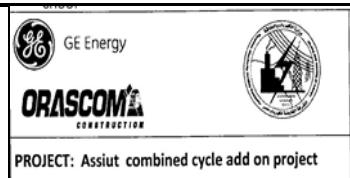




**ACC ORASCOM  
PROJECT HANDOVER DOCUMENTATION  
PROCEDURE**



Agreement No. <b>A5678A16</b>	DOC. No. <b>SPIG-PRO-DC-00001</b>	Rev. <b>B1</b>
Contract Description: <b>ACC Orascom Assiut</b>	CONTRACTOR DOC. No. <b>Orascom N/BB/2015/n94</b>	Doc Class: <b>1</b>

**PROJECT HANDOVER DOCUMENTATION  
PROCEDURE**


**DOCUMENT No. SPIG-PRO-DC-00001**

Rev	Date	Status	Status Description	Prepared	Checked	Approved
B1	27-02-2017	IFR	Issue for Company Review	W.Cacchii		


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ACC ORASCOM  
PROJECT HANDOVER DOCUMENTATION  
PROCEDURE



GE Energy





PROJECT: Assiut combined cycle add on project

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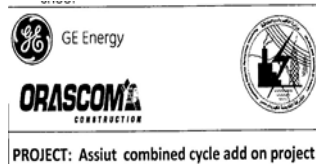
B&W SPIG.

SUMMARY OF DOCUMENT REVISIONS

Rev.	Date Revised	Section Revised	Revision Description



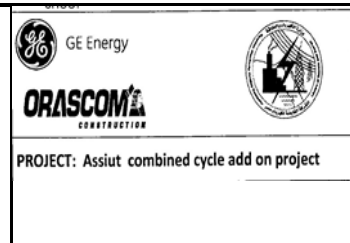
# ACC ORASCOM PROJECT HANDOVER DOCUMENTATION PROCEDURE



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# 1 INTRODUCTION

## 1.1 Scope





This procedure describes CONTRACTOR final handover to ORASCOM hereafter called COMPANY of all Project technical documents including the following manuals, as applicable:





- Mechanical Completion Manual
- QA/QC Dossiers
- COMMISSIONING Manual
- Operating, Maintenance and Safety Manuals
- Manufacturing Data Report (MDR)
- Mechanical Catalogues
- Training Manual as





The procedure applies to documents in both hard copy and electronic format and shall be approved by COMPANY.

## 1.2 Definitions and acronyms

• COMPANY	ORASCOM
• CONTRACTOR	B&W SPIG
• VENDOR(S)	Any and ALL persons, firms, partnerships , companies, bodies, entities or a combination thereof including sub-vendors and suppliers, who are providing GOODS (including any of the foregoing whose purchase orders are novated or assigned by COMPANY to CONTRACTOR) and the successors and assigns of such persons, firms, partnerships, companies, bodies, entities or a combination thereof Includes suppliers and VENDORS and means any and all persons, firms, partnerships, companies, bodies, entities or a combination thereof (not being employees of
• SUBCONTRACTOR(S)	CONTRACTOR) of any tier to whom any part of the WORK has been subcontracted by CONTRACTOR or SUBCONTRACTORS (including any contracts novated or assigned by COMPANY to CONTRACTOR) and the

	<p align="center"><b>ACC ORASCOM</b></p> <p align="center"><b>PROJECT HANDOVER DOCUMENTATION PROCEDURE</b></p>	<div>    </div> <p>PROJECT: Assiut combined cycle add on project</p>
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<div> <div> <ul style="list-style-type: none"> <li>• <b>EMC</b></li> <li>• <b>CATEGORY</b></li> <li>• <b>EDMS</b></li> <li>• <b>INSTALLATION</b></li> <li>• <b>P&amp;ID</b></li> <li>• <b>SYSTEM(S)</b></li> <li>• <b>EPCC</b></li> </ul> </div> <div> <p>successors and assigns of such persons, firms, partnerships, companies or a combination thereof</p> <p>Engineering Management Class: a standard project work process, executed under the responsibility of a single discipline/function, consisting of the main activities, represented in a sequential and interconnected reticular form, necessary to manage project deliverables (either documents or materials) with homogenous features or requirements in terms of design, engineering, procurement and installation.</p> <p>Project Record Book or Part</p> <p>Electronic Document Management System</p> <p>The permanent facilities including the SYSTEM(S), buildings, structures, civil works, amenities and facilities or any of them which are to be designed, procured, constructed, revamped or refurbished, commissioned and tested as part of the PROJECT</p> <p>Piping and Instrument Diagram</p> <p>A grouping of equipment and components, including foundations, structures, mechanical, electrical, control systems, piping and associated parts that perform a single service, function and operation as a process, utility system and/or facility, which defines a specific INSTALLATION function</p> <p>Engineering, Procurement and Construction</p> </div> </div> <div> <p><b>1.3 Reference Documents</b></p> <p><b>1.3.1 COMPANY documents</b></p> <p>Quality management requirements</p> <p>IT Plan</p> <p>Drawings, documents and manuals</p> <p>Acceptance</p> <p>Review, comments and approvals</p> <p>Project handover documentation procedure</p> <p>Document numbering procedure</p> <p>Document control procedure</p> <p>Exhibit B. 45 VENDOR document &amp; manuals</p> </div>		

	<p align="center"><b>ACC ORASCOM</b></p> <p align="center"><b>PROJECT HANDOVER DOCUMENTATION PROCEDURE</b></p>	<div>    </div> <p>PROJECT: Assiut combined cycle add on project</p>
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<p>Manufacturing Data Report (MDR) Exhibit B. 48  Contents of Mechanical Catalogues  Content of Operating and Maintenance Manuals  Mechanical Completion and Commissioning planning and documentation  CONTRACTOR document control procedure  Training services to COMPANY personnel</p> <p><b>1.3.2 <u>CONTRACTOR documents</u></b></p> <p>As-built Procedure  Project Numbering Procedure  Project Coordination Procedure  Site Coordination Procedure With Subcontractors  Project Execution Plan  Vendor Documentation Requirements  Project Quality Plan  Project Organisation: Role , Description &amp; Chart  QA assurance requirements for VENDORS  Site Non Conformance Management Procedure  Lessons Learned Management Procedure  QC VENDOR Requirements.  Spare Parts Procedure  Project software List</p> <p><b>2 FINAL DOCUMENTATION HANDOVER</b></p> <p><b>2.1 General requirements</b></p> <p>CONTRACTOR shall provide COMPANY with final complete sets of Project handover documentation and shall be responsible for format and contents of CONTRACTOR, SUCONTRACTOR and VENDOR/SUPPLIER handover documentation.</p> <p>CONTRACTOR shall handover final documentation both in hard and electronic format thru DVD/CD Rom (number of copies to be agreed with COMPANY) or external hard drive. The format will be agreed with COMPANY.</p> <p>CONTRACTOR shall adopt International Standard (ISO 216) sizes for drawings, data sheets, SPECIFICATIONS and calculation sheets. Title block of all documents shall conform to Project standards and shall be used in all drawings and documentation.</p> <p>All documentation and associated metadata submitted by CONTRACTOR shall be provided in standard electronic formats/software in the most recent revisions as approved by and agreed with COMPANY.</p>		

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The Final Handover Documentation shall include the latest revision of documents at the Handover Documentation release date. Older revisions shall not be included.

However a note on the first page of each book will explain that documentation included in the book is for reference only, while the as-built revision will be transmitted in a separate volumes .

COMPANY signature acceptance of delivery shall be obtained for submitted final handover documentation, in both hard copy and electronic formats.

Any COMPANY punch list items raised on final handover documentation shall be cleared by CONTRACTOR and verified by COMPANY.

## 2.2 Organization of the final handover

CONTRACTOR will provide handover documentation in accordance with different categories.

In this regard, Contractor has evaluated the typical index provided and has formulated a proposal tailored to the Project

Once this Index will be agreed and approved by COMPANY, CONTRACTOR will develop detailed indexes to detail their content.

Contractor proposes to handover documentation for each category separately for each unit. This is defined as "Book".

Each Book will be identified by the engineering number assigned to the unit. Consequently each unit will have its final handover documentation book.

Each book will have a table of contents to show the different indexes and sections.

Each book will be issued separately in order to avoid possible delay.

In addition with specific reference to the As-Built documentation (refer also to paragraph no. 3), for practical and organizational reasons linked to possible schedule constraints, As-Built deliverables based on marked-up documents generated at construction site shall be treated separately and included into a specific Volume identified as DIVISION 2 – AS BUILT.

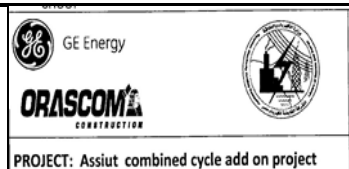
Draft Table of Contents for each category will be prepared by Contractor.

For some Category (i.e. DIVISION 1 – ENGINEERING & PROCUREMENT RECORD BOOKS) Contractor will forward to Company for review and approval only a typical Table of Contents. COMPANY's comments will then be applied and implemented to all the Tables of Contents.

Company's comments, if any, on Final Handover Documentation shall only apply to the format and/or the filing of the related Volumes and not to the content of the documents already reviewed and approved by Client without any delay that have impact with construction.



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A final version of the Final Handover Documentation, shall be prepared upon receipt of comments from Company within the contractual timeframe.

Such documents will be included into Final Handover Documentation Volumes solely for the Final Issue to be transmitted for archiving to Company.

### 2.3 Engineering Registers

Engineering Registers developed in spreadsheet format shall be handed over to COMPANY during Engineering, Procurement and Construction phases and as part of the final documentation handover. The list gives the minimum scope of the Engineering Registers to be produced by the CONTRACTOR. The Engineering Registers shall have “as- built” status at the designated time of handover to COMPANY.

### 2.4 Electronic Search Data Base

CONTRACTOR shall develop a single Electronic Search Data Base including every tagged item provided as part of WORK. This database shall separately identify the Installation, Operation, and Maintenance Manual, Mechanical Catalogue, Manufacturers Software Book, and Manufacturing Data Report numbers applicable to each tagged item. The database shall be subdivided into three sections, comprising main equipment items, electrical equipment items, and instruments. No other divisions shall be acceptable and the datasets will be handed over upon project completion. The following data shall be included:

- Drawing Number: a single prime reference appropriate to the nature of the tagged item, e.g. P&ID for main equipment, Single Line Diagram for electrical equipment, Loop drawing for instrument.
- Material Requisition Number
- Description
- VENDOR

### 2.5 Engineering Documentation Handover





The Engineering documentation will be provided to COMPANY in line with the requirements Review, Comments and Approvals”.

### 2.6 VENDOR Documentation Handover

VENDOR documentation will be handed over from VENDORS to CONTRACTOR in line with requirements of the following procedure:

VENDOR DOCUMENTATION REQUIREMENTS PROCEDURE Vendor Manuals and Mechanical Catalogues (when applicable) will be available 3 months before the start of Commissioning activities.



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VENDOR documents may be issued in preliminary version if the final version is not available, in order to allow Commissioning activities to proceed. Final versions will then replace preliminary versions as soon as available. However a note on the first page of each manual will explain that documentation included in the manual is given for reference only, while last revision will be transmitted separately, as part of the Engineering handover.

Hardcopies of the Manuals (e.g. IOM's and/or Mechanical Catalogues) will be delivered to COMPANY within the Final Documentation Handover Books. Consequently transmittal related to each Final Manual may be sent to Company without the relevant hardcopies attached.

## 2.7 SUBCONTRACTOR Documentation Handover

SUBCONTRACTOR's documents may be issued in preliminary version if the final version is not available, in order to allow Commissioning activities to proceed. Final versions will then replace preliminary versions as soon as available and CONTRACTOR is responsible to guarantee the quality of as-built drawings.





## 2.8 Mechanical completion, Commissioning and Test run documentation

CONTRACTOR shall prepare and submit Mechanical Completion, Commissioning and Test Run documentation in accordance with the present procedure as well as other requirements in documents dealing with specific activities (e.g. Mechanical Completion, Commissioning, Test Run, etc.).

Mechanical Completion, including Pre-commissioning, and Commissioning manuals shall be produced in a preliminary version and according to available information at least 6 months before commencement of Commissioning and submitted to COMPANY for approval.

This documentation will include (or refer to), but will not be limited to the following:

- Training Plan and Manuals
- Operating Manuals
- Execution plan for Pre-commissioning
- Mechanical Completion Manual (including Pre-commissioning), which will include:
  - Relevant procedures,
  - Specifications,
  - Technical data,
  - Quality Control Records,
  - System Acceptance Criteria (including cleared punch list and certificates)
  - Mechanical Completion Checklists
  - Mechanical Completion Inspection Forms
  - Ready for Commissioning Checklist
- Execution plan for Commissioning
- Commissioning Manual

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- Test Run Procedure
- All Acceptance certificates

## 2.9 Operating and Maintenance Documentation

CONTRACTOR shall prepare detailed manuals for both Operating and Maintenance activities which cover all the requirements contained within the COMPANY Maintenance and Inspection Policy.

The Operating Manuals shall describe the INSTALLATION and contain the basic data which determine the methods of protecting, operating and maintaining the INSTALLATION. They shall contain the operating parameters, including safe working limits of all vessels and steel structures, and area classification plans. Plans should also take into account access routes for emergency and rescue vehicles and other items to be agreed with COMPANY. Typical contents of Operating Manuals are listed for guideline purposes only. The manual shall describe the INSTALLATION in sufficient detail to the level of a competent operator.





The Operating Procedures shall relate to the INSTALLATION or to each SYSTEM as appropriate. Draft Operating Procedures shall be produced six (6) months prior to equipment and INSTALLATION COMMISSIONING, cover all anticipated COMMISSIONING activities, and include hazardous material control procedures.

Maintenance Manuals shall provide sufficient information to the Maintenance Engineers and be produced in a form which will facilitate the setting up of a maintenance management system for the INSTALLATION. Excess information shall be discarded after agreement with COMPANY. The final format and content will be agreed with COMPANY. The manuals shall contain the appropriate data to allow the Maintenance Engineers to perform their function effectively and may include VENDOR information, equipment description, detailed drawings, spares lists, references, re-ordering procedures and maintenance procedures for normal and major overhauls.

## 2.10 Training Manuals

Training Manuals for all training courses provided will:

- Be written in English language;
- Include color copies of any presentation slides used in computer or overhead presentation;
- Be composed of equipment descriptions and operating and maintenance instructions.
- Be submitted to Course's attendees in order for the attendee to become fully familiar with the content of the course.

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## 2.11 Hard Copies and Filing

Documents will be registered in the CONTRACTOR EDMS (Electronic Document Management System) named EIM (Engineering Integration Manager).

CONTRACTOR shall ensure that all documentation presents title blocks/cover sheets (as per Project Numbering Procedure above mentioned).

Support media for electronic formats (e.g. DVD's, external drives, etc.) will be agreed with COMPANY).

Hard copies of all handover documentation must be on metric size paper of suitable quality for long term storage (minimum 80 g/m2). International standard sizing (ISO 216) will be adopted.

All documentation shall be of a suitable quality to provide clear, legible reproduced copies and shall be suitable for microfilming.

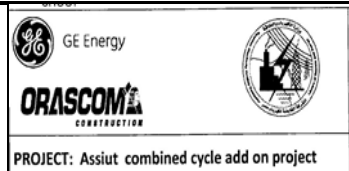
The final documentation shall be bound in International standard sizing (ISO 216) - format A4 size binders. Drawings shall preferably be reduced to A3 size; however, if larger size drawings are required for clarity, they shall be folded and placed in clear plastic sleeves within the binders.

Binders used to file handover documentation will comprise:

- Strong white plastic covers
- Transparent jackets for identification labels to be used on the spine and cover sheets.  
Binder cover sheet and spine identification labels shall include COMPANY name & logo, Project title and Number, CONTRACTOR Name & Logo.  
Templates as per Attachment no. 4 are here enclosed for COMPANY's review and approval.
- 2or4-ring binders which will be used for all the Final Handover Documentation Categories(whenever applicable).
- Tag Numbers: shall be clearly written on all drawings (where applicable).
- The binders shall be robust and not susceptible to distortion by impact during shipping.
- The binders shall not be overfilled / under-filled and shall contain only a suitable number of documents to enable convenient handling. Only complete documents shall be filed within any volume.
- Each volume/book (including documents, drawings etc.) shall include a volume (MASTER) index and sub-index for ready reference. The sub-index shall contain the index of all sections/items included in the particular volume/book including main tag numbers where applicable.
- CONTRACTOR's proposed indexing system shall be submitted to COMPANY for review and approval.
- Tag numbers shall be indicated on the binder cover for each volume/ book (where applicable).



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- Details such as Vendor name, Purchase Order No. & title shall be shown on binder covers for vendor documents in addition to the above requirements.
- Plastic dividers shall be used to separate the sections of documents/ data. Cardboard dividers are not acceptable
- Sample binder will be submitted to Company for approval.

### 2.12 Electronic Format for documentation

All Documents produced by word processing and spreadsheet application software programs shall be submitted in Microsoft Word and Microsoft Excel format in the software version approved by COMPANY.

However PDF files shall only be acceptable for documents not requiring future updating. In other cases original (native) file formats shall be provided (whenever possible).

Manuals shall be produced on DVD/CD Rom (number of copies to be agreed with COMPANY) or external hard drive in PDF format (or other common format agreed with COMPANY).

Under no circumstances shall document password or otherwise security of any kind, be applied to documents and deliverables submitted in native file format.

No single computer file representing a document shall exceed 20 MB. This requirement also applies to 'ZIP' files. Where a single document number leads to a file exceeding 20 MB, it shall be logically split into a number of individual files with identical filenames apart from a suffix stating '- Part 01' for instance (usually the Part 1 computer file will contain a contents list for the remaining parts of the document).

Filenames for document and drawing files shall be identical to the associated COMPANY number (as specified into Project Numbering Procedure xxxxxxxxxxxx) with the revision appended plus the extension identifying the application.

Electronic documentation will be delivered on DVD/CD Rom or external hard drive.

Final handover documentation must be fully indexed and must contain built-in intelligence for interactive navigation and it should retain any "smart" features of the original files.

A user guide and on-line help shall be provided for the electronic final handover documentation package.

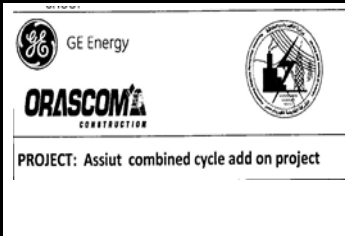
Electronic package shall be delivered with a complete hard copy of the final documentation.

All electronic documentation shall be verified by CONTRACTOR as being virus free at the time of handover, and shall contain details of the virus scanner and virus definition files used.

DVD/CD Rom or external hard drive of final handover documentation will be demonstrated on line for COMPANY's acceptance, if required.



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### 2.12.1 PDF Requirements

Page numbering that is shown in the Acrobat viewer shall coincide with page number of the document in the PDF file.

Any documentation not produced by computer application software shall be electronically digitized by scanning.

In all cases indexing through the use of the PDF bookmark function shall be utilized.

As a minimum and depending on the size of the document, bookmarking shall be used for the first three heading levels. Page numbering shown in the Acrobat Viewer shall coincide with the page numbering given in the table of content of the original source file. The document front page shall always be numbered page 1.

Different page orientation within a single PDF file shall be avoided as this often leads to printing problems. Drawings shall be rotated to landscape orientation prior to submission.

All quality control required on images shall be completed prior to submission of data and shall include deskew, rotation, despeckle, and trim.

Drawings shall be produced at a minimum resolution of compressed 200 dpi in monochrome, but the final resolution shall be determined by the ability to obtain a legible image and therefore 300 dpi or 400 dpi shall be used on occasions when a lower resolution cannot achieve a legible result.

Resolutions below 200 dpi and above 400 dpi shall not be acceptable. Care shall be exercised when increasing resolution above 200 dpi in view of the increase in file size.

### 2.13 Site Storage Facility

CONTRACTOR shall provide a dedicated storage facility at Site, including as a minimum:

- Mobile shelving system sufficient to store 1 complete set of A4 and A3 manuals.
- Racks for storage of one set of CD ROM/DVD's.

### 3 "AS-BUILT" DRAWINGS

CONTRACTOR documentation / information shall be updated to reflect the true "As-built" status of the INSTALLATIONS, reflecting any changes made during procurement, fabrication, construction and pre-commissioning and MECHANICAL COMPLETION.

As built drawings that CONTRACTOR will prepare, control and submit to COMPANY will follow "Drawings, Documents and Manuals" and "As-built Mark Procedure".

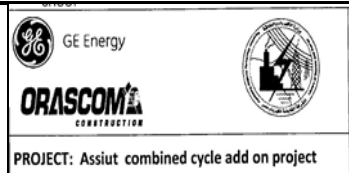
CONTRACTOR will maintain accurate record of the Facilities Design to ensure the proper updating of the drawings termed "As-built". As-built revisions will be reflected on the electronic originals.

CONTRACTOR will maintain at Site offices, a complete set of reproducible drawings for the Work, including SUBCONTRACTOR and VENDOR drawings, which reflect the current shop fabrication and construction "As-built" status of the Facilities.





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This set of reproducible drawings will reflect any and all design as well as fabrication changes and construction changes required to facilitate shop fabrication and construction with highlight the Red Mark UP point.

The information contained on these drawings will be used by CONTRACTOR to produce the final set of "as-built" drawings.

3D Model will be updated with the "As-built" information prior to handover to COMPANY.

Clouds and notes related to information on "HOLD" shall not be permitted on final "As-built" documentation; however, triangles indicating the latest revision may continue to be used in accordance with CONTRACTOR engineering procedures and practices however, all previous revision triangles other than the latest shall be removed.

CONTRACTOR shall confirm in writing to COMPANY that the final documents / drawings reflect the "As-built" status of the INSTALLATION at handover to COMPANY Operations.

CONTRACTOR shall also, as part of the requirements for submittal of "As Built" deliverables confirm that all related documentation and data has also been updated.

CONTRACTOR shall update CAD models, raster images, engineering databases, documents, drawings and hardcopy to reflect a consistent "As-built" status.

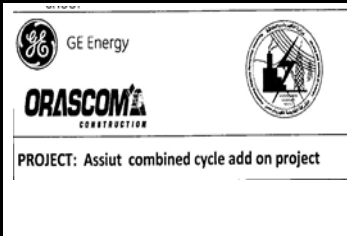
CONTRACTOR shall apply the following dimensional tolerances for the "As-Built" documentation:

- Piping, equipment and in-line instruments: + / - 50mm (location of physical instrument to be shown, not just tapping point)
- Pipe supports: + / - 250 mm (tighter tolerances shall be implemented for compressor package and for spring hangers)
- Main structure (primary and secondary steel): + / - 10mm
- Structural outfitting steel: + / - 250 mm (tightened to + / - 50mm for primary outfitting steel through the main structure)
- Field equipment locations: + / - 250mm (instruments, telecom, fire and gas electrical fittings, sockets, transformer, etc.)
- Foundation supports: + / - 50mm

"As-built" updating by VENDOR/SUBCONTRACTOR's shall use the same format and tolerances as used to create the document / drawing. No manual changes to electronically produced drawings / documents / indexes shall be permitted.



## ACC ORASCOM PROJECT HANDOVER DOCUMENTATION PROCEDURE



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#### 4 RADIOGRAPHIC FILMS HANDOVER

All radiographic films for pipeline and in-plant piping weld joints shall be handed over in a digitized format on DVD/CD Rom (number of copies to be agreed with COMPANY) or external hard drive with navigation facilities.

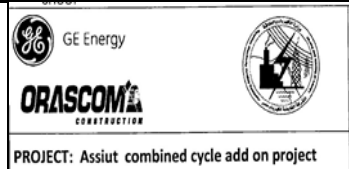
All other weld joint NDE (UT, PT, MPI, Hardness etc.) reports shall be handed over in a format to be agreed with COMPANY

#### **Attachment 1 - PROJECT RECORD BOOK CATEGORIES – GENERAL INDEX**

Typical Index (Exhibit B.35.6)	CONTRACTOR's proposal	Note
DIVISION 0 – GENERAL	DIVISION 0 – GENERAL	
Part 1 - Document Retrieval Guide	<b>Part 1 - PROJECT RECORD BOOK General Index</b>	This General Index provides an overall guide to various Volumes content. Subindex will be attached however provided for each Volume for its specific content.
Part 2 - Handover Document and Deliverable Index	<i>Contractor understands that it is the same list provided in Part 1. Company to clarify if something different is requested.</i>	
Part 3 - List of tagged items and equipment	<b>Part 2 - List of tagged items and equipment</b>	
Part 4 - Electronic search database	<b>Part 3 - Electronic search database</b>	CD ROMs and / or laser discs of hand over documentation will be fully indexed and will contain built-in intelligence for interactive navigation.  This section will include a hard copy of the final documentation index that identifies the CD ROM number for each item in the index
Part 5 - List of existing drawings modified/revised	<b>Part 4 - Electronic search database</b>	
DIVISION 1 - ENGINEERING AND PROCUREMENT RECORD BOOKS	<b>DIVISION 1 - ENGINEERING AND PROCUREMENT RECORD BOOKS</b>	
Part 1 - PROJECT SPECIFICATIONS and Standards	<b>Part 1 - Project Specifications and Philosophies</b>	
Part 2 - Engineering Design Books (Design Drawings)	<b>Part 2 - Engineering Design Books (Design Drawings)</b>	
Part 3 - Material Requisitions	<b>Part 3 - Material Requisitions</b>	
Part 4 - VENDOR Installation,	<b>Part 4 - VENDOR Installation,</b>	Vendor document will be listed and



# ACC ORASCOM PROJECT HANDOVER DOCUMENTATION PROCEDURE



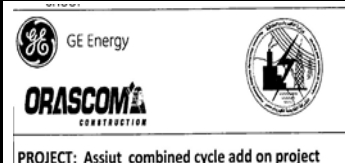
Agreement No. <b>A5678A16</b>	DOC. No. <b>SPIG-PRO-DC-00001</b>	Rev. B1
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Operation, and Maintenance Manuals	<b>Operation, and Maintenance Manuals</b>	grouped as per B.39.3 classes. Details will be developed in the Project Record Book Index.
Part 5 - VENDOR Mechanical Catalogues	<b>Part 5 - VENDOR Mechanical Catalogues</b>	
Part 6 - VENDOR Manufacturing Record Books	<b>Part 6 - VENDOR Manufacturing Record Books</b>	
Part 7 - VENDOR Recommendations for Shipping and Storage Manuals	<b>Part 7 - VENDOR Recommendations for Shipping and Storage Manuals</b>	
Part 8 - Document Schedule and Status	<i>Contractor understands that it is the same list provided in Part 1. Company to clarify if something different is requested.</i>	
Part 9 - Tankage and Spheres	<i>Not applicable – in Package 5</i>	
Part 10 - Purchase Orders (As-Built Status)	<b>Part 10 - Purchase Orders (As-Built Status)</b>	
Part 11 - Inspection Reports	<i>As per contractual requirement and as approved by Company, Vendor Inspection Reports are part of the MDR. This section is deleted and reference should be done to Part 6.</i>	
Part 12 - Corrosion Control Manual	<b>Part 12 - Corrosion Control Manual</b>	
Part 13 - Safeguarding Memorandum	<b>Part 13 - Safeguarding Memorandum</b>	
Part 14 - Purchase Orders - 2-Year Spare Parts	<i>As per contractual requirement and as approved by Company, 2-Years Spare Parts list is part of the IOM as per PRO-9042. This section is deleted and reference should be done to Part 5.</i>	
Part 15 - Field Material Requisitions/Purchase Orders/Certificates	<i>Part 15 – MAR Material Approval Request. All the Field Material is purchased by Subcontractor and MAR is issued to Company as Per Exhibit B.14</i>	
Part 16 - Subcontracts and Service Agreements	<b>Part 16 - Subcontracts and Service Agreements</b>	
DIVISION 2 – REPRODUCIBLE/ORIGINALS (As-Built Status)	<b>All the As-Built documentation (see Attachment 5) will be collected under this section</b>	
Part 1 - VENDOR		
Part 2 - CONTRACTOR		





# ACC ORASCOM PROJECT HANDOVER DOCUMENTATION PROCEDURE

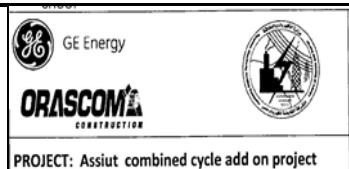


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Part 3 - Isometrics		
Part 4 - Buildings		
Part 5 - Construction Drawings		
<b>DIVISION 3 - DISKS/DISKETTES</b>	<b>DIVISION 3 - DISKS/DISKETTES</b>	<i>CD ROMs and / or laser discs of hand over documentation, fully indexed and with built-in intelligence for interactive navigation.</i>
Part 1- DVD's, including electronic	<i>Not applicable - Project Specification for Pipeline Construction document No. 24803-002-PS-RGER-00005 is not a contractual document.</i>	
Part 2 - Electronic Search Database	<i>CD ROMs and / or laser discs of hand over documentation, fully indexed and with built-in intelligence for interactive navigation.</i>	
Part 3 - Engineering Document Schedules	<i>Ref to electronic copy of the Project Record Books – Division 0, Part 1</i>	
Part 4 - Instrument Index	<b>Part 4 - Instrument Index</b>	
Part 5 - ITP, QCP and Method Statements	<b>Part 5 - ITP, QCP and Method Statements</b>	
Part 6 - PROJECT Closeout Report	Ref to electronic copy of the Project Record Books – Division 13	
Part 7 - PROJECT Procedures	Ref to electronic copy of the Project Record Books – Division 11	
Part 8 - Material Balance Simulating Program	<b>Part 8 - Material Balance</b>	
Part 9 - Maintenance Management System Data	<b>Part 9 - Maintenance Management System Data</b>	
DIVISION 4 - CAD DELIVERABLE DVD's	Ref to electronic copy of the Project Record Books – Division 1, Part 2	
DIVISION 5 - CONSTRUCTION MECHANICAL COMPLETION DOCUMENTS	<b>DIVISION 5 - CONSTRUCTION MECHANICAL COMPLETION DOCUMENTS</b>	<i>This division refers to general procedure, manuals and check list listed in § 3.3. Mechanical completion dossier prepared at Site will be handed over separately</i>







# ACC ORASCOM PROJECT HANDOVER DOCUMENTATION PROCEDURE



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DIVISION 6 – RADIOGRAPHS (DVD's of Digitized Radiography Films and reports as per Exhibit B.40)	<b>DIVISION 6 - RADIOGRAPHS</b>	Index - relevant documentation will be provided in electronic format
DIVISION 7 - DAMAGE REPORTS	<b>DIVISION 7 - DAMAGE REPORTS</b>	Index – relevant documentation will be provided in electronic format
DIVISION 8 - PRE-COMMISSIONING DOCUMENTS	<i>Ref to Division 5. Division 8 will refer to Division 5 (as per Exhibit B.50, Mechanical completion activities incorporate Precommissioning)</i>	
DIVISION 9 - COMMISSIONING DOCUMENTS	<b>DIVISION 9 - COMMISSIONING DOCUMENTS</b>	
DIVISION 10 - PLANT OPERATION, MAINTENANCE, AND SAFETY MANUAL	<b>DIVISION 10 - PLANT OPERATION, MAINTENANCE, AND SAFETY MANUAL</b>	
DIVISION 11 - PROJECT PROCEDURES	<b>DIVISION 11 - PROJECT PROCEDURES</b>	
DIVISION 12 - INDUSTRY CODES AND STANDARDS	<b>DIVISION 12 - INDUSTRY CODES AND REFERENCES</b>	Standards will only be referenced
DIVISION 13 - PROJECT CLOSEOUT REPORT	<b>DIVISION 13 - PROJECT CLOSEOUT REPORT</b>	

	<p align="center"><b>ACC ORASCOM PROJECT HANDOVER DOCUMENTATION PROCEDURE</b></p>	<div>    </div> <p>PROJECT: Assiut combined cycle add on project</p>
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**Attachment no. 2 - CONTENTS OF MECHANICAL COMPLETION AND COMMISSIONING MANUALS**

- **MECHANICAL COMPLETION MANUAL**

**1.0 PROCESS DESCRIPTION**

- 1.1 Brief Description
- 1.2 Process Flow Diagrams

**2.0 LIST OF MAJOR EQUIPMENT**

CONTRACTOR to include list of Spare Parts for MECHANICAL COMPLETION

**3.0 SUPPORT UTILITY AND SAFETY SYSTEMS**





**4.0 MECHANICAL COMPLETION**

- 4.1 Sequence of Events
- 4.2 Pipeline and Piping
  - 4.2.1 List of Test Systems
  - 4.2.5 Leak Testing
  - 4.2.6 Purging and Inerting
  - 4.2.7 Isolation

CONTRACTOR to detail and include a list of valves, orifice plates and other items for which removal is required prior to PRECOMMISSIONING and to be restored prior to MECHANICAL COMPLETION.

**4.3 Mechanical**

- 4.3.1 General
- 4.3.2 Pumps
- 4.3.3 Turbines and Compressors
- 4.3.4 Vessels, Drums and Tanks
- 4.3.5 Filters and Strainers
- 4.3.6 Heat Exchangers
- 4.3.8 Miscellaneous
- 4.3.9 Include test procedures of block, control, and safety relief valves
- 4.3.10 Include list of valves/ item due to be tested
- 4.3.11 Include details, e.g. defining and listing the tests/checks to be undertaken on each item of rotating equipment

	<p align="center"><b>ACC ORASCOM PROJECT HANDOVER DOCUMENTATION PROCEDURE</b></p>	<div>    </div> <p>PROJECT: Assiut combined cycle add on project</p>
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<p>Contract Description: <b>ACC Orascom Assiut</b></p>	<p>CONTRACTOR DOC. No. <b>Orascom N/BB/2015/n94</b></p>	<p>Doc Class: 1</p>

#### 4.4 Electrical

##### 4.4.1 General Documentation, inclusive of:

Electrical One Line Diagrams, Switchgear, Transformers, MCCs, Generator Motors, Grounding, Lighting, Relay Boxes, Batteries and Battery Chargers, U.P.S., and Cathodic Protection, etc.

##### 4.4.2 Testing Procedures for, but not limited to the following:

- Insulation testing
- Relay coordination
- Load shedding
- Generator startup and synchronization

#### 4.5 Instruments

4.5.1 Signed Instrument Loop Wiring Diagrams as defined by Project Information Management requirements

4.5.2 Control Systems and Instrumentation Documentation as Defined by Project Information Management requirements

4.5.3 Cause and Effect Diagrams for Safety Systems and Interlocks

### 5.0 APPENDIX

#### Reference Documents

5.1 Plot Plan





5.2 Area Classification Drawing

5.3 Demarcation Operational System Drawing (System Definition P & ID's)

5.4 Activity Lists:

- 1) Relief Valve Settings
- 2) Pipe Support and Spring Hangers Settings
- 3) The Rotating Equipment vibrations, signatures and levels and conditions monitoring parameters should be included in this Appendix for future reference.
- 4) Miscellaneous Data
- 5) List of Special Tools/Equipment (as recommended by the Vendor)

5.5 VENDOR/LICENSOR (pre-commissioning) Instructions

	<p align="center"><b>ACC ORASCOM PROJECT HANDOVER DOCUMENTATION PROCEDURE</b></p>	<div>    </div> <p>PROJECT: Assiut combined cycle add on project</p>
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- **COMMISSIONING MANUAL**

**1.0 PROCESS DESCRIPTION**

1.1 Brief Description

1.2 Process Flow Diagrams

**2.0 LIST OF MAJOR EQUIPMENT**

CONTRACTOR to include list of Spare Parts for COMMISSIONING

**3.0 COMMISSIONING ORGANISATION**

**4.0 READY FOR COMMISSIONING**

4.1 CONTRACTOR to clearly define the test run conditions and parameters for each item of equipment in order to avoid differing interpretations and misunderstandings.

4.2 QC Forms and Documents

**5.0 COMMISSIONING**

5.1 General and Sequence of Events

5.2 Overview of Start-Up Plan & Schedule

**6.0 COMMISSIONING ACTIVITY**

6.1 General

6.2 Reference to Operating, Maintenance and Safety Manual

6.3 Preparation for COMMISSIONING

**7.0 APPENDIX**





Reference Documents

7.1 Plot Plan

7.2 Area Classification Drawing

7.3 Demarcation Operational System Drawing (System Definition P & ID's)

7.4 COMMISSIONING Procedures

	<p align="center"><b>ACC ORASCOM PROJECT HANDOVER DOCUMENTATION PROCEDURE</b></p>	<div>    </div> <p>PROJECT: Assiut combined cycle add on project</p>
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### **Attachment no. 3 - CONTENTS OF OPERATIONS MANUALS**

#### **1.0 GENERAL**

- Processing facilities
- Utility SYSTEMS
- Preparations prior to initial operation
- Start-up sequence
- Integration and interface to existing facilities

#### **2.0 DESIGN BASIS**

- General
- Significant design processing parameters
- Raw Materials flow rate and specification
- Products flow rate and specification
- Operating factor (days/year)
- Overall material balance for all cases
- Utilities requirements
- Environmental considerations
- Special requirements

#### **3.0 PROCESS DESCRIPTION**





Process description of each operating SYSTEM should also include relationship to the rest of the PROJECT As much relevant information as possible should be included to educate the supervisors and operators about the INSTALLATION. The write-up should identify major pieces of equipment, their functions and limitations, any design and operating philosophies and considerations particularly as they relate to start-up, shut down, turn down, emergency and other operating scenarios.

#### **4.0 INITIAL START-UP**

- General
- Preparation for start-up
- Listing of checks to be made before COMMISSIONING of equipment
- Start-up safety consideration
- COMMISSIONING of utilities
- COMMISSIONING of offsite facilities
- COMMISSIONING of process facilities
- Detailed valve to valve sequence start-up procedure
- Safety consideration

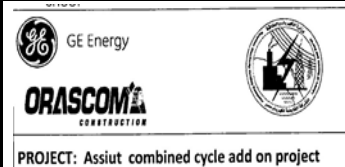
#### **5.0 NORMAL START-UP PROCEDURES**

- General
- Valve-to-valve sequence of action to start-up the facility safely

	<p align="center"><b>ACC ORASCOM</b></p> <p align="center"><b>PROJECT HANDOVER DOCUMENTATION</b></p> <p align="center"><b>PROCEDURE</b></p>	<div>    </div> <p>PROJECT: Assiut combined cycle add on project</p>
<p>Agreement No. <b>A5678A16</b></p>	<p>DOC. No. <b>SPIG-PRO-DC-00001</b></p>	<p>Rev. B1</p>
<p>Contract Description: <b>ACC Orascom Assiut</b></p>	<p>CONTRACTOR DOC. No. <b>Orascom N/BB/2015/n94</b></p>	<p>Doc Class: 1</p>
<div> <ul style="list-style-type: none"> <li>• Overall operating considerations</li> <li>• Typical readings of variables (pressure, flow, etc.) to be expected when the SYSTEMS are started up</li> <li>• Detailed SYSTEM by SYSTEM description of the start up procedure</li> </ul> <p><b>6.0 NORMAL OPERATION</b></p> <ul style="list-style-type: none"> <li>• Overall operating considerations</li> <li>• Normal operating conditions (normal &amp; summer)</li> <li>• Significant process variables – effect on quality and yield</li> <li>• Process controls</li> <li>• Emergency SYSTEMS</li> <li>• Equipment operation (i.e including operation of in-tank pumps,vacuum system)</li> <li>• Corrective action for abnormal conditions</li> <li>• Sampling, performing routine analysis and interpreting results</li> <li>• Procedure for infrequent occurrences, such as tank pressure</li> <li>• Minor preventive maintenance of operating equipment by operators</li> <li>• Corrosion control</li> </ul> <p><b>7.0 NORMAL SHUTDOWN PROCEDURE</b></p> <ul style="list-style-type: none"> <li>• General</li> <li>• Preparing equipment for maintenance</li> <li>• Isolating equipment for purging, drying, etc.</li> <li>• Controlling blinds</li> <li>• Listing of checks required before opening vessels</li> <li>• Listing of checks required while the facility is shutdown</li> <li>• Preservation requirements</li> </ul> <p><b>8.0 EMERGENCY SHUTDOWN PROCEDURES</b></p> <ul style="list-style-type: none"> <li>• General</li> <li>• Detailed sequence of action to shutdown SYSTEMS quickly in the event of: <ul style="list-style-type: none"> <li>- equipment failure</li> <li>- power failure</li> <li>- instrument air failure (local or global)</li> <li>- fire or explosion</li> </ul> </li> <li>• A SYSTEM by SYSTEM description of the effect of emergency shutdown of the SYSTEMS, corrective or safety actions needed, etc.</li> </ul> <p><b>9.0 INSTRUMENT DATA</b></p> <ul style="list-style-type: none"> <li>• Control valves</li> <li>• Shut off valves</li> <li>• Flow instruments</li> <li>• Pressure instruments</li> </ul> </div>		



**ACC ORASCOM  
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PROCEDURE**



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- Temperature instruments
- Relief valves
- Alarm and trip settings
- Relay settings
- Cause and effects
- Instrument Index

**10.0 DRAWINGS**

- Plot plan
- Process flow diagrams
- Material selection diagrams
- P and ID's
- Process safeguarding flow-sheets
- Single line diagrams
- Area classification
- VENDOR drawings

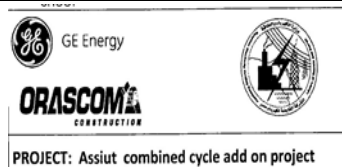
**11.0 APPENDICES**

- 11.1 Chemical data sheets
- 11.2 Equipment data sheets
- 11.3 Blind list – Line List
- 11.4 Valve List





**ACC ORASCOM  
PROJECT HANDOVER DOCUMENTATION  
PROCEDURE**



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**Attachment no. 4 - Template**

**Cover Sheet Model**



**ACC ASYUT PROGRAM**  
PROJECT NO.  
**Orascom**  
**N/BB/2015/n94**  
ACC Air Cooler Condenser

**VENDOR MECHANICAL CATALOGUE**

PURCHASE ORDER No.:

VENDOR :

SUPPLY : COMPRISES A ONE LINE DESCRIPTION  
+ CONCISE TAG NUMBERS (IF  
APPLICABLE)

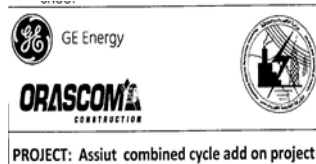
Volume No.

CONTRACTOR

Date	Prepared	Checked	Approved
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PROCEDURE**



Agreement No.  
**A5678A16**

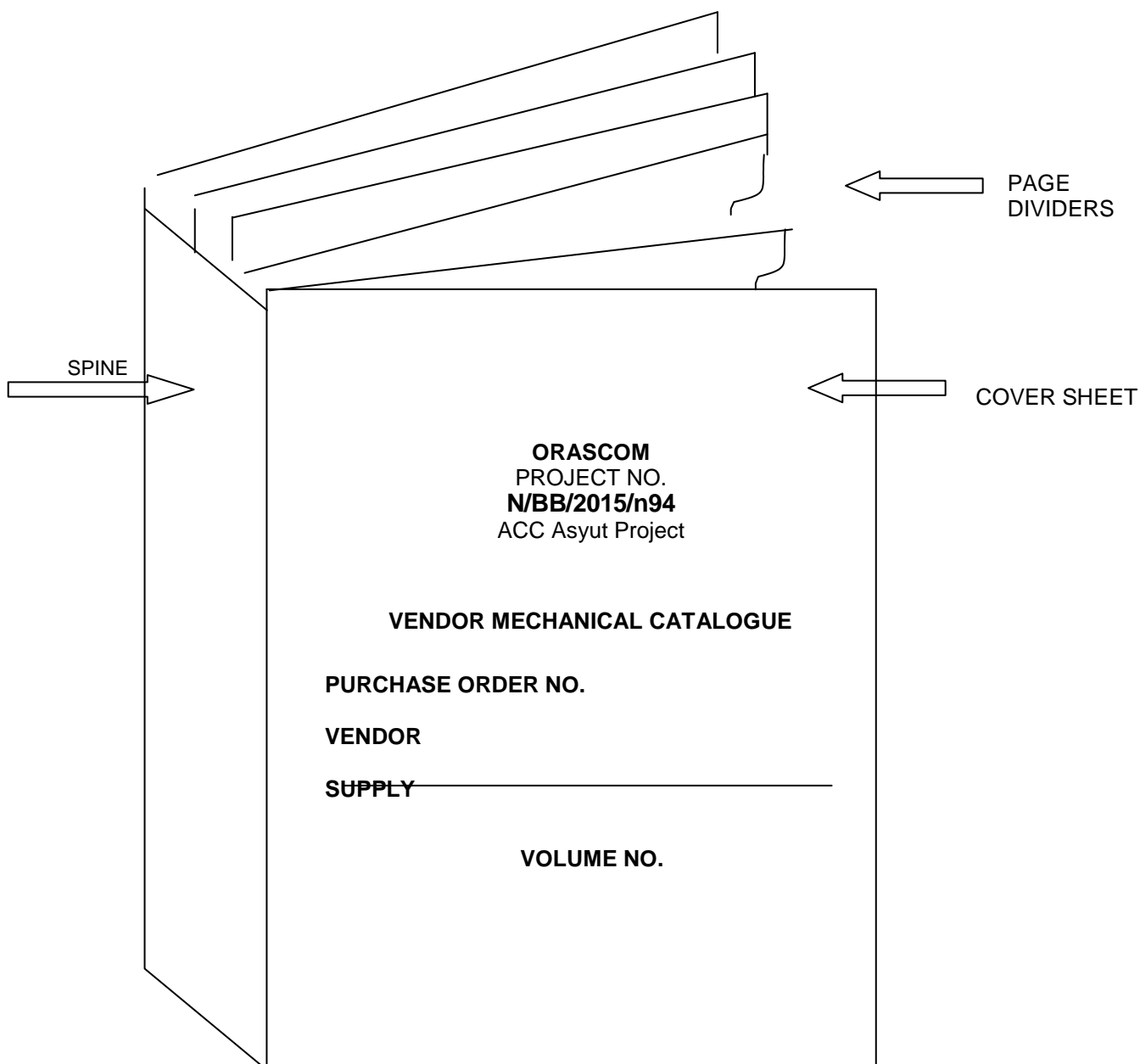
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Rev. B1

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**ACC Orascom Assiut**

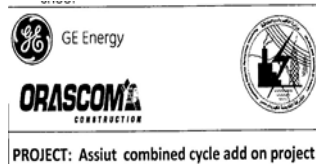
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**Orascom N/BB/2015/n94**

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SPINE MODEL

ORASCOM  
ACC ASYUT

PROJECT NO  
Orascom  
N/BB/2015/n94  
MECHANICAL  
CATALOGUE

PURCHASE ORDER NO

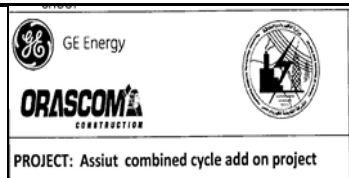
VENDOR  
SUPPLY

VOLUME No.

CONTRACTOR  
B&W  
SPIG



ACC ORASCOM  
PROJECT HANDOVER DOCUMENTATION  
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PAGE DIVIDERS MODEL

