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TECHNICAL JOB SPECIFICATION

100/2

REVISION 0

DATE 05-04-2011

HIGH PRESSURE (HP) TRANSMISSION SYSTEMS

CODING AND LABELLING OF TECHNICAL DOCUMENTS



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CHANGES LOG

REVISIONS LOG

0	05-04-2011	FIRST ISSUE	PQ DPT	V.G.
Rev. No	Rev. Date	REASON FOR CHANGE	Made By	Approved By



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1.0 **GENERAL**

This specification is used for all projects undertaken by Contractor. It contains the numbering and labelling of all technical documents (i.e. Drawings, Material requisitions, Studies, Purchase Orders and Technical Descriptions).

This document is issued for Contractor's use for the provision of documents as per Contract and their submission to Owner for approval.

2.0 FILING SYSTEM

Owner Document Control Center (DCC) personnel are responsible for the filling the specified documents on behalf of Owner.

3.0 CODING OF DOCUMENTS

Coding of documents shall be made according to the following paragraphs.

3.1 CODING OF DRAWINGS

Drawings are coded as follows:

Example: Dwg No. xxxx-425-0-50-01

Owner Contract number

Unit number identification (two or three digital characteristic number; i.e. U-4250, see below) Drawing size identification (see below) Section to which the drawing belongs (see below) Drawing sequential number (see below) xxxx 425 0 50 01 BCD

B: 42 : two digital characteristic number; i.e. U-4200

425 : three digital characteristic number; i.e. U-4250 : three digital characteristic for standard drawings

C: represents the drawing size according to UNIT standard:

> SIZE 0: is equal to mm. 841 x 1189 (A0)

SIZE 1: is equal to mm. 594 x 841 (A1)

SIZE 2: is equal to mm. 420 x 594 (A2)

SIZE 3: is equal to mm. 297 x 420 (A3)

SIZE 4: is equal to mm. 210 x 297 (A4)

SIZE 00: refers to non-standard drawing sizes



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D: represents the group to which the drawing belongs (according to the relevant Account Code), as follows:

Account Code), as follows:	
Document Indexes (Dwg, Material Requisition,	00 (Usually issued by DCC)
Job Spec, Study, Vendor dwg, Process doc,	
Erection Requisition, General Project doc)	
Plot Plan and elevations	01 (Usually issued by PIP)
Model	02 (Usually issued by PIP)
Process Flow Diagrams	03 (Usually issued by PRS)
Engineering Flow Diagrams (Process Issue)	03 (Usually issued by PRS)
Other Process Diagrams	03 (Usually issued by PRS)
	08 (Usually issued by PEN)
Equipment List / Valve List	, ,
Towers	11 (Usually issued by TEC)
Pressure Vessels	11 (Usually issued by TEC)
Storage Tanks (Atmospheric)	11 (Usually issued by TEC)
Pipeline Mechanical Details	11 (Usually issued by TEC)
Heat Exchangers	21 (Usually issued by TEC)
Geological drawings	40 (Usually issued by CIV)
Site Development drawings-Paving	41 (Usually issued by CIV)
Concrete Structures	43 (Usually issued by ClV)
Foundations	43 (Usually issued by CIV)
Sewer System	45 (Usually issued by CIV)
Steel Structures	46 (Usually issued by CIV)
Buildings	47 (Usually issued by CIV)
Engineering Flow Diagrams (Project Issue)	50 (Usually issued by PEN)
Line Lists, Tie-in Lists	, , , , , , , , , , , , , , , , , , , ,
A/G Piping Arrangement drawings (incl.	51 (Usually issued by PIP)
Fire fighting & Pump-out dwgs)	, ,
Piping Isometrics	52 (Usually issued by PIP)
Piping MTO	53 (Usually issued by PIP)
Piping Stress Analysis	54 (Usually issued by STR)
Pipeline plans & Longitudinal sections	55 (Usually issued by PIP)
Piping Layout	56 (Usually issued by PIP)
Pipeline Crossings	58 (Usually issued by CIV)
Pipe Supports	59 (Usually issued by STŔ)
Instrument drawings	65 (Usually issued by INS)
Underground Electrical drawings	71 (Usually issued by ELÉ)
Electrical power Distribution, Area	73(Ùsually issued by ELE)
Classification	,
Electrical Lighting drawings	74 (Usually issued by ELE)
Electrical Communication and Fire Alarm	75 (Usually issued by ELE)
Cathodic Protection	78 (Usually issued by ELE)
Survey dwgs - Scale 1:1000	91 (Usually issued by TOP)
Survey dwgs - Details	92 (Usually issued by TOP)
Survey dwgs - Scale 1:5000	93 (Usually issued by TOP)
Survey dwgs - Scale 1:50000	94 (Usually issued by TOP)
Survey maps	95 (Usually issued by TOP)
Survey lists	96 (Usually issued by TOP)
	, , , , , , , , , , , , , , , , , , , ,

E: represents the order number of drawing of (01,02, 10 etc).



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Note 1: For isometrics, E will be the four-digit number assigned to the relevant line.

Note 2: For Survey lists:

The order numbers are:

01: list of tangential intersection points.

Type and Title

02: class location list

03: list of stations (L/V, scraper, etc)

Note 3: For Engineering Document Register (EDR) the order numbers are:

00 All Documents

01 Drawing Index

Material Requisition IndexJob Specification Index

04 Studies index

Sequential Number

Vendor Document's IndexErection Requisition Index

07 General Project Document's Index

08 Process Document's Index

Note 4:03 group drawing sequential numbers are assigned as follows:

<u>Sequentiar Number</u>	Type and Thie
01, 02, etc. 101, 102, etc.	Engineering Flow Diagrams Process Flow, Utility Balance, Block Flow
201, 202, etc. 301, 302, etc. 401, 402, etc.	Diagrams Materials of Construction Diagrams Design Pressure/Temperature Diagrams Packaged Unit Diagrams



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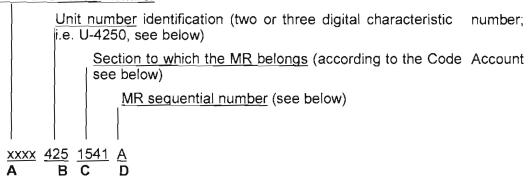
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3.2 Coding of Material Requisitions

Material Requisitions are coded as follow:

Example: Material Requisition No. xxxx-425-1541/A

Owner Contract number



C:

1000 DI	RECT MATERIALS	
1100	VESSELS	(Usually Issued by TEC)
1200	HEAT TRANSFER	(Usually issued by TEC)
1300	MECHANICAL EQUIPMENTS	(Usually issued by MAC)
1400	CIVIL	(Usually issued by CIV)
1500	PIPING	(Usually issued by PIP)
1600	INSTRUMENTS	(Usually issued by INS)
1700	ELECTRICAL	(Usually issued by ELE)
1800	MATERIAL PROTECTIVE	(Usually issued by TEC)
1900	MISCELLANEOUS	

2000 ERECTION SUBCONTRACT										
2100	VESSELS	(Usually Issued by TEC)								
2200	HEAT TRANSFER EQUIPMENT	(Usually issued by TEC)								
2300	MECHANICAL EQUIPMENT	(Usually issued by MAC)								
2400	CIVIL WORKS	(Usually issued by CIV)								
2500	PIPING ERECTION	(Usually issued by PIP)								
2600	INSTRUMENTS INSTALLATION	(Usually issued by INS)								
2700	ELECTRICAL INSTALLATION	(Usually issued by ELE)								
2800	PROTECTIVE COVER	(Usually issued by TEC)								
2900	MISCELLANEOUS									

D: represents the order letter in each category of material only



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i.e. **1611A** Thermocouples **1611B** Thermo wells

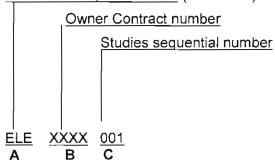
1611C Temperature Indicators etc

3.3 Coding of Studies

3.3.1 Studies (except Cost Estimating Discipline) are coded as follows:

Example: Study No. ELE-XXXX-001

Involved Disciplines initials (see below)



A: represents the initials of each Discipline / Section as follows:

PEN ELE	Project Engineering Discipline Electrical Discipline
INS CIV	Instrument Discipline
GEO	Civil Discipline Geological Section
TEC	Technological Discipline
MAC	Machinery Discipline
STR	Stress Analysis Discipline
TOP	Topographical Discipline
PIP	Piping Discipline
MTO	Piping Material Discipline
DCC	Document Control Center Discipline
PMN	Project Management
PRC	Project Control Discipline
PAS	Purchasing and Subcontracting Discipline
ISP	Inspection and Expediting Discipline
CES	Cost Estimating Discipline
COA	Contract Administration Discipline
AUT	Permits Engineering and Environmental Studies Discipline
PRS	Process Discipline
OTH	Others



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3.4 Coding of Process Documents

Process Documents are coded as follows:

Example: Process Document No. xxxx-425-1022-02

Owner Contract number

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	1010	PROCESS	DESIGN	MEMO	RANDUM
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1020 EQUIPMENT SPECIFICATIONS

1030 PROCESS LINE SUMMARY LIST

1040 INSTRUMENT SPECIFICATIONS

1050 SAFETY VALVES SPECIFICATIONS

1060 SAFETY VALVES LOAD SUMMARY

1070 DATA FOR AREA CLASSIFICATION & HAZARDOUS MATERIAL

CHARACTERISTICS

1080 UTILITIES, CATALYST AND CHEMICALS CONSUMPTION

1090 OPERATING MANUAL

Process Equipment Specifications (document category 1020) are as follows:

1021	VESSELS
1022	REACTORS
1023	COLUMNS
1024	HEAT EXCHANGERS AND AIR COOLERS
1025	FURNACES
1026	COMPRESSORS
1027	PUMPS
1028	STORAGE TANKS
1029	OTHER EQUIPMENT

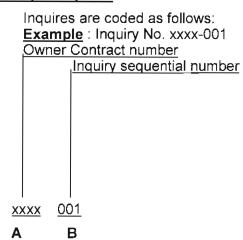


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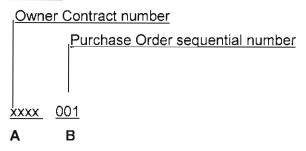
3.5 Coding of Inquires



3.6 Coding of Purchase Orders

Process Purchase Orders are coded as follows:

Example: Purchase Order No. XXXX-001

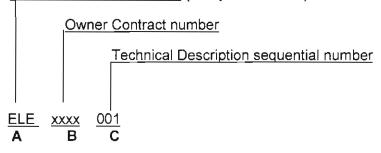


3.7 Coding of Technical Descriptions

Technical Descriptions are coded as follows:

Example: Technical Description No. ELE-118100-001

Involved Disciplines initials (see para. 3.3.1/A)





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4.0 LABELING

The labels of the technical documents shall be prepared as follows:

4.1 <u>Labeling of Drawings</u>

- All sizes
 Drawings shall follow "Attachments A or B" depending on the kind of the document.
- b) Sizes A3 and A4 Isometric drawings shall follow "Attachment C".

4.2 Labeling of Material Requisitions

Material Requisitions shall follow "Attachment D".

4.3 <u>Labeling of Studies</u>

Technical Studies shall follow "Attachment E1, E2, E3".

4.4 Labeling of Process Documents

Individual Process Documents labelling shall be as per the sample forms included in the Process Discipline Guidelines.

4.5 Labeling of Inquiries

Individual Inquiries labelling shall be as per the sample forms included in the Inspection and Expediting Discipline Guidelines.

4.6 Labeling of Purchase Orders

Individual Purchase Orders labeling shall be as per the sample forms included in the Purchasing and Subcontracting Discipline Guidelines.

4.7 Labelling of Technical Descriptions

Individual Technical Description labeling shall follow "Attachment F1, F2".



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5.0 <u>ATTACHED DOCUMENTS</u>

- 1. Labeling of Drawings (Attachments A, B, C)
- 2. Labelling of Material Requisitions (Attachment D)
- 3. Labeling of Studies (Attachments E1, E2, E3)
- 4. Labeling of Process Documents
- 5. Labelling of Inquiries
- 6. Labelling of Purchase Orders
- 7. Labelling of Technical Descriptions (Attachments F1, F2)



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(example)

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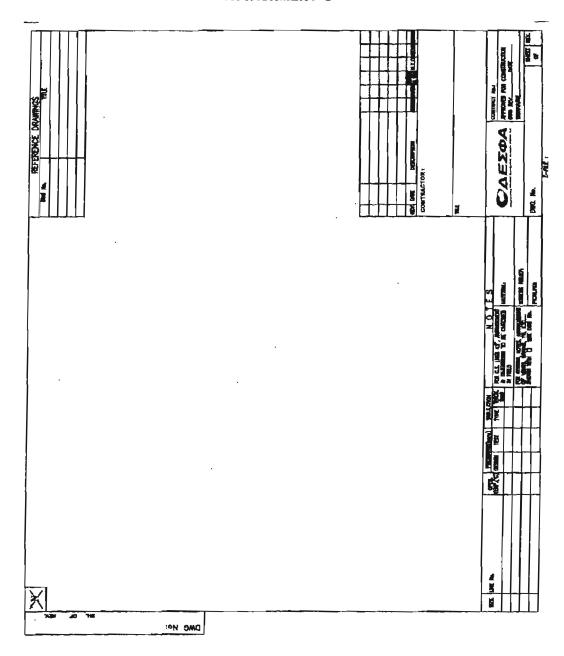


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(example)

ATTACHMENT"C





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ATTACHMENT "D"

CLIENT MATERIAL SERVICE ITEM VENDOR	_	SITE CONTRACT No REQ. UNIT P.O. No												REQUISITION No. SUPERSEDED BY C					5			
7ENDOR		CHANGE INDEX												4				6				
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ATTACHMENT E1 (example)

POPESFA HELLENIC GAS TRANSMISSION SYSTEM OPERATOR	357-359, MESSOGION AVE., 15231 ATHENS, GREECE Tel.: 210 6501258 Fax: 210 6501551				
(Study No. / Rev.) STUDY FOR					
(Title)					
PROJECT: CONTRACT No:					



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ATTACHMENT E2 (example)



HELLENIC GAS TRANSMISSION SYSTEM OPERATOR

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ATTACHMENT E3 (example)



(Title)

DESFA JOB NUMBER.....

DESIGN BASIS REPORT Document No.:

Rev. No	Rev. Date	REASON FOR CHANGE	Made By	Approved By



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ATTACHMENT F1 (example)

	HELLENIC GAS TRANSMISSION SYSTEM OPERATOR	357-359, MESSOGION AVE., 15231 ATHENS, GREECE Tel.: 210 6501258 Fax: 210 6501551
	(Technical Descript	ion No. / Rev.)
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PROJECT:		
CONTRACT No:		
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ATTACHMENT F2 (example)



HELLENIC GAS TRANSMISSION SYSTEM OPERATOR

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