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STANDARD

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Title

DOCUMENT NUMBERING STANDARD

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APPROVALS

Name	Title	Signature	Approval Date
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PURPOSE

The purpose of this document is to provide a standardized nomenclature to identify deliverables using unique and traceable filenames and numbers.

INTENDED AUDIENCE

This document is a standard for all stakeholders engaged on projects at Pembina.

It is a key reference standard for project managers, project team participants, document controllers and Contractors to understand the document control expectations at Pembina.



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DOCUMENT INFORMATION

DOCUMENT OWNER

This document is owned by the Technical & Project Services department.

REVISIONS

Revision #	Revision Date	Revision Notes	Revised By
0	2018.06.29	Issued for Use	Tracey Spence
1	2019.04.26	Issued for Use	Tracey Spence

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1.0 PURPOSE

The purpose of this document is to standardize the identification of deliverables by using unique and traceable numbers and filenames. Pembina Document Control manages two types of deliverables; Controlled Engineering Records (CER) and Project Records (PR). Each deliverable type has its own respective nomenclature, assigned and controlled by Pembina Document Control. All deliverables shall be assigned a document number on creation.

CERs are deliverables that support the effective operation and maintenance of a facility or pipeline and must be kept up to date for the life of an asset.

PRs provide evidence of results achieved or activity performed. PRs are not modified after project completion and may be of historical value. They may need to be referenced as evidence of a decision or completion of an activity on the project.

2.0 SCOPE

This Standard applies to all deliverables generated or modified for a Pembina project or asset.

2.1 Exclusions

- Working copies of non-issued/in-progress native documents
- Emails
- "bootleg" pdf deliverables
- Vendor Deliverables

2.2 Deviations or Variance

Requests for exceptions and deviations (with comments and justifications) shall be submitted at the time of quotation and shall be resolved prior to proceeding with further consideration of the proposal or award of order.



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3.0 KEY TERMS, ACRONYMS AND ABBREVIATIONS

Must is a mandatory requirement, which is required to meet legislation requirements.

Shall is an absolute requirement, which is to be followed strictly in order to conform to the standard.

Should is a recommendation. Alternative solutions having the same functionality and quality are acceptable.

May indicates a course of action that is permissible within the limits of the standard permission.

Can is conditional and indicates a possibility open to the user of the standard.

Table 1. Definitions

Term/Acronym/Abbreviation	Definition
Asset	Pembina owned and/or operated facilities, pipelines and terminals
BU	Business Unit
Contractor	Any person or firm contracted by Pembina to provide services
CER	Controlled Engineering Record
DC	Document control
Deliverable	Project drawings and documents
EDMS	Electronic document management system
Originator	Person or Contractor responsible for the creation or submittal of a deliverable
PR	Project Record
TDP	Technical Documents and Projects. A department within drafting and document control
Vendor	Any person or firm contracted by Pembina to provide equipment and/or material

4.0 REFERENCE DOCUMENTS

Table 2. Reference Documents

Document Number	Document Name		
TSU-TPS-DC-PRO-STD-001	Document Control Process Standard		
TSU-TPS-DC-STND-STD-003	Deliverable Exchange Standard		
TSU-TPS-DC-STND-STD-004	Deliverable Quality Standard		
TSU-TPS-DC-STND-STD-005	Vendor Deliverable Standard		
TSU-TPS-DF-PRO-STD-001	Pembina Drafting Standard		
TSU-TPS-DDC-REF-FRM-001	Drafting and Document Control Support Request Form		
TSU-TPS-DC-REF-FRM-002	Deliverable Number Request Form		
TSU-TPS-DC-REF-IST-001	Document Control Process Instruction Manual		
TSU-TPS-DC-TEMP-FRM-001	Document Deliverable Requirements Template		
TSU-TPS-DC-REF-IST-006 Document Control Service Level Agreement			



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5.0 RESPONSIBILITIES

Key roles and responsibilities include:

Process Owner: Drafting and Document Control

• Primary end-users (deliverable originators):

Project managers
Project team
Document control
Contractors

6.0 DOCUMENT CONTROL PROCESS OVERVIEW

- Deliverables are defined in accordance with Pembina's standards;
- Document Control issues unique numbers for each deliverable;
- All deliverables are controlled and monitored during their lifecycle of submittal, distribution, review and acceptance for the multiple versions of issuance;
- Upon completion of the project, deliverables are turned over for operational use, transferred to FileNet, and/or are archived for historical reference;
- The expectations for Contractors are included in the engagement contracts and/or purchase orders;
- Deliverables are managed in an electronic document management system (EDMS).

7.0 PROJECT RECORDS (PR)

7.1 Number Format

Table 3. Project Record Number Structure

AAAAA	-	ВВ	-	CCC	-	DDDDD
Project Code	-	Discipline Code	-	PR Type Code	-	Assigned Number

Example: C17223-PM-RPT-00004

7.2 Number Component Definitions

7.2.1 Project Code

The project code identifies the project and is the AFE number. If a document is shared amongst multiple AFEs, the predominant AFE shall be used. The project manager provides the number to document control. This shall be done at the earliest phase of the project and will be used throughout the lifecycle of the project.



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7.2.2 Discipline Codes

All deliverables belong to one of the listed disciplines.

Table 4. Discipline Codes

Code	Description
AB	Aboriginal
CM	Communication (Telecom)
CS	Construction
CX	Commissioning
CV	Civil
DC	Document Control
DR	Drafting
EL	Electrical
EG	General Engineering
EV	Environment
GV	Governance (used for PDGL Gate approval deliverables)
GT	Geotechnical
HT	Hydrotechnical
IC	Instrumentation & Controls
LN	Land
ME	Mechanical
OM	Operations & Maintenance
MA	Marine
PC	Project Controls
PL	Pipeline
PM	Project Management
PR	Process
QA	Quality Assurance/Quality Control
RA	Rail
RG	Regulatory
SA	Safety
SC	Supply Chain
ST	Structural
SV	Survey

7.2.3 PR Type Code

The PR Code generally describes the document type and shall be chosen from the list included in Appendix A – List of PR Type Codes.

7.2.4 Assigned Number

Assigned numbers are created by Pembina Document Control through Pembina's EDMS upon request. Assigned numbers create uniqueness and do not represent sequence.



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8.0 CONTROLLED ENGINEERING RECORDS (CER)

8.1 Number Format

Table 5. CER Number Structure

AAAA	BB-BB		cccc
Facility ID	CER Type Code	-	Assigned Number

Example: A7.01-4A-00003

Table 6. CER Number Structure - Demolition Drawings

AAAA	BB-BB		cccc		
Facility ID	CER Type Code	-	Assigned Number	_	DEMO

Example: A7.01-4A-00003_DEMO

8.2 Number Component Definitions

8.2.1 Facility ID

A Facility ID is a unique identifier assigned by Pembina Document Control to all Pembina assets. Facility IDs are requested by Project Managers providing location of an asset to Pembina Document Control. Facility IDs are detailed in the Document Control Process Standard (TSU-TPS-DC-PRO-STD-001).

8.2.2 CER Type Code

The CER Code specifically describes the document type, and shall be chosen from the list included in Appendix B – List of CER Type Codes.

8.2.3 Assigned Number

Assigned numbers are created by Pembina Document Control through Pembina's EDMS upon request. Assigned numbers create uniqueness and do not represent sequence.



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9.0 DOCUMENT NUMBER & EXISTING FILE REQUESTS

9.1 New Document Number Requests

All deliverables shall be assigned a document number on creation by Pembina Document Control. Originators initiate the document number request by completing the "New PR Number" or "New CER Number" worksheet on the Document Number Request Form (TSU-TPS-DC-REF-FRM-002) and submitting it to document control by email to the applicable email address in Section 9.3. Requesting Company, Pembina Project Manager and Project AFE are required at the top of the form. Deliverables with required templates should be requested with the number request.

Table 7. New PR Number Request Form Field Descriptions

Column Heading	Description	
DISCIPLINE	Select from available drop-down pick list	
TYPE CODE	Select from available drop-down pick list	
TITLE	Proper Title Description	
	Completed in ALL CAPS	
	Functions as Complete Document Title for PR record types	

Table 8. New CER Number Request Form Field Descriptions

Column Heading	Description	
FACILITY ID	Email contact from Table 10 below for assistance	
LOCATION	Include legal land description of the Facility ID	
DISCIPLINE	Select from available drop-down pick list (use specified McLaren Discipline for CER)	
TYPE CODE	Select from available drop-down pick list	
TITLE	Completed in ALL CAPS	
	Can be left blank	
	Functions as Title Line 3 for CER record types	

9.2 Existing Document Requests

CER record type deliverables are available by request for update (edit/modification) or for reference. Deliverables for update are provided in native format. Deliverables for reference are provided in PDF format. Deliverable originators initiate the request by completing the "Existing Document" worksheet on the Document Number Request Form (TSU-TPS-DC-REF-FRM-002) and submitting it to document control by email to the applicable email address in Section 9.3. Requesting Company, Pembina Project Manager and Project AFE are required at the top of the form. Refer to the Deliverable Exchange Standard (TSU-TPS-DC-STND-STD-003) for instructions on receiving information from Pembina.

Table 9. Existing Document Request Form Field Descriptions

Column Heading	Description	
DOCUMENT NUMBER	Complete Document Number of the deliverable	
TITLE	Title of the Deliverable	
REQUEST TYPE	Select from available drop-down pick list:	
	"FOR UPDATE – NATIVE FORMAT" or	
	"FOR REQUEST – PDF FORMAT"	



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9.3 **Document Control Contact**

All emails shall include an active Pembina AFE or MOC number in the email subject line and are subject to the Document Control Service Level Agreements (TSU-TPS-DC-REF-IST-006).

Table 10. Document Control Contacts

Executing Project/Asset Owner	Email Contact		
CBU	CBU_DC@pembina.com		
GBU	GBUdocumentcontrol@pembina.com		
Major Projects MP_DC@pembina.com			
NBU_DC@pembina.com			
OBU OBU_DC@pembina.com			
TBU_DC@pembina.com			
Contact a Pembina project manager of	or documentcontrol@pembina.com to obtain the correct		

email address if unknown



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10.0 APPENDIXES

Appendix A – PR Type Code List

APP Application (Typically Regulatory) BSC Business Case (GV Only) CAL Calculation Project Change Management Log (GV Only) CRT Design Criteria CWP Construction Work Package DBM Design Basis Memorandum DCN Design Change Notice DDM Deliverables Distribution Matrix DDR Document Deliverable Requirements DRC Decision Record DRP Daily Report ERP Emergency Response Planning (ERP) EST Estimate EWP Engineering Work Package FCN Field Change Notice FCR Field Change Request FRM Form GDR Decision Record (GV Only) ICD ICM Decision Record (GV Only) IDX Index (Project Data Indexes only) ILI In-Line Inspection IPT ICM Presentation (GV Only) IRP Incident Report IST Instruction ITP Inspection & Test Plan LLC Line Locates LLL Lessons Learned Log LST List LTR Letter MAP Map MDR Master Document Register MEM Memo MOM Minuter of Macting	Туре	Description
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LTR Letter MAP Map MDR Master Document Register MEM Memo	LLL	Lessons Learned Log
MAP Map MDR Master Document Register MEM Memo	LST	List
MDR Master Document Register MEM Memo	LTR	Letter
MEM Memo	MAP	Мар
MEM Memo	MDR	Master Document Register
MOM Minutes of Meeting	MEM	
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MPT Management Presentation (GV Only) MRP Monthly Report MRQ Material Requisition NCR Non Conformance Report PCL Project Classification (GV Only) PCN Project Change Notice PDR Piping Design Registration PHA Process Hazard Analysis PIC Picture/Photo PLN Plan PLX Pipeline Crossing PRO Procedure PRS Presentation RDX Road Crossing RFI Request for Information ROW Right-of-Way Map (PLA) RPT Report RWX Railway Crossing SCD Scope Change Document (GV Only) SCH Schedule SCM Screening Memo (GV Only) SDR Spec/Standard Deviation Request SIM Simulation SKT Sketch TBE Technical Bid Evaluation SOW Scope of Work SPC Specification STD Standard STY Study SVY Survey TEM Template UTX Utility Crossing XRF X-Ray Film	Type	Description
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Document Type:

STANDARD

Document Number

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tevision:

Title

DOCUMENT NUMBERING STANDARD

Appendix B – CER Type Code List

McLaren Discipline	CER Type Description	CER Type Code	Notes
Reference	Piping & Instrumentation	00-1A	Models for Piping and associated
			Instrumentation, Pipe Shoes, Pipe Clamps, In-
			Line Piping Equipment
Reference	Electrical	00-1B	Models for Cable Trays, Lighting, Grounding,
			Cables
Reference	Equipment	00-1C	Models for Transformers, Ratio Towers,
			Vendor Supplied Model Packages ex. Pump
			and Pump Skid
Reference	Structural	00-1D	Models for Concrete Barriers, Steel Supports,
	2		Piling, Stairs, Platforms, Catwalks, Buildings
Reference	Civil	00-1E	Models for Survey, Grading, Contours
Reference	Instrument and Control Index Master File	00-1F	Excel Master file that contains project data
			index information. Produces 3 PDF output
			files: "Control System I/O Index" (02-3S),
			"Instrument Index" (02-3N) and "Setpoint
Civil or Structural	Grading Plan	01-1C	Index" (02-3R) Fencing and Road Plans/Profiles
Civil or Structural	Pile Location Plan	01-1C 01-8A	Piling, Pile Schedules
Civil or Structural	Support Detail	01-8A	Steel, Concrete, Structures, Platform
Civil or Structural	Building Layout	01-8C	Sections, Elevations, General Structural,
Civil of Structural	Building Layout	01-80	HVAC layout
Civil or Structural	Foundation Detail	01-8D	Foundations, Risers, Skid Pads
Civil or Structural	Grading Detail	01-8E	Grading Cross Sections
Civil or Structural	Road Detail	01-8F	Grading cross sections
Electrical	Arc Flash Study Report	02- 8A	
Electrical	Symbol Legend	02-1A	
Electrical	Single Line Diagram	02-1B	
Electrical	Distribution Schematic	02-1C	Power Distribution
Electrical	Equipment Wiring Diagram	02-1D	UPS, Motor Control Circuit, MOV, Switchgear
Electrical	Control System Architectural	02-2A	
Electrical	IO Address Assignment	02-2B	
Electrical	Shutdown Key	02-2C	Control Key, Sequencing Key, Truth Table,
	,		Interlock Narrative
Electrical	Control System Wiring	02-2D	PLC I/O Loop Wiring, includes low voltage
			(120V/24V distribution), Intercom, RTU,
			OMNI, Pump Control, Yard Lighting, VFD,
			Panel Termination
Electrical	Instrument Wiring Diagram	02-2E	
Electrical	Panel Layout	02-2F	Fabrication Details, Sections, and Elevations
Electrical	Panel Schedule	02-2G	
Electrical	Junction Box Layout	02-2H	
Electrical	Equipment Installation Detail	02-2J	Standard Details, Actuator Mounting Detail
Electrical	Area Classification	02-3A	
Electrical	Area Classification Guidelines	02-3B	Area Classification Details
Electrical	Grounding System	02-3C	Grounding Plan
Electrical	Cable Routing Plan	02-3D	Any Cable Routing, Cable Tray, U/G Conduits,
			Conduit Layout, Electrical Plot Plan
Electrical	Equipment Layout	02-3E	Site Layout, Equipment, Buildings, Sections,
			Electrical Layout



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STANDARD

Document Number:

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Revision:

1

Title

DOCUMENT NUMBERING STANDARD

Electrical Heat Tracing 02-3P Isometrics, Panels, Schematics, Wiring, Schedules, Layouts Electrical Data Sheet 02-3Q Electrical Setpoint Index 02-3R PDF output file from 00-1F (effective May 2019 for go-forward) Electrical Control System IO Index 02-3S PDF output file from 00-1F (effective May 2019 for go-forward) Electrical Control Narrative 02-3T PDF output file from 00-1F (effective May 2019 for go-forward) Electrical Eloctrical Block Diagrams 02-5A Level Diagram, Logic Diagram PLC Functional Design Document 02-5B Electrical HMI Functional Design Document 02-5B Electrical Signal Exhange Protocol 02-5E Electrical Signal Exhange Protocol 02-5E Electrical Bill of Material 02-7A Name Plate Electrical Are Flash Study Report 02-8A Electrical Are Flash Study Report 02-8B Electrical ETAP File 02-8B Electrical ETAP File 02-8B Electrical ETAP File 01-1B Site Plans 10-1B Mechanical Key Plan 10-1B Mechanical Location Sign 10-13 Mechanical Location Sign 10-13 Mechanical Data Sheet 10-3Q Fliping Details Piping Betail 10-4A Fire Suppression System, Control Building, Piping Details 10-6A Flare Stacks, Vessels, Strainers, Tanks, Meters, Pumps, Drip Trays, BS&W, Barred Tees, etc 10-10A Mechanical Piping Section 10-10A Including Bill of Material 10-10A Mechanical Trap Assembly Detail 10-10B Mechanical Piping Section 10-10B Mechanical Piping Section 10-10B Mechanical Piping Section 10-10B Mechanical Piping Elevation 10-10B Mechanical Piping Section 10-10B Mechanical Piping Section 10-10B Mechanical Piping Early Detail 10-10B Mechanical Pi	McLaren Discipline	CER Type Description	CER Type Code	Notes
Electrical Communication C2-3H Telecom Electrical Standard Stub-Up Details O2-3J	Electrical	Cable Schedule	02-3F	Cable or Conduit
Electrical Standard Stub-Up Details 02-3M Electrical Load List 02-3M Electrical Instrument Index 02-3M 2019 for go-forward) 2019 for go-fo	Electrical	Cathodic Protection Plan	02-3G	Facility Cathodic Details
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