CONTROLLED DOCUMENT

Title: Browse LNG Development - Supplier Numbering and Documentation Requirements

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Approval Setup Details

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BROWSE PROJECT

CONTROLLED DOCUMENT	
Title:	**Browse Supplier Numbering and Documentation Instruction**

woodside

Controlled Ref No: J0000PG5860848		**Revision:** 0	
Name		**Signature**	**Date**
Prepared by:	Hayazi Arshad		
Approved by:	Paul Van Sandwyk		
Custodian:	Hayazi Arshad		
Concurrence: (Agreement that must be obtained if an item is prepared external to, but impacts, a department or division. If concurrence is required, it must be noted within the body of the item).			
1.	Geoff Stewart		

REVISION HISTORY

Revision	Description	Date	Prepared by	Approved by
A	Issued For Review	04/10/2010	Hayazi Arshad	Paul Van Sandwyk
B	Issued For Review (IM Review) Squad Check comments incorporated	01/11/2010	Hayazi Arshad	Paul Van Sandwyk
C	Issued For Review (Engineering Review)	18/01/2011	Hayazi Arshad	Paul Van Sandwyk
0	Issued For Use	12/04/2011	Hayazi Arshad	Paul Van Sandwyk

INFORMATION SECURITY CONFIDENTIALITY CLASSIFICATION
(check one box only)

- [ ] Unrestricted (Shared without restrictions)
- [X] Restricted (Freely shared with Woodside and associated companies)
- [ ] Confidential Shared with selected personnel)
- [ ] Most Confidential (Strict need-to-know basis)

REVIEW STATUS
(check one box only)

- [ ] Review not required
- [ ] Review required
  On or by:

PREPARED
(check one box only)

- [X] By WEL
- [ ] For WEL
  Under PO/Contract No:

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OPERATIONS/PROJECTS USE ONLY	
Operating Facility:	
Key TAG Numbers:	

DOCUMENT DISTRIBUTION			
Copy No.	Full Name/External Organisation Name (if applicable) **(Show Username (WOPID) to differentiate between persons with identical names.)**	Hard copy	Electronic notification
01	Document Control	X	X
02	Kevin Mobbs		X
03	Stuart McKay		X
04	Steven Purse		X
05	John Healy		X
06	Keith Webb		X
07	Peter Roberts		X
08	Max Shwer		X
09	Steven Millington		X
10	Morgan Harland		X
11	Glen Bajars		X
12	Mike Brennan		X
13	Jamie Huthwaite		X
14	Terje Eilstern		X
15	Simon Langlands		X
16	Andrew Pearce		X
17	Pieter Castel		X
18	Thomas Nador		X

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1 PURPOSE

The purpose of this instruction is to define the document control standard, documentation format, submission requirements and numbering scheme to be applied to the Browse LNG Development Project incorporating all facilities both onshore and offshore.

This instruction will be applied to all formal Technical documentation (documents and drawings). The requirements laid out in this instruction are intended to cover documentation produced externally by nominated Contractors.

This instruction describes the methodology and information requirements for exchanging documentation between the COMPANY and the CONTRACTOR. This instruction should be read together with the Woodside standard W1000AG4442526 Controlled Documents, Drawings and Datasheet standard and A3000SG158829 Supplier Document and Data Requirements Specification.

This instruction is being referenced by J0000SG5500977 Browse Project Contractor Implementation Procedure: CIP800 – Information Management which defined the overall requirements of the COMPANY Information Management deliverables.

Where there are differing Browse requirements, this procedure will take precedence over the other reference documents.

This instruction supersedes J0000AG3919821 Browse Supplier Document and Drawings Requirements used for the BOD phase.

2 DISTRIBUTION

Unless otherwise authorised by Woodside Energy Limited (Woodside), the distribution of this document is confined to Woodside and its nominated Contractors and Sub-Contractors.

3 DEFINITIONS

The Process Owner of this instruction shall be the Project IM/IT Manager nominated by Woodside to cover the Browse project.

The term CONTRACTOR shall be applied to any contracted party outside of Woodside involved in the Design, Procurement, and Fabrication.

For the purposes of this instruction the term COMPANY shall be Woodside.

The term TECHNICAL DOCUMENTATION refers to all revision controlled documentation produced on a Project either by the COMPANY, or associated CONTRACTORS, which shall be subject to a process of formal review, approval and use contributing to either the overall governance, or Design of, the Asset under construction.

The word '**shall'** indicates a requirement. The word **'should'** indicates a recommendation.

4 REGULATORY CONSIDERATIONS

If international and/or regional regulations exist in which some of the requirements may be more stringent than in this instruction, the contractor shall determine by careful scrutiny which of the requirements are the more stringent and which combination of requirements will be acceptable as regards safety, environmental, economic and legal aspects. In all cases the contractor shall inform the COMPANY Process Owner of any deviation from the requirements of this Instruction which is considered to be necessary in order to comply with international and or regional regulations

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5 GENERAL

This instruction and its appendices define the requirements surrounding the creation of Project Technical Design documentation.

It should be noted that technical documentation generated, either internally by the COMPANY or externally by CONTRACTORS, which fails to comply with the requirements laid out in this instruction shall be rejected back to the originator for modification and resubmission.

CONTRACTORS unable to comply with the terms laid out in this instruction and its appendices shall request a deviation from the nominated Company contact.

6 REFERENCES

Key references to be used along with this instruction are as follows:

- W1000AG4442526 Controlled Documents, Drawings and Datasheets Standard
- J0000SG5500977 Browse Project Contractor Implementation Procedure : CIP800 – Information Management
- J0000QG7092914 Browse Master Document Sub Type Register (TBA)
- J0000QG00000001 Browse SDS Template
- J0000QG00000002 Browse Metadata Loadsheet
- W1000SG0001.0007 Plant Breakdown Structure (PBS)
- J0000DG00000001 AutoCAD Drawing Borders
- J0000DG00000002 MicroStation Drawing Boards and 2D Seed Files
- A3000SG158829 Supplier Document and Data Requirements Specification

7 DOCUMENT FORMATS FOR SUBMISSION

The following sections represent **instructions and guidelines** on the preparation of technical documentation by COMPANY Personnel or nominated CONTRACTORS for submission to the COMPANY. Any deviations from these guidelines shall be agreed with the COMPANY prior to submission.

All technical documentation submitted to the Project shall be delivered in a clear and legible format and be furnished in quantities and formats defined in this instruction and specific Purchase Order instructions.

7.1 Minimum Attribution for submitted Technical Documentation

As a minimum, Documentation submitted to the COMPANY shall cover the attribution displayed in the example drawing and document templates contained within Appendices 2 and 3.

7.2 Presentation and Format

Please refer to W1000AG4442526 Controlled Documents, Drawings and Datasheets Standard section 3.1 Presentation and Format General Requirement for more detailed submissions requirements.

7.2.1 Electronic files

Submitted Documents and Drawings are requested in electronic file format in the following order of preference:

- Native file format for Documentation (with PDF rendition)

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- PDF for Drawings – Note: Drawings will also be required in native file format i.e. DGN upon reaching AFC (Approved for Construction) and "As Built" status should be distilled directly
- Received electronic files should not be subject to password protection

Please refer to W1000AG4442526 Controlled Documents, Drawings and Datasheets Standard for more detail.

7.2.2 Hardcopy Documents

Hard copy submission of documentation will only be deemed acceptable if specifically requested by, and previously agreed with the COMPANY, and where there is requirement under Section 4 Regulatory Considerations.

For hard copy submission, particular attention should be paid to the following:

The density and quality of lines and printing are extremely important for obtaining satisfactory images. Care must be taken on minute details, such as decimal points, symbols for degrees, etc. They must be perfectly clear or even slightly exaggerated.

- The minimum character height shall be 2.5 mm. It is stressed that these are minimum sizes and larger ones are preferred. When lower case letters are used, they should be proportioned so that the body height is approximately 0.6 times the capital letter height.
- In cases where Paper or Hardcopy submission is required e.g. legally binding agreements or certificates carrying original signatures or marks that authenticate a document. Such hardcopies shall be deemed to be the original Wet signed / stamped document.
- All prints and photocopies shall be supplied in A4 / A3 size on clean, white paper, and minimum weight of 80g/m2. Any reduction from the original size shall be agreed with the COMPANY prior to submission.
- Photocopies shall be legible, and made from the original document

8 SUPPLIER DELIVERABLES SCHEDULE (SDS)

The CONTRACTOR will be required to produce a Supplier Deliverables Schedule (SDS) listing all the documentation to be created in order to satisfy the deliverables requested in the Contract scope of work. The SDS shall be prepared in accordance with the Company Sub Type listing as per J0000QG7092914 Browse Master Document Sub Type Register.

The SDS will be revision controlled and treated as a controlled document. The SDS shall be delivered in order of preference in CSV file format, whilst MS Excel will also be deemed acceptable. Timings for submission shall be on a monthly basis or as agreed with the COMPANY with updates to include the current status of documentation, with associated planned, forecast and actual dates.

As a minimum the register should contain the following attributes with columns in the spreadsheet ordered as below:

- COMPANY Document/Drawing Number –. The number should be contained within one field of the spreadsheet. As per section 10.1
- COMPANY Revision – as per column L of section 9.3 Metadata Loadsheet.
- Document Subtype – as per column F of section 9.3 Metadata Loadsheet.
- CTR no – as per column S of section 9.3 Metadata Loadsheet.
- Document Title – Descriptive in internal content. As per column B of section 9.3 Metadata Loadsheet.

- Document Size – a 2 alphanumeric character with values 'A0'. 'A1', 'A2', 'A3', 'A4'

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- CONTRACTOR Document no (if applicable) – as per column Q of section 9.3 Metadata Loadsheet.
- CONTRACTOR Revision no (if applicable) – as per column R of section 9.3 Metadata Loadsheet.
- PBS Number – as per column D of section 9.3 Metadata Loadsheet.
- Forecast Date – use Date format
- Planned Submission Date – use Date format
- Actual submission Date – use Date format

NOTE: *Minor Contractors (those with less than fifty deliverables) may not be required to submit an SDS, deviations from this procedure can be discussed at the initial Kick-off meeting or Contract Award.*

9 SUBMITTAL OF DELIVERABLE DOCUMENTATION

Meeting deliverable dates for CONTRACTOR Documentation delivery is critical to Project success and therefore, once agreed upon, should only be altered in consultation with the COMPANY.

9.1 Documentation Submission and Receipt of Data

The COMPANY will provide an External Interface Exchange facility to which the CONTRACTOR shall submit electronic documentation being sent for review, acceptance or information. The CONTRACTOR is expected to validate the content prior to formal submission to the COMPANY. The COMPANY shall reject and return to the originator for re-submission where the validation fails to comply with the requirements laid out.

Current External Exchange facility is via the SENDFILE* utility.

All documentation submissions shall be contained within a Zip File. The received zip file should consist of the following elements:

- The zip file shall be named after the accompanying transmittal number (See Section 9.3 and Appendix 1)
- All items (excluding drawings developed with the Company title blocks) should use the provided Company Coversheet as the first page of the document (See Appendix 2)
- The files names of electronic files shall adhere to the following convention documentno_rev.fileextension
- A CSV file containing relevant document metadata. Sample is in section 9.3.

Instructions by COMPANY will be provided upon Contract award or upon the issue of a letter of intent. In the event the instructions are not received, the Contractor shall request access to the sites from the relevant COMPANY Document Control Centre (DCC) (e-mail addresses listed below).

E-mail submission of documentation or other alternative options will be acceptable only where access to the External Interface Exchange has not yet been provided or is not possible for technical reasons.

browsedocumentcontrol@woodside.com.au General

browsedownstreamdocumentcontrol@woodside.com.au (Downstream/Onshore)

browseupstreamdocumentcontrol@woodside.com.au (Upstream/Offshore)

***Note*:** *SENDFILE is a service exists in the COMPANY to send large files to external destinations either from inside COMPANY or from an external location. This service is accessible from the address https://sendfile.woodside.com.au.*

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9.2 Transmittals

Transmittals from the CONTRACTOR shall contain the following metadata as a minimum:

- Unique Transmittal Number
- COMPANY Name
- Recipient (attention to)
- Reason / Purpose for issue – as per column P of section 9.3 Metadata Loadsheet.
- Date of Issue
- Expected due date (for return of comments)
- COMPANY Document Number – as per column A of section 9.3 Metadata Loadsheet
- Document Title – as per column B of section 9.3 Metadata Loadsheet
- COMPANY Document Revision – as per column L of section 9.3 Metadata Loadsheet
- CONTRACTOR document no (if applicable) – as per column Q of section 9.3 Metadata Loadsheet
- CONTRACTOR revision no (if applicable) – as per column R of section 9.3 Metadata Loadsheet
- Originators Name, telephone and e-mail details

9.3 Metadata Loadsheet (See Appendix 1)

For bulk loading, the CONTRACTOR shall submit a Comma Separated Value Metadata Loadsheet with every document submission. The Metadata Loadsheet is required for the purpose of loading document metadata into the COMPANY Project Document Control and Management systems. Received Metadata Loadsheets shall be in the same format as J0000QG00000002 supplied with this instruction (See Appendix 1 and Table A Below). Each column of the CSV file shall remain in the same order as that supplied in the example.

The CSV file shall be made up of as per Table A below. The format for the information to be supplied with each column is listed below. Some of the columns have a mandatory requirement to be filled with data others are optional however the columns must remain in the same order even if some optional columns are null. A detailed description of the metadata fields used in the Metadata Loadsheet is provided below. The format of the Loadsheet is to remain in the same sequence and format as the provided template. A copy of the CSV file can be found in **Appendix 1.**

TABLE A

Column	CSV Column Name	EIS Requirements	Remarks
A	Doc_No	**Mandatory**	To be supplied according to the PROJECT Document Numbering Protocols **(See Section 10.1)**
B	Title	**Mandatory**	Should be the same as the title on the document or drawing being supplied
C	Area_Code	**Mandatory**	As listed in Appendix 5
D	PBS_Code	**Mandatory**	Refer to W1000SG0001.0007 Plant Breakdown Structure (PBS)
E	Doc_Type	**Mandatory**	As listed in Appendix 6
F	Doc_cat (Document Sub Type)	**Mandatory**	As listed in J0000QG7092914 Browse Master Document Sub Type Register

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G	Discipline_Code	**Mandatory**	As listed in Appendix 7
H	Set_no *(This is the Sequence Numbering-Set in the Document no. See 10.1)*	**Mandatory**	Set of numbers to be provided by Woodside for Contractors or POs. This will allow each Contractor or PO to manage the numbering within the set given. This is to ensure unique document numbering when returning to Woodside. PLEASE LIASE WITH WOODSIDE DCC TO ACQUIRE THE NUMBERING SET.
I	Running_no	**Mandatory**	The next sequential number available
J	Sht_no	**Mandatory**	The sheet number
K	Author	Optional	Name of the person for internal or a COMPANY for external.
L	Revision_Code	**Mandatory**	To be supplied according to the PROJECT Document Revision Numbering Protocols (See Section 10.2)
M	Revision_Date	**Mandatory**	The Date the Document is being issued. Will be in DD/MM/YYYY (Day / Month / Year) format
N	Status	**Mandatory**	See section 10.3 on the codes used
O	Mil_Ph (Milestone/Phase)	**Mandatory**	See section 10.4 on the codes used
P	Res_For_issue (Reason for issue)	**Mandatory**	See section 10.5 on the codes used
Q	Contractor_Document_Number	Optional	The Contractor Document Number (if relevant)
R	Contractor_ Revision	**Optional**	The Contractor Revision Number (if relevant)
S	CTR_No	**Optional**	Max 10 alphanumeric character to identify which CTR no (work scope) for this document
T	TAG_nos	**Optional**	Available TAGs applicable to the drawing/document. Each tag number should be separated with a semi colon (;)
U	Security_Classification	**Mandatory**	As listed in APPENDIX 8
V	PO_number	**Mandatory**	Purchase Order/Contract No
W	File_Name	**Mandatory**	The file name files shall adhere to the following convention documentno_rev.fileextension

NOTE: *Minor Contractors (those with less than fifty deliverables) may not be required to submit the Metadata Loadsheets, deviations from this procedure can be discussed at the initial Kick-off meeting or Contract Award.*

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10 DOCUMENT/DRAWING NUMBERING

10.1 Document Numbering String

Project/ Area Code	PBS Code	Doc type	Discipline Code	Sequential No.			Sht No.
				Set	Running		
Mandatory	Mandatory	Mandatory	Mandatory	Mandatory			Optional *
Alpha (2)	Numeric (4)	Alpha (1)	Alpha (1)	Numeric (4)	Numeric (4)		Numeric (4)
A	B	C	D	E	F	.	G

A. Project/Area Code	The first character is the project character ('J' for Browse project). Second character defines the primary location. As listed in Appendix 5
B. PBS Code	A 4 digit character that further defines the docs/ drawing/ datasheets within the Facility Codes Refer to W1000SG0001.0007 Plant Breakdown Structure (PBS)
C. Doc type	A simplified list of all the information type codes used. As listed in Appendix 6
D. Discipline Code	A single alphabetical character that identifies the major discipline involved As listed in Appendix 7
E. Sequential No. - Set	To identify the originator (EPCs for Design and PO mapping for vendors) of the source documents The set of numbers will be provided by Woodside for Contractors. This will allow each Contractor to manage the numbering within the set given. This is to ensure unique document numbering when returning to Woodside. **PLEASE LIASE WITH WOODSIDE DCC TO ACQUIRE THE NUMBERING SET.** **NOTE:** Minor Contractors (those with less than fifty deliverables) shall be given a generic set number by COMPANY requested through Document Number Request form as per Appendix 9 and have document numbers applied by the Company Document Control department.
F. Sequential No. - Running number	Sequence number starting at 0001 to increment sequentially (dependent on the combination of other elements contained in the numbering string)
G. Sht no	Sheet number for drawings or large documents only. All drawings will have 0001 as a minimum and increment sequentially. Documents of a considerable size can use the sheet number in order to break down the document by sections. * Optional for document that does not require further breakdown.

If a new value (e.g. in Doc type, Numbering set) is required that is not covered by the set provided in the above listed document, then reference should be made to the COMPANY Document Control Lead who will provide a new value if required.

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10.2 Revision

This section is extracted from W1000AG4442526 Controlled Documents, Drawings and Datasheets Standard (Section 5.2.4).

Revisions **shall not** be written or displayed with leading zeroes.

There **shall not** be any limit to the total number of revisions a controlled document / drawing / datasheet may have.

Note: *The Revision is not actually part of the controlled document / drawing / datasheet CRN, but uniquely identifies different revisions of that controlled document / drawing / datasheet.*

Draft Documents
All draft documents **shall** have a Revision indicated by alphabetical characters prior to first approval (Rev. 0)

The first draft revision for a new document **shall** be 'A', the second 'B', and so on. The letters 'I' and 'O' **shall not** be used to avoid confusion with the numbers '1' and '0'. If more than 24 draft revisions are required, the next draft revision after 'Z' **shall** be 'AA', the next after that 'AB', and so on.

Drafts of previously approved and issued documents **shall** have alphanumeric revisions, for example: 0A, 0B, then, 1A, 1B, then 2A, 2B, and so on.

All draft documents **must** be clearly identified as draft. The recommended method is via the placement of the word "DRAFT" as a background on every page (including the cover / first page), however another method may be used if the clarity of the document / drawing / datasheet is compromised by using the recommended method.

Final Documents
When the document has been accepted for the first time, all previous draft revision indicators and any attendant notes **should** be removed and the document **shall** be marked Revision 0.

Revisions after initial acceptance **shall** be marked in numeric sequence. For example: Revision 1, then Revision 2, then Revision 3, and so on. Final Revisions **shall** be whole numbers with no alphabetic characters.

Below shows a series of examples of document revisions based on the current state of the document.

Revision	Activity Description (examples)	Status (examples)
A	Work on first draft of new Controlled Document	Draft
B	Further work resulting in second draft	Draft
C	Consolidate comments from Squad Check process	Draft
0	Issued for use	Final
0A	Work on changes to document	Draft
0B	Consolidate comments from Squad Check process	Draft
1	Issued for use	Final
1A	Work on changes to document	Draft
1B	Consolidate comments from Squad Check process	Draft
2	Issued for use	Final

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10.3 Document Status

Draft
Final
Cancelled
Superseded

10.4 Milestone/Phase

The milestone or phase that the document applies to:

CONCEPT SELECT
BOD
FEED
DESIGN
CONSTRUCTION
AS BUILT
HANDOVER
TENDER
PURCHASE
HAZOP

FOR USE (ALL MILESTONES/PHASES)

Example:

A P&ID drawing can be submitted for FEED (to be approved for FEED) and subsequently for DESIGN (to be approved for DESIGN) and so forth until As Built. Document can be submitted multiple times under the same or a different phase.

If the document is to be used for all phases, apply the code ‘FOR USE’. This is typically internal documents such as procedures and guidelines that are to be used across all milestone/phases.

10.5 Reason for Issue

This is to indicate the action required to be taken by Company on the documents/drawings being submitted.

Issued for Information
Issued for Review
Issued for Use

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11 DOCUMENTATION SUBMISSION AND RETURN OF COMMENT CODING

All comments made as a result of a formal review of received Project documentation by the Company will be returned via the relevant COMPANY Document Control Centre (DCC).

Comments made on CONTRACTOR originated documentation will be returned by DCC via the dedicated External Interface Exchange facility depending on the original source that the contractor sent in the documents. All comments will be accompanied by an external transmittal generated by the COMPANY DCC.

The COMPANY DCC will send a notification of comments being returned, via the extranet (Under Cover of an External Transmittal – see sample in APPENDIX 4) to the CONTRACTOR DCC via e-Mail.

Upon completion of the review of received CONTRACTOR documentation the COMPANY assigned Responsible/Collating Engineer will apply an Approval code **(See Section 11.1)** to reflect the nature of comments being made. The approval code will appear on the external transmittal accompanying the returned documentation to the Contractor. All COMPANY comments shall be returned via the External Interface Exchange facility which will e-mail a confirmation to the relevant CONTRACTOR DCC.

11.1 Approval Codes (Review Status)

For the purpose of review and comment the COMPANY Project engineers will be expected to apply an approval code to all documentation sent for review or approval. The approval code shall be used to reflect the Status of the documents being returned. Approval codes will be applied electronically utilising the COMPANY Project DC system.

The COMPANY shall apply the following Approval codes (Below) to marked-up or commented documentation returned to the CONTRACTOR following formal review / approval. The applied approval codes shall be used to reflect the nature of the comments being made. The codes to be used by the COMPANY in returning commented documentation to the CONTRACTOR are as follows:

Code 1: No comments - Do not resubmit (for information only)

Code 2: **Revise and Resubmit with Comments Noted** – Incorporate Comments, Up-Rev and Resubmit current Project Phase – Work May Proceed

- Amend and up-rev to incorporate the comments.
- Update the Contractor / Sub-Contractor revision.
- Appropriately update Title Block / Front Sheet.

Code 3: **Rejected with Major Comments -** Address highlighted deficiencies resubmit at current at Project Phase – Work May Not proceed

- Amend and up-rev to incorporate the comments.
- Update the Contractor / Sub-Contractor revision.
- Appropriately update Title Block / Front Sheet.

Code 4: **Accepted**

- For ‘Draft’ document status, re-issue document to ‘Final’ status and up rev revision.
- For ‘Final’ document status, Re-issue as the next Project Phase (if required).
- For ‘Cancelled’ or ‘Superseded’ document status, no action required.

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11.2 Examples of Document Review Lifecycle;

Contractor Reason for Issue	Doc Status	Rev	Milestone/Phase	Company Review Status (Acceptance Code)	Remarks
Issued for Review	Draft	A	FEED	3 – Major changes and resubmit	
Issued for Review	Draft	B	FEED	2 – Minor changes and resubmit for approval	
Issued for Use	Final	0	FEED	4 – Accepted	
Issued for Review	Draft	0A	Design	2 – Minor changes and resubmit for approval	
Issued for Use	Final	1	Design	4 – Accepted	
For Superseding, it can be raised at anytime					
Issued for Use	Superseded	Next Numeric Revision Number	Same as previous version	4 – Accepted	A watermark displaying Superseded is to be displayed on the drawing or the Front Cover of the Document
For Cancellation, it can be raised at anytime					
Issued for Use	Cancelled	Next Numeric Revision Number	Same as previous version	4 – Accepted	A watermark displaying Cancelled is to be displayed on the drawing or the Front Cover of the Document

11.3 Contractor Re-Submission of documentation

The CONTRACTOR shall re-submit updated documentation within 10 working days of the receipt of documents back from the Company. Exceptions will only be deemed acceptable with prior COMPANY approval.

Resubmitted Documentation must:

- Clearly indicate where comments have been incorporated. For example, on A4 documents newly incorporated comments can be shown with a line or triangle in the margin of the document. For drawings incorporated comments can be highlighted by the use of clouding as well as the triangle.
- All resubmitted documentation must be allocated the next sequential **Revision** number following on from the previous issue **(See Section 10.2)**, whilst retaining the same document number as before.

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12 APPENDICES

Appendix 1 - Example CSV File for Loading

Doc_No	Title	Area_Code	PBS_Code	Doc_Type	Doc_Cat	Discipline_Code	Set_no	Running_no	Sht_no	Author	Revision_Cod	Revision_Date	Status	Mil_ph	Res_For_Issue	Contractor_Document_Number	Contractor_Revision	CTR_No	TAG_nos	Confidentiality_Classification	PO_number	File_Name
examples																						
JE0000PG10060001	Calliance Progress Report	JE	0000	P	A013	G	1006	0001		J Smith	A	11/02/2011	DRAFT	FEED	Issued For Information	if applicable only	if applicable only	1100		Restricted	1234567890	JE0000PG10060001_A.PDF
JE0000PI10060001	Calliance Instrument Related Procedure on cable Block Diagram	JE	0000	P	B018	I	1006	0001		A Lowe	0	10/02/2011	FINAL	FEED	Issued For Use	if applicable only	if applicable only	1100		Restricted	1234567890	JE0000PI10060001_0.PDF

Metadata Loadsheet.XLS

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Appendix 2 – Woodside Document Template

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BROWSE PROJECT

DOCUMENT TITLE HERE – E.G. SAMPLE OF EXTERNAL COVER SHEET

Document Cover Sheet

WEL Document No:	See Section 10 Document/drawing numbering	**Rev:**	See Section 10.x
Security Classification:	Unrestricted/ Restricted/ Confidential/Most Confidential	**Milestone/Phase**	See Section 10.x Status
Status:	'Draft','Final','Cancelled' or 'Superseeded'	**Total # of Pages:** (incl Doc Cover **Sheet)**	

WEL PURCHASE ORDER	Main contractor PO # or contrac t no	PO or Contract title	
PACKAGE REFERENCE NO	Contractor's supplier/sub con reference no e.g. package id, PO #	Package ref no title/description	
CONTRACTOR/VENDOR Document No:(if applicable)	Self explanatory	**Rev:** (if applicable)	Self explanatory

Contractor/Vendor shall ensure that documents have been fully checked and approved prior to submittal to WEL	**Prepared**		**Checked**		**Approved**	
	Date		**Date**		**Date**	

Notes:	**Originator – Contractor/Vendor Name, Address and Logo:**

WOODSIDE REVIEW / STATUS INFORMATION				
			❑	1. No Comments
			❑	2. Revise and resubmit. Work **May** Proceed.
			❑	3. Rejected. Resubmit for Review. Work **May Not** Proceed
			❑	4. Accepted. Up rev and resubmit if 'draft' version
			Contractor shall resubmit document in accordance with instructions accompanying returned document. This review and comments, if any, does not alter any of the terms and conditions of the purchase order nor relieve Contractor from any responsibility or liability for the accuracy and completeness of the document, nor shall it be interpreted so as to imply approval of such document nor shall it be interpreted as an assumption or imposition on the reviewer of any liability or responsibility as a result of such review:	
Oldest rev here	Rev date	Reason of issue 'Issue for Information',' Issue for Review' or 'Issue for Approval'		
Rev	**Date**	**Description**	Responsible Engineer Name:	
Revisions to WEL Document No.			**Signed:**	**Date**

External Cover Page

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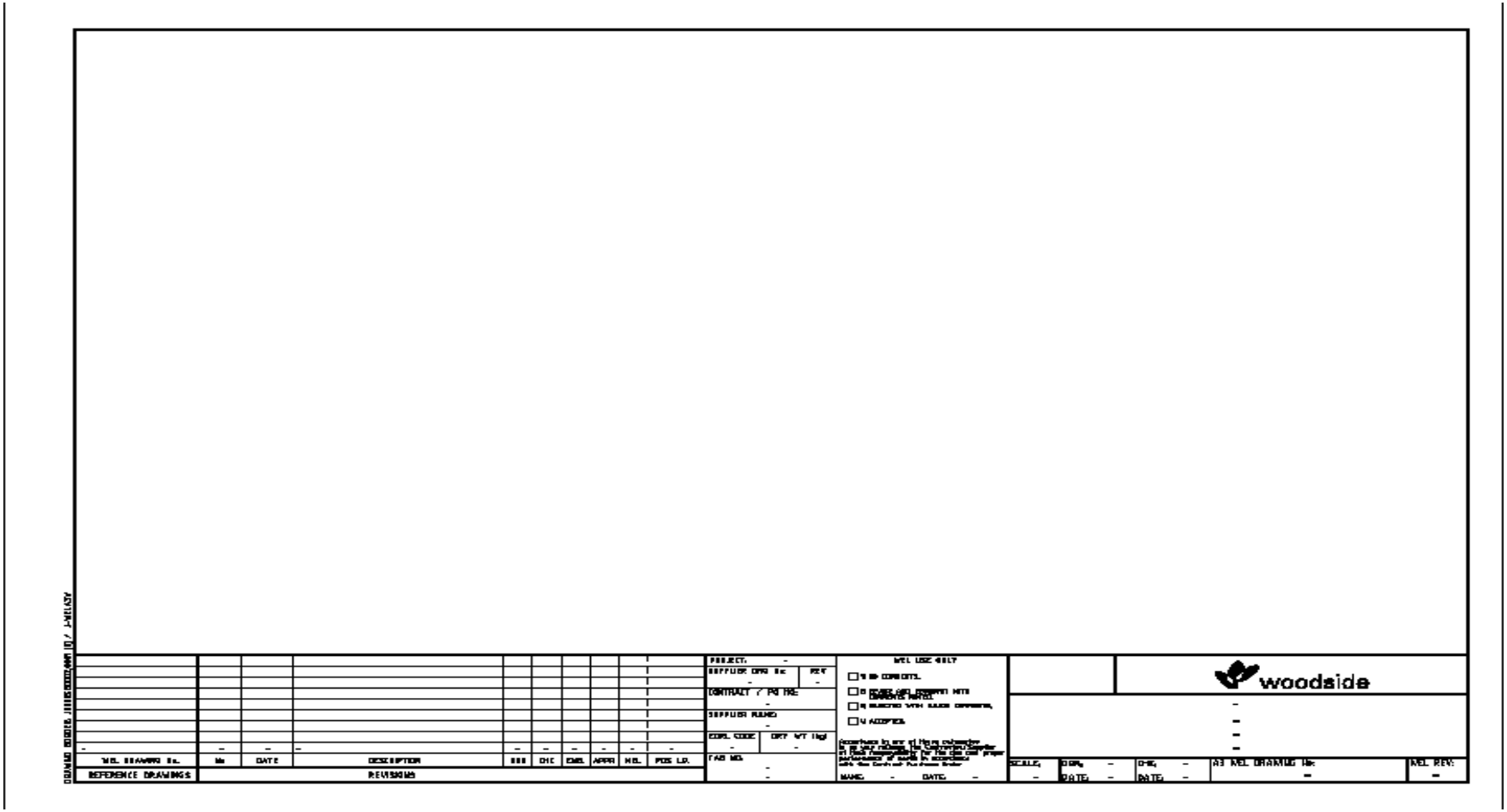
Appendix 3 –Example Drawing Template



Company Drawing Border Example.pdf

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Appendix 4 –Example Woodside External Transmittal

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*** TR-6743**

To : Bechtel Oil, Gas and Chemicals, Inc. 3000 Post Oak Blvd Houston, Texas 77056 USA Attn: Abena Baidoo (Lead Doc Con)	**Browse Project** IDNo: 6743 | 09-Sep-10 | Page 1

Document	Rev	Status	Description
JA2100DP3009.0001	0	5.	Browse Process Safety Diagram - Inlet Liquid Pre-Treatment (BEC)
JA2100DP3010.0001	0	5.	Browse Process Safety Diagram - Rich MEG Pre-Treatment Unit 2100 (BEC)
JA2100DP3011.0001	0	5.	Browse Process Safety Diagram - MEG Reconcentration Unit 2100 (BEC)
JA2100DP3012.0001	0	5.	Browse Process Safety Diagram - MEG Reclamation Unit 2100 Sheet 1/2 (BEC)
JA2100DP3012.0002	0	5.	Browse Process Safety Diagram - MEG Reclamation Unit 2100 Sheet 2/2 (BEC)

Distribution	Reason for Issue
Bechtel Oil, Gas and Chemicals, Inc. - Abena Baidoo (Lead Doc Con)	5. - Information only

Document Issued Code 5. Please return a signed copy of this transmittal to Browse Document Control for our records.

Document Status Codes

5.	*Information Only*

Originator: Price, Mike

Please acknowledge receipt by returning signed copy of transmittal to Document Control within 7 days. Please return to BrowseDocumentControl@woodside.com.au or fax (08) 9214 2833 TR-6743

Sent By Bridget Mawby Received By _____ Date _____

DrawCont0

External Transmittal sample.pdf

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Appendix 5 – Area Code

CODE	Description
J	General
JA	**Onshore/LNG**
JB	Offshore (see **)
JC	Browse Process Platform P1 (BPA) (see ***)
JD	Browse Utilities and Quarters Platform (BUQ)
JE	Calliance Platform (DTU)
JF	Brecknock Platform (DTU)
JG	Modular Platform Drilling Rig (MPDR) and Other Modular Facilities
JH	Perth Control Centre

** To be used for offshore general including Torosa DTU related
*** To be used for CPF General Documentation

NOTE: *For pipelines which run between facilities, the facility code will be that for the upstream facility. This is consistent with existing pipeline assets guideline.*

Appendix 6 – Document Type

Eng Doc Type	Document Type Description
A	Plans / Strategies
B	Contracts & Agreements
C	Calculations
D	Drawings /Diagrams/Map
F	Forms & Templates
G	Sketches
H	Schedule
J	Tenders / Quotations
K	Datasheets
M	Manuals & Guidelines
P	Procedures
Q	Lists & Registers
R	Reports / Reviews
S	Standard/Specification
U	Certificates / Permit
Y	Work Packs
Z	Proposals

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Appendix 7 – Discipline Code

B	SUBSURFACE
C	CIVIL
D	DRILLING AND WELL COMPLETIONS
E	ELECTRICAL
F	HEALTH SAFETY AND ENVIRONMENT
G	NON-ENGINEERING
J	INSTRUMENTATION AND CONTROL
K	TELECOMMUNICATIONS
L	INSPECTION/CORROSION
M	MECHANICAL
P	PROCESS
S	STRUCTURAL
T	METOCEAN
U	SURVEY
V	MARINE
X	PIPING/PIPELINES/FLOWLINES
Y	SUBSEA

Appendix 8 – Confidentiality Classification

Woodside Security Level	Definition
UNRESTRICTED	This information may be shared without restrictions, as it is unlikely to harm Woodside interests if disclosed to third parties.
RESTRICTED	This information can be freely shared with, but is restricted to, staff in Woodside and associated companies. It is not to be shared with third parties.
CONFIDENTIAL	This information should be shared with selected staff only as it could harm the interests of a Woodside company or individual if disclosed to unauthorised persons.
MOST CONFIDENTIAL	This information should be made available on a need-to-know basis only as it could cause very serious damage to the interests of a Woodside company or individual if disclosed to unauthorised persons.

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Appendix 9 – Document Number Request Form (For Minor Contractors Only)

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Document Number Request Form

Contractor Name		Request Date		
PO/Contract Number		Package Engineer		
PO/Contract Description				
Contractor Document Number	Document Title	Area Code *	Document Type **	Discipline Code ***

Document Number Request Form - Minor

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