

## DOCUMENTS REQUIREMENTS

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## 1.0 General

1.1 The purpose of this document is to define CONTRACTING ENTITY's requirements and procedure to be followed by EPC CONTRACTOR regarding the general correspondence and the technical documentation during Project execution. Number of hard and soft copies and format required for documents is also provided.

1.2 Requirements for the quality, the size, the numbering system, the symbolization, etc. of the documents are provided in other Contract Documents. Coding and labelling of technical documents and drawings shall be performed as per CONTRACTING ENTITY'S instructions.

1.3 In general, all technical documents developed by EPC CONTRACTOR for the project shall be issued as follows:

- For information and / or review / comments.
- For Construction
- As built / Final Certified

In between issues may take place as necessary without any additional compensation to the EPC CONTRACTOR.

Documents issued for information shall be issued once or on a periodical basis (weekly, monthly, etc.) depending on their subject.

1.4 CONTRACTING ENTITY or its Representative will provide comments on EPC CONTRACTOR's technical documentation issued for "review / comments" within fifteen (15) Days from receipt date as a maximum.

EPC CONTRACTOR shall incorporate all CONTRACTING ENTITY's or its Representative's comments and reissue in reasonable time the documents "For Construction".

In case that EPC CONTRACTOR fails to incorporate all CONTRACTING ENTITY's or its Representative's comments on a satisfactory way, it shall be EPC CONTRACTOR's obligation to revise and re-issue the documents. The same is valid and CONTRACTING ENTITY or its Representative can issue further comments if deviation from codes, specifications, good engineering practice, etc. will be found.

1.5 Any comments and/or approval by CONTRACTING ENTITY or its Representative do not release EPC CONTRACTOR from its responsibilities described in the Contract Documents.

1.6 EPC CONTRACTOR shall be fully responsible against the CONTRACTING ENTITY for any part of fabrication performed by its Subcontractors and / or vendors.

1.7 All documents and drawings issued for the Project shall be the property of the CONTRACTING ENTITY. CONTRACTING ENTITY can use these for either the specific job or any other future project.

1.8 All documentation shall be provided with comprehensive indices and contents lists and be supplied suitably bound to the acceptance of CONTRACTING ENTITY.

1.9 All documents / drawings issued by the EPC CONTRACTOR during the course of the project shall be submitted to the CONTRACTING ENTITY / CONTRACTING ENTITY Representative in

digital file format (PDF) via an Internet based Platform, subject to CONTRACTING ENTITY’S approval. The drawings shall be also submitted in standard DXF or DWG format and all other Technical Documentation (reports, tables, lists, etc) shall be also submitted in “Microsoft Office Word / Excel “files.

1.10 All Final Technical Documentation (Final Documentation Package) shall be generally submitted in **four (4) hard copies**, unless otherwise specified, along with a full scanned digital copy, as well as in digital file format (PDF and source software (native) files – as applicable).

1.11 Correspondence and technical documentation shall be addressed to the CONTRACTING ENTITY or to the CONTRACTING ENTITY Representative (as appropriate) with copy to others according to the Contract Documents and the CONTRACTING ENTITY’S instructions.

## 2.0 Documents developed by EPC Contractor

The documents to be submitted by the EPC CONTRACTOR shall be, but not be limited to, the following:

### 2.1 General

<i>Document Description</i>	<i>Original</i>	<i>Copy</i>
Correspondence	As required	Digital (PDF)
Progress Reports	-	Digital (PDF)
Progress & Payment Certificates (with attachments)	1	Digital (PDF)
Invoices for Payment	1	Digital (PDF)

### 2.2 Engineering design

<i>Document Description</i>	<b>For CONTRACTING ENTITY or its Representative review</b>	<i>Final Certified</i>
Detailed Engineering Design Documents / drawings according to Scope of Work (issuance or revision - as required)	Digital Copy (PDF)	4 Hard Copies + Digital Copy (Scanned)
Final “As Built” Drawings (see Note 1)	Original + Digital Copy	4 Hard Copies + Digital Copy (Scanned)
Final “As Built” Documents (see Note 1)	Original + Digital Copy	4 Hard Copies + Digital Copy (Scanned)

### Note1: Final “As Built” Documents / Drawings

Prior to issue the final “As Built” documents / drawings, EPC CONTRACTOR shall submit to CONTRACTING ENTITY or its Representative for review / comments the required number of red marked copies of the final “As Built” documents / drawings as specified in the Contract Documents.

The final “As Built “drawings shall fully conform to the final arrangement. The final “As Built “drawings shall be based on the drawings issued for construction but shall include modifications, alterations, corrections or remarks concerning changes effected during construction.

The “As Built “drawings shall depict in an unambiguous and clear manner the final form of all parts of the Works and will constitute together with the mechanical catalogues the basis for the unimpeded future modification or maintenance of the Works.

As a minimum requirement, the following data should be included in the “As Built” drawings:

- Surveying Data
- Distances from building front lines or side lines
- Distances from fixed points, roadsides, sidewalks, road shoulders and superstructures crossing the pipeline
- Final depth of steel pipe and accessories
- Networks neighboring or crossing the pipeline, such as tubes, pipes cables, box-culverts, networks of other Utility Organizations, etc. discovered during normal excavations or by bore holing
- Fixed points of angles, bends, and curves of pipeline and accessories
- Road names and building numbers on both sides of the pipeline (as applicable)
- Special local names of features for agricultural road and places
- Fixed warning Natural Gas Pipe-points, etc.

EPC CONTRACTOR shall also submit to CONTRACTING ENTITY or its Representative the final “As Built” drawings and documents in digital file form . The drawings shall be submitted in standard DXF or DWG format. All other final Technical Documentation (reports, tables, lists, etc) shall be also submitted in “Microsoft Office Word / Excel “files.

## 2.3 Procurement

<b><i>Document Description</i></b>	<b><i>For CONTRACTING ENTITY or its Representative review</i></b>	<b><i>Final</i></b>
Material Requisitions for Equipment & Materials	Digital Copy (PDF) (*)	4 Hard Copies + Digital Copy (Scanned)
Purchase Orders (upon CONTRACTING ENTITY's request - unpriced)		Digital Copy
Contracts with vendors/suppliers (upon CONTRACTING ENTITY's request - unpriced)		Digital Copy
Procurement Status Report		Digital Copy
Expediting Reports		Digital Copy
Material Receipts	Original + Digital Copy	Original + 3 Hard Copies + Digital Copy (Scanned)

(\*): CONTRACTING ENTITY's approval is mandatory for EPC CONTRACTOR to proceed

## 2.4 Construction

<b><i>Document Description</i></b>	<b>For CONTRACTING ENTITY or its Representative review</b>	<b><i>Final Certified</i></b>
Quality Assurance / Control Manual / Plan / Procedures	Digital Copy (PDF) (*)	4 Hard Copies + Digital Copy (Scanned)
Inspection Plans	Digital Copy (PDF) (*)	4 Hard Copies + Digital Copy (Scanned)
WPS / Qualification Protocols	Digital Copy (PDF) (*)	4 Hard Copies + Digital Copy (Scanned)
HSE Manual / Plan / Procedures	Digital Copy (PDF) (*)	4 Hard Copies + Digital Copy (Scanned)
Mechanical Completion Dossier	Original + Digital Copy	Original + 3 Hard Copies + Digital Copy (Scanned)
Site Records Dossier	Original + Digital Copy	Original + 3 Hard Copies + Digital Copy (Scanned)
Quality / Inspection & Testing Reports (e.g. Radiographic Reports, Hydrotesting Charts, etc.)	Original + Digital Copy	Original + 3 Hard Copies + Digital Copy (Scanned)

(\*): CONTRACTING ENTITY's approval is mandatory for EPC CONTRACTOR to proceed

### 3.0 Documents supplied by vendors

<i>Document Description</i>	<b>For CONTRACTING ENTITY or its Representative review</b>	<i>Final Certified</i>
Vendor Data (1)	Original + Digital Copy	Original + 3 Hard Copies + Digital Copy (Scanned)
Operating Manual (2)	Original + Digital Copy	Original + 3 Hard Copies + Digital Copy (Scanned)
Maintenance Manual (3)	Original + Digital Copy	Original + 3 Hard Copies + Digital Copy (Scanned)

#### Remarks

- (1) : **Vendor Data** (Inspection Plan, Inspection Data Books, drawings, material certificates, etc.) for equipment, materials, supplies and spare parts forming part of the Works as specified in the Material Requisitions provided by the CONTRACTING ENTITY or prepared by EPC CONTRACTOR and reviewed / approved by CONTRACTING ENTITY.
- (2) : **Operating Manual** is to be detailed as to the step-by-step operation of specific values and control of each item of equipment and shall give the values of the variables to be maintained. It shall define how the Works should be operated under normal and abnormal conditions.
- (3) : **Maintenance Manual** shall define how the Works should be maintained to ensure continued operation in accordance with the design parameters.