

357-359, MESSOGION AVE., 15231 ATHENS, GREECE Tel.: 210 6501258 Fax: 210 6501551 TECHNICAL JOB SPECIFICATION 100/2

REVISION 0

DATE 29-06-2011

LNG PLANT

CODING AND LABELLING OF TECHNICAL DOCUMENTS



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QUALITY ASSURANCE PAGE

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REVISIONS LOG

				
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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 Account Code), as follows:	g belongs (according to the relevant
Job S Erecti	ment Indexes (Dwg, Material Requisition, pec, Study, Vendor dwg, Process doc, on Requisition, General Project doc)	00 (Usually issued by DCC)
Plot P	lan and elevations	01 (Usually issued by PIP)
Model		02 (Usually issued by PIP)
	ss Flow Diagrams	03 (Usually issued by PRS)
	eering Flow Diagrams (Process Issue)	03 (Usually issued by PRS)
	Process Diagrams	03 (Usually issued by PRS)
	ment List / Valve List	08 (Usually issued by PEN)
Towe	rs ·	11 (Usually issued by TEC)
Press	ure Vessels	11 (Usually issued by TEC)
Storag	ge Tanks (Atmospheric)	11 (Usually issued by TEC)
	ne Mechanical Details	11 (Usually issued by TEC)
	Exchangers	21 (Usually issued by TEC)
Geolo	gical drawings	40 (Usually issued by CIV)
Site D	evelopment drawings-Paving	41 (Usually issued by CIV)
Concr	ete Structures	43 (Usually issued by CIV)
Found	lations	43 (Usually issued by CIV)
	System	45 (Usually issued by CIV)
	Structures	46 (Usually issued by CIV)
Buildir		47 (Usually issued by CIV)
	eering Flow Diagrams (Project Issue) ists, Tie-in Lists	50 (Usually issued by PEN)
	iping Arrangement drawings (incl. ghting & Pump-out dwgs)	51 (Usually issued by PIP)
	Isometrics	52 (Usually issued by PIP)
Piping		53 (Usually issued by PIP)
	Stress Analysis	54 (Usually issued by STŔ)
	ne plans & Longitudinal sections	55 (Usually issued by PIP)
	Layout	56 (Usually issued by PIP)
Pipelir	ne Crossings	58 (Usually issued by CIV)
Pipe S	Supports	59 (Usually issued by STR)
	ment drawings	65 (Usually issued by INS)
	ground Electrical drawings	71 (Usually issued by ELE)
	cal power Distribution, Area	73(Usually issued by ELE)
	fication	
	cal Lighting drawings	74 (Usually issued by ELE)
	cal Communication and Fire Alarm	75 (Usually issued by ELE)
	dic Protection	78 (Usually issued by ELE)
	y dwgs - Scale 1:1000	91 (Usually issued by TOP)
	y dwgs - Details	92 (Usually issued by TOP)
	y dwgs - Scale 1:5000	93 (Usually issued by TOP)
	y dwgs - Scale 1:50000	94 (Usually issued by TOP)
Surve	y maps	95 (Usually issued by TOP)
Sui ve;	y nata	96 (Usually issued by TOP)

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

E:



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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.

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

02 Material Requisition Index

03 Job Specification Index

04 Studies index

05 Vendor Document's Index

06 Erection Requisition Index

07 General Project Document's Index08 Process Document's Index

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

Sequential Number Type and Title 01, 02, etc. Engineering Flow Diagrams Process Flow, Utility Balance, Block Flow Diagrams 201, 202, etc. Materials of Construction Diagrams 301, 302, etc. Design Pressure/Temperature Diagrams 401, 402, etc. Packaged Unit Diagrams



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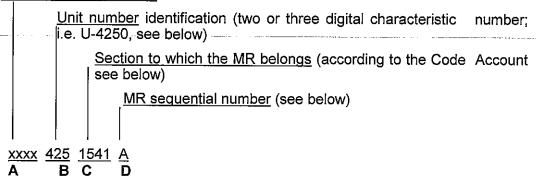
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3.2 <u>Coding of Material Requisitions</u>

Material Requisitions are coded as follow:

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

Owner Contract number



C:

1000 DI	1000 DIRECT 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

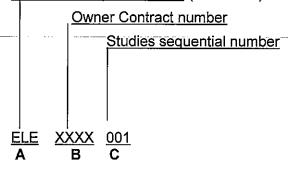
1611C Temperature Indicators etc

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	Project Engineering Discipline
ELE	Electrical Discipline
INS	Instrument Discipline
CIV	Civil Discipline
GEO	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
QTH	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 <u>Unit number</u> identification (two or three digit characteristic numbers; i.e. U-4250) Category to which the Process Document belongs (see below) Process Document sequential number (two digit numbers) <u>425</u> <u>1022</u> <u>02</u>

C:	represents the document category as follows:
1010	PROCESS DESIGN MEMORANDUM
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 1090	UTILITIES, CATALYST AND CHEMICALS CONSUMPTION 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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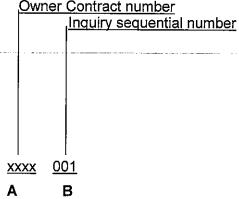
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3.5 **Coding of Inquires**

Inquires are coded as follows:

Example: Inquiry No. xxxx-001

Owner Contract number



3.6 **Coding of Purchase Orders**

Process Purchase Orders are coded as follows:

Example: Purchase Order No. XXXX-001

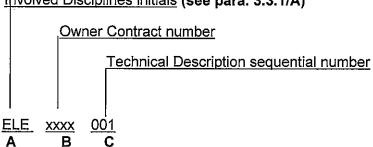
Owner Contract number Purchase Order sequential number <u>xxxx</u> 001 Α В

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>

- a) 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 <u>Labeling of Material Requisitions</u>

Material Requisitions shall follow "Attachment D".

4.3 Labeling of Studies

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

4.4 <u>Labeling of Process Documents</u>

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

4.5 <u>Labeling of Inquiries</u>

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

4.6 <u>Labeling of Purchase Orders</u>

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

4.7 <u>Labelling of Technical Descriptions</u>

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)

ATTACHMENT "A"

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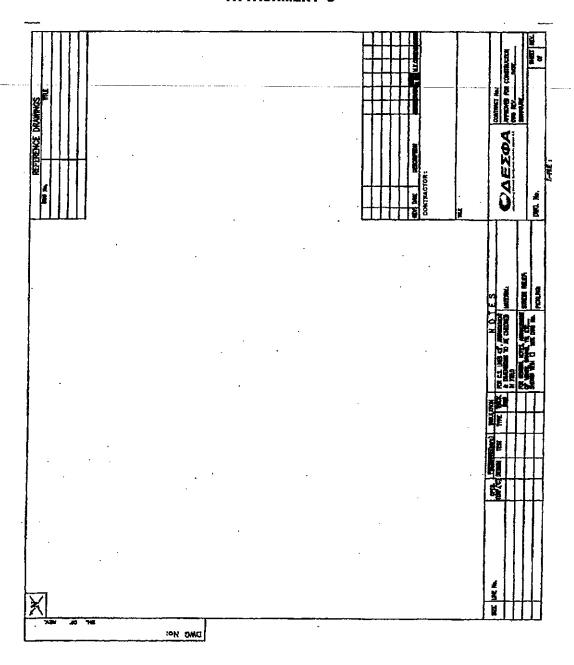


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(example)

ATTACHMENT"C





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ATTACHMENT "D"

			_														Ust						
CLIENT SITE CONTRACT MATERIAL											-	REQUISITION No. DATE											
SERVICE													H	SUBPREDED BY STANCE									
ITEM												L		SUPER	PERSEDED BY CHANGE No								
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ATTACHMENT E1 (example)

ODESFA Hellenic Gas Transmission System Operator	HELLENIC GAS TRANSMISSION SYSTEM OPERATOR	357-359, MESSOGION AVE., 15231 ATHENS, GREECE Tel.: 210 6501258 Fax: 210 6501551
	(Study No. STUD FOR (Title	Y
PROJECT: CONTRACT No:		



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ATTACHMENT E2 (example)

	DE	SI	FA
Hellenic G	as Transmiss	tion System	1 Operator

HELLENIC GAS TRANSMISSION SYSTEM OPERATOR

Document No:

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ATTACHMENT E3 (example)



(Title)

DESFA JOB NUMBER.....

DESIGN BASIS REPORT Document No.:

Rev. Date	REASON FOR CHANGE	Made By	Approved By
	Rev. Date	Rev. Date REASON FOR CHANGE	Rev. Date REASON FOR CHANGE Made By



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ATTACHMENT F1 (example)

ODESFA Hellenic Gas Transmission System Operator	HELLENIC GAS TRANSMISSION SYSTEM OPERATOR	357-359, MESSOGION AVE., 15231 ATHENS, GREECE Tel.: 210 6501258 Fax: 210 6501551
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ATTACHMENT F2 (example)



HELLENIC GAS TRANSMISSION SYSTEM OPERATOR

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