

**TDA REGULATION FOR RECEIPT OF TECHNICAL DOCUMENTATION,
REQUIREMENTS FOR FILING AND USE OF ARCHIVE DOCUMENTATION BY
CONTRACTORS**

I. RECEIPT OF TECHNICAL DOCUMENTATION

1. Designing bureaus together with design registration card shall hand over to the Technical Document Archive of Public Company ORLEN Lietuva all design documentation – 5 paper copies and electronic copies of documents recorded on CD/DVD (PDF format), unless the contract provides otherwise.

2. Each electronic document or drawing shall be presented in a separate file (PDF format); name of the file shall contain number of the document and revision thereof. If text document (e.g. (explanatory note, specification, etc.) contains of more than one page, such document shall be presented as a single file; name of the file shall contain number of the document and revision thereof. If the document has no number, name of the document shall be indicated.

3. Status of design documentation that is being transferred to TDA shall be „Issued for Construction“.

4. After verification whether the handed over documentation conforms to the records of the design registration card as well as filing requirements, the archive staff shall perform the following:

4.1. Accept the documentation and confirm the receipt date by stamping.

4.2. Copy of the design registration card with the note shall be returned to the designing bureau as acknowledgement of the documentation receipt to TDA.

4.3. The client performing the efficient acceptance of documentation shall be notified (e.g. by telephone) about the documentation received.

4.4. Acceptance of the documentation shall be acknowledged by the client making an entry in the design registration card.

II. REQUIREMENTS FOR FILING OF TECHNICAL DOCUMENTATION

5. Design documentation shall be transferred to TDA in formed files.

6. A separate file shall be formed for every part of the design.

7. Every file shall contain a document list indicating all documents and annexes as well as their revision numbers/designation.

8. In case single amended documents (not the entire part of the design) are being transferred to TDA, together shall be submitted a new revision of documents of that part of design containing a list of revisions of the amended documents or the newly-drawn up documents.

9. Electronic versions of documents shall be submitted in PDF format; names of electronic media shall contain the document code/number and revision number/designation.

10. For each document bearing its own code/number and a name, a single electronic PDF medium shall be formed.

11. Every drawing shall have title number (s) of the object and identification number of the design documents specified on the design registration card written in a clearly visible place.

III. RECEIPT OF AS-BUILT DOCUMENTATION

12. As-built documentation shall be transferred to the Technical Document Archive of Public Company ORLEN Lietuva by the contractors together with transfer-acceptance act.

13. List of as-built documentation subject to transfer to TDA is indicated in the Order No. TV1(1.2-1)/219 as of 17 September 2009 of General Director of Public Company ORLEN Lietuva.

14. The transfer-acceptance act shall contain signatures of the Client and/or work supervisor confirming that all required as-built documents are complete and they authorize acceptance of the documents to the archive.

15. After verification whether the handed over documentation conforms to the information contained in the transfer-acceptance act as well as filing requirements, the archive staff shall perform the following formalities:

15.1. Accept the documentation and confirm the receipt date by stamping.

15.2. Copy of the act shall be returned to the Contractor as a proof of the documentation handover.

IV. REQUIREMENTS FOR FILING OF AS-BUILT AND OTHER DOCUMENTATION

16. As-built documentation and drawings of the design:

16.1. The entire design documentation and drawings shall be marked "As-built" and signed by construction technical supervisor and construction civil work manager.

16.2. As-built documentation and drawings shall be transferred to TDA filed by the parts of the design.

17. The other as-built documentation shall be filed by documents types and subjects.

18. Filing of as-built and other documentation transferred to TDA.

18.1. Each file shall contain the following:

18.1.1. File title;

18.1.2. File list;

18.1.3. Numbered documents of the file;

18.1.4. File closing record.

19. File titles shall contain no abbreviations and abstract wording.

20. In case the file contains documents of two types, both types shall be indicated in the title of the file.

21. In case the file contains documents of three or more types for a single subject, in the title it shall be generally marked as „Documents“.

22. Only one copy of a document shall be filed.

23. Sheets of the file shall be numbered by a graphite pencil. The number shall be written in Arabic characters in the top right corner not touching the text. Sheets of all documents of the file shall be numbered successively.

24. Sheets of each file shall be numbered individually starting from 1.

25. Sheets of the internal list of the file shall be numbered individually starting from 1; the header page and the file closing record shall not be numbered.

26. The sheet of any size bound in a file by one edge shall be numbered as one sheet and the folded up sheet bound by the middle – as two sheets. Sheet number of a photograph, drawing or another such document shall be written in the left corner overleaf. If such document is glued on the sheet of paper, the number shall be written next to the document.

27. Documents of the file shall be listed in the internal list indicating their location in the file.

28. The file closing record shall contain the number of sheets in the file, their specifics as well as position, signature and full name of the employee responsible for filing and the date.

V. ISSUE OF ARCHIVE DOCUMENTATION STORED IN TDA TO CONTRACTORS

29. Contractor employees. For permission to use the archive documentation the Contractor shall apply to the executives or work supervisors indicated in Public Company ORLEN Lietuva contract or work requisition.

30. To Contractors the archive documents shall be issued for use/familiarization in TDA office only.

31. Document copies can be ordered only by the authorized employees of Public Company ORLEN Lietuva.

32. For document copies the Contractor shall apply to the executives or work supervisors indicated in Public Company ORLEN Lietuva contract or work requisition.

Translated by: Jūratė Topalovienė, tel. 3430, e-mail: jurate.topaloviene@orlenlietuva.lt