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|-----------------------------------------------------------------------------------|-----------------|-------------------|

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Standard – Common  
Requirements**

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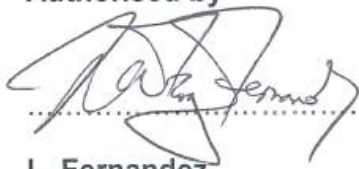
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## CONTENTS

|                                                                                                       | Page      |
|-------------------------------------------------------------------------------------------------------|-----------|
| <b>1. INTRODUCTION .....</b>                                                                          | <b>4</b>  |
| <b>2. SUPPORTING CLAUSES .....</b>                                                                    | <b>4</b>  |
| 2.1 SCOPE .....                                                                                       | 4         |
| 2.1.1 Purpose .....                                                                                   | 4         |
| 2.1.2 Applicability.....                                                                              | 4         |
| 2.2 NORMATIVE/INFORMATIVE REFERENCES.....                                                             | 4         |
| 2.2.1 Normative .....                                                                                 | 4         |
| 2.2.2 Informative.....                                                                                | 4         |
| 2.3 DEFINITIONS.....                                                                                  | 5         |
| 2.3.1 Disclosure Classification .....                                                                 | 6         |
| 2.4 ABBREVIATIONS.....                                                                                | 6         |
| 2.5 RELATED/SUPPORTING DOCUMENTS.....                                                                 | 7         |
| 2.5.1 Related Work Instructions .....                                                                 | 7         |
| 2.5.2 Superseded Standards.....                                                                       | 7         |
| 2.5.3 Consolidated Reference Standards .....                                                          | 7         |
| <b>3. GENERAL DRAWING STANDARD .....</b>                                                              | <b>7</b>  |
| 3.1 PURPOSE .....                                                                                     | 7         |
| 3.2 SCOPE .....                                                                                       | 7         |
| 3.3 CODIFICATION .....                                                                                | 8         |
| 3.4 CAD SOFTWARE REQUIREMENT .....                                                                    | 8         |
| 3.5 DOCUMENTATION.....                                                                                | 8         |
| 3.6 CLASSIFICATION OF DRAWINGS .....                                                                  | 8         |
| 3.7 DRAWING CHANGE REQUEST .....                                                                      | 9         |
| 3.8 DRAWING WORKFLOW.....                                                                             | 9         |
| 3.9 REQUEST FOR DRAWINGS.....                                                                         | 9         |
| 3.10 ISSUING OF DRAWINGS/TRANSMITTALS .....                                                           | 9         |
| 3.11 ISSUING OF NEW DRAWING NUMBERS.....                                                              | 10        |
| 3.12 SUPERSEDED OR CANCELLED DRAWINGS.....                                                            | 10        |
| 3.13 DRAWING CHECKING PROCEDURE .....                                                                 | 10        |
| 3.14 NONCONFORMANCE REPORTING .....                                                                   | 12        |
| 3.15 ELECTRONIC FORMAT OF DRAWINGS ISSUED TO ESKOM.....                                               | 12        |
| 3.16 REGISTRATION OF DRAWINGS.....                                                                    | 12        |
| 3.17 REVISION CONTROL.....                                                                            | 12        |
| 3.17.1 Drawing and Revision Status .....                                                              | 12        |
| 3.17.2 Drawing Status Stamps.....                                                                     | 13        |
| 3.17.3 Revision Information which is to be recorded in the Eskom Section of the Title Block.....      | 13        |
| 3.17.4 Revision Information which is to be recorded in the Contractor Section of the Title Block..... | 14        |
| 3.18 CONTRACTOR INFORMATION BACKUP .....                                                              | 14        |
| 3.19 STANDARD SEED FILES .....                                                                        | 14        |
| 3.19.1 Layer, Colours and Line Weights .....                                                          | 14        |
| 3.19.2 Standard Text.....                                                                             | 14        |
| 3.19.3 Standard Dimension Style.....                                                                  | 15        |
| 3.19.4 Abbreviations.....                                                                             | 15        |
| 3.19.5 Projections .....                                                                              | 16        |
| 3.19.6 Section and detail labelling.....                                                              | 16        |
| 3.19.7 Titling of Drawings .....                                                                      | 16        |
| 3.19.8 Scan Resolution .....                                                                          | 16        |
| <b>4. STANDARD DRAWING SHEETS AND TITLE BLOCKS .....</b>                                              | <b>16</b> |
| 4.1 USE OF MULTIPLE SHEETS .....                                                                      | 16        |
| 4.2 ESKOM STANDARD TITLE BLOCK.....                                                                   | 17        |
| 4.3 CONTRACTORS TITLE BLOCK.....                                                                      | 17        |

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|                                                                                                        |           |
|--------------------------------------------------------------------------------------------------------|-----------|
| 4.4 DESCRIPTION FOR COMPLETING TITLE BLOCK .....                                                       | 18        |
| <b>5. PAPER SIZES .....</b>                                                                            | <b>20</b> |
| <b>6. ARCHIVING AND RECORDS STORAGE OF DRAWINGS AND ENGINEERING INFORMATION AND DOCUMENTATION.....</b> | <b>20</b> |
| 6.1 META DATA REQUIRED .....                                                                           | 21        |
| 6.1.1 Drawing Meta Data .....                                                                          | 21        |
| <b>7. AUTHORISATION.....</b>                                                                           | <b>22</b> |
| <b>8. REVISIONS .....</b>                                                                              | <b>23</b> |
| <b>9. DEVELOPMENT TEAM .....</b>                                                                       | <b>23</b> |
| <b>10. ACKNOWLEDGEMENTS .....</b>                                                                      | <b>24</b> |
| <b>11. APPENDIX A: STANDARD LAYERS.....</b>                                                            | <b>25</b> |
| <b>12. APPENDIX B: DRAWING CHECKLIST .....</b>                                                         | <b>30</b> |

## FIGURES

|                                         |    |
|-----------------------------------------|----|
| Figure 1: Standard Title Block .....    | 17 |
| Figure 2: Contractors Title Block ..... | 17 |

## TABLES

|                                                               |    |
|---------------------------------------------------------------|----|
| Table 1: Text Style Settings for A4 and A3 Drawings .....     | 14 |
| Table 2: Text Style Settings for A2, A1 and A0 Drawings ..... | 15 |
| Table 3: Description detail for Title Block .....             | 18 |
| Table 4: Sheets Sizes .....                                   | 20 |
| Table 5: Drawing Meta Data .....                              | 21 |

## PUBLIC DOMAIN

## 1. INTRODUCTION

The need arose to consolidate all Eskom Drawing Office Standards to improve and streamline consistency in the Engineering Divisions.

SmartPlant is being deployed at Eskom to manage technical data and documents related to power Generation plants.

Distribution and Transmission plants are not in scope for the current programme.

An **engineering drawing**, a type of technical drawing, is used to fully and clearly define requirements for items to be engineered or manufactured.

Engineering drawing (the activity of drafting) produces engineering drawings. More than merely the drawing of pictures, it is also a type of language, a graphical language that communicates ideas and information from one mind to another. Most importantly, it communicates all needed information from the engineer who *designed* a part to the people who will *make* it.

## 2. SUPPORTING CLAUSES

### 2.1 SCOPE

This document defines general rules and code of practices to be followed by all designers and drafters to produce design drawings of consistent and professional quality. The accuracy and adequacy of the design and drafting work and its compliance with the applicable standards remain the responsibility of the designer or draftsman. Nothing contained in this standard shall be construed as relieving the designer or drafter of the individual responsibility for producing quality drawings.

#### 2.1.1 Purpose

The purpose of this document is to define the standard and requirements that must be followed by all internal Eskom Drawing offices(s) and Contractors, for production and control of all Eskom Drawings

#### 2.1.2 Applicability

This document shall apply throughout Eskom Holdings Soc Ltd – Generation, Plant Engineering and All Eskom Contractors

### 2.2 NORMATIVE/INFORMATIVE REFERENCES

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

#### 2.2.1 Normative

[1] ISO 9001 Quality Management Systems.

#### 2.2.2 Informative

[2] 240-83904158 – CADD Office Workflow Guideline

[3] 240-85194150 – EPSS CADD Office Work Request form

[4] 32-6 Eskom Documentation Management Procedure

[5] 36-1 Standard for Management Systems Document, Correspondence and Records

[6] 36-2 Writing and Controlling Management Systems Documents

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- [7] 240-109607662 Eskom Plant Labelling Abbreviation Standard
- [8] 240-71432150 Plant Labelling Standard
- [9] 240-73143217 Eskom RDS-PP Coding Standard
- [10] 240-93576498 KKS Coding Standard
- [11] 240-109607942 Eskom RDS-PP Key Part Standard
- [12] 240-58552870 SmartPlant for Owner Operators (SPO) Document Metadata Standard
- [13] 240-110409882 Functional Specification for SharePoint Portal in support of SPO Transmittal Management
- [14] 240-110409934 User Requirements Specification (URS) for a Collaboration Platform to supplement SmartPlant

## 2.3 DEFINITIONS

| Definition                                | Description                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| As Built Drawing                          | Drawing which is verified as an exact representation of a plant or a section of a plant that has been completely built.                                                                                                                                                                                                                                                                                                    |
| Check Print                               | Drawing which is printed and utilized for verification of a drawing during the drawing checking procedure.                                                                                                                                                                                                                                                                                                                 |
| Contractor                                | A party appointed by Eskom to render services.                                                                                                                                                                                                                                                                                                                                                                             |
| Data Mining                               | For the purposes of this standard Data Mining shall be the extraction of Text Tagged data from Computer-aided Drafting (CAD) drawings.                                                                                                                                                                                                                                                                                     |
| Controlled Copy                           | A copy of a document held by a documentation/satellite centre or by a designated individual that has the guarantee that it is the latest and current valid revision. This copy shall be clearly stamped in red 'CONTROLLED COPY'. All controlled documents that are printed will be considered valid for a maximum period of 24 hours. Users shall always reference back to the EDMS for the latest version of a document. |
| Deviation/Notification Process            | This process is the initiator of engineering activities to permanently address plant deficiencies or incidents.                                                                                                                                                                                                                                                                                                            |
| Draftsperson                              | A person responsible for the creation and updating of drawings, in accordance with this standard.                                                                                                                                                                                                                                                                                                                          |
| Functional Process Flow Diagram (FPFD)    | Diagram showing all or a recognizable portion of the process, complete with a material and/or heat balance sheet. It contains details of operating parameters such as flow rate, temperature and pressure.                                                                                                                                                                                                                 |
| Piping and Instrumentation Diagram (P&ID) | Diagram which shows limited details of the mechanical and electrical components, pipework and ducting, and identifies all the measuring points and control elements that are necessary to measure and control that process.                                                                                                                                                                                                |
| Plant System                              | A collection of plant components connected in such a way that each will perform a unique process, thereby achieving specified performance parameters.                                                                                                                                                                                                                                                                      |
| Preliminary                               | A drawing which is produced to convey ideas and proposals prior to approval and which has not been accepted for construction. The approved Preliminary drawings are used for the implementation on site, there after the as built drawings will be marked up and updated.                                                                                                                                                  |
| Primary Process Flow Diagram (PPFD)       | Diagram which indicates the major process as well as the process values through all or most of the main plant items of a given power station or system.                                                                                                                                                                                                                                                                    |
| Project Configuration Files               | The customized set-up files that must be utilized in conjunction standard                                                                                                                                                                                                                                                                                                                                                  |

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| Definition                            | Description                                                                                                                                                                           |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                       | Eskom tools Piping and Instrumentation Diagram/Process and Instrumentation Diagram (P&ID).                                                                                            |
| Secondary Process Flow Diagram (SPFD) | Secondary process flow diagram is similar to the Primary Process Flow Diagram (PPFD), except that it only deals with one particular system or subsystem of plant, and in more detail. |
| Text Tagging                          | For the purposes of this standard Text Tagging shall be the process of adding electronic text tags into a CAD drawing for the purpose of data mining.                                 |

### 2.3.1 Disclosure Classification

**Public Domain:** Published in any public forum without constraints (either enforced by law, or discretionary).

## 2.4 ABBREVIATIONS

| Abbreviation | Description                                                                       |
|--------------|-----------------------------------------------------------------------------------|
| AKZ          | Anlagen Kenn Zeichnungs System (Identification System for Power Stations)         |
| BU           | Business Unit                                                                     |
| CAD          | Computer Aided Drafting                                                           |
| DGN          | Bentley MicroStation Drawing File Extension                                       |
| DWG/DXF-     | AutoCAD Drawing File Extensions                                                   |
| ECSA         | Engineering Council South Africa                                                  |
| EDMS         | Electronic Document Management System                                             |
| EPSS         | Engineering Process & System Support                                              |
| IEC          | International Electrotechnical Commission                                         |
| IT           | Information Technology                                                            |
| KKS          | Kraftwerk Kennzeichen System (Identification System for Power Stations)           |
| MDL          | Master Document List                                                              |
| MWP          | Megawatt Park                                                                     |
| NCR          | Non-conformance Report                                                            |
| NEC          | New Engineering Contract                                                          |
| OHSA         | Occupational Health and Safety Act of 1993                                        |
| PBS          | Plant Breakdown Structure                                                         |
| PDF          | Adobe Portable Document Format                                                    |
| Pr Eng       | Professional Engineer registered in terms of the Engineering Profession Act, 2000 |
| RDS-PP       | Reference Designation Systems for Power Plant (Wind Farm)                         |
| RFQ          | Request for Quote                                                                 |
| RFT          | Request for Tender                                                                |
| SoW          | Scope of Work                                                                     |
| TIC          | Technical Information Change                                                      |
| TIFF         | Tagged Image File Format                                                          |

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## 2.5 RELATED/SUPPORTING DOCUMENTS

### 2.5.1 Related Work Instructions

|        |        |                                                                         |
|--------|--------|-------------------------------------------------------------------------|
| 36-944 | Latest | General Standard Instruction for General Drawing Software Configuration |
| 36-945 | Latest | Generation Standard Instruction for P&ID Drafting                       |
| 36-946 | Latest | Generation Standard Instruction for Electrical Drafting                 |

### 2.5.2 Superseded Standards

The following Eskom Standards are superseded by this document.

| Document No. | Title                                                                        |
|--------------|------------------------------------------------------------------------------|
| 167A/143     | Drawing Office Practice                                                      |
| GGG 0450     | Guideline to Acceptance of Contract Drawings                                 |
| GGG 0182     | Process Flow Diagrams and Piping Instrumentation Diagrams                    |
| GGG 0315     | Standard Drawing Practice                                                    |
| GGG 0441     | Drawing Records System                                                       |
| GSE/94/Y004  | Standard Drawing Practice                                                    |
| 36-943       | Generation Engineering Drawing Office and Engineering Documentation Standard |
| 45-698       | Engineering Computer Aided Design Drafting Standard                          |

### 2.5.3 Consolidated Reference Standards

This document combined with the following standards and standard instructions:

| Document No. | Revision | Title                                                                        |
|--------------|----------|------------------------------------------------------------------------------|
| 36-943       | Latest   | Generation Engineering Drawing Office and Engineering Documentation Standard |

## 3. GENERAL DRAWING STANDARD

### 3.1 PURPOSE

The purpose of this section is to define the requirements that must be followed by Eskom drawing office(s) and Contractor's drawing office staff when producing drawings for Eskom. The section specifically defines the procedures and standards for an electronic drawing office.

### 3.2 SCOPE

This section specifies the procedures and standards that must be adhered to while compiling and distributing engineering drawings and associated engineering documentation.

General Drawings are seen as drawings of General Arrangement, Sectional Views and Detail Drawings of the following:

- Architectural
- Civil
- Structural
- Mechanical

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- Machining
- Welding Instructions
- Piping
- Heating, Ventilation and Air-conditioning (HVAC)
- Electrical
- Lighting & Small Power
- Control and Instrumentation (C&I)
- Text Tagging of existing drawings for data mining
- Mapping GIS

### 3.3 CODIFICATION

See Coding Standard for respective divisional codification requirements.

### 3.4 CAD SOFTWARE REQUIREMENT

Eskom standard CAD software to be used both internally and externally. (Microstation and SmartPlant Enterprise)

### 3.5 DOCUMENTATION

The requirements for specific drawing documents are specified in the following paragraphs.

- All drawings produced by Eskom and/or any of its contractors shall adhere to South African law and standards that are in force when the drawing is produced. This includes but is not limited to the use of internal approved standards.
- Drafting of General Drawings, including Text-Tagged Drawings shall be done in accordance with this standard.
- General Drawings shall be produced on the appropriate document size that will ensure legibility and clarity of users on the contents of the drawings.

The following best practice shall be applied in the creation of drawings:

- Drawings shall be properly planned and produced to ensure ease of interpretation and read-ability.
- Typical details are not to be duplicated. Appropriate references shall be used in the main drawing to indicate repetition of any typical details.
- The use of unnecessary views shall be eliminated.
- Application of a constant set of scales on sets of drawings.
- Avoidance of odd scales, use the most common scales such as 1:1, 1:50, 1:20, 1:10, 1:2, 2:2
- Provision of cross-reference information shall be provided on drawings, i.e. reference to other drawings as well as to design information/manuals as appropriate.
- Manufacturer's information and datasheets shall be provided in a software format and version specified by Eskom.

### 3.6 CLASSIFICATION OF DRAWINGS

a) Drawings shall be classified according to the following information classification levels:

i. Class 1

Secret: Only for use within specified segments in the organization

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## ii. Class 2

Confidential: May not be disclosed outside of Eskom – represents a competitive advantage for the business.

## iii. Class 3

Controlled Disclosure: Internal Information – controlled disclosure to any external parties – either enforced by law or discretionary

## iv. Class 4

Public Domain/Non-classified: Published in any public forum without constraints, either enforced by law or discretionary

- b) This classification shall form part of the document record Meta data and user access to the drawing(s) will be restricted accordingly.

### 3.7 DRAWING CHANGE REQUEST

All Eskom drawing offices as well as Contractor's drawings offices shall comply with the respective Divisional Work Instructions. This shall be documented clearly and must comply with Eskom's minimum change control rules.

For drawing changes a request and scope of work is supplied by the customer to the CADD Office. EPSS CADD Office Work Request form (240-85194150) will be completed in full and returned to customer for approval of time and costs. The customer will sign acceptance and return to the CADD office for commencement of work. On completion of work the draftsman will send a copy to the customer for checking and approval. Once all work is complete the customer will receive a signed copy of the drawings and on receipt of these will sign off the original request form, that he received all work as per original request. The draftsman shall send the drawings for archiving and storage.

### 3.8 DRAWING WORKFLOW

The issuing, updating and creating of drawings shall be done in accordance with the generic workflow as per attached in (240-83904158) or to a specific Divisional requirement.

### 3.9 REQUEST FOR DRAWINGS

Should any drawing be required by a Contractor or third party, the Eskom Non-Disclosure Confidentiality Agreement form must be signed off by the Contractor or third party and sent to the designated Eskom Drawing Office Document Controller prior to the drawing being issued?

### 3.10 ISSUING OF DRAWINGS/TRANSMITTALS

During plant design and development, as well as operations and maintenance of a plant, it is expected that numerous projects would be initiated for various purposes. These projects typically involve third-party contractors (EPCs, vendors, etc.), who work with and generate Eskom information. The exchange of information between Eskom and third-parties is typically carried out through Transmittal events. These Transmittals, as well as the associated drawings and documents, are captured in SmartPlant for Owner Operators (SPO) either as Incoming Transmittals (information being submitted to Eskom by third-party contractors), or as Outgoing Transmittals (information being submitted by Eskom to third-party contractors).

In order to centralise the storage and dissemination of information submitted to Eskom as part of transmittals, the business adopts a centralised collaboration platform where such information can be managed effectively prior to loading to the relevant destination system (SPO, Hyperwave, etc.).

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Microsoft ® SharePoint™ ("SharePoint") will be leveraged to enhance Transmittal Management, by providing a supplemental platform for receiving information submitted to Eskom through traditional channels (hard-copy, CD/flash drives, email) as well as a new mechanism for direct upload of information to Eskom. The information is required to be managed prior to loading into the relevant destination system. SharePoint will also serve as an externally accessible platform to enhance the security and traceability of data submission to third-party contractors once downloaded from the source Eskom system, and to automate the submission of a download link to the third party contractor. Generation Technology makes use of a SharePoint Transmittal Management system. Acknowledgement of receipt will happen automatically within the SharePoint environment. See Doc Number 240-110409882 and 240-110409934 for further details.

Third-party contractors' will continue to submit files in hard copy or on removable media (e.g. CD) to Eskom due to file sizes, network constraints, etc. that prevent the submission of information to Eskom via email channels or through the new SharePoint site.

### **3.11 ISSUING OF NEW DRAWING NUMBERS**

- a) Request for drawing number shall be requested in writing to the designated Eskom Document controller. All drawing numbers will be centrally allocated for all plants and projects with a designated document/drawing controller that will assign the drawing numbers.
- b) Under no circumstance will the requester be allowed to change drawing titles or the drawing for a purpose other than what was requested, without approval from Eskom allocated document controllers.

### **3.12 SUPERSEDED OR CANCELLED DRAWINGS**

- a) A superseded drawing is one that is no longer in use.
- b) It is important to note that when a drawing has been registered and an identification number has been allocated, this cannot be changed once it has been distributed or authorized. This changed status of the document must be captured in the MRI (master Record Index) of drawings for the relevant status, and if it is a controlled copy, the necessary notification that the drawing has been cancelled or superseded must be issued as part of the process. All superseded drawings shall be marked clearly 'superseded by the new drawing number'. Conversely, a drawing which supersedes another must clearly state the number of that drawing which it supersedes. A revision must be added.
- c) All superseded or cancelled drawings are to be retained in the archive system.
- d) A superseded or cancelled drawing numbers shall never be used for any other created drawings. These numbers will remain dormant.
- e) If drawing number are allocated as a batch the requestor must provide Eskom with a Fully Detailed MDL providing all the required meta-data needed to complete the drawing record in the SPO system.

### **3.13 DRAWING CHECKING PROCEDURE**

The following is a guideline to be followed to check all drawings:

- a) Once the draftsman has completed a drawing, a check print must be issued to the responsible engineer or Chief Draftsman. The check print must be clearly stamped 'CHECK PRINT'.

The responsible engineer or Chief Draftsperson must check the drawing against the relevant marked up drawing. This should be done with the relevant stakeholders to ensure due process and standards have been applied and the physical drawing content is acceptable. If the electronic functionality like SPO "View and Mark-up" are used the same rules for mark/correction will apply. Checks include:

- i. With the codification officer to ensure that all tagged items comply with the site codification system as required.
  - ii. The check by an alternate draftsperson is performed to ensure that the drawing standards are adhered to and that all the marked-up items have been incorporated as required.
  - iii. A standard checklist for drawings APPENDIX B: DRAWING CHECKLIST shall be used as a basis for checking that the drawing standards are adhered to.
  - iv. The checks done by the Drawing Office checkers, the data controllers and the responsible engineer are to ensure that the design changes are incorporated as required.
  - v. Once the responsible engineer or draftsperson has completed checking a drawing, the check print must be signed and dated and the full name of the checker must be recorded on the drawing.
  - vi. The drawing must then be returned to the responsible draftsperson. All discrepancies or queries must be clearly marked up utilizing the following colour code system, and reviewed with the responsible draftsperson:
    - Red - Corrections or Add info
    - Yellow - Delete
    - Blue - Comments (will not be drafted)
    - Green - Correct
- b) The draftsperson must back-draft the 'CHECK PRINT' drawing and reissue the drawing to the responsible engineer or DO Supervisor as a revised 'CHECK PRINT' for rechecking. Once no more discrepancies are marked up on the 'CHECK PRINT' by the responsible engineer or DO Supervisor and he/she has signed off the drawing, the drawing is ready for issue to Eskom for the required approval.
- c) If required, the drawing must be issued to Eskom for checking in accordance with paragraph 3.11
- d) Each drawing issued to Eskom for checking must be issued together with a Transmittal Form relating to the drawings. Issues that arise that Eskom must resolve a NCRs must be created for all drawings, capturing each and every issue that can be resolved.
- e) Each drawing issued to Eskom for checking must be clearly stamped 'CHECK PRINT'.
- f) A responsible engineer or draftsperson to check the drawing and resolve all the items listed on the NCR.
- g) If required, the drawing must be issued to the Contractor drawing or responsible Drawing Office for updating/back-drafting
- h) Once a checked drawing is received, the responsible draftsperson will review any non-conformance marked up on the drawing or recorded on the NCR with Eskom if required, and revise the drawing accordingly.
- i) The drawing must then be rechecked in accordance with this procedure.
- [15] Once all the drawing's non-conformances marked up on the drawing or recorded on the NCR have been resolved by Eskom, the drawing will be reviewed, authorized and approved in accordance with the applicable workflow stipulated in 240-83904158 - CADD Office Workflow Guideline.

**3.14 NONCONFORMANCE REPORTING**

To be done according to Eskom Approved NCR process as outlined by ISO9001.

**3.15 ELECTRONIC FORMAT OF DRAWINGS ISSUED TO ESKOM**

- a) All drawings submitted to Eskom shall comply with Eskom Standard drawing applications version, at that specific time.
- b) All drawings must be issued to Eskom in both native CADD format and PDF/TIF format.
- c) Drawings issued to Eskom may not be "Write Protected" or encrypted as Eskom has to do the necessary configuration management on these documents upon receipt.

**3.16 REGISTRATION OF DRAWINGS**

- a) All drawings must be registered by Eskom on the Electronic Document Management System (EDMS) See paragraph 6.1 Minimum Drawing Meta-data required. See Doc 240-58552870
- b) Contractors shall maintain a Drawing Register which records at least the following information in line with SPO/EDMS requirements:
  - Eskom Drawing Number.
  - Contractor Drawing Number
  - Eskom Change Request Number.
  - Drawing Title.
  - Filename.
  - Contractor Revision.
  - Eskom Revision.
- c) The Contractor's drawing register must be made available to Eskom for audit on request.

**3.17 REVISION CONTROL**

The drawing revision shall be clearly identified by placing a Revision Triangle and Revision Letter or Number, in the revised area(s) of the drawing. A brief but informative statement of the revision made, and where applicable the appropriate change order, project or other reference code, shall be shown in revision block. It is to be noted NO preceding "0" is required before revs 0-9. The system sequentially counts for this.

**3.17.1 Drawing and Revision Status**

| Iteration | Action            | Document State | Rev 0      | Rev 1      | Rev 2     |
|-----------|-------------------|----------------|------------|------------|-----------|
|           |                   |                | Rev State  | Rev State  | Rev State |
| 0         | New Document is   | Reserved       | Working    |            |           |
| 1         | Sign Off Document | Issued         | Current    |            |           |
| 2         | Revise Document   | ISSUED_WKG     | Current    | Working    |           |
| 3         | Sign Off Document | Issued         | Superceded | Current    |           |
| 4         | Revise Document   | ISSUED_WKG     | Superceded | Current    | Working   |
| 5         | Sign Off Document | Issued         | Superceded | Superceded | Current   |

See Document 240-58552870

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### 3.17.2 Drawing Status Stamps

The use of drawing “status stamps” a watermark, rubber stamp, or cell may be used. Only the following list of stamps shall be used:

- PRELIMINARY
- ISSUED FOR CONTRUCTION
- AS BUILT
- CONTROLLED COPY
- SUPERSEDED
- CANCELLED
- Controlled Copy

Issued to:

Date of Issue:

- CHECK PRINT

Signature:

Date:

- Drawing Revision Numbers
- The Eskom revision number will be revised by the Draftsman and captured by the designated Eskom Document Controller once a change has been registered and closed out in accordance with the Eskom EDMS requirements.
- All Eskom drawings revisions must be numeric. No alpha characters will be used with drawing numbers
- Eskom revision numbers cannot be created or changed by Contractors.
- Each revision of the drawing shall increase the revision number sequentially.

### 3.17.3 Revision Information which is to be recorded in the Eskom Section of the Title Block

The following information must be completed each time a drawing is revised by Eskom. (Where Dx or Tx do not code their drawings – this may be left blank.

- Accredited drawing office abbreviation.
- Revision number.
- Date of revision.
- Detailed short description of the revision.
- Draftsperson’s initials.
- Checker’s initials.
- Authorizer’s initials.
- Approver’s initials.
- Codification approver’s initials.

**3.17.4 Revision Information which is to be recorded in the Contractor Section of the Title Block**

The following information must be completed each time a drawing is revised by a Contractor:

- Revision number.
- Date of revision.
- Short description of the revision.
- Draftsperson's initials.
- Checker's initials.
- Authorizer's initials.
- Approver's initials.

**3.18 CONTRACTOR INFORMATION BACKUP**

- a) The Contractor must ensure that all drawing data is backed up on a regular basis.
- b) The Contractor shall advise Eskom which backup methodology will be utilized, and this backup methodology must be in a format accessible to Eskom.
- c) The maximum period between backups must not exceed 24 hours.
- d) The backups must be carried out utilizing an off-site rotating backup system.
- e) Contractor/Consultant to hand approved as commissioned drawings to Eskom as well as the commissioned red/yellow mark ups for Eskom to verify all drawings have been marked up correctly.

**3.19 STANDARD SEED FILES**

It is imperative all contractors/sub-contractor and Eskom staff makes use of the Eskom Standard Drawing Seed in creation of all drawings.

**3.19.1 Layer, Colours and Line Weights**

The draftsperson must ensure that the layers as stipulated in 0 are adhered to.

Should the named levels not be sufficient to complete, the spare drawing layers can be utilised or to the specific Divisional requirements. Colour and line weights should be done according to discipline and Divisional specification.

**3.19.2 Standard Text**

- a) The standard font used for all text is ESKOMFT80, ESKOMFT81 or ESKOMFT82.
- b) The draftsperson must ensure that the correct layer is selected when placing text.
- c) The text size must be adjusted in the text style once the draftsperson has selected the final drawing size and scale.
- d) The text style settings specified in Table 1 must be used for A4 and A3 drawings in accordance with the drawing scales specified:

**Table 1: Text Style Settings for A4 and A3 Drawings**

| Drawing Scale | Text Detail |            | Text Headings |            |
|---------------|-------------|------------|---------------|------------|
|               | Height (mm) | Width (mm) | Height (mm)   | Width (mm) |
| 1:1           | 2.5         | 2.0        | 3.5           | 2.5        |

| Drawing Scale | Text Detail |            | Text Headings |            |
|---------------|-------------|------------|---------------|------------|
|               | Height (mm) | Width (mm) | Height (mm)   | Width (mm) |
| 1:5           | 12.5        | 10.0       | 17.5          | 12.5       |
| 1:10          | 25.0        | 20.0       | 35.0          | 25.0       |
| 1:20          | 50.0        | 40.0       | 70.0          | 50.0       |
| 1:25          | 62.5        | 50.0       | 87.5          | 62.5       |
| 1:50          | 125.0       | 100.0      | 175.0         | 125.0      |
| 1:100         | 250.0       | 200.0      | 350.0         | 250.0      |

- e) The text style settings specified in Table 2 must be used for A2, A1 and A0 drawings in accordance with the drawing scales specified:

**Table 2: Text Style Settings for A2, A1 and A0 Drawings**

| Drawing Scale | Text Detail |            | Text Headings |            |
|---------------|-------------|------------|---------------|------------|
|               | Height (mm) | Width (mm) | Height (mm)   | Width (mm) |
| 1:1           | 3.5         | 2.5        | 5.0           | 3.5        |
| 1:5           | 17.5        | 12.5       | 25.0          | 17.5       |
| 1:10          | 35.0        | 25.0       | 50.0          | 35.0       |
| 1:20          | 70.0        | 50.0       | 100.0         | 70.0       |
| 1:25          | 87.5        | 62.5       | 125.0         | 87.5       |
| 1:50          | 175.0       | 125.0      | 250.0         | 175.0      |
| 1:100         | 350.0       | 250.0      | 500.0         | 350.0      |
| 1:200         | 700.0       | 500.0      | 1 000.0       | 700.0      |
| 1:250         | 875.0       | 625.0      | 1 250.0       | 875.0      |
| 1:500         | 1 750.0     | 1 250.0    | 2 500.0       | 1 750.0    |
| 1:1000        | 3 500.0     | 2 500.0    | 5 000.0       | 3 500.0    |

### 3.19.3 Standard Dimension Style

- The drafterperson must use the standard dimension style 'StdDim' for all dimensioning.
- The dimension style uses the 'TextDetail' text style and will therefore be adjusted to the same settings.
- The drafterperson must ensure that the correct layer is selected when placing dimensions.

### 3.19.4 Abbreviations

- [16] Abbreviations shall only be used when necessary due to space limitations and shall follow Eskom standard abbreviation guidelines. See Document 240-109607662 Eskom Plant Labelling Abbreviation Standard



### 3.19.5 Projections

Unless directed otherwise, all drawings shall be prepared using Third Angle Projection. Any view deviating from Third Angle shall be clearly titled.

### 3.19.6 Section and detail labelling

All sections shall be indicated as per Eskom specification within relevant discipline or Division

### 3.19.7 Titling of Drawings

It is most important that the drawing title accurately describes what appears on the drawing since the title will be used as the basis for any electronic search in the Drawing Management System in the future. Generic titles or generalisations should be avoided. Be specific and use words in the title that will help to identify the drawing at a later time.

To ensure compatible, consistent and meaningful titles are used, titles shall consist of a minimum of three lines as follows:

1<sup>st</sup> line – Plant Name

2<sup>nd</sup> line – Equipment, Type or Service Description

3<sup>rd</sup> line – Specific description of the items or detail depicted by the drawing

### 3.19.8 Scan Resolution

All scanned documents and drawings are to be clear and legible to a minimum resolution of 200dpi for documents and 300dpi for drawings.

## 4. STANDARD DRAWING SHEETS AND TITLE BLOCKS

### 4.1 USE OF MULTIPLE SHEETS

Drawing sheets are used for cases when a group of drawings logically belongs together and should be read in conjunction with each other. Examples would Logic Diagrams, Functional Control Diagrams, Civil Reinforcing drawings and Schedules, etc.

Where sheets are used, the title block should contain the number of sheet. Sheets numbers are numerical e.g.: 0.63/45626 SHEET 1

All Eskom drawings sheets sizes shall comply with the ISO standard A0, A1, A2, A3, and A4. Figures 1 and 2. Is to be used unless specified otherwise by the Divisional or Discipline requirements.

A title block is the form on which the actual drawing is a section. The title block includes the border and the various sections for providing quality, administrative and technical information. The importance of the title block cannot be minimized as it includes all the information which enables the drawing to be interpreted, identified and archived.

The title shall include sufficient information to identify the type of drawing e.g. general arrangement, or detail. It shall also clearly describe in a precise way what the drawing portrays.

The notes below relate to the title boxes included in the title block to convey the necessary information.

The basic requirements for a title block located at the bottom right hand corner of a drawing are:

- These items shall be written in a rectangle which is at the most 170mm wide.
- The title block shall also include boxes for the legal signatures of the originator and other persons involved production of the drawing to the required quality.



- The drawing shall also include a symbol identifying the projection. The main scale and the linear dimension units if other than "mm".

#### 4.2 ESKOM STANDARD TITLE BLOCK

|                                               |     |      |                                                                                                                                      |                                                                                                                                               |                  |        |         |         |                    |    |        |     |
|-----------------------------------------------|-----|------|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------|---------|---------|--------------------|----|--------|-----|
| E1                                            | E2  | E3   | E4                                                                                                                                   | E5                                                                                                                                            | E6               | E7     | E8      | E9      | F1                 | F2 | Q      |     |
| D.O.                                          | REV | DATE | REVISION                                                                                                                             | REV BY                                                                                                                                        | CHKD BY          | APP BY | AUTH BY | KKS APP | REFERENCE DRAWINGS |    |        |     |
| AUTHORISED FOR ESKOM BY:                      |     |      | CLASSIFICATION                                                                                                                       | <div style="display: flex; justify-content: space-between;"> <div> A1<br/>A2<br/>A3<br/>A4<br/>A4 </div> <div> A6<br/>A7<br/>A8 </div> </div> |                  |        |         |         |                    |    |        | R   |
| C3 C4 C5                                      |     |      | PBS PATH                                                                                                                             |                                                                                                                                               |                  |        |         |         |                    |    |        |     |
| CODIFICATION BY:                              |     |      | D3                                                                                                                                   |                                                                                                                                               |                  |        |         |         |                    |    |        |     |
| APPROVED BY:                                  |     |      | D2                                                                                                                                   |                                                                                                                                               |                  |        |         |         |                    |    |        |     |
| CHECKED BY:                                   |     |      |                                                                                                                                      |                                                                                                                                               |                  |        |         |         |                    |    |        |     |
| B5 B7 B6                                      |     |      |                                                                                                                                      |                                                                                                                                               |                  |        |         |         |                    |    |        |     |
| B3 B4                                         |     |      |                                                                                                                                      |                                                                                                                                               |                  |        |         |         |                    |    |        |     |
| CREATED BY:                                   |     |      |                                                                                                                                      |                                                                                                                                               |                  |        |         |         |                    |    |        |     |
| B1 B2                                         |     |      |                                                                                                                                      |                                                                                                                                               |                  |        |         |         |                    |    |        |     |
| SCALE                                         | A10 |      | <br>ESKOM HOLDINGS SOC Ltd<br>REG No 2002/015527/30 |                                                                                                                                               | ESKOM DRAWING NO |        |         |         |                    |    | SHT    | REV |
|                                               |     | 20   |                                                                                                                                      |                                                                                                                                               | A6               |        |         |         |                    |    | A7     | A8  |
| DRAWING CLASSIFICATION: CONTROLLED DISCLOSURE |     |      |                                                                                                                                      |                                                                                                                                               |                  |        |         |         |                    |    | A9 A0L |     |

Figure 1: Standard Title Block

#### 4.3 CONTRACTORS TITLE BLOCK

|                                               |     |      |                                                                                                                                        |                                                                                                                                                      |                       |        |         |         |                    |    |        |     |    |
|-----------------------------------------------|-----|------|----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------|---------|---------|--------------------|----|--------|-----|----|
| E1                                            | E2  | E3   | E4                                                                                                                                     | E5                                                                                                                                                   | E6                    | E7     | E8      | E9      | F1                 | F2 | Q      |     |    |
| D.O.                                          | REV | DATE | REVISION                                                                                                                               | REV BY                                                                                                                                               | CHKD BY               | APP BY | AUTH BY | KKS APP | REFERENCE DRAWINGS |    |        |     |    |
| AUTHORISED FOR ESKOM BY:                      |     |      | CLASSIFICATION                                                                                                                         | <div style="display: flex; justify-content: space-between;"> <div> A1<br/>A2<br/>A3<br/>A4<br/>A4 </div> <div> A5<br/>A6<br/>A7<br/>A8 </div> </div> |                       |        |         |         |                    |    |        | R   |    |
| C3 C4 C5                                      |     |      | PBS PATH                                                                                                                               |                                                                                                                                                      |                       |        |         |         |                    |    |        |     |    |
| CODIFICATION BY:                              |     |      | D3                                                                                                                                     |                                                                                                                                                      |                       |        |         |         |                    |    |        |     |    |
| APPROVED BY:                                  |     |      | D2                                                                                                                                     |                                                                                                                                                      |                       |        |         |         |                    |    |        |     |    |
| CHECKED BY:                                   |     |      |                                                                                                                                        |                                                                                                                                                      |                       |        |         |         |                    |    |        |     |    |
| B5 B7 B6                                      |     |      |                                                                                                                                        |                                                                                                                                                      |                       |        |         |         |                    |    |        |     |    |
| B3 B4                                         |     |      |                                                                                                                                        |                                                                                                                                                      |                       |        |         |         |                    |    |        |     |    |
| CREATED BY:                                   |     |      |                                                                                                                                        |                                                                                                                                                      |                       |        |         |         |                    |    |        |     |    |
| B1 B2                                         |     |      |                                                                                                                                        |                                                                                                                                                      |                       |        |         |         |                    |    |        |     |    |
| SCALE                                         | A10 |      | <br>ESKOM HOLDINGS SOC Ltd<br>REG No 2002/015527/30 |                                                                                                                                                      | CONTRACTOR DRAWING NO |        |         |         |                    |    | SHT    | REV |    |
|                                               |     | 20   |                                                                                                                                        |                                                                                                                                                      | A5                    |        |         |         |                    |    | A6     | A7  | A8 |
| DRAWING CLASSIFICATION: CONTROLLED DISCLOSURE |     |      |                                                                                                                                        |                                                                                                                                                      |                       |        |         |         |                    |    | A9 A0L |     |    |

Figure 2: Contractors Title Block

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**4.4 DESCRIPTION FOR COMPLETING TITLE BLOCK****Table 3: Description detail for Title Block**

| Item No                     | Field Description                                                                                                                                                                                                              |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DRAWING INFORMATION         |                                                                                                                                                                                                                                |
| A1                          | POWER STATION NAME / SUB STATION NAME OR DISTRIBUTION STATION NAME<br>e.g. MEDUPI POWER STATION                                                                                                                                |
| A2                          | DRAWING TYPE<br>Indicates the type of drawing: P&ID, ISO, GA, etc.                                                                                                                                                             |
| A3                          | UNIT XX / AREA<br>Indicates the Unit Number and/or plant area                                                                                                                                                                  |
| A4                          | TITLE LINE 01-02-03<br>It should be as descriptive as possible and should preferably not contain any abbreviations.                                                                                                            |
| A5                          | CONTRACTORS DRAWING, SHEET NO AND REVISION NO<br>The contractors unique drawing number                                                                                                                                         |
| A6                          | ESKOM DRAWING NO<br>This is the unique Eskom drawing number. If a sequence of drawing numbers has been issued to the contractor, the contractor will complete this field. Alternatively this field will be completed by Eskom. |
| A7                          | ESKOM SHT NO<br>The sheet number of the contractors drawing.                                                                                                                                                                   |
| A8                          | ESKOM REV NO<br>The number of the contractors drawing revision.                                                                                                                                                                |
| A9                          | PAPER SIZE<br>The paper size of the original drawing. This is field is completed to indicate the paper size to which the scale is applicable.                                                                                  |
| A10                         | SCALE<br>Indicates the scale to which the drawing has been created.                                                                                                                                                            |
| A11                         | CLASSIFICATION<br>The Document Class number in accordance with IEC 61355                                                                                                                                                       |
| A12                         | PBS PATH<br>Field indicates the PBS node, e.g. 6 0LAC10.                                                                                                                                                                       |
| ESKOM CHECKING AND APPROVAL |                                                                                                                                                                                                                                |
| B1                          | CREATED BY<br>Name and Surname of the person who created the drawing and the date that the drawing was created. (Contractor). The second part of this field is the date drawn.                                                 |
| B2                          | Date Created<br>The date the drawing was created.                                                                                                                                                                              |
| B3                          | CHECKED BY<br>Name and Surname of the person who checked the drawing and the date that the                                                                                                                                     |

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|                                                                                                           |                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                           | drawing was checked. (Contractor)                                                                                                                                                                                                                   |
| B4                                                                                                        | Date Checked<br>The date the drawing was checked.                                                                                                                                                                                                   |
| B5                                                                                                        | APPROVED BY<br>The Signature, Name, Surname of the professional registered engineer who approved the drawing. (Contractor)                                                                                                                          |
| B6                                                                                                        | Date Approved<br>The second part of this field is the date the drawing was approved.                                                                                                                                                                |
| B7                                                                                                        | Professional Engineering Registration<br>Number of the professional registered engineer who approved the drawing. (Contractor)                                                                                                                      |
| ESKOM CHECKING AND APPROVAL                                                                               |                                                                                                                                                                                                                                                     |
| C1                                                                                                        | CODIFICATION BY<br>Name and Surname of the person who codified the drawing and the date that the drawing was codified. If the contractor is not in a position to provide the codification this should be performed by the responsible ESKOM person. |
| C2                                                                                                        | Date Codified<br>The date the drawing was codified.                                                                                                                                                                                                 |
| C3                                                                                                        | AUTHORISED FOR ESKOM BY<br>The Signature, Name, Surname of the professional registered ESKOM engineer who authorised the drawing.                                                                                                                   |
| C4                                                                                                        | Date Authorised<br>The date the drawing was authorised.                                                                                                                                                                                             |
| C5                                                                                                        | Professional Engineering Registration<br>Number of the professional registered ESKOM engineer who authorised the drawing.                                                                                                                           |
| COMPANY LOGOS                                                                                             |                                                                                                                                                                                                                                                     |
| D1                                                                                                        | ESKOM LOGO<br>This field is reserved for the ESKOM logo                                                                                                                                                                                             |
| D2                                                                                                        | CONTRACTORS LOGO<br>This field is reserved for the contractors logo                                                                                                                                                                                 |
| D3                                                                                                        | SUB CONTRACTORS LOGO<br>This field is reserved for the sub-contractor's logo if required                                                                                                                                                            |
| REVISION HISTORY<br>The data displayed in this section shall reflect the complete history of the drawing. |                                                                                                                                                                                                                                                     |
| E1                                                                                                        | D.O.<br>Drawing office number where the revision originated. For ESKOM use only.                                                                                                                                                                    |
| E2                                                                                                        | REV.<br>The revision number of the drawing.                                                                                                                                                                                                         |
| E3                                                                                                        | DATE<br>The date the drawing is revised.                                                                                                                                                                                                            |
| E4                                                                                                        | REVISION DESCRIPTION                                                                                                                                                                                                                                |

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|    |                                                                                                                                                                                                                                |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | Information describing the changes to drawing.                                                                                                                                                                                 |
| E5 | REVISED BY<br>Initials of the person performing the changes.                                                                                                                                                                   |
| E6 | CHKD BY<br>Initials of the person who checked the changes to the drawing.                                                                                                                                                      |
| E7 | APPR BY<br>Initials of the professional registered engineer who approved the changes to the drawing. (Contractor)                                                                                                              |
| E8 | AUTH BY<br>Initials of the professional registered ESKOM engineer who authorised the changes to the drawing.                                                                                                                   |
| E9 | KKS/AKZ/RDS_PP or Coding APPR (IF APPLICABLE)<br>Initials of the person who codified the drawing. If the contractor is not in a position to provide the codification this should be performed by the responsible ESKOM person. |
|    | REFERENCE DRAWINGS                                                                                                                                                                                                             |
| F1 | DRAWING NUMBER<br>The number of the reference drawing                                                                                                                                                                          |
| F2 | REFERENCE DRAWING DESCRIPTION<br>The description of the reference drawing                                                                                                                                                      |

## 5. PAPER SIZES

The standard for drawing sheet sizes is the A series. The basic size in this series is the A0 size (1189mm x 841mm) which has an area of about 1-m<sup>2</sup>. The sides of every size in the series are in the ratio  $\sqrt{2} = 1.414: 1$  and each size is half the area of the next larger size.

**Table 4: Sheets Sizes**

| Drawing Sheet Size | Size in millimeters |
|--------------------|---------------------|
| A0                 | 1189 x 841          |
| A1                 | 841 x 594           |
| A2                 | 594 x 420           |
| A3                 | 420 x 297           |
| A4                 | 297 x 210           |
| A5                 | 210 x 148           |
| A6                 | 148 x 105           |

## 6. ARCHIVING AND RECORDS STORAGE OF DRAWINGS AND ENGINEERING INFORMATION AND DOCUMENTATION

All storage and archiving of drawing records and engineering documentation/information shall be in line with EPC0001 (Eskom Documentation Management Procedure), 36-1 (Standard for Management System Documents, Correspondence and Records) and 36-2 (Writing and Controlling Management System Documents).

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## 6.1 META DATA REQUIRED

### 6.1.1 Drawing Meta Data

The drawing Meta data in Table 5 is mandatory for capture with each engineering record that is generated. All Meta data shall be captured using Excel and aligned to the SPO meta-data Specification and requirements. See Doc 240-58552870

**Table 5: Drawing Meta Data**

| Meta Data                                      | Example                                                   |                                             |  |
|------------------------------------------------|-----------------------------------------------------------|---------------------------------------------|--|
| Eskom Drawing Number:                          | 0.57/12342                                                |                                             |  |
| Full Drawing Title:                            | Duvha Power Station, Coal Milling Plant, Service Air P&ID |                                             |  |
| Drawing Sheet:                                 | 2 of 5                                                    |                                             |  |
| Sub-sheet:                                     | -                                                         |                                             |  |
| Latest Revision:                               | 12                                                        |                                             |  |
| Sheet Print Size:                              | A0                                                        |                                             |  |
| Information Classification:                    | Level 3 – Controlled Disclosure                           |                                             |  |
| Design Classification:                         | Level 2                                                   |                                             |  |
| Discipline:                                    | Mechanical                                                |                                             |  |
| Drawing Status:                                | As Built and Approved                                     |                                             |  |
| Authorized Date:                               | 2000/01/10                                                |                                             |  |
| Authorized by:                                 | D van Rensburg – D&S Manager                              |                                             |  |
| Functional Responsibility (Information Owner): | Boiler Plant Engineering Section<br>Duvha Power Station   |                                             |  |
| Cross Reference Drawing No. and Title          | 0.57/6789                                                 | Unit #1 Boiler House Floor Lay-Out          |  |
|                                                | 0.57/14555                                                | Milling Plant Service Air Supply Compressor |  |
|                                                | 0.57/1433                                                 | Coal Milling Plant General Arrangement      |  |
| Relevant Plant Code(s)                         | 01NM30D050<br>01NM20D050                                  |                                             |  |
| Manufacturer's/OEM Name:                       | Babcock & Wilcox                                          |                                             |  |
| Manufacturer's/OEM Drawing No.:                | 1433/13257889                                             |                                             |  |
| Construction Contract No.:                     | OPY11282                                                  |                                             |  |
| Media Format:                                  | MicroStation – DGN                                        |                                             |  |
| Index Reference:                               | C 4.1                                                     |                                             |  |
| Power Station/BU/Site:                         | Duvha Power Station                                       |                                             |  |
| Station ID:                                    | 0.57                                                      |                                             |  |
| Office of Origin:                              | Duvha Site Drawing Office                                 |                                             |  |
| Location of Original:                          | MWP Archives                                              |                                             |  |
| Retention Period:                              | Station Life                                              |                                             |  |

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| Meta Data                                    | Example                                      |
|----------------------------------------------|----------------------------------------------|
| <b>Superseded By Drawing No.:</b>            | (e.g. if drawings were combined to become 1) |
| <b>Drawing Review Date:</b>                  |                                              |
| <b>Drawing Master Copies Distributed to:</b> | Duvha Power Station<br>CED                   |
| <b>Latest Revision Originator:</b>           | Duvha PS -24                                 |
| <b>Site Modification/Deviation No.:</b>      | DEV1432-B-1                                  |
| <b>MWP Work Request No.:</b>                 | DUV.001.004                                  |

## 7. AUTHORISATION

This document has been seen and accepted by:

| Name & Surname    | Department         |
|-------------------|--------------------|
| Enver Naidoo      | Dx                 |
| Jackie Herndler   | GPE– SI            |
| Victor Skhosana   | Gx – ENG – D & S   |
| Eddie Dalbock     | PDE – PTMC         |
| Shane De Koe      | Gx – ENG – D & S   |
| Stuart van Zyl    | PDE – PTMC         |
| Joseph Ngqendesha | Gx – ENG – D & S   |
| Tony Haupt        | PED – SI           |
| Refilwe Buthelezi | Gx – ENG – D & S   |
| Melton Mothoni    | Gx – ENG – D & S   |
| Johann Jordaan    | CoE PED Electrical |
| Vernon Farham     | PED – SI           |
| Fanie Seymore     | PED – SI           |
| Cyril Mkhwanazi   | Gx – ENG – D & S   |
| Tiaan Botes       | Gx – ENG – D & S   |
| Sydney Mamosadi   | Dx – AC – NED      |
| Dhanjay Ramjass   | PDE – DB OUS       |
| Thaabit Toefy     | Gx – NE            |
| Chris Pretorius   | PED – Civil        |
| Cyril De Beer     | GPE                |
| Michael Sheela    | Dx – NED           |
| Craig Carlson     | PED – SI           |
| Sibusiso Mngoma   | Gx – ENG – D & S   |
| Mmabatho Gabonewe | PED – EPSS – CADD  |
| Grace Olukune     | PED- SI            |

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## 8. REVISIONS

| Date          | Rev. | Compiler      | Remarks                                                   |
|---------------|------|---------------|-----------------------------------------------------------|
| November 2014 | 0.1  | J.H. Herndler | Standardise Eskom Drawings                                |
| November 2014 | 0.2  | J.H. Herndler | Draft Document for Comments Review                        |
| November 2014 | 1    | J.H. Herndler | Final Document Authorised for Publication                 |
| March 2016    | 1.1  | C.C Makhanya  | Added paragraph 3.19.8 Scanning and resolutions           |
| April 2016    | 1.2  | C.C Makhanya  | Draft Document for Comments Review                        |
| June 2016     | 1.3  | J.H. Herndler | Consolidation of Care Group Comments                      |
| July 2016     | 1.4  | J.H. Herndler | Draft Document for Comments Review 2 <sup>nd</sup> round  |
| August 2016   | 1.5  | J.H. Herndler | Consolidation of Study Group                              |
| August 2016   | 2    | J.H. Herndler | Final Document Authorised for Publication                 |
| May 2017      | 2.1  | J.H. Herndler | Document updated to align new referenced document numbers |
| May 2017      | 3    | J.H. Herndler | Final Document Authorised for Publication (Rev 3)         |

## 9. DEVELOPMENT TEAM

The following people were involved in the development of this document:

| Name & Surname    | Section/Department/Area |
|-------------------|-------------------------|
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| Jackie Herndler   | PED - SI                |
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| Eddie Dalbock     | PDE - PTMC              |
| Shane De Koe      | Gx - ENG - D & S        |
| Stuart van Zyl    | PDE - PTMC              |
| Joseph Ngqendesha | Gx - ENG - D & S        |
| Tony Haupt        | PED - SI                |
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## 10. ACKNOWLEDGEMENTS

- Riekie Swanepoel Gx – ENG – SI. All previous standards background work and valuable comments added.

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**11. APPENDIX A: STANDARD LAYERS****Basic Standard Drawing Layers to be used unless stipulated by Dx & Tx Work Instructions**

| Layer Name                | Layer Number | Layer Description                         |
|---------------------------|--------------|-------------------------------------------|
| Default                   | 0            | MicroStation Default Level                |
| Civil_Ceilings            | 1            | Ceilings                                  |
| Civil_NonBrickWalls       | 2            | Non Brick Walls                           |
| Civil_Columns             | 3            | Cast Concrete Columns                     |
| Civil_DoorsWindows        | 4            | Doors And Windows                         |
| Civil_DrainsCovers        | 5            | Floor Drains, Covers And Man Ways         |
| Civil_Existing            | 6            | Existing Buildings                        |
| Civil_Foundations         | 7            | Foundations                               |
| Civil_Floors              | 8            | Floors                                    |
| Civil_Plinths             | 9            | Plinths                                   |
| Civil_Reinforcing         | 10           | Bending Schedules And Reinforcing Details |
| Civil_Roof                | 11           | Roof Sheeting                             |
| Civil_StairCases          | 12           | Concrete Stair Cases                      |
| Civil_Slabs               | 13           | Slabs                                     |
| Civil_Walls               | 14           | Walls                                     |
| Civil_CustomLayers01      | 15           | Customized Civil Level 01                 |
| Civil_CustomLayers02      | 17           | Customized Civil Level 02                 |
| Civil_CustomLayers03      | 18           | Customized Civil Level 03                 |
| Civil_CustomLayers04      | 19           | Customized Civil Level 04                 |
| Civil_CustomLayers05      | 20           | Customized Civil Level 05                 |
| Clouds                    | 21           | Clouds                                    |
| Dimensions                | 22           | Dimensions                                |
| Electrical_HV_CableRoutes | 23           | HV Cable Routes                           |
| Electrical_LV_CableRoutes | 24           | LV Cable Routes                           |
| Electrical_Computers      | 25           | Computer Points                           |
| Electrical_Existing       | 26           | Existing Electrical                       |
| Electrical_Lightings      | 27           | Lighting & Switch Points                  |

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|                               |    |                                |
|-------------------------------|----|--------------------------------|
| Electrical_PanelsCabinets     | 28 | Electrical Panels And Cabinets |
| Electrical_PowerPoints        | 29 | Power Points                   |
| Electrical_Telephone          | 30 | Telephone Points               |
| Electrical_CustomLayers01     | 31 | Customized Electrical Level 01 |
| Electrical_CustomLayers02     | 32 | Customized Electrical Level 02 |
| Electrical_CustomLayers03     | 33 | Customized Electrical Level 03 |
| Electrical_CustomLayers04     | 34 | Customized Electrical Level 04 |
| Electrical_CustomLayers05     | 35 | Customized Electrical Level 05 |
| Equipment_Existing            | 36 | Existing Plant Equipment       |
| Equipment_MajorRotating       | 37 | Major Rotating Equipment       |
| Equipment_MajorStatic         | 38 | Major Static Equipment         |
| Equipment_MinorRotating       | 39 | Minor Rotating Equipment       |
| Equipment_MinorStatic         | 40 | Minor Static Equipment         |
| HatchPatterns                 | 41 | Hatch Patterns                 |
| HVAC_Existing                 | 42 | Existing HVAC Equipment        |
| HVAC_RotatingEquipment        | 43 | HVAC Rotating Equipment        |
| HVAC_VentilationDucting       | 44 | HVAC Ventilation Ducts         |
| HVAC_VentilationVentGrids     | 45 | HVAC Ventilation Grids         |
| Instrument_Existing           | 46 | Existing Instrumentation       |
| Instrument_New                | 47 | New Instrumentation            |
| Instrument_CableRoutes        | 48 | Instrumentation Cable Routes   |
| MTO                           | 49 | Material Take Off              |
| Structural_BeamsColumns       | 50 | Steel Beams And Columns        |
| Structural_Bracing            | 51 | Steel Bracing                  |
| Structural_Existing           | 52 | Existing Steel Structures      |
| Structural_FloorGrating       | 53 | Steel Floor Grating Or Plate   |
| Structural_GrabRails          | 54 | Grab Rails                     |
| Structural_HandRailStanchions | 55 | Stanchions                     |
| Supports_Existing             | 56 | Existing Supports              |
| Supports_New                  | 57 | New Supports                   |

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|                      |    |                                     |
|----------------------|----|-------------------------------------|
| TextCallOut          | 58 | Call Out Bubbles                    |
| TextDetail           | 59 | Detailing Text                      |
| TextHeading          | 60 | Text Headings                       |
| TitleBlock           | 61 | Drawing Title Block                 |
| TitleBlockContractor | 62 | Drawing Title Block For Contractors |
| Level 1              | 63 |                                     |
| Level 2              | 64 |                                     |
| Level 3              | 65 |                                     |
| Level 4              | 66 |                                     |
| Level 5              | 67 |                                     |
| Level 6              | 68 |                                     |
| Level 7              | 69 |                                     |
| Level 8              | 70 |                                     |
| Level 9              | 71 |                                     |
| Level 10             | 72 |                                     |
| Level 11             | 73 |                                     |
| Level 12             | 74 |                                     |
| Level 13             | 75 |                                     |
| Level 14             | 76 |                                     |
| Level 15             | 77 |                                     |
| Level 16             | 78 |                                     |
| Level 17             | 79 |                                     |
| Level 18             | 80 |                                     |
| Level 19             | 81 |                                     |
| Level 20             | 82 |                                     |
| Level 21             | 83 |                                     |
| Level 22             | 84 |                                     |
| Level 23             | 85 |                                     |
| Level 24             | 86 |                                     |
| Level 25             | 87 |                                     |

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|          |     |  |
|----------|-----|--|
| Level 26 | 88  |  |
| Level 27 | 89  |  |
| Level 28 | 90  |  |
| Level 29 | 91  |  |
| Level 30 | 92  |  |
| Level 31 | 93  |  |
| Level 32 | 94  |  |
| Level 33 | 95  |  |
| Level 34 | 96  |  |
| Level 35 | 97  |  |
| Level 36 | 98  |  |
| Level 37 | 99  |  |
| Level 38 | 100 |  |
| Level 39 | 101 |  |
| Level 40 | 102 |  |
| Level 41 | 103 |  |
| Level 42 | 104 |  |
| Level 43 | 105 |  |
| Level 44 | 106 |  |
| Level 45 | 107 |  |
| Level 46 | 108 |  |
| Level 47 | 109 |  |
| Level 48 | 110 |  |
| Level 49 | 111 |  |
| Level 50 | 112 |  |
| Level 51 | 113 |  |
| Level 52 | 114 |  |
| Level 53 | 115 |  |
| Level 54 | 116 |  |
| Level 55 | 117 |  |

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|          |     |  |
|----------|-----|--|
| Level 56 | 118 |  |
| Level 57 | 119 |  |
| Level 58 | 120 |  |
| Level 59 | 121 |  |
| Level 60 | 122 |  |
| Level 61 | 123 |  |
| Level 62 | 124 |  |
| Level 63 | 125 |  |

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## 12. APPENDIX B: DRAWING CHECKLIST

|  | <h2 style="margin: 0;">DRAWING CHECKLIST</h2>                                      | CHECKLIST No.            |                          |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|--------------------------|--------------------------|
|                                                                                   |                                                                                    |                          |                          |
|                                                                                   |                                                                                    | DATE                     |                          |
|                                                                                   |                                                                                    |                          |                          |
| Drawing No.:                                                                      |                                                                                    |                          |                          |
| Revision:                                                                         |                                                                                    |                          |                          |
| Date:                                                                             |                                                                                    |                          |                          |
| No.                                                                               | Description                                                                        | Complies                 | Does Not Comply          |
| 1                                                                                 | <b>Eskom section of the title block:</b>                                           |                          |                          |
|                                                                                   | Power Station Name                                                                 |                          |                          |
|                                                                                   | Unit number                                                                        | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                   | System Plant Group (AKZ/KKS/RDS_PP )/Description                                   | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                   | Drawing Type                                                                       | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                   | Drawing Number in accordance with 240-128353314                                    | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                   | Drawing classification in accordance with clause A.11.0                            | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                   | Drawing Scale                                                                      | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                   | Accredited drawing office abbreviation (if revised by Eskom)                       | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                   | Revision No.                                                                       | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                   | Date of revision                                                                   | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                   | Description of revision                                                            | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                   | Drawn by: Draftsperson                                                             | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                   | Checked by: Responsible Engineer or Draftsperson                                   | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                   | Authorized by: Designer                                                            | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                   | Codification by: Codification Officer                                              | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                   | Approved by: Pr Eng including ECSA Pr Eng Registration No                          | <input type="checkbox"/> | <input type="checkbox"/> |
| 2                                                                                 | <b>Contractor section of the title block where applicable:</b>                     |                          |                          |
|                                                                                   | Company information including contract details                                     | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                   | Revision No.                                                                       | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                   | Date of revision                                                                   | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                   | Description of revision                                                            | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                   | Drawn by: Draftsperson                                                             | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                   | Checked by: Responsible Engineer or Draftsperson                                   | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                   | Authorized by: Designer                                                            | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                                                   | Approved by: Pr Eng including ECSA Pr Eng Registration No.                         | <input type="checkbox"/> | <input type="checkbox"/> |
| 3                                                                                 | All applicable reference drawings are indicated in the reference drawings section. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4                                                                                 | All applicable notes are indicated in the notes drawing section.                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5                                                                                 | Text:                                                                              |                          |                          |

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|                     |                                                                                                                       |                            |                          |
|---------------------|-----------------------------------------------------------------------------------------------------------------------|----------------------------|--------------------------|
|                     | <ul style="list-style-type: none"> <li>• in accordance with the standard</li> </ul>                                   | <input type="checkbox"/>   | <input type="checkbox"/> |
|                     | <ul style="list-style-type: none"> <li>• spelling is correct</li> </ul>                                               | <input type="checkbox"/>   | <input type="checkbox"/> |
|                     | <ul style="list-style-type: none"> <li>• standard approved abbreviations are used and applied consistently</li> </ul> | <input type="checkbox"/>   | <input type="checkbox"/> |
|                     | <ul style="list-style-type: none"> <li>• words spelled out where possible</li> </ul>                                  | <input type="checkbox"/>   | <input type="checkbox"/> |
| 6                   | Dimensions:                                                                                                           |                            |                          |
|                     | <ul style="list-style-type: none"> <li>• in accordance with the standard</li> </ul>                                   | <input type="checkbox"/>   | <input type="checkbox"/> |
|                     | <ul style="list-style-type: none"> <li>• indicated showing clear intent</li> </ul>                                    | <input type="checkbox"/>   | <input type="checkbox"/> |
|                     | <ul style="list-style-type: none"> <li>• do not overlap with other drawing elements</li> </ul>                        | <input type="checkbox"/>   | <input type="checkbox"/> |
| 7                   | The following drawing symbology in accordance with the standard:                                                      |                            |                          |
|                     | <ul style="list-style-type: none"> <li>• lines</li> </ul>                                                             | <input type="checkbox"/>   | <input type="checkbox"/> |
|                     | <ul style="list-style-type: none"> <li>• layers</li> </ul>                                                            | <input type="checkbox"/>   | <input type="checkbox"/> |
|                     | <ul style="list-style-type: none"> <li>• levels</li> </ul>                                                            | <input type="checkbox"/>   | <input type="checkbox"/> |
| 8                   | Drawing is legible with no overlapping lines                                                                          | <input type="checkbox"/>   | <input type="checkbox"/> |
| 9                   | All marked-up items have been incorporated as required                                                                | <input type="checkbox"/>   | <input type="checkbox"/> |
| <b>CHECKED BY:</b>  |                                                                                                                       |                            |                          |
| <b>NAME</b>         |                                                                                                                       | <b>DESIGNATION/COMPANY</b> | <b>DATE</b>              |
|                     |                                                                                                                       |                            |                          |
| <b>RECEIVED BY:</b> |                                                                                                                       |                            |                          |
| <b>NAME</b>         |                                                                                                                       | <b>DESIGNATION</b>         | <b>DATE</b>              |
|                     |                                                                                                                       |                            |                          |

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