

TRANSNET PIPELINES



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Handover of As-Built and Other Documents from Technical Projects to Drawing Office Work Instruction

DOCUMENT APPROVAL PROCESS

NAME		POSITION/MEETING NO.	SIGNATURE	DATE
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Approver:	Zandile Mloi	Drawing Office Manager		14/06/16
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1. PURPOSE:

This standard outlines the documentation requirements that are to be implemented by the project managers for the preparation, submission, receipt, review and collection of Technical and (or) deliverable Documentation and Hand over of Documents to the Drawing Office.

2. SCOPE AND APPLICABILITY:

Handover of As-Built and Other Documents from Technical Projects to Drawing Office.

3. HEALTH AND SAFETY PRECAUTIONS

All Relevant Health and Safety Issues Covered By the Acts and Regulations.

4. ROLES & RESPONSIBILITIES:

- **Technical Project Managers** – Ensure that the contractor certifies that all final documentation in each of the foregoing areas reflects the 'As-built' status of the facility by ensuring all changes.
- **Document Controller** – Receives all information from Technical Project Managers and verifies information with Drawing Office Team.
- **Drawing Office Manager** – Custodian of As-built and Technical Documentation.

5. TERMS AND DEFINITIONS:

None

6. EQUIPMENT/MATERIAL REQUIRED:

None

7. PROCEDURE:

7.1 Documentation Submission

7.1.1 **Document Submission Format** – All Documentation shall be submitted under a cover of a Transmittal Note.

7.1.2 **Electronic Transmission** – All electronic documentation shall be transmitted on DVD/CD ROM unless otherwise agreed. *Please Note: Documentation submitted on DVD/CD ROM must be correctly indexed and submitted with an electronic register (MS Excel).*

7.1.3 **Hard Copy Transmission** – Documentation shall be submitted in printed hard copy format only on request by Project Manager and or by Drawing Office Manager.

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7.1.4 **Transmittal Notes** - All documentation shall be submitted under cover of the Transmittal Note indicating all Contract references (i.e., Project No, Contract No, etc.), Project Documentation Number(s), Revision Number, Title and Chronological listing of transmitted documentation. The Transmittal Note shall state the purpose / issue reason for the documentation submission. The Transmittal shall be signed, date stamped and returned to the Project Manager by Document Control. *Please note: Documents must be checked by Project Manager. The Document Controller from the Drawing Office will assist the Project Manager in creating a transmittal note.*

7.1.5 **Formats and Quantities of Technical and Non-Technical Documentation** – The required number of copies and formats of documents / drawings. A typical example of quantities and formats would be as follows: -

- Preliminary / Pre-Construction – Hard copy and PDF
- Construction – Hard copy and PDF
- Red Lined – Hard copies and PDF formats
- Certified As-Built / Final – Hard copies and DVD/CD ROMs containing 'Native' file (Drawing in .DWG) and PDF file formats.

7.2 **Final and As-Built Documentation Hand Over** – Upon completion of a Project. The Project Manager is to collect all final and As-Built Documentation from contractors and hand over documentation and drawing to the TPL Drawing Office. Project Managers as to notify the Document Controller or Drawing Office Manager the status of the documentation received. Once Project Manager is ready to hand over documentation the document submission requirements must be adhere to.

8. QUALITY CONTROL

None

9. RECORDS:

- ISO 9001:2000 – Quality Management Systems Requirements.
- SANS 10111 – Code of Practice for Engineering Drawings.
- SANS 10143 – Building Drawing Practice.
- Drawing Office Standard

10. REFERENCES:

- Document Transmittal Note (Attached)

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11. DOCUMENT CHANGE HISTORY:

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

Date	Previous Rev No.	New Rev No.	Details of Revision
13/06/2016	00	00	New Template

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