



**TRANSFORMERS' SUPPLIERS
FILING SYSTEM**

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1 Purpose

Folders organization is essential part for the traceability of the information, that is why how the management and keeping of the information is part of the job. This document provides standard process to name and keep transformers documentation within the company, and all users can understand how to locate documents in an effective manner.

2 Scope

This document details the documentation filing system for all Grant Transformers works from overseas factories.

3 Responsibilities

The engineering team is responsible for the correct document naming and saving process, it is essential to follow the instructions as soon as any new document is generated to avoid later confusion, including saving it in the corresponding folder. It is important that a process is established to ensure the clear access to the documents from anyone within the company.

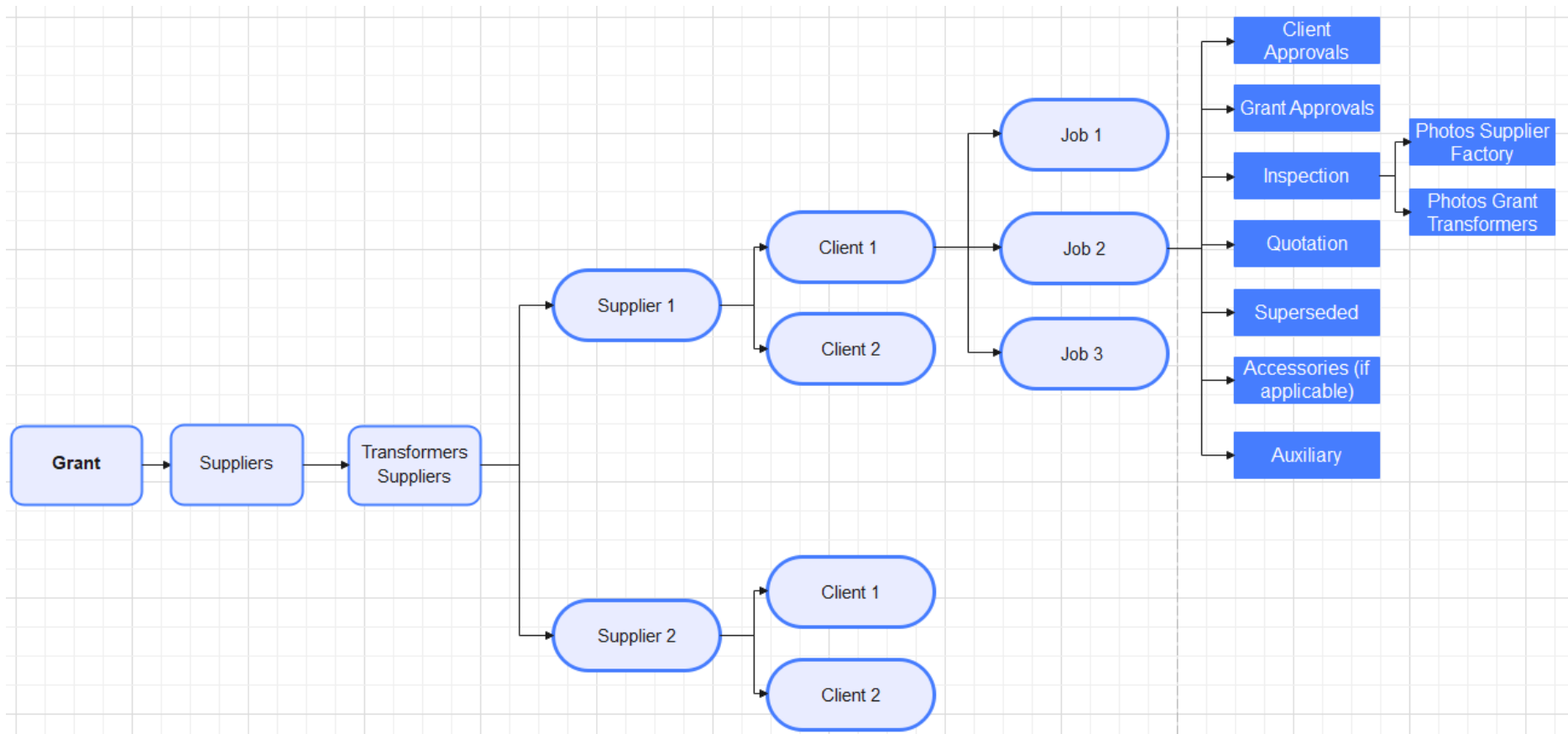
4 Flowchart

The follow flowchart is a representation of how will be distribute the different folders on the system, the folders will be saved in the following order.

It commences with "Grant" folder, inside this one it is possible to find the folder "Suppliers" where are not only transformers suppliers, inside this, it is suggested to create a folder specially for "Transformers Suppliers" to keep separate this section from the rest of suppliers; inside this, it can be found also a folder per "Supplier" where it will have all the "Client" folders with its respective name according to 5.1 Naming Process, where can be found every "job" folder done by that supplier to that specific customer; and finally inside this one it will be all documentation required per job.

The folders inside each digital job pack will be explain in 5.2 Project Folders.

Flowchart



5 Folders

5.1 Naming Process

Project folder shall be named in the following format and according to the type of transformer:

Transformer

Client-kVA-Volts In-Volts Out-vector group-impedance-(CU/AL)-cooling type-serial # (i.e., SN0000-00)-Purchase Order # (i.e., PO111111).

Earthing Resistor

Client-kVA-Amps-Seconds-vector group-(CU/AL)-cooling type-serial #-PO#

Neutral Earthing Resistor

Client-kVA-Amps-Seconds-IP-(CU/AL)-cooling type-serial #-PO#

**No spacing in-between*

***nominal voltage to be used*

5.1.1 File naming

For the files inside the folder the name process is similar according with its type. All files must be in the following format:

Transformer: Prefix-kVA-Volts in-volts out-vector-impedance-CU/AL-cooling type
_Version number (i.e., _V00)

Earthing Resistor: Prefix-kVA-Amps-Seconds-vector group-(CU/AL)-cooling type
_Version number

Neutral Earthing Resistor: Prefix-kVA-Amps-Seconds-IP-(CU/AL)-cooling type _Version
number

**For Inspections and Test Reports it is required to add the serial # at the end of the name.*

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
Inspection	Inspection

5.1.2 Files and folders

The project will contain the folders listed in 5.2 Subfolders and the following files:

1. GA drawing of the most updated version (editable version and PDF version, if apply).

2. Datasheet of the most updated version (editable version and PDF version, if apply).
3. Single line diagram if marshalling box is provided (editable version and PDF version, if apply).
4. Nameplate drawing (editable version and/or PDF version, if apply).
5. Test Report (editable version and PDF version, if apply).

**All files listed must be accompanied by a Grant Logo.*

**In some cases, when a project consists of multiple units; it is necessary to keep test report for each unit with matching serial number in file name.*

5.2 Subfolders

Inside every job folder there is a bunch of folders that are divide according to their information. Those are classified as follow:

5.2.1 Clients Approvals

In this folder are located all the emails or documents that confirmed that the job was approved from the client. Furthermore, there are also the documents that show the modifications the job needs to do in order to proceed.

5.2.2 Grant Approvals

In this folder are located all the approved documents from Grant Team, which have been signed for the Project Engineer or Electrical Engineer. In the case of “General Arrangement” and “Datasheet” documents, it is necessary to add the Grant stamp besides the sign.

5.2.3 Inspection

In this folder shall be the editable document for the inspections and the photos taken on the different inspections done (overseas and on site).

5.2.3.1 Photos Supplier Factory

All photos from virtual inspection on overseas factory shall be located in this folder, the nameplate photo shall be in this folder as well, it should be name it with the prefix of nameplate and the serial number (i.e., NP-00000-00).

5.2.3.2 Photos Grant Transformers

As in the overseas inspection, all photos result from the inspections done on site (on arrival and before dispatch), shall be located in this folder, could include nameplate but is not mandatory if it is also located on “Photos Supplier Factory” folder.

5.2.4 Quotation-Commercial

Every document related with prices of additional spare parts or transport, and repairs, that involve additional purchases from Grant Transformer shall be located in this folder (quotes or proposals).

5.2.5 Superseded

Files which have been updated 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. This applies for editable and PDF version of any document.

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.

5.2.6 Extra Folders

There are some additional folders that can be used if applicable to the job. If contains accessories, all of those can be in a folder called "Accessories". Additionally, some documents that are important but are not related to the above folders should be in a different folder called "Auxiliary". For some jobs, there is lot of information and different files related to the project. It is according to the person in charge to create a new folder if it is considered that the file is not related to any of the folders already created.

6 References

As reference and based on the document "Project Filing System guidelines", it was made this document to provide a general guide of the naming and proper savings on the different folders.