Document Numbering Procedure
RSD_N4G_01_A_EN

Revision Sheet

Identification of text part*	Description of the revision
-------	new – baseline document

* or reference to chapter, paragraph, etc.

Contents

1   SCOPE

This document defines the numbering of the documents and correspondence officially used in the project by the stakeholders. This specification shall be valid for all parties producing documents and communicating with each other in writing.

2   DEFINITIONS

Project:	Project name
N4G:	NET4GAS, s.r.o. (Client)
Consultant:	The selected supplier of design engineering works necessary to ensure the project documentation of all levels defined in the contract for the future intention of Client
DCC:	Document Control Centre
Contractor:	All vendors, construction contractors or other equipment or service providers other than Consultant and N4G
Stakeholder:	Any authorities, municipalities, owners and administrators / operators of technical, transport, agriculture and forest infrastructure and landowners
Document:	Hard or soft copy of a document prepared as part of the design process
Statement:	Hard or soft copy of the statement provided by the Authorized Person
Correspondence:	Letter, fax or email sent or received by a person involved in the project
DT:	Document Transmittal
DCS:	Document Comment Sheet
Document Originator:	Person / company that issued a document
Server:	DMS – Document Management System provided by N4G (SHP, DIP, etc.) or shifted to the consultant on request by N4G.
SPRQ:	Schedule of Prices, Rates and Quantities
PFD:	Process Flow Diagram
P&ID:	Piping and Instrumentation Diagram

QA/QC: Quality Assurance / Quality Control

TELCO: Telecommunication

HVAC: Heating, Ventilation, Air Conditioning

TQ, TQA: Technical Query, Technical Query Answer

FQ, FQA: Field Query, Field Query Answer

3   REFERENCE DOCUMENTS

RSD_N4G_01_EN_Document Handling Procedure

4   DOCUMENT NUMBERING

4.1 Structure of the Document Number

C4G-XXXX-OOO-LLLLL-DDD-TTT-SSS-RRR

C4G	Code of the Project Name
XXXX	Code of the Project Part
OOO	Originator Code
LLLLL	Location Code
DDD	Discipline Code
TTT	Document type code
SSS	Sequential number. Sequence of sequential numbers shall be unique for each discipline.
RRR	Revision Code

Example:

C4G-XXXX-**Consultant**-TU161-STA-VYK-300-B01

4.2 Code of Project Part

The Project C4G is spitted into several Parts for better identification, allocation and handling of documents.

XXXX	For example: PRIM, MLAD, LANZ, HPPL, HSKA, JI73

4.3 Originator Code OOO

Code	Description
N4G	NET4GAS, s.r.o.
Consultant	
VEN	Placeholder for a certain vendor

Upon conclusion of new contracts other codes shall be assigned and included in the table above.

4.4 Location Code LLLLL

Code	Description
GENER	More than one location
UPxxx	Gas pipeline part between TU 157 Tvrdonice and RU010 Mutěnice
TUxxx	TU xxx Name
RUxxx	RU xxx Name
SKxxx	SKAO xxx Name

4.5 Discipline Code DDD

Code	Description
GEN	General, not included below
BOZ	HSE (Health, Safety and Environmental)
ELE	Electrical
ING	Engineering
KAO	Cathodic protection
LIN	Pipeline
MAR	Measurement and regulation
NAK	Procurement

Code	Description
OME	Commercial measurement
PMA	Project management and administration, Quality assurance
STA	Civil
STO	System of technical protection - safeguarding, fire protection, security guard
STR	Mechanical
TEL	TELCO
TZB	Heating, Ventilation, Air Conditioning

4.6 Document Type Code TTT

Code	Description
CER	Certificate
DAT	Data Sheet
DEN	Diary
DIA	Diagram, scheme, single line diagram, PFD, P&ID, etc.
FOT	Photo documentation
GEO	Geodetic Documentation
IZO	Isometric
MAN	Guideline, manual, instruction, plan etc.
OTD	Other technical documentation
POS	Operating and technological procedure
POV	Permission
PRE	Regulation, Operating Rules
PRO	Protocol
REV	Audit Report
ROZ	Administrative Order
SEZ	List, schedule, SPRQ

Code	Description
SIT	Layout
SPC	Specification
TZP	Report, record
VYJ	Statement
VYK	Drawing, longitudinal profile
VYP	Calculation

4.7 Document Sequential Number SSS

Document sequential number shall be unique for each combination of:

- Originator

- Location

- Discipline

Sequential numbers are independent of the document type.

Sequential numbers cover the range from 001 to 999. Gaps are allowable.

As far as possible, identical sequential numbers shall be used for similar documents in each different location: for example the Main Layout Drawing for each site shall have the identical sequential number, e.g. 005. The Lead Engineers of each discipline together with the DCC Manager are responsible for the allocation of sequential numbers

4.8 Revision Code R

Whenever a document is issued it shall be given a different alphanumeric revision code. This code depends on the purpose of the issue.

Purpose for Issue	Description	Code
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 Bxx code (B01, B02,…)
Approved <for purpose>	Issued once the document was approved by the Client. If the document is not generally approved but only for a certain purpose then this purpose shall be stated.	000
Re-issue for Review	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, …)

4.9 File Names

File name shall be identical to the document number, including the Revision Code and shall be completed with brief and concise document name.

No accented characters or punctuation marks shall be used in the file name.

Example:

C4G-XXXX-**Consultant**-TU161-STA-VYK-300-B Korycany Layout.pdf

5 INTERNAL NUMBERING OF CONTRACTORs´ DOCUMENTS

The Contractor is free to use an additional document number according to his own internal procedures. This number may be also stated in the title block or cover page of the document.

6 FORMATS, TITLE BLOCKS AND COVER PAGES

To ensure integrity of the project documents, it is necessary to observe the following rules when creating the documents:

a) Dimensions of technical formats A0, A1, A3 A4 shall be used for the formats of documents

b) A0 format shall not be used as a standard, but in exceptional cases only

c) Size of text fonts used in drawings shall be minimum 2.5 mm in order to be readable when a reduced-size drawing is printed to A3 format

d) Approved template shall be used for drawings title blocks

e) Approved template shall be used for cover pages of written documents (A4)

7 NUMBERING OF DOCUMENT TRANSMITTALS

7.1 Numbering of Document Transmittals

The structure for the numbering of Document Transmittals is defined as follows:

C4G-XXXX-OOO-DT-SSSS

C4G	Code of the Project Name
XXXX	Code of the Project Part
OOO	Originator Code (see above under 4.3)
DT	Document Transmittal
SSSS	Sequential number starting from 0001 for each Originator

Example:

C4G-XXXX-**Consultant**-DT-0001

Sequential number shall be unique for each Originator. It covers the range from 0001 to 9999. Gaps in numbering are not allowed.

Each Document Transmittals shall be issued on a separate form together with related attachments and uploaded onto the Server.

The Originator of the Document Transmittal shall send by email official information to N4G.

7.2 Names of Document Transmittals

File name shall be identical to the number of Document Transmittal and shall be completed with a reasonable abbreviation of the Document Transmittal name.

Example:

C4G-XXXX-**Consultant**-DT-0001 Building Part.doc

8 NUMBERING OF DOCUMENT COMMENT SHEETS

8.1 Numbering of Document Comment Sheets

Document Comment Sheets (DCS) shall be generally issued by the Client.

The structure of the number is defined as follows:

C4G-XXXX-CCC-OOO-DCS-SSSS-R

C4G	Code of the Project Name
XXXX	Code of the Project Part
CCC	Code of commenting company (see above under 4.3), usually N4G
OOO	Code of the Originator of the commented document (see above under 4.3)
DCS	Document Comment Sheet
SSSS	Sequential number identical to the sequential number of the Document Transmittal under which the commented document was submitted.
R	Revision Code – only letter codes A, B, C,…

Example:

C4G-XXXX-N4G-**Consultant**-DCS-0001-A

Sequential number shall be unique for each Originator. It covers the range from 0001 to 9999. Gaps in numbering are not allowed.

8.2 Names of the Document Comment Sheets

File name shall be identical to the number of Document Comment Sheet and shall be completed with the description used in the Document Transmittal.

Example:

C4G-XXXX-N4G-**Consultant**-DCS-0001-A Building Part.doc

9 NUMBERING OF RESOLUTION SHEETS

9.1 Numbering of Resolution Sheets

Resolution Sheets (RS) shall be issued by the Document Originator.

The structure of the number is defined as follows:

C4G-XXXX-OOO-RS-SSSS

C4G	Code of the Project Name
XXXX	Code of the Project Part
OOO	Code of the Originator of the commented document (see above under 4.3)
RS	Resolution Sheet
SSSS	Sequential number identical to the sequential number of the Document Transmittal and DCS protocol under which the documents were submitted and commented.

Example:

C4G-XXXX-**Consultant**-RS-0001

Sequential number shall be unique for each Originator. It covers the range from 0001 to 9999. Gaps in numbering are not allowed.

Each Resolution Sheet shall be issued on a separate form together with related attachments and uploaded onto the Server.

The Originator of the Resolution Sheet shall send by email official information to N4G.

9.2 Names of the Resolution Sheets

File name shall be identical to the number of Resolution Sheet and shall be completed with the description used in the Document Transmittal and Document Comment Sheet.

Example:

C4G-XXXX-**Consultant**-RS-0001 Building Part.doc

10 NUMBERING OF TECHNICAL QUERIES

Technical Queries shall be used by the Consultant / Supplier / Contractors to clarify issues of technical nature related to the project.

10.1 Numbering of Technical Queries

The numbering structure for Technical Queries is defined as follows

C4G-XXXX-OOO-TQ-SSSS

C4G	Code of the Project Name
XXXX	Code of the Project Part
OOO	Code of the Originator (see above under 4.3)
TQ	Technical Query
SSSS	Sequential number starting from 0001 for each Originator

Example:

C4G-XXXX-**Consultant**-TQ-0001

Sequential number shall be unique for each Originator. It covers the range from 0001 to 9999. Gaps in numbering are not allowed.

Each Technical Query shall be issued on a separate form together with necessary attachments and uploaded onto the Server.

The Originator of the Technical Query shall send by email official information to N4G and **Consultant** on raising a Technical Query.

10.2 Names of Technical Queries

File name shall be identical to the number of Technical Query and shall be completed with reasonably abbreviated name of the Technical Query.

Example:

C4G-XXXX-**Consultant**-TQ-0001 Extension of paved areas.doc

11 NUMBERING OF TECHNICAL QUERY ANSWERS

11.1 Numbering of Technical Query Answers

The structure of the number for Technical Queries is defined as follows:

C4G-XXXX-OOO-TQA-SSSS-R

C4G	Code of the Project Name
XXXX	Code of the Project Part
OOO	Code of the Originator (see above under 4,3)
TQA	Technical Query Answer
SSSS	Sequential number starting from 0001 for each Originator
R	Revision Code – only letter codes A, B, C,…

Example:

C4G-XXXX-**Consultant** -TQA-0001-A

Sequential number shall be identical to the number of Technical Query raised by the Contractor. Sequential number shall be unique for each Originator. It covers the range from 0001 to 9999. Gaps in numbering are not allowed.

11.2 Names of Technical Query Answers

File name shall be identical to the number of Technical Query Answer and shall be completed with reasonably abbreviated name of the Technical Query.

Example:

C4G-XXXX-**Consultant** -TQA-0001-A Extension of paved areas .doc

12 NUMBERING OF FIELD QUERIES

Field Queries shall be used by the Contractors to clarify issues related to the implementation of the construction.

12.1 Numbering of Field Queries

The structure of the number for Field Queries is defined as follows:

C4G-XXXX-OOO-FQ-SSSS

C4G	Code of the Project Name
XXXX	Code of the Project Part
OOO	Code of the Originator (see above under 4.2)
FQ	Field Query
SSSS	Sequential number starting from 0001 for each Originator

Example:

C4G-XXXX-**Consultant**-FQ-0001

Sequential number shall be unique for each Originator. It covers the range from 0001 to 9999. Gaps in numbering are not allowed.

Each Field Query shall be issued on a separate form together with necessary attachments and saved on the Server.

The Originator of the Field Query shall send by email official information to N4G and **Consultant** on raising a Field Query.

12.2 Names of Field Queries

File name shall be identical to the number of Field Query and shall be completed with reasonably abbreviated name of the Field Query.

Example:

C4G-XXXX-**Consultant**-FQ-0001 Type of paved surfaces.doc

13 NUMBERING OF Field QUERY ANSWERS

13.1 Numbering of Field Query Answers

The structure of the number for Field Queries is defined as follows:

C4G-XXXX-OOO-FQA-SSSS-R

C4G	Code of the Project Name
XXXX	Code of the Project Part
OOO	Code of the Originator (see above under 4.3)
FQA	Field Query Answer
SSSS	Sequential number starting from 0001 for each Originator
R	Revision Code – only letter codes A, B, C,…

Example:

C4G-XXXX-**VEN** -FQA-0001-A

Sequential number shall be identical to the number of Field Query raised by the Contractor. Sequential number shall be unique for each Originator. It covers the range from 0001 to 9999. Gaps in numbering are not allowed.

13.2 Names of the Field Query Answers

File name shall be identical to the number of Field Query Answer and shall be completed with reasonably abbreviated name of the Field Query.

Example:

C4G-XXXX-**VEN** -FQA-0001-A Type of paved surfaces .doc

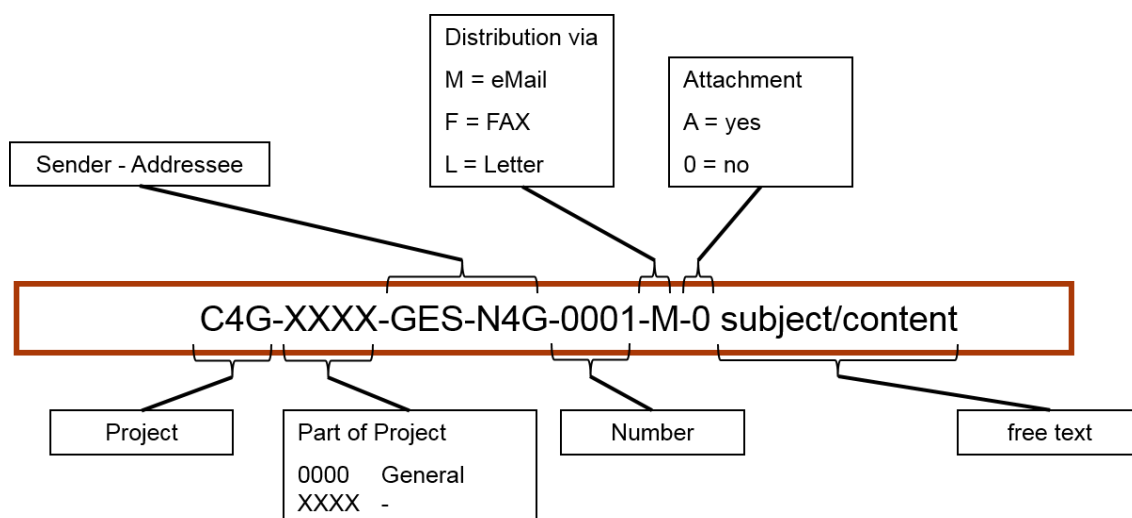# 14 NUMBERING OF CORRESPONDENCE

14.1 Structure of Numbering

C4G-XXXX-OOO-AAA-SSSS-T-A

C4G	Code of the Project Name
XXXX	Code of the Project Part

OOO	Code of the Originator
AAA	Code of the Addressee
SSSS	Sequential number
T	Code of the Correspondence Type
A	Code of the Attachment

Correspondence must be listed, NET4GAS provide a Correspondence table as a Template for the Consultant, Supplier and Contractors and will be stored on the Server (after implementation) or must be self-organized by each company.

Only the outgoing Correspondence will be listed. The Contractor send on monthly Base their Correspondence table to NET4GAS

14.2 Code of the Project Identification C4G and Project Part X

Project name code is fixed and consists of three letters C4G. Concerned Project part with regard to the correspondence is defined as follows:

Code	Description
0000	General Correspondence
XXXX	Part of the related Project

If an eMail related to more as one Part of the Project the Sender must decide which part will be in the lead. Additional / more Information the Sender can be mentioned in the part of subject/content.

14.3 Code of the Originator OOO and Code of the Addressee AAA

Code	Description
N4G	NET4GAS, s.r.o.
Consultant	
AUT	Authorized Persons – for official statements and positions

Correspondence received from Authorized Persons shall be filed by means of the correspondence numbering system. If necessary, a more detailed structure is possible.

Upon conclusion of other contracts, new codes shall be assigned and listed in this table.

14.4 Sequential Number SSSS

Sequential number shall be unique for each Originator. It covers the range from 0001 to 9999. Gaps in numbering are not allowed.

14.5 Code of the Correspondence Type T

M	E-mail or electronic mail
L	Letter
F	Fax

14.6 Code of Attachment A

A	Correspondence with Attachment
0	Correspondence without Attachment

14.7 Subject of the Correspondence

Number of correspondence shall be completed with brief and concise description (subject) separated from the correspondence number with a space.

Example:

C4G-XXXX-**Consultant**-N4G-0011-M-0 Document Handling Procedure for Review

15 NUMBERING OF HAND OVER PROTOCOLS

15.1 Names of Hand Over Protocols

Unlike Document Transmittal (DT) Hand Over Protocols (HOP) serve for physical hand over of data and/or hard copy (especially for complete documentation, for example LPD, BPD, IFC, RMD, ABD etc).

The structure for the numbering of Hand Over Protocols is defined as follows:

C4G-XXXX-OOO-AAA-HOP-SSSS

C4G	Code of the Project Name
XXXX	Code of the Project Part
OOO	Originator Code (see above under 4.3)
AAA	Addressee Code (see above under 4.3)
HOP	Hand Over Protocol
SSSS	Sequential number starting from 0001 for each combination of Originator and Addressee.

Example:

C4G-JI73-ILF-N4G-HOP-0001

Sequential number shall be unique for each combination of Originator and Addressee. It covers the range from 0001 to 9999. Gaps in numbering are not allowed.

Each HOP shall be issued on a separate form with listed attachments and the form shall be uploaded onto the Server.

15.2 Names of Hand Over Protocols

File name shall be identical to the number of Hand Over Protocol and shall be completed with a reasonable abbreviation of the Hand Over Protocol name.

Example:

C4G-JI73-N4G-ILF-HOP-0001 Input Data.doc