



CKPC PDH/PP Project

Document Number Request (DNR) Instruction

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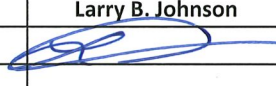


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1.0 INTRODUCTION

This Document Numbering Request (DNR) instruction is applicable to all project documentation generated by any project personnel. This instruction also provides direction on how to complete and submit the accompanying Document Number Request (DNR) Form, CKPC0-GEN-0000-PM-FRM-00008.

The process described in this instruction can be applied to any Contractor as required by the contract between CKPC and Contractor.

2.0 METHOD

2.1 Requesting a Document and Drawing Number

All project deliverables created for the project will follow the CKPC document and equipment numbering procedure, CKPC1-GEN-0000-PM-PRO-00001.

The Document Number Request Form CKPC0-GEN-PM-FRM-00001 can be downloaded from the document warehouse within the CKPC SharePoint site either directly or by request via CKPC DMG email at CKPC_IPMT_DMG@woodplc.com. See sample form in Appendix A.

If the project requires numbering codes that are not included in this instruction, CKPC DMG will discuss the requirement with the Project Information Manager (PIM) and, once agreed, initiate a request for additions.

In order to submit and complete your Document Number Request (DNR) successfully the following steps need to be followed:

- Originator completes the Document Number Request form (DNR) in accordance with the CKPC Document and Equipment Numbering Procedure.
- Originator sends the completed Document Number Request (DNR) Form to CKPC Document Control at CKPC_IPMT_DMG@woodplc.com.
- CKPC Document Control will register the request with a unique sequence number in Convero and will return the completed Document Number Request form via email to the Originator of the request.

3.0 REFERENCES

- CKPC1-GEN-0000-PM-PRO-00001, CKPC Document and Equipment Numbering Procedure, including:
 - Defined discipline codes;
 - Defined document types;
 - Established document classes;
 - Agreed document and drawing number format. Examples are listed below in section 3.1

3.1 Document Format Example

Project document and drawing numbering will consist of an alphanumeric code:

Example:

CKPCO-GEN-0000-ME-SPC-00001 General Mechanical Specification

AAAAN-AAA-NNNN-AA-AAA-NNNNN

Project Identifier

Unit Code

Area Code

Discipline

Document Type

Sequence

A = Alpha (Capital), N = Numeric

3.2 Drawing Format Example

Example:

CKPCO-PDH-0000-PI-PLO-1001-01

Line 1 – Drawing Type (Example: Plot Plan, Piping & Instrument Diagram, etc.)

Line 2 – Unit / Area (Example: PDH Unit, Fractionation Area, etc.)

Line 3 – Description (Example: Equipment Location Plan, Drainage Plan, etc.)

AAAAN-AAA-NNNN-AA-AAA-NNNN-NN

Project Identifier

Unit Code

Area Code

Discipline

Document Type

Sequence

Sheet Number (if required)

A = Alpha (Capital), N = Numeric

4.0 RESPONSIBILITIES

4.1 CKPC and/or Contractor Functional Managers

Functional Managers are responsible for ensuring that

- All team members work in accordance with this procedure;
- ensuring that all project documents produced by their teams comply with the numbering and revision structures;

4.2 Document Owner

Document Owners are responsible for:

- requesting the CKPC document numbers (as applicable) from DMG via the CKPC Document Number Request (DNR) Form, associated herein.
- submitting the DNR to Project Controls for verification and approval of the applicable Area Work Breakdown Structure (WBS) and Construction Work Package (CWP) codes, as applicable.
- Project Controls in turn forwards the DNR to DMG for completion;
- requesting any document cancellations via the Document Cancellation Form and submitting the form to Project Controls for approval.

4.3 Project Information Manager

The Project Information Manager (PIM) is responsible for:

- ensuring that this document numbering process is established and implemented on the project.

4.4 Document Management Group

The Document Management Group is responsible for:

- validating the document numbers against the project-approved Master File Index (MFI), as well as providing ongoing maintenance.
- ensuring all Project documents comply with the requirements of this instruction.
- managing the assignment of document numbers to all applicable project documents.
- assigning and registering CKPC document numbers in Convero.
- implementing Voiding or Cancellation of documents

4.5 Project Controls

Project Controls is responsible for:

- managing all applicable AWBS, EWP, and CWP codes used on the project AWBS Master Functions, Sub-Functions, Discipline Work Item Coding List.
- reviewing and approving the DNR form received from document originators and submitting the approved DNR to DMG.

5.0 REFERENCES

Document Type	Document Title	Document No.
Form	Document Number Request Form	CKPC0-GEN-0000-PM-FRM-00008
Procedure	CKPC Document and Equipment Numbering Procedure	CKPC1-GEN-0000-PM-PRO-00001
Standard	CKPC Drafting Standards and Practices	CKPC1-GEN-0000-PM-STD-00001

Appendix A: Example of Document Number Request Form (DNR)

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