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This document is the property of Grupa LOTOS SA.. Coping and giving it to other are forbidden without express written authority by Grupa LOTOS SA

1 Subject of specification

This specification establishes the technical documentation numbering (and marking) rules and gives the document forms obliged in Grupa LOTOS S.A (hereafter called GL S.A.).

2 Scope of validity

This specification applies to documentation supplied within a framework of new investments, revamping – conceptual documentation (analysys, expertises and technical study), base projects, construction (for building authority permit), erection, as built and final.

2.1 Deviations

Any deviations from this specification shall be submitted in writing for checking and approval by Grupa LOTOS S.A.

2.2 Exclusions

Additional documents, not of project, can be incompatible with forms and lack required numbering a present specification. They should make enclosures to the documentation and be entered to the list of the content of the documentation without the registration of the GL S.A. numbers. These Enclosures should be so marked, that easily one could it identify among components of the documentation.

3 General

All documents created by the designer office should be supplied with the identification table „The technical documentation of the Grupa LOTOS S.A." placed in compliance with rules of the technical drawing.

Grupa LOTOS S.A. Technical documentation				
Documentation archive number	**Document number**	**Sheet**	**Sheets**	**Revision number**
XXXXX	AAAABBCCDDD	SSS	TTT	RR

Inscriptions on the documentation limiting rights of any disposal a documentation by Grupa LOTOS SA are inadmissible, in compliance with contract on the basis which the documentation is executed.

4 Archive number

The archiv number is given the documentation making the thematic whole described in the title and is the same for documentation from the revision 0 to the final edition of the documentation.

All single documents making components of the documentation are numbered consequently with archiv number.

The archiv number is not a part of the number of the document.

5 Document number

Every document is meant as an individual, unique number which consists of four parts and looks as follows:

AAAABBCCDDD

Individual parts mean:

AAAA - The number of the installation in GL S.A.
BB - The document type
CC - The number of the document type
DDD - The consecutive number of the document

As the number of the all documentation is accepted the number of the document of the type RE i.e. the cover sheet.

5.1.1 Installation number

Installation numbers and their names are contained in the list of the Grupa LOTOS S.A. installations - presented in the enclosure No. 1. For documents belonging to installation the number of the installation the documentation concerns shall be given.
For the documentation of networks possessing the own number of the installation, the number of this network shall be given, as far as the documentation concerns the area of the network outside the battery limit of the other installation to which this network is connected.
For the summary documentation embracing inter connections of different installations, the number 9020 „Interconnecting pipe rack and pipeline trenches" has to be used. As the technological number for individual interconnecting pipelines the number of the installation sending the medium should be applied. In cases raising doubts - consult with GL S.A..

5.1.2 Type of document

The document type is defined as a letter symbol. Below table contains symbols of the document type together with the symbol description.

Type of document	
Symbol	**Description**
RE	Title page, also as the next pages table of contents, technical description, memos and agreements card
DR	For a drawing
CA	For calculations
SP	For a specification, list, register and breakdown
PR	For a procedure, technical specification
RP	**Relations supplier / buyer:** for an offer / inquiry for a supply of goods, for an offer / inquiry for a provision of services, a commercial offer
MI	For other: - UDT/ZDT passports of pipelines and equipment, - equipment configuration sheets, - instructions and manuals, (maintenance) - operation manuals, - process description, - other**,

**after agreement with GL S.A. representative indicated in enquiry or a contract

5.1.3 Document type number

Document type number has two digits and define the type of the document (discipline). acc. to the following table

Document type number		
	Document type number range	**Discipline of documentation**
1	00÷09	General documentation
2	10÷19 without 17	Process documentation
3	17	P&I Diagrams
4	20÷29	Layout and land development plan; objects and equipment layout, cable routes, objects relocation plans
5	30÷39	Equipment documentation
6	40÷49 without 45 and 48	Piping documentation – without pipeline passport, without piping areas
7	45	Piping documentation – pipeline passport
8	48	Piping documentation – piping arrangement area
9	50÷59	Instruments documentation
10	60÷69	Electrical documentation
11	70÷76	Construction documentation
12	77	Ventilation and air condition documentation
13	78	Plumbing (water – sewerage) documentation
14	79	Central heating documentation
15	80	Documentation of insulation, corrosion protection, painting
16	81	Erection documentation (welding), WTWiO – technical conditions of manufacture and acceptance **MI in the given discipline**
17	82	Acceptance documentation (Quality) **MI in the given discipline**
18	83	Occupation, Health and Safety (BHP)
19	84	Fire and explosion protection documentation
20	85	Environmental protection system
21	86	Other engineering activities (engineering work that is not a part of other disciplines mentioned here)
22	87	Quality assurance system
23	99	Tele – informatics activities

5.1.4 Document consecutive number

This number is given by the GL S.A. Technical Documentation Archive Department on the basis of the cover sheet and the list of the content sent by the Designer in the file MS Excel, (see point no 9).

5.1.5 Page number

Documents should be given as complete. The numeration of pages gives a possibility of the completeness inspection of the document.

5.1.6 Revision number

All documents and drawings shall have a proper revision number.
The revision of the document RE of the project (the cover sheet) is a revision of the documentation.

The revision of the first issues of documents and drawings supplied to GL SA shall have revision number 0, and the subsequent releases shall have revisions marked with the numbers 1, 2, 3, ..., n.
Changes introduced in the document cause the change of the document revision on the next. The change of one or more documents in the documentation causes also the change of the revision number of the all documentation (the title type RE document), however does not cause the change of the revision of these documents of components which did not change.
In the case, when the component of performed documentation is a revision of the earlier existing document within the framework of other documentation, this component should have the number the same, as the original number of this document and the following number of the revision with relation to the revision of the original document. The number of the revision of the documentation consisting revised documents of other project and new documents begins from 0.

6 Electronic recording

The electronic recording of the documentation is delivered on the CD or DVD together with the documentation.
The cover sheet, the list of the content and the technical description (the RE type document) has to be sent integrated into one electronic file.
Delivery of the components of the documentation as editable files in the original format and non editable in the format PDF is required on CD or DVD. It is not allowable placing in one file of the content of different components of documentations specified in the list of the content as separate documents.
Files cannot be supplied on the plate as packed (zipped).
The CD or DVD has to be described permanent with data from the title page.
The electronic recording of the documentation consecutive revisions should contain always the current set of documents for the given revision specified in the list of the content.

7 The Stage

Following stages of the designing are distinguished:

1. The conceptual documentation
2. The base project
3. The building project (for the building permit)
4. The construction documentation
5. The final documentation

In the process of the investment realization or the repair arises created by the performer of works the postexecutive documentation. This is the complete executive documentation in the last, highest revision with drafted manually changes signed by authorized persons.

8 Examples of document numbers

1. **0250RE50001 -** the title page number (the documentation)

where:

0250 - the number of the installation (the area **02**, the subarea **50)**

RE - the document title symbol (the cover sheet, the list of the content, the technical description)

50001 - the type number defining:

50 - instrumentation discipline

001 - the consecutive number in this discipline documentation

2. **2700DR40067 -** the drawing number (the component of the documentation)

where:

2700 - the number of the installation (the area 27, the subarea 00)

DR - the symbol of the drawing

40067 - the type number defining:

40 - piping discipline

067 - the consecutive number in this discipline documentation

9 Course of action at the settlement of the numeration of the documentation

For the purpose of the receipt of archival numbers and consecutive number of the document, filled *the Cover sheet* for created documentation (according to the design in the enclosure No. 2 to the procedure), has to be sent to the GL SA Archive of the Technical Documentation Department. Also has to be sent T*he List of the content of the documentation (*according to the design in the enclosure No. 3 to the procedure) in the editable form and **the Data Input Sheet (file MS Excel)** being the enclosure to this procedure.
The Data Input Sheet has to be placed on the CD or DVD as completely filled.
The document type and first two digits of the number of the document type defining the document discipline have to be placed in the table of the content list. If the document is a revision of existing earlier the component, then enter the number of this component and its following revision.
Ranges of archival numbers and documents numbers for the independent utilization by the designer can be agreed on designer application for large projects.

10 Transfer of the documentation to the Grupa LOTOS S.A.

The documentation is transferred to the GL S.A. office with a protocol of the delivery of the documentation - form in the enclosure No. 8.
The documentation is transferred to the GL S.A. in five paper-copies and one copy of the electronic recording (CD or DVD).
For every documentation should be the delivered separate carrier (CD or DVD) with the electronic recording (it does not allow the delivery of several different projects on the common carrier). The CD or DVD should be described with the data from the part of the title documentation.
Does not allow the transfer of the documentation in the binded form.
Documentations transferred in files should have backs described with data from the part of title.

11 Enclosures

- Encl. No. 1 – List of installations (areas / subareas) in Grupa LOTOS S.A.
- Encl. No. 2 – Title page,
- Encl. No. 3 – Table of documentation contents,
- Encl. No. 4 – Index of relevant documentation
- Encl. No. 5 – Technical description, calculations, agreements card, list, register, breakup etc..,
- Encl. No. 6 – Drawing,
- Encl. No. 7 – Data Input Sheet
- Encl. No. 8 – Transfer and receipt report

12 Record of changes

No.	Date	Description	Introduced by
Rev.0		This specification entirely replaces the former LOTOS Group S.A. standard No. PR 07 611 with the same title and numbering procedure No. 90-00-PR-00001.	T. Wróbel
Rev.1	02.06.2006	Correction in Enclosure No. 1, (units: 0320,1020,4150 7350-7390)	T. Wróbel
Rev.2	28.05.2007	Correction in Enclosure No. 1 (new units 0270, 4030 and 9700 added; name corrections for units 0100, 0120 3300)	T. Wróbel
Rev.3	07.01.2008	instalation number change Merox II	T. Wróbel
Rev.4	28.05.2008	Enclosure no 8 change Enclosure no 1 modification	G. Hrycyna
Rev.5	16.04.2008	Enclosure no 8 change	Z. Nowakowski
Rev.6	10.05.2011	Significant changes	Z. Nowakowski
-	31-08-2015	Page layout corrections, no contents changes.	T. Wróbel

Area	Subar-ea	„List of installations (areas / subareas)" in Grupa LOTOS S.A.
01	00	Atmospheric distillation
01	20	Crude Oil Distillation II
01	50	Hydrocracking
01	60	Vacuum destillation of hydrowax
02	00	Hydrorefining of top products (light distillates with stabilization and rectification)
02	50	Hydrogen Generation Unit
02	60	Hydrogen recovery plant
02	70	Hydrogen Generation Unit II
03	00	Naphtha sweetening (Merox)
03	10	Naphtha sweetening (Merox) II
03	50	Isomerization
04	00	Catalytic reforming I
04	10	Semiregenerative reforming
04	40	Catalytic reforming II (CCR)
04	50	Unit of catalytic regeneration of reforming II
04	60	Hydrogen store
04	70	Xylene separation unit
05	00	Hydrodesulfurization of diesel oils
05	20	Hydrodesulfurization of diesel oils II
06	00	Hydrogen sulfide recovery
06	10*	New amine regeneration
06	50	Amine regeneration
07	00	Separation of liquid gases / recovery and separation of liquid gases
07	10*	Modification of liquid gases Separation
08	00	Sulfur recovery
08	10	New sulfur recovery plant I (Claus I)
08	20	New sulfur recovery plant II (Claus II)
08	30	Tail gas treatment unit (TGTU)
08	50*	Sour water treatment
08	60	New acid sour stripper
08	90	Sulfur store
09	00	Vacuum distillation
09	20	ROSE deasphalting
09	30	Mild Hydrocracking MHC
09	40	Tempered cooling water unit
09	60	Visbreaking

10	00	Asphalt processing plant / Oxidation and blending of asphalts, expedition
10	10	Asphalt loading facilities for tank-truck
10	20	BITUROX Asphalt processing plant
10	50	Asphalt modification plant
10	60	Asphalt heating and dispatching unit in LA Czechowice
10	70	Asphalt modification plant in LA Czechowice
10	80	Asphalt tank farm with heating and loading facilities in LA Jasło
11	00	Propane deasphalting
12	00	Furfurol extraction
12	50	Heated water system
13	00	Solvent dewaxing (Di-Me)
14	00	Lube oil hydrorefining unit
15	00	Lube oil production plant (motor oils, ready oils dispatch) WOS
16	00	Leveling and demolitions
17	00	Drainage of the area
18	00	Crude oil tank farm (Oil tanks)
19	00	Semi-finished products tank farm
20	00	Blending and storage of products (tanks with components and products with blending)
20	10	Modification of the gasoline blending system
20	50	Detergent-to-gasoline adding station
20	60*	Modification of the existing product storage tank farm
20	70	LPG store
20	80	New product storage tank farm
20	90	Tank farm and expedition pipelines to the North Harbour
21	00	Storage buildings (stores)
22	00	Workshops
23	00	Laboratory
24	00	Administration (administration-social complex)
24	10	New administration building
24	20	Buildings on investor facilities area
24	30	CA2 Bis building
24	50	Modernization of burrel production plant building
25	00	Fire brigade (fire station)
27	00	Combined heat and power plant
27	10	NOx reduction in flue gases instalation
27	50	Condensate and demi water system for the CHP plant
27	60	Rozwójka river storm gate
28	00	Central heating water system
29	00	Water treatment station

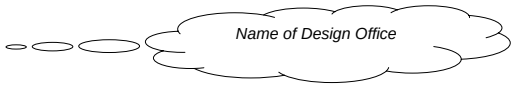
29	10	Modification of Water treatment station
29	30	Water demineralization
29	50	Condensate de-oiling station
30	00	Cooling (circulating) water system
30	10	Chloride dioxide generation
30	20	Cooling towers and underground cooling water headers
30	50	Cooling towers and cooling water headers
31	00	Air compressing and drying (compressed air plant)
32	00	Nitrogen generation plant
32	10	Nitrogen generation plant - 3210
32	50	Air separation unit
33	00	Electric power distribution system
34	00	Wharf on Martwa Wisla
35	00	Flare & blow down system (flare installation with slop lines)
35	50	New flare & blow down system
37	00	Fuel oil system and fuel gas system (fuel gas, furnace and diesel oil for firing furnaces and the CHP plant)
37	50	Fuel gas system development
39	00	Road transport department
39	50	Petrol station of Rafineria Gdańska SA
40	00	Railway loading facilities
40	10	Railway loading facilities II
40	20	Asphalt railway loading arm
40	30	Railway loading facilities III
40	50	Vapor recovery unit
41	00	PKN „ORLEN" base (road-tanker dispatch)
41	10	Piotrków Trybunalski petrol base
41	20	Poznań petrol base
41	30	Rypin petrol base
41	50	Fuels loading station for road cars
42	00	Arterial HV cable networks
43	00	Product pipelines RG S.A. – Port
44	00	Arterial process pipelines for process and power gases (process pipelines and process-gas pipelines)
45	00	Tank farm in the North Port (Port Północny)
46	00	Tanker cleaning station – supply power pipelines and water-and-sewage pipelines (a separate investment of Project 1)
47	00	Syngas power plant- combined cycle
48	00*	Process and utility water system
49	00	Fire water system
50	00	Potable water system
51	00	Sewage treatment and discharge
51	05*	Sewage system modification

51	50	Utility water system
52	00	Plant roads
53	00	Arterial power pipelines from the condensate treatment station
54	00	Lighting of plant roads, fence and the track system
55	00	Telephone and radio communication
56	00	Main control room (control room with computer)
56	10	New control room
58	00	Atmospheric pollution control and measuring stations. Atmospheric pollution automatic control system.
59	00	Industrial security service (plant fencing and gates)
60	00	Water intake and connection
60	10	Storm pumping station
61	00	Plant railway (tracks within the plant area)
62	00	Plant greenery
63	00	Temporary roads, yards, bridges and other objects
65	00	Water supply to site
66	00*	Electric power supply to site
68	00*	Storage yard for investments
69	00*	Temporary buildings (temporary administration, utility buildings)
71	00*	Road to Sobieszewo
72	00	Industrial, fecal and rainwater sewerage and process aboveground sewage
73	00	Gasification unit - Common / Pre-Train / Post-Train
73	10	Gasification unit - Train 1
73	20	Gasification unit - Train 2
73	30	Gasification unit - Train 3
73	40	Gasification unit - Soot water system
73	50	Gasification unit - Soot water filtration common facilities
73	60	Gasification unit - Soot water filtration train 1
73	70	Gasification unit - Soot water filtration train 2
73	80	Gasification unit - Soot water filtration train 3
73	90	Gasification unit - Waste Water Stripper
74	00	Soot ash recovery unit - Common / Pre-Train / Post-Train
74	10	Soot ash recovery unit - Processing Train 1
74	20	Soot ash recovery unit - Processing Train 2
74	30	Soot ash recovery unit - Ash handling and bagging
76	10	Rectisol H2S removal
76	20	Rectisol CO2 removal
76	30	CO shift and Gas-cooling
76	40	Methanisation
76	50	Rectisol Regeneration
77	00	LPG dispatch / storage tanks, blending and dispatch of liquid

		gases and the fraction C_5-65°C
78	00	Chemicals store (chemicals reception and distribution station)
79	00	Leading of gasoline
80	00	Electric substation of the Fuel Unit
81	00	Electric substation of the Oil Unit
82	00	Other electric substations
82	10	New electric substation
84	00	Condensate treatment station
87	00	Flue gas ducts and stack E2 / flue gas ducts with the process stack (of process units), with waste heat boilers.
87	10	New flue gas ducts.
90	00	General
90	10	Infrastructure
90	20	Interconnecting (unit to unit) pipe-rack and pipeline trenches
90	30	Ancillary installations
90	40	Connections made during shutdown
91	10	Demolitions and removals
97	00	Amine & caustic Washing Unit
98	00	TGTU and common facilities for claus III, IV, V
98	10	Claus III
98	20	Claus IV
98	30	Claus V
98	50	Amine Regeneration II
98	60	Sour Water Stripper II

*mark for existing installations, which number is not recommended for future new projects.

Grupa LOTOS S.A.	**ENCLOSURE No. 2**	Spec. No.
	Title page	6110



Order No.: XX/XXX/XXXX

Design arch. No.: XXXXXXXXX

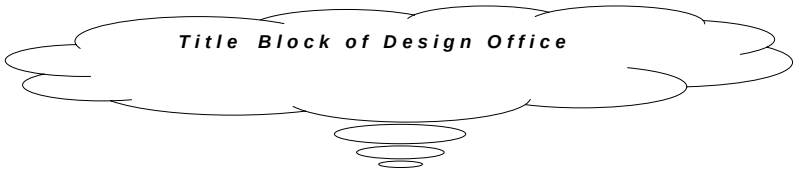
Stage: XX + XX

Investor: Xxxxx

Object: Xxxxxxxx

Discipline: Xxxxxxxxxxxx

Title: **Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx**



Grupa LOTOS S.A. Technical Documentation

Arch No..	Document No.	Page	Pages	Rev. No.
XXXXX	AAAABBCCDDD	SSS	TTT	RR

Arch. No..	Area	Sub-area	Document No.	Rev. No..	Issue date	Page	Pages
19356	**90**	**00**	**PR 02002**	**6**	**10-05-2011**	**A2-1**	**1**

Grupa LOTOS S.A.	**ENCLOSURE No. 3**	Spec. No.
	Table of documentation contents	6110

Name of Design Office

Table of contents

No.	Title	Office No.	GL S.A. No.	Page No.	Revision no / Date
1			AAAARECCDDD		
2			AAAACACCEEE		
3			AAAADRCCFFF		
4			ETC		
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

Required statement:

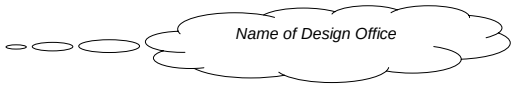
Revision (e.g. 1) covers items (e.g. 3 and 7) and item (e.g. 16) has been added.

Designer's signature: .....

Grupa LOTOS S.A. Technical Documentation				
Arch No..	**Document No.**	**Page**	**Pages**	**Rev. No.**
XXXXX	AAAABBCCDDD	SSS	TTT	RR

Arch. No..	Area	Sub-area	Document No.	Rev. No..	Issue date	Page	Pages
19356	**90**	**00**	**PR 02002**	**6**	**10-05-2011**	**A3-1**	**1**

Grupa LOTOS S.A.	**ENCLOSURE No. 4**	Spec. No.
	Index of relevant documentation	6110



Index of relevant documentation

No.	Title	Discipline	Office No.	Arch. No.	Doc. No.	Rev. No.
				Grupa Lotos SA		Date
1	*2*	*3*	*4*		*5*	*6*

Grupa LOTOS S.A. Technical Documentation				
Arch No..	**Document No.**	**Page**	**Pages**	**Rev. No.**
XXXXX	AAAABBCCDDD	SSS	TTT	RR

Arch. No..	Area	Sub-area	Document No.	Rev. No..	Issue date	Page	Pages
19356	**90**	**00**	**PR 02002**	**6**	**10-05-2011**	**A4-1**	**1**

Grupa LOTOS S.A.	**ENCLOSURE No. 5**	Spec. No.
	Technical description, calculations, lists, registers, bill of materials	6110

Name of Design Office

Document title

TECHNICAL DESCRIPTION, CALCULATIONS, LISTS, REGISTERS, BILL OF MATERIALS etc.

Text of the technical description, calculations, lists, registers, bill of materials etc.

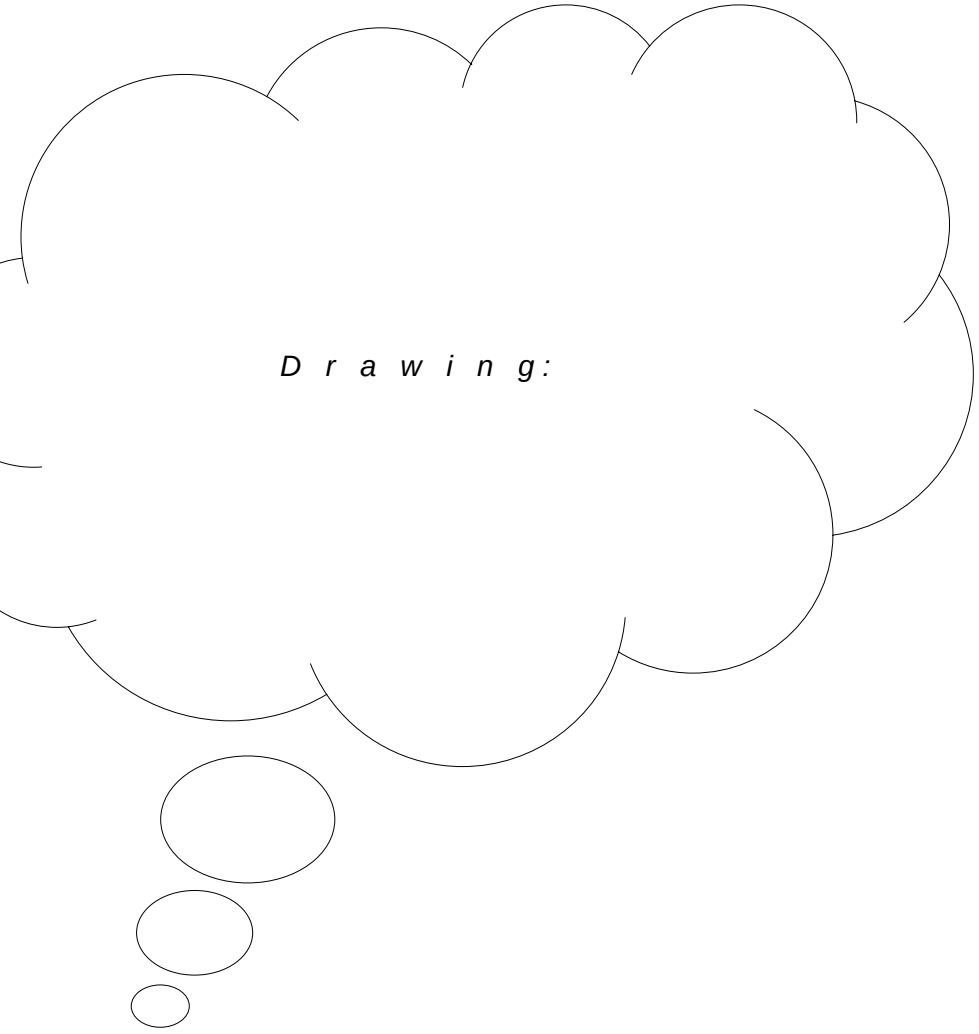
Grupa LOTOS S.A. Technical Documentation

Arch No..	Document No.	Page	Pages	Rev. No.
XXXXX	AAAABBCCDDD	SSS	TTT	RR

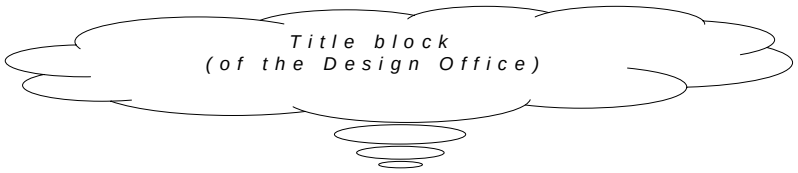
Arch. No..	Area	Sub-area	Document No.	Rev. No..	Issue date	Page	Pages
19356	**90**	**00**	**PR 02002**	**6**	**10-05-2011**	**A5-1**	**1**

Grupa LOTOS S.A.	**ENCLOSURE No. 6**	Spec. No.
	Drawing	6110

D r a w i n g:



T i t l e b l o c k
(o f t h e D e s i g n O f f i c e)



Grupa LOTOS S.A. Technical Documentation				
Arch No..	**Document No.**	**Page**	**Pages**	**Rev. No.**
XXXXX	AAAABBCCDDD	SSS	TTT	RR

Arch. No..	Area	Sub-area	Document No.	Rev. No..	Issue date	Page	Pages
19356	**90**	**00**	**PR 02002**	**6**	**10-05-2011**	**A6-1**	**1**

Legend for this sheet are in comments to particular cells (red marks)

Project data:

Project archiw number	
Designer project number	
Project name	
Project author	
Discipline	
Stage	
Project revision number	
Project issue date	
Plant	
Investment name	
SAP number	

Project components data:

Item	Title	Plant	Typ	Discipli	Page	Revisior	Designer revision date	Component nu	Designer file name	PDF file name	Object kind	Object

Grupa LOTOS S.A.	**ENCLOSURE No. 8**	Spec. No.
	Transfer and receipt report	6110

THE DELIVERY EVIDENCE OF THE DOCUMENTATION NO. ……..

(There fills the performer of the project)

The date of receipt of the documentation to the Grupa LOTOS S.A. office ……..

1. The designer …….(**The name of the design office).....**
transfers the following technical documentation for the project:
……....(**The name of the project)……**
executed within the framework of contract/order No. (SAP): ……

No	**The title of the documentation**	**Discipline**	**Stage**	**No. of the project according to design office**	**No. of the project according to** GL **S.A.**	**No.** arch. **accord-ing to** GL **S.A.**	**No. of revi-sion**	**quanti-ty** of copies
1.	Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	xxxxxx	xxxxxx	XXXXXX	XXXXREXXXXX	XXXXX	XX	X
2.								

……
The Performer of the project
The date and the signature

THE RECEPTION OF THE DOCUMENTATION BY PURCHASER

(Fills Purchaser)

2. After the checking the above-technical documentation Orderer the Grupa Lotos S.A. 80-718 Gdańsk, Elbląska 135 receipt the documentation:

without faults*/	**All documentation*/**
with faults* mentioned in the enclosure to the pro-tocol.	**Partly*** mentioned in the enclosure to the protocol

***unnecessary to cross out**

3. The time limit of the removal of faults / corrections introduction ……..
4. Other settlements

……..
……..
……..
……..

5. **The settlement of the project** No. of the settlement……..
The notification of the demand…….. The order ……
The Position of the plan …… The Code of the cost…….

The value of project-works			
According to contract/order	**Receipted with this protocol**	**According to the previous protocol**	**From the beginning works inclusive of tis protocol**

6. Costs

MPK**/No. the investment**					
The sum					

7. **Signatures of representatives according to contract**

…… ……
The coordinator of the project in GL **S.A.** **the Performer of the project**

8. **The confirmation of the reception of the documentation Orderer**

……..
Orderer - The Office Head
The date and the signature