

Specification  
For  
**Drawing, Document and  
Equipment Tag Numbering**  
Pr8843



Unitywater

# Pr8843 - Specification for Drawing, Document and Equipment Tag Numbering

## Documents Details

This document is only valid on the day it was printed.

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## 1. Introduction

- 1.0.1 The purpose of this document is to specify a numbering system to be applied across all of Unitywater's Sewage Treatment Plants (STPs). This document has been developed so that it can be expanded with numbering systems for Sewage Pump Stations, Water Pump Stations, Water Reservoirs and other significant infrastructure.
- 1.0.2 This Specification shall apply to all of Unitywater's Sewage Treatment Plants (STPs) except where an existing numbering system is to be retained as directed by Unitywater.
- 1.0.3 The numbering system is used to develop:
- Drawing and document identification numbers;
  - Tag numbers for treatment plant areas, process units, structures, mechanical equipment, electrical equipment, control equipment, valves and instruments;
  - Identification numbers for pipes and cables; and
  - PLC and SCADA tag numbers.

## 2. Drawing and Document Numbering Methodology

- 2.0.1 Drawing and document numbering shall follow the format below.

**LLLLLL-D-TT-NNQQ-XX[R]**

Where:

- **LLLLLL** – Code identifying the site or location to which the document relates;
  - **D** – Code identifying the discipline to which the document relates;
  - **TT** – Code identifying the drawing or document type;
  - **NNQQ** – Numeric series (plant area, sub area and sequential number) for numbering of drawings or documents;
  - **XX** – Sequential sheet number for numbering of multiple drawings or documents for the same equipment (usually only used for drawings);
  - **[R]** – Revision number.
- 2.0.2 The filename used for all documents and drawings must begin with the document or drawing number, i.e. LLLLLL-D-TT-NNQQ for documents and LLLLLL-D-TT-NNQQ-XX for drawings.
- 2.0.3 For documents the filename can include the document title after the document number, e.g. UWDSTD-D-PX-0001 Specification for Drawing, Document and Equipment Tag Numbering.

### 2.1 Location Codes – LLLLLL

- 2.1.1 Location codes are derived from a combination of the suburb code followed by the site type code. Example location codes are provided in [Table 1](#).

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Table 1 – Example Location Codes

Example	Standard Drawing or Document Format:- <u>LLLLLL</u> -D-TT-NNQQ-XX[R]
<b><u>LLLLLL</u></b>	<b>Location or Site</b>
WFDSTP	Woodford Sewage Treatment Plant
CRYSTP	Cooroy Sewage Treatment Plant
MRDWPS	Maroochydore Water Pump Station
BUDRES	Buderim Water Reservoir
KAWSTP	Kawana Sewage Treatment Plant

### 2.2 Discipline Codes – D

2.2.1 The disciplines used for the discipline code are detailed in Table 2.

Table 2 – Discipline Codes

Code	Standard Drawing or Document Format:- <u>LLLLLL</u> - <u>D</u> -TT-NNQQ-XX[R]	
<u>D</u>	Discipline	Description
A	Administration	Administration documentation including but not limited to procedures, forms, templates and standard project records.
B	Commissioning	Commissioning documentation including but not limited to records, reports, specifications, plans and schedules.
C	Civil / Architectural	Civil engineering and architectural documentation including but not limited to sketches, reports, drawings, specifications, plans and schedules.
D	Project Management	Project management documentation including but not limited to reports, plans, forms, procedures, schedules and instructions.
E	Electrical, Instrumentation and Control	Electrical, instrumentation and control engineering documentation including but not limited to sketches, reports, drawings, specifications, plans, schedules, manuals, datasheets and calculations.
F	Fire	Fire engineering documentation including but not limited to sketches, reports, drawings, specifications, plans, schedules, manuals, datasheets and calculations.

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Code	Standard Drawing or Document Format:- LLLLLL-D-TT-NNQQ-XX[R]	
<u>D</u>	<b>Discipline</b>	<b>Description</b>
G	Geographic Information System (GIS)	GIS documentation including but not limited to plans, images and maps.
H	Hydraulic	Hydraulic engineering documentation including but not limited to sketches, reports, drawings, specifications, plans, schedules, manuals, datasheets and calculations.
I	Cultural Heritage	Cultural Heritage documentation including but not limited to briefs, letters, presentations and reports.
J	Quality	Quality documentation including but not limited to reports, notices, plans, forms and procedures.
K	Community relations	Community consultation, stakeholder consultation and media release documentation including but not limited to briefs, letters, press releases, presentations and reports.
L	Health and Safety	Health & safety documentation including but not limited to reports, notices, lists, plans, forms and procedures.
M	Mechanical	Mechanical engineering documentation including but not limited to sketches, reports, drawings, specifications, plans, schedules, manuals, datasheets and calculations.
N	Legal	General legal and contractual documentation including but not limited to agreements, letters and reports.
O	Operations	Operations documentation including but not limited to plans, programs, reports and procedures.
P	Process and P&IDs	Process engineering documentation including but not limited to sketches, reports, drawings, specifications, plans, schedules, manuals, datasheets and calculations.
Q	Land Management	Land management documentation including but not limited to land acquisitions and native title.
R	Environment	Environmental documentation including but not limited to sketches, reports, drawings, specifications, plans and schedules.
S	Structural	Structural engineering documentation including but not limited to sketches, reports, drawings, specifications, plans, datasheets and calculations.

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Code	Standard Drawing or Document Format:- LLLLLL-D-TT-NNQQ-XX[R]	
<u>D</u>	Discipline	Description
T	Geotechnical Survey	Geotechnical engineering documentation including but not limited to sketches, surveys, reports, drawings, specifications, plans, schedules, manuals, datasheets and calculations.
U	Spare	
V	Spare	
W	Spare	
X	Building Services	Building Services documentation including but not limited to certifications, approvals, drawings, specifications, plans, schedules and manuals.
Y	Survey	Survey documentation including but not limited to sketches, reports, drawings, specifications, plans, schedules, manuals, datasheets and calculations.
Z	General/ Other	For all documentation which doesn't fall under one of the previously listed discipline categories.

### 2.3 Drawing and Document Codes – TT

2.3.1 The drawing and document types used for the drawing or document code are detailed in Table 3 and Table 4 respectively.

**Table 3 – Drawing Codes**

Example	Standard Drawing Format:- LLLLLL-D-TT-NNQQ	
<u>TT</u>	<u>Drawing Type</u>	<u>Further Information</u>
DR	Drawing	Used for drawings
SK	Sketch	Used for concept development.
SD	Shop Drawing	Used for Shop Drawings

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Table 4 – Document Codes

Example	Standard Document Format:- LLLLLL-D-TT-NNQQ-XX[R]	
<u>TT</u>	<u>Document Type</u>	<u>Further Information</u>
AG	Meeting Agenda	
BR	Brief	
CA	Calculation	
CC	Contract Conditions	
CD	Concept Design	
CE	Environmental Approvals	
CH	Cultural Heritage	
CI	Community Consultation	
CL	Land Acquisitions	
CP	Construction Program	
CS	Statutory Approvals	
DC	Design Change Approval Request	
DN	Design Note	
DP	Design Programme	
DS	Data Sheets	
DT	Document Transmittal	
EM	Email	
FA	Facsimile	
FM	Form	
IP	Inspection and Test Plan	
JS	Job Safety Analysis Worksheet	
LE	Letter	

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Example	Standard Document Format:- LLLLLL-D-TT-NNQQ-XX[R]	
<u>TT</u>	<u>Document Type</u>	<u>Further Information</u>
LS	List	
MA	Manual	
ME	Memo	
MI	Minutes	
MP	Map	
NW	Newsletters	
PB	Project Budget	
PL	Plan	
PN	Press Release	
PP	Planning Programme	
PR	Procurement	
PS	Presentation/ Summary	
PX	Procedures	
RE	Report	
RF	Request for Information	
RG	Registers	
SC	Schedule (not a program)	
SI	Site Instruction	
ST	Study	
SW	Scope of Work	
TR	Test Results	
TD	Tender Documents	
TP	Tender Programme	

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Example	Standard Document Format:- LLLLLL-D-TT-NNQQ-XX[R]	
<u>TT</u>	<u>Document Type</u>	<u>Further Information</u>
TS	Technical Specification	
WM	Work Method Statement	

### 2.4 Drawing or Document Number – NNQQ

- 2.5.1 Drawing and Document numbers are generated using the Plant Area / Plant Sub-Area and Sequential numbering system identified in Section 3. Drawing and Document numbers are to align with tag numbers for plant areas, plant sub areas, structures, mechanical equipment, electrical equipment, control equipment, valves and instruments wherever possible.
- 2.5.2 Drawings to be provided include site plans, layout and sectional plans for all items of equipment, road and civil works, structures, pipework and buildings. Site plans to be provided include separate plans for the entire site, all plant areas and sub areas, all process pipework and all plant wide systems and services as defined in Section 3.
- 2.5.3 The Numeric series NNQQ is explained in Section 3.

### 2.5 Sheet and Revision Number - XX[R].

- 2.5.1 The convention for determining sheet and revision numbers is described in Table 5.

**Table 5 – Sheet and Revision Number**

Example	Standard Document Format:- LLLLLL-D-TT-NNQQ- <u>XX[R]</u>	
<u>XX</u>	<b>Sheet Number</b>	<p>This is used for sequential numbering of multiple drawings related to the same item. The sequence is 01, 02, 03, 04 etc.</p> <p>Where there is only one drawing the 01 sheet number is used.</p> <p>For documents there is usually no need for sequential numbering so this is omitted unless required.</p>
<u>[R]</u>	<p><b>Revision</b> - <i>The following descriptions are to be used as a guide only to assist in the creation of new revisions of documents. New revisions of all documents &amp; drawings will require a detailed description in its revision title block.</i></p>	
	A	For example: <i>Concept Design Basis</i>
	B	For example: <i>Preliminary Issue</i>
	<b>Detailed Design &amp; Construction Phases</b>	
	0, 1, 2, .....	Issue for Construction and subsequent revisions including As Constructed revision

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- 2.5.2 The front page title for a document will not include the **[R]** field as this will appear in the Version Review box (Refer front of this document for an example).
- 2.5.3 It is important to select the correct revision descriptor **[R]** as this indicates the stage of review and approval and whether the document is at a stage that it can be used for its intended purpose.

### 3. Plant and Equipment Numbering System – (NNQQ)

- 3.0.1 This section describes the numbering system used for plant areas and sub-areas, which are then reflected in both drawing numbers and equipment tag numbers.
- 3.0.2 The advantage of this system is that the drawing numbers and equipment tag numbers align enabling Unitywater staff to easily identify the drawing or document number that relates to any specific piece of equipment in the field.

#### 3.1 Determining Plant and Equipment Tag Numbers

- 3.1.1 Refer to the plant area/ sub-area standard in Table 6:
- The first 2 numbers of the numerical series, NN, reflect the Major Area and Sub Area numbers.
  - The second 2 numbers of the numerical series, QQ, are variable. The QQ number series of 10, 20, 30, etc. is allocated to individual process units or major equipment.
- 3.1.2 Single ancillary equipment i.e. a motor, an instrument, etc. that is directly connected and dedicated to the process unit or major equipment's primary function will be allocated the same QQ number i.e. 10, 20, 30, etc.
- 3.1.3 Multiple ancillary equipment that is directly connected and dedicated to the process unit or major equipment's primary function or ancillary equipment that is related to the process unit or major equipment's additional functions will be allocated sequential numbers continuing from the major equipment's QQ number i.e. 11, 12, 13, etc. for "Process Unit" or "Major Equipment" 1 (NN10).
- 3.1.4 Numbers to allow for future expansion of the treatment plants capacity should be included wherever possible.
- 3.1.5 Minor equipment that does not directly belong to any current or future (where identified) process unit or major equipment function can be allocated QQ numbers that have not been allocated elsewhere i.e. Q1 to Q9 where Q has not been allocated previously.

*Note* – The relationship between Tag numbers and Drawings makes it very easy to search all types of drawings for specific equipment. This document has been established specifically for STPs. An expanded table could be established for Sewage Pump Stations, Water Pump Stations and Reservoirs in the future.

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Table 6 – Plant and Equipment Numbers

Component/ Example	Standard Document Format:- LLLLLL-D-TT-NNQQ-XX[R]		
<u>NNQQ</u>	<u>NN</u> : Plant Area/ Plant Sub-Area <u>QQ</u> : Sequential Number		
Major Area <u>N</u>	Sub Area <u>N</u>	Sequence <u>QQ</u>	STANDARD NAMES
PLANT WIDE SYSTEMS (PWSY)			NAMES
0	0	01 to 99	General
0	1	01 to 99	Service Water
0	2	01 to 99	Potable Water
0	3	01 to 99	Fire Systems
0	4	01 to 99	GP Pump Stations
0	5	01 to 99	Storm water
0	6	01 to 99	Compressed Air
0	7	01 to 99	Odour Control
0	8	01 to 99	Roadworks
0	9	01 to 99	Buildings
INLET WORKS (INLT)			NAMES
1	0	01 to 99	Treatment Plant Raw Sewage Pump Stations, Rising Mains and Raw Sewage Receival Chambers
1	1	01 to 99	Screening
1	2	01 to 99	Grit Removal
1	3	01 to 99	Bypass
1	4	01 to 99	Balance Tank
1	5	01 to 99	SPARE
1	6	01 to 99	SPARE
1	7	01 to 99	SPARE
1	8	01 to 99	SPARE
1	9	01 to 99	SPARE
PRIMARY TREATMENT (PRTR)			NAMES
2	0	01 to 99	Primary Sedimentation

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Component/ Example	Standard Document Format:- LLLLLL-D-TT-NNQQ-XX[R]		
<b><u>NNQQ</u></b>	<b><u>NN</u></b> : Plant Area/ Plant Sub-Area <b><u>QQ</u></b> : Sequential Number		
Major Area <u>N</u>	Sub Area <u>N</u>	Sequence <u>QQ</u>	STANDARD NAMES
2	1	01 to 99	Fermenter
2	2	01 to 99	SPARE
2	3	01 to 99	SPARE
2	4	01 to 99	SPARE
2	5	01 to 99	SPARE
2	6	01 to 99	SPARE
2	7	01 to 99	SPARE
2	8	01 to 99	SPARE
2	9	01 to 99	SPARE
BIOLOGICAL TREATMENT (BITR)			NAMES
3	0	01 to 99	Bioreactors
3	1	01 to 99	SPARE
3	2	01 to 99	SPARE
3	3	01 to 99	SPARE
3	4	01 to 99	SPARE
3	5	01 to 99	Blowers and Aerators
3	6	01 to 99	Secondary Clarifiers
3	7	01 to 99	SPARE
3	8	01 to 99	Return Activated Sludge (RAS)
3	9	01 to 99	Waste Activated Sludge (WAS)
BIOSOLIDS HANDLING (BIHD)			NAMES
4	0	01 to 99	Primary Sludge Thickening (PST)
4	1	01 to 99	Secondary Sludge Thickening (SST)
4	2	01 to 99	Digester
4	3	01 to 99	Dewatering
4	4	01 to 99	SPARE
4	5	01 to 99	Sludge Storage
4	6	01 to 99	SPARE

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Component/ Example	Standard Document Format:- LLLLLL-D-TT-NNQQ-XX[R]		
<b><u>NNQQ</u></b>	<b><u>NN</u></b> : Plant Area/ Plant Sub-Area <b><u>QQ</u></b> : Sequential Number		
Major Area <u>N</u>	Sub Area <u>N</u>	Sequence <u>QQ</u>	STANDARD NAMES
4	7	01 to 99	Solar Dryers
4	8	01 to 99	SPARE
4	9	01 to 99	SPARE
CHEMICAL STORAGE AND DOSING (CHEM)			NAMES
5	0	01 to 99	Chlorine Gas
5	1	01 to 99	Hypochlorite
5	2	01 to 99	Alum
5	3	01 to 99	Polymer
5	4	01 to 99	Methanol
5	5	01 to 99	Lime
5	6	01 to 99	SPARE
5	7	01 to 99	SPARE
5	8	01 to 99	SPARE
5	9	01 to 99	SPARE
TERTIARY TREATMENT (TERT)			NAMES
6	0	01 to 99	Filters
6	1	01 to 99	Ozone / BAC
6	2	01 to 99	Chemical Disinfection
6	3	01 to 99	UV Disinfection
6	4	01 to 99	Effluent Pump Station
6	5	01 to 99	Effluent Outfall
6	6	01 to 99	Recycled Water
6	7	01 to 99	SPARE
6	8	01 to 99	SPARE
6	9	01 to 99	Wetlands
Water Pump Stations, Pipes and Reservoirs			NAMES
7	0	01 to 99	SPARE

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Component/ Example	Standard Document Format:- LLLLLL-D-TT-NNQQ-XX[R]		
<b><u>NNQQ</u></b>	<b><u>NN</u></b> : Plant Area/ Plant Sub-Area <b><u>QQ</u></b> : Sequential Number		
Major Area <u>N</u>	Sub Area <u>N</u>	Sequence <u>QQ</u>	STANDARD NAMES
7	1	01 to 99	<i>Interconnecting Pipe work</i>
7	2	01 to 99	SPARE
7	3	01 to 99	SPARE
7	4	01 to 99	SPARE
7	5	01 to 99	SPARE
7	6	01 to 99	SPARE
7	7	01 to 99	SPARE
7	8	01 to 99	SPARE
7	9	01 to 99	SPARE
<b>Sewage Pump Stations, Pipes and Storages</b>			<b>NAMES</b>
8	0	01 to 99	<i>SPARE</i>
8	1	01 to 99	<i>Interconnecting Pipe work</i>
8	2	01 to 99	<i>SPARE</i>
8	3	01 to 99	<i>SPARE</i>
8	4	01 to 99	<i>SPARE</i>
8	5	01 to 99	<i>SPARE</i>
8	6	01 to 99	<i>SPARE</i>
8	7	01 to 99	<i>SPARE</i>
8	8	01 to 99	<i>SPARE</i>
8	9	01 to 99	<i>SPARE</i>
<b>Common Electrical and Control Equip (ELCO)</b>			<b>NAMES</b>
9	0	01 to 99	Common Equip - Plant wide systems.
9	1	01 to 99	Common Equip - Inlet works Area
9	2	01 to 99	Common Equip - Pretreatment Area
9	3	01 to 99	Common Equip - Biological Area
9	4	01 to 99	Common Equip - Biosolids Area
9	5	01 to 99	Common Equip - Chemical Area

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Component/ Example	Standard Document Format:- LLLLLL-D-TT-NNQQ-XX[R]		
<u>NNQQ</u>	<b><u>NN</u></b> : Plant Area/ Plant Sub-Area <b><u>QQ</u></b> : Sequential Number		
Major Area <u>N</u>	Sub Area <u>N</u>	Sequence <u>QQ</u>	STANDARD NAMES
9	6	01 to 99	Common Equip - Tertiary Treatment Area
9	7	01 to 99	Common Equip - Effluent Disposal Area
9	8	01 to 99	Spare
9	9	01 to 99	Spare

### 4. Equipment Numbering System

- 4.0.1 Equipment shall be numbered according to the following system. The NNQQ part of the Tag shall be developed from Table 6 and the EEE component shall be chosen from Table 8.
- 4.0.2 If additional equipment alpha codes are required they must be submitted to Unitywater for approval and incorporation into this standard before use.

**Table 7 – Equipment Numbering System**

Number Format.	Description
<b>Tag # Format: EEE-NNQQ</b>  Where :  EEE – Alpha Code NNQQ – Plant Area, Sub Area and Sequential Number	The Equipment Alpha Code shall follow requirements of Table 7 and be detailed on the P&IDs.  The Alpha Code shall precede the Equipment Tag Number.  e.g. PMD5211 – Alum Chemical Dosing Pump # 1

**Table 8 – Equipment Tag # Alpha Code prefix (EEE)**

Alpha Code EEE	Equipment Description
<b>ACR</b>	Air Cooler
<b>ACU</b>	Air Conditioning Unit
<b>ADR</b>	Air Dryer



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Alpha Code EEE	Equipment Description
<b>AEX</b>	Anion Exchanger
<b>AER</b>	Aerator or Paddle
<b>ALT</b>	Alternator
<b>BAT</b>	Battery
<b>BCH</b>	Battery Charger
<b>BDG</b>	Bridge (Fixed)
<b>BFP</b>	Belt Filter Press
<b>BGL</b>	Bag Loader
<b>BIN</b>	Bin (silo or hopper)
<b>BLD</b>	Building
<b>BLW</b>	Blower High Volume, Low Pressure
<b>BWL</b>	Bowl Drive Part of Centrifuge
<b>BRI</b>	Mechanical Bridge
<b>CAP</b>	Capacitor Bank
<b>CAR</b>	Carousel (bagging)
<b>CBH</b>	High Voltage Circuit Breaker
<b>CBL</b>	Low Voltage Circuit Breaker
<b>CBM</b>	Medium Voltage Circuit Breaker
<b>CEX</b>	Cation Exchanger
<b>CFG</b>	Centrifuge
<b>CHB</b>	Chamber
<b>CHN</b>	Channel
<b>CLR</b>	Clarifier
<b>CMP</b>	Communications Panel
<b>CNL</b>	Canal
<b>CNP</b>	Control Panel
<b>CON</b>	Conveyor - Belt, Slotted Belt or Bucket
<b>CPR</b>	Compressor

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Alpha Code EEE	Equipment Description
<b>CPT</b>	Catch Pot
<b>CPU</b>	Cathodic Protection Unit
<b>CRN</b>	Crane - Crane/Davit/Gantry/Hoist/Pulley/Chainblock/Winch
<b>CRU</b>	Crusher
<b>CTV</b>	Closed-Circuit Television
<b>CTW</b>	Cooling Tower
<b>CVL</b>	Calibration Vessel, Tube, cylinder etc.
<b>CYC</b>	Cyclone
<b>CYL</b>	Cylinder
<b>DAM</b>	Dam
<b>DCS</b>	Distributed Process Control System
<b>DEC</b>	Decanter
<b>DHR</b>	Dehumidifier
<b>DIF</b>	Diffuser – Air, Water, etc.
<b>DIG</b>	Digester
<b>DMP</b>	Pulsation Dampener
<b>DOR</b>	Door – All forms of motorised door, shutter or entrance gate
<b>DRM</b>	Drum
<b>DWL</b>	Dry Well
<b>EFS</b>	Effluent Filling Station
<b>EJR</b>	Ejector, Injector or Eductor
<b>ELP</b>	Electrical Panel
<b>ENG</b>	Engine – Diesel/Petrol/Gas
<b>EPS</b>	Effluent Pump Station
<b>ESP</b>	Effluent Standpipe
<b>ERT</b>	Energy Recovery Turbine
<b>EVP</b>	Evaporator
<b>FAN</b>	Fan - includes all fans such as cooling tower fans

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Alpha Code EEE	Equipment Description
<b>FAR</b>	Flame Arrester
<b>FDR</b>	Feeder – Screw, rotary or other feeders
<b>FEN</b>	Fence
<b>FIL</b>	Filter
<b>FIP</b>	Fire Indicator Panel
<b>FHY</b>	Fire Hydrant
<b>FLM</b>	Flame Trap
<b>FTP</b>	Field Termination Panel
<b>GAL</b>	Gallery
<b>GAT</b>	Gate Fixed Wheel, Drum (also see Door)
<b>GBX</b>	Gearbox
<b>GDP</b>	Gas Detection Panel
<b>GEN</b>	Generator
<b>HMI</b>	Human Machine Interface Applies to monitors, keyboards, computer
<b>HTR</b>	Heater
<b>HXR</b>	Heat Exchanger, Ambient Heat Vaporiser
<b>HYD</b>	Hydraulic Power Pack
<b>HYV</b>	Hydrant (valve)
<b>IGV</b>	Inlet Guide Vane
<b>ISL</b>	Isolating Switch Local - Use for field isolators only
<b>JBC</b>	Junction Box Communications
<b>JBE</b>	Junction Box Electrical
<b>JBI</b>	Junction Box Instrumentation
<b>LCP</b>	Local Control Panel
<b>LCS</b>	Local Control Station
<b>LFT</b>	Lift (Passenger or Service Hoist)
<b>LIT</b>	Lighting / Lights
<b>LPD</b>	Lighting, Power Distribution Board etc.

## Pr8843 - Specification for Drawing, Document and Equipment Tag Numbering

Alpha Code EEE	Equipment Description
<b>LSK</b>	Lime Slaker
<b>LVD</b>	Low Voltage Distribution Board with 415V Busbars
<b>MCT</b>	Macerator
<b>MCC</b>	Motor Control Centre
<b>MCR</b>	Muncher
<b>MHL</b>	Manhole
<b>MXR</b>	Mixer, Flocculator
<b>MFM</b>	Microfiltration (MF)/ Ultra Filtration (UF) Membrane
<b>MPL</b>	Marshalling Panel
<b>MTR</b>	Motor
<b>OCU</b>	Odour Control Unit
<b>OGD</b>	Off Gas Destructor
<b>OZG</b>	Ozone Generator
<b>PBX</b>	Telecommunications System/ Private Automated Branch Exchange (PABX)
<b>PEN</b>	Penstock
<b>PFC</b>	Power Factor Correction
<b>PLC</b>	Programmable Logic Controller
<b>PLP</b>	PLC Panel
<b>PMD</b>	Pump (Dosing, Metering special function etc.)
<b>PMP</b>	Pump (centrifugal, positive displacement, piston, diaphragm, etc.)
<b>PRN</b>	Printer
<b>PRS</b>	Plate Press (Dewatering)
<b>PST</b>	Primary Sedimentation Tank
<b>PVL</b>	Pasteurising Vessel
<b>RDR</b>	Card Swipe/Reader
<b>RES</b>	Reservoir
<b>RIO</b>	Remote Input/Output Rack
<b>RMU</b>	Ring Main Unit

## Pr8843 - Specification for Drawing, Document and Equipment Tag Numbering

Alpha Code EEE	Equipment Description
<b>ROM</b>	RO Membrane
<b>RTU</b>	Remote Telemetry Unit
<b>SAM</b>	Sample Point
<b>SBD</b>	Stopboard
<b>SCA</b>	Switchgear & Control gear Assembly
<b>SCB</b>	Scrubber
<b>SCN</b>	Screen – Mechanically Raked, Hand Raked, Step & Trash Racks
<b>SCP</b>	Scraper
<b>SCV</b>	Scour valve
<b>SCW</b>	Screw
<b>SFT</b>	Shaft
<b>SGH</b>	Switchgear High Voltage
<b>SGM</b>	Switchgear Medium Voltage
<b>SGP</b>	Sewer Gravity Pipe
<b>SHC</b>	Sewer House Connection
<b>SIL</b>	Silencer
<b>SIP</b>	Security Indicator Panel
<b>SKM</b>	Skimmer – Use for all surface scum removal applications
<b>SLO</b>	Silo, e.g. Lime
<b>SMP</b>	Sump
<b>SMR</b>	Sampler
<b>SPC</b>	Sewer Property Connection
<b>SPP</b>	Sewer Pressure Pipe
<b>SPS</b>	Sewer Pump Station
<b>SSR</b>	Safety Shower
<b>SSS</b>	Sewer Septic System
<b>SST</b>	Soft Starter
<b>STN</b>	Strainer

## Pr8843 - Specification for Drawing, Document and Equipment Tag Numbering

Alpha Code EEE	Equipment Description
<b>STP</b>	Sewage Treatment Plant
<b>STR</b>	Structure
<b>SUB</b>	Substation
<b>SWR</b>	Switchroom
<b>SYS</b>	Control System – For all software internal points for common equipment
<b>TBG</b>	Travelling Bridge
<b>TEP</b>	Telemetry Panel
<b>TFI</b>	Trickling Filter
<b>THB</b>	Thermoblender
<b>THK</b>	Thickener
<b>TNK</b>	Tank or Vessel (Non-pressurised)
<b>TNL</b>	Tunnel
<b>TRF</b>	Transformer
<b>TRP</b>	Trap
<b>TRY</b>	Transformer Yard
<b>TWR</b>	Tower
<b>UPS</b>	Uninterrupted power supply
<b>UVB</b>	Ultra Violet Bank
<b>VNR</b>	Non-Return or Reflux valve
<b>VBF</b>	Butterfly Valve (manual)
<b>VGT</b>	Gate Valve (manual)
<b>VBA</b>	Ball Valve (manual)
<b>VDH</b>	Diaphragm Valve (manual)
<b>VFC</b>	Flow Control Valve – (For automated valves that are position modulating for flow control)
<b>VFS</b>	Flow Switching Valve – (For automated valves that are either open or closed for flow control)
<b>VPC</b>	Pressure Control Valve – (For automated valves that are position modulating for pressure control)

## Pr8843 - Specification for Drawing, Document and Equipment Tag Numbering

Alpha Code EEE	Equipment Description
<b>VPG</b>	Plug Valve (manual)
<b>VPS</b>	Pressure Switching Valve – (For automated valves that are open or closed for pressure control)
<b>VPR</b>	Pressure Relief Valve (manual)
<b>VRC</b>	Rotary Control Valve
<b>VVR</b>	Vacuum Relief Valve (manual)
<b>VLD</b>	Loading Valve (manual)
<b>VAP</b>	Vacuum Pump
<b>VIB</b>	Vibrator, Hammer or Shaker
<b>VPN</b>	Ventilation Panel or System
<b>VSD</b>	Variable Speed Drive - Includes Variable Voltage Variable Frequency drives (VVVFs) and controllers
<b>VSH</b>	Vent Shaft
<b>VSL</b>	Pressure Vessel - Any pressurised tank or vessel
<b>WBR</b>	Weighbridge
<b>WCN</b>	Wetting Cone
<b>WCP</b>	Washer Compactor
<b>WEL</b>	Well
<b>WER</b>	Weir
<b>WGB</b>	Waste Gas Burner
<b>WGP</b>	Water Gravity Pipe
<b>WPP</b>	Water Pressure Pipe
<b>WPR</b>	Washpactor
<b>WPS</b>	Water Pump Station
<b>WSC</b>	Water Service Connection
<b>WSL</b>	Weigh Scale
<b>WSP</b>	Water Stand Pipe
<b>WTP</b>	Water Treatment Plant

## Pr8843 - Specification for Drawing, Document and Equipment Tag Numbering

### 5. Instrumentation Numbering System

5.0.1 This section specifies how the characters that precede the numerical descriptors of the tag number are developed for instruments. This system uses the International ISA 5.1 Standard to develop the Instrument Alpha Code.

**Table 9 - Instrumentation Numbering System**

Number Format.	Description
<p><b>Tag Format: AAAA-NNQQ</b></p> <p>Where:</p> <p>AAAA – Instrument Code developed from Table 10</p> <p>NNQQ – Area Number</p>	<p>The Instrument Alpha Code shall follow the international ISA 5.1 standard and be detailed on the P&amp;IDs. Modifiers and User Choice requirements are detailed in Table 10</p> <p>Alpha Code shall be at the beginning of the Instrument Tag Number using 2 to 4 characters. e.g. PSL5211 – Low pressure switch for Alum dosing pump</p> <p>The Instrument Number shall be the same as the Equipment number to which it is directly associated. If required, the Number may use an additional 2 digits separated by a dash (easier to read than a decimal point) i.e. NNQQ-QQ to separate two instruments with the same Alpha Codes and number e.g. PSL5211-01 &amp; PSL5211-02.</p>

**Table 10 – Instrument Alpha Code (AAAA)**

	First Letter	Second & Succeeding Letters	Example Exception Letters
<b>A</b>	Analysis	Alarm	
<b>B</b>	Burner Flame	State or Status Display	
<b>C</b>	Conductivity	Control	ZSC – Closed
<b>D</b>	Density, S.G., % Solids	Differential	
<b>E</b>	Electrical Variable	Primary Element or Sensor	
<b>F</b>	Flow	Ratio or Fraction	
<b>G</b>	Gauging (Dimensional)	Observation Glass	
<b>H</b>	Hand Manually Initiated	High	
<b>I</b>	Current	Indication	
<b>J</b>	Power	Scan	
<b>K</b>	Time or Time Program	Barrier	
<b>L</b>	Level	Low	
<b>M</b>	Moisture or Humidity	Unallocated	
<b>N</b>	Motor	Unallocated	
<b>O</b>	Unallocated	Orifice	ZSO – Open
<b>P</b>	Pressure or Vacuum	Point (Test Connection)	
<b>Q</b>	Quantity or Event	Integrator or Totaliser	
<b>R</b>	Radiation (Nuclear)	Recorder or Digital trending	
<b>S</b>	Speed or Frequency	Switch	

## Pr8843 - Specification for Drawing, Document and Equipment Tag Numbering

<b>T</b>	Temperature	Transmitter	
<b>U</b>	Multi-Variable	Multi-Function	
<b>V</b>	Vibration	Valve, damper or louver	
<b>W</b>	Weight or force	Well	
<b>X</b>	Torque	Cathode Ray tube	
<b>Y</b>	Viscosity	Relay, Converter or computer	
<b>Z</b>	Position	Emergency or Safety Acting	

### 6. Electrical Equipment Tag Numbering System

6.0.1 The electrical numbering system needs to allow for the fact that some electrical equipment types (i.e. VSDs, Soft starters etc.) are dedicated to individual items of equipment whereas other equipment (i.e. Transformers, MCC etc.) are common to many items of equipment. Accordingly the electrical numbering system is divided into 2 categories:

- Numbering for Dedicated or Grouped Equipment;
- Numbering for Common Equipment.

**Table 11 – Dedicated or Grouped Electrical Equipment**

#### Dedicated or Grouped Electrical Equipment Tag #s

This section is used to generate a Tag number for a single item of equipment or a group of equipment items (i.e. a package plant) with one specific task. The following are examples to clarify the numbering:

##### **Single Item of Equipment**

- *Air compressor* - comprises the compressor, an on-board electrical local control panel and possibly a Variable Speed Drive. The mechanical equipment will be assigned the tag CPR0601. The electrical panel forming the compressor control would be labelled LCP0601, the motor labelled MTR0601 and the VSD labelled VSD0601.

##### **Group of Equipment Items (Package plant)**

- *Polymer Storage and Dosing Plant* – this system typically comprises a number of drives, valves, tanks, instrumentation etc. with the sole aim being to produce polymer for a process to a specific quantity and quality. This type of plant will usually be controlled by a dedicated electrical panel. The polymer plant equipment may have tags ranging from 5301 to 5399 with preceding Alpha codes as described previously. The Electrical control panel for the Polymer Storage and Dosing System would be labelled LCP5301 being the first tag number used in the polymer plant.

##### **Field Junction Boxes and Marshalling Panels**

- *Junction Boxes / Marshalling panels* – These may be used for a single device or multiple devices depending on the requirements. They shall take on the following number format:

**PP-AAAA-NNQQ**

PP:

JB – Junction Box

MP – Marshalling Panel

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**AAAA:**

Represents the Alpha Tag of the related instrument where a single device is connected  
 (Not used where Multiple devices are connected)

**NNQQ:**

Represents the Actual Number Tag of the instrument where a single instrument is connected or a suitable number relating to the Area / Sub-Area where multiple devices are connected.

**Examples**

- ❖ A Junction box for a high level probe would be JB-LSHH-NNQQ
- ❖ A Marshalling Panel for a hypochlorite dosing system would be MP-5101

**Table 12 – Common Electrical Equipment**

### Common Electrical Equipment Tag #s

This section is used to generate a Tag number for MCCs, Transformers and other items of electrical equipment not related to a specific item or group of equipment. This type of electrical equipment invariably caters for one or more Major Plant Areas, and therefore has been allocated the Major Plant area code “9”.

The Tag Number of this type of Electrical Equipment shall take the following form:

**EEE - 9 “X” “YY”**

9            Indicates the item is a common piece of electrical equipment e.g. MCC

“X”        Specifies the Major Plant Area Number identified in Section 3

- ‘0’ – Plant Wide Systems
- ‘1’ – Inlet Works
- ‘2’ – Pre-treatment
- ‘3’ – Biological Treatment
- ‘4’ – Biosolids Handling
- ‘5’ – Chemical Storage and Dosing
- ‘6’ – Tertiary Treatment
- ‘7’ – Water Pump Stations
- ‘8’ – Sewage Pump Stations
- ‘9’ – Spare

*Example:*

*TRF90YY – A Plant wide Transformer*

*MCC96YY – An MCC located in the Effluent Pump Station*

*PLP95YY – A PLC Panel for the Chemical Dosing Area.*

“YY”      A unique sequential No. - 0 to 09

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## 7. Numbering System

7.0.1 All electrical and control cables shall use the following general structure for cable numbering.

**TAGNAME - CABLE TYPE- CABLE NUMBER**

7.0.2 The cable numbers shall use the following format.

**EEENNOQ-C-ZZ**

Where:

- EEE – Equipment Alpha code as defined in Section 4;
- NNQQ – Numeric Tag #as defined in Section 3;
- C – Cable Type as defined below in Table 13;
- ZZ – Sequential Cable number for equipment.

**Table 13 - Cable Types**

Cable Type	Description
P	Power
C	Control
J	Instrumentation
F	Fibre Optic

## 8. Pipe Identification System

8.0.1 For pipeline identification the following format shall be applied.

**NN-FFF-SSSS-MMMM-XXX**

Where:

- NN – Major Area and Sub Area Numbers as defined in Section 3;
- FFF – Fluid Abbreviation as defined in Section 9;
- SSSS- Pipe size – typically Nominal Bore in millimeters;
- MMMM – Material Abbreviation, e.g. DICL;
- XXX – Sequential pipe number;
- A pipeline number should typically be assigned to the whole pipeline from beginning to end unless:
  - The pipe material or size changes;
  - The product pressure or temperature changes; or
  - The pipe meets a junction with another pipe.

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## 9. Fluid Abbreviations

9.0.1 The fluid abbreviations shown in Table 14 shall be used. If additional fluid codes are required they must be submitted to Unitywater for approval and incorporation into this standard before use.

**Table 14 - Fluid Abbreviations**

Abbreviation	Meaning
ALM	Alum Solution
DEF	Disinfected Water
DGS	De-gritted Sewage
PEF	Primary Effluent
GRT	Grit
GRS	Grit Slurry
MLQ	Mixed Liquor
OVF	Overflow
POL	Polymer Solution
POT	Potable Water
PRS	Process Sewage
RAS	Return Activated Sludge
RAW	Raw Sewage
SCM	Scum
SCN	Screenings
SEF	Secondary Effluent
HYP	Sodium Hypochlorite
SLG	Sludge
SUP	Supernatant
SCS	Screened Sewage
STM	Stormwater
TEF	Tertiary Effluent
WAS	Waste Activated Sludge
SER	Service Water

## 10. Examples for the Development of Tag Numbers and Drawing Numbers

10.0.1 Unitywater recommends the following process for the development of equipment tag, drawing and document numbers:

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- Step 1** Develop concept P&IDs. Drawing numbers are generated using the plant area / plant sub area code i.e. LLLSTP-P-DR-NNQQ-XX where QQ and XX are sequential numbers starting at 1;
- Step 2** Use Section 3 to assign the Plant Equipment Tag Number for individual items on the P&IDs;
- Step 3** Use Sections 4, 5 and 6 to determine the alpha prefix to complete the Tag Numbers;
- Step 4** Develop Site Plans, Layout and Sectional Plans and General Arrangement drawings. These drawing numbers are generated using the Plant and Equipment numbering system identified in section 3.
- Step 5** Develop remaining drawings using the Plant and Equipment numbering system identified in section 3. See examples in this section.

*Note* - Pipes, conduits, hoses, cables and trays are not considered equipment and are not allocated a Tag number. These items shall be recorded on individual schedules. Walkways ladders, stairs and the like form part of the parent equipment (e.g. tanks) and similarly are not allocated Tag numbers.

### 10.1 Example 1 – Determining Secondary Clarifier 1 Tag Numbers and Drawing Numbers

- 10.1.1 Secondary Clarifier 1 is defined as a process unit and is allocated the tag number CLR-3610.
- 10.1.2 Secondary Clarifier 1 rotating bridge is defined as a single mechanical bridge dedicated to the process unit's primary function and is allocated the tag number BRI-3610.
- 10.1.3 Secondary Clarifier 1 rotating bridge motor is defined as a single motor dedicated to the major equipment's primary function and is allocated the tag number MTR-3610.
- 10.1.4 Secondary Clarifier 1 rotating bridge motor is driven by a VSD and is allocated the same tag number as the motor with a different equipment code i.e. VSD-3610.
- 10.1.5 Secondary Clarifier 1 has a launder spray pump which is defined as ancillary equipment for the rotating bridge's secondary function and is allocated the tag number PMP-3611.
- 10.1.6 The tag number for Secondary Clarifier 1 Launder Spray Pump motor is MTR-3611.
- 10.1.7 If the Launder Spray Pump motor had a Variable Speed Drive its tag number be VSD-3611.
- 10.1.8 If the Variable Speed Drive was contained in a Local Control Panel (LCP) on the clarifier bridge the control panel would have the tag number LCP-3611.
- 10.1.9 Secondary Clarifier 1 and all related equipment would be found on P&ID LLLSTP-P-DR-36QQ-XX[R] (where QQ represents a logical number in the series 1-99).
- 10.1.10 The Civil drawings for Secondary Clarifier 1 would be found on CRYSTP-C-DR-36QQ-XX[R] where QQ would be associated QQ number for Secondary Clarifier 1 i.e. 10).
- 10.1.11 The Electrical drawings would be found on CRYSTP-E-DR-36QQ-XX[R].

### 10.2 Example 2 - Service Water pump # 1, 2 and 3 for Cooroy STP

- 10.2.1 Develop P&IDs and number in a logical sequence starting at the inlet to the plant.
- 10.2.2 Assign Tag #s - PMP-0101, PMP-0102, PMP-0103

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- 10.2.3 Assign Drawing #s - For a general arrangement CRYSTP-C-DR-01QQ-01[R], for a detailed mechanical drawing CRYSTP-M-DR-01QQ-01-A

*Note* – These pumps could be shown on the same drawing CRYSTP-M-DR-0101-01[R] or if they are large complex pumps they could be shown on separate drawings CRYSTP-M-DR-0101-01[R], CRYSTP-C-DR-0102-01[R], CRYSTP-C-DR-0103-01[R]. The QQ designates the flexibility available to the draftsman.

### 10.3 Example 3 - Inlet works bypass valve # 1 and 2

- 10.3.1 Assign Tag #s - PEN-1301, PEN-1302
- 10.3.2 Assign Drawing #s - For a GA CRYSTP-C-DR-13QQ-01[R]. For detailed mechanical fabrication, CRYSTP-M-DR-13QQ-01[R]

### 10.4 Example 4 - Clarifier Tank # 4

- 10.4.1 Assign Tag # - CLR-3640
- 10.4.2 Assign Drawing #s - For GA CRYSTP-C-DR-3640-01[R]. For reinforcement detail CRYSTP-S-DR-364Q-01[R]

### 10.5 Example 5 - Effluent Flow Meter to Outfall

- 10.5.1 Assign Tag # - FIT-6501
- 10.5.2 Assign Drawing #s - For GA CRYSTP-C-DR-65QQ-01[R].

### 10.6 Example 6 - Control Building

- 10.6.1 Assign Tag #s - BLD-0901
- 10.6.2 Assign Drawing #s – For Civil CRYSTP-C-DR-09QQ-01[R]

### 10.7 Example 7 – Balance Tank Pumps Variable Speed Drives

- 10.7.1 Assign Tag #s – VSD-1411, VSD-1412, VSD-1413.
- 10.7.2 Assign Drawing #s – For Electrical Line Diagram CRYSTP-E-DR-14QQ-XX[R]

### 10.8 Example 8 – Main Plant MCC

- 10.8.1 Assign Tag #s - MCC9001
- 10.8.2 Assign Drawing #s – For Electrical Arrangement Drawing CRYSTP-E-DR-90QQ-01[R].

## 11. Exceptions When Using Online Project Collaboration Software

- 11.0.1 The online project collaboration software restricts the use of this numbering system for certain mail types.
- 11.0.2 The following mail types are an example of automatically generated document numbers that are different depending on which program is used on the project and as such may not necessarily need to comply with the document numbering system. Please check with the nominated Project Manager for information on project specific software.

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**Table 15 - Exceptions When Using Online Project Collaboration Software**

Type	Code	Description of use
Client Advice	CA	Client to provide advice and/or respond to queries.
Client Instruction	CI	Client to provide direction or instruction as appropriate.
Consultant Advice	CN	Consultants to provide advice and/or respond to queries.
Design Change Request	DC	To submit a design change request as appropriate.
Extension of Time	ET	To request an extension of time from the Client.
Letter	LET	Formal communications that are NOT a request, instruction, advice or notice.
Memorandum	MEM	Informal communication between project participants.
Principal Contractor Advice	PCA	Principal Contractor to provide advice and/or respond to queries.
Request For Information	RFI	To raise formal queries with other participants.
Scope Change Notice	SC	To request a change of scope to the Client.
Site Instruction	SI	To issue instructions to a Subcontractor.
Subcontractor Advice	SA	Subcontractor to provide advice and/or respond to queries.
Variation Request	VA	To raise a variation with the Client.
Variation Approval	VP	To approve a variation from the Principal Contractor.
Variation Order	VO	To issue a variation order to undertake additional works.
Variation Rejection	VR	To reject a variation from the Principal Contractor.