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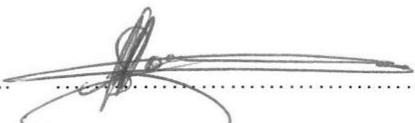
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1. INTRODUCTION

In meeting Eskom Documents and Records Management Policy [1] requirements, this work instruction describes the requirements and the process to be followed in the identification, creation, review, approval and authorisation as well as storage of Plant and Project Engineering information.

It is a principle requirement that all Eskom business functions and activities are documented or recorded to provide authentic, reliable and retrievable evidence. Documents must also be maintained and kept up-to-date for as long as the business elements they support are in use.

This work instruction also describes the requirements in support of meeting the ISO 9001:2008 Quality management systems – Requirements [1] and ASME NQA-1 Quality Assurance Requirements [3] for the control of documents and the control of records using the Hyperwave/SharePoint combination solution.

2. SUPPORTING CLAUSES

2.1 SCOPE

This work instruction is applicable to all project technical documents and records within Plant Engineering. The work instruction also supports the process that has been described and mapped in the 32-1216: Process Control Manual for Manage Documents and Records.

2.1.1 Purpose

The purpose of this work instruction is to provide a documentation management process to be followed for all engineering documents and records within Group Technology and in compliance with 32-1: Eskom Document and Records Management Policy [1]. This is to ensure that Project Technical Documents and Records are:

- Identifiable with minimum set of metadata as set out in 240-58552870;
- Accessible through approved document management systems;
- Safely stored based on classification and are protected from loss and destruction;
- Properly managed to provide evidence of its integrity on an on-going basis.

2.1.2 Applicability

This work instruction is applicable to all Plant Engineering and Project Engineering Documents and Records as defined in 240-54179170: Technical Documentation Classification and Designation Standard [5], which are registered, created, updated, used, reviewed, approved and authorised, stored, disseminated and controlled during the execution of functions and activities.

2.2 NORMATIVE/INFORMATIVE REFERENCES

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

2.2.1 Normative

- [1] 32-1: Eskom Document and Records Management Policy
- [2] 32-9: Definitions of Eskom documentation
- [3] 32-644: Eskom Documentation Management Standard
- [4] 240-53114186: Document and Record Management Procedure
- [5] 240-54179170: Technical Documentation Classification and Designation Standard
- [6] 240-53113685: Design Review Procedure

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- [7] 240-4417997: Documentation Preservation Standard
- [8] 240-53665024: Quality Management System Manual
- [9] 240-53114190: Internal Audit Procedure
- [10] 240-53114026: Project Engineering Change Management Procedure
- [11] 32-1216: Process Control Manual for Manage Documents and Records

2.2.2 Informative

- [12] ISO 9000:2005 Quality management systems — Fundamentals and vocabulary
- [13] ISO 9001:2008 Quality management systems – Requirements
- [14] IEC 61355-1:2008 (Second Edition) Classification and designation of documents for plants, systems and equipment – Part 1: Rules and classification tables

2.3 DEFINITIONS

Authenticity – An authentic record is one that can be proven:

- to be what it intended/purports to be,
- to have been created or sent by the person identified to have created or sent it, and
- to have been created or sent at the time recorded.

Controlled Hard Copy – is a status assigned to those documents which are issued to specific user (a controlled copy holder) for a specific location, to support the execution of safety critical tasks; without access to a document management system.

Configuration Management Lead – CM Person delegated to ensure all CM processes and activities are followed within the project.

Document Compiler/s – The person or team appointed by the functional responsible person to develop a document.

Document Kind Class - Group of document kinds having similar characteristics concerning the content of information independent of the form of presentation.

Document Kind – is a kind of document defined with respect to its specified content of information and form of presentation. See 240-54179170: Technical Documentation Classification and Designation Standard [5].

Document Metadata – is all additional related document information that describes the attributes of a specific document (or record). Metadata includes but are not limited to the following; document title, document identifiers, document revision number, document compiler, document revision dates, document types, and areas of applicability.

Document Type - The classification of documentation used in Eskom. Document types can only be allocated according to 32-9: Definitions of Eskom documentation.

Document and Records Management – field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use, disposal and destruction of records; including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records.

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External Documentation - Documentation created and mastered outside Eskom and includes documentation created by external parties as contracted deliverables to Eskom.

Engineering Work - The application of specific scientific disciplines in the process of developing, designing, maintaining and operating assets with full cognisance of their (the) design and design limitations in order to improve the lives of people.

Hyperwave – Document repository.

Integrity – The integrity of a record refers to its being complete and unaltered, i.e. protected against unauthorized alteration.

Records – information created, received, and maintained as baselines of technical information regarding the realisation, operation and maintenance of assets

Reliability – A reliable record is one whose contents can be trusted as a full and accurate representation of the transactions, activities or facts to which they attest and can be depended upon in the course of subsequent transactions or activities in Project Specific Technical Documentation this is attested to by the fact that the documentation has been demonstrably approved, reviewed and authorised for its purpose.

Review Team – A team consisting of projects leads and any other representatives within projects who are responsible for reviewing the technical content of the document by checking accuracy, relevancy and completeness of the document.

SharePoint – a web-based platform for collaborating Formal and Peer to Peer (P2P) Collaboration platform, as well as a platform for Knowledge Management for the entire organisation Provide content management including document, record, and digital rights management across team sites, document repositories and communities.

Provide intelligent enterprise searches linked into social/expert networks, internet content (federated search), documents and solution plugins.

Provide team site, communities and web portals with document libraries, discussion forums, lists and links, and people networks.

Technical Documentation – means various documents with product-related data and information that are used and stored. The data and information intended include matters of product definition and specification, design, manufacturing, quality assurance, product liability, product presentation; description of features, functions and interfaces; safe and correct use; service and repair of a technical product as well as its safe disposal. Excluding the following document types i.e. project execution documents (i.e. schedules, project management, etc.), Governance documents and General Business documents.

Project Documentation – Documents related to the design and construction work done in the plant.

MDL – Is the list of documents submitted by the contractor for a specific project, stating the document number, title, revision number, date of submission, external transmittal number, name of the contractor, etc.

Vendor – Any person(s) or company that is contracted to a specific project.

2.3.1 Disclosure Classification

Controlled Disclosure: Controlled Disclosure to external parties(either enforced by law or discretionary)

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2.4 ABBREVIATIONS

Abbreviation	Description
ASME	American Society of Mechanical Engineers
BMH	Bulk Material Handling
CoE	Centre of Excellence
CEO	Chief Executive Officer
C&I	Control and Instrumentation
CM	Configuration Management
CRA	Concept Release Approval
DIN	German Institute for Standardisation
Div Exec	Divisional Executive
DRA	Design Release Approval
DRM	Documents and Records Management
ECM	Engineering Change Management
EDMS	Eskom Document Management System
EDWL	Engineering Design Work Lead
EHPUM	Eskom High Performance Utility Model
EPGB	Engineering Process Governance Body
ERA	Execution Release Approval
FRA	Final Release Approval
FTP	File Transfer Protocol
GT	Group Technology
HAZOP	Hazards and Operability Study
ISO	International Standards Organisation
LDE	Lead Discipline Engineer
LPS	Low Pressure System
MDI	Master Document Index
MDL	Master Document List
MEA	Manage Engineering Accountability
NCR	Non-conformance Report
NQA	Nuclear Quality Assurance
OHS	Occupational Health and Safety
PBS	Plant Breakdown Structure also known as "ConfigPBS"
PDF	Adobe Document Publishing Format
PECM	Project Engineering Change Management
QMS	Quality Management System

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SANS	South African National Standard
SCOT	Steering Committee of Technology
SME	Subject Matter Expert

3. PROJECT SPECIFIC TECHNICAL DOCUMENTATION MANAGEMENT

3.1 OVERVIEW

The main activities that comprise the Project Technical Documentation Management capability are illustrated in Figure 1

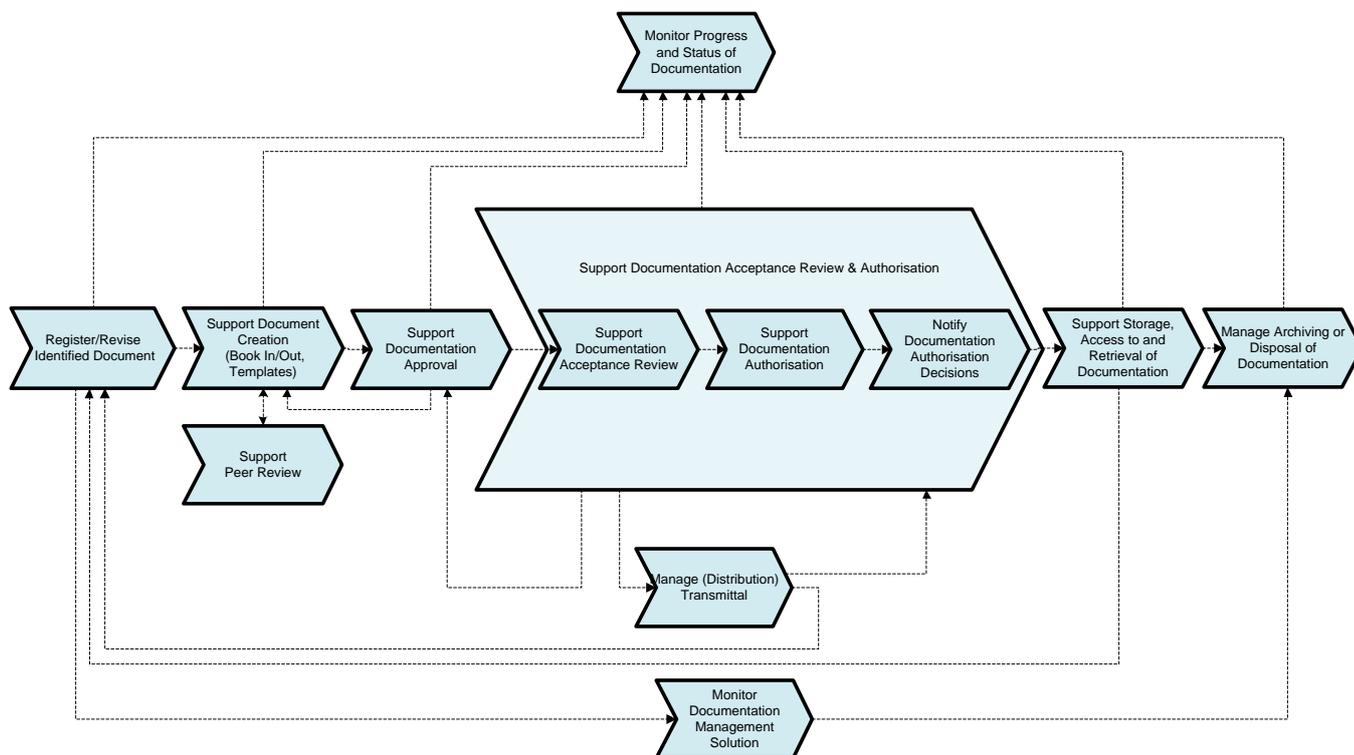


Figure 1: Overview of Project Technical Documentation Management

3.2 CUSTODIAN

The Documentation Management Manager is the custodian of all Project Technical Documents and Records for the applicable domain, e.g. Project.

Any procedure, standard or asset information which impacts multiple business areas shall be submitted and approved through SCOT.

3.3 ROLES AND RESPONSIBILITIES

3.3.1 Senior Manager: System Integration

The Senior Manager: System Integration is accountable to ensure that this work instruction is implemented to all Project Specific Technical Documentation using the Hyperwave/SharePoint combination.

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3.3.2 CoE Manager: Configuration Management

The CoE Manager: Configuration Management is responsible for ensuring compliance to this work instruction and to 32-1: Eskom Document and Records Management Policy [1] and also to the requirements of 32-644: Eskom documentation management Standard [4].

3.3.3 Project Configuration Management Lead

On all applicable projects, the Project Configuration Management Lead shall be responsible for facilitating the correct implementation of this work instruction by:

- Providing administrative support during the document and record management lifecycle (i.e. planning, creation, registration, review and authorisation, transmitting and storage;
- Report on the status of Master Document Register;
- Reporting on document controls including document status, redundant documents, templates, adherence to procedure, training and other document and record management related issues;
- Performing classification of documentation in terms of 240-54179170: Technical Documentation Classification and Designation Standard [5]; and
- Setting up Hyperwave and SharePoint project environments.

The Project CM Lead shall be trained to use the relevant Document Management System.

3.3.4 Document Compiler

The Document Compiler working under the guidance of the Document Approver, shall:

- Request registration or revision of a document using the Documentation Registration Form;
- Compile the document using the latest authorised revision of the applicable template;
- Ensure that minimum document requirements are adhered to;
- Ensure that there is no duplication with existing documentation with regards to the purpose and the content of the document;
- Ensure that the document content is technically accurate, with integrity and pertinent to the subject matter;
- Ensure that proof reading is performed on the developed document; and
- Certify that the document is complete and meets the requirements as well as adhering to GT engineering processes as well as design standards.

Any employee may be identified as a Document Compiler, on condition of having applicable knowledge and competency in the subject matter being documented and is aware of the responsibilities stated on this work instruction.

3.3.5 Document Controller

The Document Controller shall:

- Provide administrative support during the registration, review, approval, storage and retrieval of documents and records;
- Manage the Master Document Register/List for all documents and records.

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3.3.6 Peer Reviewer

It is the responsibility of the Document Approver and Document Compiler to identify Peer Reviewers that would assist with the refining and integration of the document contents in line with the overall project requirements.

The Peer Reviewer(s), on a voluntary or request basis may offer the review and development comments throughout the development stages of the document(s).

3.3.7 Document Approver

The Document Approver is a competent person who takes professional accountability for content as per MEA & relevant Professional Organisation.

The Document Approver certifies compliance with the GT Engineering Processes and the integrity of the content and confirms that the technical content falls within the envelope for which the document was established.

The Document Approver further also declares what the content may be used for by marking the document with the applicable Approval Status.

3.3.8 Acceptance Reviewer

Acceptance Reviewers are persons identified by the respective disciplines in which the developed document shall be applicable by virtue of its impact.

The Acceptance Reviewer's comment(s) shall be captured and panel of reviewer/s listed, for reference purposes within the consolidation report.

The Acceptance Reviewers shall review the document for compliance to verification and validation requirements as stipulated by the relevant CoE's, including higher level system and interfacing system requirements.

3.3.9 Document Authoriser

The Document Authoriser is a person duly delegated to release the content for use within the applicable domain. By authorising the document, the Document Authoriser confirms:

- The competency of the approver and the reviewers; and
- The adequacy of scope of review and soundness of the review process.

3.4 RELATED/SUPPORTING FORMS AND TEMPLATES

The applicable Functional Responsible Person per process shall ensure applicable template/forms are established and authorised, which shall be used in the creation of the documents, drawings and records pertaining to the process.

The documentation Compiler shall use the latest revision of the applicable template/forms.

The following is a list of forms and templates available:

[15] 240-53519752 Appointment of Document Controller

[16] 240-71450346 Project/Plant Specific Technical Document Template: (also forms basis as the template for other specific document templates)

3.5 PROJECT ENVIRONMENT SETUP

Hyperwave is the current Plant and Project Engineering EDMS and SharePoint the collaboration system.

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3.5.1 Hyperwave Environment Setup

Hyperwave is used for storage of documents and records. The CM Representative shall setup the working and storage environment in line with documentation and configuration standards. The Document Controller shall create taxonomies and assign relevant access rights to respective stakeholders.

3.5.2 SharePoint Environment Setup

SharePoint, as a collaboration tool, is used for document creation and reviews. The designated site owner shall create the work site on SharePoint system. The project site owner shall also create the work environment and assign relevant access rights to the stakeholders.

3.5.3 Access

It is mandatory to attend training for both SharePoint and Hyperwave prior to being given access to the systems. User's rights are assigned as per the table below:

User	Access Rights	Required Training
Document Controller	Site Owner (SharePoint) Full Rights (Hyperwave)	Deep Dive Training Hyperwave Document Management Generic
Other Stakeholders	Contributor (SharePoint) View (Hyperwave)	Site Contributor Hyperwave Document Management Generic

3.6 DOCUMENTATION MANAGEMENT PROCESS FOR INTERNAL DOCUMENTS

All documents will follow standard document life cycle process and document compilers are expected to set the relevant level of document classification.

The document lifecycle can be broken down into the following main phases namely:

No	Phase	Tool
I	Document Identification	Applicable domain
ii	Document Registration	Documents Register
iii	Document Creation/Revision	SharePoint
iv	Document Review and Comments Consolidation	SharePoint
V	Document Approval and Authorisation	SharePoint
Vi	Document Storage	Hyperwave

It is the responsibility of the Document Compiler to use the correct template, formatting styles, headers, page numbers, document title, revision date, and references to ensure correct document content. The compiler shall ensure that the document has been seen, reviewed and accepted by all the relevant stakeholders prior to it being authorized for use.

3.6.1 Document Identification

The compiler and the stakeholders shall identify the documents required with the specific domain, e.g. in a project domain, the project team shall identify the documents required with each of the project phases.

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3.6.2 Document Registration

The Document Compiler shall request to register a new by completing and submitting the Documentation Registration Form to the appointed Document Controller. Document Registration Forms will be provided by the Document Controller to the Compiler. The Document Controller will then search if similar document does not already exist on the system to avoid duplications.

If a similar document already exists, the Document Controller shall:

- Inform the requesting Compiler that the document already exists in the system and no new document registration is required.
- If there is a need to update the existing document the process will then continue from the next phase.

If no document already exists in the system, the Document Controller shall:

- Register the document on the Technical Documents Register; and
- Issue the Unique Identifier to the requesting Document Compiler.

3.6.3 Document Creation/Revision

3.6.3.1 Creation of new document

Upon receipt of the unique identifier, the compiler shall create the new document using an approved document templates and thereafter upload it to the relevant work space in SharePoint.

3.6.3.2 Revision of existing document

The Document Compiler shall request to revise an existing document by completing and submitting the Documentation Revision Form to the appointed Document Controller. Document Revision Forms will be provided by the Document Controller to the Compiler.

The Document Controller will first flag the document in the system as “Checked out for Update” and then forward it to the Document Compiler to update it.

It is the responsibility of the compiler to get the required approval to revise an existing document from the committee, such as CCCC, PCCB, etc.

3.6.3.3 Document Naming

The Document Compiler shall ensure that the document title contains the project name and is descriptive of the document content and intention as far as possible within the title wording. Document title would be written in the title case. This means only using capital letters for the principal words. Articles, conjunctions and prepositions will not use capital letters unless at the beginning of the title. Example, **Fleet SOx Project – Technology Study Report**

File naming of electronic documents shall, as a minimum, always include the document unique identifier, the document title and the revision number. Example, **363-SOx-BDDD-D00185-2 Fleet SOx Project – Technology Study Report Rev 2.doc**. The project file name will be captured at the header of every page.

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3.6.3.4 Document Unique Identifier

For project documents, the complete document Unique Identifier is comprised of the following characters:

NNN – WWW – XXX – YYYY – ZZ

- NNN – Being the Allocated Site Namespace (see Appendix B)
- WWW – is the project acronym
- (XXXX – YYYY) – is a Excel Spread sheet generated number character (being the Temporary Document Control Register) based on Unique Identifiers for IEC 61355, L1-L4 Document Kind. This is dependent on the information supplied with the Document Registration Form.
- ZZ – is an auto-generated incremental number.

The compiler with the assistance of the Document Controller will upload the document into SharePoint and complete the SharePoint document metadata popup.

For non-project related documents, unique identifies from various system such as Hyperwave, SAP, etc. The Document Controller shall utilize the correct system to assign unique identifiers.

3.6.4 Document Review and Comment Consolidation

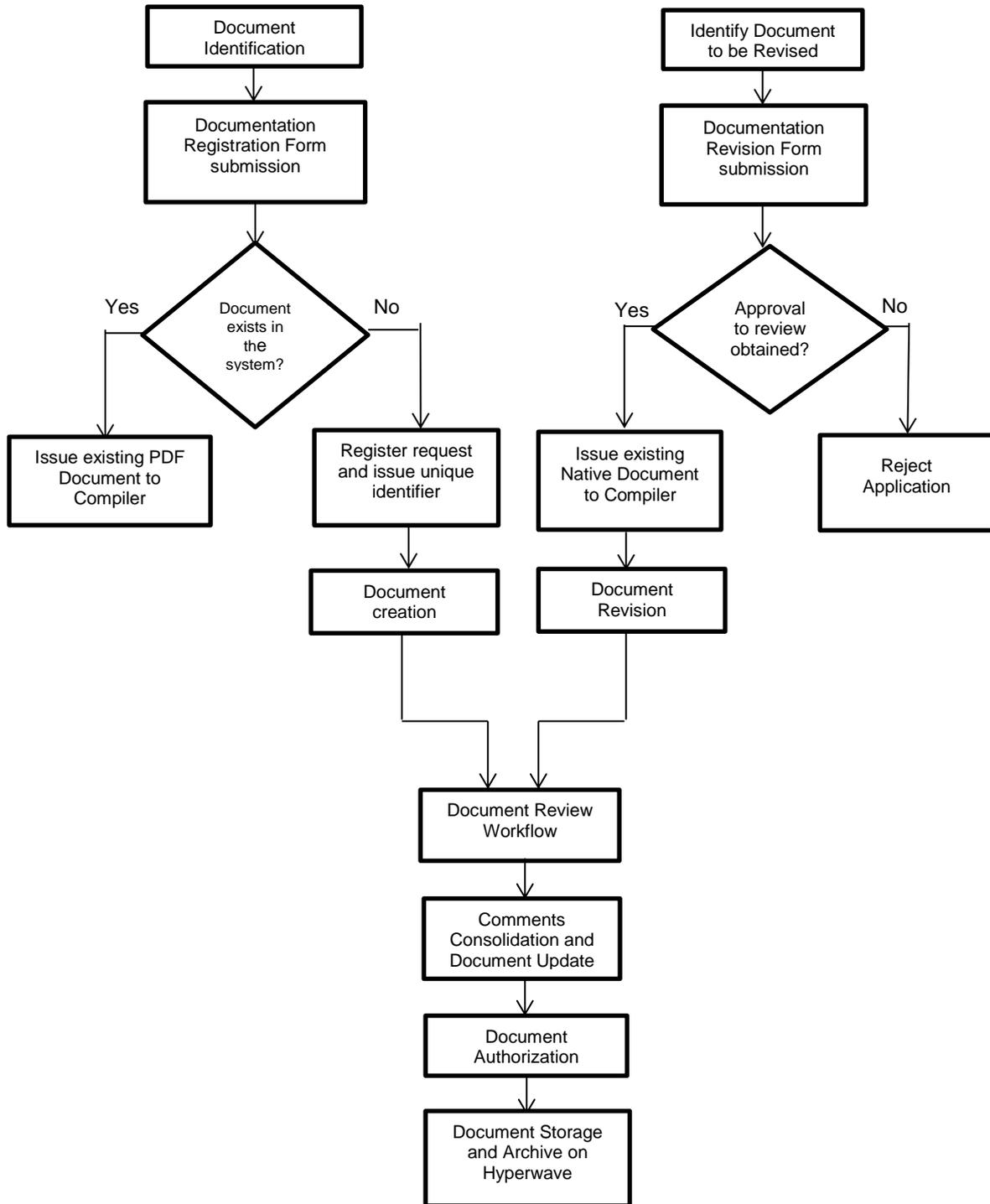
The Document Compiler shall submit the list of reviewers of the document to the Document Controller who will then initiate the Review Workflow to all through SharePoint. After completion of the review period, the Document Controller will consolidate all comments into a comments sheet and forward to the compiler to update the document accordingly.

3.6.5 Document Approval and Authorization

The compiler will issue the document for authorization signatures and submit to Document Controller both the hard copy as well as the native copy. The Document Controller will then scan and achieve the PDF copy, comments sheet and native copy in Hyperwave. The hard copy will then be stored in designated area by the Document Controller for future use.

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Documentation Management Process



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3.7 DOCUMENTATION MANAGEMENT PROCESS OF EXTERNAL DOCUMENTS

Below is the process to be followed for the effective management of documents from external stakeholders.

Documents received from external stakeholders goes through the following stages, namely:

- Submission
- Document Processing
- Document Review
- Document Distribution

3.7.1 Submission

All documents from external stakeholders for projects shall be submitted to the appointed Eskom Contract Representative(s) for that particular domain. Hard copies shall be hand delivered to the Contract Representative. Eskom Contract Representative can delegate documents reception functions to the Documentation Manager. Eskom Contract Representative shall specify in advance to external stakeholder(s) how electronic documents are to be submitted to Eskom taking into account the size and the volume of information to be received. Discs, emails, FTP, etc. can be used to submit information electronically to Eskom and must be easily identified.

3.7.1.1 Document Verification

All documents submitted to the project shall be verified to ensure compliance to the minimum Eskom requirements. All documents submission (both hard copy and electronic copy) must be accompanied by a completed transmittal note. As a minimum, transmittal templates must have the following fields:

- Contract Number
- Plant Area
- Responsible Eskom Contracts Representative
- Contract Document Number
- Document Revision Number
- Document Title/Description
- Document Type
- Quantity of Documents
- Purpose of Submission

The external stakeholder shall submit, together with the documentation, signed transmittal note to Eskom Contract Representative, who will in turn acknowledge receipt by also signing the transmittal note. The Eskom Contract Representative shall submit the signed copy of the note to the relevant DC to store in Hyperwave.

Upon verification and where a nonconformance exists, the DC shall raise an NCR and will send to the Eskom Contract Representative for signature and action. If the documents cannot be processed because of the identified nonconformance and the Representative accepts recommendation from the DC, the DC shall complete the Technical Documentation Transmittal Template, attach the signed NCR and send back to the Representative to send to the external stakeholder, In cases where the Representative does not accept the recommendation, the DC shall process the documents with identified nonconformance and attach the signed NCR on Hyperwave.

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3.7.1.2 Format and Layout of Documents

For consistency it is important that all documents used within a specific domain follow the same layout, style and formatting standard.

3.7.1.2.1 Layout and Typography

Every document should comply with the following font specifications:

- Font Colour: Black
- Main Headings Font Type: Arial, Bold, Capital Letters
- Main Heading Font Size: 12pt
- Sub Headings Font Type: Arial, Bold, Tittle Case
- Sub Headings Font Size: 11pt
- Body Font Type: Arial, Sentence Case i.e., only the first letter of the first word is a capital letter.
- Body Text Font Size: 10pt
- Line Spacing: 1.5 line spacing
- Margins: standard (about 1 inch)
- Alignment: full justification to be used
- Paragraphing: one line skip between paragraphs
- Pagination: centered page numbers (about 0.5 inches from bottom)
- Indentations: standard tab for all paragraphs (about 0.4 to 0.5 inches)

3.7.1.2.2 Document Headers

The header should include the project name, document tittle, document number, revision number and page number.

3.7.1.2.3 Cover Page

All documents must have a cover page in front. The cover page should include the following:

- Document Tittle
- Eskom Document Number
- Contractor Document Number (if applicable)
- Document Type
- Contractor Name
- Revision Number
- KKS Code (if applicable)
- Document signatories (if applicable)
- Document Revision Table (if applicable)
- Last and next review date of the document (if applicable)

Note: External stakeholders should submit a VDSS for Eskom to issue document numbers.

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3.7.1.2.4 Table of Contents/Index

All documents must have a detailed table of contents which must be added after the document cover page.

3.7.1.3 Format and Layout of Drawings

The format and layout of drawings will be in accordance with the latest revision of Engineering Drawing Office and Engineering Documentation Standard 36-943.

3.7.2 Document Processing

3.7.2.1 Registration

All documents received from the external stakeholder which meets the minimum format and layout requirements, shall be registered on the Technical Documents Register and the transmittal note shall be scanned and attached on Hyperwave.

3.7.3 Document Review

3.7.3.1 Electronic Review

For electronic review, the DC shall initiate the team review workflow by assigning the workflow to the relevant review team and attach the document to be reviewed. Once the reviewers have reviewed the document, the DC will consolidate the comments received, capture the comments on the comments sheet, complete the Technical Documentation Transmittal Template and send the pack to the Eskom Contract Representative who will verify the correctness of the pack and distribute to the external stakeholder.

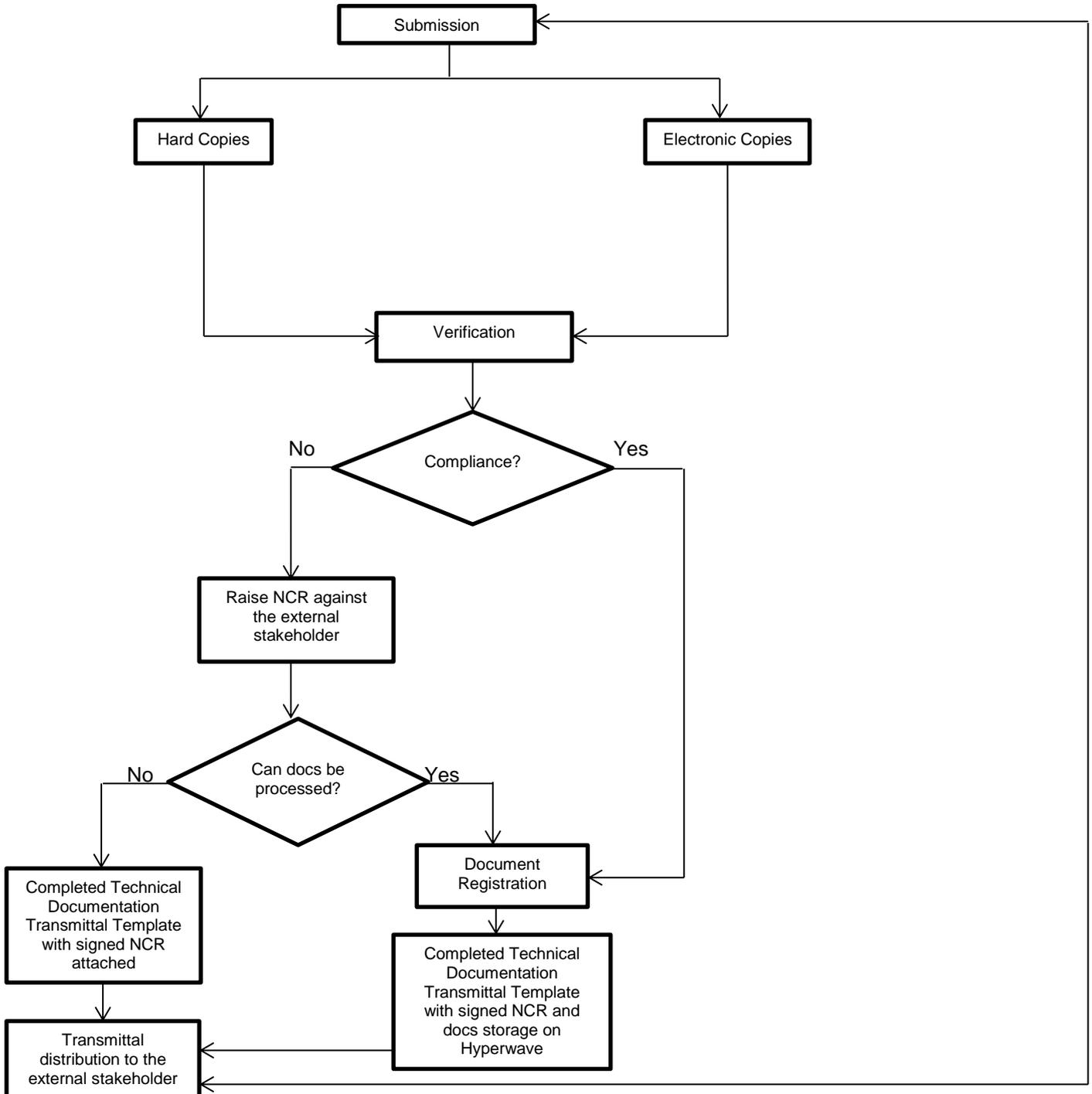
3.7.3.2 Hard Copy Review

Hard copy review shall be conducted in the allocated squad check area. The DC shall prepare the documents to be reviewed, attach the comments sheet and notify the relevant Eskom Representative when the documents are available for review. The Representative shall advise on reviewers to be invited for the review. The CML shall ensure that the review team conduct the reviews within the specified period and capture the comments on the comments sheet. The CML shall consolidate comments, allocate document review status and send pack to DC. The DC shall complete the Technical Documentation Transmittal Template and send the pack to the Eskom Contract Representative who will distribute to the external stakeholder.

Note: Documents reviewers shall be done according to the latest approved Eskom procedures e.g. Design Review Procedure.

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Documents Submission Process



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3.7.4 Document Distribution

The person with the required delegation (typically Project Manager/Contract Manager) shall identify to the DC those documents that are to be used, and identify recipient by name, organization and location.

The DC shall complete the Technical Documentation Transmittal Template, attach the relevant documents and send the package to Eskom Representative to verify the correctness of the package and distribute to the external stakeholder.

The DC will track the movement of documents via the MDL or VDSS.

3.8 TURNAROUND TIME

All projects shall decide on the turnaround time for external documents submissions.

3.9 PROCESS FOR MONITORING

Compliance to this instruction shall be monitored through internal audits as per 240-53114190: Internal Audit [9].

4. AUTHORISATION

This document has been seen and accepted by:

Name & Surname	Designation
L Mokoena	Configuration Management Manager (Acting)
L. Fernandez	System Integration Manager

5. REVISIONS

Date	Rev.	Compiler	Remarks
March 2014	0	S. Dayile	Instruction
April 2014	0.3	S. Dayile	Draft Document for Comments Review
September 2014	0.4	Z Hlakanyane	Draft Document for Approval
October 2014	1	Z. Hlakanyane	Final Document for Authorisation and Publication

6. DEVELOPMENT TEAM

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

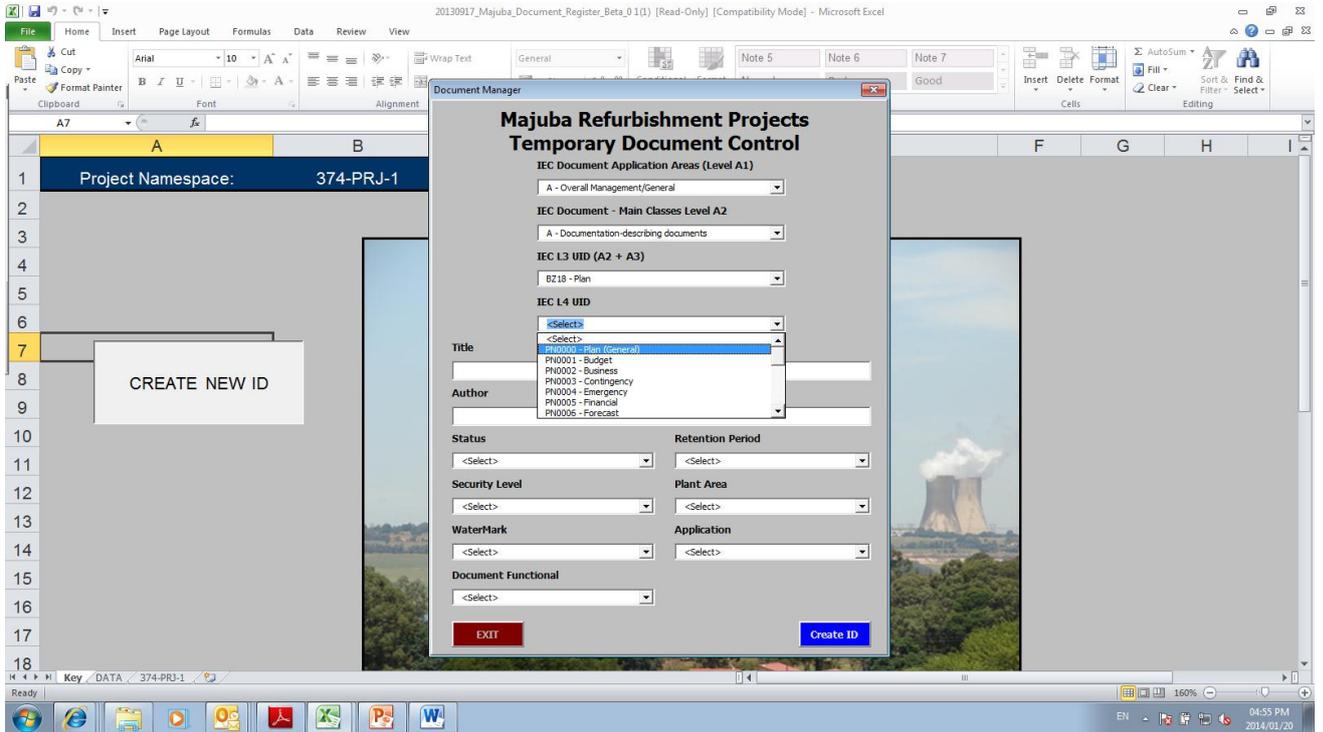
- Simon Peter
- Siyasanga Dayile

7. ACKNOWLEDGEMENTS

N/A

CONTROLLED DISCLOSURE

APPENDIX A: TEMPORARY TECHNICAL DOCUMENT CONTROL REGISTER



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When downloaded from the EDMS database, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the database.

APPENDIX B: PROJECT SITE NAMESPACE

NAMESPACE	SITE
363	GBE Head Office
362	Peaking Head Office
364	Ingula Power Station
348	Medupi Power Stationk
366	Kusile Power Station
361	Nuclear 1 Project
358	Gas 1 Project
346	UCG Project
347	Sere Wind Farm
355	Drakensberg Power Station
357	Ankerlig Power Station
356	Gourikwa Power Station
359	Palmiet Power Station
354	Gariiep Power Station
353	Vanderkloof Power Station
352	Acacia Power Station
351	Port Rex Power Station
349	Klipheuwel Power Station
350	Tubatse Project
384	Arnot Power Station
383	Camden PowerStation
382	Duvha Power Station
381	Grootvlei Power Station
380	Hendrina Power Station
379	Kendal Power Station
378	Koeberg Power Station
365	Komati Power Station
377	Kriel Power Station
376	Matimba Power Station
375	Lethabo Power Station
374	Majuba Power Station
373	Matla Power Station
360	Tutuka Power Station
388	Distribution Division
387	Transmission Division
372	Distribution Eastern Region
371	Distribution Western Region

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367	Distribution Northern Region
368	Distribution Southern Region
369	Distribution Central Region
385	Power Delivery Department (PDE)
386	Project Development Department (PDD)
370	PBMR
389	Nuclear Engineering
390	Nuclear Build
392	Nuclear Fuel
391	Wind 500 (Made up of Aberdeen & Kleinzee - Fleet Wind Projects)
401	Aberdeen
402	Kleinzee
400	Acacia New Power Station
399	Solar PV

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APPENDIX C: IEC 61355-1:2008 DOCUMENT CLASSES

Doc Type	Description
AG	Agreement
AR	Authorisations and Approvals
AS	Assessment
AV	Audio Visual
CN	Contract
CR	Correspondance
CS	List/Check List
CT	Certificate
DR	Directive
DS	Data File
DW	Drawing
FM	Form
GL	Guideline
IS	Instruction
LG	Log
LS	Legislation
MN	Manual
MT	Meeting
OG	Organisational Structure
PB	Publication
PC	Procedure/Process
PF	Profile
PL	Policy
PM	Process Map
PN	Plan
PP	Position Paper
PR	Presentation
RG	Register
RP	Report
SD	Source Code
SG	Strategy
SN	Statement
SP	Specification
ST	Standard
TE	Template
TR	Terms of Reference

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When downloaded from the EDMS database, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the database.