SØDERA

Core Metadata Checklist

■ Document number (unique identifier)

■ Document title (clear and descriptive)

■ Revision

■ Status (draft, approved, superseded)

■ Author and approver

■ Effective or issue date

■ Related asset or system reference

Extended Metadata Options

■ Equipment tag or asset ID

■ Discipline (mechanical, electrical, process)

■ Document type (drawing, procedure, report)

■ Keywords or functional tags

■ Related or referenced documents

■ Review or expiry date

Best Practices

1 Use controlled lists instead of free text
2 Align asset identifiers with engineering systems
3 Document metadata definitions in simple language
4 Review metadata standards periodically
5 Update metadata during reviews and approvals
6 Archive or flag superseded documents clearly