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1 Subject of specification

This specification used in conjunction with standard technical specifications of LOTOS Group S.A. establishes the minimum requirements for preparation of final documentation.

2 Scope of validity

This specification applies to the preparation of tender documents, inquiries and contracts concerning new investments and modernisation projects planned by LOTOS Group S.A.

It shall also be a basis for preparing both detailed specifications and inquiries for individual or package unit supplies.

2.1 Deviations

Any deviations from this specification and relevant specifications, standards and documents, including the bidder's proposals indicating a more economic design or solution, shall be submitted in writing for checking and approval by LOTOS Group S.A. No deviation or modification shall be permitted unless confirmed in writing by LOTOS Group S.A.

The bidder shall present in written form any ambiguity or conflict between this standard and any other LOTOS Group S.A standards or other quoted documents/standards, and shall receive LOTOS Group's written explanation.

3 Definitions

- DTR – Operating and maintenance manual

4 Final documentation

The final documentation should be supplied in 5 copies plus in an editable electronic form. In case any part of the documentation (e.g. logic control systems) is recorded in a program that is not commonly accessible, the software permitting reading and repair of any program defects should be supplied as well.

The final documentation should include the updated and supplemented as-built documentation.

The final documentation should be compiled and issued in the below mentioned volumes:

- List of documentation.
- Plot Plan.
- Documentation of mechanical equipment.
- Documentation of pipelines.
- Construction and steel-structures documentation.
- Documentation of automatic control systems.
- Electrical and telecommunications documentation.
- Process and environmental-protection documentation.
- Documentation of the analytical control of the process.

- Documentation of safety at work and plant fire protection.
- Repair and maintenance documentation.

The above-mentioned volumes should include the following:

4.1 List of documentation

The list should include all drawings and other documents divided into volumes, books and chapters. On the cover of each book and chapter there should be the number of the volume and the number of the book or chapter.

The list should include the document name, the drawing or specification number, and the date of the latest revision.

4.2 Plot plan

As-built drawings showing the location of equipment, building objects, underground pipelines, cable channels and routes, bridges, paved yards and roads within the battery limits.

4.3 Documentation of mechanical equipment

The documentation specified in point 4.2 of Technical Specifications No. 6400, updated according to the recent revisions.

4.4 Documentation of pipelines

The documentation specified in point 4.3 of Technical Specifications No. 6400, updated according to the recent revisions, and as-built isometric drawings with material issue lists.

4.5 Documentation for obtain permission for using

Documentation required for obtain permission for using should be prepared according to Building Law requirements.

4.6 Construction and steel-structures documentation.

The documentation specified in point 4.4 and 4.5 of Technical Specifications No. 6400, updated according to the recent revisions and changes made on site.

4.7 Documentation of automatic control systems

4.7.1 The documentation specified in point 4.6 of Basic Documentation (spec. No. 6300) and point 4.6 of Construction and Assembly Documentation (spec. No. 6400), updated according to the recent revisions.

4.7.2 Operating and maintenance manuals of instruments.

4.7.3 Service documentation of instruments.

4.7.4 Quality control certificates for instruments.

4.7.5 Material certificates for instruments installed in facilities subject to Technical Supervision.

4.8 Electrical and telecommunications documentation

4.8.1 Updated documentation specified in points 4.7 and 4.8 of Technical Specifications No. 6400

4.8.2 Operating and maintenance manuals [DTR] and operation manuals for installed equipment.

4.9 Process and environmental-protection documentation

Documentation according to point 4.1 of Specifications No. 6400.

4.10 Documentation of the analytical control of the process

4.10.1 List of laboratory determinations and the methods of performing them.

4.10.2 Analyses chart.

4.10.3 Description and standards for performing analytical determinations.

4.11 Documentation of safety at work and plant fire protection

Updated documentation specified in point 4.9 of Specifications No. 6400.

4.12 Repair and maintenance documentation

The repair and maintenance documentation should include at least the following:

4.12.1 A general maintenance and repairs philosophy, ensuring uninterrupted operation of the plant in three years' periods between overhauls.

4.12.2 Schedule and procedures of the necessary maintenance and repair work.

4.12.3 Identification and description of changes in process conditions, which can effect the maintenance and repair schedule as well as a list of equipment, which can make problems in operation.

4.12.4 Description and procedures for individual maintenance operations (decoking, tightness tests, etc.)

4.12.5 Recommendations for non-destructive testing of equipment elements operating in critical conditions to prevent failure.

4.12.6 Specifications of special maintenance and repair tools and equipment.

5 Related documents

- Specification 6300 – Basic documentation
- Specification 6400 – Construction and Assembly Documentation

6 Record of changes

No.	Date	Description	Introduced by
1 rbb	 22.12.05	This specification entirely replaces the former LOTOS Group S.A. standard No. PR 07 650 with the same title. Cancelled Three documents	B. Kowalewski Cz.sacha
-	31-08-2015	Page layout corrections, no contents changes.	T. Wróbel