

SCHEDULE 13A

BIOSOLIDS DOCUMENT NUMBERING

SECTION A INTRODUCTION

A.1 Scope of the Document

A.1.1 This Schedule 13A has been written specifically for the NEWPCC Upgrade: Biosolids Facilities Project. It is a procedure that implements a document numbering standard for design documents and drawings. The procedure will allow for consistent file naming in an organized fashion to allow for systematic storage of all Project documents.

A.1.2 This Appendix 13A takes precedence over the WSTP Project Document Numbering Standard in Schedule 18 - Technical Requirements, Appendix 18D - City Standards. Design Builder shall only refer to the WSTP Project Document Numbering Standard in the event a document type is not covered by this Appendix 13A.

A.2 Definitions

A.2.1 The following definitions apply to the document types used in this standard:

- (a) **“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;
- (b) **“DMS”** Document Management System;
- (c) **“List”** A document containing a sequence of connected items, not related to a historical occurrence;
- (d) **“Log”** A document containing a register (list) of an event, occurrence, issue, or status;
- (e) **“Plan”** A document that outlines the processes and tasks required to implement a project or goal;
- (f) **“Procedure”** A document that defines the specific instructions necessary to perform a task or process;
- (g) **“Record”** An official document which permanently contains the particulars regarding a specific event, issue, or occurrence (i.e. Training Record);
- (h) **“Report”** A document which contains an account given of a particular subject, after thorough investigation or consideration by the author;
- (i) **“Suffix Code”** has the meaning in Section F;

(j) “WBS” Work Breakdown System.

SECTION B DOCUMENT NUMBERING FORMATS

B.1.1 Documents are numbered as per the format designated in Table 1 **Error! Reference source not found.**

Table 1: Document Numbering Formats

Document	Description	Reference
Class A Documents	Technical design documents and drawings produced to describe the work and use 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	Section C
Project Documents	Project documents are created for and used during the execution of projects. They include many design documents, but exclude Class A documents (including drawings).	Section D

SECTION C CLASS A DOCUMENTS

C.1 Description

C.1.1 Class A Documents are technical design documents and drawings produced to describe the work and used 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.

C.2 Format

C.2.1 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.

C.2.2 See Table 2 for the Class A Document number format.

Table 2: Document Number Format – Class A Documents

Field	Source Code	Facility Code	City Project Number	Discipline Code	Document Type	Area Code	Process Code	Sequence Number	Sheet Number	Suffix (Optional)
Format	C	- NNN	- LNNNN	- L	LLL	- L	C	NN	- CCC	- *
Example	1	- 0101	- S1192	- C	GAD	- A	1	01	- 001	- 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 part of the document number, and an extension to be used in special case scenarios.

C.3 Source Code

C.3.1 See Table 3 for a list of Source Codes and their definition.

Table 3: Source Codes

Code	Description
-	Drawings
1	Design drawings
-	Non-Drawings
A	Design documents (Class A)

C.4 Facility Code

C.4.1 The Class A Document Numbering System facility code for NEWPCC is as indicated in Table 4.

Table 4: Facility Code

Code	Description
0101	North End Sewage Treatment Plant (NEWPCC)

C.5 City Project Number

C.5.1 The City Project Number for the NEWPCC Upgrade: Biosolids Facilities Project is S1192.

C.6 Discipline Code

C.6.1 The disciplines are coded as per Table 5. The discipline should 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.

C.6.2 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 5: 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.

Code	Discipline	Examples
M	Mechanical (Includes HVAC/Plumbing)	Domestic water plumbing, sanitary and storm drainage, ductwork, air handling equipment, HVAC piping, fire protection systems.
O	Operations	Operating and Maintenance Manual
P	Process (Process and Process Mechanical)	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 Calculations

C.7 Document Type

C.7.1 Drawings

C.7.1.1 The available Document Type coding for Class A drawings, and which disciplines typically use these Document Type codes, are shown in Table 6.

Table 6: 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

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
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 (including section views)	1	1	1	1	1	1	1	1	1	1
GRD	Earthing/grounding					1					1
HLC	Hazardous Location Classification (Plans / Sections)					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 (Plan and schematics)					1					

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
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		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 <i>(Includes Airflow schematics)</i>					1	1				1
SST	Structural steel									1	
SVY	Survey			1							
TDW	Terminal drawing					1					1
TLD	Three-line diagram					1					1

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
UTY	Utilities (<i>site utilities such as buried piping and electrical services</i>)			1							
WDG	Wiring / connection diagram	1				1					1

C.8 Class A Documents - Technical Documents (Non-drawing)

C.8.1 The available Document Type coding for Class A Documents, other than drawings, is as per Table 7.

Table 7 : Document Types – Technical Documents (non-drawing)

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
FRS	Functional (Requirements) Specification	1									
MAN	Manual (i.e. operations Manual, maintenance manual, manufacturer manuals)							1			
PCN	Process Control Narrative / Process Control Philosophy								1		

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
SUR	Survey (Report)			1	1	1					
TLI	Technical List (Equipment, Instruments, I/O, cables, etc.)	1	1	1	1	1	1	1	1	1	1

C.9 Area Code

C.9.1 The area code is composed of a single letter, which represents a specific location in the Facility.

Notes:

1. Area codes for existing facilities at NEWPCC are listed in the WWD Identification Standard of the City Standards.
2. Refer to Table 8 for potential Area Codes that may be applicable to the NEWPCC Upgrade: Biosolids Facilities Project. Refer to the Schedule 18 – Technical Requirements for the process to modify or change Area Codes.

Table 8: Potential Area Codes – NEWPCC Upgrade: Biosolids Facilities Project

Area	Title	Description
Area A	General	Drawing index, hydraulic profile, legends, typical details applicable to multiple drawing and used across disciplines
Area C	Centrate Treatment Facility	Work associated with the Centrate Treatment Facility connections and fibre
Area D	Anaerobic Digestion Facility	Work associated with the Centrate Anaerobic Digestion Facility

Area	Title	Description
Area E	Electrical Building and Substation	Work associated with the Electrical Building power supply
Area F	Ferric Chloride Receiving and Storage Facility	Work associated with ferric chloride piping connections
Area H	Headworks Facility	Work associated with the Raw Sewage forecmain connection
Area J	Phosphorus Release Facility	Work associated with the Phosphorus Release Facility
Area N	Hauled Sludge Receiving Facility	Work associated with the Hauled Sludge Receiving Facility
Area P	Primary Clarification Facility	Work associated with the existing Primary Clarification Facility
Area R	HPO Building Reactor Facility	Work associated with flushing water piping and fibre cables
Area T	Pre-Digestion Sludge Treatment Facility	Work associated with the Pre-Digestion Sludge Treatment Facility
Area K	Digester Gas Handling Facility	Work associated with the Digester Gas Handling Facility
Area V	Biosolids Processing and Loading Facility	Work associated with the Biosolids Processing and Loading Facility
Area Y	Yard	Encompasses all exterior areas of the site including tunnels, galleries, piping outside of buildings, roads, landscaping, land drainage, and fire protection. Site plans and yard piping (utilities etc.)

C.10 Process Code

C.10.1 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.

C.11 Standard Process Codes

C.11.1 Standard process codes are shown in Table 9.

Table 9: 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 C.12.
D	Decommissioning	The document / drawing is a decommissioning document
T	Temporary Construction	The document / drawing is a temporary construction document that will have no purpose after the construction is complete.

C.12 Specific Process Codes

C.12.1 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 process codes specific to NEWPCC, refer to the City's Identification Standard. Refer to the enhanced preliminary design drawings for examples of NEWPCC process codes. These process codes may change based on the Design Builder's design.

C.13 Sequence Number

C.13.1 The sequence number is two digits long and identifies the individual documents within the document numbering scheme. The user may choose non-sequential numbering if deemed appropriate for the situation.

C.14 Sheet Number

C.14.1 The sheet number is a three-digit field used for multiple sheet drawings. Multiple sheet drawings are used 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 used. Some examples of situations where multi-sheet drawing are appropriate are as follows:

- (a) a complicated motor starter schematic that cannot fit on one drawing;
- (a) Document lists that cannot fit on one drawing; and
- (b) a room layout plan that cannot fit on one drawing.

C.14.2 Documents without multiple sheets shall have a sheet number indicated as a 001 on the document itself. Sheet numbers shall not be used to attach documents together, which are otherwise intended to be identified as separate documents.

C.15 Suffix

C.15.1 Implement the suffix as per Section F.

C.16 Additional Information Elements

C.16.1 The following additional information elements are not part of the actual document number; however, they provide useful metadata which will be used for tracking documents. This information should be attached as metadata in the document management system (DMS).

C.17 Revision Number

C.17.1 Implement as per Section E.4.

C.18 Organization and Referencing

C.18.1 Referencing Design Documents

C.18.1.1 Design drawings may be referenced within the body of any base document within an overall design package.

C.18.1.2 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.

C.18.2 Example:

Full document number of reference: 1-0101-AILD-R101-002

Document reference shown: AILD-R101-002

C.19 Document Sorting

C.19.1 The sorting of documents shall be alphabetical from left to right, first by Area codes then by discipline then by document type within a given document package or set.

C.19.2 Examples are indicated below:

Document Package – No Filtering

1-0101-AGAD-P001-001
1-0101-AGAD-S001-001
1-0101-EGAD-P001-001
1-0101-EAAA-S001-001
1-0101-EGAD-S001-001
1-0101-PGAD-P001-001

1-0101-PGAD-S001-001
 1-0101-BGAD-P001-001

Document Package – Area Code P

Document Package – Area Code S

1-0101-AGAD-P001-001
 1-0101-BGAD-P001-001
 1-0101-EGAD-P001-001
 1-0101-PGAD-P001-001

1-0101-AGAD-S001-001
 1-0101-EAAA-S001-001
 1-0101-EGAD-S001-001
 1-0101-PGAD-S001-001

C.20 Electronic File Name

C.20.1 Single Documents

Table 10: File Name Format – Within DMS

Field	Document Number	Extension
Format	As per Error! Reference source not found.	.LLL(L)
Examples	1-0101-CGAD-B601-001	.pdf
	1-0101-CGAD-B602-001	.pdf

C.21 Document Snapshot Sets

C.21.1 Document snapshot sets are not allowed in this project.

C.22 Examples

C.22.1 Examples of Class A document numbers are indicated below:

Document Number	Title
A-0101-ETLI-S001-001	NEWPCC – Secondary Clarifier Area – Electrical Load List
A-0101-CSUR-Y001-001	NEWPCC – Yard – Survey of West Field
1-0101-PPID-M105-001	NEWPCC – Main Building – Raw Sewage Pumping P&ID
1-0101-PPID-H101-001	NEWPCC – Headworks Facilities – Interceptor Junction Chamber P&ID

SECTION D GENERAL PROJECT DOCUMENTS

D.1 Description

D.1.1 Project documents are created for and used during the execution of projects, and are not design documents, or quality test results. This excludes the numbering of the following

1. Class A documents (Technical documents and drawings). See SECTION C for numbering of Class A documents; and
2. Specification. See Section **Error! Reference source not found.**

D.2 Format

D.2.1 The document number format for general Project documents is shown in Table 11 with a description of each field in the subsequent sections.

Table 11 : Document Number Format – General Project Documents

Field	Project Code	WBS Code	Category Code	Discipline Code		Document Type Code		Sequence Number		Suffix (Optional)
Format	LNNNN	NN	L	L	-	LLL	-	NNNN	_	*
Examples	S1192	15	P	F	-	MIL	-	0001		
	S1192	15	P	F	-	MIL	-	0001	_	M01

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 part of the document number, and an extension to be used in certain scenarios.

D.2.2 Project Code

D.2.2.1 The Project Code is the City of Winnipeg project number. The Project code for the NEWPCC Upgrade: Biosolids Facilities Project is S1192.

D.2.3 WBS Code

D.2.3.1 A Work Breakdown System (WBS) Code denotes which party (ex. City, Design Builder, Independent Certifier) has issued the documents with a two-digit code. The WBS codes applicable to the NEWPCC Upgrade: Biosolids Facilities Project will be provided to the Design Builder after the Effective Date.

D.2.4 Category Code

D.2.4.1 The Category Code groups the various document types. See Table 12 for a list of Category Codes.

Table 12: Category Codes

Code	Description	Notes
C	Construction	Documents associated with the implementation of construction. Example: Daily construction reports, shop drawings, and product datasheets
D	Design Documents – Project	Documents which may or may not be of a technical nature associated with the specific Project design, but would not necessarily be used for the operation and maintenance of the facility. Example: design reports
P	Project Management	Management of the overall Project or a specific contract. Includes meeting minutes, correspondence, change orders, Milestones, etc.
Q	Quality	This includes documents associated with Quality management; Quality Assurance and Quality Control of the Project from effective date to Project close out. Quality documents are numbered as per SECTION D.

D.2.5 Discipline Code

D.2.5.1 The disciplines for Project Documents are coded as per Table 13. Note that the disciplines are the same as those for Class A documents, as per Section C.5; however additional codes are included for Project Documents. The discipline should generally be chosen based upon the group responsible for creating and/or implementing the work. For example: a structural technical memo should be identified with a structural discipline code even though it may be associated with a building.

D.2.5.2 In the event that a discipline is not applicable, or the document is truly multi-disciplinary, the D - General discipline code should be selected. For example, most Minutes of Meetings will have a D - General discipline.

Table 13: Discipline Codes

Code	Discipline
A	Automation
B	Building-Architectural
C	Civil-Geotechnical
D	General
E	Electrical
F	Financial
M	Mechanical (<i>Includes HVAC/Plumbing</i>)
P	Process (<i>Process and Process Mechanical</i>)
R	Safety
S	Structural
Y	Commissioning

D.2.6 Document Type Code

D.2.6.1 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 E.2. The document types for this Biosolids Facilities Project are coded as per Table 14.

Table 14: Document Type Codes

(Differences for green and red text can be found in the notes below)

Code	Description	Typical Category	Description / Examples
AUT	Authorization	C	Documents related to the Coordination Protocol (NEWPCC Facility Inspection Request, NEWPCC Facility Inspection Authorization, etc.)
CER	Certificate	P	Certificate of Substantial Performance Certificate of Acceptance
		C	Certificate of Recognition Certificate of Performance Testing Completion Certificate of Systems Operational Testing Completion Certificate of Operations Advisory Services Completion
CHO	Change Order	P	Change Order to the DBA – issued only by the City
COR	Correspondence	P	Formal correspondence. Examples: Letters, third party email record, memos (other than technical memos).
CRT	Commissioning Report	–	Daily Commissioning Report

Code	Description	Typical Category	Description / Examples
_DIR	Directive	P	Documents associated with Change Order Directive as per Schedule 17 of the DBA
DSH	Data Sheet	C	Product data
_ENQ	Enquiry	P	Documents associated with Change Order Enquiry (Estimate and Time Impact Analysis, Request for Third Party Input)
_EST	Estimate	P	
GEN	General / Miscellaneous	P	Documents that do not fall under any other document type.
INS	Insurance	P	Insurance documents.
INV	Invoice	P	This may be submitted by the Independent Certifier and Referee and DB.
LIS	List	C, D, P, Q	Any type of list document that is not a record i.e. log of event that has occurred.
LOG	Log	C, D, P, Q	A document which is a register of events, occurrence, issue, or status.
MAG	Meeting Agenda	C, P	
MOM	Meeting Minutes	C, P	
NCR	Non Conformance Report	D, C, Q	
NTC	Notice	P	Formal notices as indicated in the DBA (Dispute Notice, Relief Event Notice, Claim Notice, etc.)

Code	Description	Typical Category	Description / Examples
PYT	Progress Payment	P	Documents related to Progress Payments (Application for Progress Payments, Confirmation of Progress Payment). This is not to be used for the Independent Certifier or Referee Invoices; it is reserved for Progress Payments.
PER	Permit	C	Construction permit, building permits and other permits required from Governmental Authorities
PHO	Photograph	C, D, P, Q	
PLA	Plan	C, D, P, Q	Any plan document written from a Project Management perspective (Project Management Plan, Health, Safety and Security Plan, Safe Work Plan, Emergency Response Plan, Commissioning Plan)
PRE	Presentation	C, D, P	Presentation (i.e. PowerPoint)
PRO	Procedure	P, C, D, Q	Project Management Procedure, Construction Procedure, or Protocol (Construction shutdown procedure, Commissioning procedure (Discipline Y))
PRP	Progress Report	P	Monthly Project Report (WBS = 10) and Weekly Construction Reports (WBS = 12).
QTR	Test Results	Q	Concrete strength testing, acoustic noise testing, electrical insulation testing result, performance guarantee test results

Code	Description	Typical Category	Description / Examples
REF	Reference Document	D	A document that is a reference for a design. Examples include a technical paper or vendor data. Also includes templates.
RFI	Request for Information	P	Design Builder's request to the City and associated response
RIS	Risk Register	P	
RPT	Report	C, D, P, Q	Reports including design reports and general reports other than those identified with a specific document type code. This is not for weekly or monthly reporting.
F	Safety	C	Worksite Hazards – only required if requested by City. This does not include the Health, Safety and Security Management Plan, which would be considered a Plan.
SCH	Schedule	P	Any Project time schedule document (Commissioning Schedule)
SPC	Specification	D	Construction Specifications (for public tendering purposes). See Section Error! Reference source not found..
SPD	Shop Drawings	C	Shop Drawings
TRN	Training	C	Documents related to Training (participant evaluation results, registers, feedback forms)

Code	Description	Typical Category	Description / Examples
VAR	Variation Order	P	Certification Services Variation Order – only used with the Independent Certifier Agreement and will be issued by the City.
VID	Video	C	Time lapse, etc.
WAR	Warranty	C	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. Coordinate with the City Representative if a code does not exist for a required document.
3. **Green text** indicates that these Document Types will be used in a procedure and will utilize suffixes to group documents together. Training will be provided by the City.
4. **Red text** indicates that these Document Types will not be available to Design Builder in their drop-down menus in Aconex. Design Builder will receive these types of documents from other parties, but is not required to generate these types of Document Types.

D.2.7 Sequence Number

D.2.7.1 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.

SECTION E GENERAL REQUIREMENTS

E.1.1 The general requirements apply to all documents.

E.2 Document Titles

E.2.1 Every document shall have a document title clearly indicated on the cover of the document. The title shall also be entered into the DMS document metadata. The document number and document title are independent fields in the DMS.

E.2.2 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.

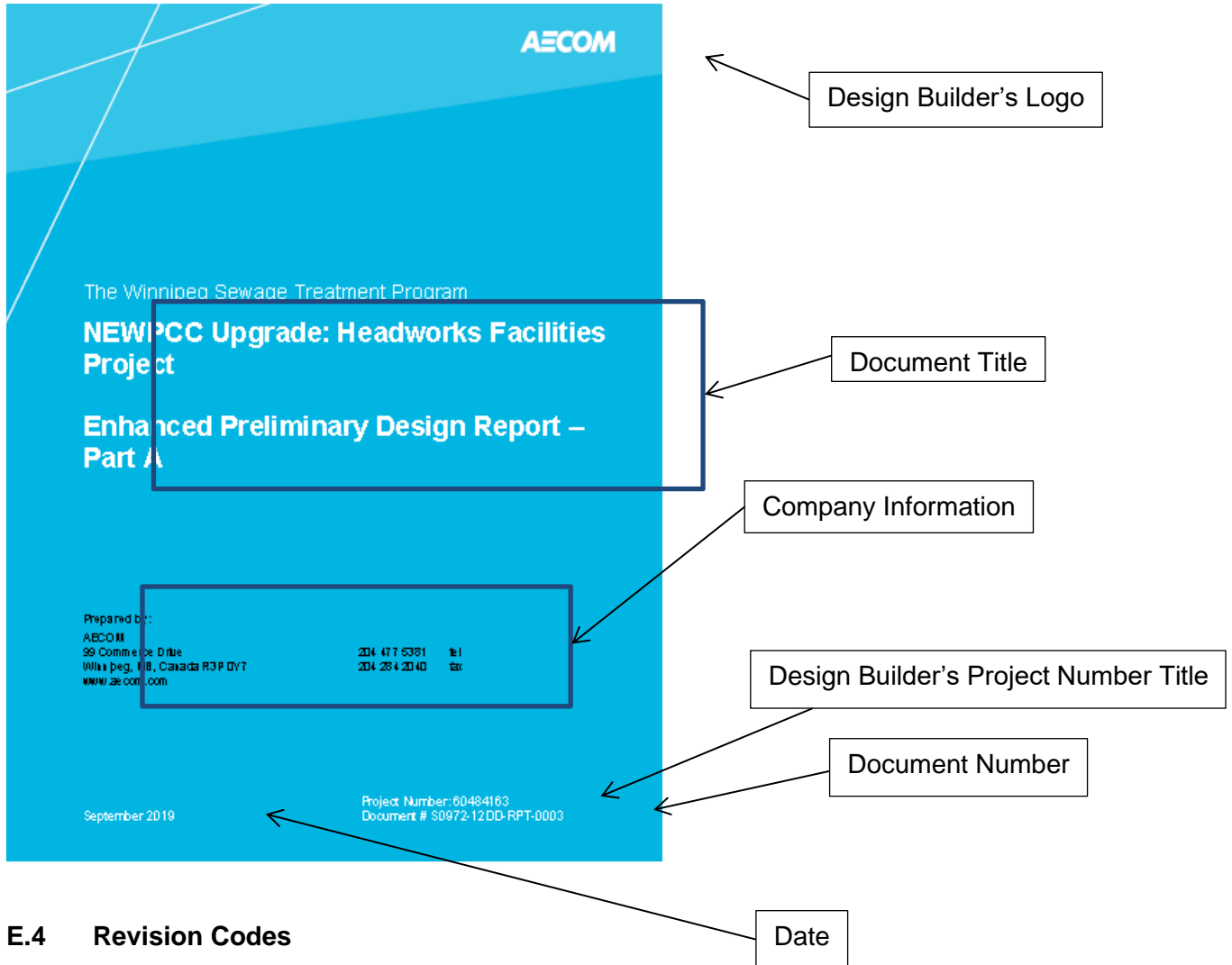
E.2.3 Document title should start with the project title in the first line and then a title indicating the contents of the document.

E.3 General Project Document Cover Pages

E.3.1 The Cover pages for general project document should consist of the following:

- (a) Document Title: this should be the same title as indicated on the DMS;
- (b) Company Logo(s): the logo of the company(ies) responsible for the document as well as that of the Design Builder;
- (c) Name of company that prepared the document;
- (d) Project Number: The Design builder may include their internal project number on the document, however it is not mandatory;
- (e) The City's Document Number in accordance with this numbering standard;

An example is provided in the figure below:



E.4 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 15.

Table 15: Revision Codes

Code	Description
PA - PZ	Preliminary / Draft Release
00	First Official Revision
01 - 99	Subsequent Official Released Revisions

E.4.1 The revision code is not part of the document number, but shall be shown on the cover page / title block of all documents.

E.4.2 Revision Description

E.4.3 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	First Draft
PC	Third Draft
00	Final Document
01	Updated Final Document

E.4.4 Commented Files

E.4.5 Depending on the contract, the Design Builder will either be replying to comments provided by the City, or generating comments for the Independent Certifier contract. All of the comments will be captured using a Comment Resolution Sheet (CRS). Specific training will be provided by the City.

SECTION F SUFFIX CODES

F.1 General

F.1.1 The Suffix Code is a part of the document number, and forms an extension to be used in special case scenarios. The Suffix Code consists of three letters and an additional sequence number should the submission require it. While the information in the suffix is limited, it should be noted that the document title should be used to fully describe the document. See Table 16 for an example list of *Suffix Codes* and their definition.

Table 16: Suffix Code Designations

Code	Description
_APP	Appendix
_CRS	Comment Resolution Sheet
_DIR	Change Order Directive
_ENQ	Change Order Enquiry
_EST	Change Order Estimate
_PLA*	Plans associated with NCRs
_NAT	Native format of the document

*Note : _PLA is only used as a Plan for NCRs, all other Plans will be uploaded per Table 4-4.

F.1.2 Suffix Codes are a useful tool when a collection of documents are being submitted as a whole. By adding each section that is required for a complete submission beforehand (via a bulk upload) this can be used as a checklist by both the DB and the WSTP to ensure all documentation has been submitted.

F.1.2.1 Suffix Codes are also useful when linking documents together that are used in procedures outlined in the DBA, such as, Change Order Enquiries, Change Order Directives (also indicated by **green text** in the Table 4-4). An Example is provided in Table 17.

Table 17: Example of Suffix Code

Main Document	Description
S1192-00PD-CHO-0001	Change Order
Addition of Suffix	Description
S1192-00PD-CHO-0001_DIR	Change Order Directive
S1192-00PD-CHO-0001_ENQ	Change Order Enquiry
S1192-00PD-CHO-0001_EST	Change Order Estimate

F.1.3 Suffix Implementation

F.1.3.1 For the Aconex DMS, implementation of suffixes will require the use of the Bulk Processing Tool to allow the auto-numbering for a document to be overridden and allow the use of the suffix. Specific training will be provided by the City.

SECTION G DOCUMENT MANAGEMENT SYSTEM IMPLEMENTATION

G.1 Metadata Fields

G.1.1 The following metadata fields shall be tracked for each document within the DMS:

Table 18: DMS Metadata Fields

Field	Mandatory	Notes
Document Number	Y	Drawings (Class A) are numbered manually. The document number for most project documents is auto generated.
Project Code	Y	Should be automatically entered for each document without user intervention. See Section D.2.2.

Field	Mandatory	Notes
WBS Code	Y	WBS codes are configured in the DMS as set up by the City. For Class A documents, select the most appropriate WBS code, as per Section D.2.3, even though the WBS code is not within the document number.
Document Type	Y	Corresponds to the Document Type Code. For project documents this is as per Section D.2.6. For drawings (Class A), only a generic Drawing document type needs to be selected, however the appropriate document type shall be coded in the document number as per Section C.7.1. For Class A Technical Documents, the document type shall be selected as per Section C.8.
Category	Y	The Category shall be selected as per Section D.2.4.
Discipline	Y	The Discipline shall be selected as per Section C.5 or Section 0, as applicable.
Area Code	N	The Area Code, while not mandatory, should be selected for all documents that are specific to an area code. See Section C.9.
Status	Y	Refers to document status. Refer to the DMS documentation.