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From: Broman, William H(HOU) [william.broman@bp.com]
Sent: Monday, November 24, 2008 2:40 PM
To: Hughes, John D; Schwebel, John; Malone, Ryan P; Jondle, John J; Mack, John G; Kirkham, Benny (BAMA); Whitehead, David K (Technip); Vass, Malcolm (Technip); Weber, Rick G
Cc: Broman, William H(HOU); Abbott, Ken (SWIFT TECHNICAL SERVICES); Naseman, Bill E; Curtis, Tinikka (INFOSYS)
Subject: Atlantis Document Control - Path Forward
Attachments: Sector 31 - Wellheads - J.Hughes.xls; Sector 32 - Trees - R. Weber.ZIP; Sector 33 - Manifolds - J. Schwebel.ZIP; Sector 34 - Pipelines - J.Mack.ZIP; Sector 35 - Controls- D. Whitehead.ZIP; Sector 36 - Umbilical - B. Kirkham.ZIP; Sector 37 - Risers - J. Mack .ZIP; Sector 70 - Installation- J. Hughes.ZIP

Leads, please read through the note below from Project Services outlining our approach to attacking the Subsea documentation issues we discussed a couple of weeks ago. As we discussed at that review we realize there is a large issue with getting this cleaned up and that we will all have to work with Tinikka and our teams to get the items reviewed and corrected.

I know we will cross a few bumps in the road on the way through this and ask that you work with Tinikka to map out a way to navigate through it with as little pain as possible. As we discover timing and resourcing issues please work them with me as needed and we will adjust as we have to so that it all gets done to our satisfaction.

If you have any comments or schedule conflicts please let me know.

Thx

Bill

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Attention Atlantis Leads: We are in the process of close-out for the DC-1 original scope project costs and the issuance of all final documentum drawings to the operations group for these working assets. It is critical that before we issue these to operations that we QC them.

As we have discussed, there are some issues with drawings not being in compliance with project drawing numbering and tracking procedures, and the status of drawings by drill center is not complete. We intend to remedy these problems and bring the DC-1 drawings to a proper close-out by the end of February 09, and issue as-built drawings to operations at that time. To do so, we need help from the project teams and leads to complete the work scope. At the same time, it is our intent to also get the DC3, Water Injection, and SS2 documentum tracking and documentation back in sync with current drawing control procedures.

We have reviewed the below plan with Bill Broman and the Greater Atlantis Document Control team, and we have their endorsement. **This effort will require dedicated support from each of your teams to review and correct the spreadsheets (Tinikka has attached the spreadsheets below by lead and sector) showing the documents under your area. Our intention is to correct the drill center #, rev #, rev status, etc. during the next few weeks (scheduled completion date is 01/09/09).** Once we have the drawing data correct in Documentum, we plan to then issue documentum drawing schedules with required as-built drawing need dates for closeout for all documents for monthly status updating by the schedulers and leads.

Schedule for Documentum updates/corrections

11/24/08 - Tinikka Distributes Drawing Index to Leads, and begins meeting with Leads to explain input required as well as to help work sample corrections

01/09/09 – Leads & delegates Complete mark-up of Document Index with corrections and drill center # as required

02/06/09 - All corrections and drill center # attributes loaded into Documentum

02/13/08 - Summary drawing schedule to leads showing current drawing revision status and required issue date for all as-built drawings

02/27/09 - Final as-built drawings to Tinikka for all DC-1 drawings for issue to operations

??/??/09 – Final as-built drawings to Tinikka for all SS2, WF, DC3 drawings for issue

Supporting Facts

Today most documents that come to BP document control comes from Technip document control in the subsea drop box in Documentum. Once the documents are QC'd, we find several issues with the documentation that need to be resolved before loading into Documentum.

Problem

Many of the documents in Documentum are incorrectly numbered, titled, and or have wrongly identified or missing drill centers. This creates a problem for retrieval and the ability to handover accurate final as-built documentation to Operations.

Recommendation

BP Document Control will provide a spreadsheet for each lead with documents broken down by Sector.

A Document Status kick-off meeting will be scheduled with each of the Leads and/or Dedicated Representatives from each group for every document on the list to be reviewed and distinguish if the following attributes are correct. If they are incorrect, the leads (or designate) will need to correct them up on the spreadsheet for Tinikka to input into Documentum:

- Sector
- Discipline
- Document Type

- o Area – Drill Center
- o Revision
- o Rev Purpose Code - Status
- o Archival or Handover

Tinikka will work for a half-day with each lead (or designate) to show them what drawing fields on the list must be updated and to go through examples with them. The leads will then be responsible to complete the mark-up of their individual spreadsheets and return to Tinikka for input into Documentum by 01/09/09.

BP Document Control will begin to record the following attributes in documentum to allow for more enhanced search capabilities.

- o Originator/ Contractor Firm
- o Transmittal number
- o Contractor Document Number
- o Status Code

Process

1. The Lead will receive the spreadsheet by **SECTOR**.

The first attributes to be reviewed are the Sector, Discipline, and Document Type. They need to be reviewed for accuracy and corrected as needed. These attributes have a lot of impact on how documents are filed in Documentum.

- Sector
- Discipline
- Document Type.

2. The next attribute to be identified is the **AREA - (drill center)**.

The drill center will determine the next steps to take with the document.

Because we work in phases it is to our advantage to label the document by phase, if it's relevant, to the document for easier identification at handover.

Subsea All

- Documents that are common to all Drill Centers

- There should not be very many of these documents, and most documents

should still have a specific sector other than 30.

- Most of these documents will stay with the project until the end of the job.

Drill Center 1 – South Flank

DC-1

- Documents that illustrate what is currently installed and planned to stay unless other circumstances occur.
- These documents are a priority because most of these documents reflect what's currently installed and operating and need to be handover to Operations.

DC-1 (SS-0)

- Documents that illustrate Original design / equipment that was removed.
- All of these documents will probably be archived.

DC-1 (SS1)

- Documents that illustrate what is currently installed but planned to be removed by another phase.
- These documents are also a priority because most of these documents reflect what's currently installed and operating and need to be handover to Operations.
- Some of these documents will be added to a cross-reference spreadsheet to ensure that they are superseded by the next phase documents and correctly numbered during the next phase.

DC-1 (SS2)

- Documents that illustrate what will replace equipment that is currently installed
- These documents are still in review/comment status so any errors made can be corrected.

Drill Center 3 – North Flank

DC-3

- Documents that are assigned to Atlantis North Flank (ANF) Base Case.
 - These documents are still in review/comment status so any errors made can be corrected.

DC-3 (Phase I)

- Documents that is specific to ANF Phase I only.
 - These documents are the next priority because some of these documents reflect what is installed but not operating. These documents are second priority on the list to be handed over to Operations.

DC-3 (Phase II)

- Documents that are specific to ANF Phase II only.
 - These documents are still in review/comment status so any errors made can be corrected.
3. Now we can begin to check the **revision code** and **rev purpose code** (*status code*).
 - 4 In some cases the leads and/or Rep know if the documents are going to be **handover to Operations or archived deliverables**.

This step will allow us to prioritize correcting the handover documentation before the archival data.

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