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TECHNICAL SPECIFICATION

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HIGH PRESSURE (HP) TRANSMISSION SYSTEMS

CODING SYSTEM OF TECHNICAL DOCUMENTS AND DRAWINGS

DECEMBER 2024

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REFERENCE DOCUMENTS

Job Specification : **DSF-SPC-CIV-004** (Measuring Up and As Built Documentation)

1 SCOPE AND OBJECTIVES

This specification concerns the preparation and implementation of a coding system for all Technical documents, Specifications and Drawings of DESFA's Projects, in order to ensure the continuity of coding of all documents and drawings.


2 CODING

The coding of the all Technical documents, Specifications and Drawings shall be in accordance with the following encoding system.

2.1 Coding of Technical Documents (except Specifications)

Each **Technical document**, except a specification, which is produced during a project, it takes a unique code according to the following structure:

STRUCTURE OF TECHNICAL DOCUMENT CODE	A	B	C	D	E	F
	Project Code	Document Resource	Unit	Subject Area	Classification of Documents	Serial Number of Documents
INDICATIVE RATES	(Work Instruction 04.01)	XXXX 8XXX... 9XXX	XXX GEN	XXX	XXX	XXX/XX

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Where:

A: The code of the project for which the document is issued, as it is defined by the Owner (e.g. DSF-xxxxxxx).

B: Number indicating the origin of the document and takes the following numbering:

- xxxx: owner contract number for the documents issued by the contractor.
- 8xxx: for the documents issued by the Owner in terms of the Project.
- 9xxx: for the documents issued by the Owner for the Project but they do not consist part of the requirements of the Project, or the documentation for its implementation.


C: Unit Number taking the following rates

- XXXX: indicates the unique code of the pipeline or its stations, for which the document is issued, as defined by the Owner.
- GEN: for the documents that refer to more than one pipeline, or stations.

D: Indicates the Subject Area of the Document. Values of this part of coding are listed in **Annex 1**.

E: Indicates the classification of the document. Values of this part of coding are listed in **Annex 2**.

F: Serial number for documents with the same combination as the above mentioned having the structure XXX / XX with the second part related to the existence of different sheets of a document.

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An illustrative example of the application is included in the following table


STRUCTURE OF TECHNICAL DOCUMENT CODE	A	B	C	D	E	F
	Project Code	Document Resource	Unit	Subject Area	Classification of Documents	Serial Number of Documents
CODE	DSF- 1101401	1475	6300	ENV	STU	001

The specific document with code **DSF-1101401-1475-6300-ENV-STU-001** is related to the Environmental Impact Study of HP Pipeline to Aliveri, which was elaborated under the Contract 1475/06.

2.2 Coding of Specifications

Every Technical Specification issued during the implementation of a project is identified with a unique document code which has the structure shown in the following table:

STRUCTURE OF TECHNICAL SPECIFICATIONS	A	B	C	D	E
	Project Code	Document Resource	Classification of Documents	Subject Area	Serial Number

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INDICATIVE RATES	(Work Instruction - 04.01)	XXXX 9000 8XXX...	SPC	xxx	1XX 2XX
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Where,

A: The code of the project for which the document is issued, as it is defined by the Owner (e.g. DSF-xxxxxxx)

In case that a technical specification is generally applicable to Natural Gas Projects is defined as DSF-1000000.

B: Number indicates the resource (publisher) and the range of specification as:

- XXXX: for technical specifications issued by a Contractor for a specific project, based on the contract number (that DESFA and the Contractor have) e.g. 1475 for Technical Specifications issued under 1475-06 Contract.
- 8XXX: serial number for Technical Specifications issued by the Departments of the Division by the Owner and related to a specific Project (e.g. 8001, 8002, etc.).
- For Technical Specifications issued by the Owner that are generally applicable to gas projects, Specifications Code Numbers should be structured as follows:


DSF-SPC- Subject Area – Serial Number.

C: Default symbols take the standard value SPC thus indicating that the specific code is related to Technical Specifications.

D: Indicates the Subject Area of the Document. Values of this part of coding are listed in **Annex 1**.

E: Serial number, (depending on the type of Technical Specifications) takes values

- 1XX for Material Specifications

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- 2XX for Job Specifications.

An illustrative example of the application is included in the following table


STRUCTURE OF TECHNICAL SPECIFICATION	A	B	C	D	E
	Project Code	Document Resource	Classification of Documents	Subject Area	Serial Number
INDICATIVE RATES	DSF- 1101401	8001	SPC	ENV	201

The specific document with code **DSF-1101401-8001-SPC-ENV-201** is related to Job Specification for the Environmental Studies that was issued by the relevant Department of DESFA for the HP Pipeline to Aliveri.

2.3 Coding of Drawings

Each **Drawing**, which is produced during a project, it takes a unique code according to the following structure:

STRUCTURE OF DRAWINGS CODES	A	B	C	D	E	F
	Project Code	Document Resource	Unit	Classification of Drawings	Size	Serial Number

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INDICATIVE RATES	(Work Instruction - 04.01)	XXXX 8XXX... 9XXX...	XXXX GEN STD	XX/XX	X	XXX/XX
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Where:

A: The code of the project for which the document is issued, as it is defined by the Owner (e.g. DSF-xxxxxxx).

B: Number indicating the origin of the document and takes the following numbering:

- xxxx: owner contract number for the documents issued by the contractor.
- 8xxx: for the documents issued by the Owner in terms of the Project.
- 9xxx: for the documents issued by the by the Owner for the Project but they do not consist part of the requirements of the Project, or the documentation for its implementation.

C: Unit Number taking the following rates

- XXXX: indicates the unique code of the pipeline or its stations, for which the document is issued, as defined by the Owner.
- GEN: for the documents that refer to more than one pipeline, or stations.
- STD: for Standard Drawings
- For Standard Drawings issued by the Owner that are generally applicable to gas projects, STD Drawings Code Numbers should be structured as follows:

DSF-STD- Classification of Drawings – Size - Serial Number.

D: Number indicating the Classification of the drawings. . Values of this part of coding are listed in **Annex 3**.

The second part concerning the category 55 =, it takes the following values



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- 01: Recording Plans
- 02: Longitudinal Plans

E: Series of symbols indicating the size of the drawing. It takes the following values:

- 0: For typical size A0
- 1: For typical size A1
- 2: For typical size A2
- 3: For typical size A3
- 4: For typical size A4
- N: For non typical size

F: Serial number of the structure XXX takes values:

- for isometric drawings: based on the line number for which the Drawing is issued
- for Drawings of Category 03: depending on the type of Drawing, as follows:
 - o 001, 002, etc.: Engineering Flow Diagrams.
 - o 101, 102, etc.: Process Flow, Utility Balance, Block Flow Diagrams.
 - o 201, 202, etc.: Materials of Construction Diagrams.
 - o 301, 302, etc.: Design Pressure / Temperature Diagrams.
 - o 401,402, etc.: Packaged Unit Diagrams.
- For the rest: serial number

An illustrative example of the application is included in the following table

STRUCTURE OF DRAWINGS CODES	A	B	C	D	E	F
	Project Code	Document Resource	Unit	Classification of Drawings	Size	Serial Number



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INDICATIVE RATES	DSF- 1101401	1555	6300	93	2	001
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This project, with code **DSF-1101401-1555-6300-93-2-001** is referred to Topographical Drawing with scale 1:5000, size A2, prepared for the HP Pipeline to Aliveri under the Contact 1555/06.



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List of Code Values for the subject of Technical Documents and Specifications

ADM	Administration
ARC	Architectural
CIV	Civil (Earthworks & Concrete Structures)
COM	Commercial
CON	Construction
CPR	Cathodic Protection
DCC	Document Control
ELE	Electrical
ENV	Environmental
GEL	Geoelectrical
GEO	Geological
GET	Geotechnical
INS	Instrumentation
MAC	Machinery (Rotating Mechanical)
MEC	Mechanical
PCE	Project Cost Estimation
PCO	Project Control
PER	Permits
PIP	Piping (other than Natural Gas Service, Utilities)
PLN	Pipeline (Natural Gas Service)
PRC	Procurement



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PRJ	Project Engineering
PRM	Project Management
PRS	Process
QAC	Quality Assurance / Control
SAF	Safety
SEI	Seismic
STA	Stress Analysis
STR	Structural (Steel Structures)
TLC	Telecommunications (including RCC / SCADA / LMR / FT)
TOP	Topographical



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List of Code Values for the category of Technical Documents

BUD	Budget
CAT	Catalogue
CER	Certificate
CES	Cost Estimation
CHT	Chart
CLC	Calculation
CON	Contract
DAB	Data Book
DAT	Data Sheet
DES	Description (Technical)
IND	Index
LIC	License
LST	List
MAN	Manual
MST	Method Statement
MTO	Material Take Off
PHL	Philosophy
PLN	Plan
PRC	Procedure
PUR	Purchase Order
REG	Register



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REP	Report
REQ	Requisition
SCH	Schedule
SHT	Sheet
SOS	Scope of Services
SOW	Scope of Works
STU	Study
TAB	Table, Tabulation
GEN	General Document



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List of Code Values for the category of Drawings

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Model:	02
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Engineering Flow Diagrams (Process Issue):	03
Other Process Diagrams:	03
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