

STANDARD OPERATING PROCEDURE

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SUMMARY VERSION CONTROL

[illegible]

Note: Only latest amendments and/or additions are reflected in italics in the body of the document

1. PURPOSE

The purpose of this of this Standard Operating Procedure is to establish guidelines for layout, plot plan, equipment, civil, piping, instrumentation and electrical model reviews during the Engineering and Construction phases of the Project. The purpose of a 3D equipment and piping model review is to assess constructability, accessibility, maintainability and safe operation of the plant.

2. APPLICABILITY

This Standard Operating Procedure applies to contactors and designers and project development for the Business

3. DEFINITIONS AND ABBREVIATIONS

3.1 Definitions

3.2 Abbreviations

4. ACCOUNTABILITY, RESPONSIBILITY AND AUTHORITY

Project office and drawing office adherence to the guidelines to implement and guide standardization

5. STANDARD OPERATING PROCEDURE

Number of client model reviews to be done

5.1. The formal reviews envisaged are the 30%, 60%, 90% and 100% 3D model reviews.
The main purpose of these reviews is as follows:

90% model review does not end the process as there are minor and as built changes to complete the handover of a 100% model at end of document stage

This document is envisaged as a guide to meet expectations and to be formally clarified and agreed prior to reviews scheduled and minimal changes expected. Level of detail for equipment and buildings and some instances internal of for every % of review needs a bit of clarification and needs to be done prior to review preferably during project design clarification.

Level of accuracy to be declared prior to each step and impacts to be discussed and clarified of the below requirements

Specifications to be clarified and agreed including TPL specifications

5.1.1. 30% model review:

Approved/ proposed plot plan and layout

Earth works

Layout including bunds and equipment

All process pipelines 3" and above (main runs and herringbones of drain lines)

Civil and structural supports

Structures and platforms and staircases

Assess constructability including rigging study

Review all operational and maintenance aspects

Review all equipment nozzle locations and appurtenances.

5.1.2. 60% model review

Review all process lines not reviewed during the 30% review

Confirm that equipment is modelled in accordance with the vendor information.

Review all operational and maintenance aspects

Review all safety aspects of the design.

Major E&I rack runs

5.1.3. 90% model review

All E&I cable racking and routing and locations to be reviewed.

The balance of the lines.

5.1.4. 100% model review

Minor changes – to be agreed with client

As built updating and finalization prior to handover docs

The schedule of these reviews shall be finalized considering the model status required for the different review models.

5.2. Model status required before arranging the model reviews

As a general guideline the status of the model required to justify a 30%, 60%, 90% or 100% model review are as described below in point 3.1 to 3.3.

Any deviation from this standard is to be agreed between the contractor and the client before the model review will proceed. Exception lists will be populated and decision register completed

5.2.1. 30% Model status to be presented at the review

The model presented at a 30% model review includes the following

- Proposed / Approved Plot plan and fence lines Proposal to finalize plot plan layout
- Access roads in and out of depot within local municipal approvals and guides
- HAZOP'ed P&ID's
- Signed off and marked up P&IDs related to 30% modelling
- Existing services – confirmed
- Fenceline and fences/ gates and access routes in and out
- Earthworks levels and requirements
- All buildings and structures
- Bund walls and tank farm / manifold locations and floors (slopes) low point drain pits
- Roads, kerbs and access ways including emergency escape and maintainability
- Proposal of equipment layouts
- Confirm that equipment is modelled in accordance with the datasheets.
- All equipment including all nozzles based on mechanical datasheets and catalogue information. Review all equipment nozzle locations and appurtenances.
- Confirmed equipment heights to ensure drain lines will have 1:100 slope.
- Drop zones for maintenance and rigging purposes (plan and study)
- All process lines included
- Vent, drain, relief lines main headers and herring bones
- Applicable to process piping, Fire system, oily water, storm water, potable water
- Major Electrical/ instrument sleeving and draw boxes
- Proposal of Major cable trays and supports Major instrument racks and junction boxes
- Pipe racking and sleeper ways pipe bridges and requirements Civil and structural supports
- Underground services and crossings including isolation valve and instrument chambers
- Oily water and storm water
- Potable water layouts
- Major structures and platforms and staircases
- Major civil structures and access ways
- Major Security mast, draw boxes and lighting infrastructure
- Assess constructability including rigging study
- Review all operational, maintenance and legal compliance aspects

5.2.2. 60% Model status to be presented at the review

The model presented at a 60% model review includes the following

- Signed off comments from the 30% model review. Included complete review of all modified piping due to impacts of the 30% comments
- Signed off P&IDS and marked up P&IDs related to 60% modelling
- Signed off plot plan
- All equipment including all nozzles and connections based on vendor drawings approved for fabrication (B approval) excluding package units.
- Space indication and orientation for packaged units.
- All structures, operating and maintenance platforms.
- All building and accessories, HVAC and structural steel
- Building internals based on drawing and access requirements
- All access routes (routine and emergency)
- All process lines not reviewed during the 30% review (including supports, hangers etc)
- Underground detection complete
- Utility stations, Safety showers and eye baths
- Drop zones for maintenance rigging purposes
- Applicable to process piping, Fire system, oily water, storm water, potable water
- Electrical/ instrument sleeving and draw boxes
- structures and platforms and staircases
- Review all operational, maintenance and legal compliance aspects

5.2.3. 90% Model status to be presented at the review

The model presented at a 90% model review includes the following

- Signed of comments from the 60% model review. Included complete review of all modified piping due to impacts of the 60% comments
- All equipment including all nozzles and connections based on vendor drawings approved for fabrication (B approval) including package units.
- All structures, operating and maintenance platforms.
- All building and accessories and structural
- All access routes (routine and emergency)
- All piping (including supports, hangers etc)
- Utility stations Safety showers and eye baths
- Drop zones for maintenance rigging purposes
- All field mounted instrumentation, analysers, junction boxes and cable racks, including all associated equipment and pipe nozzles
- Review all operational, maintenance and legal compliance aspects (signage)

5.2.4. 100% review

- Minor changes – to be agreed with client
- As built updating and finalization prior to handover docs

5.3. Internal 3D model reviews

The model shall be reviewed during an internal model review by contractor/ Designer/ representative prior to the client model review meeting. This internal model review will be

conducted under the leadership of the piping lead engineer in conjunction with a multi-disciplinary design team.

During this review the team will decide which lines/ equipment will be offered to the client to review and use the associated colour coding. Any deviation from the model status as described in section 3 must be agreed with the client prior to the review.

The following information must be available at the model review:

- Unit area plot plan
- Underground layout drawing
- Snapshot of area (color coded)
- Register of all drawings with the revisions that were used for modelling.
- P&ID's. These P&ID's will reflect the latest design and therefore may be hand marked up.
- A complete list of lines and equipment which are going to be offered for review.
(if this is not the complete design then this will be a partial review and not a completed % review)

5.3.1. Colour coding

The following colour code is to be followed while preparing the review file for lines:

Bright Green - Ready for internal review:

Once the design of a line is complete, the design engineer will change the colour of the line to bright green. All lines that are bright green will be presented to the design team during the internal model review.

Dark Green — Not ready for client review:

All lines that are not ready for internal model review will remain dark green. These lines are therefore not ready for review. During the internal model review the design team will judge whether a line is ready to be presented to the client. In the event where a line requires significant change and is deemed not ready for the client review the line colour will be changed from bright green to orange pending the implementation of the review comments. No dark green lines will be reviewed during the client model review.

Orange — Ready for client review.

(Client preference of colour coding per product as a solution to minimise confusion to be resolved by contractor and client during clarification meetings prior to review)

All bright green lines will be reviewed during the internal model review. When the design team is satisfied with the quality of the line the colour of the line will be changed to orange indicating that the line is ready for client review. During the client review, only orange lines will be reviewed.

Client 3D model reviews

Pink - Client comments incorporated

The minutes of the model review will be issued to the design engineers. These comments will be incorporated into the model. Once the comments have been incorporated the line colour will be changed to pink. (if any changes caused other lines to be modified these will then also change to orange for client review)

These lines will be checked during the model comments sign-off session. The lines will be reviewed during the sign-off session but merely checked to confirm that the comments were correctly implemented.

Sky Blue - Release for construction

Once all comments are correctly incorporated the lines will be release for construction and the line colour will be changed to sky blue

Equipment

The following colour code is to be followed while preparing the review file for equipment:

Cyan - Issued for internal review

Equipment with a cyan colour is modelled based on catalogue information and mechanical datasheets. The equipment will be reviewed by the design team

Orange - Issued for client review

Once the design team is satisfied that the equipment accurately reflects the catalogue information and mechanical datasheets, the colour of the equipment is changed to orange. These pieced of equipment is to be reviewed during the client review.

Sky Blue - Released for fabrication/ construction

Once the equipment is release for fabrication the colour will change to sky blue. This implies that nozzle orientation and nozzle loads have been issued to the vendor for fabrication

5.4. Client 3D model review meeting

- 5.4.1. The Contractor shall arrange the review with the client and ensure that all required parties are present at the review.
- 5.4.2. The review will be chaired by an contractor representative and led by the Piping Lead Engineer with the attendance of the client. Other disciplines shall also be given the opportunity to participate whenever they consider appropriate.
- 5.4.3. The review model shall be viewed by means of a projected image onto a wall mounted screen. This facilitates easy viewing for all the participants.
- 5.4.4. Only lines colour coded for client review shall be reviewed.
- 5.4.5. Equipment shall only be reviewed to confirm that the equipment conforms to the design documentation with the exception of nozzle orientation and appurtenances which can be reviewed during the 30% model review. The design documents will be reviewed as part of the squad check process and not as part of the model review.
- 5.4.6. All comments made during the review will be added to the model as a label. Snapshots, taken of these labels, will be issued as the part of the minutes of meeting.

These labelled comments can be seen by all participants on the screen and it is the responsibility of every participant in the review to ensure that these comments are captured correctly and unambiguously.

- 5.4.7. In the event that significant changes are made during the model review, the lead piping engineer will terminate the model review of the line/equipment and will revert it back to design review stage.

5.5. Reporting

- 5.5.1. The Piping Lead Engineer shall issue the minutes of meeting within 5 working days after the model review meeting. These minutes shall include an attendance register and all the labelled comments made during the review. (Snapshots and comments)
- 5.5.2. A summary of the minutes indicating all actions to be taken, as well as indicating items requested by the client that are considered additional scope, are to be issued with the minutes.
- 5.5.3. With the minutes a statement as to the necessity of follow-up design reviews is to be made.
- 5.5.4. Formal acceptance and reply to address the short comings or disagreements

5.6. Close out of model review comments

- 5.6.1. No additional scope will be incorporated based on the model review comments unless instructed by the Client to proceed.
- 5.6.2. The next review will not commence until previous model review comments are signed off. Only the comments will be addressed during the sign off session. The lines will not be reviewed again. The sign off session can be arranged as a separate session or as the beginning of the next review. In either event the next model review will not commence without these comments signed off. Comments need to be signed off by the party that made the comment
- 5.6.3. Once the comments are signed off the colour code of the line will be updated.

6. RECORDS

7. ANNEXURES

Note: If hardcopy, check electronic system for latest revision

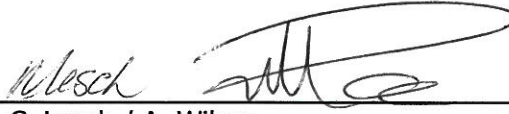
Transnet Capital Projects Document Management

Contractor Documentation Submittal Requirements

DOC-STD-0001

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Reviewed by:  6/09/2009
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Table of Contents

1. Purpose	1
2. Scope	1
3. References	1
4. Definitions / Abbreviations.....	2
4.1 Definitions	2
4.2 Abbreviations	3
5. Responsibilities	4
5.1 Contractor	4
5.2 Sub-Contractors	4
6. Procedure	4
6.1 Documentation to be Submitted	4
6.1.1 Contractor Documentation Schedule (CDS) (DOC-FAT-0001)	4
6.2 Contractor Documentation Register (CDR) (Annexure B)	5
6.3 Format in which Documentation is to be submitted	5
6.4 Documentation Preparation Requirements	6
6.4.1 Quality	6
6.4.2 Standards and Codes.....	6
6.4.3 Language	6
6.4.4 Units and Dimensions	6
6.4.5 Sizes of Documentation	6
6.4.6 Documentation with Multiple Sheets.....	7
6.4.7 Details Required on Documentation.....	7
6.5 Electronic Documentation Requirements	8
6.5.1 Table 1: Acceptable File Formats.....	8
6.5.2 Security	11
6.5.3 Scanning Requirements	11
6.6 Documentation Numbering	12
7. Revising Documentation.....	12
7.1 Revision Notes	12
7.2 Indicating Revisions	13
7.3 As-Built / Final Revisions.....	13
8. Documentation Submission	13
8.1 Documentation Submission Format	13
8.2 Electronic Transmission	13
8.3 Hard Copy Transmission	14
8.4 Transmittal Notes (Annexure A)	14
8.5 Formats and Quantities of Documentation	14
8.6 Address for Submission	14
9. Review and Acceptance of Contractor Documentation	14
9.1 Contractor Review Label (CRL).....	15
9.1.1 First Submission of Documentation.....	15



Note: If hardcopy, check electronic system for latest revision

9.1.2	Review of Documentation	15
9.1.3	Review Period	16
9.1.4	Revised Documentation	16
10.	As-Built / Final Documentation	17
10.1	Definition of Final and As-Built Status of Documentation.....	17
10.1.1	"Final" Documentation	17
10.1.2	"As-Built" Documentation	17
10.2	Preparation of As-Built Documents	17
10.2.1	Transnet Capital Projects Documents	17
10.2.2	Design, Supply and Install Contractor Documents	18
11.	Installation, Maintenance and Operating Manuals and Data Books.....	18
12.	Cancelling and Superseding Documentation	19
12.1	Superseding.....	19
12.2	Cancelling.....	19
13.	Records	19

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1. Purpose

This standard outlines the documentation requirements that are to be implemented by the *Contractor* for the preparation, submission, receipt, review, and collection of Technical and (or) Deliverable Documentation, as detailed in the Contractor Documentation Schedule (CDS).

Contractor documentation is of the utmost importance for the in-house Engineering activities as the information contained in the *Contractor's* documentation interfaces with several other disciplines for the Engineering, e.g., Mechanical, Structural, Piping, Control and Instrumentation, Electrical, etc.

The supply of high quality documentation within the time required as defined in the 'Works Information', Contractor Documentation Schedule (CDS), and *Contract* must be considered as one of the main objectives by the *Contractor*.

2. Scope

This scope defines the *Contractor's* responsibilities in terms of the preparation of all the *Contractor* Deliverables required for each *Contract*.

3. References

- ISO 9001:2000 - Quality Management Systems Requirements
- SANS 10111 - Code of Practice for Engineering Drawings
- SANS 10143 - Building Drawing Practice
- DOC-FAT-0001 - Contractor Documentation Schedule (CDS)
- DOC-FAT-0002 - Contractor Documentation Register (CDR)
- DOC-FAT-0003 - Contractor Review Label (CRL)
- DOC-FAT-0004 - Contractor Review Label (CRL) for drawings

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4. Definitions / Abbreviations

4.1 Definitions

'As-Built' Document	Is a final record of what was actually installed / constructed according to the Fabrication / Construction <i>Contractor</i> , and includes all deviations or changes from the approved AFC document(s). As-Built document(s) are required to reflect the same degree of detail as the original document(s). As-Built document(s) shall be done by all <i>Contractors</i> .
<i>Contract</i>	Formal document evidencing agreement between <i>Employer</i> and <i>Contractor</i> for supply of on site or off site services (generic term used for Purchase Orders, Contracts and Service Orders in this Procedure).
<i>Contractor</i>	The party to a contract that provides services to the <i>Employer</i> (generic term used for Vendors, Suppliers, Contractors, Consultants, etc.).
Controlled Document	Any document where its revision and distribution are recorded to ensure that Project Team Members holding a copy of the document have the current revision, and will receive future revisions, subject to a formal review and approval process.
Documentation	Collective term used to describe drawings and documents, e.g., letters, faxes, drawings, specifications, reports, manuals, standards, publications, software, etc.
Document Control	The function that ensures systematic registration, distribution, retrieval, status reporting, and storage of revision controlled documentation, typically Technical and (or) Deliverable documentation.
Document Management	Is the over-arching term used to describe the management of documentation on a Project.
<i>Employer</i>	The party to a Contract or Purchase Order to whom the goods are supplied or for whom the work or services are performed. For this project Transnet Capital Projects is the <i>Employer</i> .
<i>Employer's</i> Documentation	Shall mean all documentation issued to <i>Contractors</i> by the Project.
Engineering Deliverables	Technical documentation generated by Engineering, i.e. drawings, drawing registers, Engineering Document Registers, calculations, requisitions, equipment lists, design specifications, etc.

Note: If hardcopy, check electronic system for latest revision

'For Record' Document	A set of record drawings / documents conforming to the marked up prints, drawings and other data, handed over to the <i>Employer</i> as part of the Project Handover Procedure.
Master Document	The original wet signed (signature) document which is held by Project Office Document Control.
Native/Source Document	Original electronic file format of documentation.
Project Deliverables	Is any document, drawing, report, register, task, etc.
<i>Project Manager</i>	The Project Manager is appointed by the <i>Employer</i> , and his role is to manage the Contract for the <i>Employer</i> .
Squad Checking	The review of technical documentation by multiple Engineering disciplines in order to ensure co-ordination, communication and interface between the various disciplines; done in an area specifically allocated for the review of documentation; the process / activity is controlled by Document Control but the work is executed by the Engineering Team.
Tender Document	The formal document that expresses the terms, both Commercial and Technical, against which a Tenderer submits its Tender for Contracts.
Transmittal	Is documented evidence of the formal distribution of documentation to recipients which display Transmittal No., Title, Date, Issue Reason, Revision No. etc. It is evidence of distribution and receipt of documentation.
Uncontrolled Document	Any copy of a document where distribution is not required to be recorded, and that does not require revision control or formal review.
Working Document	The main working copy of an original document where proposed changes are recorded for incorporating into subsequent revisions.
'Works Information'	Shall refer to the <i>Works Information</i> as defined in the Contract

4.2 Abbreviations

AB	As-Built / Recorded Documentation

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AFC	Approved For Construction
CDR	Contractor Documentation Register
CDS	Contractor Documentation Schedule
CRL	Contractor Review Label
DC	Document Control
DCIS	Document Control Instruction Sheet
EDMS	Electronic Document Management System
FN	Final
RE	Responsible Engineer

5. Responsibilities

5.1 Contractor

The *Contractor* is responsible for submitting all documentation, required by the Contract, via Document Control to the relevant *Project Manager*, to comply with the requirements of this standard.

The *Contractor* is responsible for setting up and maintaining his own internal Document Control Process to ensure traceability and accountability for all information submitted to the *Project Manager*, and all information issued to Sub-Contractors.

5.2 Sub-Contractors

The *Contractor* is responsible for providing the *Sub-Contractors* with all the relevant information, and for ensuring that the *Sub-Contractors* applies the Standard, and submit their data via the *Contractor* for formal submission to the *Project Manager*. (If the *Contractor* sub-contracts work, he is responsible for providing the Works as if he had not sub-contracted.)

6. Procedure

6.1 Documentation to be Submitted

6.1.1 Contractor Documentation Schedule (CDS) (DOC-FAT-0001)

The CDS states the Employer's requirements for:

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- The document types to be submitted by the *Contractor* at various stages of the Contract
- The timing for documentation to be submitted by the Contractor
- The *Project Manager* completes the Contractor Documentation Schedule (CDS) and includes it with the Enquiry and Contract as an attachment / annexure to the 'Works Information' document. The *Contractor* submits documentation as required by the Contractor Documentation Schedule (CDS), within the time specified in the Contract. All documentation shall be submitted according to the dates specified in the Contractor Documentation Schedule (CDS).

6.2 Contractor Documentation Register (CDR) (Annexure B)

The Contractor Documentation Register (CDR) is a list of documentation that the *Contractor* is to submit in accordance with the *Contract*. The *Contractor* is to use the Contractor Documentation Schedule (CDS) as the basis for developing the Contractor Documentation Register (CDR). The CDS is the minimum requirement, and the *Contractor* is still responsible to include all documentation on the CDR required for the successful completion of the contract even if no CDS has been included in the *Contract*.

The title of the documentation shall adequately define and describe the facility and equipment where applicable. The Contractor Documentation Register (CDR) must be submitted within 2 weeks of the *Contract* award date, unless otherwise indicated on the Contractor Documentation Schedule (CDS) or in the Contract. Once the Contractor Documentation Register (CDR) is submitted, the *Project Manager* in conjunction with Document Control assigns document numbers to each document. The Contractor Documentation Register (CDR) is reviewed and returned to the *Contractor* as defined elsewhere in this Standard. The *Contractor* is to use the exact document numbers and titles as provided and listed by the *Project Manager* on the Contractor Documentation Register (CDR), on each of the documents.

The Contractor Documentation Register (CDR) is a 'live' document that shall be updated and re-submitted by the *Contractor* on a regular basis to reflect any changes made, e.g., updated planned / actual submission dates or addition of new documents requiring new numbers. Changes to a row(s) of the register shall be highlighted in colour across the entire row(s).

The Contractor Documentation Register (CDR) shall be submitted in Excel (electronic format) as well as PDF format upon each submission to the Project, and shall also be submitted with the final documentation, unless otherwise agreed as per par 6.3.

The forecast and actual submission dates shall reflect the dates of the next issue of the documentation, and once this submission reaches conclusion the dates are to be updated to reflect the next issue, i.e., the as-built documentation submission dates.

6.3 Format in which Documentation is to be submitted

Although the aim of this Standard is to encourage all documentation to be managed and submitted electronically the *Contractor* can apply to the *Project Manager* to have these requirements changed to accept only paper copies of all documentation

Note: If hardcopy, check electronic system for latest revision

6.4 Documentation Preparation Requirements

6.4.1 Quality

Documentation shall be of the highest quality to allow immediate and accurate use by the Project Manager, i.e., without any need for interpretation due to possible illegibility, or prints / copies of poor quality.

Any illegible or indecipherable drawings will be systematically rejected and returned to the *Contractor*, who shall in no case allege documentation being rejected and returned as a reason for any delay affecting delivery.

All documentation shall have sufficient borders for punching as required for filing purposes.

6.4.2 Standards and Codes

All documentation shall conform to the latest revisions of the following, i.e.,:-

- SANS 10111 - Code of Practice for Engineering Drawings, or
- SANS 10143 - Building Drawing Practice, or
- ISO 9001:2000 - Quality Management Systems Requirements

6.4.3 Language

All drawings and documents shall be in English.

6.4.4 Units and Dimensions

All units and dimensions on the *Contractor's* documentation shall be in SI units, unless otherwise specified.

6.4.5 Sizes of Documentation

6.4.5.1 Drawings

The following standard drawing sizes shall be used:

- A3 - 277 x 420mm
- A2 - 420 x 594mm
- A1 - 594 x 841mm
- A0 - 841 x 1189mm

Note:

- Drawings wider than A0 are not acceptable to the *Project Manager*
- Hard copy drawings shall be printed out at actual size, e.g., shall not print A1 size when drawing size is A0
- A4 drawings are prohibited unless issued as part of a document.

Note: If hardcopy, check electronic system for latest revision

6.4.5.2 Other Documents

All the *Contractor's* documentation other than drawings shall be prepared on standard A3 or A4 size sheets suitable for insertion into an A4 (W71) hard-core binder (file).

All documentation shall have sufficient borders to allow for punching.

6.4.6 Documentation with Multiple Sheets

6.4.6.1 Drawings

If a series of drawings of a particular area is produced by the *Contractor* (e.g., loop diagrams which may have fifty (50) or more sheets) one sequential drawing number shall be used with a series of sheet numbers.

Where more than one sheet is used, the first sheet (numbered 01) shall incorporate an index for all the other sheets in the series, including their current revision status and date.

6.4.6.2 Documents

The *Contractor's* documents with several sheets (e.g., data sheets, reports, etc.) shall be compiled as sets, i.e., a multi sheet document identified as a single document with a single document number. Thus, each sheet is identified individually, e.g., "sheet 10 of 15" and all documents shall be numbered from page 2 onwards.

Each set shall include a Table of Contents and the identification data shall as a minimum contain the following, i.e., the document number, revision number, page number and continuation information shall appear on every page of the multiple page documents. The front sheet of each document shall be page 1; however the number or wording "page 1" is not shown on the first page.

6.4.7 Details Required on Documentation

Each drawing and document shall be identified with the following information, i.e.,:-

- Project Name and Number
- Contract Number or Purchase Order Number
- Equipment Tag Number(s) (if applicable)
- Manufacturer's model / type (if applicable)
- Official Name of *Contractor's* Company
- *Contractor's* Reference Number
- Project Document or Drawing Number
- Electronic File Name (identical to the *Employer's* Document or Drawing Number and not the *Contractor's* Document or Drawing Number)
- Identification and signature of Originator, Checker, Approver, PR Eng, etc.
- Complete Descriptive Title
- Revision

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- Date

6.5 Electronic Documentation Requirements

No “Protection” or “password” will be placed on electronic files.

Electronic submissions shall conform to the minimum quality standard as listed below, i.e.,:-

- File Formats to be submitted
- All deliverables submitted by the *Contractor* must be supplied in the formats listed below, and be editable using the software listed in Table 1. Only exceptions that have prior approval from the *Project Manager* will be accepted. Software used shall be the latest generation, and where appropriate, shall be regularly upgraded.

Note:

All electronic documents shall be submitted in Adobe Acrobat (PDF) format and the ‘Native’ file shall be included at the final submission.

6.5.1 Table 1: Acceptable File Formats

Document Type	Description
Drawings	Native: Micro Station 2003 or later
	Published In: Adobe Acrobat (PDF) version 7 or later
Data Sheets (other than instrumentation)	Native: MS Excel 2003 or later
	Published In: Adobe Acrobat (PDF) version 7 or later
Data Sheets (Instrumentation)	Native: As per software used or as otherwise specified in Contract
	Published In: Adobe Acrobat (PDF) version 7 or later
Engineering Data Lists	Native: MS Excel 2003 or later
	Published In: Adobe Acrobat (PDF) version 7 or later
Calculation Outputs / Results	Native: As per software used or as otherwise specified in Contract
	Published In: Adobe Acrobat (PDF) version 7 or later
Document Viewers – Redlining	Adobe Acrobat v7 minimum with “Comments” enabled
All Reports	Native: MS Word 2003 or later
	Published In: Adobe Acrobat (PDF) version 7 or later
Report supporting Data including: Calculations, Charts,	Native: As per software used or as otherwise specified in Contract

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Graphs, Indexes, etc.	Published In: Adobe Acrobat (PDF) version 7 or later
Manuals	Native: MS Word 2003 or later
	Published In: Adobe Acrobat (PDF) version 7 or later
General Documents	Native: MS Word 2003 or later
	Published In: Adobe Acrobat (PDF) version 7 or later
Presentations	Native: MS PowerPoint 2003 or later
	Published In: Adobe Acrobat (PDF) version 7 or later
Colour Photographs / Scanned Images	Native File format: JPG Compression level 1%
Graphic Imagery	Published images in: TIF uncompressed or WMF
	Native image format: Corel Draw 7 CDR file
	Adobe Photoshop 7.0 PSD
	PowerPoint 2000 PPT file
Project Schedules	Native: Primavera P6 (preferred)
	Native: MS Project
	Published In: Adobe Acrobat (PDF) version 7 or later
Databases (preferred)	MS SQL Server 2000
Databases (non-preferred)	ODBC compliant
	Microsoft Access 2003
Data Compression	Software: WinZip 8.0
Other General Project Data	Native: Microsoft Office 2003 application or later
	Published In: Adobe Acrobat (PDF) version 7 or later

6.5.1.1 Native File

Native files shall be clean of all extraneous fonts, formats and styles to ensure inadvertent reformatting and format adjustments or difficulties that do not eventuate in downstream handling of documents.

6.5.1.2 Adobe Acrobat (.PDF) Files

PDF files shall be of a high quality and without dark background shading as definition may otherwise become lost.

The quality of Adobe Acrobat (.PDF) files shall be such that a hardcopy of a laser printed A1 Adobe Acrobat (.PDF) drawing can clearly be read in A3 size. Similarly A3 and A4

Note: If hardcopy, check electronic system for latest revision

Adobe Acrobat (.PDF) file quality shall be such that hardcopy of a laser printed A3 or A4 Adobe Acrobat (.PDF) document can clearly be read in A4 size.

The Contractor shall physically test and confirm this prior to transmitting Adobe files.

PDF files shall be saved as "Reader Extent" to make provision for the use of electronic signatures.

PDF files shall be "Optimized" to improve Quality and then "Reduce File Size" through Adobe.

6.5.1.3 Databases

Databases shall be presented in compatible format on CD Rom as specified in Table 1. Multi format documents (created from several files) shall be combined and submitted as a single Adobe Acrobat (.PDF) file.

6.5.1.4 Drawing Files

These shall be submitted in Adobe Acrobat (.PDF) and the 'Native' file format shall be submitted on the final submission unless otherwise specified. 'Native' files shall include reference / border files, etc.

A single file shall be submitted per document, i.e., under no circumstances shall different drawings with different numbers appear on one sheet under one file name, nor shall a drawing with multiple sheets be saved into one electronic file.

All CAD drawings shall be contained in one single merge file, any form of ex Ref or Reference File will not be accepted.

6.5.1.5 Sketches

These shall be A3 or A4 size scanned as Adobe Acrobat (.PDF) file.

6.5.1.6 Text Documents

Each page of a single document shall be collated into one file. (The "wet" signature Contractor Review Label (CRL) coversheet, where required, is inserted at the beginning of the document prior to review).

6.5.1.7 Tables / Diagrams

These shall be A4 and A3 size only.

6.5.1.8 Reports

Reports containing Word, Excel, DGN, DWG, brochures, etc., shall be compiled as one Adobe Acrobat (.PDF) file.

Note:

Note: If hardcopy, check electronic system for latest revision

Original colour hardcopies shall be scanned in colour to ensure all details of paper documents.

6.5.1.9 Photo's / Video's

Prints should be submitted of conventional photographs or prints and digital files of electronic images, or as specified by the Project Manager.

6.5.2 Security

Files shall be clear of known viruses and extraneous (irrelevant) macro's. The *Contractor* shall at all times have the latest generation of virus protection software. The *Contractor* shall ensure appropriate security systems are in place to prevent unauthorized electronic distributions and (or) unauthorized editing or manipulation of electronic files.

6.5.3 Scanning Requirements

Where possible 'native' files shall be converted to PDF rather than scanned from hardcopy.

Where this cannot be done all drawings and documents shall be manually scanned black and white except where colour image and fonts are required or necessary.

The settings below should be adhered to where possible and may vary depending on scanning software used. Where images rendered with these settings are unreadable, operators shall use their discretion, and adjust colour depth and resolution accordingly.

6.5.3.1 Scan Settings

- Resolution:-

Black and White - 200 dpi

Colour - 100 dpi

Fine Line Drawings - 300 dpi

- Image Type:-

Black and White - 1 Bit

Colour Line Drawings - 8 Bit (256 colours) minimum

Colour photos and rendered images - 24 Bit

Use automatic threshold to determine the white and black points

- Other Criteria to Adhere to:-

Rotate to correct reading (i.e., viewable at correct orientation)

De-skew (i.e., straighten if on a slant)

Note: If hardcopy, check electronic system for latest revision

De-speckle (i.e., remove background dirt)

Optimized (i.e., reduce file size)

Note:

When a scanned drawing is printed to be re-scanned, subsequent to, e.g., mark-ups or signatures, then it shall be scanned at a setting of 400 dpi.

6.6 Documentation Numbering

Once the Contractor Documentation Register (CDR) has been submitted by the *Contractor*, Document Control will allocate the *Employer's* documentation numbers on the Contractor Documentation Register (CDR) and return it to the *Contractor*.

A unique sequence number is allocated to each document and remains the same for each submittal of that specific document.

The *Contractor* shall use the *Employer's* document numbers and titles exactly as per the Contractor Documentation Register (CDR) on all documentation submitted.

Electronic file names for all documentation shall be exactly as per the *Employer's* documentation numbers, including the revision number.

7. Revising Documentation

All documentation carries a revision block, which must be completed in full before submitting to the *Project Manager*, and typically denotes the following:-

- NO. - Revision Number, e.g., 00, 01, etc.
- DESCRIPTION - Describes the status, e.g., Issued for Tender and a brief description of the changes made.
- BY - Person responsible for revising the document
- CHK'D - Person responsible for checking the revised document
- APP'D - Person responsible for approving the revised document
- DATE - Date of the revised document

7.1 Revision Notes

The revision block should record each change in revision with a brief but specific description of the changes made.

Terms such as "Minor Revision" or "General Revisions" shall be avoided in favour of a more specific notation.

More than one line may be used but only the revision number and date together with the relevant initials shall appear in the top line.

Note: If hardcopy, check electronic system for latest revision

7.2 Indicating Revisions

Revisions shall be clearly identified by placing a revision triangle with the correct revision number in the right hand column in the case of documents, and is adjacent to the area on the document that has been changed.

All revisions made on drawings shall be enclosed by a cloud except in cases where to add a cloud detracts from the readability of the drawing. At subsequent revisions all clouds and revision triangles from the previous formal revision shall be removed from the drawing.

7.3 As-Built / Final Revisions

Should documentation require changes upon completion of Construction, it shall be revised to an "As-Built" status, as well as bear the wording "Certified As-Built", which is indicated in the revision block of the documentation.

Should documentation not require any changes upon completion of Construction, it shall be revised to a "Final" status, as well as bear the wording "Certified Final", which is indicated in the revision block of the documentation.

8. Documentation Submission

8.1 Documentation Submission Format

All documentation shall be submitted under cover of a *Contractor's* Transmittal Note.

8.2 Electronic Transmission

The Contractor Documentation Schedule (CDS) defines which documentation shall be transmitted electronically. All electronic documentation shall be transmitted on CD ROM unless otherwise agreed as per Par 6.3.

Documentation submitted on CD ROM shall be contained in a zip file with the Transmittal Note enclosed.

Note:

In the event of documentation required urgently and the *Contractor* is not able to submit a CD ROM and (or) hard copy format timeously, then e-mail transmission may take place (but in extreme cases only)

Per e-mail - the file size may not exceed 5 MB and the Transmittal Note shall be attached.

The *Contractor* is still required to submit the relevant CD ROM to Document Control without delay.

When sending an e-mail the *Contractor* shall ensure that the subject field of the e-mail is completed as follows, i.e.,:

Note: If hardcopy, check electronic system for latest revision

- Contract Number – *Contractor's* Transmittal Number and Description of documentation transmitted.

8.3 Hard Copy Transmission

Documentation shall be submitted in printed hard copy format unless otherwise stated on the Contractor Documentation Schedule (CDS).

8.4 Transmittal Notes (Annexure A)

All documentation shall be submitted under cover of the *Contractor's* Transmittal Note indicating all *Contract* references (i.e., Project No, *Contract* No, etc.), Project Documentation Number(s), Revision Number, Title and Chronological listing of transmitted documentation.

The *Contractor's* Transmittal Note shall state the purpose / issue reason of the documentation submission.

Documentation for different purposes must be sent on separate *Contractor* Transmittal Notes. The *Contractor* shall note that documentation will be rejected if this requirement is not met.

The *Contractor* Transmittal shall be signed, date stamped and returned to the *Contractor* by Document Control.

8.5 Formats and Quantities of Documentation

The required number of copies and formats of documents / drawings shall be specified in the Contractor Documentation Schedule (CDS).

A typical example of quantities and formats would be as follows:-

- Pre-Construction – Hard copy and PDF (to be specified in 'CDS')
- Construction – Hard copy and PDF (to be specified in 'CDS')
- As-Built – Red Lined – Hard copies (Normally 3 off) (to be specified in CDS')
- Certified As-Built / Final – Hard copies (full size) and CD ROMs containing PDF and 'Native' file formats (to be specified in 'CDS')

8.6 Address for Submission

The address of submission will be as specified in the *Contract* and all submissions will be identified with the Contract Number, and the responsible *Project Manager*. All deliveries will be made to Document Control who will distribute the documentation to the relevant *Project Manager*.

9. Review and Acceptance of *Contractor* Documentation

The *Contractor* submits documentation as the *Contract* requires to the *Project Manager* via Document Control for review and acceptance.

Note: If hardcopy, check electronic system for latest revision

9.1 Contractor Review Label (CRL)

The purpose of the Contractor Review Label (CRL) is for the *Project Manager* to assign a review code to the reviewed documentation denoting the status of the documentation after consolidation of comments. The Contractor Review Label (CRL) is to be inserted by the *Contractor* as follows:-

9.1.1 First Submission of Documentation

The first revision is revision '0', with subsequent revisions '1', '2', '3', etc.

9.1.2 Review of Documentation

Acceptance of documentation by the Project will in no way relieve the *Contractor* of their responsibility for the correctness of information, or conformance with the requirements. This responsibility rests solely with the *Contractor*.

Once documentation has been reviewed by the Project, all comments are consolidated and a review code is assigned on the Contractor Review Label (CRL) to the original reviewed / marked-up drawing / document by the *Project Manager*.

9.1.2.1 Review Codes for Contractor Documentation

The Review Code resulting from the review is as follows, i.e.,:-

- Code C1 – Accepted

The *Contractor's* design / submission of documentation is accepted and the *Contractor* only needs re-submit documentation only if major changes have been made. The next submission will be the for Approval of "Redline" and / or "Final " documentation.

- Code C2 – Accepted with Comments. Revise and Resubmit

In the event that the Project returns documentation with comments noted, the *Contractor* shall, within the '*period of reply*' as defined in the *Contract Data*, make the required changes and submit the revised documentation for further review on the next revision.

- Code C3 – Not Accepted. Revise and Resubmit for Review

In the event that the Project returns documentation with "Not Accepted, Revise and Re-submit" the *Contractor*, within the '*period of reply*', make the required changes and re-submit the revised documentation on a new revision for further review. Should these revisions necessitate changes in other related documentation, the *Contractor* shall make the appropriate changes and re-submit all the revised related documentation for further review. The *Contractor* shall not proceed with any activities controlled by the *Contractor's* documentation until it has been re-submitted and acceptance indicated.

The *Contractor* revises and re-submits documentation but on the next revision until a review code 'C1' is achieved. This review process shall not entitle the *Contractor* to submit any claims due to time loss.

Note: If hardcopy, check electronic system for latest revision

- Code C4 – Review Not Required

Documentation signed at “Code C4” level is considered to be for information only and does not require further submission, and shall not be returned to the *Contractor*. However, Document Control shall issue a Transmittal only to the *Contractor* in this regard as notification.

9.1.2.2 Return of Reviewed Documentation

The original reviewed / marked-up drawing / document is scanned to PDF format and a copy is returned to the *Contractor* indicating the *Project Manager's* further instructions.

Return of the reviewed documentation is either in hard copy format, in which case the original reviewed / marked-up drawing / document is returned, or on CD.

Contractors will be advised by e-mail or fax (accompanied by a copy of the Project's Transmittal Note) that documentation is available for their collection.

9.1.3 Review Period

The *Contractor* shall allow the *Project Manager* the ‘*period of reply*’ to review and respond to the *Contractor's* submission of documentation, i.e., from time of receipt by the *Project Manager* to the time of dispatch by the *Project Manager*. However, work shall proceed without delay in the event of late return of the documentation by the *Project Manager* with prior notification in writing by the *Contractor*.

9.1.4 Revised Documentation

On receipt of the reviewed documentation the *Contractor* shall make any modifications requested / marked-up and re-submit the revised documentation within ‘*the period of reply*’ on the Contractor Documentation Schedule (CDS). Queries regarding comments / changes should be addressed with the *Project Manager* prior to re-submittal.

Any re-submittals, which have not included the changes / comments identified, will be marked with the applicable review code and returned to the *Contractor* to be corrected and re-submitted. The *Contractor* shall re-issue the revised documentation incorporating all comments on a new revision and other specified details not included in the previous issue within ‘*the period of reply*’ of receipt of the marked-up documentation.

All revised data shall be submitted in its entirety and shall reflect the revision control numbers, and shall also indicate which documentation the revised documentation supersedes, if applicable.

In the case of drawings every sheet has its own revision number and is revised as an individual document.

In the case of documents all sheets under cover of one document number shall be under the same revision number and be re-submitted, even if the revision is a minor one.

Note: If hardcopy, check electronic system for latest revision

10. As-Built / Final Documentation

This is Certified 'As-Built / Final Accepted' documentation or documentation for which no further review is required. The final documentation shall form part of the final *Contractor* Manual(s) or Data Packs

Contractors shall provide the 'As-Built' documentation that form part of the Operating, Instruction and Maintenance Manuals that were issued and accepted prior to 'As-Built' conditions for inclusion in these types of manuals by the *Project Manager*.

10.1 Definition of Final and As-Built Status of Documentation

10.1.1 "Final" Documentation

This applies to "As Manufactured and Delivered to Site".

Documentation submitted subsequently by the *Contractor* once "Final" status is reached shall be indicated as such in the Revision Notes Block as "Final" and shall also reflect the New Revision Number on the document in the revision block provided.

10.1.2 "As-Built" Documentation

This applies to "As Constructed or As Installed".

The Contractor Documentation Schedule (CDS) shall indicate the documents which are to be brought to "As-Built" status, and must be submitted only after practical completion when the documentation qualifies for "As-Built" status, and the period after completion by which they must be finalized.

10.2 Preparation of As-Built Documents

10.2.1 Transnet Capital Projects Documents

The *Contractor* responsible for completing the construction / installation works shall prepare three (3) marked up hard copies of the applicable documents to represent the As-Built condition(s). The mark-ups shall be in RED pencil or pen and be complete and accurate.

Once prepared the As-Built mark-up documentation is transmitted to Transnet Capital Projects for updating of the original design documentation.

Documents / drawings updated with information known by the *Project Manager* and as provided by *Contractors* at the completion of their *Contracts* is utilized by the *Project Manager* to update Engineering Deliverables / drawings to this status, i.e., "For Record Purposes".

Note:

File naming convention on drawings / documents shall be in accordance with the Project numbers assigned on the Contractor Documentation Register (CDR).

Note: If hardcopy, check electronic system for latest revision

10.2.2 Design, Supply and Install Contractor Documents

Contractors responsible for the design, supply and installation of equipment are responsible for producing As-Builts of their own documentation.

The *Contractor* shall prepare three (3) marked up hard copies of the applicable documents to represent the As-Built condition(s). The mark-ups shall be in RED pencil or pen and be complete and accurate.

Once prepared the As-Built mark-up documentation is transmitted to the *Project Manager* for Approval through the normal process. Once approved C1 the *Contractor* can proceed to update his drawings and submit as part of the final package

The mark-ups are returned to the *Contractor* so that they can produce the As-Built revisions.

11. Installation, Maintenance and Operating Manuals and Data Books

These shall be supplied by the *Contractor* as manuals in an A4 hard covered, red, grease and waterproof binder using two (2) ring type binders.

Drawings and charts larger than A4 shall be folded and those greater than A3 shall be enclosed in an A4 plastic pocket of adequate strength.

Manuals shall be well indexed and user friendly. Manuals shall include a summarized Table of Contents and in manuals comprising a number of files / volumes there should be one summarized Table of Contents in each of the files / volumes. The draft Table of Contents shall be submitted for review to the Project Manager prior to the compilation and official submittal of the manuals. The technical content of manuals shall be specified by the *Project Manager*.

The originals of all brochures shall be issued to the *Project Manager*. When a general brochure is applicable to a range of equipment, then the specific item, catalogue number or model number shall be stated, which is best achieved by introducing a separate index page, which cross-references the specific item to a tag number.

The address, phone numbers, fax numbers and reference numbers of all *Sub-Contractors* shall be provided.

Where manuals include drawings that still need to be revised to "As-Built" status, and such manuals are required prior to 'As-Built' status, the manual will not be considered to be in its final form until the "As-Built" version of each such drawing has been incorporated.

The required number of copies of the manual(s) shall be as specified by the *Project Manager* and submitted per type or model number of equipment included in the contract, or as specified by the *Project Manager*.

Note: If hardcopy, check electronic system for latest revision

A typical example of what the binder / file(s) shall be marked with on the spine and the front cover is as follows: -

- Project Name
- Manual Title, e.g., Installation, Maintenance and Operating Manual
- FBS No. and Title
- Manual Numbering (e.g., Volume 1 of 2, etc.)
- Contract Number
- Contractor Name

12. Cancelling and Superseding Documentation

The Document Control Procedure for cancelling and superseding is as follows:-

12.1 Superseding

If the document / drawing has been transmitted anywhere and is to be replaced by a different document number / drawing number, then it is superseded. The superseded item should go up a revision and always have the new drawing or document number written across it, as the normal practice.

The Document Controller is to check that this has been done on the drawing or document, and the revision title block should be preceded with:-

- e.g. "SUPERSEDED by 222057-2-211-M-GA-0030"

12.2 Cancelling

If the item is to be cancelled, it means the item has been previously transmitted and it is not being replaced by another drawing number / document number. In this case the Document Controller should check that the revision has gone up, the word "CANCELLED" is written across the drawing / document and the word "CANCELLED" is placed at the beginning of the revision title block

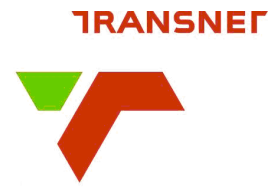
13. Records

All documents generated in terms of this standard are to be retained by Transnet Capital Projects as records in accordance with the requirements of Project Procedure DOC-P-0013.

Annexure A – Typical Transmittal Note

[illegible]

[illegible]



Transnet Pipelines

Capital & Strategic Projects, Research & Development, Continuous Improvement

DOCUMENT MANAGEMENT PROCEDURE

Document number	TPL-DM-P-0001
Revision number	00
Status	Approved for Use
Effective date	01 November 2024
Review date	01 October 2026

SUMMARY REVISION CONTROL

REV. NO.	NATURE OF AMENDMENT	PAGE NO.	DATE REVISED
00	Approved for Use		

DOCUMENTATION SIGN-OFF SHEET

I, the undersigned hereby approve this procedure.

ROLE	CAPACITY/ FUNCTION	SIGNATURE	DATE
Prepared By:	Saajid Moosa Manager: Document/Knowledge Management	<i>SAS Moosa</i>	21/10/2024
Reviewed by:	Shoaib Bux Senior Manager: Project Controls (Acting)	<i>Bux</i>	21/10/2024
Accepts document for adequacy and practicability. Comments:			
Approved by:	Russell Bradbrooke General Manager: Capital & Strategic Projects, R&D and CI	<i>RK</i>	22/10/24
Approves document for use. Comments:			

TABLE OF CONTENTS

1. PURPOSE	4
2. APPLICABILITY	4
3. REFERENCE DOCUMENTS.....	4
4. DEFINITIONS AND ABBREVIATIONS	5
5. ACCOUNTABILITY, RESPONSIBILITY AND AUTHORITY	6
6. PROCEDURE/METHODOLOGY.....	8
6.1 Function of Document Control.....	8
6.2 Management of Documentation	9
6.2.1 Identification.....	9
6.2.2 Document Submission, Review and Approval.....	13
6.2.3 Revision Control	14
6.2.4 Document Management tools and Repositories.	15
6.2.5 Publishing Documents on the Repositories.....	16
6.2.6 Document Control Reporting.....	16
6.2.7 Document Control Audits	16
6.2.8 Distribution	16
6.2.9 Storage & Filing.....	16
6.2.10 Archiving and Disposal of Business and Project Documentation	17
6.3 Project Support	18
6.3.1 Requesting Document Control Services	18
6.3.2 Project Deliverables	18
6.3.3 Project Close-out and Handover	18
7. RECORDS	19
8. ANNEXURES	19

1. PURPOSE

This document aims to establish a standardized approach for the implementation and management of Document Management Processes and Systems within Transnet Pipelines (TPL) Capital Projects department. By defining clear guidelines and responsibilities, the document ensures the consistent handling of business and project-related documentation throughout the entire project lifecycle, from initiation to closeout including hand-over, archiving and disposal.

The purpose is to maintain the integrity, accessibility, and security of all documents, thereby supporting the successful execution and completion of projects while adhering to Transnet Pipelines' operational and regulatory requirements.

2. APPLICABILITY

This methodology applies to all TPL Capital Project employees and contractors/consultants involved in the management and implementation of Document Management Processes and Systems within project execution.

This procedure is applicable to all documentation types, including technical, commercial, contractual, and general business documents, ensuring consistency, compliance, and security across the organization. Additionally, it outlines the procedures for document control, revision management, storage, distribution, hand-over and archiving, providing a comprehensive framework for managing documentation effectively across all TPL Capital Projects.

3. REFERENCE DOCUMENTS

NAME	REFERENCE NUMBER	APPLICABLE SECTIONS
Capital Projects Project Lifecycle Process / Overview Manual	PRM-M-0001 Rev 1	<i>Section 5.7</i>
Transnet Integrated Management System (TIMS) - 010 Document Data @ Records Management	TRN-IMS-GR-PROC-010	<i>Entire Document</i>

NAME	REFERENCE NUMBER	APPLICABLE SECTIONS
Review and Approval Procedure / Squad Check	TPL-DM-P-0002	<i>Draft</i>
Handover As-Builts & Technical to Drawing Office	TPL-TECH-DO-WI-001	<i>Entire Document</i>
ISO 9001:2015		<i>Entire Document</i>
Drawing Office Standard	TPL-TECH-DO-STD-0004	<i>Entire Document</i>
Documentation Deliverables Matrix	TPL-DM-FAT-0001	<i>Entire Document</i>
SYS-P-0001	Document Management Codification Procedure	<i>Entire Document</i>

4. DEFINITIONS AND ABBREVIATIONS

TPL	Transnet Pipelines
PM	Project Manager
SDC	Senior Document Controller
SMPC	Senior Manager: Project Controls
DC	Document Controller
DCIS	Document Control Instruction Sheet
TIMS	Transnet Integrated Management System
MDKM	Manager: Document & Knowledge Management
R&D	Research and Development
CI	Continuous Improvement
PSR	Project Status Report
WBS/FBS	Work Breakdown Structure/Facility Breakdown Structure
Capital Projects	Capital & Strategic Projects, R&D and CI
Transmittal	A note/form used to distribute documentation from one party to another and retained as proof of delivery or receipt.
SharePoint online	SharePoint is a collection of enterprise content and knowledge management system
Native/Source File	The original electronic file generated by the program in which the document is prepared. This format will only be published or distributed while the document is being circulated or distributed for review and comments.



Master Document	The original wet signed (signature) document which is held by Document Control.
Published file	The converted Acrobat file, which is created after the approval of the document, and is accessible to all users. PDF copies of all the revisions of a document will be retained as part of the lifecycle history of the document.

5. ACCOUNTABILITY, RESPONSIBILITY AND AUTHORITY

5.1 Executive Management

The Executive Manager (General Manager) has the responsibility and authority for ensuring compliance with this methodology and shall reserve ownership and approval thereto.

5.2 Senior Manager: Project Controls Manager

The SMPC (Senior Manager: Project Controls) has the responsibility for ensuring that this methodology is implemented for all TPL Capital & Strategic Projects.

5.3 Project / Team Managers

The Project Managers/Team Managers (all disciplines within TPL Projects) shall ensure that this methodology is implemented and adhered to by all members of the Project team and that the relevant tools are fully utilized.

5.4 Manager: Document & Knowledge Management

The MDKM (Manager: Document & Knowledge Management) shall ensure that all members of the TPL Capital Projects team are trained to a level required to apply this methodology and to use the tools involved to access, manage and control of project documentation.

5.5 Senior Document Controller

The SDC (Senior Document Controller) assigned to this programme/project shall ensure that regular status reports are supplied on the status of the various project/program related documentation and to maintain an up-to-date document register reflecting latest information.

Oversee and manage DC assigned to the programme/project, providing leadership and guidance to ensure document control processes are properly implemented.

Responsible for training and upskilling Document Controllers under their supervision, ensuring all team members are proficient in document control standards and systems.

Continuously monitor and enhance the document control processes to ensure efficiency and compliance with project requirements.

5.6 Document Controller

The DC (Document Controller) assigned to a Project shall ensure that regular status reports are supplied on the status of all project/contract related documentation and to maintain an up-to-date document register reflecting latest information.

They will also be responsible for basic training to project team members on document control processes, ensuring proper understanding and compliance with documentation procedures.

The DC will be under the direction and guidance of the Senior Document Controller, depending on the complexity of the Project.

6. PROCEDURE/METHODOLOGY

6.1 Function of Document Control

The sole function and mission of TPL Capital Projects Document Management is to manage, control and maintain the integrity of TPL Business and Project documents while allowing easy retrieval, archiving, access, reference, classification and distribution of documentation.

Document Control achieves this function through the following objectives:

- Provide safe storage and backup of all documents.
- Provide access to the latest Approved documentation and Revision Control.
- Provide a clear record of approved deliverables per project phase and over the life of the project.
- Provide measures to maintain restricted access to confidential documents.
- Provide an accurate and complete archive of Capital Projects documents at the end of each project phase as well as at the end of the project.
- Provide the control of reviews and approvals of documents.
- Provide proof and track of all distributions of documents.
- Provide documentation reports for auditing purposes.
- Ensure that all project and contract-related documentation adheres to standardized templates and meets the highest quality standards.
- Provide Document Management input into Project Works Information/Scope of Work for all Tender documentation.

6.2 Management of Documentation

6.2.1 Identification

TPL Capital Projects Document Control identifies business and project documentation in accordance with SYS-P-0001 (Group Document Management Business Codification) and TPL-TECH-DO-STD-001 (Drawing Office Standard).

All documentation must have a unique document number assigned which can be requested from DC, documentation issued for distribution or use on a project without a number will be rejected and returned to originator for rework.

6.2.1.1 Technical Project Documents

All technical documents shall be numbered according to the following convention.

Table 1 – Technical Drawing Numbering Convention

Part in order of Mask	Description	Examples of valid data
AANNNN	Project Number	HO1298
NNN	Depot Code	IVW
NNA	WBS – Optional	000
A	Discipline Code	M (As per SYS-P-0001)
AA	Document Type (for drawings this will be limited to two characters)	GA (As per SYS-P-0001)
NNNN	Sequential Number by document category.	0002
(NN)	Sheet no – note only for drawings	01/02/03

Technical Drawing Numbering Example:

Example Number	Definition
HO1298-IVW-000-M-GA-0002-02	The 2nd sheet of the 2nd Mechanical GA for the IVW Tanks Project

The technical document uniqueness will be a combination of the project number, Depot, WBS, discipline, document type, sequential document number and in the case of drawings the sheet number. The document revision number will be an attribute of the document.

6.2.1.2 Project Documents

Table 2 – Project Document Numbering Convention

Part in order of Mask	Description	Examples of valid data
AANNNN	Project Number	HO1298
AAA	Document Type	RPT (Report)
NNNN	Sequential Number by document category.	0001

Project Documents Numbering Example:

Example Number	Definition
HO1298-RPT-0001	IVW Tanks Project – Report No. 0001

The document uniqueness will be a combination of the project number, document type and sequential document number. The document revision number will be an attribute of the document.

6.2.1.3 Contract and Package Related Project Documentation

All contract related documentation will be numbered as per below mask using the Contract Number from Procurement:

Table 3 - Contract & Package Document Numbering Convention

Part in order of Mask	Description	Examples of valid data
AANNN	Project Number	HO1298
NNNA	Contract/Package Number	TPL-2024-02-0005-56313-RFQ
AAA	Document Type	PMI
NNNN	Sequential Number by document category.	0005

Contract and Package Document Numbering Example:

Example Number	Definition
HO1298- TPL-2024-02-0005-56313-RFQ-PMI-0005	Project Managers Instruction – No. 0005 under the IVW Tanks Project's EPCM Contract.

The document uniqueness will be a combination of the project number, package/contract number, document type and sequential document number. The document revision number will be an attribute of the document.

6.2.1.4 Business Functional Documents

Table 4 – General Document Numbering Convention

Part in order of Mask	Description	Examples of valid data
TPL	Transnet Pipelines	TPL
AA	Functional Category	DM <i>Table 5 below</i>
AAA	Document Type	P <i>As per SYS-P-0001</i>
NNNN	Sequential Number by document Category and Doc. Type	0001

Business Functional Document Example:

Example Number	Definition
TPL-DM-P-0001	TPL Document Management Procedure No. 0001

Functional Categories:

Table 5

Functional Category	Code
Project Management	PM
Reporting	RP
Construction	CM
Document Management	DM
Knowledge Management	KM
Project Controls	PC
Cost Control/ Management	CC
Planning	PL
Quantity Surveying	QS
Engineering	EN
Contract & Procurement	CP
Research & Development	RD
Continuous Improvement	CI
Business Development	BD

6.2.1.5 Document Metadata Attributes

The format of document metadata as prescribed and set in SYS-P-0001 is as follows:

- Type - Format of document (either native or pdf)
- Name - Document number
- Rev No - Revision status of current document
- Title - Document description/title
- Project - Project Description and project Number.
- Status - State of current document (either Final or Draft)
- Originator - Person who initiated the document.
- Modified Date - Date when the document was uploaded or updated (auto generated)
- Modified by - Person who uploaded or updated the document (auto generated).

Example of the metadata layout of the EDMS will be reflected once the selected system has been implemented:

6.2.2 Document Submission, Review and Approval

TPL Capital Project DC shall implement project document review(s) and approval(s) process as per the Squad Check procedure TPL-DM-P-0002.

The project document controller shall capture and maintain records reflecting the content and decision of all reviews.

The Originator of the document is responsible to validate the suggested changes incorporate the relevant changes/comments into the document.

The process workflow for DC will be in accordance with Annexure E, thus ensuring all documentation undergo a Review and Approval process prior to registration and distribution.

6.2.2.1 General Documentation

All project/contract documentation shall be submitted to DC for capturing, control and safekeeping. All project documentation shall be issued and distributed through DC. Document control shall prepare, generate, capture and manage transmittals/emails for such distribution.

6.2.2.2 Correspondence

All project correspondence of any nature and form shall be forwarded to Document Control for capturing and safekeeping. Project managers shall apply Transnet Information Classification Policy, Records Management Policy at their discretion to determine the criticality and value of information and thereafter advise and instruct Document Controllers whether to capture correspondence.

Day-to-day correspondence, by way of e-mail shall be sent to dedicated DC e-mail address allocated to various regions around all depots/Projects/Programmes (e.g. TPL Doc Control (TPLProjectsDC@transnet.net)).

All documentation whether incoming or outgoing, shall be distributed via DC which will maintain complete registers of all correspondence. Unless documentation has been registered by Document Control it will not be considered as official. Document Control will be responsible to upload all approved project correspondence into the applicable EDMS.

6.2.3 Revision Control

TPL Capital Projects DC applies document management principles to manage the life cycle of documents through stringent revision control.

6.2.3.1 General Documents

General Documents include business and project documents (Templates, Policies, etc.)

6.2.3.1.1 "Draft" Documents

All draft documents shall be assigned, and clearly marked with a single **"Single Numeric"** revision (e.g. 0, 1, 2 etc)

6.2.3.1.2 "Approved" Documents

All approved documents shall be assigned, and clearly marked with **"Double Numeric"** Revisions (e.g. 00, 01, 02 etc)

6.2.3.2 Drawings

6.2.3.2.1 "Tender" Drawings

All Tender drawings shall be assigned, and clearly marked with **"Alpha-numeric"** revisions (e.g. 0A, 0B, 0C etc)

6.2.3.2.2 "Approved" Drawings

All approved drawings shall be assigned, and clearly marked with **"Double Numeric"** Revisions (e.g. 00, 01, 02, etc)

6.2.3.2.3 "As Built" Drawings

All approved As-Built drawings shall be assigned, and clearly marked with **"Alphabetic"** Revisions (e.g. ZZ etc).

6.2.4 Document Management tools and Repositories.

6.2.4.1 Document Numbering

All Document numbers generated must be in line with SYS-P-0001 and TPL-TECH-DO-STD-001 and using elements of Table 5 (Functional Categories).

6.2.4.2 Share Point

All TPL Capital Projects employees will have "read only" access to the TPL Capital Projects Transnet SharePoint portal Site. Only authorized personnel will be granted "read/write" access to restricted portal sites. All requests for access for project documentation shall be done via the Project Manager and DC via email.

6.2.5 Publishing Documents on the Repositories

All business and project documents shall for security purposes be published in formats which will prevent unauthorized alteration or modification. Therefore, all business and project shall be published in "PDF" format. All native files shall be captured and managed in the repositories which are only accessible by Document Control and respective Discipline work area employees,

6.2.6 Document Control Reporting

Document controllers shall generate status reports reflecting the progress of document deliverables per discipline in accordance with the project deliverables matrix (TPL-DM-FAT-0005). Such reports shall be generated monthly for PSR or as and when the project manager(s) make requests for such reports.

6.2.7 Document Control Audits

Document Control shall conduct periodic audits with the purpose of assessing internal compliance with Document Control procedures and identifying opportunities for improving internal procedures to provide better support to projects. Document Control Audits both internal and external shall be conducted by the SDC and MDKM respectively.

The SDC shall conduct audits half yearly on their allocated projects/programs and shall generate reports reflecting their findings, exceptions and recommendations.

6.2.8 Distribution

Distribution and approval of project documentation shall be affected in accordance with the Project Manager's instruction, Document Control Instruction Sheet and the Deliverables Matrix.

6.2.9 Storage & Filing

TPL Capital Projects DC understands the value of business information and the preservation thereof, and accordingly provides limited secure filing and storage for business and project documentation.

6.2.9.1 Storage

In case of hardcopies, Document Control office shall store Project Documents in approved secured storage areas which are accessible only by Document Control.

Paper documentation shall be stored in appropriate, secure and access-controlled storage areas as required by the Transnet ICT Physical and Environmental Security Standard as per TIMS Document, Date and Records Management Procedure (TRN-IMS-GRP-PROC-010)

6.2.9.2 Filing / Hardcopy & Electronic

All Document Controllers shall create, control and manage clearly marked project and/or contracts files which will contain all project and contract data and documentation, the preferred method will be for a fully electronic filing system created in SharePoint or the selected EDMS system.

All technical documents (e.g. drawings, maps etc) which for valid reasons cannot be filed in the project file shall be stored, hung in the dedicated drawings racks and or hangers which shall be housed in approved secured storage areas which are accessible only by Document Control.

All engineering information will be handed over to the Drawing Office for records and storage.

6.2.10 Archiving and Disposal of Business and Project Documentation

TPL Capital Projects shall archive business and project documentation in accordance with TIMS Document, Date and Records Management Procedure (TRN-IMS-GRP-PROC-010).

The selected archiving facility provided must be in a secure, climate-controlled archive room or off-site storage facility.

Document Management will periodically review archived documents for retention compliance and maintain a register of all retrieval and return activities.

Access will be controlled and restricted to authorized personnel only.

Documents will be periodically reviewed for retention compliance and those exceeded will be disposed by shredding or other approved methods, a register of disposals will be utilized as per TIMS Document, Data and Records Management (010).

6.3 Project Support

The DC function extends to the execution of projects, and its sole mission is to facilitate and control the delivery of project documentation. Document Controllers will support project by registering, capturing, filing, distributing, storing and reporting on project document deliverables.

All Document Controllers shall be duly appointed to the project through Mobilisation forms as Annexed in TPL-PL-P-0001 (Planning Procedure).

6.3.1 Requesting Document Control Services

DC shall be requested by way of completing the Document Control Instruction Sheet (DCIS) and/or direct requests by e-mails where and when it is necessary to do so. The DCIS shall be obtainable from DC as per Annexure C

6.3.2 Project Deliverables

The SDC and DC shall facilitate and control the delivery of project document deliverables. These deliverables shall be determined and confirmed by the SDC/DC and the Project Manager at project initiation. SDC/DC shall report the progress on the delivery of documents deliverables throughout the lifecycle of the project.

6.3.3 Project Close-out and Handover

The project document handover process shall be conducted in accordance with procedure TPL-TECH-DO-WI-001 (Handover As-Builts & docs from Technical to Drawing Office).

Handover document requirements will be confirmed and agreed between the Depot/Facility Manager and PM.

The handover will be done either electronically via the EDMS or hardcopy as agreed.

7. RECORDS

All hardcopy and electronic documentation created by TPL Capital Projects will be saved in the appropriate Project and Contract filing structures (Annexure A & B), either in a physical project file or within the designated EDMS.

8. ANNEXURES

A – PROJECT FILE INDEX (TPL-DM-FAT-0001)

B – CONTRACT FILE INDEX (TPL-DM-FAT-0002)

C – DOCUMENT CONTROL INSTRUCTION SHEET (TPL-DM-FAT-0003)

D – TRANSMITTAL (TPL-DM-FAT-0004)

E – DOCUMENT DELIVERABLES MATRIX (TPL-DM-FAT-0005)

F – DOCUMENT CONTROL PROCESS FLOW (TPL-DM-WF-0001)

ANNEXURE A – PROJECT FILE INDEX (TPL-DM-FAT-0001)

FILE REFERENCES	
PROJECT ADMINISTRATION	
File Section	Project File Index
P.01	SCOPE MANAGEMENT 01. Project Registration Form 02. Joint Venture-JV Agreements 03. Client / Owner Requirement Specification (ORS) 04. Project Scope of Work / Project Brief 05. Project Business Case 06. Project Execution Plan (PEP) 07. Project Insurance Policies & Guarantees 08. Project Definition (PSA & WBS) 09. Project Life Cycle Process (PLP) / Gate Review 10. Scope Changes and Approvals (PCN) 11. Project Closeout Plan / Report
P.02	TIME MANAGEMENT 01. Baseline/Project Schedules (P6) 02. Project Integrated Schedules (Updates / Forecasts) 03. Contractor Schedules (refer contract Index section: C.02.12) 04. Latest Project Progress Curves
P.03	FINANCIAL MANAGEMENT 01. Baseline Estimates / Budgets / BOQ's / EPCM Estimates 02. Project Financial Model 03. Project CAP Forms / Warrants 04. Contingency Review 05. Project Cash Flow and Cost Reports 06. Invoices (Project; EPCM)
P.04	QUALITY MANAGEMENT 01. Project Quality Plan 02. Reports (Project Reviews; Test Reports; NCR's) 03. Project Quality Audits 04. Concession Register
P.05	HR MANAGEMENT 01. Project ORG Chart / Responsibility Chart / Matrix / Contacts List 02. Project Man-Plan (Manhour Histograms) 03. Staff Forms (Mobilization; Demobilization; Secondments) 04. Projects Reports (SAP; PRM) 05. Delegation of Authority (NEC Appointments - Project Manager + Supervisor)
P.06	COMMUNICATION MANAGEMENT 01. Minutes of Meetings (Project / Client / Engineering Progress; General) 02. Incoming Correspondence (fax; letters; memo; transmittals; emails) 03. Outgoing Correspondence (fax; letters; memo; transmittals; emails) 04. Reports (Registers) 05. Communications (EPCM & Contractor) 06. EPCM - Request for Information (RFI) 07. EPCM - Early warning (EW) 08. EPCM - Requests (REQ) 09. EPCM - Compensation Events (CE)
P.07	RISK MANAGEMENT 01. Baseline Project Risk Register 02. Risk Management Plan / Register 03. Project Risk Reviews (Workshops; Minutes of Meetings; Risk List)
P.08	HEALTH & SAFETY MANAGEMENT 01. Plans - (Health & Safety / Functional Executional Plan) 02. Health & Safety Standards 03. Safety Induction Records / Safety Appointments 04. Health & Safety Statistics / Specifications 05. Site Access Certificates (*internal projects) 06. Minutes of Meetings 07. Reports (Monthly Safety Report; Safety Audit Report; Safety NCR's; SOC's) 08. Medical Examinations (Entry & Exit) 09. Legal Registers
P.09	ENVIRONMENTAL MANAGEMENT 01. Construction Environmental Management Plan 02. Application for Authorizations (Basic Assessment / ROD's / EMP's) 03. Environmental Specification (Project / Standard) 04. Environmental Impact Assessment (EIA) 05. Environmental Audits 06. Environmental NCR's 07. Licenses
P.10	PROCUREMENT MANAGEMENT 01. Procurement Package Plan (PPP) 02. Tender 1 03. Tender 2 01. Tender Document 02. Site Clarification 03. Tender Addendums 04. Tender Clarification Minutes 05. TEAR Document 06. Procurement Schedule (EPCM)
P.11	ENGINEERING (separate Design file) 01. Design Basis 02. Geotechnical 03. Surveys 04. Drawings 05. Images & Photos 06. Technical Specifications & Reference Documents 07. Reports 08. Technical Minutes of Meetings 09. Data Sheets 10. Design Calculations 11. Engineering Change Notice (ECN) 12. Drawing Register

ANNEXURE B – CONTRACT FILE INDEX (TPL-DM-FAT-0002)

FILE REFERENCES	
CONTRACTS ADMINISTRATION	
File Section	Contract File Index (NEC)
C.01	CONTRACT DOCUMENT
	01. Contract Document <i>(approved)</i>
	02. Performance Bond <i>(original secured in safe custody / fire proof safe)</i>
	03. Contractor Drawings
	04. Supplier Development
	05. Contractor Key Resource (CV)
	06. Progress Photo's
	07. Dispute Resolution
C.02	CONTRACTOR - CORRESPONDENCE
	01. Minutes of Meetings <i>(Contract Progress / Employer / Construction / Kick-off)</i>
	02. Incoming Correspondence <i>(fax / letters / memo / transmittals / emails)</i>
	03. Outgoing Correspondence <i>(fax / letters / memo / transmittals / emails)</i>
	04. Principal Controlled Insurance Certificate PCI & Declarations
	05. Dairies <i>(Daily / Site)</i>
	06. Site Instructions
	07. Early Warnings-EW's <i>(Contractor / Employer)</i>
	08. Field Engineering Queries-FEQ's
	09. Project Managers Instruction-PMI's
	10. Contract Notifications / Request for Information-RFI's
	11. Compensation Events-CE's <i>(Contractor / Employer)</i>
	12. Construction Program / Schedule
	13. Registers <i>(CE's / EW's / Risk / PMI's / Meeting Minutes)</i>
	14. Overtime Authorization
	15. Contractor Progress Report
C.03	CONTRACTOR - PAYMENTS / COSTS
	01. Invoices / Payment Applications / Certificates <i>(Application Schedule of Dates)</i>
	02. Baseline Estimates / Budgets / Bill of Quantities-BOQ's
	03. Contract Cash Flows
	04. Contract Contingency Reviews
	05. Contract Claims
	06. Quantity Re-measurements
C.04	CONTRACTOR - QUALITY
	01. Contractor Quality Control Plan (QCP) & Method Statement
	02. Project / Contractor Quality Plan (QP)
	03. Quality Audits
	04. QC Test Reports / Test Certificates
	05. Non-Conformance Reports-NCR's
	06. Concessions + Register
	07. Defects List
	08. Quality Dossier / Data Pack / Data Book <i>(in separate file)</i>
C.05	CONTRACTOR - RISK
	01. Contract Risk Register
	02. Minutes of Meetings
	03. Risk Reduction
C.06	CONTRACTOR - HEALTH & SAFETY
	01. Safety Appointments
	02. Safety Inductions
	03. Medicals
	04. Lost Time Injury-LTI / Incident Reports / Strike Action Plan
	05. Planned Task Observation Forms / Daily Safety Task Instruction-DSTI
	06. Method Statements <i>(incl. Risk Assessment)</i>
	07. Permits <i>(Access Permits / Permit to Work / Excavation Permit)</i>
	08. Safe Work Procedures-SOPS
	09. Health & Safety Specification
	10. Toolbox Topics
	11. Visible Field Leadership-VFL
	12. Principal Health & Safety Management Plan
	13. Reports <i>(Monthly Safety Report / Safety Audit Report / Safety TEAR Report / Safety NCR's)</i>
C.07	COMMISSIONING
	01. Commissioning Functional Execucutional Plan
	02. Punch Lists
	03. Check Out Acceptance Certificates
	04. Take Over Certificates
	05. Care, Control, Custody Certificates
	06. Occupational Plan
C.08	CLOSEOUT
	01. Asset Capitalization Forms
	02. Final Account Statement-FAS
	03. Completion Certificates / Certificate of Compliance-COC's
	04. Financial Closeouts
	05. Health & Safety Closeout Reports
C.09	EPCM PACKAGED DOCUMENTS <i>(includes.....SoW / BoQ / SCH / ES, etc.)</i>

PROJECT No : _____		CONTRACT No : _____	
TO :	Document Control	DATE : _____	
ORIGINATOR :	_____	DISCIPLINE : _____	

☐	FOR CLIENT APPROVAL
☐	FOR INFORMATION ONLY
☐	FOR REVIEW
☐	OTHER (PLEASE SPECIFY)

Transmittal No./s : _____

Doc Control Signature : _____

Date : _____

ANNEXURE D – TRANSMITTAL (TPL-DM-FAT-0004)



Document Transmittal Note

TO : _____	DATE : _____
LOCATION : _____	FROM : _____
ATTENTION : _____	ORIGINATOR : _____
	PROJECT No : _____
	TRANSMITTAL NO. : HOXXXX-TRO-0001

PURPOSE OF ISSUE (indicate with an "X" in the appropriate block)

☐ APPROVED FOR CONSTRUCTION	☐ FOR APPROVAL	☐ AS - BUILT
☐ APPROVED FOR DESIGN	☐ FOR INFORMATION ONLY	☐ FINAL HANDOVER
☐ FOR TENDER PURPOSES / ENQUIRY	☐ FOR REVIEW / COMMENTS	☐ OTHER
☐ FOR CONTRACT / PURCHASE / SERVICES	☒ RETURN OF DOCUMENTATION	

ADDITIONAL REMARKS BY ORIGINATOR (if applicable)

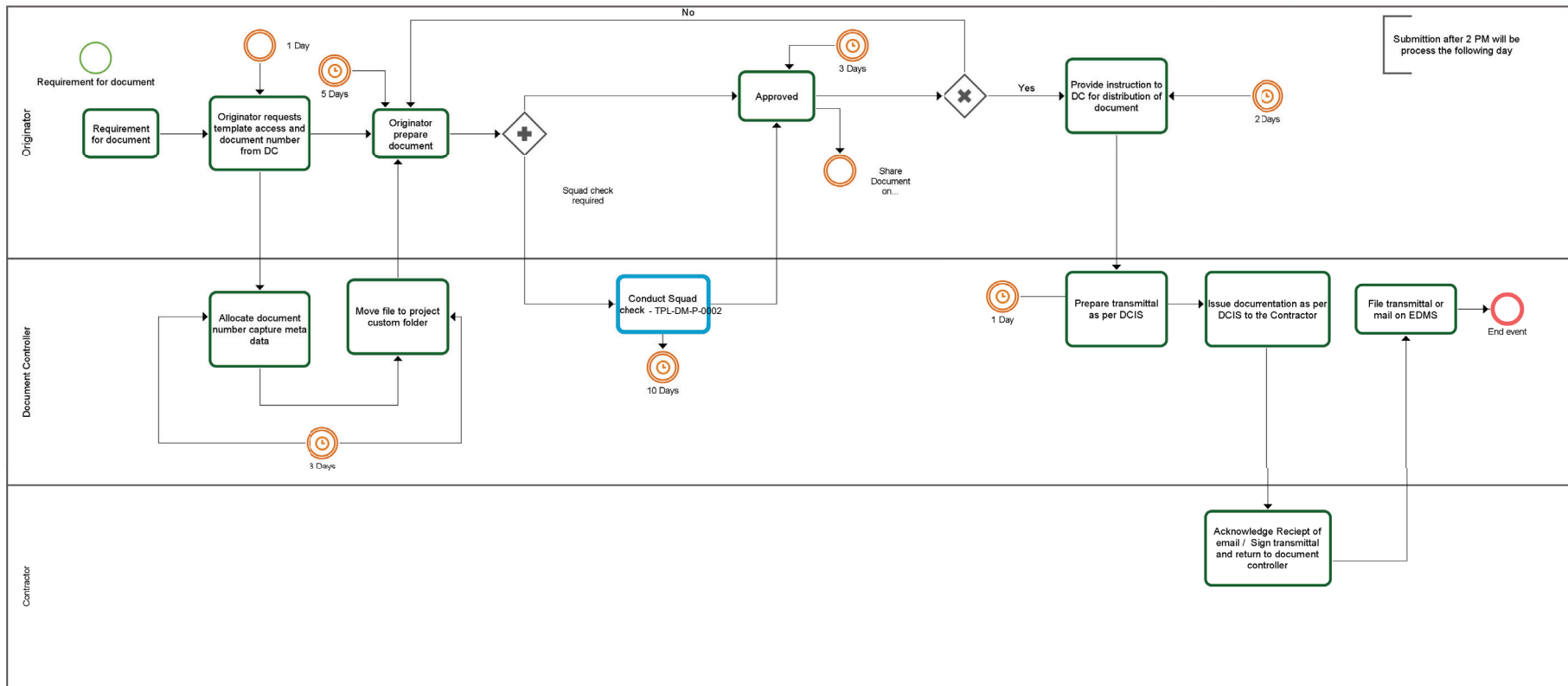
Issue For Action

DOCUMENT NUMBER	REV.	DESCRIPTION	COPY QTY	FORMAT E or H

NAME	

Sent by : _____	Received by : _____	Date : _____
Signature : _____	Signature : _____	

Annexure F_ Document Control Process Flow_TPL-DM-WF-0001



TRANSNET PIPELINES			
Document Name	Document Number	Revision Number	Page
Drawing Standard (PL100)	TPL-TECH-DO-STD-001	05	1 of 6

DRAWING OFFICE STANDARD (PL100)

DOCUMENT APPROVAL PROCESS

NAME		POSITION/MEETING NO.	SIGNATURE	DATE
Originator:	Zandile Moloi	Drawing Office Manager		11 August 2025
Approver:	Petros Khumalo	Senior Support Services Manager	<i>PKhumalo</i>	11 August 2025
Original date: 15 June 2016				
Effective date: 11 August 2025				

TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
Drawing Standard (PL100)	TPL-TECH-DO-STD-001	05	2 of 6

TABLE OF CONTENT

CONTENT	PAGE No.
1. Introduction	3
2. Scope	3
2.1. General	3
Section A General Standards 5	3
Section B Documentation Typical / Design Documentation 5	3
2.2. Application to Work Activities	5
3. Reference Documentation	5
4. Abbreviations	6
5. Appendices	6
6. Document Change History	6

Document Name	Document Number	Revision Number	Page
Drawing Standard (PL100)	TPL-TECH-DO-STD-001	05	3 of 6

1. INTRODUCTION

The objective of this Drawing Standards Document is to establish a set of approved drawing standards and codes of practise that shall be required to be adhered to by both Contractor and Client in the preparation of Engineering Documentation for and on behalf of Transnet Pipelines, a Division of Transnet Limited. By ensuring comprehensive, consistent and uniform means of presentation of information, these Standards and Codes of Practise are intended to facilitate rapid comprehension by the users of the information, and thus assist in the maintenance and fault finding of installed technology.

2. SCOPE

2.1. General

This document defines as a minimum, the general responsibilities for the provision of all Engineering Documentation, whether it be by the Client or Contractor, for and on behalf of Transnet Pipelines. In this regard, providers of Engineering Documentation are required to familiarise themselves with all applicable Standards and Codes of Practice listed herein, and to ensure compliance in the execution of any work in terms of this document. Failure to comply may render the provider liable for corrections at his own cost.

These Standards and Codes of Practise should be read in conjunction with all other Specifications and drawings as issued for a particular contract. Where discrepancies occur, these must be brought to the attention of Transnet Pipelines in writing before commencement of work. In the event of any conflict between the contents of any documents forming part of a contract (as listed in the Schedule of Contract Documents) and this document, the former shall prevail.

This Drawing Standards Document PL100 incorporates two sections as follows:

Section A - General Standards

Incorporating Standards PL 101 to PL 103, detailing Plant and Equipment Tag Numbering, Symbolology and General Drawing Standards to be adhered to in the production of Engineering Documentation for and on behalf of Transnet Pipelines

Section B - Documentation Typical/ Design Documentation

Incorporating typical of all Drawing and Documentation Types. These typical have been incorporated into the Standards Document for the purposes of conveying both layout and content requirements to be adhered to in the production of Engineering Documentation for and on behalf of Transnet Pipelines.

Prior to commencement of design, contractors are required to request typical of all relevant Drawings and Documentation to be produced, and should ensure adherence in both content and layout standards.

Document Name	Document Number	Revision Number	Page
Drawing Standard (PL100)	TPL-TECH-DO-STD-001	05	4 of 6

Where Contractors wish to deviate from specified typicals, either in layout or information content, approval will be required to be obtained from Transnet Pipelines prior to commencement of work.

Typicals exist for the following types of documentation:

Process Flows/ Diagrams Documentation Standards

- Piping & Instrumentation Diagrams (P&IDs)
- Process Flow Diagrams (PFDs)
- Heating Ventilation & Air Conditioning (HVAC)
- Hazardous Area Classification Diagrams
- Hazop Studies

Metering & Instrumentation Documentation Standards

- Instrument Schedules
- Instrument Data Sheets
- Instrument Hook-up Diagrams
- Loop Reports/ Drawings
- Panel Layout and General Arrangements
- Panel Wiring Diagrams
- Cable Schedules (Refer to Electrical Typicals)
- Cable Block Diagrams (Refer to Electrical Typicals)
- Cable Interface Wiring Diagrams
- Safety Integrity Levels (SILs) Report

Software Documentation Standards

- Plant Input/ Output (I/O) Schedules
- Flow Charts
- Software Listings

Electrical Documentation Standards

- Single Line Diagrams
- Electrical Schematic & Wiring Diagrams
- Panel Layout and General Arrangements
- Cable Schedules
- Cable Block Diagrams
- Cable Interface Wiring Diagrams
- Connection/ Hook-up Diagrams

Mechanical Documentation Standards

- General Arrangement/ 3D CAD views of Piping, Structural Steel & Mechanical, Installations.
- Layout Drawings/ 3D model Isometric views
- Underground Drawings
- Piping – Analysis, Calculations, Studies, Reports

Document Name	Document Number	Revision Number	Page
Drawing Standard (PL100)	TPL-TECH-DO-STD-001	05	5 of 6

Civil/Site Layout & Survey Documentation Standards

- Trenching and Services Layout Diagrams
- Earthing Reticulation Diagrams
- Cable Routing Reticulation Diagrams
- Structural Arrangement Drawings
- Structural Fire Protection Drawings
- Structural Steel Detail Drawings
- Foundation Drawings
- Pipe/ Ducting Support Drawings
- Weight Reports
- Structural Analysis Design Reports

2.2. Application to Work Activities

The Standards and Codes of Practice contained herein are suitable for use whenever Engineering Documentation is required to be produced and includes amongst others the following:

- Design Sketches
- Technical Data and manufacturer's technical literature
- Equipment Identification and Tagging
- Construction Drawings
- Specifications, both Functional and Technical
- Installation, operating and maintenance instructions, drawings and records

3. REFERENCE DOCUMENTATION

The following standard specifications are to be used for reference purposes and need to be noted by Tenderers in order to signify familiarity and compliance with the requirements. It is expected of Tenderers that they be familiar with the applicable clauses and that these will be adhered to in the execution of any work in terms of this specification.

A. Standards and Recommended Practices for Instrumentation and Control, 11th Edition, Instrument Society of America.

- ANSI/ISA-5.1-2009 : Instrumentation Symbols and Identification
- ISA-S5.3-1983 : Graphic Symbols for DCS/Shared Display Instrumentation, Logic & Computer Systems
- ISA-S5.4-1991 : Instrument Loop Diagrams
- ANSI/ISA-S5.5-1985 : Graphic Symbols for Process Displays

B. Graphical Symbols for Electrical Diagrams NRS 002-2000 second edition

C. International Electro technical Commission Standards for Electrical Drawings

- IEC Publication 27 : Letter Symbols to be used in Electrical Technology
- IEC Publication 50 : International Electro technical Vocabulary
- IEC Publication 617 : Graphical Symbols for Diagrams

TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
Drawing Standard (PL100)	TPL-TECH-DO-STD-001	05	6 of 6

D. SANS-10111-1-2011 Engineering Standard

E. TPL-TECH-I-POL-001 - Measurement Policy

F. TPL-TECH-I-POL-002 - Control Policy

G. TPL-TECH-I-POL-003 - Instrumentation Policy

4. ABBREVIATIONS

For the purpose of understanding these Standards, the following abbreviations apply.

ANSI	:	American National Standards Institute
C & I	:	Control and Instrumentation
IEC	:	International Electrotechnical Commission
ISA	:	Instrument Society of America
SABS	:	South African Bureau of Standards
ASA	:	American Standards Association

5. APPENDICES

General Standards

- PL 101 - Plant & Equipment Tag Numbering Standards
- PL 102 - Equipment, Instrument and Electrical Symbolology Standards
- PL 103 - General Drawing Standards

6. DOCUMENT CHANGE HISTORY:

The owner of this document is responsible for the revision and control of the document, including updating of the table below, which contains the history of the document with details of each revision.

Date	Previous Rev No.	New Rev No.	Details of Revision
15.01.99	00	01	Document approved for distribution
30.07.99	01	02	Doc Typicals – Typicals and Rev No's added
15.04.01	02	03	Doc Typicals – Changed to On Request basis
12.06.12	03	04	New Transnet Standard Template Adopted
13.04.16	04	05	Document review & New Template

This table summarises what has been changed in the document so that it is easy to keep track of the effected changes.

TRANSNET PIPELINES			
Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL101)	TPL-TECH-DO-STD-002	06	1 of 25

DRAWING OFFICE STANDARD (PL101)

DOCUMENT APPROVAL PROCESS

NAME		POSITION/MEETING NO.	SIGNATURE	DATE
Originator:	Zandile Moloi	Drawing Office Manager		20/06/2016
Approver:	Petros Khumalo	Technical Support Manager		30-06-2016
Original date: 15 June 2016				
Effective date: 06 July 2016				

TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL101)	TPL-TECH-DO-STD-002	06	2 of 25

TABLE OF CONTENT

CONTENT	PAGE No.
1. Introduction	3
2. Scope	3
2.1. General	3
2.2. Application to Work Activities	4
3. Reference Documentation	4
4. Abbreviations	5
5. Plant and Equipment Identifiers	5
6. Instrument Identifiers	9
7. Panel identifiers	13
8. Electrical and instrument cable identifiers	16
9. Process piping identifiers	16
10. Appendices	17
11. Document Change History	24

Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL101)	TPL-TECH-DO-STD-002	06	3 of 25

1. INTRODUCTION

The purpose of this standard is to establish a uniform means of designating and identifying plant and equipment installed on the respective pump station sites within Transnet Pipelines, a Division of Transnet Limited. The designation systems detailed below have been designed to cater for both technical as well as financial/management requirements and are proposed to be integrated on both the AutoCAD P&ID (technical) and SAP R3 (financial/management) platforms throughout Transnet Pipelines. (For details of integration onto the SAP R3 platform, the reader is referred to Addendum No.1 attached).

By ensuring a comprehensive, consistent and uniform means of plant and equipment designation, it is hoped that this Standard will assist in the rapid identification of plant and equipment installed at the respective Transnet Pipelines sites, assimilation of design information associated with the plant and equipment installed, and assistance with the maintenance and fault finding history of installed technology.

2. SCOPE

2.1. General

This document defines identification and tag numbering standards to be adhered to in the tagging and identification of the following instrumentation, plant & equipment as installed on the respective Transnet Pipelines Pump Station sites:

- Process Plant (e.g. receivers, strainers etc.)
- Process Equipment (e.g. valves, pumps, motors etc.)
- Electrical Distribution Equipment (e.g. transformers, breakers, etc.)
- Instrumentation
- Electrical and Instrument Panels (Switchgear, DB Boards, PLC Panels, Junction Boxes)
- Electrical & Instrument Cabling
- Process Piping

These Standards are required to be adhered to by both Client and Contractor alike, for and on behalf of Transnet Pipelines. Both Client and Contractor will be required to familiarise themselves with all applicable Standards and Codes of Practice listed herein, and to ensure compliance in the execution of any work in terms of this document. Failure to comply may render the provider liable for corrections at his own cost.

These Standards should be read in conjunction with all other specifications and drawings as issued for a particular contract. Where discrepancies occur, these must be brought to the attention of Transnet Pipelines in writing before commencement of work. In the event of any conflict between the contents of any documents forming part of a contract (as listed in the Schedule of Contract Documents) and this document, the former shall prevail.

Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL101)	TPL-TECH-DO-STD-002	06	4 of 25

2.2. Application to Work Activities

The Standards contained herein are suitable for use whenever plant and equipment are required to be identified or tagged, for the purposes of engineering design or installation on any of the respective Transnet Pipelines Pump Station Sites. These Standards thus cover designation of the following plant and equipment:

- Process Plant (e.g. receivers, strainers etc.)
- Process Equipment (e.g. valves, pumps, motors etc.)
- Electrical Distribution Equipment (e.g. transformers, breakers, etc.)
- Instrumentation
- Electrical and Instrument Panels (Switchgear, DB Boards, PLC Panels, Junction Boxes)
- Electrical & Instrument Cabling
- Process Piping

3. REFERENCE DOCUMENTATION

3.1. Plant and Equipment can be identified on Transnet Pipelines Sites using two forms of Identifiers; namely, by Function using the Function Designation System (identified by the prefix “ = ”), or by Location using the Location Designation System (identified by the prefix “ + ”). In this regard the following documentation included in the Appendices (Appendix 1) attached details each Standard:

FUNCTIONAL DESIGNATION	PL 118736	Plant & Equipment
	PL 118737	Instrumentation
	PL 118738	Panels
	PL 118739	Cabling
	PL 118740	Process Piping

LOCATION DESIGNATION	PL 118741	Panels

3.2. The following standard specifications are to be used for reference purposes and need to be noted by Tenderers in order to signify familiarity and compliance with the requirements. It is expected of Tenderers that they be familiar with the applicable clauses and that these will be adhered to in the execution of any work in terms of this specification.

A. Standards and Recommended Practices for Instrumentation and Control, 11th Edition, Instrument Society of America.

- ANSI/ISA-5.1-2009 : Instrumentation Symbols and Identification
- ISA-S5.3-1983 : Graphic Symbols for DCS/Shared Display Instrumentation, Logic & Computer Systems
- ISA-S5.4-1991 : Instrument Loop Diagrams
- ANSI/ISA-S5.5-1985 : Graphic Symbols for Process Displays

B. Graphical Symbols for Electrical Diagrams NRS 002-2000 second edition

TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL101)	TPL-TECH-DO-STD-002	06	5 of 25

C. International Electro technical Commission Standards for Electrical Drawings

- IEC Publication 27 : Letter Symbols to be used in Electrical Technology
- IEC Publication 50 : International Electro technical Vocabulary
- IEC Publication 617 : Graphical Symbols for Diagrams

D. SANS-10111-1-2011 Engineering Standard

E. TPL-TECH-I-POL-001 - Measurement Policy

F. TPL-TECH-I-POL-002 - Control Policy

G. TPL-TECH-I-POL-003 - Instrumentation Policy

4. ABBREVIATIONS

For the purpose of understanding these Standards, the following abbreviations apply.

ANSI	:	American National Standards Institute
C & I	:	Control and Instrumentation
IEC	:	International Electrotechnical Commission
ISA	:	Instrument Society of America
SABS	:	South African Bureau of Standards
ASA	:	American Standards Association

5. PLANT & EQUIPMENT IDENTIFIERS

The following types of plant and equipment may be identified by use of Plant and Equipment Identifiers, which are allocated to unique pieces of plant and equipment installed at functional locations within a Transnet Pipelines Site:

- Process Plant (e.g. receivers, strainers etc.)
- Process Equipment (e.g. valves, pumps, motors etc.)
- Electrical Distribution Equipment (e.g. transformers, breakers, etc.)

[Composition of Process Plant & Equipment Identifiers conform to the Ops Code Standard as adopted by Transnet Pipelines and as detailed in Control and Instrumentation Policy No. C&I 700/94/001 April 1994. Composition of Electrical Distribution Equipment Identifiers conform to HT Distribution Equipment Identification Schemas as determined by Transnet Control (SARS Distribution)].

The reader is referred to the following Plant & Equipment Identification Standard as is included in the Appendices:

FUNCTIONAL DESIGNATION PL 118736 Plant & Equipment

5.1. Process Plant Identifier Assignment Rules

Used to identify process plant installed on the respective Transnet Pipelines Pump Station sites. Note that Process Plant usually comprises of a **grouping of process vessels, equipment, and**

Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL101)	TPL-TECH-DO-STD-002	06	6 of 25

instrumentation that combine to perform a common function e.g. piping, valves and instrumentation that combine to form a piece of process plant called a Receiver.

Assignment Rules

1. Each Plant item shall be identified by means of a two digit Station Identifier (and prefix "="), followed by a three digit alphanumeric Function Identifier (Ops Code) in compliance with PL 118736.
2. The first letter of the Ops Code Identifier shall convey the function of the equipment in the plant.
3. The second and third characters of the Ops Code Identifier shall comprise of a double-digit consecutive number used to uniquely identify the particular piece of process plant and shall be allocated per Pump station on a consecutive basis. (e.g. where three Auxiliary Pumps exist these shall be identified as X01, X02, X03 irrespective of their function).

In multiproduct dedicated manifolds, the third letter may be used to identify the product type associated with the particular piece of process plant as follows:

- 3 Diesel - 500ppm
- 6 ULP - 95 Octane
- 8 Avtur
- 14 ULP - 93 Octane
- 33 Diesel 50ppm
- 76 Crude oil

4. VALVES, ACTUATORS & SWITCHBOXES

Valve actuators and switchboxes are identified by the addition of a prefix to indicate function (in full compliance with ISA Standard S5.1), as follows:

- CV ANN Modulating/Control Valve Actuator
- XV ANN On/Off Valve Actuator
- ZV ANN Hand Valve with Switchbox
- HV ANN Hand Valve without Switchbox

Process Plant Examples: (Allocated on a Pump Station basis).

- Main PumpP01 Main Line Pump No. 1
- P02 Main Line Pump No. 2
- P03 Main Line Pump No. 3
- P04 Main Line Pump No. 4
- Accumulator Pump A01 Accumulator Pump No. 1
- A02 Accumulator Pump No. 2

TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL101)	TPL-TECH-DO-STD-002	06	7 of 25

Booster Pump	B01	Booster Pump No. 1
	B02	Booster Pump No. 2
Auxiliary Pumps	X01	Sump Pump
	X02	Sump Pump
	X03	Lube Pump
	X04	Lube Pump
	X05	Inhibitor Pump
	X06	Inhibitor Pump
	X07	Petrol Blend Pump
	X08	Diesel Blend Pump
	X09	Petrol Prover Transfer Pump
	X10	Diesel Prover Transfer Pump
	X11	ULP Blend Pump
	X12	ULP Prover Transfer Pump
	Q01	Purge Air Fan 1
	Q02	Purge Air Fan 2
	Q03	Pressurisation Fan 1
	Q04	Pressurisation Fan 2
Meters	M01	Turbine/Positive Displacement Meter No 1.
	M02	Turbine/Positive Displacement Meter No 2.
Strainers	S01	Main Line Strainer
	S02	Main Line Strainer
	S03	Main Line Strainer
	S04	Main Line Strainer
	S05	Petrol Header Strainer (Delivery Station)
	S06	Petrol Header Strainer (Delivery Station)
	S07	Diesel Header Strainer (Delivery Station)
	S08	Diesel Header Strainer (Delivery Station)
	S09	ULP Header Strainer (Delivery Station)
	S10	ULP Header Strainer (Delivery Station)

5.2. Equipment Identifier Assignment Rules

Used to identify unique pieces of process equipment (e.g. valves, motors, actuators etc.) installed at functional locations within the respective Transnet Pipelines sites.

Assignment Rules.

- Each Plant item shall be identified by means of a two digit Station Identifier (and prefix “= “), followed by a three digit alphanumeric Function Identifier (Ops Code) in compliance with PL 118736.

TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL101)	TPL-TECH-DO-STD-002	06	8 of 25

- The first letter of the Ops Code Identifier shall convey the function of the equipment in the plant. Thus all equipment associated with the operation of the Receiver for example, shall be assigned the first letter "R".

For Example:

The Inlet Valve on Meter Prover Y01 shall be designated Y1A.
The Discharge Valve on Launcher L02 shall be designated L2E.

- The second letter of the Ops Code Identifier shall comprise of a single digit consecutive alphanumeric used to uniquely identify a particular piece of equipment. This character may be used to identify either the product type or origination (company from where the product was supplied) associated with the particular piece of equipment as follows:

- 3 Diesel 500ppm
- 6 ULP - 95 Octane
- 8 Avtur
- 14 ULP - 93
- 33 Diesel - 50ppm
- 73 Crude oil
- C Caltex
- S Shell
- BP British Petroleum
- R Sasol
- T Total
- M Engen
- E Petro SA
- U Zenex
- W Vopak

For Example:

A Consignee Valve supplying Caltex shall be identified as CC1.
A Header valve on a ULP (95 Octane) manifold shall be identified as H6A.

- The third letter of the Ops Code Identifier shall convey additional information regarding the function of the designated equipment.

For Example:

Receiver Inlet Valve shall be identified as R1A, with A indicating functionality (Inlet).

Where two Prover Drain valves exist on Meter Prover Y01, these shall be identified as Y1W and Y2W respectively, function as denoted by the third character taking precedence over the second alphanumeric indicating product type or origination.

5.3. Electrical Distribution Equipment Identifier Assignment Rules

Used to identify unique pieces of electrical distribution equipment (e.g. transformers, alternators, breakers, links etc.) installed at functional locations within the respective Transnet Pipelines sites.

TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL101)	TPL-TECH-DO-STD-002	06	9 of 25

Assignment Rules.

- Each Plant item shall be identified by means of a two digit Station Identifier (and prefix “= “), followed by a three digit alphanumeric Function Identifier (Control Code) in compliance with PL 118736.
- The first letter of the Control Code Identifier shall convey the function of the equipment in the plant.

For Example:

Main Incomer Transformer shall be designated M1.

Incomer Breaker feeding the 3.3 kV MV Panels shall be designated F11.

- The second and third characters of the Control Code Identifier shall comprise of a double-digit consecutive number used to uniquely identify the particular piece of process plant and shall be allocated per Pump station on a consecutive basis.

The second and third characters may be used to convey additional information such as supply voltage in the case of Breakers and Links, where:

50 – 59 denotes 11 kV supply upwards

10 – 19 denotes 3.3 kV supply

30 – 39 denotes 380 V supply

Electrical Distribution Equipment Examples: (Allocated on a Pump Station basis).

3.3 kV Main Incomer Transformer No. 1		M1
3.3 kV Main Incomer Transformer No. 2		M2
380 V Aux Transformer No. 1		A1
380 V Aux Transformer No. 2		A2
3.3 kV Incomer Breaker No. 1	(MV Panel)	F11
3.3 kV Incomer Breaker No. 2	(MV Panel)	F12
380 V Incomer Breaker No. 1	(LV Panel)	F31
380 V Incomer Breaker No. 2	(LV Panel)	F32
Incomer Supply No. 1 / 2	(3.3 kV AC)	E01/E02
Auxiliary Supply No. 1 / 2	(380 V AC)	E03/E04
Control & Tripping Supply	(110/50 V DC)	E05
Standby Generator	(380 V AC)	E06

6. INSTRUMENT IDENTIFIERS

Instrumentation may be identified by use of Instrument Identifiers, which are allocated to instrumentation installed at functional locations within a Transnet Pipelines Site.

Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL101)	TPL-TECH-DO-STD-002	06	10 of 25

Composition of these Identifiers conforms to the ISA Standard ANSI/ISA-S5.1-1984 Instrument Symbols and Identification.

The reader is referred to the following Plant & Equipment Identification Standard as included in the Appendices.

FUNCTIONAL DESIGNATION PL 118737 Instrumentation

6.1. Assignment Rules

1. Each Plant item shall be identified by means of a two digit Station Identifier (and prefix “= ”), followed by a four digit alphanumeric Function Identifier (ISA Standard S5.1) and three digit unique Item Identifier.
2. The Function Identifier shall comprise of a first letter, which is used to indicate the primary function of the instrument / equipment item (i.e. the measured or initiating variable), and one or more succeeding letters, covering the functions of the instrument. Where no identifiable functions exist, these succeeding letters may be omitted.
3. The Function Identifier shall be made according to function and not construction. Thus a differential pressure recorder used for flow measurement, shall be identified as FR and not PDR.
4. When used as part of an instrument loop, the first letter of the functional identifier shall be selected according to the measured or initiating variable and not according to the manipulated variable. Thus a control valve varying flow according to the dictates of a level controller shall be denoted LCV and not FCV.
5. The succeeding letters of the functional identifier shall be used to designate one or more readout or passive functions and one or more output functions or both. A modifying letter may be used, if required, in addition to the succeeding letters, to denote alarming features, provided that these alarm signals constitute separate signals fed back to the control system/controller. In the event of alarm signals being derived from within a control system/controller itself, this alarm functionality may be denoted by the attachment of alarm prefixes to the outside the device symbol bubble itself. (i.e. has no impact on the device tag number).
6. The sequence of identification letters shall thus begin with the first letter (denoting primary function). Readout or passive function letters shall follow these in any sequence, and finally output letters in any sequence except for the output letter C (Control), that shall precede output letter V (Valve). All modifying letters, if used shall be interposed so that they immediately follow the letters they modify.

Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL101)	TPL-TECH-DO-STD-002	06	11 of 25

7. A multiple function device may be symbolised on a diagram by as many multiple device bubbles as there are measured variables, outputs and/or functions. Thus a Coriolis Mass Flowmeter with dual outputs of flow and temperature and located on the Diesel LP Manifold, may be identified with two tangent bubbles, inscribed FT 821 and TT 821 respectively.
8. The number of functional letters grouped for one instrument should be kept to a minimum according to the judgement of the user. The total number of letters within one group shall not exceed four.
9. The unique Item Identifier shall comprise of a three-digit numeral, the first two digits indicating the Device Group to which the instrument belongs and the third letter a consecutive number unique to the device. Device Group selection shall be selected according to function and not location. Thus a densitometer located remotely from a launcher (e.g. near a receiver) and used for Interface Control shall be assigned the Launcher Device Group number and not the Receiver Device Group number.
10. Item Identification digit allocations as detailed in Standard PL 118737 have been designed to cater for all applications as currently existing on Transnet Pipelines Pump Station Sites.
11. Item Identifiers shall be allocated on an individual instrument/equipment basis and not on an instrument/equipment loop basis. (This represents a deviation from recommendations as contained in the ISA Standard S5.1.).
12. Where two devices or sensors form part of a single measurement entity, and consequently have been assigned the same functional identification, a suffix may be appended to the Tag number to identify the respective devices or sensors.

For Example: Where dual turbine meter pickups return dual pulse trains 90 degrees out of phase for the purposes of calculating product flow, and where the resultant flow measurement has been assigned the Tag number FT 811, the dual pickup sensors may be identified as FE 811A and FE 811B respectively.

13. PUMP STATION IDENTIFICATION.

As per ISA Standard S5.1, and in order to assist in integration with both the AutoCAD P&ID and SAP R3 Business Management Platforms, Tag numbers for all Instrumentation and Equipment carry a prefix, used to identify the Transnet Pipelines Pump Station at which the equipment is located. Integration into the SAP R3 Platform requires the identification of managerial/cost centres and consequently the Pump Station identifier comprises of a four digit alpha numeric prefix, whereas integration into the AutoCAD P&ID Platform requires the identification of only the Pump Station at which the equipment is installed and thus the identifier comprises of a two digit integer prefix.

Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL101)	TPL-TECH-DO-STD-002	06	12 of 25

14. SOFTWARE MNEUMONIC DESIGNATION. In order to assist in the identification of more than one signal fed back to a control system/controller from a unique instrument or piece of equipment, a three digit alphanumeric suffix may be appended to the Tag Number and used for both software mnemonic identification as well as core identification numbering of the respective signals.

Suffixes defined to date are as follows:

Actuated Valve signals

OP	Valve Open Feedback
CL	Valve Closed Feedback
SL	Valve in Local/Off
O	Open Valve command
C	Close Valve command

Pump Starter signals

IRC	Start Pump command
IRT	Stop Pump command
PTR	Pressure Trip command
TVR	Mechanical Trip command
TOP	Thermal Overload Trip feedback
ELP	Earth Leakage Trip feedback
ERP	Electronic Protection Relay Failure feedback
FBL	Fuse Blown Trip feedback
SLO	Switchgear in Local/Off
PON	Pump Running feedback
POF	Pump Stopped feedback
RES	Remote Emergency Stop Trip feedback
MTR	Master Trip Relay Active feedback
SPH	Max Starts per Hour Exceeded Trip feedback
VT	Control Voltage Failure feedback
VSF	VSD Fault f/b (equivalent to ERP)
VSR	VSD Ready f/b (equivalent to MTR)

Fan signals

IRC	Start Fan command
IRT	Stop Fan command
TOP	Thermal Overload Trip feedback
FON	Fan Running feedback
FOF	Fan Stopped feedback

HV/MV Incomer signals

OP	Breaker/Link Open f/b
CL	Breaker/Link Closed f/b
SLO	Breaker in Local f/b
TCF	Trip Circuit Faulty f/b

TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL101)	TPL-TECH-DO-STD-002	06	13 of 25

MTR	Master Trip Relay f/b
BRS	Breaker Racked Out f/b
OCP	Over Current Trip f/b
ELP	Earth Fault Trip f/b
BEF	Balanced Earth Fault Trip f/b
BGF	Buchholtz Gas Fail Alarm f/b
OTP	Oil Temp Hi Alarm f/b
ERP	Electronic Protection Relay Fail f/b

Other signals

FB	Fault Bit
SB	Status Bit
PV	Process Variable
SP	Setpoint Variable
AHH	Process Trip High
AH	Process Alarm High
ALL	Process Trip Low
AL	Process Alarm Low

Instrument Identifier Examples:

PT	121	Pressure Transmitter located on HP Manifold (Routing Device Group)
PI	121	Pressure Gauge located on HP Manifold (Routing Device Group)
TE	121	Temperature Probe or primary measuring element
TT	121	Temperature Transmitter located on HP Manifold (Routing Device Group)
DX	811	Densitometer Source (Radioactive) located on Petrol LP Manifold.
DE	811	Densitometer Detector (Ionisation Chamber) located on Petrol LP Manifold.
FE	121	Flow element located on the HP manifold (Routing Device Group)
FT	121	Flow measurement located on the HP manifold (Routing Device Group)
ZI	101	Sphere detector located on the Receiver.

7. PANEL IDENTIFIERS

Electrical & Instrument Panels shall be identified by use of unique Panel Identifiers (both by Function and Location), allocated to panels installed at functional locations within a Transnet Pipelines Site.

Composition of these Identifiers conforms to the International Electrotechnical Commission Standards IEC Publication 750 Table 1.

The reader is referred to the following Plant & Equipment Identification Standard as included in the Appendices.

FUNCTIONAL DESIGNATION	PL 118738	Panels
LOCATION DESIGNATION	PL 118741	Panels

Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL101)	TPL-TECH-DO-STD-002	06	14 of 25

7.1. Assignment Rules – Functional Designation

1. Each Panel (and components thereof) shall be identified by means of a Functional and Location Identifier. The Functional Identifier shall comprise of a two digit Station Identifier (and prefix “ = ”), followed by a five digit alphanumeric Panel Identifier. Panel components may be uniquely identified by the addition of a three digit alphanumeric suffix and design typicals identified by the addition of a four digit alphanumeric suffix.
2. The first three characters of the Panel Identifier shall be used to indicate the primary function of the panel (e.g. LV will indicate that the panel's primary function is that of LV Distribution, JB will indicate that the panel's primary function is that of Instrument marshalling etc.).
3. The last two digits of the Panel Identifier shall comprise of a two digit number used to uniquely identify the Panel in question. In all cases other than Instrument Junction Boxes and Control Panels, this unique integer number shall fall within the range as indicated in the Standard PL 118738, and shall be numbered in a consecutive manner. In the case of Instrument Junction Boxes and Control Panels however, this integer number shall be the same as the Instrument Group Identifier, thus identifying the Instrument Group to which the J/B has been associated. (Note that Instrumentation are marshalled in Junction Boxes on the basis of Device Groups).
4. Where Panels comprise of separate cubicles/tiers that contain equipment or marshalling unique to an individual piece of Process Plant/Equipment, these separate cubicles/tiers may be uniquely identified by means of an equipment identifier of the same format as detailed in Section 5 of this standard.

For example, an LV Panel LV 01 containing a cubicle housing a starter for auxiliary motor X01, may be uniquely identified by the Functional Identifier “= LV01 X01”. In cases where only one LV Distribution Panel is likely to exist on the Station, this identifier may be shortened to read “= LV X01”. In the case where an MV panel tier houses a starter for mainline pump set P01, the tier may be uniquely identified by the Functional Identifier “= MV01 P01”. In cases where only one MV Distribution Panel is.

5. Equipment components within panels may be uniquely identified using an additional Component Identifier, comprising of an alphanumeric first character (to identify component function) followed by a two digit integer number (used to uniquely identify the component). Component Identification is indicated by the addition of a minus sign “-” as a suffix to the identifier. Composition of these Identifiers conforms to the International Electrotechnical Commission Standards IEC Publication 750 Table 1.
6. Where identical or typical design schemas exist, these may optionally be indicated by an additional Document Typical Identifier, comprising of an alphanumeric first character (to

TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL101)	TPL-TECH-DO-STD-002	06	15 of 25

identify document type) followed by a two digit integer number (used to uniquely identify the design schema standard. Design Typical Identifiers are indicated by the addition of a full stop sign "." as a suffix to the identifier. Note that Document Typical Identifiers may only appear in Documentation Headers i.e. may never form part of the Panel or Component Identifier.

Panel Identifier Examples:

LV 01	LV Distribution Panel 01
LV 21	Control Voltage Distribution Panel (may reside in Panel LV01 as a separate cubicle)
LV01 X01	Sub Distribution Cubicle of Panel LV01 containing Aux Motor Starter X01
	OR
LV X01	Sub Distribution Cubicle of Panel LV01 containing Aux Motor Starter X01
MV01	MV Incomer Panel 01
MV01 F11	Sub Distribution Cubicle of Panel MV01 containing Incomer Breaker F11
	OR
MV F11	Sub Distribution Cubicle of Panel MV01 containing Incomer Breaker F11
MV01 P01	Sub Distribution Cubicle of Panel MV01 containing Motor Starter P01
	OR
MV P01	Sub Distribution Cubicle of Panel MV01 containing Motor Starter P01
ETM 01	PLC Remote I/O Distribution Panel associated with MV Switchgear P01
ETL 01	PLC Remote I/O Distribution Panel associated with LV Panel LV01
DH 11	Density Hut Control Panel associated with Launcher Device Group 11
JB 10	Instrument Junction Box associated with Receiver Device Group 10
JB P01	Instrument Junction Box associated with Mainline Pumpset P01
FH01	Fire Hut Control Panel 01

7.2. Assignment Rules – Location Designation

Each Panel (and components thereof) shall be identified by means of a Functional and Location Identifier. The Location Identifier shall comprise of the Functional Identifier as detailed in Section 7.1 above (and prefix "+ "), followed by a three digit alphanumeric Tier/Row Identifier. Tier/Row Identification shall be indicated by the addition of a full stop sign "." as a suffix to the identifier.

Panel Identifier Examples:

LV01 X01.3F2	Aux Motor Starter Cubicle located in LV Panel LV01, Tier 3, Row 2
MV01 F11.1F	3.3 kV Incomer Breaker F11 located in MV Panel MV01, Tier 1

Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL101)	TPL-TECH-DO-STD-002	06	16 of 25

8. ELECTRICAL & INSTRUMENT CABLE IDENTIFIERS

Electrical & Instrument Cabling may be identified by use of Cable Identifiers, which are allocated to cabling installed at functional locations within and outside of Transnet Pipelines Pump Station confines.

The reader is referred to the following Plant & Equipment Identification Standard as included in the Appendices.

FUNCTIONAL DESIGNATION PL 118739 Cabling

8.1. Assignment Rules

- Each Cable shall be identified by means of a Cable Identifier comprising of the following components:
 - single digit Type Identifier used to identify whether the cable is used for power or control purposes
 - a Functional Descriptor of the equipment to which the cable is terminated (either source or destination)
 - a Signal Type Identifier which may be used to indicate additional information under the following circumstances only:
 - on Instrument Multicores to indicate signal type (discrete or analogue)
 - on Electrical Cables running to motors, to differentiate between functions (heater versus emergency stop)
- For details on Functional Descriptors, the reader is referred to Transnet Pipelines Specification PL727 "Cabling, Racking, Trenching & Earthing Installation Codes of Practice" Section 8.5.

9. PROCESSING PIPING IDENTIFIERS

Process Piping may be identified by use of Piping Identifiers, which are allocated to piping installed at functional locations within and outside of Transnet Pipelines Pump Station confines.

The reader is referred to the following Plant & Equipment Identification Standard as included in the Appendices.

FUNCTIONAL DESIGNATION PL 118740 Process Piping

9.1. Assignment Rules

- Each Plant item shall be identified by means of a two digit Station Identifier (and prefix "="), followed by a nine digit alphanumeric Function Identifier.
- The Function Identifier shall comprise of a first letter used to denote Pressure Rating, followed by a three digit ID used to identify Line Size, followed by a two digit ID used to identify Material Composition, followed by a three digit number used to uniquely identify the pipe in question.

TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL101)	TPL-TECH-DO-STD-002	06	17 of 25

3. Process Piping Identifiers shall be allocated to P & ID Diagrams below the process line where drawn on the horizontal, and to the right of process lines were drawn vertically.

10. APPENDICES

Plant and Equipment can be identified on Transnet Pipelines Sites using two forms of Identifiers; namely, by Function using the Function Designation System (identified by the prefix “= ”), or by Location using the Location Designation System (identified by the prefix “+ ”). In this regard the following documentation attached details each Standard:

FUNCTIONAL DESIGNATION	PL 118736	Plant & Equipment
	PL 118737	Instrumentation
	PL 118738	Panels
	PL 118739	Cabling
	PL 118740	Process Piping
LOCATION DESIGNATION	PL 118741	Panels

ADDENDUM No 1

EQUIPMENT, ELECTRICAL AND INSTRUMENT TAG NUMBERING STANDARDS - INTEGRATION INTO THE SAP/R3 BUSINESS MANAGEMENT PLATFORM.

Equipment/Electrical/Instrument Tag Numbering Standards have been integrated into a Structure **Indicator** defined within the SAP R3 Business Management platform and used for the purposes of equipment, electrical and instrument identification, specification, historic tracking and management reporting functionality. This Structure Indicator, as utilised by SAP R3, comprises of two separate parts, namely, a **Functional Location Identifier** which describes the specific location in the plant at which the equipment is installed, and an **Equipment/Instrument/Electrical Identifier** as defined in the respective Tag Numbering Standards attached. Incorporation of the Equipment, Instrument and Electrical Tag Numbering Systems into the Structure Indicator ensures integration between the AutoCAD P&ID Design and SAP R3 Business Management platforms.

TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL101)	TPL-TECH-DO-STD-002	06	18 of 25

Table A1. Structure Indicator.

STRUCTURE INDICATOR

FUNCTIONAL LOCATION IDENTIFIER

EQUIPMENT IDENTIFIER

X - X - XXXX - X - XXX - X - XXX - XXXXXXXX
1 2 3 4 5 6 7 8

where

- Company Code** P for Transnet Pipelines.
- District Code** H for Head Office, N for Northern District, S for Southern District.
- Depot Code** Refer to Table A2 below.
- Depot Sub-Code** O for Operational, N for Non Operational cost allocation.
- Pipeline Code** Currently under investigation.
PL1 for Multiproducts (12 inch), PL2 for Gas (18 inch),
PL3 for Crude (16 inch), PL11 for NMPP (24 inch), SHR for Shared.
- Line Function Code** M for Mechanical, E for Electrical, C for Civil, I for Instrument, S for Services, T for Info Tech etc.
- Process/Plant Code** Refer to Table A3 below.
- Equipment Identifier** Refer to Tag Numbering Standards attached.

P - N - ALR1 - O - PL1 - M - R01 - XVR1A
P - N - ALR1 - O - PL1 - I - P01 - TT011
P - S - HWK - O - PL2 - E - X01 - K01
P - S - HTP1 - O - PL11 - I - P01 - PT011

TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL101)	TPL-TECH-DO-STD-002	06	19 of 25

A.1 FUNCTIONAL LOCATION IDENTIFIER.

The Functional Location Identifier is used to define the exact location of equipment/ instrumentation on a Transnet Pipelines Pump Station site. As such the Identifier has been split into several parts called **codes** defined below.

A.1.1 **Company Code**

Used to identify the company to which the equipment belongs. This code is usually given the letter **"P"** to denote Transnet Pipelines.

A.1.2 **District Code**

Used to identify the District responsible for the management and maintenance of the equipment. The following options have currently been defined:

N for Northern Districts
S for Southern Districts
H for Head Office

A.1.3 **Depot Code**

Used to identify the Depot to which the equipment belongs. This code has been defined on managerial/cost centre basis. The following options have currently been defined:

Table A2. Depot Codes

Depot Name	Operations SAP R3	Technical SAP R3	M & I SAP R3	M & I AutoCAD P&ID
Airport	APT1			21
Alrode	ALR1	ALR2	ALR3	18
Benoni	BIR1			Not Allocated
Bethlehem	BEM1			13
Bethlehem TOP	BHT1			12
Coalbrook	CBK1	CBK2		17
Durban	DNR1			02
Duzi	Duzi			
Empangeni	EMG1	EMG2		32
Fort Mistake	FTM1			
Fynnlands	FYN1			01
Hillcrest	HLR1			03 (DJP) , 04 (DWP)
Hilltop	HTP1			
Howick	HWR1			07 (DJP) , 08 (DWP)
Jameson Park-1438	JMP			
Jameson Park TPL-1475	JMP1			
Klerksdorp	KRP1			20
Kendal	KDL1			36

TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL101)	TPL-TECH-DO-STD-002	06	20 of 25

Table 2. Continued

Depot Name	Operations SAP R3	Technical SAP R3	M & I SAP R3	M & I AutoCAD P&ID
Kroonstad	KRO1	KRO2		14
Ladysmith	LAY1	LAY2		09 (DJP) , 10 (DWP)
Ladysmith TOP	LST1			Not Allocated
Langlaagte	LLA1			24
Magdala	MGA1			15
Mahlabatini	MAT1			33
Mnambithi	MBT1			
Mngeni	MGN1			
Mooi River	MRR1			
Newcastle	NCS1			28
Pietermaritzburg	PZB1	PZB2		05
Pietermaritzburg TOP	PMT1			06
Potchefstroom	PCM1			19
Pretoria West	PWT			23
Quagga	QGA1			35
Rustenburg	RTR1			26
Sasolburg	SBG1			16
Scheepersnek	SCN1	SCN2		34
Secunda	SEC1			31
Standerton	SNR1	SNR2		30
Tarltion	TLR1	TLR2		25
Twini	TNI1			
Van Reenen	VRN1			11
Villiers	VLR1			
Volskrust	VRR1			29
Vrede				
Waltloo	WAO1			22
Warden	WDN1			
Wilge	WIL1			
Witbank	WIR1			27
Transnet Pipelines Head Office	PHO9			Not Allocated
Transnet Pipelines Northern District	NDO9			Not Allocated
Transnet Pipelines Southern District	SDO9			Not Allocated

A.1.4 Depot Sub Code

Used to assign equipment costs into operational and non-operational cost categories. The following two options are available:

- O** for operational costs
- N** for non-operational costs

Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL101)	TPL-TECH-DO-STD-002	06	21 of 25

A.1.5 Pipeline Code

Used to assign equipment to particular pipelines. Currently under evaluation by Transnet Pipelines. An initial proposal has been defined as follows:

PL1 for the Multiproducts (12 inch) pipeline
PL2 for the Gas (18 inch) pipeline
PL3 for the Crude (16 inch) pipeline
PL11 for the NMPP (24 inch) pipeline
SHR for shared equipment

A.1.6 Line Function Code

Used to define the Line Function responsible for the maintenance of the equipment. The following options have currently been defined:

C for Civil
E for Electrical
F for Fire and Effluent
G for General
I for Metering and Instrumentation
M for Mechanical
S for Services
T Information Technology

A.1.7 Process Plant Code

Used to define the location of process plant installed on the respective Transnet Pipelines sites. Note that Process Plant is defined as a **grouping of equipment and instrumentation that combine to perform a common function** e.g. piping, valves and instrumentation that combine to form a piece of process plant called a Receiver. Identification of Process Plant conforms to the Ops Code standard as adopted by Transnet Pipelines and detailed in PL 101 Section 5.1.

Table A3. Ops Code Definition (Process Plant)

X	X	X

TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL101)	TPL-TECH-DO-STD-002	06	22 of 25

OPERATIONAL CODE TABLE					
A	Accumulator	A		A	Inlet
B	Booster	B		B	
C	Consignee/or	C	Caltex	C	
D	Distributor	D		D	
E		E	Petro SA	E	Discharge
F	ProverTransfer	F		F	
G	Blender	G		G	
H	Header	H		H	
I	Isolation	I		I	
J		J		J	Control
K		K		K	Bypass
L	Launcher	L		L	
M	Meter	M	Engen	M	
N	Reverse Pump	N	BP	N	Transfer
O		O		O	
P	Main Pumps	P		P	
Q	Fans	Q		Q	
R	Receiver	R	Sasol	R	Reverse
S	Strainer	S	Shell	S	
T	Tank	T	Total	T	
U	Lube System	U		U	
V		V		V	Vent
W		W	Vopak	W	Drain
X	Aux Pumps	X		X	Launch
Y	Meter Prover	Y		Y	
Z		Z		Z	
		1			
		2			
		3	Diesel 500ppm		
		4			
		5			
		6	ULP-95 Octane		
		7			
		8	Avtur		
		9			
		14	Ulp -93 Octane		
		33	Diesel 50ppm		
		76	Crude Oil		

Note: For an adequate understanding of the Table above, please refer to the Assignment Rules below.

TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL101)	TPL-TECH-DO-STD-002	06	23 of 25

Assignment Rules.

- Each Plant item shall be identified by means of a three digit alphanumeric identifier in compliance with Table 1.
- The first letter shall convey the **functional location** of the equipment in the plant.
- The second and third characters shall comprise of a double-digit consecutive number used to uniquely identify the particular piece of process plant and shall be allocated per Pump station on a consecutive basis. (E.g. where three Auxiliary Pumps exist these shall be identified as X01, X02, X03 irrespective of their function).

In multiproduct dedicated manifolds, the third letter **may** be used to identify the product type associated with the particular piece of process plant as follows:

3	Diesel 500ppm
6	ULP - 95 Octane
8	Avtur
14	ULP - 93
33	Diesel - 50ppm
73	Crude oil

- No separators (e.g. Dashes) shall be used to separate characters in the identifier.

Process Plant Examples: (Allocated on a Pump Station basis).

Main Pump	P01	Main Line Pump No. 1
	P02	Main Line Pump No. 2
	P03	Main Line Pump No. 3
	P04	Main Line Pump No. 4
Accumulator Pump	A01	Accumulator Pump No. 1
	A02	Accumulator Pump No. 2
Booster Pump	B01	Booster Pump No. 1
	B02	Booster Pump No. 2
Auxiliary Pumps X01	Sump Pump	
	X02	Sump Pump
	X03	Lube Pump
	X04	Lube Pump
	X05	Inhibitor Pump
	X06	Inhibitor Pump
	X07	Petrol Blend Pump
	X08	Diesel Blend Pump
	X09	Petrol Prover Transfer Pump
	X10	Diesel Prover Transfer Pump
	X11	ULP Blend Pump
	X12	ULP Prover Transfer Pump

TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL101)	TPL-TECH-DO-STD-002	06	24 of 25

- Q01 Purge Air Fan 1
- Q02 Purge Air Fan 2
- Q03 Pressurisation Fan 1
- Q04 Pressurisation Fan 2

- Meters
 - M01 Turbine/Positive Displacement Meter No 1.
 - M02 Turbine/Positive Displacement Meter No 2.

- Strainers
 - S01 Main Line Strainer
 - S02 Main Line Strainer
 - S03 Main Line Strainer
 - S04 Main Line Strainer
 - S05 Petrol Header Strainer (Delivery Station)
 - S06 Petrol Header Strainer (Delivery Station)
 - S07 Diesel Header Strainer (Delivery Station)
 - S08 Diesel Header Strainer (Delivery Station)
 - S09 ULP Header Strainer (Delivery Station)
 - S10 ULP Header Strainer (Delivery Station)

TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL101)	TPL-TECH-DO-STD-002	06	25 of 25

11.DOCUMENT CHANGE HISTORY:

The owner of this document is responsible for the revision and control of the document, including updating of the table below, which contains the history of the document with details of each revision.

Date	Previous Rev No.	New Rev No.	Details of Revision
15.01.99	00	01	Document approved for distribution.
23.05.00	01	02	Phase II revisions added.
15.04.01	02	03	Instrument Group ID Allocations revised. Plant & Equip Identification Stds clarified.
01.08.07	03	04	Transnet Pipelines logo added.
12.06.2012	04	05	New Transnet Standard Template Adopted Updating the Reference Documentation
25.05.2016	05	06	Document review & update & New Template

This table summarises what has been changed in the document so that it is easy to keep track of the effected changes.

TRANSNET PIPELINES		 TRANSNET pipelines	
Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL102)	TPL-TECH-DO-STD-003	03	1 of 14

DRAWING OFFICE STANDARD (PL102)

DOCUMENT APPROVAL PROCESS

NAME		POSITION/MEETING NO.	SIGNATURE	DATE
Originator:	Zandile Moloi	Drawing Office Manager		20/06/2016
Approver:	Petros Khumalo	Technical Support Manager		30-06-2016
Original date: 15 June 2016				
Effective date: 06 July 2016				

TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL102)	TPL-TECH-DO-STD-003	03	2 of 14

TABLE OF CONTENT

CONTENT	PAGE No.
1. Introduction	3
2. Scope	3
2.1. General	3
2.2. Application to work activities	4
3. Reference documentation	4
4. Abbreviation	5
5. Equipment and instrument symbology standard	5
6. Electrical switchgear symbology standard	7
7. Appendices	8
8. Document change history	14

Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL102)	TPL-TECH-DO-STD-003	03	3 of 14

1. INTRODUCTION

The purpose of this standard is to establish a uniform means of designating plant, equipment, instrumentation and electrical switchgear as installed on the respective pump station sites within Transnet Pipelines, on technical drawings and in documentation. By ensuring a comprehensive, consistent and uniform means of representing plant, equipment and instrumentation on technical drawings and in documentation, it is hoped that this Standard will assist in the rapid identification of equipment and instrumentation, as well as correct interpretation of information presented.

2. SCOPE

2.1. GENERAL

This document defines graphical symbology standards to be adopted when representing all plant, equipment, instrumentation and electrical switchgear on technical drawings and in documentation. Plant, equipment and instrumentation symbology has been based on the Instrument Society of America Standards ISA S5.1-1984 and ISA S5.3-2009 respectively, and supplemented to include Transnet Pipelines specific equipment. Electrical Switchgear symbology has been based on the International Electrotechnical Commission Standards IEC Publication 60617 as adopted by SABS/NRS 002-2000.

It is not the intent of these Standards to mandate the usage of each type of symbol for each occurrence of a generic device within the overall control system, which may result in undue complexity, but rather to enable the designer the facility to use internationally recognised symbology to convey the level of detail required to accurately reflect the process.

In this regard, symbology and rules of usage as defined within this Standard are required to be adhered to by Client and Contractor alike, for and on behalf of Transnet Pipelines, a Division of Transnet Ltd. Both Client and Contractor will be required to familiarise themselves with all applicable Standards and Codes of Practice listed herein, and to ensure compliance in the execution of any work in terms of this document. Failure to comply may render the provider liable for corrections at his own cost.

These Standards should be read in conjunction with all other specifications and drawings as issued for a particular contract. Where discrepancies occur, these must be brought to the attention of Transnet Pipelines in writing before commencement of work. In the event of any conflict between the contents of any documents forming part of a contract (as listed in the Schedule of Contract Documents) and this document, the former shall prevail.

Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL102)	TPL-TECH-DO-STD-003	03	4 of 14

2.2. APPLICATION TO WORK ACTIVITIES

The Standards contained herein are suitable for use whenever plant, equipment, instrumentation or electrical switchgear are required to be represented in technical drawings and in documentation. These Standards thus cover designation of plant, equipment, instrumentation and electrical switchgear in the following types of documentation:

- Flow Diagrams, process and mechanical
- Piping and Instrumentation diagrams
- Instrumentation system diagrams
- Electrical switchgear diagrams
- Specifications, purchase orders, manifests and other lists
- Construction Drawings
- Technical Papers, literature and discussions
- Tagging of Instruments
- Installation, operation and maintenance instructions, drawings and records

3. REFERENCE DOCUMENTATION

The following standard specifications are to be used for reference purposes. It is expected of Tenderers that they be familiar with the applicable clauses and that these will be adhered to in the execution of any work in terms of this specification.

- A. Standards and Recommended Practices for Instrumentation and Control, 11th Edition, Instrument Society of America.

ANSI/ISA-S5.1-2009 Instrument Symbols and Identification

ANSI/ISA - S 5.2-1992 Binary Logic Diagrams for Process Operations

ANSI/ISA-S5.3-1983 Graphic Symbols for Distributed Control, Shared Display Instrumentation, Logic and Computer Systems

ANSI/ISA - S 5.5-1985 Graphic Symbols for Process Displays

- B. Graphical Symbols for Electrical Diagrams NRS 002-2000 second edition.

- C. International Electrotechnical Commission Standards for Electrical Drawings

IEC Publication 27 Letter Symbols to be used in Electrical Technology
 IEC Publication 50 International Electrotechnical Vocabulary
 IEC Publication 617 Graphical Symbols for Diagrams

- D. American Society of Mechanical Engineers (ASME)

ASME Y32.11 - 1961 Graphical Symbols for Process Flow Diagrams
 ASME Y32.2.3 - 1994 Graphical Symbols for Pipe Fittings, Valves & Piping.

Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL102)	TPL-TECH-DO-STD-003	03	5 of 14

4. ABBREVIATION

For the purpose of understanding these Standards, the following abbreviations apply.

ANSI	:	American National Standards Institute
C & I	:	Control and Instrumentation
IEC	:	International Electrotechnical Commission
ISA	:	Instrument Society of America
SABS	:	South African Bureau of Standards
ASA	:	American Standards Association

5. EQUIPMENT & INSTRUMENT SYMBOLOGY STANDARD

Equipment / Instrument Symbols as defined in the tables contained in Appendix A conform to the following standards:

- A. Standards and Recommended Practices for Instrumentation and Control, 11th Edition, Instrument Society of America.

ANSI/ISA-S5.1-2009 Instrument Symbols and Identification

ANSI/ISA - S 5.2-1992 Binary Logic Diagrams for Process Operations

ANSI/ISA-S5.3-1983 Graphic Symbols for Distributed Control, Shared Display Instrumentation, Logic and Computer Systems

ANSI/ISA - S 5.5-1985 Graphic Symbols for Process Displays

- B. American Society of Mechanical Engineers (ASME)

ASME Y32.11 - 1961 Graphical Symbols for Process Flow Diagrams

ASME Y32.2.3 - 1994 Graphical Symbols for Pipe Fittings, Valves & Piping.

The symbol descriptions listed to the right of each symbol are intended to serve as guidelines for applicability and have been supplemented by comments where further clarity may be required.

Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL102)	TPL-TECH-DO-STD-003	03	6 of 14

5.1. SYMBOL DEFINITIONS (Refer to Appendix A)

Table 1	General Instrument or Function Symbols
Table 2	Interlock and Math Functionality
Table 3	Line Symbolology
Table 4	Fire System Symbolology
Table 5	General Symbolology
Table 6	Pump Symbolology
Table 7	Valve Symbolology
Table 8	Mechanical Symbolology
Table 9	Equipment Symbolology
Table 10	Tank Symbolology

5.2. RULES FOR USAGE

5.2.1 . Individual pieces of equipment and instrumentation shall be uniquely identified on technical drawings and documentation via means of the symbols defined above. Where pieces of equipment / instrumentation have easily defined or recognisable relationships, these need not be individually tagged on a diagram. For example, an orifice plate need not be separately tagged to the differential pressure transmitter, for the purposes of flow measurement. Also, where there is a primary element connected to another instrument on a diagram, use of a symbol to represent the primary element on the diagram is optional.

5.2.2 . Where an instrument/equipment has more than one function and denotation of these are necessary to gain a full understanding of the process, these functions may be individually reflected by symbols located alongside one another and tagged separately. Use of contiguous symbols may thus be used to reflect the following additional functionality:

- Interfacing between associated instruments e.g. hardwiring, internal system links, backup.
- Instrument integrated multiple functions.

5.2.3. Brief explanatory notation may be added adjacent to the symbol or line to clarify instrument functionality e.g. a lead analyser may have the letters Pb placed adjacent to the symbol to indicate the function of the analyser; a temperature probe may have the letters PT100 placed adjacent to the symbol to indicate the element type.

5.2.4. Where math functionality is performed within an instrument (e.g. square root extraction) such functionality may be indicated by means of explanatory notation placed adjacent to the instrument symbol.

5.2.5. Orientation and sizing of symbolology should be selected with neatness and legibility in mind. Function Block designation and Tag Numbers should always be drawn on the horizontal.

5.2.6. Electrical, pneumatic or other power supply to an instrument need not be shown, unless it is essential to an understanding of the function or operation of an instrument or loop.

5.2.7. The sequence in which instruments or functions are connected on a diagram should reflect the functional logic and need not necessarily correspond to the signal connection sequence. For example, an analogue instrument using voltage feedback requires parallel wiring whereas an instrument using current feedback requires series wiring, although both are represented in documentation using identical symbolology.

Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL102)	TPL-TECH-DO-STD-003	03	7 of 14

5.2.8. The degree of detail to be applied to each document or drawing lies entirely at the discretion of the user. For example, sketches and technical papers usually contain simplified symbology whereas P & ID Diagrams and Process Flow Diagrams may show all in-line components. In all cases, consistency should be exercised for each document /drawing type, and in this regard the reader is required to familiarise himself with examples of drawings included in the Drawing Standards Document in order to ascertain degree of detail requirements.

5.2.9. Interlocking Functionality. For the sake of clarity and in order to prevent technical drawings from becoming cluttered, only hardwired interlocking functionality need be reflected on technical drawings produced for and on behalf of Transnet Pipelines. All other interlocking functionality shall be defined in Software Documentation and Functional Design Specifications accompanying the installation of Control Systems technology.

5.2.10. Where graphical symbols are similar in nature and may cause misinterpretation, cautionary notes should be added to the document/drawing, in order to assist in interpretation.

5.2.11. Alarm and Trip Functionality. All derived tags (alarm and trip functionality) shall be represented by the placement of additional notation alongside the instrument symbol on a drawing. In this regard the following notation has been derived to date:

PAHH	Press Trip High
PAH	Press Alarm High
PALL	Press Trip Low
PAL	Press Alarm Low
dP/dT	Rate of Change
PDA	Deviation from Setpoint

6. EQUIPMENT & INSTRUMENT SYMBOLOGY STANDARD

Electrical Switchgear Symbology used shall conform to the International Electrotechnical Commission Standards IEC Publication 60617 as adopted by SABS/NRS 002-2000 (Amended 1994).

Lists of the more commonly used symbols have been included in Appendix B for reference purposes. The symbol descriptions listed to the right of each symbol are intended to serve as guidelines for applicability and have been supplemented by comments where further clarity may be required.

TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL102)	TPL-TECH-DO-STD-003	03	8 of 14

7. APPENDICES APPENDIX A

Equipment & Instrument Symbol Tables

Table 1 General Instrument or Function Symbols	Table 2 Interlock and Math Functionality
 COMPUTER FUNCTION AUXILIARY LOCATION  COMPUTER FUNCTION PRIMARY LOCATION  COMPUTER FUNCTION FIELD MOUNTED  DISCRETE INSTRUMENT AUXILIARY LOCATION  DISCRETE INSTRUMENT PRIMARY LOCATION  DISCRETE INSTRUMENT FIELD MOUNTED  DIGITAL CONTROL/ MONITORING PRIMARY LOCATION  DIGITAL SIGNAL FIELD MOUNTED  DIGITAL CONTROL AUXILIARY LOCATION	 INTERLOCK  ROOT EXTRACTION  AVERAGING  PROPORTIONAL  INTEGRAL  DERIVATIVE  SIGNAL CONVERSION X=E - VOLTAGE X=H - HYDRAULIC X=I - CURRENT X=O - E.MAGNETIC, SONIC X=P - PNEUMAT X=R - RESISTANCE (ELECT.) X=A - ANALOG X=D - DIGITAL X=B - BINARY  PURGE AIR

TRANSNET PIPELINES



Document Name

Document Number

Revision
Number

Page

Drawing Office Standard (PL102)

TPL-TECH-DO-STD-003

03

9 of 14

Table 3
Line Symbology

	INTERNAL SYSTEM LINK
	ELECTRIC SIGNAL
	MECHANICAL LINK
	PRIMARY PROCESS LINK
	PRIMARY PROCESS LINK (UNDERGROUND)
	SECONDARY PROCESS LINK
	SECONDARY PIPING LINK (UNDERGROUND)
	UNDEFINED SIGNAL
	PNEUMATIC SIGNAL
	HYDRAULIC SIGNAL
	CAPILLARY TUBE
	ELECTROMAGNETIC SIGNAL (GUIDED)
	ELECTROMAGNETIC SIGNAL (UNGUIDED)
	PNEUMATIC BINARY SIGNAL
	ELECTRIC BINARY SIGNAL

Table 4
Fire System Symbology

	BALL PRESSURE PROPORTIONER
	BURSTING DISK
	FIRE HYDRANT SINGLE
	FIRE HYDRANT DOUBLE
	FIRE HYDRANT QUADRUPLE
	HYDRANT FOAM
	FOAM POURER
	HIGH BACK PRESS. GENERATOR
	OSC MONITOR
	FIXED MONITOR
	SPRINKLER NOZZLE
	TANK DRENCHING NOZZLE
	FIRE LINES
	FOAM CANNON COVERAGE
	FOAM POURER COVERAGE
	FOAM SPRINKLER COVERAGE
	FOAM CANNON
	FLAME DETECTOR
	HYDROCARBON LIQUID DETECTOR
	HYDROCARBON GAS DETECTOR
	CONTROL VALVE

TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL102)	TPL-TECH-DO-STD-003	03	10 of 14

Table 5
General Symbology

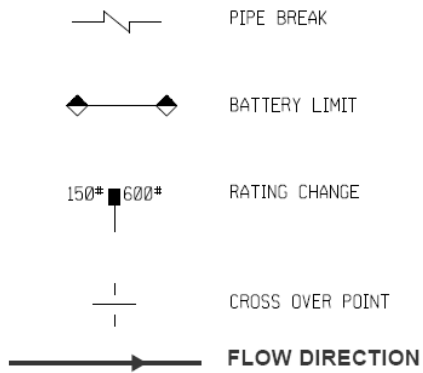
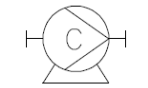


Table 6
Pump Symbology



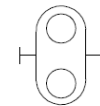
CENTRIFUGAL PUMP



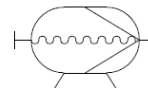
DOSING PUMP



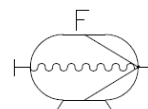
POSITIVE DISP. PUMP



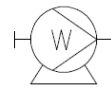
COMPRESSOR



SCREW PUMP



FOAM PUMP



WATER PUMP

TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL102)	TPL-TECH-DO-STD-003	03	11 of 14

**Table 7
Valve Symbolology**

	3-WAY VALVE
	4-WAY VALVE
	BALL VALVE
	BUTTERFLY VALVE
	CHECK VALVE
	CONTROL VALVE
	DIAPHRAGM VALVE
	EXPANDING PLUG VALVE
	PLUG VALVE
	NEEDLE VALVE
	GATE-PARALLEL VALVE
	GATE-WEDGE VALVE
	GLOBE VALVE
	PRESSURE SUSTAINING VALVE
	PRESSURE RELIEF VALVE
	THERMAL RELIEF VALVE
	UNSPECIFIED VALVE
	SPHERE HANDLING VALVE
	SPHERE RELEASE FINGER

**Table 8
Mechanical Symbolology**

	ACTUATOR - PNEUMATIC
	ACTUATOR - ELECTRIC
	MANUAL VALVE WITH POSITION FEEDBACK
	SAFETY END CLOSURE
	DRIP CUP
	DRY BRAKE COUPLING
	END CAP
	FLANGE BLIND
	FLANGE INSULATING
	FLANGE SET
	FLEXIBLE HOSE
	GOOSE NECK
	SLOP INJECTOR
	JAIL BARS
	SPECTACLE LINE BLIND - OPEN
	SPECTACLE LINE BLIND - CLOSED
	SPADE LINE BLIND - OPEN
	SPADE LINE BLIND - CLOSED
	STOPPLE FITTING
	LOADING ARM
	ORIFICE PLATE
	254x203 CONCENTRIC REDUCER
	SIZE ECCENTRIC REDUCER
	EYE WASH & EMERGENCY SHOWER

TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL102)	TPL-TECH-DO-STD-003	03	12 of 14

Table 9
Equipment Symbology

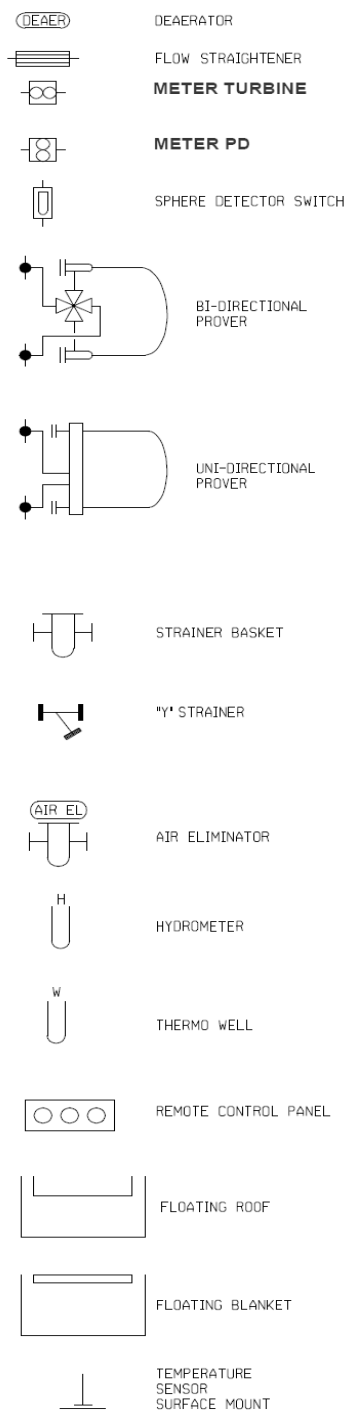
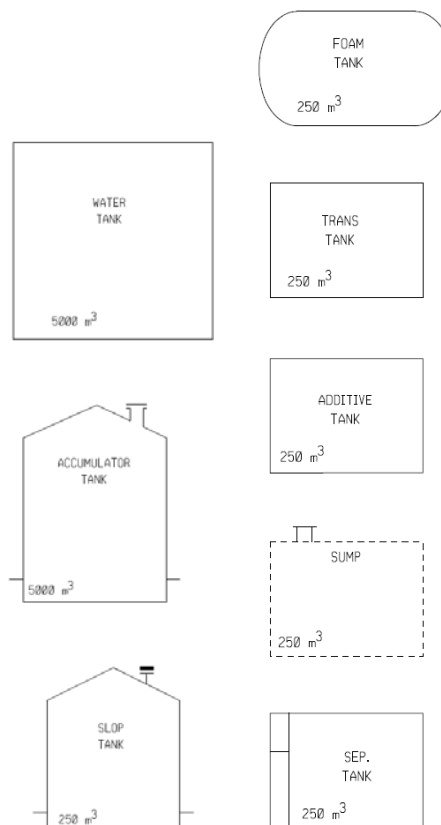


Table 10
Tank Symbology



TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL102)	TPL-TECH-DO-STD-003	03	13 of 14

APPENDIX B

Electrical Switchgear Symbol Tables

Graphical Symbols for Electrical Diagrams NRS 002-2000 second edition.

	Earth general symbol Earthing, general symbol, Ground (US) general symbol; Grounding (US) general symbol		Coil, general symbol, Winding general symbol Inductor; Choke
	Make contact, general symbol, switch, general symbol		Semiconductor diode, general symbol
	Break contact		Induction motor, three phase, squirrel cage
	Change-over break before make contact		Transformer with two windings, general symbol (form 1)
	Circuit Breaker		Rectifier
	Disconnecter, Isolator		Primary cell
	Switch-disconnector, On-load isolating switch		Lamp, general symbol lamp Signal lamp, general symbol
	Operating device, general symbol; Relay coil, general symbol Operating coil of a selector (form 1)		Direct current
	Fuse, general symbol		Alternating current
	Resistor, general symbol		
	Capacitor, general symbol		

Document Name	Document Number	Revision Number	Page
Drawing Office Standard (PL102)	TPL-TECH-DO-STD-003	03	14 of 14

8. DOCUMENT CHANGE HISTORY:

The owner of this document is responsible for the revision and control of the document, including updating of the table below, which contains the history of the document with details of each revision.

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12.06.12	01	02	New Transnet Standard Template Adopted
26.05.16	02	03	Document review and update & New Template

This table summarises what has been changed in the document so that it is easy to keep track of the effected changes.

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This Rationalized User Specification is
issued by the NRS Project
on behalf of the
User Group given in the foreword
and is not a standard as contemplated in the Standards Act, 1993 (Act 29 of 1993).

Rationalized user specifications allow user
organizations to define the performance and quality
requirements of relevant equipment.

Rationalized user specifications may, after a certain
application period, be introduced as national standards.

Amendments issued since publication

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Contents

	Page
Foreword	4
Introduction	4
1 Scope	5
2 Normative references	5
3 Definitions	6
4 General	6
4.1 General structure	6
4.2 Terminology	7
4.3 Presentation of symbols	7
4.4 Numbering of symbols	7
4.5 Use of symbols	8
5 Symbols	9
5.1 Symbol elements, qualifying symbols and other symbols having general application	9
5.1.1 Symbol elements – Outlines and enclosures	9
5.1.2 Qualifying symbols	10
5.1.2.1 Types of current and voltage	10
5.1.2.2 Variability	12
5.1.2.3 Direction of force or motion	13
5.1.2.4 Direction of flow	14
5.1.2.5 Operational dependence on a characteristic quantity	15
5.1.2.6 Effect or dependence	16
5.1.2.7 Radiation	16
5.1.2.8 Signal waveforms	17
5.1.3 Other symbols having general application	17
5.1.3.1 Mechanical controls	17
5.1.3.2 Operating devices and methods	19
5.1.3.3 Control by non-electrical quantities	21
5.1.3.4 Earth and frame connections, equipotentiality	22
5.1.3.5 Miscellaneous	22
5.2 Conductors and connecting devices	24
5.2.1 Conductors	24
5.2.2 Terminals and connections of conductors	25
5.2.3 Connecting devices	27
5.2.4 Cable fittings	29
5.3 Passive components	29
5.3.1 Resistors	29
5.3.2 Capacitors	31
5.3.3 Inductors	31

Contents (continued)

	Page
5.4 Semiconductor devices	32
5.4.1 Symbol elements	32
5.4.2 Qualifying symbols particular to semiconductor devices	35
5.4.3 Examples of semiconductor diodes	35
5.4.4 Examples of thyristors	36
5.4.5 Examples of transistors	37
5.4.6 Examples of photosensitive and magnetic field sensitive devices	39
5.5 Production and conversion of electrical energy	39
5.5.1 Qualifying symbols for winding interconnections	39
5.5.1.1 Separate windings	39
5.5.1.2 Internally connected windings	40
5.5.2 Machines	41
5.5.2.1 Elements of machines	41
5.5.2.2 Types of machines	41
5.5.2.3 Examples of direct current machines	42
5.5.2.4 Examples of alternating current commutator machines	42
5.5.2.5 Examples of synchronous machines	43
5.5.2.6 Examples of induction type (asynchronous) machines	43
5.5.3 Transformers and reactors	44
5.5.3.1 General symbols	45
5.5.3.2 Example of transformers with separate windings	46
5.5.3.3 Examples of auto-transformers	51
5.5.3.4 Examples of induction regulators	52
5.5.3.5 Examples of measuring transformers and pulse transformers	52
5.5.4 Power converters	54
5.5.5 Primary cells and accumulators	54
5.6 Switchgear, controlgear and protective devices	55
5.6.1 General	55
5.6.2 Contacts	55
5.6.2.1 Qualifying symbols	55
5.6.2.2 Contacts with two or three positions	56
5.6.2.3 Passing contacts with two positions ("fleeting" contacts)	57
5.6.2.4 Early and late operating contacts	57
5.6.2.5 Examples of contacts with intentional delay	58
5.6.2.6 Examples of spring-return and non-spring-return (stay put) contacts	59
5.6.3 Switches, switchgear and starters	59
5.6.3.1 Single-pole switches	60
5.6.3.2 Position and limit switches	60
5.6.3.3 Temperature-sensitive switches	61
5.6.3.4 Examples of multipole and multiposition switches	62
5.6.3.5 Block symbols for complex switches	65
5.6.3.6 Switchgear and controlgear	66
5.6.3.7 Block symbols for motor starters	67

Contents (concluded)

	Page
5.6.4 Electromechanical all-or-nothing relays	68
5.6.5 Measuring relays and related devices	69
5.6.5.1 Block symbol and qualifying symbols	69
5.6.5.2 Examples of measuring relays	70
5.6.5.3 Other devices	72
5.6.6 Proximity and touch-sensitive devices	72
5.6.6.1 Sensors and detectors	72
5.6.6.2 Switches	73
5.6.7 Protective devices	73
5.6.7.1 Fuses and fuse switches	73
5.6.7.2 Gaps and arresters	74
5.7 Measuring instruments, lamps and signalling devices	75
5.7.1 Indicating, recording, integrating instruments and general symbols	75
5.7.2 Examples of indicating instruments	76
5.7.3 Examples of recording instruments	78
5.7.4 Examples of integrating instruments	78
5.7.5 Counting devices	80
5.7.6 Thermocouples	80
5.7.7 Telemetering devices	81
5.7.8 Electric clocks	81
5.7.9 Lamps and signalling devices	82
5.8 Architectural and topographical installation plans and diagrams	84
5.8.1 Generating stations and substations	84
5.8.1.1 General symbols	84
5.8.1.2 Specific types of generating stations and substations	85
5.8.2 Installations in buildings	86
5.8.2.1 Identification of specific conductors for schematic diagrams	86
5.8.2.2 Wiring for layout diagrams	86
5.8.2.3 Socket outlets for layout diagrams	87
5.8.2.4 Switches for layout diagrams	88
5.8.2.5 Lighting outlets and fittings for layout diagrams	89
5.8.2.6 Miscellaneous symbols for layout diagrams	90
5.8.3 Reticulation systems	91
Bibliography	95
General index	96

Foreword

This specification has been prepared by the NRS Project Management Agency for use in the Electricity Supply Industry in South Africa as a compilation of a subset of internationally accepted symbols: it has not been specifically approved by a technical committee or user group. It is intended to be a ready source of reference for the industry.

This second edition of NRS 002 has been prepared to incorporate amendments to the relevant parts of IEC 60617 that have been published since the first edition of NRS 002 was prepared.

The specific contribution of Dott Browse of Eskom in the compilation of this specification is acknowledged.

Comments are invited from interested parties and correspondence should be directed to the NRS Standardization Manager, c/o the Electrotechnical Standards Manager, SABS, Private Bag X191, Pretoria, 0001.

Introduction

The objective of this specification, which details preferred symbols for use on electrical diagrams and drawings, is to reduce the number of variations in symbols.

The numbering of symbols is in accordance with the IEC reference numbers.

In an attempt to establish a degree of uniformity and in order to standardize,

- a) the choice of alternative symbols has been rationalized;
- b) the letter "V" for voltage/volts is used throughout in preference to the alternative "U";
- c) the symbol "θ" for temperature is used throughout in preference to the alternative "t";
- d) a black dot, symbol 03-02-01, is used for all connections;
- e) a small circle is used throughout to represent the hinge-point of symbols representing contacts and switchgear; and
- f) the line representing the moving contact part of switchgear is drawn thicker than the other lines.

The symbols have been created in electronic format for use in a computer-aided design (CAD) cell library and are available, on disks, with this edition of NRS 002. The cells were developed in Microstation SE[®] and can be used with various drawing software packages through conversion.

The symbols have been selected from different parts of IEC 60617. The graphical symbols for diagrams used are those that are most common. Certain graphical symbols for reticulation system plans have been added.

SPECIFICATION

Graphical symbols for electrical diagrams

Preferred requirements for applications in the Electricity Supply Industry

1 Scope

This specification contains graphical symbols, typically for use in electrotechnical diagrams for heavy current equipment and associated control equipment.

2 Normative references

The following normative documents contain provisions which, through reference in this text, constitute provisions of this specification. At the time of publication, the editions indicated were valid. All standards and specifications are subject to revision, and parties to agreements are encouraged to investigate the possibility of applying the most recent editions of the normative documents listed below. Information on currently valid national and international standards and specifications can be obtained from the South African Bureau of Standards.

IEC 60027-1:1995, *Letter symbols to be used in electrical technology – Part 1: General*.

IEC 60050:(all parts), *International Electrotechnical Vocabulary (IEV)*.

IEC 60076-1:1993, *Power Transformers – Part 1: General*.

IEC 60375:1972, *Conventions concerning electric and magnetic circuits*.

IEC 60445:1988, *Identification of equipment terminals and of terminations of certain designated conductors, including general rules of an alphanumeric system*.

IEC 60617-2:1996, *Graphic symbols for diagrams – Part 2: Symbol elements, qualifying symbols and other symbols having general application*.

IEC 60617-8:1996, *Graphic symbols for diagrams – Part 8: Measuring instruments, lamps and signalling devices*.

IEC 60617-11:1966, *Graphic symbols for diagrams – Part 11: Architectural and topographical installation plans and diagrams*.

ISO/IEC 646:1991, *Information technology – ISO 7-bit coded character set for information interchange*.

3 Definitions

For the purposes of this specification, the following definitions apply:

3.1 block symbol: A simple graphical symbol, representing an assembly of items and intended to indicate the function of the assembly, neither giving details about the items nor taking account of all connections.

NOTE Block symbols are generally used in diagrams where a single-line representation is applied. They may also be used in diagrams with all input connections shown.

3.2 general symbol: A symbol, usually simple, common to a whole family of items, and characteristic of that family.

3.3 graphical symbol: A figure, mark or character conventionally used on a diagram or other document to represent an item or a concept.

3.4 qualifying symbol: A symbol added to another to provide additional information.

NOTE 1 Qualifying symbols cannot normally be used on their own but a general symbol may sometimes be used for qualifying purposes. Thus the general symbol for an auto-transformer may be added to that for a motor starter to produce the symbol for an auto-transformer starter.

NOTE 2 The term "supplementary symbol" has been used in the past with the same meaning as qualifying symbol.

3.5 symbol element: A simple figure with a defined meaning, which has to be combined with other figures to form the complete symbol for a device or a concept.

For example, the symbol for a d.c. compound wound generator is assembled from symbol elements representing the machine, series and shunt field windings, bushes and terminals. When symbol elements are combined in this way, their arrangement is not necessarily related to the physical structure of the device symbolized.

4 General

4.1 General structure

Clause 5, which has the general heading *Symbols*, is structured as follows:

5.1 Symbol elements, qualifying symbols and other symbols having general application

It relates to outlines and enclosures, qualifying symbols for types of current and voltage, variability, direction of force, motion and flow, etc., mechanical controls, earth and frame connections.

5.2 Conductors and connecting devices

It relates to conductors, flexible, screened or twisted, coaxial, terminals, junctions, plugs, sockets and cable sealing ends.

5.3 Passive components

It relates to resistors, capacitors, inductors and delay lines.

5.4 Semiconductors

It relates to diodes, transistors and thyristors.

5.5 Production and conversion of electrical energy

It relates to windings, generators, motors, transformers and power converters.

5.6 Switchgear, controlgear and protective devices

It relates to contacts, switches, temperature-sensitive and touch-sensitive switches, proximity switches, switchgear and controlgear, motor starters, all-or-nothing relays, measuring relays, fuses, gaps and arresters.

5.7 Measuring instruments, lamps and signalling devices

It relates to indicating, integrating and recording instruments, thermocouples, telemetering devices, clocks, lamps, horns and bells.

5.8 Architectural and topographical installation plans and diagrams

It relates to generating stations, substations, conductors, wiring, socket outlets, switches, lighting outlets and fittings, light poles, ducts and water mains.

4.2 Terminology

Whenever possible, the names of the devices and concepts symbolized in this specification correspond to those used in IEC 60050.

4.3 Presentation of symbols

The symbols in this specification have been drawn to a size convenient for comprehension, but efforts have also been made to give them suitable sizes relative to each other. The symbols are laid out in such a way that the distance between connecting lines is a multiple of a certain modulus. The multiple of the modulus has been chosen to provide enough space for the usual terminal designations.

In most cases, the symbols are directly applicable on a diagram and they can be put on a grid in a CAD system (see Introduction).

Although the symbols are presented without a background grid, a grid was used in their preparation.

4.4 Numbering of symbols

Each symbol has a serial number, which is the same number as the corresponding symbol in IEC 60617. This number is composed of three groups:

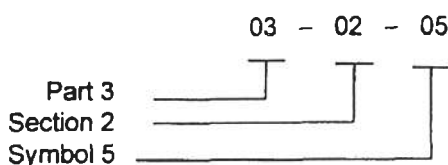
- a) the first group (two digits) identifies the part number of IEC 60617 in which that symbol is specified. Numbers for symbols not specified in any part of IEC 60617 start with the digits "00";
- b) the second group (two digits) identifies the number of the section in that part; and
- c) the third group (two digits) identifies the number of the symbol in that section.

Each one of these groups is separated from the next group by a hyphen.

In each part of IEC 60617, the sections are numbered from 01 to 99.

In each section, the symbols are numbered from 01 to 99 (not always consecutively, since some symbols of IEC 60617 have not been included).

Example:



Some symbols have serial numbers with a suffix, for example, "-A" or "-02A". This suffix identifies a symbol that does not appear in IEC 60617, but that is related to the symbols adjacent to it.

NOTE Such symbols are included because they are used at present, but their further use should be avoided if possible.

4.5 Use of symbols

The list of symbol elements, qualifying symbols and general symbols has been made as complete as possible, but only a limited number of examples of combined symbols are given. If the symbol for a particular device or design cannot be found in this specification, it should be possible to produce it by an appropriate combination of accompanying symbols or by further reference to IEC 60617.

The sizes of symbols relative to one another may be changed to suit the circumstances of a given diagram or application, for example different symbol sizes are often used for power transformers and measuring transformers. Also, if a symbol is used to qualify another, its size is often reduced. The relative proportions of the symbols should be retained when they are reduced or enlarged.

Different line thicknesses may be used for conductor symbols. The minimum size of symbol and line thickness shall conform to microfilm standards and shall be the minimum permitted by the reproduction method used, as in the case of technical publications.

Symbols may be turned or mirror-imaged if this does not affect their meaning. Unless otherwise stated, the orientation shown in this specification is not mandatory.

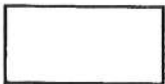
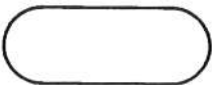
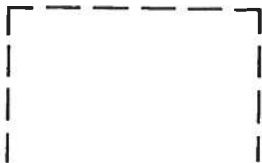
For clarity, symbols are usually shown with connecting lines. Unless otherwise stated, the arrangement shown is only one example of the ways in which connecting lines may be drawn.

Supplementary information can be added to most symbols. This specification gives examples of this practice only in those cases where there is a recommended method for the presentation of such information.

5 Symbols

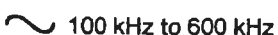
5.1 Symbol elements, qualifying symbols and other symbols having general application

5.1.1 Symbol elements – Outlines and enclosures

IEC No.	Symbol	Description	Remarks
02-01-01	Form 1 	Item Equipment Functional Unit	Suitable symbols or legends shall be inserted in or added to the symbol outline to indicate the item, equipment or function.
02-01-02	Form 2 		
02-01-03	Form 3 		
02-01-04	Form 1 	Envelope (tank) Enclosure	An outline of another shape may be used. If the enclosure has special protective features, attention may be drawn to these by a note. The use of the envelope symbol is optional. It may be omitted if no confusion will arise. The envelope shall be shown if there is a connection to it. If necessary, the envelope may be split.
02-01-05	Form 2 		
02-01-06		Boundary line	Used to indicate items associated physically, mechanically or functionally. Any combination of short and long strokes may be used.
02-01-07		Screen (shield)	The screen may be drawn in any convenient shape.

5.1.2 Qualifying symbols

5.1.2.1 Types of current and voltage

IEC No.	Symbol	Description	Remarks
02-02-03	Form 2 	Direct current	Symbol 02-02-01 and 02-02-02 shall not be used.
02-02-04		Alternating current	The numerical value of the frequency or frequency range may be added at the right-hand side of the symbol.
02-02-05		Alternating current of 50 Hz	
02-02-06		Alternate current of frequency range 100 kHz to 600 kHz	The voltage may also be indicated at the right-hand side of the symbol.
02-02-07		Alternating current: three-phase with neutral, 50 Hz, 400 V (230 V between phase and neutral) 3N may be replaced by 3 + N	The number of phases and the presence of a neutral may be indicated at the left-hand side of the symbol.

5.1.2.1 (concluded)

IEC No.	Symbol	Description	Remarks
02-02-09	~	Alternating current, different frequency ranges The following symbols may be used when it is necessary on a given drawing to distinguish between the different frequency ranges. Relatively low frequencies (example: power frequencies or sub-audio frequencies)	
02-02-10	≈	Medium frequencies (example: audio)	
02-02-11	≡	Relatively high frequencies (example: super audio, carrier and radio frequencies)	
02-02-13	+	Positive polarity	
02-02-14	—	Negative polarity	
02-02-15	N	Neutral	
02-02-16	M	Mid-wire	

5.1.2.2 Variability

Variability is non-inherent when the variable quantity is controlled by an external device, for example, when the resistance is controlled by a regulator.

Variability is inherent when the variable quantity depends on qualities of the device itself, for example, when the resistance changes with change of voltage or with change of temperature.

The sign for variability should be drawn across the main symbol at about 45° to the centre line of the symbol.

IEC No.	Symbol	Description	Remarks
02-03-01		Variability, non-inherent	
02-03-02		Variability, non-inherent, non-linear	
02-03-03		Variability, inherent	Information on the controlling quantity, e.g. voltage or temperature, may be shown near the symbol.
02-03-04		Variability, inherent, non-linear	The remark on symbol 02-03-03 applies.
02-03-05		Pre-set adjustment	Information on the conditions under which adjustment is permitted may be shown near the symbol.
02-03-06		Pre-set adjustment permitted only at zero current	

5.1.2.2 (concluded)

IEC No.	Symbol	Description	Remarks
02-03-07		Variability in steps Stepping action	A figure indicating the number of steps may be added.
02-03-08		Variability, non-inherent in five steps	
02-03-09		Continuous variability	
02-03-10		Pre-set adjustment, continuously variable	

5.1.2.3 Direction of force or motion

An arrow may be used to indicate the direction in which the movable part of a symbol has to move to give a required effect (see, for example, symbol 02-04-02).

An arrow may also indicate the direction of a force or the direction of motion of the physical part symbolized. In such cases, a note to indicate the viewpoint may be required.

The effect caused by movement may be explained by means of symbols or text.

IEC No.	Symbol	Description	Remarks
02-04-01		Rectilinear force or motion in the direction of the arrow	
02-04-02		Bidirectional rectilinear force or motion Frequency is increased when wiper 3 is moved towards terminal 2	
02-04-03		Unidirectional rotation in the direction of the arrow, e.g. clockwise	

5.1.2.3 (concluded)

IEC No.	Symbol	Description	Remarks
02-04-04		Bidirectional rotation	
02-04-05		Bidirectional rotation, limited in both directions	
02-04-06		Reciprocating motion	

5.1.2.4 Direction of flow

IEC No.	Symbol	Description	Remarks
02-05-01		Propagation, energy flow, signal flow, one way, e.g. of energy, signal, information	
02-05-02		Propagation, both ways, simultaneously Simultaneous transmission and reception	
02-05-03		Propagation, both ways, not simultaneously Alternate transmission and reception	
02-05-04		Transmission	The dot may be omitted if the sense is unambiguously given by the arrowhead in combination with the symbol to which it is applied.
02-05-05		Reception	The dot may be omitted if the sense is unambiguously given by the arrowhead in combination with the symbol to which it is applied.

5.1.2.4 (concluded)

IEC No.	Symbol	Description	Remarks
02-05-06		Energy flow from the busbars	
02-05-07		Energy flow towards the busbars	
02-05-08		Bidirectional energy flow	

5.1.2.5 Operational dependence on a characteristic quantity

IEC No.	Symbol	Description	Remarks
02-06-01	$>$	Operating when the characteristic quantity is higher than the setting value	
02-06-02	$<$	Operating when the characteristic quantity is lower than the setting value	
02-06-03	$\approx$	Operating when the characteristic quantity is either higher than a given high setting or lower than a given low setting	
02-06-04	$= 0$	Operating when the value of the characteristic quantity becomes zero	
02-06-05	≈ 0	Operating when the value of the characteristic quantity differs from zero by an amount that is very small compared with the normal value	

5.1.2.6 Effect or dependence

IEC No.	Symbol	Description	Remarks
02-08-01		Thermal effect	
02-08-02		Electromagnetic effect	
02-08-04		Magnetic field effect or dependence	
02-08-05		Delay	

5.1.2.7 Radiation

Arrows pointing towards a symbol denote that the device symbolized will respond to incident radiation of the indicated type.

Arrows pointing away from a symbol denote the emission of the indicated type of radiation by the device symbolized.

Arrows located within a symbol denote a self-contained radiation source.

IEC No.	Symbol	Description	Remarks
02-09-01		Radiation, non-ionizing, electromagnetic (e.g. radio waves, visible light or light emission)	
02-09-02		Coherent radiation, non-ionizing (e.g. coherent light)	

5.1.2.8 Signal waveforms

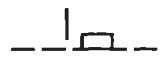
IEC No.	Symbol	Description	Remarks
02-10-01		Positive-going pulse	
02-10-02		Negative-going pulse	
02-10-03		Pulse of alternating current	
02-10-04		Positive-going step function	
02-10-05		Negative-going step function	
02-10-06		Sawtooth wave	

5.1.3 Other symbols having general application

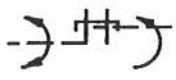
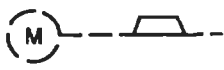
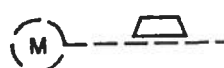
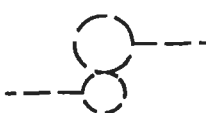
5.1.3.1 Mechanical controls

IEC No.	Symbol	Description	Remarks
02-12-01	Form 1 	Mechanical connection (link) Pneumatic connection (link) Hydraulic connection (link)	The arrow is assumed to be placed in front of the connection symbol. Symbol 02-12-04 is to be used if the space is too restricted to permit the use of 02-12-01.
02-12-02		Mechanical connection with indication of force or motion	
02-12-03		Mechanical connection with indication of direction of rotation	
02-12-04	Form 2 		

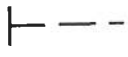
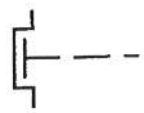
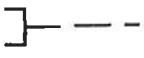
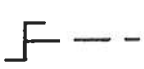
5.1.3.1 (continued)

IEC No.	Symbol	Description	Remarks
02-12-05	Form 1 	Delayed action	Delayed action in the direction of movement from the arc towards its centre ("Parachute" effect).
02-12-06	Form 2 		
02-12-07		Automatic return	The triangle is pointed in the return direction.
02-12-08		Detent Non-automatic return Device for maintaining a given position	
02-12-09		Detent, disengaged	
02-12-10		Detent, engaged	
02-12-11		Mechanical interlock between two devices	
02-12-12		Latching device, disengaged	
02-12-13		Latching device, engaged	
02-12-14		Blocking device	
02-12-15		Blocking device engaged, movement to the left is blocked	
02-12-16		Clutch Mechanical coupling	

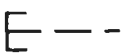
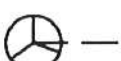
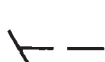
5.1.3.1 (concluded)

IEC No.	Symbol	Description	Remarks
02-12-17		Mechanical coupling, disengaged	
02-12-18		Mechanical coupling, engaged	
02-12-19		Bidirectional and rotating coupling devices (free wheel)	
02-12-20		Brake	
02-12-21		Electric motor with brake applied	
02-12-22		Electric motor with brake released	
02-12-23		Gearing	

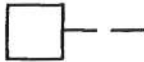
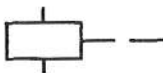
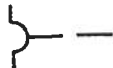
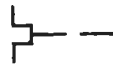
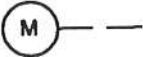
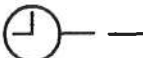
5.1.3.2 Operating devices and methods

IEC No.	Symbol	Description	Remarks
02-13-01		Manually operated control, general case	
02-13-02		Manually operated control with restricted access	
02-13-03		Operated by pulling	
02-13-04		Operated by turning	

5.1.3.2 (continued)

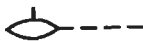
IEC No.	Symbol	Description	Remarks
02-13-05		Operated by pushing	
02-13-06		Operated by proximity effect	
02-13-07		Operated by touching	
02-13-08		Emergency switch (mushroom-head safety feature)	
02-13-09		Operated by handwheel	
02-13-10		Operated by pedal	
02-13-11		Operated by lever	
02-13-12		Operated by removable handle	
02-13-13		Operated by key	
02-13-14		Operated by crank	
02-13-15		Operated by roller	
02-13-16		Operated by cam	If desired, a more detailed drawing of the cam may be shown. This applies also to a profile plate.
02-13-17		Cam profile	
02-13-18		Profile plate Cam profile (developed representation)	
02-13-19		Operated by cam and roller	

5.1.3.2 (concluded)

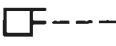
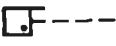
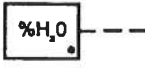
IEC No.	Symbol	Description	Remarks
02-13-20		Operated by stored mechanical energy	Information showing the form of stored energy may be added in the square.
02-13-21		Operated by pneumatic or hydraulic control, single acting	
02-13-22		Operated by pneumatic or hydraulic control, double acting	
02-13-23		Operated by electromagnetic actuator	
02-13-24		Operated by electromagnetic over-current protection	
02-13-25		Operated by thermal actuator, e.g. thermal relay, thermal over-current protection	
02-13-26		Operated by electric motor	
02-13-27		Operated by electric clock	

5.1.3.3 Control by non-electrical quantities

Letter symbols from IEC 60027-1 may be used to denote operating quantities other than those shown below (for example, pressure or speed). They should be enclosed in a rectangle if ambiguity could otherwise arise.

IEC No.	Symbol	Description	Remarks
02-14-01		Control by fluid level	
02-14-02		Control by number of events Control by a counter	

5.1.3.3 (concluded)

IEC No.	Symbol	Description	Remarks
02-14-03		Control by flow	
02-14-04		Control by gas flow	
02-14-05		Control by relative humidity	

5.1.3.4 Earth and frame connections, equipotentiality

IEC No.	Symbol	Description	Remarks
02-15-01		Earth	General symbol. Supplementary information may be given to define the status or the purpose of the earth if this is not readily apparent.
02-15-02		Noiseless earth	
02-15-04		Frame Chassis	

5.1.3.5 Miscellaneous

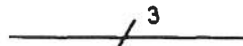
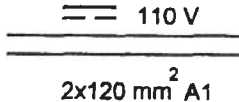
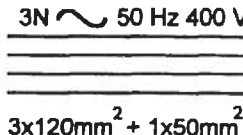
IEC No.	Symbol	Description	Remarks
02-17-01		Fault (indication of assumed fault location)	
02-17-02		Flashover Breakthrough	
02-17-03		Permanent magnet	

5.1.3.5 (concluded)

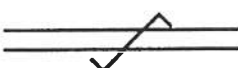
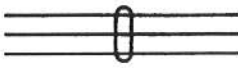
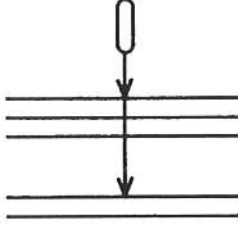
IEC No.	Symbol	Description	Remarks
02-17-04		Moving (e.g. sliding) contact	
02-17-05		Test point indicator	
02-17-06		Changer Converter	General symbol. If the direction of change is not obvious, it may be indicated by an arrow-head on the outline of the symbol, e.g. see symbol 06-14-06. A symbol or legend indicating the input or output quantity, waveform, etc., may be inserted in each half of the general symbol to show the nature of the change (see 5.5). The diagonal line from this symbol is used in the form of a solidus to show a converting function.
02-17-08		Identifier of analogue signals	The symbol shall be used only when it is necessary to distinguish between analogue and digital signals.
02-17-09		Identifier of digital signals	Digital. This symbol shall be used only when it is necessary to distinguish between digital and other forms of signals and connections See also clause 1 in ISO/IEC 646.

5.2 Conductors and connecting devices

5.2.1 Conductors

IEC No.	Symbol	Description	Remarks
03-01-01		Conductor Group of conductors Line Cable Circuit Transmission path	Single-line representation of conductors. When a single line represents a group of conductors, their number may be indicated by adding either small strokes or one stroke and a figure.
03-01-02	Form 1 	<i>Example:</i> Three conductors	Additional information may be indicated as follows: <i>Above the line:</i> type of current, system of distribution, frequency and voltage.
03-01-03	Form 2 		<i>Below the line:</i> the number of conductors of the circuit followed by a multiplication sign and the cross-sectional area of each conductor. If different sizes of conductors are used, their particulars should be separated by a plus sign. The conductor material may be indicated by its chemical symbol.
03-01-04		<i>Examples:</i> Direct current circuit, 110 V, two aluminium conductors of 120 mm²	
03-01-05		Three-phase circuit, 50 Hz, 400 V, three conductors of 120 mm² with neutral of 50 mm²	
03-01-06		Flexible conductor	
03-01-07		Screened conductor	

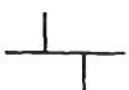
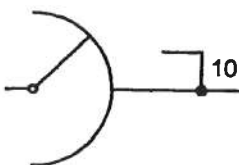
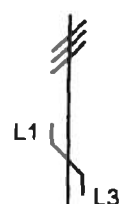
5.2.1 (concluded)

IEC No.	Symbol	Description	Remarks
03-01-08		Twisted conductors, two conductors shown	If several conductors are in a cable (or twisted together or in a screen) but the lines representing them on a diagram are not adjacent to each other, the method shown below may be used.
03-01-09		Conductors in a cable, three conductors shown	
03-01-10		<i>Example:</i> Two conductors out of five in a cable	
03-01-11		Coaxial pair	If the coaxial structure is not maintained, the tangential line should be drawn on the coaxial side only.
03-01-12		<i>Example:</i> Coaxial pair connected to terminals	
03-01-13		Coaxial pair with screen	

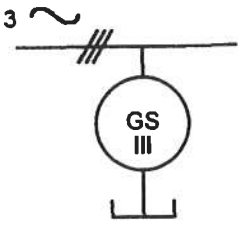
5.2.2 Terminals and connections of conductors

IEC No.	Symbol	Description	Remarks
03-02-01	•	Connection of conductors	
03-02-02	o	Terminal	Used on schematic and key diagrams.
03-02-03	 	Terminal strip (examples shown with terminal markings) Terminal markings may be added	Used on wiring and cabling diagrams.

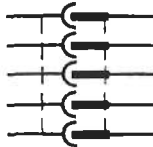
5.2.2 (continued)

IEC No.	Symbol	Description	Remarks
03-02-04		T-connection	
03-02-05		Symbol 03-02-04 shown with junction symbol	Other than at a terminal.
03-02-06		Junction of conductors at a terminal	
03-02-07	Form 1 	Double junction of conductors	Other than at a terminal.
03-02-08	Form 2 	Form 2 shall only be used if required by layout considerations	
03-02-09		Connection common to a group of similar items "n" shall be replaced by the total number of circuits	The total number of similar items may be indicated by a figure near the common connection symbol.
03-02-10		<i>Example:</i> Multiplied unselector banks shown for 10 banks	Deleted. Transferred to annex A: 03-A1-02 (see IEC 60617)
03-02-11		Interchange of conductors, change of phase sequence or inversion of polarity, shown for n conductors in single-line representation	The interchanged conductors may be indicated.
03-02-12		<i>Example:</i> Change phase of sequence	For the identification of the conductors, IEC 60445 applies.

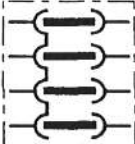
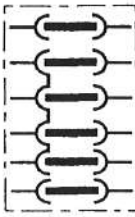
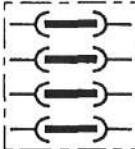
5.2.2 (concluded)

IEC No.	Symbol	Description	Remarks
03-02-13		Neutral point Point at which multiple conductors are connected together to form the neutral point in a multi-phase system	
03-02-14		<i>Example:</i> Synchronous generator, three-phase, both leads of each phase brought out, shown with external neutral point	

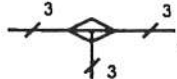
5.2.3 Connecting devices

IEC No.	Symbol	Description	Remarks
03-03-01		Socket (female) Pole of a socket	
03-03-03		Pole of a plug Plug (male)	
03-03-05		Plug and socket (male and female)	
03-03-07		Multipole plug and socket, shown with six poles: multi-line representation	
03-03-08		Single-line representation	
03-03-15		Coaxial plug and socket	If the coaxial plug or socket is connected to a coaxial pair, the tangential line(s) should be appropriately extended.

5.2.3 (concluded)

IEC No.	Symbol	Description	Remarks
03-03-17	Form 1 	Connecting link, closed	
03-03-46	Form 2 	Connecting link, open	Vertical representation.
03-03-47			Horizontal representation.
03-03-20		Plug and socket type connector, e.g. U-link: male-male <i>Example of test blocks:</i>	
03-03-48		Four-way test block with auxiliary short-circuiting contacts	
03-03-49		Six-way test block with auxiliary short-circuiting contacts on four of the ways	
03-03-50		Four-way test block	
			Used in voltage circuits. The dotted lines drawn between the socket sym- bol examples denote an auxiliary short-circuiting device that operates on the withdrawal of the plug from the socket.

5.2.4 Cable fittings

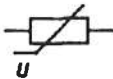
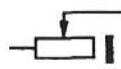
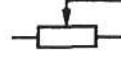
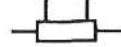
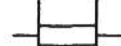
IEC No.	Symbol	Description	Remarks
03-04-01		Cable sealing end, shown with one three-core cable	Multi-line representation.
03-04-50			Single-line representation.
03-04-03		Straight-through joint box, shown with three conductors	Multi-line representation.
03-04-04			Single-line representation.
03-04-05		Junction box, shown with three conductors with T-connections	Multi-line representation.
03-04-06			Single-line representation.

5.3 Passive components

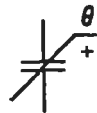
5.3.1 Resistors

IEC No.	Symbol	Description	Remarks
04-01-01		Resistor	General symbol.
04-01-03		Variable resistor Adjustable resistor	
04-01-04		Voltage dependent resistor Varistor (Resistor with inherent non-linear variability, voltage dependent)	Metrosil.

5.3.1 (concluded)

IEC No.	Symbol	Description	Remarks
04-01-49		Temperature dependent resistor with negative resistance-temperature coefficient	Thermistor.
04-01-50		Temperature dependent resistor with positive resistance-temperature coefficient	Ballast resistor. Vertical representation.
04-01-05		Resistor with sliding contact	
04-01-06		Resistor with sliding contact and off-position	
04-01-07		Potentiometer with sliding contact	
04-01-08		Potentiometer, pre-set	
04-01-09		Resistor with fixed tapplings (taps), two shown	
04-01-10		Shunt Resistor with separate current and voltage terminals	
04-01-11		Carbon-pile resistor	
04-01-12		Heating element	

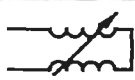
5.3.2 Capacitors

IEC No.	Symbol	Description	Remarks
04-02-01		Capacitor	General symbol.
04-02-03		Lead-through capacitor Feed-through capacitor	
04-02-05		Polarized capacitor, e.g. electrolytic	
04-02-07		Variable capacitor Adjustable capacitor	
04-02-09		Capacitor with pre-set adjustment	
04-02-15		Temperature dependent polarized capacitor, where deliberate use is made of the temperature coefficient, e.g. ceramic capacitor	
04-02-16		Voltage dependent polarized capacitor where deliberate use is made of the voltage dependent characteristic, e.g. semiconductor capacitor	

5.3.3 Inductors

IEC No.	Symbol	Description	Remarks
04-03-01		Inductor Coil Winding Choke	For transformer windings, see 5.5.
04-03-03		NOTE If it is desired to show that the inductor has a magnetic core, a single line may be annotated to indicate non-magnetic materials and it may be interrupted to indicate a gap in the core Examples: Inductor with magnetic core	
04-03-04		Inductor with gap in magnetic core	

5.3.3 (concluded)

IEC No.	Symbol	Description	Remarks
04-03-05		Continuously variable inductor, shown with magnetic core	
04-03-06		Inductor with fixed tapplings, two shown	
04-03-07		Inductor with moving contact, variable in steps	
04-03-08		Variometer	

5.4 Semiconductor devices

5.4.1 Symbol elements

IEC No.	Symbol	Description	Remarks
05-01-01		Semiconductor region with one ohmic connection	The horizontal line is the semiconductor region and the vertical line is the ohmic connection.
05-01-02	Form 1 	Semiconductor region with several ohmic connections, example shown with two ohmic connections	
05-01-03	Form 2 		
05-01-04	Form 3 		
05-01-05		Conduction channel for depletion type devices	
05-01-06		Conduction channel for enhancement type devices	
05-01-07		Rectifying junction	

5.4.1 (continued)

IEC No.	Symbol	Description	Remarks
		Junction that influences a semiconductor layer by means of an electric field, e.g. in a junction field effect transistor	
05-01-09		P-region that influences an N-layer	
05-01-10		N-region that influences a P-layer	
		Indication of the conductivity type of the channel for insulated gate field effect transistors (IGFETS)	
05-01-11		N-type channel on a P-type substrate, shown for a depletion type IGFET	
05-01-12		P-type channel on an N-type substrate, shown for an enhancement type IGFET	
05-01-13		Insulated gate	For an example with multiple gates, see symbol 05-05-17.
		Emitter on a region of dissimilar conductivity type	
05-01-14		P-emitter on N-region	The slanting line with arrow represents the emitter.
05-01-15		Several P-emitters on N-region	
05-01-16		N-emitter on P-region	
05-01-17		Several N-emitters on P-region	

5.4.1 (concluded)

IEC No.	Symbol	Description	Remarks
05-01-18		Collector on a region of dissimilar conductivity type	The slanting line represents the collector.
05-01-19		Several collectors on a region of dissimilar conductivity type	
05-01-20		Transition between regions of dissimilar conductivity types, either P to N, or N to P	The short slanting line indicates the point of change along the horizontal from P to N, or from N to P. No ohmic connection shall be made to the short slanting line.
05-01-21		Intrinsic region separating regions of dissimilar conductivity type thus giving either a PIN or a NIP structure	The intrinsic region lies between the linked slanting lines. Any ohmic connection to the region 1 shall be made between the short slanting lines and not to them.
05-01-22		Intrinsic region between regions of similar conductivity type giving either a PIP or a NIN structure	
05-01-23		Intrinsic region between a collector and a region of dissimilar conductivity type giving either a PIN or a NIP structure	The connection to the collector is made to the long slanting line.
05-01-24		Intrinsic region between a collector and a region of similar conductivity type giving either a PIP or a NIN structure	

5.4.2 Qualifying symbols particular to semiconductor devices

If necessary, a special function or property essential for circuit operation may be indicated by a qualifying symbol placed adjacent to, or forming part of the symbol of, the device.

IEC No.	Symbol	Description	Remarks
05-02-01		Schottky effect	
05-02-02		Tunnel effect	
05-02-03		Unidirectional breakdown effect	
05-02-04		Bidirectional breakdown effect	
05-02-05		Backward effect (unitunnel effect)	

5.4.3 Examples of semiconductor diodes

IEC No.	Symbol	Description	Remarks
05-03-01		Semiconductor diode	General symbol.
05-03-02		Light-emitting diode (LED)	General symbol. See also symbol 08-10-01.
05-03-03		Temperature testing diode Diode where use is made of its temperature dependence	
05-03-04		Variable capacitance diode	Varactor.
05-03-05		Tunnel diode	
05-03-06		Breakdown diode, unidirectional Voltage regulator diode	Esaki diode. Zener diode.
05-03-07		Breakdown diode, bidirectional	

5.4.3 (concluded)

IEC No.	Symbol	Description	Remarks
05-03-08		Backward diode	Unitunnel diode.
05-03-09		Bidirectional diode	Diac. Varistor.

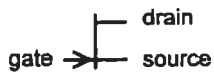
5.4.4 Examples of thyristors

IEC No.	Symbol	Description	Remarks
05-04-01		Reverse blocking diode thyristor	
05-04-02		Reverse conducting diode thyristor	
05-04-03		Bidirectional diode thyristor	Diac.
05-04-04		Triode thyristor, type unspecified	This symbol is used to represent a reverse blocking triode thyristor, if it is not necessary to specify the type of gate.
05-04-05		Reverse blocking triode thyristor, N-gate	Anode-side controlled.
05-04-06		Reverse blocking triode thyristor, P-gate	Cathode-side controlled.
05-04-07		Turn-off triode thyristor, gate not specified	
05-04-08		Turn-off triode thyristor, N-gate	Anode-side controlled.
05-04-09		Turn-off triode thyristor, P-gate	Cathode-side controlled.
05-04-10		Reverse blocking thyristor, tetrode type	
05-04-11		Bidirectional triode thyristor	Triac.

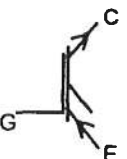
5.4.4 (concluded)

IEC No.	Symbol	Description	Remarks
05-04-12		Reverse conducting triode thyristor, gate not specified	
05-04-13		Reverse conducting triode thyristor, N-gate	Anode-side controlled.
05-04-14		Reverse conducting triode thyristor, P-gate	Cathode-side controlled.

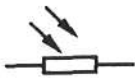
5.4.5 Examples of transistors

IEC No.	Symbol	Description	Remarks
05-05-01		PNP transistor	
05-05-02		NPN transistor with collector connected to the envelope	
05-05-03		NPN avalanche transistor	
05-05-04		Unijunction transistor with P-type base	
05-05-05		Unijunction transistor with N-type base	
05-05-06		NPN transistor with transverse biased base	
05-05-07		PNIP transistor with ohmic connection to the intrinsic region	
05-05-08		PNIN transistor with ohmic connection to the intrinsic region	
05-05-09		Junction field effect transistor with N-type channel	The gate and source connections shall be drawn in line. 

5.4.5 (concluded)

IEC No.	Symbol	Description	Remarks
05-05-10		Junction field effect transistor with P-type channel	
05-05-11		IGFET, enhancement type, single gate, P-type channel without substrate connection	For an example with multiple gates, see symbol 05-05-17.
05-05-12		IGFET, enhancement type, single gate, N-type channel without substrate connection	
05-05-13		IGFET, enhancement type, single gate, P-type channel with substrate connection brought out	
05-05-14		IGFET, enhancement type, single gate, N-type channel with substrate internally connected to source	
05-05-15		IGFET, depletion type, single gate, N-type channel without substrate connection	
05-05-16		IGFET, depletion type, single gate, P-type channel without substrate connection	
05-05-17		IGFET, depletion type with two gates, N-type channel with substrate connection brought out	In the case of multiple gates, the primary gate and the source connection shall be drawn in line.
05-05-18		Insulated gate bipolar transistor (IGBT), enhancement type, P-channel	The letters E, G and C which represent the terminal names "emitter", "gate", and "collector" respectively, may be omitted unless confusion is likely.

5.4.6 Examples of photosensitive and magnetic field sensitive devices

IEC No.	Symbol	Description	Remarks
05-06-01		Light dependent resistor Photoconductive device with asymmetrical conductivity	
05-06-02		Photodiode Photoconductive device with symmetrical conductivity	
05-06-03		Photovoltaic cell	
05-06-04		Phototransistor, PNP type shown	

5.5 Production and conversion of electrical energy

5.5.1 Qualifying symbols for winding interconnections

5.5.1.1 Separate windings

IEC No.	Symbol	Description	Remarks
06-01-01		One winding	The number of separate windings should be indicated: - either by the number of strokes drawn, or - by adding a figure to the symbol. Symbol 06-01-01 may also be used to represent windings that can be externally connected in various ways.
06-01-02		Examples: Three separate windings	
06-01-03	6	Six separate windings	
06-01-04	3 ~	Examples: Three-phase winding, phases not interconnected	
06-01-05	^m ~	<i>m</i> -phase winding, phases not interconnected	
06-01-06	└	Two-phase winding, four-wire	

5.5.1.2 Internally connected windings

The method of connecting transformer windings may also be indicated by codes (see IEC 60076-1).

IEC No.	Symbol	Description	Remarks
06-02-05		Three-phase winding, delta	This symbol may be used to symbolize a multiphase polygon connection of windings by adding a figure to denote the number of phases.
06-02-06		Three-phase winding, open delta	
06-02-07		Three-phase winding, star	This symbol may be used to symbolize a multiphase star connection of windings by adding a figure to denote the number of phases.
06-02-08		Three-phase winding, star, with neutral brought out	
06-02-09		Three-phase winding, zigzag or interconnected star	
06-02-10		Six-phase winding, double delta	
06-02-11		Six-phase winding, polygon	
06-02-12		Six-phase winding, star	
06-02-13		Six-phase winding, fork with neutral brought out	

5.5.2 Machines

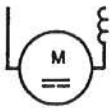
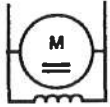
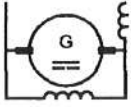
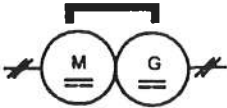
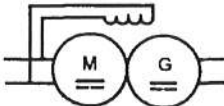
5.5.2.1 Elements of machines

IEC No.	Symbol	Description	Remarks
06-03-01		Differentiation between windings having different functions	
06-03-02		Commutating or compensating winding	
06-03-03		Series winding	
06-03-04		Shunt winding or separate winding	
06-03-04		Brush (on slip ring or commutator)	Brushes are shown only if necessary. For example of application, see symbol 06-05-03.

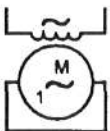
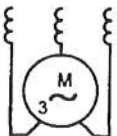
5.5.2.2 Types of machines

IEC No.	Symbol	Description	Remarks
06-04-01		Machine The asterisk* shall be replaced by a letter designation as follows: C: Rotary converter G: Generator GS: Synchronous generator M: Motor MG: Machine capable of use as a generator or motor MS: Synchronous motor	General symbol. Symbol 02-02-04 may be added, as shown in 5.1.2.1.
06-04-02		Linear motor	General symbol.
06-04-03		Stepping motor	General symbol.
06-04-04		Hand generator (magneto caller)	

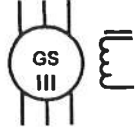
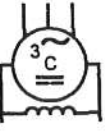
5.5.2.3 Examples of direct current machines

IEC No.	Symbol	Description	Remarks
06-05-01		Series motor, DC	
06-05-02		Shunt motor, DC	
06-05-03		Generator, DC, compound excited (short shunt), shown with terminals and brushes	
06-05-04		Rotary converter, d.c. to d.c. with common permanent magnet field	
06-05-05		Rotary converter, d.c. to d.c. with common field winding	Rotary converter, d.c. to d.c. with common excitation winding.

5.5.2.4 Examples of alternating current commutator machines

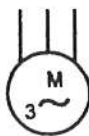
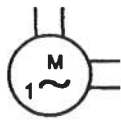
IEC No.	Symbol	Description	Remarks
06-06-01		Series motor, single-phase	
06-06-02		Repulsion motor, single-phase	
06-06-03		Series motor, three-phase	

5.5.2.5 Examples of synchronous machines

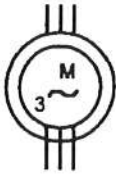
IEC No.	Symbol	Description	Remarks
06-07-01		Synchronous generator, three-phase, permanent magnet	
06-07-02		Synchronous motor, single-phase	
06-07-03		Synchronous generator, three-phase, star-connected, with neutral brought out	
06-07-04		Synchronous generator, three-phase, both leads of each phase winding brought out	
06-07-05		Synchronous rotary converter, three-phase, shunt excited	

5.5.2.6 Examples of induction type (asynchronous) machines

The general symbol for a machine (06-04-01) should be used to represent an asynchronous machine if no external connections to the rotor exist, for example, in a squirrel cage motor. An inner circle, representing the rotor, should be shown in those cases where external connections exist (see, for example, symbol 06-08-03).

IEC No.	Symbol	Description	Remarks
06-08-01		Induction motor, three-phase, squirrel cage	
06-08-02		Induction motor, single-phase, squirrel cage	

5.5.2.6 (concluded)

IEC No.	Symbol	Description	Remarks
06-08-03		Induction motor, three-phase, with wound rotor	
06-08-04		Induction motor, three-phase, star-connected, with automatic starter in the rotor	
06-08-05		Linear induction motor, three-phase, movement limited to one direction	

5.5.3 Transformers and reactors

Two forms of symbol are shown for the same type of transformer:

Single-line form – Form 1

Multi-line form – Forms 2 and 3

Forms 1 and 3 use a circle to represent each winding. Its use is preferably restricted to single-line representation. Symbols for transformer cores are not used with this form.

Form 2 uses symbol 04-03-01 to represent each winding. The number of half circles may be varied to differentiate between certain windings.

Form 3 is an alternative symbol form for three-phase transformers and induction regulators.

For the representation of transformer cores, see note to symbol 04-03-01.

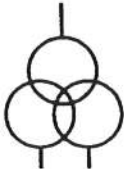
In the case of symbols for current and pulse transformers, straight lines, representing windings, may be used with either form (see 5.5.3.5).

IEC 60375 gives a method of indicating the instantaneous voltage polarities of coupled electric circuits. For an example of application, see symbol 06-09-03.

The strokes on the leads on the single-line form may be omitted if so desired.

The appropriate vector symbols for transformer winding connections are used in accordance with IEC 60076-1.

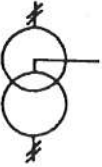
5.5.3.1 General symbols

IEC No.	Symbol	Description	Remarks
06-09-01	Form 1 	Transformer with two windings The instantaneous voltage polarities may be indicated in form 2 of the symbol. <i>Example:</i> Transformer with two windings, shown with instantaneous voltage polarity indicators	Single-line form.
06-09-02	Form 2 		Multi-line form.
06-09-03			Instantaneous currents entering the marked ends of the windings produce aiding fluxes.
06-09-04	Form 1 	Transformer with three windings	Single-line form.
06-09-05	Form 2 		Multi-line form.
06-09-06	Form 1 	Auto-transformer	HV side. Single-line form. LV side.
06-09-07	Form 2 		Multi-line form.
06-09-08	Form 1 	Choke Reactor	Single-line form.
06-09-09	Form 2 Use symbol 04-03-01		Multi-line form.

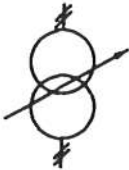
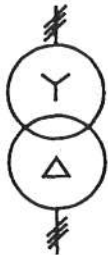
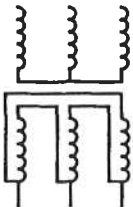
5.5.3.1 (concluded)

IEC No.	Symbol	Description	Remarks
06-09-10	Form 1 	Current transformer Pulse transformer	Single-line form.
06-09-11	Form 2 		Multi-line form.

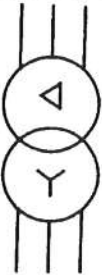
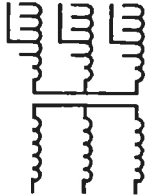
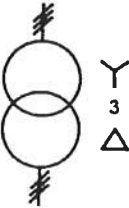
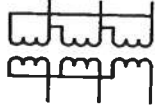
5.5.3.2 Examples of transformers with separate windings

IEC No.	Symbol	Description	Remarks
06-10-01	Form 1 	Single-phase transformer with two windings and screen	Single-line form
06-10-02	Form 2 		Multi-line form
06-10-03	Form 1 	Transformer with centre tapping on one winding	Single-line form.
06-10-04	Form 2 		Multi-line form.

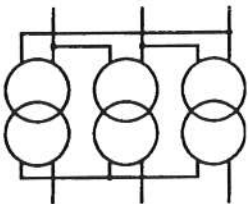
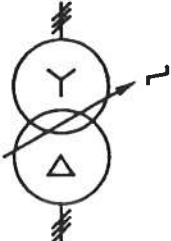
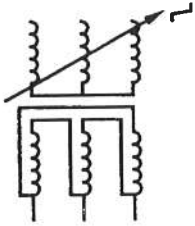
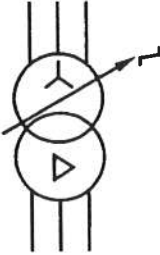
5.5.3.2 (continued)

IEC No.	Symbol	Description	Remarks
06-10-05	Form 1 	Transformer with variable coupling	Single-line form.
06-10-06	Form 2 		Multi-line form.
06-10-07	Form 1 	Three-phase transformer, connection star-delta Yd 11	Single-line form.
06-10-08	Form 2 		Multi-line forms.

5.5.3.2 (continued)

IEC No.	Symbol	Description	Remarks
06-10-50	Form 3 		Multi-line forms.
06-10-09	Form 1 	Three-phase transformer without four tappings (taps), connection star-star	Each primary winding is shown with four available connection points in addition to those at winding ends.
06-10-10	Form 2 		
06-10-11	Form 1 	Three-phase bank of single-phase transformers, connection star-delta	
06-10-12	Form 2 		

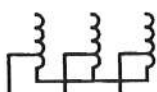
5.5.3.2 (continued)

IEC No.	Symbol	Description	Remarks
06-10-49			Multi-line forms.
06-10-13	Form 1 	Three-phase transformer with on-load tap changer, connection star-delta	
06-10-14	Form 2 		
06-10-48	Form 3 		
06-10-15	Form 1 		Single-line form.

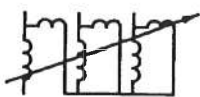
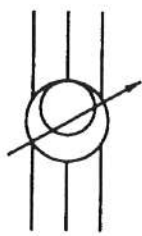
5.5.3.2 (concluded)

IEC No.	Symbol	Description	Remarks
06-10-47		Three-phase transformer, connection star-star-delta	Alternative to symbol 06-10-18
06-19-46			Alternative to symbol 06-10-47

5.5.3.3 Examples of auto-transformers

IEC No.	Symbol	Description	Remarks
06-11-01	Form 1 	Auto-transformer, single-phase	HV side. Single-line form. LV side.
06-11-02	Form 2 		Multi-line form.
06-11-03	Form 1 	Auto-transformer, three-phase, connection star	Single-line form.
06-11-04	Form 2 		
06-11-05	Form 1 	Auto-transformer, single-phase with voltage regulation	Single-line form.
06-11-06	Form 2 		Multi-line form.

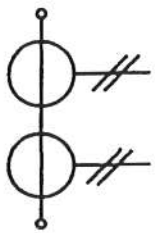
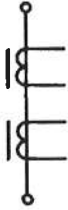
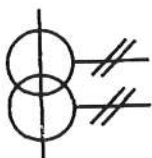
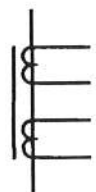
5.5.3.4 Examples of induction regulators

IEC No.	Symbol	Description	Remarks
06-12-01	Form 1 	Three-phase induction regulator	Single-line form.
06-12-02	Form 2 		Multi-line form.
06-12-50	Form 3 		

5.5.3.5 Examples of measuring transformers and pulse transformers

IEC No.	Symbol	Description	Remarks
06-13-01	Use appropriate symbol in 5.5.3.1	Voltage transformer	
	Form 1 	Voltage transformer	
06-13-50	Form 2 		

5.5.3.5 (concluded)

IEC No.	Symbol	Description	Remarks
06-13-02	Form 1 	Current transformer with two cores with one secondary winding on each core	The terminal symbols shown at the end of the primary circuit indicate that only a single device is represented. The terminal symbols may be omitted if terminal designations are used. In form 2, core symbols may be omitted.
06-13-03	Form 2 		
06-13-04	Form 1 	Current transformer with two secondary windings on one core	In form 2, the core symbol shall be drawn.
06-13-49	Form 2 		
06-13-05	Form 1 	Current transformer with one secondary winding with one tapping	Single-line form.
06-13-06	Form 2 		Multi-line form.

5.5.4 Power converters

The symbols 06-14-02 to 06-14-06 (inclusive) are shown in the horizontal representation. For vertical representation, the connecting lines are to be drawn in a vertical plane, without the symbol. For an example of application, see symbol 06-14-06A.

IEC No.	Symbol	Description	Remarks
06-14-01		Converter	General symbol.
06-14-02		D.C./D.C. converter	
06-14-03		Rectifier	
06-14-04		Rectifier in full wave (bridge) connection	
06-14-05		Inverter	
06-14-06		Rectifier/inverter	Horizontal representation.
06-14-50			Vertical representation.

5.5.5 Primary cells and accumulators

IEC No.	Symbol	Description	Remarks
06-15-01		Primary cell and accumulator Secondary cell Battery of primary or secondary cells	The longer line represents the positive pole, the shorter one the negative pole.

5.6 Switchgear, controlgear and protective devices

5.6.1 General

Subclauses 5.6.2 and 5.6.3 give preferred symbols for contact units and switchgear. Each symbol depicts the function of a contact or a switching device, without necessarily being related to the construction of the device it represents.

The movement of all two-position contacts, switches and controlgear from the unoperated to the operated position is from left to right for the vertical representation shown. For horizontal representation, the symbol is rotated counter-clockwise through 90°, the movement then being from below to above, or clockwise.

The line representing the moving contact is drawn thicker for clarity.

5.6.2 Contacts

5.6.2.1 Qualifying symbols

IEC No.	Symbol	Description	Remarks
07-01-01	⏏	Contact function	
07-01-02	✕	Circuit-breaker function	
07-01-03	—	Disconnecter (isolator) function	
07-01-04	⏏	Switch-disconnector (isolating-switch) function	
07-01-05	■	Automatic release function	
07-01-06	▽	Position switch function Limit switch function	This qualifying symbol can be applied to simple contact symbols to indicate position or limit switches if there is no need to show the means of operating the contact. In complicated cases, where it is desirable to show the means of operation, symbols 02-13-16 to 02-13-19 should be used instead. This symbol is placed on both sides of the contact symbol when the contact is mechanically operated in both directions.

5.6.2.1 (concluded)

IEC No.	Symbol	Description	Remarks
07-01-07		Spring-return function	This symbol may be used to indicate spring-return function. When this convention is invoked, its use should be appropriately referenced. This symbol should not be used together with qualifying symbols 07-01-01, 07-01-02, 07-01-03 and 07-01-04. In many cases, symbol 02-12-07 may be used.
07-01-08		Non-spring-return (stay put) function	This symbol may be used to indicate non-spring-return function. When this convention is invoked, its use should be appropriately referenced. This symbol should not be used together with qualifying symbols, 07-01-01, 07-01-02, 07-01-03 and 07-01-04. In many cases, symbol 02-12-08 may be used.

5.6.2.2 Contacts with two or three positions

IEC No.	Symbol	Description	Remarks
07-02-01	Form 1 	Make contact	This symbol is also used as the general symbol for a switch.
07-02-02	Form 2 		
07-02-03		Break contact	
07-02-04		Change-over break-before-make contact	
07-02-05		Change-over contact with off-position in the centre	

5.6.2.2 (concluded)

IEC No.	Symbol	Description	Remarks
07-02-06	Form 1 	Change-over make-before-break contact (bridging)	
07-02-07	Form 2 		
07-02-08		Contact with two makes	
07-02-09		Contact with two breaks	

5.6.2.3 Passing contacts with two positions ("fleeting" contacts)

IEC No.	Symbol	Description	Remarks
07-03-01		Passing make contact closing momentarily when its operating device is actuated	
07-03-02		Passing make contact closing momentarily when its operating device is released	
07-03-03		Passing make contact closing momentarily when its operating device is actuated or released	

5.6.2.4 Early and late operating contacts

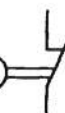
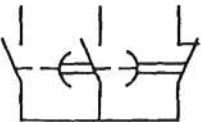
IEC No.	Symbol	Description	Remarks
07-04-01		Make contact (of a multiple contact assembly), which is early to close relative to the other contacts of the assembly	
07-04-02		Make contact (of a multiple contact assembly), which is late to close relative to the other contacts of the assembly	

5.6.2.4 (concluded)

IEC No.	Symbol	Description	Remarks
07-04-03		Break contact (of a multiple contact assembly), which is late to open relative to the other contacts of the assembly	
07-04-04		Break contact (of multiple contact assembly), which is early to open relative to the other contacts of the assembly	

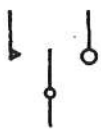
5.6.2.5 Examples of contacts with intentional delay

For the sake of uniformity, the qualifying symbols 02-12-05 and 02-12-06 shall be placed on the left-hand side of the appropriate make or break contact symbol.

IEC No.	Symbol	Description	Remarks
07-05-01		Make contact, delayed when the device containing the contact is being activated	
07-05-02		Make contact, delayed when the device containing the contact is being deactivated	
07-05-03		Break contact, delayed when the device containing the contact is being activated	
07-05-04		Break contact delayed when the device containing the contact is being deactivated	
07-05-05		Make contact, delayed both when the device containing the contact is being activated and when it is being deactivated	
07-05-06		<i>Example:</i> Contact assembly with one make contact not delayed, one make contact delayed when the device containing the contact is being activated and one break contact delayed when the device containing the contact is being deactivated	

5.6.2.6 Examples of spring-return and non-spring-return (stay put) contacts

The remarks on symbols 07-01-07 and 07-01-08 apply. Other qualifying symbols shall be placed on the left-hand side of the main symbol.

IEC No.	Symbol	Description	Remarks
07-06-01		Make contact with automatic return	
07-06-02		Make contact without automatic return Stay put make contact	
07-06-03		Break contact with automatic return	
07-06-04		Two-way contact with off-position in the centre and automatic return from one position (shown to the left), and without automatic return in the opposite position	

5.6.3 Switches, switchgear and starters

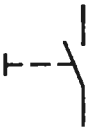
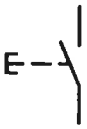
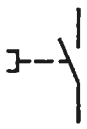
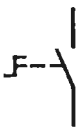
Devices with "push" or "pull" operation normally have automatic return. It is therefore not necessary to show the automatic return symbol (02-12-07). On the other hand, a detent symbol (02-12-08) should be shown in those cases where non-return exists.

Devices operated by turning do not usually have automatic return. It is therefore not necessary for the detent symbol (02-12-08) to be shown. On the other hand, the automatic return symbol (02-12-07) should be shown in those cases where an automatic return exists.

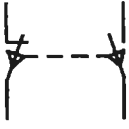
The use of symbol 02-12-04 (form 2) is preferred in conjunction with symbols for single-pole switches.

Qualifying symbols shall be placed on the left-hand side of the main symbol.

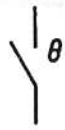
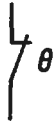
5.6.3.1 Single-pole switches

IEC No.	Symbol	Description	Remarks
07-07-01		Manually operated switch	General symbol.
07-07-02		Push-button switch, make contact and automatic return	
07-07-03		Pull-switch with make contact and automatic return	
07-07-04		Turn-switch and make contact without automatic return	

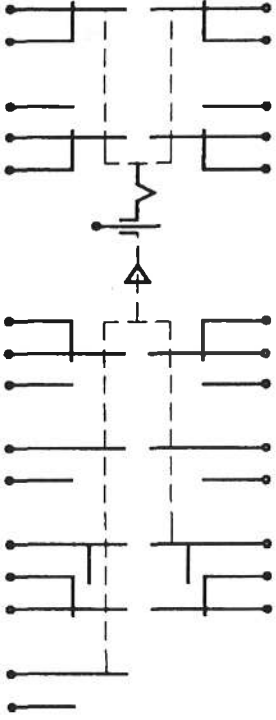
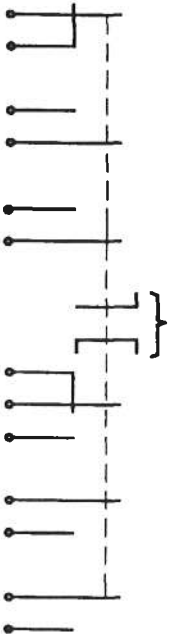
5.6.3.2 Position and limit switches

IEC No.	Symbol	Description	Remarks
07-08-01		Position switch, make contact	
07-08-02		Position switch, break contact	
07-08-03		Position switch mechanically operated in both directions with two separate circuits	
07-08-04		Position switch with positive opening operation of the break contact	

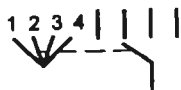
5.6.3.3 Temperature-sensitive switches

IEC No.	Symbol	Description	Remarks
07-09-01		Temperature-sensitive switch, make contact	θ may be replaced by the operating temperature conditions.
07-09-02		Temperature-sensitive switch, break contact	θ may be replaced by the operating temperature conditions.
07-09-03		Self-operating thermal switch (e.g. bi-metal), break contact	It is important to distinguish between a contact as shown and a contact of a thermal relay, which in detached representation may be shown as follows:
07-09-03			
07-09-04		Gas discharge tube with thermal element Starter for fluorescent lamp	

5.6.3.4 Examples of multipole and multiposition switches

IEC No.	Symbol	Description	Remarks
07-11-01		Three-position lever-operated switch, locking in the upper position and with spring return from the lower position to the middle one, shown with the terminals	
07-11-02		Button-operated switch in which one set of contacts is operated by pushing the button (non-locking) and another set by turning it (locking), shown with the terminals	The bracket indicates that there is only one actuator.

5.6.3.4 (continued)

IEC No.	Symbol	Description	Remarks
07-11-03		Button-operated switch in which the same set of contacts may be operated in two different ways: either by turning (with locking) or pushing (with spring return), shown with the terminals	
07-11-04		Multi position switch (6 positions shown)	
07-11-05		Multi position switch	To be used with a small number of positions (4 positions shown).
07-11-06		Example with position diagram  The operating device (for example, hand-wheel) can be turned only from positions 1 to 4 and back  The operating device can be turned in the clockwise direction only  The operating device can be turned in the clockwise direction, without limitation and may be turned in the counter-clockwise direction only between positions 3 and 1	It is sometimes convenient to indicate the purpose of each switch position by adding text to the position diagram. It is also possible to indicate limitations of movement of the operating device as in the examples.

5.6.3.4 (concluded)

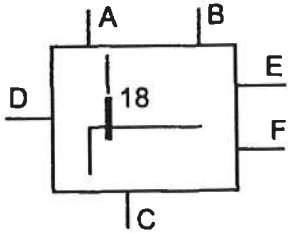
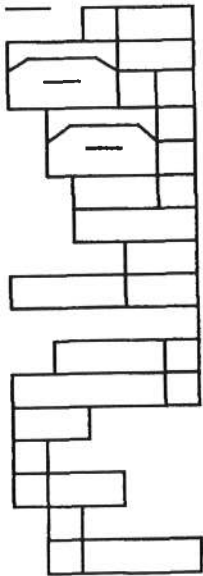
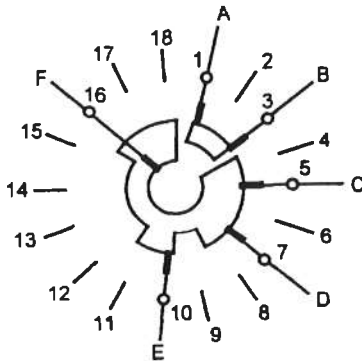
IEC No.	Symbol	Description	Remarks
07-11-07		Four-position switch, manually operated, having four independent circuits	
07-11-08		Single-pole, four-position switch in which position 2 cannot be connected	
07-11-09		Single-pole, six-position switch with a wiper that bridges only while passing from one position to the next	
07-11-10		Single-pole, multiposition switch with a wiper that bridges three consecutive terminals in each switch position	
07-11-11		Multiposition switch A wiper bridges three non-consecutive terminals in each position, but omits one intermediate terminal in each switch position	
07-11-12		Single-pole, multiposition switch for cumulative parallel switching	
07-11-13		One pole of a six-position, multipole switch The pole shown makes early than the other poles when the wiper moves from position 2 to 3, and breaks later than the other poles when the wiper moves from positions 5 to 6. When the wiper moves in the opposite direction the early make becomes a late break and vice versa	

5.6.3.5 Block symbols for complex switches

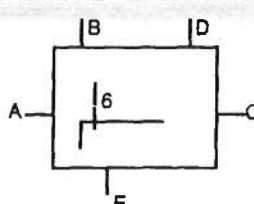
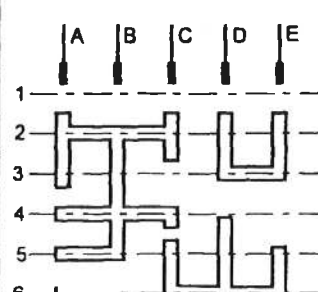
There are many ways in which complex switching functions can be achieved mechanically, for example, by rotary wafer switches, slide switches, drum controllers and cam-operated contact assemblies. There are also many ways in which the switching functions may be symbolized on circuit diagrams.

Studies have shown that there is no unique system of symbolization that is superior in every application. The system used should be chosen with due regard to the purpose of the diagram and the degree of complexity of the switching device it is desired to symbolize.

This section presents one possible method of symbolizing complex switches. To facilitate understanding, each example includes a constructional drawing of the device symbolized. The method shown here uses a general symbol for a complex switch, which has to be supplemented by a table of connections. Two examples are shown.

IEC No.	Symbol	Description	Remarks
07-12-01		Complex switch	General symbol.
07-12-02	 Table of connections	<i>Examples:</i> 18-position rotary wafer switch with six terminals, here designated A to F, constructed as shown below (switch shown in position 1)	
Position	Interconnections of terminals A B C D E F		
07-12-50		07-12-49 	

5.6.3.5 (concluded)

IEC No.	Symbol	Description	Remarks		
07-12-03		Six-position rotary drum switch with five terminals, constructed as shown below: 	The symbols + - and 0 indicate the terminals that are connected together at any position (rest position or intermediate position) of the switch, i.e. terminals having the same indicating symbols, e.g. +, are interconnected. Where additional symbols are required, the characters available on a typewriter should be used, e.g. x, =. The letters shown are not part of the symbol.		
	Table of connections				
	Position			Interconnections of terminals	
	A	B	C	D	E
1	+		+	0	0
2	+	+	+	0	0
3	+	+		0	0
4	+	+	+		
5	+	+	-	-	-
6			-	-	-

5.6.3.6 Switchgear and controlgear

IEC No.	Symbol	Description	Remarks
07-13-02		Contactor	Main make contact of a contactor (contact opened in the unoperated position).
07-13-03		Contactor with automatic tripping initiated by a built-in measuring relay or release	
07-13-04		Contactor Main break contact of a contactor (contact closed in the unoperated position)	
07-13-05		Circuit-breaker	

5.6.3.6 (concluded)

IEC No.	Symbol	Description	Remarks
07-13-06		Disconnecter (isolator)	
07-13-07		Two-way disconnecter (isolator) with off-position in the centre	
07-13-08		Switch-disconnector (on-load isolating switch)	
07-13-09		Switch-disconnector with automatic tripping initiated by a built-in measuring relay or release	

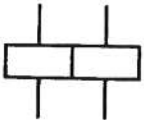
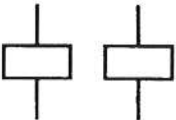
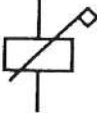
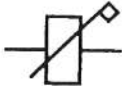
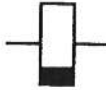
5.6.3.7 Block symbols for motor starters

IEC No.	Symbol	Description	Remarks
07-14-01		Motor starter	General symbol. Qualifying symbols may be shown inside the general symbol to indicate particular types of starters. See symbols 07-14-05, 07-14-07 and 07-14-08.
07-14-02		Starter operated in steps	The number of steps may be indicated.
07-14-03		Starter regulator	
07-14-04		Starter with automatic release	
07-14-05		Direct on line contactor starter for reversing motor	

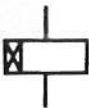
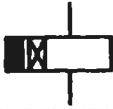
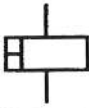
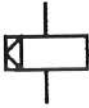
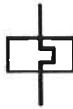
5.6.3.7 (concluded)

IEC No.	Symbol	Description	Remarks
07-14-06		Star-delta starter	
07-14-07		Auto-transformer starter	
07-14-08		Starter regulator with thyristors	

5.6.4 Electromechanical all-or-nothing relays

IEC No.	Symbol	Description	Remarks
07-15-01		Operating device	General symbol.
07-15-03		<i>Examples:</i> Operating device with two separate windings, assembled representation	
07-15-05		Operating device with two separate windings, detached representation	
07-15-50		Operating device with flag indicator. Horizontal representation	
07-15-49		Vertical representation	
07-15-07		Relay coil of a slow-releasing relay. Horizontal representation	
07-15-48		Vertical representation	

5.6.4 (concluded)

IEC No.	Symbol	Description	Remarks
07-15-08		Relay coil of a slow-operating relay	
07-15-09		Relay coil of a slow-operating and slow-releasing relay	
07-15-10		Relay coil of a high speed relay (fast operating and fast releasing)	
07-15-14		Relay coil of a mechanically latched relay	
07-15-21		Operating device of a thermal relay	

5.6.5 Measuring relays and related devices

5.6.5.1 Block symbol and qualifying symbols

IEC No.	Symbol	Description	Remarks
07-16-01		Measuring relay or relative device The asterisk has to be replaced by one or more letters or qualifying symbols indicating the parameters of the device, in the following order: a) characteristic quantity and its mode of variation; b) direction of energy flow; c) setting range; d) resetting ratio; e) delayed action; and f) value of time delay.	Letter symbols for characteristic quantities should be in accordance with IEC 60027. Qualifying symbols will be found in 5 of IEC 60617-2. Symbols 07-16-02, 07-16-04 and 07-16-07 show how a letter and qualifying symbols may be combined. A figure giving the number of similar measuring elements may be included in the symbol, as shown in symbol 07-17-05. The symbol may be used as a functional symbol representing the whole of the device, or as a symbol representing only the actuating element of the device.

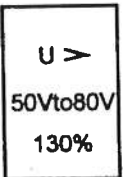
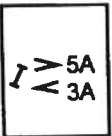
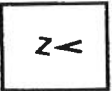
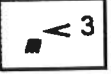
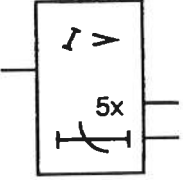
5.6.5.1 (concluded)

IEC No.	Symbol	Description	Remarks
07-16-02	$U \perp$	Voltage failure-to-frame (frame potential in case of fault)	
07-16-03	U_{rsd}	Residual voltage	
07-16-04	$I \leftarrow$	Reverse current	
07-16-05	I_d	Differential current	
07-16-07	$I \perp \text{Earth}$	Earth fault current	
07-16-08	I_N	Current in the neutral conductor	
07-16-11	$I \text{ with inverse time-lag symbol}$	Inverse time-lag characteristic	

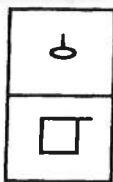
5.6.5.2 Examples of measuring relays

IEC No.	Symbol	Description	Remarks
07-17-01	$U = 0$	No voltage relay	
07-17-02	$I \leftarrow$	Reverse current relay	
07-17-03	$P >$	Underpower relay	
07-17-04	$I >$ with time delay symbol	Delayed over-current relay	
07-17-05	$2 (I >)$ 5A to 10A	Over-current relay with two current elements and a setting range of 5 A to 10 A	

5.6.5.2 (concluded)

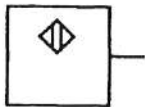
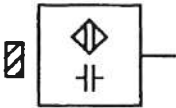
IEC No.	Symbol	Description	Remarks
07-17-06		Maximum reactive power relay: – energy flow towards the busbars – operating value 1 Mvar – time-lag adjustable from 5 s to 10 s	
07-17-07		Undervoltage relay: – setting range 50 V to 80 V – resetting ratio 130 %	
07-17-08		Current relay with maximum and minimum settings, shown with limits 3 A and 5 A	
07-17-09		Under-impedance relay	
07-17-10		Relay detecting short-circuits between windings	
07-17-12		Phase-failure detection relay in a three-phase system	
07-17-13		Locked-rotor detection relay operating by current measuring	
07-17-14		Over-current relay with two outputs, one active when the current is above five times the setting value, the other is active depending on the inverse time-lag characteristic setting of the device	

5.6.5.3 Other devices

IEC No.	Symbol	Description	Remarks
07-18-01		Buchholz protective device (gas relay)	
07-18-02		Auto-reclose device	

5.6.6 Proximity and touch-sensitive devices

5.6.6.1 Sensors and detectors

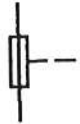
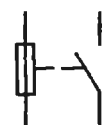
IEC No.	Symbol	Description	Remarks
07-19-01		Proximity sensor	
07-19-02		Proximity sensing device, block symbol	The method of operating may be indicated.
07-19-03		<i>Example:</i> Capacity proximity detector operating on the approach of solid material	
07-19-04		Touch sensor	

5.6.6.2 Switches

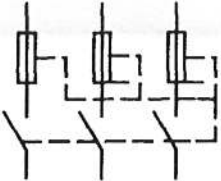
IEC No.	Symbol	Description	Remarks
07-20-01		Touch-sensitive switch, make contact	
07-20-02		Proximity switch, make contact	
07-20-03		Proximity switch, operated on the approach of a magnet, make contact	
07-20-04		Proximity switch, operated on the approach of iron, break contact	

5.6.7 Protective devices

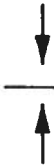
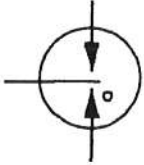
5.6.7.1 Fuses and fuse switches

IEC No.	Symbol	Description	Remarks
07-21-01		Fuse	General symbol.
07-21-02		Fuse with the side that remains live after blowing, indicated by a thick line	
07-21-03		Fuse with mechanical linkage (striker fuse)	
07-21-04		Fuse with alarm contact, three terminals	
07-21-05		Fuse with separate alarm circuit	

5.6.7.1 (concluded)

IEC No.	Symbol	Description	Remarks
07-21-06		Three-phase switch with automatic release by any one of the striker fuses	
07-21-07		Fuse switch	
07-21-08		Fuse disconnect (fuse isolator)	
07-21-09		Fuse switch disconnect (on-load isolating fuse switch)	

5.6.7.2 Gaps and arresters

IEC No.	Symbol	Description	Remarks
07-22-01		Gap	
07-22-02		Double spark-gap	
07-22-03		Surge arrester	
07-22-04		Protective gas discharge tube	
07-22-05		Symmetric protective gas discharge tube	

5.7 Measuring instruments, lamps and signalling devices

5.7.1 Indicating, recording, integrating instruments and general symbols

The asterisk within the symbols of this section shall be replaced with one of the following:

- the letter symbol for the unit of the quantity measured, or a multiple or submultiple thereof (see symbols 08-02-01 and 08-02-07);
- the letter symbol for the quantity measured (see symbols 08-02-05 and 08-02-06);
- the chemical formula (see symbol 08-02-13);
- graphical symbol (see symbol 08-02-08).

The symbol or formula used should be related to the information displayed by the instrument regardless of the means used to obtain the information.

Letter symbols for units and for quantities shall be selected from IEC 60027-1.

Provided IEC 60027-1, or the letter symbols for chemical elements, do not apply, other letter symbols may be used, if they are explained on the diagram or in referenced documents.

If the letter symbol for the unit of the quantity measured is used, it may be necessary to show the letter symbol for the quantity as supplementary information. It should be placed below the unit letter symbol (see symbol 08-02-02).

Supplementary information concerning the quantity measured, and any necessary qualifying symbol may be shown below the quantity letter symbol.

If for more than one quantity is indicated or recorded by an instrument, the appropriate symbol outlines shall be placed attached in line, horizontally or vertically (see symbols 08-03-02 and 08-04-14).

IEC No.	Symbol	Description	Remarks
08-01-01		Indicating instrument The asterisk shall be replaced in accordance with the rules given in 5.7.1	
08-01-50		Recording instrument The asterisk shall be replaced in accordance with the rules given in 5.7.1	

5.7.1 (concluded)

IEC No.	Symbol	Description	Remarks
08-01-02		Integrating instrument Energy meter The asterisk shall be replaced in accordance with the rules given in 5.7.1	The symbol may also be used for a remote instrument that repeats a reading transmitted from an integrating meter (e.g. see symbol 08-04-11). The outline may be combined with that for a recording instrument to represent a combined instrument (e.g. see symbol 08-04-14). Symbol elements, qualifying symbols and other symbols having general application may be used to specify the direction of energy flow (e.g. see symbols 08-04-04 to 08-04-07). The number of rectangles at the top of the symbol indicates the number of different summations by a multi-rate meter (e.g. see symbol 08-04-08).

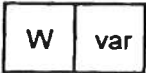
5.7.2 Examples of indicating instruments

IEC No.	Symbol	Description	Remarks
08-02-01		Voltmeter	
08-02-02		Reactive current ammeter	
08-02-03		Maximum demand indicator actuated by an integrating meter	

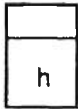
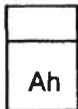
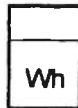
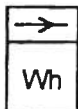
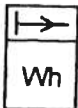
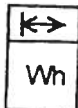
5.7.2 (concluded)

IEC No.	Symbol	Description	Remarks
08-02-04		Varmeter	
08-02-05		Power-factor meter	
08-02-06		Phase meter	
08-02-07		Frequency meter	
08-02-08		Synchronoscope	
08-02-09		Wavemeter	
08-02-10		Oscilloscope	
08-02-11		Differential voltmeter	
08-02-12		Galvanometer	
08-02-13		Salinity meter	
08-02-14		Thermometer Pyrometer	
08-02-15		Tachometer	

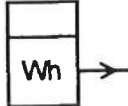
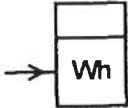
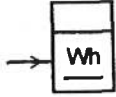
5.7.3 Examples of recording instruments

IEC No.	Symbol	Description	Remarks
08-03-01		Recording wattmeter	
08-03-02		Combined recording wattmeter and varmeter	
08-03-03		Oscillograph	

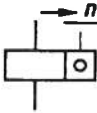
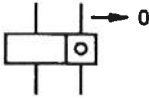
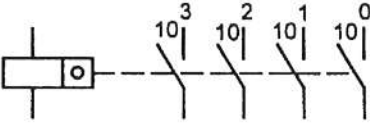
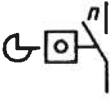
5.7.4 Examples of integrating instruments

IEC No.	Symbol	Description	Remarks
08-04-01		Hour meter	
08-04-02		Ampere-hour meter	
08-04-03		Watt-hour meter	
08-04-04		Watt-hour meter, measuring energy transmitted in one direction only	
08-04-05		Watt-hour meter, measuring the energy flow from the busbars	
08-04-06		Watt-hour meter, measuring the energy flow towards the busbars	
08-04-07		Watt-hour meter, counting in both energy flow directions (towards or from busbars)	

5.7.4 (concluded)

IEC No.	Symbol	Description	Remarks
08-04-08		Multi-rate watt-hour meter, two-rate shown	
08-04-09		Excess watt-hour meter	
08-04-10		Watt-hour meter with transmitter	
08-04-11		Remote meter (repeater), actuated by a watt-hour meter	
08-04-12		Remote meter (repeater) with printing device, actuated by a watt-hour meter	
08-04-13		Watt-hour meter with maximum demand indicator	
08-04-14		Watt-hour meter with maximum demand recorder	
08-04-15		Var-hour meter	

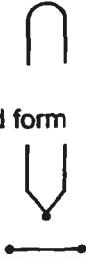
5.7.5 Counting devices

IEC No.	Symbol	Description	Remarks
08-05-01	Use symbol 02-14-02: 	Counting function of a number of events	Qualifying symbol.
08-05-02		Pulse meter (electrically operated counting device)	
08-05-03		Pulse meter manually pre-set to n (reset if $n = 0$)	
08-05-04		Pulse meter electrically reset to 0	
08-05-05		Pulse meter with multiple contacts	Respective contacts close once at every unit (10^0), ten (10^1), hundred (10^2), thousand (10^3) events registered by the counter.
08-05-06		Counting device, cam driven and closing a contact at every n events	

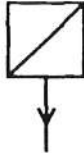
5.7.6 Thermocouples

IEC No.	Symbol	Description	Remarks
08-06-01		Thermocouple, shown with polarity symbols	
08-06-03		Thermocouple with non-insulated heating element	
08-06-04	Simplified form 		

5.7.6 (concluded)

IEC No.	Symbol	Description	Remarks
08-06-05		Thermocouple with insulated heating element	
08-06-06	 Simplified form		

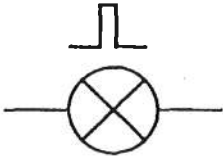
5.7.7 Telemetering devices

IEC No.	Symbol	Description	Remarks
08-07-01	Use symbol 02-17-06: 	Signal translator	General symbol.
08-07-02 Delete		Telemetering transmitter	
08-07-03 Delete		Telemetering receiver	

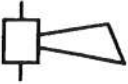
5.7.8 Electric clocks

IEC No.	Symbol	Description	Remarks
08-08-01		Clock Secondary clock	General symbol.
08-08-02		Master clock	
08-08-03		Clock with contact	

5.7.9 Lamps and signalling devices

IEC No.	Symbol	Description	Remarks
08-10-01		Lamp Signal lamp	General symbol. If it is desired to indicate the colour, a notation using the following codes is placed adjacent to the symbol: RD : red YE : yellow GN : green BU : blue WH : white If it is desired to indicate the type of lamp, a notation using the following code is placed adjacent to the symbol: Ne : neon Xe : xenon Na : sodium vapour Hg : mercury I : iodine IN : incandescent EL : electroluminescent ARC : arc FL : fluorescent IR : infra-red UV : ultraviolet LED : light-emitting diode
08-10-02		Signal lamp, flashing type	
08-10-03		Indicator, electromechanical Annunciator element	
08-10-04		Electromechanical position indicator with one de- energized (shown) and two operated positions	

5.7.9 (concluded)

IEC No.	Symbol	Description	Remarks
08-10-05		Horn	
08-10-06	Preferred form 	Bell	
08-10-08		Single-stroke bell	
08-10-09		Siren	
08-10-10	Preferred form 	Buzzer	
08-10-12		Whistle, electrically operated	Horizontal representation.
08-10-13		Indicator lamp energized by a built-in transformer	

5.8 Architectural and topographical installation plans and diagrams

5.8.1 Generating stations and substations

5.8.1.1 General symbols

A rectangular outline may be used instead of a square.

On small-scale maps it may be desirable to replace the hatched areas in the symbols by completely filled-in areas.

IEC No.	Symbol	Description	Remarks
11-01-01		Generating station (planned)	
11-01-02		Generating station (in service)	
11-01-03		Combined electric and heat generating station (planned)	
11-01-04		Combined electric and heat generating station (in service)	
11-01-05		Substation (planned)	
11-01-06		Substation (in service)	

5.8.1.2 Specific types of generating stations and substations

IEC No.	Symbol	Description	Remarks
11-02-01		Hydroelectric generating station (planned)	
11-02-02		Hydroelectric generating station (in service)	
11-02-03		Thermoelectric generating station (coal, lignite, oil, gas, etc.) (planned)	
11-02-04		Thermoelectric generating station (coal, lignite, oil, gas, etc.) (in service)	
11-02-07		Geothermic generating station (planned)	
11-02-08		Geothermic generating station (in service or unspecified)	
11-02-09		Solar generating station (planned)	
11-02-10		Solar generating station (in service)	
11-02-11		Wind generating station (planned)	
11-02-12		Wind generating station (in service)	

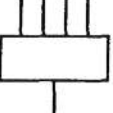
5.8.2 Installations in buildings

5.8.2.1 Identification of specific conductors for schematic diagrams

The symbols shown in this section may be replaced by letter symbols given in IEC 60445.

IEC No.	Symbol	Description	Remarks
11-11-01		Neutral conductor	
11-11-02		Protective conductor	
11-11-03		Combined protective and neutral conductor	
11-11-04		Example: Three-phase wiring with neutral conductor and protective conductor	

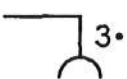
5.8.2.2 Wiring for layout diagrams

IEC No.	Symbol	Description	Remarks
11-12-01		Wiring going upwards	
11-12-02		Wiring going downwards	
11-12-03		Wire passing through vertically	
11-12-04		Box, general symbol	
11-12-05		Connection or junction box	
11-12-06		Consumer's terminal with wiring Service entrance equipment	
11-12-07		Distribution centre shown with five conduits	

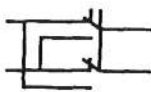
5.8.2.3 Socket outlets for layout diagrams

IEC No.	Symbol	Description	Remarks
11-13-01		Socket outlet (power) Receptacle outlet (power)	Symbol 03-03-01 is used.
11-13-03		Multiple socket outlet (power), three outlets shown	
11-13-04		Socket outlet (power) with protective contact	
11-13-05		Socket outlet (power) with shutter	
11-13-06		Socket outlet (power) with single pole switch	
11-13-07		Socket outlet (power) with interlocked switch	
11-13-08		Socket outlet (power) with isolating transformer, e.g. shaver outlet	
11-13-09		Socket outlet (telecommunications) NOTE Designations are used to distinguish different types of outlet in accordance with the following: TP : telephone M : microphone ◀ : loudspeaker FM : frequency modula-tion TV : television TX : telex DP : data processing	General symbol.

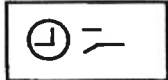
5.8.2.3 (concluded)

IEC No.	Symbol	Description	Remarks
00-13-01		Socket outlet Three-phase	Not in IEC 60617.
00-13-02		Socket outlet Three-phase switched	Not in IEC 60617.
00-13-03		Dedicated socket outlet	Non-standard. Not in IEC 60617.

5.8.2.4 Switches for layout diagrams

IEC No.	Symbol	Description	Remarks
11-14-01		Switch, general symbol	
11-14-02		Switch with pilot light	
11-14-03		Period limiting switch, single-pole	
11-14-04		Switch, two-pole	
11-14-05		Multiposition switch, e.g. for different degrees of lighting. Single-pole	
11-14-06		Two-way switch. Single-pole	For schematic (see symbol 07-02-05).
11-14-07		Intermediate switch	Equivalent circuit diagram. 
11-14-08		Dimmer	

5.8.2.4 (concluded)

IEC No.	Symbol	Description	Remarks
11-14-09		Pull-cord switch, single-pole	
11-14-10		Push-button	
11-14-11		Push-button with indicator lamp	
11-14-12		Push-button with restricted access (glass cover, etc.)	
11-14-13		Period limiting equipment	
11-14-14		Time switch	
11-14-15		Key-operated switch Watchman's system device	

5.8.2.5 Lighting outlets and fittings for layout diagrams

IEC No.	Symbol	Description	Remarks
11-15-01		Lighting outlet position. The symbol is shown with wiring	
11-15-02		Lighting outlet on wall. The symbol is shown with wiring from the left	
11-15-03		Lamp general symbol The symbol may be qualified as shown in IEC 60617-8	Symbol 08-10-01 is used.

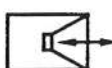
5.8.2.5 (concluded)

IEC No.	Symbol	Description	Remarks
11-15-04		Luminaire, general symbol Fluorescent lamp	
11-15-05		<i>Examples:</i> Luminaire with three fluorescent lamps	
11-15-06		Luminaire with five fluorescent lamps	
11-15-07		Projector, general symbol	
11-15-08		Spotlight	
11-15-09		Floodlight	
11-15-10		Auxiliary apparatus for discharge lamp The symbol shall be used only when the auxiliary apparatus is not incorporated in the luminaire	
11-15-11		Emergency lighting luminaire on special circuit	
11-15-12		Self-contained emergency lighting luminaire	

5.8.2.6 Miscellaneous symbols for layout diagrams

IEC No.	Symbol	Description	Remarks
11-16-01		Water heater, shown with wiring	
11-16-02		Fan, shown with wiring	

5.8.2.6 (concluded)

IEC No.	Symbol	Description	Remarks
11-16-03		Time clock	For schematic diagram, see 08-08-01.
11-16-04		Electric lock	
11-16-05		Intercommunication instrument	
00-16-01		Disconnecter (isolator)	Used with water heaters, fans, coolers, etc. Not in IEC 60617.

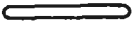
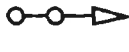
5.8.3 Reticulation systems

The symbols shown in this section are not included in IEC 60617 and have been selected from symbols used by certain of the larger supply authorities in the Republic of South Africa.

NOTE Certain items are designated as planned items to cater for the drawing and installation instruction systems of certain supply authorities.

IEC No.	Symbol	Description	Remarks
00-17-01		Underground cable	
00-17-02		Planned underground cable	
00-17-03	Form 1 	Cable joint	Form 1 is the preferred symbol for a cable joint. Form 2 may be used where there is a space constraint on the plan.
00-17-04	Form 2 		
00-17-05		Underground services The asterisk * shall be replaced by a qualifying letter designation Standard qualifying letters are: T : Telkom services W : water pipes S : sewerage pipes SW : storm water pipes	General symbol. Other letters may be used to suit a specific application, however, a suitable legend shall appear on the plan.

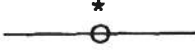
5.8.3 (continued)

IEC No.	Symbol	Description	Remarks
00-17-06		Cable ducts	If required, a user may label the symbol to indicate the number and size of ducts.
00-17-07		Planned cable ducts	
00-17-08		Overhead mains	The position of the symbol on the plan does not necessarily indicate the "in-situ" pole position. The gap in the line may be used to indicate pole separation distances.
00-17-09		Planned overhead mains	
00-17-10		Pole	
00-17-11		Planned pole	
00-17-12		Earth spike	
00-17-13		Pole-mounted transformer	Further intelligence may be added by adaptation of the basic symbol, e.g. a pole on each side of the transformer would indicate an "H" pole mounting. A label may be added to indicate the transformer rating.
00-17-14		Planned pole-mounted transformer	
00-17-15		Aerial stay	
00-17-16		Planned aerial stay	
00-17-17		Strut	
00-17-18		Planned strut	
00-17-19		Stay	
00-17-20		Planned stay	

5.8.3 (continued)

IEC No.	Symbol	Description	Remarks
00-17-21		Miniature substation	The transformer rating may be inserted in the centre block.
00-17-22		Planned miniature substation	
00-17-23		Substation	General symbol.
00-17-24		Planned substation The asterisk * shall be replaced by a qualifying letter designation. Standard qualifying letters are: T : transformer substation D : distribution substation MVC : medium-voltage consumer MSC : multiple service connection	General symbol. Other letters may be used to suit a specific application, however, a suitable legend shall appear on the plan.
00-17-25		Service pillar	General symbol.
00-17-26		Planned service pillar The asterisk * shall be replaced by a qualifying letter designation. Standard qualifying letters are: D : distribution pillar M : multiple metering unit I : multiple metering unit with individual isolation	General symbol. Other letters may be used to suit a specific application, however, a suitable legend shall appear on the plan.
00-17-27		Consumer's distribution unit	
00-17-28		Planned consumer's distribution unit	

5.8.3 (concluded)

IEC No.	Symbol	Description	Remarks
00-17-29		Shackle pole	
00-17-30		Planned shackle pole	
00-17-31		Pole with double outreach streetlights	
00-17-32		Planned pole with double outreach streetlights	
00-17-33		Pole with single outreach streetlight	
00-17-34		Planned pole with single outreach streetlight	
00-17-35		Pole with floodlight	
00-17-36		Planned pole with floodlight	
00-17-37		High mast floodlights	
00-17-38		Planned high mast floodlights	
00-17-39		Post-top luminaire	
00-17-40		Planned post-top luminaire	
00-17-41		Earth fault indicator	General symbol.
00-17-42		Pole-mounted line break equipment The asterisk *shall be replaced by a qualifying letter designation. Standard qualifying letters are: A/R : auto-recloser SEC : sectionalizer L/L : line link F/S : fused switch	General symbol. Other letters may be used to suit a specific application, however, a suitable legend shall appear on the plan.

Bibliography

IEC 60617:(all parts), *Graphical symbols for diagrams*.

IEC 61346-1, *Industrial systems, installations and equipment and industrial products – Structuring principles and reference designations – Part 1: Basic rules*.

General index

The letter codes for the type of item in the third column of the general index conform to Table E.1 of IEC 61346-1. However, 2.5 of that standard permits the use of alternative codes, depending on the item's use. The codes shown in the index are those most commonly used.

Description	Symbol No	Letter Code
A		
Accumulator	06-15-01	G
Accumulators; Battery of	06-15-01	G
Adjustable capacitor	04-02-07	C
Adjustable resistor	04-01-03	R
Adjustment, pre-set	02-03-05	
Alternating current	02-02-04	
Ampere-hour meter	08-04-02	P
Annunciator element	08-10-03	H
Arrester, surge arrester	07-22-03	F
Auto-reclose device	07-18-02	A,K
Auto-transformers		
single-phase		
form 1	06-11-01	T
form 2	06-11-02	T
single-phase with voltage regulation		
form 1	06-11-05	T
form 2	06-11-06	T
three-phase, connection star		
form 1	06-11-03	T
form 2	06-11-04	T
B		
Backward diode	05-03-08	V
Bell	08-10-06	
Bell, single-stroke	08-10-08	
Boundary line	02-01-06	
Box (For architectural diagrams) (general symbol)	11-12-04	
Box		
cable sealing end	03-04-01	X
junction	03-04-05	X
straight-through joint	03-04-03	X
Brake	02-12-20	
Break contact	07-02-03	
delayed when reclosing	07-05-04	
early to open	07-04-04	
late to open	07-04-03	
with spring return	07-06-03	
with two breaks	07-02-09	
Breakthrough, flashover	02-17-02	
Breakdown diode, bidirectional	05-03-07	V
Breakdown diode, unidirectional	05-03-06	V
Brush	06-03-04	
Buchholz protective device	07-18-01	F,S
Button-operated multipole switch (one set of contacts)	07-11-03	S
Button-operated multipole switch (two sets of contacts)	07-11-02	S
Buzzer	08-10-10	H
C		
Cable fittings		
cable sealing end	03-04-01	X
junction box	03-04-05	X
straight-through joint box	03-04-03	X

Description	Symbol No.	Letter code
C (continued)		
Cables		
ducts (see Reticulation systems)		
general symbol	03-01-01	W
joint (see Reticulation systems)		
underground (see Reticulation systems)		
Capacitor	04-02-07	C
adjustable	04-02-03	C
feed-through	04-02-01	C
general symbol	04-02-03	C
lead-through	04-02-05	C
polarized	04-02-07	C
variable	04-02-09	C
with pre-set adjustment		
Cell	05-06-03	B,G
photovoltaic	06-15-01	G
primary		
Change-over contact	07-02-04	
break before make	07-02-06	
make before break (bridging)		
Changer	02-17-06	U
general symbol	02-15-04	
Chassis (connection)	04-03-01	L
Choke	07-13-05	Q
Circuit-breaker	03-01-01	W
Circuit (general symbol)		
Clock; Electric	08-08-01	P
general symbol	08-08-02	P
master	08-08-01	P
secondary	08-08-03	P
with switch	03-03-15	X
Coaxial plug and socket		
Coaxial pair	03-01-12	
connected to terminals	03-01-11	W
general symbol	03-01-13	
with screen	04-03-01	L
Coil	05-01-18	
Collector for semiconductor devices		
Complex switch	07-12-02	S
eighteen-position rotary wafer switch with six terminals	07-12-03	S
six-position rotary drum switch with five terminals		
Conductor	03-01-06	W
flexible	03-01-01	W
general symbol	03-01-01	W
group of	03-01-09	W
in cable	03-01-07	W
screened	03-01-08	W
twisted		
Conductor; Identification of (For architectural diagrams)	11-11-03	
combined protective and neutral	11-11-01	
neutral	11-11-02	
protective		
Connecting devices	03-03-15	X
coaxial plug and socket		
connecting link	03-03-17	X
closed	03-03-19	X
open		
multipole plug and socket	03-03-07	X
multi-line representation	03-03-08	X
single-line representation	03-03-03	X
plug (male)	03-03-05	X
plug and socket		
plug and socket type connector	03-03-20	X
male-male		

Description	Symbol No.	Letter code
C (continued)		
pole of a socket	03-03-01	X
socket (female)	03-03-01	X
Connecting link		
closed	03-03-17	X.S
open	03-03-19	X.S
Connection of conductor		
change of phase sequence	03-02-11	
common to group of similar items	03-02-09	
connection	03-02-01	
interchange of conductors	03-02-11	
inversion of polarity	03-02-11	
junction	03-02-05	
junction double		
form 1	03-02-06	
form 2	03-02-07	
neutral point in multiphase system	03-02-13	
Connector, male-male	03-03-20	
Consumer's distribution unit (see Reticulation systems)		
Consumer's terminal	11-12-06	
Contact		
break	07-02-03	
break, which is early to open	07-04-04	
break, which is late to open	07-04-03	
break, delayed when reclosing	07-05-04	
break, with automatic return	07-06-03	
change-over make before break (bridging)	07-02-06	
make	07-02-02	
make delayed when closing	07-05-02	
make delayed when opening and closing	07-05-05	
make which is early to close	07-04-01	
make which is late to close	07-04-02	
make with automatic return	07-06-01	
make without automatic return (stay put)	07-06-02	
passing make closing momentarily during operation	07-03-01	
passing make closing momentarily during operation and release	07-03-03	
passing make closing momentarily during release	07-03-02	
two-way with centre-off position	07-02-05	
with two breaks	07-02-09	
with two makes	07-02-08	
Contact moving	02-17-04	
Contact (contact closed)	07-13-04	K.Q
Contact (contact open)	07-13-02	K.Q
Contact with automatic release	07-13-03	K.Q
Contacts (qualifying symbols)		
function		
automatic release	07-01-05	
circuit-breaker	07-01-02	
contact	07-01-01	
disconnect	07-01-03	
isolating-switch	07-01-04	
isolator	07-01-03	
limit switch	07-01-06	
non-spring return	07-01-08	
position switch	07-01-06	
spring return	07-01-07	
stay put	07-01-08	
switch-disconnector	07-01-04	
Continuous variability	02-03-09	
Control of non-electrical quantities		
by counter	02-14-02	
by flow	02-14-03	
by fluid level	02-14-01	
by number of events	02-14-02	
by relative humidity	02-14-05	

Description	Symbol No.	Letter code
C (concluded)		
Controls; Mechanical		
automatic return	02-12-07	
brake	02-12-20	
clutch	02-12-16	
delayed action	02-12-05	
detent	02-12-08	
disengage	02-12-09	
engaged	02-12-10	
device		
blocking	02-12-14	
blocking engaged	02-12-15	
for maintaining a given position	02-12-08	
latching disengaged	02-12-12	
latching engaged	02-12-13	
gearing	02-12-23	
hydraulic connection (link)	02-12-01	
mechanical connection (link)	02-12-01	
mechanical coupling	02-12-16	
disengaged	02-12-17	
engaged	02-12-18	
mechanical interlock	02-12-11	
non-automatic return	02-12-08	
pneumatic connection (link)	02-12-01	
Converters		
d.c. to d.c. rotary, with common field winding	06-05-05	G.U
d.c.to d.c. rotary, with common permanent magnetic field	06-05-04	G.U
dynamotor	06-05-04	G.U
general symbol	02-17-06	U.B
rotary transformer d.c./d.c.	06-05-04	G.U
synchronous, three-phase, shunt excited	06-07-05	G.U
Converter; Power		
direct current	06-14-02	U
general symbol	06-14-01	U
inverter	06-14-05	U
rectifier	06-14-03	U
rectifier in full wave (bridge) connection	06-14-04	
rectifier/inverter	06-14-06	U
Counting device, cam driven	08-05-06	P
Counting function (qualifying symbol)	08-05-01	
Current and voltage; Types of (qualifying symbols)		
alternating	02-02-04	
medium frequencies	02-02-10	
relatively high frequencies	02-02-11	
relatively low frequencies	02-02-09	
direct		
form 2	02-02-03	
mid-wire	02-02-16	
negative polarity	02-02-14	
neutral	02-02-15	
positive polarity	02-02-13	
D		
Delay	02-08-05	
Dependence		
magnetic field effect	02-08-04	
Detent	02-12-08	
disengaged	02-12-09	
engaged	02-12-10	
Diac	05-03-09	V
Differential voltmeter	08-02-11	P
Dimmer	11-14-08	Q.S

Description	Symbol No.	Letter code
D (concluded)		
Diode Semiconductor		
Esaki	05-03-06	V
Varactor	05-03-04	V
backward	05-03-08	B
bidirectional	05-03-09	V
breakdown, bidirectional	05-03-07	V
breakdown, unidirectional	05-03-06	V
general symbol	05-03-01	V
light-emitting (general symbol)	05-03-02	V.H
photo-	05-06-02	B.V
tunnel	05-03-05	V
unitunnel	05-03-08	V
variable capacitance	05-03-04	V
voltage regulator	05-03-06	V
where use is made of its temperature dependence	05-03-03	V
Direction		
of flow (see Flow)		
of force (see Force)		
of motion (see Motion)		
of rotation (see Rotation)		
Disconnecter	07-13-06	Q
two-way with centre-off position	07-13-07	Q
(isolator) used with water heater, fans, coolers, etc.	00-16-01	
Distribution centre (For architectural diagrams)	11-12-07	A
Double spark gap	07-22-02	F
E		
Earth and frame connections		
chassis	02-15-04	
frame	02-15-04	
general symbol	02-15-01	
noiseless	02-15-02	
Earth fault indicator (see Reticulation systems)		
Earth spike (see Reticulation systems)		
Effect		
electromagnetic	02-08-02	
magnetic field	02-08-04	
thermal	02-08-01	
Electric lock	11-16-04	Y
Electromagnetic		
effect	02-08-02	
radiation, non-ionizing	02-09-01	
Emergency lighting luminaire		
on special circuit	11-15-11	E
self-contained	11-15-12	E
Emergency switch	02-13-08	S.Q
Enclosure (symbol element)		
form 1	02-01-04	
form 2	02-01-05	
Envelope (symbol element)		
form 1	02-01-04	
form 2	02-01-05	
Equipment (symbol element)	02-01-01	
Esaki diode	05-03-06	
F		
Fan	11-16-02	E
Fault	02-17-01	

Description	Symbol No.	Letter code
F (concluded)		
Feed-through capacitor	04-02-03	C
Field effect transistor		
with N-type channel	05-05-09	V
with P-type channel	05-05-10	V
Flashover		
Flow; Direction of		
alternate transmission and reception	02-05-03	
bidirectional energy flow	02-05-08	
energy flow, from the busbars	02-05-06	
energy flow, one way	02-05-01	
energy flow towards the busbars	02-05-07	
propagation, both ways, not simultaneously	02-05-03	
propagation, both ways, simultaneously	02-05-02	
propagation, one way	02-05-01	
reception	02-05-05	
signal flow, one way	02-05-01	
simultaneous transmission and reception	02-05-02	
transmission	02-05-04	
Force; Direction of		
bidirectional	02-04-02	
unidirectional	02-04-01	
Four-position switch, manually operated with four independent circuits	07-11-07	S
Frame (connection)	02-15-04	
Frequency meter	08-02-07	P
Functional unit (symbol element)	02-01-01	
Fuse disconnecter	07-21-08	Q.F
Fuse isolator	07-21-08	Q.F
Fuse switch disconnecter	07-21-09	Q.F
Fuse		
general symbol	07-21-01	F
striker	07-21-03	F
with alarm contact	07-21-04	F
with mechanical linkage	07-21-03	F
with separate alarm circuit	07-21-05	F
Fuse disconnecter	07-21-08	Q.F
Fuse switch	07-21-07	Q.F
disconnecter	07-21-09	Q.F
on-load isolating	07-21-09	Q.F
three-phase with automatic release	07-21-06	Q.F
G		
Galvanometer	08-02-12	P
Gap	07-22-01	F
double spark	07-22-02	F
Gas relay	07-18-01	F.B
Gearing	02-12-23	
Generating stations (general symbols)		
combined electric and heat		
in service	11-01-04	
planned	11-01-03	
station		
in service	11-01-02	
planned	11-01-01	
substation		
in service	11-01-06	
planned	11-01-05	

Description	Symbol No.	Letter code
G (concluded)		
Generating stations; Specific types		
hydroelectric in service	11-02-02	
planned	11-02-01	
solar		
in service	11-02-10	
planned	11-02-09	
thermoelectric		
in service	11-02-04	
planned	11-02-03	
wind		
in service	11-02-12	
planned	11-02-11	
Generator		
d.c. compound excited (short shunt)	06-05-03	G
hand	06-04-04	G
magneto caller	06-04-04	G
Ground and frame connections		
chassis	02-15-04	
frame	02-15-04	
general symbol	02-15-01	
noiseless	02-15-02	
Group of conductors	03-01-01	
H		
Hand generator	06-04-04	G
Heating element	04-01-12	R.E
High mast floodlight (see Reticulation systems)		
Horn	08-10-05	H
Hour meter	08-04-01	P
Hydroelectric generating station	11-02-01	
I		
Identifier		
of analogue signals	02-17-08	
of digital signals	02-17-09	
IGFET transistor		
depletion type with two gates, N-type channel	05-05-17	V
depletion type, single gate, N-type channel	05-05-15	V
enhancement type, single gate, P-type channel	05-05-11	V
Indicating instrument		
differential voltmeter	08-02-11	P
frequency meter	08-02-07	P
galvanometer	08-02-12	P
general symbol	08-01-01	P
maximum demand indicator	08-02-03	P
oscilloscope	08-02-10	P
phase meter	08-02-06	P
power-factor meter	08-02-05	P
pyrometer	08-02-14	P
reactive current ammeter	08-02-02	P
salinity meter	08-02-13	P
synchronoscope	08-02-08	U.C
tachometer	08-02-15	P
thermometer	08-02-14	P
varmeter	08-02-04	P
voltmeter	08-02-01	P
wavemeter	08-02-09	P
Indicator; Test point	02-17-05	
Indicator (Instrument)		
electromechanical	08-10-03	H
electromechanical position	08-10-04	H

Description	Symbol No.	letter code
I (concluded)		
Induction motor		
single-phase, squirrel cage	06-08-02	M
three-phase, star-connected, with automatic starter in the rotor	06-08-04	M
three-phase, with wound rotor	06-08-03	M
three-phase, squirrel cage	06-08-01	M
Induction regulator, three-phase		
form 1	06-12-01	T
form 2	06-12-02	T
Inductor		
choke	04-03-01	L
continuously variable	04-03-05	L
variometer	04-03-08	L
with fixed tapplings	04-03-06	L
with gap in magnetic core	04-03-04	L
with magnetic core	04-03-03	L
with moving contact, variable in steps	04-03-07	L
Interview variability	02-03-03	S
Inherent, non-linear variability	02-03-04	
Instrument, intercommunication	11-16-05	A.B
Instruments; Integrating (see Integrating instruments)		
Instruments; Measuring (general symbols)		
energy meter	08-01-03	P
indicating	08-01-01	P
integrating	08-01-03	P
recording	08-01-02	P
Instruments; Recording (see Recording instrument)		
Instruments; Indicating (see Indicating instrument)		
Integrating instruments		
ampere-hour meter	08-04-02	P
excess watt-hour meter	08-04-09	P
general symbol	08-01-03	P
hour meter	08-04-01	P
import-export watt-hour meter	08-04-07	P
multi-rate watt-hour meter	08-04-08	P
remote meter (repeater) with printing device, actuated by a watt-hour meter	08-04-12	P
remote meter (repeater), actuated by a watt-hour meter	08-04-11	A
var-hour meter	08-04-15	P
watt-hour meter	08-04-03	P
watt-hour meter, measuring energy transmitted in one direction only	08-04-04	P
watt-hour meter, measuring the energy flow towards the busbars	08-04-06	P
watt-hour meter, measuring the energy flow from the busbars	08-04-05	P
watt-hour meter with maximum demand indicator	08-04-13	P
watt-hour meter with maximum demand recorder	08-04-14	P
watt-hour meter with transmitter	08-04-10	P
Intercommunication instrument	11-16-05	A.B
Intermediate switch	11-14-07	Q.S
Inverter	06-14-05	U
Isolator, with centre-off position	07-13-07	Q
J		
Junction box	03-04-05	X
Junction		
of conductors	03-02-05	
of conductors, double	03-02-06	
K		
Key-operated switch	11-14-15	Q.S

Description	Symbol No.	Letter code
L		
Lamp	11-15-04	E
general symbol	08-10-01	E.H
signal (general symbol)	08-10-01	H
Latching device		
disengaged	02-12-12	
engaged	02-12-13	
Light dependent resistor	05-06-01	B.R
Light-emitting diode (general symbol)	05-03-02	V.H
Lighting outlet and fitting		
auxiliary apparatus for discharge lamp	11-15-10	E
emergency lighting luminaire on special circuit	11-15-11	E
floodlight	11-15-09	E
fluorescent lamp (general symbol)	11-15-04	E
lamp (general symbol)	11-15-03	E
luminaire (general symbol)	11-15-04	E
pole-mounted (see Reticulation systems)		
position	11-15-01	X
position on wall	11-15-02	X
post top (see Reticulation systems)		
projector (general symbol)	11-15-07	E
self-contained emergency lighting luminaire	11-15-12	E
spotlight	11-15-08	E
Limit switch		
break contact	07-08-02	S.Q
make contact	07-08-01	S.Q.
mechanically operated in both directions with two separate circuits	07-08-03	S
Line-break equipment, pole mounted (see Reticulation systems)		
Line		
general symbol	03-01-01	W
Line boundary	02-01-06	
Linear motor		
general symbol	06-04-02	M
three-phase, movement limited to one direction	06-08-05	M
Link		
hydraulic	02-12-01	
mechanical	02-12-01	
pneumatic	02-12-01	
Lock, electric	11-16-04	
Luminaire (general symbol)	11-15-04	E
M		
Machines		
general symbol	06-04-01	
hand generator	06-04-04	G
linear motor(general symbol)	06-04-02	M
Magneto caller	06-04-04	G
stepping motor(general symbol)	06-04-03	M
Machines; Elements of		
brush	06-03-04	
commutating winding	06-03-01	
compensating winding	06-03-01	
separate winding	06-03-03	
series winding	06-03-02	
shunt winding	06-03-03	
Magnet permanent	02-17-03	
Magnetic		
field dependence	02-08-04	
field effect	02-08-04	

Description	Symbol No.	Letter code
M (concluded)		
Magneto caller	06-04-04	G
Make contact	07-02-02	
delayed when closing	07-05-02	
delayed when opening and closing	07-05-05	
early to close	07-04-01	
late to close	07-04-02	
passing closing momentarily during operation	07-03-01	
passing closing momentarily during operation and release	07-03-03	
passing closing momentarily during release	07-03-02	
without spring return	07-06-02	
with spring return	07-06-01	
with two makes	07-02-08	
Master clock	08-08-02	P
Maximum demand indicator	08-02-03	P
Measuring instrument (general symbols)		
energy meter	08-01-03	P
indicating instrument	08-01-01	P
integrating instrument	08-01-03	P
recording instrument	08-01-02	P
Measuring relays (see Relays; Measuring)		
Measuring transformers (see Transformers; Measuring)		
Mechanical controls (see Controls)		
Mid-wire (qualifying symbol)	02-02-16	
Motion; Direction of		
bidirectional	02-04-02	
bidirectional rotation	02-04-04	
limited in both directions	02-04-05	
reciprocating	02-04-06	
unidirectional	02-04-01	
unidirectional rotation	02-04-03	
Motor		
a.c. series, single-phase	06-06-01	M
a.c. series, three-phase	06-06-03	M
d.c. two-wire series	06-05-01	M
d.c. two-wire shunt	06-05-02	M
induction, linear, three-phase, movement limited to one direction	06-08-05	M
induction, single-phase, squirrel cage	06-08-02	M
induction, three-phase, star-connected, with automatic starter in rotor	06-08-04	M
induction, three-phase, squirrel cage	06-08-01	M
induction, three-phase, with wound rotor	06-08-03	M
linear (general symbol)	06-04-02	M
repulsion, single-phase	06-06-02	M
stepping (general symbol)	06-04-03	M
synchronous, single-phase	06-07-02	M
Moving contact	02-17-04	
Multiposition switch		
bridging	07-11-10	S
for cumulative parallel switching	07-11-12	S
Multiposition switch (in architectural diagrams)	11-14-05	Q.S
Mushroom-head safety feature	02-13-08	
N		
Negative polarity	02-02-14	
Neutral	02-02-15	
Non-inherent non-linear variability	02-03-02	
Non-inherent variability	02-03-01	
Non-linear, inherent variability	02-03-04	
Non-linear, non-inherent variability	02-03-02	

Description	Symbol No.	Letter code
N (concluded)		
NPN transistor		
avalanche	05-05-03	V
with collector connected to the envelope	05-05-02	V
with transverse biased base	05-05-06	V
O		
On-load isolating fuse switch	07-21-09	Q.F
On-load isolating switch	07-13-08	Q
Operating device of a relay		
general symbol	07-15-01	
with two separate windings		
assembled representation	07-15-03	
detached representation	07-15-05	
Operation; Methods of		
by cam	02-13-16	
by cam and roller	02-13-19	
by crank	02-13-14	
by electric clock	02-13-27	
by electric motor	02-13-26	
by electromagnetic actuator	02-13-23	
by electromagnetic over-current protection	02-13-24	
by emergency push-button switch	02-13-08	
by hand wheel	02-13-09	
by key	02-13-13	
by lever	02-13-11	
by pedal	02-13-10	
by proximity effect	02-13-06	
by pulling	02-13-03	
by pushing	02-13-05	
by removable handle	02-13-12	
by roller	02-13-15	
by stored mechanical energy	02-13-20	
by thermal actuator	02-13-25	
by touching	02-13-07	
by turning	02-13-04	
hydraulic control, double acting	02-13-22	
hydraulic control, single acting	02-13-21	
manual, general case	02-13-01	
manual, with restricted access	02-13-02	
pneumatic control, double acting	02-13-22	
pneumatic control, single acting	02-13-21	
Operational dependence on a characteristic quantity becoming zero	02-06-04	
differing from zero by an amount which is very small compared with the normal value	02-06-05	
either higher than a given high setting or lower than a given low setting	02-06-03	
higher than the setting value	02-06-01	
lower than the setting value	02-06-02	
Oscillograph	08-03-03	P
Oscilloscope	08-02-10	
Outlet		
on wall	11-15-02	X
position, lighting	11-15-01	X
receptacle (power) (general symbol)	11-13-01	X
receptacle (telecommunication) (general symbol)	11-13-09	X
socket (power) (general symbol)	11-13-01	X
socket (telecommunication) (general symbol)	11-13-09	X
Outlines and enclosures (symbol elements)		
enclosure	02-01-04	
envelope	02-01-04	
equipment	02-01-01	
functional unit	02-01-01	
item	02-01-01	
tank	02-01-04	

Description	Symbol No.	Letter Code
O (concluded)		
Overcurrent		
relay delayed	07-17-04	K
relay with two current elements	07-17-05	K
relay with two outputs	07-17-14	K
Overhead mains (see Reticulation systems)		
P		
Period limiting equipment	11-14-13	Q.S
Permanent magnet	02-17-03	
Phase meter	08-02-06	P
Photoconductive device		
with asymmetrical conductivity	05-06-01	B.V
with symmetrical conductivity	05-06-02	B.R
Photodiode	05-06-02	B.V
Phototransistor	05-06-04	B.V
Photovoltaic cell	05-06-03	B.G
Plug (male)	03-03-03	X
Plug and socket	03-03-05	X
coaxial	03-03-15	X
multipole	03-03-07	X
Plug and socket type connector, male-male	03-03-20	X
PNIN transistor	05-05-08	V
PNIP transistor	05-05-07	V
PNP transistor	05-05-01	V
Polarity		
negative	02-02-14	
positive	02-02-13	
Polarized capacitor	04-02-05	C
temperature dependent	04-02-15	C
voltage dependent	04-02-16	C
Pole	00-17-10	
Pole-mounted equipment (see Reticulation systems)		
Pole-mounted transformer (see Reticulation systems)		
Position switch		
break contact	07-08-02	S.Q
make contact	07-08-01	S.Q
mechanically operated in both directions with two separate circuits	07-08-03	S.Q
Positive polarity	02-02-13	
Potentiometer		
pre-set	04-01-08	R
with sliding contact	04-01-07	R
Power-factor meter	08-02-05	P
Pre-set adjustment	02-03-05	
Primary cell	06-15-01	G
Primary cells; Battery of	06-15-01	G
Propagation		
both ways, not simultaneously	02-05-03	
both ways, simultaneously	02-05-02	
one way	02-05-01	
Protective gas discharge tube	07-22-04	F.V
Protective gas discharge tube, symmetric	07-22-05	F.V
Proximity detector, capacitive	07-19-03	B
Proximity sensing device (block symbol)	07-19-02	B
Proximity sensor	07-19-01	B
Proximity switch	07-20-02	S
operated on the approach of a magnet	07-20-03	S
operated on the approach of iron	07-20-04	S
Pull-switch	07-07-03	S
Pulse meter	08-05-02	P
electrically reset to zero	08-05-04	P
manually pre-set to <i>n</i>	08-05-03	P
with multiple contacts	08-05-05	P

Description	Symbol No.	Letter code
P (concluded)		
Push-button emergency switch	02-13-08	
Push-button switch	07-07-02	
with indicator lamp	11-14-11	Q.S
with restricted access	11-14-12	Q.S
Pyrometer	08-02-14	P
R		
Radiation		
coherent, non-ionizing	02-09-02	
electromagnetic, non-ionizing	02-09-01	
Reactive current ammeter	08-02-02	P
Receiver, telemetering	08-07-03	U
Receptacle outlet (power)	11-13-01	X
Receptacle outlet (telecommunications)	11-13-09	X
Recording instrument		
combined recording wattmeter and varmeter	08-03-02	P
general symbol	08-01-02	P
oscillograph	08-03-03	P
recording wattmeter	08-03-01	P
Recording wattmeter	08-03-01	P
Recording wattmeter and varmeter, combined	08-03-02	P
Rectifier		
inverter	06-14-06	U
general symbol	06-14-03	U
in full wave (bridge) connection	06-14-04	U
Regulator, three-phase induction		
form 1	06-12-01	T
form 2	06-12-02	T
Relay coil of a		
high speed relay	07-15-10	
mechanically latched relay	07-15-14	
slow-operating and slow-releasing relay	07-15-09	
slow-operating relay	07-15-08	
slow-releasing relay	07-15-07	
thermal relay	07-15-21	
Relays and related devices; Measuring (block symbol)	07-16-01	K
qualifying symbols		
current in the neutral conductor	07-16-08	
differential current	07-16-05	
earth fault current	07-16-07	
inverse time-lag characteristic	07-16-11	
residual voltage	07-16-03	
reverse current	07-16-04	
voltage failure to frame	07-16-02	
Relays; Measuring; Examples of		
current	07-17-08	K
delayed over-current	07-17-04	K
detecting inter-turn short-circuits	07-17-10	K
locked-rotor detection	07-17-13	K
maximum reactive power	07-17-06	K
no voltage	07-17-01	K
over-current relay with two outputs	07-17-14	K
over-current with two current elements	07-17-05	K
phase-failure detection	07-17-12	K
reverse current	07-17-02	K
under-impedance	07-17-09	K
underpower	07-17-03	K
undervoltage	07-17-07	K

Description	Symbol No.	Letter code
R (continued)		
Remote meter (repeater)	08-04-11	P
with printing device	08-04-12	P
Repulsion motor, single-phase	06-06-02	M
Resistor		
adjustable	04-01-03	R
carbon-pile	04-01-11	R
general symbol	04-01-01	R
light dependent	05-06-01	B.R
variable	04-01-03	R
voltage dependent	04-01-04	R
with fixed tappings (taps)	04-01-09	R
with separate current and voltage terminals	04-01-10	R
with sliding contact	04-01-05	R
with sliding contact and off-position	04-01-06	R
Reticulation systems, symbols for plans		
aerial stay	00-17-15	
aerial stay, planned	00-17-16	
cable ducts	00-17-06	
cable ducts, planned	00-17-07	
cable joint		
form 1	00-17-03	
form 2	00-17-04	
consumer's distribution unit	00-17-27	
consumer's distribution unit, planned	00-17-28	
earth fault indicator	00-17-41	
earth spike	00-17-12	
high mast floodlight	00-17-37	
high mast floodlight, planned	00-17-38	
miniature substation	00-17-21	
miniature substation, planned	00-17-22	
overhead mains	00-17-08	
overhead mains, planned	00-17-09	
pole	00-17-10	
pole, planned	00-17-11	
pole, shackle	00-17-29	
pole shackle, planned	00-17-30	
pole-mounted line-break equipment (general symbol), with qualifying letters for type	00-17-42	
pole-mounted transformer	00-17-13	
pole-mounted transformer, planned	00-17-14	
pole with floodlight	00-17-35	
pole with floodlight, planned	00-17-36	
pole with double outreach streetlight	00-17-31	
pole with double outreach streetlight, planned	00-17-32	
pole with single outreach streetlight	00-17-33	
pole with single outreach streetlight, planned	00-17-34	
post top	00-17-39	
post top, planned	00-17-40	
service pillar	00-17-25	
service pillar, planned	00-17-26	
stay	00-17-19	
stay, planned	00-17-20	
strut	00-17-17	
strut, planned	00-17-18	
substation (general symbol), with qualifying letters for type	00-17-23	
substation, planned (general symbol), with qualifying letters for type	00-17-24	
underground cable	00-17-01	
underground cable, planned	00-17-02	
underground services (general symbol), with qualifying letters for type of service	00-17-05	

Description	Symbol No.	Letter code
R (concluded)		
Reverse blocking		
diode thyristor	05-04-01	V
thyristor, tetrode type	05-04-10	V
triode thyristor, N-gate	05-04-05	V
triode thyristor, P-gate	05-04-06	V
Reverse conducting		
diode thyristor	05-04-02	V
triode thyristor, gate not specified	05-04-12	V
triode thyristor, N-gate	05-04-13	V
triode thyristor, P-gate	05-04-14	V
Rotation; Direction of		
bidirectional	02-04-04	
limited in both directions	02-04-05	
unidirectional	02-04-03	
S		
Salinity meter	08-02-13	P
Screen	02-01-07	
Secondary clock	08-08-01	B
Semiconductor devices (qualifying symbols)		
backward effect	05-02-05	
breakdown effect		
bidirectional	05-02-04	
unidirectional	05-02-03	
Schottky effect	05-02-01	
tunnel effect	05-02-02	
unitunnel effect	05-02-05	
Semiconductor diode	05-03-01	
Esaki	05-03-06	V
bidirectional	05-03-09	V
breakdown, bidirectional	05-03-07	V
breakdown, unidirectional	05-03-06	V
general symbol	05-03-01	V
light-emitting (general symbol)	05-03-02	V.H
tunnel	05-03-05	V
unitunnel	05-03-08	V
Varactor	05-03-04	V.C
variable capacitance	05-03-04	V.C
voltage regulator	05-03-06	V
where use is made of its temperature dependence	05-03-03	V.B
Semiconductors (symbol elements)		
channel for transistor IGFET		
N-type on P-type substrate	05-01-11	
P-type on N-type substrate	05-01-12	
collector		
on a region of dissimilar conductivity type	05-01-18	
several collectors on a region of dissimilar conductivity type	05-01-19	
conduction channel		
for depletion type devices	05-01-05	
for enhancement devices	05-01-06	
emitter		
N on P-region	05-01-16	
P on N-region	05-01-14	
several N on P-region	05-01-17	
several P on N-region	05-01-15	
gate, insulated	05-01-13	
junction		
N-region that influences a P-layer	05-01-10	
P-region that influences an N-layer	05-01-09	
rectifying	05-01-07	

Description	Symbol No.	Letter code
S (continued)		
Semiconductors (Symbol elements) (continued)		
region	05-01-01	
with one ohmic connection		
with several ohmic connections		
form 1	05-01-02	
form 2	05-01-03	
form 3	05-01-04	
region, intrinsic, separating	05-01-23	
a collector and a region of dissimilar conductivity type	05-01-24	
a collector and a region of similar conductivity type	05-01-21	
regions of dissimilar conductivity	05-01-22	
regions of similar conductivity type	05-01-20	
transitions between regions of dissimilar conductivity types		
Sensor		
proximity	07-19-01	B
touch	07-19-04	B
Shackle pole (see Reticulation systems)		
Shield	02-01-07	R
Shunt	04-01-10	
Signal lamp		
flashing type	08-10-02	H
general symbol	08-10-01	H
Signal waveforms		
negative-going pulse	02-10-02	
negative-going step function	02-10-05	
positive-going pulse	02-10-01	
positive-going step function	02-10-04	
pulse of alternating current	02-10-03	
sawtooth	02-10-06	
Siren	08-10-09	H
Socket (female)	03-03-01	X
dedicated	00-13-03	
general symbol	11-13-01	X
multiple	11-13-03	X
receptacle outlet (general symbol)	11-13-01	X
three-phase	00-13-01	
three-phase, switched	00-13-02	
with interlocked switch	11-13-07	X
with isolating transformer	11-13-08	X
with protective contact	11-13-04	X
with shutter	11-13-05	X
with single-pole switch	11-13-06	X
Socket outlet (telecommunications)	11-13-09	X
Solar generating station, in service	11-02-10	
Solar generating station, planned	11-02-09	
Spark gap, double	07-22-02	F
Starter; Motor (block symbols)		
auto-transformer	07-14-07	A.Q
direct on line contactor, for reversing motor	07-14-05	A.Q
full voltage contactor, for reversing motor	07-14-05	A.Q
general symbol	07-14-01	A.Q
operated in steps	07-14-02	A.Q
regulator	07-14-03	A.Q
regulator with thyristors	07-14-08	A.Q
star-delta	07-14-06	A.Q
with automatic release	07-14-04	A.Q
Stay (see Reticulation systems)		
Stepping action	02-03-07	
Stepping motor (general symbol)	06-04-03	M
Strut (see Reticulation systems)		
Substation; Generating stations		
general symbol	11-01-05	
Substation (specific) with qualifying letters for type (see Reticulation systems)		
Substation, miniature (see Reticulation systems)		

Description	Symbol No.	Letter code
S (continued)		
Switch (for architectural diagrams)		
dimmer	11-14-08	Q.S
general symbol	11-14-01	Q.S
intermediate	11-14-07	Q.S
key-operated	11-14-15	Q.S
multiposition	11-14-05	
period limiting, single-pole	11-14-03	Q.S
pull cord, single-pole	11-14-09	Q.S
push-button	11-14-10	Q.S
period limiting	11-14-13	Q.S
time	11-14-14	Q.S
with indicator lamp	11-14-11	Q.S
with restricted access	11-14-12	Q.S
time	11-14-14	Q.S
two-pole	11-14-04	Q.S
two-way, single-pole	11-14-06	Q.S
watchman's system device	11-14-15	Q.S
with pilot light	11-14-02	Q.S
Switch (Proximity and touch sensitive)		
proximity, make contact	07-20-02	S
operated on the approach of a magnet, make contact	07-20-03	S
operated on the approach of iron, break contact	07-20-04	S
touch-sensitive, make contact	07-20-01	S
Switch; Complex		
eighteen-position rotary wafer switch with six terminals	07-12-02	S
six-position rotary drum with five terminals	07-12-03	S
Switch; Diverse		
limit		
break contact	07-08-02	S.Q
make contact	07-08-01	S.Q
mechanically operated in both directions with two separate circuits	07-08-03	S.Q
position		
break contact	07-08-02	S.Q
make contact	07-08-01	S.Q
temperature-sensitive		
break contact	07-09-02	S.Q
make contact	07-09-01	S.Q
thermal, self-operating, break contact	07-09-03	S.Q
Switch; Multipole and multiposition		
button-operated, one set of contacts operated by pushing and another by turning	07-11-02	S
button-operated, the same set of contacts operated in two different ways	07-11-03	S
single-pole		
four-position, manually operated with four independent circuits	07-11-07	S
multiposition, bridging	07-11-10	S
multiposition for cumulative parallel switching	07-11-12	S
six-position, bridging	07-11-09	S
three-position lever-operated and non-identical return conditions	07-11-01	S
Switch; Single-pole		
emergency push-button	02-13-08	S.Q
manually operated, general symbol	07-07-01	S.Q

Description	Symbol No.	Letter code
S (concluded)		
pull-switch	07-07-03	S
push-button	07-07-02	S
turn-switch	07-07-04	S.Q
Switch-disconnector	07-13-08	Q
with automatic release	07-13-09	Q
Switchgear and controlgear		
circuit-breaker	07-13-05	Q
contactor (contact closed in the unoperated position)	07-13-04	K.Q
contactor (contact open in the unoperated position)	07-13-02	K.Q
contactor with automatic release	07-13-03	K.Q
disconnecter	07-13-06	Q
two-way with centre-off position	07-13-07	Q
isolator	07-13-06	Q
with centre-off position	07-13-07	Q
on-load isolating switch	07-13-08	Q
switch-disconnector	07-13-08	Q
with automatic release	07-13-09	Q
Synchroscope	08-02-08	P
Synchronous machines		
converter, three-phase, shunt excited	06-07-05	G
generator, three-phase, both leads of each phase winding brought out	06-07-04	G
generator, three-phase, permanent magnet	06-07-01	G
generator, three-phase, star-connected with neutral brought out	06-07-03	M
T		
Tachometer	08-02-15	P
Tank (symbol element)	02-01-04	
Telemetering devices		
signal translator (general symbol)	08-07-01	U
receiver	08-07-03	U.B
transmitter	08-07-02	U.B
Temperature-sensitive switch		
break contact	07-09-02	S
make contact	07-09-01	S
Terminal	03-02-02	X
Terminal strip	03-02-03	X
Test point indicator	02-17-05	
Thermal		
actuating device, relay	07-15-21	
effect	02-08-01	
Thermal switch, self-operating, break contact	07-09-03	S.Q
Thermocouple		
shown with polarity symbols	08-06-01	B
with insulated heating element	08-06-05	B
simplified form	08-06-06	B
with non-insulated heating element	08-06-03	B
simplified form	08-06-04	B
Thermoelectric generating station	11-02-03	
Thermometer	08-02-14	P
Three-position lever-operated multiposition switch	07-11-01	S
Thyristor		
diode, bidirectional	05-04-03	V
diode, reverse blocking	05-04-01	V
diode, reverse conducting	05-04-02	V
tetrode type, reverse blocking	05-04-10	V
triode, bidirectional	05-04-11	V

Description	Symbol No.	Letter code
T (continued)		
triode, reverse blocking, N-gate	05-04-05	V
triode, reverse blocking, P-gate	05-04-06	V
triode, reverse conducting, gate not specified	05-04-12	V
triode, reverse conducting, N-gate	05-04-13	V
triode, reverse conducting, P-gate	05-04-14	V
triode, turn-off, gate not specified	05-04-07	V
triode, turn-off, N-gate	05-04-08	V
triode, turn-off, P-gate	05-04-09	V
triode, type unspecified	05-04-04	V
Time clock	11-16-03	P
Time switch	11-14-14	Q.S
Touch-sensitive switch, make contact	07-20-01	S
Touch sensor	07-19-04	B
Transformer		
single-phase with two windings and screen		
form 1	06-10-01	T
form 2	06-10-02	T
three-phase bank of single-phase, connection star-delta		
form 1	06-10-11	T
form 2	06-10-12	T
three-phase, connection star-zigzag		
form 1	06-10-15	
form 2	06-10-16	
three-phase with four tapplings		
form 1	06-10-09	T
form 2	06-10-10	T
three-phase with on-load tap charger, connection star-delta		
form 1	06-10-13	T
form 2	06-10-14	T
three-phase, connection star-delta		
form 1	06-10-07	T
form 2	06-10-08	T
three-phase, three winding, connection star-star-delta		
form 1	06-10-17	T
form 2	06-10-18	T
with centre tapping on one winding		
form 1	06-10-03	T
form 2	06-10-04	T
with variable coupling		
form 1	06-10-05	T
form 2	06-10-06	T
Transformer, Measuring		
current, with one secondary winding with one tapping		
form 1	06-13-06	T
form 2	06-13-07	T
current, with two cores and two secondary windings		
form 1	06-13-02	T
form 2	06-13-03	T
current, with two secondary windings on one core		
form 1	06-13-04	T
form 2	06-13-05	T
voltage	06-13-01	T
Transformers (general symbols)		
auto-transformer		
form 1	06-09-06	T
form 2	06-09-07	T

Description	Symbol No.	Letter code
T (concluded)		
Transformers (general symbols) (continued)		
choke		
form 1	06-09-08	
form 2	06-09-09	
current		
form 1	06-09-10	T
form 2	06-09-11	T
pulse		
form 1	06-09-10	T
form 2	06-09-11	T
reactor		
form 1	06-09-08	L
form 2	06-09-09	L
with three windings		
form 1	06-09-04	T
form 2	06-09-05	T
with two windings		
form 1	06-09-01	T
form 2	06-09-02	T
with two windings, shown with instantaneous voltage polarity indicators	06-09-03	
Transistor		
IGFET depleted one gate, N-type, without substrate connection	05-05-15	V
IGFET depleted one gate, P-type, without substrate connection	05-05-16	V
IGFET depleted two gates, N-type, with substrate connection brought out	05-05-17	V
IGFET enhanced one gate, N-type, channel with substrate internally connected	05-05-14	V
IGFET enhanced one gate, P-type, with substrate connection brought out	05-05-13	V
IGFET enhanced one gate, N-type without substrate connection	05-05-12	V
IGFET enhanced one gate, P-type without substrate connection	05-05-11	V
NPN avalanche	05-05-03	V
NPN with collector connected to the envelope	05-05-02	V
NPN with transverse biased base	05-05-06	V
PNIN with ohmic connection to the intrinsic region	05-05-08	V
PNIP with ohmic connection to the intrinsic region	05-05-07	V
PNP	05-05-01	V
junction field effect with N-type channel	05-05-09	V
junction field effect with P-type channel	05-05-10	V
photo-	05-06-04	B.V
unijunction with N-type base	05-05-05	V
unijunction with P-type base	05-05-04	V
Translator, signal (general symbol)	08-07-01	U
Transmitter (Instrument)		
telemetering	08-07-02	U.B
Transmitter, telemetering	08-07-02	U.B
Triac	05-04-11	V
Tube		
protective gas discharge	07-22-04	F
protective gas discharge, symmetric	07-22-05	F
Tunnel diode	05-03-05	V
Turn-off		
triode thyristor, gate not specified	05-04-07	V
triode thyristor, N-gate	05-04-08	V
triode thyristor, P-gate	05-04-09	V
Turn-switch	07-07-04	S.Q
Two-way contact with centre-off position	07-02-05	
Two-way switch, single-pole	11-14-06	Q.S
U		
Unijunction transistor with N-type base	05-05-05	V
Unijunction transistor with P-type base	05-05-04	V
Unitunnel diode	05-03-08	V

Description	Symbol No.	Letter code
V		
Var-hour meter	08-04-15	P
Varactor	05-03-04	V.C
Variability		
continuous	02-03-09	
in steps	02-03-07	
inherent	02-03-03	
inherent, non-linear	02-03-04	
non-inherent	02-03-01	
non-inherent, non-linear	02-03-02	
pre-set adjustment	02-03-05	
stepping action	02-03-07	
Variable capacitance diode	05-03-04	V.C
Variable capacitor	04-02-07	C
Variable resistor	04-01-03	R
Variometer	04-03-08	L
Varistor	04-01-04	R
Varmeter	08-02-04	P
Voltage dependent resistor	04-01-04	R
Voltage regulator diode	05-03-06	V
Voltmeter	08-02-01	P
differential	08-02-11	P
W		
Watchman's system device	11-14-15	Q.S
Water heater	11-16-01	E
Watt-hour meter	08-04-03	P
Wattmeter and varmeter combined, recording	08-03-02	P
Wattmeter, recording	08-03-01	P
Waveform of signals (see Signal waveforms)		
Wavemeter	08-02-09	P
Whistle, electrically operated	08-10-12	H
Wind generating station	11-02-11	
Winding	04-03-01	L
Winding; Internally connected		
six-phase, double delta	06-02-10	
six-phase, fork with neutral brought out	06-02-13	
six-phase, polygon	06-02-11	
six-phase, star	06-02-12	
three-phase, delta	06-02-05	
three-phase, interconnected star	06-02-09	
three-phase, open delta	06-02-06	
three-phase, star	06-02-07	
three-phase, star, with neutral brought out	06-02-08	
three-phase, zigzag	06-02-09	
Winding; Separate		
m-phase, phases not interconnected	06-01-05	
one winding	06-01-01	
six separate	06-01-03	
three-phase, phases not interconnected	06-01-04	
three separate	06-01-02	
two-phase, four-wire	06-01-06	
Winding for machines		
commutating	06-03-01	
compensating	06-03-01	
separate	06-03-03	

Description	Symbol No.	Letter code
W (concluded)		
Winding for machines (continued)		
series	06-03-02	
shunt	06-03-03	
Wiring (for architectural)		
box (general symbol)	11-12-04	X
connection box	11-12-05	X
consumer's terminal with wiring	11-12-06	X.A
distribution centre	11-12-07	A
going downwards	11-12-02	
going upwards	11-12-01	
junction box	11-12-05	X
passing through vertically	11-12-03	
service entrance equipment	11-12-06	X.A

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TRANSNET PIPELINES			
Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	1 of 44

GENERAL DRAWING STANDARD (PL103)

DOCUMENT APPROVAL PROCESS

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TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	2 of 44

TABLE OF CONTENTS

CONTENT	PAGE No.
1. Introduction	3
2. Scope	3
2.1. General	3
2.2. Application to work activities	3
3. Reference documentation	4
4. Abbreviation	5
5. Equipment and instrument symbology standard	5
6. Document change history	31
7. Appendices A, B, C	32-33
8. Annexure A (Table A1 & A2)	34-41
9. Annexure B	42-43

Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	3 of 44

1. INTRODUCTION

The objective of this General Drawing Standards Document is to establish a set of approved drawing standards and codes of practise that shall be required to be adhered to by both Contractor and Client in the preparation of Engineering Documentation for and on behalf of Transnet Pipelines, a Division of Transnet Ltd. By ensuring comprehensive, consistent and uniform means of presentation of information, these Standards and Codes of Practise are intended to facilitate rapid comprehension by the users of the information and thus assist in the maintenance and fault finding of installed technology.

2. SCOPE

2.1 GENERAL

This document defines as a minimum, the general responsibilities for the provision of all Engineering Documentation, whether it be by the Client or Contractor, for and on behalf of Transnet Pipelines. In this regard, providers of Engineering Documentation are required to familiarise themselves with all applicable Standards and Codes of Practise listed herein, and to ensure compliance in the execution of any work in terms of this document. Failure to comply may render the provider liable for corrections at his own cost.

These Standards and Codes of Practise should be read in conjunction with all other Specifications and drawings as issued for a particular contract. Where discrepancies occur, these must be brought to the attention of Transnet Pipelines in writing before commencement of work. In the event of any conflict between the contents of any documents forming part of a contract (as listed in the Schedule of Contract Documents) and this document, the former shall prevail.

2.2 APPLICATION TO WORK ACTIVITIES

The Standards and Codes of Practise contained herein are suitable for use whenever Engineering Documentation is required to be produced and includes amongst others the following:

- Design Sketches
- Technical Papers and literature
- Equipment Identification and Tagging
- Construction Drawings
- Specifications, both Functional and Technical
- Installation, operating and maintenance instructions, drawings and records

Design should include 3D model approach and reference to model guidelines at stipulated frequency.

Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	4 of 44

3. REFERENCE DOCUMENTATION

The following standard specifications are to be used for reference purposes. It is expected of Tenderers that they be familiar with the applicable clauses and that these will be adhered to in the execution of any work in terms of this specification.

- A. Standards and Recommended Practices for Instrumentation and Control, 11th Edition, Instrument Society of America.
 - ANSI/ISA-S5.1-2009 Instrument Symbols and Identification
 - ANSI/ISA - S 5.2-1992 Binary Logic Diagrams for Process Operations
 - ANSI/ISA-S5.3-1983 Graphic Symbols for Distributed Control, Shared Display Instrumentation, Logic and Computer Systems
 - ANSI/ISA - S 5.5-1985 Graphic Symbols for Process Displays
- B. Graphical Symbols for Electrical Diagrams NRS 002-2000 second edition.
- C. International Electrotechnical Commission Standards for Electrical Drawings
 - IEC Publication 60027 Letter Symbols to be used in Electrical Technology
 - IEC Publication 60050 International Electrotechnical Vocabulary
 - IEC Publication 60617 Graphical Symbols for Diagrams
- D. American Society of Mechanical Engineers (ASME)
 - ASME Y32.11 - 1961 Graphical Symbols for Process Flow Diagrams
 - ASME Y32.2.3 - 1994 Graphical Symbols for Pipe Fittings, Valves & Piping.
- E. TPL-TECH-I-POL-001 Measurement Policy
- F. TPL-TECH-I-POL-002 Control Policy
- G. TPL-TECH-I-POL-003 Instrumentation Policy
- H. SANS-10111-1-2011 Engineering Standards
- I. 009-TPL-TECH-OPS-20259 Model 3D Review Procedure

Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	5 of 44

4. ABBREVIATION

For understanding these Standards, the following abbreviations apply.

ANSI	:	American National Standards Institute
C & I	:	Control and Instrumentation
IEC	:	International Electrotechnical Commission
ISA	:	Instrument Society of America
SABS	:	South African Bureau of Standards
ASA	:	American Standards Association

5. EQUIPMENT & INSTRUMENT SYMBOLOGY STANDARD

This specification details general drawing standards to be adhered to in the production of Engineering Documentation for and on behalf of Transnet Pipelines.

5.1 UNITS AND LANGUAGE

5.1.1 All drawings shall conform to SI (System International) units

5.1.2 All notes, comments and text shall be in the English language.

5.2 SIZES

5.2.1 All drawings shall be supplied on standard sized media as listed in Table 1 below:

Table 1. Sizes of Drawing Sheets (SABS 0111-1990 Table 1).

DESIGNATION	TRIMMED SIZE (mm)	WIDTH OF BORDER (mm)
A0	841 X 1189	20
A1	594 X 841	20
A2	420 X 594	15
A3	297 X 420	15
A4	210 X 297	15

Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	6 of 44

5.2.2 Media exceeding A0 length may be used only where necessary e.g. long sections / pipe profiles etc, but with prior approval from Transnet Pipelines.

5.2.3 Where possible, the following drawing sizes shall be adhered to in the production of Engineering Documentation. Where undecided, the smallest of the recommended sizes that is consistent with clarity should be used wherever possible. Deviations from the under mentioned drawing sizes shall require prior approval from Transnet Pipelines.

DOCUMENTATION TYPE

DRAWING SIZE

Process Drawings

Piping & Instrumentation Diagrams	A1
Process Flow Diagrams	A1

Metering & Instrumentation

Instrument Schedules/ Data Sheets	A4
Instrument Hookup Diagrams	A4
Instrument Location Diagrams	A1
Loop Drawings	A4
Panel GA / Layout Diagrams – Internal & External	A1
Panel Wiring Diagrams	A1/A4
Cable Schedules	A1/A4
Cable Block/ Routing/ Interconnection Diagrams	A1
Safety Integrity Levels (SILs) Report	A4
HAZOP Report	A4

Software Documentation

Engineering Design / Functional Design Spec (EDS/FDS)	A4
Plant Input/ Output (I/O) Schedules	A4
Metering Configuration Documentation	A4
Metering Detailed Design Spec (DDS)	A4
Site Acceptance Test (SAT)	A4

Electrical Documentation

Electrical Load & Fault Calculations	A4
Single Line Diagrams	A1/A4
Panel GA / Layout Diagrams – Internal & External	A1
Electrical Schematic & Wiring Diagrams	A1
Cable Schedules	A1/A4
Cable Block/ Routing/ Interconnection Diagrams	A1

TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	7 of 44

Protection settings schedule and curves	A4
Cable schedule to include – de-rating factor	
Philosophy / calculations, cable lengths, Volt drop calculations	A2
Earthing Single line diagrams	A1
Electrical equipment data sheets	A4
Hazardous area equipment certification	A4
Site and manifold Hazardous area classification drawings	A1
High Voltage yards structural equipment design and foundation drawings	A3
Heating Ventilation & Air Conditioning (HVAC)	A1
Hazardous Area Classification Diagrams	A1

Mechanical Documentation

General Arrangement Diagrams, Installations	As required
3D CAD views of Piping, Structural Steel & Mechanical	As required
3D model Isometric views	As required
Underground Drawings	As required
Layout Drawings	As required
*(Refer to 009-TPL-TECH-OPS-20259 document) *	

Civil/Site Layout Drawings

Site Layout Diagrams	A0/A1
Cable, Racking & Trenching Layout Diagrams	A0/A1
Survey Drawings	A0/A1
Earthing Reticulation Diagrams	A0/A1
Location Drawings (Plot Plans)/ 3D CAD views	A0/A1
Structural Arrangement Drawings	A0/A1
Structural Fire Protection Drawings	A0/A1
Structural Steel Detail Drawings	A0/A1
Foundation Drawings	A0/A1
Pipe/ Ducting Support Drawings	A0/A1
Weight/ Structural Analysis Design Reports	A4/A3

Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	8 of 44

5.3. TEXT SIZES & CORRESPONDING LINE THICKNESSES

5.3.1. One of the following sets of standard text sizes and corresponding line thicknesses shall be used:

Table 2. Text Size & Line Thickness (SABS 0111 1990 Table 2).

SET 1	
Text Size	Line Thickness
1.8 mm	0.18 mm
2.5 mm	0.25 mm
3.5 mm	0.35 mm
5 mm	0.5 mm
7 mm	0.7 mm
10 mm	1.0 mm

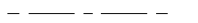
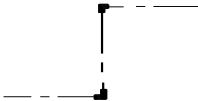
SET 2	
Text Size	Line Thickness
2.0 mm	0.2 mm
3.0 mm	0.3 mm
5.0 mm	0.5 mm
7.0 mm	0.7 mm
10.0 mm	1.0 mm
14.0 mm	1.4 mm

5.4. LINE TYPES

5.4.1. MECHANICAL DIAGRAMS

5.4.1.1. The following line types shall be adhered to in the production of Mechanical manufacturing drawings:

Table 3. Types of Lines (SABS 0111 1990 Table 3)

LINE	DESCRIPTION APPLICATION
A 	Visible outlines/edges
B 	Dimension, projection and leader lines cross hatching, short centre lines, imaginary lines of intersection, outlines of revolved sections
C 	Break lines
D 	Hidden features
E 	Centre lines and lines of symmetry, pitch circles, paths of motion, repeated details
F 	Cutting planes
G 	Limit of maximum or final machining
H 	Existing or adjacent parts, alternative and extreme positions of movable parts, developed views and bend lines, feature located in front of a cutting plane, portions to be removed

Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	9 of 44

5.4.2. PROCESS DIAGRAMS

5.4.2.1. Line Types to be adhered to in the production of Process Diagrams (e.g. Piping & Instrumentation Diagrams, Flow Diagrams) are defined in Transnet Pipelines Specification PL 102 Equipment, Instrument and Electrical Symbolology Standards Document, Table 3.

5.5. SCALES

5.5.1. All engineering drawings shall be produced to one of the standard scales defined below, or should the need arise, a multiple of ten thereof:

10:1	1:2	1:50	1:1000
5:1	1:5	1:100	1:2000
2:1	1:10	1:200	1:2500
1:1	1:20	1:250	1:5000

5.5.2 Conceptual drawings not drawn to scale shall be marked as "NTS" in **the box provided in the title block. Plot scales shall be noted** elsewhere on the drawing in these cases.

5.5.3 Where details (either enlarged or reduced), are drawn on the same sheet as the subject, the scale shall be indicated on the drawing, directly under the title of the detail.

5.5.4 Metric Reference Scale

All original drawings shall be marked with a metric reference scale at the bottom of the drawing, placed symmetrically about a centring mark near the frame of the border. The scale shall be 100 mm in length, with a maximum width of 5 mm and marked off in units of 10 mm.

Metric Reference Scale. (SABS 0111 Drg 10759/E)



5.6. TOLERANCES

5.6.1. Tolerances shall be indicated on all manufacturing drawings, whether as a general note, or on specific dimensions.

Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	10 of 44

5.7 DIMENSIONS/NOTES

5.7.1. All manufacturing drawings shall be comprehensively dimensioned and annotated, to ensure that manufacturing methods, sizes and materials etc are clear to the manufacturer.

5.7.2. All detailed dimensions shall be in millimetres.

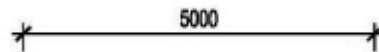
5.7.3. Dimensions are not to be exploded.

Examples:

Dimension with arrows



Dimension with oblique lines



Dimension with dots



Leader



TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	11 of 44

5.8 TITLE BLOCK

5.8.1. All drawings are to bear the Transnet Pipelines title block (ANNEXURE A), with the space allocated for the Transnet Pipelines drawing number. The format for the drawing number should follow the following guidelines:

Format: XXXXX-NNN-A-AAAA-NNNN-NN

Section	Description	Examples of valid data
XXXXXX	Project number	Free-text field up to twelve (12) alpha-numeric characters long, may include a mixture of alphabets, numbers & special characters.
NNN	Depot Code	Refer to Annexure B
A	Discipline code	C (Civil) (Annexure A) Table A1*
AAAA	Document type	SL (site layout) (Annexure A) Table A2*
NNNN	Sequential number by document category	0001
N	Sheet number – only used for drawings	01

*Incorporating Transnet standard document numbering codification: SYS-P-001(a) v1.0

- 5.8.2.** A space of either 25 mm high may be added to the top or 40 mm high may be added to the left-hand side of the Transnet Pipelines title block, in which space the Contractor's details and title block may be added.
- 5.8.3.** A further space of not more than 8 mm high may be added in the same area for the Contractor's drawing number.
- 5.8.4.** The Contractor shall indicate the persons responsible for producing the drawing, the title, scale, project name, date, revision etc. in the spaces provided for in the Transnet Pipelines title block. (ANNEXURE A hereof)
- 5.8.5.** On application, Transnet Pipelines will supply, free of charge, one "soft copy AutoCAD version" of their title block.

Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	12 of 44

5.9. REFERENCE DRAWINGS

5.9.1. Where applicable, all reference drawings shall be noted in an appropriate place, on all drawings.

5.9.2. Smaller series drawing (A4 and A3) may bear reference drawing numbers as a note, in an appropriate position, on the drawing.

5.9.3. Where a drawing is of sufficient complexity and size that warrants being split over several pages, continuation lines shall be conveyed by means of either of the under mentioned symbols. Note that the direction of the arrow shall indicate the direction of information flow.

SAMPLE TO BE USED ON P & ID
DIAGRAM ONLY

FROM HILLCREST DJP P & ID
Dwg No : 3051-001 Rev 1

OR

SAMPLE TO BE USED ON
DRAWINGS OTHER THAN
P & ID's

FROM HILLCREST DJP GA
Dwg No : 3051-001 Rev 1

5.10. CONTRACTOR'S AMENDMENT BLOCKS

5.10.1. All amendments made to existing drawings shall be indicated by the placement of the following information within a Revision Block included as part of the Drawing Border:

- Drawing Revision Number Marked as the next consecutive alpha character.
- Revision Date Date on which the amendment was made.
- Name Name of Draughtsman responsible
- Description Description of the amendment made.

5.10.2. Revision Numbers ascribed to Engineering Design Drawings (prior to completion of a project and production of AS BUILTS) shall be placed in the Contractor's Amendment Block and shall be numbered numerically commencing with the numerals 001. AS BUILT Drawings shall be indicated by the last revision number contained in the Contractor's Amendment Block.

5.10.3. To indicate the most recent amendments made to a drawing, all amendments relating to the most recent revision number shall be highlighted by means of a "cloud" symbol placed around the modification with the Revision Number inserted within. Only the most recent amendments shall be highlighted on a drawing in this manner.

Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	13 of 44

5.11. LAYOUT

5.11.1. All drawings shall be laid out in a logical and legible manner and shall comply fully with all provisions as detailed in the Drawing Standards Document PL 100. Where Typical Drawing Layouts have been included in the Drawing Standards Document, Contractors shall be required to ensure compliance to such standards. Where Typical Drawing Layouts have not been defined, all proposed layouts shall be required to be approved by the nominated Transnet Pipelines representative prior to commencement of draughting work.

5.11.2. All orthographic projections are to be in the first angle.

5.11.3. Typical Drawing Layout Standards have been defined for the following documentation types and are required to be complied within the compilation of Engineering Documentation:

(PL 100 APPENDICE B Documentation Layout Standards/Typical)

Process Drawings

Piping & Instrumentation Diagrams (P&IDs)

Process Flow Diagrams (PFDs)

Hazop Studies

Metering & Instrumentation

Instrument Schedules

Instrument Data Sheets

Instrument Hook-up Diagrams

Loop Reports/ Drawings

Panel Layout and General Arrangements

Panel Wiring Diagrams

Cable Schedules (Refer to Electrical Typical)

Cable Block Diagrams (Refer to Electrical Typical)

Cable Interface Wiring Diagrams

Electrical Documentation

Single Line Diagrams

Electrical Schematic & Wiring Diagrams

Panel Layout and General Arrangements

Cable Schedules

Cable Block Diagrams

Cable Interface Wiring Diagrams

Connection/ Hook-up Diagrams

Heating Ventilation & Air Conditioning (HVAC)

Hazardous Area Classification Diagrams

Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	14 of 44

Mechanical Documentation

General Arrangement/ 3D CAD views of Piping, Structural Steel & Mechanical, Installations.

Layout Drawings/ 3D model Isometric views

Underground Drawings

*(Refer to 009-TPL-TECH-OPS-20259 document) *

Civil/Site Layout & Survey Documentation

Trenching and Services Layout Diagrams

Earthing Reticulation Diagrams

Cable Routing Reticulation Diagrams

Structural Arrangement Drawings

Structural Fire Protection Drawings

Structural Steel Detail Drawings

Foundation Drawings

Pipe/ Ducting Support Drawings

5.12. SYMBOLOGY

5.12.1. PROCESS DIAGRAMS, METERING AND INSTRUMENT DRAWINGS

All Process Diagram and Metering & Instrument Diagram symbols shall comply with those stipulated in the Equipment, Instrument and Electrical Symbolology Standards Document PL 102 Tables 1 to 10. Symbols defined in this Standard cover production of the following Document types:

Process Drawings

Piping & Instrumentation Diagrams

Process Flow Diagrams

Metering & Instrumentation

Instrument Schedules

Instrument Data Sheets

Instrument Hookup Diagrams

Instrument Location Diagrams

Loop Drawings

Panel GA / Layout Diagrams – Internal & External

Panel Wiring Diagrams

Cable Schedules

Cable Block Diagrams

Cable Interconnection Diagrams

Cable Routing Diagrams

Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	15 of 44

Software Documentation

Engineering Design / Functional Design Specs
Plant I/O Schedules
Flow Charts
Software Listing

Graphical instrument/equipment symbols have been based on compliance with ISA Standards 11th Edition Vol 1. Standards and Recommended Practices for Instrumentation and Control, and American Society of Mechanical Engineers Standards ASA 732.11 / 232.2.3.:

5.12.2. MANUFACTURING / MACHINING DRAWINGS

5.12.2.1. MACHINING SYMBOLS / ROUGHNESS VALUES

5.12.2.1.1. Machining and surface finish symbols and roughness values shall comply with the Code of Practice for Engineering Drawing SABS 0111/1990 as amended.

5.12.2.2. WELDING SYMBOLS

5.12.2.2.1. All welding symbols used shall comply with the Code of Practice for Welding, SABS 044 parts I and II, as amended.

5.12.3. ELECTRICAL DRAWINGS

5.12.3.1. All cable and wire sizes, values of resistance, breaking capacity of switches and ratings of equipment shall be clearly specified on a drawing.

5.12.3.2. ELECTRICAL SYMBOLS

All Electrical Diagram symbols shall comply with those stipulated in the Equipment, Instrument and Electrical Symbolology Standards Document PL 102 Section 5. Symbols defined in these Standard covers production of the following Document types:

Electrical Documentation

Single Line Diagrams
Panel GA / Layout Diagrams – Internal & External
Electrical Schematic & Wiring Diagrams
Cable Schedules
Cable Block Diagrams
Cable Interconnection Diagrams
Cable Routing Diagrams

5.12.3.3. Graphical Symbols for Electrical Diagrams NRS 002-2000 second edition

Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	16 of 44

5.12.4. OTHER DRAWINGS

5.12.4.1. All other drawings using symbols, must state the standard used, or else **have a key as to the meaning** of such symbols.

5.13. DRAWING LAYER CONTROL

5.13.1. The following Layer structures shall be utilised by the Contractor in the provision of all Engineering Design Drawings. All Layer Descriptors shall comprise of alphanumeric characters and shall be descriptive in nature.

5.13.2. PROCESS DIAGRAMS

All Process Diagrams shall comply with the following Layer structure:

0	General
ALCOHOL	Alcohol Manifold Piping
AUX	Auxiliary Manifold Piping
BORDER	Border
CDRAIN	Closed Drain System
CDRAINHID	Closed Drain System - below ground
DEFPOINTS	
DIESEL	Diesel Manifold Piping
EFFLUENT	Effluent System
FIRE	Fire System
FUTURE	Future Equipment, Piping
INSTR-ATTR	Instrument Attributes
INSTR-LINE	Instrument Piping
MAIN	Main Manifold Piping
NEW	
ODRAIN	Open Drain System
ODRAINHID	Open Drain System - below ground
PETROL	Petrol Manifold Piping
PIPE-ATTR	Pipe Attributes
TEXT	
TITLE	Title Block
ULP	Unleaded Manifold Piping

Layers defined in this Standard cover production of the following Document types:

Process Drawings

Piping & Instrumentation Diagrams
Process Flow Diagrams

Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	17 of 44

5.13.3. METERING & INSTRUMENTATION DIAGRAMS

All Metering & Instrumentation Diagrams shall comply with the following Layer structure:

0	General
BORDER	Border
DEFPOINTS	
DIM	Dimensions
FUTURE	Future Installations
INSTR-ATTR	Instrument Attributes
INSTR-LINE	Instrument Piping
NEW	
PROCESS	Process Connections
PNEU	Pneumatics
TEXT	
TITLE	Title Block

Layers defined in this Standard cover production of the following Document types:

Metering & Instrumentation

- Instrument Schedules
- Instrument Data Sheets
- Instrument Hookup Diagrams
- Instrument Location Diagrams
- Loop Drawings
- Panel GA / Layout Diagrams – Internal & External
- Panel Wiring Diagrams
- Cable Schedules
- Cable Block Diagrams
- Cable Interconnection Diagrams
- Cable Routing Diagrams

Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	18 of 44

5.13.4. ELECTRICAL SWITCHGEAR DIAGRAMS

All Electrical Diagrams shall comply with the following Layer structure:

0	General
BORDER	Border
C1	Control Circuitry 1
C2	Control Circuitry 2
C3	Control Circuitry 3
C4	Control Circuitry 4
DEFPOINTS	
ELEC-ATTR	Electrical Attributes
FUTURE	Future Installations
MAIN	
NEW	
T1	Power Circuitry 1
T2	Power Circuitry 2
T3	Power Circuitry 3
T4	Power Circuitry 4
TEXT	
TITLE	Title Block

Layers defined in this Standard cover production of the following Document types:

Electrical Documentation

Single Line Diagrams
Panel GA / Layout Diagrams – Internal & External
Electrical Schematic & Wiring Diagrams
Cable Schedules
Cable Block Diagrams
Cable Interconnection Diagrams
Cable Routing Diagrams
Hazardous Area Classification Diagrams

Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	19 of 44

5.13.5. Mechanical Diagrams, Manifold Piping and General Arrangements

All Mechanical Diagrams shall comply with the following Layer structure:

0	General
BORDER	Border
CDRAIN	Closed Drain System
CDRAINHID	Closed Drain System - below ground
DEPOINTS	
DIMENSION	Dimensions
FUTURE	Future Equipment, Piping
HIDDEN	Hidden - underground
MAIN	
NEW	
ODRAIN	Open Drain System
ODRAINHID	Open Drain System - below ground
PLINTH	Plinth Details
PIPE-ATTR	Pipe Attributes
TEXT	
TITLE	Title Block

Layers defined in this Standard cover production of the following Document types:

Mechanical Documentation

General Arrangement/ 3D CAD views of Piping, Structural Steel & Mechanical, Installations.

Layout Drawings/ 3D model Isometric views

Underground Drawings

*(Refer to 009-TPL-TECH-OPS-20259 document) *

Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	20 of 44

5.13.6. CIVIL / SITE LAYOUT DIAGRAMS

All Civil/Site Layout Diagrams shall comply with the following Layer structure:

0	General
AUX	Auxiliary Manifold Piping
BORDER	Border
BUND	Bund
BUNDW	Bund Wall
CABLE	Cable Reticulation
CDRAIN	Closed Drain System
CDRAINHID	Closed Drain System - below ground
DEFPOINTS	
DRAIN	Drainage
EARTH	Earthing System
EFFLUENT	Effluent System
FENCE	Fencing
FIRE	Fire System
FUTURE	Future Equipment, Piping
INSTR-ATTR	Instrument Attributes
INSTR-LINE	Instrument Piping
MAIN	Main Manifold Piping
NEW	
ODRAIN	Open Drain System
ODRAINHID	Open Drain System - below ground
PIPE-ATTR	Pipe Attributes
RACK	Racking Reticulation
TEXT	
TITLE	Title Block
TRENCH	Trenching Reticulation
ZONE0	Hazardous Area Classification Zone 0
ZONE1	Hazardous Area Classification Zone 1
ZONE2	Hazardous Area Classification Zone 2

Layers defined in this Standard cover production of the following Document types:

Civil/Site Layout Drawings

Trenching and Services Layout Diagrams
 Earthing Reticulation Diagrams
 Cable Routing Reticulation Diagrams
 Structural Arrangement Drawings
 Structural Fire Protection Drawings
 Structural Steel Detail Drawings
 Foundation Drawings
 Pipe/ Ducting Support Drawings

Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	21 of 44

5.14. SCOPE OF SUPPLY

5.14.1. PRESENTATION

5.14.1.1. All documentation shall be professionally reproduced and bound to the satisfaction of the nominated Transnet Pipelines representative. At least one set of documentation shall be marked as a "MASTER" set and shall be presented in electronic medium suitable for reproduction. All binders and binding methods used, shall be approved by Transnet Pipelines prior to the documentation being bound.

5.14.2. SUPPLY REQUIREMENTS

Unless stipulated elsewhere in a Contract Document, the Contractor shall be required to provide the following Documentation:

5.14.2.1. ENGINEERING DESIGN DOCUMENTATION (PRIOR TO CONSTRUCTION)

The Contractor shall be required to prepare and submit to the Engineer three prints of each working drawing/design specification for approval. One print/copy of each drawing/specification shall be returned to the Contractor once approved. Notwithstanding any approval of design or working drawings by Transnet Pipelines or a nominated representative, the responsibility for the correct functioning of the system shall rest entirely with the Contractor.

As a minimum, the following documentation is required to be approved by Transnet Pipelines prior to commencement of construction activities:

Process Drawings

Piping & Instrumentation Diagrams
Process Flow Diagrams

Metering & Instrumentation

Instrument Schedules
Instrument Data Sheets (if different from Transnet Pipelines standard Data Sheets)
Instrument Hookup Diagrams (if different from Transnet Pipelines standard Hookups)
Loop Drawings (if different from Transnet Pipelines standard Loop Drawings)
Panel GA / Layout Diagrams – Internal & External
Panel 220V/24V Power Distribution and Barrier Layout schedules
Control System Architecture Diagrams
Communication Architecture & Interconnection Diagrams
Instrument Junction Box Layout Diagrams
Cable Block Diagrams

Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	22 of 44

Software Documentation

Engineering Design Specification (Software Functional Design Specification)
Plant I/O Schedules
Flow Charts

Electrical Documentation

Electrical Load & Fault Calculations
Single Line Diagrams
Panel GA / Layout Diagrams – Internal & External
Electrical Schematic & Wiring Diagrams
Cable Block Diagrams
Hazardous Area Classification Diagrams
Heating Ventilation & Air Conditioning (HVAC)

Mechanical Documentation

General Arrangement/ 3D CAD views of Piping, Structural Steel & Mechanical.
Layout Drawings/ 3D model Isometric views
Underground Drawings
*(Refer to 009-TPL-TECH-OPS-20259 document) *

Civil/Site Layout & Survey Documentation

Site Layout Diagrams
Cable, Racking & Trenching Layout Diagrams
Earthing Reticulation Diagrams
Structural Arrangement Drawings
Foundation Drawings

5.14.2.2. FINAL CONTRACT DOCUMENTATION

Unless stipulated elsewhere in a Contract Document, the Contractor shall provide as a Minimum the following Final Contract Documentation:

5.14.2.2.1. MAINTENANCE AND OPERATING LITERATURE

Maintenance and Operating Literature is deemed to form an integral part of all equipment supplied and shall require to be supplied along with all equipment installed on Transnet Pipelines sites. Supply shall include comprehensive data on servicing, fault-finding, repairs, procedures and full particulars with diagrams of how the equipment functions. All technical literature, calculations and drawings, which will enable Engineering Staff to be fully informed on electrical, control and mechanical aspects, shall be included.

Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	23 of 44

5.14.2.2.2. AS BUILT DOCUMENTATION

Process Drawings

Piping & Instrumentation Diagrams (P&IDs)
Process Flow Diagrams (PFDs)
Hazop Studies

Metering & Instrumentation

Instrument Schedules/ Data Sheets
Instrument Hook-up/ Location Diagrams
Loop Drawings
Panel GA / Layout Diagrams – Internal & External
Panel Wiring Diagrams
Panel 220V/24V Power Distribution and Barrier Layout schedules
Control System Architecture Diagrams
Communication Architecture & Interconnection Diagrams
Instrument Junction Box Layout Diagrams
Cable Schedules
Cable Block/ Interconnection/ Routing Diagrams
Safety Integrity Levels (SILs) Report

Software Documentation

Engineering Design Specification (Software Functional Design Specification)
Plant I/O Schedules
Flow Charts
Detail Software Listings

Electrical Documentation

Electrical Load & Fault Calculations
Single Line Diagrams
Panel GA / Layout Diagrams – Internal & External
Electrical Schematic & Wiring Diagrams
Cable Schedules
Cable Block/ Interconnection/ Routing Diagrams
Protection settings schedule and curves.
Cable schedule to include – de-rating factor philosophy / calculations, cable lengths, volt drop calculations.
Earthing Single line diagrams.
Electrical equipment data sheets.
Hazardous area equipment certification.
Site and manifold Hazardous area classification drawings.
High Voltage yards structural equipment design and foundation drawings.
Heating Ventilation & Air Conditioning (HVAC)
Hazardous Area Classification Diagrams

Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	24 of 44

Mechanical Documentation

General Arrangement/ 3D CAD views of Piping, Structural Steel & Mechanical.

Layout Drawings/ 3D model Isometric views

Underground Drawings

Piping – Analysis, Calculations, Studies, Reports

*(Refer to 009-TPL-TECH-OPS-20259 document) *

Civil/Site Layout & Survey Documentation

Trenching and Services Layout Diagrams

Earthing Reticulation Diagrams

Cable Routing Reticulation Diagrams

Structural Arrangement Drawings

Structural Fire Protection Drawings

Structural Steel Detail Drawings

Foundation Drawings

Pipe/ Ducting Support Drawings

Weight Reports

Structural Analysis Design Reports

5.14.2.2.3. SPECIAL DOCUMENTATION

- Operators Manual/s describing the equipment, system or plant from an operational viewpoint. This shall include any special or supervisory facilities.
- Technical Manual/s which describe the overall configuration of the system, capabilities of the system, how changes are to be made to the configuration of the system and all maintenance and special procedures necessary for Transnet Pipelines to maintain the equipment installed. This manual/s shall encompass both software and hardware requirements and shall be project orientated. Drawings (i.e. Wiring diagrams, dimensioned mechanical components/equipment etc.), excluding basic illustrations contained in manuals – Copies of these drawings are to be supplied separately with the "As-built" drawings and registered in the appropriate drawing index.

5.14.2.3. FINAL CONTRACT DOCUMENTATION COPIES. (See also 5.16 for specific requirements for the supply of "As-built" documentation.

Unless stipulated elsewhere in a Contract Document, the Contractor shall provide as a minimum the following number of copies of Final Contract Documentation:

- Master Control Centre – one full set-in soft format (USB drive, Hard Drive)
- Drawing Office/Library – one MASTER set in soft format (USB drive, Hard Drive)
- Workshops – one full set-in soft format each (USB drive, Hard Drive)
- Depot – one full set-in soft format (USB drive, Hard Drive)
- Project Manager and those designated - one full set-in soft format (USB drive, Hard Drive)

Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	25 of 44

5.14.2.4. Before being submitted to Transnet Pipelines, all Final Contract Documentation and AS BUILT Drawings shall be examined for compliance with onsite detail by the Contractor and signed as such.

5.14.2.5. All documentation (inclusive of software) shall be supplied with a comprehensive Indexing system, to enable ease of access to drawing files. This index shall include as a minimum, the file names, drawing title, brief description, Contractor's/consultant's name and Drawing number, pipeline name etc. Transnet Pipelines shall provide a Microsoft Excel spreadsheet with the correct headings within the appropriate columns. Where possible, indexes shall be integral to the packages used; where not possible, indexes shall be presented in a Microsoft compatible database format.

5.14.2.6. Final Contract Documentation shall be submitted to the Engineer within eight weeks of the Contract completion date.

5.14.3. SOFTWARE PLATFORMS.

5.14.3.1. The following Software Platforms are used by Transnet Pipelines and are required to be utilised by the Contractor for compilation of all Engineering Documentation as follows:

Word Processing	Microsoft Word for Microsoft Windows 10.
Spreadsheets	Microsoft Excel for Microsoft Windows 10.
Database	Microsoft Access for Microsoft Windows 10.
Draughting	AutoCAD 2024 or later.
Survey	ESRI ArcGIS.

5.14.3.2. The following Engineering Design Documentation types are currently installed on software platforms as detailed below, within Transnet Pipelines. Contractors will be required to provide the under mentioned documentation on the same software platforms.

Process Drawings

Piping & Instrumentation Diagrams	AutoCAD
Process Flow Diagrams	AutoCAD

Metering & Instrumentation

Instrument Schedules	MS Excel
Instrument Data Sheets	MS Excel
Instrument Hook-up Diagrams	MS Excel (Embedded AutoCAD)
Instrument Location Diagrams	AutoCAD
Loop Drawings	AutoCAD
Panel GA / Layout Diagrams – Internal & External	AutoCAD
Panel Wiring Diagrams	AutoCAD
Cable Schedules	AutoCAD
Cable Block Diagrams	AutoCAD
Cable Routing Diagrams	AutoCAD
Cable Interface Wiring Diagrams	AutoCAD

TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	26 of 44

Electrical Documentation

Electrical Load & Fault Calculations	MS Excel
Single Line Diagrams	AutoCAD
Panel GA / Layout Diagrams – Internal & External	AutoCAD
Electrical Schematic & Wiring Diagrams	AutoCAD
Cable Schedules	AutoCAD
Cable Block Diagrams	AutoCAD
Cable Routing Diagrams	AutoCAD
Cable Interface Wiring Diagrams	AutoCAD
Protection settings schedule and curves	MS Excel
Cable schedule to include – de-rating factor philosophy / Calculations, cable lengths, Volt drop calculations	MS Excel
Earthing Single line diagrams	AutoCAD
Electrical equipment data sheets	MS Excel
Hazardous area equipment certification	AutoCAD
Site and manifold Hazardous area classification Drawings	AutoCAD
High Voltage yards structural equipment design and foundation drawings	AutoCAD
Hazardous Area Classification Diagrams	AutoCAD

Mechanical Documentation

General Arrangement/ 3D CAD views of piping	AutoCAD
Layout Drawings/ 3D model Isometric views	AutoCAD
Underground Drawings	AutoCAD
Piping – Analysis, Calculations, Studies, Reports	As required
3D model reviews	As required

Civil/Site Layout Drawings

Trenching and Services Layout Diagrams	AutoCAD
Earthing Reticulation Diagrams	AutoCAD
Cable Routing Reticulation Diagrams	AutoCAD
Structural Arrangement Drawings	AutoCAD
Structural Fire Protection Drawings	AutoCAD
Structural Steel Detail Drawings	AutoCAD
Foundation Drawings	AutoCAD
Pipe/ Ducting Support Drawings	AutoCAD
Weight Reports	As required
Structural Analysis Design Reports	As required

Survey Drawings/Diagrams

ESRI ArcGIS / AutoCAD

Drawing Index

Microsoft Excel

Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	27 of 44

5.14.4. OWNERSHIP AND COPYRIGHT

5.14.4.1. The Contractor shall be required to grant to Transnet Pipelines a non-exclusive copyright, in accordance with the provisions of Section 22 of the Copyright Act 1978:

To copy any plan, diagram, drawing, specification, bill of quantities, design calculation, application software or similar document generated for and on behalf of Transnet Pipelines

- To make free and unrestricted use thereof for its own purposes, modify the same or have it modified by a third party for any reason
- To provide copies thereof to a third party (contractors or consultants) of Transnet Pipelines for the purposes of Tendering or Consultancy
- No separate or extra payment shall be due by Transnet Pipelines in respect of any non-exclusive licence granted in terms of this clause.

5.14.4.2. The Transnet Pipelines emblem included in the title block is subject to copyright law, and therefore, must in no way be altered, distributed, defaced or tampered with, or handled in any way that will be an infringement on the copyright thereof.

5.15. ALIGNMENT SHEETS

5.15.1. TYPE

5.15.1.1. Aerial Photo strip type alignment sheets shall be supplied

5.15.1.2. A minimum of 500 m of photographed area is to be recorded on either side of the pipeline

5.15.2. SCALE

5.15.2.1. Horizontal 1:5000

5.15.2.2. Vertical 1:500 (Profile / long section)

5.15.3. MEDIA

5.15.3.1. Electronic: 1 copy "PDF" Format

1 Copy in AutoCAD

1 Copy in Native format. (Where applicable)

5.15.3.2. Paper - Bond or similar – Min 80 gsm

5.15.3.3. Max size A0 (841 mm x 1189 mm)

Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	28 of 44

5.15.4. CONTOURS

5.15.4.1. Contours at 2 m intervals are to be marked up on the alignment sheets

5.15.5. L.O. SYSTEM

5.15.5.1. Relevant coordinate grids must be marked up on all alignment sheets

5.15.5.2. L.O. systems used must correspond with those used on the servitude diagrams produced by the Land Survey Office.

5.15.5.3. L.O. systems used must be noted in the title block or on the grid lines

5.15.5.4. Each alignment sheet shall bear an accurately determined North indicating arrow

5.15.6. PROFILE (LONG SECTION)

5.15.6.1. Each alignment sheet shall have a relevant land and piping profile drawn at the bottom of the sheet.

5.15.7. BOUNDARIES

5.15.7.1. All boundaries are to be recorded on alignment sheets, including, cadastral and municipal boundaries, and property boundaries adjoining the pipe servitude.

5.15.7.2. All farm names and numbers, lots, subs, erfs etc. are to be recorded on alignment sheets

5.15.8. CROSSINGS

5.15.8.1. All crossings of existing services are to be recorded on the alignment sheets, indicating the type of service e.g. road, 22 kV overhead power lines, rivers, etc. (roads must be identified by name and/or number).

5.15.8.2. Existing services crossed, are to be reference coded as ES1, ES2, ES3 etc.

5.15.8.3. Copies of all documentation with regard, to the crossing of existing services, such as, deeds, agreements, and way leaves etc., are to be bound into book form and indexed to correspond with the reference codes on the alignment sheets

5.15.8.4. Lengths and diameters of sleeves or culverts are to be indicated on the alignment sheets.

5.15.8.5. Any crossing reference drawing numbers are to be recorded in the space provided

Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	29 of 44

5.15.9. MARKERS

5.15.9.1. The exact position of all routes, distance, offset and street markers are to be recorded on alignment sheets

5.15.9.2. Route markers are to be numbered from the preceding distance marker e.g. between the origin of the pipeline and the first distance marker (km1) the route markers shall be numbered M0/1, M0/2, M0/3 etc. and between distance markers km13 and km14, the route markers shall be numbered M13/1, M13/2 etc.

5.15.9.3. Distance markers are to be placed to indicate the actual length of pipe

5.15.9.4. Distance markers are to be numbered sequentially from the origin, with the origin being 0 km

5.15.9.5. Offset markers are to be clearly marked as such, and their actual position, with relation to the centre line of the pipe, indicated.

5.15.10. PIPE PROTECTION

5.15.10.1. All pipe protection measures are to be indicated on the alignment sheets (e.g. wrappings, rock shield etc.), as to the full extent of such pipe protection

5.15.11. WALL THICKNESS

5.15.11.1. The pipe wall thickness is to be marked on each alignment sheet.

5.15.11.2. Changes in pipe wall thickness shall be clearly and accurately marked on the alignment sheets

5.15.12. BLOCK VALVES

5.15.12.1. Block valves will be numbered sequentially starting with BV1.

5.15.13. CATHODIC PROTECTION EQUIPMENT

5.15.13.1. The position of all cathodic protection equipment shall be clearly and accurately recorded on alignment sheets (e.g. rectifiers, test points, cross bonds, cable routes, anode beds etc.)

5.15.13.2. Rectifiers are to be numbered sequentially as, R1, R2, R3 etc., with R1 being the closest rectifier to the origin

5.15.13.3. Test points are to be numbered sequentially from the block valves e.g. the test point at block valve 3 shall be numbered 3/1 and the next test point between block valves 3 and 4 shall be numbered 3/2 etc.

Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	30 of 44

5.15.14. GENERAL

5.15.14.1. Any reference drawings shall be noted in the space allocated on the alignment sheets

5.15.14.2. The type and position of all pipefittings is to be accurately recorded on the alignment sheets e.g. thread o rings, pig signals, stopple fittings etc.

5.15.14.3. Any cable routes (e.g. pig signal cables etc.) are to be accurately recorded on the alignment sheets

5.15.14.4. Each alignment sheet shall have a key to the symbols used on it

5.15.14.5. All road and river names, where affected by the pipeline, are to be recorded on the alignment sheets

5.15.14.6. All alignment sheets shall have "cut lines" at both ends, to enable the matching up of consecutive alignment sheets

5.15.14.7. Key plans of the pipe route shall be supplied on 1:50 000 scale topo cadastral maps. (Transparencies)

5.16. SPECIFIC REQUIREMENTS "AS-BUILT" DOCUMENTATION

5.16.1. SPECIFIC REQUIREMENTS

5.16.2. General: All Manuals (technical, operating etc.), Standards and Specifications:

ELECTRONIC COPY REQUIREMENTS:

One Electronic copy of the "As built"/ Final in PDF Format (must be able to print copies), plus one electronic copy in the Native original format (where applicable) in which it was produced. Both copies to be accessible (with the necessary controls) from the Electronic Document Management System provided for the specific project. E.g. SAP, SharePoint etc.

5.16.3. ALL DRAWINGS AND DIAGRAMS:

ELECTRONIC COPY REQUIREMENTS:

One Electronic copy of the "As built"/Final in PDF Format (must be able to print copies), plus one electronic copy in "AutoCAD 2016 or earlier" (where applicable) and one electronic copy in the Native original format (e.g., MS Office formats, AutoCAD drawings, etc.) in which it was produced. All copies to be accessible (with the necessary controls) from the Electronic Document Management System provided for the specific project. `E.g. SAP, SharePoint etc.

Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	31 of 44

5.16.4. MECHANICAL ENGINEERING DOCUMENTS:

Certificates, tests and data packs

The original signed document of Conformance certificates, Test certificates, Material certificates and Data packs must be supplied together with one scanned copy in PDF format.

Manuals

Any Technical, Operating, Equipment or Maintenance Manuals received from Vendors in original Hardcopy (published, not scanned) format must be supplied in that format (4 originals) together with a scanned copy in PDF Format.

Any Technical, Operating, Equipment or Maintenance Manuals received from Vendors in original electronic format (i.e. published in electronic format) must be supplied as one electronic format copy and one printed copy (Suitably bound and referenced).

5.16.5. ELECTRICAL ENGINEERING DOCUMENTS:

Certificates

The original signed documents of "Certificate of Compliance" and "Hazardous area equipment certification" must be supplied together with one scanned copy in PDF format.

Manuals

Any Technical, Operating, Equipment or Maintenance Manuals received from Vendors in original Hardcopy (published, not scanned) format must be supplied in that format (4 originals) together with a scanned copy in PDF Format.

Any Technical, Operating, Equipment or Maintenance Manuals received from Vendors in original electronic format (i.e. published in electronic format) must be supplied as one electronic format copy and one printed copy. (Suitably bound and referenced).

Drawings and Diagrams

In addition to 5.16.3, the following site / pump station specific documentation must be supplied (2 As-Built Hardcopy Prints).

1. Single Line Diagrams.
2. Panel GA / Layout Diagrams – Internal & External.
3. Electrical Schematic & Wiring Diagrams.
4. Cable Block Diagrams.
5. Cable Routing Diagrams.
6. Earthing Single line diagrams.
7. Site and manifold Hazardous area classification drawings.

TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	32 of 44

5.16.6. Handover of As-Built and Other Documents from Transnet Pipelines Technical Projects to Transnet Pipelines Drawing Office must be as per TPL-TECH-DO-WI-001. (See Appendices C).

1. DOCUMENT CHANGE HISTORY:

The owner of this document is responsible for the revision and control of the document, including updating of the table below, which contains the history of the document with details of each revision.

Date	Previous Rev No.	New Rev No.	Details of Revision
15.01.99	00	01	Document approved for distribution.
30.07.99	01	02	Additions made to Scope of Supply.
01.08.07	02	03	Additions made to Scope of Supply & deliverables. Transnet Pipelines logo added.
22.07.10	03	04	Additions made to Scope of Supply & deliverables. Specific requirements added.
12.06.2012	04	05	New Transnet Standard Template Adopted
07.06.2016	05	06	Document review & New Template
20.02.2024	06	07	Document update & Drawing numbering format changed
23.04.2024	07	08	Included Transnet Standard document & discipline codes, & TPL depot codes.
10.09.2025	08	09	SOP 009-TPL-TECH-OPS-20259 added on page 4 &14

This table summarises what has been changed in the document so that it is easy to keep track of the effected changes.

TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	33 of 44

7. APPENDICES

APPENDICE A: SAMPLE TITLE BLOCK

DESIGNER		PROJECT		SCALE		CHECKED		APPROVED		REFERENCES		REVISIONS		TRANSNET pipelines		PROJECT NAME	
REF. ENG.	PROJ. MANAGER	CLIENT	ROLE	NAME	DATE	DATE	DESIGN-DRWNG DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE
DRAWING APPROVAL STATUS																	
A3																	

TRANSNET PIPELINES			
Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	34 of 44

APPENDICE B:

DRAWING STANDARD PL100

TRANSNET PIPELINES			
Document Name	Document Number	Revision Number	Page
Drawing Standard (PL100)	TPL-TECH-DO-STD-001	05	1 of 6

APPENDICE C:

HANDOVER OF AS BUILT AND OTHER DOCUMENTS FROM TECHNICAL PROJECTS TO DRAWING OFFICE

TRANSNET PIPELINES			
Document Name	Document Number	Revision Number	Page
Handover of As-Built and Other Documents from Technical Projects to Drawing Office	TPL-TECH-DO-WI-001	00	2 of 6

Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	35 of 44

ANNEXURE A

Table A1 – Discipline Codes (Technical & Non-Technical documents)

Code	Discipline Description
AR	Architectural
BI	Building & Infrastructure
CI	Civil
EL	Electrical
EN	Environmental
FP	Fire
GE	General – non discipline specific (incl. Marine; Dredging; Light Houses; Aviation)
GO	Geotechnical
IC	Instrumentation and Control
ME	Mechanical
N	PERWAY
O	OHTE
PE	Process Engineering
PI	Piping
PM	Project Management
SC	Security / CCTV / ICT
SIG	Signals
SRV	Servitude
STL	Structural Steel
X	EPCM
Y	Professional Services Contract / Supplier / Supply Contracts

TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	36 of 44

ANNEXURE A

Table A2 – Document Types

Code	Description	Additional (doc type) Descriptions	Class
ACC	Accruals		Commercial
ACT	ACT	Government ACT	General
ADD	Addendum	(for all 'general' documents)	Commercial
ADJ	Adjudication	Tender Adjudication & Evaluations	Commercial
ADV	Advertisements		General
AG	Agenda		General
AGR	Agreement	Non-Disclosure Agreements / Service Level Agreement	Commercial
AIA	Approved Inspection Authority		Technical
AL	Alignment Sheet		Drawing
ANX	Annexure	Appendix	General
AP	Access Permit	Permit to Work	Technical
		General Permits / Site Access	Technical
APP	Appointments	Key Personnel	General
AR	Arrangement Drawing		Drawing
ART	Article	News Articles	General
AS	Assembly Drawing		Drawing
ASS	Assessment	Control Self-Assessment (CSA)	General
		Organisational Transition Impact Assessment	General
		Social Impact Assessment (SIA)	General
		Socio Economic Impact Assessment (SEIA)	General
ATP	Advice to Procurement		Commercial
AU	Audits	Compliance Quality, Environmental & Safety Audits	General
AUC	Audio Clip		General
BC	Business Case	(Project specific)	General
BG	Bank Guarantee		Commercial
BoQ	Bill of Quantity	Bill of Material	Technical
BQ	Bill of Quantity (Drawings)	Bill of Material (Drawings)	Drawing
BoS	Basis of Schedule		Technical
BS	Bending Schedule		Drawing
BUD	Budget		Commercial
BUL	Bulletin	Newsletter	General
CAL	Calculation		Technical
CBA	Cost Benefit Analysis		General
CC	Contractual Claim		Commercial
CE	Compensation Event		Commercial

TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	37 of 44

CF	Cash flow		Commercial
CHR	Charter (project specific)		General
CK	Checklist		General
CoC	Certificate of Compliance		Technical
CR	Concession Request		Commercial
CRQ	Change Request	Change Control	Technical
CRT	Certificate	Takeover / Handover / Completion / Payment	Technical
CS	Cable Schedule		Drawing
CT	Cable Termination		Drawing
CTA	Contract Addendum		Commercial
CTD	Contract Document		Commercial
CTN	Contractor Notification	NEC Specific	Commercial
CTV	Contract Variation		Commercial
DB	Data Book		Technical
DC	Design Criteria	Basis of Design	Drawing
DCF	Delegation Consent Form	Contract Value	Commercial
DCN	Design Change Notice	Engineering Change Request	Technical
DD	Daily Diaries		Commercial
DE	Detail Drawing		Drawing
DEV	Development		General
DIA	Diagram		Technical
DIC	Dictionary		General
DoA	Delegation of Authority		General
DoI	Declaration of Interest		General
DS	Data Sheet		Technical
EA	Environmental Authorization		Technical
EIA	Environmental Impact Assessment		Technical
EL	Equipment List		Technical
EM	E-mail		General
EMP	Environmental Management Plan		Technical
EMPr	Environmental Management Programme		Technical
EN	Enquiry(s)		Commercial
EOI	Expression of Interest		General
ES	Estimate		Commercial
EV	Earned Value	Earned Value Indicators	Commercial
EVA	Earned Value Analysis		Commercial
EVM	Earned Value Management		Commercial
EWI	Early Warning Incoming		Commercial
EWO	Early Warning Outgoing		Commercial
FAQ	Frequently Asked Questions		General
FAT	Forms and templates		General
FBS	Facility Breakdown Structure		Technical
FD	Fabrication Details		Drawing
FEQ	Field Engineering Query		Commercial
FS	Fact Sheet		General
FW	Frameworks	Critical Controls Framework	General

TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	38 of 44

		Environmental Management Framework	General
		Governance Framework	General
		Long Term Planning Framework	General
		Port Development Framework	General
		Sustainable Development Framework	General
FX	Facsimile		General
GA	General Arrangement		Drawing
GL	Guideline	Guide	General
HAN	Hand-out	Leaflet	General
HD	Hook-up Diagram		Drawing
HF	Hydraulic Flow Diagram		Drawing
IN	Index	Instrument Index, various Indices	General
IND	Induction	Safety / Projects / General	General
INS	Instruction	Service Manager's / Employer's Agents / DSTI / Supervisor's / Work Instruction / Site Instruction	General
INV	Invoice		Commercial
IOM	Installation and Operating Manual		Technical
IP	Image and Photograph		General
IS	Piping Isometric Drawing		Drawing
TP	Inspection Test plan		Technical
JNL	Journals		General
JV	Joint Venture		General
LA	Layout		Drawing
LD	Loop Diagram		Drawing
LET	Letter		General
LIC	License		General
LIS	Lists		General
LL	Line List (drawings)		Drawing
LOG	Log (documents)	Action Log / Lessons Learned Log	General
LS	Load Summary Data Sheet		Drawing
LTI	Lost Time Injury		Technical
MA	Manual	Handbook	Technical
MP	Map		Drawing
MCA	Multi Criteria Analysis		Technical
MD	3D Model Drawing		Drawing
MEM	Memorandum		General
ML	Motor List		Drawing
MM	Minutes of Meetings	Projects / Contracts / Safety / General	General
MOU	Memorandum of Understanding		General
MR	Media Responses	General 'Responses'	General
MS	Method Statement		Technical
MTO	Material Take Off		Technical
MTX	Matrix	Approval Matrix	General
		Classification Matrix	General
		Deliverables Matrix	General
		Distribution Matrix	General
		PSO Tools Matrix	General
		RACI Matrix	General
		Regulatory Compliance Universe Matrix	General

TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	39 of 44

		User Permissions Matrix	General
NCR	Non-Conformance Report		Technical
NDT	Non-Destructive Testing		Technical
NOT	Notification	Budget Change Notice / Notification	Commercial
		Credit / Debit Notes / Notification	Commercial
		Defects Notice / Notification	Technical
		Delivery Notes / Notification	Commercial
		Notice / Notification	Commercial
ORG	Organogram	Org Structure	General
ORS	Owner Requirements Specification	User Requirements Specification	Technical
P	Procedure		General
PAP	Payment Application		Commercial
PB	Performance Bond		Commercial
PBC	Programme Business Case	(Programme specific)	General
PBR	Programme Brief		General
PBS	Package Breakdown Structure	(note: lowest level components of WBS)	Technical
PCH	Programme Charter		General
PCI	Project Insurance Certificate		Commercial
PCN	Project Change Notice		Commercial
PD	Power Distribution Diagram	Power Distribution Layout	Drawing
PDO	Programme Dossier	(Programme specific)	General
PEP	Project Execution Plan		Technical
PES	Procurement Execution Strategy		General
PF	Process Flow (Diagram)		Drawing
		Flow Charts	General
		Process Flow Diagram	General
		Process Flow Map	General
		Various Management Processes	General
		Visio	General
		Workflow	General
PI	Piping & Instrumentation Diagram		Drawing
PL	Plans (drawings)		Drawing
PLN	Plans (documents)	Benefits Realisation Management Plan	General
		Closeout Plan	General
		Compliance Control Plan	General
		Construction Management Plan	General
		Development Plan	General
		Functional Execution Plan	General
		Health & Safety Management Plan	General
		Integrated Development Plan	General
		Issue Management Plan	General
		Legal and Regulatory Compliance Plan	General
		National Infrastructure Plan	General
		Occupational Management Plan	General
		Operational Readiness Plan	General
		Organisational Readiness Plan	General
		Preparation Plan	General
		Programme Assurance Plan	General
		Programme Benefits Sustainment Plan	General
		Programme Benefits Transition Plan	General
		Programme Change Management Plan	General
		Programme Closure Plan	General
		Programme Commissioning Plan	General

TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	40 of 44

		Programme Contract Management Plan	General
		Programme Control Plan	General
		Programme Cost and Financial Management Plan	General
		Programme Design Blueprint and Design Principles Plan	General
		Programme Execution, Monitoring and Control Plan	General
		Programme Governance Plan	General
		Programme Independent Reviews Plan	General
		Programme Infrastructure Management Plan	General
		Programme Knowledge and Document Management Plan	General
		Programme Management Plan	General
		Programme Post Implementation Review Plan	General
		Programme Procurement Management Plan	General
		Programme Quality Management Plan	General
		Programme Requirements Management Plan	General
		Programme Resource Management Plan	General
		Programme Safety and Health Management Plan	General
		Programme Schedule Management Plan	General
		Programme Scope Management Plan	General
		Programme Stakeholder Management Plan	General
		Programme Sustainability Management Plan	General
		Proposals	General
		Project Quality Plan	General
		Risk Management Plan	General
		Strategic Alignment Plan	General
		Tranche Management Plan	General
		Transition Management Plan	General
		Transnet Infrastructure Plan	General
		Work Package Plan	General
		Work Plan	General
PLP	Project Lifecycle Process		General
PM	Process Map		General
PMB	Performance Measurement Baseline		General
PMD	Programme Mandate		General
PMI	Project Manager's Instruction	(ECC Contract) NEC specific	Commercial
PMN	Project Manager's Notification	(ECC Contract) NEC specific	Commercial
PO	Purchase Order		Commercial
POL	Policy		General
PPP	Procurement Package Plan		Commercial
PR	Press Release		General
PRM	Programme Roadmap		General
PRS	Presentation		General
PSA	Project Specific Agreement		Commercial
PSR	Project Status Report		General
QCP	Quality Control Plan		Technical
QD	Quality Dossier	Data Pack	Technical
		Environmental File	Technical
		Quality File	Technical
		Safety File	Technical
QRA	Quantitative Risk Analysis		Technical

TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	41 of 44

QUO	Quotation		Commercial
RA	Risk Assessment	Risk Analysis (RA) / Safety Risk Assessment (SRA)	General
RCU	Regulatory Compliance Universe		General
RD	Reinforcing Details		Drawing
REG	Registers	Assumptions & Constraints Register	General
		Attendance Register	General
		Benefits Realization Tracking Register	General
		Decision Register	General
		Document Transmittal Register	General
		Drawing Register	General
		Equipment Requirements Register	General
		Governance Decision Register	General
		Issue Register	General
		Programme Asset Management Register	General
		Programme Integration Management Register	General
		Regulatory Compliance Tracking Register	General
		Risk Register	General
		Skills Requirements Register	General
		Stakeholder Register	General
REQ	Requisition	Engineering Requisition / Request	General
RFI	Request for Information		Technical
RFP	Request for Purchase		Commercial
RFQ	Request for Quotation		Commercial
RoD	Record of Decision		General
RPT	Reports	Assurance Report	General
		Cash Flow Report	General
		Closeout Report	General
		Contract Closeout Report	General
		Cost & Financial Report	General
		Environmental Audit Report	General
		Environmental Impact Report	General
		Factory Acceptance Test Report	General
		Final Report	General
		Financial Closure Report	General
		Gate Review Report	General
		Knowledge Transition Report	General
		Procurement Package Report	General
		Programme Closure Recommendations	General
		Programme Dashboard Report	General
		Programme Viability Report	General
		Project Closeout Report	General
		Quality Audit Report	General
		Safety Audit Report	General
		Safety Incident Report	General
		Safety Report	General
		Supplier Performance Review Report	General
SC	Schedule (Drawing)	Assemble / Design / Input-Output / Testing	Drawing
SCH	Schedule	Project Activity Program	Technical
SD	Schematic Diagram		Drawing
SDB	Sustainable Development Blueprint		General
SE	Sections	Cross Sections	Drawing
SES	Site Establishment		General
SI	Site Information		Commercial

TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	42 of 44

SoW	Scope of Work	Works' information	Technical
SK	Sketch		Drawing
SL	Single Line Diagram		Drawing
SP	Specifications		Technical
SPN	Super's Notification	NEC specific	Commercial
SQ	Squad Check	Document Reviews	General
ST	Standard (Drawing)		Drawing
STD	Standard		General
STM	Statements	Final Statement / Financial Statement	Commercial
STR	Strategy	Commissioning Strategy	General
		Lessons Learned Strategy	General
		Market Demand Strategy	General
		Programme Management Strategy	General
		Regulatory Compliance Strategy	General
STU	Study		General
TE	Tender Evaluation		Commercial
TEA	Tender Addendum		Commercial
TML	Timeline	Programme Baseline / Programme Timeline	General
TN	Tender		Commercial
TO	Task Order	Works Order	Commercial
ToR	Terms of Reference		General
TQ	Technical Query		General
TRI	Transmittal (Incoming)		General
TRO	Transmittal (Outgoing)		General
TYP	Typical (Drawing)	characteristics	Drawing
VE	Value Engineering		General
VIC	Video Clip		General
VIP	Value Improvement Process		General
VL	Valve List		Drawing
WA	Warranty	Guarantee / Warrants	Commercial
WBS	Work Breakdown Structure		General

Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	43 of 44

Annexure B

Depot Codes

DEPOT NAME	DEPOT CODE
Airport	APT
Alrode	ALR
Benoni	BIR
Bethlehem	BEM
Bethlehem TOP	BHT
Coalbrook	CBK
Durban	DNR
Duzi	DUZ
Empangeni	EMG
Fort Mistake	FTM
Fynnlands	FYN
Hillcrest	HLR
Hilltop	HTP
Howick	HWR
Island View	IVW
Jameson Park	JMP
Klerksdorp	KRP
Kendal	KDL
Kroonstad	KRO
Ladysmith	LAY
Ladysmith TOP	LST
Langlaagte	LLA
Magdala	MGA
Mahlabatini	MAT
Mnambithi	MBT
Mngeni	MGN
Mooi River	MRR
National Operations Centre	NOC
Newcastle	NCS
Pietermaritzburg	PZB

TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
General Drawing Standard (PL103)	TPL-TECH-DO-STD-004	09	44 of 44

DEPOT NAME	DEPOT CODE
Pietermaritzburg TOP	PMT
Potchefstroom	PCM
Pretoria West	PWT
Quagga	QGA
Rustenburg	RTR
Sasolburg	SBG
Scheepersnek	SCN
Secunda	SEC
Standerton	SNR
Tarlton	TLR
Twini	TNI
Van Reenen	VRN
Villiers	VLR
Volkstrust	VRR
Vrede	VDE
Vrede-T	VDE-T
Waltloo	WAO
Warden	WDN
Wilge	WIL
Witbank	WIR
Transnet Pipelines Head Office	PHO9
Depot	DEP

Line Codes

AREA	CODE
IVW - JMP	PL1
JMP - ALR	PL2
ALR - LLA	PL3
KDL - WAO	PL4
SBG - KRO	PL5
JMP - APT	PL6

TRANSNET PIPELINES			
Document Name	Document Number	Revision Number	Page
Handover of As Built and Other Documents to Drawing Office	TPL-TECH-DO-WI-001	01	1 of 6

Handover of As Built and Other Documents to Drawing Office (Work Instruction)

DOCUMENT APPROVAL PROCESS

NAME		POSITION/MEETING NO.	SIGNATURE	DATE
Originator:	Zandile Moloi	Drawing Office Manager		08 August 2024
Approver:	Petros Khumalo	Senior Support Services Manager	<i>PKhumalo</i>	10 April 2025
Original date: 13 June 2016				
Effective date: 08 August 2024				

TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
Handover of As Built and Other Documents to Drawing Office	TPL-TECH-DO-WI-001	01	2 of 6

TABLE OF CONTENT

CONTENT	PAGE No.
1. PURPOSE	3
2. SCOPE AND APPLICABILITY	3
3. HEALTH AND SAFETY PRECAUTIONS	3
4. ROLES AND RESPONSIBILITIES	3
5. TERMS AND DEFINITIONS	3
6. EQUIPMENT/MATERIAL REQUIRED	3
7. PROCEDURE	3
7.1. Documentation Submission	3
7.1.1. Document Submission Format	3
7.1.2. Electronic Transmission	3
7.1.3. Hard Copy Transmission	3
7.1.4. Transmittal Notes	4
7.1.5. Formats and Quantities of Technical and Non-Technical Documentation	4
7.2. Final and As-Built Documentation Hand Over	4
8. QUALITY CONTROL CHECKS	4
9. RECORDS	4
10. REFERENCES (Document Transmittal Note)	4 - 5
11. DOCUMENT CHANGE HISTORY	6

Document Name	Document Number	Revision Number	Page
Handover of As Built and Other Documents to Drawing Office	TPL-TECH-DO-WI-001	01	3 of 6

1. PURPOSE:

This standard outline the documentation requirements that are to be implemented by the project managers for the preparation, submission, receipt, review and collection of Technical and (or) deliverable Documentation and Hand over of Documents to the Drawing Office.

2. SCOPE AND APPLICABILITY:

Handover of As Built and Other Documents from Technical Projects to Drawing Office.

3. HEALTH AND SAFETY PRECAUTIONS

All Relevant Health and Safety Issues Covered by the Acts and Regulations.

4. ROLES & RESPONSIBILITIES:

- **Technical Project Managers** – Ensure that the contractor certifies that all final documentation in each of the foregoing areas reflects the 'As-built' status of the facility by ensuring all changes.
- **Document Controller** – Receives all information from Technical Project Managers and verifies information with Drawing Office Team.
- **Drawing Office Manager** – Custodian of As-built and Technical Documentation.

5. TERMS AND DEFINITIONS:

None

6. EQUIPMENT/MATERIAL REQUIRED:

None

7. PROCEDURE:

7.1 Documentation Submission

7.1.1 **Document Submission Format** – All Documentation shall be submitted under a cover of a Transmittal Note.

7.1.2 **Electronic Transmission** – All electronic documentation shall be transmitted on USB drive unless otherwise agreed. *Please Note: Documentation submitted on USB drive must be correctly indexed and submitted with an electronic register (MS Excel).*

7.1.3 **Hard Copy Transmission** – Documentation shall be submitted in printed hard copy format only on request by Project Manager and or by Drawing Office Manager.

TRANSNET PIPELINES



Document Name	Document Number	Revision Number	Page
Handover of As Built and Other Documents to Drawing Office	TPL-TECH-DO-WI-001	01	4 of 6

7.1.4 **Transmittal Notes** - All documentation shall be submitted under cover of the Transmittal Note indicating all Contract references (i.e., Project No, Contract No, etc.), Project Documentation Number(s), Revision Number, Title, and Chronological listing of transmitted documentation. The Transmittal Note shall state the purpose / issue reason for the documentation submission. The Transmittal shall be signed, date stamped and returned to the Project Manager by Document Control. *Please note: Documents must be checked by Project Manager. The Document Controller from the Drawing Office will assist the Project Manager in creating a transmittal note.*

7.1.5 **Formats and Quantities of Technical and Non-Technical Documentation** – The required number of copies and formats of documents / drawings. A typical example of quantities and formats would be as follows: -

- Preliminary / Pre-Construction – PDF formats
- Construction – PDF formats
- Red Lined – PDF formats
- Certified As-Built / Final – USB drive containing 'Native' file (Drawing in .DWG) and PDF file formats.

7.2 **Final and As-Built Documentation Hand Over** – Upon completion of a Project. The Project Manager is to collect all final and As-Built Documentation from contractors and hand over documentation and drawing to the TPL Drawing Office. Project Managers as to notify the Document Controller or Drawing Office Manager the status of the documentation received. Once Project Manager is ready to hand over documentation the document submission requirements must be adhere to.

8. QUALITY CONTROL

None

9. RECORDS:

- ISO 9001:2000 – Quality Management Systems Requirements.
- SANS 10111 – Code of Practice for Engineering Drawings.
- SANS 10143 – Building Drawing Practice.
- Drawing Office Standard

Document Name	Document Number	Revision Number	Page
Handover of As Built and Other Documents to Drawing Office	TPL-TECH-DO-WI-001	01	5 of 6

10. REFERENCES:

- Document Transmittal Note (Attached)



Document Transmittal Note

[illegible]

INTERNAL PURPOSE ONLY (DRAWING OFFICE) <i>(Indicate with an "X" in the appropriate block)</i>			
☐	CREATE CHANGE MASTER	☐	UPLOADED ON TO SAP
		CHANGE MASTER REFERENCE	
Name:		Signature:	
		Date:	
		Time:	

A35 Y6E

Document Name	Document Number	Revision Number	Page
Handover of As Built and Other Documents to Drawing Office	TPL-TECH-DO-WI-001	01	6 of 6

11. DOCUMENT CHANGE HISTORY:

The owner of this document is responsible for the revision and control of the document, including updating of the table below, which contains the history of the document with details of each revision.

Date	Previous Rev No.	New Rev No.	Details of Revision
13/06/2016	00	00	New Template
08/08/2024	00	01	Electronic Transmission edited

This table summarises what has been changed in the document so that it is easy to keep track of the effected changes.

REVISIONS					
REV BY	CHK APP	DATE	DESCRIPTION		
B	AZ	ZM 03/10/2012	UPDATE AS PER THE LATEST NMPP LEGEND (2684356-E-A00-PR-PD-001)		
A	TAM	RP 16/09/2013	REDRAWN FROM KENTZ DR NO. AZAE050003-KOA-2716		

EQUIPMENT TAG IDENTIFICATION STANDARD

FI	FLOW INDICATOR
FO	FLOW ORIFICE
FS	FLOW SWITCH
FT	FLOW TRANSMITTER
H	HIGH
HH	HIGH HIGH
L	LOW
LL	LOW LOW
LCV	LEVEL CONTROL VALVE
LI	LEVEL INDICATOR
LS	LEVEL SWITCH
LT	LEVEL TRANSMITTER
PCV	PRESSURE CONTROL VALVE
PRV	PRESSURE RELIEF VALVE
PI	PRESSURE INDICATOR
PT	PRESSURE TRANSMITTER
TI	TEMPERATURE INDICATOR
UA	FIRE ALARM
UY	FIRE OUTPUT
XS	HAND SWITCH
XSC	HAND SWITCH - CLOSED
XSO	HAND SWITCH - OPEN
XV	CONTROL VALVE

WHERE MULTIPLE INSTRUMENTS OR VALVES ARE ASSOCIATED WITH A ZONE, AN ALPHANUMERIC SUFFIX IS APPENDED TO THE TAG TO UNIQUELY IDENTIFY THE DEVICE. FOR EXAMPLE: TWO LEVEL SWITCHES INSTALLED ON A TANK WILL BE TAGGED LS xxxxA AND LS xxxxB.

IN TERMINAL FACILITIES WHERE TANK BUNDS ARE UNIQUELY IDENTIFIED, INSTRUMENT AND VALVE TAG IDENTIFIERS WILL REFERENCE THE BUND TO WHICH THE EQUIPMENT HAS BEEN ALLOCATED. FOR EXAMPLE: ACTUATED VALVES ASSOCIATED WITH TANK BUND A WILL BE TAGGED XV xxxx A1, XV xxxx A2 etc.

EQUIPMENT TAG AREA

ZONE IDENTIFIERS ARE ALLOCATED ON A CONSECUTIVE BASIS, USING THE FIRE SYSTEM GROUP IDENTIFIER OF '18' FOR THE FIRST TWO DIGITS.

180	TEMPORARY
181	FIRE PUMP 1
182	FIRE PUMP 2
183	FOAM PUMP 1
184	FOAM PUMP 2
185	MAIN LINE PUMP HOUSE
186	MANIFOLD
187	TANK FARM
188	SPLIT BASIN
189	ROAD LOADING

VALVE POSITION

LC	LOCKED CLOSED
LO	LOCKED OPEN
NC	NORMALLY CLOSED
NO	NORMALLY OPEN

EQUIPMENT TAG LOCATION

PANEL PUSHBUTTONS AND INDICATION LAMPS UNIQUELY IDENTIFY THE PANELS IN WHICH THEY ARE INSTALLED BY MEANS OF AN ALPHANUMERIC SUFFIX, AS FOLLOWS

A	PROCESS CONTROL SYSTEM
B	CONTROL ROOM
C	FIRE PUMP HOUSE
D	GUARD HOUSE
E	SPLIT BASIN
F	HAND STATION

EQUIPMENT LABELLING STANDARD

- FIRE SYSTEM VALVES SHALL BE LABELLED WITH THE FOLLOWING OPERATIONS CODES:

MPx - MUNICIPALITY WATER SUPPLY VALVES
WSx - WATER INLET VALVES
WDx - WATER DISCHARGE VALVES
WRx - WATER RETURN VALVES
FSx - FOAM CONCENTRATE INLET VALVES
FDx - FOAM CONCENTRATE DISCHARGE VALVES
FRx - FOAM CONCENTRATE RETURN VALVES
FCx - FOAM CONCENTRATE CIRCULATION VALVES
FAX - FOAM PREMIX INLET VALVES
JPAX - JOCKEY PUMP SUCTION VALVES
JPEx - JOCKEY PUMP DISCHARGE VALVES
JBEx - JOCKEY PUMP BYPASS VALVES

WHERE 'x' = CONSECUTIVE NUMBER RUNNING FROM UPSTREAM TO DOWNSTREAM DEVICES.
- FIRE SYSTEM PIPELINES WITHIN THE FIRE PUMP HOUSE WILL BE LABELLED AS FOLLOWS:

- WATER
- PREMIX
- FOAM
- FLOW DIRECTION WILL BE INDICATED

FIRE SYSTEM PIPELINE IDENTIFICATION

AA - SSS - P - XXX - MM - NNNN	
WHERE:	
AA = STATION AREA IDENTIFIER	FW = FIRE WATER
SSS = SERVICE	FC = FOAM CONCENTRATE
	FMP = FOAM PREMIX
	A = CLASS 150
P = PRESSURE RATING	B = CLASS 300
	HFE = CLASS 16 HDPE
MM = MATERIAL SPEC	CS = CARBON STEEL
	PE = HDPE
	SS = STAINLESS STEEL

FIRE SYSTEM PIPELINE COLOR CODING

- FIRE SYSTEM PIPELINES WITHIN THE FIRE PUMP HOUSE WILL BE COLOR CODED TO INDICATE DUTY, AS FOLLOWS:

- FIRE WATER = SIGNAL RED
- FOAM CONCENTRATE = ROYAL BLUE
- FOAM PREMIX = WHITE

FIRE SYSTEM DESIGN BASIS

- DESIGN BASIS
- ALL FIXED FIRE WATER / FOAM SYSTEMS SHALL BE DEVELOPED IN ACCORDANCE WITH THE TPL FIRE PROTECTION DESIGN STANDARD: FIXED FIRE WATER / FOAM SYSTEMS (REF: PYPW16/21/118), AND SHALL COMPLY WITH SANS CODE 10089, SUPPLEMENTED BY RELEVANT NFPA CODES AND STANDARDS.
 - A RISK BASED APPROACH SHALL BE USED TO DETERMINE FIRE FIGHTING REQUIREMENTS PER SITE. FIRE WATER AND FOAM REQUIREMENTS SHALL BE DETERMINED FOR THE HIGHEST FIRE RISK WITH THE LARGEST SURFACE AREA IN A DEPOT (LARGEST CREDIBLE RISK SCENARIO).
 - FIRE WATER STORAGE CAPACITY SHALL BE PROVIDED FOR ONE HOUR'S FIRE FIGHTING AT THE MAXIMUM SUPPLY DEMAND PLUS WEEKLY SYSTEM TESTING AND WASHING. TWO INDEPENDENT SOURCES OF FIRE WATER SHALL BE PROVIDED AT DESIGN PRESSURE AND FLOW.
 - FOAM CONCENTRATE STORAGE CAPACITY SHALL BE PROVIDED FOR ONE HOUR'S FIRE FIGHTING AT THE MAXIMUM SUPPLY DEMAND.
 - A MINIMUM OF TWO DIESEL ENGINE DRIVEN FIRE WATER PUMPS CAPABLE OF DELIVERING WATER AT DESIGN PRESSURE AND FLOW SHALL BE PROVIDED. FIRE PUMPS SHALL BE COMPLIANT WITH NFPA20 AND SANS 10089.
 - DIESEL FUEL TANKS SHALL BE SIZED TO ALLOW FOR ONE HOUR OF FIRE FIGHTING AND WEEKLY TESTING.
 - SPLIT BASIN CAPACITY SHALL PROVIDE FOR A 10 YEAR 1 HOUR STORM PLUS A FIVE MINUTE FULL FLOW SPILLAGE PLUS ONE HOUR FIRE FIGHTING AT MAXIMUM DEMAND.
- CONTROL PHILOSOPHY
- FIRE SYSTEMS WILL BE CONTROLLED FROM A MAIN FIRE CONTROL PANEL LOCATED WITHIN THE FIRE PUMP HOUSE, AS WELL AS FROM SCENARIO CONTROL PANELS LOCATED WITHIN THE FIRE PUMP HOUSE, CONTROL ROOM AND SECURITY BUILDINGS.
 - THESE CONTROL PANELS WILL PROVIDE A SITE REPRESENTATION OF ALL ZONES AND WILL ENABLE THE MONITORING AND CONTROL OF ALL ASSOCIATED EQUIPMENT. THE MAIN FIRE CONTROL PANEL WILL SUPPORT THE CONTROL OF INDIVIDUAL DEVICES, WHEREAS THE SCENARIO PANELS WILL ENABLE THE INITIATION OF PRE-PROGRAMMED FIRE FIGHTING SCENARIOS.
 - INTERLOCKING BETWEEN ZONES MAY BE PERMITTED WHERE REQUIRED.
 - A LIMITED INTERFACE SHALL BE PROVIDED BETWEEN THE FIRE CONTROL SYSTEM AND THE PROCESS CONTROL SYSTEM ON RESPECTIVE SITES FOR ALARMING PURPOSES ONLY.
 - A DETAILED INTERFACE SHALL BE PROVIDED BETWEEN THE FIRE CONTROL SYSTEM AND THE SITUATIONAL MANAGEMENT SYSTEM LOCATED REMOTELY IN THE NATIONAL OPERATIONS CENTRE. THIS INTERFACE WILL ENABLE THE MONITORING AND CONTROL OF ALL ASSOCIATED FIRE SYSTEM EQUIPMENT.
- INSTRUMENTATION
- FLAME DETECTORS SHALL BE PROVIDED ON UNMANNED SITES AND ON MANNED SITES IN AREAS OF POOR VISIBILITY, FOR ALARMING PURPOSES ONLY. IN CERTAIN APPLICATIONS, DOUBLE KNOCK DETECTION MAY BE USED TO TRIGGER FIRE FIGHTING WITHIN A ZONE.
 - HYDROCARBON LIQUID LEVEL DETECTORS SHALL BE PROVIDED WITHIN CLOSED STORAGE TANK BUNDS, FOR ALARMING PURPOSES ONLY.
 - IN TERMINAL APPLICATIONS, THERMAL HEAT DETECTION SHALL BE PROVIDED TO DETECT TANK RIM SEAL FIRES WITHIN STORAGE TANKS.
 - MANUAL CALL STATIONS MAY BE PROVIDED WITHIN ZONES FOR ALARMING PURPOSES ONLY. MANUAL CALL STATIONS LOCATED IN ROAD TANKER LOADING/OFFLOADING GANTRIES WILL AUTOMATICALLY INITIATE FIRE FIGHTING WITHIN THE ZONE.

INSTRUMENT IDENTIFICATION

FIRST LETTER		SUCCEEDING - LETTERS		
MEASURED OR INITIATING VARIABLE	MODIFIER	READOUT OR PASSIVE FUNCTION	OUTPUT FUNCTION	MODIFIER
A ANALYSIS		ALARM		
B BURNER, COMBUSTION		USER'S CHOICE	USER'S CHOICE	USER'S CHOICE
C CONTROL*			CONTROL	CLOSE*
D DENSITY*	DIFFERENTIAL			
E VOLTAGE		SENSOR (PRIM. ELEMENT)		
F FLOW RATE	RATIO (FRACTION)			
G USER'S CHOICE		VIEW_DEVICE		
H HAND				HIGH
I CURRENT (ELECTRICAL)		INDICATE		
J POWER	SCAN			
K TIME, TIME SCHEDULE	TIME RATE OF CHANGE		CONTROL STATION	
L LEVEL		LIGHT		LOW
M USER'S CHOICE	MOMENTARY			MIDDLE, INTERMEDIATE
N USER'S CHOICE		USER'S CHOICE	USER'S CHOICE	USER'S CHOICE
O USER'S CHOICE		ORIFICE RESTRICT		OPEN*
P PRESSURE VACUUM		POINT TEST CONN.		
Q QUANTITY	INTEGRATE, TOTALISE			
R RADIATION		RECORD		
S SPEED FREQUENCY	SAFETY		SWITCH	
T TEMPERATURE			TRANSMIT	
U MULTIVARIABLE		MULTIFUNCTION	MULTIFUNCTION	MULTIFUNCTION
V VIBRATION, MECHANICAL ANALYSIS			VALVE, DAMPER, LOUVER	
W WEIGHT, FORCE		WELT		
X ON / OFF*	X AXIS	UNCLASSIFIED	UNCLASSIFIED	UNCLASSIFIED
Y EVENT, STATE OR PRESENCE	Y AXIS		RELAY, COMPUTE, CONVERT	
Z POSITION, DIMENSION	Z AXIS		DRIVER, ACTUATOR, FINAL CTRL. ELEMENT	

* FUNCTIONAL IDENTIFICATION VERIFIED BY TPL (ANSI / ISA - S5.1 - 1984)

EQUIPMENT & INSTRUMENT TAG NUMBERING STANDARD

FUNCTIONAL IDENTIFIER				
First Letter (4)		Succeeding Letter (4)		
Measured or Initialising variable	Modifier	Readout or Passive Function	Output Function	Modifier
A Analysis		Alarm	User's choice	User's choice
B Burner, Combustion		User's choice	User's choice	Close*
C Control *		Control		
D Density *	Differential	Sensor (Primary Element)		
E Voltage				
F Flow Rate	Ratio (fraction)	Glass,		
G User's choice		Viewing device		
H Hand Current (Electrical)		Indicate		High
I Power	Scan			
J Time, Time schedule	Time rate of Change		Control Station	
L Level		Light		Low
M User's choice	Momentary			Middle, Intermediate
N User's choice		User's choice	User's choice	User's choice
O User's choice		Office, Restriction		Open*
P Pressure, Vacuum		Point (test), Connection		
Q Quantity	Integrate, totalize			
R Radiation		Record		
S Speed, Frequency	Safety		Switch	
T Temperature			Transmit	
U Multivariable		Multifunction	Multifunction	
V Vibration, Mechanical		Valve, Damper, Louvre		
W Weight, Force		Well		
X On / Off	X Axis	Unclassified	Unclassified	Unclassified
Y Event, State of Presence	Y Axis		Compute, Convert	
Z Position, Dimension	Z Axis		Driver, Actuator	
			Unclassified Final Control Element	

ITEM IDENTIFIER - INSTRUMENTATION	
Device Group No.	Unit No.
01-09 Mainline Pumps	
01 Main, Pumpset No. 1	1
02 Main, Pumpset No. 2	2
03 Main, Pumpset No. 3	3
04 Main, Pumpset No. 4	4
05 Main, Pumpset No. 5	5
06 Main, Pumpset No. 6	6
07 Main, Pumpset No. 7	7
08 Main, Pumpset No. 8	8
09 Main, Pumpset No. 9	9
10-17 HP Manifolds	
10 HP Manifold 1	
11 Receiver	
12 Interface handling	
13 HP Routing	
14 Sump	
15 Purge Air Fans	
16 Pressurisation fans	
17 Lube Oil Pumps	
18 Inhibitor/DRA injection	
19 Fire Systems	
20-27 HP Manifold 2	
28 Sub Allocations as per Manifold 1	
29 Fire Systems	
30 Services, Miscellaneous	
31 HP Manifold 3	
32 Fire Systems	
33 Services, Miscellaneous	
34 Manifold 4	
35 Sub Allocations as per Manifold 1	
36 Fire Systems	
37 Services, Miscellaneous	
38 Booster Pumps / Refractionator	
39 Accumulator/Booster Pump 1	
40 Accumulator/Booster Pump 2	
41 Accumulator/Booster Pump 3	
42 Accumulator/Booster Pump 4	
43 Accumulator/Booster Pump 5	
44 Accumulator/Booster Pump 6	
45 IRP Tank Farm	
46 Accumulator/Booster Pump 7	
47 IRP Heat Exchanger	
48 Accumulator/Booster Pump 8	
49 IRP Dist Column	
50 Accumulator/Booster Pump 9	
51 IRP Reflux Drum	
52 Accumulator/Booster Pump 10	
53 IRP Fired Heater	
54 Accumulator/Booster Pump 11	
55 Accumulator/Booster Pump 12	
56 Accumulator/Booster Pump 13	
57 Accumulator/Booster Pump 14	
58 Accumulator/Booster Pump 15	
59 Accumulator/Booster Pump 16	
60 Accumulator/Booster Pump 17	
61 Accumulator/Booster Pump 18	
62 Accumulator/Booster Pump 19	
63 Low Pressure Manifolds	
64 Rail Loading	
65 Road Loading Bay 1	
66 Road Loading Bay 2	
67 Road Loading Bay 3	
68 Tank Farm (2)	
69 Tank Farm (3)	
70 LP Routing - General	
71 LP Routing - Manifold 1	
72 LP Routing - Manifold 2	
73 LP Routing - Manifold 3	
74 Blending	
75 Tank Farm(1)	
76 Prover - Manifold 1	
77 LP Routing - Manifold 5	
78 LP Routing - Manifold 6	
79 LP Routing - Crude	
80 LP Routing - Calpoly	
81 LP Routing - Avtur	
82 LP Routing - Manifold 4	
83 LP Routing - Intermix	
84 Prover - Manifold 2	
85 Prover - Manifold 3	
86 Prover - Manifold 4	
87 LP Sump	

PLANT & EQUIPMENT IDENTIFICATION

X			N			N		
OPERATIONAL CODE								
A	Accumulator	0	0					
B	Booster	1	1	Petrol - 93 Octane				
C	Consignee / or	2	2					
D	Distributor	3	3	Diesel				
E		4	4	ULP - 91 Octane				
F	Prover Transfer	5	5	Petrol - 97 Octane				
G	Blender	6	6	ULP - 95 Octane				
H	Header	7	7	Alcohol				
I	Isolation	8	8	Avtur				
J		9	9					
K								
L	Launcher							
M	Meter							
N	Reverse Pump							
O								
P	Main Pumps							
Q	Purge / Press Fans							
R	Receiver							
S	Strainer							
T	Tank							
U	Lube System							
V								
W								
X	Aux Pumps							
Y	Meter Prover							
Z								

X			X			X		
OPERATIONAL CODE								
A	Accumulator	A	B	Inlet	A			
B	Booster	B	B		B			
C	Consignee / or	C	C	Caltex	C			
D	Distributor	D	D		D			
E		E	F	Tepco	E			
F	Prover Transfer	F	G	Natref	F			
G	Blender	G	G	Zopac	G			
H	Header	H	H	Shell	H			
I	Isolation	I	I		I			
J		J	J		J			
K		K	K	Sasol 2&3	K			
L	Launcher	L	L	Pipeline (internal client)	L			
M	Meter	M	M	Engen	M			
N	Reverse Pump	N	BP		N			
O		O	O		O			
P	Main Pumps	P	P		P			
Q	Purge / Press Fans	Q	Q		Q			
R	Receiver	R	Sasol 1		R			
S	Strainer	S	S		S			
T	Tank	T	Total/Torsa		T			
U	Lube System	U	Zenex		U			
V		V	Vuyo Petroleum		V			
W		W			W			
X	Aux Pumps	X	Exel		X			
Y	Meter Prover	Y	Y		Y			
Z	Miscellaneous - Effluent	Z	Z		Z			
		1			1			
		2			2			
		3			3			
		4			4			
		5			5			
		6			6			
		7	Intermix		7			
		8	Avtur		8			
		9	Crude Oil		9			

AREA PREFIX	
A	A
AREA	AREA NAME
01	FYNNLAND COP
02	DURBAN DWP
03	HILLCREST DJP
04	HILLCREST DWP
05	
06	
07	HOWICK DJP
08	HOWICK DWP
09	LADYSMITH DJP
10	LADYSMITH DWP
11	VAN REENEN
12	DEPOT BETHLEHEM TOP
13	DEPOT BETHLEHEM
14	DEPOT KROONSTAD
15	MAGDALA DJP
16	DEPOT SALOLBURG
17	DEPOT COALBROOK
18	DEPOT ALRODE
19	DEPOT POTCHEFSTROOM
20	DEPOT KLERKSDORP
21	DEPOT AIRPORT
22	DEPOT WALTLOO
23	DEPOT PRETORIA WEST
24	DEPOT LANGLAAGTE
25	DEPOT TARLTON
26	DEPOT RUSTENBURG
27	DEPOT WITBANK
28	DEPOT NEWCASTLE
29	VOLKSRUST DWP
30	DEPOT STANDERTON
31	DEPOT SECUNDA
32	EMPANGENI COP
33	MAHLABATINI COP
34	SCHEEPERSNEK COP
35	QUAGGA COP
36	DEPOT KENDAL
37	DEPOT MEYERTON
38	MNGENI COP
39	DUZI COP
40	MOOI RIVER COP
41	FORT MISTAKE COP
42	WILGE COP
43	INTERMIX REFACTIONATOR
44	DEPOT JAMESON PARK
45	JUNCTION ELARDUS PARK
46	
47	
48	
49	FYNNLANDS
50	COASTAL TERMINAL
51	TRUNKLINE PUMP STATION #1
52	TRUNKLINE PUMP STATION #2
53	TRUNKLINE PUMP STATION #3
54	TRUNKLINE PUMP STATION #4
55	TRUNKLINE PUMP STATION #5
56	TRUNKLINE PUMP STATION #6
57	TRUNKLINE PUMP STATION #7
58	TRUNKLINE PUMP STATION #8
59	INLAND TERMINAL
59	JMP PUMP STATION #1 (ALRODE 16")
59	JMP PUMP STATION #2 (ALRODE 12")
59	JMP PUMP STATION #3 (KENDAL)
59	JMP PUMP STATION #4 (AIRPORT-FUTURE)
-	PL1 TRUNKLINE (24")
-	PL2 JMP-ALRODE (16")
-	PL3 ALRODE-LANGLAAGTE (16")
-	PL4 KENDAL-WALTLOO (16")
-	PL10 JMP-ORTIA (FUTURE,10")
-	VREDE KDC

PROCESS EQUIPMENT NUMBERING			
A	A	X	X
X	X	X	N
N	N	N	N
(SEE AREA PREFIX)			
PREFIX	ID NUMBER		
PRV	PRESSURE RELIEF VALVE	NN	001-999
PSV	PRESSURE SUSTAINING VALVE		001-999
TRV	THERMAL RELIEF VALVE		001-999
PCV	DAMPER	As Per	PL101
COM	AIR COMPRESSOR		01-99
DM	DRUM (incl. Catchpots)		01-99
FH	FIRED HEATER		01-99
HC	HOIST/WINCH		01-99
HX	HEAT EXCHANGER		01-99
KC	CRANE		01-99
PP	GENERAL PUMP (PNEUMATIC, DIESEL, ETC)		01-99
RO	ORIFICE		01-99
TW	COLUMN		01-99
YC	LOADING ARM		01-99

NOZZLES ID CODE PREFIX	TANK/VESSEL NOZZLE IDENTIFICATION
A	PROCESS INLETS
B	PROCESS OUTLETS
D	DRAIN NOZZLES
G	LEVEL GAUGE OR GAUGE GLASS NOZZLES
H	HANDHOLE NOZZLES
L	LEVEL INSTRUMENT NOZZLES
M	MANWAY NOZZLES
P	PRESSURE INSTRUMENT NOZZLES
S	SAMPLE OR ANALYSER NOZZLES
T	TEMPERATURE INSTRUMENT NOZZLES
V	VENT NOZZLES
W	RELIEF VALVE NOZZLES

PIPING IDENTIFIER DEFINITION																							
A		A		P		X		X		X		M		M		N		N		N		N	
(SEE AREA PREFIX)																							
CODE	FLUID MEDIUM	PRESSURE RATING		LINE SIZE - PIPE	METRIC SIZE-NB	MATERIAL SPEC		ID NUMBER															
DIE1	DIESEL (ULS & LS)	A	CLASS 150	1/2"	15	BR	BRASS	NNNN	TM1 & FYN	0000-0799													
DIE2	DIESEL (ULS & LS)	B	CLASS 300	3/4"	20	BZ	BRONZE		7500-7999														
DLS1	LOW SULPHUR DIESEL (LP)	C	CLASS 600	1"	25	CI	CAST IRON		PS1	0800-0999													
DLS2	LOW SULPHUR DIESEL (HP)	HFE	CLASS 16 HDPE	1 1/2"	40	CS	CARBON STEEL		PS3	1000-1999													
DULS1	ULTRA LOW SULPHUR DIESEL (LP)	AJL	CLASS 150	2"	50	CU	COPPER		PS5	3000-3999													
DULS2	ULTRA LOW SULPHUR DIESEL (HP)	GF	CLASS 150	3"	80	GI	GALVANISED INSULATED	NNNN	TM2 & JP	6000-6999													
DR01	OPEN DRAINS	ASB	CLASS 150	4"	100	GS	GALVANISED STEEL		DS5	7000-7499													
DR02	CLOSED DRAINS	G	CLASS 125	6"	150	CSU			DS4	9000-9499													
FMP	FOAM PREMIX	AF	CLASS 150	8"	200	GG			FIRE SYSTEM	9500-9999													
INT	INTERFACE	AFL	CLASS 150	10"	250	PE	HDPE																
JET1	JET FUEL (LP)	CPL	CLASS 600	12"	300	SS	STAINLESS STEEL																
JET2	JET FUEL (HP)	D	CLASS 900	14"	350																		
PET1	PETROL (ULP 93 & 95)	DPL	CLASS 900	16"	400																		
PET2	PETROL (ULP 93 & 95)	HFB	PN 8 HDPE	18"	450																		
P93UL1	93 UNLEADED PETROL (LP)	HFD	PN 12,5 HDPE	20"	500																		
P93UL2	93 UNLEADED PETROL (HP)	SA	CLASS 150	24"	600																		
P95UL1	95 UNLEADED PETROL (LP)																						
P95UL2	95 UNLEADED PETROL (HP)																						
MP01	REFINED PRODUCTS (LP)																						
MP02	REFINED PRODUCTS (HP)																						
RV01	RELIEF LINE (LP)																						
RV02	RELIEF VALVE (HP)																						
UA01	UTILITY AIR																						
WM	MUNICIPAL WATER																						
WU	UTILITY WATER																						
WB	BOREHOLE WATER																						
OW	OILY WATER SEWER																						
SW	STORM WATER SEWER																						
FW	FIRE WATER																						

SHEET 3 OF 3

REVISIONS					PROJECT NAME				
REV	BY	CHK	APP	DATE	DESCRIPTION				
A	AZ	ZM		13/10/2022	UPDATE AS PER THE LATEST NMPP LEGEND (2684358-E-A00-PR-PD-003)				
					 P&ID LEGEND TYPICAL				
					DRAWING No. PL 117653				
					REV A				

TRANSNET GROUP STRATEGY & PLANNING

DOCUMENT MANAGEMENT

STANDARD DOCUMENT NUMBERING CODIFICATION

Document number	SYS-P-0001 (a)
Version number	1.0
Classification	Unclassified
Effective date	April 2023
Review date	April 2024

SUMMARY VERSION CONTROL

VERSION	VERSION DATE	VERSION DETAILS
0.9	28-03-2023	Draft – Revised multiple sections, including 'free-text' fields incl.
1.0	31-03-2023	FINAL – Accepted for use

Note: Only latest amendments and/or additions are reflected in italics in the body of the document.

DOCUMENTATION SIGN-OFF SHEET

ROLE	CAPACITY/ FUNCTION	SIGNATURE	DATE
Revised by: Rajendra Naidoo	Manager: Document Management Transnet Group Procurement		31/03/2023

I, the undersigned hereby support/approve this standard process/procedure.

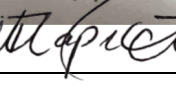
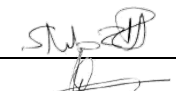
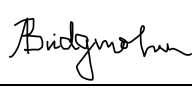
ROLE	CAPACITY/ FUNCTION	SIGNATURE	DATE
Process Owner: Rajendra Naidoo	Manager: Document Management Transnet Group Procurement		31/03/2023
TPL: MANCO REP Thabang Modise	Snr Manager Project Portfolio		09/06/2023
TNPA: MANCO REP Takatso Maputle	Project Controls Manager		04/04/2023
TFR: MANCO REP Lerato Tsotetsi	Programme Controls Manager Transnet Freight Rail		31/03/2023
TPT: MANCO REP Owen Mkhwanazi	Project Manager, TPT		31 Mar 2023
TPT: MANCO REP Fazeel Christian			31/03/23
Recommended for Approval: Avesh Bridgmohan	Manager: Capital Risk, Governance & Systems Transnet Group Strategy & Planning	N/A	
Reviewed and Accept document for adequacy and practicability. Comments:			
Approved: Christelle van der Merwe Avesh Bridgmohan	Executive Manager:- Transnet Group Strategy & Planning Chairperson :ICMSP MANCO		30/04/2024
Approves document for use. Comments:			

TABLE OF CONTENTS

1. Purpose.....	4
2. Scope	4
3. References	4
4. Terminology.....	4
5. Pre-Programme and Pre-Project Numbering	6
6. Programme and Project Numbering	6
7. Work Breakdown Structure	7
8. Tender / Contract Numbering	8
9. Document Numbering	9
10. Graphical Representation.....	14

1. Purpose

This document defines the numbering, naming and setup conventions for Capital Programme and Project documents within Transnet and its divisions and specialist units, specifically applying to Document Management..

2. Scope

The document applies to applicable disciplines / functions and applications within the Infrastructure Capital Execution environment (Capital Programmes and Projects) in Transnet. This document shall be subject to regular reviews and updates to align with the dynamic environment of Capital Execution in Transnet.

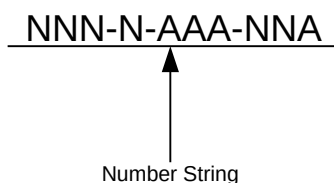
3. References

Name	Reference Number
Contractor Documentation Submittal Requirements	DOC-STD-0001 Rev0.3 (<i>ex-TGC reference</i>)
CAD Standards	ENG-STD-0001 Rev1.0 (<i>ex-TGC reference</i>)
Quality Management System	ISO 9001:2015
Records Management Policy	TG/GCS 8/6P_v2.0_Feb2013
Transnet Classification Policy	TG/GCS 8P_v3.0_Oct2017
Transnet Classification Standard	SG 1/2017_v2.0
Project Lifecycle Process	PLP
Programme Management Framework	PgMF

4. Terminology

4.1 Number String Example

This is the whole number with all its Numbering Elements.



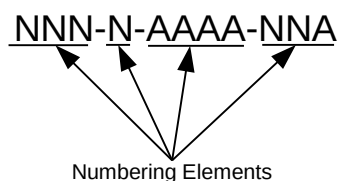
4.2 Number Elements

These are the separable groups of numbers or alphas within the number string that are used for identification. See below for a definition of numbering elements symbology used in this document.

N – Numeric (0-9)

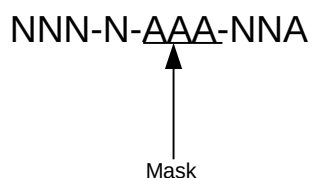
A – Alpha (A-Z, excluding O, I and L)

X - Numeric/Alpha (0-9 then A-Z, excluding O, I and L)



4.3 Mask

The numbering mask defines the maximum length of the numbering element within the number string.



4.4 Numbering Conventions

- Between each numbering element within a number string a "-" delimiter shall be used to allow the easy recognition of the elements and to facilitate data manipulation.
- Within the numbering elements if the numbering mask is NNN and the current number is 22 then put a zero in front of the number to fill out the mask i.e. 022 = NNN.

4.5 Optional Characters

If a number element shows a character enclosed in brackets (i.e. (N)) it indicates that the character is optional. The brackets are not to be shown.

- Redundant delimiters created as a result of not including an optional character are not to be shown.

5. Pre-Programme and Pre-Project Numbering

5.1 Purpose

There exists a period when some programme/project work is carried out, prior to approval and allocation of a programme/project number. In such instances, a **"free-text"** field shall be provisioned for all **pre-programme / project** work for and executed by Transnet Operating Divisions.

5.2 Mask

The **Pre-Programme / Project** Number shall be up to twelve (12) characters long, may include a mixture of both alpha-numeric and numeric, as follows:

XXXXXXXXXX

Table 1 – Pre-Project Number Mask Breakdown

Free-Text field	Description	Examples of Valid Data
XXXXXXXXXXXX	Free-text field up to twelve (12) alpha-numeric characters long, may include a mixture of alphabets, numbers & special characters.	Allocated by the Transnet Operating Division.

Table 2 – Pre-Project Number Example

Example Number	Definition
T00000001234	Free-text field up to twelve (12) alpha-numeric characters long, may include a mixture of alphabets, numbers & special characters.
P12340000TFR	
TNPA00000001	

6. Programme and Project Numbering

6.1 Purpose

A unique, alpha-numeric project identifier for all programmes / projects executed by Transnet Operating Divisions or on behalf of Transnet (i.e. EPCM) recognized within the SAP PS and/or Oracle Primavera systems.

**A programme/project must keep the same identifier irrespective of which Transnet Operating Division or department executes work on it.*

6.2 Mask

The Programme / Project Number is produced by other Transnet systems, including SAP. This number shall be adopted for document numbering.

The mask for a Programme / Project Number shall be up to twelve (12) characters long, may include a mixture of both alpha-numeric and numeric, as follows:

XXXXXXXXXXXX

The Programme / Project number shall be assigned in SAP IM/PS and be utilised in SAP and Oracle Primavera systems.

Table 3 – Project Number Mask Breakdown

Free-Text field	Description	Examples of Valid Data
XXXXXXXXXXXX	Free-text field up to twelve (12) alpha-numeric characters long, may include a mixture of alphabets, numbers & special characters.	Allocated by the Transnet Operating Division.

Table 4 – Project Number Example

Example Number	Definition
G00000001234	Generic project numbering examples by various Transnet Operating Divisions
Z12340000000	

7. Work Breakdown Structure

7.1 Purpose

Project Management principles mandate that a project be broken down into manageable entities of work; this is the purpose of the Work Breakdown Structure (WBS). Within the schedule this breakdown is as per the discretion of the Project Manager.

Note: This shall be project specific although it is recommended that we tend towards developing standard templates to expedite creating new projects on the system.

7.2 Mask

There is no WBS mask.

8. Tender / Contract Numbering

8.1 Purpose

Used to uniquely identify tender packages & contracts.

8.2 Mask

The Tender/Contract Number (*at Group level, as an example*) is generated by the E-Tender Portal System and can be adopted for purposes of document numbering at the discretion of OD specific.

Alternatively, a standardized work package plan number can also be adopted (refer example per table below)

The mask for a Tender/Contract Number shall be up to twenty (20) alpha-numeric characters long, may include a mixture of alphabets, numbers & special characters.

XXXXXXXXXXXXXXXXXXXX

Table 5 – Tender/Contract Numbering Convention

Free-Text field	Description	Examples of Valid Data
XXXXXXXXXXXXXXXXXXXXXX	Free-text field up to twenty (20) alpha-numeric characters long, may include a mixture of alphabets, numbers & special characters.	Allocated by the Transnet Operating Division

Table 6 – An example of the Tender/Contract Numbering Convention

Example Number	Definition
TCC/2023/03/2000/RFP	Generic Tender/Contract package numbering by the various Transnet Operating Divisions
TFR/2022/10/0500/RFI	
C002	2 nd Civil Contract for a specific project <i>(refer, Annex. A Table A1 for Discipline coding)</i>
E001	1 st Electrical Contract for a specific project <i>(refer, Annex. A Table A1 for Discipline coding)</i>

9. Document Numbering

The document numbering convention applies to all documents that are created by Transnet Capital, Operating Division delivery units.

Project specific documents must be saved in the appropriate project and be numbered accordingly.

All documents shall be numbered based on the masks described. The purpose of the masks is to ensure that the essential meta data per document category is visible in the document number when it is no longer associated with the Electronic Document Management System (EDMS), in this instance, the Oracle Primavera Suite.

9.1 Technical Project Documents

All Transnet, Operating Division generated engineering drawings and technical documents shall be numbered according to the following convention. *Note: External OEM's supply their own system generated numbering formats, where applicable.*

XXXXXXXXXXXX-N-NNN-A-AAAA-NNNN

Table 7 – Technical Project Document Numbering Convention

Part in order of Mask	Description	Examples of valid data
XXXXXXXXXXXXX	Project Number	Reference, tables 3 & 4 above
N	0 = default (<i>ex-OD input field</i>)	n/a
NNN	WBS element	Section 7 above
A	Discipline Code	F (Process) (Annexure A – Table A1)
AAAA	Document Type (*for drawings this shall be limited to 2 characters)	SP (Specification) (Annexure A – Table A3)
NNNN	Sequential Number by document category.	0001
(NN)	Sheet no – note only for drawings	

Table 8 – Technical Project Document Numbering Example

Example Number	Definition
G00000001234-0-112-F-SP-0003	The 3 rd process specification in WBS area “112” for OD specific project.
Z12340000000-0-211-M-GA-0012-02	The 2 nd sheet of the 12 th mechanical GA for OD specific project.

The technical project document uniqueness shall be a combination of the project number, WBS, discipline code, document type, sequential document number and in the case of drawings the sheet number. The document’s revision number shall be attributes of the document.

9.2 General and Commercial Project Documents

XXXXXXXXXXXX-AAAA-NNNN

Table 9 – General Project Document Numbering Convention

Part in order of Mask	Description	Examples of valid data
G00000001234	Project Number	Reference, tables 3 & 4 above
AAAA	Document Type	RPT (Report) (Annexure A – Table A3)
NNNN	Sequential Number by document category.	0001

Table 10 – General Project Document Numbering Example

Example Number	Definition
G00000001234-RPT-0005	The 5 th report for OD specific project.

The document uniqueness shall be a combination of the project number, document type and sequential document number. The document's revision number shall be an attribute of the document.

9.3 Tender/Contract Package related Documentation

As per the relevant procurement procedures the mask for tender/contract package related documentation shall be:

XXXXXXXXXXXXXXXXXXXX-AAAA-NNNN

Table 11 – Tender / Contract Package Document Numbering Convention

Part in order of Mask	Description	Examples of valid data
XXXXXXXXXXXXXXXXXXXX	Project (and/or) Tender/Contract Number	Reference, tables 5 & 6 above
AAAA	Document Type	ENQ (Enquiry) (Annexure A – Table A3)
NNNN	Sequential Number by document category	0001

Table 12 – Tender/Contract Package Document Numbering Example

Example Number	Definition
TCC/2023/03/2000/RFP-ENQ-0005	5 th enquiry for tender/contract for OD specific tender/contract package
TPL/H459/C002-ENQ-0005	5 th Enquiry, for 2 nd Civil Contract, for Project/Warrant Number "H459" for TPL
TPL/H459/E001-ENQ-0006	6 th Enquiry, for 1 st Electrical Contract, for Project/Warrant Number "H459" for TPL

The document uniqueness shall be a combination of the tender/contract package number, document type and sequential document number. The document's revision number shall be an attribute of the document.

9.4 General Organizational Documents

The mask for general organisational document shall be as follows:

AAA-AAAA-NNNN

Table 13 – Organisational Document Numbering Convention

Part in order of Mask	Description	Examples of valid data
AAA	Functional Category	ENG (Engineering) (Annexure A - Table A2)
AAAA	Document Type	SP (Specification) (Annexure A – Table A3)
NNNN	Sequential Number by type	0001

Table 14 – Organisational Document Numbering Example

Example Number	Definition
ENG-SP-0001	The 1 st engineering specification for Transnet Group Strategy & Planning

9.5 Transmittal Numbering

The mask for transmittal numbering shall be as follows:

XXXXXXXXXXXXX-AAA-NNNN / XXXXXXXXXXXXXXXXXXXXXXXX-AAA-NNNN

Table 15 – Transmittal Numbering Convention

Part in order of Mask	Description	Examples of valid data
XXXXXXXXXXXXX	Project Number	Reference, tables 3 & 4 above
AAA	Document Type	Incoming-TRI / Outgoing-TRO (Annexure A - Table A3)
NNNN	Sequential Number by type	0001

Table 16 – Transmittal Document Numbering Examples

Example Number	Definition
G00000001234-TRI-0005	The 5 th incoming transmittal for OD specific project.
G00000001234-TRO-0006	The 6 th outgoing transmittal for OD specific project.
TCC/2023/03/2000/RFP-TRI-0005	The 5 th incoming transmittal for OD specific tender/contract package.
TPL/H459/C002-TRI-0007	The 7 th incoming transmittal for OD (TPL) specific "Project/Tender/Contract" package
TPL/H459/C002-TRO-0008	The 8 th outgoing transmittal for OD (TPL) specific "Project/Tender/Contract" package

10.

Graphical Representation

	FREE-TEXT INPUT FIELD TO BE SUPPLIED BY OD's		DOC MANAGEMENT RESPONSIBILITY	DEFINITION	REFERENCE IN DOC.
	FREE-TEXT MASK	EXAMPLES			
Pre-Programme / Project Numbering	XXXXXXXXXXXX	T00000001234 TNPA00000001		Free-text field up to twelve (12) alpha-numeric characters long, may include a mixture of alphabets, numbers & special characters.	Section 5 - Tables 1 & 2
Programme / Project Numbering	XXXXXXXXXXXX	G00000001234 Z12340000000		Free-text field up to twelve (12) alpha-numeric characters long, may include a mixture of alphabets, numbers & special characters.	Section 6 - Tables 3 & 4
General & Commercial Project Document Numbering	XXXXXXXXXXXX	G00000001234	RPT - 0005	The 5th report for OD specific project.	Section 9.2 - Tables 9 & 10
Tender / Contract Numbering	XXXXXXXXXXXXXXXXXXXX	TCC/2023/03/2000/RFP TFR/2022/10/0500/RFP TPL/H459/E001		Free-text field up to twenty (20) alpha-numeric characters long, may include a mixture of alphabets, numbers & special characters.	Section 8 - Tables 5 & 6
Tender / Contract Package Document Numbering	XXXXXXXXXXXXXXXXXXXX	TCC/2023/03/2000/RFP	ENQ - 0005	The 5th enquiry for tender/contract for OD specific tender/contract package.	Section 9.3 - Tables 11 & 12
Project / Tender / Contract Package Document Numbering	XXXXXXXXXXXXXXXXXXXX	TPL/H459/E001	ENQ - 0006	The 6th Enquiry, for 1st Electrical Contract, for Project/Warrant Number "H459" for TPL	Section 9.3 - Tables 11 & 12
Technical / Design Document Numbering	XXXXXXXXXXXX - 0 - NNN	G00000001234 - 0 - NNN	F - SP - 0003	The 3rd process spec in WBS area "NNN" for OD specific project.	Section 9.1 - Tables 7 & 8
	XXXXXXXXXXXX - 0 - NNN	G00000001234 - 0 - NNN	M - GA - 0012 - 02	The 2nd sheet of the 12th mechanical GA for OD specific project.	
General Organizational Document Numbering			ENG - SP - 0001	The 1st engineering specification for Transnet Group Strategy & Planning.	Section 9.4 - Tables 13 & 14
Transmittal Document Numbering	XXXXXXXXXXXX	G00000001234	TRI - 0005	The 5th incoming transmittal for OD specific project.	Section 9.5 - Tables 15 & 16
	XXXXXXXXXXXX	G00000001234	TRO - 0006	The 6th outgoing transmittal for OD specific project.	
	XXXXXXXXXXXXXXXXXXXX	TPL/H459/C002	TRI - 0005	The 7th incoming transmittal for OD (TPL) specific "Project/Tender/Contract" package	
	XXXXXXXXXXXXXXXXXXXX	TPL/H459/C002	TRI - 0007	The 8th outgoing transmittal for OD (TPL) specific "Project/Tender/Contract" package	
	XXXXXXXXXXXXXXXXXXXX	TCC/2023/03/2000/RFP	TRO - 0008	The 5th incoming transmittal for OD specific tender/contract package.	

Annexure A – Existing Transnet Group Strategy & Planning Codes

Table A1 – Discipline Codes (Technical & Non-Technical documents)

Code	Discipline Description
A	Architectural
B	Building & Infrastructure
C	Civil
E	Electrical
F	Process Engineering
G	General – non discipline specific (incl. Marine; Dredging; Light Houses; Aviation)
H	Geotechnical
J	Control and Instrumentation
K	Security / CCTV / ICT
L	Environmental
M	Mechanical
N	PERWAY
O	OHTE
P	Piping
S	Signals
T	Structural Steel
X	EPCM
Y	Professional Services Contract / Supplier / Supply Contracts
Z	Project Management

Table A2 – Functional Department Categories

Code	Functional Discipline Description
CMM	Commercial Management
CNT	Contracts Management
COM	Commissioning Management
CON	Construction Management
DOC	Document Management
ENG	Engineering
ENV	Environmental & Sustainability Management
FAC	Facilities Management
FIN	Finance
FLT	Fleet Management
GEN	General Communications
HAS	Health and Safety Management
HR	Human Resources
ICT	Information Communication Technology
IMS	Integrated Management System
IR	Industrial Relations Management
LAC	Legal & Compliance
MRN	Marine
PPC	Programme & Project Controls
PRM	Programme & Project Management
PRO	Procurement
QAL	Quality Management
RIS	Risk Management
RNC	Rehabilitation, Maintenance & Emergency
SEC	Security
TRN	Training

Table A3 – Document Types

Code	Description	Additional (doc type) Descriptions	Class
ACC	Accruals		Commercial
ACT	ACT	Government ACT	General
ADD	Addendum	<i>(for all 'general' documents)</i>	Commercial
ADJ	Adjudication	Tender Adjudication & Evaluations	Commercial
ADV	Advertisements		General
AG	Agenda		General
AGR	Agreement	Non-Disclosure Agreements / Service Level Agreement	Commercial
AIA	Approved Inspection Authority		Technical
ANX	Annexure	Appendix	General
AP	Access Permit	Permit to Work	Technical
		General Permits / Site Access	Technical
APP	Appointments	Key Personnel	General
AR	Arrangement Drawing		Drawing
ART	Article	News Articles	General
AS	Assembly Drawing		Drawing
ASS	Assessment	Control Self-Assessment (CSA)	General
		Organisational Transition Impact Assessment	General
		Social Impact Assessment (SIA)	General
		Socio Economic Impact Assessment (SEIA)	General
ATP	Advice to Procurement		Commercial
AU	Audits	Compliance Quality, Environmental & Safety Audits	General
AUC	Audio Clip		General
BC	Business Case	<i>(Project specific)</i>	General
BG	Bank Guarantee		Commercial
BoQ	Bill of Quantity	Bill of Material	Technical
BQ	Bill of Quantity (Drawings)	Bill of Material (Drawings)	Drawing
BoS	Basis of Schedule		Technical
BS	Bending Schedule		Drawing
BUD	Budget		Commercial
BUL	Bulletin	Newsletter	General
CAL	Calculation		Technical
CBA	Cost Benefit Analysis		General
CC	Contractual Claim		Commercial
CE	Compensation Event		Commercial
CF	Cash flow		Commercial
CHR	Charter <i>(project specific)</i>		General

CK	Checklist		General
CoC	Certificate of Compliance		Technical
CR	Concession Request		Commercial
CRQ	Change Request	Change Control	Technical
CRT	Certificate	Takeover / Handover / Completion / Payment	Technical
CS	Cable Schedule		Drawing
CT	Cable Termination		Drawing
CTA	Contract Addendum		Commercial
CTD	Contract Document		Commercial
CTN	Contractor Notification	NEC Specific	Commercial
CTV	Contract Variation		Commercial
DB	Data Book		Technical
DC	Design Criteria	Basis of Design	Drawing
DCF	Delegation Consent Form	Contract Value	Commercial
DCN	Design Change Notice	Engineering Change Request	Technical
DD	Daily Diaries		Commercial
DE	Detail Drawing		Drawing
DEV	Development		General
DIA	Diagram		Technical
DIC	Dictionary		General
DoA	Delegation of Authority		General
DoI	Declaration of Interest		General
DS	Data Sheet		Technical
EA	Environmental Authorization		Technical
EIA	Environmental Impact Assessment		Technical
EL	Equipment List		Technical
EM	E-mail		General
EMP	Environmental Management Plan		Technical
EMPr	Environmental Management Programme		Technical
EN	Enquiry(s)		Commercial
EOI	Expression of Interest		General
ES	Estimate		Commercial
EV	Earned Value	Earned Value Indicators	Commercial
EVA	Earned Value Analysis		Commercial
EVM	Earned Value Management		Commercial
EWI	Early Warning Incoming		Commercial
EWO	Early Warning Outgoing		Commercial
FAQ	Frequently Asked Questions		General
FAT	Forms and templates		General
FBS	Facility Breakdown Structure		Technical

FD	Fabrication Details		Drawing
FEQ	Field Engineering Query		Commercial
FS	Fact Sheet		General
FW	Frameworks	Critical Controls Framework	General
		Environmental Management Framework	General
		Governance Framework	General
		Long Term Planning Framework	General
		Port Development Framework	General
		Sustainable Development Framework	General
FX	Facsimile		General
GA	General Arrangement		Drawing
GL	Guideline	Guide	General
HAN	Hand-out	Leaflet	General
HD	Hook-up Diagram		Drawing
HF	Hydraulic Flow Diagram		Drawing
IN	Index	Instrument Index, various Indices	General
IND	Induction	Safety / Projects / General	General
INS	Instruction	Service Manager's / Employer's Agents / DSTI / Supervisor's / Work Instruction / Site Instruction	General
INV	Invoice		Commercial
IOM	Installation and Operating Manual		Technical
IP	Image and Photograph		General
IS	Piping Isometric Drawing		Drawing
TP	Inspection Test plan		Technical
JNL	Journals		General
JV	Joint Venture		General
LA	Layout		Drawing
LD	Loop Diagram		Drawing
LET	Letter		General
LIC	License		General
LIS	Lists		General
LL	Line List (<i>drawings</i>)		Drawing
LOG	Log (<i>documents</i>)	Action Log / Lessons Learned Log	General
LS	Load Summary Data Sheet		Drawing
LTI	Lost Time Injury		Technical
MA	Manual	Handbook	Technical
MCA	Multi Criteria Analysis		Technical
MD	3D Model Drawing		Drawing
MEM	Memorandum		General
ML	Motor List		Drawing
MM	Minutes of Meetings	Projects / Contracts / Safety / General	General

MOU	Memorandum of Understanding		General
MR	Media Responses	General 'Responses'	General
MS	Method Statement		Technical
MTO	Material Take Off		Technical
MTX	Matrix	Approval Matrix	General
		Classification Matrix	General
		Deliverables Matrix	General
		Distribution Matrix	General
		PSO Tools Matrix	General
		RACI Matrix	General
		Regulatory Compliance Universe Matrix	General
		User Permissions Matrix	General
NCR	Non-Conformance Report		Technical
NDT	Non-Destructive Testing		Technical
NOT	Notification	Budget Change Notice / Notification	Commercial
		Credit / Debit Notes / Notification	Commercial
		Defects Notice / Notification	Technical
		Delivery Notes / Notification	Commercial
		Notice / Notification	Commercial
ORG	Organogram	Org Structure	General
ORS	Owner Requirements Specification	User Requirements Specification	Technical
P	Procedure		General
PAP	Payment Application		Commercial
PB	Performance Bond		Commercial
PBC	Programme Business Case	<i>(Programme specific)</i>	General
PBR	Programme Brief		General
PBS	Package Breakdown Structure	<i>(note: lowest level components of WBS)</i>	Technical
PCH	Programme Charter		General
PCI	Project Insurance Certificate		Commercial
PCN	Project Change Notice		Commercial
PD	Power Distribution Diagram	Power Distribution Layout	Drawing
PDO	Programme Dossier	<i>(Programme specific)</i>	General
PEP	Project Execution Plan		Technical
PES	Procurement Execution Strategy		General
PF	Process Flow <i>(Diagram)</i>		Drawing
		Flow Charts	General
		Process Flow Diagram	General
		Process Flow Map	General
		Various Management Processes	General
		Visio	General

		Workflow	General
PI	Piping & Instrumentation Diagram		Drawing
PL	Plans (<i>drawings</i>)		Drawing
PLN	Plans (<i>documents</i>)	Benefits Realisation Management Plan	General
		Closeout Plan	General
		Compliance Control Plan	General
		Construction Management Plan	General
		Development Plan	General
		Functional Execution Plan	General
		Health & Safety Management Plan	General
		Integrated Development Plan	General
		Issue Management Plan	General
		Legal and Regulatory Compliance Plan	General
		National Infrastructure Plan	General
		Occupational Management Plan	General
		Operational Readiness Plan	General
		Organisational Readiness Plan	General
		Preparation Plan	General
		Programme Assurance Plan	General
		Programme Benefits Sustainment Plan	General
		Programme Benefits Transition Plan	General
		Programme Change Management Plan	General
		Programme Closure Plan	General
		Programme Commissioning Plan	General
		Programme Contract Management Plan	General
		Programme Control Plan	General
		Programme Cost and Financial Management Plan	General
		Programme Design Blueprint and Design Principles Plan	General
		Programme Execution, Monitoring and Control Plan	General
		Programme Governance Plan	General
		Programme Independent Reviews Plan	General
		Programme Infrastructure Management Plan	General
		Programme Knowledge and Document Management Plan	General
		Programme Management Plan	General
		Programme Post Implementation Review Plan	General
		Programme Procurement Management Plan	General
		Programme Quality Management Plan	General
		Programme Requirements Management Plan	General

		Programme Resource Management Plan	General
		Programme Safety and Health Management Plan	General
		Programme Schedule Management Plan	General
		Programme Scope Management Plan	General
		Programme Stakeholder Management Plan	General
		Programme Sustainability Management Plan	General
		Proposals	General
		Project Quality Plan	General
		Risk Management Plan	General
		Strategic Alignment Plan	General
		Tranche Management Plan	General
		Transition Management Plan	General
		Transnet Infrastructure Plan	General
		Work Package Plan	General
		Work Plan	General
PLP	Project Lifecycle Process		General
PM	Process Map		General
PMB	Performance Measurement Baseline		General
PMD	Programme Mandate		General
PMI	Project Manager's Instruction	<i>(ECC Contract) NEC specific</i>	Commercial
PMN	Project Manager's Notification	<i>(ECC Contract) NEC specific</i>	Commercial
PO	Purchase Order		Commercial
POL	Policy		General
PPP	Procurement Package Plan		Commercial
PR	Press Release		General
PRM	Programme Roadmap		General
PRS	Presentation		General
PSA	Project Specific Agreement		Commercial
PSR	Project Status Report		General
QCP	Quality Control Plan		Technical
QD	Quality Dossier	Data Pack	Technical
		Environmental File	Technical
		Quality File	Technical
		Safety File	Technical
QRA	Quantitative Risk Analysis		Technical
QUO	Quotation		Commercial
RA	Risk Assessment	Risk Analysis(RA) / Safety Risk Assessment(SRA)	General
RCU	Regulatory Compliance Universe		General
RD	Reinforcing Details		Drawing
REG	Registers	Assumptions & Constraints Register	General

		Attendance Register	General
		Benefits Realization Tracking Register	General
		Decision Register	General
		Document Transmittal Register	General
		Drawing Register	General
		Equipment Requirements Register	General
		Governance Decision Register	General
		Issue Register	General
		Programme Asset Management Register	General
		Programme Integration Management Register	General
		Regulatory Compliance Tracking Register	General
		Risk Register	General
		Skills Requirements Register	General
		Stakeholder Register	General
REQ	Requisition	Engineering Requisition / Request	General
RFI	Request for Information		Technical
RFP	Request for Purchase		Commercial
RFQ	Request for Quotation		Commercial
RoD	Record of Decision		General
RPT	Reports	Assurance Report	General
		Cash Flow Report	General
		Closeout Report	General
		Contract Closeout Report	General
		Cost & Financial Report	General
		Environmental Audit Report	General
		Environmental Impact Report	General
		Factory Acceptance Test Report	General
		Final Report	General
		Financial Closure Report	General
		Gate Review Report	General
		Knowledge Transition Report	General
		Procurement Package Report	General
		Programme Closure Recommendations	General
		Programme Dashboard Report	General
		Programme Viability Report	General
		Project Closeout Report	General
		Quality Audit Report	General
		Safety Audit Report	General
		Safety Incident Report	General
		Safety Report	General

		Supplier Performance Review Report	General
SC	Schedule (<i>Drawing</i>)	Assemble / Design / Input-Output / Testing	Drawing
SCH	Schedule	Project Activity Program	Technical
SD	Schematic Diagram		Drawing
SDB	Sustainable Development Blueprint		General
SE	Sections	Cross Sections	Drawing
SES	Site Establishment		General
SI	Site Information		Commercial
SoW	Scope of Work	Works' information	Technical
SK	Sketch		Drawing
SL	Single Line Diagram		Drawing
SP	Specifications		Technical
SPN	Super's Notification	<i>NEC specific</i>	Commercial
SQ	Squad Check	Document Reviews	General
ST	Standard (<i>Drawing</i>)		Drawing
STD	Standard		General
STM	Statements	Final Statement / Financial Statement	Commercial
STR	Strategy	Commissioning Strategy	General
		Lessons Learned Strategy	General
		Market Demand Strategy	General
		Programme Management Strategy	General
		Regulatory Compliance Strategy	General
STU	Study		General
TE	Tender Evaluation		Commercial
TEA	Tender Addendum		Commercial
TML	Timeline	Programme Baseline / Programme Timeline	General
TN	Tender		Commercial
TO	Task Order	Works Order	Commercial
ToR	Terms of Reference		General
TQ	Technical Query		General
TRI	Transmittal (Incoming)		General
TRO	Transmittal (Outgoing)		General
VE	Value Engineering		General
VIC	Video Clip		General
VIP	Value Improvement Process		General
VL	Valve List		Drawing
WA	Warranty	Guarantee / Warrants	Commercial
WBS	Work Breakdown Structure		General



TRANSNET PIPELINES

11364

HW FIRE

DOCUMENT MANAGEMENT PLAN

11364-A1073-Rev B

HO1436-P-0001

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HW FIRE

DOCUMENT MANAGEMENT PLAN

TABLE OF CONTENTS

1	Introduction.....	1
2	Referenced Documents and Specifications	2
3	Order of Precedence	2
4	Document Centralisation	3
5	Access and Permissions	3
6	Format in which Documentation is Transmitted.....	4
7	Contractor Documentation Schedule (CDS)	4
8	Contractor Documentation Register (CDR)	4
9	Document Transmittal and Filing Structure.....	5
9.1	Technical and Administrative Channels	6
9.2	Commercial Channels	8
10	Document Metadata	9
11	Document Transmittal	9
11.1	General.....	9
11.2	<i>Contractor</i> Transmittals	9
11.3	<i>Employer</i> Transmittals	11
12	Squad Check Procedure	12
	Appendix A - Document Transmittal Workflow	14

1 INTRODUCTION

This Document Management Plan outlines the comprehensive framework and procedures for managing project documentation for the Witbank and Howick Fire System Upgrade Projects. A simplified workflow of the document transmittal process is provided in Annexure A.

Beginning with a detailed reference to the governing documents and specifications, the plan establishes the standards and protocols that guide all documentation activities throughout the project lifecycle. It defines the order of precedence for resolving conflicts between employer documentation, ensuring clarity and consistency in document control.

Central to the plan is the centralisation of documentation using the Microsoft SharePoint Team Site platform, which facilitates secure access, submission, and retrieval of project documents by both *Employer* and *Contractor* people. The plan details the assignment of access permissions, the process for submitting and updating the list of authorised users, and the protocols for maintaining the *Contractor* Documentation Register (CDR).

Furthermore, the plan describes the document transmittal and filing structure, specifying the use of Teams channels and SharePoint libraries for organising technical, administrative, and commercial documents. It emphasizes the importance of accurate metadata, outlines the procedures for document review and approval, and sets forth the requirements for electronic submission and in-person presentation of documentation.

Through these structured processes, the Document Management Plan ensures that all project documentation is controlled, traceable, and compliant with both contractual and regulatory requirements, supporting effective collaboration and project delivery.

2 REFERENCED DOCUMENTS AND SPECIFICATIONS

The *Contractor* refers to the following referenced documents for further information and additional requirements of the Document Management Plan.

Document Number	Document Name
DOC-STD-0001	Contractor Documentation Submittal Requirements
TPL-DM-P-0001	Transnet Pipelines Document Management Procedure
TPL-TECH-DO-STD-001	Drawing Standard PL100
TPL-TECH-DO-STD-002	Drawings Office Standard PL101
TPL-TECH-DO-STD-003	Drawings Office Standard PL102
TPL-TECH-DO-STD-004	General Drawing Standard PL103
TPL-TECH-DO-WI-001	Handover of As-built and Other Documents to Drawings Office Work Instruction
PL117653	P&ID Legend Typical Sheet 1 of 3
PL117653	P&ID Legend Typical Sheet 2 of 3
PL117653	P&ID Legend Typical Sheet 3 of 3

3 ORDER OF PRECEDENCE

Conflicts between *Employer* documentation will be implemented according to an order of precedence as follows:

1. Works Information
2. Document Management Plan (11364-A1073/HO1436-P-0001)
3. Contract Documentation Submittal Requirements (CDSR)
4. Document Management Procedure (TPL-DM-P-0001)
5. Drawing Office Standard (PL100)
6. Drawing Office Standard (PL101)
7. Drawing Office Standard (PL102)
8. General Drawing Standard (PL103)
9. Handover of As Built and Other Documents to Drawings Office (Work Instruction)

4 DOCUMENT CENTRALISATION

To centralise documentation and enable access for the project team, the *Employer* builds a website on the Microsoft SharePoint Team Site platform that the *Contractor* makes use of when submitting and retrieving all project documentation.

The *Contractor* adds the external Microsoft Entra tenant organisation nominated by the *Employer* to facilitate sharing of information between the *Employer* and the *Contractor*.

5 ACCESS AND PERMISSIONS

Access and permissions to the SharePoint Team Site are assigned by the *Project Manager* to the relevant *Employer* and *Contractor* people, that will include amongst others, project managers, contract managers, documentation control and members of the technical team.

Within 14 calendar days of the *Contract* award date, the *Contractor* submits a complete list of people to the *Project Manager* who are to be added to the SharePoint Team Site. Access requests to the *Project Manager* from the *Contractor* for additional resources to be added are only considered on the 25th of each successive month. The *Contractor* submits requests to the *Project Manager* to add additional resources on the 25th of each month.

The *Contractor* utilises the SharePoint list prepared by the *Project Manager* to submit requests for additional resources.

The following information is included for each person to be added.

1. Full Name
2. Identity Number
3. Email Address
4. First Name
5. Last Name
6. Job Title
7. Department
8. Company/Employer Name
9. Manager
10. Access requirements – Technical and Administrative / Commercial / Both

The *Project Manager* grants access to the people within five (5) working days of receiving a valid access request.

6 FORMAT IN WHICH DOCUMENTATION IS TRANSMITTED

The *Project Manager* and *Contractor* share documentation electronically using the SharePoint Team Site.

During in-person meetings, the *Contractor* presents full-sized colour hard copies of all documents that will be referenced during the meeting and provides the *Employers* people with hard copy duplicates in readable format of the documents when required to do so by the *Project Manager*.

The *Contractor* does not submit scanned copies of documents, unless the documents are a hand-mark up of meeting records.

The *Contractor* does not include password protection and security restrictions on documents. All documents are marked-up and edited using standard PDF editing tools or Microsoft document review features.

All documents are sent both in their native format and as a PDF. 3D models to be reviewed are sent in Navisworks format. The *Contractor* includes a 3D model in .ifc format with shop detailed drawings submitted for review.

7 CONTRACTOR DOCUMENTATION SCHEDULE (CDS)

The *Employer* does not provide the *Contractor* with the Contractor Documentation Schedule.

The *Contractor* populates the Contractor Documentation Register (refer section 8) that meet the requirements of the Works Information and the Accepted Programme.

8 CONTRACTOR DOCUMENTATION REGISTER (CDR)

The *Contractor* Documentation Register (CDR) is a SharePoint list describing all documents produced by the *Contractor*, that the *Contractor* generates, populates, manages and maintains.

The *Employer* creates the columns of the CDR SharePoint list that is located on the Teams site channel named *Contractor* Documentation Register.

The *Project Manager* periodically accesses the CDR and reviews the *Employer* document number and other information assigned to the items in the list. The *Contractor* includes documents on the list at least 10 working days prior to formally transmitting the respective document to the *Employer* and includes the *Employers* document number on the *Contractors* document. The *Project Manager* advises the *Contractor* of the changes required to the CDR before the document is transmitted to the *Project Manager* for the first time.

The *Contractor* maintains the document status with the corresponding document revision on the CDR according to one of the following:

1. Work in Progress/Draft (applies to documents that have not yet been shared by the *Contractor*)
2. Submitted - Squad Check Acceptance
3. Submitted - Presentation Acceptance
4. Updates Pending (for documents reviewed by the *Project Manager* while the *Contractor* implements changes)

5. Accepted
6. Obsolete/Superseded

The *Contractor* populates the CDR as follows. The *Project Manager* reviews and advises the *Contractor* of the required changes.

Column Heading	Data Populated by
<i>Employer</i> Document Number	<i>Contractor</i>
Discipline (as per SYS-P-0001 Annexure A Table A1)	<i>Contractor</i>
Document Type (as per SYS-P-0001 Annexure A Table A3)	<i>Contractor</i>
Document / Drawing Description / Title	<i>Contractor</i>
<i>Contractor</i> Document Number	<i>Contractor</i>
Document Status	<i>Contractor</i>
Document Status Revision	<i>Contractor</i>

9 DOCUMENT TRANSMITTAL AND FILING STRUCTURE

The SharePoint Team Site setup by the *Employer* consists of two groups, the Technical and Administrative channels and the Commercial channels, that are used to control and restrict access using SharePoint permission-based access rules configured and administered by the *Project Manager*.

The *Contractor* submits and retrieves documentation using the appropriate repository on the SharePoint Team Site, or, if possible, through the allocated Team using the Microsoft Teams application.

The *Contractor* and the *Project Manager* upload and maintain documents and data in the respective channels and document libraries in accordance with the Document Management Plan.

The *Contractors* and *Employers* people access documents and data in the channels listed in the tables below, with typical examples of documents and data that will be included under each channel for guidance. The *Project Manager* adds additional channels, Document Categories and other metadata when deemed necessary.

The *Contractor* produces and maintains his own document filing and management system, and except for the Transmitted Documents and CDR channels, only uploads final documents to the respective Team channels for documents with the following lifecycle status:

1. Accepted
2. Information
3. Superseded

The *Contractor* updates the metadata for all documents that are overtaken by recent versions as

'Superseded'.

The *Contractor* maintains all documents that are work in progress, draft phase or pending resubmission and acceptance, on his own document filing and management system.

9.1 Technical and Administrative Channels

The *Contractors* and *Employers* people have access to documents and data within the Teams channels listed in the table below.

Where assigned as such in the below table, The *Employer* or the *Contractor* uploads, populates and maintains the metadata properties of the document.

Item	Teams Channel	Document Category / Types	Uploaded and Maintained By
1	<i>Employers</i> Design	Tender drawings	<i>Employer</i>
		Conceptual 3D Model	<i>Employer</i>
		Survey information and data collected by the <i>Employer</i> during the pre-tender stage	<i>Employer</i>
2	<i>Employer</i> standards and <i>Employer</i> specifications	All	<i>Employer</i>
3	<i>Contractor</i> Documentation Register (CDR) (refer Section 8)	List	<i>Contractor</i>
4	Transmitted Project Documents by the <i>Contractor</i>	All administrative and technical documents	<i>Contractor</i>
5	Transmitted Project Documents by the <i>Employer</i>	All administrative and technical documents	<i>Employer</i>
6	Survey information and data collected by the <i>Contractor</i>	Topographical engineering surveys	<i>Contractor</i>
		Point Cloud	<i>Contractor</i>
		3D Model	<i>Contractor</i>
		Geotechnical Engineering Surveys	<i>Contractor</i>
7	The <i>Contractors</i> approved Design and Engineering documents	Municipal Drawings	<i>Contractor</i>
		Basis of Design Documents	<i>Contractor</i>
		The <i>Contractors</i> Engineering Datasheets (product datasheets filed elsewhere)	<i>Contractor</i>
		Drawings	<i>Contractor</i>
		Design calculations	<i>Contractor</i>
		HAZOP	<i>Contractor</i>
		Reports	<i>Contractor</i>
		Equipment List	<i>Contractor</i>
		Line List	<i>Contractor</i>
		Tie-in list	<i>Contractor</i>
		Electrical Load List	<i>Contractor</i>
		LUX levels	<i>Contractor</i>
		Hazardous Area Reports and Drawings	<i>Contractor</i>

Item	Teams Channel	Document Category / Types	Uploaded and Maintained By
		Instrument Index and List	Contractor
		I/O Schedules	Contractor
		Cable Schedule	Contractor
8	Plant, Materials and Product Datasheets	Brochures of Plant and Materials	Contractor
		Technical Documents of Plant and Materials	Contractor
9	Health, Safety and Security	Health and Safety Specification	Employer
		Construction Permit	Employer
		Approved EMP and HSE Plans	Contractor
		Key Contractor and Subcontractor staff list with contact details	Contractor
		Safety Induction Records / Safety Appointments	Contractor
		Health and Safety Statistics	Contractor
		Monthly Safety and Audit Reports	Contractor
		Medical Examinations (Entry and Exit)	Contractor
		Legal Registers	Contractor
		Method Statements	Contractor
		Risk Assessments	Contractor
		HSE Handover files and Datapacks	Contractor
10	Environmental	Environmental Specification	Employer
		Construction Environmental Management Plan	Contractor
		Application for Authorisations (Basic Assessment / Record of Decisions, EMP's)	Contractor
		Environmental Impact Assessment (EIA)	Contractor
		Environmental Audits	Contractor
		Environmental NCR's	Contractor
		Environmental Handover Files	Contractor
11	Site Records	Progress Photographs	Contractor
		Daily Site Records	Contractor
		Overtime and Weekend Work Requests	Contractor
12	Progress Reports	Basis of Schedule	Contractor
		Accepted Programmes	Contractor
		Progress Reports	Contractor
13	Project Minutes	Fortnightly Engineering Meetings	Contractor
		Site Progress Meetings	Contractor
		Monthly Safety Meetings	Contractor
		Design Review Meetings	Contractor
14	Request for Information (RFI) Registers and Technical Clarifications	RFI SharePoint List	Contractor
		Field Engineering Queries (FEQ's)	Contractor

Item	Teams Channel	Document Category / Types	Uploaded and Maintained By
15	Quality Assurance	Project Quality Control Plan	<i>Contractor</i>
		Test Reports / NCR's	<i>Contractor</i>
		Project Quality Audits	<i>Contractor</i>
		Concession Register	<i>Contractor</i>
		Approved Quality Assurance files and QCP's	<i>Contractor</i>
		Handover Files and Datapacks	<i>Contractor</i>
16	Commissioning and Handover	Commissioning Execution Plan	<i>Contractor</i>
		Defects Registers	<i>Contractor</i>
		Records of System Commissioning	<i>Contractor</i>
		Certificates of Compliance	<i>Contractor</i>
		Discipline Readiness Certificates	<i>Contractor</i>
		Ready for Commissioning Certificates	<i>Contractor</i>
		Ready for Operation Certificate	<i>Contractor</i>
		Defects Certificate	<i>Contractor</i>

9.2 Commercial Channels

The *Contractors* and *Employers* people have access to documents and data within the Teams channels listed in the table below.

The Commercial Channels are located within the same Team as the Technical and Administrative channels but are only visible to people nominated by the *Contractor* as well as the *Employers* people.

Where assigned as such in the below table, The *Employer* or the *Contractor* uploads, populates and maintains the metadata properties of the document.

Item	Teams Channel	Document Category / Types	Uploaded and Maintained By
17	Approved Contract Document	Contract document	<i>Employer</i>
		Works Information	<i>Employer</i>
		Supplier Development	<i>Employer</i>
		Employers Organogram	<i>Employer</i>
		Contractors Organogram	<i>Employer</i>
		CV's of the Contractors Key Persons	<i>Employer</i>
18	Transmitted Commercial Documents by the <i>Contractor</i>	All commercial documents	<i>Contractor</i>
19	Transmitted Commercial Documents by the <i>Employer</i>	All commercial documents	<i>Employer</i>
20	Commercial Minutes	Contract Kick-off meeting	<i>Employer</i>
		Monthly Contract Progress Meetings	<i>Contractor</i>
		Risk Reduction Meetings	<i>Employer</i>
21	Risk Register	List	<i>Employer</i>

Item	Teams Channel	Document Category / Types	Uploaded and Maintained By
22	NEC Notices	Early Warnings	<i>Employer / Contractor</i>
		Project Managers Instructions (PMI's)	<i>Employer</i>
		Compensation Event Quotations	<i>Contractor</i>
		Approved Compensation Events	<i>Employer</i>
23	Financial Management	Supplier and Skills Development	<i>Contractor</i>
		Cash Flows	<i>Contractor</i>
		Project Insurance Policies, Guarantees and Performance Bonds	<i>Contractor</i>
		The Contractors payment certificates and invoices	<i>Contractor</i>

10 DOCUMENT METADATA

The *Contractor* correctly and completely populates all document metadata fields to ensure that metadata is not missing from any document and that the metadata correlates accurately to the content of the document.

The *Project Manager* decides which document metadata fields are marked as “Required”, the *Contractor* populates all metadata fields whether they are marked as required or not.

11 DOCUMENT TRANSMITTAL

11.1 General

The *Contractor* and *Project Manager* send documents for Information and for Acceptance through individual transmittals, except when a document provided for information is also important to the document review process.

The *Contractor* transmits all documents to the *Project Manager* with the *Employers* document number clearly visible on the cover page.

The *Contractor* and the *Project Manager* mark each individual document as “Issued” using the Issued column within the Document Set when the documents have been uploaded, and the documents are ready to be transmitted. The system automatically notifies the reviewer the documents are ready once the documents are marked as “Issued”.

The *Contractor* and *Project Manager* adjust the issue date of the document to match the date for which the “Issued” column is selected.

The *Project Manager* reviews user access data from the SharePoint tracking system to assess when documents are issued and received between the *Contractor* and the *Project Manager*.

11.2 Contractor Transmittals

The *Contractor* transmits documents to the *Project Manager* through the “Transmitted Project Documents by the *Contractor*” or the “Transmitted Commercial Documents by the *Contractor*” channels.

The *Employer* reviews the document submissions using the native version where deemed necessary by the *Project Manager*.

The *Project Manager* decides the convention of the unique document transmittal number the *Contractor* uses, that generally follows a project reference number, the letter C, and a unique identifier starting with A or U, then followed by a unique number, starting at 101, shown as follows:

Project Reference Number – C – A101 for Technical and Administrative Documents
Project Reference Number – C – U101 for Commercial Documents

The *Contractor* sends individual emails for each transmittal to the address specified by the *Project Manager* whenever documents are issued. Each email from the *Contractor* contains a link to the relevant Document Set transmittal.

The *Project Manager* does not sign and return the *Contractor's* transmittal document that may accompany their document submissions. The *Contractor* may upload and include their own transmittal documents for information only with the batch of transmitted documents.

The *Contractor* uses the provided metadata fields to specify the intent on the transmittal as either:

1. Response

The document submission requires further action and a response from the *Employer*

2. Information

The document submission is for the *Employers* information only and is also used to transmit documents that have been accepted by the *Employer*.

The *Contractor* uses the provided metadata fields to specify the required response on the transmittal as either:

1. Acceptance – Squad Check

The *Employers* people conduct a squad check review of the *Contractors* submission, and the *Project Manager* either accepts, accepts with comments or rejects the submission. Refer to Section 12 for further information.

2. Acceptance - Presentation

The *Contractor* presents the submission for acceptance by the *Project Manager* during an online or in-person review with the *Employers* people.

3. None

No response required from the *Project Manager*

The *Contractor* submits documents to the *Project Manager* for 'Acceptance – Presentation' at least 5 working days prior to the review session. The *Contractor* records all comments from the *Employers* people during the review session and updates the document before resubmitting for 'Acceptance – Squad Check'. The *Contractor* submits the comments recorded during the review session with the final document submission for acceptance.

11.3 ***Employer Transmittals***

The *Project Manager* transmits documents to the *Contractor* through the “Transmitted Project Documents by the *Employer*” or the “Transmitted Commercial Documents by the *Employer*” channels.

The *Project Manager* uses a similar document transmittal number to the *Contractor*, except the letter E is used instead of C, as follows:

Project Reference Number – E – A101 for Technical and Administrative Documents
Project Reference Number – E – U101 for Commercial Documents

The *Project Manager* uses metadata to specify the intent on the transmittal as either:

1. Response

The document submission requires further action and a response from the *Contractor*.

2. Information

The document submission is for the *Contractors* information only.

The *Employer* uses metadata to specify the response on the transmittal as either:

1. Accepted

The *Project Manager* has accepted the document. The *Contractor* uploads the approved document to the relevant Teams channel.

2. Accepted with comments

The *Project Manager* has accepted the document subject to the comments being incorporated into the document and resubmitted for final acceptance. The *Contractor* proceeds, updates and resubmits the document for final acceptance.

3. Rejected

The *Project Manager* rejects the document. The *Contractor* updates and resubmits the document to the *Project Manager* for acceptance before proceeding.

4. None

No response required from the *Contractor*.

12 SQUAD CHECK PROCEDURE

The *Contractor* attaches the *Employers* squad check form and squad check comment sheet template to the front cover of all document submissions to the *Project Manager* that are issued for 'Acceptance – Squad Check'.

The *Contractor* indicates on each squad check form the submission date, the document number, the intent of the submission, and corresponding revision. Squad check forms are attached as the front cover to documents that possess a unique document number.

The *Project Manager* copies the documents transmitted by the *Contractor* for 'Acceptance – Squad Check' to the *Employer* transmittals channel, where the *Employers* people perform squad checks on the *Contractors* document submission.

System notifications regarding documents identified by the selected "Field" metadata column are directed to the appropriate reviewers from the *Employer* and the *Employer's* Owner's Engineer as outlined below:

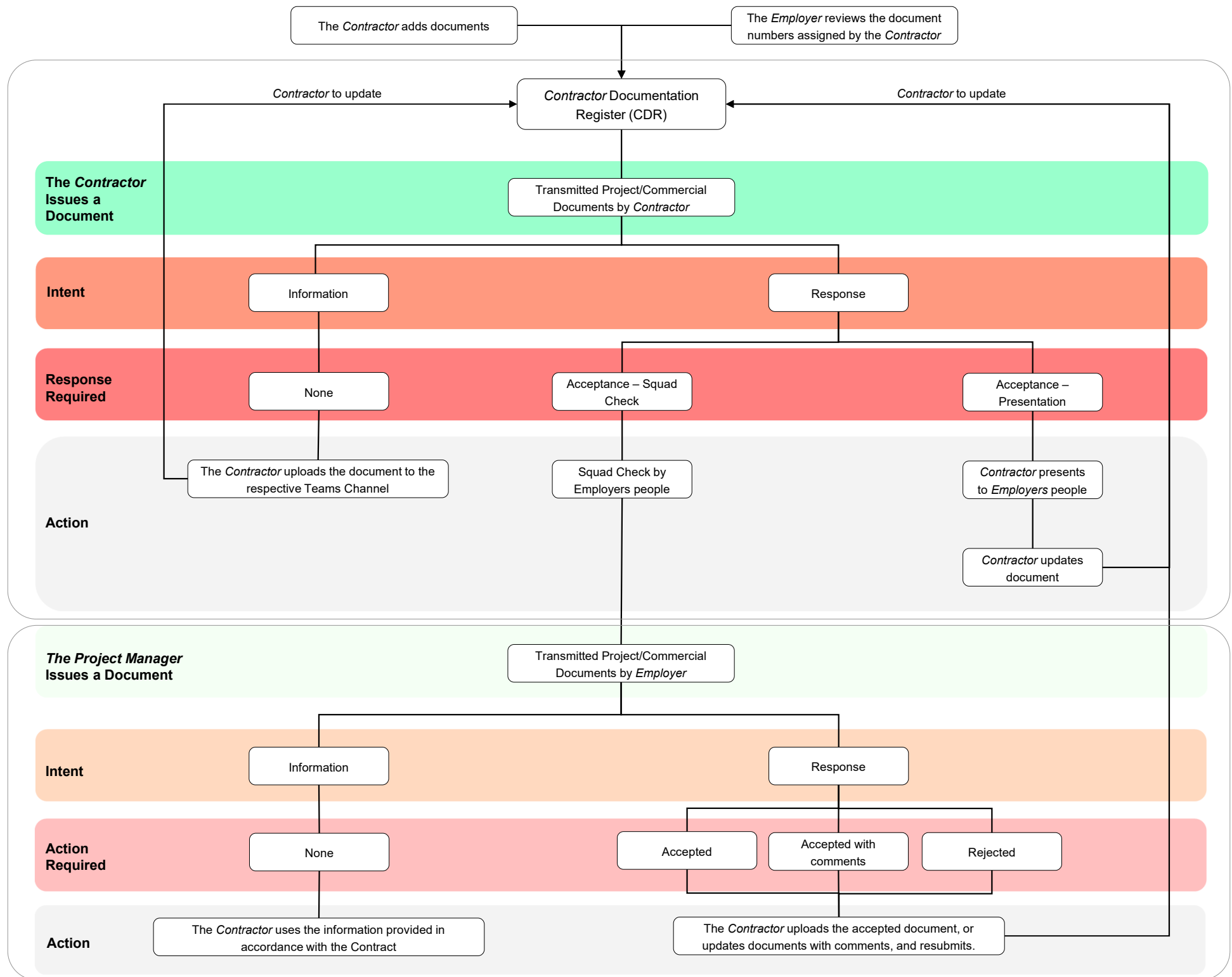
Item	Field	Employer Review Person
1	Civil	Project Manager Lead Civil Engineers Supervisor Document Control
2	Commercial	Project Manager Lead Quantity Surveyor Procurement Lead Quality Contracts Lead Document Control Supplier Development Planner
3	Electrical	Project Manager Lead Electrical Engineers Supervisor Document Control
4	Instrumentation	Lead Instrumentation Engineers Supervisor Document Control
5	Environmental	Environmental Specialist Document Control
6	Fire	Fire Specialist Lead Fire Engineer Lead Mechanical Engineers Lead Process Engineers Operations Specialist Supervisor Document Control
7	Health and Safety	Health and Safety Specialist

Item	Field	<i>Employer Review Person</i>
		Document Control
8	Security	Security Specialist Document Control
9	Mechanical	Fire Specialist Lead Fire Engineer Lead Mechanical Engineers Lead Process Engineers Operations Specialist <i>Supervisor</i> Document Control
10	Structural	Lead Structural Engineers <i>Supervisor</i> Document Control

The document management system automatically sends reminder notifications to the *Employers* people on the submission day, five days after submission, two days before the submission deadline, and on the document review submission due date.

The *Employers* people review the documents submitted for 'Acceptance – Squad Check" and include their comments on the document or squad check form as appropriate. The *Project Manager* submits the documents to the *Contractor* on the document due date with the comments received from the *Employers* people.

ANNEXURE A - DOCUMENT TRANSMITTAL WORKFLOW



SAP Equipment Registration Form

SAP Equipment Registration List (NEW EQUIPMENT)

This form is to be completed when requesting that equipment be captured in SAP
Return form to District Superuser (PM)
(Please fill in all relevant fields where possible)

Depot/Plant (eg. Alrode Ops or ALR1)	Equipment description (eg. ACTUATOR, VALVE)	COST CENTRE	
Type (eg. ACT IQ16, VALVE GATE)	Type Description (eg. VALVE FULL BORE)	Size (eg. ACT Kw or HP, VALVE 300mm)	Rating or RPM (eg. VALVE #600, ACT RPM)
Make (eg. VALVE GROVE, ACT ROTORK)	Model (eg. B5)	Serial No. (eg. XS5-234/101432)	Year of Manufacture (eg. 1999)
Functional Location (eg. P-N-ALR1-P01-P1E)	Asset No (eg. PD123456)	Vendor	Purchase price
Requested by	Date	Signature	

For office use only:

Captured in SAP by	SAP No.	Date	Signature

SAP Equipment Registration List

List to be completed where a number of new equipment is to be captured in SAP
Please fill in as much details as possible

Depot/Plant	Equipment description	Type	Type Description	Size	Rating/RPM	Make	Model	Serial No.	Year of Manufacture	Functional Location	Asset No	Quantity	Cost centre	Purchase price	SAP Number
Tarlton	(eg. ACTUATOR, VALVE)	(eg. ACT IQ16, VALVE GATE)	(eg. VALVE FULL BORE)	(eg. ACT Kw or HP, VALVE 12")	(eg. VALVE #600, ACT RPM)	(eg. VALVE GROVE, ACT ROTORK)	(eg. B5)	(eg. X55-234/101432)	(eg. 1999)	(eg. P-N-ALR1-P01-P1E)	(eg. PD123456)			Unit Excl VAT (ZAR)	
Tarlton	Valve	Butterfly	Main Manifold Feed Isolation	6"	17.2 bar				2016	Valve Bank 1	FD050	1			

Requested by_____Date_____Signature_____

Captured in SAP by_____Date_____Signature_____



Fixed Assets Procedure

Document number	
Business Name	Transnet Pipelines
Process/ Activity Name	Fixed Assets
Process Owner Name	Katija Shaik
Process Owner Signature	
Version Number	1.1
Classification	Unclassified
Effective Date	01 August 2024
Review Date	31 July 2027



SUMMARY VERSION CONTROL

VERSION NO.	NATURE OF AMENDMENT	PAGE NO.	DATE REVISED
1.1	Updated to the IMS procedure template.		

Note: Only latest amendments and/or additions are reflected in italics in the body of the document.



TABLE OF CONTENTS

1. PURPOSE	4
2. APPLICABILITY	4
3. REFERENCE DOCUMENTS	4
4. DEFINITIONS AND ABBREVIATIONS	5
4.1 Definitions	5
4.2 Abbreviations	7
5. ACCOUNTIBILITY, RESPONSIBILITY AND AUTHORITY	7
6. PROCEDURE	7
6.1 Fixed Assets Procedures fairly accounted for	7
6.2 Security of Fixed Assets	23
7. RECORDS	25
8. ANNEXURES	25



1. PURPOSE

The purpose of this Fixed Asset standard operating procedure (SOP) is to ensure that a clear procedure exists for the recording of all fixed asset related transactions. A clear process exists for the accurate computation of the impact of fixed asset transactions (e.g., Revaluation, impairment etc.) All fixed assets require by Transnet pipelines are tracked in the system correctly and physically secured against unauthorized access and theft.

All relevant Transnet Pipelines departments are fully aware of what is required in the computation and recording of transactions related to the fixed assets. Provide guidance on fair and accurate statement of fixed assets transactions at Transnet Pipeline for the period in which they were acquired, transferred or disposed.

This procedure is prepared in the context of Transnet Pipelines management's responsibility to safeguard assets and ensure effective utilization of existing resources and compliance with Public Finance Management Act (PFMA), with further objectives to:

- Emphasize a culture of accountability over Transnet Pipeline Assets.
- Control the operational risks to which Transnet Pipelines is exposed (e.g., moving assets without the proper procedure being followed.).
- Provide a formal set of financial procedures, which can be implemented to ensure Transnet Pipelines financial policies are achieved.
- Ensure that these effective controls are communicated to management and staff through clear and comprehensive written documentation.

2. APPLICABILITY

This work instruction applies to Transnet pipelines with regards to fixed assets in respect of Additions, Capital Work in Progress, Disposals, and internal transfers, maintenance, and depreciation. It must be read in conjunction with International Financial Reporting Standards (IFRS).

3. REFERENCE DOCUMENTS

- IAS 16 — Statement on Property plant and equipment; and
- IAS 36 — Statement on Impairments.
- IAS 23 — Borrowing Cost
- IAS 38 — Intangible Assets
- IFRS 16- Leases
- Transnet Property, Plant and Equipment Policy



4. DEFINITIONS AND ABBREVIATIONS

4.1 Definitions

SAP	Enterprise Resource Planning (ERP) Version ECC6 system which is a software system used for operational planning and administration for optimizing internal financial and business processes
Amortization	It is the systematic allocation of the depreciable amount of the intangible asset over its useful life.
Borrowing Costs	Borrowing Costs are interest and other costs incurred in connection with the borrowing of funds
Carrying Amount	Amount at which an asset is included in the balance sheet after deducting accumulated depreciation and accumulated impairment losses thereon
Cash Generating Unit	It is the smallest identifiable unit that comprises of more than one asset to perform its function i.e., each cannot perform on its own.
Component	A component is an item that is significant in relation to the cost of the asset. Each component has its own useful life.
Cost	It is the amount of cash and cash equivalents paid or the fair value of the other consideration given to acquire an asset at the time of its acquisition or construction.
Depreciation	Depreciation is a systematic allocation of the depreciable amount of an asset over its estimated useful life.
Depreciable Amount	The depreciable amount is the historic and revalued cost, less the estimated residual value.
Development	Development is the application of research findings or other knowledge to a plan or design to produce new or substantially improved materials, devices, products, processes, systems, or services prior to the commencement of commercial production or use,

Discount Rate	The discount rate is the post-tax rate that reflects current market assessments of the time value of money and the risks specific to the asset.
Estimate of future cash flow	This relates to projections of cash flows or outflows from the continuing use of the asset.
Fair Value	The fair value is the amount for which an asset could be exchanged between knowledgeable, willing parties in an arm's length transaction.
Impairment	An asset is impaired when its net book value or carrying amount is higher than its recoverable amount.
Interchangeable Units/ Rotables	Units held to replace defective units on an asset to ensure the asset is continuously kept in service and not a separate asset on their own. The useful life of the interchangeable units is always less than or equal to the useful life of the asset on which they are used.
Net Selling Price	The net selling price is the amount obtainable from the sale of an asset in an arm's length transaction between knowledgeable, willing parties less the cost of disposal.
Property, Plant & Equipment PPE	Tangible items held by the entity for use in the production or supply of goods or services for rental to others or for administrative purposes and are expected to be used during more than one period.
Qualifying Asset (In the context of borrowing costs)	This is an asset that necessarily takes a substantial period to get ready for its intended use or sale.
Recoverable Amount	The recoverable amount is what the entity expects to recover from the future use of an asset, including its residual value on disposal. It is the higher of the asset's value in use and the net realizable value.
Research	It is original and planned investigation undertaken with the prospect of gaining scientific or technical knowledge and understanding.
Residual Value	The residual value of an asset is the estimated amount that an entity would currently obtain from disposal of the asset after deducting estimated disposal costs, if the asset were already of the age and condition expected at the end of its useful life.
Transaction date	The transaction date is the date on which the significant risks and rewards of ownership of an asset have been transferred or as service has been performed.
Useful Life	The useful life refers to the period over which an asset is expected to be available for use by the entity.
Value in use	The present value of estimated future cash flows expected to arise from the continuing use of an asset and from its disposal at the end of its useful life.

4.2 Abbreviations

CEO	Chief Executive Officer
CFO	Chief Financial Officer
FRM	Financial Reporting Manager
IFRS	International Financial Reporting Standards
IAS	International Accounting Standards
PPE	Property, Plant and Equipment
CGT	Capital Gains Taxes
SARS	South Africa Revenue Services
PFMA	Public Finance Management Act
CWIP	Capital Work in Progress
WBS	Work breakdown structure

5. ACCOUNTABILITY, RESPONSIBILITY AND AUTHORITY

5.1 Any departures from the approved policies and procedures stated in this manual will require the prior written approval from both of the following persons:

- Chief Executive Officer and
- Chief Financial Officer

6. PROCEDURE.

6.1 Fixed Asset transactions are fairly stated and accounted for

Control Objectives:

All fixed assets must be fairly stated and accounted for in the correct period for —

- i Additions
- ii Capital Work in Progress.
- iii Disposals and Internal Transfers
- iv Maintenance Costs
- v Depreciation Costs

Appropriate Controls exist for identifying capital assets at the time of recording, receipt or payment.

6.1.1 Asset Recognition of Property, Plant and Equipment (PPE)

Per IAS16, any tangible item of PPE is recognized as an asset when:

- It is probable that future economic benefits associated with an asset will flow to the entity, and the cost of the asset to the entity can be measured reliably.
- When a project is initiated, the Project Manager, Asset Manager & Investment Manager agree on a project breakdown structure and structure the project according to assets being built as well as components.
- The Asset Manager assesses whether the project meets the definition of a qualifying asset. Where assets are deemed qualifying assets, borrowing costs are capitalized according to 5.1.4 below.
- All costs associated with the item are processed to the Capital Work in Progress account and reviewed by the FA Manager monthly to ensure all costs are capitalized in terms of IFRS.
- On completion of the Asset, the project manager concerned signs off a project completion certificate (refer Annexure 1), to confirm that the asset is available for use.
- Once the asset is available for use, a Masterfile Amendment form (MFA) — (refer Annexure 2)- is completed by the Fixed Asset Controller for approval by the Fixed Asset Manager and where additions exceed R 3 million these are reviewed by the Financial Reporting Manager.
- The MFA form clearly states whether the asset will be capitalized as a whole or in components.
- An asset in the applicable asset class is created in the Book and Tax register.
- When an asset is created, the Fixed Asset Controller assigns an external sequential number based on the SAP number derived from the SAP Asset module.
- Every capital purchase is done through a WBS (work breakdown structure), which is based on the annual Capex Budget.
- Requisitions or Procurement of goods and services are made against a specific WBS element, approved by the Project Manager.
- Project status is reviewed monthly and a status summary is submitted and reviewed by the Financial Reporting Manager/Fixed Asset Manager to ensure all completed projects are closed, preventing further allocation of costs to the project.
- Once the MFA form is approved the item is transferred from the CWIP account (E.g., account no. 402000) to the Fixed Asset Register.

6.1.1.1 Components of cost.

The cost of an item of PPE comprises its purchase price, including import duties and non-refundable purchase taxes, and any directly attributable costs of bringing the asset to working condition and location for its intended use. Examples of directly attributable costs as defined in paragraph 17 of IAS 16 are:

- The cost of site preparation.
- Initial delivery and handling costs.
- Installation costs and assembly costs.
- Professional fees such as for architects and engineers.
- The estimated cost of dismantling and removing the asset and restoring the site.
- Any trade discounts and rebates are deducted in arriving at the purchase price.
- Cost of testing whether the asset is functioning properly after deducting the net proceeds from selling any items produced while bringing the asset to location.

The following costs are directly attributable to an asset and can be capitalized:

- Project manager and project team costs (e.g., Project time, flights, accommodation)
- Insurance
- Project security costs

Paragraph 19 of IAS 16, states that the following costs cannot be capitalized:

- Cost of opening a new facility
- Cost of introducing a new product or service (including costs of advertising and promotional activities)
- Cost of conducting business in a new location or with a new class of customer (including costs of staff training)
- Administration and other general overhead costs

Administration and overhead costs include:

- Stationery
- Meal Costs
- Telephone expenditure
- Copy charges
- Courier costs

- Parking
- Visa Applications

In addition, the following costs cannot be capitalized:

- Senior management costs on projects, including flights and accommodation, as management is not directly involved in the construction of the asset.
- Pre-feasibility costs as these are research costs.
- Training costs is identified in the statement as costs that cannot be capitalized. These costs are operating costs and incurred when the PPE is capable to be used by management.

Note: Cost is accumulated over the period of the project and is capitalized 90 days upon completion of the project.

6.1.2 Components

If any part of an item of PPE has a cost that is significant in relation to the total cost of the item and each component has a separate useful life, the asset concerned is split into the applicable components.

All assets at Transnet Pipelines are componentized according to components as specified.(Annexure 3)

6.1.3 Subsequent Expenditure.

Expenditure on PPE after initial acquisition (excluding the cost of disposal) is classified as: Improvements, Conversions, Repairs & Maintenance.

6.1.3.1 Improvements

Expenditure on assets which qualify as improvements to assets, are capitalized against the assets.

- Expenditure is only classified as improvements if the expenditure is planned with sole intention of increasing the originally assessed performance of the asset by:
- Extending its useful life including an increase in its capacity.
- Substantially improving the quality of output. • Substantially reducing operating costs.

6.1.3.2 Conversions

Costs to permanently convert assets, resulting in a different type or use of an asset, including the carrying value of the existing asset, which is withdrawn, is capitalized as a new asset.

6.1.3.3 Repairs and Maintenance.

All subsequent expenditure, which cannot be classified as improvements or conversions, is written off to the income statement, for example:

- Incidental improvements to assets necessitated by i.e., technological changes.
- Temporary conversions to assets
- Replacements of parts of an asset
- Restoring or maintaining originally assessed standards of performance.

Repairs and maintenance carried out as part of a normal program are expensed as maintenance costs.

The Capital WIP Account is reviewed monthly by the Fixed Asset Manager/Financial Reporting Manager to identify amounts not suitable for capitalisation.

6.1.3.4 Capitalized Maintenance (Copex)

The maintenance expenditure account is reviewed by the Fixed Asset Manager. Where items such as inspection and refurbishment of assets are performed, these are capitalized against the equipment concerned.

- Other costs specific to Transnet Pipelines include — • Intelligent pigging surveys • Coating surveys.
- Crack detection and repair
- Repair of pipeline defects
- Tank inspections and refurbishments • Wash away repairs to servitudes.

6.1.3.5 Accident repair costs.

Accident repair costs are expensed as such in the income statement, whether it is an insured, retained, or uninsured loss.

The relevant amounts recovered from the insurance in respect of the insured losses are credited to miscellaneous revenue.

Internal labor and materials used to repair damaged items will be capitalized to the relevant asset.

Where new assets are purchased to replace damaged assets, these are capitalized as per the supplier's price.

When incidents are not finalized at year end, the estimated repair costs incurred as well as the estimated insurance proceeds; are provided for in full.

The accrual raised from the insurance proceeds is only raised when they are almost guaranteed payment from the insurance company.

Damaged assets or assets damaged beyond repair are impaired to zero book value and derecognized from the asset register.

The carrying value of assets withdrawn due to an insured or uninsured incident as well as costs of disposal is written off to the income statement.

6.1.3.6 Servitudes

A servitude is a right of use granted to Transnet Pipelines by a landowner for the unlimited right to use the land through which the pipelines run.

Servitude rights obtained over another entity's property is capitalized and depreciated over the life of the servitude. This may be the case where the servitude is for a period.

Servitudes are normally included as costs of the pipeline (not considered material in relation to the costs of the pipeline).

Refer to Appendix 4 for the schedule on servitude lives.

6.1.3.7 Foreign Exchange Purchases

Foreign currency transactions in respect of non-monetary items (i.e., property, plant, and equipment) is accounted for at the rates ruling on transaction dates, except where the underlying asset is carried at fair value denominated in the foreign currency, in which case the asset is translated into South African Rand at the exchange rate ruling when the fair value was determined.

In an embedded derivative contract, the asset is recorded at the forward rate prevailing at the inception of the contract on the date of delivery.

For cash flow hedges, the asset is recorded at spot at the transaction date, net of transfers to equity.

6.1.4 Borrowing Costs

Borrowing costs are recognized as an expense in the period in which they are incurred, except to the extent that they are capitalized.

Borrowing costs that are directly attributable to the acquisition, construction or production of a qualifying asset are capitalized as part of the cost of that asset.

A qualifying asset is an asset that takes a substantial period to get ready for its intended use/sale.

6.1.4.1 Commencement of capitalisation.

The capitalisation of borrowing costs, as part of the cost of a qualifying asset commence when:

- Expenditures for the asset is being incurred.
- Borrowing costs are being incurred, and
- Activities that are necessary to prepare the asset for its intended use or sale are in progress.

6.1.4.2 Suspension of capitalisation

Capitalisation of borrowing costs are suspended during extended periods in which active development is interrupted.

6.1.4.3 Cessation of capitalisation

Capitalisation of borrowing costs ceases when substantially all the activities necessary to prepare the qualifying asset for its intended use or sale are complete.

6.1.5 Decommissioning Costs

The cost of PPE comprises "the initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located, the obligation for which an entity incurs either when the item is acquired or as a consequence of having used the item during a particular period for purposes other than to produce inventories during that period."

6.1.5.1 Decommissioning Provision

Transnet Pipelines recognizes a provision for decommissioning costs and includes it in the initial costs when the specific Pipeline Asset is brought into use:

- The estimate is based on the cost of the following activities:
- End capping of mainlines and feeder lines and filling them with inhibited water (these lines will not be uplifted).
- Removal of all block valves, control valves and valve chambers.
- Backfilling of existing valve chamber locations with soil and grass.
- Demolishing of all above ground structures, chambers, buildings, foundations, and bund walls at depots.
- Demolishing of all storage and other tanks.
- Upliftment of all pumps including pump body, motor, and base plate; and
- Rehabilitation of the ground and grass at the decommissioned depots.

Cost estimate includes field cost, EPCM, contingency and owner's cost.

The activities relating to decommissioning will be reviewed by the technical department and cost estimate adjusted accordingly.

The provision is calculated as the net present value of all costs to be incurred in future. i.e., in 75 years' time.

The procedure followed in respect of determining this provision is as follows:

- Estimate the total cost of decommissioning the pipeline, by determining the value of the different activities as highlighted above.
- Inflate these costs by a conservative inflation rate. This rate can be obtained from the Transnet Group Financial Planning Department.
- Costs should be inflated over an average period for which Management perceive that the Pipeline will be taken out of service i.e., 75 years.
- Calculate the net present value of these cash flows by discounting all future cash flows by the long-term government bond rate. This rate can also be obtained from the Transnet Group Treasury.

6.1.6 Depreciation

Depreciation is raised on the depreciable amount (Cost less Residual Amount) of PPE on the straight-line method over the estimated useful life and is charged directly to the Income Statement by an automatic posting once the depreciation run is performed.

The depreciation charge distinguishes between depreciation raised at cost and at revaluation.

Depreciation is accounted for as soon as the asset is available for use i.e. When the asset is commissioned or when we receive "beneficial occupation" of the asset.

Depreciation ceases when the asset is withdrawn from service or when the asset qualifies as an "Asset held for sale".

The Fixed Asset Analyst reviews the reasonableness of the depreciation calculation monthly to ensure that there is no negative depreciation that was posted by the system and compares this to budget estimates.

Any variances or differences are sent to the Fixed Asset Manager.

6.1.7 Useful Life

The useful life of an asset is defined in terms of the asset's expected utility to the organization.

Depreciation rates are in accordance with rates set out by Transnet IFRS Accounting policy (refer to Annexure 3 for useful lives) and in conjunction with the ADL useful lives provided after valuation of assets.

6.1.8 Review of Useful Life

On an annual basis the useful life of the assets is reviewed with the assistance of the external valuers.

If expectations are significantly different from the previous estimates, the useful life and residual value are prospectively adjusted.

Before any adjustments are processed on SAP, an MFA (refer Annexure 2) form is completed by the Fixed Asset Controller and forwarded to the FRM for approval.

Once the necessary approval is obtained, the useful life and residual value adjustments are processed on SAP.

6.1.9 Residual Value

Due to the specialized nature of Pipelines assets as well as the fact that there is no external market for the sale of pipelines; the residual value of the Pipeline Network is valued at zero.

6.1.10 Wear and Tear Rates

Wear & tear rates need to comply with the Tax Policies as set out by Transnet Wear and Tear Policy which is in accordance with SARS (Practice Note 19 of the Income Tax Act).

6.1.11 Intangible Assets

An intangible asset is recognized if:

- It is probable that future economic benefits attributable to the asset will flow to the entity, and.
- The cost of the asset can be measured reliably.

6.1.11.1 Computer Software.

All computer software for a mainframe or PC environment, whether developed or purchased is capitalized at cost.

6.1.11.2 Research and Development

Research and development costs include all costs directly and indirectly attributable to research and development activities but exclude selling and general administrative costs.

General research costs are not capitalized but rather written off in the income statement as incurred.

Development costs in respect of the erection, purchase, or improvement of assets to be tested in practice are capitalized.

All other development costs are written off in the income statement as incurred.

These assets are depreciated over their expected useful lives.

6.1.12 Capital Spares/Rotaries'

6.1.12.1 Spare Parts Identification.

Spare parts and servicing equipment are usually carried as INVENTORY and recognized in profit and loss when consumed.

However, major spare parts and standby equipment QUALIFY as property, plant, and equipment when:

An entity expects to use them during MORE THAN ONE PERIOD, or, ii. If they can be used ONLY IN CONNECTION with an item of property, plant, and equipment.

6.1.12.2 Utilization of Capital Spares.

The item remains in the asset class "Capital Spares" until utilized.

At the time of utilization, the item is transferred from Capital Spares to the asset concerned.

There are two scenarios which may exist:

1. The capital spare is used to replace a part that has been damaged beyond repair.

2. The existing capital spare is sent for repairs whilst the new item from the "Capital Spares" asset class is transferred to the main asset.
3. Capital spares are transferred to the main asset at net book value (after depreciation).
4. The useful life of the transferred spare takes on the life of the lower of the remaining useful life of the main asset and economic life of the spare.

An MFA is completed and approved by Head Office before any adjustments are processed on SAP.

6.1.13 Retirements

Retirement is the last stage in the life cycle of an asset.

It is the stage when an asset is withdrawn from operating and depreciating.

An asset is withdrawn from the Asset Register in the following situations:

1. Transfer of an asset.
2. Disposal / Scrapping of an asset.

6.1.13.1 Transfers.

There are 3 types of transfers:

1. Intra-company transfer - the movement of assets between Transnet Pipelines business units (Plants).
2. Temporal Intra-company transfer.
3. Inter-company transfer the movement of assets between Transnet Pipelines and other Transnet divisions.

Transfers take place at the carrying value to ensure the values for accounting purposes and tax purposes are kept intact, i.e., the Cost and the Accumulated Depreciation/Accumulated Wear & Tear is transferred.

Transfers are accounted for in the same accounting month by both entities.

6.1.13.1.1 Intra Company Transfer

A request to transfer an asset is forwarded via e-mail to the Fixed Asset Manager by the Depot Manager of the transferring division.

A G160 (refer to Annexure 4) is completed in triplicate by the transferring divisions Depot Manager.

This is signed off by the transferring division's Depot Manager.

A copy is retained by the depot and the other two copies sent with the asset.

At the receiving division, the security guard at the gate stamps the G160 with an official Transnet Pipeline stamp and sign.

When arriving at the depot, the Depot Manager completes the details on the G160 relating to the receiving division and signs it off.

A signed copy is sent back to the transferring division.

The signed copy is then forwarded to the Fixed Assets Department at Head Office by the receiving divisions Depot Manager the Asset Registers for both Depots are updated accordingly.

An MFA form is completed by the asset controller and approved by the Fixed Asset Manager.

The Fixed Asset Department adjusts the cost centers and location of the asset to reflect the correct division in which the asset resides.

6.1.13.1.2 Temporal Intra Company Transfer

A G161 form is used for temporary transfers. The transferring and receiving depots notify the Fixed Assets Department with their intentions to temporarily transfer assets to another depot in writing.

Both transferring and receiving depot sign the G161 form and forward to Head Office as a formal notification of the temporal transfer.

This information is crucial for annual assets verification process.

6.1.13.1.3 Inter Company Transfers

Request to transfer assets is forwarded to the Fixed Asset Accountant/Manager via e-mail either from the receiving division or an internal department within Transnet Pipelines.

The Fixed Asset Accountant/Manager prepares a submission to the FRM, Chief Financial Officer or the Chief Executive to authorize the transfer.

The Fixed Asset Accountant/Manager must prepare the Transnet transfer form i.e., T760 (refer to Annexure 5).

The asset values reflected on the T760 must be the carrying amount of those assets up to the date of transfer.

The T760 is faxed/mailed to the receiving division.

The asset register is updated by recording a disposal in Transnet Pipelines books.

Effectively the following will occur in the accounts:

Dr. Intercompany Debtor

Cr. Asset Cost

A RC16 (refer to Annexure 6) is filled out to transfer the value from Transnet Pipelines to the books of the receiving division.

The RC16 is processed in the same accounting month for both divisions.



6.1.13.2 Asset Disposal / Scrapping

In accordance with IAS 16, the carrying amount of an item of property, plant & equipment is derecognized:

(a) on disposal; or

(b) when no future economic benefits are expected from its use or disposal.

• Asset Disposal / Scrapping can be divided into 3 main areas:

1. Disposal of Immovable Property

2. Disposal of Movable Property

3. Disposal of nonferrous scrap metal

- A withdrawal of an asset occurs when a Depot Manager identifies an asset which is deemed to be disposed of or scrapped. Once the initial identification is performed the Depot Manager assesses the condition of the asset
- The Depot Manager also ascertains whether there is a need for the asset in another depot within Transnet Pipelines or Transnet. If so, the process for the transfer of the asset is put in motion as per 5.1.11.1 above.
- In the case of the disposal of immovable property, a decision for disposal is taken by the Executive Management of Transnet Pipelines. In this case, the property is transferred to Transnet's Property' custodian who disposes of the property.
- If the asset concerned is not of an equipment nature, a suitable specialist within the organization performs this assessment. (e.g., IT equipment should be assessed by the IT Manager).
- In the case of non-ferrous metal scrap, this is disposed of in terms of the Transnet wide directive.
- If there is no need for the asset in another depot, the Depot Manager/Cost center managers prepares a G159 form and submits it to the Fixed Assets Department and notifies the Fixed Asset Analyst to prepare the G159 template (Refer Annexure 7) as well as an MFA document to approve the adjustment of the SAP System. The MFA is signed by the Fixed Asset Manager.
- The Depot Manager and relevant Controlling Manager (e.g., Technical Manager) endorse the request to withdraw documents, which is forwarded to the Plant Property and Equipment Manager at the Head Office.
- The Chief Financial Officer and Chief Technical Officer support the withdrawal and endorse the withdrawal document. The documents are then forwarded to the CEO for approval.
- The Group Chief Operating Officer has final approval for the disposal/scrapping of assets as currently determined by the DOA. If this DOA is changed at any time, the relevant personnel with the relevant DOA will approve.
- Once approval for withdrawal is obtained, the asset is transferred to the asset class.
- "Non-current assets held for sale" and Depreciation of the asset ceases. The assets are scrapped from the asset register.

- The Fixed Asset Analyst notifies the Materials Manager of all assets approved for scrap and sends all G159 forms back to Depot Managers so they can tick off all assets to be collected by the scrapping companies/officials.
- The asset is disposed of in terms of reverse logistics procedures.
- On disposal of the asset, the asset is written off to the Income Statement, which is set off against the proceeds received on sale of the asset.

6.1.13.3 Derecognition

The carrying amount of an item of property, plant and equipment should be derecognized:

- on disposal; or
- when no future economic benefits are expected from its use or disposal.

Gains or losses arising from derecognition are calculated as the difference between the net disposal proceeds and the carrying amount of the asset at the date of disposal and is recognized as profit or loss in the income statement when the asset is derecognized. A gain should not be classified as revenue.

In determining the date of disposal, the criteria in IAS 18: Revenue relating to the recognition of revenue from the sale of goods is applied.

These are as follows:

- all significant risks and rewards of ownership of the goods can be passed to the buyer;
 - the entity no longer has effective control over the asset or managerial involvement;
 - the amount of revenue can be measured reliably;
 - it is probable that economic benefits associated with the disposal transaction will flow to the entity; and
 - the costs incurred or to be incurred in respect of the disposal transaction can be measured reliably.

6.1.13.4 Partial Derecognition of an asset.

In some cases, a portion of an asset or a component may be replaced regardless of whether the replaced part has been depreciated separately or not. If it is not practicable to determine the carrying amount of the replaced part, the cost of the replacement is used as an indication of what the cost of the replaced part was at the time it was acquired or constructed.

- If the replaced part was not previously recognized as a separate component, the carrying amount of the replaced part at date of derecognition should be determined. This may be measured by determining the proportion of original cost attributable to that component and applying that ratio to the carrying value of the asset at the date of derecognition.

The consideration receivable on disposal of an item of property, plant and equipment is recognized initially at its fair value. If payment for such an item is deferred, the consideration is recognized at the cash price equivalent, with the difference being accounted for as interest in accordance with IAS 18.

6.1.13.5 Noncurrent assets held for sale.

Non-current assets held for sale are recognized according to IFRS 5.

Immediately before classification as held for sale, the measurement of the assets (and all assets and liabilities in a disposal group) is brought up to date in accordance with applicable IFRSs. Then, on initial classification as held for sale, non-current assets and disposal groups are recognized at the lower of carrying amount and the fair value less costs to sell.

Impairment losses on initial classification as held for sale are included in profit or loss, even when there is a revaluation. The same applies to gains and losses on subsequent re-measurement.

6.1.13.6 Write Back to Fixed Assets register.

If assets are re-commissioned after withdrawal, the asset is capitalized at the lower of the carrying value at the time of withdrawal or the fair value, plus the costs to prepare the asset for its intended use.

The write back of the asset is credited to the Income Statement.

The MFA is completed and approved by the Fixed Asset Manager/Divisional Financial Reporting Manager before any adjustments are affected on SAP.

6.1.14 Mothballed Assets

Mothballing of assets occurs when individual assets no longer generate economic benefits, but the individual components are combined to form a cash-generating asset.

Should the need exist for the mothballing of one or more asset, a motivation explaining the details of this requirement and the expected benefits to Transnet Pipelines, is prepared by the Technical Department and submitted for approval by the CEO.

The mothballed assets are transferred to the "Mothballed Assets" asset class and the carrying amount of the asset is written off.

Where assets are re-instated back to active use, the carrying amount of the mothballed assets will be re-instated.

The completion and approval of the MFA is a prerequisite to any adjustments on SAP in respect of the above.

6.1.15 Impairment Assets

In terms of IAS 36, an impairment test is performed to ascertain whether the carrying amount as indicated in the financial statements of Transnet Pipelines equals the recoverable amount of a cash generating unit.

If any of the questions are answered in the affirmative (i.e., "Yes") this means at least part of the asset base has been impaired.

Examples of such indicators are:

- Major increase in exchange rates, labor indices, steel prices etc.
- Major line taken out of operation.

- Decrease in market share for transportation of certain products.

The Fixed Asset Manager performs an impairment test annually but consider for impairment at each reporting period.

The impact of the impairment is equal to the difference between carrying amount and the recoverable amount.

The recoverable amount of a cash generating unit is the higher of the value in use or the net selling price. There is only one cash generating unit within Transnet Pipelines i.e., Pipeline Network and the recoverable amount equals the value in use as there is no active market for Pipelines.

The value in use is determined as follows:

1. Income and expenditure for the first 15 years must be in accordance with Transnet Pipelines Business Plan.
2. Depreciation and any non - cash flow costs must be subtracted from net profit to determine cash flows.
3. These cash flows are projected over the remaining useful life of the Pipeline.
4. Revenue streams are projected from year 16 using a reasonable growth rate. Normally a conservative rate equal to the forecasted inflation rate is used.
5. Costs are projected from year 16 using the forecasted inflation indicators as set out in the annual economic parameters provided by Transnet Corporate Planning.
6. The net present value of all cash flows is discounted at the weighted average cost of capital assigned by Transnet. These rates are updated annually and are available from the Transnet Corporate Planning section.
7. Refer to Annexure 9 and Annexure 10 for guidance - 6.15.1

6.1-15.1 Accounting for Impairment

If the asset was previously revalued, the Impairment losses are charged directly to equity (NDR) to the extent of the revaluation reserve in respect of that asset.

However, an impairment, which is more than the revaluation reserve relating to the asset, is accounted for as follows:

- Reduce the revaluation surplus to the extent of the revaluation surplus in respect of the asset.
- The excess on revaluation surplus is charged to the income statement.

If no revaluation surplus exists, the impairment is charged directly to the income statement.

If the value of a previously impaired asset subsequently increases, the impairment loss is reversed to the extent of the previous impairment. Any increase in value more than the previous impairment is allocated to a Revaluation Surplus (NDR)

The completion and approval of the MFA by the FRM is a prerequisite to any adjustments on SAP in respect of the above.

6.1.16 Revaluation

Some items of property plant and equipment may experience significant and volatile movements in fair value, thus necessitating conducting a revaluation at regular intervals.

Transnet Accounting Policy stipulates a Fixed Asset Revaluation exercise must be conducted every three years and that an index calculation be applied in intervening years. Pipeline networks are carried at their revalued amounts, being the fair value at the date of revaluation, less any subsequent accumulated depreciation and subsequent accumulated impairment losses. The Group applies the Depreciated Replacement Cost (DRC) and Discounted Cash Flows (DCF) methods to revalue the assets. Formal revaluations using the DRC are performed by independent professional valuation experts on a three-year cycle, and indices are applied in the intervening periods, where appropriate.

Management assesses the reasonableness of the fair values determined using the different methods and selects the point within the range that is most representative of the fair value of the assets in the circumstances. This includes consideration of such factors as the economic and operating environment of the assets, the impact of regulatory decisions where applicable, the age and condition of the assets, the specialized nature of certain assets, expected volumes and future cash flows, as well as the sensitivity of each method to these factors in selecting the point within the range that is most representative of the fair value of the assets in the circumstances. The Discounted Cash Flows (DCF), Depreciated Replacement Cost (DRC) and Net Book Value (NBV) should be considered.

6.1.16.1 Revaluation Criteria

In the context of the criteria above, Transnet Pipelines revalues its Pipeline Network, which incorporates:

1. liquid and gas transmission pipelines
2. Mechanical, electrical, civil and control instrumentation assets
3. Master control center at Durban head office,
4. Firefighting equipment at stations, fuel loading systems, tanks, feeder lines and pumps & Cathodic protection.

The Modern Equivalent Asset Valuation (MEAV) forms the basis of Transnet Pipeline's valuation.

This is usually the replacement cost of the Pipeline Network determined by appraisal which is normally undertaken by professionally qualified valuers.

Transnet Pipelines uses an external valuator to assess the value of the Pipeline Network

6.1.16.2 Impact of Revaluation on Financial Statements

6.1.16.2.1 Assets revalued for the first time.

If an asset is re-valued for the first time and re-valued up, the impact will be an increase (Dr) in the value of the asset and an increase (Cr) in the Non-Distributable Reserves (NDR).

If an asset is re-valued for the first time and re-valued down, the impact will be a decrease in the value of assets and a debit to the income statement.

6.1.16.2.2 Asset previously Re-valued — (existing NDR)

If an asset was previously re-valued, and a revaluation surplus exists in respect thereof:

- A downward revaluation will result in a reduction of the NDR to the extent of the NDR.
- Should the downward revaluation exceed the extent of the NDR, the excess will be debited directly to the income statement.
- An upward revaluation will result in a debit to the value of assets and a credit to NDR, (equity)
- If the asset was previously re-valued down and resulted in a debit to the income statement at the time:
- Any subsequent revaluation downwards will result in a further debit to the income statement and a further decrease in the value of asset.
- Any revaluation upward will result in a credit to the income statement to the extent of the previous debit. Any excess on the previous debit will result in a credit to NDR.

6.1.16.3 Depreciation of Revalued Assets.

Depreciation is raised on the re-valued depreciable amount of the asset and charged to the income statement.

6.1.16.4 Disposal of Revalued Assets

The profit or loss on disposal of re-valued assets is calculated on the re-valued carrying amount and is accounted for in the income statement.

The revaluation surplus included in equity is transferred directly to retained earnings when the surplus is realized.

The entire surplus is realized on the retirement or disposal of the asset.

6.1-16.5 Revaluation Calculation.

Refer to the Revaluation Model Procedure for revaluation calculation.

6.1.16.6

6.2 Security of Fixed Assets.

Control Objective:

Fixed assets are physically secured against unauthorized access and theft.

6.2.1 Physical Verification of Fixed Assets

The Depot Manager is responsible for the safeguarding the assets of the organization. The Fixed Assets Manager ensures all fixed assets of the organization are verified on a periodic basis and reconciled to the fixed assets register.

For above ground Pipeline related assets — this is performed every year by the depot manager and every three years on selected sites by the valuator for certain sites.

For other movable items and inventory-controlled pools — this is performed every year by December.

The objective of this verification process is to confirm the accuracy, validity, and completeness of the organization's Property, Plant and Equipment, which is recorded in the Fixed Assets Register.

6.2.1.1 Pre-Verification Procedures

A copy of the assets register will be submitted by Assets Department (Fixed Asset Analyst or Controller) either by fax or e-mail to all relevant Depot Managers.

The Depot Manager allocates the function of physical verification to a person with sufficient technical knowledge, known as the verifier, to correctly identify the assets as per the asset register.

The verifier will check the asset number on the asset register against the asset number on the physical asset.

Should the asset numbers and descriptions agree to the Asset Register then the verifier will mark this item with a tick on the asset register.

Assets identified to be physically present at the depot but are no longer being used by the depot are marked as "obsolete" on the asset register. The Depot Manager confirms all obsolete items and physically marks these items as such and separates them from all workable assets.

The Depot Manager is responsible for performing a spot check of the physical verification carried out by the verifier and is required to sign off the asset register as being verified prior to submission to the Assets Department.

All asset registers are submitted to the Asset Department.

The asset department is responsible for —

- Performing a Test check of selected depots to ensure the asset verification procedures were carried out accurately.
- All amendments that need to be made to the asset register because of any variances in the asset register report.

6.2.1.2 General Procedures

Every asset must be physically checked, counted, and compared to the Fixed Asset Register (FAR) report.

All assets verified are tagged by a sticker to indicate it was considered during the physical verification.

The asset count is conducted from the fixed asset register to the ground, and vice versa.

Discrepancies between the fixed asset register and the physical verification are recorded on the separate schedules (working papers)

Prior to concluding the exercise, the Depot Manager ensures all assets are tagged with a sticker as an indication that all assets were verified.

6.2.1.3 Completion and Discrepancies

Upon completion of the count, the fixed asset register and completed schedules are signed by the count team and verified by the Depot Manager.

A summary/ of the physical verification exercise performed by depots is prepared, signed by the Depot Manager, and submitted to the Fixed Assets Analyst at Head Office.

The Fixed Asset Analyst is responsible for the investigation of any discrepancies and documents explanations on the working papers and corrective steps where necessary. The correction of discrepancies identified is performed in compliance with the fixed assets policy and procedures (e.g., authorization of asset disposals/scraping and write back of assets identified on the ground but not in the register.)

6.2.1.4 Tagging of Assets

The asset tagging process was introduced to ensure all assets are tagged and accounted for on the asset register.

The fixed asset controller identifies all assets that are capitalized on a monthly basis. The fixed asset controller forwards this list to the project manager/end users to tag the new asset. Cost center managers are accountable to ensure the assets under their cost centers are tagged and traceable to the asset register.

End users or cost center managers then print the asset tags containing the asset number or a unique identifier and affix the tag to the body of the asset.

In the instance whereby an asset cannot be tagged, a unique identifier or serial number can be used to trace these assets to the asset register.

The fixed asset controller is responsible to ensure the asset register is updated with the unique identifier. A MFA form is signed and approved by the Fixed Asset Manager/FRM before any changes to the system are made.

7. RECORDS

- Fixed Asset Masterfile Amendment (MFA) form
- G160 — Transfer of assets from one Transnet Pipeline depot to another.
- 1760 Transfer between Transnet business units
- RC16 Transfer between Transnet business units
- Form G159 - Scraping form — Authority to withdraw assets from the asset register.

8. ANNEXURES

- Annexure 1 — Project Completion Certificate
- Annexure 2 — Fixed Asset Masterfile Amendment (MFA) form

- Annexure 3 – Asset Useful Lives
- Annexure 4 — G160 — Transfer of assets from one Transnet Pipeline depot to another.
- Annexure 5 — T760 Transfer between Transnet business units:
- Annexure 6 — RC16 Transfer between Transnet business units
- Annexure 7 - Form G159 — Scrapping form — Authority to withdraw assets from the asset register.
- Annexure 8 — Impairment Questionnaire

ID	% Comple	Task Name	Duration	Predecess	Start	Finish	Successors	Total Slack	
1	0%	0% 1 Draining, Cleaning, Inspection and Pre-Tank Works	353 days		Tue 26/04/07	Fri 27/09/17		0 days	
2	0%	0% 1.1 Tank 7	106 days		Tue 26/04/07	Wed 26/09/09		24 days	
3	0%	1.1.1 Notice to TPL Operations	40 days	4SF	Tue 26/04/07	Mon 26/06/08	17	24 days	
4	0%	1.1.2 First Tank Handed Over	0 days		Mon 26/06/08	Mon 26/06/08	5,3SF	0 days	
5	0%	1.1.3 Open tank (Big Tank) by Employer	2 days	4	Mon 26/06/08	Tue 26/06/09	6,13	0 days	
6	0%	1.1.4 Clean tank (Big Tank) by Employer	5 days	5	Wed 26/06/10	Wed 26/06/17	7	0 days	
7	0%	1.1.5 Tank Inspections Begin by Employer	5 days	6	Thu 26/06/18	Wed 26/06/24	8,11	0 days	
8	0%	1.1.6 Tank Inspection Report Available for Employer	10 days	7	Thu 26/06/25	Wed 26/07/08	9	0 days	
9	0%	1.1.7 Tank Repair Works Duration (Big Tank) for Employer	40 days	8	Thu 26/07/09	Thu 26/09/03	10SS,12	0 days	
10	0%	1.1.8 Minor Tank Corrosion Protection Improvements by Contractor	20 days	9SS	Thu 26/07/09	Wed 26/08/05		271 days	
11	0%	1.1.9 Stilling Well Works by Employer	10 days	7	Thu 26/06/25	Wed 26/07/08	14	43 days	
12	0%	1.1.10 Tank Strapping by Employer	3 days	9	Fri 26/09/04	Tue 26/09/08	14	0 days	
13	0%	1.1.11 Verification and installation of Tank Supports for Cooling and Top Foam Pourer by Contractor	15 days	5	Wed 26/06/10	Wed 26/07/01	14	48 days	
14	0%	1.1.12 Tank Box-up by Employer	1 day	11,12,13	Wed 26/09/09	Wed 26/09/09	15	0 days	
15	0%	1.1.13 Tank Ready for Receiving Product from Tanks	0 days	14	Wed 26/09/09	Wed 26/09/09	30,45	0 days	
16	0%	0% 1.2 Tank 1	42 days		Mon 26/06/08	Wed 26/08/05		24 days	
17	0%	1.2.1 Tank Ready for Handover (Must Start at Same Time as Tank 7)	0 days	3	Mon 26/06/08	Mon 26/06/08	18	24 days	
18	0%	1.2.2 Open tank (Small Tank) by Employer	2 days	17	Mon 26/06/08	Tue 26/06/09	19,26	24 days	
19	0%	1.2.3 Clean tank (Small Tank) by Employer	3 days	18	Wed 26/06/10	Fri 26/06/12	20	24 days	
20	0%	1.2.4 Tank Inspections Begin by Employer	3 days	19	Mon 26/06/15	Thu 26/06/18	21,24	24 days	
21	0%	1.2.5 Tank Inspection Report Available for Employer	10 days	20	Fri 26/06/19	Thu 26/07/02	22	24 days	
22	0%	1.2.6 Tank Repair Works Duration (Small Tank) by Employer	20 days	21	Fri 26/07/03	Thu 26/07/30	23SS,25	24 days	
23	0%	1.2.7 Minor Tank Corrosion Protection Improvements by Contractor	20 days	22SS	Fri 26/07/03	Thu 26/07/30		275 days	
24	0%	1.2.8 Stilling Well Works by Employer	10 days	20	Fri 26/06/19	Thu 26/07/02	27	47 days	
25	0%	1.2.9 Tank Strapping by Employer	3 days	22	Fri 26/07/31	Tue 26/08/04	27	24 days	
26	0%	1.2.10 Verification and installation of Tank Supports for Cooling and Top Foam Pourer by Contractor	15 days	18	Wed 26/06/10	Wed 26/07/01	27	48 days	
27	0%	1.2.11 Tank Box-up by Employer	1 day	26,25,24	Wed 26/08/05	Wed 26/08/05	28	24 days	
28	0%	1.2.12 Tank Ready for Handover	0 days	27	Wed 26/08/05	Wed 26/08/05	30,45	24 days	
29	0%	0% 1.3 Tank 8	68 days		Wed 26/09/09	Tue 26/12/15		0 days	
30	0%	1.3.1 Tank Ready for Handover	0 days	15,28	Wed 26/09/09	Wed 26/09/09	31	0 days	
31	0%	1.3.2 Transfer Product into Tank 7	1 day	30	Thu 26/09/10	Thu 26/09/10	32	0 days	
32	0%	1.3.3 Open tank (Big Tank) by Employer	2 days	31	Fri 26/09/11	Mon 26/09/14	33,40	0 days	
33	0%	1.3.4 Clean tank (Big Tank) by Employer	5 days	32	Tue 26/09/15	Mon 26/09/21	34	0 days	
34	0%	1.3.5 Tank Inspections Begin by Employer	5 days	33	Tue 26/09/22	Tue 26/09/29	35,38	0 days	
35	0%	1.3.6 Tank Inspection Report Available for Employer	10 days	34	Wed 26/09/30	Tue 26/10/13	36	0 days	
36	0%	1.3.7 Tank Repair Works Duration (Big Tank) for Employer	40 days	35	Wed 26/10/14	Tue 26/12/08	37SS,39	0 days	
37	0%	1.3.8 Minor Tank Corrosion Protection Improvements by Contractor	20 days	36SS	Wed 26/10/14	Tue 26/11/10		204 days	
38	0%	1.3.9 Stilling Well Works by Employer	10 days	34	Wed 26/09/30	Tue 26/10/13	41	43 days	
39	0%	1.3.10 Tank Strapping by Employer	3 days	36	Wed 26/12/09	Fri 26/12/11	41	0 days	
40	0%	1.3.11 Verification and installation of Tank Supports for Cooling and Top Foam Pourer by Contractor	15 days	32	Tue 26/09/15	Tue 26/10/06	41	48 days	
41	0%	1.3.12 Tank Box-up by Employer	1 day	38,39,40	Mon 26/12/14	Mon 26/12/14	42	0 days	
42	0%	1.3.13 Tank Ready for Handover	0 days	41	Mon 26/12/14	Mon 26/12/14	43	0 days	

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Critical		Task		Manual Task		Duration-only		Path Predecessor Normal Task		Path Successor Normal Task		Baseline Milestone		Summary		External Tasks		Inactive Milestone	
Critical Split		Split		Start-only		Path Predecessor Milestone Task		Path Successor Milestone Task		Baseline		Milestone		Manual Summary		External Milestone		Inactive Summary	
Critical Progress		Task Progress		Finish-only		Path Predecessor Summary Task		Path Successor Summary Task		Baseline Split		Summary Progress		Project Summary		Inactive Task		Deadline	

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Critical		Task		Manual Task		Duration-only		Path Predecessor Normal Task		Path Successor Normal Task		Baseline Milestone		Summary		External Tasks		Inactive Milestone	
Critical Split		Split		Start-only		Path Predecessor Milestone Task		Path Successor Milestone Task		Baseline		Milestone		Manual Summary		External Milestone		Inactive Summary	
Critical Progress		Task Progress		Finish-only		Path Predecessor Summary Task		Path Successor Summary Task		Baseline Split		Summary Progress		Project Summary		Inactive Task		Deadline	