

Annex 3 – Accompanying documentation

Part A: **Accompanying Documentation for all Equipment**

- Documents within the meaning of Decree 508/2009
- Complete documentation of the equipment (attests, welding documentation, ATEX certification, CE certification, test reports)
- Operating and maintenance manuals
- Listed spare parts for two years of operation
- Passports for all pressure vessels

Part B: **Accompanying documentation structure** to be observed when uploading documents to the M-Files portal during the execution of the work.

The table (in the Document description column) provides a template/example.

	Technical documentation Discipline: SAMPLE Project: SAMPLE		
Group	General group description	Part	Documentation description – sample/example
0	Table of Contents	Table of Contents	List of project documents
A	Tests and the construction site takeover documents	A1	Protocol on handover and acceptance of the construction site / part thereof
		A2	Protocol on the elimination of defects and deficiencies
		A3	Protocol, a record of a building construction test
		A4	Protocol on individual testing
		A5	Protocol on functional testing
		A6	Inspection reports and pressure test reports for high pressure equipment (T, P, E, Z)
		A7	Reports and documents on official tests carried out on high pressure equipment (T, P, E, Z)
		A8	Authorised organisation's opinion on the project documentation
		A9	Declarations of responsibility (design, installation, testing)
B	Qualification certificates of companies and personnel and other construction documents	B1	Company authorizations for high pressure equipment (by Authorisation authorities, mining authorities)
		B2	Welding Technologist Certificate
		B3	NDT personnel certificates
		B4	
		B5	Isolator certificates
		B6	Installer certificates (by Authorisation authorities, mining authorities)
		B7	Certificates – other
		B8	List of welders and their designations, certificates, ID documents
		B9	WPS/WPQR welding procedures

		B10	Construction and assembly log
		B11	Inspection and testing plan
		B12	Pipeline cleanliness protocols
		B13	Electric spark test protocols for pipe insulation
		B14	Protocols on assembly welds, stationing, drawings with marking and location of the welds
		B15	Weld inspection protocols (visual, X-ray, PT, etc.)
		B16	Protocols on environmentally sound waste disposal
C	Equipment and material documents (separate for each assembly)	C_1	Documentation of installed equipment and materials – Part 1 – MAR
D	Design	D1	Implementation design documents with marked changes (redpen) – part 1 – MAR
		D2	As-built design documents (clean copy) – part 1 – MAR
		D3	List of changes (proposed state / actual state)
		D4	Post-implementation survey