

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

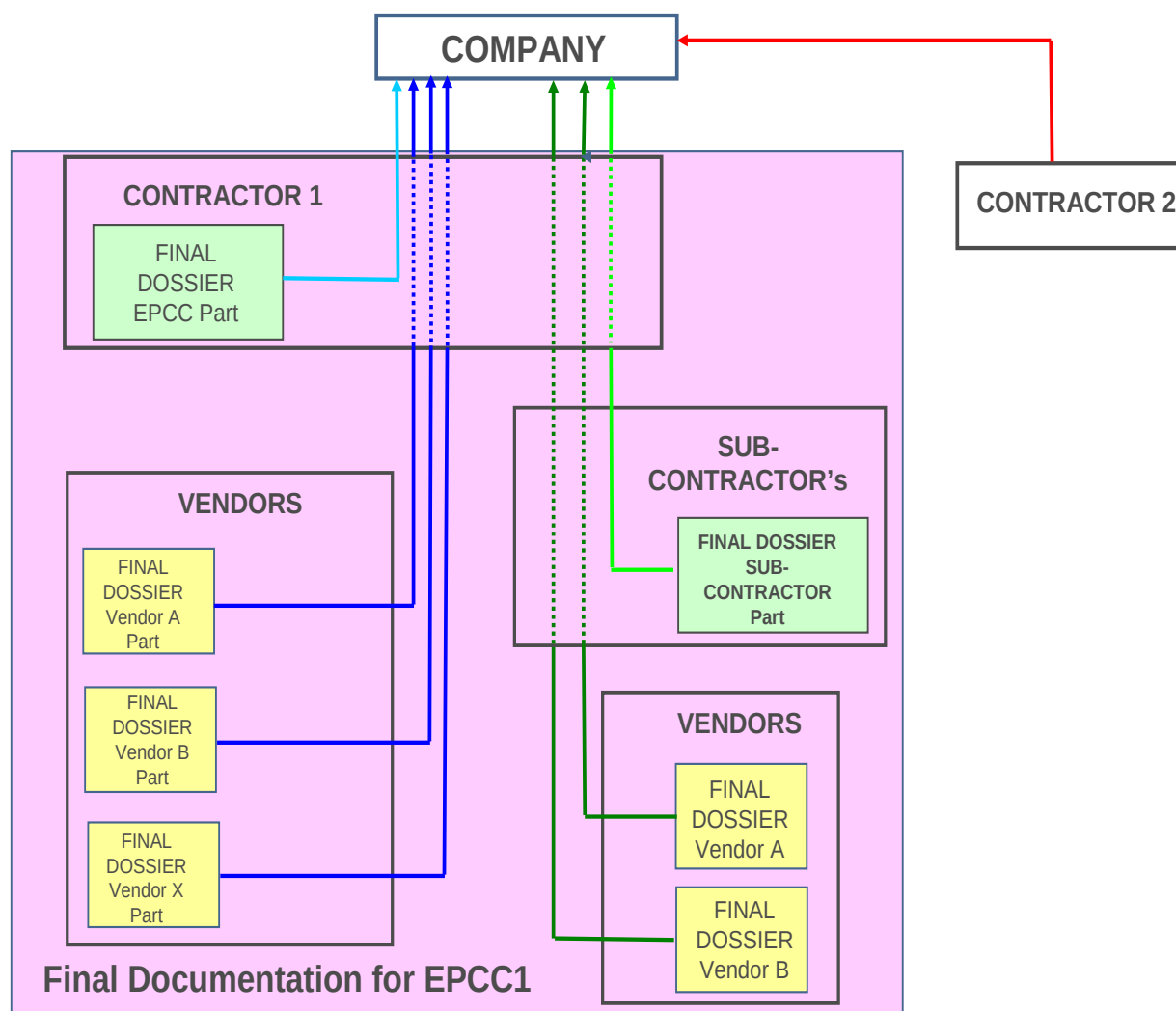
3. Summary of requirement

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

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- Delivering all the components of the Master File: Summary, Index, Rendition and Native files of the documents
- Preparing, checking, and delivering the Master File.

The Contractor shall refuse any uncompleted or altered file and any delivery from its Vendors which are not in line with the requirements accepted by the Company.

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

These requirements also apply to Sub-Contractor(s).

6. Requirements regarding final dossier components

6.1 Identification numbers for the Master File

6.1.1 Applicable to the Contractor

The identification numbers of the Contractor dossier shall have the following form:

Country Code	Site Code	Sector Code	Contractor Code	Contract Number or equivalent
AA	BBB	CC	EEEE	NNNNNN

The identification number of the Vendor dossier of a Contractor shall have the following form:

Country Code	Site Code	Sector Code	Contractor Code	Vendor Code	PO Number or equivalent
AA	BBB	CC	EEEE	SSSS	PPPPPP

6.1.2 Applicable to the Sub-Contractor

The identification numbers of the Sub-Contractor dossier shall have the following form:

Country Code	Site Code	Sector Code	Contractor Code	Sub-Contractor Code	Sub-Contract Number or equivalent
AA	BBB	CC	EEEE	FFFF	OOOOOO

The identification number of the Vendor dossier of a Sub-Contractor shall have the following form:

Country Code	Site Code	Sector Code	Contractor Code	Sub-Contractor Code	Vendor Code	PO Number or equivalent
AA	BBB	CC	EEEE	FFFF	TTTT	PPPPPP

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Where:

- AA is the country code given by Company
- BBB is the site code given by Company
- CC is the sector code given by Company
- EEEE is the Contractor Code given by Company
- FFFF is the Sub-Contractor Code given by Company
- SSSS is the Vendor Code given by Company
- TTTT is the Vendor Code given by Company
- NNNNNN is the Contract number or equivalent given by Company
- OOOOOO is the Sub-Contract number or equivalent given by Company
- PPPPPP is the purchase order number or equivalent given by Company.

Refer to **GS EP PJC 701** for Codes to be given.

Note 1:

- The Company is free to incorporate local customization of the Contract, sub-Contract and PO numbers fields in order to differentiate the objects being managed in the Company EDMS (PRODOM).
- In the Company EDMS (PRODOM), the name of the virtual dossier representing one final dossier shall be the identification number of this Master File.

All documents of Class 1 and 2 shall be numbered according to the identification system described in **GS EP PJC 701**.

Documents of Class 3 which already have the Contractor or Vendor document number shall be attributed a document number conforming to **GS EP PJC 701** in the FDR and the original document number shall be kept in the dedicated column "*originator document number*" of the FDR and in the INDEX.

Document Class is described in **GS EP PJC 702**.

6.2 The Master File

The Contractor shall deliver a Master File for his own documents and for each Sub-Contractor and Vendor.

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The Master File consists of:

- An excel file which contains:
 - The summary

General Counter	SUMMARY			
	Item #	Section Name	Sub-Section Name	Sub-Sub-Section Name
	1	Volume 1 : Design Dossier	1.1 Process Design Specification	
	2	Volume 1 : Design Dossier	1.2 Structural Design Specification	
	3	Volume 1 : Design Dossier	1.3 Electrical Design Specification	
	4	Volume 1 : Design Dossier	1.4 PID's	
	5	Volume 2 : Certification Dossier	2.1 Internal and External Inspection Certificates/Reports (Suppliers)	
	6	Volume 2 : Certification Dossier	2.2 Materials Certificates	
	7	Volume 2 : Certification Dossier	2.3 Dimensional control Certificates / Reports	
	8	Volume 2 : Certification Dossier	2.5 Quality Control / Inspection Plan	
	9	Volume 3 : Fabrication (Installation) Dossier	3.1 Installation Procedures and Specifications	
	10	Volume 3 : Fabrication (Installation) Dossier	3.2 Fabrication / Construction (Structural, piping, painting,...)	
	11	Volume 4 : Field Operation Dossier	4.1 Operating Manuals and Procedures (machine and main equipment)	
	12	Volume 4 : Field Operation Dossier	4.2 Safety Standing instructions	
	13	Volume 4 : Field Operation Dossier	4.3 Equipments and Instruments Lists (with main parameters)	
	14	Volume 4 : Field Operation Dossier	4.4 Inventory of PSV's with corresponding datasheets	
	15	Volume 4 : Field Operation Dossier	4.5 Individual instruments calibration certificates and performances curves	
	16	Volume 4 : Field Operation Dossier	4.6 Pre-commissioning dossiers	4.6.1 Pre-commissioning procedures
	17	Volume 4 : Field Operation Dossier	4.6 Pre-commissioning dossiers	4.6.2 Pressure and leaks tests records
	18	Volume 5 : Maintenance Dossier	5.1 Description / Presentation of Equipment	
	19	Volume 5 : Maintenance Dossier	5.2 List of sub-Vendors	
	20	Volume 5 : Maintenance Dossier	5.3 Purchase orders	
	21	Volume 5 : Maintenance Dossier	5.4 Operating Information	5.4.1 Failures
	22	Volume 5 : Maintenance Dossier	5.4 Operating Information	5.4.2 Diagnostic Procedure
	23	Volume 5 : Maintenance Dossier	5.4 Operating Information	5.4.3 Troubleshooting
	24	Volume 5 : Maintenance Dossier	5.4 Operating Information	5.4.4 Storage instructions
	25	Volume 5 : Maintenance Dossier	5.4 Operating Information	5.4.5 Cocooning instructions

- The index

INDEX		
References	Revision	Date
NG-50-5-523-210022	00	03-Jun-2008
NG-50-5-523-210038	00	05-Nov-2008
NG-50-5-523-210039	01	05-Nov-2008
NG-50-5-523-210024	02	25-Jul-2008
NG-50-5-523-210025	00	25-Jul-2008
NG-50-5-523-210027	01	25-Jul-2008
NG-50-5-523-210028	01	25-Jul-2008
NG-50-5-523-210029	01	28-Aug-2008
NG-50-5-523-210014	00	05-Mar-2008
NG-50-5-523-210015	00	05-Mar-2008
NG-50-5-523-210030	01	28-Aug-2008
NG-50-5-523-210031	00	16-Sep-2008

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- The media identification

MEDIA IDENTIFICATION	
Native File Name	Rendition File Name
NG-50-5-523-210022_rev00.dwg	NG-50-5-523-210022_rev00.pdf
NG-50-5-523-210038_rev00.dwg	NG-50-5-523-210038_rev00.pdf
NG-50-5-523-210039_rev01.dwg	NG-50-5-523-210039_rev01.pdf
NG-50-5-523-210024_rev02.dwg	NG-50-5-523-210024_rev02.pdf
NG-50-5-523-210025_rev00.dwg	NG-50-5-523-210025_rev00.pdf
NG-50-5-523-210027_rev01.dwg	NG-50-5-523-210027_rev01.pdf
NG-50-5-523-210028_rev01.dwg	NG-50-5-523-210028_rev01.pdf
NG-50-5-523-210029_rev01.dwg	NG-50-5-523-210029_rev01.pdf
NG-50-5-523-210014_rev00.zip	NG-50-5-523-210014_rev00.pdf
NG-50-5-523-210015_rev00.doc	NG-50-5-523-210015_rev00.pdf
NG-50-5-523-210030_rev01.dwg	NG-50-5-523-210030_rev01.pdf
NG-50-5-523-210031_rev00.dwg	NG-50-5-523-210031_rev00.pdf

- Media Support

The Final Document Register (FDR) is represented by means of an Excel table. Example is provided in Appendix 3.

6.3 Summary

The Summary is the part of the Final Document Register (FDR) which identifies the content of the dossier as described in Appendix 1 and Appendix 2.

The Summary is a deliverable document which is submitted to the Company for acceptance, therefore issued by the mean of a TSIN as a Class 1 document. The numbering of this document shall follow the directives given in chapter 6.1.

The Summary shall represent the breakdown of the dossier into Parts, Sections and Sub-sections. It is limited to four (4) levels of hierarchy.

When a section contains more than one document, the list of document numbers it contains shall be repeated on separated lines.

The Contractor shall deliver the summary for his own documents and for each Vendor and Sub-Contractor.

6.4 Index

The Index is the part of Final Document Register (FDR) which contains the Document Number Reference, the revision and the date of the revision.

Each document number reference corresponds to only one line in the FDR.

6.5 Media Identification

The Media Identification is the part of the Final Document Register (FDR) which contains the name of the native file and the name of the rendition file.

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For each PDF file a hyperlink to media support shall be created.

When a document contains more than one native file, all natives files shall be compressed in a ZIP file.

6.6 Media format

Depending on the number of final dossier documents, Contractors and Vendors could use the following media support:

- CD-ROM
- DVD-ROM
- External hard disk.

No paper copy is required unless otherwise specified.

6.6.1 Quality of Media format

Media support shall be readable during the life of the field or plant.

The quality of the burning will be done accordingly.

The error coding code shall be C1 and C2 according to Cross-interleaved Reed Solomon coding (CIRC).

6.6.2 Media Storage

All PDF files shall be stored in a single folder named "PDF_files".

All native files shall be stored in a single folder named "NATIVES_files".

6.6.3 Structure of Media format

Structure shall be the Master Excel File as per Appendix 3.

6.6.4 Media Support identification

On the media support shall be indicated the following:

- The Contractor, Sub-Contractor or Vendor name
- The Contract reference and purchase order for Vendor
- The identification number as described in section 6.1
- The equipment Tag or label will be indicated on the marking.

7. Submission processes

7.1 Documents

All the documents constituting the Contractor, Sub-Contractor and Vendors final dossiers shall be delivered to Project using Company EDMS (PRODOM).

Each Vendor shall deliver to Company his own documents individually under the responsibility of the Contractor.

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The documents from the Vendors shall be delivered during the project or site modification and not later than one month after the Factory Acceptance Test of Equipment.

All documents shall be delivered by the use of the TS-IN mechanism.

Documents with the status Approved for Construction (AFC) that have been marked-up and changed during construction, pre-commissioning or commissioning phases, shall be reissued in a higher revision with the status ASB (As Built).

The Contractor shall produce and submit to Company a procedure describing the marked-up documents management process.

The PID's shall always be delivered in a higher revision and with the status ASB (As Built) even if they have not been marked-up during construction, pre-commissioning or commissioning phases.

Upon request of Company, Contractor shall deliver other documents in a higher revision and with the status ASB (As Built) even if they have not been marked-up during construction, pre-commissioning or commissioning phases.

All other documents which were not modified during construction, pre-commissioning or commissioning phases remain with their status and revision number unchanged (corresponding to the AFC ~ Accepted For Construction status).

Contractor shall list these documents in the Final Document Register (FDR).

This Final Document Register shall be certified by the Contractor.

7.2 Final dossier on Media Support

The Contractor shall issue the Vendor Final Dossiers to Company on media support one month after the Factory Acceptance Test of each equipment.

The Contract will define the date of final dossier delivery by the Contractor and Sub-Contractor.

A media support shall be delivered for **each Contractor and Vendors Final Dossier**.

8. Number of Media format for delivery

Project will define with subsidiary the number of media format to be delivered by the Contractor.

9. Specific documents

In this section particular attention is given to:

- Video Survey
- X-ray imaging
- 3D Model.

9.1 Video Survey

As part of the final documentation, Contractor shall prepare a complete set of video records of all the subsea survey (in .avi format).

These videos shall be organized and referred individually by Contractor.

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Related specification shall be issued by Contractor and submitted to the Company for acceptance.

A Project document number shall be defined/attributed for each survey campaign and/or system (corresponding therefore to a set of videos), and each of these document shall be considered as a Quality Record input, referred in the FDR (Volume 2).

The PDF document in liaison within the FDR will be the index/the list of the related Survey directory content.

The "natives" will be the survey videos files, and these natives will be provided to Company on a specific external mass storage device (NAS device *Network Attached Storage*).

Two (2) copies of the video survey shall be provided to Company.

The videos files will not be imported in the Company EDMS (PRODOM)

9.2 X-ray film

X-ray films (in their original format) will not be delivered to Company.

X-Ray films storage/archiving and further management shall remain Contractor responsibility (and similarly for storage boxes and for arrangement of films inside the boxes).

This is valid for all X-Ray films shooting by Contractors including Contractors under **GS EP PLR 420** and **GS EP PLR 421**.

Within the framework of the delivery to Company:

Each X-ray film has to be digitized (dedicated scanner adapted for Radio scanning) in order to obtain an accurate electronic file of the radio (e.g: *.dcm files).

The scanning principle, methodology and results have to be submitted to the Company for acceptance.

The obtained X-ray files shall be organized and referred individually by Contractor; the relevant specification shall be issued by Contractor and submitted to the Company for acceptance.

A Project document number shall be defined/attributed for each Sub-System purpose of NDT radios (corresponding therefore to a set of X-ray files related to the concerned sub-system), and each of these documents shall be considered as a Quality Record input, referred in the FDR (Volume 2).

The PDF document in liaison within the FDR will be the index/the list of the content of the related X-Ray dossier.

Each sub-system X-Ray dossier containing the related X-ray files shall be considered as a Native data, and shall be delivered to Company on a specific Hard-Drive.

Two (2) copies of the digitized X-ray files shall be provided to Company.

The X-Ray dossier will not be imported in the Company EDMS (PRODOM)

The "Viewer" for the films will be also provided with the natives, and assurance shall be given that reading of the X-ray files is possible without any additional specific software.

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9.3 3D Model

When the Approved for Construction (AFC) status is achieved, the Contractor' shall deliver to Company a 3D Model viewer (e.g. Bentley Navigator) of the plant. The 3D Model Viewer system shall be approved by Company.

At contract termination a complete 3D Model (ASB 3D model) shall be delivered to the Company with the Final Documentation.

The delivery should include the Referential Data Base (RDB) / the associated library, as the necessary specification / instruction / user manual to access to data and to navigate within the views.

A Project document number shall be defined/attribution to the 3D model, and shall be referred within the FDR Volume 1.

The PDF document in liaison within the FDR shall be the 3D Model Specification/User guide.

The 3D Model shall be considered as a Native data, and shall be delivered on a specific Hard-Drive.

The 3D model will not be imported in the Company EDMS (PRODOM).

9.4 GIS

As part of the Final Documentation, Contractor shall prepare an As-Built Geographic Information System (ASB GIS).

A project document number shall be defined/attribution to the GIS dataset, and shall be referred within the FDR volume 1.

The PDF document in liaison within the FDR shall be the ASB GIS description report.

The GIS dataset shall be considered as a native data, and shall be delivered on a specific Hard-Drive.

The GIS dataset model will not be imported in the Company EDMS (PRODOM). Ref to **GS EP GEO 402**.

10. Supplier final documentation

As per contractual term, Supplier is an entity that provides goods to Company.

Consequently each Supplier shall follow this general specification and will propose to Company his organization as per 5.2 .

Indexes attached shall be followed.

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Appendix 1

Appendix 1 Contractor or Sub-Contractor Index

Part 1 - Design Dossier

This part consists of a comprehensive compilation of **all the “As Built” design Information**, drawings and documents **useful for the plant** operation/maintenance personnel.

This part is to be classified into sections defined as follow and corresponding to disciplines (technical fields):

1. Generalities & project management
2. Safety & environment
3. Process
4. Instrumentation
5. Electrical
6. Mechanical
7. Piping
8. Valves
9. Vessels
10. Structure
11. Materials & corrosion
12. HVAC
13. Architectural
14. Telecommunications
15. ...

Where applicable, discipline documents are to be sub-classified by tab as follow:

- **Lists**
 - Documents register
 - Applicable procedures and specifications lists
 - Discipline lists
 - Consumers & Utilities balances
- **Diagrams**
 - PFD
 - P&ID
 - ESD
 - Isometrics
 - Systems diagrams

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- Block diagrams
- Computer Systems Architectural Diagrams.
- **Drawing**
 - General arrangement drawings
 - Plot Plans
 - Layouts
 - Discipline Drawings (Structure, Piping...)
 - Detail shop drawings (excluding detailed machining drawings).
- **Project Specifications and procedures**
 - Project Management - Engineering - Procurement/Supply - Construction - Installation - Transportation - Hook-up - Commissioning - Start-Up
- **Piping classes**
- **Calculation notes**
 - Discipline Calculation notes/sheets (process, structural, piping...)
 - Activities Calculation notes/sheets (supports, sail-away, transportation, installation...)
 - Weight and centre of gravity reports.
- **Equipment requisitions**
- **Data Sheets.**

Part 2 - Certification Dossier

This part consists of **a comprehensive compilation of all Quality Records** documents (refer also to Exhibit H Content of Quality Assurance record book).

It shall contain all information insuring that quality level has been achieved (all the more all the Certifying Authority Reports/Certificates).

This part includes fabrication documents which imply a responsibility transfer or exclusion:

The documents are to be **classified by "discipline section"** as defined for Part 1.

When applicable, discipline documents are to be sub-classified as follow:

- **Acceptance**
 - Derogations and queries registers with signed copies
 - Internal and External Inspection certificates/reports (Vendors)
 - Conformity with technical specification certificates
 - Acceptance qualifications list (equipment/construction)
 - Takeover/Hand over between parties documents.

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- **Certificates**

- Authorities and Third parties acceptance and release certificates/reports
- Materials certificates (including consumables, such as electrodes and paint)
- Weighing and Centre Of Gravity certificates
- Warranty Surveyor's certificates.
- Floating and Marine Registrations (Classifications)

- **Manufacturing records and procedures**

- Quality Control plan /Inspection & test Plan
- Marking drawings and associated traceability
- Non-Destructive Testing certificates/reports
- Dimensional control certificates/reports
- Painting certificates
- NCR's and Waivers reports
- Welding and preheating book/procedures
- Painting procedures
- Workers qualifications (welders, painters...).

- **Tests records**

- Test records (Hardness...)
- Production test result records.

Part 3 - Fabrication and Installation dossier

This part consists of a comprehensive compilation of information set regarding activities performed for the needs of the WORKS (construction, transportation, installation, hook-up and linked to the yard).

Information to provide is complementary, but not a duplicate, with the one already provided within the other parts (in particular within part 1 which already contains all the "As Built" Design Information useful for the plant).

The documents are to be **classified by phase (Construction, Transport, Installation Hook Up...)**.

Sub-classification is then (when applicable) by "discipline section" as defined for Part 1.

When applicable, discipline documents are to be sub-classified as follow:

- **Dedicated Instructions / work procedures**

- Fabrication / Construction (structural, piping, painting)
- Transportation / Installation / Hook-up (sail-away, lifting, preservation...)
- Installation instructions.

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- **Drawings**

- Detailed shop drawings (excluding detailed machining drawings)
- Dedicated sail-away / transportation drawings and standards
- Installation drawings and standards
- Hook-up drawings and standards.

- **Activities**

- Additional notes/sheets during Construction (structure/piping/supports...), Sail-away, transportation or installation.

Part 4 - Field Operations Dossier

This part consists of a comprehensive compilation of all operating documents for the equipments of the plant.

The documents are to be **classified according to the systems** to which the equipment belongs.

When applicable, documents are to be sub-classified as follow:

- **General documents**

- Block diagrams
- Operating system functional diagrams
- Operating manuals & procedures (by system)
- Safety standing instructions
- Equipment and Instruments Lists (with main parameters)
- Inventory of PSV's with corresponding calibration datasheets
- Inventory of all set points.

- **Detailed Documents**

- Pre-commissioning dossiers (procedures/test results /punch lists/acceptance)
- Commissioning dossiers (procedures/test results /punch lists/acceptance)
- Start-up dossiers (procedures/test results /punch lists/acceptance).

Part 5 - Maintenance Dossier

This part includes all documents necessary for preventive and corrective maintenance of the plant.

The documents are to be **classified according to the systems** to which the equipment belongs. (As defined in **GS EP EXP 501**).

(Note: When equipment belongs to several systems, it has to be treated within the “multi-system” dossier).

Within each system, a first sub-file of generalities for the system should precede detailed sub-file(s) for each equipment of the system (individual files).



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Appendix 1

When applicable, documents are to be sub-classified as follow:

- **Sub-file “General documents”**
 - Description of the system
 - General documents
 - . System maintenance table
 - . Lubrication table
 - Equipment and apparatus list
 - Vendors list
 - Purchase order list.
- **Sub-file(s) “Equipment”**
 - Summary of Vendor Final Dossier.

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Appendix 2 Vendor index

Part 1 - Design Dossier

Same as Appendix 1.

Part 2 - Certification Dossier

Same as Appendix 1.

Part 3 - Fabrication and Installation dossier

Same as Appendix 1.

Part 4 - Field Operations Dossier

This part consists of an exhaustive compilation of all operating documents for the equipment of the installation.

When applicable, documents are to be sub-classified as follow:

- **General documents**
 - Block diagrams
 - Operating manuals & procedures (machine and main equipment)
 - Safety standing instructions
 - Equipment and Instruments Lists (with main parameters)
 - Inventory of PSV's with corresponding calibration datasheets
 - Individual instruments calibration certificates
 - Performance tests at factory including performance curves.
- **Detailed Documents**
 - Pre-commissioning dossiers:
 - . Pre-commissioning procedures
 - . Pressure and leak tests records
 - . Noise vibration and balance records
 - . Provisional and Final acceptance Test (FAT) certificates (with attached punch list if any)
 - Commissioning instructions
 - Start-up instructions.

Part 5 - Maintenance Dossier

This part includes all documents necessary for preventive and corrective maintenance of equipment.

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When applicable, documents are to be sub-classified as follow:

- **General documents**

- Description/presentation of the Equipment
- Sectional drawings with parts list numbers
- List of sub Vendors
- Unpriced Purchase Orders.

- **Detail documents**

- Technical data sheet
 - . Tag list (excel sheet) split by discipline
 - . Mechanical
 - . Electricity
 - . Instrumentation
 - . Valves/safety valves.
 - . Operating information
 - . Failures
 - . Diagnostic procedure
 - . Trouble shooting
 - . Storage instructions
 - . Cocooning instructions.
- Maintenance information (maintenance sheets, Vendor maintenance manual)
 - . Maintenance program and manual
 - . Mechanical
 - . Electricity
 - . Instrumentation
 - . Valves / safety valves
 - . Lubrication schedule and data.
- List of required consumables
- Spare parts lists on Standard Company form including:
 - . Commissioning spare parts
 - . Operating spare parts
 - . Capital spare parts
- Statement of painting system used
- Specific tools
- Handling philosophy and procedures
- Equipment base line.



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Appendix 3

Appendix 3 Master Excel File

General Counter	SUMMARY					INDEX		MEDIA IDENTIFICATION		
	Item #	Section Name	Sub-Section Name	Sub-Sub-Section Name	Sub-Sub-Section N	References	Revision	Date	Native File Name	Rendition File Name
	1	Volume 1 : Design Dossier	1.1 Process Design Specification			NG-50-5-523-210022	00	03-Jun-2008	NG-50-5-523-210022_rev00.dwg	NG-50-5-523-210022_rev00.pdf
	2	Volume 1 : Design Dossier	1.2 Structural Design Specification			NG-50-5-523-210038	00	05-Nov-2008	NG-50-5-523-210038_rev00.dwg	NG-50-5-523-210038_rev00.pdf
	3	Volume 1 : Design Dossier	1.3 Electrical Design Specification			NG-50-5-523-210039	01	05-Nov-2008	NG-50-5-523-210039_rev01.dwg	NG-50-5-523-210039_rev01.pdf
	4	Volume 1 : Design Dossier	1.4 PID's			NG-50-5-523-210024	02	25-Jul-2008	NG-50-5-523-210024_rev02.dwg	NG-50-5-523-210024_rev02.pdf
	5	Volume 2 : Certification Dossier	2.1 Internal and External Inspection Certificates/Reports (Suppliers)			NG-50-5-523-210025	00	25-Jul-2008	NG-50-5-523-210025_rev00.dwg	NG-50-5-523-210025_rev00.pdf
	6	Volume 2 : Certification Dossier	2.2 Materials Certificates			NG-50-5-523-210027	01	25-Jul-2008	NG-50-5-523-210027_rev01.dwg	NG-50-5-523-210027_rev01.pdf
	7	Volume 2 : Certification Dossier	2.3 Dimensional control Certificates / Reports			NG-50-5-523-210028	01	25-Jul-2008	NG-50-5-523-210028_rev01.dwg	NG-50-5-523-210028_rev01.pdf
	8	Volume 2 : Certification Dossier	2.5 Quality Control / Inspection Plan			NG-50-5-523-210029	01	28-Aug-2008	NG-50-5-523-210029_rev01.dwg	NG-50-5-523-210029_rev01.pdf
	9	Volume 3 : Fabrication (Installation) Dossier	3.1 Installation Procedures and Specifications			NG-50-5-523-210014	00	05-Mar-2008	NG-50-5-523-210014_rev00.zip	NG-50-5-523-210014_rev00.pdf
	10	Volume 3 : Fabrication (Installation) Dossier	3.2 Fabrication / Construction (Structural, piping, painting....)			NG-50-5-523-210015	00	05-Mar-2008	NG-50-5-523-210015_rev00.doc	NG-50-5-523-210015_rev00.pdf
	11	Volume 4 : Field Operation Dossier	4.1 Operating Manuals and Procedures (machine and main equipment)			NG-50-5-523-210030	01	28-Aug-2008	NG-50-5-523-210030_rev01.dwg	NG-50-5-523-210030_rev01.pdf
	12	Volume 4 : Field Operation Dossier	4.2 Safety Standing instructions			NG-50-5-523-210031	00	16-Sep-2008	NG-50-5-523-210031_rev00.dwg	NG-50-5-523-210031_rev00.pdf
	13	Volume 4 : Field Operation Dossier	4.3 Equipments and Instruments Lists (with main parameters)			NG-50-5-523-210032	00	16-Sep-2008	NG-50-5-523-210032_rev00.dwg	NG-50-5-523-210032_rev00.pdf
	14	Volume 4 : Field Operation Dossier	4.4 Inventory of PSV's with corresponding datasheets			NG-50-5-523-210033	01	16-Sep-2008	NG-50-5-523-210033_rev01.pdf	
	15	Volume 4 : Field Operation Dossier	4.5 Individual instruments calibration certificates and performances curves			NG-50-5-523-210026	00	25-Fev-2009	NG-50-5-523-210026_rev00.dwg	NG-50-5-523-210026_rev00.pdf
	16	Volume 4 : Field Operation Dossier	4.6 Pre-commissioning dossiers	4.6.1 Pre-commissioning procedures		NG-50-5-523-210034	01	16-Sep-2008	NG-50-5-523-210034_rev01.dwg	NG-50-5-523-210034_rev01.pdf
	17	Volume 4 : Field Operation Dossier	4.6 Pre-commissioning dossiers	4.6.2 Pressure and leaks tests records		NG-50-5-523-210035	01	16-Sep-2008	NG-50-5-523-210035_rev01.dwg	NG-50-5-523-210035_rev01.pdf
	18	Volume 5 : Maintenance Dossier	5.1 Description / Presentation of Equipment			NG-50-5-523-210002	02	02-Jun-2008	NG-50-5-523-210002_rev02.xls	NG-50-5-523-210002_rev02.pdf
	19	Volume 5 : Maintenance Dossier	5.2 List of sub-Vendors			NG-50-5-523-210008	00	03-Jun-2008	NG-50-5-523-210008_rev00.doc	NG-50-5-523-210008_rev00.pdf
	20	Volume 5 : Maintenance Dossier	5.3 Purchase orders			NG-50-5-523-210009	00	03-Jun-2008	NG-50-5-523-210009_rev00.doc	NG-50-5-523-210009_rev00.pdf
	21	Volume 5 : Maintenance Dossier	5.4 Operating Information	5.4.1 Failures		NG-50-5-523-210010	00	16-Apr-2008	NG-50-5-523-210010_rev00.doc	NG-50-5-523-210010_rev00.pdf
	22	Volume 5 : Maintenance Dossier	5.4 Operating Information	5.4.2 Diagnostic Procedure		NG-50-5-523-210011	00	16-Apr-2008	NG-50-5-523-210011_rev00.doc	NG-50-5-523-210011_rev00.pdf
	23	Volume 5 : Maintenance Dossier	5.4 Operating Information	5.4.3 Troubleshooting		NG-50-5-523-210037	00	16-Apr-2008	NG-50-5-523-210037_rev00.zip	NG-50-5-523-210037_rev00.pdf
	24	Volume 5 : Maintenance Dossier	5.4 Operating Information	5.4.4 Storage instructions		NG-50-5-523-210003	00	25-Fev-2009	NG-50-5-523-210003_rev00.doc	NG-50-5-523-210003_rev00.pdf
	25	Volume 5 : Maintenance Dossier	5.4 Operating Information	5.4.5 Coconing instructions		NG-50-5-523-210004	00	05-Mar-2008	NG-50-5-523-210004_rev00.doc	NG-50-5-523-210004_rev00.pdf