

Project Filing Index

Standard

3 May 2001

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1. Contract and Financial

- 1.1. Inquiry Documents
- 1.2. Proposal
- 1.3. Contract and Letter of Intent
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- 1.4. Estimate and Budget
- 1.5. Change Orders
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 - 1.5.3. Project Change Bulletins
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 - 1.7.2. HO Cost Reports
 - 1.7.3. Procurement Cost Reports
- 1.8. Other Confidential Matters
- 1.9. Vendor List
- 1.10. Project Procedures
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 - 1.10.2. Project File Index PP-002
 - 1.10.3. Document Distribution Schedule PP-003
- 1.11. Progress Reports for External Publication

Note: *Keep all above in separate "confidential" file.*

2. Correspondence

2.1. Letters

2.1.1.	Letters to Client	RCL-001
2.1.2.	Letters from Client	CRL-001
2.1.3.	Letters to other Red-Bag Offices	RORL-001
2.1.4.	Letters from other Red-Bag Offices	ORRL-001
2.1.5.	Letters to Partner	RPL-001
2.1.6.	Letters from Partner	PRL-001
2.1.7.	Letters to Field office	RFL-001
2.1.8.	Letters from Field office	FRL-001
2.1.9.	Letters to Others	ROL-001
2.1.10.	Letters from others	ORL-001

2.2. Facsimile

2.2.1.	Faxes to Client	RCF-001
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2.2.4.	Faxes from other Red-Bag offices	ORRF-001
2.2.5.	Faxes to Partner	RPF-001
2.2.6.	Faxes from Partner	PRF-001
2.2.7.	Faxes to Field Office	RFF-001
2.2.8.	Faxes from Field office	FRF-001
2.2.9.	Faxes to Others	ROF-001
2.2.10.	Faxes from Others	ORF-001
2.2.11.	Faxes to Vendors (before P.O. placement)	RVF-001
2.2.12.	Faxes from Vendors (before P.O. placement)	VRF-001

2.3. Interdepartmental Correspondence (by originator, chronological order), including: telephone communication notes/memo's/e-mail's

2.3.1.	Project Management
2.3.2.	Project Engineering
2.3.3.	Process
2.3.4.	Instrumentation
2.3.5.	Electrical
2.3.6.	Mechanical
2.3.7.	Piping
2.3.8.	Civil
2.3.9.	Quality Assurance
2.3.10.	Health Safety Environment
2.3.11.	Red-Bag Management
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2.3.13.	Procurement/Subcontracts
2.3.14.	Project Control - Estimating
2.3.15.	Project Control-Planning
2.3.16.	H.O. Construction
2.3.17.	Project Secretary

3. Information Records

- 3.1. Minutes of Meetings
 - 3.1.1. M.O.M. within Red-Bag MOMR-001
 - 3.1.2. M.O.M. with Client MOMC-001
 - 3.1.3. M.O.M. with Partner MOMP-001
 - 3.1.4. M.O.M. with Subcontractors MOMS-001
 - 3.1.5. M.O.M. with Field MOMF-001
 - 3.1.6. M.O.M. with Others (excluding Vendors) MOMO-001
 - 3.1.7. M.O.M. with Vendors before P.O. placement MOMV-001
- 3.2. Reports General
 - 3.2.1. Report of Visit REPV-001
 - 3.2.2. Report of Job Execution REPE-001
- 3.3. Transmittals
 - 3.3.1. To Client
 - 3.3.2. From Client
 - 3.3.3. To other Red-Bag offices
 - 3.3.4. From other Red-Bag offices
 - 3.3.5. To Partner
 - 3.3.6. From Partner
 - 3.3.7. To Others
 - 3.3.8. From Others
 - 3.3.9. To Field office
 - 3.3.10. From Field office
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 - 3.4.1. Transmittal package from Client and Approvals DR-001
 - 3.4.2. Transmittal package from other Red-Bag office
 - 3.4.3. Transmittal package from partner
 - 3.4.4. Transmittal package from others

4. Project Control

- 4.1. Progress Reports (internal project team)
 - 4.1.1. Reports by Disciplines
 - 4.1.2. Requisition Tracking, refer also 6.1.1
 - 4.1.3. Isometric Release
 - 4.1.4. Project Engineering Control, refer also 5.1.5
- 4.2. Manhour Estimate by Disciplines
- 4.3. Manhour/Cost Status Reports
 - 4.3.1. Manhour report
 - 4.3.2. PC's usage
 - 4.3.3. 2D CAD
 - 4.3.4. 3D CAD
- 4.4. Schedules
 - 4.4.1. Master Barchart
 - 4.4.2. Level 3
 - 4.4.3. Level 4
- 4.5. Bulk Quantity Reports
 - 4.5.1. Piping Quantity Report
 - 4.5.2. Electrical Quantity Report
 - 4.5.3. Instrumentation Quantity Report
 - 4.5.4. Civil Concrete Quantity Report
 - 4.5.5. Civil Structural Steel Quantity Report

5. Engineering Documents

5.1. Project Engineering Documents

- 5.1.1. Work Split with Client and/or partner(s)
- 5.1.2. Work Packages for Project Engineers
- 5.1.3. Basic Engineering and Design Data (or design specifications)
- 5.1.4. Detail Engineering and Design Data (or design specifications)
- 5.1.5. Control and Tracking Lists
- 5.1.6. Flowsheet Revision Sheets
- 5.1.7. Plotplan Revision Sheets
- 5.1.8. Change Order Coordination
- 5.1.9. Value Engineering

5.2. General Technical Specifications

- 5.2.1. Towers SP-A-01
- 5.2.2. Buildings SP-B-01
- 5.2.3. Piping SP-C-01
- 5.2.4. Steel SP-D-01
- 5.2.5. Electrical SP-E-01
- 5.2.6. Fire Protection SP-F-01
- 5.2.7. Special Equipment SP-G-01
- 5.2.8. Heaters & Stacks SP-H-01
- 5.2.9. Foundations and Paving SP-J-01
- 5.2.10. Instruments SP-K-01
- 5.2.11. Drums & Tanks SP-M-01
- 5.2.12. Insulation SP-N-01
- 5.2.13. Pumps & Compressors SP-P-01
- 5.2.14. Sewers & Drains SP-Q-01
- 5.2.15. Painting SP-R-01
- 5.2.16. Site Development & Misc. SP-S-01
- 5.2.17. Heat Exchangers SP-T-01
- 5.2.18. Air Coolers SP-TA-01

5.3. Process Documents

- 5.3.1. Calculations (Hydraulics, Relief Loads)
- 5.3.2. Heat and Material Balance/PT Profiles
- 5.3.3. Process Data Sheets (PDS)
- 5.3.4. Operating Manual/Process Control and Safeguarding Philosophy
- 5.3.5. Start-up and Operating Reports
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- 6.3. Rotating Equipment (as per P account, refer also 5.2)
- 6.4. Special Equipment (as per G, H account, refer also 5.2)
- 6.5. Instruments (as per K account, refer also 5.2)
- 6.6. Electrical (as per E account, refer also 5.2)
- 6.7. Piping (as per C account, refer also 5.2)
- 6.8. Civil & Steel (as per D account, refer also 5.2)
- 6.9. Subcontracts
 - 6.9.1. Mechanical Erection A-0001
 - 6.9.2. Buildings B-0001
 - 6.9.3. Pipe Fabrication and Erection C-0001
 - 6.9.4. Structural Steel Erection D-0001
 - 6.9.5. Electrical Installation E-0001
 - 6.9.6. Civil Work J-0001
 - 6.9.7. Instrument Installation K-0001
 - 6.9.8. Insulation N-0001
 - 6.9.9. Revamp existing pressure vessel M-0001
 - 6.9.10. Sewers Q-0001
 - 6.9.11. Painting R-0001
 - 6.9.12. Site Development S-0001

7. Account Files by PO Number

Folders are to be arranged and to contain relevant information as follows:

Right Side:

- requisition for bid/purchase (incl. data sheets and drawings)
- invitation to bid with names of vendors
- quotations and correspondence
- bid analysis
- purchase order and amendments

Left Side:

- all correspondence, etc., after placing of purchase order.
- inspection reports
- expediting reports
- vendor documents

Design drawings not included in a requisition to be filed in a separate file (i.e. covering non equipment) accounts B, C, D, E, F, J, K, N, Q, R, S (refer also 5.2).

8. Vendor Information

- 8.1. Information by purchase order number, including VP routing transmittals.
- 8.2. Spare parts Quotations, recommendation and relevant drawings by P.O. No.
- 8.3. Operating and maintenance instructions.

9. Procurement Control Documents

- 9.1. Equipment and Material Purchasing
 - 9.1.1. Procurement Plan
 - 9.1.2. Inquiry/Purchase Order Status Reports
 - 9.1.3. Material Status Reports
 - 9.1.4. Vendor Print Control Status Reports
- 9.2. Subcontracting
 - 9.2.1. Subcontracts Plan
 - 9.2.2. Bid Packages (per subcontract)
 - 9.2.3. Signed Contracts, Purchase Orders and Form of Tender Updates per Subcontract
- 9.3. Back charges
- 9.4. Extra Work Authorizations
- 9.5. Payment Certificates
- 9.6. Field Purchase Orders

Note: *Keep all above in separate "confidential" file.*

10. Construction

- 10.1. Construction Plan
- 10.2. Field Reports and Photographs
- 10.3. Monthly Construction Progress Reports
- 10.4. Material Receiving Notices
- 10.5. Out Shipment Reports
- 10.6. Over, Short and Damage Reports
- 10.7. Final Construction Report

11. Miscellaneous

- 11.1. Notebooks
- 11.2. Third Party Reference Documents
- 11.3. General Vendor Information

12. Mechanical Catalog

- 12.1. Catalog/design book/record book information, refer also to 8.

13. Project History Report

- 13.1. Notes and input.

14. Health, Safety and Environment

- 14.1. Home Office HSE Plan
- 14.2. Site HSE Plan
- 14.3. Safety Audits and Taglists of Model Reviews
- 14.4. Constructability Reviews and Risk Analysis

15. Quality Assurance Records

- 15.1. Project Quality Plan
- 15.2. Audit Reports
- 15.3. Multi-discipline Reviews

16. Obsolete Master Copies

- 16.1. Engineering Flow Diagrams
- 16.2. Utility Flow Diagrams
- 16.3. Line Designation Tables
- 16.4. Plotplans

Attachment:: Drawing Lead Number List

Drawing Lead Number List

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Spare	229	
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Spare	231 thru 294	
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Not used	300	
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Reactors	310 thru 319	
Vessels or Drums	320 thru 339	
Tanks	340 thru 349	
Filters	350 thru 359	
Heat Exchangers/Aircoolers	360 thru 379	
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Job Standards	391	
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See UE 384-387	393 thru 399	
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Notes

1. Allocate a separate lead number to each piping "area". All studies, drawings, details and material lists shall refer to subject "area" lead number.

Elements of piping work, that are more conveniently handled on a project bases rather than on an area basis, such as steam tracing miscellaneous small piping at pumps and utility stations, will be allocated separate lead numbers in the applicable group.

ISO's do not have a suffix number, instead the string – "D"NNN shall be added e.g., 1111-0000155-D040

2. Include cut and fill studies, layout and details of roads, railroads, dikes and fencing. In general studies necessary for construction purpose or required to obtain any type of agreement shall be given a formal registration number.
3. Include details of manholes, catch basins and other small items associated with the paving or grading
4. Combine on one drawing if possible however without causing confusion
5. The requisition listed below can only contain drawings with lead numbers as indicated.

<u>Lead</u>	<u>Requisition No.</u>
710 – 719	DS001
720 – 729	DS002
730 – 749	DS003
750 – 759	DS004
760 – 769	G/H/P/TA
775 – 779	DS005 or DS006

6. Generated from project line list
7. Generated form project equipment list extended with (Stoomwezen/Wet Mileubeheer) Authority requirements
8. Hazard Category Calculations for (Stoomwezen) Authority projects and environmental calculations prepared by UE-250 or others
9. Generated from project documents for application purpose
10. So-called Hazardous Area drawings (Mijnwezen); not the same as Electrical Area Classifications!
11. Under this number also collating work for applications can be executed (e.g., for Mijnwezen and also for coloring of drawings)
12. Provided by Noise Specialist (UE-384) or Noise Consultant
13. Design by Mechanical Specialist