

1.1 Document Types

The following table indicates the document types available for use on the project.

Type	Code *	Description of use
Applications/Permits / Licenses	LIC	For all types of Applications/Permits / Licenses
Area Statement	ARS	For all Area Statement
Audit Reports	ADR	For Audit Reports
Bar Bending Schedule	BBS	For Bar Bending Schedule related documents.
Bill of Quantities	BOQ	For Bill of Quantities
Brochure	BRC	For all types of Brochure
Calculations	CAL	For all types of Calculations
Certificate	CER	For all types of Certificates
Checklist	CKL	For all types of Checklist including Safety, Quality & other works.
Contract Documentation	CON	For all types of LOI, Agreements, Claim Documents and Contract Administration. Except WO and PO
Cost Document	COD	For all types of Cost related Document including Cash Flow Budget, Estimation.
Drawing	DWG	Drawings including floor, site and roof plans, elevations, sections, details and layouts and all types of Drawings.
Estimate	EST	For all estimations related document
Inspections	ITP	For all Inspection related document
Invoice	INV	For all type of invoices
Manual	MAN	Manuals for O&M manual including Quality and Safety
Material Submittal	MAT	For all types of Material Submittal
Method Statements	MST	All work method statements including procedures, work flow charts.
Model	MDL	For all 3D and BIM related files.
Plan	PLN	All plan documentation including Quality, Safety, Logistic and execution plans.
Register	REG	For registers and lists including but all asset and equipment registers.
Report	RPT	Reports including Weekly, Inspection, Monthly, Fortnightly, and Cost reports, Testing and Commissioning Report
Specification	SPE	All specifications including hardware, equipment and design specifications.
Sketch	SKH	For all Sketch documents
Standard Operation Procedure	SOP	For all Standard Operation Procedure
Photograph, Image & Videos	PIV	For all types Images, Audio, Maps, Photos & Snaps
Programme / Time Schedule	PTS	For all types of Schedules
Warranty	WRY	For all plant and equipment warranties and guarantees.
Purchase Order	PO	For all Purchase Orders generated by Purchase Team
Work Order	WO	For all Work Orders generated by Contract Team

Change Request	CR	For the Lead Consultant to provide advice and/or respond to requests for Change.
Client Instruction	CI	For the Client to provide direction or instruction as appropriate.
Confirmation of Verbal Instruction	CVI	For the Consultants or client to provide verbal instruction.
Design Query	DQ	For the Client, PM and Design team to raise queries relating to the design.
Change Control Document	CCD	For informal related to Change Control
Request For Information	RFI	For the Head Contractor and Subcontractor to raise construction queries.
Response	RES	For response by ORL to general queries.
Non Conformance Report	NCR	For Client & Consultant to raise NCR to other parties
Site Observation	SO	Client and Consultant to raise Quality observation related to Site
Meeting Minutes	MOM	For all Meeting Minutes
Sample	SA	For all types of Sample
Purchase Request	PR	For all requisitions issued from Project Site office.
Tender Correspondence	TRFI	For all Tender RFI raised for respective RFQ's.
Site Instruction	SI	For the Head Contractor to issue instructions to a Subcontractor.
Request For Quotation	RFQ	For Request of Quotation
Engineering Advice	EA	For all types of mail for Engineering Advice among Oberoi staff to be created by client only
Value Engineering	VE	For all types of mails need the initiation of Value Engineering option to be created by all (client, consultants, contractors etc.)
Internal Memorandum	IOM	For all type of Internal Memo
Site Engineering Query	SEQ	For the Head Contractor and Subcontractor to raise construction queries.
Pre-Qualification	PQ	All type of Pre-Qualification Documents

1.2 Discipline

The project disciplines used on this project are detailed in the following table.

Discipline	Code*	Description of use
Architectural	ARC	For all Architectural design documentation including but not limited to sketches, reports, drawings, specifications, plans and schedules.
Interior Design	ID	For all Interior Design documentation
Landscape	LDS	For all Landscape design documentation including but not limited to sketches, reports, drawings, specifications, plans, schedules, manuals, datasheets and calculations.
Finishing Works	FNS	For all Finishing Works System documentation including but not limited to sketches, reports, drawings, specifications, plans, schedules, manuals, datasheets and calculations
Fixture, Furnishing & Equipment	FFE	For all types of Special Furnishing (Curtains, furniture etc.) Club House Equipment's, Outdoor play equipment's, Gym equipment etc.
Heating Ventilating and Air Conditioning	HVC	For all HVAC design documentation including but not limited to sketches, reports, drawings, specifications, plans, schedules, manuals, datasheets and calculations.
Billing	BIL	For all type of Invoice and Bills generated on the Project.
Building Management System	BMS	For all documents related to Building Management System like
Purchase & Contract	PNC	For all Documents generated for Purchase and Contract department.
Electrical	ELE	For all Electrical design documentation including but not limited to sketches, reports, drawings, specifications, plans, schedules, manuals, datasheets and calculations.
Extra Low Voltage	ELV	For all Electrical Extra Low Voltage design documentation including but not limited to sketches, reports, drawings, specifications, plans, schedules, manuals, datasheets and calculations.
Facade	FCD	For all Façade design documentation including but not limited to sketches, reports, drawings, specifications, plans, schedules, manuals, datasheets and calculations.
Health ,Safety, Environment	HSE	For all Health & Safety documentation including but not limited to reports, notices, lists, plans, forms and schedules.
HR	HR	For all HR related documents
Hardware & Accessories	HAD	For all documents related to Hardware and Accessories
Parking	PRK	For all Parking design documentation including but not limited to sketches, reports, drawings, specifications, plans, schedules, manuals, datasheets and calculations.
General MEP	MEP	Common for MEP Documents applicable (e.g. DBR reports).
Plant & Machinery	PME	For all Construction Equipment's, Building Maintenance Unit etc.
Project Logistics	PRL	For all documents related to Project Logistics like sanitary ware, door hardware, and structural accessories.
Liaisoning	LIA	For all documents generated for Liaisoning with authority
Legal	LGL	For all Legal related documents
Plumbing and Health Engineering	PHE	For all Plumbing & Health engineering related design documentation including but not limited to sketches, reports, drawings, specifications, plans, schedules, manuals, datasheets and calculations.
Fire Detection System	FDS	For all Fire Detection System documentation including but not limited to sketches, reports, drawings, specifications, plans, schedules, manuals, datasheets and calculations
Fire Fighting	FF	For all Fire Fighting design documentation including but not limited to sketches, reports, drawings, specifications, plans, schedules, manuals, datasheets and calculations.

Project Planning	PMR	For all project Planning, Monitoring and Reporting documents
Quality Assurance and Control	QC	For all Quality Assurance and Control documentation including but not limited to reports, specifications, plans, schedules, manuals, datasheets and calculations.
Vertical Transportation	VRT	For all Vertical Transportation documentation including but not limited to reports, drawings, specifications, plans
Structural	STR	For all Structural Design documentation including but not limited to sketches, reports, drawings, specifications, plans, schedules, manuals, datasheets and calculations
Sales	SLS	For all Sales related documentation
Civil	CVL	For all Civil documentation including but not limited to sketches, reports, drawings, specifications, plans etc.
Enabling Works	ENB	For all Enabling Works related document like piling
Infrastructure	INF	For all Infrastructure documentation including but not limited to sketches, reports, drawings, specifications, plans, schedules, manuals, datasheets and calculations
Information Technology	IT	For all Information Technology documentation including but not limited to reports, specifications, plans etc.
LEED	LED	For all the documents related to LEED requirements.
Store Inventory	STI	For all Store Inventory related documents, Reports etc.
Property Management Services	PMS	For all Property Management Services related documents, Reports, Calculation etc.
General Category	GEN	For all document which related to multiple discipline or other category.
Budgeting & Costing	BNC	For all type of budgeting & Costing document.
Public Address System	PAS	For Public Cum Evacuation System documentation including but not limited to sketches, reports, drawings, specifications, plans, schedules, manuals, datasheets and calculations.
Audio Video System	AV	For Audio Video System documentation including but not limited to sketches, reports, drawings, specifications, plans, schedules, manuals, datasheets and calculations.
Security System	SEC	Security Systems. Includes CCTV, ACCESS Control systems etc. documentation including but not limited to sketches, reports, drawings, specifications, plans, schedules, manuals, datasheets and calculations.

Numbering Convention

Project Code	Organization Code	Discipline Code	Document Type	Unique Number
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Project Code

Organization Code

ESQ	Esquire Project	ORL	Oberoi Realty Ltd.
W2	Worli 2 Project	BBR	BBR India Pvt. Ltd.
EG	Enigma	EID	ECO.ID
ET	Eternia	LERA	Leslie E. Robertson Associates International
PRI	Prisma	NS	Neil soft
MAX	Maxima	L&T	Larsen & Toubro

SKC	Sky City	POPL	Populous
BPPL	Beachwood Property Pvt. Ltd.	MACE PMC	Mace
OIS-II	Oberoi International School-II	NAIA	Neterwala Aibara Interior Architects
		IRPL	Incline Realty Pvt. Ltd.
		SL	SIEMENS LTD.
		HAIL	Honeywell Automation India Ltd
		SW	Sterling & Wilson Pvt. Ltd
		OCL	Oberoi Construction Pvt. Ltd.
		CIL	Capacite Infraprojects Ltd.
		BAGI	Belgium Aluminium & Glass Industries Pvt. Ltd.,
		DEMPL	DELTA ELECTRO MECHANICAL PVT. LTD.
		D & D	Doors & Doors System (I) Pvt. Ltd
		ECO.ID	ECO.ID
		GRIPL	Greelux Interiors Pvt. Ltd.
		RKF	RK FACADE PVT LTD
TRD	Tardeo		