



**HELLENIC GAS
TRANSMISSION
SYSTEM OPERATOR**

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**TECHNICAL JOB
SPECIFICATION**

100/2

REVISION 0

DATE 05-04-2011

HIGH PRESSURE (HP) TRANSMISSION SYSTEMS

CODING AND LABELLING OF TECHNICAL DOCUMENTS



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QUALITY ASSURANCE PAGE

CHANGES LOG

REVISIONS LOG

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0	05-04-2011	FIRST ISSUE	PQ DPT	V.G.



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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 filing the specified documents on behalf of Owner.

3.0 CODING OF DOCUMENTS

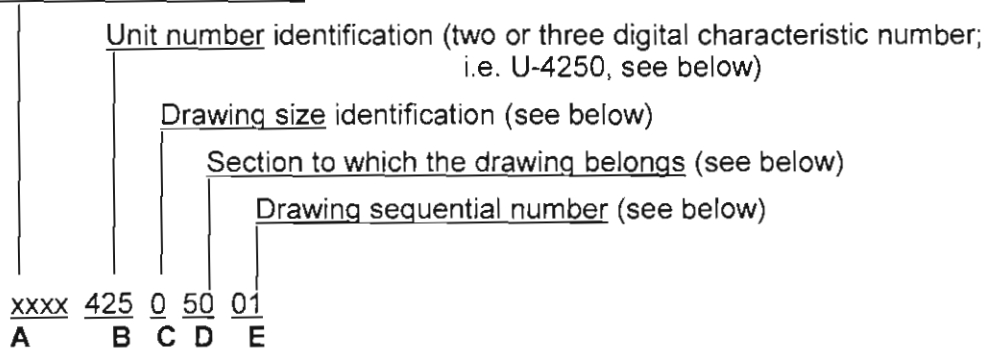
Coding of documents shall be made according to the following paragraphs.

3.1 CODING OF DRAWINGS

Drawings are coded as follows:

Example: Dwg No. xxxx-425-0-50-01

Owner Contract number



B : 42 : two digital characteristic number; i.e. U-4200
 425 : three digital characteristic number; i.e. U-4250
 STD : 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 belongs (according to the relevant Account Code), as follows:

Document Indexes (Dwg, Material Requisition, Job Spec, Study, Vendor dwg, Process doc, Erection Requisition, General Project doc)	00 (Usually issued by DCC)
Plot Plan and elevations	01 (Usually issued by PIP)
Model	02 (Usually issued by PIP)
Process Flow Diagrams	03 (Usually issued by PRS)
Engineering Flow Diagrams (Process Issue)	03 (Usually issued by PRS)
Other Process Diagrams	03 (Usually issued by PRS)
Equipment List / Valve List	08 (Usually issued by PEN)
Towers	11 (Usually issued by TEC)
Pressure Vessels	11 (Usually issued by TEC)
Storage Tanks (Atmospheric)	11 (Usually issued by TEC)
Pipeline Mechanical Details	11 (Usually issued by TEC)
Heat Exchangers	21 (Usually issued by TEC)
Geological drawings	40 (Usually issued by CIV)
Site Development drawings-Paving	41 (Usually issued by CIV)
Concrete Structures	43 (Usually issued by CIV)
Foundations	43 (Usually issued by CIV)
Sewer System	45 (Usually issued by CIV)
Steel Structures	46 (Usually issued by CIV)
Buildings	47 (Usually issued by CIV)
Engineering Flow Diagrams (Project Issue)	50 (Usually issued by PEN)
Line Lists, Tie-in Lists	
A/G Piping Arrangement drawings (incl. Fire fighting & Pump-out dwgs)	51 (Usually issued by PIP)
Piping Isometrics	52 (Usually issued by PIP)
Piping MTO	53 (Usually issued by PIP)
Piping Stress Analysis	54 (Usually issued by STR)
Pipeline plans & Longitudinal sections	55 (Usually issued by PIP)
Piping Layout	56 (Usually issued by PIP)
Pipeline Crossings	58 (Usually issued by CIV)
Pipe Supports	59 (Usually issued by STR)
Instrument drawings	65 (Usually issued by INS)
Underground Electrical drawings	71 (Usually issued by ELE)
Electrical power Distribution, Area Classification	73 (Usually issued by ELE)
Electrical Lighting drawings	74 (Usually issued by ELE)
Electrical Communication and Fire Alarm	75 (Usually issued by ELE)
Cathodic Protection	78 (Usually issued by ELE)
Survey dwgs - Scale 1:1000	91 (Usually issued by TOP)
Survey dwgs - Details	92 (Usually issued by TOP)
Survey dwgs - Scale 1:5000	93 (Usually issued by TOP)
Survey dwgs - Scale 1:50000	94 (Usually issued by TOP)
Survey maps	95 (Usually issued by TOP)
Survey lists	96 (Usually issued by TOP)

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



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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 Index
- 08 Process Document's Index

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

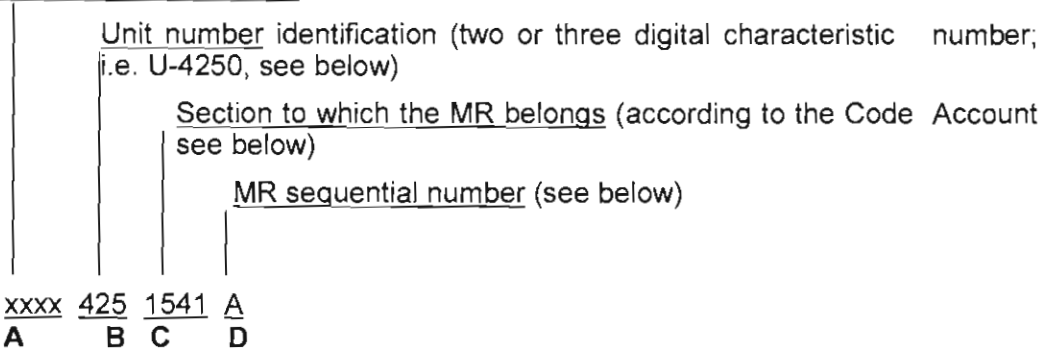
<u>Sequential Number</u>	<u>Type and Title</u>
01, 02, etc.	Engineering Flow Diagrams
101, 102, etc.	Process Flow, Utility Balance, Block Flow Diagrams
201, 202, etc.	Materials of Construction Diagrams
301, 302, etc.	Design Pressure/Temperature Diagrams
401, 402, etc.	Packaged Unit Diagrams

3.2 Coding of Material Requisitions

Material Requisitions are coded as follow:

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

Owner Contract number



C:

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

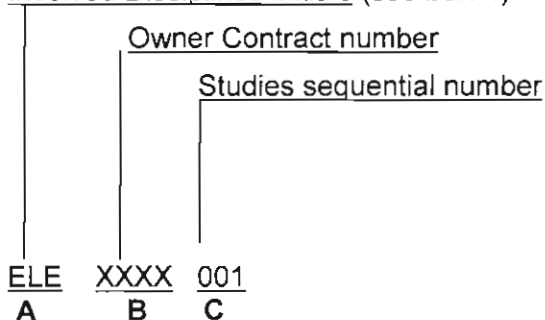
i.e. **1611A** Thermocouples
1611B Thermo wells
1611C Temperature Indicators etc

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)



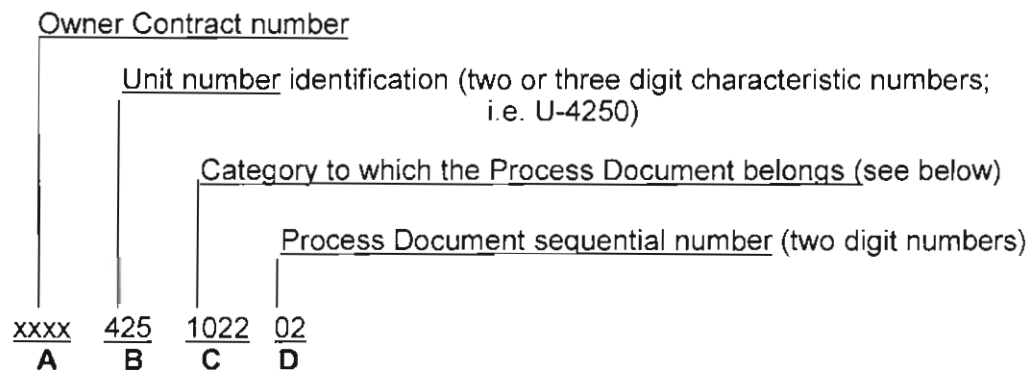
A: represents the initials of each Discipline / Section as follows:

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
OTH	Others

3.4 Coding of Process Documents

Process Documents are coded as follows:

Example: Process Document No. xxxx-425-1022-02



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 UTILITIES, CATALYST AND CHEMICALS CONSUMPTION
- 1090 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

3.5 Coding of Inquires

Inquires are coded as follows:

Example : Inquiry No. xxxx-001

Owner Contract number

Inquiry sequential number

xxxx 001
A B

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

xxxx 001
A B

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)

Owner Contract number

Technical Description sequential number

ELE xxxx 001
A B C

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4.0 LABELING

The labels of the technical documents shall be prepared as follows:

4.1 Labeling of Drawings

- 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 Labeling of Material Requisitions

Material Requisitions shall follow "**Attachment D**".

4.3 Labeling of Studies

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

4.4 Labeling of Process Documents

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

4.5 Labeling of Inquiries

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

4.6 Labeling of Purchase Orders

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

4.7 Labelling of Technical Descriptions

Individual Technical Description labeling shall follow "**Attachment F1, F2**".

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5.0 ATTACHED DOCUMENTS

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 "B"

ΣΧΕΤΙΚΑ ΣΧΕΔΙΑ / REFERENCE DRAWINGS										
AP. ΣΧΕΔΙΟΥ DWG No:	SH. OF REV.	AP. ΣΧΕΔΙΟΥ / DWG No		ΤΙΤΛΟΣ / TITLE						
ΑΝΣΕΩΣΗ REVISION	ΗΜΕΡΟΜΗΝΙΑ DATE	ΠΕΡΙΓΡΑΦΗ DESCRIPTION			ΕΠΙΣΚΕΨΗ PREPARED	ΣΧΕΔΙΩΝ DRAWN	ΥΠΕΡΣ STATUS	ΥΛΙΚΑ M.T.O	ΕΛΕΓΧΟΣ CHECKED	ΕΓΚΡΙΣΗ APPROVED
		<small>ΤΟ ΣΥΝΟΛΟ ΑΥΤΟΥ ΒΡΕΘΗ ΓΙΝΕΤΑΙ ΤΗΝ ΙΚΙΟΤΗΤΑ ΤΗΣ ΔΕΣΦΑ Α.Ε. ΚΑΙ ΑΝ ΑΝΤΙΚΟΠΩΝΕΤΑΙ Η ΑΝΑΤΙΘΕΩΣ, ΑΝΤΙΓΡΑΦΗ ΚΑΝΕΙ ΡΗΝ Η ΜΕ ΟΠΙΣΘΟΚΟΤΗΤΕ ΤΡΟΠΟ ΣΠΕΚΙΑΣΤΕΛΕΤΑΙ ΤΩΝ ΕΚΤΟΣ ΑΛΙΟ ΤΩΝ ΣΧΕΔΙΩΝ ΓΙΑ ΤΩΝ ΟΥΣΤΩ ΕΠΙΧΕΙΡΗΣΗ.</small> <small>THIS DOCUMENT IS THE PROPERTY OF DESFA S.A. AND IT SHALL NOT BE REPRODUCED, COPIED OR USED FOR ANY PURPOSE OTHER THAN THAT FOR WHICH IT IS SPECIALLY PURCHASED.</small>			ΣΤΟΙΧΙΣΤΕ ΓΙΑ ΚΑΤΑΚΕΥΤΗ APPROVED FOR CONSTRUCTION					
					ΔΙΕΥΘΥΝΤΗΣ ΕΡΓΟΥ PROJECT MANAGER					
CONTRACTOR :		TRACK-TITLE			ΥΠΟΓΡΑΦΗ SIGNATURE			ΟΝΟΜΑ NAME		
					AP. ΕΠΙΘΕΩΝΤΩΝ CONTRACT No:			ΑΝΤΙΚΑΤΑΣΤΗΘΗΣ ΑΠΟ SUPERSEDED BY:		
ΚΑΙΜΑΚΑ SCALE	AP. ΣΧ. ΒΡΩ No 1			ΦΥΛΟ SHEET			ΑΝΣΕΩΣΗ REVISION			
	AP. ΔΙ. ΠΕΛΑΤΗ: CLIENT DWG No:			ΦΥΛΟ SHEET			ΑΝΣΕΩΣΗ REVISION			
Κωδ. Ηλεκτρ. Αρχείου ELECTRONIC FILE Code			Τελευταία Ημερ. Πρόσβασης LAST ACCESS DATE							

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(example)

ATTACHMENT "C"

REFERENCE DRAWINGS		CONTRACTOR			CONTRACTOR DATA		DESIGN		
DWG. No.	REV.	DATE	DESCRIPTION	ILLUSTRATION	APPROVED FOR CONTRACTOR	APP. BY	DATE	SHEET	TOTAL
					NOTES				
					ALL DIMENSIONS ARE TO CENTRES UNLESS OTHERWISE SPECIFIED.				
					CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND NOTICES.				
					ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE CONTRACTOR'S SUPERVISOR.				
					CONTRACTOR SHALL MAINTAIN ACCESS TO ALL UTILITIES AND ADJACENT PROPERTIES AT ALL TIMES.				

DWG No:

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ATTACHMENT "D"

CLIENT MATERIAL SERVICE ITEM VENDOR	SITE	CONTRACT No REQ UNIT P.O. No	REQUISITION No.	DATE																	
			SUPERSEDED BY CHANGE No																		
			1	3																	
			2	4																	
CHANGE INDEX																					
PAGE	C1	C2	C3	C4	C5	C6	PAGE	C1	C2	C3	C4	C5	C6	PAGE	C1	C2	C3	C4	C5	C6	
REFERENCED DOCUMENTS																					
PREPARED BY :		C1	C2	C3	C4	C5	C6														
APPROVED BY :		C1	C2	C3	C4	C5	C6														



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ATTACHMENT E1 (example)

 <p>HELLENIC GAS TRANSMISSION SYSTEM OPERATOR</p>	<p>357-359, MESSOGION AVE., 15231 ATHENS, GREECE Tel.: 210 6501258 Fax: 210 6501551</p>
<p>(Study No. / Rev.)</p> <p>STUDY FOR (Title)</p>	
<p>PROJECT:</p> <p>CONTRACT No:</p>	

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ATTACHMENT E2 (example)

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ATTACHMENT E3 (example)



(Title)


DESFA JOB NUMBER.....

DESIGN BASIS REPORT

Document No.:

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ATTACHMENT F1 (example)

 <p>DESFA Hellenic Gas Transmission System Operator</p>	<p>HELLENIC GAS TRANSMISSION SYSTEM OPERATOR</p> <p>357-359, MESSOGION AVE., 15231 ATHENS, GREECE Tel.: 210 6501258 Fax: 210 6501551</p>
<p>(Technical Description No. / Rev.)</p> <p>TECHNICAL DESCRIPTION FOR (Title)</p>	
<p>PROJECT:</p> <p>CONTRACT No:</p>	



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ATTACHMENT F2 (example)



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