 Eskom	Specification	Medupi Power Station Project
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Functional Area: **Documentation and Records Management**



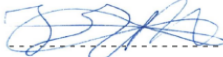

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## 1. Introduction

The Medupi Project consists of internal and external stakeholders, throughout the project lifecycle there is exchange of documentation in line with the execution of the project. It is important that the packaging and formatting of the documentation is standard to ensure correct identification and understanding of the content. Therefore, a standardised format and layout of documentation between all stakeholders is of importance, to ensure effective communication.

## 2. Supporting Clauses

### 2.1 Scope

This document defines how the Medupi project team, internal and external stakeholders (Including contractors), must compile and identify their documentation (including data books)

#### 2.1.1 Purpose

The purpose of this document is to standardise the format and layout for all documentation involved on the Medupi project.

#### 2.1.2 Applicability

This document is applicable to:

- All contractors that are required to submit Documentation related to the construction of Medupi Power Station,
- The entire Team Medupi.

#### 2.1.3 Effective date

The document will be valid from the date of authorisation.

## 2.2 Normative/Informative References

The latest approved revision of each document applies, unless otherwise specified

### 2.2.1 Normative

- [1] 348-860840 Commissioning and Completion of Medupi Power Station
- [2] 348-389557 Contractor Quality Requirements for Engineering and Construction Works
- [3] 348-653867 Development and Change of Medupi QMS Documentation
- [4] 348-53810 Documentation Handover List Guideline
- [5] 240-86973501 Engineering Drawing Standard - Common Requirements

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- [6] VGB-R171e Guideline for the supply of Technical Documentation for Fossil-Fired and Regenerative Power Stations
- [7] 348-882606 Handover Documentation Review and Handover Process
- [8] 348-961711 Project Execution Plan
- [9] 348-883902 Project Quality Plan
- [10] 348-100583 User Requirement Specification for Medupi Project (URS)

### 2.2.2 Informative

- [11] 348-883753 Data capturing guideline
- [12] 348-883808 Document and Records Management Instruction
- [13] 32-6 Documents and Records Management Procedure
- [14] 348-885372 Document Deviation Form
- [15] 348-636254 Document Transmittal Form
- [16] 348-649520 Forms and Templates
- [17] 240-59083220 As-Built Documentation Signatories

## 2.3 Definitions

### 2.3.1 Term: definition

Term	Definition
<b>Approver / Owner</b>	A person of appropriate seniority who by signing the document confirms that the document has been reviewed and that its content is valid and aligned to the regulation, policies and business practices. Persons who approve Documentation shall be the document owners.
<b>Authorizer</b>	A person of appropriate seniority who by signing the document makes the contents of the document mandatory and sanctions it for use.
<b>Compiler</b>	The person, or team appointed by the functional responsible person to develop a document.
<b>Controlled Documentation</b>	This is documentation that is required to have revision control as it may be changed and updated during its life cycle e.g. procedure, policy etc.
<b>Data Book</b>	Is a collection of documentation packaged together for a specific purpose
<b>Document</b>	A document is meaningful data and its supporting medium such as specification, procedure, drawing, report and standard.
<b>Documentation</b>	It is a term used to collectively refer to both documentation and records.

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<b>Documentation Centre</b>	The documentation administration and storage area holding all documentation belonging to the project
<b>Document Distribution Matrix</b>	A template that specifies the recipients and the type of document they should receive.
<b>Documentation Handover Package</b>	This is a package consisting of all documentation or data books related to a specific system which gets handed over to the client as per the client's documentation requirement. Refer to Documentation Handover List (200-58310) on the detailed documentation required at handover.
<b>Draft</b>	A document in the process of being compiled and not yet finalized/approved.
<b>Format</b>	The layout and typography of a document.
<b>Internal Document</b>	A document created within the project which is related to the construction of the project/plant. This is a document generated by anyone working in the Project.
<b>Layout</b>	The type of paper selected the margins, the line spacing, indentation, Paragraphing, pagination and references.
<b>Metadata</b>	Data describing the context and structure of documentation and their management through time. The preservation of the record with its associated metadata is necessary to maintain the integrity of the record. Metadata include technical/structural, administrative, descriptive, preservation and use.
<b>Project Contractors</b>	Project contractors are all the contractors who are employed to do work at the Medupi Project.
<b>Record</b>	A record is information stating evidence of activities performed-ISO 9000:2000. It cannot be revised or changed as that may invalidate the information in the document.
<b>Registration</b>	The process of recording standard information about, and Assigning a unique identifier to a document or record.
<b>Technical Document</b>	A document related to the design and construction work done on the plant or a document with product related data and information that is used and stored.
<b>Template</b>	A document having a standard layout to be used by the Organisation for a particular subject to enable pro-activeness and consistency.
<b>Transmittal Form</b>	A document used to track and control the movement of documentation to ensure that they can always be located when required. All incoming and outgoing documentation must be accompanied by a transmittal.
<b>Typography</b>	A technique of arranging font specification in order to make the document content visible e.g. font style, size etc.
<b>Vendor</b>	Any person(s) or company that is contracted to the Medupi Project.
<b>Vendor Documentation</b>	An external documentation or any documentation generated by the vendor for the Project as per work done by the vendor.

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<b>Version</b>	Changes to a document metadata where the content/meaning is not affected e.g. spelling error, grammatical error, etc.

## 2.4 Abbreviations

<b>Abbreviation or Acronym</b>	<b>Description</b>
AIA	Approved Inspection Authority
CD	Compactable Disc
CMD	Construction Management Department
DO	Documentation Owner
Doc Centre	Documentation Centre
Docs	Documentations
DS	Documentation Staff
EA	Engineer Assistant
EDMS	Electronic Document Management System
e.g.	Exempli Gratia / For Example
Eskom	Eskom Holdings SOC Limited.
Etc.	Et Cetera / other similar things/ and so forth and so on
GTD	Generation Technology Division
GX	Generation Division
KKS	Kraftwerk-Kennzeichensystem
KPAs/KPIs	Key Performance Areas/ Indicators
LPE	Lead Project Engineer
QA	Quality Assurance
QAD	Quality Assurance Department
QMS	Quality Management System
RACI	Responsible, Accountable, Consulted, Informed

## 2.5 Roles and Responsibilities

The parties or stakeholders responsible **(R)** and accountable **(A)** or to be consulted **(C)** and/or informed **(I)** relative to the implementation and maintenance of this OMS procedure are defined in the Procedure RACI Matrix Documented below:

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Table 1: RACI Matrix

Process Step	Document Compiler/Originator	Project QDA	Documentation Staff	Project EA
Compile the documentation in line with this format and layout specifications defined in this document	R	C	C	A
Ensure that the documentation conforms to the format and layout specifications.	I	R	C	A
Verify submitted documentation, to ensure that they are packaged in line with this format and layout specification.	C	C	R	A

## 2.6 Related/Supporting Documents

- 1) 348-883902 Medupi Project Quality Plan
- 2) 348-389557 Specification: Quality Management System

## 3. Identification and Packaging of Documentation

### 3.1 Process Map / Flowchart

There is no process Flow for this document

### 3.2 Layout and Typography

All Documentation must be compiled as follow:

- a) Font Color: Black
- b) Main Headings Font Type: Arial, Bold, Capital Letters
- c) Main Heading Font Size: 11pt
- d) Sub Headings Font Type: Arial, Bold, Title Case
- e) Sub Headings Font Size: 11pt
- f) Body Font Type: Arial, Sentence Case i.e., only the first letter of the first word is a capital letter.
- g) Body Text Font size: 10pt
- h) Line Spacing: 1.5 line spacing
- i) Margins: standard (about 1 inch)
- j) Alignment: full justification to be used

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- k) Paragraphing: one line skip between paragraphs
- l) Pagination: centered page numbers (about 0.5 inches from bottom)
- m) Indentations: standard tab for all paragraphs (about 0.4 to 0.5 inches)

### 3.3 Printed Watermark

The watermark (Rendition) is a default on documentation that was assigned to workflow on SmartPlant Operations (SPO). Watermark is system auto populated after workflow step 2F and it comes out when the documentation is printed.

### 3.4 Documentation Header and Footer

Headers must be maintained throughout the Documentation so that the key information identifying the Documentation can be obtained from any page. The header must include the Documentation title, Documentation number, revision number and page number. The header specification for all templates and forms shall be as follows:

Have header which is divided into three columns.

- a) The left column shall contain the Eskom logo
- b) The title should be centred in the middle column.
- c) The right column shall be divided into four rows to include information such as the Documentation Number, date, page number; revision number, etc. (Refer to Appendix B on the meaning of information within the title block). For Medupi Governance documentation, Refer to 348-24473 Document Template

### 3.5 Page Number

All Documentation must have visible page numbers. The page number for all Documentation must appear in the header of each page, indicating the total number of pages contained in a Documentation, example 'Page 1 of 7'.

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### 3.6 Cover Page

All documentation shall have a cover page that includes the following:

- a) Documentation Title
- b) Eskom Documentation Number
- c) Contractor Documentation Number
- d) Contract Number
- e) Documentation Type
- f) Data Book classification, applicable only for data books
  - Manufacturing
  - Construction
  - Commissioning
- g) Revision Number (show a minimum of 3 historic revisions)
- h) KKS code\number
- i) System name
- j) Documentation signatories
- k) Documentation revision history table
- l) Next review date (if applicable)
- m) Company Name & Logo
- n) Sheet No (Applicable to drawings), example sheet 1 of 2, Sheet 2 of 2.
- o) Approval Status
- p) Lifecycle status (Applicable to drawings)
- q) Number of Volumes clearly marked (e.g. Volume 1 of 10)
- r) Number of Copies Clearly marked (e.g. Copy 1 of 2)

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### 3.7 Spine (Arch File)

The documentation packaged in an arch file, example Data Book, must have both the cover page and spine. Information to be captured on the spine is as follows:

- a) Documentation Title
- b) Eskom Documentation Number
- c) Contractor Documentation Number
- d) Contract Number
- e) Documentation Type
- f) Data Book classification, applicable only for data books
  - Manufacturing
  - Construction
  - Commissioning
- b) KKS code\number
- c) Company Name & Logo
- d) Number of Volumes clearly marked (example Volume 1 of 10)
- e) Number of Copies Clearly marked (example Copy 1 of 2)

### 3.8 Table of Contents /Index

All Documentation must have a detailed table of contents/ index. The table of contents/index must clearly list the contents of the Documentation with the relevant page numbers, and reference to sections if the file or Documentation is sectionalised. As minimum, the table of contents/index must contain the following information:

- Title
- Page Number
- Section Identifier

### 3.9 Documentation Number

All Medupi Power Station documentation must have a documentation number, which will be obtained from the approved Eskom Electronic Documentation System. The documentation number for internal documentation shall be obtained from the EDMS (SPO) and it should appear on the cover page and header of each page on the documentation.

Contractor/Vendor Documentation shall be assigned the Documentation number as follows

- 1) Data Books: Contractor must request the Eskom Documentation number in advance. The Data Books must be submitted with the number already allocated on the cover page and spine.

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- 2) Drawings: The contractor must request the number in advance. All drawing must be submitted with the Eskom drawing number populated on the title block.
- 3) Inspection records: Contractor must request the Eskom documentation number in advance. During inspection, the contractor must present a document that already has an Eskom number on it.
- 4) All other documentation types not listed above (paragraph 3.9, item number 1, 2 and 3) to be received from the contractor shall be allocated Eskom Documentation number post the submission.
- 5) All documentation required to have an Eskom documentation number pre-allocated before submission to Eskom Medupi Documentation Centre must be managed as follows:
  - a. The contractor must request the Eskom Documentation number(s) by sending an email MEDUPISITEDOC [MEDUPISITEDOC@eskom.co.za](mailto:MEDUPISITEDOC@eskom.co.za) .
  - b. The request must be supported by a register populated with all the required information.
  - c. The Eskom Medupi Documentation Centre will respond with a register( Refer to 348-684677 Pre-allocation Register) that is updated with the Eskom documentation number(s).

Documentation that has Eskom numbers allocated must have the Eskom number clearly printed when they are submitted.

### 3.10 Documentation Title

All Medupi Documentation must have a clear and descriptive title.

The title of the Documentation related to the plant shall be compiled as follows, that includes vendor Documentation:

- a) Title shall always start with the Unit number (if applicable)
- b) The title shall include the documentation type at the end
- c) Title where the Documentation is applicable to multiple units, the specific Unit numbers shall be clearly indicated (example Unit 1, 2, 3, 4)
- d) The sequence to be used should be as follows: Unit, Description, dash (-) and Document Type (e.g. Unit 6 Main Steam Rectification slope 2 - Inspection Report)

### 3.11 Revision Number

Revision number is the current state of revision of an approved Documentation. All Project Controlled Documentation must have a revision number and be revision controlled. The revision number for all Documentation must appear in the header of each page.

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### 3.12 Revision Date

Revision table is the table tracking the history of changes made within the Documentation. All controlled Documentation must have a revision table included. Refer to Appendix C on the revision table format.

### 3.13 Revision Table

Revision table is the table tracking the history of changes made within the Documentation. All controlled Documentation must have a revision table included. Refer to Appendix C on the revision table format.

### 3.14 Compiler

A compiler is a person with sufficient knowledge on the subject matter who is responsible for the development of the documentation and all Documentation must have the name and signature of the Compiler included.

### 3.15 Approver

The approver is the person who approves the documentation making it to be officially utilized. All controlled Documentation must have the name and signature of the person who approved it.

### 3.16 Authorizer

The manager or duly delegated person who authorises the documentation and is accountable for the implementation of documentation such as policies, directives and procedures and must always, be visible on authorised Documentation.

### 3.17 References

The references are the documentations referenced/cited during the development of a particular documentation. All Documentation containing references must be validated by checking the validity of the referenced Documentation before authorisation.

### 3.18 KKS Codes

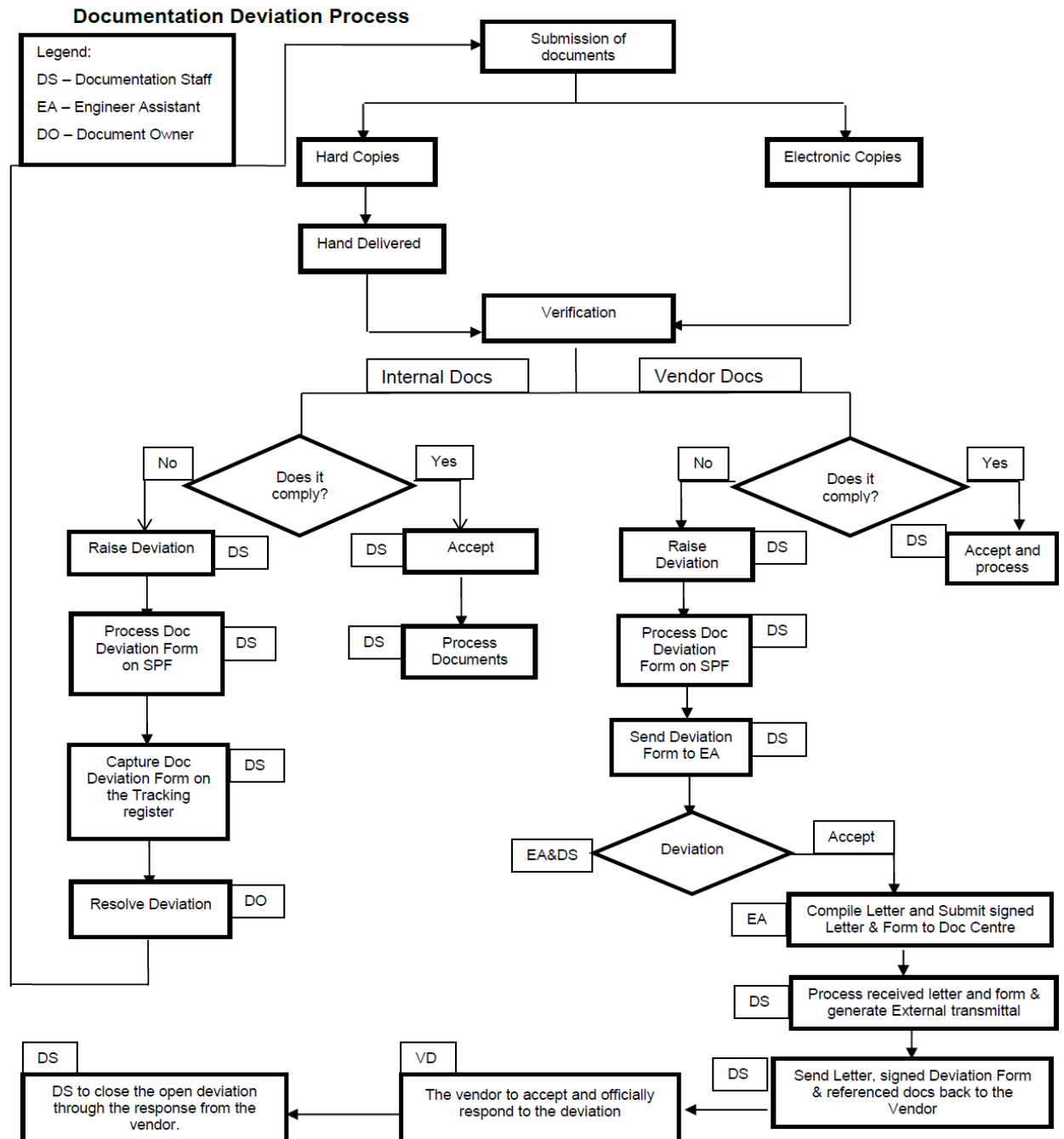
All Documentation where the KKS Code is applicable must be submitted with a KKS code clearly printed on the document.

All Documentation containing a KKS Code shall be validated to ensure the correctness of the code used before it is reviewed.

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### 3.19 Reliability and Usability of Documentation

All Documentation submitted to the Doc Centre must be complete and the content within the Document must be a full and accurate representation of activities or facts.

All Documentation must be easily accessible to all authorised people and be protected against unauthorised alteration. Access to Documentation must be granted as per the Compiler's permission and distribution matrix.

### 3.20 Drawing Content

#### a) Title Block

Every drawing should have the Eskom Drawing Title block (As per Appendix H). The title block can be used in conjunction with the Vendor's title block and should be placed at the bottom right corner of a drawing. The electronic Eskom Drawing Title Block template is available and can be obtained from the Doc Centre.

#### b) Titles

- Every drawing should have a descriptive and correct title. The title for all drawings should appear in the drawing title block.
- Some data books have no classification. The Doc Controllers rely on the folders that are named according to the class. Are recognised with H1,H2 AND H3.
- For P06 documents there would not be an obvious Unit indicated but it would say WTP, which means BOP on the specified ones on the System

#### c) Identification Number

Every drawing shall have a unique Eskom drawing number. The identification number for all drawings should appear in the drawing title block. A list of pre-allocated Eskom drawing numbers for Vendors can be requested from the Doc Centre.

#### d) Revision Number

Every drawing should be revision controlled. The revision number for all drawings should appear in the drawing title block.

#### e) Blank Spaces

Every drawing should have a 15cm x 15cm blank space available to the immediate left of the drawing title block on the drawing. The blank space shall be utilised to add the Review Label Stamp. This stamp may alternatively be incorporated as part of the drawing template (Refer to Appendix E).

An additional blank space of 25cm x 15cm on the bottom of the drawing should also be allowed for Eskom use and to accommodate any external party approvals (e.g. AIA Approval Stamp).

#### f) Approvers

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Every drawing should have the name and signature of the person who approved the Document included.

**g) Authorization**

- Every drawing should have the name and signature of the person who authorized the Document included.
- **As-Built Documentation Signatories** - This is managed according to the memo(240-59083220)

**h) Component Identification**

Every drawing containing the Component Identification Code shall be validated to ensure correctness of the code

### 3.21 Documentation Transmission

#### 3.21.1 Transmittal

All documentation shall be submitted with a transmittal containing the submitter details and signature; the recipient must sign and send back the transmittal to the sender, to confirm receipts, within 14 working days. The Contractor shall receive the transmittal template from the Employer. The template shall have the following fields as minimum (Refer to Appendix F).

- a) Intended Recipient
- b) Contract Number
- c) Unit Number
- d) Responsible Contracts Manager
- e) Vendor Documentation Number (Alternative Number)
- f) Eskom Documentation Number (if applicable)
- g) Vendor Revision Number (Alternative Documentation Revision Number)
- h) Eskom Revision Number (if applicable)
- i) Documentation Title / Description
- j) Documentation Type
- k) Documentation Lifecycle Status
- l) Quantity of Documentation
- m) Purpose of submission
- n) Originator's name
- o) Submitter's name

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### 3.21.2 Project Communication

#### 3.21.2.1 Generic Proxy email accounts

This refers to a group email account shared amongst authorised users. All project correspondences shall use the project proxy account(s) to ensure continuation of the project, to avoid the dependency on individual's availability and to ensure that all communications are received. The subject of the email shall as minimum contain package number and transmittal number. For Red book Contracts (Eskom) - The designer sends the designs directly to Eskom. DO rely on system engineers

### 3.22 Documentation Templates

All the Medupi Power Station Project staff shall use the official Project Documentation Transmittal Form available within the transmittal book or on EDMS (348-636254).

All Internal Documentation must be compiled on an official Project template. Templates are available on EDMS and are linked to 348-649520. The template number, template revision number and template revision date should not be altered.

If a need arises for a template/form to be created, the requester shall send guidelines/sketch to the Quality Department who shall then create the template. In case of authorized alteration, addition or deletion to a template the Quality Department shall be notified to ensure that changes are identified and traceable.

### 3.23 Electronic Copies

All Documentation belonging to the project should be made available on EDMS (SPO). A registered document on EDMS (SPO) should have the editable as well as the signed scanned copy as attachments. All CDs submitted are to be inserted in a binder sleeve insert. Scanned images shall all be submitted in Acrobat (PDF).

### 3.24 Labelling and Structuring of Documentation in a CD

Walk in Hand delivery must be managed as follows:

Each Data book must be packaged and submitted with its individual Compact Disk (CD)

All CDs must be labelled to portray a picture of the Documentation that is currently submitted together with its metadata. The packaging or structuring of the documentation inside the CD must be as per the index defined in section 3.7. In case where Documentation has multiple volumes, the volumes must be clearly structured individually in a CD to ensure that they are easily identifiable.

- Submission of Large number of arch files exceeding a quantity of three (3) must be packaged in an archive box for submission to Eskom.

### 3.25 Hard Copies

All hardcopy Documentation shall be stapled/ring or bound/filed when submitted. All files should be properly divided or grouped per section and indexed in the same sequence, (Refer to 3.23 on the structuring of Documentation).

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Upon receipt, the Doc Centre must verify, register and file/distribute the documentation. The submitted documentation shall be managed as per Document and Records Management Procedure (348-883808).

### 3.26 Pre-Allocation of Identification Number

- a) Submit request for the Pre-allocation of SPO numbers to MEDUPISITEDOC proxy (medupisitedoc@eskom.co.za). The request must be supported by the SPF pre-allocation number register, refer to attached register template (348-684677).
- b) Documentation Officer Reserves the SPO number(s) for the items populated by the requester on the Pre-allocation register, and then submit the updated register to the Requester.
- c) The SPO pre-allocation / reserved number register will be used to track the utilisation of all the exchanged SPO Numbers between Team Medupi and the Contractor, to avoid duplications

### 3.27 Documentation

Refer to Figure 1(Documentation Deviation Process): All submitted Documentation shall be verified to ensure compliance. If Documentation does not comply, the Documentation will then be deviated. The deviation shall be managed via the Documentation Deviation Form 200-64061 (Refer to Appendix E). The form shall be registered on EDMS (SPO) and then be sent to the responsible Engineer Assistant (EA), who upon receipt should either "Accept" or "Reject" the identified deviations within 5 days. The Documentation Deviation Form shall be allocated an EDMS number and then be captured on the TM Project Documentation's Deviation Register 200-238640 (refer to Appendix H below) for tracking purposes.

### 3.28 File Dividers

File Dividers must be used to divide the sections in the Data Book to ensure ease of use

### 3.29 Reporting

Exchange of documentation between contractor and Eskom must be tracked for progress and completeness as per the following tools.

#### 3.29.1 Contractor Documentation Submission Schedule (CDSS):

The contractor is required to compile and maintain a documentation submission schedule of all required project documentation, which details when the documentation shall be submitted to Eskom. The template of the CDSS shall be reviewed and approved by Eskom.

The contract must submit a preliminary Contractor Documentation Submittal Schedule (CDSS) within 30 calendar days of contract award.

The contractor must ensure that the updated CDSS is communicated to Eskom at least once a month for review.

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### 3.29.2 Master Documentation List (MDL):

The contractor shall maintain the MDL to record all documentation submissions to Eskom in line with the CDSS.

The contractor must submit the updated MDL once a month for review.

## 4. Process for Monitoring

### 4.1 Key Performance Areas and Indicators

The following Key Performance Areas / Indicators (KPAs / KPIs) shall be measured, analysed and reported. The Process Owner shall be accountable, and assign the responsibility at the frequency as indicated below, documented as part of the QMS measurement, analysis and improvement initiative.

Key Performance Area	Key Performance Indicator	Target	Measure Frequency	Responsible	Record
Format and Layout Project Documentation	All Documentation are formatted according to the requirements of Format specification		Monthly	Document Compilers,OS	EDMS

### 4.2 Key Performance Areas and Indicators

#### 4.2.1 Document Self-Assessment

The "Process Owner" identified on the front page of this document along with departmental personnel and the project QMS Engineer shall undertake a "self-check" review of the process defined in this document at six monthly intervals, commencing from the effective date of this document, to check:

- The process / procedure operational integrity
- Process efficiency
- The level of stakeholder knowledge and implementation.

Participants and results of the "self-check" review shall be documented by the Process Owner in the "Self-Assessment Checklist" (348-655890) included as an Appendix to this procedure which shall be issued to [medupiga@eskom.co.za](mailto:medupiga@eskom.co.za) by the Process Owner once completed.

Process Owner shall proceed with any revision requirements in line with Medupi Procedures

348-653867 "Development and Change of Medupi QMS Documents" and 348-883808 "Document and Record Management"

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#### 4.2.2 Revision Period

All QMS Documents shall undergo 3 yearly compulsory revisions.

#### 4.3 Training Requirements

Training is required for all document compilers.

### 5. Acceptance

This document has been seen and accepted by:

Name	Designation
Samuel Rasesemola	Supervisor: Documents and Records Management
Nkeke Phaswana	Supervisor: Documents and Records Management
David Phiri	Supervisor: Documents and Records Management
Mokgoba Kganakga	Officer : Documents and Records Management

### 6. Revisions

Date	Rev.	Compiler	Remarks
May 2021	4	Thelma Madzhiga Documents and Records Manager	<ul style="list-style-type: none"><li>-Updated section 3.6 and 3.19b and g, 3.20.2.1</li><li>- Updating the Ref Section on Appendix A – Process Self-Assessment Checklist</li><li>- Updated the Definition of Terms</li><li>- Updated Appendix D: Reserved SPO Numbers Register -Template</li><li>- Updated Appendix E: Documentation Deviation Form</li><li>- Updated Appendix F: Documentation Transmittal Form</li></ul>

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Date	Rev.	Compiler	Remarks
May 2019	3	Thelma Madzhiga Documents and Records Manager	-Aligning to SPO  - Updating the Ref Section on Appendix A – Process Self-Assessment Checklist  - Updated the Definition of Terms
February 2017	2	J Seabela Documentation Management Manager	Process owner/Author approval and Author(s)  - Table1: RACI Matrix updated with Format and Layout specifications of Data Books.  - Updated Deviation Form  - Addition to Section 2.1 Scope  - Addition of Annexure F - Documentation Check List  Addition of Annexure G - Deviation Register

## 7. Development Team

- Choene Komape
- David Phiri
- Nkeke Phaswana
- Mokgoba Kganakga
- Samuel Rasesemola

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## 8. Acknowledgement

Action	Responsible	Signature	YYYY/MM/DD
Compiler	Choene Komape		
Process Owner	Thikhathali ThelmaMadzhiga		
Approval	Raymond Tsotheli		
QA, Interface &			

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## Appendix A – Process Self-Assessment Checklist

Discipline: Documents and Records Management		Applicable Document No.: 348-883860				Self-Assessment Date: 20/10/2020
Item No	Ref Section	Self-Assessment Question	Compliant			Comment
			Yes	Part	No	
1	3.2	Are all document compilers /originators within the project adhering to the requirements to Documentation Format and Layout Specification?		X		Some are not complying because of historic information that caused implications on existing documents on the system <ul style="list-style-type: none"> <li>• <b>P03</b> Outgoing letters do not have the reference numbers</li> </ul>
2	3.6 and 3.19	Are all documentation cover pages or title Blocks meet the minimum requirements of the Documentation Format and Layout Specification?		X		<ul style="list-style-type: none"> <li>• <b>P17C</b> The KKS Code doesn't relate to the title of the document</li> <li>• <b>P17B and P17C</b> Title Block is horizontal</li> <li>• <b>P08</b> Drawing sheets with the same ALT IDs are having different 0.84/Numbers</li> <li>• <b>P06</b> There would not be an obvious Unit indicated but it would say WTP, which will mean BOP on the specified ones on the System.</li> </ul>

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						<ul style="list-style-type: none"><li>• <b>P04</b> There's an exemption- they submit drawing sheets with different Revisions</li><li>• <b>As-Built Documentation Signatories</b> This is managed according to the memo(240-59083220)</li><li>• <b>P03 –</b> Some documents do not have the ALT IDs. On data books, there is no classification. The Doc Controllers rely on the folders that are named according to the class. Are recognised with H1,H2 and H3.</li><li>• <b>P08</b> There are some data books that are classified on the cover page</li><li>• <b>P35 A and C</b> It has a Data Book Classification spreadsheet</li></ul>
3	3.8	Are all documentation submitted with detailed table of contents which clearly list the contents of the document?		X		Some documents don't have detailed table of contents which makes it difficult to understand the kind of document it is

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4	3.20.1	Are all documentation submitted with the Transmittal Form?		X		<ul style="list-style-type: none"> <li>• <b>P17A</b> The letters and technical queries don't come with the transmittal</li> <li>• <b>P40B</b> They only list one document instead of the entire submission</li> <li>• <b>P03</b> DCNs come with an email without a transmittal They use a monthly spreadsheet as a transmittal.</li> <li>• <b>P02</b> Letters are submitted without the transmittals They use monthly spreadsheet as a transmittal</li> </ul>
5	3.20.2. 1	Are all documentation submitted with the Transmittal Form?				Red book Contracts (Eskom) - The designer sends the designs directly to Eskom. We rely on system engineers.
6	3.21	Are all documentation originators within the Project use authorised Project Templates when compiling internal documents				<ul style="list-style-type: none"> <li>• <b>P02</b> Still using outdated DRC</li> </ul> <p><b>Other Packages</b> Are still using outdated Pre-Allocated Numbers Template</p>

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						<p>NCRs to be issued to those who do not comply. Nkeke and Rina to help identify the packages that are still issuing letters as DRC and issue NCR</p> <p>Choene to assess all the drafts status documentation on the system, if it has been sitting for more than 3 months and she must communicate to the compiler to request for approved document</p>
Comments:						
Self-Assessment by:	Name:	Position:			Revision Required? (Yes / No)	Planned Revision Date:

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Appendix B– Document Header and Footer (Portrait)

	Form Header and Footer Portrait Template	Template Identifier	348-64755	Rev	1
		Document Identifier	xxxxxx	Rev	xx
		Effective Date	April 2021		
		Review Date	April 2024		

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**Appendix C– Revision Table**


Revision	Description of Revisions	Date
00	First release	July 2008
01	Improved document management processes	September 2010

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**Appendix D– Reserved SPO Numbers Register -Template**

	<b>MEDUPI POWER STATION PROJECT</b>	Template Identifier	348-884677	5
		Document Identifier		
		Effective Date	Feb-20	
		Review Date	Feb-23	
<b>TITLE: Reserved SPO Numbers Register</b>				

Requester Name	
Package No	
Discipline	
Date Requested	
Contractor Number	
Issued Date (Only Applicable to Doc Office)	
Issued By (Only Applicable to Doc Office)	

SPO / Eskom Number	Outgoing Transmittal Number (Only Applicable to Eskom)	Alternative ID / Document Number	Title / Description of Document	Document Type

**Public**

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**Appendix E– Document Deviation Form**

	<b>MEDUPI POWERSTATION PROJECT</b>	Template Identifier	348-885372	Rev	3
		Document Identifier		Rev	0
		Effective Date	August 2019		
		Next Review Date	August 2022		
<b>TITLE: DEVIATION FORM</b>					

DEVIATION INFORMATION	
Transmittal No:	
Doc No:	
Title:	
Originator/ Supplier:	
Responsible Discipline:	
<b>DEVIATION:</b>	
Reported By:	Signature: Date:

DEVIATION ACKNOWLEDGMENT BY CM			
Name:			Date:
Status:	Accepted	Rejected	
Signature:			
Comments			

CLOSE OUT BY DS			
If Accepted		If Rejected	
External Transmittal No:		Documents Processed: Yes	No
Linking Done: Yes	No	Linking Done: Yes	No
Deviation Register Updated: Yes	No	Deviation Register Updated: Yes	No
Signature (DS Verifier):		Date:	

**Public**

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**Appendix F- Documentation Transmittal Form**

	<b>MEDUPI POWER STATION PROJECT</b>	Template Identifier	348-636254	Rev	3
		Document Identifier	xxxxxx	Rev	xx
		Effective Date	April 2021		
		Next Review Date	April 2024		

DOCUMENT TRANSMITTAL FORM						
<i>TRIPLICATE: White Copy - RETURN TO DOCUMENTATION CENTRE, Yellow Copy - RETURN TO SUPPLIER / RECIPIENT, And Blue Copy - RETURN TO ORIGINATOR</i>						
To :		From:		Package no:		
Department:		Department / Company:		Responsible Package Manager:		
Tel:		Tel:				
DOCUMENT DETAILS						
DOC NO / REF NO	REV	DOCUMENT TITLE / DOCUMENT DESCRIPTION	DOC TYPE	FUNCTION GROUP	QUANTITY	PURPOSE
Remarks/ Deficiencies:						
ORIGINATOR'S NAME:			SIGNATURE:		DATE:	
RECEIVER'S / RECIPIENT'S NAME:			SIGNATURE:		DATE:	

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File Name: 348-636254 Document Transmittal Form Rev 3 – Final


Page 1 of 1

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**Appendix G– Documentation / Data Book Check List**

	<b>MEDUPI POWER STATION PROJECT</b>		Template Identifier	200- 616427	Rev 2
			Document Number		
			Effective Date	08-Dec-16	
			Next Review Date	08-Dec-17	
<b>TITLE: Data Book Checklist</b>					
<b>Checklist</b>					
				<b>Yes</b>	<b>NO</b>
Cover Pages	Contractor's Document Number				
	Title of Document ( Plant system or Subsystem )				
	<u>Data Book Classification</u> 1. Manufacturing 2. Construction 3. Commissioning				
	Take Over Certificate Number - Revision as per Contracts management				
	Contract number				
	KKS number				
	Unit				
	Document Signatories				
	Eskom Document Number				
	Company Name or Logo				
	Copies must be clearly numbered ( e.g Copy 1 of 2 )				
	Volumes must be clearly numbered ( e.g Volume 1 of 10 )				
Index	List the section Title				
	List the section ID				
Contents of Data Book	File Dividers must be added on files with multiple sections				
	File dividers must be Clearly Marked				
	Each Section Must have a Cover Page				
	Pages must be numbered				
Spine of the File	Company Name or Logo				
	Title of Document ( Plant system or Subsystem )				
	<u>Data Book Classification</u> 1. Manufacturing 2. Construction 3. Commissioning				
	Contractor's Document Number				
	Take Over Certificate Number				
	Contract number				
	KKS number				
	Eskom Document Number				
	Copies must be clearly numbered ( e.g Copy 1 of 2 )				
	Volumes must be clearly numbered ( e.g Volume 1 of 10 )				

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## Appendix H– Deviation Register

[illegible]

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