

**OSART Good Practices**  
**MANAGEMENT, ORGANIZATION AND ADMINISTRATION**  
**Document and Records Management**

**St. Laurent, France**

Mission Date; 27 Nov. - 14 Dec., 2006

Electronic Control of Document and Records Management System.

Cross-functional project (S.A.R.- SSQ) within the context of an electronic document management project of the fleet and the reorganization of the documentation structure of the plant.

All reference documents are available via the intranet with two access points:

From lists of applicable documents according to entity and process

- By direct search in the document database, according to criteria
- Overview of applicable documents according to entity or process
- Immediate availability for the user and indication of the date of validity and the status of cancelled or out of date documents.
- Various simple search criteria for user
- Possibility to see the last indicator recorded in the centralized documentation department.
- A single documentary reference database at the plant
- Reduce unnecessary documentation (going from 28 to 2) and thus the risk of error linked to its management.
- Availability of documents with the most recent indicator as soon as they are recorded in the centralised documentation with numerous search possibilities.
- Faster availability and improved relations between documentation staff and crafts.
- Simplified access to reference documents due to more frequent consultations of these documents.
- Reduce potential use of outdated documents
- Enhanced control of documentation system by management (Heads of Department and process coordinators) due to lists of applicable documents according to department and process.

All documents can be accessed by the whole fleet and it is possible to access other electronic databases (GED), including the R.P. GED.

**Informative system to track changes of process and instrumentation diagrams**

The plant piping & instrumentation diagrams (P&ID) are included into an electronic plant documentation management system. In addition to the electronic version, on pre-defined working places (such as the control rooms) the P&IDs are also provided in a paper form. In case of change in the plant documentation, the memo about it is sent to the relevant working places prior the paper copy is replaced by a new version. In addition to a standard version control practice, on the back side of the new version of the P&ID there are shown altered fragments of the P&ID before and after modification.

Tracking of piping & instrumentation diagram modifications by printing diagram fragments before and after the last modification on the back side of the drawings is considered as a good practice.