

1 Purpose of this Standard

The purpose of this standard is to establish the basis of abbreviations, acronyms, and terminology used in the engineering sector, related to Document Management. This standard is a supplement to DMC-DM-STD-005.

2 Risks of non-compliance

Some of the risks of not having, or not complying with these standards are:

- Miscommunication between document management groups
- Lack of understanding of typical terms used in the Document Management profession

3 Terminology and Acronyms in the Engineering Sector

A good resource to have on hand is the D&D Standard Oil and Gas Abbreviator (Association of Desk & Derrick Clubs) available through Amazon.ca.

<p>Bootleg Copy</p>	<p>A Bootleg copy is an unofficial copy, sometimes but not always stamped “uncontrolled copy” that would otherwise be controlled. A bootleg copy is often sent for information only by an individual without the benefits of processing through a Document Control process. Bootleg copies should not be used for any purpose other than obtaining general information, since it has likely not had its contents checked and verified as accurate. Use of information from a bootleg copy may create conflict when the document is finally issued according to proper Document Control procedures.</p>
<p>Checkprint Copy</p>	<p>A Checkprint copy is a photocopy or scan of a document or drawing package that has already been initialed by the first signatory (See DMC-DM-STD-007 for approval guidelines). The issuance of a Checkprint allows Document Control time to perform their Quality checks (See DMC-DM-STD-015 for Quality checking), and begin the publishing process. The signed copy must then be reconciled with the Checkprint before publishing can be concluded. It ultimately reduces the amount of time needed to issue the drawings once the signed package reaches DC.</p>
<p>Engineering Work Package (EWP)</p>	<p>An Engineering Work Package is a grouping of related documentation issued for a particular section of a facility that pertain to the same engineering/technical discipline/trade.</p>
<p>Construction Work Package (CWP)</p>	<p>A Construction Work Package contains a scope of work and related EWP’s for a specific area or areas, trade or trades or contract for the purpose of defining requirements for the work to be performed.</p>

<p>Manufacturer's Data Book (MRB)</p>	<p>Manufacturer's Record Books are manuals that are submitted by a manufacturer of equipment. These could be submitted in one manual, or in separate manuals (Operating and Maintenance Manuals and Quality Manuals). They are submitted for information after the equipment is built, and contain all the final documentation, including documentation that had previously not been submitted. MRBs are used during the startup of a facility, as well as after for operations and maintenance information. They also contain quality and safety evidentiary documentation required for the registration of certain equipment. The MRBs are ultimately collected and used in the compilation of the Facility data books.</p>
<p>Facility Manual or Facility Data Book</p>	<p>The Facility Manual, or Data Book, potentially with many volumes, that contains the current revisions of documentation for a facility and is to be used primarily during the operations and maintenance of a facility. It provides all the necessary information for the safe, efficient, and accurate operation, preventative and reactive maintenance or enhancement of all elements within a facility, and for the facility as a whole. These manuals contain supplier and manufacturer supplied documentation, quality records, safety, and engineered documentation. When any of the documentation contained within the Facility Data Book is revised for any reason, the Facility Data Book shall be updated, and all previous revisions are to be removed. Facility Data Books must not contain any original hard copies, only reproductions of the original. When possible, the information contained within these manuals should be provided electronically via a document management software platform.</p>
<p>Master Stick</p>	<p>The Master Stick file is a copy of the latest relevant Published documentation, and should be stamped as such. The Master Stick file is used to capture small changes that occur during the design phase, in advance of undertaking a revision to those particular files.</p>
<p>Shop Drawings</p>	<p>Shop drawings are drawings produced by the supplier, manufacturer, subcontractor, or fabricator. Shop drawings are typically required for prefabricated components.</p>