

Project Deliverables Matrix

Functional Responsibility	Description	Type of Deliverable	Responsibility			Scope Deliverable Req'd (Y/N)	Level of Issue			Format		Turnover / As-Built		Stamping		Notes
			Owner	Contractor	Others		DBM or Pre-FEED	EDS or FEED	Detailed E, P, C/CM	Format of Deliverable	Native Software	Turnover to Owner Req'd (Y/N)	As- Built Req'd (Y/N)	PEng Stamp at IFC (Y/N)	Other Stamp or Permit (Y/N)	
Project Management																
	Project Execution Plan	Document														
	Home Office IT Plan	Document														
	Design Work Plan	Document														
	Project Procedures Manual	Document														
	Squad Check Procedure	Document														
	Vendor Document Review Procedure	Document														
	Project Deliverables / Turnover Procedure	Document														
	Organization Chart	Chart														
	Staffing Plan	List														
	Project Roster / Contacts List	List														
	Risk Management Plan / Procedure	Document														
	Document Distribution Matrix	List														
	Document Management Plan	Document														
	Software List	List														
	Project Action / Milestone / Decision Logs	List														
	Progress Reports	Report														
	Lessons Learned Report	Report														
	Project Close-out Report	Report														
Project Controls																
	Project Controls Plan	Document														
	90 Day Work Plan	Schedule														
	Work Breakdown Structure	Chart														
	Cash Flow Forecast	Estimate														
	Project Schedule	Schedule														
	Schedule Risk Analysis	Report														
	Project Schedule Basis Memorandum	Document														
	Management of Change Procedure	Document														
	Project Risk Register	List														
	Project Calendar	Schedule														
	Project Cost Reports	Report														
	Trend Notices	Report														
	Scope Change Notices	Report														
	Monthly Accruals	Estimate														
Regulatory / HSE Compliance																
	Environmental Management Plan	Document														
	Health and Safety Plan	Document														
	Aboriginal Peoples Plan	Document														
	Project Permit List	List														
	Regulatory Permits and Licenses (permanent)															
	List as appropriate	Approval														
	List as appropriate	Approval														
	List as appropriate	Approval														
	List as appropriate	Approval														
	Public / Industry Notification Log	Approval														
Engineering - General																
	Engineering Plan	Document														
	Design Philosophies															
	List as appropriate	Document														
	List as appropriate	Document														
	Design Drawings															
	Fire Hazard Zone Drawing	Drawing														
	Fire Water Layout Drawing	Drawing														
	Standards and Specifications															
	List of Codes, Standards, & Regulations	List														
	Master List of Specifications	List														
	Other Specifications	List														
	Spec Deviations	Document														
	Design Studies															
	Hazard and Operability Analysis (HAZOP)	Report														
	Safety Integrity Level Analysis (SILA)	Report														
	List as appropriate	Report														

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Process Engineering	Design Review and Squad Checks	Report															
	Design Change Notices	Document															
	List of Engineering Work Packages	List															
	ABSA Registration (Pressure Piping)	Report															
	Process Design Criteria	Document															
	Process Design Basis	Document															
	Process Flow Diagrams (PFD's)	Drawing															
	Heat and Material Balances (H&MB's)	Document															
	Block Flow Diagram (BFD)	Drawing															
	Process Simulations	Simulation															
	Process Studies	Document															
	Process Calculations	Calculation															
	Piping and Instrumentation Diagrams (P&ID's)																
	Process	Drawing															
	Utility	Drawing															
	Auxiliary	Drawing															
	Line Designation Tables	List															
	Battery Limit Table	Document															
	Relief Load Summary	Document															
	Utility Summary	Document															
	Chemical Summary	Document															
	Emissions and Effluent Summary	Document															
	Process Description and Control Philosophy	Document															
	Process Equipment Datasheets	Document															
	Pressure Safety Valve Datasheets	Document															
	Specialty Item Datasheets	Document															
	Mechanical Engineering	Mechanical Equipment Design Criteria (includes HVA	Document														
Mechanical Design Basis (includes HVAC)		Document															
Mechanical Equipment Scope Documents		Document															
Mechanical Equipment Functional Specifications		Document															
Mechanical Equipment Specifications		Document															
Mechanical Calculations		Calculation															
Mechanical Studies		Document															
Mechanical Equipment List		Document															
Mechanical Drawings																	
Material Selection Diagrams		List															
HVAC Schematics and Layouts		Drawing															
Standard Mechanical Detail Drawings		Drawing															
Equipment Detail Drawings		Drawing															
Mechanical Datasheets		Document															
Material Requisition		Document															
MR Log		Document															
Technical Bid Evaluation		Document															
Vendor / Shop Documents & Drawings		Document															
Inspection and Testing Plans (ITP)		Document															
ABSA Registration (CRN for Vessels, Pumps, Exchang		Document															
List of Mechanical Spare Parts		Document															
List of Lubricants		Document															
Engineering Work Packages (mechanical)		Document															
Plant Layout and Piping		Plant Layout and Piping Design Criteria	Document														
		Plant Layout and Piping Design Basis	Document														
		Standards and Specifications	Document														
		Plant Layout and Piping Calculations	Calculation														
	PL&P Studies	Document															
	Site and Plot Plans																
	Key Plan	Drawing															
	Site Plan	Drawing															
	Plot Plan	Drawing															
Location Plans																	

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Civil, Structural, Architectural	Equipment Location Plans	Drawing															
	Model Key Plans	Drawing															
	Drawing Key Plans	Drawing															
	Utility Station Location Plan	Drawing															
	Safety Equipment Location Plan	Drawing															
	Underground Piping and Utility Plan	Drawing															
	Indices and Lists																
	Standard Piping Support Drawing Index	Document															
	Special Pipe Support Drawings Index	Document															
	Critical Line List	Document															
	Tie-In List	Document															
	3D CADD Piping Model	Software															
	Pipe and Fittings Material Take-Off (MTO)	Document															
	Valve Material Take-Off (MTO)	Document															
	Other Piping Drawings																
	General Arrangement Drawings	Drawing															
	Vessel Nozzle and Platform Orientation Drawings	Drawing															
	Piping Plans	Drawing															
	Piping Standard Detail Drawings	Drawing															
	Pipe Support Standard Drawings	Drawing															
	Special Pipe Support and Spring Support Drawings	Drawing															
	Miscellaneous Piping Detail Drawings	Drawing															
	Piping Isometric Drawings	Drawing															
	PL&P Datasheets (Pipe Supports, Spring Hangers, etc)	Document															
	Material Requisition (pipe, valve, fittings, SP Items, etc)	Document															
	Technical Bid Evaluation	Document															
	Vendor Documents	Document															
	Line Classes	Document															
	Engineering Work Packages (PL&P)	Document															
	Structural Design Criteria	Document															
	Civil Design Basis	Document															
	Specifications	Document															
	Civil, Structural Calculations	Calculation															
	CSA Studies	Document															
	Site Survey Monument Location Plan	Drawing															
	Geotechnical Investigation	Document															
	Building List	Document															
	Civil, Structural, Architectural Drawings																
	Topographical Map	Document															
	Site Preparation and Rough Grading Drawing	Document															
	Composite U/G Drawings	Document															
	Final Grading and Paving Drawings	Document															
	Foundation Drawings	Document															
	Structural Steel Drawings	Document															
	Architectural Drawings	Document															
	Standard Civil, Structural & Architectural Details	Document															
	Shop Drawings	Document															
	3D CADD C/S/A Model	Software															
Civil Material Take-Off (MTO)	Document																
Structural Material Take-Off (MTO)	Document																
Material Requisitions	Document																
Vendor Documents	Document																
Inspection and Testing Plans (ITP)	Document																
Technical Bid Evaluation	Document																
Engineering Scope of Work	Document																
Instrumentation, Controls, Automation																	
Instrumentation, Controls, Automation Design Criteria	Document																
Standards and Specifications	Document																
Instrumentation, Controls, Automation Calculations	Calculation																
Instrumentation, Controls, Automation Studies	Document																
Instrument Index	Document																
Instrument Database	Software																

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Electrical	I/O List & Allocation Table	Document														
	Cause & Effect Diagram / Shutdown Key	Drawing														
	Alarm & Shutdown Setting Summary	Document														
	Process Logic & Complex Control Narrative	Document														
	Instrumentation, Controls, Automation Drawings															
	Control System Architecture Drawings	Drawing														
	Communication Network Layout Drawings	Drawing														
	RIB / MCC Building Layout	Drawing														
	Instrument Location Drawings	Drawing														
	Instrument Loop Diagrams	Drawing														
	Marshalling / Control Panel / Cabinet Layout	Drawing														
	Junction Box / Panel Layout / Wiring Drawing	Drawing														
	Gas Detection System Layout Drawings	Drawing														
	Fire Alarm System Layout Drawings	Drawing														
	Control Room Layout / Analyzer Shelter Layo	Drawing														
	Standard Instrumentation Installation Detail	Drawing														
	3D CADD Instrumentation, Controls, Automation Mo	Software														
	Bulk Instrumentation, Controls, Automation Mater	Document														
	Instrumentation, Controls, Automation Datasheets	Document														
	Material Requisitions	Document														
	Inspection and Testing Plans (ITP)	Document														
	Technical Bid Evaluation	Document														
	Vendor / Shop Documents & Drawings	Document														
	Engineering Work Packages (Instrumentation, Contr	Document														
	Process Control System Configuration & Programmi															
	DCS / SIS / Fire and Gas Functional Specificati	Document														
	DCS / SIS Configuration / Programming	Document														
	DCS / SIS Graphics	Document														
	DCS / SIS ITP and Functionality Test	Document														
	Communication Memory Mapping	Document														
	Logic Programming	Document														
	Alarm Configuration	Document														
	Historian Configuration	Document														
	Electrical Design Criteria	Document														
	Standards and Specifications	Document														
	Electrical Calculations	Calculation														
	Electrical Studies	Document														
	Electrical Equipment List	Document														
	Area Classification Data Sheet Records	Document														
	Indices and Lists															
	Cable Schedule	Document														
	EHT Schedule	Document														
	Electrical Load Lists	Document														
	Lighting Panel Schedule	Document														
	Electrical and EHT Drawings															
	Electrical Key Plan	Drawing														
	EHT Key Plan	Drawing														
	Area Classification Drawings	Drawing														
	Single Line Diagrams	Drawing														
	Electrical Equipment and Building Layout Dra	Drawing														
Motor Control Schematics	Drawing															
Power and Control Layout Drawings	Drawing															
Lighting Layout Drawings	Drawing															
Grounding Layout Drawings	Drawing															
EHT Power Layout Drawings	Drawing															
Electrical Heat Tracing Isometrics	Drawing															
CCTV System Layout Drawings	Drawing															
Standard Electrical Installation Detail Drawin	Drawing															
Wiring Diagrams	Drawing															
3D CADD Electrical Model	Software															
Bulk Electrical Material Take-Off (MTO)	Document															
Electrical Datasheets	Document															
Material Requisitions	Document															

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Supply Chain Management	Inspection and Testing Plans (ITP)	Document															
	Technical Bid Evaluation	Document															
	Vendor / Shop Documents & Drawings	Document															
	Engineering Work Packages (Electrical)	Document															
Supply Chain Management	Procurement Procedure	Document															
	Procurement Plan	Document															
	Contracting Plan	Document															
	Transportation and Logistics Plan	Document															
	Material Management Plan	Document															
	Supplier Quality Plan	Document															
	Supplier Quality Documents	Package															
	Approved Suppliers List	Document															
	Supplier of Choice Agreements	Document															
	Contract Formation Registry	Document															
	Material Requisitions	Package															
	Bidders Lists	List															
	Bid Packages	Package															
	Purchase Orders	Document															
	Vendor Data Requirements	Document															
	Shipping and Expediting Reports	Report															
	Service Requisitions	Package															
	Bidders Lists	List															
	Bid Packages	Package															
	Service Agreements	Document															
	Major Contracts	Package															
	Bidders Lists	List															
	Bid Packages	Package															
Executed Contracts	Document																
Procurement Progress Reports	Report																
Shipping and Receiving Confirmation Reports	Report																
Quality Assurance	Project Quality Assurance / Control Plan	Document															
	Factory Acceptance Testing (FAT) Plan	Document															
	Welding Procedures	Document															
	Quality Testing Procedures	Document															
	Technical Review	Document															
	Quality Audit Reports	Document															
	QA / QC Documentation	Document															
	Material Test Reports	Document															
	Certificate of Compliance	Document															
	Non-Conformance Reports	Document															
	Welder Qualification Reports	Document															
	Weld Map	Document															
	Post Weld Heat Treatment Reports	Document															
	Non-Destructive Examination Reports	Document															
	Hydrostatic Test Reports	Document															
	Other Quality Tests	Document															
	Equipment Testing Reports	Document															
Facility QA / QC Data Manuals	Document																
Construction / Shop Fabrication	Fabrication Plan	Document															
	Construction Management / Execution Plan	Document															
	Constructability Review	Report															
	Emergency Response Plan (construction)	Document															
	Labour Relations Plan	Document															
	Site Specific Safety Plan	Document															
	Site Acceptance Testing (SAT) Plan	Document															
	Completion, Testing, and Turnover Plan	Document															
	Construction Specifications & Procedures	Document															
	Worksite Coordination Procedures	Document															

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	Safe Work Procedures	Document														
	Critical Lift Procedures	Document														
	Hydrostatic Test Procedures	Document														
	Construction Work Packages (CWP's)	Document														
	Construction Support Service Requisitions															
	Construction Offices	Package														
	Construction Power	Package														
	Third Party Inspection	Package														
	Site Safety and Security	Package														
	Road Maintenance	Package														
	Waste Management	Package														
	General Services	Package														
	Construction Approvals and Permits															
	Site Work Permit	Approval														
	Building Permit (construction office)	Approval														
	Power, Water, Sewer, Gas Permit (construction)	Approval														
	Transportation / Shipping / Heavy Haul Permits	Approval														
	Powerline Lifting Permits	Approval														
	Radio Licenses (Industry Canada)	Approval														
	Waste Disposal	Approval														
	Notice of Ground Disturbance (Excavation)	Approval														
	Notice of Start to Construct	Approval														
	Notice of Pressure Testing	Approval														
	Other Construction Permits	Approval														
	Construction Work Rotation Schedule	Schedule														
	Construction Insurance Certificate	Other														
	List of Sub-Contractors	List														
	Worker Orientation Log	List														
	Worker Training & Certification	List														
	Equipment Calibration & Certification	Report														
	Hazard Identification Reports	Report														
	Near-Miss & Accident Reports	Report														
	Site Inspection Reports	Report														
	Safety Audits	Report														
	Quality Surveying Reports	Report														
	Construction Progress Reports	Report														
	Construction Progress Certificates	Other														
	Site Installation Test Reports	Report														
	Compaction Tests	Report														
	Concrete Test Reports	Report														
	Integrity Test Reports	Report														
	Automation System Test (AST) Report	Report														
	Functional Test Report	Report														
	Chemicals, Lubricants & Media for Initial Charge	List														
	Final Inspection and Turnover Documentation	Other														
	Final Acceptance Certificate	Other														

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Operations	Plant Operations and Maintenance Philosophy Facility Commissioning and Start-Up Plan Commissioning and Start-Up Procedures Operator Training Manuals Safe Operating Procedures (SOP) Car Seal Log Material Safety Data Sheets (MSDS) Facility Operating and Maintenance Manuals CMMS Implementation Performance Test Reports	Guideline Program Procedure Other Procedure List Data Sheet Other Other Report														

Notes

1. Some documentation may be prepared/provided by third-party suppliers or sub-contractors

Responsibility

P = Prepare
R = Review
A = Approval
C = Consult
I = Informed

Owner = ***
Contractor = ***
Others - ***

Level of Definition

PRE Preliminary Draft
IFR Issued for Review (intent is to gather input/feedback prior to next issue)
IFI Issued for Information (may be issued more than once, usually no action required)
IFA Issued for Approval (intent is to obtain approval prior to moving to the next step)
IFU Issued for Use (intent is the the information / data will be used to complete other activities)
IFD Issued for Design (intent is that the information/data will be used as the basis of design)
IFQ Issued for Quotation (intent is to obtain vendor information, usually not the first issue)
IFP Issued for Purchase (official document for purchase of materials or services)
IFC Issued for Construction (official document for fabriaction or installation)
R/L Red Lined (document is neatly hand marked with as-built information, but not drafted)
IFIMP Issued for Implementation (intent for document to be implemented into project)