Document Handling Procedure
RSD_N4G_01_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 describes the distribution system of documents created within the **Project name**, 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. The time schedule of the transfer of component parts documentation the Consultant will submit to N4G for approval after signing a contract.

2 DEFINITIONS

Project: **Project Name**

N4G: NET4GAS, s.r.o. (Client)

Consultant: **Consultant Name**

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

Contractor: All vendors, construction contractors, equipment or service providers other than **Consultant**

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 Stakeholders

Correspondence: Letter, fax or email sent or received by a person involved in the project

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.

3   ABBREVIATIONS

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,..)

4   REFERENCE DOCUMENTS

RSD_N4G_01_A_EN_ Document Numbering Procedure

If required DMS structure

5 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 RSD_T1_01_A_EN Document Numbering Procedure.

5.1 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 letter "B01". Once the Client approves the Document, the revisions shall have 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
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

5.2 Procedure for Assigning Revisions to Documents

5.2.1 Discipline Internal Check

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

5.2.2 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.

5.2.3 Review and Approval by the Client

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

If the Document is approved by the Client without any changes (approval code "A", see paragraph 5.3) or it is approved provided minor comments are incorporated in the Document (approval code "B"), the Originator shall incorporate the comments in the Document and issue the Document with revision "000".

Provided the Document is not approved by the Client (approval code "C"), the Originator shall incorporate the Client's comments and issue the Document in a revision identified with a higher letter. 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 re-submitted to the Client for approval. This process shall be repeated until the Client approves the Document.

5.3 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.

5.4 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 save 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) The **Consultant** submits a package of Documents to N4G for review, i.e. **Consultant** uploads the documents together with the form identified as Document Transmittal Project Name-**Consultant**-DT-0001 into the appropriate folder in 1 Uploads.

2) N4G saves the form as Project Name-N4G-**Consultant**-DCS-0001-A in directory 2 Comments and fill it with its comments.

3) Provided the comments are marked with code "B" or "C", The **Consultant** shall incorporate them in the Documents and shall issue a new revision of the Documents for review/approval with new form, e.g. Project Name-**Consultant**-DT-0002. At the same time, The **Consultant** shall save the original Document Comment Sheet as Project Name-**Consultant**-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 Project Name-**Consultant**-DT-0002 in directory 1 Uploads.

5.5 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.

5.5.1 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.

5.5.2 Marking of Changes in Drawings

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

5.5.3 Changes marking during the Review and Approval Procedure

5.5.3.1 Changes in Documents prior to Approval

First Document revision officially submitted to the Client for review (revision "B01" or higher) 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 4.4).

In case the Document is rejected with approval code "C" (Rejected, to be revised and resubmitted for review), another revision ("B02" or higher) with marked changes shall be created for Client 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.

5.5.3.2 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.

Provided 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.

5.6 Procedure for Issuing, Reviewing and Approving Documents

5.6.1 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 **Consultant** with notification and attached respective Document Transmittal DT. The email addresses are as follows: Project_Name@net4gas.cz (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, **Consultant** 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 **Consultant** (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.

5.6.2   Documents prepared by Consultant

The procedure mentioned in paragraph 5.6.1. shall be generally applied for the Documents prepared by **Consultant** (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 **Consultant** (DCC), or it is done automatically by the Server. **Consultant** (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 **Consultant** (DCC) is notified by email (or automatically by the Server). **Consultant** (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 **Consultant** within 10 working days after receiving of Documents for review. In case of documentation for complete bounded part (specified) N4G submits the comments to **Consultant** within 20 working days. Provided the submission of Documents fails to meet the formal requirements or the Documents are not submitted in satisfactory quality, N4G shall ask **Consultant** to correct the Documents. In this case the term for review is calculated from the submission date of corrected Documents. **Consultant** incorporates the comments of N4G within 10 working days upon their receiving. Final comments for complete bounded part (specified) shall be incorporated by **Consultant** in the tender documentation clean copy within 20 working days upon their receiving.

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

5.6.3   Documents of Other Contractors

5.6.3.1 Technical Documents of Contractors

Procedure stated in paragraph 5.6.1 is generally valid for Technical Documents prepared by other Contractors (or their Designers). Review shall be done by **Consultant** employees or N4G. Once the Documents and DT are uploaded by the Contractor in the appropriate location on the Server, appropriate N4G employee and **Consultant** (DCC) shall be notified by email (or it is done automatically by the Server). **Consultant** (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, **Consultant** (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 **Consultant** (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 **Consultant** by email in this respect and **Consultant** discipline engineers correct the comments or the assigned **Consultant** employee(s) gives them a consolidated form. Provided the comments need to be discussed, they are negotiated between N4G and **Consultant** and based on the negotiation (as per the meeting minutes) discipline engineers or assigned **Consultant** 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 **Consultant** (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 **Consultant** 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. complete bounded part as a package (specified). Provided the submission of Documents fails to meet the formal requirements or the Documents are not submitted in satisfactory quality, N4G or **Consultant** 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.

5.6.3.2 Other Documents of Contractors

The procedure stated in paragraph 5.6.1 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 descrition 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 descrition 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

5.6.3.3 *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 **Consultant**.

Next step shall be analogue to the procedure stated in paragraphs 5.6.3.1 and 5.6.3.2.

5.7 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, **Consultant** 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 **Consultant**. **Consultant** 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.).

6 TECHNICAL QUERIES AND FIELD QUERIES

6.1 Technical Queries of **Consultant**

Technical Queries (TQ) of **Consultant** shall be submitted by means of forms, saved in appropriate directory on the Server. Answers of N4G shall be submitted back to **Consultant** 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, **Consultant** (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 **Consultant** 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 **Consultant** is stated in the Attachment no. 8) Answering Technical Queries (TQ) of **Consultant** – Workflow Diagram.

6.2 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 **Consultant**, 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, **Consultant** (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). **Consultant** 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, **Consultant** (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 **Consultant** (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 **Consultant** by email in this respect and **Consultant** discipline engineers correct the comments. Provided the proposed answers need to be discussed, they are negotiated between N4G and **Consultant** and based on the negotiation (as per the meeting minutes), the **Consultant** discipline engineers or assigned **Consultant** 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 **Consultant** (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.

7 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) is 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 sings 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 **Consultant** to cooperate on the CHO assessment, the cooperation shall be analogue to answering Technical Queries (see paragraph 5.2). Provided **Consultant** 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 **Consultant**) amending the change management, the contractual provisions shall prevail.

8 STRUCTURE OF THE SERVER FOR SAVING AND SHARING DOCUMENTS

Server, a central repository shared by **Consultant** 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 **Consultant** -GENER-PMA-DIA-004 Server Structure. This structure shall 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.

8.1 Structure for Saving Documents and Correspondence

Structure for Saving Documents and Correspondence will be specified in detail if required and in respect to the need and confirmation of the Project.

In the following will be mentioned an example of possible structure

- 01 N4G - internal

- 02 Vendor Related Documents

8.1.1 N4G Library -> 01 N4G - internal

- Correspondence

    eMail Archive

- Project Documentation

    00 General

    01 Project Office

    02 Project Support

    03 Easement / Permitting

    04 Preparation of Construction

05 Procurement & Logistic

06 Construction & Commissioning

07 Quality Control

08 HSSE

Other folders to be created as needed.

8.1.2 Consultant Library -> 02 Vendor Related Documents

00 General

01 Material

02 Easement / Permitting

03 Design / Engineering

04 Construction

05 Support

Other folders to be created as needed.

Consultant Library itself shall contain particularly the following folders for separate Disciplines:

- 01 Tech Docs
- 02 Technical Queries
- 03 Admin-Orga Docs

  00 General

  01 MoM

  02 Organization

  03 Schedule

  04 Report

  04 Documentation

- 05 Handover

Other folders to be created as needed.

8.1.2.1 Technical Documents (01 Tech Docs)

Technical Documents folder shall be divided in three subfolders:

- o   01 Uploads (Submitted documents)

- o   02 Comments (Comments/Approvals)

- o   03 Approved Docs

Ad 1:   Submitted documents shall be divided by individual packages of Documents submitted for review / approval according to the respective Document Transmittal number (e.g. **Project Name-Consultant**-DT-0001 Building Part). Each subdirectory shall contain the Document Transmittal DT itself (editable format and alternatively PDF), individual Documents (PDF format) and eventually RS sheet with resolution of comments from previous revision (PDF format).

Ad 2:   Folder for review / approval shall keep the same structure as in file 1 – Uploads, i.e. according to individual Document Transmittals DT. Subdirectory names shall comply with the number and name of the Document Comment Sheet (e.g. **Project Name-**N4G-**Consultant**-DCS-0001 Building Part). Each subdirectory shall contain the signed Document Comment Sheet DCS in PDF format and in editable version.

Ad 3:   The Documents approved by N4G shall be stamped electronically and saved in file 3 – Approved Docs. The Documents shall be structured according to individual disciplines. File 3 – Approved Docs shall contain the last revisions of all approved Documents only.

8.1.2.2 Technical Queries (02 Technical Queries)

A subdirectory shall be created for every query (TQ) in the Technical Query directory. Its name shall be identical to the TQ number and shall include a short, concise description of the query (e.g. **Project Name-Consultant**-TQ-0001 Accuracy of Geodetic Measurement). The directory shall contain completed TQ form – editable and PDF format. Answer from N4G shall be inserted in the same directory by means of completed TQA form. The form shall be signed by the responsible N4G employee and uploaded on SharePoint in PDF format.

8.1.2.3 Administration and Organisation Documents (03 Admin-Orga Docs)

All Documents which are not related to technical issues as MoM, Reports, etc. will be stored under this folder.

9   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 RSD_T1_01_A_EN_ 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 Server only **Consultant** 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 a link under which the given email can be found and viewed.

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 XXX@net4gas.cz. Provided all Project participants observe the system for numbering correspondence, it is easy to filter the inbound correspondence by senders or by the date when the email was sent.

Any correspondence of the Contractors related to technical documents, issues, TQ/FQ and their approval shall be also sent to **Consultant** email address: xxx@yyy.zzz

10   ADMINISTRATION OF DOCUMENTS

At **Consultant**, there shall be established a position of Document Controller or Document Control Centre (DCC) for the administration of Documents created by **Consultant** and for submission of documents of any originators related to **Consultant** between N4G and **Consultant**. 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.).

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.

If the Responsibility for a Server shifted to the **Consultant**, the **Consultant** shall provide a respective Process to secure the managing of Documents.

11 GENERAL REMARKS

Renaming / deleting your folders or files in case they are created or uploaded wrongly is restricted in several libraries. For this purpose, N4G or **Consultant** DCC shall be contacted.

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

Server 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.

12 ATTACHMENTS

1. Form for Document Transmittal, Comments and Resolution of Comments

2. Document Review – General Workflow Diagram

3. Consultant 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 Consultant - Workflow Diagram

9. Answering Technical Queries (TQ) and Field Queries (FQ) of the Contractors - Workflow Diagram

10. Change Order form (CHO)

11. Document Transmittal of Project and Operational and Technical Documentation (for physical handover of comprehensive part of the documentation in hard and soft version)