



NET4GAS, s.r.o

COMPRESSOR STATION JIRKOV 73 BAR

Document Handling Procedure

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1 GENERAL

1.1 Scope of the Document

This document describes the distribution system of documents created within the *Compressor Station Jirkov 73 bar* project, system for review and approval of the documents for tender documentation phases as well as for construction phase and trial operation. This system shall be used with regard to any companies participating on the project and preparing documents.

It is expected that the approval process of documents for each phase ÚP, DUR, DSP and DVZ the Consultant will continuously transmit documents to the attention of the Client and to allow commenting on individual parts of the documentation prior to issuance of a comprehensive documentation phase.

1.2 Definitions

Term	Explanation
Project	Compressor Station Jirkov 73 bar
Employer	NET4GAS
Consultant	ILF Consulting Engineers
Contractor	All vendors, construction contractors, equipment or service providers other than ILF
Subcontractor	Contractor in contractual relationship with N4G Contractor
Designer	Project documentation contractor (different levels) in contractual relationship either with N4G directly or with the Contractor
Document	Hard or soft version of a document prepared as part of the design process
Statement	Hard or soft version of the statement provided by the Stake-holders
Correspondence	Letter, fax or email sent or received by a person involved in the project
Document Originator	Person / Company that issued a document

Server:	SharePoint - a shared server for uploading documents
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1.3 Abbreviations

Term	Explanation
DCC	Document Control Centre
LLI	Long Lead Items
DT	Document Transmittal
DCS	Document Comment Sheet
RS	Resolution Sheet
RDE	Responsible Discipline Engineer
TQ, TQA	Technical Query, Technical Query Answer
FQ, FQA	Field Query, Field Query Answer
CHO	Change Order
DIC	Discipline Internal Check
IDC	Inter-Disciplinary Check
TD	Tender design
DD	Detail design
ShP	SharePoint
MoM	Minutes of Meeting
HOP	Hand Over Protocols
B0x	Placeholder for certain "B" revision (e.g. B01, B02, B03,...)

1.4 References

No.	Number	Title
1	C4G-JI73-ILF-GENER-	Document Numbering Procedure

	PMA-MAN-900	
2	N661-ILFP-AD-0007	SharePoint Structure

2 CREATING, ISSUING AND APPROVING DOCUMENTS

Any Documents created in the following project phases shall be identified with a number assigned in compliance with the Document C4G-JI73-ILF-GENER-PMA-MAN-900 Document Numbering Procedure.

2.1 Revision of Documents

Each version of a Document officially submitted to the Client is differentiated with 3-digits alphanumerical identification of the revision. Revision code is selected based on the purpose for issue of the Document. Documents issued prior to the approval given by the Client shall have "B0x" codes in ascending order, starting with the code B01. Once the Client approves the Document, the revisions shall have 3-digits numerical codes in ascending order, starting at number 000.

Overview of revision codes and purposes for issue of documents is listed in the table below:

Purpose for Issue	Description	Code
Start	Internal only	
DIC	Issued for Discipline Internal Check. This is an internal issue within the organisation of the originating company.	
IDC	Issued for interdisciplinary check. This is an internal issue within the organisation of the originating company.	A01
Re-issue for IDC	Re-issued for interdisciplinary check (if required).	Next code Axx (A02, A03, ...)
Issue for Review	Issued for Review by the Client.	B01
Re-issue for Review	Re-issued for review by the Client (if required).	Next B0x code (B01, B02,...)
Approved	Issued once the document was approved by the Client. If the document is not generally approved	000

Purpose for Issue	Description	Code
<for purpose>	but only for a certain purpose then this purpose shall be stated.	
Re-issue for Re-view	Approved document re-issued for Review by the Client (if required).	Next 00x code 001, 002
Re-Approved <for purpose>	Approved document re-issued (if required). If the document is not generally approved but only for a certain purpose then this purpose shall be stated.	Next 00x code 001, 002

2.2 Procedure for Assigning Revisions to Documents

2.2.1 Discipline Internal Check

This is an internal issue within the organisation of the originating company.

2.2.2 Interdisciplinary Checks

It shall be used for the interdisciplinary check within the organization issuing the Document. Revision B01 shall be issued based on this check.

Provided the interdisciplinary check identified only minor nonconformities of the Document, revision B01 including the incorporated comments shall be sent to the Client for review.

Provided the check detected essential nonconformities of the Document in revision A01, revision A02 shall be subjected to interdisciplinary re-check.

If the second check results in no changes of the Document, revision B01 shall be sent to the Client for review. If changes are necessary, they shall be incorporated in the revision B02 of the Document. Provided revision B02 passes the interdisciplinary check, it shall be sent to the Client for review. Otherwise, further revisions shall be issued identified with "B0x" revision codes in ascending order, until the Document is approved to be sent to the Client for review.

2.2.3 Review and Approval by the Client

First revision to be sent to the Client is a revision "B01".

If the Document is approved by the Client without any changes (approval code "A", see paragraph 2.3) or it is approved provided minor comments to be incorporated in the Doc-

ument (approval code “B”), the Originator shall incorporate the comments in the Document and issue the Document with revision “000”.

Provided the Document is rejected by the Client (approval code “C”), the Originator shall incorporate the Client’s comments and issue the Document in a revision identified with a revision code B02. The revision is then resubmitted to the Client for review. This process shall be repeated until the Document is approved by the Client or is approved with minor comments (approval code “A”, “B”). After that the Originator issues revision “000” of the Document.

Documents accepted by the Client for information only (approval code “D”), shall be issued with revision “000”.

Provided the approved Document needs to be changed based on the Client’s request or other circumstances, the Originator shall prepare revision “001” of the Document and submit it to the Client for review. In case the revision is not approved by the Client (approval code “C”), the Document Originator shall incorporate the Client’s comments and issue a revision identified with a higher number (002,003,...). The revision shall be resubmitted to the Client for approval. This process shall be repeated until the Client approves the Document.

2.3 Approval Codes

Within the reviewing process, approval codes shall be used for approval of individual Documents. Approval codes shall have the following meaning:

Code	Meaning
A	Approved
B	Approved if comments are incorporated
C	Rejected, to be revised and resubmitted for review
D	For information only, without any comments

When approval codes “A” and “D” are used, the Document Comment Sheet (DCS) for the given Documents shall include statement “without any comments” or notes of the reviewers. When approval codes “B” and “C” are used, the DCS shall include the document comments of the reviewer, information to which parts of the Document the comments are related to or how the comments shall be incorporated.

2.4 Document Comment Sheet/ Document Resolution Sheet

Document comments shall be recorded in a form identical for all phases of the review procedure. When the Documents are submitted for review, the form shall be used as a

Document Transmittal (DT) and saved in appropriate directory on the Server together with the Documents.

Commenting organization shall use this form; rename it as Document Comment Sheet (DCS) and save it in the appropriate directory for review. Consequently, the organization shall add the comments to each Document listed in the form. Each comment shall be given on a separate line!

DCS form shall be also used as a Resolution Sheet (RS). The Document Originator saves the form as the RS and on the right side of the form the Originator provides a short description if and how each comment was incorporated or gives reasons why a certain comment was not incorporated. At the same time, the Originator makes a reference to the new DT number in the column called DT. The previous sequential number stays in the RS footer.

Example of the Document Comment Sheet is given in the Attachment no. 1. At the same time the form is used as a Document Transmittal (DT), Document Comment Sheet (DCS) and Resolution Sheet (RS).

Example illustrating the use of the form:

- 1) ILF submits a package of Documents to N4G for review, i.e. ILF uploads the documents together with the form identified as Document Transmittal C4G-JI73-ILF-DT-0001 into the appropriate folder in [JI73-ILF-DT/1.Uploads/0000-0001](#).
- 2) N4G saves the form as C4G-JI73-N4G-ILF-DCS-0001-A in directory [JI73-ILF-DT/2.Comments/0000-0001](#) and fill it with its comments.
- 3) Provided the comments are marked with code "B" or "C", ILF shall incorporate them in the Documents and shall issue a new revision of the Documents for review/approval with new form, e.g. C4G-JI73-ILF-DT-0022. At the same time, ILF shall save the original Document Comment Sheet as ILF-RS-0001 and complete it with explanation how the comments were resolved. This Resolution Sheet shall be added to the package of corrected Documents included in C4G-JI73-ILF-DT-0022 in directory [JI73-ILF-DT/1.Uploads/0000-0001](#).

2.5 Marking of Changes in Documents

Any changes of Documents made in the new revision officially submitted to the Client (except for the first issue for review), shall be clearly identified as per the description given in this chapter.

Only current changes of the revision shall be identified in one revision of a Document. Changes made in the previous revisions shall not be identified as changes any more.

Revised Document without identified changes shall be rejected.

2.5.1 Marking of Changes in Written Documents (MS Word, MS Excel)

Changes in written Documents (MS Word) shall be marked in red and underlined. On the left side of the text, there shall be a vertical line identifying a place where the Document was changed. In case of files created in MS Word, the "Track Changes" function may be used and the above mentioned parameters may be set up in this function.

Changes in tables (MS Excel) shall be highlighted in red.

2.5.2 Marking of Changes in Drawings

Any changes in drawings shall be marked with revision clouds and revision triangles bearing the revision letter or number.

2.5.3 Changes marking during the Review and Approval Procedure

2.5.3.1 *Changes in Documents prior to Approval*

First Document revision officially submitted to the Client for review (revision "B01") shall not contain any changes. In case this revision is approved with the approval code "A" (Approved) or code "B" (Approved if comments are incorporated), revision "000" shall be created without highlighting changes in the Document. The Documents Originator shall reply to the comments in writing only within the Resolution Sheet (see paragraph 2.4).

In case the Document is rejected with approval code "C" (Rejected, to be revised and re-submitted for review), another revision ("B02" or higher) with marked changes shall be created for Client's review. Provided the Document is approved then with approval codes "A" or "B", the Document Originator shall create revision "000", already without the changes marking.

When the corrected revision is not approved, another revision shall be created for review ("B03" or higher), where only new changes are highlighted. Original changes in the previous revision of the Document are not marked.

2.5.3.2 *Changes of the Approved Documents*

In case an approved Document needs to be changed based on the Client's request or based on any other circumstances, the Originator shall prepare a revision "001" (or higher) and the changes made in the Document shall be marked in the above mentioned way.

If the changes to the Document are approved with approval codes "A" or "B", the Originator shall remove the identification of changes and shall issue the Document in new revision ("002" or higher).

Provided the Document is rejected, the Designer shall create another 00x revision with incorporated, highlighted comments which shall be again submitted to the Client for review.

2.6 Procedure for Issue, Review and Documents Approval

2.6.1 Generally

The Document Originator shall issue a package of documentation (divided in packages as per the contract or previous written agreement with N4G) containing Documents related to the comprehensive project part (revision "B01" or higher) and shall save it in the appropriate directory on shared Server together with the Document Transmittal DT (see Attachment no. 1). At the same time, the Originator shall send an email to N4G and ILF with notification and attached respective Document Transmittal DT. The email addresses are as follows: C4G@net4gas.cz, DCC_N663@ilf.com, N663.dcc@project2.ilf.com (notification can be automatically generated by the Server).

Assigned person from N4G shall inform the engineers of individual disciplines within N4G appointed to review the Documents. In case of Documents created by the Contractors and their Designers, ILF DCC shall also inform its own engineers about submitted Documents.

Engineers of individual disciplines shall check the Documents, add their name, date and comments in the Document Comment Sheet DCS (see Attachment no 1). Once the DCS is filled with all comments of every engineer and the comments are approved by the Client, the DCS shall be signed by the appropriate person at N4G and scanned in PDF format (or provided with an electronic signature). N4G employee shall save the signed DCS (including the editable version for consequent comments solution) in appropriate location on the Server and shall notify ILF (DCC) and the Contractor by email (or it is done automatically by the Server).

The Contractor incorporates the comments stated in the DCS and issues an appropriate higher revision for each Document. The way how the comments were incorporated shall be described in Resolution Sheet. In case of Documents which are not approved (approval code "C"), the review and approval procedure is repeated.

Upon approval of the Documents, their last (00x) revisions shall be stamped electronically and saved on the Server. According to the purpose for issue and project phase, the following types of electronic stamps shall be used:

- Approved
- Approved for Construction
- For Information Only

Once the Document is approved by the Client, stamped and saved on the Server, it becomes an officially approved Document ready for further use.

Workflow of the general procedure for Document Review is stated in the Attachment no. 2) Document Review – General Workflow Diagram.

2.6.2 Documents prepared by ILF

The procedure mentioned in paragraph 2.6.1. shall be generally applied for the Documents prepared by ILF (or its subcontractors). N4G employees shall perform the review. The appropriate N4G employee shall be notified by email (or automatically by the Server) that the Documents and DT have been saved in appropriate location on the Server. N4G employee saves the DCS in the appropriate directory of comments and notifies discipline engineers within N4G who fill in the DCS their name, discipline, date and comments.

Once every engineer adds the comments and the comments are checked by RDE, the comments are approved by the appropriate N4G employee(s), DCS is signed and scanned in PDF (or electronic signature is inserted). N4G employee saves the signed DCS (including the editable version) in the appropriate location on the Server and informs ILF (DCC), or it is done automatically by the Server. ILF (DCC) ensures incorporating of the comments in the Documents, issue of new Document revisions and description of comments incorporation in the RS.

In case the comments are not consistent or consolidated, engineers of individual disciplines or assigned N4G employee(s) give them a consolidated form. Provided the comments need to be discussed, they are negotiated within N4G and based on the negotiation (as per the meeting minutes) discipline engineers or assigned N4G employee (s) correct the comments. Upon the approval by N4G, the signed DCS (including the editable version) is saved in the appropriate location on the Server by the N4G employee and ILF (DCC) is notified by email (or automatically by the Server). ILF (DCC) ensures incorporating of the comments in the Documents, issue of new Document revisions and description of comments incorporation in the RS.

N4G submits its comments to ILF within 10 working days after receiving of Documents for review. In case of documentation for complete pipeline or Compressor Station Jirkov as a package, N4G submits the comments to ILF within 20 working days. Provided the submission Documents fails to meet the formal requirements or the Documents are not submitted in satisfactory quality, N4G shall ask ILF to correct the Documents. In this case the term for review is calculated from the submission date of corrected Documents. ILF incorporates the comments of N4G within 10 working days upon their receiving. Final comments for all complete pipelines or Compressor Station Jirkov as a package shall be incorporated by ILF in the tender documentation clean copy within 20 working days upon their receiving.

Workflow for the ILF Document Review is stated in the Attachment no. 3) ILF Document Review – Workflow Diagram.

2.6.3 Documents of Other Contractors

2.6.3.1 *Technical Documents of Contractors*

Procedure stated in paragraph 2.6.1 is generally valid for Technical Documents prepared by other Contractors (or their Designers). Review shall be done by ILF employees or N4G. Once the Documents and DT are uploaded by the Contractor in the appropriate location on the Server, appropriate N4G employee and ILF (DCC) shall be notified by email (or it is done automatically by the Server). ILF (DCC) notifies its discipline engineers of individual disciplines. The engineers fill in the DCS their name, date and comments.

Once all engineers complete their comments and the comments are checked by the RDE, ILF (DCC) uploads the DCS on the Server and notifies the appropriate N4G employee(s) by email (or it is done automatically by the Server). The appropriate N4G employee(s) modifies / approves the comments, signs the DCS and scans it in PDF (or inserts electronic signature). N4G employee uploads the signed DCS (including the editable version) in the appropriate location on the Server and informs ILF (DCC) and the appropriate employee(s) of the Contractor by email (or it is done automatically by the Server). Contractor ensures incorporating of the comments in the Documents, issue of new Document revisions and description of comments incorporation in the RS.

In case the comments are not consistent or consolidated, or not acceptable for N4G, the appropriate N4G employee informs ILF by email in this respect and ILF discipline engineers correct the comments or the assigned ILF employee(s) gives them a consolidated form. Provided the comments need to be discussed, they are negotiated between N4G and ILF and based on the negotiation (as per the meeting minutes) discipline engineers or assigned ILF employee(s) correct the comments. Upon the approval by N4G the signed DCS (including the editable version) is saved in the appropriate location on the Server by the N4G employee and ILF (DCC) as well as the appropriate employee(s) of the Contractor are notified by email (or automatically by the Server). The Contractor ensures the comments are incorporated in the Documents and new revisions are issued.

Comments raised by ILF and N4G shall be submitted to the Contractors within 10 working days upon receiving of the Documents for review, or within 20 working days in case of documentation review for comprehensive part, e.g. the gas pipeline. Provided the submission of Documents fails to meet the formal requirements or the Documents are not submitted in satisfactory quality, N4G or ILF shall ask the Contractor to correct the Documents. In this case the deadline for review is calculated from the submission date of corrected Documents. The Contractor incorporates the comments into the Documents within 10 working days upon their receiving.

Workflow for the review of Technical Documents is stated in the Attachment no. 4) The Contractors' Document Review – Technical Documents - Workflow Diagram.

2.6.3.2 *Other Documents of Contractors*

The procedure stated in paragraph 2.6.1 is generally valid for other Documents of Contractors, which are not of technical nature (e.g. contractual, commercial, safety assurance, quality system etc.) and are prepared by other Contractors (or their Designers). Review shall be performed by N4G employees.

Once the Documents and DT are uploaded in the appropriate locations on the Server, the appropriate N4G employee is notified by email (or it is done automatically by the Server). N4G employee informs disciplines engineers within N4G who fill in the DCS their name, date and comments.

Once all employees fill their comments and the comments are checked, the appropriate N4G employee(s) approves the comments, signs the DCS and scans it in PDF (or inserts electronic signature). N4G employee uploads the signed DCS (including the editable version) in the appropriate location on the Server and informs the Contractor by email (or it is done automatically by the Server). The Contractor ensures incorporating of the comments in the Documents, issue of new Document revisions and description of comments incorporation in the RS.

In case the comments are not consistent or consolidated, employees of individual disciplines or the assigned N4G employee give them a consolidated form. Provided the comments need to be discussed, they are negotiated within N4G and based on the negotiation (as per the meeting minutes) disciplines engineers or assigned N4G employee(s) correct the comments. Upon the approval by N4G the signed DCS (including the editable version) is saved in the appropriate location on the Server by the N4G employee and the Contractor is notified by email (or automatically by the Server). The Contractor ensures incorporating of the comments in the Documents, issue of new Document revisions and description of comments incorporation in the RS.

N4G submits its comments to the Contractor within 10 working days upon receiving of the Documents for review, or within 20 working days in case of larger package of documentation. Provided the submission of Documents fails to meet the formal requirements or the Documents are not submitted in satisfactory quality, N4G shall ask the Contractor to correct the Documents. In this case the deadline for review is calculated from the submission date of corrected Documents. The Contractor incorporates the comments into the Documents within 10 working days upon their reception

Workflow for the review of other Contractors' Documents is stated in the Attachment no. 5: The Contractors' Document Review – Other Documents - Workflow Diagram

2.6.3.3 *Documents of Subcontractors in Contractual Relationship to the Contractor*

The Contractor's Subcontractors shall have their Documents reviewed by the Contractor first. Procedure for Document review including the numbering of revisions shall be

analogue to the procedure described above. After addressing the comments between the Contractor and his Subcontractors and their incorporating in the Documents, the last RS together with the corrected Documents (identified with B01 code) and the appropriate Document Transmittal DT shall be submitted for review / approval to N4G and ILF.

Next step shall be analogue to the procedure stated in paragraphs 2.6.3.1 and 2.6.3.2.

2.7 Responsibility for the Document Content and Check

The Document Originator is always responsible for the Document correctness. Check of a Document by another person shall not relieve the Document Originator of his responsibility for its correctness.

In case a tender on deliveries and services was called directly by N4G, ILF is responsible for checking and reviewing the Technical Documents. N4G is responsible for checking and reviewing of other Documents (contractual, commercial, safety assurance, quality system etc.).

In case a tender on deliveries and services was called by the Contractors, the primary responsibility for checking the Contractors' Documents lies with the appropriate Contractor. After addressing the comments between the Contractor and his Subcontractor, the Documents shall be submitted for final check and approval by N4G and ILF. ILF is responsible for checking and reviewing the Technical Documents. N4G is responsible for checking and reviewing other Documents (contractual, commercial, safety assurance, quality system etc.).

3 TECHNICAL QUERIES AND FIELD QUERIES

3.1 Technical Queries of ILF

Technical Queries (TQ) of ILF shall be submitted by means of forms, saved in appropriate directory on the Server. Answers of N4G shall be submitted back to ILF by means of completed forms, identified as TQA and saved in appropriate directory on the Server. On one form, there shall be one query or eventually more queries concerning the same topic.

Forms for Technical Query (TQ) and Technical Query Answer (TQA) are given in the Attachment no. 6).

Once the TQ form is saved on the Server, ILF (DCC) shall notify the appropriate employee(s) at N4G by email (or it is done automatically by the Server). N4G employee saves the TQA form with a new code, completes the form with his/her name, date and answers. Consequently, the appropriate employee(s) at N4G approves the answers, signs the TQA form and scans it in PDF or inserts an electronic signature. N4G

employee saves the signed TQA form in the appropriate location on the Server and informs the appropriate ILF employee(s) by email (or it is done automatically by the Server).

Answers to the queries shall be completed and TQA form shall be saved on the Server without undue delay, within a reasonable deadline with regard to the nature of the query and current possibilities of N4G.

The status of TQ shall be revised at regular engineering meetings where any potential impacts of TQ/TQA on the Project shall be discussed as well.

Workflow for procedure of answering Technical Queries (TQ) of ILF is stated in the Attachment no. 8): Answering Technical Queries (TQ) of ILF – Workflow Diagram.

3.2 Technical Queries and Field Queries from Contractors

Technical Queries (TQ) and Field Queries (FQ) of Contractors shall be submitted by means of forms saved in appropriate directory on the Server. Answers of N4G, or replies of ILF, shall be submitted back to the enquirer by means of completed forms, identified as TQA or FQA and saved in appropriate directory on the Server. There shall be one query on each form, or eventually more queries concerning the same topic.

Forms for Technical Query (TQ) and Technical Query Answer (TQA) are given in the Attachment no. 6) forms for Field Query (FQ) and answer (FQA) are given in the Attachment no. 7).

Once the TQ/FQ form is saved on the Server, ILF (DCC) shall notify its engineers of the concerned disciplines and the appropriate employee(s) at N4G by email (or it is done automatically by the Server). ILF engineers complete the form with their names, date and answers. After all the disciplines complete their answers and the answers are checked by the RDE, ILF (DCC) saves the TQA/FQA form in the appropriate location on the Server and informs the appropriate N4G employee(s) by email (or it is done automatically by the Server).

Consequently, the appropriate employee(s) at N4G approves the answers, signs the TQA /FQA form and scans it in PDF or inserts an electronic signature. N4G employee saves the signed TQA/FQA form in the appropriate location on the Server and informs ILF (DCC) and the appropriate employee(s) of the Contractor by email (or it is done automatically by the Server).

In case the answers are not acceptable for N4G, the appropriate N4G employee informs ILF by email in this respect and ILF discipline engineers correct the comments. Provided the proposed answers need to be discussed, they are negotiated between N4G and ILF and based on the negotiation (as per the meeting minutes), the ILF discipline engineers or assigned ILF employee(s) correct the answer. Upon the approval by N4G, the signed TQA/FQA form is saved in the appropriate location on the Server by the N4G employee

and ILF (DCC) as well as the appropriate employee(s) of the Contractor are notified by email (or automatically by the Server).

Answers to the queries shall be completed and TQA/FQA form shall be saved on the Server without undue delay, within a reasonable deadline with regard to the nature of the query and current possibilities of N4G.

The status of TQ/FQ shall be revised at regular meetings (Engineering Meetings, Progress Meetings, Construction Meetings etc.), where any potential impacts of TQ/TQA/FQ/FQA on the project shall be discussed as well.

Workflow for procedure of answering Technical Queries (TQ) and Field Queries raised by the Contractors is stated in the Attachment no. 9) Answering Technical Queries (TQ) and Field Queries (FQ) of the Contractors - Workflow Diagram.

4 CHANGE ORDERS AND THEIR DISCUSSING

Contractual parties of N4G shall proceed in compliance with the specification given in the respective contract. Provided they should still have a change proposal, it is submitted by means of a Change Order form (CHO).

Example of the Change Order form (CHO) will be given in the Attachment no. 10).

The Contractor requesting a change shall save the completed Change Order (CHO) in the appropriate directory on the Server. After saving the CHO on the Server, the Contractor shall inform the appropriate N4G employee by email (or automatically by the Server), who shall notify his engineers of the concerned disciplines. The engineers shall complete the form with their comments. After all engineers complete their comments and they are checked and approved by the RDE, N4G signs the CHO and scans it in PDF format (or inserts an electronic signature). Then N4G employee uploads CHO to the appropriate directory on the Server and notifies the appropriate employee(s) of the Contractor proposing the change by email (or automatically by the Server).

In case the Client invites ILF to cooperate on the CHO assessment, the cooperation shall be analogue to answering Technical Queries (see paragraph 3.2). Provided ILF proposes the change, only N4G shall make comments and approve the change.

In case of conflict between the provisions of this Article and provisions of the respective contract concluded between N4G and the Contractor (including ILF) amending the change management, the contractual provisions shall prevail.

5 STRUCTURE OF THE SERVER FOR SAVING AND SHARING DOCUMENTS

SharePoint, a central repository shared by ILF and N4G, shall be used for saving Documents related to the Project. For that purpose a structure for saving Documents shall be created and corresponding access rights to individual libraries, lists and directories shall be established. Structure for saving Documents shall take into account review and approval procedures regarding the Documents and shall guarantee the last valid revision of any Documents is clearly identified. The proposal for the structure of saving and administration of Documents is described below and illustrated in the Document N661-ILFP-AD-0007 SharePoint Structure. This structure can be amended as needed.

The Contractors and other parties participating in the Project shall use similar system for administration and sharing of documentation as the one to be launched by N4G. Structure for saving Documents shall be analogue in order to correspond to the requirements of the system for issue, review and approval of the Contractors' Documents.

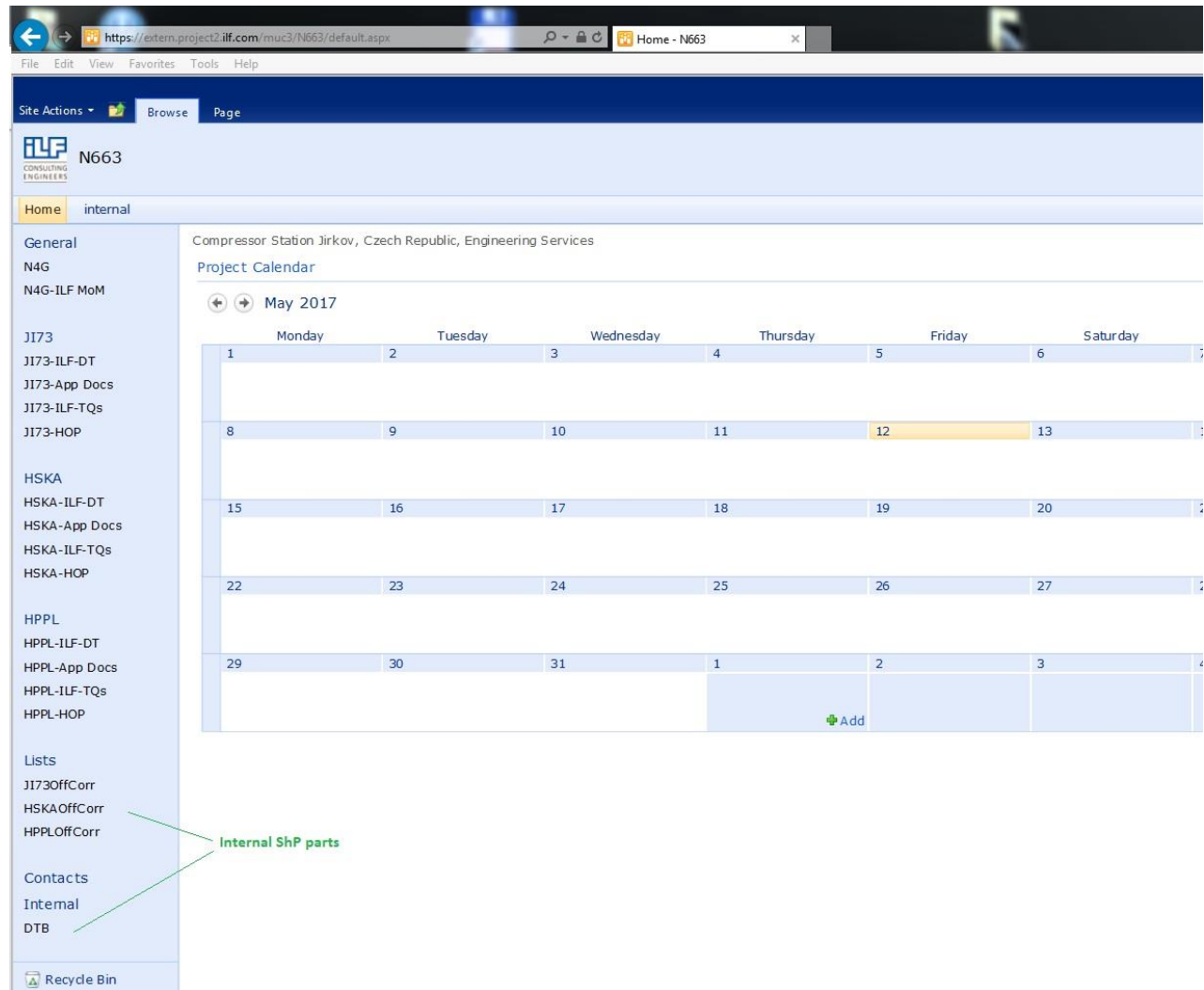
5.1 Structure for Saving Documents and Correspondence

SharePoint is structured into a few sections:

- General
- JI73
- HSKA
- HPPL

ILF inbound and outbound correspondence shall be controlled by means of an internal List

- JI73OffCor (ILF official correspondence)
- HSKAOffCorr (ILF official correspondence)
- HPPLOffCorr (ILF official correspondence)



5.2 Section General

The section general is divided into the two libraries:

- N4G
- N4G-ILF-MoM

The N4G Library is further divided in the following folders:

- Input for ILF
- Authorities Statements

Other folders to be created as needed.

5.2.1 Library N4G

5.2.1.1 *Input for ILF*

Input for ILF – input data submitted by N4G to ILF for the purpose of design shall be divided in the following subfolders:

- HSKA
- JI73
- HPPL

Other subfolders shall be added as needed.

Subfolders inside are distinguished by the date of documents reception.

These subfolders can be divided in other subfolders according to the character of the given data.

5.2.1.2 *Authorities Statements*

Similar process shall be applied in case of Authorities Statements, which can be divided in individual parts.

Newly created folders shall be also divided in subfolders as per the nature of individual data.

5.2.2 N4G-ILF-MoM Library

The library is place where Minutes of Meetings kept between N4G and ILF will be uploaded.

MoMs shall be uploaded directly in its folders in PDF format. Party recording the meeting minutes is responsible for saving the minutes.

Note: Consultant's internal Minutes of meeting are saved on the Internal ShP.

5.3 **Section JI73**

The section contains information related to the JI73 part of the project.

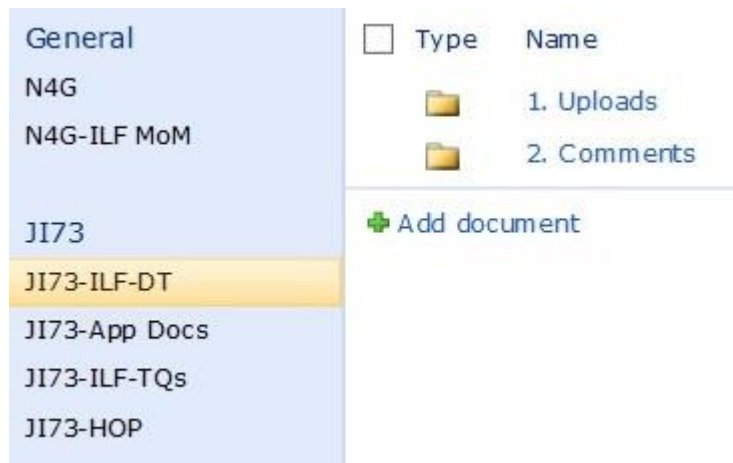
There can be found a division into the libraries:

- JI73-ILF-DT
- JI73-App Docs
- JI73-ILF-TQs
- JI73-HOP

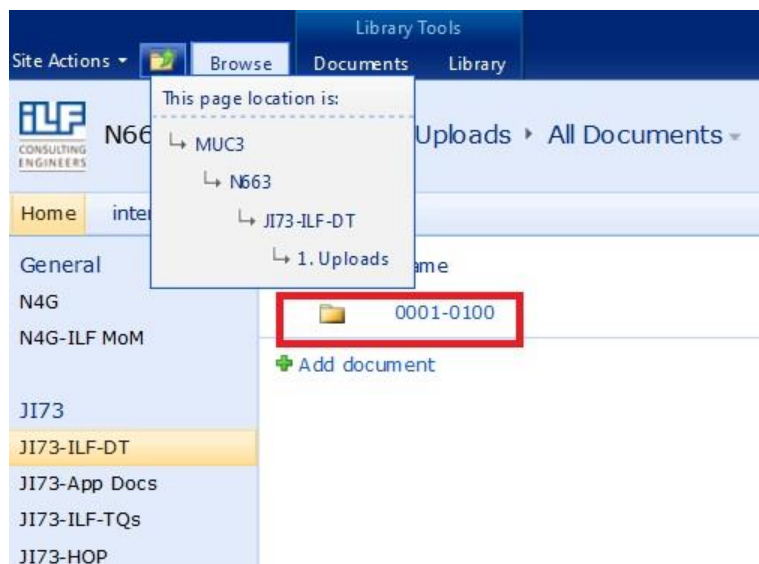
5.3.1 JI73-ILF-DT library

The library is divided into the two subfolders:

- 1. Uploads
- 2. Comments



The first subfolder “1. Uploads” contains documents transmittals (DT) grouped into a group of 100 folders. The reason of providing folder groups is to reduce scrolling in a long list.



Each Document transmittal folder shall contain:

- Document transmittal itself, where are listed submitted documents (editable format and alternatively PDF)
- Individual documents in PDF format

- Eventually RS sheet with resolution of comments from previous revision (PDF format).

Each document in certain revision can be uploaded only once in JI73-ILF-DT library otherwise there are created duplicates in the database system.

The second subfolder “2.Comments” contains document comment sheets (DCS) which take the same sequential number as a related DT.

Folder shall be structured into a group of 100 folders in the same way as the folder “1. Uploads”

Into the subfolder “2.Comments” will be by N4G uploaded Document Comment Sheet (DCS) in PDF format and in editable version. The editable version is necessary for a RS sheet preparation.

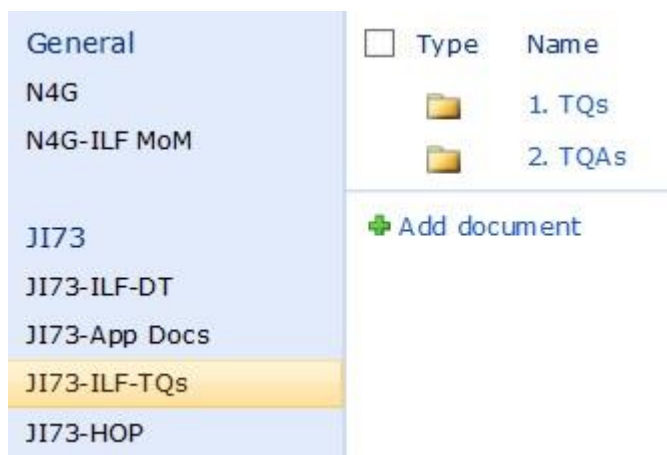
5.3.2 JI73-App Docs

The Documents approved by N4G shall be stamped electronically and saved in this library. The Documents shall be structured according to individual disciplines. JI73-App Docs shall contain the last revisions of all approved Documents only.

5.3.3 JI73-ILF-TQs

The library is divided into the two subfolders:

- 1. TQs
- 2. TQAs



Both subfolders are divided into the group of 100 folders as well.

A subdirectory shall be created for every query (TQ) in the “1. TQs/0001-0101” directory.

Its name shall be identical to the TQ number and shall include a short, concise description of the query (e.g. C4G-JI73-ILF-TQ-0001 Accuracy of Geodetic Measurement). The directory shall contain completed TQ form – editable and PDF format. Answer from N4G

shall be inserted by N4G to the 2. TQAs directory. The TQAs shall take the same sequential number as related TQ. The form shall be signed by the responsible N4G employee and uploaded on SharePoint in PDF format.

5.3.4 JI73-HOP Library

The library is a place where Hand Over Protocols (HOP) will be uploaded into its sub-folders.

5.4 Section HSKA

The section contains information related to the HSKA part of the project.

There can be found a division into the libraries:

- HSKA-ILF-DT
- HSKA-App Docs
- HSKA-ILF-TQs
- HSKA-HOP

The subdivision is analogous to JI73 section.

5.5 Section HPPL

The section contains information related to the HSKA part of the project.

There can be found a division into the libraries:

- HPPL-ILF-DT
- HPPL-App Docs
- HPPL-ILF-TQs
- HPPL-HOP

The subdivision is analogous to JI73 section.

6 OFFICIAL CORRESPONDENCE

As all participants in the Project will be engaged in correspondence, everybody shall use the same system for numbering the official correspondence (see document C4G-JI73-ILF-GENER-PMA-MAN-900 Document Numbering Procedure). It is important for each

participant to have a clear overview of correspondence related to the participant – i.e. the inbound and outbound correspondence from the participant's point of view.

Each participant in the Project shall therefore control its inbound and outbound correspondence by itself, while on the SharePoint Server only ILF inbound and outbound correspondence shall be saved (accessible internally only). Lists shall be used for administration of the correspondence. It regards tables interconnected with a database, where each email shall be registered. Apart from the main information such as email number, name, addressees, sender etc., the record shall contain uploaded email as an attachment.

Inbound official correspondence addressed to N4G shall be sent by any participants directly to persons at N4G to whom it is addressed, and at the same time to the Project email address C4G@net4gas.cz. Provided all Project participants observe the system for numbering correspondence, it is easy to use the database where are already filtered senders and receivers.

The database is saved in the library called "DTB" and shown to ILF employees only.

Any correspondence of the Contractors related to technical documents, issues, TQ/FQ and their approval shall be also sent to ILF email address: DCC_N663@ilf.com, and N663.dcc@project2.ilf.com

7 ADMINISTRATION OF DOCUMENTS

At ILF, there shall be established a position of Document Controller or Document Control Centre (DCC) for the administration of Documents created by ILF and for submission of documents of any originators related to ILF between N4G and ILF. The duty of such an employee / centre shall be to keep overview of any respective Documents, their saving on Server(s) in the appropriate locations, notifying the respective employees about the saved Documents (e.g. for review, approval, incorporation of requirements raised by authorities, administrators etc.).

ILF documents shall be controlled by means of SharePoint Server for saving Documents and database with the use of MS Access software (or MS SQL Server). Individual tables (lists of documents) complying with the structure of Documents on the Server shall be created in the database as well as ILF correspondence. The Server shall be interconnected with the database. In case new revisions of Documents are issued and uploaded in the respective directory on the Server, the tables in the database are updated in parallel.

A list of documents with last revision of any Documents and link to the location where the current revision is saved shall also be created and updated automatically. This list of documents shall be available at any time and updated continuously.

8 GENERAL REMARKS

Renaming / deleting your folders or files in case they are created or uploaded wrongly is restricted in several libraries. For this purpose, ILF DCC shall be contacted.

ShP is optimised for MS Explorer only. Therefore MS Explorer has to be used as browser for working with ShP.

SharePoint does not allow following symbols in the file name: ! & % # \$ / \ \$

Folders' title shall be shortest as possible otherwise it is created long path to documents and it is not possible to upload them.

9 ATTACHMENTS

- 1) Form for Document Transmittal, Comments and Resolution of Comments
- 2) Document Review – General Workflow Diagram
- 3) ILF Document Review – Workflow Diagram
- 4) The Contractors' Document Review – Technical Documents - Workflow Diagram
- 5) The Contractors' Document Review – Other Documents - Workflow Diagram
- 6) Form for Technical Query (TQ) and Answer (TQA)
- 7) Form for Field Query (FQ) and Answer (FQA)
- 8) Answering Technical Queries (TQ) of ILF - Workflow Diagram
- 9) Answering Technical Queries (TQ) and Field Queries (FQ) of the Contractors - Workflow Diagram
- 10) Change Order form (CHO)
- 11) Hand Over Protocol (HOP) of Project and Operational and Technical Documentation (for physical handover of comprehensive part of the documentation in hard and soft version)
- 12) N661-ILFP-AD-0007 SharePoint Structure

	<p align="center">COMPRESOR STATION JIRKOV 73 BAR</p> <p align="center">DOCUMENTS COMMENTING</p>	<p align="center">LOGO</p>
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Document Transmittal (DT) / Comment Sheet (DCS)/ Resolution Sheet (RS)

Meaning of Review Codes and actions to be taken by Originator:

Code	Review Result	Action to be taken by Originator	Code	Review Result	Action to be taken by Originator
A	Approved	Work may proceed	C	Rejected, to be revised	Do not proceed. Revise and resubmit again for comments
B	Approved with comments	Work may proceed subject to compliance with, and incorporation of comments	D	For information only	Proceed without comment from Employer

Please use separate lines for each comment!

Reviewer: NET4GAS					Originator		
SN	Disc.	Name	Document / Comments	Code	Resolution	DT	Name

Doc. No.: C4G-JI73-**000**-DT-**0000**

Date: **04.04.2017**

Subject: Template

Page

or C4G-JI73-N4G-**000**-DCS-**0000**-A
or C4G-JI73-**000**-RS-**0000**

Purpose: N4G Comments/ approval
or **RS**

1 of 2



COMPRESOR STATION JIRKOV 73 BAR
DOCUMENTS COMMENTING

LOGO

Reviewer: NET4GAS					Originator		
SN	Disc.	Name	Document / Comments	Code	Resolution	DT	Name

Doc. No.: C4G-JI73-000-DT-0000

or C4G-JI73-N4G-000-DCS-0000-A
or C4G-JI73-000-RS-0000

Date: 04.04.2017

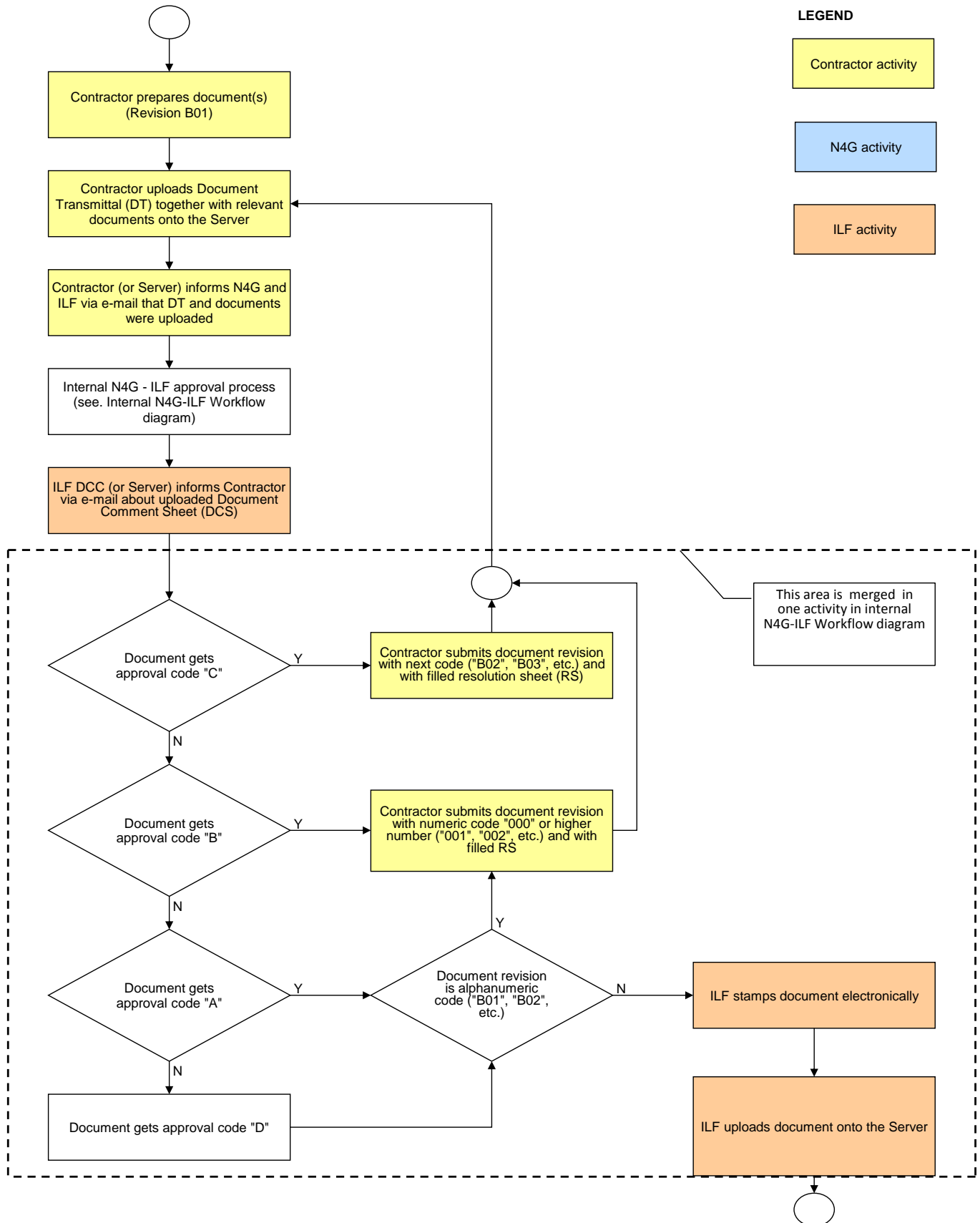
Subject: Template

Purpose: N4G Comments/ approval
or RS

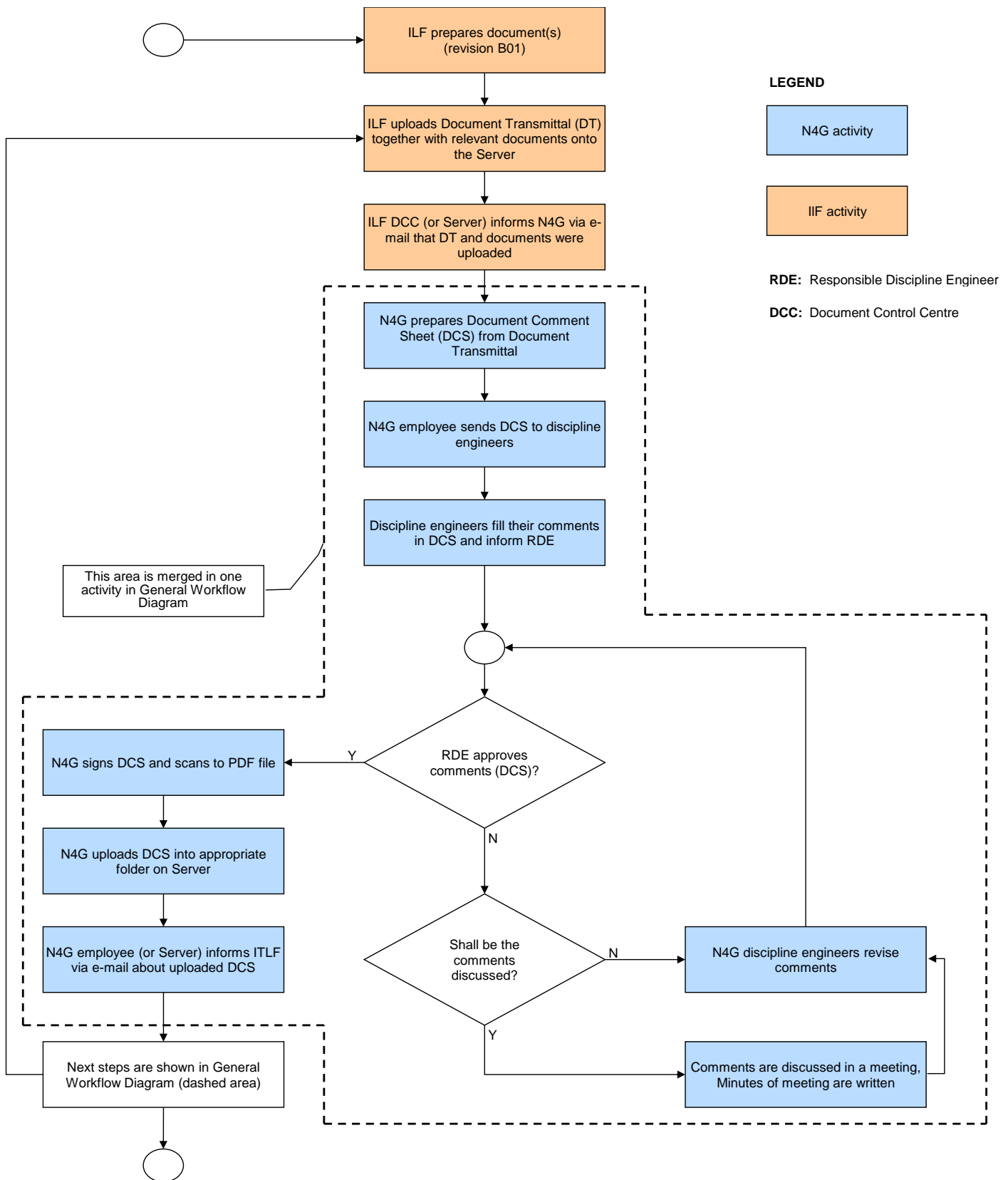
Page

2 of 2

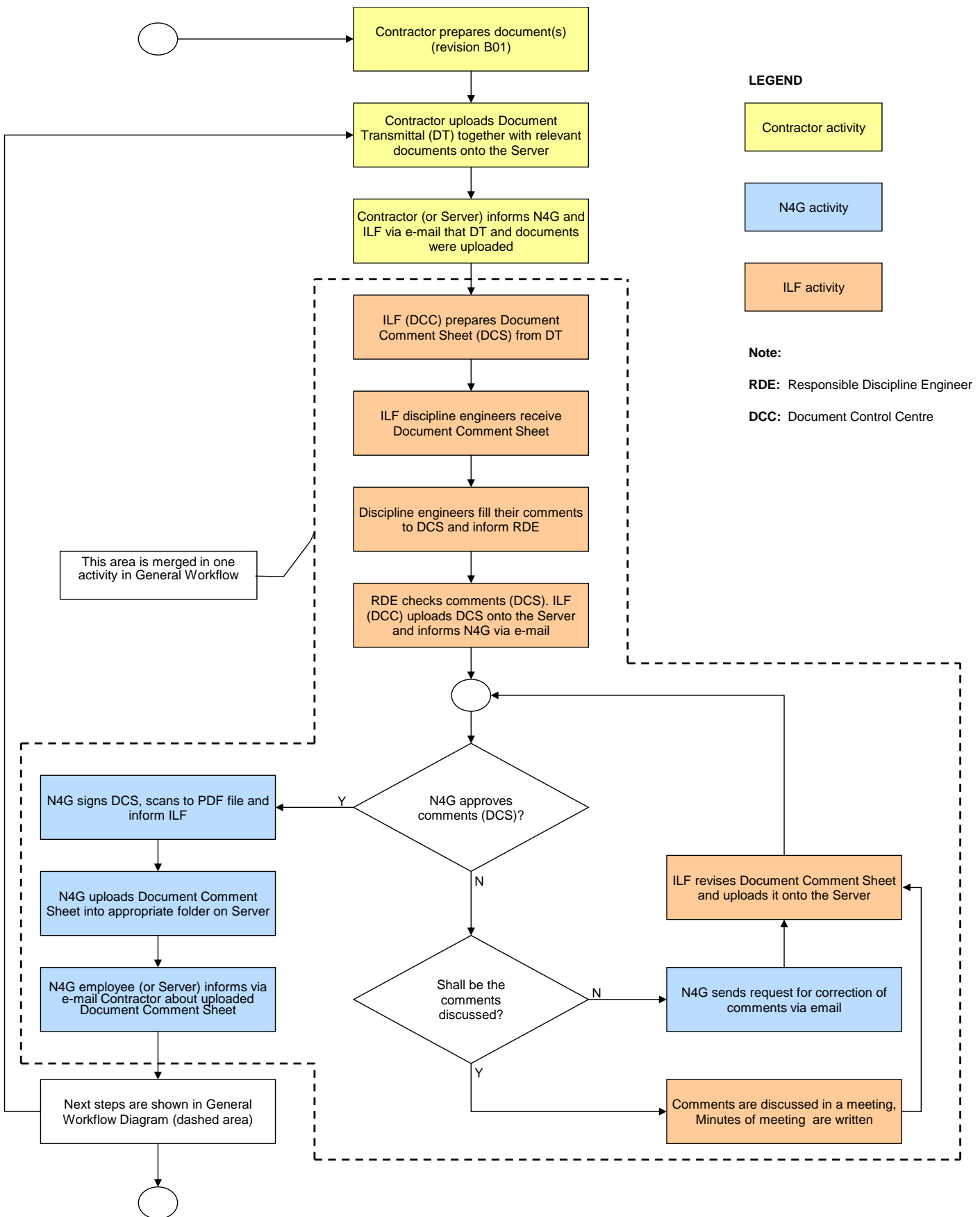
Documents Review General Workflow Diagram



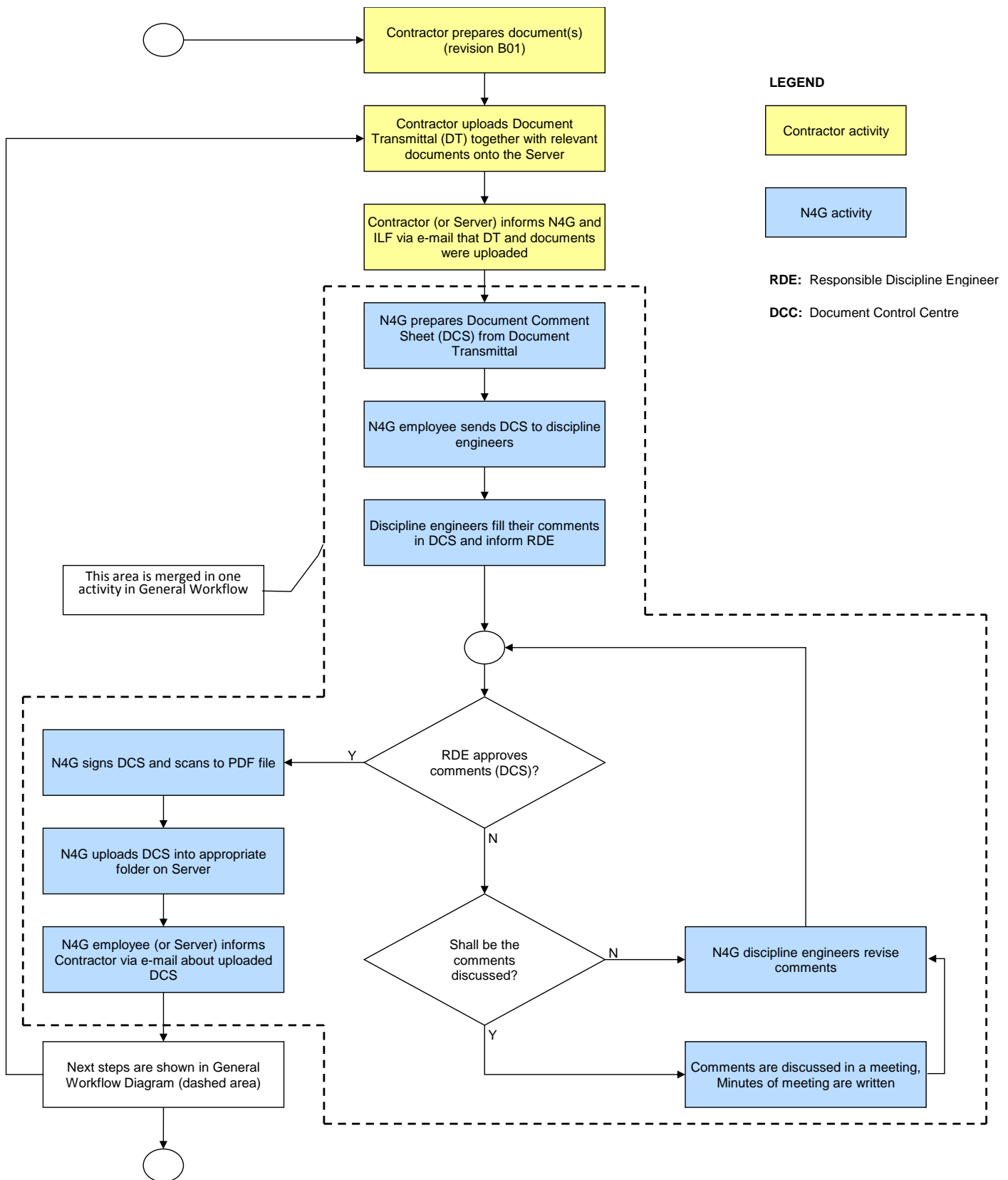
ILF Documents Review Workflow Diagram



Contractor Documents Review Technical Documents Workflow Diagram



Contractor Documents Review Other Documents Workflow Diagram





COMPRESSOR STATION JIRKOV
73 bar
TECHNICAL QUERY (TQ)

ORIGINATOR:

TQ Number:

TQ Title:

Reason for TQ:

Discipline:

TQ prepared by:

Company:

Name:

TQ approved by:

Company:

Name:

Date:

Signature:

Answer requested from company:

Reference Document(s):

- N/A

Query:


ANSWER TO TECHNICAL QUERY (TQA)
--

TQA Number:

TQA prepared by:	Company:		Name:	
	Date:			

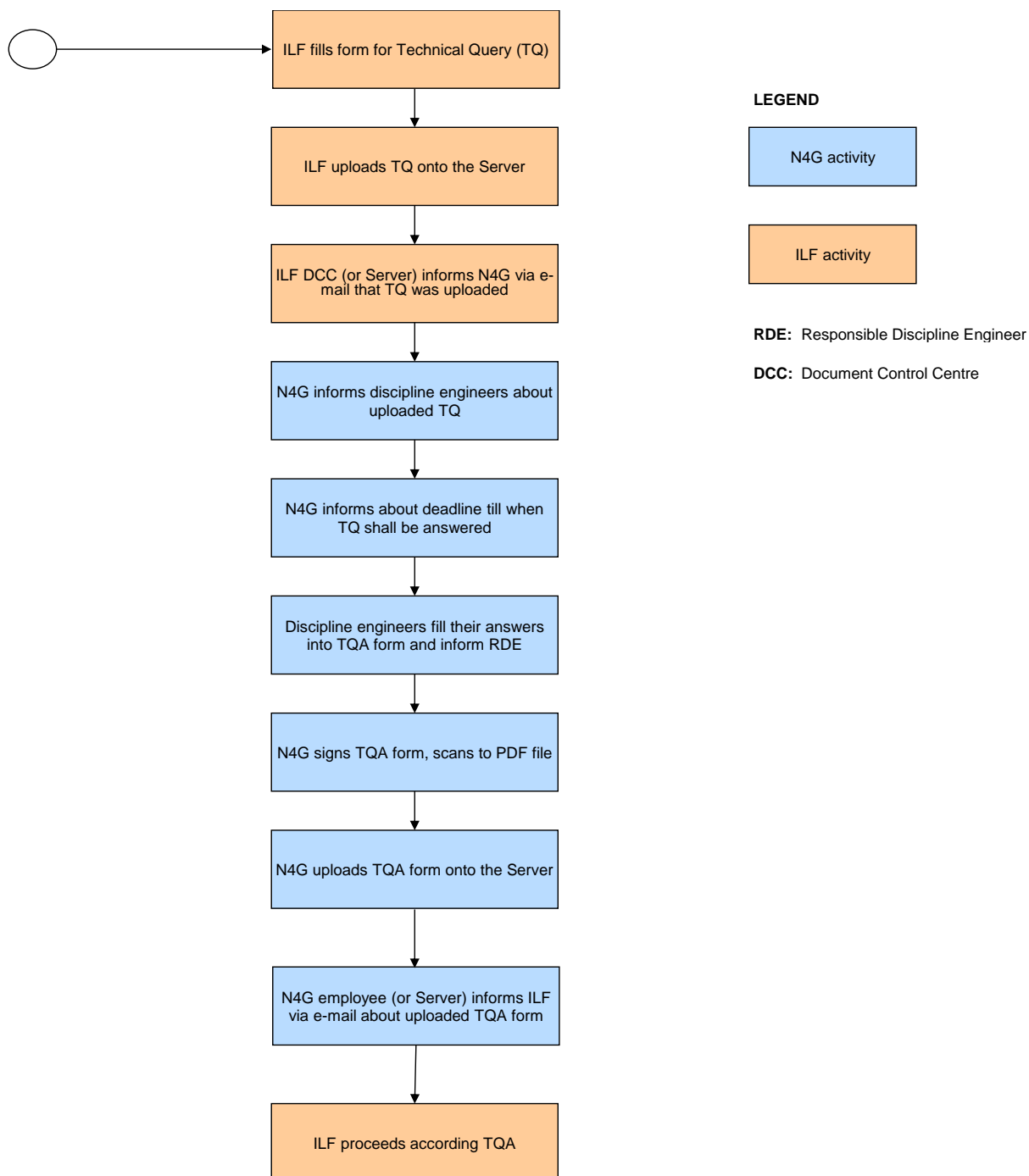
TQA approved by:	Company:		Name:	
	Date:		Signature:	

Answer:

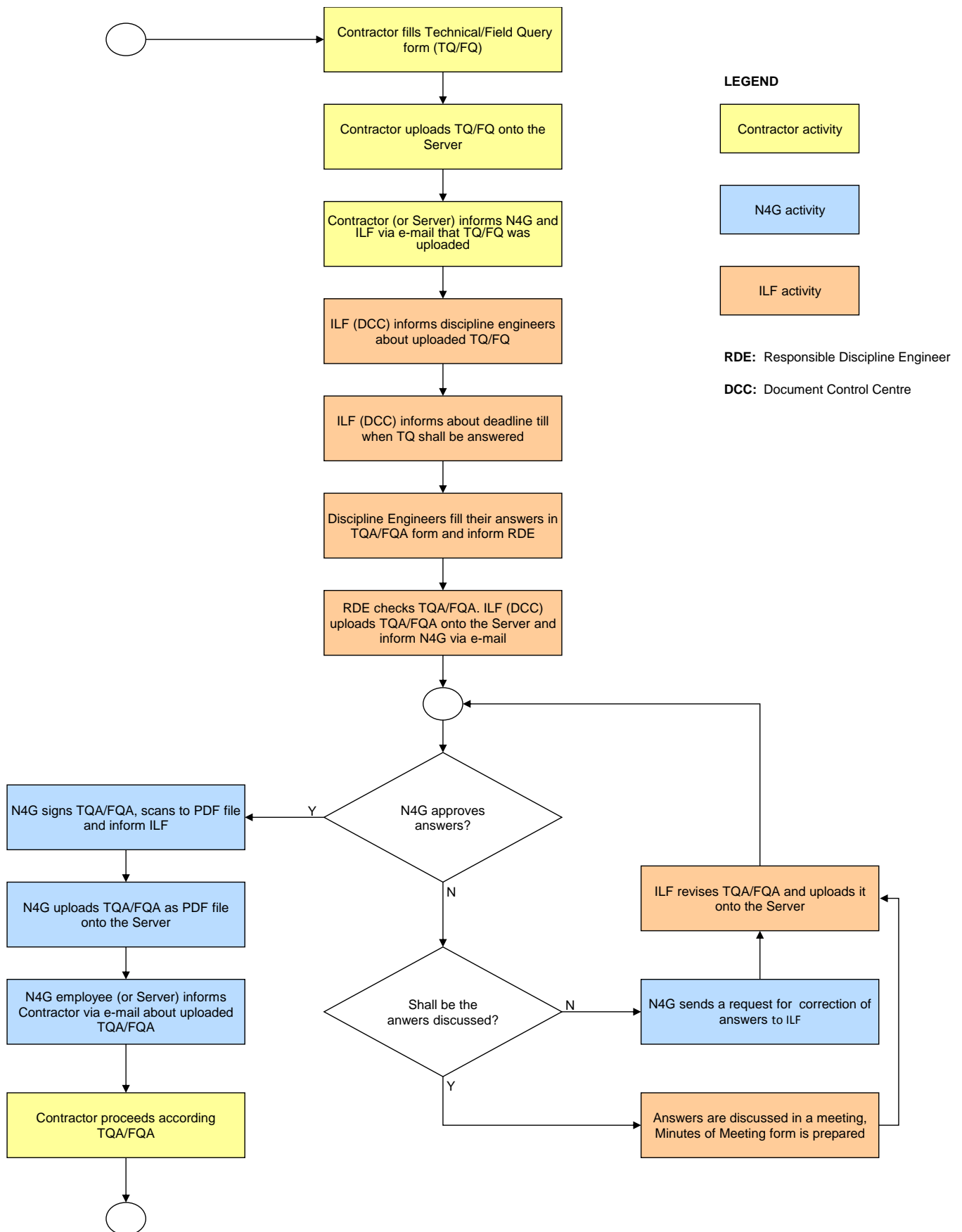
	COMPRESSOR STATION JIRKOV 73 bar FIELD QUERY (FQ)		ORIGINATOR:	
FQ Number:				
FQ Title:				
Reason for FQ:				
Discipline:				
FQ prepared by:	Company:		Name:	
FQ approved by:	Company:		Name:	
	Date:		Signature:	
Answer requested from company:				
Reference Document(s): <ul style="list-style-type: none">N/A				
Query:				

ANSWER TO FIELD QUERY (FQA)				
FQA Number:				
FQA prepared by:	Company:		Name:	
	Date:			
FQA approved by:	Company:		Name:	
	Date:		Signature:	
Answer:				

Answering ILF Technical Queries (TQ) Workflow Diagram



Answering Constructors TQs and FQs Workflow Diagram



NET4GAS Project:		C4G													
<h1 style="margin: 0;">Change No.</h1>		<div style="background-color: yellow; width: 50px; height: 50px; display: flex; align-items: center; justify-content: center; font-size: 24px; margin: 0 auto;">XX</div>													
Contract Number: 		Company: 													
Date		Appendixes:													
verifiable	<div style="display: flex; gap: 5px;"> <div style="border: 1px solid black; padding: 2px 5px; background-color: yellow;">yes</div> <div style="border: 1px solid black; padding: 2px 5px; background-color: yellow;">no</div> </div>														
return on	-	Comments:													
resubmission until	-														
1. Description of Changes (including comparison to the contract) <div style="background-color: lightblue; height: 80px; margin-top: 5px;"></div>															
2. Reasons for changes <div style="background-color: lightblue; height: 100px; margin-top: 5px;"></div>															
<input type="checkbox"/> Services were not part of the contract, but they are required															
3. Impact on quality, construction costs, planning costs, time schedules and functions <div style="background-color: lightblue; height: 80px; margin-top: 5px;"></div>															
4. Cost (increase / decrease) <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> no impact </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> unchecked agreed </div> <div style="margin-top: 10px;"> amount in € <div style="display: flex; gap: 20px; margin-left: 20px;"> <div style="border-bottom: 3px double black; width: 100px; background-color: lightblue;"></div> <div style="border-bottom: 3px double black; width: 100px; background-color: yellow;"></div> </div> </div>		6. Issued by <div style="margin-top: 5px;">see second page</div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> Date Name </div> </div>													
5. Influence on Time Schedule <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input checked="" type="checkbox"/> no impact </div> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 30%; text-align: center;">Contract</th> <th style="width: 30%; text-align: center;">Change</th> </tr> </thead> <tbody> <tr> <td>-</td> <td style="background-color: lightblue; height: 20px;"></td> <td style="background-color: lightblue; height: 20px;"></td> </tr> <tr> <td>-</td> <td style="background-color: lightblue; height: 20px;"></td> <td style="background-color: lightblue; height: 20px;"></td> </tr> <tr> <td>-</td> <td style="background-color: lightblue; height: 20px;"></td> <td style="background-color: lightblue; height: 20px;"></td> </tr> </tbody> </table> <div style="margin-top: 10px;"> Comment <div style="background-color: lightblue; height: 30px; width: 450px; margin-left: 10px;"></div> </div>			Contract	Change	-			-			-			Checked and confirmed by (see Page 3) <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> Date Name </div> </div> <div style="margin-top: 10px;"> Approved by Claimmanager <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; width: 100%; margin-top: 5px;"></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Date Name </div> </div> <div style="margin-top: 10px;"> Approved by Projectmanager <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; width: 100%; margin-top: 5px;"></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Date Name </div> </div>	
	Contract	Change													
-															
-															
-															

Change No.XX

Appendix, Comments, etc

Change No.XX

Appendix to 6.
Result of check



ČÍSLO SMLOUVY: CONTRACT NUMBER: XXXXXX	ČÍSLO PROTOKOLU PROTOCOL NUMBER
ČÍSLO OBJEDNÁVKY: ORDER NUMBER: XXXXXX	XXXXXX

PŘEDÁVACÍ PROTOKOL

HAND-OVER PROTOCOL

projektové a provozně technické dokumentace

Design, Technical and Operational Documentation

Název projektu (akce) Project (Action) Title	XXXXXX
Předmět předání Subject of delivery	XXXXXX
Název objektu Facility Name	XXXXXX
Způsob předání Way of delivering	<input type="checkbox"/> VÝTISK(HC) / HARD COPY(HC) <input type="checkbox"/> CD/DVD <input type="checkbox"/> FlashDisk(FD) <input type="checkbox"/> HDD <input type="checkbox"/> SharePoint (SP)
Přílohy Attachments	1) Počet / Number x HC / CD / DVD / FD / HDD 2) Seznam souborů na CD/DVD/FD/HDD/SP / List of Files on CD/DVD/FD/HDD/SP 3)
Jméno souboru elektronické verze Seznamu předávané dokumentace File name of the electronic version List of the delivered documents	
.....	

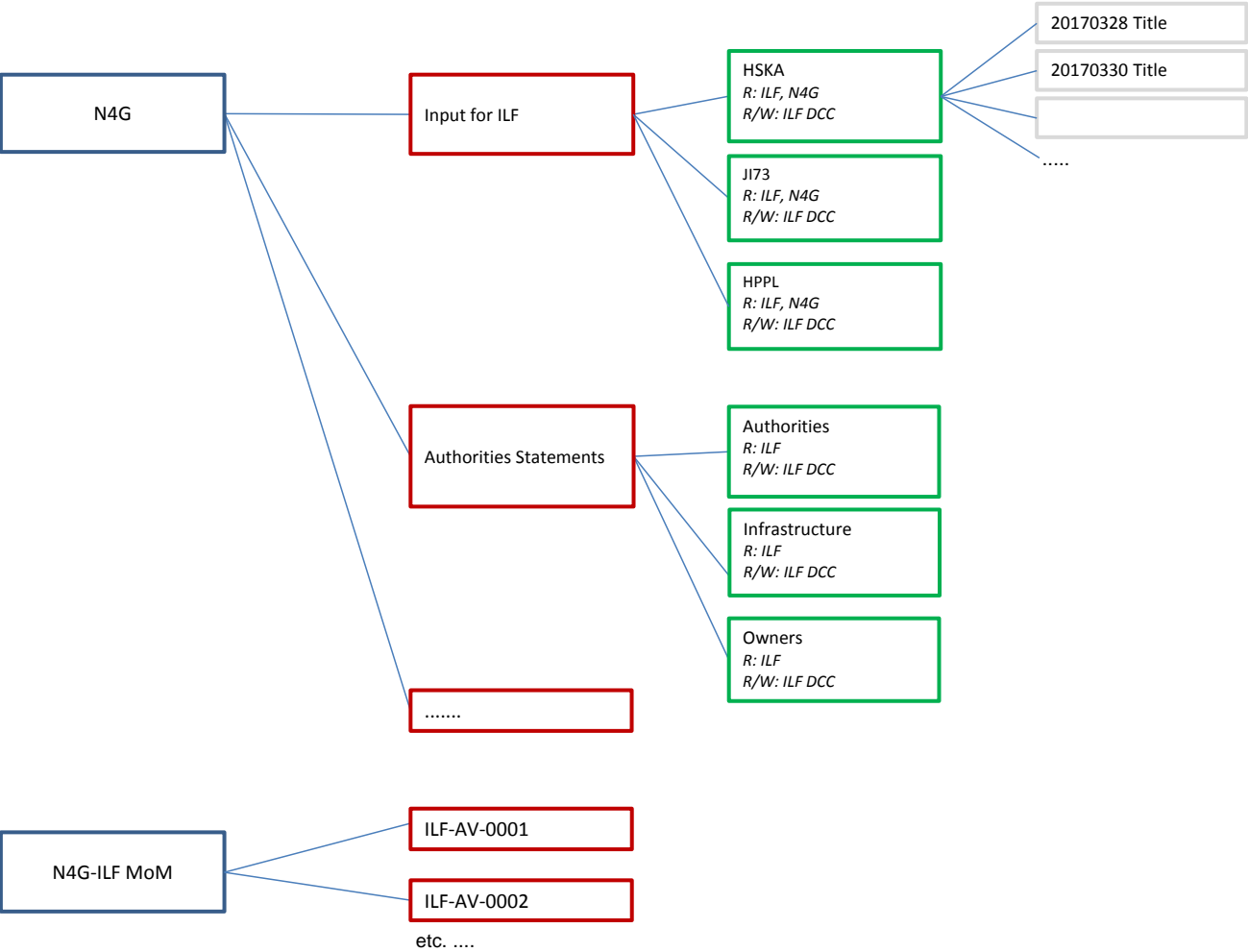
Obsah / Komentář – Content / Comment:

C4G-HSKA-N4G-ILF-HOP-0003	26.4.2017 12:46
Rekonstrukce elektro HSK	26.4.2017 10:05
tree_C4G-HSKA-N4G-ILF-HOP-0003.docx	26.4.2017 12:43
Rekonstrukce elektro	26.4.2017 10:03
Výměna KK a pohonů	26.4.2017 10:05

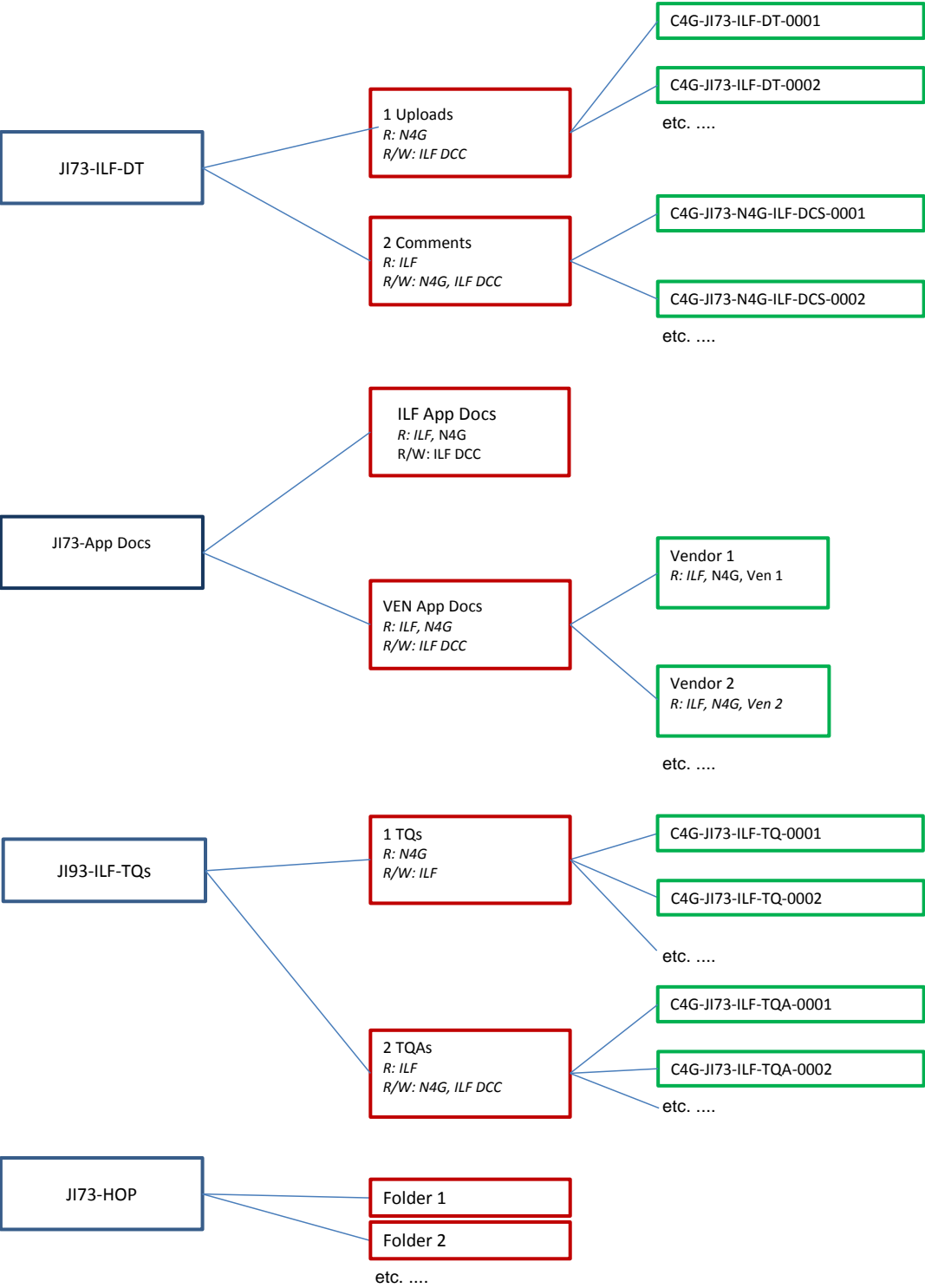
Datum předání / Handover Date:

Předal za (firma):
Forwarded for (company):Převzal za (firma):
Takeover for (company):.....
(PŘÍJMENÍ hůlkovým písmem + PODPIS)
(SURNAME in capital letters + SIGNATURE).....
(PŘÍJMENÍ hůlkovým písmem + PODPIS)
(SURNAME in capital letters + SIGNATURE)

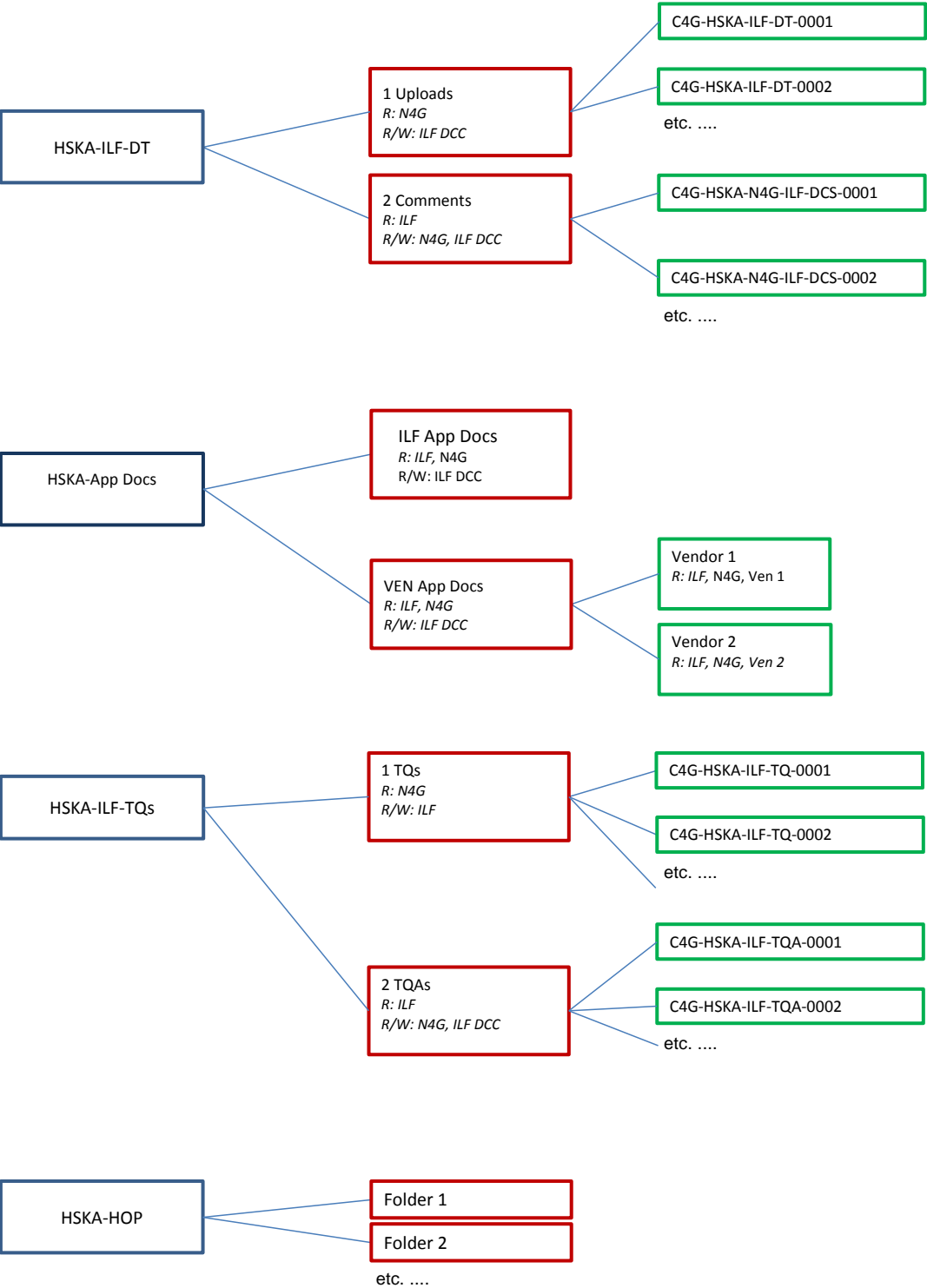
General



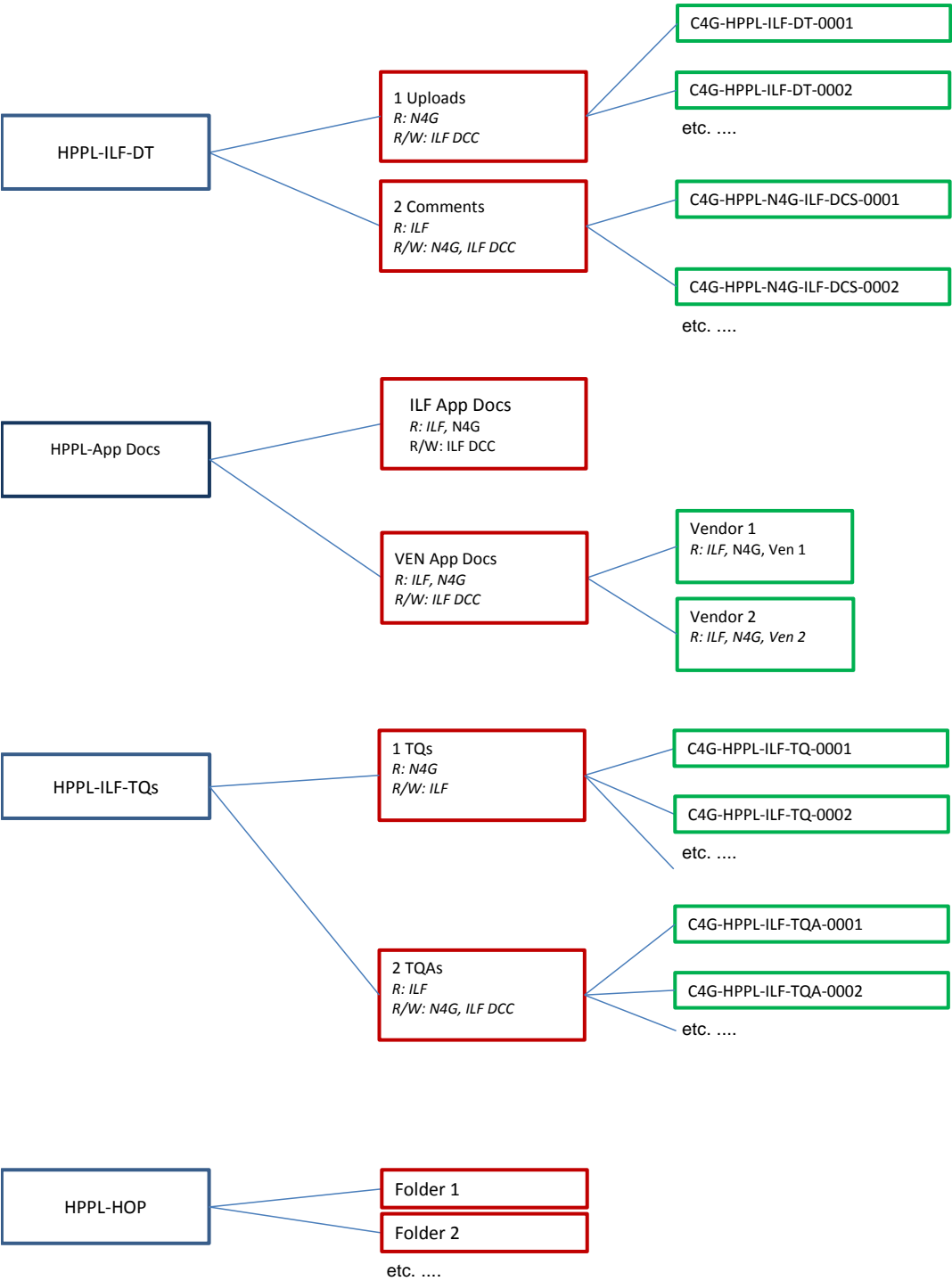
JI73



HSKA



HPPL



Legend:

R: Read Right

R/W: Read/Write Right

N4G: NET4GAS

DCC: Document Control Centre

MoM: Minutes of Meetings

VEN: Vendors

App Docs: Approved Documents

HOP: Hand Over Protocols

HSKA, JI73, HPPL= project parts

DT: Document Transmittal

DCS: Document Comment Sheet

Libraries

Folders

Subfolders