

17.11 Method Statements, Procedures, ITPs Manuals & drawings

Method Statements/Procedures/ITP for all major work activities shall be prepared for specific work activities if it is a requirement of the Contract Documentation or if instructed to do so by the Engineer.

The Method Statements/Procedures/ITP shall incorporate any supporting calculations, drawings and manufacturer's guidelines.

All the required Procedures are subjected for submittal under the QA section requirements.

Each submitted drawing shall be complete with respect to dimensions, design criteria, materials, connections, bases, foundations, anchors, and the like, and shall be accompanied by technical and performance data and by calculations as necessary to support the information shown on the drawings.

17.12 Asset Documentation

17.12.1 Performance Records

Asset documentation and information shall be:

- a) Real time data and trends stored on telemetry system, e.g. RW flows in different networks,
- b) Data and trends stored on CMMS or in technical reports such as spreadsheets

On daily intervals all computerized data shall be downloaded/backed-up onto disk and archived in a safe place. Typical examples of information to be recorded are as follows:

- a) Alarms and event
- b) Personnel movement and operation times
- c) Electricity consumption
- d) Asset performance

Permanent records will be kept as part of the operation and maintenance plan, but not limited to:

- a) Asset inspections
- b) Asset condition
- c) Test and inspection records
- d) Commissioning reports
- e) O&M procedures
- f) Technical reports
- g) Manufacturer's manuals
- h) Networks drawings and documents, including updates