

Code		Description		Specimens	Circulation Process
Category	Document Code	Category	Document Type		
1		Standard Documents			STD
	11		Policies	Policies, Charter	
	12		Manuals		
	13		Regulations		
	14		Procedures		
	15		Guidelines, Specifications		
	16		Instructions		
	17		Forms, Templates, Tables		
	18		Information Documents		
2		General Documents			
	21		Correspondences	Letters, Emails, Faxes, Transmittals, Document Delivery Receipts	COR
	22		Meeting Documents	Agendas, MOMs	MOM
3		Work Documents. General			
	31		Reports	Status Works, Incidents, Annuals	WD
	32		Introduction/Identity Documents	Brochures, Catalogs, Articles Of Association, Publicity, Registry documents, ID Cards, Passports	
	33		Data (Acquisition) Documents.	Questioners, Data Tables,	
	34		Comparison and Grading Documents.	Technical Comparison Tables, Commercial Comparison Tables, Grading Tables	
	35		Bid Request Documents	RFQs, Bid Request Packages And Content Doc, QRs, MRs, RFPs	
	36		Bid Proposal Documents	Bid Proposal Packages, Performa Invoices, Tariff Documents, Price lists, Technical Offers, Financial Offers	
	37		Commitment Documents. (Contracts)	POs, Contracts, Agreements, MOUs, Insurance Policies, Deeds	
	38		Presentation and Text Documents.	Training Documents, Court Orders, Legal Appeals, Articles, Books	

Code		Description		Specimens	Circulation Process
Category	Document Code	Category	Document Type		
4		Work Documents. Engineering Deliverables			
	41		Calculation Sheets	Books, Sheets, Program Outputs	WD
	42		Sketches	Sketches, Preliminary Drawings	
	43		Drawings	Layouts, Installations, PDs, P&IDs, Fabrications, Details, BDs, WDs, GAs, Layouts, DMDs	
	44		Data Sheets	Equipment, Machinery, Packing, Painting	
	45		Specifications	Equipment,, Machinery, Packing, Painting	
	46		Work Scope Documents.	BM/BQ/MR	
	47		Manuals	Operating, Maintenance, Tests, Installations, Packing, Marking, Shipping	
	48		Lists, Schedules	Cable Lists, Special Tool Lists, Spare Part Lists, Tag Lists, Commissioning Spare Part Lists	
5		Work Documents. Out Sourced Works			
	51		Planning And Control Documents.	Work Scopes, Time, Costs, Resources, Progresses	WD
	52		Work Appraisal Reports	Work Appraisal Reports, Quantitative Reports of Reformed Works, Packing Lists	
	53		Handling And Delivery Documents.	Certificates of Origin, Bills of lading, Customs doc., Receipts,	
	54		Financial Documents.	Invoices, Request for Payments, Receipt of Payments, Cheques, Statements (balance sheets, profit and loss), Guarantees, LC	
6		Work Documents. QC Deliverables			
	61		QC Documents.	Test Results, QC Reports, Test Certificates, Inspection Reports, Nonconformance Reports, Inspection Field Notices	WD