

Winnipeg Sewage Treatment Program Integrated Management System



Project Document Numbering Standard

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This document supersedes PG-RC-PC-04 Technical Document Numbering System.

This document is currently a draft.

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Introduction

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Introduction

1 INTRODUCTION

1.1 Scope of the Document

This document is a procedure that implements a common document numbering standard for all project documents, including design documents and drawings within the scope of the Winnipeg Sewage Treatment Program. The procedure will allow for consistent file naming in an organized fashion to allow for systematic storage of all project and contract related files.

Note that this document is not applicable to facilities outside of the scope of the Winnipeg Sewage Treatment Program.

The phasing of implementation is governed by procedure PG-RC-PC-04 Technical Document Numbering Systems Management Procedure.

1.2 Definitions

For the purpose of this standard, the following definitions are utilized in the document types:

Class A Document	A Class A document is required to be maintained as a facility lifecycle document for records and maintenance purposes. All Class A Documents should be "as-built" upon project completion and stored in an accessible location for Operations use.
DMS	Document Management System
List	A document containing a sequence of connected items, not related to a historical occurrence.
Log	A document containing a register (list) of an event, occurrence, issue, or status.
Plan	A document that outlines the processes and tasks required to implement a project or goal.
Procedure	A document that defines the specific instructions necessary to perform a task or process.
Record	An official document which permanently contains the particulars regarding a specific event, issue, or occurrence. For example, a worker orientation record that documents the orientation of a specific or group of workers. However, a document which tracks the orientation of all workers would be a log.
Report	A document which contains an account given of a particular subject, after thorough investigation or consideration by the author.
VDR	Vendor Document Requirement (See Section X)
WBS	Work Breakdown Structure

Document Numbering Formats

2 DOCUMENT NUMBERING FORMATS

Documents are numbered as per the format designated in Table 2-1.

Table 2-1 : Document Numbering Formats

Document	Description	Reference
Class A Documents	Technical design documents and drawings produced to describe the work and utilized as a facility lifecycle document for records and maintenance purposes. Most Class A documents are drawings, but they also include equipment lists, process control narratives, and other documents maintained throughout the facility life. Class A documents should be "as-built" upon project completion and stored in an accessible location for Operations use.	Section 3
Project Documents	Project documents are created for and utilized during the execution of projects. For example, contract administration documents would be under this format. They include many design documents, but exclude Class L documents (including drawings), contractor submittals and quality test results.	Section 4
Contractor Submittals	Contractor Submittal documents are typically shop drawings and product datasheets produced by the Contractor or other vendors. The submittals indicate specific manufacturing and construction details, but not overall design concepts.	Section 5
Quality Test Results	Quality Test Result documents provide a record of completed test results during the construction, pre-commissioning, and commissioning phases of the project. Examples include construction tests such as concrete strength testing, pre-commissioning tests such as cable continuity tests, and commissioning tests.	Section 6

Class A Documents

3 CLASS A DOCUMENTS

3.1 Description

Class A Documents are technical design documents and drawings produced to describe the work and utilized as a facility lifecycle document for records and maintenance purposes. Most Class A documents are drawings, but they also include equipment lists, process control narratives, and other documents. Class A documents should be “as-built” upon project completion and stored in an accessible location for Operations use.

3.2 Format

The organization, structure and coding of the design documents and drawings is derived from the City Drawing Standard numbering system, with some additions and/or changes introduced to fulfill the system objectives. These are explained in the following sections.

See Table 3-1 for the Class A Document number format.

Table 3-1 : Document Number Format – Class A Documents

Field	Source Code		Facility Code		Discipline Code	Document Type		Area Code	Process Code	Sequence Number		Sheet Number (Optional)		Suffix (Optional)
Format	C	-	NNNN	-	L	LLL	-	L	C	NN	-	CC	_	*
Example	1	-	0102	-	C	GAD	-	A	1	01	-	01	_	C01

Legend: N= numeral, L= Letter, C= character (i.e. =N or L), * = Multiple Characters

Notes:

1. The file extension, such as “.docx” or “.pdf” would be appended to the end of the filename, but is not technically considered to be part of the document number.
2. The suffix is separated by an underscore (_), not a hyphen (-).
3. The suffix is technically not part of the document number, but rather an extension to be utilized in special case scenarios.

Class A Documents

3.2.1 Source Code

See Table 3-2 for a list of Source Codes and their definition.

Table 3-2 : Source Codes

Code	Description
-	Drawings
1	Design drawings
2	Manufacturer's drawings (See Note 1)
3	Construction drawings (See Note 2)
4	Demolition drawings (See Note 2)
-	Non-Drawings
A	Design documents
C	Construction documents (See Note 2)

Notes:

1. Number manufacturer's drawings as per Section 5.
2. Temporary construction and demolition drawings/documents shall be indicated via the Process Code, as described in Section 3.2.6.1.

Implementation Note:

1. The use of the Source Code has been reworked to provide more logical document sorting.

3.2.2 Facility Code

The Class A Document Numbering System uses the same facility codes as the City Water and Waste Drawing Standard, and in addition introduces the code "0100" as a virtual facility for Program standard documents that are not specific to a particular site.

Table 3-3 : WSTP Facility List

Code	Description
0100 to 0109	Wastewater Treatment Facilities
0100	WSTP standard documents (not specific to a site)
0101	NEWPCC (North Plant)
0102	SEWPCC (South Plant)
0103	WEWPCC (West Plant)

(Other codes for facilities not included in the Program do not pertain to this document).

Class A Documents

3.2.3 Discipline Code

The disciplines are coded as per Table 3-4. The discipline should generally be chosen based upon the group responsible for creating and/or implementing the work. For example: A motor starter schematic is an electrical document, even though it might be associated with a unit of process equipment.

In the event that a discipline is not applicable, or the document is truly multi-disciplinary, the *D - General* discipline code should be selected.

Table 3-4 : Discipline Codes

Code	Discipline	Examples
A	Automation	Instrumentation and Control including Control system block diagrams, instrument loop diagrams, networking drawings (if associated with automation system), control system functional requirements specification.
B	Building-Architectural	General architectural including building layouts and architectural finishes.
C	Civil-Geotechnical	Civil surveys, erosion control, grading, roads, fencing, landscaping, underground utilities.
D	General	Legends, code summary, General site plan, orientation maps; staging areas.
E	Electrical	Electrical site plans, grounding drawings, lighting, motor starter schematics, telecommunications, hazardous location plans
M	Mechanical (<i>Includes HVAC/Plumbing</i>)	Domestic water plumbing, sanitary and storm drainage, ductwork, air handling equipment; HVAC piping, fire protection systems
O	Operations	Area Manual, Operating and Maintenance Manual, Standard Operating Procedures
P	Process (<i>Process and Process Mechanical</i>)	Process Flow Diagrams, Process and Instrumentation Diagrams, Process Equipment General Arrangement, Process Piping, Process hydraulics, Odour Control General Arrangement
S	Structural	Structural Site Plan, Foundations, Reinforcement, Piers, Piling, Slabs and Retaining Walls, Structural Framing, Floor and Roofs.
Y	Commissioning	Commissioning Design Plan, Commissioning Calculations

Class A Documents

3.2.4 Document Type

3.2.4.1 Drawings

The Document Type coding for drawings is as per Table 3-5.

Table 3-5 : Document Type - Drawings

Code	Description	Discipline Codes									
		A	B	C	D	E	M	O	P	S	Y
		Automation	Building / Architectural	Civil	General	Electrical	Mechanical	Operations	Process	Structural	Commissioning
AAA	Legend & General Notes (<i>sort first</i>)	1	1	1	1	1	1	1	1	1	1
BDG	Block diagram	1				1					1
CBD	MCC / Cabinets drawing	1				1					1
CDW	Cable drawing	1				1					1
CTR	Cable Trays / Conduit / Cable Routing	1				1					
DRN	Drains			1							
DTL	Discipline Specific Standard details	1	1	1	1	1	1	1	1	1	1
ENV	Environmental			1							
FAF	Fixture and Furniture		1								
FAS	Fire Alarm System					1					
FDW	Foundation drawings									1	
FNC	Fencing			1							
GAD	General Arrangement drawing (<i>including section views</i>)	1	1	1	1	1	1	1	1	1	1
GRD	Earthing/grounding					1					1
HLC	Hazardous Location Classification (<i>Plans / Sections</i>)					1		1			1
HYD	Hydraulic line								1		1
IDW	Installation drawing	1				1	1				1
IFS	Instrumentation Fieldbus Segment Drawings	1									1
ILD	Instrumentation Loop Diagrams	1									1
ISO	Piping isometrics						1		1		1
LSC	Landscaping			1							
LTG	Lighting Drawings (<i>Plan and</i>					1					

Class A Documents

Code	Description	Discipline Codes									
		A	B	C	D	E	M	O	P	S	Y
		Automation	Building / Architectural	Civil	General	Electrical	Mechanical	Operations	Process	Structural	Commissioning
	<i>schematics)</i>										
LYT	Layout			1							1
MCL	Motor Control (<i>Includes, motor starter schematics and connection diagrams</i>)	1				1					
MOD	3D Models		1	1	1	1	1		1	1	
MST	Master/Extraction Files		1	1	1	1	1		1	1	
NET	Networking	1				1					
PCC	Precast concrete									1	
PFD	Process Flow Diagram							1	1		1
PID	Process and Instrumentation Diagram								1		1
RDW	Reinforcement drawing									1	
RSW	Roads and sidewalks			1							
SCH	Discipline Specific Schedules (<i>Door, Hardware, Luminaire, HVAC, etc.</i>)	1	1	1	1	1	1	1	1	1	1
SCY	Security	1				1					
SDW	Form drawings.									1	
SLD	Single line diagram					1					1
SST	Structural steel									1	
SVY	Survey			1							
TDW	Terminal drawing					1					1
TLD	Three-line diagram					1					1
UTY	Utilities (<i>site utilities such as buried piping and electrical services</i>)			1							
WDG	Wiring / connection diagram	1				1					1

Class A Documents

3.2.4.2 Class A Documents Other Than Drawings

The Document Type coding for Class A Documents, other than drawings, is as per Table 3-6.

Table 3-6 : Document Types – Class A Documents Other Than Drawings

Code	Description	Discipline Codes									
		A	B	C	D	E	M	O	P	S	Y
		Automation	Building / Architectural	Civil	General	Electrical	Mechanical	Operations	Process	Structural	Commissioning
DTS	Data Sheet (Equipment/Instrument)	1	1	1	1	1	1		1	1	1
ELI	Engineering List (Equipment, Instruments, I/O, cables etc)	1	1	1	1	1	1		1	1	1
FRS	Functional Requirement Specification	1									
MAN	Manual (i.e. Area Manual)							1			
PCN	Process Control Narrative								1		
PRO	Procedure / Protocol							1			1
SUR	Survey Report			1	1	1					

3.2.5 Area Code

The area code is composed of a single letter; which represents a specific location in the Facility. Where a document is not specific to an area, then the following general area code shall be used:

A General or area not applicable

For area codes specific to each facility, refer to the following documents:

- NEWPCC CD-RC-RF-01 NEWPCC Facility Process Areas
- SEWPCC CD-RC-RF-02 SEWPCC Facility Process Areas
- WEWPCC CD-RC-RF-03 WEWPCC Facility Process Areas

Class A Documents

3.2.6 Process Code

For most Class A documents, the *Process Code* is a single digit that refers to a specific process within each area (Area Code). The set of *Process Codes* are unique for each Area Code within each facility and the same digit will typically represent different processes within different areas. However, standard process codes are also available for certain scenarios, as described below.

3.2.6.1 Standard Process Codes

Standard process codes are shown in Table 3-7

Table 3-7 : Standard Process Codes

Code	Title	Description
0	General	The document/drawing is not associated with a specific process, or is associated with multiple processes.
1 - 9	Specific	See Section 3.2.6.2.
D	Demolition	The document /drawing is a demolition document.
T	Temporary Construction	The document /drawing is a temporary construction document that will have no purpose after the construction is complete.

3.2.6.2 Specific Process Codes

The Process Code digits 1 – 9 are reserved for specific codes, unique for each Area Code within each facility. The same digit will typically represent different processes within different Area Codes. For example:

- 1-0102-PPID-G101 Process Code 1 represents Raw Sewage Pumping in the SEWPCC G area.
- 1-0102-PPID-R101 Process Code 1 represents Tanks, Mixing and Chemicals in the SEWPCC R area

For process codes specific to each facility and area, refer to the following documents:

- NEWPCC CD-RC-RF-01 NEWPCC Facility Process Areas
 SEWPCC CD-RC-RF-02 SEWPCC Facility Process Areas
 WEWPCC CD-RC-RF-03 WEWPCC Facility Process Areas

3.2.7 Sequence Number

The sequence number is two digits long and identifies the individual documents within the document numbering scheme. The user may chose non-sequential numbering if deemed appropriate for the situation.


Class A Documents

3.2.8 Sheet Number - Optional

The sheet number is a two digit field used for multiple sheet drawings. Multiple sheet drawings are utilized when the content cannot fit within one drawing sheet. Multiple sheet drawings shall have the same title. If it is desired to have a different title, then a new document number shall be utilized. Some examples of situations where multi-sheet drawing are appropriate are as follows:

- A complicated motor starter schematic that cannot fit on one drawing.
- Document lists that cannot fit on one drawing.
- A room layout plan that cannot fit on one drawing.

Documents without multiple sheets shall have a sheet number indicated as a (Blank) on the document itself. However, the DMS may require that the number 00 be entered in the Sheet number field, if multiple sheets do not exist. For example:

 THE CITY OF WINNIPEG WATER AND WASTE DEPARTMENT			
SOUTH END WATER POLLUTION CONTROL CENTRE SEWPCC UPGRADING/EXPANSION PROJECT PROCESS AND INSTRUMENTATION DIAGRAM HRC LAMELA AIR SCOUR BLOWER			
CITY DRAWING NUMBER	SHEET	REV.	SIZE
1-0102-PPID-K003		B0	A1

Sheet number blank if drawing does not have multiple sheets

For non-drawing Class A documents, the number of sheets will typically not be utilized; however it may be utilized to manage large documents that are split into multiple parts. For example, a large engineering list could be split as follows to allow for smaller file sizes (for e-mailing):

- A-0102-DELI-A005-01 Part 1 of an engineering list.
- A-0102-DELI-A005-02 Part 2 of an engineering list.

Sheet numbers are not to be utilized to attach documents together, which are otherwise to be identified as separate documents.

3.2.9 Suffix

Implement the suffix as per Section 7.3.

Class A Documents

3.3 Additional Information Elements

The following additional information elements are not part of the actual document number; however, they provide useful metadata which will be utilized for tracking documents. This information should be attached as metadata when supported by the document management system (DMS).

3.3.1 Revision Number

Implement as per Section 7.2.

Implementation Note:

1. *The superseded Technical Document Numbering System utilized a specific coding system to indicate the level of design stage. To provide consistency with the other document numbering formats in this standard, which do not have revisions that correspond to the level of design stage, the design stage specific revision codes have been eliminated. For existing documents, at the next revision stage implement the next appropriate revision code as per this standard. For example, a drawing might have last been released as a D1 revision, and is being subsequently revised during the design stage. Select the appropriate revision level as per Section 7.2, which would be a preliminary P series revision, such as PE.*

3.3.2 Document Size

The document size shall be shown on all drawings, and recorded in the metadata of the DMS. Typically the size is shown on the border of the drawing.

Table 3-8 : Document Size Code

Code	Size
A	8.5 x 11 Inches (215.9 x 279.4 mm)
B	11 x 17 Inches (279.4 x 431.8 mm)
A2	420 x 594 mm (16.5 x 23.4 Inches)
A1	594 x 841 mm (23.4 x 33.1 Inches)
B1	707 x 1000 mm (27.8 x 39.4 Inches)
A0	841 x 1189 mm (33.1 x 46.8 Inches)

Notes:

1. *Sizes refer to true ANSI Engineering or true ISO formats*
2. *Dimensions in brackets indicate approximate measurement*
3. *For drawings not marked as “not to scale”, it is recommended that a scale bar be included in the drawing to avoid any confusion due to the actual format of reproduction of the document.*

Class A Documents

3.4 Organization and Referencing

3.4.1 Referencing Design Documents

Design documents may be referenced within the body of any base document within an overall design package.

When referenced in a base document within the same design package, the first 2 fields (source code and facility code) of the document that are common to the base document are optional. Additional information fields are not indicated.

Example 1:

Full document number of reference: 1-0102-AGAD-P601
 Document reference shown: AGAD-P601

Example 2:

Full document number of reference: 1-0102-AILD-R101-02
 Document reference shown: AILD-R101-02

3.4.2 Document Sorting

The sorting of documents outside the DMS should be alphabetical from left to right, within a given document package or set. This provides the most intuitive system for people to find documents and will match computer sorting of the documents. However, document filtering may be utilized to package documents by other criteria, such as area code.

Examples are indicated below:

Document Package – No Filtering

1-0102-AGAD-P001
 1-0102-AGAD-S001
 1-0102-EGAD-P001
 1-0102-EGAD-S001
 1-0102-PGAD-P001
 1-0102-PGAD-S001
 4-0102-BGAD-P001

Document Package – Area Code P

1-0102-AGAD-P001
 1-0102-EGAD-P001
 1-0102-PGAD-P001
 4-0102-BGAD-P001

Document Package – Area Code S

1-0102-AGAD-S001
 1-0102-EGAD-S001
 1-0102-PGAD-S001

Minimum Requirement: Unless otherwise indicated, document snapshot sets should be filtered and packaged by area code.

Class A Documents

3.5 Electronic File Name

3.5.1 Single Documents

3.5.1.1 General Case within a Document Management System

Table 3-9 : File Name Format – Within DMS

Field	Document Number	Extension
Format	As per Table 3-1	.LLL(L)
Examples	1-0102-CGAD-B601	.pdf
	1-0102-CGAD-B602-01	.pdf

Note:

1. The Revision Code is not included as document revision management is handled within the DMS system.

3.5.1.2 General Case for Documents Managed Manually in a Windows Environment

This case is applicable when documents are managed in a standard file-based network drive.

Table 3-10 : File Name Format – Managed Manually

Field	Document Number	Revision	Extension
Format	As per Table 3-1	_RNN	.LLL(L)
Examples	1-0102-CGAD-B601	_R00	.pdf
	1-0102-CGAD-B602-01	_R02	.pdf

Implementation Note:

1. The inclusion of the *_R* code in front of the Revision Code to allow for consistency with Tender Drawing filenames.

3.5.1.3 Tender Drawings

When drawings are included within a tender package posted on the City Material Management web site, the file name convention must be modified to meet the Materials Management naming convention (refer to Material Management document “Bid Opportunity document file naming convention) adapted as in the following example;

Table 3-11 : File Name Format – Tender Drawings

Field	Prefix	Document Number	Revision	Extension
Format	####-YYYY_Drawing_	As per Table 3-1	_RNN	.LLL(L)
Examples	682-2014_Drawing_	1-0102-CGAD-B601	_R00	.pdf
	682-2014_Drawing_	1-0102-CGAD-B602-01	_R02	.pdf

Class A Documents

3.5.2 Document Snapshot Sets

Document snapshot sets (also known as document sets) allow for multiple documents to be contained within a single file. The snapshot set is not to be considered an official document, and in no way eliminates the requirements in the other parts of this document. The use of document snapshot sets in no way eliminates the requirement to load individual documents into the DMS.

The most common use of a document set is to package multiple drawings in a single PDF file to allow for simplified distribution. All of the documents within a document set shall still have unique document numbers and be tracked by revision.

The following rules shall apply to document snapshot sets:

- The documents within a set shall be applicable to a single Source Code.
- The documents within a set shall be applicable to a single Facility.
- The documents within a set may be applicable to either a single or multiple disciplines. If multiple disciplines are within the set, a lowercase “x” character shall be utilized for the Discipline Code in the set filename.
- The documents within a set may have either a single or multiple document types. Document Types. If multiple disciplines are within the set, a lowercase “xxx” document type shall be utilized in the set filename.
- The documents within a set may have a single or multiple Area Codes. Where multiple Area Codes are in the set, the Area Codes shall be coded as “x” in the set filename.
- The documents within a set may have a single or multiple Process Codes. Where multiple Process Codes are in the set, the Process Code shall be coded as “x” in the set filename.
- The Sequence Number for the set shall be indicated as “xx” to reflect that multiple documents are in the set.
- The document snapshot set does not have a revision, but rather a date. The documents within the set shall be the most recent published versions on the date that the snapshot set is created. The date shall be included in the set filename in “YYYY-MM-DD” format, after the “SET_” prefix.
- Document snapshot sets shall not be loaded into the Technical Document Library of the DMS. An alternate storage location will be provided.

Example: File with a set of mechanical drawings for the SEWPCC facility.

SET_2014-08-01_1-0102-Mxxx-xxxx.pdf

Example: File with a set of Bioreactor P&ID drawings for the SEWPCC facility.

SET_2014-08-01_1-0102-PPID-Rxxx.pdf

Class A Documents

3.6 Examples

Examples of Class A document numbers are indicated below:

Name	Title
A-0102-EELI-S001	SEWPCC - Secondary Clarifier Area - Electrical Load List
A-0103-CSUR-Y001	WEWPCC – Yard – Survey of West Field
1-0102-PPID-G105	SEWPCC Raw Sewage Pumping P&ID
1-0102-BGAD-K011	SEWPCC – HRC – Architectural Section D

DRAFT

General Project Documents

4 GENERAL PROJECT DOCUMENTS

4.1 Description

Project documents are created for and utilized during the execution of projects, and are not design documents, submittals, or quality test results. For example, contract administration documents would be under this format.

4.2 Format

The document number format for general project documents is shown in Table 4-1, with a description of each field in the subsequent sections.

Table 4-1 : Document Number Format – General Project Documents

Field	Project Code		WBS Code	Category Code		Document Type Code		Sequence Number		Suffix (Optional)
Format	LNNNN	-	NN	LL	-	LLL	-	NNNN	_	*
Examples	S0926	-	01	CA	-	CCN	-	0001	_	R01
	S0926	-	00	FI	-	BUD	-	0001		

Legend: N = numeral, L= Letter, * = Multiple Characters.

Notes:

1. The file extension, such as “.docx” or “.pdf” would be appended to the end of the filename, but is not technically considered to be part of the document number.
2. The suffix is separated by an underscore (_), not a hyphen (-).
3. The suffix is technically not part of the document number, but rather an extension to be utilized in special case scenarios.

General Project Documents

4.2.1 Project Code

The *Project Code* is the City of Winnipeg project number assigned by Records Management, without a hyphen and with four numeric digits. Examples of Records' assigned project numbers and the corresponding *Project Code* are shown below.

Records Project Number	Project Code for Use in Document Numbering Standard
S-926	S0926
S-1521	S1521
S-2111	S2111

4.2.2 WBS Code

A Work Breakdown System (WBS) Code is provided for medium and large sized projects, to provide an organizational structure to the documents. It is a two digit code that is set up by the Project Manager on a case-by-case basis. For small projects, the WBS Code may be fixed at 00, if so decided by the project manager.

The WBS may follow the contract structure of the project, but may follow another logical organization, as applicable for the work. It would be desirable, but not mandatory, that the WBS Code follow the high level work-breakdown structure utilized for project management. Three example WBS coding structures are shown below.

Table 4-2 : Sample WBS Code Structures

WBS Code	Description
Small Projects WBS	
00	All aspects of the project are grouped under a single WBS item.
Contract-Based WBS	
00	General Project Development
01	Consultant Contract
02	Civil Works Contract
03	Building Construction Contract
04	Electrical / Mechanical Installation Contract
11	Equipment Supply Contract 1
12	Equipment Supply Contract 2
21	Chemical Delivery Contract 1
Work-Based WBS	
00	General Project Development
01	NEWPCC RAS Gallery Pipe Replacement
02	WEWPCC Secondary Flushing Water Pipe Replacement
03	WEWPCC Perimeter Road Water Pipe Replacement

General Project Documents

4.2.3 Category Code

The *Category Code* provides an organizational structure to the document numbering system. See Table 4-3 for a list of *Category Codes*.

Table 4-3 : Category Codes

Code	Description	Notes
BC	Bid and Contract	Bid Opportunity or RFP bids as well as associated evaluation documents.
CA	Contract Administration	Documents typically controlled, managed, and utilized by the Contract Administrator.
CM	Construction Management	Documents associated with the management of construction. The audience of these documents would typically include the Design Team and possibly the Contractor.
CQ	Construction Quality	Quality Test Result documents are numbered as per Section 6.
CS	Contractor Submittals	Shop drawings and product datasheets produced by the Contractor or other vendors. The submittals indicate specific manufacturing and construction details, but not overall design concepts. Submittal documents are numbered as per Section 5.
D*	DA Design - Automation	<p>Project Design documents.</p> <p>Note that XX Design documents are coded as per Section Error! Reference source not found.</p> <p>For small projects, the project manager may consider only utilizing the DD (Design – General) Category Code if appropriate.</p>
	DB Design – Building / Architectural	
	DC Design – Civil	
	DD Design – General	
	DE Design – Electrical	
	DM Design - Mechanical	
	DP Design – Process	
	DS Design – Structural	
DY Design - Commissioning		
FI	Financial	All documents primarily of a financial nature.
GE	General	May be utilized for miscellaneous documents, not applicable to any above class.
PM	Project Development and Management	Management of the project as a whole, at a higher level than the Contract Administration. Typically, these documents would largely be internal to the City.
PU	Public	Information delivered to or received from the public.
SA	Safety	Safety documents or records.
TC	Target Cost	Target Cost documents
YM	Commissioning Management	Commissioning Procedures, planning documents, and records.

General Project Documents

4.2.4 Document Type Code

The *Document Type Code* describes the general subject or nature of the document. Note that the *Document Type Code* does not describe the detailed document content, which should be identified in the Document Title as per Section 7.1. For example, the following documents are both coded with the same type code (Project Management Plan), but have different titles.

Name	Title
S5812-PM-PPL-001	WEWPCC Bioreactor Project Charter
S5812-PM-PPL-002	WEWPCC Bioreactor Project Plan

The document types are coded as per Table 4-4.

Table 4-4 : Document Type Codes

Code	Description	Category	Description / Examples
ACC	Approved Contract Change	CA	
BCA	Business Case	PM	
BDC	Bid Documents	BC	Bid Opportunity or RFP documents. See Section 4.4.2.
BID	Bid Submission	BC	The bid documents submitted by the bidders.
BOD	Basis of Design	D*	
BUD	Financial Budget	FI	
BUL	Safety Bulletin	SA	Notice to employees / contractor regarding a safety issue.
CCN	Contemplated Change Notice	CA	
CER	Certificate	CA	Examples: Certificate of Substantial Performance Certificate of Total Performance Certificate of Acceptance
		CM	Examples: Certificate of Equipment Delivery Certificate of Readiness to Install Certificate of Satisfactory Installation
		YM	Examples: Certificate of Commissioning Completion Certificate of Equipment Satisfactory Performance Certificate of Satisfactory Process Performance
CLA	Contractor Claims	CA	
COF	Correspondence - Formal	Any	Examples: Letters, memos
COI	Correspondence - Informal	Any	Example: e-mails

General Project Documents

Code	Description	Category	Description / Examples
CON	Contract	BC	Letter of Intent, Contract Award, POs
COP	Public Correspondence	PU	Includes Complaints, Notifications
CRD	Construction Report - Daily	CM	Daily Construction Report
CRG	Construction Report - General	CM	
DNC	Design Notes and Calculations	D*	
EST	Financial Estimate	FI	
EVA	Bid Evaluation	BI	
EVC	Earned Value Calculations	CA	
FIN	Field Instruction (Design)	CA	Instruction from the Design Team to the Contractor.
FWA	Field Work Authorization	CA	Authorizes the contractor to proceed with a limited contract change to expedite the contract change process.
GEN	General	Any	Document that does not fall under any other document type.
INS	Insurance	CA	Insurance documents.
INV	Financial Invoice	FI	
IRC	Safety Incident Record	SA	Example: Near Miss Record
JHA	Job Hazard Assessment	SA	
LIS	List	Any	Any type of list document that is not a record (log of event that has occurred)
LOG	Log	Any	A document which a register (list) of an event, occurrence, issue, or status.
MAG	Meeting Agenda	Any	
MOM	Minutes of Meeting	Any	
OER	Over Expenditure Report	CA	City internal document to approve a contract change.
PER	Permit	CM	Construction permit, building permits and other government permits.
		SA	Safety permit. Examples: Confined Space Permit, Critical Lift Permit, Hot Work Permit
PES	Progress Estimate	CA	Contractor Progress Estimate (Basis of Payment)
PHO	Photographs	Any	

General Project Documents

Code	Description	Category	Description / Examples
PLA	Plan	CM	Example: Traffic Management Plan
		PM	Any plan document written from a project management perspective. Examples: Consultant Services Management Plan, Project Charter, Project Plan, Quality Plan
		SA	Examples: Contractor Safety Manual, Safe Work Plan, Emergency Response Plan
POR	Purchase Order	CA	A purchase order associated with a contract. For example, a chemical purchase.
PPR	Public Press Release	PU	
PRE	Presentation	Any	Presentation (i.e. PowerPoint)
PRO	Procedure / Protocol	CM	Construction Procedure or Protocol: Example: Construction shutdown procedure
		YM	Commissioning procedure
		SA	Safety Procedure: Examples: Lockout/Tagout Procedure
PRP	Progress Report	CA, PM	Progress reports and status reports.
PSC	Project Schedule	CA,PM	Any project time schedule document. Example: Commissioning Schedule. See Note 2
QDR	Non-Conformance Report / Quality Deficiency Report	CM	
QIR	Quality Inspection Record	CM, D*	A document which records a specific quality inspection event .
QTR	Quality Test Result	CM	Quality Test Results are numbered as per Section 6.
REF	Reference Information	Any	Set of reference documents, website info, 3 rd party publications, etc.
REG	Regulatory Document	PM	Example: Regulatory Inspection
RFI	Request for Information	CA	Contractor Request and Response
RIS	Risk Document	PM	
RPM	Report - Memorandum	Any	Small reports including technical memorandums.
RPT	Report	Any	Reports including design reports, general reports and specific reports. Utilize for any report other than specific reports otherwise in this list.
SPC	Specifications	D*	Construction Specifications
SKT	Sketch	CA, D*	

General Project Documents

Code	Description	Category	Description / Examples
TRA	Transmittal	DC	
TRC	Training Record	CA, SA	Example: Worker Orientation Record
WAR	Warranty	CA	Contract warranty documents

Note:

1. *It is required that the Document Types for General Project Documents do not conflict with the Document Types for Class A Documents.*
2. *The Code PCH was utilized rather than SCH for the Project Schedule document type as the SCH document type is utilized in Table 3-5.*

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General Project Documents

4.2.5 Sequence Number

The *Sequence Number* is a four digit number to uniquely identify the specific document, with a given *Project Code*, *Category Code* and a specific *Document Type Code*. It is usually assigned in a sequential manner with the first document assigned a *Sequence Number* of 0001 and the next document 0002.

Notes:

1. Where documents are not auto-numbered (outside of the DMS), assignment of the *Sequence Number* will typically be performed by searching for the last document with the given *Project Code* and *Document Type Code*, and incrementing the sequence number. For example, if the last meeting minutes document for S0924 was S0924-00CA-MOM-0014 the next meeting minute document would be identified as S0924-00CA-MOM-0015.
2. The project manager may assign a specific coding system to the sequence number for a specific project, if so required. For example 1000 series document may be associated with phase one of the project and 2000 series documents may be associated with phase two of the project.

4.2.6 Suffix

Implement as per Section 7.3.

4.3 Example Project Documents

The following examples demonstrate correct application of this standard to project documents.

Name	Title	Description
S0926-01CA-ACC-0003	New SF-G652	Approved Contract Change 0003, which is regarding a new supply fan SF-G652 for project contract 1 (123-2014).
S0926-01CA-ACC-0003_APP01	SF-G652 Datasheet	Appendix to CA-ACC-0003
S0926-01CA-CCN-0001_RES01	Additional Concrete	Contractor response (quote) to S0926-01CA-CCN-0001 document regarding Additional Concrete.
S0926-01CA-PES-0015_S	2014-10-31	Signed copy of Progress Estimate 15 for the period ending 2014-10-31.
S0926-02CM-MOM-0001	2014-09-10 Progress Meeting	Minutes of Meeting for the Contractor Progress Meeting dated 2014-09-10.
S0926-11YM-PRO-0001	Commissioning Procedure	
S0926-02DS-SPC-0003	Division 03 Specifications	Division 03 specifications for the contract represented by the project WBS code 02.

General Project Documents

4.4 Clarifications

4.4.1 Design Documents

Design documents will be identified as per Section **Error! Reference source not found.**

4.4.2 Tender Documents

Tender (Bid Opportunity and Request for Proposal) documents will be identified as per Materials Management file naming convention, as described in [Naming conventions.pdf](#).

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Contractor Submittal Documents

5 CONTRACTOR SUBMITTAL DOCUMENTS

5.1 Description

Contractor Submittal documents are typically shop drawings and product datasheets produced by the Contractor or other vendors. The submittals indicate specific manufacturing and construction details, but not overall design concepts. Design drawings, produced either by a consultant, or the as part of a design build project, shall be numbered as per the Class A Document format shown in Section **Error! Reference source not found.**

5.2 Format

The document number format for Contractor Submittal documents is shown in Table 5-1, with a description of each field in the subsequent sections.

Table 5-1 : Contractor Submittal Document Number Format

Field	Project Code		WBS Code	Category Code		VDR Code (See Note 2)		Sequence Number		Suffix (Optional)
Format	LNNNN	-	NN	LL	-	[L]CCC[CCC]	-	NNN	_	*
Example	S0926	-	11	CS	-	001	-	001	_	R01

Legend: N = numeral, L= Letter, C= character (i.e. =N or L), * = Multiple Characters

Notes:

1. The Category Code is always CS for project Contractor Submittal documents.
2. Two alternatives for VDR Codes are presented in Section 5.2.4.
3. The file extension, such as “.docx” or “.pdf” would be appended to the end of the filename, but is not technically considered to be part of the document number.
4. The suffix is separated by an underscore (_), not a hyphen (-).
5. The suffix is technically not part of the document number, but rather an extension to be utilized in special case scenarios.

Contractor Submittal Documents

5.2.1 Project Code

The *Project Code* is implemented as per Section 4.2.1.

5.2.2 WBS Code

The *WBS Code* is implemented as per Section 4.2.2.

5.2.3 Category Code

The *Category Code* is implemented as per Section 4.2.3. The *Category Code* is always CS for Contractor Submittal documents.

5.2.4 VDR Code

The Vendor Document Requirement (VDR) Code is a number that uniquely identifies each submittal package required from the Contractor. The *VDR Code* is to be between three and six numbers, depending upon the coding system utilized on the project. The two available VDR coding systems are described in the following sections.

5.2.4.1 VDR Code Scenario 1 – Custom VDR List

In this scenario, the project manager has decided that a custom Vendor Document Requirement (VDR) list is created and that the submittal requirements are to be organized and referenced based upon a custom list for the project. This list shall include discipline coding, as per Table 3-4. The discipline should generally be chosen based upon the primary group responsible for creating and/or implementing the work. For example: A process pump datasheet is a process document, even though it might have electrical motor data included.

Scenario 1 is the recommended format for large projects, to ensure that submittals are not missed. Example document numbers for this scenario are shown below, based upon the sample VDR schedule shown in Table 5-2.

Document Number	Title
S0926-12CS-S104-01	Structural - HRC Building Foundation Concrete mix design
S0926-12CS-S104-02	Structural - HRC Building Wall Concrete mix design
S0926-12CS-E103-01	Electrical - Distribution Panel DP-G701 submittal
S0926-12CS-E104-01	Electrical - Distribution Panel PNL-S702 submittal

Contractor Submittal Documents

Table 5-2 : Sample VDR Schedule

VDR	Discipline	Description	
S1**	Structural	Headworks and Grit	
S101		Excavation Plan	
S102		Shoring Plan / Shop Drawings	
S103		Piles	
S104		Concrete Mix Design	
S2**		High-Rate Clarifier Building	
S201		Excavation Plan	
S202		Shoring Plan / Shop Drawings	
S203		Piles	
S204		Concrete Mix Design	
E1**		Electrical	Headworks and Grit
E101			Transformers - MV
E102			Transformers - LV
E103			Panelboards – 600V
E104	Panelboards – 120/208V		
E2**	High-Rate Clarifier Building		
E202	Transformers - LV		
E203	Panelboards – 600V		
E204	Panelboards – 120/208V		

5.2.4.2 VDR Code Scenario 2 – VDR Based upon Construction Specification Reference

In this scenario, the project manager has decided that no custom Vendor Document Requirement (VDR) list is created and that the submittal requirements are to be organized and referenced purely upon the specification reference number. The specification reference number is typically based on the Construction Specifications Institute (CSI) format, which is sometimes referred to as National Master Specifications (NMS) format. Examples for this scenario are shown below.

Document Number	Title
S0926-12CS-033000-001	Structural - HRC Building Foundation Concrete mix design
S0926-12CS-033000-002	Structural - HRC Building Wall Concrete mix design
S0926-12CS-262417-001	Electrical - Distribution Panel DP-R701 submittal
S0926-12CS-262417-002	Electrical - Distribution Panel DP-S702 submittal

Contractor Submittal Documents

5.2.5 Sequence Number

The *Sequence Number* is a three digit number to uniquely identify the specific document, with a given *Project Code*, *WBS Code*, *Category Code* and *VDR Code*. It is usually assigned in a sequential manner with the first document assigned a Sequence Number of 001 and the next document 002.

5.2.6 Suffix

Implement the suffix as per Section 7.3.

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Quality Test Results

6 QUALITY TEST RESULTS

6.1 Description

Quality Test Result documents provide a record of completed test results during the construction, pre-commissioning, and commissioning phases of the project. Examples include construction tests such as concrete strength testing, pre-commissioning tests such as cable continuity tests, and commissioning tests. These test results are stored as records under the project.

6.2 Format

Table 6-1 : Quality Test Result Document Number Format

Field	Project Code		WBS Code	Category Code		Equipment Identifier		Sequence Number		Suffix (Optional)
Format	LNNNN	-	NN	LL	-	C[CCC]-NNN	-	NNN	-	*
Example	S0926	-	11	CQ	-	P-K311	-	001	-	S1

Legend: N = numeral, L= Letter, C= character (i.e. =N or L), * = multiple characters

Note:

1. The Category Type Code is always CQ for Construction Quality Test Results.
2. The file extension, such as “.docx” or “.pdf” would be appended to the end of the filename, but is not technically considered to be part of the document number.
3. The suffix is separated by an underscore (_), not a hyphen (-).
4. The suffix is technically not part of the document number, but rather an extension to be utilized in special case scenarios.

6.2.1 Project Code

The *Project Code* is implemented as per Section 4.2.1

6.2.2 WBS Code

The *WBS Code* is implemented as per Section 4.2.2.

Quality Test Results

6.2.3 Category Code

The *Category Code* is implemented as per Section 4.2.3. The *Category Code* is always CQ for project Construction Quality documents.

6.2.4 Equipment Identifier

The *Equipment Identifier* is the unique set of numbers and characters applied to each piece of equipment, as per the Identification Standard. However, for some disciplines, an equipment Identifier does not apply. In this case, utilize the letter “X” for the functional designator, and create a scheme for the equipment number that is appropriate for the project. An example of a scheme is as follows

Equipment Identifier	Description
X-Y001	North Road
X-Y002	South Road

It is noted that this scheme may be developed as the construction progresses.

In some cases it may be acceptable to group test results. For example, for small electrical cables, multiple cables could be shown on one test result. In this case, the equipment descriptor would utilize one or more small letter “x” in the equipment number to show that multiple pieces of equipment are included within the test result.

6.2.5 Sequence Number

The *Sequence Number* is a three digit number to uniquely identify the specific document, with a given *Project Code*, *WBS Code*, *Category Code*, and *Equipment Identifier*. It is usually assigned in a sequential manner with the first document assigned a *Sequence Number* of 001 and the next document 002, although utilizing a non-sequential system is permitted.

6.2.6 Suffix

See Section 7.3.

6.3 Examples

Document Number	Title
S0926-12CQ-X-Y001-001	Compaction Test 1 Result for North Road
S0926-12CQ-X-Y001-002	Compaction Test 2 Result for North Road
S0926-12CQ-X-Y002-001	Compaction Test 1 Result for South Road
S0926-12CQ-X-K001-001	HRC Building Foundation Pour 1 Concrete Strength Test
S0926-12CQ-X-K001-002	HRC Building Foundation Pour 2 Concrete Strength Test
S0926-12CQ-P-K301-001	Pump P-K301 pre-commissioning form
S0926-12CQ-P-K301-002	Pump P-K301 Vibration test result
S0926-12CQ-C-Kxx1-001	HRC Building (K) small cable test results (Part 1 of 2)
S0926-12CQ-C-Kxx1-002	HRC Building (K) small cable test results (Part 2 of 2)
S0926-12CQ -C-K711-01	Cable test form for cable C-K711.

General Requirements

7 GENERAL REQUIREMENTS

The general requirements apply to all documents.

7.1 Document Titles

Every document shall have a document title clearly indicated on the cover of the document. The document number and document title are independent fields. Where a DMS is utilized, the title shall also be entered into the DMS document metadata.

Document titles should contain concise descriptive information regarding the content of the document, without duplicating information that is found in the document type. The information, together with the document number should provide users with sufficient information to identify the document. Where dates are applicable, they shall be in YYYY-MM-DD format.

7.2 Revision Codes

Every document shall clearly have a revision code indicated on the cover page of the document. The revision shall be in the format as per Table 7-1.

Table 7-1 : Revision Codes

Code	Description
PA - PZ	Preliminary / Draft Release
00	First Official Revision (Tender / Construction)
01 - 99	Subsequent Official Released Revisions
##[A-Z]	A draft release of changes to the ## revision release, which when approved would be incremented to the next release. For example: revision 01B is the second draft of the changes to the 01 release document, and when approved, would later become the 02 release document.

The revision code is not part of the document number, but shall be shown on the cover page / title block of all documents.

7.2.1 Revision Description

All documents should indicate a Revision Description, to indicate the purpose of the issue, or the changes made. Examples are indicated below:

Revision	Revision Description
PA	Initial Concept
PC	Issued for 60% Review
00	Issued for Tender
01	Modified pump horsepower

General Requirements

7.3 Suffix Codes

The *Suffix Code* is technically not part of the document number, but rather an optional extension to be utilized in special case scenarios. The *Suffix Code* consists of one to three letters and an optional subsequent sequence number. While the information in the suffix is limited, it should be noted that the document title should be utilized to fully describe the document. See Table 7-2 for a list of *Suffix Codes* and their definition.

Table 7-2 : Suffix Code Designations

Code	Description
APP	Appendix
C	Commented version of the document
RES	Response to document. (Example – CCN Quote)
R	Revision of a document
S	Signed version of the document

Note:

1. *As a DMS has not yet been implemented, compatibility of this field with the DMS has not been confirmed. Use of this field within a network drive filesystem or SharePoint site is appropriate.*
2. *Stacking of multiple suffix codes is acceptable where required to indicate the document content. The suffixes are to be separated utilizing an underscore character.*

7.3.1 Appendix Files

Appendix files are additional documents appended to a main document. In some cases they may have a completely independent document number, but in other cases it is appropriate to number the document as an appendix to the main document by utilizing the APP suffix code.

7.3.2 Commented Files

During project implementation, documents are reviewed and commented on. The comments can either be integrated into the native document, such as Microsoft Word comments, or into a PDF file. The commented files are not official versions of the document, and thus require a separate filename. The filename is to be appended with “_C#”, where # is a sequential number to be applied. Multiple comment files can be produced with respect to a single document. Where a comment file is applicable to a single revision, the revision number should also be included in the filename.

Note:

1. *If the DMS incorporates a commenting system, it shall be utilized rather than the use of commented files.*

General Requirements

7.3.3 Examples

The following examples demonstrate correct application of suffixes.

Name	Title	Description
S0924-01DS-RPT-0001_C0		Excel review log on a design report that is applicable to all revisions of the document
S0924-11CA-PES-0015_S	2014-10-31	Signed copy of Progress Estimate 15 for the period ending 2014-10-31.
S0924-12CA-ACC-0003_APP01	SF-G652 Datasheet	Appendix to CA-ACC-0003
S0924-12CA-CCN-0001_RES01	Additional Concrete	Contractor response (quote) to CA-CCN-0001 document regarding Additional Concrete.
S0924-12CA-PES-0015_S	2014-10-31	Signed copy of Progress Estimate 15 for the period ending 2014-10-31.
S0924-12CA-MOM-0001_R01	2014-09-10 Progress Meeting	Revision 01 of the Minutes of Meeting for the Contractor Progress Meeting dated 2014-09-10.
1-0102-CGAD-B601_RPA_C0		1 st Commented file on PA rev.
1-0102-CGAD-B601_RPB_C0		1 st Commented file on PB rev
1-0102-CGAD-B601_RPB_C1		2 nd Commented file on PB rev

FAQ – Frequently Asked Questions

8 FAQ – FREQUENTLY ASKED QUESTIONS

Why do Class A Documents have a different coding system than General Project Documents?

Class A Documents have a different lifecycle than General Project Documents. Project documents, such as a progress estimate or meeting minutes, do not typically need to be referenced past the life of the project. However, Class A Documents, including drawings, have a life for as long as the facility is in service. Thus, Class A Documents have a document number coded by facility and area rather than by project.

How should a HAZOP workshop report be numbered?

Workshop reports are not considered to be design documents, and thus should be numbered as General Project Documents per Section 4. For example, a valid project document number would be:

S0926-05DS-RPT-0005 HRC Building HAZOP Report

What should the Revision Code be for a preliminary drawing, sealed by a professional engineer for costing purposes?

Preliminary drawings should be coded with a Revision Code in the PA to PZ series, regardless of whether the drawing is an authenticated sealed drawing. An example is shown below:

Document Number:	1-0102-PPID-S201
Revision	PC
Revision Description:	Issued for Costing

What should the Revision Code be for a drawing issued for tender, but not sealed by a professional engineer?

A drawing issued for tender is an official release. If this is the first official release of the drawing, it should have a Revision Code of 00. A subsequent revision to issue the drawing for construction and seal the document would have a Revision Code of 01.

FAQ – Frequently Asked Questions

A drawing is currently at the as-built stage and changes are proposed as part of a new construction package. Should a new document be created? How should the Revision Code be applied?

If the changes to the document are minor and do not change the overall design intent, then modify the existing drawing. The following is an example sequence of drawings revisions, which would be appropriate for the indicated situation:

Document Number	Revision	Revision Description
1-0101-PPID-D521	02	As-Built – Bid Opp. 123-2015
1-0101-PPID-D521	02A	Proposed Modifications
1-0101-PPID-D521	02B	Issued for City Review
1-0101-PPID-D521	03	Issued for Tender – Bid Opp. 456-2018

How should National Master Specification (NMS) format specifications be numbered?

Response to be developed.