

CONSERFLOW S.A. DE C.V.			
	PROJECT BOOK INTEGRATION	CODE	PCC-16
		REVISION	01
		EMISSION	03.MAY.23

SIGNATURE CONTROL		
DEVELOPED	REVISED	AUTHORIZED
Eng. Larisa Pérez Díaz NAME	Eng. Areli Roque Cruz NAME	Eng. Diego Cruz Martínez NAME
SIGNATURE	SIGNATURE	SIGNATURE
IMS Administrator STAND	Quality Control Manager STAND	Managing Director STAND

CHANGE CONTROL		
DESCRIPTION OF THE CHANGE	REVISION	DATE
The translation of this PCC-16 procedure is included in the IMS; the English version is integrated with the same control data as the Spanish document. Modification of associated formats for handling the English-Spanish version.	01	03.MAY.23
Creation of the Procedure.	00	27.SEP.20

PURPOSE OF THE PROCEDURE

Describe the development and integration of the project book according to the client's requirements and specifications.

SCOPE OF THE PROCEDURE

To all the personnel involved in the integration of the project book in agreement with the client.

REFERENCE DOCUMENTS

- ISO 9001:2015, International Standard Quality Management Systems
- ISO 14001:2015, International Standard Environmental Management Systems
- GO-NO-TC-0039-2020, Operational Guide for the Integration of Project Books for the Delivery of Works and Services.

DEFINITIONS

Project Book: It is a set of documentation and information on engineering, procurement, construction, installation, interconnection, pre-operational tests, start-up, performance tests, and delivery-reception generated.

Master Index: It is the guiding document, integrated and updated monthly until the final issuance, made according to the last revision, all in Spanish/English, which shows the structure and description of all the documents referring to the work corresponding to the project books, ordered by sections, subsections and each section classified by disciplines-specialty. Systems-subsystems, identifying the document number, revision, TAG, folder key, and total folders of each section.

Electronic file: Electronic document editable under a certain format in computer programs such as Word, PowerPoint, AutoCAD, and Project, among others.

CONSERFLOW S.A. DE C.V.			
	PROJECT BOOK INTEGRATION	CODE	PCC-16
		REVISION	01
		EMISSION	03.MAY.23

APC: Approved drawings and technical documents for the start of manufacturing (Approved to build)

As-Built: The plans and technical documentation that record the final physical condition of how the installation of a work or project was built based on what was approved and delivered to the client's Residence and/or Supervision.

EI: This is the integration team selected by the organization to carry out the integration activities of the project book.

RESPONSIBILITIES

Project Book Manager:

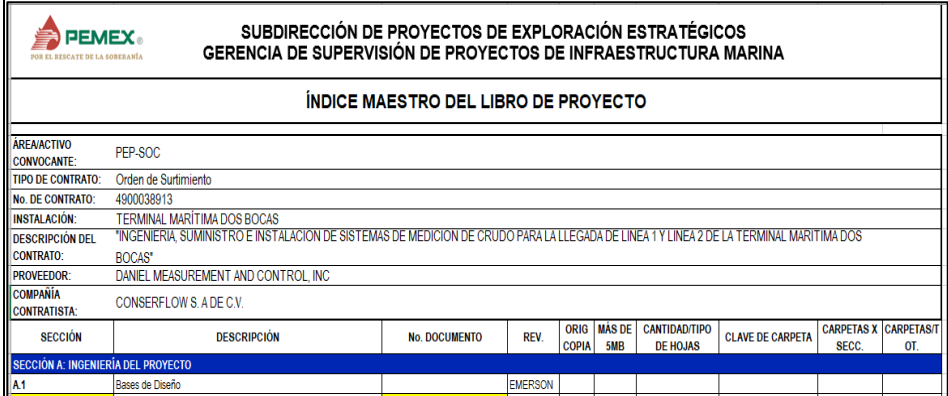
- Integrate and follow up on the project book during operational development according to the contract.
- Review and approve quality control reports for integration into the project book under the supervision of the client.
- Coordinate activities with operational personnel for the delivery of reports corresponding to each area.

Integration Team:

- Review and verify the documentation generated.
- Validate the data generated in the reports.
- Responsible for the filing of documents.
- Responsible for the digitization of project book documents.

DESCRIPTION OF THE PROCEDURE

Responsible	Activity	Records																																		
General Manager/ Chief Operating Officer	1. PROJECT BOOK DELIVERY PLAN As a first step, the personnel who will be part of the integration team of the project book must be selected, among which the leader of the integration project will be found. This equipment must be authorized and endorsed by the Director of Operations and the Director General. Once approved, the integration team (EI) must begin with the preparation of the following points for the Project Book Delivery Plan.																																			
	A. ORGANIZATION CHART Once the team is known, the organizational chart will be made for its integration later; it can be prepared in an electronic file with the program that is most efficient for the EI.																																			
Responsible for the project book with the EI	B. MASTER INDEX The master index should contain the sections as shown in Table 1. It must be verified which documents must be included in each section of the index based on Annex 6.6 of the operation guide: GO-NO-TC-0039-2020, in which the necessary documentation applicable to the project will be identified, this list will not be exhaustive.																																			
Integration Team	Board 1 Sections of the master index according to Annex 6.1 of the operational guide GO-NO-TC-0039-2020 <table><tr><th>Section</th><th>Description</th></tr><tr><td>To</td><td>Project Engineering</td></tr><tr><td>A1</td><td>Design Bases</td></tr><tr><td>A2</td><td>Standards, Codes & Specifications</td></tr><tr><td>A3</td><td>Basic and Detailed Engineering (APC) Documents</td></tr><tr><td>A4</td><td>Calculation Memories</td></tr><tr><td>A5</td><td>Instrument and equipment data sheets, as well as material safety data sheets. (MSD)</td></tr><tr><td>A6</td><td>Purchase orders-requisitions of permanent equipment, instruments, and materials.</td></tr><tr><td>B</td><td>Permits and licenses</td></tr><tr><td>C</td><td>Studies conducted by others (Third Parties)</td></tr><tr><td>D</td><td>Procedures</td></tr><tr><td>And</td><td>As-Built Plans</td></tr><tr><td>F</td><td>Manuals and catalogue</td></tr><tr><td>G</td><td>Equipment and instrument reports and certificates</td></tr><tr><td>H</td><td>Miscellaneous Documents</td></tr><tr><td>I</td><td>Quality Control in the field and workshop</td></tr><tr><td>J</td><td>Traceability of materials, welding, instruments, and installed equipment.</td></tr></table>	Section	Description	To	Project Engineering	A1	Design Bases	A2	Standards, Codes & Specifications	A3	Basic and Detailed Engineering (APC) Documents	A4	Calculation Memories	A5	Instrument and equipment data sheets, as well as material safety data sheets. (MSD)	A6	Purchase orders-requisitions of permanent equipment, instruments, and materials.	B	Permits and licenses	C	Studies conducted by others (Third Parties)	D	Procedures	And	As-Built Plans	F	Manuals and catalogue	G	Equipment and instrument reports and certificates	H	Miscellaneous Documents	I	Quality Control in the field and workshop	J	Traceability of materials, welding, instruments, and installed equipment.	
Section	Description																																			
To	Project Engineering																																			
A1	Design Bases																																			
A2	Standards, Codes & Specifications																																			
A3	Basic and Detailed Engineering (APC) Documents																																			
A4	Calculation Memories																																			
A5	Instrument and equipment data sheets, as well as material safety data sheets. (MSD)																																			
A6	Purchase orders-requisitions of permanent equipment, instruments, and materials.																																			
B	Permits and licenses																																			
C	Studies conducted by others (Third Parties)																																			
D	Procedures																																			
And	As-Built Plans																																			
F	Manuals and catalogue																																			
G	Equipment and instrument reports and certificates																																			
H	Miscellaneous Documents																																			
I	Quality Control in the field and workshop																																			
J	Traceability of materials, welding, instruments, and installed equipment.																																			

	<p>Once the documentation that will make up each section has been established, the master index must be prepared in an electronic file in Excel and must contain the header as shown in image 1.</p>	
Integration Team	 <p>Image 1 Master Index header of the project book.</p>	
	<p>Note: Each section of the index must be placed in a separate tab.</p>	
	<p>C. INTERNAL PROCEDURE</p>	
	<p>This procedure will be included in the project book delivery plan as part of one of the requirements established in the operational guide.</p>	
	<p>D. SPACE FOR PROJECT BOOK INTEGRATION</p>	
Integration Team	<p>This area must be chosen to integrate, file, store, handle, and pack the documents of the project book; this place must be protected integrally and safely until the delivery-reception stage. The project leader will need to add a blueprint or drawing and photographic evidence to the project book delivery plan.</p>	
	<p>E. PROCESS TECHNOLOGY PACKAGE</p>	
Engineering/ Integration Team	<p>The electronic file must be prepared considering the minimum information required, according to the following Annex 1 (page 8) of this procedure. An index of contents of this package will be generated, which must be integrated into the Master Index, purging from it the sections and documents that do not apply to the process technology package.</p>	
	<p>F. PROGRESS TABLE</p>	
Integration Team	<p>The <i>progress table (PCC-16/F-01)</i> must contain each section of the project book and the progress of each integration, digitization, and linkage activity, reflecting the percentage of progress. In a second tab, the Technology Package with the format must be included. The progress table must be delivered and updated on each follow-up date.</p>	Progress Table (PCC- 16/F-01)
	<p>G. PROJECT BOOK PROGRAM</p>	
	<p>The program must contain the scheduling of the integration of the project book where the programmed and actual percentage progress of each section is</p>	Project Book Integration Program (PCC-16/F-02)



PROJECT BOOK INTEGRATION

CODE

PCC-16

REVISION

01

EMISSION

03.MAY.23

Integration Team/ Customer Representative	<p>reflected, as well as the technological package, as established by the <i>Project Book Integration Program format (PCC-16/F-02)</i>.</p> <p>2. INSPECTIONS</p> <p>The inspections must be carried out monthly to ensure that the documentary integration of the project is being executed according to the guidelines.</p> <p>The observations and/or corrections necessary to be made will have a maximum period of one month to carry out the corrective measures before the next inspection or before the final inspection.</p> <p>In the first inspection, it must be officially presented to the person responsible for the project book, as well as to the support staff, previously approved; verify that the project book delivery plan has been implemented; and indicate the premises for the integration of the project book according to the scope of work indicated in the Technical Annexes of the contract.</p> <p>For the next inspections, a copy will be required to be submitted electronically or through a web link, sections A and E must be submitted in source format, as well as the Process Technology Package.</p> <p>A. FINAL INSPECTION</p> <p>The completion of the project book must be notified to the integration team so that it can participate in the inspection, where the following is verified:</p>	
Integration Team/ Customer Representative	<ul style="list-style-type: none"> • The information is generated, collected, archived, and stored in physical and electronic form by the stipulations of this operational guide. • The technology and RSPA package must be collected, archived, and stored in physical form. • The technical documents generated must be archived and stored in their last revision. • Documents that apply in original according to the scope of the technical annexes of the contract • Bound according to this procedure. • Packing • Digital copies. <p>3. DOCUMENT DIGITIZATION</p>	
Integration Team	<p>The digitization of the documents must be in PDF format (Adobe Acrobat in its latest version). Digitization is an accurate electronic image of the original documents.</p> <p>A. BLACK AND WHITE DOCUMENTS</p> <p>In the resolution of 300 dpi's and in black and white or, if required by the quality of the document, in grayscale.</p> <p>B. COLOR DOCUMENTS</p> <p>They are documents of sections A, C, F, G, and H, as well as documents with official signatures and seals of government agencies, must have a resolution</p>	



PROJECT BOOK INTEGRATION

CODE

PCC-16

REVISION

01

EMISSION

03.MAY.23

	<p>of 400 dpi's and color of 256 colors, replacing only the sheets that require color scanning in a document originally in black and white.</p>	
Integration Team	<p>C. AS-BUILT PLANS</p> <p>The scan must be carried out with a resolution of 400 to 600 dpi and in color of 256 colors.</p> <p>Note: <i>The editable file should not be converted to PDF format (Adobe Acrobat) for integration into the project book.</i></p>	
Integration Team	<p>D. NAME AND SIZE OF DIGITAL DOCUMENTS</p> <p>Electronic PDF files should not exceed 20 characters in the name of the PDF file to avoid error copying to other devices by too long file path.</p> <p>The maximum size of a digital file is 5.00 Mbytes; if so, they must be fragmented into files of a maximum of 5.00 MB, to which a consecutive number of the original file name must be assigned, as shown as follows:</p> <p>A.1.2 = File with a size of 12 MB.</p> <ul style="list-style-type: none"> • A.1.2_1 de 5 MB • A.1.2_2 of 5 Mb • A.1.2_3 of 2 MB. <p>Partitions should be indicated in the Master Index column by links that should be placed in Excel by document and not by document group, using the "section or document number" column to link the files.</p>	
Integration Team	<p>4. PROJECT BOOK BINDING</p> <ol style="list-style-type: none"> a) Each volume of the files must be bound with waxed thread and manila-colored folder-type paste, without staples or clips cover plastic folders containing metal rings must not be used, and only one plastic sheet protector (empty) must be used in each volume and these must be placed at the beginning of the cover inside the binding. b) All volumes must have a thickness of no more than 6 cm. and if it is exceeded, volumes must be generated progressively, only the last volume of the last section of the project book must be less than 6 cm. c) A color separator must be placed in each system, subsystem, specialty, or discipline, these have to be for uniformity of the same color within the Project book. The separator must contain the description of the system/subsystem, specialty, or discipline and the number of pages that make up the document. d) Each volume must have a detailed index according to its content. In addition, the Operation and Maintenance Manuals and Quality Files delivered by the supplier must have a detailed index of their content, which must be broken down in the Master Index of the Project Book. e) The identification list of File Groups must be generated. f) The first volume must contain the latest version of the Master Index, along with the Cover Page with the following specifications: 	



PROJECT BOOK INTEGRATION

CODE

PCC-16

REVISION

01

EMISSION

03.MAY.23

PNEUMATIC AND AIRTIGHTNESS TEST INSPECTION

Header:

- Customer logo.
- SSE logo
- Management responsible for the preparation of the project book

Body:

- Title of the folder and must be in bold Arial 31, centered text.
- Subtitle of the folder and must be in bold Arial 20, centered text.
- Identification of the project book section and must be bold Arial 20, centered text
- Consecutive folder within the section and must be bold Arial 20, centered text
- Key to the folder and must be in bold Arial 20. The key must also contain the management responsible for the preparation of the project book.

Footer:

- Date of preparation of the folder must be in bold Arial 18 and will be placed in the lower right.

5. PROJECT BOOK DELIVERY

- The project book must be packed in plastic boxes of dead files, letter size, and in the case of transfer from one city to another, transport must be used to protect the contents during all its logistics.
- For electronic devices they must be in plastic packaging according to their size, such as compact disc holders, protective USB cases, or external hard drives.
- X-ray plates should be contained in envelopes inside letter-size or pizza-size plastic dead file boxes, according to your supplier. A list of the boxes and their contents must be made: a headline in each list, report number, and the number of corresponding films.

A list in Excel format describing each of the volumes that make up the project book, boxes of X-ray plates, and electronic devices must be delivered to the user area to manage the space required for the reception and safekeeping of the delivery-reception package.

The quantities of the technical documentation of the project book must be as specified in the Technical Annexes of the corresponding work contract. It must contain the following, but not limited to:

- A copy of the book containing the legible and original documents according to the scope of the project.
- Two sets of the project book in electronic media through the digitization process, delivered in 2 devices (portable external hard drives 63.5 mm (2.5") USB 2.0 minimum), both devices must be new with a capacity of 500 Gbytes or greater, these must contain sections A and E in source formats, and most recent software version.

Integration Team

CONSERFLOW S.A. DE C.V.			
	PROJECT BOOK INTEGRATION	CODE	PCC-16
		REVISION	01
		EMISSION	03.MAY.23

FORMATS ASSOCIATED WITH THE PROCEDURE			
CODE	REGISTRATION	REVIEW LEVEL	RETENTION TIME
PCC-16/F-01	<i>Progress table</i>	01	No expiration on digital
PCC-16/F-02	<i>Project Book Integration Program</i>	01	No expiration on digital

ANNEXES

Annex 1 List of Information Required by the Process Technology Package, from Annex 6.4 of Operational Guide GO-NO-TC-0039-2020

INFORMATION REQUIRED BY THE PROCESS TECHNOLOGY PACKAGE		LOCATION OF INFORMATION BY SECTION IN THE PROJECT BOOK SPECIFICATION
Information related to risks of materials or chemical substances: A set of documents and files on the properties of materials where all the relevant data of each substance (raw materials, intermediate products, wastes, effluents, and finished products) involved in a process or operation are collected. The information should include physical and chemical properties, such as flammability, thermal stability, reactive stability, toxicity, cross-reactivity matrix of all substances involved in the process, and any other relevant properties that may pose a particular risk	*Safety Data Sheets that include information on all relevant data about the physical properties of all chemicals used, both in the process and in other process areas:	A-5
	*Physicochemical characteristics (such as boiling point, freezing point, vapor pressure, flashing point, flammability limits (the flammable range), and ignition temperature).	A-5
	*Reactivity	A-5
	* Flammability and explosiveness	A-5
	*Permissible exposure limits/guidelines.	A-5
	*Acute and chronic toxicity (oral, inhalation, skin contact, with eyes).	A-5
	*Corrosivity	A-5
	*Chemical and thermal stability	A-5
	*Incompatibility	A-5
	*Shelf life of chemicals	A-5
	* Recommendations for handling, transport, and storage	A-5
	*Reactivity	A-5
Basic process data information: A set of documents and files that describe the technological sequence of steps, the chemical route of the process, the way to carry out the operation in which the process must be maintained, and the consequences of deviations from the established limits.	*Process inventory	A-1
	*Process Flow Diagram or Block Flow Diagram	A-3, E
	* Balances of matter and energy.	A-3, E
	*Process chemistry (main, collateral and rapid reactions)	A-1, A2
	*Process stages and operating conditions (minimum, normal, and maximum limits of temperature, pressure, level, flow, and others).	A-1, A2
	*Safety system design data	A-1, A2
	*Design data of environmental protection systems (Air, water, waste)	A-1, A2
	*Process risk analysis report	C
	*Industrial Hygiene Study	C
	*Emergency response plan.	D
	*Design data for the conservation and use of natural resources	A1, A2, C

	PROJECT BOOK INTEGRATION	CODE	PCC-16
		REVISION	01
		EMISSION	03.MAY.23

INFORMATION REQUIRED BY THE PROCESS TECHNOLOGY PACKAGE		LOCATION OF INFORMATION BY SECTION IN THE PROJECT BOOK SPECIFICATION
	*The maximum level of inventory contemplated for risky substances.	A-1
	Description of the process, including the potential for the occurrence of undesirable reactions or defects that may put the process out of control	A-1
	*Basic process data must be documented, available, up-to-date, and communicated to personnel operating and maintaining equipment and facilities.	A-1, RSPA
Basic data on the design of equipment and facilities. A set of documents and files that describe the technical specifications of the equipment and facilities for process safety, such as:	* Balances of matter and energy.	A-3, E
	*Piping and instrumentation diagrams (DTI's).	A-3, E
	*Diagram of the location of the installation.	A-3, E
	Equipment arrangement drawings.	A-3, E
	Pipe arrangement drawings.	A-3, E
	Isometric drawings of pipes.	A-3, E
	*Specifications of pipes and valves.	A-2
	*Process control strategy and functional description of the control system	A-1
	*Control loop diagrams	A-3, E
	*Instrument and control system specifications	A-2
	*Calculation memories, design conditions, and equipment specifications	A-4, A1, A2
	Calculation memories and operating guidance for safety valves, rupture discs, and pressure relief systems.	A-4, A1, A2
	*Design bases, calculations, and operational guide for equipment and installation protection systems (fire, lightning rods, earth, gas absorption, dikes, etc.)	A-4, A1, A2
	*Mechanical drawings of containers	A-3, E
	*Maximum permissible working pressures.	A-3, E, I
	*Equipment operation and maintenance manuals provided by manufacturers.	F
	*Electrical drawings (single-line, electrical schematics, grounds, cable routes, etc.)	A-3, E
	*Electrical Area Rating	A-3, E
	*All those documents that the areas consider necessary.	A-1, A-2, A-3, A-4, A-5, E
	Start-up plan	F
	System Operation and Maintenance	F
	Comprehensive Operation	F