



Project Filing System Guidelines

Scope

The document details the documentation filing system for all Grant Transformers import project. The key objective is to implement a system for all users to locate documents in an effective manner.

Folders

Project Folder

Project folder shall be named in the following format:

Client - kVA - Volts In - Volts Out - vector - impedance - (CU/AL) - cooling type - serial # - (PO#)

**no spacing in-between*

***nominal voltage to be used*

Files and Folders

The project will contain the folders listed in 2.2 Subfolders and the following files:

1. GA drawing of the most updated version
2. Data sheet of the most updated version
3. Single line diagram (if marshalling box is provided)
4. Nameplate drawing
5. Test Report

**all files listed must be accompanied by a Grant Logo*

***If files are available in multiple file types, raw and pdf version is only permitted on this folder level*

**Project consist of multiple units; a test report for each unit is required with matching serial number in file name*

File Naming

All files listed above Files and Folders must be in the following format

Prefix - kVA - Volts in - volts out - vector - impedance - CU/AL - cooling - serial #

The following prefix shall be used when naming files:

Content type	Prefix
General Arrangement Drawing	GA
Data sheet	DSH
Single line diagram	SLD
Nameplate drawing	NP
Test Report	TR



Subfolders

The following subfolder shall be located in the Project folder

Supplier

All most updated version documents and drawings received shall be located in this folder.

Superseded

This folder shall be located in the supplier folder. All superseded and non-relevant files received from the supplier for the project shall be moved into this folder.

For a file to be moved into this folder, a more recent and update version must exist. The files must be named with its revision number at the end of its file name. This is required for both the revised and superseded version.

If the file is no longer within the project scope, a written confirmation from the client must be attached to the file before being moved into this folder.

Approvals

All correspondence affecting the project scope must be saved into this folder. This includes design approval and the alternation of project scope.

The file shall be named describing its contents in a clear and concise manner.

Photos

All photos shall be located in this folder. If photos from supplier and Grant transformer are available, photos from supplier shall be located into a sub folder named "Supplier".

Superseded

Files which are not from the supplier that has been superseded shall be located in this subfolder.

For a file to be moved into this folder, a more recent and update version must exist. The files must be named with its revision number at the end of its file name. This is required for both the revised and superseded version.

If the file is no longer within the project scope, a written confirmation from the client must be attached to the file before being moved into this folder.

Disclaimer

The outline in this document is a guideline and additional folders and files are permitted. As long as the file and folders are named in a manner that is clear and concise for other users.