



Procedure

Quality Management

ATP Development, Use and Management

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1 INTRODUCTION

The APA Technical Practice (ATP) aims to achieve sound engineering and design practice through standardisation. We endeavour to make ATP sufficiently flexible to allow engineers to adapt the information in the ATP to project, asset, or customer conditions and requirements. This is of particular importance where the standard may not cover all situations or needs of use.

APA staff and its Contractors shall be solely responsible for applying ATP in the context of legal, statutory and approvals requirements to achieve the required engineering design and quality of work. For those requirements not specifically covered, the designer shall use a recognised engineering practice or standard to accomplish, as a minimum, the same level of integrity as reflected in the ATP. If in doubt, the Contractor shall, without detracting from their responsibility, consult APA.

Refer to APA's Engineering Glossary [1] for terms and abbreviations not listed in the appendices.

1.1 CONFLICTS AND WAIVERS

Conflicts between this standard and other applicable ATP or international, national standards, codes and industry practices shall be resolved in writing by the APA Standards and Assurance team.

Requests for waivers from this standard shall follow the ATP Waiver procedure in [2].

1.2 ORDER OF PRECEDENCE

APA is bound by statutory and regulatory obligations and legal requirements under the following:

- Commonwealth and State legislation, enforceable Codes, Guidelines and Practices, Licenses, Permits
- Contractual obligations, and
- APA's internal policies, procedures and processes.

All work performed under this procedure conform to legal obligations and guidance provided by applicable acts, codes, and referenced standards. The following order applies to the application of ATP in decreasing order of precedence.

- Australian Standards
- International Standards
- APA Technical Practices ATP

Where APA requirements are more stringent than Australian or international standards, they must take precedence. Where a project or job-specific requirements are assessed to be less than ATP requirements, a waiver shall be applied for [2].

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2 PURPOSE AND SCOPE

2.1 PURPOSE

The purpose of this document is to define what an APA Technical Practice (ATP) is and how an ATP is created, used, revised, authorised and applied throughout APA Projects and Operated Facilities. Engineering ATP before 2023 was formerly known as Engineering Standards. Reference to Engineering Standards in this document is to documents or systems that are still to be updated.

The purpose of an ATP is not to repeat the content of National, International or Industry Standards. The approach is to identify statutory and compliance requirements and other appropriate Industry Standards, apply these as best practices, and note any exceptions or additions specific to APA requirements. ATP shall be maintained to incorporate the latest applicable amendments in National, International or Industry Standards.

ATP shall reference State-based Legislative and Regulatory requirements in preference to creating separate State-specific Standards. ATP shall:

- address inherently safe design
- address emission control to reduce the emissions of Greenhouse Gases (GHG) throughout all stages of the design
- nominate and maximise the use of common industry standards and good practices
- minimise additional company requirements by promoting standardisation and commonality in approach to design, equipment and operation while optimising cost in line with the asset lifecycle
- record continuous improvement (feedback from users and custodians/capture lessons learnt from past projects and operations experience)
- influence external standards bodies, and encourage participation in technical committees, working groups and communities of practice for critical external standards
- manage standards using the change process management described in Sections 6.

2.2 SCOPE

APA Technical Standards apply to plant, facilities and equipment associated with core business activities that benefit from standardisation.

They are for use in the engineering design and specification of new or replacement facilities or equipment on sites where APA Group is the Operator and for which a common Standard is appropriate.

The use of ATP is mandatory and applies to all existing and new APA assets to ensure the following:

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- New assets comply with current legislation and industry standards for APA operations.
- The existing and new or replacement plant, equipment etc., have standard design bases as far as possible, i.e., ensure standardisation and commonality.
- APA Group's experience and preferences are incorporated into the new plant(s).

This Standard applies to the design, procurement, construction, operation and maintenance of assets operated by APA. The application extends to the replacement or upgrade of obsolete or unsuitable facilities.

ATP does not apply ATPs retrospectively unless compliance is required by legislation or industry standards.

3 ROLES AND RESPONSIBILITIES

3.1 CUSTODIAN

The Custodians of ATP are the nominated Discipline Technical Authority Engineers (TAs) or nominated Discipline SMEs in the business and hold technical accountability in their respective areas of practice. Custodians are responsible for:

- nominating the Originator who creates an ATP
- reviewing ATP for relevance, fitness-for-purpose, applicability and currency
- approval of ATP within their area of practice
- review and response to New and Changes to ATP requests
- incorporation of applicable ATP Waivers and Ruling and Interpretation requests outcomes
- coordinating ATP review and approval process

3.2 SUBJECT MATTER EXPERTS

Subject Matter Experts¹ (SMEs) are experienced staff in the area covered by an ATP, as nominated by the respective General Manager. SMEs may cover Rotating Equipment, Integrity, Corrosion, and Operations (Power, Networks and Transmission).

SMEs are responsible for:

- acting on behalf of the custodian to obtain input in the creation and review of an ATP
- endorsement of Waivers from an ATP if nominated as the TA for the respective ATP discipline [3]
- acting as Checkers or Reviewers of ATP
- maintaining designated ATP (if nominated).

¹ SMEs may be internal APA staff or external consultants engaged in providing expert knowledge.

3.3 OWNERSHIP

GM Infrastructure Engineering is accountable for applying the Engineering Management Framework (EMF) across all engineering activities within APA.

3.4 APPLICATION

It is essential that APA maintains the highest standards of technical excellence. This responsibility extends to APAs General Managers and Managers across various divisions within the business, their collective commitment ensures the integration of APA's standardised engineering processes, governing the design, fabrication, and construction of our assets.

These roles undertake the following key obligations:

- Ensuring that engineering processes meticulously adhere to the corresponding ATPs.
- Designating Custodians (TAs) and their supporting Custodians / SMEs for each engineering discipline.
- Maintaining the legitimacy of ATPs, acknowledging the dynamic nature of engineering innovations.
- Allocating resources dedicated to both the development and continuous upkeep of ATPs.

It's imperative to underscore that the ultimate accountability for ATP content rests with the Custodians, emphasising their role as stewards of technical excellence, ensuring optimal asset performance and reliability.

3.5 KEY OPERATIONAL REQUIREMENTS

Engineers as individuals and as part of a team must champion the use of ATP to ensure APA assets are safe, fit for purpose and minimise environmental impact. Knowing, understanding and communicating the requirements of the ATP relevant to their role is crucial in achieving this.

Compliance with ATP is mandatory and shall be applied across all engineering design, construction and operation of APA assets. Any deviation or waiver from an ATP must follow the APA Waiver process [2]. The use of ATP ensures APA engineering and design activities:

- comply with regulatory requirements
- comply with Australian and other relevant industry standards
- compatibility and commonality with existing assets
- delivery of cost-effective designs by incorporating learning from past APA and industry best practices.
- are consistent between assets and operational areas providing operational synergies, knowledge, and cost reductions.

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Consultants and Contractors engaged by APA to provide engineering services shall use and comply with ATP. The deviation / waiver process [2] also applies to Consultants and Contractors.

3.6 ACCESS

The successful use of ATP depends on the information being presented in a set of controlled documents that are current and readily available. Equally, ATP must be well communicated to all stakeholders.

ATP shall be published in the appropriate format and available in the APA Enterprise Content Management system (ECM). For users whose ECM is unavailable, their APA contact must ensure that current copies and updates are provided.

3.7 KEY BEHAVIOURAL REQUIREMENTS

Managers and Team Leaders must regularly communicate Company expectations and ensure team members understand their responsibilities and conform to ATP.

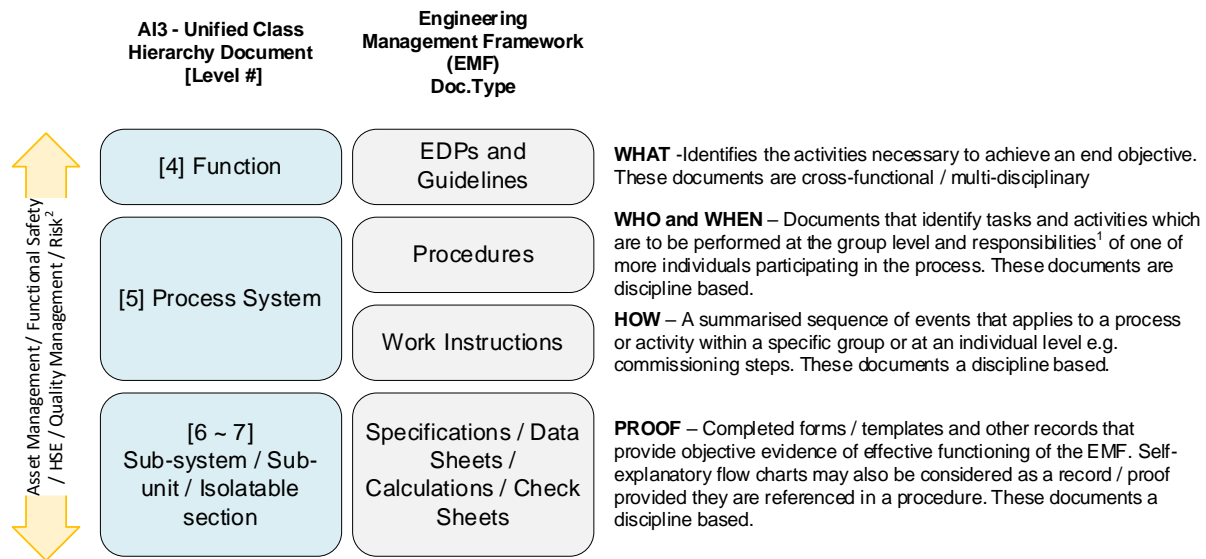
It is the responsibility of all engineering team members to be familiar with and use ATP that applies to them and their roles. Contracting organisations supplying engineering services and equipment must comply with ATP or specific project standards unless expressly agreed to before the commencement of the contract.

The nominated Technical Authorities monitor the application of ATP in APA projects as part of the Technical Assurance process [4]. These reviews provide feedback to the custodians that the ATP are relevant and understood.

4 DOCUMENT TYPE HIERARCHY

A crucial part of developing ATP is determining the required documentation and how each document interrelates. The figure below outlines the hierarchy of documentation and association to the Unified Class Hierarchy (UCH) [9] applied to APA's assets. The document types align with those in the APA Document Numbering Procedure [11].

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1. Competent person
2. Asset Management / Functional Safety / HSE / Quality Management & Risk span all UCH

Figure 1 Document Hierarchy

4.1 DOCUMENT TYPES

4.1.1 Engineering Design Practice – EDP

An Engineering Design Practice (EDP) states what needs to be done and why to achieve a specific outcome/objective, incorporating accumulated knowledge and experience from previous resolutions of similar issues. An EDP:

- focuses on a function or concept within the design process (Concept, Develop Plan, and Deliver) and the reasons why it should be designed in a certain way or according to certain principles
- as per the UCH [9], the content detail does not go lower than the Level 4 Plant / Unit category, e.g. meter or compressor station, high voltage switchyard
- can be developed for:
 - an asset or facility, e.g. a compressor station or a solar farm
 - a part of an asset, e.g. transformer switchyard
 - a function or concept used across all, or some, assets, e.g. safety or emissions
- is not prescriptive in terms of the solution
- It can be prescriptive in terms of the following:
 - regulations and standards to be adhered to
 - design boundaries (e.g. min / max) and overall performance requirements.

EDPs are created using the Project / Engineering Standards template [6].

Note: Philosophy documents such as Alarm Philosophy are an equivalent level of documentation to EDPs and are only to be used where legislation requires the document to be called a “Philosophy”. A philosophy is a system of principles on how the equipment or plant

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are to operate and provides guidance on choices to be made in the operations of the equipment or plant.

4.1.2 *Guideline - GD*

Guidelines provide generalised advice and practical guidance on performing a particular activity to promote commonality and consistency in approach.

Guidelines may propose options or instructions that offer direction without recommending a definite course of action. Guidelines are intended to increase the awareness of information and approaches available in each subject area based on a consensus of viewpoints without establishing a standard practice to follow in all cases.

They provide specific guidance on how to comply with relevant Acts, Regulations and APA Safety Health and Environmental Standards and Practices in guiding compliance with applicable Legislation and Regulations.

Guidelines are created using the Project / Engineering Standards template [6].

4.1.3 *Procedure - PR*

Procedures identify the activities, risks, and controls to be performed at the discipline level and the responsibilities of one or more individuals participating in the process.

Procedures:

- as per the UCH [9], the content detail does not go lower than the Level 5 Process System category
- can be developed for:
 - Compressor unit 1, meter run, utility air
 - a function or concept is used across all or some assets, e.g. safety or emissions.

Procedures are created using the Project / Engineering Standards template [6].

4.1.4 *Work Instruction - WI*

Work instructions are detailed instructional documents that set out step-by-step activities and actions at a system unit level, per UCH [9].

These documents are activity based.

Work instructions:

- are developed when the expected outcomes of the activity would be adversely affected by lack of such instructions
- have a structure, format and level of detail that should be tailored to the needs of the persons performing the activities and depend on
 - their competency
 - the complexity of the work
 - the risks and methods
- should be in the sequence of the activities, accurately reflecting the requirements and relevant steps

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- are task-specific
- identify what records related to the activity are to be retained, e.g. checklists and check sheets
- refer to related Procedures that reference the activity.

Work Instructions are created using the Project / Engineering Standards template [6].

4.1.5 Specification - SP

A specification states APAs mandatory technical requirements, such as the specific requirements to the applicable Codes and Standards governing the design, supply, fabrication, installation, acceptance criteria or testing of specific equipment, goods or services.

Typically, specifications are used along with nominated industry standards in preparation for a purchase requisition or contract document.

Specifications arise from Engineering Design Practices.

Specifications are created using the Project / Engineering Standards template [6], or MS Excel versions shall include the standard APA Excel cover page [7].

4.1.6 Standard Drawing - DWG

Standard drawings for equipment, materials, assemblies, systems, and construction methods do not change from project to project. These define APAs requirements for the construction and modification of assets. Standard Drawings are contractually binding and intend to form part of the contract documentation. Deviation from this drawing would require a Waiver to be raised.

4.1.7 Typical Drawing - DWG

Typical Drawings intend to inform individuals of an acceptable method or preferred method of complying with standards and are specific to types of infrastructure. Designers shall use Typical Drawings as a starting point to develop their project-specific designs. These Typical drawings are not to be provided as construction drawings in themselves. They need to undergo a review and necessary modifications to transform them into project-specific design drawings that are suitable for construction purposes.

4.1.8 Technical Note - TN

Technical notes provide clarification:

- when there is uncertainty on a topic
- on an issue with a product or equipment.

A technical note intends to:

- keep knowledge / information records within APA
- transfer knowledge within APA personnel
- document issues, deviations and respective actions and lessons and learnt.

A technical note can be project / asset / facility based.

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Technical Notes are created using the Technical Note template [8].

4.1.9 Forms / Templates – FRM / TP

ATP Forms or templates are either:

- documents that contain fields to prompt a user to provide certain information as an input or output of a process
- used to generate ATP or project documentation, e.g. ATP EDP, project report, and project data sheet.

Forms or templates must not be altered without formal revision control.

4.1.10 Data Sheet - DS

Data Sheets provide the information required to specify individual or standardised equipment.

4.1.11 Checklist - LI

Checklists are documented information (tick-boxes) from activities described in procedures or work instructions. They provide confidence that processes and steps were carried out as planned to use a consistent means of recording results or activities.

Checklists are also known as Check Sheets.

4.1.12 Calculation - CAL

Calculations are used to determine design elements (compliance, process or equipment) or to validate the proposed design solution elements to achieve the design aim.

MS Excel Calculations shall include the standard APA Excel cover page [7].

4.1.13 List, Register - LI

Lists or Registers are connected items, usually pre-determined and ordered, that can be used to support activities, e.g. equipment lists and completion registers.

Lists and Registers created in MS Excel shall include the standard APA Excel cover page [7].

5 DEVELOPMENT

ATP are controlled documents and shall comply with APA document control procedures, 120-PR-QM-0001 [10] and APA-PR-QM-0002 [11], to facilitate proper identification, storage, retrieval, retention and disposal.

5.1 CREATE NEW

There are no restrictions on who may request the creation of a new ATP via the New ATP Request Process [19].

The appropriate discipline or functional TA assesses a New ATP Request to determine if a new ATP is required or if the requirements are already catered for or can be incorporated into an existing ATP. If a new ATP is required, the TA nominates a person to coordinate the creation of the ATP. The coordinator is typically the Originator of the ATP.

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The Originator should assess the requirement for the ATP as objectively as possible. Understanding the details of the business need assists in the development of the document.

5.1.1 Draft

The Originator is responsible for drafting the ATP.

Draft ATP using the appropriate template in ECM. See Section 4 for descriptions of the templates.

The document's content shall follow the ATP Style Guide [5]. Writing guidelines for ATP include:

- use simple, straightforward language to minimise misinterpretation.
- define terms, symbols and acronyms
- be concise, minimise each aspect of a requirement in one or two paragraphs where possible
- do not explain the exact requirement in more than one section
- adopt a user-friendly format that aligns with the process
- do not repeat sections of other standards, Australian, International or APA.

Where possible, the Originator should discuss the draft with someone unfamiliar with the process outlined in the ATP to assist in understanding the process for generating an ATP.

The Engineering Standards Review SharePoint site Work in Progress library [12], [13] is for storing early drafts and associated content.

5.1.2 Review

The Originator shall workflow the draft ATP using the IS Connect application [16]. The Originator shall liaise with the Custodian to nominate the Reviewer(s).

5.1.3 Approve and Publish

The Originator shall liaise with the Custodian to nominate the Reviewer(s), Checker and Approver(s) to be listed in IS Connect [16], including any state-based requirements for validation by a registered professional engineer, e.g. RPEQ, RPEV.

ATP is to be checked by someone other than the Originator. The Checker shall ensure the document follows the principles listed in Section 5.1.1.

The Author / Originator, Checker, and Approver shall digitally sign a PDF of the final revision title page [17].

5.1.3.1 Templates

ATP templates published in native form, e.g. Word or Excel, are to be attached to an Approval workflow but do not require digital signing.

5.2 UPDATE

There are no restrictions on who may request a revision of an existing ATP using the Change ATP Request process [18]. Where the Discipline TA is not the Custodian of the ATP, the

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Custodian must be advised of the intent to update the ATP. Mark the revised text and areas of drawings to change or provide revision notes with the request submission.

The Discipline TA determines the validity of the request and nominates a person to coordinate the change to the ATP.

If approved, use the Engineering Standards Review SharePoint site Work in Progress library [[Engineering Standards Review Site - Work in Progress](#)] for the initial changes to the ATP, following the guidelines in Section 5.1.1.

The remaining steps follow per Sections 5.1.2 and 5.1.3.

5.2.1 Supersede or Cancel

Follow the Change ATP Process to request an ATP be superseded or cancelled. See Section 6.2 and Change Standard Request [18].

To supersede and cancel ATP, follow APA document control procedures Document Control Procedure [10] and Document Numbering Procedure [11].

5.3 EXTERNAL CREATION OR UPDATE

Where external service providers are tasked with updating ATP. The person assigned to coordinate the activities is responsible for completing all actions described in this document.

6 CHANGE MANAGEMENT

6.1 GENERAL

Change management applicable for the entire ATP document lifecycle includes creating, revising, superseding or requesting a waiver or ruling regarding an ATP. This process includes:

- generation of a request to formally manage the request, supporting documentation, endorsement of the request, review of any outcomes, approval and document management of the request
- draft reviews and sign-off by the designated ATP Custodian or their designated subject matter expert
- Approval by the appropriate engineering authority. Refer to the individual request processes and forms for the appropriate approval authority
- management of any approved documentation and associated conditions or recommendations.

6.2 REQUESTS

A request is a means of making a formal request for all changes associated with ATP. There are four processes on the ATP SharePoint site [[APA Technical Practices](#)]:

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- New ATP Request [19]
- Change ATP Request [18]
- Waiver Request [20]
- Rulings and Interpretation Request [21]

Submit requests for new or updates to ATP or waivers or rulings /interpretation of an ATP to the relevant discipline Technical Authority for the ATP using the SharePoint workflow. Requests are a mechanism for identifying and recording:

- initiating person and organisation
- request number
- background and details of the request
- assessment by the ATP Custodian / Technical Authority / Principal Engineer / SME
- notification details to the initiator and actioners of the request
- sign-off signatures for the
 - Assessor
 - Reviewer(s) if required
 - Approver.

All requests may identify if a current ATP requires updating.

6.3 CURRENCY

It is good practice to update ATP periodically. The typical review periods for ATP are indicated in Table 1. These values shall be used on the ATP coversheets and the ECM metadata.

Table 1 Review Periods

#	Description	Review Cycle
1	ATP that influences the Licence to Operate, safety, security, or support compliance	3 years
2	General, criteria in 1 do not apply	5 years
3	Templates, where criteria in 1 do not apply	10 years to be used for reporting purposes only

Some circumstances may require immediate revision of the affected ATP:

- Safety, statutory or regulatory change.
- Australian, International, Industry reference standard or guideline change.
- New technology or changes to technology and processes.

Additionally, when an essential Australian or International standard is updated, e.g. AS 2885 [23] or ASME B31.3 [24], it shall be reviewed and initiate a review of any impacted ATP.

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7 REVISION CHANGE RECORD

Table 2 Revision Change Record

Rev	Description	Date	Author
0.1	Draft	01.05.2023	T Scorgie
0.2	Updated to capture SME comments	23.08.2023	T Scorgie
1	Issued for Use	24.08.2023	T Scorgie

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8 ABBREVIATIONS²

Item	Definition
ATP	APA Technical Practice
ECM	Enterprise Content Management
GM	General Manager
IS	Information Services
PDF	Portable Document Format
QRG	Quick Reference Guide
SME	Subject Matter Expert
TA	Technical Authority

² Any abbreviation (acronym) used more than once in the body of the document shall be listed in this table. An abbreviation / acronym used once only, must be written out in full in parentheses after the abbreviation / acronym, for example WIP (Work in Progress).

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9 REFERENCES

All work performed per this document shall conform with the current issue, including amendments to national and international standards, codes of practice, guidelines and APA document(s) listed below.

APA Technical Practices

Ref. No.	Doc. No.	Description
1.	530-LI-QM-0001	APA Engineering Glossary
2.	530-PR-EM-0002	Engineering Standards Waivers
3.	ATP-PR-QM-0001	Technical Authority Framework
4.	ATP-PR-QM-0011	Technical Assurance Procedure
5.	ATP-GD-QM-0001	ATP Style Guide
6.	ATP-TP-QM-0027	Template – Project / Engineering Standards
7.	ATP-TP-QM-0030	A3 Excel cover page
	ATP-TP-QM-0029	A4 Excel cover page
8.	530-TP-QM-0028	Technical Note Template

APA Documents (other) and Systems

Ref. No.	Doc. No.	Description
9.	360-SP-A-0001	Asset Information - Unified Class Hierarchy
10.	120-PR-QM-0001	Document Control Procedure
11.	APA-PR-QM-0002	Document Numbering Procedure
12.	LINK	APA SharePoint Site: Engineering Standards Review
13.	LINK	QRG - Standards WIP Library - User
14.	500-WI-QM-0001	Infrastructure Development, Digital Signatures
15.	LINK	APA SharePoint Site: APA Technical Practices
16.	LINK	APA Application: IS Connect
17.	500-WI-QM-0001	Work Instruction
18.	LINK	QRG – Change Standard Request
19.	LINK	QRG – New Standard Request
20.	LINK	QRG – Waiver or Deviation Request

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21. [LINK](#) QRG – Ruling or Interpretation

Australian Standards

Ref. No.	Doc. No.	Description
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International Standards and Other References

Ref. No.	Doc. No.	Description
22.	ISO10013:2022	Quality Management Systems: Guidance for Documented Systems
23.	AS 2885	Pipelines – Gas and Liquid Petroleum
24.	ASME B31.3	Process Piping

Superseded Documents

Ref. No.	Doc. No.	Description
25.	530-PR-EM-0003	APA Engineering Standards

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10 LISTS

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