

PROCEDURE – FENIX Guide for Document Deliverables from Contractors / External Parties

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1 OBJECTIVE

The objective for this document is to describe the requirements and processes required for the project document deliveries from external parties. The goal is to achieve an effective, high quality and uniform way of handling documents from various Contractors.

The documentation quantity anticipated in the FENIX project is expected to be extremely high and it is imperative to have a good system and process of high quality to handle such.

2 DEFINITIONS AND ABBREVIATIONS

BOL	Boliden, term "Company" used in text below
Company	Boliden Rönnskär
Contractor	The firm hired to deliver service or equipment to FENIX
FENIX	FENIX (Name of project.)
MDL	Master Document List
MDR	Master Document Records
DCM	Document Control Manager
DCC	Document Control Centre
Pims	PIMS Document System (in this document) / PIMS general abbreviation is: Project Information Management System
SSRD	Submittal Schedule Regarding Document Requirements

Project Documentation: Documentation required delivered for the Boliden FENIX project for the future Plant Operations. Examples of Project Documentation are Drawings, Material lists, User Manuals, Equipment Lists, Reports, Test Documents, etc.

3 DOCUMENT HANDLING SYSTEM; PIMS

PIMS Document System is used for workflow and storage of FENIX Project Documentation. For PIMS access, see section 9. All Contractors are to submit their documents directly to the PIMS document system, and workflows, including review process, of documents will be handled through the system.

PIMS document system will be used for sharing of documents between Contractors for the purpose of completing the overall project scope. When requested by Company, Contractors are to use "Interface Documents" function in for the presentation of documents to other Contractors. i.e., drawings, technical specification, data sheets etc.

For access to the PIMS system, Contractors shall give user info to Company DCC upon contract award. Required info; Company name, Contract number (PO/IO), Users full name, mobile telephone number, and e-mail addresses, specify the main contact and the DCC contact(s) for the order.

EXCEPTION: Company cooperates with external Engineering Partners which in some cases handle the receipt and review of equipment documentation. In such cases the Contractor is to deliver their documents to applicable Engineering Partner in accordance with their documentation instructions. The Engineering partner will thereafter deliver accepted Equipment Documentation to Company Pims system. These exceptions are to be agreed upon individually per contract/order.

3.1 Examples of documents to be handled in Pims

- Formal Documentation.
- All documentation that is required in afterlife of FENIX.
- All technical documentation, i.e.: Drawings, P&IDs, 3D models, Lists of parts, Procedures, Descriptions etc.
- Equipment information of all sorts, i.e.: User manuals, Data sheets, Lists, Sketches, Maintenance manuals etc.
- Formal Correspondence
 - Via Correspondence functions in Pims, see section 8 for details.

- Plans / Schedules of formal character; i.e. plans presented in FENIX Project Director's monthly meetings, and for use in contracts and procurement documents.
- Procedures and Templates for the project, both to and from contractors, i.e., if a Contractor creates such on BOL's behalf.

4 DOCUMENT LIST(S)

Contractor shall develop and maintain Master Document List(s) (MDL) that shall contain all the documents that have been and will be produced under the Contract. Contractor shall establish the MDL(s) based on Company's template,

ref. 9999999-FEX-0002 "Template-Master Document List, FENIX".

A draft MDL shall be part of the quotation from Contractor. Upon Contract Award, Contractor shall submit an updated version of the MDL(s). Company has the option to require all documents for review. MDL is subject to review and acceptance by Company representative.

Contractor shall upload all new revisions of the MDL in PIMS and notify Company Representative (package owner) and Company document controller that the new revision is uploaded. Latest revision of the MDL shall also be included in Contractor's monthly status report to Company, with clear markings of all changes from previous revision.

4.1 Metadata

Metadata information for documents, such as equipment info, area and function info, etc. to be included in MDL and to be imported to PIMS from such lists.

5 DOCUMENT NUMBERING / FILE CODING

5.1 Document Code Procedure

All documents for the FENIX project, i.e. Drawings and other technical documentation shall be numbered in accordance with newest revision of "PROCEDURE - Document Codes Procedure BOLIDEN FENIX – 9999999-FEX-0008".

5.2 Document file naming

For uploading file(s) to Pims, the file must be named according to naming scheme:

Doc ID_Version_Step_Version date_file description. (File description is optional.)

Example of file naming: 1234567-ABC-0001_0_IFC_2024-05-24_drawing 123.pdf

The documentation ID is built as follows:

7-digit IO number-Three letter Contractor name abbreviation-4 digit run number.

Example: 1234567-ABC-0001

Explanation of example id:

1234567 = IO number (Purchase order number from Company to Contractor)

ABC = Abbreviation of Contractor (ABC co). Created by Company DCC

0001= sequence number

6 DOCUMENT REVIEWS/WORKFLOW/REVISION NUMBERING

6.1 Review Right

Company shall have the right to review any document or drawing produced under the Contract. Contractor is responsible for the quality of all documents and drawings – irrespective of Company review and input. For clarity, Company's review of and/or input to any document or drawing shall not be deemed as approval thereof.

6.2 Document Workflow Diagram

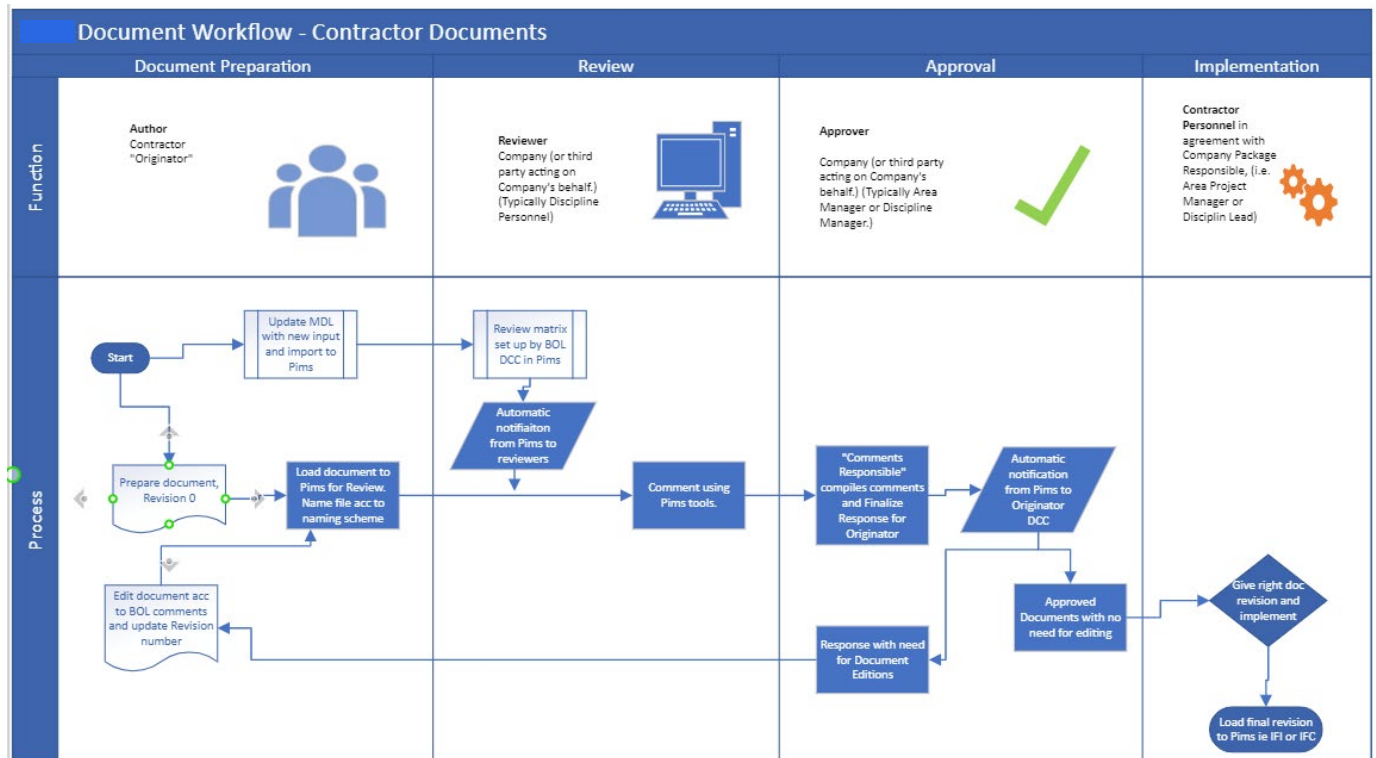


Figure: Document workflow – Contractor Documents

6.3 Document review deadlines

Company to review documents and drawings as set per said contract. Normally Company will endeavor to review documents and drawings within 10 working days after receipt. If comments not received in due time, Contractor to follow up with Company representative and agree on specific deadline. Deadlines may be document specific, part-of-order specific, or for whole order.

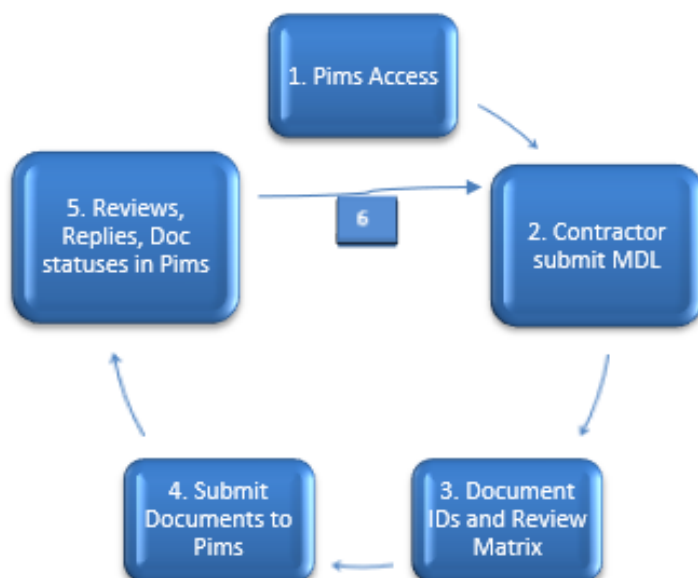
Contractor shall update the documents/drawings in accordance with Company's comments within the number of days after receipt of the comments, as agreed to per said contract. (As standard 8 days is set.)

Specific deadlines may be agreed upon, in writing, for specific orders/part-of-orders/documents.

Company's right to expedite deadlines: Deadline for document deliveries, reviews, and editing will be expedited in case of risk of delaying the overall project planned schedule, and Contractor and Company personnel will in such case be obligated to act accordingly.

6.4 Document Workflow

DOCUMENT WORKFLOW – CONTRACTORS:



CONTRACTORS DOCUMENT WORKFLOW

1. Boliden DCC register Contractor Users and blank MDL.
2. Contractor submits MDL with planned documentation data, name MDL according to rules, and submit list to Pims.
3. Boliden reviews doc list in acc with doc requirements. Boliden DCC/Pims create DOC IDs according to approved MDL. Boliden review matrix applied to documents.
4. Contractor name their files according to rules, and submit documents to Pims (Upload documents or Drag and Drop function.)
5. Boliden personnel perform their reviews per document. Replies sent to Originator directly from Pims. Contractor can at all times find doc statuses in Pims.
6. Contractor updates MDL and submit new revisions of list and applicable documents in accordance to review comments.

DOCUMENT WORKFLOW - For REVIEWERS – Boliden internal:



REVIEWERS DOCUMENT WORKFLOW

1. Review Matrix set up in accordance with Engineering Organization Chart, and further detailed when reviewing the MDL.
2. Commenting of documents performed directly in Pims system.
3. Reviewers notified by e-mail and actions available when logged in to Pims.
4. Reviewers may comment simultaneously and view others comments.
5. Comments Responsible compile comments from all and prepares the response. Pims automatically sends response to Contractor when review is set as Finalized.

6.5 Review Steps in Pims

Following codes to be used for review steps of documents uploaded to PIMS:

IFR	Issued for Review
IFI	Issued for Information
IFC	Issued for Construction
IAB	Issued for "As Built"
VOID	For documents to be voided

6.6 Document Status (within the document itself)

Contractor's own status terminology may also be included within the documents themselves, examples: AFE Approved/Issued for further Engineering / AFC Approved/Issued for Construction / AFI Approved/Issued for Inquiry / AFF Approved/Issued for Fabrication etc

Documents shall be clearly marked with status for purpose of each version of the document.

6.7 Company's Response codes

For the Pims system commenting, the following statuses are given from Company reviewer when finalizing reviews for response to originating company:

PIMS response choices by Company Comments Responsible when document Review (IFR) is performed:	Triggers for Contractors for revision settings and if document requires update and new review:
1 – No Comments	1. Doc is found ok as is. Contractor to upload without changes, other than the next revision number (0,1,2,3,...). No new review required. Upload as i.e. IFI, IFC.
2 – Reviewed – Implement comments and submit for info	2. Contractor to update according to comments and give new revision number (0,1,2,3,...). No new review required. Upload as i.e. IFI, IFC.
3 – Reviewed – Implement comments and submit for new review	3. Contractor to update according to comments and send new revision in letter codes (B,C,D or 0A, 2D etc.) New review is required. Upload again as IFR.
4 – For information only	4. Return of information to Contractor without action required. (Rarely in use).
5 – For continuous updating. Resubmit for review.	5. No comments to the revision contents. Continuous updates with new letter code revision (A,B,C...) Upload again as IFR.

6.8 Document Revision Numbering and Marking Revision Changes

6.8.1 Revision Numbering and Revision Date

Document revisions and revision date to be clearly marked within the file. With increasing letters or numeric. Contractor may use their own revision numbering system. (A,B,C / 0, 1, 2 / 00, 01, 02 etc)

6.8.2 Marking Revision Changes

Revision changes to be clearly marked, either and/or;

- Using table showing changes at front or end of Document.
- Using Triangle/Cloud marks or similar within the document clearly showing the changes.

6.9 Document Information

All technical documents that are produced under this Contract shall have a front-page. Contractor may use own front page template, or collect FENIX front page for use.

Front page to contain the following information as a minimum:

6.9.1 Front page

- Document title, *example: "Boliden FENIX document codes procedure"*.
- Project identification incl. Contractor's logo.
- Equipment reference ("machine code") (only for documents related to specific equipment)
- Contractor document number if other than FENIX doc number.
- Company document number, *example: "1234567-ABC-0001"*.
- Document type, *example: "Drawing"*.
- Discipline, *example: "Electrical"*.
- Geographical plant area, *example: "R11A"*.
- Revision number and revision date, *example: "1A - 2024.05.25"*.
- Revision status, *example: "IFR-Issued for Review", "IFC-Issued for Construction"*.
- Revision history table including the following information for each revision:
 - Author – date and initials
 - Checked – date and initials
 - Approved – date and initials
- Page number and total pages, *example: Pg 2 of 12*

FENIX Templates are available for Front Page/Cover sheet: 9999999-FEX-0005 (.doc) (.xlsx). Notify FENIX DCC to request these templates shared.

All pages to include in header and/or footer:

- Page number and Number of pages in total
- Document title(s)
- Company document number
- Revision number and Revision date
- Revision status

6.9.2 Drawings

Drawings shall be produced with a minimum information of BOL doc ID, Title(s), Version number, Version date.

More details described in Procedure-Instructions for CAD design and Drawings, List and Design 9999999-FEX-0014.

Template with example of drawing frame table: 9999999-FEX-0015.

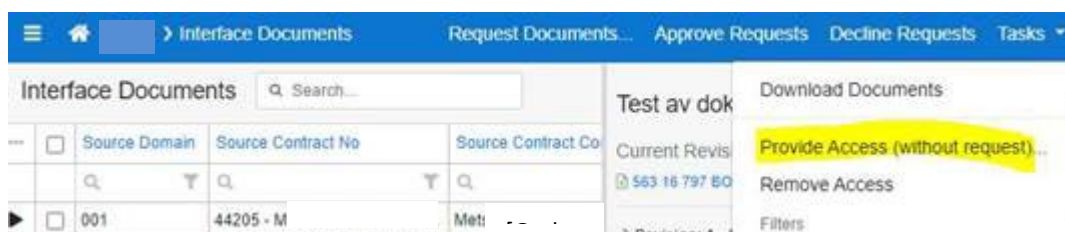
7 DOCUMENT SHARING

7.1 Document sharing between Contractors

When requested, Contractors are to share documents using Pims function "Interface Documentation".

For sharing of documents between two Contractors. I.e., Engineering Contractor sharing drawings with Construction Contractor. Good tracking function of what/when/to whom documents are shared.

1. Package owner at BOL informs BOL Document Control to open an interface document link in Pims between two contractors, typically an engineering contractor (A) and a company doing construction work (B).
2. Based on received document lists from contractor A, package owner informs contractor A which documents should be shared with contractor B.
3. Contractor A shares the documents specified by package owner with contractor B, using Pims Interface Documents.
 - a. Documents should be approved for construction prior to sharing, unless otherwise explicitly informed by Package owner at BO.
 - b. Pims automatically sends e-mail to Contractor B with link to the shared file(s).



Function description for Pims Interface Sharing available in presentation; 9999999-FEX-0010 "MDL guideline FENIX".

8 CORRESPONDENCE USING FUNCTIONS IN PIMS

Pims Correspondence Function to be used for Formal project correspondence:

8.1 Letter: (Pims mandatory)

Formal contractual communication between Company (Boliden) and any Contractor/Supplier where a formal agreement exists concerning formal contractual matters e.g. Cost, schedule, organizational changes, etc.

8.2 Reports: (Pims mandatory)

Non-technical reports, e.g. Monthly-, weekly-, progress reports etc.
Primarily to be used for Contractors to send reports to Company.

8.3 Message: (optional use)

Less formal correspondence between Company and Contractor/Supplier.
Message vs E-mail: Message accessible to all, and archived in Pims.
Message allows large attachments.

8.4 MoM: (optional use)

Minutes of Meetings between Company and Contractor.

Function description for Pims Correspondence available in presentation; 9999999-FEX-0016 "Guide for Handling of Correspondence in Pims"

9 PIMS ACCESS / DOCUMENTATION / PIMS QUESTIONS

9.1 Access and Guidance

If you need access to FENIX Pims documents, or have questions regarding FENIX documentation, please contact FENIX DCC.

“9999999-FEX-0010 Procedure-MDL guideline FENIX” may also be of help.

10 REFERENCE DOCUMENTS

- 9999999-FEX-0008 - «Procedure - Document Codes Procedure BOLIDEN FENIX»
- 9999999-FEX-0010 – “Procedure – MDL guideline FENIX”
- 9999999-FEX-0002 – “Template – Master Document List”
- 9999999-FEX-0014 – “Procedure - Instructions for CAD and drawings”
- 9999999-FEX-0015 – “Template – Drawing table”
- 9999999-FEX-0016 - “Guide-Handling of Correspondence in Pims”
- 9999999-FEX-0012 - “Kick off Presentation-Documents Management”
- 9999999-FEX-0005 – “Template - Cover Sheet.DOC” and “Template - Cover Sheet.XLSX”
- 9999999-FEX-0005 – “Template – Front page”

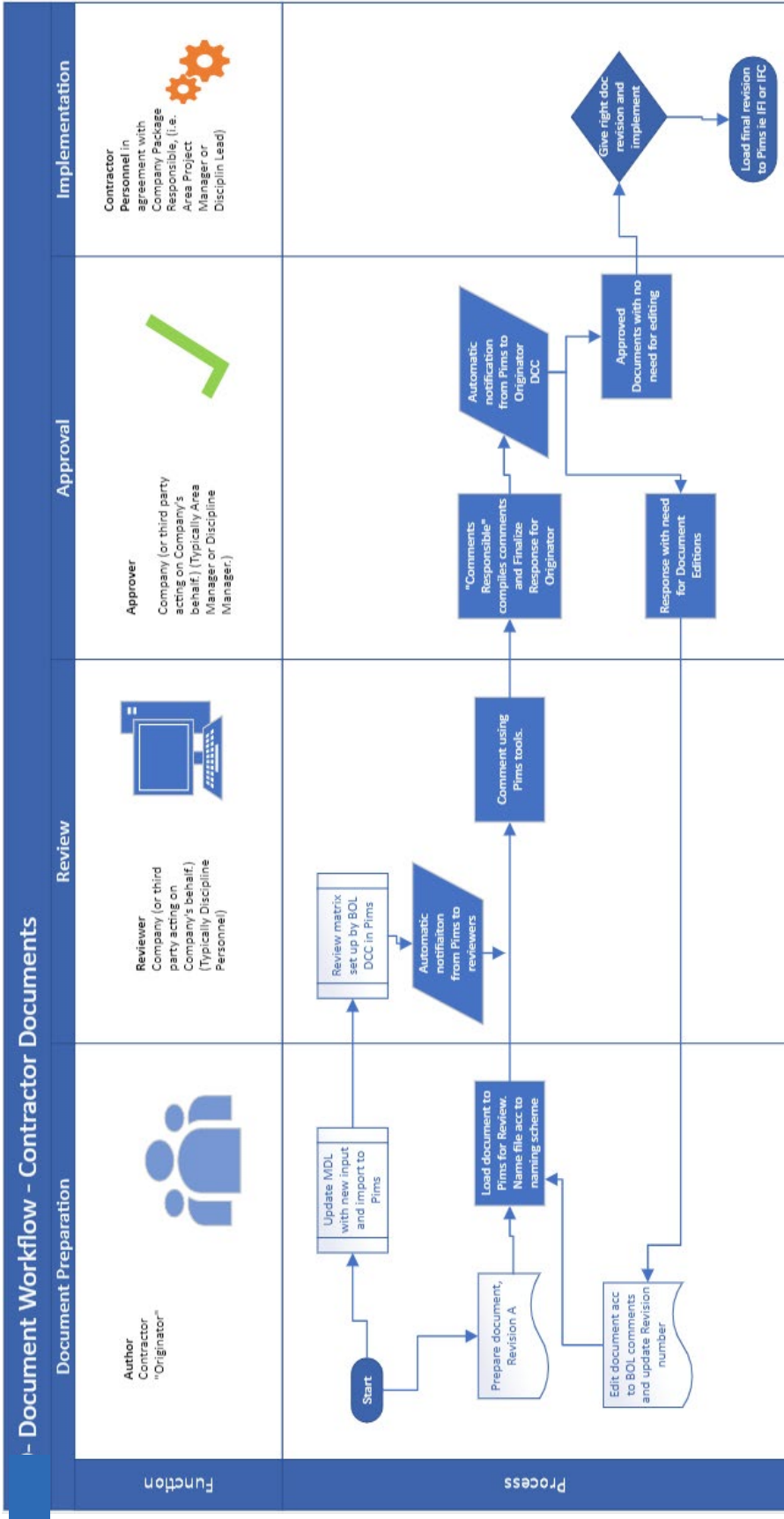
11 DOCUMENT ATTACHMENTS

Contractor Documentation Workflow form

12 DOCUMENT CHANGE TRACKER

Version	Page no/ Chapter	Change	Comment
			Add new lines in table and show latest change on top
0	4, 9, 10, 11	Updates in accordance with review comments in revision A	Issued for Info for Contractors
A		Doc creation as Draft	Issued for internal review.

13 ATTACHMENTS



Contractor Documentation Workflow