

GENERAL SPECIFICATION

PROJECT & CONSTRUCTION

GS EP PJC 701

Document identification & numbering at project execution and field operations phases

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1. Scope

The basic requirement for any Document Management System is to unambiguously identify every document to be managed.

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 the Company.

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

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
ISO 3166-1	Codes for the representation of names of countries and their subdivision - Part 1: Country codes

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	Requirements for electronic documents at project execution and field operations phases
GS EP EXP 501	Equipment and piping numbering

3. Terminology

CAD System	Computer Assisted Drawing software.
DCC	Document Control Centre.
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 <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 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)	A specific computer application dedicated to the administration of Document Databases (References, Filing and Archiving), of document circulation and retrieval, etc.
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 the Contractor and its necessary associated information for the management needs.
PRODOM	PR oject and O perations DO ocument 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.
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.
TS-IN	Transmittal Sheet In - incoming transmittal from Contractor (with deliverables).
TS-OUT	Transmittal Sheet Out - outgoing transmittal from the Company to the Contractor (with comments on the Contractor's deliverables).

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4. 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 must have its own document identifiers.

5. Company Document Management System

To manage project documentation, the Company uses an Electronic Document Management System called "PRODOM" which is based on the Documentum platform.

The Contractor may use his own document management system.

6. Document identification and codification numbering

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

Every document shall be identified by a set of attributes:

- Some are used to identify the document (one Document Reference Number per document)
- Some are used to classify the document (document discipline, document type for example).

6.1 Numbering of technical documents

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

The document number is made of three types of information:

- Geographical information
- Originator of the document
- Chronological number.

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	EEEE	GGGGGG

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

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Where:

Code	Description	Format
(1)	Country code is given by the Company, following ISO codification	2 alphabetic characters
(2)	Site (or Field) code is given by the Company	3 alphanumeric characters
(3)	Sector (or installation or Work Package) code is given by the Company in accordance to GS EP EXP 501	2 numeric characters
(4)	Originator code identifies the entity or Contractor responsible for creating the document. The code is given by the Company	4 alphanumeric characters
(5)	Sequential number is assigned by the originator (from 000001 up to 999999). Within these "sequential numbers", Contractor may manage series in order to: - Identify a bundle of specific documents (for example PID's starting from 001000) - Allocate it to Sub-Contractors (if the Sub-Contractor is not a recognised "Originator" with its own code)	6 numeric characters

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

Note 1: The complete list of codes is maintained by Company.

Originator codes shall be delivered by Company.

Each Contractor will be assigned a code for documents it creates for each of its contracts, and must ask Company for codes intended to be assigned to its Vendors or Sub-Contractors.

Contractor is responsible for numbering and submitting project engineering document deliverables, and shall ensure that the Sub-Contractor and Vendor deliverables are numbered and submitted in accordance with these General Specifications.

The sequential number shall be chosen in order to guarantee the uniqueness of the document reference. This means that the Contractor is free to choose this sequential number as long as a unique value in relation with the complete previous attribute values is maintained.

The Contractor can use its own revision coding system for its internal review and approval process.

6.2 Technical document classification/attributes

6.2.1 Document title

Since it consists of plain text, the document title is the most explicit document attribute. It shall therefore be carefully established and it shall have no ambiguity with any other document attribute.

A **150**-character slot is allocated to the document title.

TAG reference will be indicated in the title document but it is mandatory that the attribute is completed in full.

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6.2.2 Document discipline

Commonly, a document is associated with a discipline.

There are two possible ways to determine the discipline related to the document. It can be:

- The discipline that the document deals with (speciality)
- The discipline or the entity that is responsible to manage or to modify the document.

If a document deals with more than one discipline then the discipline to associate to this document will be either the discipline the most involved in this document or the discipline which has the responsibility to manage this document.

The list in section 9.3 shall be used to determine the discipline to be associated with the document.

6.2.3 Document type

Contractor shall use the list in section 9.4 to allocate a document type to new documents. In case of specific need not covered by this list, Contractor shall have received written Company acceptance prior adding or modifying any particular item.

6.2.4 System

A system and sub-system (two alpha-numerical characters) shall be assigned to every document. The list and codes for systems can be found in **GS EP EXP 501**.

The Company General Specification **GS EP EXP 501** indicates:

- The list and codes for the systems, Equipment Family and Type, and Tags
- The way to assign system codes, Equipment Family and Type, and Tags.

For the PRODOM application:

- If a document deals with more than one system the code "SS" (some) will be used
- If a document deals with more than one unit in a system x, the codification "xS" (some) will be used
- If no system or unit can be assigned, the code "NN" (none) shall be used.

6.2.5 Component tags

Component tags must be assigned to a technical document referring to equipment, instrument, piping or pipeline.

If a document deals with more than one tag, they must be separated by "semi-colon" [";"].

This information shall be delivered within the Master Document Register (MDR) when the document achieves AFC status (approved for construction).

The description of Tags can be found in **GS EP PJC 702**.

6.2.6 Contractor reference

The Contractor reference can be added as an attribute associated to the document.

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6.2.7 Project phase

The project phase is defined in a list of defined codes described in section 9.6.

6.3 Numbering of correspondence documents

The structure of the document number is as follows:

Site Code	Contract Code	Originator	Recipient	Doc Type	Sequential No
(1)	(2)	(3)	(4)	(5)	(6)
FFF	XXXXX	OOOO	RRRR	DDD	NNNNNN

Use “-” as separator.

All the attributes contributing to correspondence document identification are listed here below.

Code	Description	Format
(1)	Site (or Field) code is given by the Company	3 alphanumeric characters
(2)	Contract code is given by the Company	5 alphanumeric characters
(3)	Originator code identifies the entity or Contractor responsible for creating the document. The code is given by the Company	4 alphanumeric characters
(4)	Recipient code identifies the entity or Contractor receiving the document. The code is given by the Company	4 alphanumeric characters
(5)	Doc type is assigned by the originator and to be taken from the list in section 9.5	3 alphabetic characters
(6)	Sequential number is assigned by the originator (from 000001 up to 999999)	6 digits

These **six different codes together** identify each correspondence document using **a unique number**.

The list of correspondence document codes is maintained by the Company.

The list in section 9.5 shall be used.

In case of a specific need not covered by this list, the Contractor must receive written Company acceptance prior to adding or modifying any particular item.

7. Site Modifications - Numbering of technical documents (Field Operations)

In order to initiate the Site Modification during the life of the field, special codification shall be followed. This codification is described in Appendix 2.

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8. TS-IN and TS-OUT numbering

The following structure will be used to number the transmittal originated from/to the Contractor in order to comply with Company EDMS:

For TS-IN	Site	Doc Type	Originator	Sequential Number
	FFF	TSI	OOOO	NNNNNN

For TS-OUT	Site	Doc Type	Recipient	Sequential Number
	FFF	TSO	RRRR	NNNNNN

This reference document system is used only to transfer deliverables - documents, which have to be submitted by the Contractor as part of the Contract, and Company comments to the Contractors.

- **Doc Type:** Transmittal type - TSI for incoming; TSO for outgoing transmittal
- Originator / Recipient: Contractor code, as defined in section 9.2.
- Sequential Number: 6 digits assigned by the originator of the transmittal (from 000001 up to 999999).

Example: FFF-TSI-F003-000001 - means Incoming transmittal with deliverables from "Contractor-F003".

9. Codification tables

9.1 Sector code

Sector (or Zone/Install/Work package/sub-location) code shall comprise two digits (numeric) as defined in **GS EP EXP 501**.

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Tables below are examples; each Project shall define its proper tables.

Affiliates-Sites-Sectors Initial Standard List for Operations				
Affiliate		Site Code	Site and Sector Names	Sector Code
PP	Country		XXXX (PLATFORM)	GS EP EXP 501
		XXX	XXXX FORAGE 1	21
			XXXX PRODUCTION 1	10
			XXXX TORCHE 1	30
		YYY	YYYY FORAGE 1	21
			YYYY FORAGE 2	22
			Overall field	00
		ZZZ	ZZZZ (FPSO)	
			ZZZZ Overall field	00
			ZZZZ FPSO General	10
			ZZZZ FPSO Hull	11
			ZZZZ FPSO Topsides	12
			ZZZZ FPSO Accommodations	13
			ZZZZ SPS General	20
			ZZZZ SPS Manifold	21
			ZZZZ UFR General	30
			ZZZZ UFR Flowlines	31
			ZZZZ Off Loading Buoy	40
			Well Heads and XT	50

Where:

XXXX, YYYY and ZZZZ are the site names

XXX, YYY and ZZZ are the site codes

9.2 Originator code

The whole list of codes is maintained by the Company.

Originator codes shall be delivered by the Company. Each Contractor will be assigned a code for the documents it creates, and shall ask the Company for codes intended to be assigned to its Vendors or Sub-Contractors.

Tables below are examples; the Company shall define its proper tables.

COMPANY Organisation: from 0900 to 0999

CODE	ORIGINATOR
0900	Management
0910	Services
0940	FPSO
0950	SURF
0960	SPS

CONTRACTORS: from A000 to Z000 in accordance with the contract number (to be agreed with contract manager)

CODE	ORIGINATOR
P000	Other contractors before PRE-BASIC STUDIES
FPSO PRE-BASIC STUDIES	
P001	Engineering contractor A
P002	Engineering contractor B
P003	Engineering contractor C
FPSO BASIC ENGINEERING	
F001	Engineering contractor A
F002	Engineering contractor G
SURF BASIC ENGINEERING	
S001	Engineering contractor C

Authorities & Partners: 4 ALPHA DIGITS

CODE	ORIGINATOR
ABCD	Authority A
FEDC	Authority B
TOTA	TOTAL E&P
ACDP	Partner A
XYZP	Partner X

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9.3 Discipline code

It is mandatory to use the exact lexical form of both discipline code and designation.

Code	Designation
ACC	Accounting
ARC	Architectural
CIV	Civil Engineering
CMG	Commissioning
COM	Communication
COR	Corrosion
DRI	Drilling
ELE	Electrical
FGS	Fire and Gas
GEO	Geotechnic - Geophysic - Oceano Meteo
HRS	Human Resources
HSE	Health - Safety - Environment
HVA	Heating - Ventilation - Air Conditioning
INS	Instrumentation
IWO	Installation Work
LEG	Legal
LCS	Loss Control and Safety
LOG	Logistics
MIE	Maintenance Inspection Engineering
MEC	Mechanical (Machinery)
NAV	Naval Architecture and Mooring
OPE	Field Operations
PJM	Project Management
PLR	Pipelines - Risers - Umbilicals
PRO	Process
PVV	Piping - Valve - Vessel
QUA	QA - QC - Certification
RES	Reservoir
SEC	Security

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Code	Designation
SPS	Sub sea Production System
STR	Structure
TEL	Telecommunication
XTR	Extraction (mining)

Some examples:

- The discipline for a P&ID will be PRO ~Process
- The discipline for contract management document will be PJM ~Project Management
- The discipline for an isometric drawing will be PVV ~Piping - Valves - Vessel.

Note 2: The code "NAP" (Not applicable) shall be used if the discipline is not significant for a document.

9.4 Document type code for technical document

It is mandatory to use the exact lexical form of both document type and designation.

Code	Designation
ACC	Accounting Document
ANL	Analysis
BLD	Block Diagram
CAL	Calculation Note
CFT	Call for Tender
CHA	Charter
CHT	Chart - Histogram
CNT	Contract
CRT	Certificate
CRV	Curves
DER	Derogation Request
DGA	Other Digital Asset
DRW	Drawings (other type)
DSS	Dossier (mix of different types of docs)
DTL	Details
DTS	Data Sheet
ESD	Logic Diagram
EST	Estimation - Assessment

Code	Designation
FOR	Form
GEA	General Arrangement
GUA	Guaranty
INR	Inspection Report
ISO	Isometric
LAY	Layout
LEG	Legal Document
LIC	Licence - Authorisation
LIS	List - Index - Schedule - Listing
LPD	Loop Diagram
MAN	Manual
MAP	Map
MNR	Maintenance Report
MOD	Model
MTO	Material Take Off
NCR	Non Conformance Reports
PFD	Process Flow Diagram
PHI	Philosophy
PHO	Photograph
PID	Process and Instruments Diagram
PLN	Plan - Program
PLT	Plot Plan
PRC	Procedure
PRM	Permit
PRP	Proposal
PSP	Presentation
PUR	Purchase Order
RCM	Recommendation
REC	Record
REG	Register
REP	Report

Code	Designation
REQ	Request - Requisition
SCN	Scope Change Notice
SOR	Statement of Requirements
SDB	SUPPLIER Data Book
SLD	Single Line Diagram
SMR	Study and Modification Request
SOW	Scope of Work
SPE	Specification
SRV	Survey
STD	Standard
STU	Study
TMC	Terms and Conditions
TQR	Technical Query
TSD	Trouble Shooting Diagram
TSI	Transmittal Sheet In
TSO	Transmittal Sheet Out
TST	Acceptance and Performance Test
TYP	Typical
UFD	Utility Flow Diagram
VDB	Vendor data book
VID	Video
WIR	Wiring Diagram

9.5 Document type code for correspondance

It is mandatory to use the exact lexical form of both doc. type and designation.

Code	Designation
ACC	Accounting Document
CCO	Change Order (only issued by CPY)
CFT	Call for Tender
CNT	Contract
COI	Change Order Instruction (only issued by CPY)

Code	Designation
COR	Change Order Request (only issued by CTR)
CPN	Change Proposal Notice
DER	Derogation Request
EST	Estimation - Assessment
FOR	Form
GUA	Guaranty
ITS	Interface Task Sheet
LEG	Legal Document
LET	Letter
LIC	Licence - Authorisation
MEM	Memo
MOM	Minutes of Meeting
MRE	Monthly Report
NCR	Non Conformance Reports
PHO	Photograph
PRP	Proposal
PSP	Presentation
PUR	Purchase Order
RCM	Recommendation
REG	Register
REP	Report
REQ	Request - Requisition
REX	Return on Experience (feedback)
SOW	Scope of Work
STQ	Site Technical Query
TMC	Terms and Conditions
TQR	Technical Query
TSI	Transmittal Sheet In
TSO	Transmittal Sheet Out
VID	Video
WRE	Weekly Report

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These codes are not exclusively for Correspondence Documents, but can also be used, if required, for technical Documents.

9.6 Project phase code

Phases List	
Designation	Code
Basic Engineering	BE
FEED Engineering	FE
Pre-Project	PP
Pre-Study	PS
Detailed Engineering	DE
Construction and Hook-up	CS
Commissioning	CO
Transport Installation and Survey	TI
Start Up	SU
Overall	OV

10. Master Document Register

Within the scope of the contract, the Contractor shall provide the Company with the Master Document Register (MDR) which is the list of all the documents to be delivered, whatever the document originator is the Contractor itself or one of its Sub-Contractors.

10.1 Structure

Content and structure of the Master Document Register shall be as per Appendix 1.

10.2 Updating of the MDR

Any change to the initial contractual MDR is subject to Company acceptance.

11. Document identification quality control – Responsibility

The Contractor is responsible for the document identification quality control and he shall certify that:

- Each document has been identified in accordance with the current specification
- Each document has been registered correctly in the initial Master Document Register.

At any time, the Company may request the native file of any document from the Contractor.

Regarding the document identification, the Company reserves the right to reject the document in case of non-compliance with contractual requirements

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Appendix 1

Appendix 1 Master Documents Register

The following table shows the content and organization of a Master Documents Register.

The same structure shall be used:

- To build the initial Master Document Register (based on DGEP generic document title)
- To fill the transmittal sheet to be attached for each document delivery.

Field	Designation	Note
General Information		
1	Company Reference Number	This is the concatenation of the fields 5 to 9
2	Revision	2 digits (in text format). Start with 00 for the first delivery on IFR Status to Company. Then next revision will be 01, 02...
3	Revision Date	Date of revision/creation of the document (identical to the date indicated in the revision memo). Format dd/Mmm/yyyy (i.e.: 25/Jul/2009)
4	Title	Shall be the same title as the one indicated on the document
5	Country Code	As per section 6.1
6	Site Code	As per section 6.1
7	Sector Code	As per section 6.1
8	Originator Code	Assigned by Company at contract award
9	Sequential Number	Sequential number is assigned by Contractor , originator of the document (from 000001 to 999999), 6 digits (in text format). The document reference once entered into the MDR shall not be modified for duration of the work
10	Discipline Code	As per section 9.3 Disciplines Codes
11	Document Type Code	As per section 9.4 Documents Types
12	System and sub-system	As per section 6.2.4 System
13	Equipment Family and Type	As per section 6.2.4 System
14	Status	As per GS EP PJC 702 section 8.1.4 Status
Information on Acceptance Class and Return Code		
15	Acceptance Class	As per section GS EP PJC 702 section 8.1.3 Acceptance Class
16	Company Return Code	As per section GS EP PJC 702 section 8.3.2 Return Code

Field	Designation	Note
Document Content		
17	Instrument TAG number(s)	Multivalued format with separator "semi colon" [";"]
18	Equipment TAG number(s)	Multivalued format with separator "semi colon" [";"]
19	Line TAG number(s)	Multivalued format with separator "semi colon" [";"]
Document Management		
20	Planned Start Date	format dd/Mmm/yyyy
21	Actual Start Date	format dd/Mmm/yyyy
22	Planned Date "For Company Review or Acceptance"	format dd/Mmm/yyyy
23	Actual Date "For Company Review or Acceptance"	format dd/Mmm/yyyy
24	Planned Date "Issue for Information"	format dd/Mmm/yyyy
25	Actual Date "Issue for Information"	format dd/Mmm/yyyy
26	Weight (%)	
27	Progress (%)	
28	Contractor Transmittal Sheet Reference	
29	Date of Sending	format dd/Mmm/yyyy
30	MDR Update Information	Mandatory Information. The Contractor shall indicate the modifications brought to a document into the MDR as follows: • N = New document in MDR (New entry) • M = Modified (for any modification i.e.: in Title, format...) • C = Cancelled • S = Superseded
31	Contractor Reference	Contractor, or originator document number

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Appendix 2

Appendix 2 Site Modification Identification

This appendix is to be used during Operations for Site Modification identification.

The Site modification Number will be indicated when a document is extracted from PRODOM for Site modification or new project (Tie-in).

As the document is already stored in PRODOM operations database in the AsBuilt cabinet as original and a copy in the site modification cabinet.

Country	Site Code	Sector Code	Originator	Sequential No	Site Modification No.
(1)	(2)	(3)	(4)	(5)	(6)
AA	BBB	CC	EEEE	000001	DDDDDDDD

At the end of the work (Site modification or new project) the document will be returned to the AsBuilt cabinet, the site modification number will be removed.

The format of the Site Modification number has a maximum of eight (8) alpha-numerical characters.

Code	Description	Format
(1) to (5)	See chapter 6.1	
(6)	Site Modification Number or Project identification	8 alphanumeric characters