 Eskom	Procedure	Gx Coal Projects
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Title: **Project Handover
Documentation Management
Procedure**

Document Identifier: **240-66920003**

Alternative Reference Number: **N/A**

Area of Applicability: **Gx Coal Projects**

Functional Area: **Project Support: Gx Coal
Projects**

Revision: **1**

Total Pages: **18**

Next Review Date: **January 2018**

Disclosure Classification: **Controlled Disclosure**

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Content

	Page
1. Introduction	3
2. Supporting Clauses	3
2.1 Scope	3
2.1.1 Purpose	3
2.1.2 Applicability	3
2.1.3 Effective date	3
2.2 Normative/Informative References	3
2.2.1 Normative	3
2.2.2 Informative	4
2.2.3 Definitions	4
2.3 Abbreviations	5
2.4 Roles and Responsibilities	5
2.4.1 Contractor	5
2.4.2 Project / Contract Manager	5
2.4.3 Documentation Centre	6
2.4.4 Commissioning Representative / Supervisor	6
2.4.5 Project Engineering Representative	7
2.4.6 Gx Documentation and Configuration Management	7
2.4.7 Gx Technical Representative	7
2.5 Process for Monitoring	7
2.6 Related/Supporting Documents	8
3. Documentation Submission Process	8
3.1 Pre-Submission	8
3.1.1 Submission of VDSS	8
3.1.2 Submission of Handover Documentation Requirements Schedule	8
3.1.3 Handover Package / File Compilation	9
3.2 Documentation Submission	10
4. Documentation Processing	11
5. Handover Documentation Review Process	11
5.1 Internal handover documentation review	11
5.2 Final Handover Documentation Review Process	13
5.3 Post Review	13
6. Handover Documentation Management Process	15
6.1 Pre-handover	15
6.2 Documentation Handover to the Client	15
7. Acceptance	15
8. Revisions	16
9. Development Team	16
10. Acknowledgements	16
Annexure 1	17

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1. Introduction

This procedure entails the processes to be followed in managing technical / plant specific project handover documentation for Gx Coal Projects.

2. Supporting Clauses

2.1 Scope

2.1.1 Purpose

The purpose of this document is to ensure that Handover documentation is managed well, following the Project Handover Documentation life cycle, from submission to handover to the Client.

2.1.2 Applicability

This procedure shall apply to all persons working for or contracted to Gx Coal Projects.

2.1.3 Effective date

Same as the authorization date.

2.2 Normative/Informative References

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

2.2.1 Normative

- [1] 32-6 Eskom Documents and Records Management Procedure
- [2] 32-9 Definition of Eskom Documents
- [3] 32-644 Eskom Documentation Management Standard
- [4] 32-1 Eskom Document and Records Management Policy
- [5] 240-56296995 Standard for Retention of Records
- [6] 240-47961041 Documentation Management Glossary of Terms
- [7] 240-65459834 Project Documentation Deliverable Requirements Specification
- [8] QM 169 Contractor Data book Specification 240-53113685 Eskom Design Review Procedure

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2.2.2 Informative

[1] ISO 9001 Quality Management Systems

2.2.3 Definitions

Definition	Explanation
Document	A written or printed medium that provides guidance and/or direction for performing work, making decision, or rendering judgements which affect the quality of the products or services that customers receive. E.g. Procedures, Policies, Standards etc.
Documentation Deliverable Schedule	A consolidated list of documents to be submitted by both the Contractor and Project Personnel for a specific project, stating the document description, type, medium, quantity, the submission date etc.
Handover Documentation Package	This is an agreed upon complete set of documentation as per Client's handover requirements belonging to a project, which gets handed over to the client during handover period.
Handover Documentation Matrix	A register used by the Doc Centre listing all the documents that are required for each package /system which is used to monitor submission status of documents, review status and handover status per system/discipline.
Non-Technical Documentation	These are records and documents created on processes to be followed within the business.
Review Sheet	A document used during handover documentation reviews to capture comments and indicates the review statuses.
Record	Document stating results achieved or providing evidence of activities performed. i.e.; leave form is a document, when completed it becomes a record.
Review Status	The status indicating whether the documents being reviewed conform or not to the handover requirements as stipulated in the SRD and / works information (accepted/rejected).
Review Team	A working party responsible to ensure that all handover documentation and technical information requirements are met.
Transmittal	This serves as a record to track the submission date and the purpose of documents as they move from one party to another.
Transmittal Register	This is a register used to manage the transmittal.
Vendor Documentation Submittal Schedule (VDSS)	List of contracted documents to be submitted by the vendor for the work being performed. The list includes dates of submission, medium, number of copies etc.

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2.3 Abbreviations

Abbreviation	Explanation
BU's	Business Units
Config	Configuration
Doc Centre	Documentation Centre
Doc Controller	Document Controller
EDMS	Electronic Documentation Management System
GX	Generation
ROC	Required Operational Capability
SRD	Scope Requirements Definition
VDSS	Vendor Documentation Submittal Schedule

2.4 Roles and Responsibilities

2.4.1 Contractor

The Contractor is responsible for but not limited to the following:

- Submission of the VDSS as per contracted period in the Contract document, or within one month after contract award, if not specified in the contract.
- Engage with the Project Manager of any changes on the agreed / contracted VDSS.
- Submission of technical / plant documentation deliverables to the Documentation Centre as per committed dates on the VDSS.
- Ensure all documentation submitted is accompanied by a completed transmittal and should be signed by both the submitter and the receiver.
- Ensure all documentation submitted complies with the contents of the Project Documentation Deliverable Requirements Specification (240-65459834).
- Ensure understanding and compliance to the Eskom Design Review Procedure (240-53113685).
- Address issues arising during documentation reviews within the agreed period.

2.4.2 Project / Contract Manager

The Project / Contract Manager is responsible for the following which does not limit him/her from the accountability of pro-actively managing the Contractor's deliverables according to the terms and conditions of the contract.

- Submit the Consolidated (Contractor VDSS and project internal list) Documentation Handover Requirements Schedule.
- Ensure that the Contractors comply with the contents of the Project Documentation Deliverables Specification (240-65459834).
- Ensure that the Contractors comply with the contents of the agreed VDSS i.e. submit as per committed dates.

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- Follow up on Contractors for submission of documentation when documents are not submitted on due dates.
- Ensure Contractor addresses documentation issues arising during reviews and adheres to the agreed timelines of resubmission.
- Ensure that the Contractor understands and adheres to the Eskom Design Review Procedure (240-53113685) during reviews.

2.4.3 Documentation Centre

The Project Documentation Centre is responsible for documentation management of all technical documentation which includes but not limited to the following:

- Create and update Handover Documentation Matrix for each system.
- Create and maintain the Transmittal Register.
- Compile handover documentation files for all systems.
- Communicate documentation submission status to the Project / Contract Manager.
- Processing of submitted documentation.
- Co-ordinate documentation reviews.
- Follow up on documentation review actions.
- Handover documentation to the Client and keep transmittal record.

2.4.4 Commissioning Representative / Supervisor

The Project Commissioning Representative / Supervisor is responsible for supporting Doc Controllers in the co-ordination of the final documentation handover review process and review of documentation:

This includes, but not limited to the following:

- Ensure all handover documents are submitted to Documentation Centre.
- Communicate plant handover dates to Doc Controllers to co-ordinate final handover review.
- Liaise with the Project Doc Controllers prior to the review, to ensure the availability of relevant documentation.
- Inform additional relevant parties of the scheduled documentation handover review.
- Lead the documentation handover review session.
- Ensure all documentation review actions are closed within the agreed period.

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2.4.5 Project Engineering Representative

Projects Engineering is accountable for the review of the ROC and development of the SRD, which is signed by both parties, the Client Engineering and the Project Engineering, as an agreement of requirements and deliverables at handover. The SRD is then regarded as the baseline for Client's requirements and will be used for verification of deliverables. The Project Engineering Representative is also responsible for the review of the technical content of all handover documentation for the project from initiation stage to final handover to ensure that it meets their requirements as stipulated in the contracted works information and that it meets the Client's requirements as per the signed SRD. This includes but not limited to the following:

- Ensure the Design Review Procedure is understood and followed.
- Review and assign documentation status at design stage.
- Review and raise actions during final handover documentation review sessions.
- Address technical actions arising during the final handover documentation review.

2.4.6 Gx Documentation and Configuration Management

The Gx Documentation and Configuration Management are responsible to ensure that documentation complies with the SRD.

This includes, but not limited to the following:

- Review of handover documentation to ensure that it meets the stipulated Documentation and Configuration Management requirements.
- Raise and address actions.
- Verification and accepting of the handover documentation packages during the handover.
- Receiving of the handover packages transferred to their Documentation Centre.

2.4.7 Gx Technical Representative

The Gx Technical Representative is responsible for the review of the technical content and coverage inside the handover documentation packages.

This includes but not limited to the following:

- Ensure that all Gx representatives including interfacing disciplines are available for documentation review.
- Review and raise actions.
- Assign the documentation review status (Accepted/ Rejected)
- Acknowledge and sign off the close-out of review actions

2.5 Process for Monitoring

This procedure will be monitored through the internal audits and self-assessments. The adequacy, effectiveness and efficiency of this procedure will be monitored by the Matrix on

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document submission progress, documentation packages reviewed and fully accepted, and also the documentation handover readiness.

2.6 Related/Supporting Documents

240-83136444 Handover Review Sheet

3. Documentation Submission Process

All documents must be submitted to the site Documentation Centres by the Contractor and / the project staff as per the committed dates in the Handover Documentation Requirements schedule. Documents for submission must all be accompanied by a completed transmittal.

3.1 Pre-Submission

3.1.1 Submission of VDSS

The Contractor must submit the VDSS to the Doc Centre as per the Project Documentation Deliverables Specification (240-65459834) or as agreed upon with the Project / Contract Manager in the Contract document. Upon receipt, the Documentation Centre must notify the Project / Contract Manager who must review for acceptance. The VDSS must indicate the list of all the required documents and the dates on which they will be submitted. This will help the Doc Centre and the Project / Contract Manager to quantify documentation to be submitted and expedite where the submission date has elapsed. A consolidated schedule must then be sent to the Doc Centre by the Project / Contract Manager as a complete handover requirements schedule for a particular system.

3.1.2 Submission of Handover Documentation Requirements Schedule

The Project / Contract Manager must also compile a list of all handover documentation not coming from the Contractor but forming part of the plant / system in the same format as Contractor VDSS. The Project / Contract Manager must then consolidate the VDSS together with the internal documentation list to form the handover documentation requirement schedule and submit to the Doc centre.

Doc Centre upon receipt of the consolidated handover documentation requirements schedule must register it as the baseline and also create Handover Documentation Matrix. The matrix will be used to monitor and track the submission of documentation by both the Contractor and the Project Personnel as per committed dates on the handover documentation requirements schedule. Should there be any changes in the baseline handover requirements schedule, the Project / Contract Manager must notify and submit a new revision to the Doc Centre.

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3.1.3 Handover Package / File Compilation

After the registration of the baseline Handover Documentation Requirements Schedule the Documentation Centre must compile the handover parent file using the schedule as the file index. The handover file will be used as the manual database linking all documents submitted in files (e.g. Data books, Manuals etc.) belonging to the same system and also insert all individual / loose paper (e.g. safety clearance certificate, commissioning procedure etc.) documents to avoid losing them, which will ensure easily retrieval and enable smooth handover. All data books must be compiled and submitted as per the QM 169 Contractor Data book Specification.

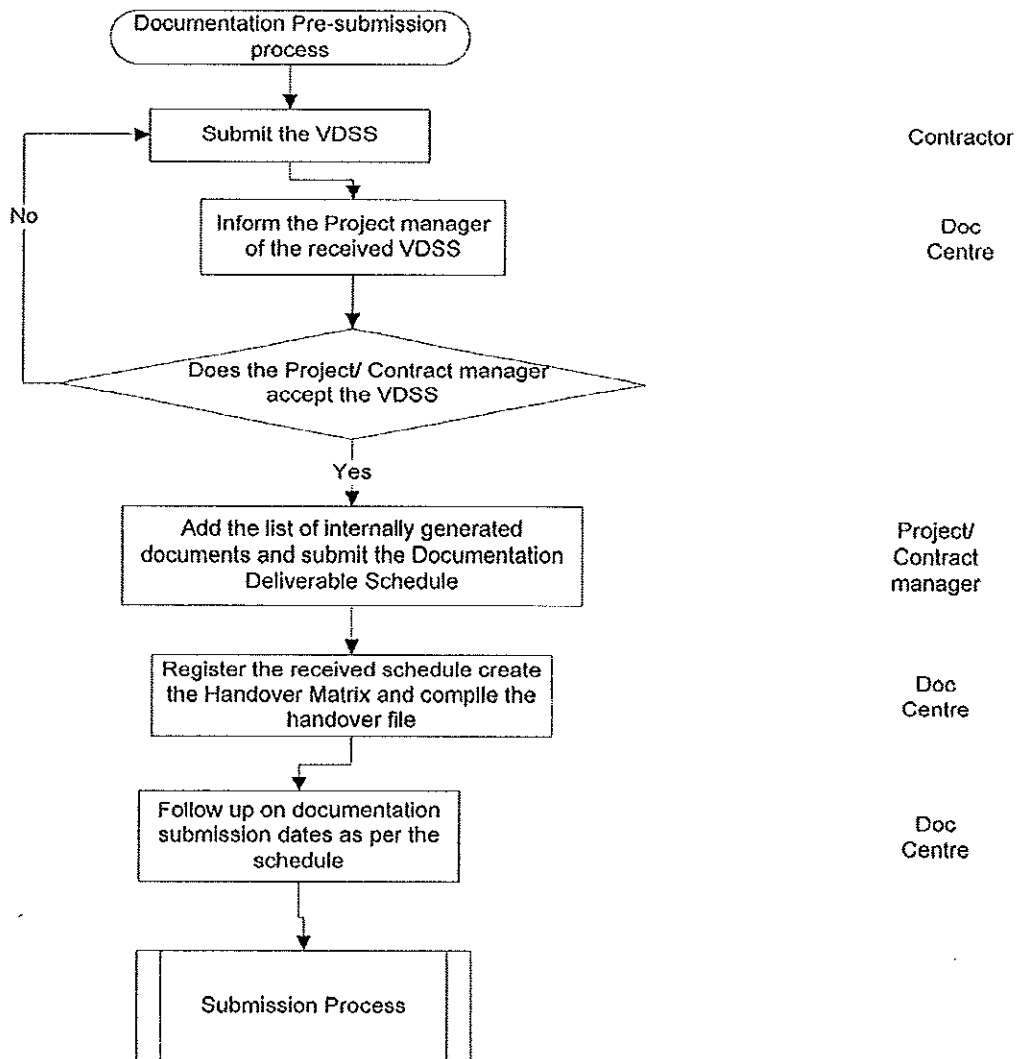
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Pre-submission Process Flow 1



3.2 Documentation Submission

The Contractor must submit documentation as per the contracted VDSS to the Doc Centre. The Doc Controller must verify the submitted documents against the received transmittal prior to acknowledging the receipt of the document by signing. The signed transmittal must be properly filed in the Documentation Centre and copy be made for the sender. The Documentation Centre upon receipt of documentation must notify the Project / Contract Manager, supervisor and engineering of the received documentation within 8 working hours of the business day. Documentation Centre must also update the handover documentation register and matrix with documentation received.

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4. Documentation Processing

Eskom documentation shall be registered and controlled using an authorised Eskom Electronic Documentation Management System (EDMS). Doc Centre is responsible for processing of all handover documentation which entails, registration; scanning and attaching; linking of documents to parent files etc. All handover documentation must be properly filed in the Doc Centre until handover to the Client.

5. Handover Documentation Review Process

All final documentation handover reviews takes place in the Documentation Centre in an adequate area allocated for review. Review sheet is used to capture all comments / actions to be addressed. The review team is required to adhere to the stipulated review period to avoid delays for submission of final handover package.

5.1 Internal handover documentation review

This is the review of the first submissions of individual documentation as they are received by the Doc Centre. This review is conducted by the Project Review team which includes project engineering, quality and system supervisors. The Contractor submits documentation as they complete work in specific areas. Upon receipt of such documentation, the Documentation Centre ensures the following takes place:

- Registration of received documents on the authorised EDMS.
- Inform the reviewers of the received documents and invite them for the review
- Prepare and issue out the handover review sheet (annexure A) and documentation for review to the reviewers.
- Ensure that documents are reviewed and returned back to the Doc Centre within agreed period.
- Ensure review comments are scanned into EDMS and sent back to the Contractor together with the documents.

Update the Handover Documentation Matrix with the review date, comments and status. It is the responsibility of the Project Manager and/ the Supervisor of the system to verify that all relevant documentation is available for the handover documentation review.

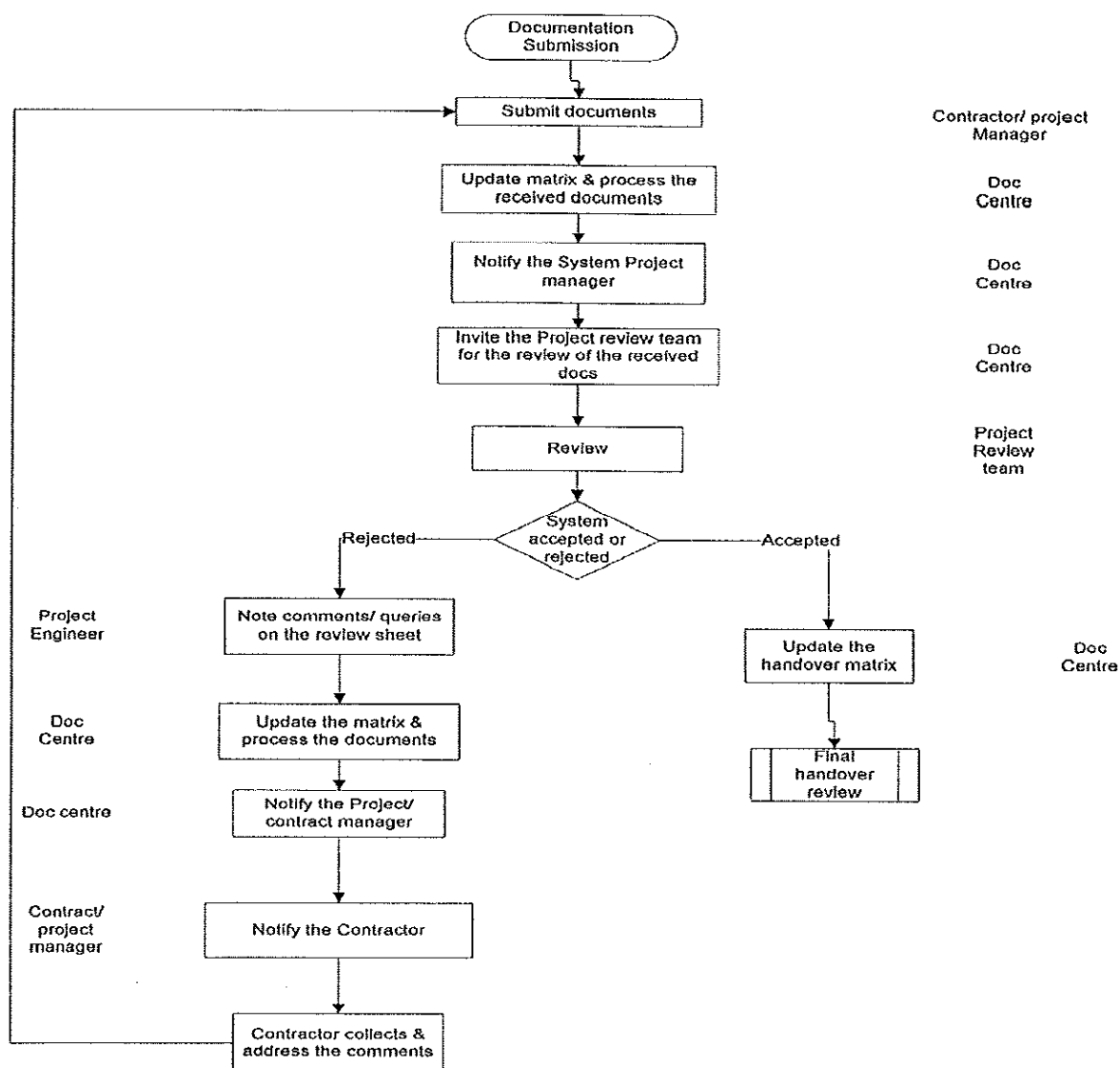
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Internal Handover Doc Review Process Flow 2



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5.2 Final Handover Documentation Review Process

For the documentation review to take place, the majority members of the review team must be available. This review includes the Client representatives. The system engineer, Project / Contract Manager, commissioning, quality and the client engineer forms a review quorum. The following steps must be followed during the review process:

- Doc Controllers provide the review sheet (refer to Annexure A) and documentation handover package to the Supervisor of the system who will lead the handover documentation review session. The documentation review sheet is used to record all the comments made during the review session.
- All the reviewers present must sign the documentation review sheet indicating their presence and the role they are playing in the review.
- Comments and actions with a responsible person and target close out dates must be recorded in the review sheet
- To close out the documentation review process, the Gx Technical representative must evaluate the comments and actions raised by the team members and based hereupon, assign a status of whether the system is Accepted or Rejected.
- Upon assigning the status of the documentation review, the Supervisor must notify the Doc Controller who will verify completeness of review sheet and review actions.

5.3 Post Review

The Documentation Centre must capture all the actions raised during the handover documentation review on the review matrix and make it available on the Site Project network drive for all to check the status of their systems.

It is the responsibility of the supervisor to ensure that all actions raised during the review are closed on time

Once the documentation review actions have been addressed, Gx representative must be notified to acknowledge the closed actions. It is recommended that all the relevant parties involved be present when Gx acknowledges the closed actions to ensure that all queries are resolved at once.

Upon acknowledging the closed actions, the Gx representative assigns a final documentation review status.

The updated review sheet must be submitted to the Documentation Centre where the Document Controller will update the handover matrix and file the review sheet accordingly. Once the system/package has reached the final status of "Accepted", final processing in preparation for handing over commences.

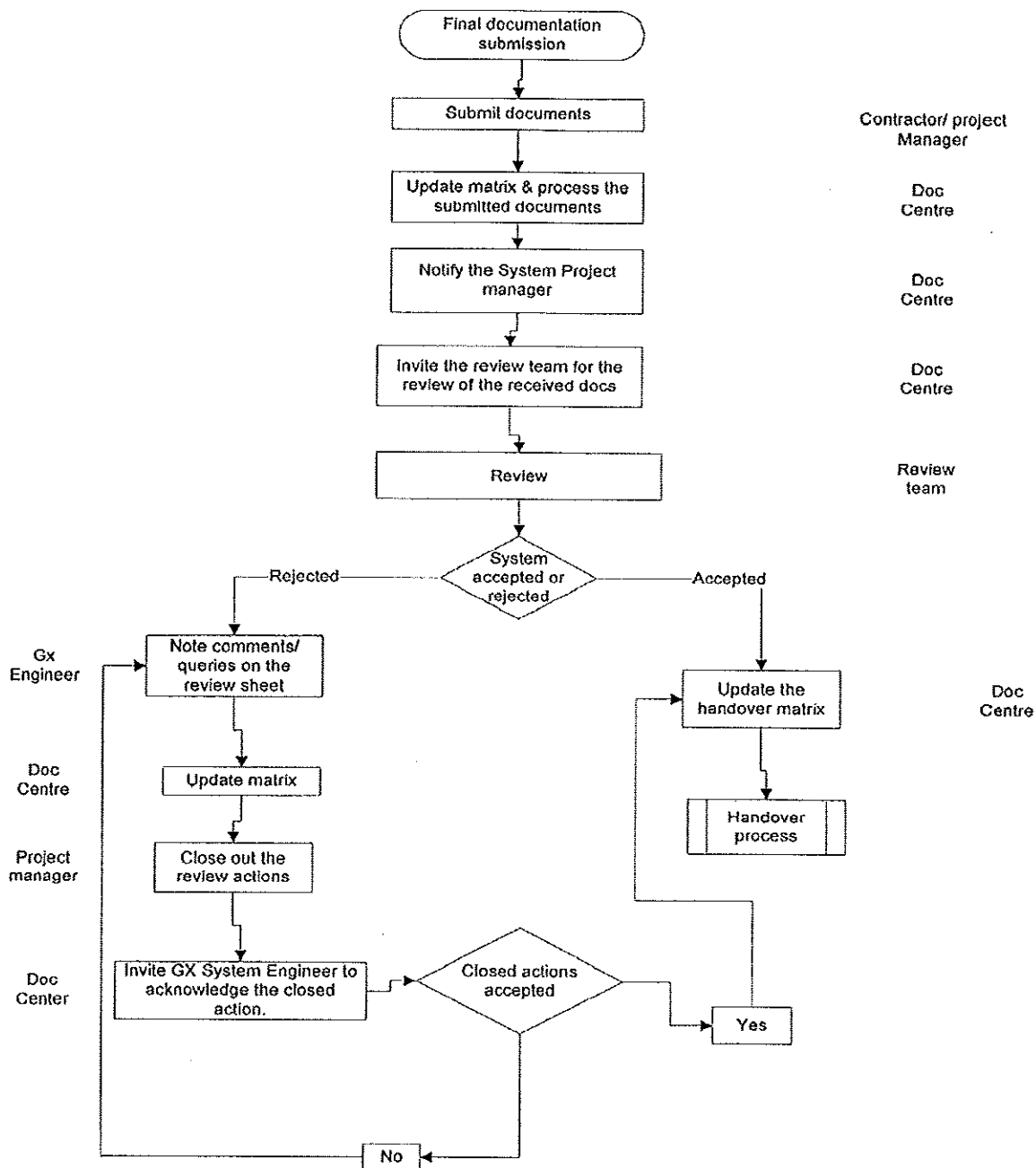
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Final Handover Doc Submission & Review Process Flow 3



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6. Handover Documentation Management Process

Only reviewed and accepted handover documentation packages are handed over to the Client. All these packages must be handed over once the work in the plant specific area has been completed and as per agreed period with the Client. This will ensure that the packages handed over to the Client have latest revisions.

6.1 Pre-handover

In preparation for the handover, the Doc centre must ensure the following is in place:

- An index listing all documentation within the handover package is prepared for final checking by the Gx Documentation Centre Representative.
- The Project Doc Controller notifies the GX Documentation Centre of the documentation package ready for handover.

6.2 Documentation Handover to the Client

This is the process of transferring the handover documentation packages that have been accepted by the client.

The Gx Documentation Centre representative verifies the listed individual documents in each file against the EDMS index. The verification is done by signing for each document listed in the file confirming its availability and acceptance and where there are discrepancies, the Project Document Controller is notified for rectification.

Once all documents have been confirmed to be available on the list/ index, the Doc controller makes a copy of the signed list/ index for filing. The Doc Controller prepares the transmittal for the package to be transferred to the client.

Once the completed transmittal is signed by the client, the documents are then handed over (transferred) to the client Doc Centre. Upon handover, the Doc Controller updates the documentation handover status matrix with status "documentation handed over". Electronic handover is also done by transferring soft copies / database to the Client as agreed.

7. Acceptance

This document has been seen and accepted by:

Name	Designation
Ephraim Mbokodo	Engineering Manager
Werner Prinsloo	C&I Project Manager
Jeffrey Mthimkulu	Safety Manager
Frenchie Collet-Serret	Gx Coal 1 Project Manager
Frikkie de Vries	Project Manager
Keith Boyes	Engineering
Frikkie De Vries	Site Project Manager

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Name	Designation
Gary Baldwin	Engineering Manager
Gregory Viljoen	Project Manager: Duvha Refurbishment Project
Afzal Teladia	Engineering Manager: Duvha Refurbishment Project
Piet Kritzinger	Senior Advisor: Duvha Gx Production
Reg King	Senior Advisor: Duvha Gx Engineering
Tobie Strohmer	Senior Advisor: Duvha Gx Engineering
Willie Hatting	Duvha Gx Senior Engineer

8. Revisions

Date	Rev.	Compiler	Remarks
November 2014	1	MN Mabuza	To ensure alignment to all Gx Coal Projects.
January 2014	0	MN Mabuza	To define the process of project documentation management within the business

9. Development Team

The following people were involved in the development of this document:

- Thandile Bangeni

10. Acknowledgements

N/A

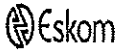
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Annexure 1

	GX COAL PROJECT HANDOVER DOCUMENT REVIEW SHEET	Doc No	Rev
		Form No: 240-66920003	Rev: 1
		Doc Type	Form
		Doc Number: 240-66920003	Page 1 of 1

Form 240-66920003
Internal Review
Final Review (Gx)

Unit: _____ Responsible Discipline: _____ Date of review: _____
System Description: _____ Function Group: _____

Reviewers			
Name & Surname	Department	Signature	Contact Number

Reviewers Actions					
Actions	Responsible Person	GCD Closed Out Signature	Date	Gx Acknowledged Signature	Date

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**Project Handover Documentation Management
Procedure**

Unique Identifier: 240-66920003

Revision: 1

Page: 18 of 18

Reviewers Address Comments	Actions	Responsible Person	GCD Closed Out Signature	Date	Gx Acknowledged Signature	Note

Review Status

Accepted ☐ Rejected ☐

Representative (Name)

<input type="checkbox"/> Internal
<input type="checkbox"/> Gx

Signature

Date

Review Address Resolution

Accepted ☐

Representative (Name)

<input type="checkbox"/> Internal
<input type="checkbox"/> Gx

Signature

Date

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