

Winnipeg Sewage Treatment Program Integrated Management System



Project Document Numbering Standard

DOCUMENT NUMBER: PG-RC-PC-05

This document supersedes PG-RC-PC-03 Technical Document Numbering System.

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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 (WSTP). 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 WSTP.

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 5.2.4) |
| 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 A 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 2) |
| 3 | Construction drawings (See Note 3) |
| 4 | Demolition drawings (See Note 4) |
| - | Non-Drawings |
| A | Design documents (Class A) |
| C | Construction documents (See Note 3) |

Notes:

1. Sections of the table are shown in strikethrough format to show change from the previous Technical Document Numbering Standard. Where a project has been started with source codes 2, 3, 4, or C coordinate with the City Project Manager for specific direction.
2. Number manufacturer's drawings as per Section 5.
3. 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) |

Class A Documents

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

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 | | | | | | | |

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 |
| LTG | Lighting Drawings (<i>Plan and schematics</i>) | | | | | 1 | | | | | |
| 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 | Datasheet (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 shall not be utilized to attach documents together, which are otherwise intended 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*

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. 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 |

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.

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

General Project Documents

Management 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 in Table 4-2 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. |
| 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 | Project Design documents. Note that Class A Design documents are coded as per Section 3. For small projects, the project manager may consider only utilizing the DD (Design – General) Category Code if appropriate. |
| | 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. |
| N* | NA Construction - Automation | Documents associated with the management of construction. The audience of these documents would typically include the Design Team and possibly the contractor. Typical documents would include: Daily construction reports, Engineer construction inspections, etc. <i>Note: Automation includes instrumentation and control.</i> |
| | NB Construction – Building / Architectural | |
| | NC Construction – Civil | |
| | ND Construction – General | |
| | NE Construction – Electrical | |
| | NM Construction - Mechanical | |
| | NP Construction – Process | |
| | NS Construction – Structural | |
| | NY Construction - Commissioning | |
| 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. |

General Project Documents

| Code | Description | Notes |
|-------------|--------------------------|--|
| PU | Public | Information delivered to or received from the public. |
| QT | Quality Test Results | Quality Test Result documents are numbered as per Section 6. |
| 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 |
|---------------------|-----------------------------------|
| S5812-00PM-PLA-0001 | WEWPCC Bioreactor Project Charter |
| S5812-00PM-PLA-0002 | WEWPCC Bioreactor Project Plan |

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

Table 4-4 : Document Type Codes

| Code | Description | Typical Category | Description / Examples |
|-------------|----------------------------|-------------------------|--|
| ACC | Approved Contract Change | CA | Includes both contractor and consultant change orders. |
| 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 |
| | | N* | 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 |

General Project Documents

| Code | Description | Typical Category | Description / Examples |
|------|--------------------------------|------------------|--|
| CIR | Construction Inspection Report | N* | |
| CLA | Contractor Claims | CA | |
| COF | Correspondence - Formal | Any | Examples: Letters (i.e. bid clarification, formal consultant notice), memos |
| COI | Correspondence - Informal | Any | Example: e-mails |
| CON | Contract | BC | Letter of Intent, Contract Award, POs |
| COP | Public Correspondence | PU | Includes Complaints, Notifications |
| CRD | Construction Report - Daily | N* | Daily Construction Report |
| CRG | Construction Report - General | N* | |
| DNC | Design Notes and Calculations | D* | |
| EST | Financial Estimate | FI | |
| EVA | Bid Evaluation | BC | Bid evaluation documents, bid clarification analysis. |
| 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 | N* | Construction permit, building permits and other government permits. |
| | | SA | Safety permit. Examples: Confined Space Permit, Critical Lift Permit, Hot Work Permit |

General Project Documents

| Code | Description | Typical Category | Description / Examples |
|------|---|------------------|---|
| PES | Progress Estimate | CA | Contractor Progress Estimate (Basis of Payment) |
| PHO | Photographs | Any | |
| PLA | Plan | N* | 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 | PM | Project Management Procedure |
| | | N* | 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 | N* | |
| QIR | Quality Inspection Record | N*, D* | A document which records a specific quality inspection event . |
| QTR | Quality Test Result | QT | 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. |

General Project Documents

| Code | Description | Typical Category | Description / Examples |
|------|-----------------|------------------|---|
| RPT | Report | Any | Reports including design reports, award reports and general reports other than those identified with a specific document type code. |
| SPC | Specifications | D* | Construction Specifications |
| SKT | Sketch | CA, D* | |
| 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.*

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. |
| S0926-02CA-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 Class A Documents

Class A Documents will be identified as per Section 3. 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.

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](#).

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 documents (including drawings), produced either by a consultant, or as part of a design build project, shall be numbered as per the Class A Document format shown in Section 3 or the Project Document format shown in Section 4, as appropriate.

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 on 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.

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 QT for 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 QT for project Quality Test Result 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 |
|-----------------------|---|
| S0926-12QT-X-Y001-001 | Compaction Test 1 Result for North Road |
| S0926-12QT-X-Y001-002 | Compaction Test 2 Result for North Road |
| S0926-12QT-X-Y002-001 | Compaction Test 1 Result for South Road |
| S0926-12QT-X-K001-001 | HRC Building Foundation Pour 1 Concrete Strength Test |
| S0926-12QT-X-K001-002 | HRC Building Foundation Pour 2 Concrete Strength Test |
| S0926-12QT-P-K301-001 | Pump P-K301 pre-commissioning form |
| S0926-12QT-P-K301-002 | Pump P-K301 Vibration test result |
| S0926-12QT-C-Kxx1-001 | HRC Building (K) small cable test results (Part 1 of 2) |
| S0926-12QT-C-Kxx1-002 | HRC Building (K) small cable test results (Part 2 of 2) |
| S0926-12QT -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 / approved 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 |
| S0924-11DD-RPT-0001_C0 | Document Comments | Excel comment file applicable to all revisions of the document (alternative to examples above) |

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.

How should Construction Inspections by the Engineer be numbered?

Construction inspections reports by the engineers are considered to be Construction documents, not Quality Test Results. Construction documents are organized by discipline, as per Table 4-3. The Document Type Code for construction inspection reports is found in Table 4-4 to be CIR. Thus, for a structural inspection report for project S-924 and WBS Code 11, the document code would be:

S0924-11NS-CIR-0001

Where 0001 is the next available incremental number.

If a project is in the construction stage, and the contract administrator holds a meeting with the City, how should the meeting minutes be numbered?

Meeting minutes of meeting held with the contractor during the contract administration phase are typically numbered as follows:

S0924-21CA-MOM-0001, S0924-21CA-MOM-0002, etc

The concern is that a meeting held without the contractor should not interrupt the meeting number sequence. Thus, if meetings are held without the contractor, it is recommended to utilize the sequence number to differentiate the meetings as follows:

S0924-21CA-MOM-1001, S0924-21CA-MOM-1002, etc

How can I tell which organization created the document for the document number?

The document number does not indicate who created the document. The document's originator should be shown on the document's title page. In addition, if a DMS is utilized on the project, the DMS should have a metadata field for the document's originator.

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What is the document number for a single comment file that applies to a large group of drawings?

The document number should utilize the LIS (List) document type. For example:

S0976-11DD-LIS-0001 WSTP Level 2 Design Report Comment List