



CKPC PDH/PP Project

Transmitting Documents to CKPC Document Control

Contractor Requirements

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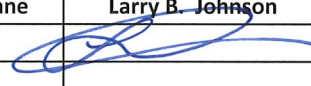


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1.0 PURPOSE

The purpose of this instruction is to detail the required steps in sending documents to CKPC Document Control.

When the need for a new document(s) transmission arises, it is compulsory for that document to contain a document Number prior to submitting to CKPC Document Control. A document cannot be properly uploaded unless there is a document number allocated.

Document Control queries can be sent to CKPC_IPMT_DMG@woodplc.com.

2.0 DEFINITIONS

EDMS	-	Electronic Document Management System
DMG	-	Document Management Group
DMDC	-	Document Management Document Control
DNR	-	Document Number Request

3.0 ROLES AND RESPONSIBILITIES

Contractor is responsible for:

- Ensuring that CKPC Document Control is supplied with a deliverables list using the template provided in the procedure pack.
- Ensuring that the information supplied is correct.
- Complying with this procedure

Document Controller is responsible for:

- Performing quality checks on information transmitted by each Contractor.
- Allocating the correct document numbers.
- Checking and maintaining received documents in Convero.

Project Information Manager is responsible for:

- Ensuring that each Contractor is provided with a Starter Pack containing procedures, work instructions and necessary templates.
- Ensuring data in relevant fields are in accordance with CKPC Procedures.
- Communicating the requirements of this Work Instruction to team members.

4.0 INPUTS AND OUTPUTS

Inputs

- Contact Details of Contractor document control (Email, number, etc.).

- Requirement to issue documents to CKPC

Outputs

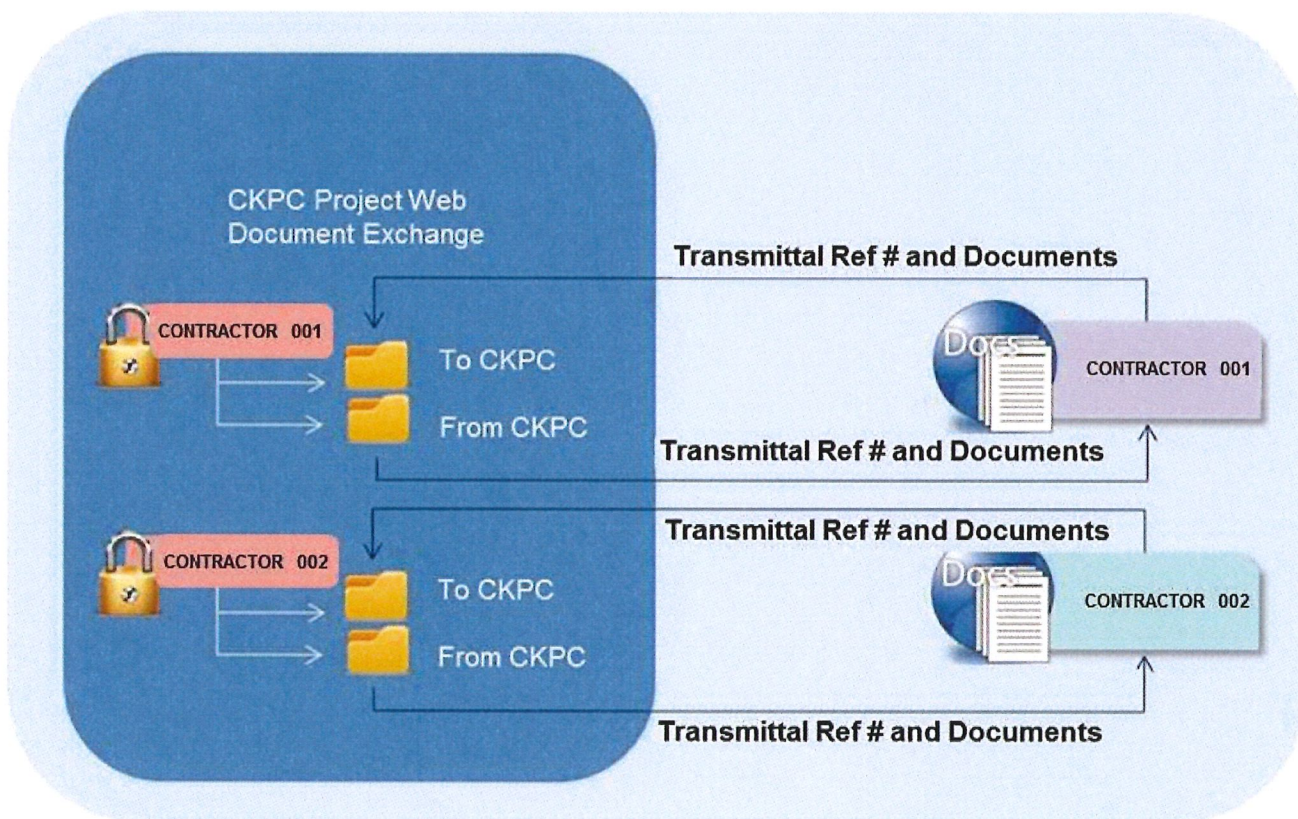
- Document register

5.0 RELATED DOCUMENTS

This instruction is to be read in conjunction with the following documents:

1. CKPC0-GEN-0000-FRM-00012 - CKPC SharePoint User Access Request Form
2. CKPC1-GEN-0000-PM-PRO-00001 - Document and Equipment Numbering Procedure

6.0 OVERVIEW OF THE CKPC DOCUMENT EXCHANGE SHAREPOINT SITE



7.0 SUBMISSION AND RECEIPT OF DOCUMENTS

All Contractors must provide the following when submitting documents to CKPC document control:

- Produce a transmittal and provide the following details on content of the transmittal.
- State the incoming folder contains transmittal and all associated documents listed within the transmittal. The transmittal should have exact titles on the files, revision number, and issue purpose
- Ensure files are properly orientated and legible

- Contractor document number against CKPC document number. This check clarifies whether the documents have been pre-registered within Convero. If not, a document will be registered and processed
- Ensure you attach and zip electronic copies of searchable PDF and Native File format as per the CKPC1-GEN-0000-PM-PRO-00001, Document and Equipment Numbering Procedure
- Upload documents to the CKPC Sharepoint Site as per Section 8.1 in this instruction document.
- Send email notification to CKPC Document Control at the following email address CKPC_IPMT_DM@woodplc.com. See sample email format below in Figure 2 with specific notation of the transmittal information in the subject line and body of email.

The screenshot shows an email client interface with a menu bar (FILE, MESSAGE, INSERT, OPTIONS, FORMAT TEXT, REVIEW) and a toolbar. The email is addressed to Max.Ursino@woodplc.com with the subject line "Projectmail - CKPC_IPMT_DM@". The body of the email contains the following text:

Greetings All,

Please find the attached transmittal PDHPP-CKPC-TML-001745 and associated documents.

Documents listed on the attached transmittal are available and uploaded to the CKPC

[Sharepoint Site](#).

Regards
Contractor 1

Contractor Contact Name
Contractor Phone Number
Contractor Email

Figure 2

8.0 ACCESSING THE CKPC DOCUMENT EXCHANGE SHAREPOINT SITE

The CKPC Document Exchange is a site built on Microsoft SharePoint, which is utilized to transmit documents in and out of the CKPC Business and has been developed with strict permissions.

All CKPC Documents to and from CKPC are to be transmitted via the CKPC Document Exchange SharePoint Site located at the following secured URL web address https://amext.amec.com/sites/p_100226/DocEx. Each Contractor with approved access shall be granted permission to their section on CKPC Document Exchange site.

It is required for each Contractor to have a document control representative to be the focal point of communication to and from CKPC Document Control. The CKPC SharePoint User Access Request form should be completed, signed and emailed directly to the CKPC Project Information Manager, Max Ursino max.ursino@woodplc.com and copied to CKPC_IPMT_DM@woodplc.com.

After completing and submitting your access request form each focal point will receive two email notifications from CKPC titled "do-not-reply@amecfw.com":

1. The first email supplies your username (login) and password.

From: do-not-reply@amecfw.com <do-not-reply@amecfw.com>

Sent: Thursday, November 15, 2018 2:51 PM

Document Title:

Transmitting Documents To CKPC Document Control – Contractor Requirements

To: Contractor Name Here

Subject: Your Amec Foster Wheeler Account login details

An Amec Foster Wheeler login account has been created for you. You will use these details to log in to an Amec Foster Wheeler collaboration website:

- **User name:** EXT\Firstname.lastname
- **Password:** XXXXXXXX

Within the next few days/weeks, you will receive a '**Welcome email**' from the website to which you have been given access, containing:

- The web address/link to the website
- The steps you will take to log in to the website
(Note: To avoid login failures, please type your username and password and do not use copy and paste)
- The instructions on how to change your Amec Foster Wheeler account password, if you so wish

Please note that the login details in this email should be considered confidential information. Do not forward or share this information with others.

SAVE THIS EMAIL.

We highly recommend you change your default password as follows:

Log on to the site, click on your name at the top right and choose **Change My Password**.

Notes about your external Amec Foster Wheeler account:

- Your password will expire regularly. You will be required to reset your password in order to maintain your active account status.
- In order to reset your password, you must register your account via Amec Foster Wheeler's My Password Reset tool, which is a self-service reset password management (SSRPM) system. You can register via <http://myextpwreset.amec.com/>.
- Prior to your regular password expiration, you will receive an email from Amec Foster Wheeler alerting you that your password is about to expire, you must then reset your password via <http://myextpwreset.amec.com/>.
- If you fail to reset your password before it expires, you will be unable to log into any Amec Foster Wheeler Collaboration site. In that event you will need to reset your password via <http://myextpwreset.amec.com/>.
- If you have any questions, please contact your Site Owner.

Thank you

2. The second email supplies the URL to the CKPC Project WEB.
3. When you select the URL to the WEB, you will be prompted to supply your username and password from the first email.



Note: For future reference and quick access, add the site in your browser's Favorites or save a short cut on your desktop.

Any issues accessing the site can be resolved by contacting the CKPC Project Information Manager, Max Ursino
max.ursino@woodplc.com.

8.1 Uploading Documents to the CKPC Document Exchange Folders

On the left side of the site is the Quick Launch. This is where the location is for each Contractor to transmit documents to CKPC.



Note: Each contractor will only see their own folders and will not be able to access each other's documents.

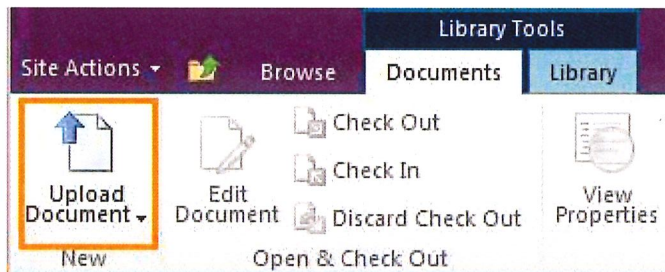
- From your site's quick-launch menu, select the 'Document Exchange' link.

Libraries

Document Exchange

- Document Exchange opens, showing all folders to which, you have access. Click on the 'toCKPC' folder.

Click on either the Add new item icon [Add new item](#) or the Upload Document icon on the Documents tab of the ribbon toolbar.



- The Upload Document pop-up opens. Click Browse to locate the file to upload.
- The Choose File to Upload pop-up opens. Locate and select (click on) the file you want to upload; then click 'Open'.
- Your library does not use versioning, the 'Overwrite existing files' option is displayed, and is checked by default. If you check this box, the file you are uploading will replace the current file if a file by that name is already in this location. The file being replaced will be moved to the Recycle Bin.

- When the upload is complete, if desired, complete the Title and Comments. (It is a best practice to complete the Title.) Click 'Save'.
- All Receivers for the folder are automatically sent a notification with a link to your file. Adding two files generates two emails. This is a feature of Document Exchange and cannot be disabled.
- It is best practice to zip the files that you plan to upload. Smaller file sized means that files can be uploaded and downloaded more quickly and a notification is automatically emailed to the Senders and all receivers any time a file is uploaded or modified. Name the upload with the contract number and then a unique identifier like the suppliers transmittal number (ie. 123456XXXX-Trans0001.zip) If you upload 10 files, 10 notifications will be sent.

- Files transferred through Document Exchange may be up to 200MB each
- Files can only include on period and may not include any of the following special characters ~ ` ! @ # " \$ % ^ & * , ? | '