



## Canada Kuwait PDH/PP Project

### DOCUMENT NUMBERING PROCEDURE

Document Number: CKPC1-GEN-0000-PM-PRO-00001

#### Approvals

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## 1.0 PURPOSE AND SCOPE

The purpose of this procedure is to define the numbering schemes and request procedure for document and drawing numbers.

This procedure applies to all CKPC documents.

## 2.0 DOCUMENT NUMBERING

All documents will be unique and numbered in accordance with the following examples. All Vendor documentation numbering is addressed in section 6 of this instruction.

**AAAAA-BBB-CCCC-DD-EEE-FFFF**

where

|              |  |
|--------------|--|
| <b>AAAAA</b> | Facility Code (see Table 1)  |
| <b>BBB</b>   | Unit Code (see Table 2)  |
| <b>CCCC</b>  | Area Code (see Table 3)  |
| <b>DD</b>    | Discipline (see Table 4)   |
| <b>EEE</b>   | Document Type (see Table 5)  |
| <b>FFFF</b>  | Identification Number, starting with Numeric Unit Code (see Table 2) when Facility Code is CKPC1, otherwise any number between 00001 and 99999 |

### Example:

**CKPC0-GEN-0000-PM-RPT-00001**

|       |  |
|-------|--|
| CKPC0 | Facility Code CKPC0  |
| GEN   | Unit Code for GEN Area   |
| 0000  | Area Code under General Area   |
| PM    | Discipline for Project Management  |
| RPT   | Document Type for Report   |
| 00001 | Identification Number, no restriction on first digit as Facility code is CKPC0 |

**CKPC1-PDH-0000-PR-MTO-10001**

|       |   |
|-------|---|
| CKPC1 | Facility Code CKPC1                                 |
| PDH   | Unit Code for PDH Area                              |
| 0000  | Area Code under PDH Area                            |
| PR    | Discipline for Process                              |
| MTO   | Document Type for Material Take ff                  |
| 10001 | Identification Number, starting with 1 for PDH area |



Document Title:

**Document Numbering Procedure**

|                             |   |                |
|-----------------------------|---|----------------|
| Document Type:<br>Procedure | Document Number:<br>CKPC1-GEN-0000-PM-PRO-00001 | Revision:<br>2 |
|-----------------------------|---|----------------|

**CKPC1-PPA-0000-PR-DAT-20001**

CKPC1 Facility Code CKPC1

PPA Unit Code for PPA Area

0000 Area Code under PPA Area

PR Discipline for Process

DAT Document Type for Datasheet

20001 Identification Number, starting with 2  
for PPA area**CKPC1-CUB-0000-PR-DSC-30001**

CKPC1 Facility Code CKPC1

CUB Unit Code for CUB Area

0000 Area Code under CUB Area

PR Discipline for Process

DSC Document Type for Design Criteria

30001 Identification Number, starting with 3  
for CUB area

|                             |   |                |
|-----------------------------|---|----------------|
| Document Type:<br>Procedure | Document Number:<br>CKPC1-GEN-0000-PM-PRO-00001 | Revision:<br>2 |
|-----------------------------|---|----------------|

### 3.0 DRAWING NUMBERING

All drawings numbers will be unique and numbered as follows, with the execution of Isometrics which have drawing numbers that are system generated. All Vendor documentation numbering is addressed in section 6 of this instruction.

#### **AAAAA-BBB-CCCC-DD-EEE-GGGG-HH**

where

|              |  |
|--------------|--|
| <b>AAAAA</b> | Facility Code – (see Table 1)                            |
| <b>BBB</b>   | Unit Code (see Table 2)                                  |
| <b>CCCC</b>  | Area Code (see Table 3)                                  |
| <b>DD</b>    | Discipline (see Table 6)                                 |
| <b>EEE</b>   | Drawing Type (see Table 7)                               |
| <b>GGGG</b>  | Identification Number (any number between 0001 and 9999) |
| <b>HH</b>    | Sheet Number, if required (any number between 01 and 99) |

#### **Examples:**

##### **CKPC1-PDH-0500-PR-PID-1001**

|       |                              |
|-------|------------------------------|
| CKPC1 | Facility Code CKPC1          |
| PDH   | Unit Code for PDH Unit       |
| 0500  | Area Code                    |
| PR    | Discipline for Process       |
| PID   | Drawing Type for P&IDs       |
| 1001  | Unique Identification Number |

##### **CKPC1-PPA-1100-PR-PID-2001**

|       |                              |
|-------|------------------------------|
| CKPC1 | Facility Code CKPC1          |
| PPA   | Unit Code for PPA Unit       |
| 1100  | Area Code                    |
| PR    | Discipline for Process       |
| PID   | Drawing Type for P&IDs       |
| 2001  | Unique Identification Number |



Document Title:

**Document Numbering Procedure**

|                             |   |                |
|-----------------------------|---|----------------|
| Document Type:<br>Procedure | Document Number:<br>CKPC1-GEN-0000-PM-PRO-00001 | Revision:<br>2 |
|-----------------------------|---|----------------|

**CKPC1-CUB-0000-PR-PID-3001-01**

CKPC1 Facility Code CKPC1  
CUB Unit Code for CUB Unit  
0000 Area Code  
PR Discipline for Process  
PID Drawing Type for P&IDs  
3001 Unique Identification Number  
01 Sheet Number

**CKPC1-PHA-8100-PR-PID-4001-03**

CKPC1 Facility Code CKPC1  
PHA Unit Code for PHA Unit  
8100 Area Code  
PR Discipline for Process  
PID Drawing Type for P&IDs  
4001 Unique Identification Number  
03 Sheet Number

**CKPC1-INF-8400-PR-PID-5001**

CKPC1 Facility Code CKPC1  
INF Unit Code for INF Unit  
8400 Area Code  
PR Discipline for Process  
PID Drawing Type for P&IDs  
5001 Unique Identification Number

**CKPC1-GEN-0000-PR-PID-6001**

CKPC1 Facility Code CKPC1  
GEN Unit Code for GEN Unit  
0000 Area Code  
PR Discipline for Process  
PID Drawing Type for P&IDs  
6001 Unique Identification Number

## 4.0 CODES

The following tables defines the codes to be used for document numbering in the following.

### 4.1 Facility Code

**Table 1: Facility Codes**

| Project Area       | Unit  |
|--------------------|-------|
| Reserved for Owner | CKPC0 |
| PDH/PP Facility    | CKPC1 |

### 4.2 Unit Codes

**Table 2: Unit Codes**

| Project Area                 | Unit Code | Numeric Unit Code |
|------------------------------|-----------|-------------------|
| Propane Dehydrogenation Area | PDH       | 1                 |
| Polypropylene Area           | PPA       | 2                 |
| Central Utilities Block      | CUB       | 3                 |
| Product Handling Area        | PHA       | 4                 |
| Infrastructure Area          | INF       | 5                 |
| General Site                 | GEN       | 6                 |



### 4.3 Area Codes

**Table 3: Area Codes**

| Area Name                                 | Area Code     |
|---|---------------|
| <b>Propane Dehydrogenation Area (PDH)</b> |               |
| General Area                              | 0000          |
| Feed Treating & Drying                    | 0100          |
| Depropanizer                              | 0200          |
| Reaction                                  | 0300          |
| Regeneration (CCR)                        | 0400          |
| Reactor Effluent Compression & Treating   | 0500          |
| Product Separation                        | 0600          |
| Deethanizer                               | 0700          |
| C3 Splitter/SHP                           | 0800          |
| ISBL Utilities                            | 0900          |
| <b>Polypropylene Area (PPA)</b>           |               |
| General Area                              | 0000          |
| Ethylene Purification                     | 1000          |
| Nitrogen Purification                     | 1100          |
| Hydrogen Purification                     | 1200          |
| Co-Catalyst Supply                        | 1500          |
| Propylene Purification                    | 2000          |
| Nitrogen Regeneration                     | 2100          |
| Reaction System – Homo & Random           | 4000/<br>4100 |
| Reaction System – Impact                  | 4300/<br>4400 |
| Resin Degassing                           | 5000          |

| Area Name         | Area Code |
|-------------------|-----------|
| Vent Recovery     | 5200      |
| Additive Addition | 6200      |
| Pelleting         | 7000      |
| ISBL Utilities    | 9000      |

| Area Name                                  | Area Code |
|--|-----------|
| <b>Central Utilities Block (CUB)</b>       |           |
| General Area                               | 0000      |
| Water (raw, potable, utility, demin)       | 9100      |
| Fire Water Area                            | 9200      |
| BFW, Steam & Condensate Area               | 9300      |
| Natural Gas & Fuel Gas Area                | 9400      |
| Air & Nitrogen Area                        | 9500      |
| Waste Water Collection & Treatment Area    | 9600      |
| Hot & Cold Glycol Area                     | 9700      |
| Power Generation                           | 9800      |
| <b>Product Handling Area (PHA)</b>         |           |
| General Area                               | 0000      |
| Product Handling and Rail Loading Facility | 8100      |
| Product Bagging Facility                   | 8200      |
| Reserved                                   | 8300      |
| Rail Yard                                  | 8600      |
| Hopper Car Cleaning Facility               | 8700      |



Document Title:

**Document Numbering Procedure**Document Type:  
ProcedureDocument Number:  
CKPC1-GEN-0000-PM-PRO-00001Revision:  
2

| Area Name                        | Area Code |
|----------------------------------|-----------|
| <b>Infrastructure Area (INF)</b> |           |
| General Area                     | 0000      |
| Flare Area                       | 8400      |
| Product Storage Facility         | 8500      |
| Reserved                         | 8800      |
| Reserved                         | 8900      |
| <b>General (GEN)</b>             |           |
| General Area                     | 0000      |

## 4.4 Document Discipline Codes

**Table 4: Document Numbering Disciplines**

| <b>Discipline</b>                             | <b>Code</b> |
|---|-------------|
| Aboriginal                                    | AB          |
| Architecture                                  | AR          |
| Automation and PS&CN                          | AU          |
| Telecommunication and Business Networks       | CM          |
| Commissioning                                 | CO          |
| Construction                                  | CS          |
| Civil   | CV          |
| Document Control                              | DC          |
| Electrical                                    | EL          |
| Electrical Heat Tracing                       | EH          |
| Environment                                   | EV          |
| HVAC  | HV          |
| Instrumentation & Controls                    | IN          |
| Logistics                                     | LO          |
| Land  | LN          |
| Mechanical                                    | ME          |
| Operations & Maintenance                      | OM          |
| Piping  | PI          |
| Project Controls                              | PC          |
| Project Management                            | PM          |
| Process                                       | PR          |
| Inspections/Quality Assurance/Quality Control | QA          |
| Rail  | RL          |
| Regulatory                                    | RG          |
| Health, Safety and Safety Systems             | SA          |
| Security                                      | SE          |
| Supply Chain / Procurement                    | SC          |
| Structural                                    | ST          |
| Survey  | SV          |

## 4.5 Document Type Codes

**Table 5: Document Types**

| Document Type                    | Code |
|----------------------------------|------|
| Addendum                         | ADD  |
| Application                      | APP  |
| Application for Expenditure      | AFE  |
| Award Recommendation             | AWD  |
| Battery Limit Table              | TEL  |
| Calculation                      | CAL  |
| Call Information                 | AB1  |
| Catalogue                        | CAT  |
| Certificate                      | CER  |
| Change Order                     | COR  |
| Chart                            | CHT  |
| Checklist                        | CHK  |
| Commercial Bid Evaluation        | CBE  |
| Construction Work Package        | CWP  |
| Contract                         | CON  |
| Control Narrative                | CNT  |
| Cost Estimate                    | CTE  |
| Curve                            | CRV  |
| Daily Report                     | DRP  |
| Data Sheet                       | DAT  |
| Decision Record                  | DRC  |
| Deliverables Distribution Matrix | DDM  |
| Description                      | DES  |
| Design Basis Memorandum          | DBM  |
| Design Change Notice             | DCN  |
| Design Criteria                  | DSC  |
| Deviation Request                | DEV  |
| Engineering Work Package         | EWP  |
| Environmental and Land Use       | ELU  |

| Document Type                                 | Code |
|---|------|
| ERP Map                                       | ERM  |
| Estimate                                      | EST  |
| Field Change Notice                           | FCN  |
| Field Change Request                          | FCR  |
| Frame Agreement                               | FRA  |
| Form  | FRM  |
| Guidelines                                    | GDL  |
| Heat and Mass Balance                         | HMB  |
| Hydro Test Reports                            | HTR  |
| Incident Report                               | IRP  |
| Index   | IDX  |
| Inspection & Test Plan                        | ITP  |
| Inspection Report                             | IRR  |
| Instruction(s)                                | IST  |
| Invoice                                       | INV  |
| Job Description                               | JDE  |
| Letter  | LTR  |
| Lidar Map                                     | LIP  |
| Line Locates                                  | LLC  |
| List  | LST  |
| Machine Start-Up Log                          | MSL  |
| Management of Change                          | MOC  |
| Manual  | MAN  |
| Manufacturer Record Book                      | MRB  |
| Map   | MAP  |
| Master Service Agreement                      | MSA  |
| Material Requisition from (Quote to Purchase) | MRQ  |
| Material Safety Data Sheets                   | MDS  |
| Material Take Off                             | MTO  |

| Document Type                  | Code |
|--------------------------------|------|
| Memo                           | MEM  |
| Minutes of Meeting             | MOM  |
| Monthly Report                 | MRP  |
| Non Conformance Report         | NCR  |
| Non-Destructive Examination    | NDE  |
| Performance Test Results       | PTR  |
| Permit and Licenses            | PRM  |
| Philosophy                     | PHL  |
| Picture/Photo                  | PIC  |
| Plan                           | PLN  |
| Policy                         | POL  |
| Presentation                   | PRS  |
| Procedure                      | PRO  |
| Procedure Qualification Record | PQR  |
| Process Design Basis           | PDB  |
| Process Hazard Analysis        | PHA  |
| Project Change Management Log  | CML  |
| Project Change Notice          | PCN  |
| Project Trend                  | GPT  |
| Purchase Order                 | PUO  |
| Purchase Requisition           | PUR  |
| Radius Map                     | RAM  |
| Register                       | REG  |
| Relay Setting Sheet            | RST  |
| Report                         | RPT  |
| Request for Information        | RFI  |
| Request for Proposal           | RFP  |
| Request for Quotation          | RFQ  |
|                                |      |

| Document Type                 | Code |
|-------------------------------|------|
| Material Test Reports         | MTR  |
| Scope of Work                 | SOW  |
| Simulation                    | SIM  |
| Sketch                        | SKT  |
| Specification                 | SPC  |
| Standard                      | STD  |
| Study                         | STY  |
| Supporting Documentation      | GVD  |
| Survey                        | SVY  |
| Table                         | TBL  |
| Tailgate Meeting Reports      | TMR  |
| Technical Bid Evaluation      | TBE  |
| Template                      | TEM  |
| Temporary Field Approvals     | TFA  |
| Transmittal                   | TML  |
| Turnover Package              | TPK  |
| Utility Consumption Summary   | UCS  |
| Weekly Report                 | WRP  |
| Weld Procedure Specification  | WPS  |
| Welder Qualifications Records | WDQ  |
| Work Order                    | WRO  |
| Workflow                      | WKF  |
| X-Ray Film                    | XRF  |
| X-Ray Report                  | XRR  |
| Right-of-Way                  | ROW  |
| Safe Work Permits             | SWP  |
| Schedule                      | SCH  |
| Scope of Supply               | SOS  |

## 4.6 Drawing Discipline Codes

**Table 6: Drawing Numbering Disciplines**

| Discipline                              | Code |
|---|------|
| Architectural                           | AR   |
| Automation                              | AU   |
| Telecommunication and Business Networks | CM   |
| Civil                                   | CV   |
| Electrical                              | EL   |
| Electrical Heat Tracing                 | EH   |
| Instrumentation                         | IN   |
| Mechanical                              | ME   |
| Piping                                  | PI   |
| Process                                 | PR   |
| Structural                              | ST   |

## 4.7 Drawing Type Codes

**Table 7: Drawing Types**

| Drawing Type                  | Code |
|-------------------------------|------|
| Bill of Material              | BOM  |
| Block/Level Diagrams          | BLO  |
| Building Layouts              | BLD  |
| Cable Schedules               | CBS  |
| Cable Tray Layout             | CBR  |
| Control System Architectural  | CSA  |
| Cross Section Drawing         | CSD  |
| Detail Drawings               | DTL  |
| Equipment Layout              | EQL  |
| Foundation Details            | FOU  |
| Grading Plans                 | GPL  |
| Grounding Drawing             | GRD  |
| Hazardous Area Classification | HAC  |
| Hydrostatic Test Sections     | HTS  |
| I/O Address Assignment        | IOA  |
| Instrument Index              | IDX  |
| Key Plans                     | KPL  |
| Layout Drawings               | LAY  |
| Lists                         | LST  |
| Load List                     | LDL  |
| Logic Diagrams                | LGD  |
| Material Selection Diagram    | MSD  |
| Overall Route Maps            | MAP  |

| Drawing Type                        | Code |
|-------------------------------------|------|
| Pile Location Plans                 | PLP  |
| Pipeline Alignment Sheets           | PAL  |
| Pipeline Crossing Details           | PCD  |
| Piping and Instrumentation Diagrams | PID  |
| Piping Plans                        | PPL  |
| Piping Sections                     | PPS  |
| Process Flow Diagrams               | PFD  |
| Road Details                        | RDD  |
| Schedules                           | SCD  |
| Schematic Drawing                   | SCM  |
| Section / Elevation Drawing         | SED  |
| Shutdown Keys / Cause & Effect      | SDK  |
| Single Line Diagram                 | SLD  |
| Site Plans/Plot Plans               | PLO  |
| Sketch Drawings                     | SKT  |
| Standard Detail Drawing             | SDD  |
| Steel Drawings                      | SSD  |
| Support Details                     | SPD  |
| Symbology Sheets                    | SYM  |
| Tables                              | TBL  |
| Tie-In List                         | TIL  |
| Wiring / Loop Diagrams              | WRD  |

## 4.8 Isometric Drawing Numbering

### 4.8.1 Piping Isometric

Piping Isometric drawings numbers will be unique and numbered as follows:

**ISO-BBB-CC-XXXXYY-ZZ**

where

|             |  |
|-------------|--|
| <b>ISO</b>  | Indicates that it is an isometric                        |
| <b>BBB</b>  | Unit Code (see Table 2)                                  |
| <b>CC</b>   | Fluid Code   |
| <b>XXXX</b> | Originating P&ID Drawing Number                          |
| <b>YY</b>   | Line Sequence Number                                     |
| <b>ZZ</b>   | Sheet Number, if required (any number between 01 and 99) |

**Example:** ISO-PDH-PW-303408-09

|      |                                      |
|------|--------------------------------------|
| ISO  | Isometric                            |
| PDH  | Unit Code for PDH unit               |
| PW   | Fluid Code for Process Water         |
| 3034 | Originating P&ID Drawing Number 3034 |
| 08   | Line Sequence Number 8               |
| 09   | Sheet Number 9                       |



|                             |   |                |
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#### 4.8.2 EHT Isometric

EHT Isometric drawings numbers will be unique and numbered as follows:

##### **EH-ISO-BBB-CC-XXXXYY-ZZ**

where

|             |  |
|-------------|--|
| <b>EH</b>   | Indicates that it is an EHT discipline                   |
| <b>ISO</b>  | Indicates that it is an isometric                        |
| <b>BBB</b>  | Unit Code (see Table 2)                                  |
| <b>CC</b>   | Fluid Code   |
| <b>XXXX</b> | Originating P&ID Drawing Number                          |
| <b>YY</b>   | Line Sequence Number                                     |
| <b>ZZ</b>   | Sheet Number, if required (any number between 01 and 99) |

**Example:** EH-ISO-PDH-PW-303408-09      Electrical Heat Tracing Isometric for ISO-PDH-PW-303408-9

|      |                                      |
|------|--------------------------------------|
| EH   | Electrical Heat Tracing              |
| ISO  | Isometric                            |
| PDH  | Unit Code for PDH unit               |
| PW   | Fluid Code for Process Water         |
| 3034 | Originating P&ID Drawing Number 3034 |
| 08   | Line Sequence Number 8               |
| 09   | Sheet Number 9                       |

## 5.0 DRAWING TITLES



Refer to the Drafting Standards and Practices Procedure (CKPC0-GEN-0000-PRO-00001)

## 6.0 VENDOR DOCUMENTATION NUMBERING

### 6.1 Document and Drawing

All vendor documents will be unique and numbered as follows

**VD-AAAAA-BBB-CCCCC-DD-EEE-FFFF**

Where

**VD** Vendor Document

**AAAAA** Facility Code (see Table 1)

**BBB** Unit Code (see Table 2)

**CCCCC** Purchase Order or Equipment Tag sequence number

**DD** Discipline (see Table 4)

**EEE** Document and Drawing Type (see Table 5)

**FFFF** Identification Number, starting with Numeric Unit Code (see Table 2) when Facility Code is CKPC1, otherwise any number between 00001 and 99999



#### Examples:

VD-CKPC1-PDH-K0001-PI-CER-10001

VD Vendor Document

CKPC1 Facility Code CKPC1

PDH Unit Code for PDH Unit

K0001 Purchase Order number

PI Discipline for Piping

CER Document Type for Certificate

10001 Identification Number

Example of a Certificate document applicable to entire purchase order.

VD-CKPC1-PDH- T0801-PI-CER-10001

VD Vendor Document

CKPC1 Facility Code CKPC1

PDH Unit Code for PDH Unit

T0801 Equipment Tag Sequence number

PI Discipline for Piping

CER Document Type for Certificate

10001 Identification Number

Example of a Certificate document applicable only to specific Equipment Tag sequence number (i.e. T0801)

All vendor drawings will be unique and numbered as follows



## VD-AAAAA-BBB-CCCC-DD-EEE-FFFF

Where

|              |  |
|--------------|--|
| <b>VD</b>    | Vendor Document  |
| <b>AAAAA</b> | Facility Code (see Table 1)  |
| <b>BBB</b>   | Unit Code (see Table 2)  |
| <b>CCCCC</b> | Purchase Order or Equipment Tag sequence number  |
| <b>DD</b>    | Discipline (see Table 6)   |
| <b>EEE</b>   | Drawing Type (see Table 7)   |
| <b>FFFF</b>  | Identification Number, starting with Numeric Unit Code (see Table 2) when Facility Code is CKPC1, otherwise any number between 0001 and 9999 |

### Examples:

VD-CKPC1-PDH-K0001-PI-LAY-1001

|       |                          |
|-------|--------------------------|
| VD    | Vendor Document          |
| CKPC1 | Facility Code CKPC1      |
| PDH   | Unit Code for PDH Unit   |
| K0001 | Purchase Order number    |
| PI    | Discipline for Piping    |
| LAY   | Drawing Type for Layouts |
| 1001  | Identification Number    |

Example of a Layout drawing applicable to entire purchase order.

VD-CKPC1-PDH- T0801-PI-LAY-1001

|       |                               |
|-------|-------------------------------|
| VD    | Vendor Document               |
| CKPC1 | Facility Code CKPC1           |
| PDH   | Unit Code for PDH Unit        |
| T0801 | Equipment Tag Sequence number |
| PI    | Discipline for Piping         |
| LAY   | Drawing Type for Layouts      |
| 1001  | Identification Number         |

Example of a Layout drawing applicable to specific Equipment Tag sequence number.

## 6.2 Piping Isometric

Piping Isometric drawings numbers will be unique and numbered as follows:

**VD-ISO-BBB-CCCC-DD-XXXXYY-ZZ**

Where

**VD** Vendor Document

**ISO** Indicates that it is an isometric

**BBB** Unit Code (see Table 2)

**CCCC** Purchase Order Number

**DD** Fluid Code

**XXXX** Originating P&ID Drawing Number

**YY** Line Sequence Number

**ZZ** Sheet Number, if required (any number between 01 and 99)



**Example:** VD-ISO-PDH-K0001-PW-303408-09

VD Vendor Document

ISO Isometric

PDH Unit Code for PDH unit

K0001 Purchase Order number

PW Fluid Code for Process Water

3034 Originating P&ID Drawing Number 3034

08 Line Sequence Number 8

09 Sheet Number 9

### 6.3 EHT Isometric



EHT Isometric drawings numbers will be unique and numbered as follows:

**VD-EH-ISO-BBB-CCCC-DD-XXXXYY-ZZ**

Where

|             |  |
|-------------|--|
| <b>VD</b>   | Vendor Document  |
| <b>EH</b>   | Indicates that it is an EHT discipline                   |
| <b>ISO</b>  | Indicates that it is an isometric                        |
| <b>BBB</b>  | Unit Code (see Table 2)                                  |
| <b>CCCC</b> | Purchase Order number                                    |
| <b>DD</b>   | Fluid Code   |
| <b>XXXX</b> | Originating P&ID Drawing Number                          |
| <b>YY</b>   | Line Sequence Number                                     |
| <b>ZZ</b>   | Sheet Number, if required (any number between 01 and 99) |

**Example:** VD-EH-ISO-PDH- K0001-PW-303408-09      Electrical Heat Tracing Isometric for ISO-PDH-PW-303408-9

|       |                                      |
|-------|--------------------------------------|
| VD    | Vendor Document                      |
| EH    | Electrical Heat Tracing              |
| ISO   | Isometric                            |
| PDH   | Unit Code for PDH unit               |
| K0001 | Purchase Order number                |
| PW    | Fluid Code for Process Water         |
| 3034  | Originating P&ID Drawing Number 3034 |
| 08    | Line Sequence Number 8               |
| 09    | Sheet Number 9                       |

## 7.0 ISSUE PURPOSES

All documents and drawings will be issued with an issue purpose in accordance with the following tables accompanied with the transmittal.

**Table 8: Issue Purposes**

| Transmittal Issue Purpose | Document / Drawing Issue purpose          | Revision Type |
|---------------------------|---|---------------|
| IFR                       | ISSUED FOR REVIEW                         | Soft          |
| IFA                       | ISSUED FOR APPROVAL                       | Soft          |
| IFE                       | ISSUED FOR ESTIMATE                       | Soft          |
| IFF                       | ISSUED FOR FEED                           | Soft          |
| IFH                       | ISSUED FOR HAZOP                          | Soft          |
| IAB                       | ISSUED FOR AS-BUILT                       | Hard          |
| IFC                       | ISSUED FOR CONSTRUCTION                   | Hard          |
| ICH                       | ISSUED FOR CONSTRUCTION WITH HOLDS        | Hard          |
| IFD                       | ISSUED FOR DESIGN                         | Hard          |
| IFI                       | ISSUED FOR INFORMATION                    | Soft          |
| IFP                       | ISSUED FOR PURCHASE                       | Hard          |
| IFQ                       | ISSUED FOR QUOTATION                      | Soft          |
| IFS                       | ISSUED FOR SQUAD CHECK                    | Soft          |
| IFU                       | ISSUED FOR USE                            | Hard          |
| IFX                       | ISSUED FOR VOID / SUPERSEDED / DEMOLITION | Hard          |
| RCD                       | FOR RECORD PURPOSES ONLY                  | Soft          |

## 8.0 REVISION NUMBERING

This section will define the Document/Drawing Revision Numbering methodology. Revision numbers reflect revision type as listed in Table 8, and the following.

### 8.1 Soft Revisions

Soft revisions are indicated by alpha characters (A, B, C, etc.) starting from A and incrementing in alphabetic order. These revisions are for a single project and are tracked until the project is completed. Refer to Table 8 for soft revision issue purposes.

Alpha characters I and O will not be used as a revision number. This is to eliminate confusion between these characters and numbers 0 and 1.

### 8.2 Hard Revisions

Hard revisions are indicated with numbers (0, 1, 2, 3, etc.) starting at zero and incrementing by one. Refer to Table 8 for hard revision issue purposes.

### 8.3 Revision History on Title Block

Soft and hard revisions shall be listed on title blocks in ascending order; top down on documents and bottom up on drawings, with all issued revisions listed.

#### Examples:

##### Drawing revision block:

| REV | DATE       | DESCRIPTION             | BY | CKD. | APP. |
|-----|------------|-------------------------|----|------|------|
| 1   | 24/4/2019  | ISSUED FOR AS-BUILT     | WW | RR   | ZZ   |
| 0   | 14/12/2018 | ISSUED FOR CONSTRUCTION | AA | TT   | CC   |
| B   | 16/10/2018 | IFA ISSUED FOR APPROVAL | AA | DD   | CC   |
| A   | 22/08/2018 | ISSUED FOR REVIEW       | AA | BB   | CC   |

##### Document revision block:

| Rev | Date      | Issued For        | Author    | Reviewer | Approver   |
|-----|-----------|-------------------|-----------|----------|------------|
| A   | 03 Jan 19 | ISSUED FOR REVIEW | M. Atmane | B. Smith | A. Alnajbi |
| 0   | 14 Jan 19 | ISSUED FOR USE    | M. Atmane | B. Smith | A. Alnajbi |
|     |           |                   |           |          |            |
|     |           |                   |           |          |            |

|                             |   |                |
|-----------------------------|---|----------------|
| Document Type:<br>Procedure | Document Number:<br>CKPC1-GEN-0000-PM-PRO-00001 | Revision:<br>2 |
|-----------------------------|---|----------------|

## 8.4 Revision Identification

Revised content of documents and drawings, between hard revisions, shall be indicated by revision clouding and revision triangles on drawings and by revision triangle on documents. Refer to “DRAFTING STANDARDS AND PRACTICES” document number: CKPC1-GEN-0000-PM-STD-00001, for drawings clouding.

When a new hard revision is created, all previous revision triangles/cloud, if any, shall be removed from the document or drawing.

## 8.5 Demolition Revisions

Drawings Issued for Demolition take on the next revision number, after the last hard revision. The drawing number must be revised adding the suffix “\_DEMO”.

## 9.0 VOID AND SUPERSEDED REVISION

### 9.1 VOID

A document or drawing is considered to be void if any information with XXXX to the drawing is no longer valid. Void documentation will be marked “VOID” with a watermark placed diagonally across it; on every page. Any void document/drawing issued as must be “ISSUED FOR VOID”, taking the next revision, maintaining all revision history.

A void document cannot be deleted or superseded.

### 9.2 SUPERSEDED

A document or drawing is superseded if the document/drawing has been issued and it is being replaced by another document/drawing.

Superseded document/drawing, must be issued, taking the next revision, and have a “SUPERSEDED BY” followed by the new drawing/document number watermark placed diagonally across it with revision history remained. A superseded document/drawing must be replaced with another document; it cannot be voided as it was once used by the project and therefore must be retained.



## 10.0 CONCURRENT REVISION

Where there is requirement for concurrent engineering, concurrent revision shall be requested to CKPC document management. CKPC document management will assign the next available hard revision. This hard revision number will then be prefixed to any soft revision that is to be issued.

**Example:** CKPC document control assigns revision 3 as the concurrent revision. Soft revisions of the document will be 3A, 3B, 3C and etc. Once the document is issued as a hard revision it will only be the assigned revision, in this case only 3.

## 11.0 ELECTRONIC FILE NAMING CONVENTION

Drawing and document electronic files will be named as follows:

### NUMBER\_r#

where

**NUMBER** Indicates drawing or document number

**r** Stands for Revision

**#** Revision of the document or drawing

**Example1:** CKPC1-PDH-0500-PR-PID-1001\_rA

Electronic file name for revision A of drawing CKPC1-PDH-0500-PR-PID-1001

**Example2:** CKPC1-PDH-0500-PR-PID-1001\_r0

**Example 3: VD-CKPC1-PDH-T0801-PR-PID-1001\_r0**

Electronic file name for revision 0 of Vendor drawing VD-CKPC1-PDH-T0801-PR-PID-1001



## 12.0 REQUESTING DOCUMENT/DRAWING NUMBERS

Document and drawing numbers, including vendor documentation will be requested by contractor and provided by CKPC. Requests must be submitted in accordance with the contract documents.

Contractor shall be responsible for assigning sequence numbers to all vendor documents in accordance with the CKPC Document Numbering Procedure.

## 13.0 REFERENCES

| Document Type | Document Title  | Document No.                |
|---------------|---|-----------------------------|
| Instruction   | Document Number Request (DNR) Instruction                                     | CKPC0-GEN-0000-PM-IST-00026 |
| Form          | Document Number Request Form  | CKPC0-GEN-0000-PM-FRM-00008 |
| Procedure     | Equipment Numbering Procedure   | CKPC0-GEN-0000-PM-PRO-00051 |
| Procedure     | Drafting Standards and Practices  | CKPC0-GEN-0000-PM-PRO-00001 |
| Instruction   | Transmitting Documents to CKPC<br>Document Control Contractor<br>Requirements | CKPC0-GEN-0000-PM-IST-00025 |

## 14.0 REVISION HISTORY



| Revision # | Description   |
|------------|---|
| Revision 0 | Initial release for use   |
| Revision 1 | Updated section 6.0 Vendor Documentation Numbering<br>Miscellaneous minor terminology updates   |
| Revision 2 | Updated Section 4.5 Document Type Codes<br>Miscellaneous minor terminology updates, FRA added for Frame Agreement<br>Updated Section 5.0 Drawing Titles<br>Reference made to Drafting Standard and Practice Procedure<br>Updated Section 5.1 Vendor Documentation Numbering<br>Updated Section 6.0 Issue Purposes, deleted FYI and added IFI descriptions |