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TECHNICAL DOCUMENTATION

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For internal use only

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1 Purpose

The Directive addresses the area of technical documentation in paper and digital form. It sets out the principles of numbering, adopting, archiving, registration, providing for, reproduction, validity, notification of changes, disposal, organisation and ordering of technical documentation. These activities are provided by the Central Technical Archive (ÚTA) and the technical documentation administrators.

The Directive is a binding regulation for all organisational units, departments working with technical documentation and is an integral part of contractual arrangements in cases where these deal with technical documentation, even in part.

All are required to follow the procedures and rules set out in this Directive. Exceptions to the above rules are possible only with the approval of the Central Technical Archive.

The management of the operational technology documentation is described in Directive 821 "Internal Documentation" and organisational and management standards describing the relevant type of operational technology document – see chapter List of related documents.

2 Scope of Validity

The document is valid for the following designated companies/branches:

- ORLEN Unipetrol RPA s.r.o. BENZINA, odštěpný závod
 POLYMER INSTITUTE BRNO, odštěpný závod

This edition supersedes Directive 350 "Technical Documentation", 4th edition of 08/01/2019.

3 Terms, Definitions and Abbreviations

As-built	- Documentation capturing the state of the actual implementation.
Content server	- Company data server serving as a repository of original digital versions of technical documentation.
DCC code	- Document classification code, code defining the group and type of document in DMS.
DMS	- Document management system.
Contractor	- Internal or external entity selected to carry out the contract, task, activity.
Informative documentation	- All documentation that is not the original or is not marked as a controlled copy is considered informative documentation. It serves as a basis for solving a given work problem, but must not be passed on to other parties, i.e. cooperating departments or external companies. After finishing the work on the task being addressed, it must be saved as documentation not subject to the procedure, or shredded.
Production documentation	- The documentation ordered from its contractor, which will be used for the manufacture of the product, may not be primarily considered as-built documentation.
Copy	- The document made from the original, can be in printed or digital form.
Business Owner	- The person who has the main benefit of the investment project and who is responsible for the effect of the work performed within the investment project in the individual companies of the ORLEN Unipetrol Group. Directors of units, sections or heads of departments directly subordinate to the company's statutory body or its members may be nominated as the Business Owner.
Original	- This is the original document, which is usually used to reproduce the documentation. In digital form, this document must be identical to the original printed document in terms of version and date of issue.

OTK	-	Technical Inspection Department, integrated in the Agro and MTZ Warehouses Division in the distribution and logistics section of ORLEN Unipetrol RPA s.r.o.
Copy	-	Duplicate of a document or a group of documents.
PFS (PFD)	-	Process flow diagram. General scheme of production processes and facility. PFS shows the relationship of the main production facilities and does not show minor details such as piping details, designation of measurement and control items, etc.
Project Business Manager (PBM)	-	A person designated by the Business Owner who is responsible for completing all phases of the investment project, except for the Implementation phase, during which he/she provides support to the Project Execution Manager (a) and monitors his/her activities.
Helpdesk PM	-	An application available in the Sharepoint environment designed to record requirements for loading documentation into the DMS system and making copies.
Project Execution Manager (PEM)	-	An employee of the department who reports to the Director of Capital Investments at ORLEN Unipetrol RPA s.r.o., or a senior employee responsible for investment management in companies where investments are not managed centrally and who is responsible for carrying out the Implementation phase. For details see Directive 027 "Management of Investment Projects".
Maintainer	-	ORLEN Unipetrol RPA s.r.o. represented through its managing director. To fulfill the related duties, he/she determines the user and the maintainer through management, organisational and technical standards.
Operational and technological documentation	-	For the purposes of this Directive, the accompanying documentation covering in particular technological, working, operating rules and manuals for the use of production and storage facilities, the operation of control and monitoring systems, including local operating and handling rules.
Accompanying documentation		A set of documents containing the manufacturer's instructions for assembly, handling, operation and maintenance, initial and subsequent regular inspections and revisions of equipment (definition according to NV No. 378/2001 Coll.).
P&ID (PEFS)		Process Engineering Flow Scheme. Similar to PFS, but with more detail, which shows the piping connection of production facilities together with the installed measuring and control elements.
RPD		Implementation project documentation in the sense of Act No. 183/2006 Coll. - Building Act.
SAP PM		SAP information system module specialised in maintenance management.
Company		ORLEN Unipetrol RPA s.r.o.
Technical Documentation Administrator		For the purposes of this Directive, it is the department responsible for issuing, registering, distributing, archiving and updating technical documentation, its reproduction and allocation according to its professional orientation. This department is designated individually for each section by the director of the respective section. Also abbreviated as administrator in the text. See Appendix B for a list of administrators.
TAR (asset register) administrator		The department in charge of creating rules (Maintenance Support Division) for the management of the technical asset register, hereinafter referred to as TAR (structure of objects representing production facilities created in the SAP PM system) and physical maintenance of descriptive data of objects forming TAR.

Technical documentation	Part of the accompanying documentation related to the design, construction, assembly and maintenance of machinery and equipment, including certificates of the materials and components used and the results of initial inspections and tests. Technical data of machines and facilities are also considered as technical documentation.
Technical place	Database object in the PM module of the SAP information system representing the production facility or its part in the technical asset register. It is marked with a unique code and text description.
Technological change	Change of technological process and facilities. The process of changes in the technological process and facility is carried out in accordance with Directive 843 "Changes in Technological Process and Facility" (valid for ORLEN Unipetrol RPA s.r.o., apart from Litvínov/Kralupy Refinery Units) and Directive 302 "Changes in Technological Process and Production Facility" (valid only for Litvínov/Kralupy Refinery Units).
Maintainer	Technical director, head of the Maintenance Department, or a department in the Facility Management Section or another designated employee who is responsible for the technical condition of designated individual groups of tangible assets, including maintenance, repairs, revisions and tests.
ÚTA	Central Technical Archive, a department integrated in the Technical Support Department and at the same time the DMS system administrator.
User documentation	A department or employee of the company who holds a copy of the technical documentation or uses this documentation in its work in printed or digital form.
Facility user	The head of the department (e.g. the director of the unit, section, or the head of the department, plant or division) to whom the property is entrusted by the operator for use. He/she is responsible for observing the conditions for safe and reliable operation in accordance with the instructions and regulations intended for its use, operation and service.
Owner	Usually the head of department, responsible for the updated content of the document.
Ordering party	A department or employee of the company that requests the processing of new or updating existing documentation from an external or internal contractor

4 Technical Documentation

4.1 Principles of DMS Technical Documentation

4.1.1 Obligations of the User of the Facility for Documentation

Government Regulation No. 378/2001 Coll. implies an obligation for the operator of the facility to keep and maintain valid operating documentation in an updated state throughout the operation of the facility. The operator's obligation for operational documentation is further delegated to the users of the facility and the relevant departments in accordance with the applicable company legislation.

From the definition of statutory regulations, operational documentation consists of two basic groups:

- Accompanying documentation
- Records of the last or extraordinary revision or inspection

For the purposes of this Directive, the accompanying documentation is further divided into the following groups:

- Technical documentation – i.e. documentation related to the design, construction and maintenance of machinery and equipment

- Operational and technological documentation – i.e., documentation associated with the operation of machinery and equipment

For ease of reference, a sample of the documents that fall into these groups is given in [Appendix A](#).

4.1.2 Organisational Provision of DMS Technical Documentation

Organisational provision is based on the set-up of the DMS and the functions it provides. The basic principle is the creation of a central repository of digital versions of documents (content server) and the digitisation of information records of documents registered in all archives of the company. Access to digital versions of documents and information records is ensured to DMS users using the file browsers integrated in it.

The organisation's system ensures the division of DMS users into groups that have a defined scope of access rights to technical documentation and the possibilities of its use. In terms of organisation, there are the following user groups:

- ÚTA,
- technical documentation administrators,
- documentation owners
- documentation users (hereinafter referred to as users),

Employees who do not have access to the DMS system can continue to obtain documents through the services provided by ÚTA or the technical documentation administrator.

In order to guarantee that the documents entered into the DMS are up to date, it is necessary:

- to comply with the procedures laid down in this Directive in relation to the distribution of newly acquired, amended and cancelled documents,
- in the position of the applicant for registration of documents in the DMS, be aware of the responsibility for the up-dated content of the submitted documents,
- in the position of administrator, be aware of the responsibility for updating documents in its administration and for submitting ÚTA documents for their updating in the DMS system,
- to have contractual arrangements with the contractor to guarantee the conformity of the documents in terms of content in both printed and digital versions.

4.1.3 ÚTA Activities

ÚTA is the basic organisational element of the DMS technical documentation and the main authority determining the rules for working with technical documentation in the company. Its workplace is equipped with appropriate computer and reprographic technology, enabling complete management of the company's technical documentation.

ÚTA carries out:

- registration of technical documentation in DMS and its archiving,
- DMS administration (data structures, access rights),
- management of information records of documents (data content server),
- assignment of technical documentation to internal users, including related records according to the requirements of the company's departments,
- administration of the technical documentation management system in the company (creation of legislation, methodical guidance of technical documentation administrators),
- copying technical documentation,
- for selected ÚTA documents (see [Appendix B](#)) it is responsible for their administration in DMS and updating, including the comment procedure, i.e. it is considered their administrator
- owns and manages the budget for updating the technical documentation it administers
- formal commenting on technical documentation related to investment projects, maintenance events or technological changes,

- verification of the up-to-dateness of the documentation recorded in ÚTA by means of an invitation to the individual owners of this documentation at specified regular intervals
- control audits in the Company's departments, aimed at compliance with the rules for the creation and use of documentation defined in this Directive.

To ensure the updating of selected documents (see [Appendix B](#)), ÚTA owns a budget in the amount of the estimated annual costs of updating the documentation.

4.1.4 Activities of Technical Documentation Administrators

The scope of activities of technical documentation administrators (hereinafter referred to as administrators) is the archiving, creation or modification and allocation of technical documentation according to their professional competence.

In cooperation with ÚTA, the administrators are responsible for:

- the records of technical documentation in the DMS (provide ÚTA with the documents and information necessary to update the document or its information record in the DMS),
- archiving of printed versions of documentation (if this is not already provided for the document by ÚTA),
- allocation of technical documentation to internal and external users, including related records,
- for selected documents (see [Appendix B](#)), their updating by internal departments or external contractors, including change management (they can also create or update documentation themselves if they have the appropriate qualifications, authorisations and technical resources),
- commenting on technical documentation related to investment projects, maintenance or technological changes,
- keeping them informed of changes to the documentation they maintain,
- initiating a change in documents (data) based on their own findings
- if a significant discrepancy is found between the documentation management processes and the DMS set-up, it informs ÚTA of this fact
- as appropriate, its participation in control audits focused on technical documentation.

4.1.5 Activities of Technical Documentation Owners

The basic task of the technical documentation owners is to keep them up-to-date. In order to ensure this task the owner carries out:

- factual comments on documents (data)
- in cooperation with the administrator of the technical documentation and the TAR administrator, the preparation of a schedule for updating the documents (data) he/she owns
- when a discrepancy is found in the documentation with respect to the current state described in it, he/she informs the administrator of the given document about this fact
- when a significant discrepancy is found between the owner's processes in relation to the technical documentation and the DMS set-up, he/she informs ÚTA of this fact

The assignment of owners to individual groups of documents (data) is shown in [Appendix B](#).

4.2 Technical Documentation Use

The documentation is passed on for use to users directly from ÚTA or from its administrators

The administrators, owners and users of the documentation are fully responsible for its further use, transfer to other parties, in particular in relation to related copyrights and damages arising from the use of invalid documentation.

It is the responsibility of each user to verify that the documentation they are using matches the version stored in the DMS. This point does not apply to originals and controlled copies.

4.3 Preparing Technical Documentation

When new technical documentation (including modifications to existing documentation) is prepared by an external contractor, the rules set out in section [4.4.](#) must be followed.

Documentation (including existing modifications) may only be prepared by an internal department or an external contractor with the appropriate qualifications, authorisation and technical means. In doing so, they are obliged to respect all provisions given by the company's internal legislation and legislation relating to the given type of technical documentation. This means, in particular, the content, the form of execution, the use of graphic standards, marks and, where appropriate, the obligation of verification and approval by an authorised person.

4.4 Acceptance of Technical Documentation

4.4.1 Scope and Form of Submitted Documentation

Technical documentation is always required in as-built form in both printed and digital form.

The content of each document must be identical in printed and digital versions. In the printed form, all counterparts must always be in the form of originals, not copies. Individual counterparts in digital and printed form must be numbered.

The quality of the design and format must ensure its legibility without further modification (enlargement) and reproducibility without loss of graphic or textual information contained in the document.

Printed documentation:

- is supplied as standard in the required number of counterparts according to the following scheme:
 - 1x ÚTA or designated administrator (see [Appendix B](#)), always receives counterpart No. 1
 - 1 x facility operator,
 - 3 x facility maintainer (for machine-operated, electrical, M&R professions),
 - 1 x investment department (if the documentation is part of an investment project).

This division may be adjusted by the ordering party according to its knowledge of the further use of the documentation.

All initially delivered counterparts are considered identical and consistent with the counterparts submitted to ÚTA or the administrator. Only the counterpart supplied to ÚTA or the administrator may be used for documentation management and making copies that are not informative.

Digital documentation:

- is transmitted in 1 counterpart on a data medium (CD, DVD), this digital counterpart is intended for archiving by the documentation administrator, it is always counterpart No.1,
- each counterpart contains only unique document files (without duplicate file names of the same data format),
- for documents in *.pdf format, each uniquely identifiable document must be stored as a separate file with a corresponding designation; this prohibits the creation of merged pdf documents that are formed by grouping multiple uniquely identifiable documents,
- if you need a merged pdf document, you must have the approval of the administrator of that type of documentation (e.g. work files for repairs, etc.),
- the quality of the writing and the media must allow repeated reading of the data,
- the names of documents, electronic versions of documents and document folders shall be subject to the restrictions set out in [Appendix C Part 2](#)).

A list of documents is an integral part of the documents transmitted. A list of the information contained in the list is shown in [Appendix C](#).

4.4.2 Receipt of Documentation from an External Contractor and its Distribution

Documentation related to the Implementation of Investment Projects

The documentation is taken over by the relevant investment project manager (PEM). The latter then submits the documentation in printed and electronic form to ÚTA, including the associated handover documents ([Appendix C](#)). The submitted data must also include information on the required distribution of individual counterparts.

ÚTA archives one counterpart (counterpart No. 1) in printed form, loads documents in electronic form into the DMS and distributes the other counterparts according to the submitted distribution list.

In some cases, it may be agreed with the administrator that the PEM passes the individual documents directly to their users. In this option, the PEM has to hand over to ÚTA only one counterpart (again counterpart No. 1) of the documentation, related handover documents and a list of users who have received individual counterparts.

Details of the process of the take-over of the documentation associated with investment projects are described in ŘKI 2021/01 and Directive 027.

Documentation related to the implementation of maintenance

The documentation is taken over by the ordering Maintenance Department. It keeps one counterpart and then forwards the remaining documentation in printed and electronic form to its administrator (at least counterpart No. 1), including the related handover documents ([Appendix C](#)). The submitted data must also include information on the required distribution of other counterparts, if any.

The administrator archives its counterparts in printed form, uploads documents in electronic form to the DMS and distributes the other counterparts according to the submitted distribution list.

Documentation related to the handover of OTK facility

In the event that the documentation is part of the delivery, which is taken over by OTK, then, based on its request, this documentation will then be taken over by the ÚTA archive, which:

- will carry out a formal inspection,
- will complain about deficiencies, if any, to the ordering maintenance technician,
- if the documentation is free of defects, the archive will ensure distribution to the relevant maintenance technician, who will ensure the handover of additional counterparts according to the order created by him/her,

In cases other than the above, the documentation is taken over by the ordering department, which is listed in the related contractual document. It will keep one counterpart (if it needs it) and then hand over the remaining documentation in printed and electronic form to its administrator (at least counterpart No. 1), including the related handover documents ([Appendix C](#)). The submitted data must also include information on the required distribution of other counterparts, if any.

The administrator archives its counterparts in printed form, uploads documents in electronic form to the DMS and distributes the other counterparts according to the submitted distribution list.

4.4.3 Physical Implementation of the Submitted Technical Documentation

The submitted documentation can consist of:

- the original of the document without comments,
- the original of the document supplemented by comments, unless this is to the detriment of the clarity and comprehensibility of the document,
- The copy of a third party document, if it is not possible to secure its original (declarations and certificates, catalogue sheets, manuals, etc.).

Digital versions of documents must meet the following requirements:

- drawings will be submitted in a format that allows their editing (*.dgn or *.dwg) and at the same time always in *.pdf format,
- the exceptions are drawings that are part of manuals and catalogue sheets, which are submitted in *.pdf format,
- 3D models are delivered in the native format of the application, in which they were created with all the necessary data necessary to display the model in browsers compatible with the original application, i.e. including databases of used technical data, 3D objects, 2D schemas and object interconnection information (i.e. interconnection from the point of view of the database, 3D and 2D),
- for 3D models and their data outputs, as well as for 2D drawings, the exact designation of the application (name and version) in which the 3D model or 2D drawing was created must be specified in the supplementary documentation,
- text documents are transmitted in *.pdf format, as documents created by export from the original application (not by scanning), with the exception of documents that do not allow this by nature (certificates, catalogues and catalogue sheets, etc.),
- tabular data contained in BOMs and supplementary tables of drawings and diagrams must be transmitted in the format *.xls (and later), enabling their further processing in database applications,
- lists of documents, devices, components must be transmitted in the format *.xls (and newer), enabling their further processing in database applications.

Documents of the type:

- piping distribution isometry,
- process flow schemes (PFS) and P&ID schemes,
- technical and database information of production facilities for the creation of a technical asset register,
- spare parts lists and descriptive data

have more detailed requirements for the content and form of implementation in the specification documents, see [Section 6](#).

4.4.4 Document Authorisation Requirements

Authorisation must be performed for documents of the type:

- drawing of the facility or its part, wiring diagram, P&ID,
- certificate (attestation, record),
- calculation, technical report,
- and other documents requiring authorisation according to the legislation of the Czech Republic,

The method of authorisation must comply with the following rules:

- in the case of a printed counterpart, which is handed over to ÚTA or the administrator (it is always counterpart No. 1) with a stamp identifying the contractor of the document or the signature of the person responsible for the updated content of the data, the stamp and signature must be original, not a copy,
- in the case of a digital version of the original, by inserting an image with identification data – see the printed version,
- the stamp or image with the identification data must be placed in such a way that it does not impede the legibility of any data shown on the drawing or document,
- if these documents include handwritten changes, they must be authorised as described above, depending on the printed or digital version of the document.

Authorisation is not required for other documents not listed here.

4.4.5 Requirements for Document Identification

Each of the submitted documents in both printed and digital versions must be marked by at least the following details:

- number or code enabling unambiguous identification of the document (given by the internal numbering of the contractor – author), this number (code) must not be duplicated within one contractor. For documents that do not contain an identification number or code, a numerical designation in ascending order, starting with the number 1, must be used as the document identification code. This information must not be duplicated within one contractor and it is the contractor's obligation to assign it to the document.
- name of the document,
- number of the related investment project, technological change or SAP order,
- date of creation (distortion, creation of a copy),
- in the case of drawings and technological diagrams, the revision number of the document,
- the documentation intended for the production of the equipment or its part will be created according to the same rules, only with the difference that instead of the As-built marking indicated in the corner stamp, it will be marked with the code **"FOR PRODUCTION"**,
- for multi-page documents, indicate the title of the main document in combination with the number of the specific page in the header or footer.

The following rules apply to marking with a revision number:

- the first (default) supplied as-built documentation must always have the revision number **"0"** (zero),
- must contain the date of approval (if the documentation is not approved, then the date of creation),
- it must contain the name of the person approving the revision and a description of the revision, i.e. the as-built documentation on which it is based,
- if any change in content occurs during the lifetime of the document and the document is issued as a new version, each change must be noted in the corner stamp with a revision number **"1"** higher than the original document, the date of the change and the reason for the change in the revision description.

The above information shall also include, in addition to other data, the lists of documentation submitted in [Appendix C₂](#).

The required designation may be indicated depending on the type of document:

- in the header or footer,
- in the corner stamp,

In the case of drawing documentation, it is necessary that it contains data according to the following example in the corner stamp. The actual graphic design of the corner stamp is not prescribed.

Example of a corner stamp Fig. 1

DOPLŇUJE VÝKRES Č.	NAHRAZUJE VÝKRES Č.	REV.	DATUM REVIZE
3			
2			
1	01.01.2020	Výměna dlažby	NOVÁK J. DVOŘÁK K. NOVÁKOVÁ L.
REV.	DATUM	POPIS	KRESLIL (eI.podpisy) KONTR. SCHVÁLIL
KRESLIL (eI.podpisy)	NOVÁK J.	DODAVATEL STAVBA PROJEKT s.r.o.	
KONTROLOVAL	DVOŘÁK K.		
SCHVÁLIL	NOVÁKOVÁ L.		
INVESTOR UNIPETROL RPA, s.r.o. Vybudování přístupového chodníku k AB budově			FORMÁT LIST MĚŘÍTKO ZAKÁZKA STUPEŇ PROJEKTU DATUM SCHVÁLENÍ
NÁZEV DOKUMENTU Nový chodník - řez A (MAXIMÁLNĚ 40 ZNAKŮ)			ČÍSLO DOKUMENTU JEDINEČNÉ ČÍSLO MAX. 30 ZNAKŮ

LEGENDA BAREV :

VŽDY POVINNÉ ÚDAJE

POVINNÉ ÚDAJE PŘI REVIZI DOKUMENTU

POVINNÉ ÚDAJE PŘI NAHRAZENÍ DOKUMENTU JINÝM

ZAKÁZKA * - kód související zakázky nebo projektu atd.

STUPEŇ PROJEKTU* - text AS – BUILT , PROJEKT, REALIZAČNÍ, PRO VYDÁNÍ POVOLENÍ atd.

4.4.5.1 Marking of Technical Documentation for Kralupy and Litvínov Refinery Units

The marking of equipment/facilities in general (apparatus, piping, machinery, sumps, etc.) is defined in PPU 120 "Asset Register. Identification, structuring and interrelationships of property".

Documentation marking is defined in PPU 101 "Handover of drawing documentation".

4.4.6 Language Version

It is primarily required that all information in the documents and related data files be in the Czech language (diacritics are not a condition), unless otherwise stated in the contractual documents.

Without exception, documents for which this requirement is based on the legislation of the Czech Republic must be in the Czech language, especially if they contain the following information:

- information on the method of use and maintenance of the product and on possible dangers arising from its incorrect use or maintenance, as well as on risks related to the provided product service (see Act No. 634/1992 Coll., on Consumer Protection),
- information on the properties of the product, its service life, composition, instructions for its installation and commissioning, method of use, including definition of the environment of use, method of marking, method of design and marking of warnings, instructions for maintenance and disposal (see Act No. 102/2001 Coll., on General Product Safety).
- information and documents necessary to prove the conformity of the product (see Act No. 90/2016 Coll. on Conformity Assessment of Specified Products when Placed on the Market and Government Regulation No. 118/2016 Coll. on Conformity Assessment of Electrical Equipment Intended for Use within Certain Voltage Limits when Placed on the Market).

The requirement to be drawn up in the Czech language also applies to the documents constituting the technical condition inventory of dedicated pressure equipment specified in Decree No. 18/1979 Coll.

4.5 Record of Technical Documentation

ÚTA and technical documentation administrators keep records of originals and controlled copies. These records must contain the following information:

- person of the user of the documentation,
- documentation user department,
- original number (according to the document contractor's marking),
- copy number (in the case of the copy record),
- date of its allocation.

4.6 Archiving Technical Documentation

Physical archiving is provided by ÚTA or the administrators according to their professional competence while respecting the rules specified in the File and Disposal Rules.

Archived technical documentation in printed or digital form is stored in a way that ensures its:

- easy traceability (marked files, filing boxes, etc.),
- long-term storage without damage.

Electronic forms of documentation may only be stored on data carriers (CD, DVD) or a dedicated network data source, subject to the management regime according to Directive 075 "Rules of ICT Security for End Users".

Archiving premises must be:

- secured against burglary,
- equipped with the prescribed means of fire protection,
- secured against flooding (as a result of an accident in water distribution, sewerage, etc.).

4.7 Copying Technical Documentation

In general, you can make two types of copies:

- controlled copy – a copy of the original document, which is subject to controlled documentation. The copy can be made as a hard copy of the document or as a digital copy in the form of a file.
- uncontrolled copy – is not subject to the rules of controlled documentation and is considered informative documentation.

4.7.1 Copies made by ÚTA

A copy of the documentation held by ÚTA is created according to the request submitted via the PM helpdesk application. This requirement must include:

- name of the applicant,
- required number of copies of the documentation and the numbering of the required documents (can be entered in the form of an appendix to the request),
- copy form (printed, digital),
- type of copy requested (controlled or uncontrolled).

The request will then be processed by ÚTA and the applicant will be invited to accept it by email.

4.7.2 Copies Made by the Administrator

Copies of the documentation held by the administrator are made according to the individual agreement of the applicant and the administrator of the document.

Their creation is subject to the rules set out in [Section 4.8](#).

Copies made by administrators are subject to the registration of these items:

- name of the applicant,
- numerical designation of the required documents,
- for a controlled copy also its number.

4.7.3 Copies Made by the User of the Documentation

Users may further reproduce the assigned copies of the documentation in both printed and digital form, provided that the following rules are complied with.

Copy for the User's Personal Use Only

The made copy will serve as an informative document in solving the given work problem, in which the user can make his/her notes, adjustments, etc. These copies must not be passed on to other parties, i.e. cooperating departments or external companies.

Copy for Another Party (Cooperating Department, External Company)

If the user creates a copy as documentation for the implementation of the task, order, etc., he/she must provide the following information in a readable and indelible form:

- Date of its creation (by hand description or stamp), in the case of a multi-page document it is sufficient to indicate this on the first sheet,
- legible signature of the user who made the copy.

Electronic versions of copies can be submitted on a CD or DVD marked with the date of copy. If the user does not have the option to use a CD or DVD, he/she passes the copy via Outlook or Filetransfer.

Alternatively, as a file via email, if the accompanying text of the email contains information that it is informative documentation.

For controlled copies that users have had made by one of the company's departments (including ÚTA and administrators), after the end of their use, it is necessary to:

- return them to its administrator,
- or ensure their destruction by shredding the printed version and mechanical destruction of the data carrier (CD, DVD type), in the digital version by deleting files stored on a PC or network data storage, then inform the administrator to remove the controlled copy from its records.

If these copies have been handed over to another party (cooperating department, external company) within the documents necessary for the implementation of the task, order, etc., the obligation to return or destroy them is waived.

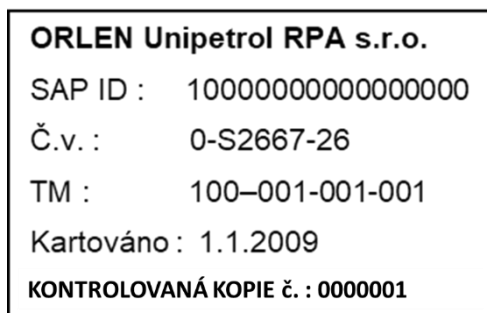
Information on the return or destruction of the assigned controlled copy according to the previous points is registered by the administrator in the records of the controlled copies assigned by it.

4.8 Providing for Archived Technical Documentation

All technical documentation handed over to ÚTA or the administrator must be provided for according to the following rules, depending on whether it is the original, a controlled copy or an invalid document.

The original is not marked with any identifier in printed form. This is due to the principle that the only types of printed documentation that are stored by ÚTA or the administrator can only be the original or a controlled copy.

The controlled copy shall bear a label in printed form clearly indicating that it is a controlled copy:



This label can be replaced with a watermark containing identical information.

For the digital version, copies can be saved on a CD or DVD marked by:

- indelible label **CONTROLLED COPY**,
- and the date of the creation of copy.

Invalid document is stamped in printed form:

NEPLATNÝ DOKUMENT

- indicating the date of cancellation of the document.

4.9 Ownership and Copyright to Technical Documentation

With the creation (establishment) of subsidiaries implementing non-core activities from the original departments of the company, all technical documentation prepared by them until the date of separation from the company is the property of ORLEN Unipetrol RPA s.r.o., including copyrights.

Obtaining documentation from an external contractor does not automatically transfer the related copyright to the company. Obtaining the documentation only conveys the possibility of its use to the extent and under the conditions specified in the relevant contractual document. This applies in both directions, i.e. when the documentation is handed over to an external service provider as a basis for the preparation or implementation of the contract, the copyright does not automatically pass to the external service provider, unless otherwise stated in the contractual document.

If the delivery of the documentation in an editable form is required, or there is a presumption that the documentation will be further modified, this must be the content of the relevant contractual document.

Primarily, it must be required and stipulated in the contractual documents that all documentation created for the needs of the company and the copyrights related to it are the property of ORLEN Unipetrol RPA s.r.o. The company may handle these documents according to its needs, for the purpose of further modifications, updates or templates for the creation of additional documents. The processor is not entitled to ownership of the documentation created for ORLEN Unipetrol RPA s.r.o. nor in the sense of the prohibition for ORLEN Unipetrol RPA s.r.o. to provide documents to a third party.

If it is stated in the related contractual documents that the copyright associated with the documentation supplied remains with the contractor, then only in this case can the relevant reference be made to the document in question.

4.10 Change Management and Cancellation of Technical Documentation

The relevant administrator and owner are responsible for updating the technical documentation, as specified in [Appendix B](#). Changes can only be made by a person who has permission to change the document. This authorisation must be in accordance with state legislation.

The change (or cancellation) of the documentation is made by the administrator on the basis of the implemented change of technological process and facility (hereinafter referred to as technological change) according to Directive 843 "Changes of Technological Process and Facility" (valid for ORLEN Unipetrol RPA s.r.o., apart from Litvínov/Kralupy Refinery Units) and Directive 302 "Changes in Technological Process and Production Facility" (valid only for Litvínov/Kralupy Refinery Units) and the investment project according to Directive 027 "Investment Project Management".

An exception is the technical documentation of the facility that is out of operation and is intended for disposal or has already been physically disposed of. In this case, ÚTA or the relevant administrator are the authorised department that can cancel the documentation on the basis of the certificate of disposal of the facility issued by the relevant user of the facility.

In the case of ensuring that changes to the documentation are made by an external contractor, a copy is created from the existing documentation according to Section 4.7.2 and handed over through the ordering department.

All changes to the documentation must always be made in the form of new documentation.

4.10.1 Validity of Documentation

The original documentation and related controlled copies shall remain in force until ÚTA or the relevant administrator revokes the original.

4.10.2 Reporting of Changes

The administrator is obliged to notify all users of controlled copies of the documentation of the change in the documentation in a verifiable manner. Notification of the change can also be sent by email to users who have set up a mailbox. By delivering and opening this mail, the recipient shall be deemed to have acknowledged this change notification and other obligations thereunder.

Notification of changes is not sent in relation to copies, which are considered informative documentation.

4.10.3 Cancellation of Documentation

The administrator cancelling the technical documentation will mark the relevant documentation with the stamp **"INVALID DOCUMENT"** (see sample – [Section 4.8](#)).

The administrator shall ensure that all users of the related controlled copies are informed in accordance with Article 4.10.2. and the physical destruction of invalid documents or data carriers containing such documentation.

The administrator is obliged to archive always one copy of the original of the cancelled (invalid) documentation according to the principles stated in this Directive.

For paper documentation, the condition of which prevents physical manipulation, the administrator must ensure that it is converted to digital form. This must allow the preservation and reproducibility of the content of the document in a quality that prevents the loss of the information contained.

After conversion to digital form, the administrator will ask the document owner to agree to replace the original document with its digital reproduction.

After performing the previous steps, the document can then be shredded.

4.10.4 General Information on Initiating Documentation Changes

The Documentation may Change in the Following Cases:

- changes caused by investment activities,
- maintenance-induced changes,
- changes caused by the Operating Department.

4.10.4.1 Changes Caused by Investment Activities

The investment project goes through several phases, in which cooperation with the technical documentation administrators and the asset register administrators is necessary.

Investment Project Planning Phase

At this stage, PBM is obliged to assess whether the investment project will affect the existing technical facility. If so, PBM will request the related available technical documentation from the administrator.

Investment Project Implementation Phase

In this phase, the communication between PEM, the technical documentation administrator and the asset register administrator takes place to the following extent:

- PEM informs the technical documentation administrator and the asset register administrator about the scope of the required cooperation,
- the technical documentation administrator comments on the formally created technical documentation on the basis of the PEM invitation with emphasis on:
 - compliance with the agreed system of marking documents and accompanying descriptive data (in the sense of requirements for the handover of documentation by the administrator after its issuance in the as-built state),
 - compliance with the specified form of document execution (see Section 4.4),
 - elimination of merging multiple documents into one digital file,
- the asset register administrator creates and updates the asset register structure and the contained descriptive data for the entries related to the respective investment project, based on the information provided by the PEM. In this activity, he/she again cooperates with maintenance technicians, who will ensure the maintenance of the subject of the investment after implementation.

Investment Project Completion Phase

In this phase, the cooperation between PEM, the technical documentation administrator and the asset register administrator takes place to the following extent:

- the technical documentation administrator, upon the invitation sent by email, receives the as-built documentation in accordance with the rules set out in Section 4.4 of this Directive. If the documentation does not meet the requirements specified in Section 4.4, PEM will ensure its correction according to the comments of the technical documentation administrator. If the documentation is in order, the head of the Maintenance Support Division documents his/her agreement with the relevant record, see Appendix No. 7b to Directive 027 "Investment Project Management".
- the asset registry administrator checks the completeness of the related asset registry entries and data on the basis of information from the PEM on the completion of the investment. In the case of identified deficiencies, he/she transmits the necessary information to PEM, which will ensure the correction according to the comments of the asset register administrator. If the data in relation to the asset register is correct, the head of the Maintenance Support Division documents his/her consent with the relevant record, see Appendix No. 7b to Directive 027 "Investment Project Management".

The respective owner of the investment project is responsible for the accuracy of the information contained in the technical documentation and the data on the basis of which new asset register entries are created or existing ones updated (including their possible deactivation).

4.10.4.2 Changes Caused by Maintenance

An approved technological change is the basis for modifications to technical documentation or asset register data as a result of maintenance activities. If it is necessary to hand over the existing documentation to the implementing company, the relevant maintainer shall follow the rules set out in [Section 4.7](#).

If it is necessary to pass on the information contained in the asset register, the relevant maintainer shall inform the asset register administrator of this request. The latter then forwards the required data to him/her.

Technical Documentation

Upon completion of the necessary modifications, the technical documentation administrator shall, upon request from the maintainer, take over the as-built documentation in accordance with the rules set out in [Section 4.4](#) of this Directive.

In the event that the documentation does not meet the requirements set out in [Section 4.4](#), the maintainer will ensure the correction according to the comments of the technical documentation administrator.

If the documentation is in order, the technical documentation administrator shall document its receipt according to the relevant form, [Appendix C](#) to this Directive.

Asset Register Data

In the event that a change to the entries or other data of the asset registry is associated with the implementation of a maintenance task, the relevant asset registry maintainer shall inform the asset registry administrator of this fact. In the reply, the latter will indicate what documents the maintainer must provide to implement the change.

On the basis of these documents, the asset register administrator shall subsequently make the corresponding adjustments.

The respective maintainer is responsible for the accuracy of the information contained in the technical documentation and the data on the basis of which new asset register entries are created or existing ones updated (including their possible deactivation). The new documentation is taken back by the maintainer according to the rules given in [Section 4.4](#).

4.10.4.3 Changes Caused by the Operating Department

An approved technological change is the basis for modifications to technical documentation or asset register data based on an operational requirement.

Technical Documentation

Upon request, the administrator of a given type of technical documentation shall arrange for its modification with its contractual partner or in cooperation with ÚTA. If it is necessary to hand over the existing documentation to the implementing company, the relevant administrator shall follow the rules set out in [Section 4.7](#). If it is necessary to pass the information contained in the asset register, the administrator of the given type of documentation informs the asset register administrator about this request. The latter then forwards the required data to him/her.

Once the changes have been delivered, the relevant administrator shall ensure that they are commented on by the ordering Operating Department.

If the ordering department has no objections to the changes made, the administrator shall ensure that the documentation is produced as-built and taken over by the contractor in accordance with the rules set out in [Section 4.4](#) of this Directive.

If the ordering department has comments on the documentation, the administrator will ensure that it is modified.

Asset Register Data

If the Operating Department's request for a change to the documentation involves a change to entries or other data in the asset register, the relevant Operating Department shall inform the asset register administrator of this fact. In the reply, the latter shall indicate what supporting documents the ordering department must provide in order to implement the change.

On the basis of these documents, the asset register administrator shall subsequently make the corresponding adjustments.

The respective Operating Department is responsible for the accuracy of the information contained in the technical documentation and the data on the basis of which new asset register entries are created or existing ones updated (including their possible deactivation).

5 Responsibility

Activity	Ordering party	Investment Project Manager (PEM)	ÚTA	Technical Documentation Administrator	Facility user	Facility maintainer	OTK	Article number
Adopting of Documentation from an External or Internal Contractor								
In connection with the investment project	---	RA	C	C	C	C	---	4.4.2
In conjunction with the maintenance action	---	---	C	C	C	RA	---	4.4.2
In connection with the ND supply	RA	---	C	C	C	C	C	4.4.2
In other cases	RA	---	C	C	C	C	---	4.4.2
Handover of Documentation for Registration in DMS and Archiving								
In connection with the investment project	---	RA	C	C	---	---	---	4.4.2
In conjunction with the maintenance action	---	---	C	C	---	RA	---	4.4.2
In connection with the ND supply	RA	---	C	C	---	---	C	4.4.2
In other cases	RA	---	C	C	---	---	---	4.4.2
Documentation Records in DMS and Archives								
Records and archiving provided by ÚTA	---	---	RA	C	---	---	---	4.5; 4.6

Activity	Ordering party	Investment Project Manager (PEM)	ÚTA	Technical Documentation	Facility user	Facility maintainer	OTK	Article number
Records and archiving provided by the administrators	---	---	C	RA	---	---	---	4.5; 4.6
Updating the Documentation in Terms of Content								
In connection with the investment project	---	RA	C	C	---	---	---	4.10.4.1
In conjunction with the maintenance action	---	---	C	C	---	RA	---	4.10.4.2
In conjunction with the technological change	RA	---	C	C	---	---	---	4.10.4.3

Notes:

R - RESPONSIBLE „The responsible”

A - ACCOUNTABLE „Bears full blame for non-performance“

C - CONSULT „Included in the process”

I - INFORM „Keep informed”

RA CI matrix with comment (according to the Policy of “Efficiency Improvement of Processes and their Optimisation”)

6 List of Related Documents

Filing and Shredding Rules

Change Management Policy

Directive 075

ICT Safety Rules For End Users

Directive 027

Management of Investment Projects

Directive 302

Changes in Technological Process and Production Facility (valid only for Litvínov/Kralupy Refinery Units)

Directive 821

Internal Documentation

Directive 824

Procedures – Working, Laboratory, Calibration

Directive 842

Operating Regulations, Operator's Manuals and Technology Cards / Regulations

Directive 843

Changes in Technological Process and Facility

Directive 845

Rules of Handling

ŘKI 2021/01

Obligations of PEM in the Field of Requirements for Documentation Processing

Act No. 90/2016 Coll.

on Conformity Assessment of Specified Products when Delivered to the Market

Act No. 102/2001 Coll.

on General Product Safety and on Amendments to Certain Acts (General Product Safety Act)

Act No. 183/2006 Coll.

(on Spatial Planning and Building Rules (Building Act))

Act No. 634/1992 Coll.

on Consumer Protection

Government Regulation No. 118/2016 Coll. on the Conformity Assessment of Electrical Equipment Intended for Use within Certain Voltage Limits when Placed on the Market

Government Regulation No. 378/2001 Coll. which specifies detailed requirements for safe operation and use of machines, technical equipment, instruments and tools

Decree No. 18/1979 Coll. of the Czech Office for Occupational Safety and Czech Mining Authority, which specifies selected pressure equipment and stipulates some conditions to ensure their safety

Decree No. 499/2006 Coll. on Construction Documentation

Methodology S350/1 Requirements for drawing documentation of piping isometries

Methodology S350/2 Requirements for the production of process flow diagrams (PFS) and P&ID diagrams

Methodology S350/3 Input data for the creation of the technical asset register

Methodology S350/4 Requirements for spare parts lists and descriptive data

Methodology S350/5 Document Classification Code (DCC)

N 11985 Standard for keeping technical condition inventory of production equipment

PPU 101 Transfer of drawing documentation

PPU 120 Property register. Identification, structuring and interrelationships of property

Appendix A Examples of Documentation Type

Technical Documentation

- Analyses, calculations
- Certificates and records, CE declaration of conformity, safety data sheets
- Lists and databases of descriptive attributes of facilities and their components
- Data sheets of technical parameters
- Assembly and installation instructions
- Maintenance and inspection instructions
- Technical reports
- Lists of devices and their components
- Drawings of assemblies, spatial arrangement, parts of objects and their sections
- PFS and P&ID diagrams
- Wiring diagrams
- Technical condition inventory

* The list of documents is only indicative, it is not a complete list of documents falling into the given category

Operational and Technological Documentation

- Technology descriptions and process diagrams (do not identify with PFS)
- Safety operating documentation (of the manufacturer or operator's local safety operating instructions)
- Lists of chemical substances and mixtures, produced waste and their specifications
-

* The list of documents is only indicative, it is not a complete list of documents falling into the given category.

Appendix B List of Technical Documentation Administrators and Owners

Administrators

SA	Maintenance Support Division, Technical Director's Section (the section includes ÚTA and asset register administrators)
SE	Energo Technical Division, Energy Services Unit
SF	Optimisation and Operational Support Division, Water Management Division,

Owners

VA1	RPA Mechanical and Construction Maintenance Division, Technical Director's Section
VA2	RPA Machine Maintenance Division, Technical Director's Section
VA3	MaR and electro RPA Maintenance Division, Technical Director's Section
VA4	RPA Technical Services Division, Technical Director's Section
VB1	RAF Mechanical and Construction Maintenance Department, Technical Director's Section
VB2	RAF Rotary Machinery Maintenance Department, Technical Director's Section
VB3	RAF MaR and Electrical Maintenance Department, Technical Director's Section
VB4	RAF Inspection Department, Technical Director's Section
VC	management of the Monomery Production Unit
VD	Polyolefin Production Unit management
VE	Agro Unit management,
VF	Energo Technical Division, Energy Services Unit
VG	Optimisation and Operational Support Division, Water Management Division,
VH	Litvínov Refinery Unit management,
VI	Kralupy Refinery Unit management,

* in relation to selected groups of technical documentation, responsibilities are defined to the extent according to the following table

Responsibilities in Relation to Selected Groups of Technical Documentation

Documentation group	Owner	Administrator	Archives in DMS	Archives in printed form	Responsible for the updated content of SAP PM data
P&ID (PEFS) and PFS (PFD) diagrams	VC, VD, VE, VF, VG, VH, VI	SA, SE, SF	SA, SE, SF	SA, SE, SF	----
Isometry according to ČSN EN ISO 6412	VA1	SA, SE, SF	SA, SE, SF	SA, SE, SF	----
Inspection isometry	VA4	SA, SE, SF	SA, SE, SF	SA, SE, SF	----
Line Sheets	VA4	SA, SE, SF	SA, SE, SF	SA, SE, SF	----
Classification documents of pipeline classes	VA4	SA, SE, SF	SA, SE, SF	SA, SE, SF	----
Technical condition inventory of dedicated technical equipment	VA4	SA, SE, SF	SA, SE, SF	VA4, VB4	----
Technical asset register data	VA1, VA2, VA3, VA4, VB1, VB2, VB3, VB4	SA, SE, SF	----	----	SA

Note:

* If more than one administrator is listed, then each is only responsible for the documentation related to the equipment of his/her respective production (unit), the same rule applies in case of listing more owners

** A list of contacts for individual administrators and owners is available at this [link](#).

Appendix C Documentation Handover Sheet

Appendix C.1 Documentation Handover Sheet

Documentation handover sheet					
Investment project name (SAP orders):		Replacement for pump GX 555		Investment project code (SAP orders): 4000001548	
File (box) ID		Text description of the file (box)		Number of documents in the file (box)	
1		Data sheets, manuals		15	
2		Drawing documentation		25	
3		Revisions, certificates		10	
Prepared by:		Signed:		Date:	
Received by:		Signed:		Date:	

*) the table will be created in *.xlsx format, see s350_sales_table_documentation, sheet A

**) An integral part of the handover sheet is the List of documents to be handed over – see [Appendix C](#) (part 2).

***) in addition to this information, the contractor must fill in other data given by sheets C1 and C2, see table s350_predavaci_tabulka_dokumentace

Appendix C.2 Documentation Handover Sheet

*) the table will be created in *.xlsx format, see s350_sales_table_documentation, sheet B

PŘEDÁVACÍ LIST DOKUMENTACE										
Název akce		Aktualizace provozní dokumentace DPS 200								ID akce
1	2	3	4	5	6	7	8	9	10	
číslo šanonu	DCC kód	název dokumentu (max. 40 znaků)	číslo dokumentu (max. 30 znaků)	technické místo	číslo revize dokumentu	stupeň dokumentace	formát tištěné verze	datum schválení dokumentu	označení souboru s digitální verzí dokumentu	
1	D1-V2	ucpávka čerpadla	S0V-P256	202-002	0	AB	A0	01.11.2017	S0V-P256_0.pdf	
1	D1-V2	ucpávka čerpadla	S0V-P256	202-002	0	AB	A0	01.11.2017	S0V-P256_0.dwg	

Předal (jméno) :

Podpis :

Dne :

Převzal (jméno) :

Podpis :

Dne :

pozn.:

ID akce - číslo investiční akce, zakázky, objednávky atd.

datum schválení dokumentu - pokud není dokument schvalován, stačí uvést číslo vytvoření dokumentu

Dokument je v seznamu nutné uvést tolikrát, kolik má rozdílných digitálních formátů

Pro názvy souborů a složek s dokumenty platí tato omezení :
nesmí obsahovat diakritická znaménka, mezery, znaky \ / : * ? " < > |,
maximální délka názvu souboru nesmí přesáhnout 30 znaků
maximální délka cesty k souboru nesmí přesáhnout 256 znaků

Pro názvy dokumentů platí tato omezení :
nesmí obsahovat znaky \ : * ? " < > |,
maximální délka názvu dokumentu nesmí přesáhnout 40 znaků

Pro názvy elektronických verzí dokumentů platí tato maska :

ČÍSLO DOKUMENTU ZHOTOVITĚLE_REVIZNI_ZNAK.TYP SOUBORU

Pro čísla dokumentů platí tato omezení :
nesmí obsahovat mezery a znaky \ : * ? " < > |,
maximální délka názvu dokumentu nesmí přesáhnout 40 znaků

Stupeň dokumentace :
PR - projektová
RE - realizační
AB - as built

Appendix D Specification of Digital Versions of Documentation

Text documents:

*.doc – MS Word 2003 and later

*.pdf/A – Adobe acrobat

Schedules

*.mpp – MS Project 2003 and later

Tabular data:

*.xlsx – MS Excel and later

2D drawings:

*.dwg, *.dxf – AutoCAD

*.dgn – MicroStation

3D models:

The native file of the application in which the model is created

Photographic documentation:

*.jpg – photo documentation

Scans:

*.pdf – Adobe acrobat

*) The use of applications and data formats other than those listed must be consulted in advance with the relevant technical documentation administrators (according to [Appendix B](#)) with regard to possible data conversions.