

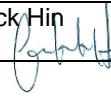


YOKOGAWA 	DOCUMENT NUMBER: SNW-EM-002
DOCUMENT TITLE: Solutions Engineering Manual Usage	

HISTORY LOG				
Rev.	Date	Description of Changes	Originator	Approver
0	31 Mar 11	Initial	Jeffrey Foo	Lee Kock Hin
1	20-Sep-12	Approved	Jeffrey Foo 	Lee Kock Hin 

1 Summary

This manual describes engineering processes at Process Solution Center. It outlines the engineering workflow and project management requirements. It is the basis for engineering work carried out at PSC. Procedures are described in this series of documents.

2 Target Audience

This document is directed at:

- Project management staff, Project and Solutions engineering staff, responsible for executing projects.
- Department managers, responsible for functional areas of the project and also solutions engineering environment.

3 Usage

This is an electronic manual and shall be read from the server. Only one master copy exists in the engineering server.

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4 Security classification

The information contained in this manual is “confidential”.

5 Security

This manual is accessible to staff according to the security setting of the folder in which it resides the folder security setting is decided by the Division Manager.

6 Maintenance

The information contained in the Engineering Manual is kept current by the Division Manager.

The Division Manager is responsible for:

- Maintenance of the content of this document.
- Setting accessibility for persons authorized to read this document.

7 Distribution

This document is accessible by authorized persons in the organization. The accessibility of this document is decided by PSC Ops head. The accessibility of this document is indicated by the folder permission settings in which it resides. The folder permission settings are made by the Division Manager.

8 Naming System

SNW-EM-000 TO 099: general

SNW-EM-100 TO 199: project organization

SNW-EM-300 TO 499: consecutive project activities phases

SNW-EM-500 TO 699: common activities

SNW-EM-700 TO 800: adhoc project activities

DOCUMENT REGISTER OF ENGINEERING MANUAL

DOCUMENT NUMBER	DOCUMENT TITLE	Remarks
SNW-EM-002.doc	DCS Engineering Manual Usage	
SNW-EM-101.doc	Overview drawing of Project team organisation	
SNW-EM-103.doc	Project Staff Selection Criteria	
SNW-EM-112.doc	Project Manager (PM)	
SNW-EM-113.doc	Lead Project Engineer (LPE)	
SNW-EM-114.doc	Project Engineer (PE)	
SNW-EM-115.doc	Reserved for future usage.	Spare NOT USE
SNW-EM-116.doc	Reserved for future usage.	Spare NOT USE
SNW-EM-117.doc	Lead Solutions Engineer (LSE)	
SNW-EM-118.doc	Solutions Engineer (SNE)	
SNW-EM-119.doc	Solutions Specialist Engineer (SPE)	
SNW-EM-120.doc	Internal Auditor	
SNW-EM-121.doc	Quality Manager (QM)	
SNW-EM-122.doc	Project Control Manager (PCM)	
SNW-EM-123.doc	Project Controller (PC)	
SNW-EM-124.doc	Document Controller (DC)	
SNW-EM-301.doc	Project Management & Engineering Workflow	
SNW-EM-301-1.vsd	Solutions Engineering Workflow native file	
SNW-EM-309.doc	Project Initiation	
SNW-EM-315.doc	Project Preparation	
SNW-EM-321.doc	Project Team mobilization	
SNW-EM-322.doc	KOM, Client	
SNW-EM-323.doc	Client KOM Preparation	
SNW-EM-360.doc	Order entry, procurement	
SNW-EM-361.doc	KOM, PD (panel)	
SNW-EM-363.doc	Application Software Engineering	
SNW-EM-364.doc	Internal testing	
SNW-EM-381.doc	FAT	
SNW-EM-392.doc	Project Archive	
SNW-EM-411.doc	Shipping and Delivery	
SNW-EM-412.doc	KOM, Site work	
SNW-EM-441.doc	SAT	
SNW-EM-489.doc	Project Closure	
SNW-EM-503.doc	Project Documentation Practice	
SNW-EM-511.doc	Project Progress Reporting	
SNW-EM-512.doc	Milestone Notice	
SNW-EM-513.doc	Anti-virus policy for FAT and in-house systems	
SNW-EM-522.doc	System Staging, Dismount, Packing, Shipping	
SNW-EM-701.doc	Application Software Backup and Disaster Recovery	
SEW-EM-702.doc	DCS Software Non-conformity Report (NCR) Flow	

9 End of document

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