



Assets Planning and Delivery Group
Engineering

HA-ST-10

Electrical Equipment in Hazardous Areas (EEHA) Verification Dossier Standard

VERSION 7
REVISION 2

NOVEMBER 2022

FOREWORD

Electrical Equipment in Hazardous Area (EEHA) Standards are prepared to ensure that the Water Corporation's staff, consultants and contractors are informed as to the Water Corporation's EEHA standards and recommended practices. EEHA standards are intended to promote uniformity so as to simplify selection, installation and maintenance practices; their ultimate objective is to provide safe and functional plant, at minimum whole of life cost.

The Water Corporation EEHA standards and recommended practices described in this EEHA standard have evolved over a number of years as a result of capital project delivery, plant operation and maintenance experience gained through the selection, installation and maintenance of electrical equipment in our hazardous area facilities.

Deviation, on a particular project, from the EEHA standards and recommended practices maybe permitted in special circumstances but only after consultation with and endorsement by the Senior Principal Electrical Engineer, Mechanical & Electrical Assets, Engineering.

Users are invited to forward submissions for continuous improvement to the Senior Principal Electrical Engineer, Mechanical & Electrical Assets who will consider these for incorporation into future revisions.

Head of Engineering

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Any interpretation of anything in the Standards/Specifications that deviates from specific Water Corporation Project requirements must be referred to, and resolved by, reference to and for determination by the Water Corporation's project manager and/or designer for that particular Project.

REVISION STATUS

The revision status of this standard is shown section by section below:

REVISION STATUS						
SECT.	VER./REV.	DATE	PAGES REVISED	REVISION DESCRIPTION (Section, Clause, Sub-Clause)	RVWD.	APRV.
All	1/0	24/08/11	All	Original (First) Version	-	-
All	1/1	04/04/12	All	Updated Formatting	FL	RC
All	5/0	27/08/13	All	Major Modifications	AB	-
All	6/0	13/11/13	All	Minor Updates	AB	-
All	7/0	25/03/14	All	Minor Changes	AB	-
All	7/1	08/08/14	All	Minor Changes	AB	JO
All	7/2	10/11/22	All	Updated Formatting	BW	BW

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Electrical Equipment in Hazardous Areas (EEHA) Verification Dossier Standard

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1 INTRODUCTION

The Verification Dossier is a structured system designed to ensure that all documentation related to the Water Corporation’s hazardous area electrical systems are stored in, can be retrieved from and be updated.

1.1 Scope

This Standard defines the minimum requirements for the contents of a Hazardous Area Verification Dossier for Water Corporation facilities. The purpose of the verification dossier is to allow easy retrieval of data that may be required to safely maintain the plant, and also to prove to auditing parties that the facilities hazardous area electrical installations are being safely managed.

Where practicable, this Standard applies retrospectively. It is recognised, that some original information may not be available (e.g. initial inspection and test results). The importance of such information will diminish as ongoing periodic detailed inspection results are obtained and stored in the verification dossier.

The Hazardous Area Verification Dossier shall include a printed copy of the Water Corporation’s Hazardous Area Standards and Procedures. These are higher level ‘system’ documents forming part of the Electrical Equipment in Hazardous Area Management System.

1.2 Abbreviations

EEHA	Electrical Equipment in Hazardous Areas
HA	Hazardous Areas
HAC	Hazardous Area Classification
TIC	Technical Integrity Custodian

1.3 Referenced Documents

HA-ST-02	Electrical Equipment in Hazardous Areas (EEHA) - Hazardous Area Classification Standard
HA-ST-07	Electrical Equipment in Hazardous Areas (EEHA) - Maintenance Standard
HA-ST-08	Electrical Equipment in Hazardous Areas (EEHA) - Overhaul Standard
HA-ST-11	Electrical Equipment in Hazardous Areas (EEHA) - Assessment of Non-ANZ/IEC/AUSEx Equipment Standard
-	Flammable Gas Area (FGA) Procedure
HA-FM-05	‘Simple Apparatus’ Assessment Form

1.4 Definitions

Site Dossier Hardcopy – A printed version of the controlled electronic version of the Site Verification Dossier which contains only selected documents from the controlled Dossier version.

Note that the Site Dossier Hardcopy is not a controlled document.

2 STANDARD

The Technical Integrity Custodian (TIC) for this Standard is the Senior Principal Electrical Engineer, Mechanical & Electrical Assets.

However, the Hazardous Area Verification Dossier for a specific plant shall be managed by the Plant Manager or the delegate nominated by the Service Delivery Manager.

2.1 Controlled Verification Dossier Structure Overview

Each plant shall have a Verification Dossier. This version shall be in an electronic format stored in the Nexus Document Management System and be the controlled version of the Dossier.

Furthermore, a Site Hardcopy of the Dossier which incorporates selected documents from the controlled electronic version of the Dossier shall be stored in a location onsite under the direction of the Plant Manager.

The structure of the controlled version of the Dossier shall contain the major sections as described starting at section 2.2 onwards and comply with the contents of Appendix A and B.

2.2 Controlled Site Verification Dossier – Updating Contents

In the course of day-to-day activities, the maintainers, designers and operators will collect, complete, etc., documents that need to be stored in the controlled Site Verification Dossier. Appendix B Table C (Document Function Field) lists indicative types of documents to be saved.

The person undertaking the works shall collect, complete, scan these documents and shall forward them to the TIC or his Representative who will name the document according to this Standard and save to the controlled electronic version of the Verification Dossier in Nexus. There may also be a requirement to save a copy into the Site Verification Dossier Hardcopy (see section 2.3 below).

The original document may be retained and inserted into the Site Dossier Hardcopy or filed into a hardcopy of the project file.

2.3 Site Hardcopy Dossier Contents

The Site Hardcopy Dossier version shall contain documents for convenient access by staff for use to address urgent issues. The Site Dossier Hardcopy shall include all of the documents type detailed in Appendix A.

Many of the documents held in this Hardcopy Dossier could be affected by plant modifications and additions. It is the responsibility of the Plant Manager to seek assurance from the project team who carry out the changes that:

1. The appropriate documentation has been provided and or updated in accordance with Section 2.2, 2.4 and Section 3.
2. The appropriate documentation has been stored in the Nexus controlled version of the Site Verification Dossier
3. Where relevant, printed copies of documents are included in the Site Dossier Hardcopy.

All documents whether scanned or created electronically and required to be stored in the controlled version of the Verification Dossier in Nexus shall use the naming convention detailed in Appendix B with the save properties as detailed.

2.4 Modifications Records Filing

Where modifications to the plant are significant the project delivery process will have a Nexus project file that contains all of the Hazardous Area records and documentation. This File number shall be entered into the Change Register document stored in the controlled Site Verification Dossier. See Appendix A, sample A for a typical Change Register document contents.

It is the responsibility of the Commissioning Manager to ensure the key documents required to be saved in the Verification Dossier are saved in accordance with the naming convention detailed in Appendix B.

HA documents obtained from Minor changes may be saved directly into the controlled electronic version of the Site Verification Dossier. However, the controlled Dossier Change Register document content shall be updated with details of what changes has been made.

Below are some examples of major and minor changes.

Major – new Odour Facility, new Oxidisation ditch, new or major upgrade of sludge area.

Minor - New instrument install in HA, replace faulty instrument with one from different supplier.
Relocation of plant from HA to another area but still being in a HA.

3 DOCUMENTATION TYPES

3.1 Ex Equipment Register

3.1.1 Description

It is a fundamental requirement to hazardous area electrical equipment management that ALL electrical items located in a hazardous area be listed in an Ex register.

Portable electrical equipment used in a hazardous area without a permit (for example equipment that verifies both initially and periodically that an explosive atmosphere is not present) shall be listed in a separate Ex register.

This enables these items to be included in periodic inspection, testing and maintenance activities, as required by the appropriate standards.

3.1.2 Use

The Ex Equipment Register is the definitive listing of hazardous area electrical equipment. It is used to ensure that all explosion-protected electrical equipment is captured for periodic maintenance, testing and inspection activities.

3.2 Hazardous Area Classification Drawings, Reports and Schedules

3.2.1 Description

The Hazardous Area Classification (HAC) Drawings, Reports, and Schedules identify all the flammable materials on the plant, their locations, release probability, release magnitude, the standards to be used to determine the hazardous area classification, and the resulting Hazardous Area Classification zoning. Hazardous Area Classifications shall be conducted in accordance with HA-ST-02 Electrical Equipment in Hazardous Areas (EEHA) - Hazardous Area Classification Standard.

Subsequent HAC reports may be produced as a separate document and not via the preferred method of a major update to the original HAC report. In such instances, it is acceptable for a subsequent HAC report to be produced separately and must be stored in the controlled version of the Site Verification Dossier in accordance with this Standard. However, the original HAC report will need to be amended to include relevant links to any subsequent HAC reports produced.

3.2.2 Use

The HAC drawings are fundamental to the safe use of electrical equipment in hazardous areas, as they are sole documents that detail the location and zones of the hazards. These details shall be known, so suitable electrical equipment can be selected for use in those areas. The reports and schedules are required to justify the hazardous area classification zones and extents shown on the HAC drawings.

3.3 Certificates of Conformity

3.3.1 Description

Certificates of Conformity are issued by certification bodies to confirm that electrical equipment complies with the requirements of specific national standards for the manufacture of electrical equipment intended for use in hazardous areas.

Certificates of Conformity shall be stored in the Global Nexus file as detailed in Table A of Appendix A.

3.3.2 Use

Certificates of Conformity are the documents that prove that equipment is certified for use in hazardous areas. They may contain “conditions of use” which restrict the usage of the equipment. They are used by the Water Corporation prior to equipment purchase to prove that the equipment is certified to the required standards. They are then used by the installer, inspector and maintenance personnel to ensure the equipment is correctly installed, maintained, and inspected.

3.4 Completed HA Testing and Inspection Record Sheets

3.4.1 Description

Completed Hazardous Area Testing and Inspection Record sheets record the results of tests and inspections.

3.4.2 Use

The results of all hazardous area inspections and tests shall be recorded and stored. This data may be required at a later date by internal and/or external parties to prove that the required inspection and test activities have been actioned. Completed Hazardous Area Testing and Inspection Record sheets record the results of tests and inspections in a consistent and approved format.

3.5 Records of Maintenance

3.5.1 Description

Maintenance of certified Ex electrical equipment shall be carried out in accordance with AS/NZS 60079.17 and HA-ST-07 Electrical Equipment in Hazardous Areas (EEHA) - Maintenance Standard. Maintenance records include any activities carried out on the device including a “like for like” replacement. Change of a device for an equivalent alternative, shall be treated as a minor change and be subjected to the requirements outlined in Section 3.9.

3.5.2 Use

Detailed records of all maintenance to hazardous area certified equipment shall be kept. This data may be required at a later date by internal and/or external parties to prove that the maintenance has been actioned in accordance with AS/NZS 60079.17 and HA-ST-07 Electrical Equipment in Hazardous Areas (EEHA) – Maintenance Standard.

3.6 Hazardous Area Calculations

3.6.1 Description

Hazardous Area Calculations shall be produced to verify the suitability of the design and/or installation. Calculations include: I.S. cable length limits, Ex e cable de-rating, ambient temperature de-rating, earth fault clearance time, Ex e motor overload setting, etc.

For I.S. cable length, ‘worst case’ calculations should be produced for each barrier/field device combination. Individual calculations for every loop are not necessary.

3.6.2 Use

Hazardous Area Calculations are produced during the design stage and may be required at a later date by internal and/or external parties to verify the design was correct.

3.7 Simple Apparatus Justification Documents

3.7.1 Description

‘Simple Apparatus’ (per AS/NZS 60079.11) can be used in intrinsically safe circuits in hazardous areas without certification. There shall be supporting documentation to justify the assessment of the equipment as being ‘Simple Apparatus’. The assessment shall be recorded on the Water Corporation’s Form HA-FM-05.

3.7.2 Use

All assessment documentation relating to the use of ‘Simple Apparatus,’ shall be clearly documented and stored. This data may be required at a later date by internal and/or external parties to verify that the equipment is ‘Simple Apparatus’.

3.8 Records of Competent People

3.8.1 Description

The Water Corporation’s standards require that various personnel working in hazardous areas be competent. The competencies of all personnel shall be recorded.

The Water Corporation compliance with this requirement is recorded via two Registers. One is specifically for recording a list of competent people employed by the Water Corporation and its Alliance Partners. Sample D in Appendix A Section 1 refers.

The other is done via a Change Records Form which details the HA competency of those individuals carrying out HA project work (i.e. minor or major) as well as project details. Sample A of Appendix A Section 1 refers.

3.8.2 Use

This data may be required at a later date by internal and/or external parties to verify that work was undertaken by a competent person.

3.9 Records of Modifications and Repairs

3.9.1 Description

Modifications and repairs to certify Ex electrical equipment shall be made in accordance with AS/NZS3800 and HA-ST-08 Electrical Equipment in Hazardous Areas (EEHA) - Overhaul Standard. Modification and repair records include: calculations, correspondence with the equipment manufacturer, correspondence with the Accredited Repair workshop, etc.

3.9.2 Use

Detailed records of all modifications and repairs to hazardous area certified equipment shall be kept. This data may be required at a later date by internal and/or external parties to prove that the modifications and repairs have been made in accordance with AS/NZS3800 and HA-ST-08 Electrical Equipment in Hazardous Areas (EEHA) - Overhaul Standard.

3.10 Assessment of Non-AUS/ANZ/IECEX Equipment

3.10.1 Description

Electrical equipment not certified under the ANZ/IEC/AUSEX schemes shall be assessed to demonstrate that it provides an equivalent level of safety, per HA-ST-11 Electrical Equipment in Hazardous Areas (EEHA) – Assessment of non-ANZ/IEC/AUSEX Equipment Standard.

3.10.2 Use

Detailed records of the assessment process shall be kept. This data may be required at a later date by internal and/or external parties to prove that the equipment did provide an equivalent level of safety.

3.11 Inspection and Test Procedures

3.11.1 Description

Standard Work Instructions for performing Ex inspections and tests are used to state the requirements and methodology to be followed for these activities.

3.11.2 Use

Standard Work Instructions for performing Ex inspections and tests ensure uniformity of inspection and testing.

3.12 Pro-Forma Inspection Checklists

3.12.1 Description

Pro-forma Ex Inspection Checklists detail the specific checks to be undertaken during an Ex inspection.

3.12.2 Use

The pro-forma Ex inspection checklists, when used in conjunction with the associated work instruction, ensures a consistent approach to Ex inspections.

3.13 Water Corporation EEHA Standards

3.13.1 Description

The Water Corporation have a suite of EEHA Standards detailing specific Water Corporation requirements for electrical installations and work in hazardous areas.

3.14 Use

These Standards are the highest level documents in the Water Corporation's Electrical Equipment in Hazardous Area Management System. They determine in conjunction with the relevant procedures, and work instructions, how the electrical equipment in hazardous area installations will be safely managed on Water Corporation plant.

APPENDIX A: SITE VERIFICATION DOSSIER CREATION AND CONTENTS DETAILS

Section 1 – Site Controlled Verification Dossier Creation

Table A at Appendix B lists File numbers created which are the controlled version of Site Verification Dossiers for existing sites. This list is included as reference material.

This section briefly describes the requirements to be met for creating a new site controlled Verification Dossier for those sites that do not currently have one.

The electronic controlled version of the Site Verification Dossier shall be a Water Corporation Corporate file that resides in Nexus and its title structure shall conform to:

Keyword -	WASTEWATER
Term 1-	Maintenance
Term 2-	Full Site Name
Term 3 -	leave blank
Additional Terms -	Hazardous Areas Management System HAMS – Verification Dossier - Functional Location FL No starting with “S”

Any new created Verification Dossier shall cause a revision of this Standard Procedure (i.e. HA-ST-10) requiring this new file number to be added to Table A of Appendix B.

Change Records

The first document to be saved into a newly created controlled Verification Dossier shall be an Excel document such that when populated becomes a register of Site Changes (See Appendix A Sample A). The blank template of the Change Records form is stored in Nexus#43510419 file. Change Records do not include “like for like” equipment replacements.

The populated Excel File stored in the controlled Site Verification Dossier, shall have a document name that conforms to the naming convention detailed in Appendix B. An example follows:

HAMS – Munster PS – Plant Wide – Site Change Register

The following entries are required to be made into this controlled Site Verification Dossier Excel document:

- Project Title.
- Project ID.
- Person responsible for project delivery (i.e. Project Manager).
- Task Tracker No.
- The File No containing all correspondence associated with the modifications whether minor or major in nature.
- Project Practical Completion (PPC) Date.
- Project Scope, (include references to version changes to key HAM documents, e.g. equipment register)
- Name – Name of individual working on change(s) incorporating HA work
- Company – Company name that Named individual above works for.
- Date Competency Achieved – For named individual above.
- Competency Function/Restrictions – For named individual above.

Additional Document Requirements for Each Controlled Site Verification Dossier

1. Sample B – Register Index of Assessment of Non-AUS/ANZ/IECEX Equipment

The blank template, shown as Sample B in this Appendix A, is stored in Nexus#43510419 file as well as the populated version of it. They are stored as separate documents.

A copy of the populated Register Index document shall also be stored in all controlled Site Verification Dossiers. As an alternative the Sites Controlled Verification Dossiers may instead have a link saved in it to the populated Register Index document stored in Nexus#43428237 file.

2. Sample C – Register Index of Inspection and Test Procedures, Work Instructions and Standard Forms

The blank template, shown as Sample C in this Appendix A, is stored in Nexus#43510419 file as well as the populated version of it. They are stored as separate documents.

A copy of the populated Register Index document shall also be stored in all controlled Site Verification Dossiers. As an alternative the Sites Controlled Verification Dossiers may instead have a link saved in it to the populated Register Index document stored in Nexus#43428237 file.

3. Sample D – Register Index of Record of Competent People

The blank template, shown as Sample D in this Appendix A, is stored in Nexus#43510419 file as well as the populated version of it. They are stored as separate documents.

The populated Register Index shall only include entries for Water Corporation and Alliance Partner HA competent employees.

A copy of the populated Register Index document shall also be stored in all controlled Site Verification Dossiers. As an alternative the Sites Controlled Verification Dossiers may instead have a link saved in it to the populated Register Index document stored in Nexus#43428237 file.

4. Sample E – Water Corporation EEHA Standards

The populated document shown as Sample E in this Appendix A, is stored in Nexus#43510013 file.

A copy of the EEHA Standards Register Index document shall also be stored in all controlled Site Verification Dossiers. The Sites Controlled Verification Dossiers have a link saved in it to the populated Register Index document stored in Nexus#43428237 file.

Sample A – Site Change Register of All Changes to Hazardous Areas (Template Stored in Nexus#43510419 File)

Project Title	Project ID	Project Manager	Task Tracker No	HA File No	PPC Date	Project Scope (see note 1)	Name	Company	Date Competency Achieved	Competency Function and Restrictions

Notes:

- 1. Include in Project Scope column changes to existing site HAMS documents, e.g. Hazardous Area Classification Report Equipment Register.**
- 2. A working register is to be stored in each site controlled Verification Dossier.**

Sample B – Register Index of Assessment of Non-AUS/ANZ/IECEX Equipment - (Index and All assessment Documents stored in Nexus#43510011 File)

Device Type	Equipment Description (Make/Model)	Date	Nexus Document No	Notes

Sample C – Register Index of Record of Competent People – (Index Document stored in Nexus#43510010 File)

Name	Company	Date Competency Achieved	Competency Function/Restrictions (See note 1)

Note 1: The working index is stored in Nexus file and only contains a list of Water Corporation and Alliance Partners employees classified as Competent in HA.

Sample D - Water Corporation EEHA Standards – (All Standards stored in Nexus#43510013 File)

Document No	Document Title	Nexus Document No
HA MS 00	EEHA HAZARDOUS AREA MANAGEMENT SYSTEM OVERVIEW	48563844
HA ST 01	HAZARDOUS AREA MANAGEMENT PLAN	46198411
HA ST 02	HAZARDOUS AREA CLASSIFICATION STANDARD	46198421
HA ST 03	EEHA SELECTION AND INSTALLATION STANDARD	46198432
HA ST 04	EEHA COMPETENCY STANDARD	46198445
HA ST 05	EEHA INSPECTION STANDARD	46198458
HA ST 06	EEHA TESTING STANDARD	46198469
HA ST 07	EEHA MAINTENANCE STANDARD	46199394
HA ST 08	EEHA OVERHAUL STANDARD	46199405
HA ST 09	SPARE	-
HA ST 10	HAZARDOUS AREA VERIFICATION DOSSIER STANDARD	46199419
HA ST 11	ASSESSMENT OF NON-AUS/ANZ/IECEX EQUIPMENT STANDARD	46199432

Section 2 – Dossier Documents Types

This Section list all of the general document types that are required to be stored into each Site controlled Verification Dossier. Some of these document types described are of a generic nature which apply equally to all sites Verifications Dossiers as indicated in column D of Table A below.

Some of the types of documents described are also required to be held as a hard copy in the Site Dossier Hardcopy file whilst some document types are held only in electronic form. Table A below summaries these requirements.

Table A

Column A	Column B	Column C	Column D
Document Type	File Holding Document	Site Dossier Hardcopy Required	Generic Global Document
WATER CORPORATION EEHA STANDARD	Quality Management (watercorporation.com.au)	Yes	Yes
INSPECTION AND TEST PROCEDURES	Quality Management (watercorporation.com.au)	Yes	Yes
RECORD OF COMPETENT PEOPLE	Nexus#43510010 Note: This record is only for Water Corp. and Alliance Partners employees. Records of competent people associated with changes to a site are to be recorded in the CHANGE REGISTER form.	No	Yes
CERTIFICATES OF CONFORMITY	Nexus#43510009	No	Yes
ASSESSMENT OF NON-AUS/ANZ/IECEX EQUIPMENT	Nexus#43510011	No	Yes
EX EQUIPMENT REGISTER	Site controlled Dossier file	Yes	No
HAZARDOUS AREA CLASSIFICATION OVERVIEW DRAWINGS, REPORT AND SCHEDULE (See Section 3.2 for details)	Site controlled Dossier file	Yes (HA layout drawings)	No
COMPLETED HA TESTING AND INSPECTION RECORD SHEETS	Site controlled Dossier file	No	No
RECORDS OF MAINTENANCE	Stored in SAP/Maximo.	No	No

	Access via Site Functional Location as listed in Table D of Appendix B		
HAZARDOUS AREA CALCULATIONS	Site controlled Dossier file	No	No
SIMPLE APPARATUS JUSTIFICATION DOCUMENTS	Site controlled Dossier file	No	No
LIST OF REFERENCED DOCUMENTS	Site controlled Dossier file	Yes	No
CHANGE REGISTER	Site controlled Dossier file	Yes	No

It is the responsibility of the TIC or his/her delegate to ensure that updated hard copies of relevant documents are held in the Site Dossier Hardcopy as per Table A above.

APPENDIX B: NAMING CONVENTION FOR STORING DOCUMENTS INTO A SITE HA DOSSIER

Verification Dossier – Nexus Naming Convention

HAMS – Plant Name Area – Doc Function – Tag No – Description - Free Text

Name:	HAMS – PlantName – Area – DocFunc – TagNo – Description - FreeText	Type:	Document
Description:	<input type="text"/>	Size:	9.97 KB (10,211 bytes)
Created:	23/06/2020 11:47 AM	Modified:	23/06/2020 02:21 PM
Created By:	Bridger Wong (WONGB1)	Owned By:	Bridger Wong (WONGB1)
Nickname:	99516761 <input type="button" value="Change"/>	Short Links:	<input type="button" value="Email the 'Properties' short link"/> <input type="button" value="OK"/> Properties Short Link Open Short Link
Banners/Watermarks:	<input type="button" value="Edit..."/> <input type="button" value="Clear"/> No banners or watermarks defined.	Read Auditing:	<input checked="" type="checkbox"/> Enable Read Auditing
Collator:	<not configured>		
Source Information:	Created: 23/06/2020 11:46 AM Modified: 23/06/2020 11:46 AM Account: JTC\wongb1		

Select Word, Excel, PDF, etc. (See note 4)

TIC or His Rep's name auto generated.

Content Server - Permissions

Description - FreeText

Default Access

- [Bridger Wong \(WONGB1\)](#)
- [Nexus Administrators Group](#)
- <No Public Access>

Assigned Access

- [Engineering - Business Unit - Everyone](#)

To edit Permissions for this item, select from the links and buttons in the left column.

Make everyone's access READ ONLY, (TIC and representative to have full Access)

Select Category

Name search: [Reset](#)

Show selectable items only

Action:	Type	Name ↑	Size
Select >		Asset Information	
Select >		Capital Project	
Select >		Contract	
Select >		Cordocs	
Select >		Customer	

Asset Information

Functional Location

Functional Loc	Functional Location Description
<input type="text" value="S3004358"/>	<input type="text" value="SPS 1A BAYVIEW RD KARRATHA"/>

AMPS:

Key Notes:

1. The TIC and his/her Representative shall ensure that only they have editing rights for all entered documents. Everyone else to be given READ ONLY access. Site manager and his/her Representative shall have editing rights for their own site dossiers.
2. Save and publish into AMPS in accordance to the NEXUS-QRS-031 found under Nexus. Type the Functional Location Number in Functional Loc field. Click in the Functional Location Description field and select the site name.
3. .
4. Always tick the AMPS Document flag and enter a site Functional Location No. See Table D. For Process and Sub-Process fields, select “Manage Corporate Governance” and “Manage Legislation” respectively.
5. Where an editable copy (e.g. Word, Excel, etc.) and a scanned hard copy (e.g. PDF) of the same document are provided, both shall be saved in Nexus with the same Document Name. However, select the correct Application for the document saved.

“ HAMS – Plant Name – Area – Doc Function – Tag No – Description - Free Text “

It is very important that the field for the document name in Nexus follow the structure above which facilitates future searches for needed information. Below is a list of valid entries for the various fields.

‘HAMS’ field - Always has text “HAMS”.

‘Plant Name’ Field - Choose from the table below which also includes the applicable Verification Dossier File No:

Table A

Site Name	Verification Dossier Nexus File No
Corporate Facilities	43450381
Alkimos WWTP	43450384
Beenyup AWRP	43450385
Beenyup WWTP	43450386
Bibra Dr WWPS	75534403
Caddadup WWTP	43450391
East Rockingham WWTP	43450394
Gordon Road WWTP	43450395
Halls Head WWTP	43450396
Kemerton WWTP	43450399
Kwinana WRP	75526055
Kwinana WWTP	43450400
Munster WWPS No3	43450406
Point Peron WWTP	43450408
Subiaco WWTP	43450412
Woodman Point WWTP	43450413
Others	Refer Nexus# 43428237

‘Area’ Field: - Choose from:

Table B

Plant Wide
Influent Pumping Station
Inlet Works
Primary Sedimentation
Oxidation Ditches
Secondary Treatment
Sludge Treatment Note: Includes sludge dewatering, energy recovery, gas systems and waste gas burner.
Tanker Receival
Sludge Thickening Note: Includes DAFT.
Odour Control Note: Includes bio-scrubber, chemical scrubber.
Effluent Pumping Station
Chemical Handling Note: Includes methanol dosing

Note: Where a conflict exists, e.g. odour control system instruments under primary treatment tanks covers, then priority for Area Field entry shall be the equipment actual physical location.

‘Document Function’ Field - The table below lists the valid entries for the Document Function Field to be used in the Nexus saved document naming structure.

Table C

Description
General
Classification Report
Calculations
Equipment Certificate
Test Record
Installation Inspection Record
Maintenance Inspection Record
Maintenance Repair Record
Modification Record (see section 2.4 for further details)
Equipment Register
Certificate of Conformity
Conformity Assessment Document (these are Assessments of Non-AUS/ANZ/IECEX HA compliant equipment)
Inspection Procedure
Work Instruction
Simple Apparatus Justification
Competent People Record
Portable Equipment Register
Referenced Documents List

‘Tag No’ Field (Optional) - Equipment Tag Number (where applicable)

‘Description’ Field (Optional) - Brief description of equipment (where applicable)

‘Free Text’ Field - Optional.

Table D – Functional Locations

Site Name	Functional Location No
Corporate	S001-001
Alkimos WWTP	S001-001-002
Beenyup AWRP	S001-001-030
Beenyup WWTP	S001-001-003
Bibra Dr WWPS	SA046474
Caddadup WWTP	S096-001-003
East Rockingham WWTP	S001-001-007
Gordon Road WWTP	S091-001-004
Halls Head WWTP	S089-001-003
Kemerton WWTP	S104-001-003
Kwinana WRP	S001-001-025
Kwinana WWTP	S001-001-027
Munster WWPS No3	S2003571
Point Peron WWTP	S001-001-016
Subiaco WWTP	S001-001-018
Woodman Point WWTP	S001-001-023
Others	Refer SAP/Maximo

END OF DOCUMENT