

EXPRO National Manual for Projects Management

Volume 14, Chapter 3

Project Standard Document Numbering Procedure

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Project Standard Document Numbering Procedure

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Project Standard Document Numbering Procedure

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Project Standard Document Numbering Procedure

1.0 PURPOSE

This procedure applies to works performed under all Government construction projects executed throughout the Kingdom of Saudi Arabia. This procedure describes and defines the numbering system to be applied to all documents prepared and issued for Project delivery. Standard numbering enables documents to be characterized by their key elements and therefore ensures their control, management and easy retrieval.

Document numbering will be managed through the Enterprise Content Management System (ECMS) which will use predefined structures to ensure documents are numbered in a consistent manner.

2.0 SCOPE

This procedure applies to all documents managed by all organizations that have responsibility for Project delivery. Any deviations to this procedure requires written approval by the EXPRO Document Department Manager.

3.0 DEFINITIONS

Definitions	Description
EXPRO	Government Expenditure & Projects Efficiency Authority
Attribute	Information attributed to a document to aid its retrieval from a repository – sometimes also referred to as metadata
Contract	Refers to the Main Contract with the Entity of a project, also known as the Prime Contract
Contractor	One that agrees to furnish materials or perform services at a specified price, especially for construction work.
Correspondence	Communication between parties, these include, letters, faxes, emails, memorandums, administrative resolutions, board administrative resolutions and automatic/manual transmittals.
Document	A piece of written, printed, or electronic matter, which is required to be controlled for the purposes of the organization and provides information or evidence during work execution.
Document Type Code	The key classifying element for documents
Enterprise Content Management System (ECMS)	An information management and collaboration platform for managing and controlling program documents and records.
Entity	A Saudi Government organization which is responsible for the delivery of government funded infrastructure construction projects.
EPMO	An Entity Project Management Organization, this is an integrated team that comprises the Entity and its PMC responsible for managing all the Entity's projects.
MOH	Ministry of Health
Originator	Author of the document or record
PDMD	Project Document Management Department; is the Document Management Department for the Project Management Team (PMT)
PMT	Project Management Team; is the team deployed by the Entity to manage the Project
SDN	Standard Document Number – the approved numbering system used by the organization
Subcontractor	Refers to the Subcontractors, Suppliers and Vendors



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4.0 REFERENCES

1. EPM-KR0-PR-000004 - Project Hard Copy Filing Procedure
2. EPM-KR0-PR-000005 - Project Subcontractor Submittal Management Procedure
3. EPM-KR0-TP-000008 - Project Document Numbering Register Template
4. EPM-KRR-PR-000001 - Project Records Retention and Turnover Procedure

5.0 RESPONSIBILITIES

5.1 Originator of Document

- Select the correct template when creating a new document
- Request a Document Number from the Project Document Management Department (PDMD)

5.2 Project Document Management Department (PDMD)

- Ensure that the requirements of this procedure are properly implemented
- Create a Project specific Standard Document Numbering Procedure
- Create a Project specific Document Numbering Register
- Provide assistance and advice to the Project Management Team (PMT) and the Contractor with regards to document numbering
- Manage Location codes created for the Project
- Provide regular training for PMT and Contractors
- Verify that correct revision sequencing is used
- Ensure that the correct document statuses are reflected in the ECMS

6.0 PROCESS

The PDMD will be responsible for allocating document numbers for their corresponding Project. The PDMD will also be responsible with assisting the Project Contractors with understanding the document numbering procedure.

The PDMD is required to create the Project Document Numbering Register to manage the attributes related to the project specific document numbering. The PDMD will use the Project Document Numbering Register Template to create this document.

6.1 Project Standard Document Number

The Project Standard Document Number shall consist of two **(2)** key components:

1. Project Reference
2. Document Reference

All documentation (with the exception of sections 6.2) will follow the Project standard document numbering scheme as noted below:

Project Reference		Document Reference				
Project Number	Contract Code	Organization Code	Location Code	Discipline Code	Document Type Code	Sequence Number
Element 1	Element 2	Element 3	Element 4	Element 5	Element 6	Element 7
11 Characters	1 Character	3 Characters	6 Characters	3 Characters	2 Characters	6 Characters

Example: **17MOHG00001-1-100-250MAT-0QA-PR-000001**



Project Standard Document Numbering Procedure

6.1.1 Project Reference

The Project Reference will consist of the first two elements of the Project standard document numbering scheme.

Project Reference		Document Reference				
Project Number	Contract Code	Organization Code	Location Code	Discipline Code	Document Type Code	Sequence Number
Element 1	Element 2	Element 3	Element 4	Element 5	Element 6	Element 7
11 Characters	1 Character	3 Characters	6 Characters	3 Characters	2 Characters	6 Characters

Example: **17MOHG00001-1**-100-250MAT-0QA-PR-000001

6.1.1.1 Project Number

Project Reference		Document Reference				
Project Number	Contract Code	Organization Code	Location Code	Discipline Code	Document Type Code	Sequence Number
Element 1	Element 2	Element 3	Element 4	Element 5	Element 6	Element 7
11 Characters	1 Character	3 Characters	6 Characters	3 Characters	2 Characters	6 Characters

The first element of the number is an eleven (**11**) character field that will consist of alphanumeric characters to denote the Project number.

EXPRO Document Management Department will generate a unique Project number for the Entity as part of the Project Registration process using the **four (4)** element format as described below:

Budget Year	Organization Code	Sector Code	Sequence Number
Element 1	Element 2	Element 3	Element 4
2 Characters	3 Characters	1 Character	5 Characters

Example: **17MOHG00001**

6.1.1.2 Contract Code

Project Reference		Document Reference				
Project Number	Contract Code	Organization Code	Location Code	Discipline Code	Document Type Code	Sequence Number
Element 1	Element 2	Element 3	Element 4	Element 5	Element 6	Element 7
11 Characters	1 Character	3 Characters	6 Characters	3 Characters	2 Characters	6 Characters

The second element of the number is a single (**1**) numeric character field used by the Entity to divide the Project into multiple Main Contracts for Project Delivery (e.g. major facilities/elements/sections) if required. If a Project is not required to be divided into Main Contracts for Project Delivery due to the Project being awarded and managed by a single Contractor the Contract Code will be set as **1**. The Contract Code is allocated, controlled and managed by the Entity.

Example:

1. Main Contract 1 (Engineering): 17MOHG00001-**1**
2. Main Contract 2 (Construction): 17MOHG00001-**2**
3. Main Contract 3 (Operation & Maintenance): 17MOHG00001-**3**



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6.1.2 Document Reference

The Document Reference will use the remaining elements (3 to 7) of the Project standard document numbering scheme.

Project Reference		Document Reference				
Project Number	Contract Code	Organization Code	Location Code	Discipline Code	Document Type Code	Sequence Number
Element 1	Element 2	Element 3	Element 4	Element 5	Element 6	Element 7
11 Characters	1 Character	3 Characters	6 Characters	3 Characters	2 Characters	6 Characters

Example: 17MOHG00001-1-**100-250MAT-0QA-PR-000001**

6.1.2.1 Organization Code

Project Reference		Document Reference				
Project Number	Contract Code	Organization Code	Location Code	Discipline Code	Document Type Code	Sequence Number
Element 1	Element 2	Element 3	Element 4	Element 5	Element 6	Element 7
11 Characters	1 Character	3 Characters	6 Characters	3 Characters	2 Characters	6 Characters

The third element is a three (3) character field that defines the "Organization" which is the signatory of the document. PDMD will be responsible to create and manage the Organization Codes for the Main Contractors and the Subcontractors assigned by the Main Contractor for their specific Projects, please refer to the Project Subcontractor Submittal Management Procedure for further details on this process.

EXPRO will be responsible for managing the Government Entities, Entity Project Management Organizations (EPMO) and Private Organizations Codes that may be used across multiple Entities. If the PDMD requires additional Government, EPMO or Private Organization Codes, they shall request them from the EXPRO Standards & Procedures.

Example: 17MOHG00001-1-**100**

100 would represent the first Contractor for the Project.

Refer to the Project Document Numbering Register for the current list of Organization Codes.

Contractor Organization Code

The Entity will use the Contract Code to generate the Contractors Organization Code. The Contractor Organization Code will use the Contract Code as the first character followed by zero, zero (00).

Examples:

1. Main Contract 1 (Engineering): 17MOHG00001-**1-100**
2. Main Contract 2 (Construction): 17MOHG00001-**2-200**
3. Main Contract 3 (Operation & Maintenance): 17MOHG00001-**3-300**

6.1.2.2 Location Code

Project Reference		Document Reference				
Project Number	Contract Code	Organization Code	Location Code	Discipline Code	Document Type Code	Sequence Number
Element 1	Element 2	Element 3	Element 4	Element 5	Element 6	Element 7
11 Characters	1 Character	3 Characters	6 Characters	3 Characters	2 Characters	6 Characters

The fourth element of the number is a six (6) character field which is used to associate documents with a physical location within the Project. The PMT shall use the six (6) digits to design the location code so that



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provides sufficient information regarding the physical location of the document. It will be the responsibility of the PMT to create and manage their own location codes for their specific Projects.

The PMT could use the first section of the location code to designate the physical location within the Project and use the second section to identify the delivery stream.

Example: 17MOHG00001-1-100-**250MAT**

250MAT could breakdown into the following:

2 represents Floor 2

50 represents Room 50

MAT represents Maternity as the delivery division

Refer to the Project Document Numbering Register for the current list of Location Codes.

6.1.2.3 Discipline Code

Project Reference		Document Reference				
Project Number	Contract Code	Organization Code	Location Code	Discipline Code	Document Type Code	Sequence Number
Element 1	Element 2	Element 3	Element 4	Element 5	Element 6	Element 7
11 Characters	1 Character	3 Characters	6 Characters	3 Characters	2 Characters	6 Characters

The fifth element is a three (**3**) character field used to identify the discipline and sub-discipline respectively. The first character will represent the function. The second character will represent the discipline. The third character will represent the sub-discipline. The discipline codes will be provided and managed by EXPRO; if the Project requires additional Discipline codes, they shall request them from the EXPRO Standards & Procedures.

Example: 17MOHG00001-1-100-250MAT-**0QA**

0QA breaks down into, **0** represents “General Function”, **Q** represents “Quality” and **A** represents, “Quality Assurance”.

Refer to the Project Document Numbering Register for the current list of Discipline Codes.

6.1.2.4 Document Type Code

Project Reference		Document Reference				
Project Number	Contract Code	Organization Code	Location Code	Discipline Code	Document Type Code	Sequence Number
Element 1	Element 2	Element 3	Element 4	Element 5	Element 6	Element 7
11 Characters	1 Character	3 Characters	6 Characters	3 Characters	2 Characters	6 Characters

This sixth element is a two (**2**) character field that consists of either numeric or alpha characters which will define the Document Type. The Document Type codes will be provided and managed by EXPRO; if the Project requires additional Document Type Codes, they shall request them from the EXPRO Standards & Procedures.

Example: 17MOHG00001-1-100-250MAT-0QA-**PR**

PR represents “Procedure”.

Refer to the Project Document Numbering Register for the current list of Document Type Codes.



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6.1.2.5 Sequence Number

Project Reference		Document Reference				
Project Number	Contract Code	Organization Code	Location Code	Discipline Code	Document Type Code	Sequence Number
Element 1	Element 2	Element 3	Element 4	Element 5	Element 6	Element 7
11 Characters	1 Character	3 Characters	6 Characters	3 Characters	2 Characters	6 Characters

The seventh element is a system generated six (6) digit numeric sequence string which is driven by the combination of the preceding elements of the SDN. The sequence number will be allocated, controlled and managed by the PDMD through the ECMS.

Example: 17MOHG00001-1-100-250MAT-0QA-PR-**000001**

6.2 Project Correspondence Number

The Project Correspondence Number is made up of two **(2)** key components:

1. Project Reference
2. Correspondence Reference

Correspondence includes; Letters, Emails, Faxes, Memorandums and Manual Transmittals will follow the Project correspondence numbering scheme as noted below:

Project Reference		Correspondence Reference		
Project Number	Contract Code	Organization Code	Correspondence Type Code	Sequence Number
Element 1	Element 2	Element 3	Element 4	Element 5
11 Characters	1 Character	3 Characters	2 Characters	6 Characters

Examples:

From the Entity: **17MOHG00001-1-MOH-LT-000001**

From the Contractor: **17MOHG00001-1-100-LT-000001**

6.2.1 Project Reference

The Project Reference includes the first two elements (1 & 2) of the Project correspondence numbering scheme.

Project Reference		Correspondence Reference		
Project Number	Contract Code	Organization Code	Correspondence Type Code	Sequence Number
Element 1	Element 2	Element 3	Element 4	Element 5
11 Characters	1 Character	3 Characters	2 Characters	6 Characters

Examples:

From the Entity: **17MOHG00001-1-MOH-LT-000001**

From the Contractor: **17MOHG00001-1-100-LT-000001**



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6.2.1.1 Project Number

Project Reference		Correspondence Reference		
Project Number	Contract Code	Organization Code	Correspondence Type Code	Sequence Number
Element 1	Element 2	Element 3	Element 4	Element 5
11 Characters	1 Character	3 Characters	2 Characters	6 Characters

The first element of the number is an eleven (**11**) character field that will consist of alphanumeric characters to denote the Project number.

EXPRO will generate a unique Project number for the Government Entities as part of the Project Registration process using the four (**4**) element format as described below:

Budget Year	Organization Code	Sector Code	Sequence Number
Element 1	Element 2	Element 3	Element 4
2 Characters	3 Characters	1 Character	5 Characters

Example: **17MOHG00001**

6.2.1.2 Contract Code

Project Reference		Correspondence Reference		
Project Number	Contract Code	Organization Code	Correspondence Type Code	Sequence Number
Element 1	Element 2	Element 3	Element 4	Element 5
11 Characters	1 Character	3 Characters	2 Characters	6 Characters

The second element of the number is a single (**1**) numeric character field used by the Entity to divided the Project into Sub-Projects if required. If a Project is not required to be divided into Sub-Projects due to it being awarded and managed by a single Contractor the Contract Code will be set as **1**. The Contract Code is allocated, controlled and managed by the Entity.

Example:

1. Main Contract 1: 17MOHG00001-**1**
2. Main Contract 2: 17MOHG00001-**2**
3. Main Contract 3: 17MOHG00001-**3**

6.2.2 Correspondence Reference

The Correspondence Reference will use the remaining elements (3 to 5) of the Project Correspondence numbering scheme

Project Reference		Correspondence Reference		
Project Number	Contract Code	Organization Code	Correspondence Type Code	Sequence Number
Element 1	Element 2	Element 3	Element 4	Element 5
11 Characters	1 Character	3 Characters	2 Characters	6 Characters

From the Entity: 17MOHG00001-1-**MOH-LT-000001**

From the Contractor: 17MOHG00001-1-**100-LT-000001**



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6.2.2.1 Organization Code

Project Reference		Correspondence Reference		
Project Number	Contract Code	Organization Code	Correspondence Type Code	Sequence Number
Element 1	Element 2	Element 3	Element 4	Element 5
11 Characters	1 Character	3 Characters	2 Characters	6 Characters

The third element of the number is a three **(3)** character field that defines the “Organization” which is the signatory of the document. It will be the responsibility of each PDMD to create and manage the Organization codes for the Contractors Subcontractors for their specific Projects, please refer to the Project Subcontractor Submittal Management Procedure for further details on this process.

Examples:

From the Entity: 17MOHG00001-1-**MOH**

From the Contractor: 17MOHG00001-1-**100**

MOH represents the Ministry of Health.

100 would represent the Projects first Contractor for the Project.

Refer to the Project Document Numbering Register for the current list of Organization Codes.

6.2.2.2 Correspondence Type Code

Project Reference		Correspondence Reference		
Project Number	Contract Code	Organization Code	Correspondence Type Code	Sequence Number
Element 1	Element 2	Element 3	Element 4	Element 5
11 Characters	1 Character	3 Characters	2 Characters	6 Characters

The fourth element is a two **(2)** character field that will consist of alpha characters which will define the Correspondence Type. The Correspondence Type codes will be provided and managed by EXPRO; if the Project requires additional Correspondence Type codes, they shall request them from the EXPRO Standards & Procedures.

Example: 17MOHG00001-1-MOH-**LT**

LT represents “Letter”.

Refer to the Project Document Numbering Register for the current list of Correspondence Type Codes.

6.2.2.3 Sequence Number

Project Reference		Correspondence Reference		
Project Number	Contract Code	Organization Code	Correspondence Type Code	Sequence Number
Element 1	Element 2	Element 3	Element 4	Element 5
11 Characters	1 Character	3 Characters	2 Characters	6 Characters

The fifth element is a system generated six **(6)** digit numeric sequence string which is driven by the combination of the preceding elements of the SDN. The sequence number will be allocated, controlled and managed by the PDMD through the ECMS.

Example: 17MOHG00001-1-MOH-LT-**000001**



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6.3 Entity Documents used by the Project

The Project will be required to use Entity documents to standardize project processes.

The PDMD will allocate a Project specific document number for all Entity documents used by the Project as well as capturing the Entity document number in the Alternative Reference Number field in the ECMS. This allows the PDMD to manage configuration control of the Entity documents and they can be found easily in the ECMS.

The PDMD will use the same revision as found on the Entity document when entering the document revision into the Project ECMS to assist with revision control.

The PDMD will use Element 1 (Organization Code 1) and Element 4 (Contract Code) from the Entity document number to form part of the Project specific document number.

The Entity document numbering scheme as noted below:

Organization Code 1 (Entity)	Organization Code 2 (Originator)	Discipline Code	Document Type Code	Sequence Number
Element 1	Element 2	Element 3	Element 4	Element 5
3 Characters	3 Characters	3 Characters	2 Characters	6 Characters

The PDMD will then refer to the Project Document Numbering Register to allocate the relevant Project specific discipline code based on Element 3 (Discipline Code) of the Entity document number.

The Entity document numbering scheme as noted below:

Organization Code 1 (Entity)	Organization Code 2 (Originator)	Discipline Code	Document Type Code	Sequence Number
Element 1	Element 2	Element 3	Element 4	Element 5
3 Characters	3 Characters	3 Characters	2 Characters	6 Characters

Example:

Entity document number: **MOH-000-EQA-PR-000001**

Project specific document number: **17MOHG00001-1-MOH-000000-0QA-PR-00000X**

Note: The sequence number for the Project specific document number will be generated by the ECMS based on the combination of the preceding elements of the SDN.

6.4 EXPRO Documents used by the Project

The Project will be required to use EXPRO documents to standardize core knowledge principles and processes.

The PDMD will allocate a Project specific document number for all EXPRO documents used by the Project as well as capturing the EXPRO document number in the Alternative Reference Number field in the ECMS. This allows the PDMD to manage configuration control of the EXPRO documents and they can be found easily in the ECMS and the EXPRO Portal.

The PDMD will use the same revision as found on the EXPRO document when entering the document revision into the Project ECMS to assist with revision control.

The PDMD will use Element 1 (Organization Code) and Element 3 (Document Type Code) from the EXPRO document number to form part of the Project specific document number.



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The EXPRO document numbering scheme as noted below:

Organization Code	Discipline Code	Document Type Code	Sequence Number
Element 1	Element 2	Element 3	Element 4
3 Characters	3 Characters	2 Characters	6 Characters

The PDMD will then refer to the Project Document Numbering Register to allocate the relevant Project specific discipline code based on Element 2 (Discipline Code) of the EXPRO document number.

The EXPRO document numbering scheme as noted below:

Organization Code	Discipline Code	Document Type Code	Sequence Number
Element 1	Element 2	Element 3	Element 4
3 Characters	3 Characters	2 Characters	6 Characters

Example:

EXPRO Document: **EPM-EQA-PR-000001**

Project specific document number: **17MOHG00001-1-EPM-000000-0QA-PR-00000X**

Note: The sequence number for the Project specific document number will be generated by the ECMS based on the combination of the preceding elements of the SDN.

6.5 Revision Codes and Document Lifecycle Status

6.5.1 Revision

The Revision is a predefined three (3) character field that represents both the state of the document and the number of issues within that particular state which can be alphanumeric or numeric depending on the reason for issue of the document. All documents require clear and visible definition of lifecycle status and revision. The Revision is not part of the document number.

All documents must start at either 00A or 000 depending on their lifecycle status. Documents at their very first issue, cannot be at revisions higher than 00A or 000 i.e. 00B, 00C, 001, 002 etc. with the exception of Subcontract document revisions as they will start at 001 which is explained in further detail in the Project Subcontract Documentation Management Procedure.

Correspondence types will not require revisions as they are not to be revised. If correspondence is required to be changed or corrected it will be re-issued with the next available correspondence number.

When the EDMD registers a Document Number Placeholder in the ECMS, the EDMD will not allocate a Revision but instead a hyphen will be used.

Note: Revision Codes 00I and 00O, letters I and O are not to be used to avoid confusion with one (1) and zero (0). Therefore 00H is followed by 00J and 00N by 00P.

6.5.2 Reason for Issue

The Project documentation shall have the "Reason for Issue" placed in the Revision History Block to accurately denote the state at which the document was formally issued. The below table lists some examples of "Reason for Issue" that should be used:

Reason For Issue	Revision Codes
Placeholder	-
Issued for Information Issued for Review	00A, 00B, etc.



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Reason For Issue	Revision Codes
Issued for Action	000, 001, etc.
Issued for Approval	
Issued for Use	

Cancelled – Used to denote that the document is no longer used on the Project. The document will be watermarked with “Cancelled” across the front page of the electronic file. The PDMD will change the status to “Cancelled” in the ECMS as well as having *****Cancelled***** added to the ECMS “Title” field. The hard copies will be updated in accordance with the Project Hard Copy Filing Procedure and Project Records Retention and Turnover Procedure.

6.5.3 Document Status

The document status will describe the current state of a document as it passes through various stages of the document lifecycle. One of the following “Statuses” should always be used:

Document Status	To Be Used For:
Not Started	Document Placeholders
Draft	Documents in Development
For Internal Review	Internal Review
Code 1 - Work May Proceed	Internal Review Outcome
Code 2 - Work May Proceed, Incorporate Comments	Internal Review Outcome
Code 3 - Work May Not Proceed, Incorporate Comments & Resubmit	Internal Review Outcome
Code 4 - Work May Proceed, Review Not Required	Internal Review Outcome
Under Review	Formal Review
Code A - Reviewed; Work may Proceed	Formal Review Outcome
Code B - Reviewed with Comments; Revise & Resubmit; Work may Proceed	Formal Review Outcome
Code C - Objection - Revise and resubmit; Work may not Proceed	Formal Review Outcome
Code D - Rejected - Revise and resubmit; Work may not Proceed	Formal Review Outcome
Code E - Review Not Required; Work may Proceed	Formal Review Outcome
Issued	Formally Issued
Approved	Approval Outcome
Not Approved	Approval Outcome
Open	Document Action is Open
Closed	Document Action is Closed
Superseded	Superseded Documents
Archived	Records that are archived
Destroyed	Records are destroyed

The status “Not Started” will be used to reserve a document number in the ECMS by the PDMD.

To supersede a document, PDMD will change the document status to “Superseded” in the ECMS as well as have the wording *****Superseded by XXXXXXXXXXXX-X-XXX-XXX-XX-XXXXXX***** added to the ECMS “Title” field, which will act as sign post to the superseding document. The superseded document should also be watermarked with “Superseded” across the front page of the electronic file contained in ECMS. The hard copies will be updated in accordance with the Project Hard Copy Filing Procedure and Project Records Retention and Turnover Procedure.

6.6 Record Control

PDMD will manage the project’s records by capturing the record Title and linking original template document number that produced the record to the record document number.

Example:

Document Number	Title	Template Number
17MOHG00001-1-MOH-0IR-FO-000001	Project Record Retrieval Request Form - Document Control Procedures	EPM-KRR-TP-000004



6.7 Transmittal “Reason for Issue”

The transmittal “Reason for Issue” is used to communicate the purpose of transmitting a document(s). It advises the addressee or recipient of the transmittal; what action is required for the transmitted document(s).

Examples of Transmittal “Reason for Issue” are listed below:

- Issued for Approval
- Issued for Action
- Issued for Construction
- Issued for Design
- Issued for Estimating
- Issued for Handover
- Issued for Information
- Issued for Purchase
- Issued for Quotation
- Issued for Review
- Issued for Tender
- Issued for Use

7.0 ATTACHMENTS

Attachment 1 - Project Document Numbering Code Examples



Project Standard Document Numbering Procedure

Attachment 1 - Project Document Numbering Code Examples

Organization Codes

Example:

Project Standard Document Number: 17MOHG00001-1-**100**-250MAT-0QA-PR-000001

Project Correspondence from the Entity: 17MOHG00001-1-**MOH**-LT-000001

Project Correspondence from the Contractor: 17MOHG00001-1-**100**-LT-000001

Discipline Codes

Example:

Project Standard Document Number: 17MOHG00001-1-100-250MAT-**0QA**-PR-000001

Document Type Codes

Examples:

Project Standard Document Number: 17MOHG00001-1-100-250MAT-0QA-**PR**-000001

Project Standard Drawing Number: 17MOHG00001-1-100-250MAT-0QA-**01**-000001

Correspondence Type Codes

Examples:

Project Memo from the Entity: 17MOHG00001-1-MOH-**ME**-000001

Project Letter from the Contractor: 17MOHG00001-1-100-**LT**-000001