
- Monitor the application of Company requirements by Contractor:
 - For instance, Company will check that Systems, Units and TAGs belong to documents properties because this information is mandatory
- Review and accept documents prepared by Contractor and/or its Sub-Contractors and Vendors.

5.2 Contractor responsibilities

Contractor is responsible to:

- Produce a procedure explaining in detail the management of his Sub-Contractors and Vendors final dossiers (in particular their structure) from the beginning until final handover,
- Transfer the present specification requirements to Sub-Contractors and Vendors, and ensure that their Final Dossiers comply with this specification and Company requirements,
- Deliver all components of FDR: Proper Layout, Index, Rendition and Native files of AS-BUILT documents to the greatest extent possible (with a higher revision index than AFC status).
- Prepare, check and deliver fully complete Final Documentation. All Marked-up / Updated documents manually amended or created during Commissioning phase have to be duly processed and uploaded into Technical Documentation with proper Revision and updated Status.

{Rule 2:

Contractor shall refuse delivery of any incomplete or damaged documents from his Sub-Contractors and Vendors where it would not be in accordance with Company requirements.

Once requirements and procedures are accepted, further changes shall be submitted for acceptance to Company. Unless accepted, Company may reject the final dossier in whole or in part.}

{Rule 3:

Final Document Register shall be validated by Contractor.}