



**Hellenic Gas Transmission System Operator S.A.**  
357-359 Messogion Av., GR 152 31 Halandri  
Tel.: 213 088 4000  
Fax: 210 674 9504  
Email: [desfa@desfa.gr](mailto:desfa@desfa.gr)

## TECHNICAL SPECIFICATION

**Doc No: DSF-SPC-QAC-001**

**Rev. 4**

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### HIGH PRESSURE (HP) TRANSMISSION SYSTEMS

# CODING SYSTEM OF TECHNICAL DOCUMENTS AND DRAWINGS

SEPTEMBER 2025

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**Hellenic Gas Transmission System Operator S.A.**  
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Tel.: 213 088 4000  
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## REVISION HISTORICAL SHEET

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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
<b>CODE</b>	<b>DSF- 1101401</b>	<b>1475</b>	<b>6300</b>	<b>ENV</b>	<b>STU</b>	<b>001</b>

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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<b>INDICATIVE RATES</b>	<b>(Work Instruction - 04.01)</b>	<b>XXXX 9000 8XXX...</b>	<b>SPC</b>	<b>xxx</b>	<b>1XX 2XX</b>
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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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<b>INDICATIVE RATES</b>	(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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Fax: 210 674 9504  
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<b>INDICATIVE RATES</b>	<b>DSF- 1101401</b>	<b>1555</b>	<b>6300</b>	<b>93</b>	<b>2</b>	<b>001</b>
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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

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



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



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# APPENDIX 2



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Tel.: 213 088 4000  
Fax: 210 674 9504  
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### List of Code Values for the category of Technical Documents

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





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**REP** Report

**REQ** Requisition

**SCH** Schedule

**SHT** Sheet

**SOS** Scope of Services

**SOW** Scope of Works

**STU** Study

I **SEC** Security

I **TLC** Telecom

**TAB** Table, Tabulation

**GEN** General Document



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# **APPENDIX 3**



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357-359 Messogion Av., GR 152 31 Halandri  
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Fax: 210 674 9504  
Email: [desfa@desfa.gr](mailto:desfa@desfa.gr)

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### List of Code Values for the category of Drawings

Plot Plan and elevations:	01
Model:	02
Process Flow Diagrams:	03
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Other Process Diagrams:	03
Towers:	11
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