Procedure

X-PRO-STD-019 Process Control Systems Information Maintenance

Document number: PRO-02329

Ver No.	Description	Document Owner		Document Approver		
		Position	Approval	Position	Approval	Approval Date
4	Amended Version	Team Leader Process & Analysis	Refer to supporting Info in REX	Manager Service Delivery	Refer to supporting Info in REX	25/06/2025
This Engineering Standard was endorsed by an RPEQ on behalf of Seqwater.						

Contents

1. Purpose

This document is part of a suite of Seqwater Engineering Standards which are in alignment with the Seqwater Quality Management System. Their purpose is to provide a consistent approach to the development, modification, and management of Seqwater infrastructure that is fit for purpose, economic over the life of the asset, and meets Seqwaters Work Health and Safety obligations.

This procedure provides the minimum requirements for Process Control Systems (PCS) Information Maintenance. This document must be used in conjunction with the documents it references to assist in ensuring fit for purpose asset.

2. Scope

This Procedure applies to all Seqwater employees, contractors, suppliers and consultants working for, or on behalf of, Seqwater unless otherwise stated. Deviation from the requirements in this Procedure requires written agreement from Seqwater as per the deviation process detailed in *X-PRO-STD-008 Asset Standards Management and Application*.

Seqwater undertakes regular updates of its Engineering Standards. Before utilising this Procedure, the complete list of Seqwater Engineering Standards should be reviewed to ensure currency and applicability of standards to be applied to the works.

Advice must be sought from the Seqwater Document Owner, via the Engineering Mailbox, to clarify any ambiguities in relation to this Procedure.

This procedure shall apply to all assets owned by Seqwater and represented as a PCS document. It shall apply to all Seqwater business functions spanning water storage, treatment and supply assets which includes corporate buildings, recreation assets and the like. It applies to all documents related to Process Control Systems (see Appendix B for guidance). Only Seqwater shall designate what is considered a PCS document of an asset owned by Seqwater.

The procedure does not apply to:

- Leased assets that are not owned by Seqwater.
- Other organisation's assets or infrastructure that are not owned by Seqwater.

3. Process Control Systems Document Database

Process control system assets are depicted in drawings and documents, with a notional list in Appendix B. Most PCS drawings are managed by the X-PRO-STD-014 Drawings Management procedure, with exceptions noted in Appendix B. PCS documents are managed as outlined in this procedure.

3.1. Maintained and Not Maintained

Process control systems documents are classified as *maintained* and *not maintained*. A *maintained* document is one that is actively maintained as current while *not maintained* is captured in its original form at the end of the project but is not maintained during operation of the asset.

3.2. Process Control Systems Document Storage

PCS documents are located and managed within the Seqwater corporate document management system, REX. These are stored in containers with each container representing an asset or part of an asset. The Documents Coordinator is responsible for managing the PCS document database.

Container names are in the format of "Asset Management – Operating Manuals - Asset Name". These have a record number in the form of "PCS-XXXXX", where "XXXXX" is a five-digit number. Currently these numbers range from 01144 to 01215 however, these will expand as additional Seqwater assets are created. Containers are organised by SEQWater assets (i.e. water treatment plants and pipelines). To find the document in REX, the user should:

- Use the wildcard search *PCS-* to return all document containers in REX.
- Sort into alphabetical order based on the field "Title" or undertake "Refine Search" to locate specific asset document.
- To search within a REX document container, the user must double click the container name to open the files. A Refined Search function can be used to search for the specific document. Project document revisions, stored in REX working folders, should be stored in ZIP folders to avoid working version documents being returned in REX searches. Alternatively, they should be named with a designation to indicate the document is working and not final.

PCS documents should be stored in both native format and as a PDF copy of the latest revision. The PDF copy should be stored as the most recent revision, with the exception of I/O lists, where the PDF should be stored beneath the latest native revision to allow easy access to I/O lists in their native form. Native file formats for each document type are specified in Appendix B.

These files must be released by the Documents Coordinator, but are accessible to anyone as read only. When files are downloaded or printed, they will become "Uncontrolled" and may not represent that latest version.

Each container in the PCS document database also holds a respective register. This register contains up-to-date document and check-out details, including document titles and requestor info. The Document Coordinator is responsible for managing each register as part of the document maintenance procedure.

3.3. Process Control System Standards

Relevant Seqwater Asset Standards, as noted in the Table 4 References and Related Material, outline requirements to include in each PCS document.

All PCS documents are required to have a number. X-PRO-STD-001 *Asset Standards Document Classification and Naming Structure* outlines the convention for numbering. It includes an 'area code' which is a three-character designation for the asset. The 'area code' shall be sourced from X-REG-STD-005 Area / Facility Code Register. If any of the other fields cannot be populated based on the options in X-PRO-STD-001 *Asset Standards Document Classification and Naming Structure*, the Documents Coordinator shall be consulted.

3.4. One Document; One User Rule

To manage PCS document quality, the rule of One Document; One User shall apply to all Master documents. This rule means that if a Master PCS document is checked out to a person, no other person can use it.

For some PCS documents (such as IO lists and IP registers), only the Masters can be edited, so projects should only check out these documents to edit for a short amount of time. They can be accessed as read only before this time.

For other documents (such as Functional Descriptions, Alarm list and Cause & Effect Matrix), the Document Coordinator provides projects with a copy of the Master document to work on and creates a 'project placeholder' in the system, refer to Section 4.1.1 - For documents with project revisions. Projects shall work on their offline copy and when complete, the document requestor (typically the Project Manager) shall request to check out the Master of that document and copy across the project changes. This means the Masters of these documents are only checked out for a short amount of time. When the Master is updated any projects with placeholders are notified and provided a copy of the updated Master. When a project placeholder is created the document requestor is given a list of other projects working on the document and asked to discuss scope crossover with the other Project Managers.

It is imperative that all users do not allow PCS documents to be checked out for more time than is needed.

In all instances, where a PCS document has been identified as checked out but is required, the *Documents Coordinator* shall assess when documents are requested. In most instances, it is expected that temporary check in is possible to allow the change to proceed. However, in some instances work cannot progress until the PCS documents is checked in by the user.

4. Process Control Systems Document Maintenance Process

The PCS document maintenance process is represented diagrammatically in the flowchart in Appendix A. The following describes this flowchart.

The flowchart shows three phases:

- Check out
- Document use
- Check in.

4.1. Check out

Before lodging a request, the PCS documents database in REX shall be assessed by the Seqwater Documents Requestor to identify requirements. Liaison with the Documents Coordinator is required to release native formats (in Microsoft Word, Viso or Excel format) or issue new PCS document numbers for any new requirements.

To facilitate this, an email should be sent to the OTEngineering Mailbox (OTEngineering@seqwater.com.au) requesting PCS documents to be checked out or new numbers required and quoting a reference number. This reference number is required for tracking purposes and shall be either:

- An APMP code
- A Work Order Code or
- A Management of Change (MoC) number.

The person who sends the email is the Documents Requestor or a representative of the Documents Requestor. For example, an Engineer sending the request on behalf of the Project Manager, where the Project Manager is to be assigned as the Documents Requestor in the system.

Upon receiving the request, the Document Coordinator shall view the request and then:

4.1.1. For documents with project revisions:

- Refer Section 3.4 - One Document; One User Rule and Table 6, that outlines applicable documents.
- Allocate a new project PCS document number with the suffix ‘P0x’ (e.g., B-REP-TKO-001P01) in the REX PCS document register by noting the requestor name, date, reference number, project name and project title.
- Placeholder to be created in REX for new project document number.
- For example, B-REP-TKO-001P01 Kooralbyn WTP - Functional Description Part A [PLACEHOLDER_ DOC TO COME FROM DOCUMENT REQUESTOR NAME - PROJECT NUMBER AND NAME].
- If required, allocate a new PCS document numbers as per the procedures in X-PRO-STD-001 Asset Standards Document Classification and Naming Structure.
- Email the files (renaming a copy of the Master file with the new project document number) and other information to the Requestor.
- Email to requestor will note the following:
    - Any other projects that are working on the document & a discussion is required regarding project scope and timing.

   - Once the project is completed, the Master document is to be requested for check out & updated with the project changes.

4.1.2. For all other PCS documents:

- Refer Section 3.4 - 3.4One Document; One User Rule and Table 6, that outlines applicable documents.
- Check out existing Master PCS documents in REX by noting the requestor name, date, reference number, project name and project title in the REX PCS document register and updating the title of the Master document in REX and add [CHECKED OUT TO DOCUMENT REQUESTOR NAME - PROJECT NUMBER AND NAME] to the end of the document title.
- Allocate new PCS document numbers as per the procedures in X-PRO-STD-001 Asset Standards Document Classification and Naming Structure.
- Email the files and other information to the Requestor

If a Master PCS document is currently checked out, then it is not available for immediate use due to the rule of one document; one user (see Section 3.4).

4.2. Use

The development of PCS documents shall follow the revisions as shown in the flowchart in Appendix A. If a new PCS document is created, it should start at "Rev A" and progress through alphabetical revisions. If an existing PCS document is modified, it should start with last number suffixed with an "A" e.g. REV 1A and progress through alphabetical revisions. Once the changes are implemented, the Master PCS document shall use the next numerical revision number e.g. REV 2.

The *Documents Requestor* shall manage the PCS document development and use an appropriate file storage separate from the database. The *Documents Requestor* shall assure the technical content of the PCS documents and ensure compliance with Seqwater Asset Standards, as noted in Table 4 References and Related Material.

Revisions to PCS documents shall be noted in the revisions table in the cover page(s). Footers should be annotated to 'refer to cover page' for all common details such as document date, revision, author, etc.

For drawings, revisions should be clouded & revision triangle to indicate the change throughout.

For documents, revisions should be indicated by tracked changes throughout the document; furthermore, all additions (not deletions) from the previous revisions should be highlighted in green.

All clouds (for drawings), tracked changes and green highlighting should be shown in all revisions of the document throughout the project, including when returned for check in. The updated Master document should clearly show all project changes made.

These revision indications are then removed at the commencement of a new project; when beginning to update a PCS document, first accept all tracking of previous project changes and remove any green highlighting, before making new project changes with tracking and highlighting.

4.3. Check in

Once the PCS document(s) have achieved acceptance, it shall be emailed to the OT Document Coordinator (OTEngineering@seqwater.com.au). Documents shall be sent in both native format (i.e. Microsoft Word, Viso or Excel format) and pdf format. Upon receiving the request, the Document Coordinator shall review the PCS document for compliance with this procedure, check the document into the PCS document database and update the relevant PCS document register.

In the case of project placeholder documents, the final project revision should be submitted and the Master requested for check out. The project changes are then copied across to the Master and a new revision created and this is then sent back to the OT Document Coordinator (OTEngineering@seqwater.com.au) as above for check in in both native and PDF format. Please note that all project changes are required to be copied across so that the Master, not just those made between Issued for Construction (IFC) and As Constructed (As Con) revisions, to ensure the Master document reflects the current state of the asset.

A simplified diagram representing this process is shown below in Figure 1.

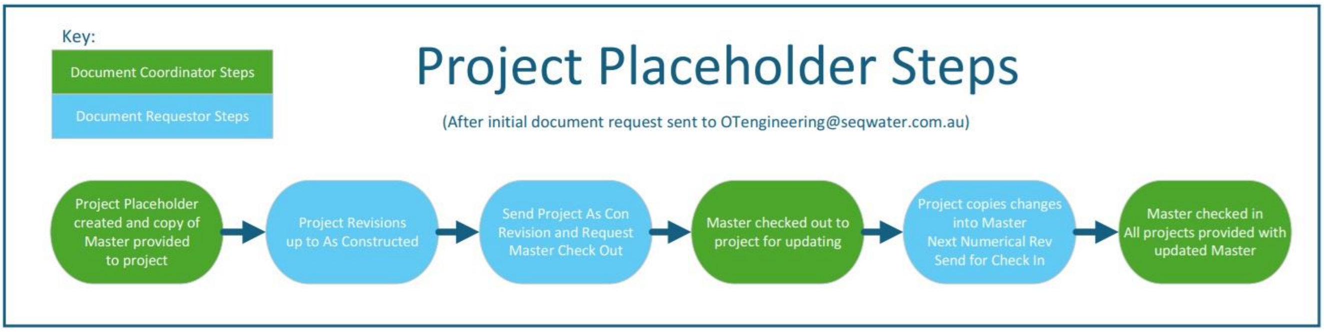


Figure 1 - PCS Project Placeholder Process Simplified

NOTE: Projects must ensure the allowance for this additional revision of PCS documents following the As Constructed project revision.

If RPEQ signoff is required for the document (as per Table 6), it must be provided by a signature on the PDF copy and providing an ES2 form that references all documents requiring signoff. The ES2 will be saved in the PCS folder and referenced when the document coordinator checks in the new revision of the master document.

If the PCS documents are completed as part of a project handover, they should be submitted through a document handover pack as per the procedure *X-PRO-STD-010 Asset Information requirements & X-PRO-STD-015 Management of Change – Technical.*

5. Document Maintenance Health

To maintain quality of PCS documents, health checks are required.

5.1. Key Roles

The Documents Coordinator is a key role in the PCS document maintenance process with backup from the Team Leader Process & Analysis. The owner of this procedure is responsible to ensure workforce planning is adequate to staff this procedure.

5.2. Document Update, Superseded & Obsolete

The Documents Coordinator can alter the database by adding an updated, superseding or obsoleting a PCS document.

There is no health metrics to measure whether PCS documents have been superseded / obsoleted. Users should advise the Documents Coordinator when superseding or obsoleting is necessary.

All superseded or obsoleted PCS documents are retained in the REX folder and clearly identified as superseded or obsoleted in the REX Document Title and the PCS Document Register as well as having a watermark applied to the document. If Superseded, notation should include the document that has superseded it.

If a project creates a document that will supersede existing documents, it is the responsibility of the Document Requestor to ensure that the document supersedes the existing document(s) in entirety and to clearly identify which existing documents should be superseded by the new document.

5.3. Key Health Indicators

A sample set of PCS documents will be selected each year and assessed for:

- Requests for check out via OTEngineering Mailbox
- Checked out PCS documents are still in use and therefore haven't been forgotten to be checked in.

The goal is to achieve 100% compliance. These are considered key indicators that the procedure is being followed as intended.

5.4. Database Yearly Reviews

The Documents Coordinator will undertake yearly database reviews including:

- Verifying that all checked out PCS documents are in use and should not be checked in.
- Spot checks that all PCS documents have numbers issued by the Documents Coordinator.
- Cross check against project delivery and MoC registers that the appropriate PCS documents are in the database.

6. Approval Process

Where noted in this procedure that Seqwater approval, attention or input shall or should be sought, the method to do this is via Seqwater's OTEngineering Mailbox (otengineering@seqwater.com.au). The Team Leader Process and Analysis or delegates shall be responsible for responding on behalf of Seqwater.

7. Definitions & Abbreviations

Table 1 Definitions

Term	Definitions
Employees	Means persons employed directly by Seqwater in a permanent, temporary or casual capacity.
Contractor	An entity engaged by Seqwater to undertake work in accordance with an agreed contract with a defined scope of work.
Leader	Means any Level 1, 2, 3 and 4 Leader with responsibility for managing a functional area of the business, including people management responsibilities within their functional area.
Manufacturer / Supplier / Vendor / Original Equipment Manufacturer (OEM)	The entity that manufacturers or supplies equipment to meet the specifications of the Contractor.
OT Engineering Mailbox	Microsoft Office mailbox otengineering@seqwater.com.au used to manage correspondence with all Seqwater OT engineering, including all official correspondence relating to PCS documents management in Seqwater.
Owner / Principal / Seqwater	The entity that engages the Contractor to undertake the work and takes custody of the outcome. The Owner may delegate responsibilities to other entities to act on its behalf (e.g. a consultant).
REX	Seqwater Electronic Document and Records Management System.
Seqwater Approval / Agreement / Acceptance	Written sign-off gained via the deviation process, as detailed in X-PRO-STD-008 Asset Standards Management and Application Procedure.
Seqwater Engineering Standard	Includes Standard Procedures and Standard Specifications and associated supporting documents such as Standard Drawings, Guidelines, Lists, Datasheets, Manuals, Registers, and Templates.
Seqwater Approval / Agreement / Acceptance	Written sign-off gained via the deviation process, as detailed in X-PRO-STD-008 Asset Standards Management and Application Procedure.
shall / must	Indicates a mandatory requirement.
should	Indicates a recommendation.
TSI	Technical Support and Improvement
Worker(s)	Includes all permanent, temporary, and casual employees of Seqwater, and: • vocational and work experience placements • volunteers suppliers, contractors, and consultants temporarily engaged to do work for or on behalf of Seqwater.
ZIP	Compressed Archive File Format

Table 2 Abbreviations

Abbreviation	Description
AM	Asset Management
AIM	Asset Information Management
APMP Code	Asset Portfolio Master Plan Code
As Con	As Constructed
As Found	Document created or updated to reflect the existing state of an existing asset, not the result of a design change or construction changes or for a new asset.
C&E	Cause & Effect Matrix
ES2	Engineering Statement 2 – Construction (Refer to X-TMP-STD-006 Engineering Statement Template - ES2 - Construction (TEM-00217))
IFC	Issued for Construction
I/O List	Input/Output List
MoC	Management of Change – a system and processes to manage changes to reduce the risk and increase the quality and safety of change. See X-PRO-STD-015 Management of Change – Technical.
OT	Operational Technology
PDF	Portable Document Format
P&ID	Piping & Instrumentation Diagram
RPEQ	Registered Professional Engineer of Queensland

8. Roles and Responsibilities

Table 3 Roles and Responsibilities

Role	Responsibility
Document Coordinator	Main contact for all PCS document database queries. Checks in/out PCS documents, issues new PCS document numbers, supersede / obsolete PCS documents, co-ordinate review and marks-up updates, and any other PCS documents management activities.
Document Requestor	Request existing PCS document from the Documents Coordinator via the OTEngineering Mailbox. Liaise with external PCS documents users. Ensures the technical accuracy of PCS documents and compliance with Seqwater standards. Assesses PCS document database requirements. Must be internal to SEQWater; typically performed by a planner, project manager, operations, or maintenance personnel.
Leaders	In addition to the responsibilities of a worker, ensure compliance with this Procedure by those they lead.
Lead Engineer – Automation and Process Control	Responsible for implementation and management of this procedure.
Team Leader Process & Analysis	Accountable for implementation and management of this procedure.
OTEngineering Mailbox Coordinator	Manages correspondence received by the OTEngineering Mailbox. Typically takes on the role of Documents Coordinator
Workers / Employees	Be aware of and comply with this Procedure.

9. References and Related Materials

The documents listed in Table 4 below, and the requirements therein, are relevant to this Procedure. In their latest editions, these documents form a part of this document. Note that this is not an exhaustive list of documents relevant to the works.

Seqwater undertakes regular updates of its Engineering Standards. Before utilising this document, the complete list of Seqwater Engineering Standards should be reviewed to ensure currency and applicability for the proposed works.

Table 4 References and Related Material

Description	Location
D25/38190 XXX-XXXX Asset Location Standard	REX & Waternet
PRO-01617 Engineering Standard X-PRO-STD-009 Engineering Design, Construction, Operation and Maintenance Procedure	REX
PRO-01872 Engineering Standard X-PRO-STD-002 Engineering Drawing Number Procedure	REX
PRO-01873 Engineering Standard X-PRO-STD-001 Asset Standards Documentation Classification and Naming Structure Procedure	REX
PRO-01874 Engineering Standard X-PRO-STD-004 Development and Review of Asset Standards Procedure	REX
PRO-02140 Engineering Standard X-PRO-STD-013 Engineering Technical Hazard Study Procedure	REX
PRO-02187 Engineering Standard X-PRO-STD-007 Drawing and Spatial Data Standards Procedure	REX
PRO-02190 X-PRO-STD-006 Equipment Numbering and Naming Convention Procedure	REX
PRO-02205 Engineering Standard X-PRO-STD-008 Asset Standards Management and Application Procedure	REX
PRO-02218 Engineering Standard X-PRO-STD-016 Engineering Mailbox Task Management Procedure	REX
PRO-02234 Management of Change (Technical) Procedure	REX
PRO-02253 Engineering Standard X-PRO-STD-014 Drawings Management Procedure	REX
SPE-00357 Engineering Standard I-SPE-STD-006 Alarm and Event Management	REX
SPE-00361 Engineering Standard I-SPE-STD-013 Control Systems Design and Construction	REX
TEM-00210 Engineering Standard I-TMP-STD-003 I/O List Template	REX
TEM-00217 Engineering Standard X-TMP-STD-006 Engineering Statement Template - ES2 Construction	REX

Description	Location
TEM-00221 Engineering Standard I-TMP-STD-001 Functional Description Part A Template	REX
TEM-00222 Engineering Standard I-TMP-STD-005 Functional Description Part B Template	REX
TEM-00224 Engineering Standard X-TMP-STD-022 Asset Standards Deviation Request Template	REX
TEM-00254 Engineering Standard I-TMP-STD-008 Master Alarms Database Template	REX

10. Changes from previous version

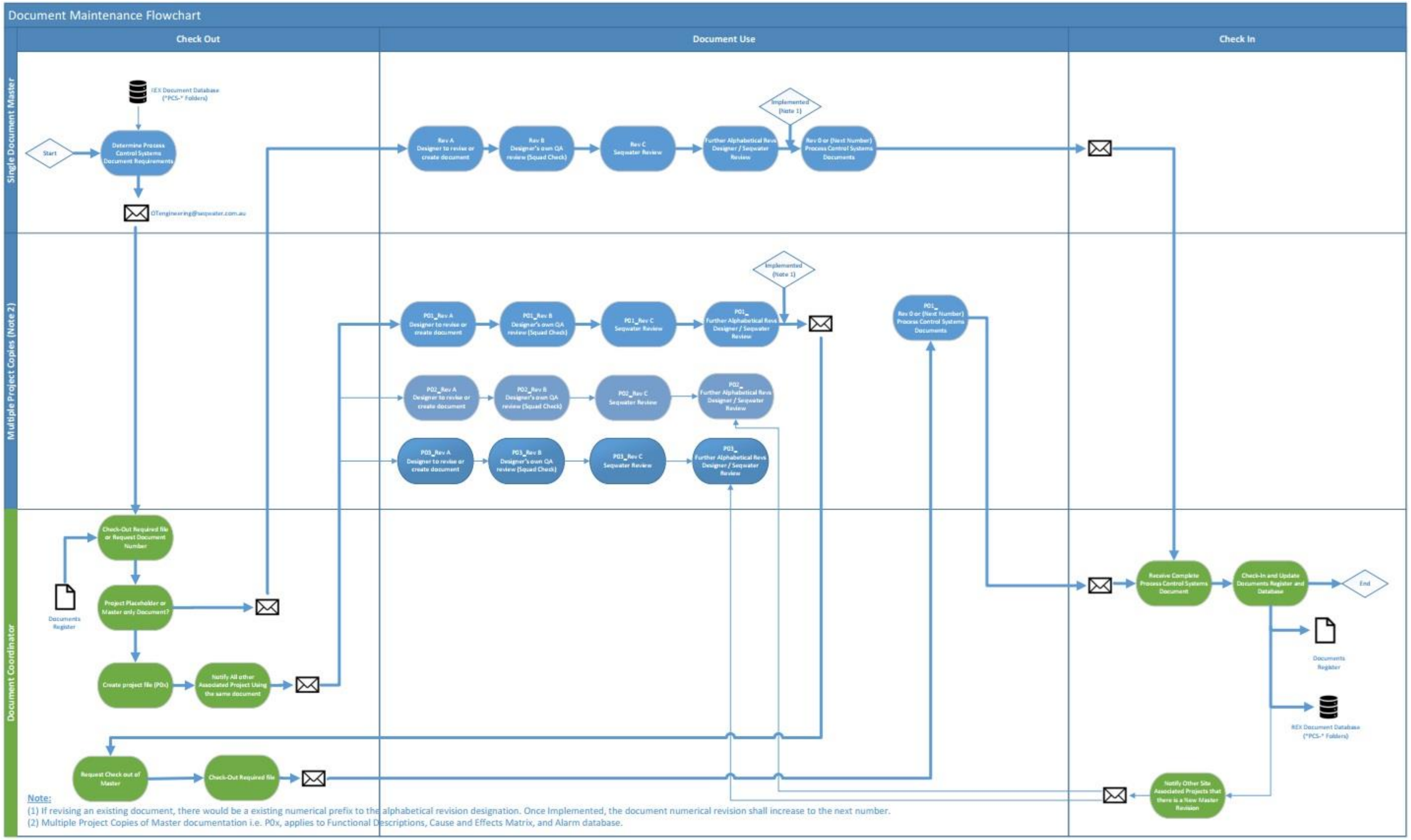
This Procedure will be regularly reviewed in accordance with the requirements of the Seqwater Controlled Document Management Procedure. Reviews will include consideration of suggestions for alteration or improvement made in accordance with Seqwater Procedure X-PRO-STD-004 Development and Review of Asset Standards. Changes made from the previous version are summarised in Table 5 Changes from previous version below.

Table 5 Changes from previous version

Section Number	Change
All	Change of email address for the Document Coordinator. Update format to X-TMP-STD-002 Engineering Procedure / Standard Specification Template (TEM-00239) version 14.
3 & 4	Clarification of the one document one user rule, the check out/check in process for Master documents and project placeholders.
Appendix A	Changes to Appendix A Document Maintenance Flowchart.

Appendix A – Document Maintenance Flowchart

For a detailed description of the flowchart refer to section 4 - Process Control Systems Document Maintenance Process.



Appendix B – Notional List of Process Control Systems Documents

Table 6 Documents Captured as part of this information management system and maintained

Document / Drawing Title	Type	Type Code	Native File Format	RPEQ signature requirement[1]	Information Management System	Project Placeholder allowed?	Classification	Subject Matter Expert
Alarm Database List	Document	LST	Excel	Yes	X-PRO-STD-019	Yes	Maintained	Process and Analysis
Cause and Effect Matrix	Document	REG	Excel	Yes	X-PRO-STD-019	Yes	Maintained	Process and Analysis
Control System Network Diagram	Drawing	DIA	Visio	Yes	X-PRO-STD-019	No	Maintained	DTI Architecture
Functional Description Part (A)	Document	REP	Word	Yes	X-PRO-STD-019	Yes	Maintained	Process and Analysis
Functional Description Part (B)	Document	REP	Word	Yes	X-PRO-STD-019	Yes	Maintained	Process and Analysis
I/O list	Document	LST	Excel	Yes	X-PRO-STD-019	No	Maintained	Solutions Delivery
IP Register	Document	REG	Excel	No	X-PRO-STD-019	No	Maintained	DTI Architecture
PLC structuring and addressing schema	Document	REG	Excel	No	X-PRO-STD-019	No	Maintained	Solutions Delivery

[1] This is the default minimum requirement for RPEQ signature of each instance of an asset drawing / document. The RPEQ requirements for the template may differ.

Table 7 Documents not maintained but are PCS docs and stored in project directories in REX

Document / Drawing Title (Analogous Name)	Document Type	Native File	RPEQ signature requirement[2]	Information Management System	Classification of Document
Construction notes and Equipment Schedule for Control panels	Drawing	AutoCAD	Yes	Project Directory	Not Maintained
Control system data sheets	Document	Excel	Maybe – consult Seqwater	Project Directory	Not Maintained
Control Systems Operation and Maintenance Manuals (from vendor)	Document	Word	Maybe – consult Seqwater	Project Directory	Not Maintained
External/internal data interface physical/logical connection diagram	Drawing	AutoCAD	Yes	Project Directory	Not Maintained
FAT, SAT & POPT Inspection & Test Certificates	Document	Excel	Yes	Project Directory	Not Maintained
FAT, SAT & POPT Report	Document	Word	Yes	Project Directory	Not Maintained
Fault Tree analysis Diagram	Document	Visio	Yes	Project Directory	Not Maintained
Fibre cable test sheets	Document	Excel	No - Specialist	Project Directory	Not Maintained
Graphic page Layouts	Drawing	Multiple	No	Project Directory	Not Maintained
Heat Loading and Ventilation Cooling calculations of Control panels	Document	Excel	Yes	Project Directory	Not Maintained
List of critical spares	Document	Excel	No	Project Directory	Not Maintained

[2] This is the default minimum requirement for RPEQ signature of each instance of an asset drawing / document. The RPEQ requirements for the template may differ.

Table 8 Documents not captured as part of this information management system but maintained

Document / Drawing Title (Analogous Name)	Document Type	Native File	RPEQ signature requirement[3]	Information Management System	Classification of Document
Earthing Connection Drawing (Earthing Layout and Schematic)	Drawing	AutoCAD	Yes	X-PRO-STD-014	Maintained
Cable Routing Layouts	Drawing	AutoCAD	Yes	X-PRO-STD-014	Maintained
Fibre Optic Layout and Termination Drawing	Drawing	AutoCAD	Yes	X-PRO-STD-014	Maintained
General arrangement & Internal arrangement of Control panels	Drawing	AutoCAD	Yes	X-PRO-STD-014	Maintained
Hydraulic Profile	Drawing	AutoCAD	Yes	X-PRO-STD-014	Maintained
IO Termination diagrams	Drawing	AutoCAD	Yes	X-PRO-STD-014	Maintained
Loop Diagrams (Wiring Diagram, Instruments Loop Diagram)	Drawing	AutoCAD	Yes	X-PRO-STD-014	Maintained
Mass balance	Document	Excel/ AutoCAD	Yes	Operations	Maintained
Operations and Maintenance Manuals	Document	Word	Yes	Operations	Maintained
Piping and Instrumentation Diagrams (P&IDs)	Drawing	AutoCAD	Yes	X-PRO-STD-014	Maintained
Plinth details for Control panels	Drawing	AutoCAD	Yes	X-PRO-STD-014	Maintained
Power Distribution/Single line drawing for Control systems	Drawing	AutoCAD	Yes	X-PRO-STD-014	Maintained
Process Flow Diagrams	Drawing	AutoCAD	Yes	X-PRO-STD-014	Maintained
Rack Layouts	Drawing	AutoCAD	Yes	X-PRO-STD-014	Maintained
Site Layout drawing	Drawing	AutoCAD	Yes	X-PRO-STD-014	Maintained
Water Quality Setpoints	Document	Excel	No	Water Quality	Maintained

[3] This is the default minimum requirement for RPEQ signature of each instance of an asset drawing / document. The RPEQ requirements for the template may differ.

Table 9 Documents not captured as part of this information management system and not maintained

Document / Drawing Title (Analogous Name)	Document Type	Native File	RPEQ signature requirement[4]	Information Management System	Classification of Document
Bill of materials	Document	Excel	No	Project Directory	Not Maintained
Control System Asset Register	Document	Excel	No	Project Directory	Not Maintained
Equipment Lists	Document	Excel	Yes	Asset Information Management (AIM)	Not Maintained
Process Calculations	Document	Excel	Yes	Project Directory	Not Maintained
Process Datasheets	Document	Excel	Yes	Project Directory	Not Maintained
Process Design Criteria	Document	Excel/Word	Yes	Project Directory	Not Maintained

[4] This is the default minimum requirement for RPEQ signature of each instance of an asset drawing / document. The RPEQ requirements for the template may differ.