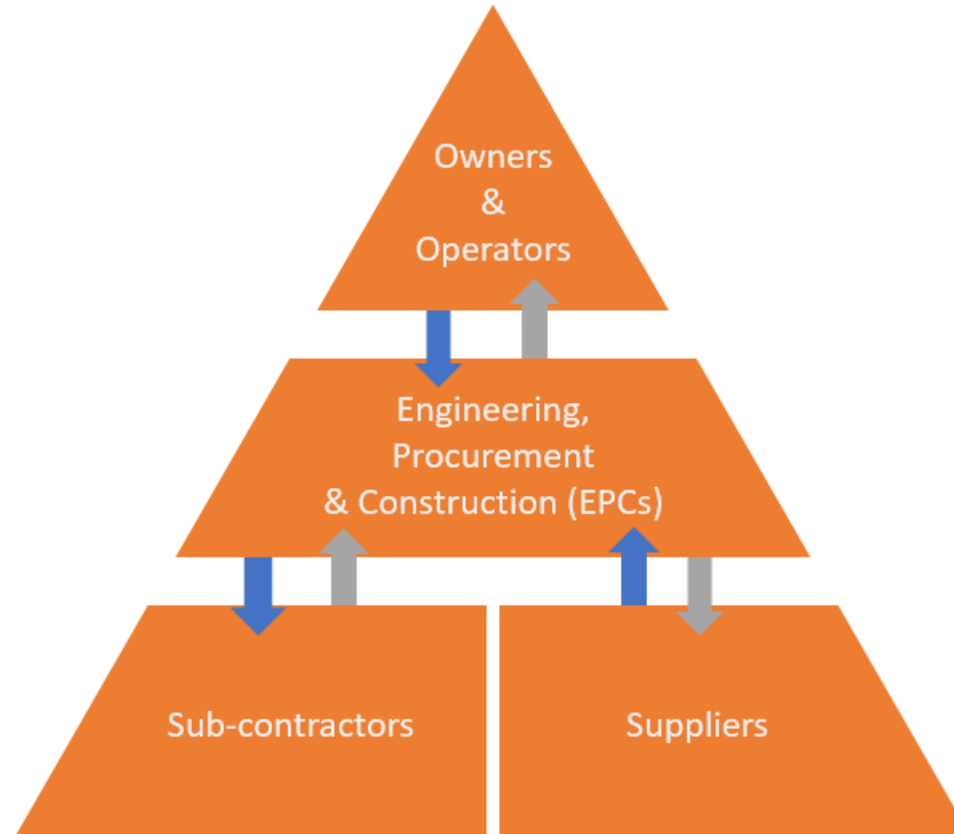




Proarc is an application for **Document Control**, **Project Planning** and **Delivery of Documentation** in technical construction projects, as well as effective information management in the **operation of technical facilities**





Proarc has rich functionalities to handle document flow in external and internal workflows



- Our inspiration is to configure a **Document Profile** which is optimal and automated with the **right structure of metadata**
- The **data quality** is based on several dependencies between the attributes to **ensure a correct dataset**
- The result is **validated information** in all of the **metadata attributes**, which makes it possible to create several structures of **Dynamic Folders**

Based on good **data quality**, **Dynamic Folders** are automatically created, which let you access your documents from many different angles

Project  
Block  
Business Area  
Field  
Phase  
Licence  
Doc Type  
Customer  
Doc Group  
Well  
Keywords  
Facility

### Examples of Dynamic Folders:



Repository List

- ▶ Saved global folders
- ▶ Repositories
  - ▶ PRODOC - Project Documentation
    - ▶ Public queries
    - ▶ Extended Folders
      - ▶ Customer/Facility/Project/Doc Cat/Doc Type
        - ▶ Baatbygg AS
        - ▶ CRIST S\_A\_
        - ▶ GRIEG SEAFOOD ROGALAND AS
        - ▶ Halvorsen Offshore AS
          - ▶ MVHK - M/V Hannah Kristina
            - ▶ J11086 - M/V HANNAH KRISTINA
              - ▶ A - Indexes
              - ▶ D - Drawings
              - ▶ K - Procedures
                - ▶ KH - Commission Start-up Shut-down Operating
                - ▶ KV - Inspection & Function Testing
                - ▶ P - Project Controlling Documents
                - ▶ Q - Certificates
                - ▶ R - Reports/Studies
                - ▶ S - Specifications Criteria Philosophies etc\_



PRODOC - New document profile

File Functions Search Options Help

**General**

Doc Category [ ] [v]  
 Doc Type [ ] [v]  
 Originator [ ] [v]  
 Discipline [ ] [v]  
 Doc No [ ]  
 Rev [ ] Status [ ] Voided [ ]  
 Title [ ] [v]  
 Responsible [ ] [v]

**Access Rights**

Classification [ ] [v]  
 Access [ ] [v]  
 Available for:  
 (0) [ ] [v]

**Customer**

Customer [ ] [v]  
 PO/Contract [ ] [v]  
 Cust. Proj. No [ ] [v]  
 Cust. Doc No [ ] [v]  
 Proj. Doc No [ ] [v]  
 Sub Project [ ] [v]  
 Update Code [ ] [v]

**Supplier**

Supplier [ ] [v]  
 PO/Contract [ ] [v]  
 Supp Doc No [ ] [v]  
 Comments [ ] [v]

**Internal Workflow Info**

Revision [ ] [v]  
 Int WF No [ ] [v]  
 Prep By [ ] [v]  
 Chk By [ ] [v]  
 Apr By [ ] [v]

**Handover Info**

Handover (0) [ ] [v]

**Customer - Document Flow**

First PI. Issued [ ] [v]  
 Next PI. Issued [ ] [v]  
 Actual Issued [ ] [v]  
 Trans. to Cust. [ ] [v]  
 Planned Returned [ ] [v]  
 Actual Returned [ ] [v]  
 Trans. from Cust. [ ] [v]

**Supplier - Document Flow**

First PI. Received [ ] [v]  
 Next PI. Received [ ] [v]  
 Actual Received [ ] [v]  
 Trans. from Sup. [ ] [v]  
 Planned Returned [ ] [v]  
 Actual Returned [ ] [v]  
 Trans. to Sup. [ ] [v]

**Project**

Project [ ] [v]  
 Proj Manager [ ] [v]  
 Site [ ] [v]  
 Delivery Date [ ] [v] SMDR Date [ ] [v]  
 Eng. End Date [ ] [v] Status [ ] [v]

Automatic generation of Doc No

Document Profile Access Control

Predefined recipients for internal workflow

Transmittal Dates for overdue and look-ahead

# Example of Administrative Documents in the Proarc Web Client



New document

Document \* Revision Files

Reset Document profile template

**Project**

Project

Proj. Manager

**General**

Doc Group **CORR**  Correspondence

Doc Type

Obsolete Date

Doc No

Rev  Accept. Code

Doc Title

Access Key

Available for

**Licence Information**

Field/Area  Operator

Licence  Quadrant/Block  Well

**Phase and Business Area**

Phase

Business Area

**Keywords**

**Context**

External/Internal

Company  ✓

Contact  ✓

External Ref

Doc Date

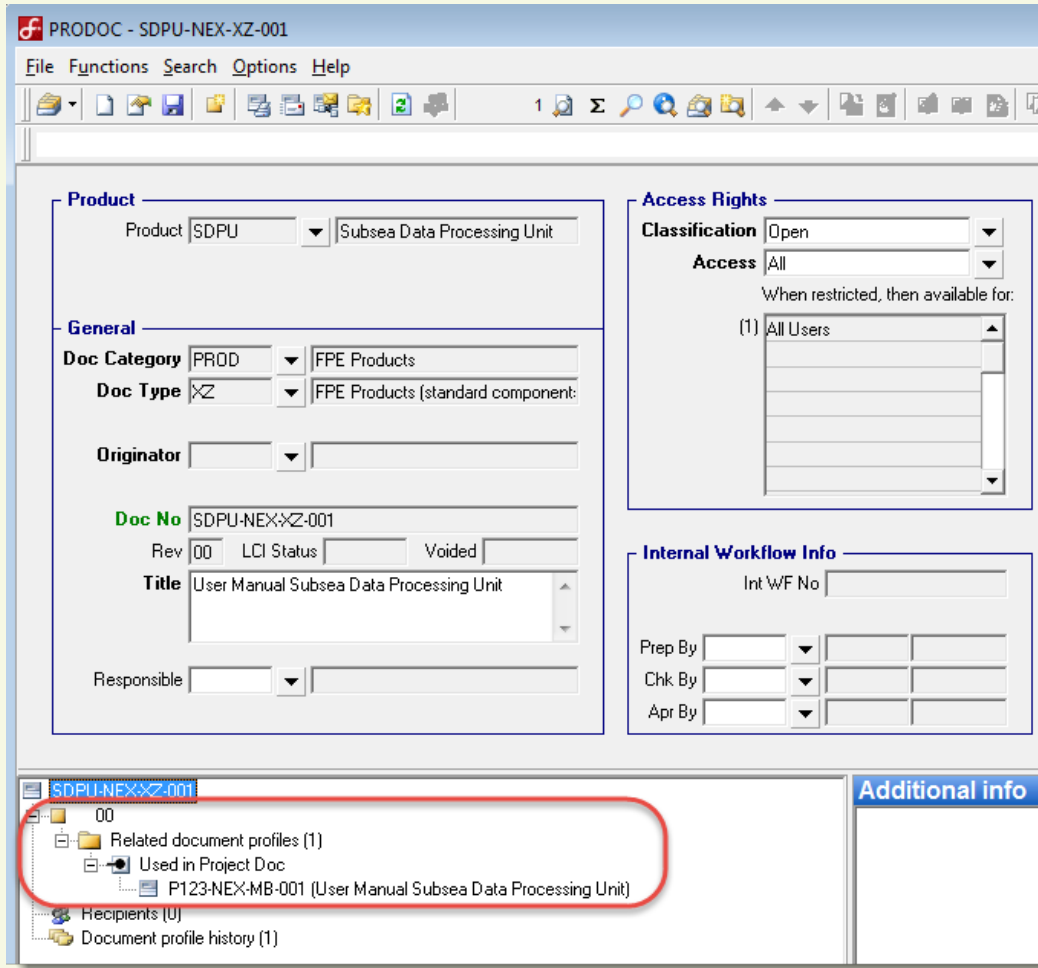
Sender

Recipients (0)

< Previous Next > Finish Cancel

Information about the external company and contact person involved in the correspondence. When importing emails into ProArc, these attributes are automatically filled in based on information from Outlook

User-friendly web interface based on Microsoft SharePoint



The screenshot shows the PRODOC - SDPU-NEX-XZ-001 application window. The interface is divided into several sections:

- Product:** Product dropdown set to 'SDPU', with 'Subsea Data Processing Unit' displayed next to it.
- General:**
  - Doc Category: 'PROD' (dropdown), 'FPE Products' (text field)
  - Doc Type: 'XZ' (dropdown), 'FPE Products (standard component:...' (text field)
  - Originator: (empty dropdown)
  - Doc No: 'SDPU-NEX-XZ-001' (text field)
  - Rev: '00' (text field), 'LCI Status' (text field), 'Voided' (checkbox)
  - Title: 'User Manual Subsea Data Processing Unit' (text field)
  - Responsible: (empty dropdown)
- Access Rights:**
  - Classification: 'Open' (dropdown)
  - Access: 'All' (dropdown)
  - When restricted, then available for: (1) 'All Users' (list box)
- Internal Workflow Info:**
  - Int WF No: (empty text field)
  - Prep By: (empty dropdown)
  - Chk By: (empty dropdown)
  - Apr By: (empty dropdown)
- Additional info:** (empty text area)
- Bottom Panel:** A tree view showing 'SDPU-NEX-XZ-001' expanded to '00', with 'Related document profiles (1)' containing 'Used in Project Doc' and 'P123-NEX-MB-001 (User Manual Subsea Data Processing Unit)'. A red oval highlights the 'Used in Project Doc' entry.

For registration of standard Product Documents like User Manual, Certificates etc

When the document is used in a project, a link between the Product Doc and the Project Docs is automatically created.

You will achieve full control of each specific Product revision, and all projects where this revision has been used.

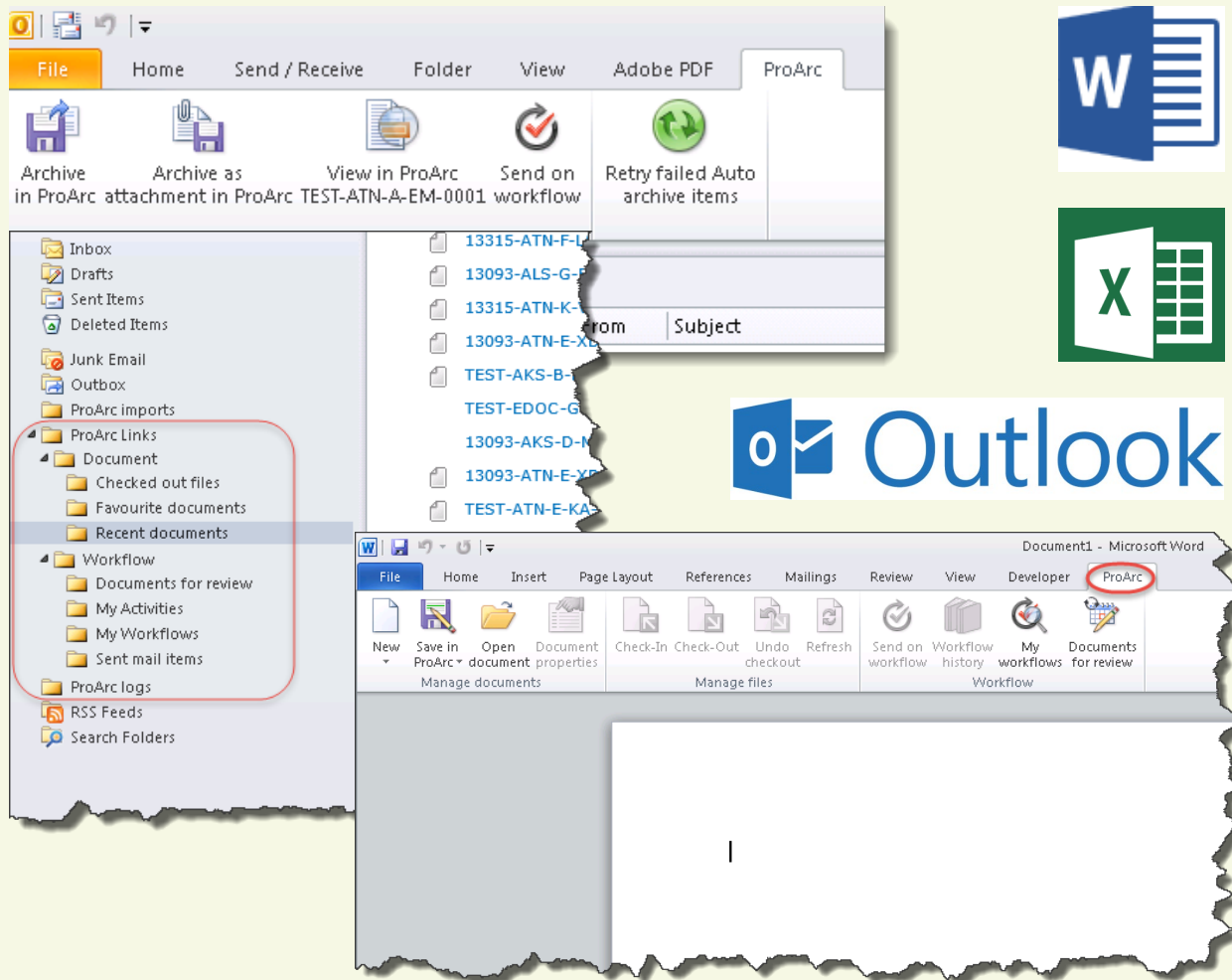


Proarc is very often integrated with other systems like Microsoft Dynamics Axapta, AutoDesk Vault, Navision, IFS, Adobe Document Cloud eSign services etc.

Different kinds of integration:

- Lookup information like Project No, Tag No, PO No etc
- Tag No synchronisations between Proarc and IFS/Maximo
- Automatically imports of documents from AutoDesk Vault
- Automatically checks of status codes and document completion



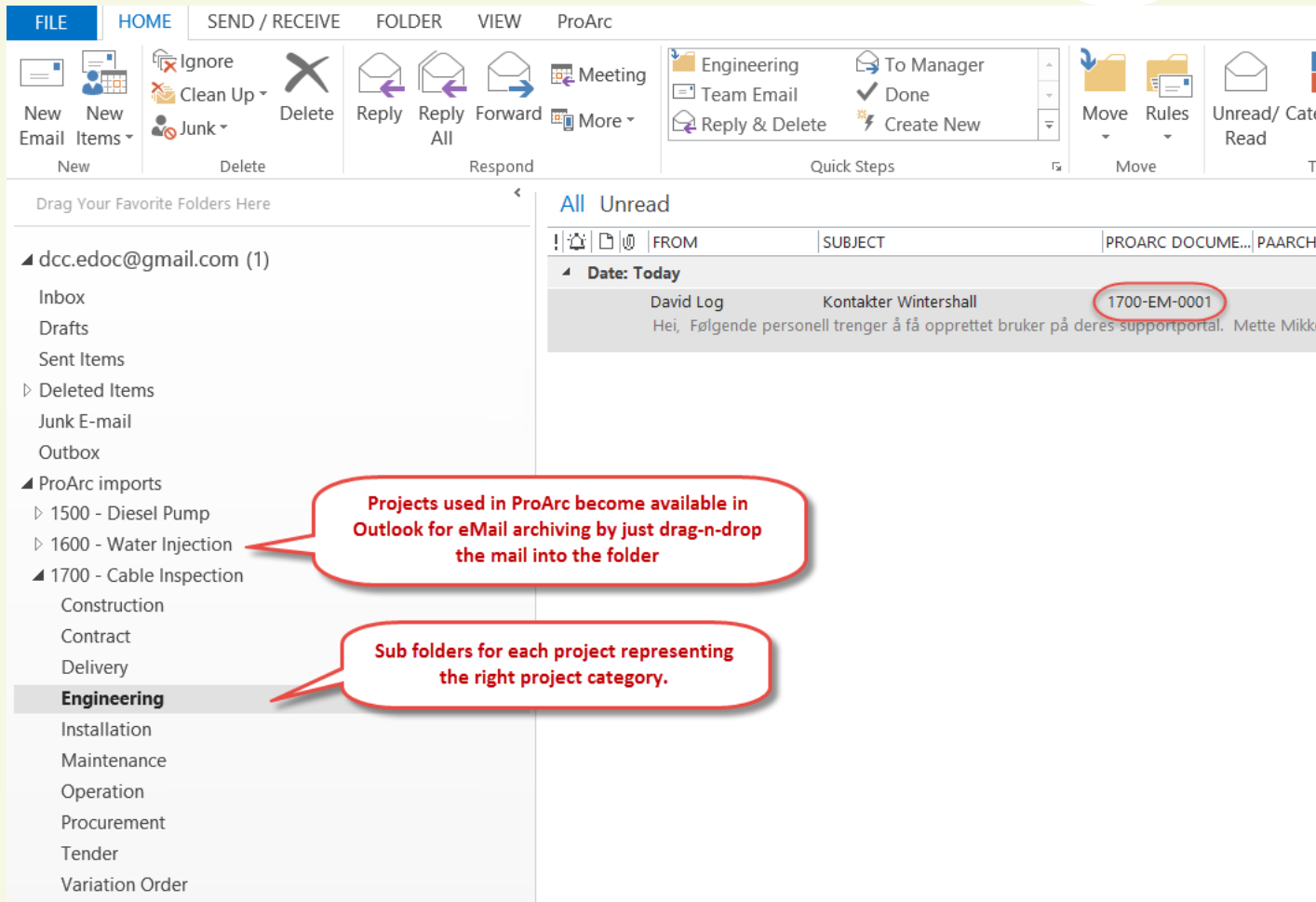


Import of mails directly from Outlook

Automatically assigning the right company and contact names in Proarc, based on sender/recipient mail addresses

Proarc menu in Word/Excel for creating and opening files in Proarc

Handling documents on workflow directly from Word



FILE HOME SEND / RECEIVE FOLDER VIEW ProArc

New Email New Items Ignore Clean Up Delete Reply Reply All Forward More Meeting To Manager Done Create New Move Rules Unread/ Cate Read

Drag Your Favorite Folders Here

▼ dcc.edoc@gmail.com (1)

- Inbox
- Drafts
- Sent Items
- Deleted Items
- Junk E-mail
- Outbox
- ProArc imports
  - 1500 - Diesel Pump
  - 1600 - Water Injection
  - 1700 - Cable Inspection
    - Construction
    - Contract
    - Delivery
    - Engineering**
    - Installation
    - Maintenance
    - Operation
    - Procurement
    - Tender
    - Variation Order

All Unread

| FROM   | SUBJECT               | PROARC DOCUME... PAARCHIV |
|--|-----------------------|---------------------------|
| David Log  | Kontakter Wintershall | 1700-EM-0001              |
| Hei, Følgende personell trenger å få opprettet bruker på deres supportportal. Mette Mikkel |                       |                           |

Folders in Outlook used for automatically archiving by drag-n-drop the mails into the right folder

The folders are automatically created based on the project rules in Proarc

When archived in Proarc, the Doc No is automatically assigned to the mail

The archived mail is available both from Proarc and Outlook



Based on the sender and recipient addresses, Proarc will automatically assign the right company and contact person information to the document profile

In addition, the mail subject and date are also automatically set

Possible to restrict access by setting the right Document Access Key

Details
Files
Activity
Revisions
Relations
Contact person
Comments
More ▾

**General**

**Project** 1700

**Doc Type** EM

**Category**

**Doc No**

**Title**

**Correspondence**

**In/Out**  **Date**

**From Company**

**From Contact**

**To Company**

**To Contact**

**External Ref**

**Access Rights**

**Access**

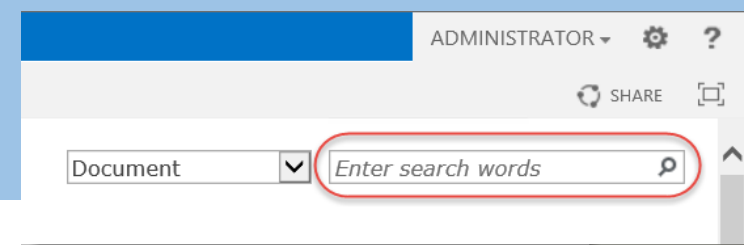
Available for:

All Users



In Proarc Web it is easy to search for archived mails by using the Quick Search field, which searches across all the metadata fields.

Alternatively browsing for mails using Dynamic Folders



**Search document - ADM**

Search   Recent documents   Favourites

Search   Count

Hide fields  
  Auto collapse on search  
  Include voided document profiles

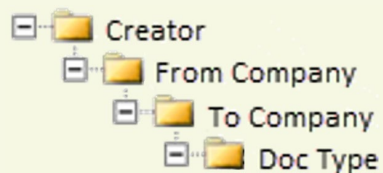
Actions View:

**Hits: 3. (0,102 seconds)**

| ✓ | Doc No                       | Project  | Title                                     | From Company         | From Contact      | To Company           | To Contact        |
|---|------------------------------|----------|---|----------------------|-------------------|----------------------|-------------------|
|   | <a href="#">1700-EM-0003</a> | ... 1700 | Utgående mail som skal arkiveres i ProArc | Apply Sørco AS       | Beate Deak        | Wintershall Norge AS | Viviann Grønnevik |
|   | <a href="#">1700-EM-0002</a> | ... 1700 | Diverse avklaringer                       | Wintershall Norge AS | Viviann Grønnevik | Apply Sørco AS       | Beate Deak        |
|   | <a href="#">1500-AU-0001</a> | ... 1500 | Informasjon om kontrakt                   | Mollier Offshore AS  | Rune Aune         | Apply Sørco          | Test Testesen     |

Repository List

- ▶ Saved global folders
- ▶ Repositories
  - ▶ ADMIN - Administrative repository
    - ▶ Public queries
    - ▶ Extended Folders
      - ▶ Doc Resp / From Company / To Company / Doc Type
        - ▶ Arne Winterhus
        - ▶ Asbjørn Bøen
        - ▶ David Log
          - ▶ Reinertsen AS
          - ▶ Teekay Petrojarl AS
            - ▶ Reinertsen AS
              - EM Email
        - ▶ David South
        - ▶ Eirik Austbo
        - ▶ Eivind Nyborg
        - ▶ Jeroen Houthuizen
        - ▶ John Oddvar Jermansen
        - ▶ Kai Halvor Juva
        - ▶ Noel Tidbury
        - ▶ Ole Christer Lilledal
        - ▶ Pål Børge Levang



This is an example of browsing for mails using Dynamic Folders

Different metadata attributes can be used in several combinations to configure different sets of Dynamic Folders



WINDOC

Exploration Comitee Meeting

Doc.no : 1

Details

- Edit  
Change the properties for this document
- Save as new  
Save this Document as new
- Copy hyperlink  
Copy hyperlink to the clipboard
- Send to  
Send to options for the document
- Delete document  
Delete this document profile

Original file name

... 1700-0002\_-\_001.DOCX

- Favourite documents  
Adds the document to your favourites
- Send a hyperlink with email  
Send an email with a hyperlink to the document
- Send as attachment with email  
Send an email with the document's files
- Workflow  
Includes the document in a workflow

## ProArc - New workflow

Details \* Documents Recipients

Reset

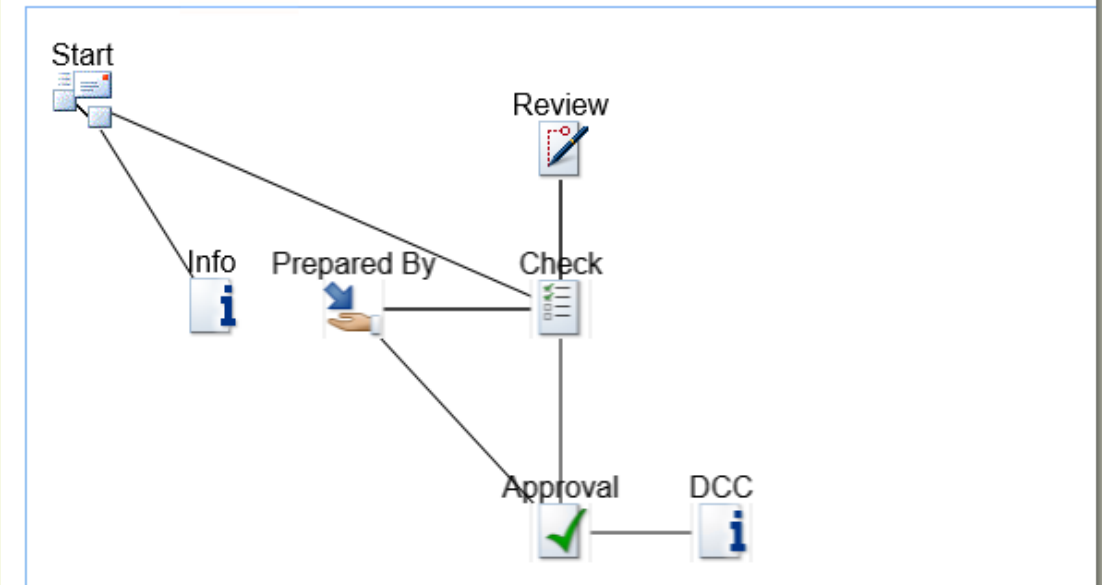
Workflow class \* Internal

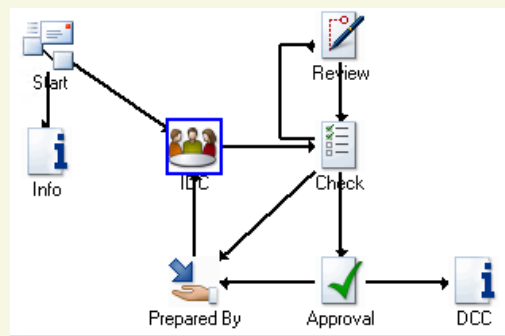
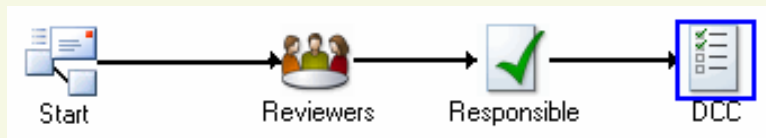
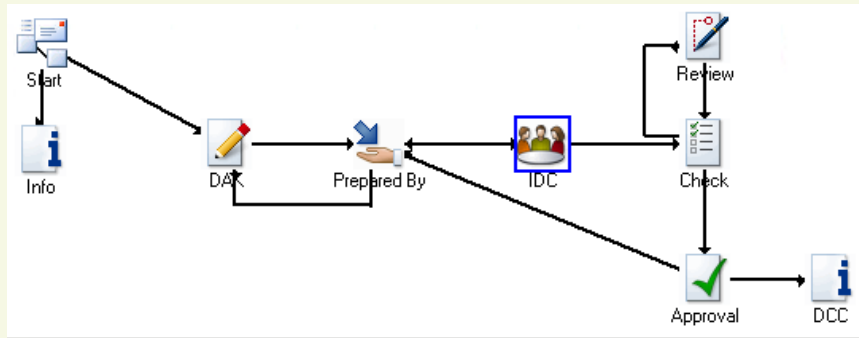
Workflow type \* Internal - Chk \_ App/Internal - Prepare, Check and Approve

Workflow ID \* {PROJECT}-INT-0001

Sender David Log

Description





**Internal Workflow Info**

|                      |                 |                   |            |
|----------------------|-----------------|-------------------|------------|
| Internal Workflow ID | 13248000-S-0002 |                   |            |
| Prepared By          | HEIANN          |                   |            |
| DAK By               |                 |                   |            |
| IDC                  |                 |                   |            |
| Checked By           | MORFRA          | Sent to: Approval | 30.11.2016 |
| Approved By          | DAVARV          | Pending           | 02.12.2016 |

Define your own workflow based on your requirements

Each activity may have a decision point to control the further flow of the document

Reports in Proarc shows the complete flow, with all the relevant comments and decisions



Possibility for workflow recipients to do simultaneously commenting in PDF files

Comments are extracted from the PDF file and shown under the Comments section

Activity **Check**

Workflow : 1500-INT-0021 Activity : Check Not closed

Details

Documents

Add comment Add document

| Doc.no                         | Title          | Revision |
|--------------------------------|----------------|----------|
| 1500-IKT-E-DS-0002             | Data Sheet     | 00       |
| 1500-IKT-E-DS-0002_00_001.DOCX | Frontpage      |          |
| 1500-IKT-E-DS-0002_00_002.DOCX | Frontpage      |          |
| 1500-IKT-E-DS-0002_00_003.PDF  | Redline markup |          |

Comments

Add comment Delete comment

| Activity | Document           | Revision | Commented by | Date       |
|----------|--------------------|----------|--------------|------------|
| ✓        | 1500-IKT-E-DS-0002 | 00       | David Log    | 23.05.2019 |
|          | 1500-IKT-E-DS-0002 | 00       | David Log    | 23.05.2019 |
|          | 1500-IKT-E-DS-0002 | 00       | David Log    | 23.05.2019 |
|          | 1500-IKT-E-DS-0002 | 00       | David Log    | 03.04.2019 |

Recipients

| Activity   | Contact person | Name            |
|------------|----------------|-----------------|
| 1/Check    | HARALD         | Harald Log      |
| 3/Approval | JAKOB          | Jakob Helgeland |
| 5/Review   |                |                 |

- View file
- Edit file
- Check Add comments
- Add comments
- Delete file
- Void file
- Copy hyperlink
- Send to
- Version
- View file history
- Edit properties
- View properties

Comments

Add comment Delete comment

| Activity | Document           | Revision | File name                     | Comment    |
|----------|--------------------|----------|-------------------------------|------------|
|          | 1500-IKT-E-DS-0002 | 00       | 1500-IKT-E-DS-0002_00_003.PDF | Wrong logo |

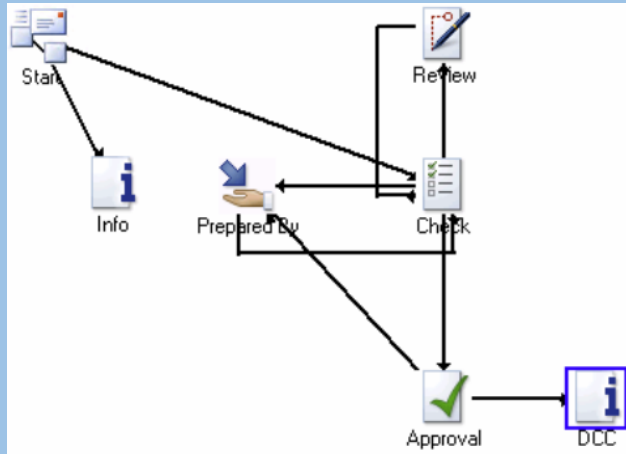


## Automatic distribution of mail to recipients on overdue activities in Proarc Workflow

The screenshot shows an Outlook email window titled "ProArc Workflows for your action - Message (HTML)". The sender is "proarc-no-reply@..." with the name "ProArc Workflows for your action". The email content includes a subject line "Internal workflows that are overdue" and a red warning: "Please check these activities where the recipient [redacted] has action". Below this is a table with 11 columns: Platform, Project, Workflow Type, Doc No, Title, Revision, Workflow ID, Activity, Due Date, and Days Overdue. Three rows of data are visible, all with a "Days Overdue" of 1. At the bottom, there is a confidentiality disclaimer.

| Platform | Project | Workflow Type                  | Doc No                           | Title   | Revision | Workflow ID       | Activity | Due Date   | Days Overdue |
|----------|---------|--------------------------------|----------------------------------|---|----------|-------------------|----------|------------|--------------|
| ...      | ...     | Supplier - Review and Approval | CCB-19R03-DNS-SMDL-00            | SMDL - SUPPLIER MASTER DOCUMENT LIST DSN YARDSTAY 2019  | 03       | 500136-REAPP-0035 | Review   | 03.06.2019 | 1            |
| ...      | ...     | Supplier - Review and Approval | CCB-19R03-DSN-YS-1903007-MRB-001 | MRB - XMT HANDLING - STEEL STRUCTURES                   | 01       | 500136-REAPP-0034 | Review   | 03.06.2019 | 1            |
| ...      | ...     | Supplier - Review and Approval | CCB-19R03-DSN-YS-1903042-MRB-001 | MRB - 3.1.6 INSTALLATION OF REINFORCEMENTS IN MAIN DECK | 01       | 500136-REAPP-0033 | Review   | 03.06.2019 | 1            |

This e-mail, any attachment and response string are confidential and may be legally privileged. If you are not the intended recipient, please telephone or e-mail the sender and delete this message and any attachment immediately. Please do not copy or forward this message or attachment. Internet communications are not secure and therefore [redacted] does not accept responsibility for the contents of this message as it has been transmitted over public network. If you suspect the message may have been intercepted or amended, please call the sender. Thank you.



Complete overview including all comments and decision made during the workflow.

Platform: 500032  
 Project: 500032  
 Doc Resp:  
 WF Type:  
 Recipient:

Selected Criteria

### Internal Workflows Overview

Planned completed before 14.05.2019

| Workflow  | Doc No                           | Revision          | Doc Responsible  | Title |                            |                    |             |   |                            |                    |             |  |                            |                    |             |                       |                              |                    |             |  |                         |                                  |                  |  |                              |              |                   |  |                              |                    |             |  |
|---|----------------------------------|-------------------|--|-------|----------------------------|--------------------|-------------|---|----------------------------|--------------------|-------------|--|----------------------------|--------------------|-------------|-----------------------|------------------------------|--------------------|-------------|--|-------------------------|----------------------------------|------------------|--|------------------------------|--------------|-------------------|--|------------------------------|--------------------|-------------|--|
| Activity (Original/Forecast Due Date)   | Activity Status                  | Recipient         | Comment  |       |                            |                    |             |   |                            |                    |             |  |                            |                    |             |                       |                              |                    |             |  |                         |                                  |                  |  |                              |              |                   |  |                              |                    |             |  |
| <div style="border: 1px solid red; border-radius: 10px; padding: 5px; margin-bottom: 5px;"> <b>500032-REAPP-0202</b><br/> <b>Review and Approval</b><br/>           Started: 11.12.2018<br/>           Pl. Completed: 25.12.2018<br/>           Completed:         </div>   |                                  |                   |  |       |                            |                    |             |   |                            |                    |             |  |                            |                    |             |                       |                              |                    |             |  |                         |                                  |                  |  |                              |              |                   |  |                              |                    |             |  |
| V1556-D1176-E0200   | 14                               | ATLE LERUM        | LOOP DIAGRAM RISER TENSION SYSTEM  |       |                            |                    |             |   |                            |                    |             |  |                            |                    |             |                       |                              |                    |             |  |                         |                                  |                  |  |                              |              |                   |  |                              |                    |             |  |
| V1556-D1176-E0201   | 11                               | ATLE LERUM        | LOOP DIAGRAM N-LINE RISER TENSION SYSTEM   |       |                            |                    |             |   |                            |                    |             |  |                            |                    |             |                       |                              |                    |             |  |                         |                                  |                  |  |                              |              |                   |  |                              |                    |             |  |
| V1556-D1176-E0202   | 7                                | ATLE LERUM        | LOOP DIAGARM - INSTRUMENT N-LINE RISER TENSION SYSTEM HULL 3025 DEEPSEA RIG 2  |       |                            |                    |             |   |                            |                    |             |  |                            |                    |             |                       |                              |                    |             |  |                         |                                  |                  |  |                              |              |                   |  |                              |                    |             |  |
| V1556-D1176-E0203   | 1                                | ATLE LERUM        | LOOP DIAGARM - INSTRUMENT N-LINE RISER TENSION SYSTEM HULL 3025 DEEPSEA RIG 2  |       |                            |                    |             |   |                            |                    |             |  |                            |                    |             |                       |                              |                    |             |  |                         |                                  |                  |  |                              |              |                   |  |                              |                    |             |  |
| V1556-D1176-E0205   | 2                                | ATLE LERUM        | LOOP DIAGARM - INSTRUMENT N-LINE RISER TENSION SYSTEM HULL 3025 DEEPSEA RIG 2  |       |                            |                    |             |   |                            |                    |             |  |                            |                    |             |                       |                              |                    |             |  |                         |                                  |                  |  |                              |              |                   |  |                              |                    |             |  |
| V1556-D1176-E0208   | 7                                | ATLE LERUM        | LOOP DIAGRAM N-LINE RISER TENSION SYSTEM   |       |                            |                    |             |   |                            |                    |             |  |                            |                    |             |                       |                              |                    |             |  |                         |                                  |                  |  |                              |              |                   |  |                              |                    |             |  |
| V1556-D1176-E0209   | 4                                | ATLE LERUM        | LOOP DIAGARM - INSTRUMENT N-LINE RISER TENSION SYSTEM HULL 3025 DEEPSEA RIG 2  |       |                            |                    |             |   |                            |                    |             |  |                            |                    |             |                       |                              |                    |             |  |                         |                                  |                  |  |                              |              |                   |  |                              |                    |             |  |
| V1556-D1176-E0210   | 7                                | JACK BREMER       | LOOP DIAGRAM N-LINE RISER TENSION SYSTEM   |       |                            |                    |             |   |                            |                    |             |  |                            |                    |             |                       |                              |                    |             |  |                         |                                  |                  |  |                              |              |                   |  |                              |                    |             |  |
| V1556-D1176-E0303   | 9                                | JACK BREMER       | LAYOUT DRAWING, PLC CABINET  |       |                            |                    |             |   |                            |                    |             |  |                            |                    |             |                       |                              |                    |             |  |                         |                                  |                  |  |                              |              |                   |  |                              |                    |             |  |
| <div style="border: 1px solid red; border-radius: 10px; padding: 5px; margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="font-size: x-small;">Review (17.12.18/17.12.18)</th> <th style="font-size: x-small;">Completed 02.01.19</th> <th style="font-size: x-small;">Alle Larsen</th> <th style="font-size: x-small;">V1556-D1176-E0202: E&amp;I tegninger. M&amp;I opplysninger som de som var involvert for (Shedding Watermark) M&amp;I tegninger, event Data)</th> </tr> </thead> <tbody> <tr> <td style="font-size: x-small;">Review (17.12.18/17.12.18)</td> <td style="font-size: x-small;">Completed 13.12.18</td> <td style="font-size: x-small;">Jack Bremer</td> <td style="font-size: x-small;">V1556-D1176-E0202: All these documents should be in its built revision and not for construction, as they not been part of this project I can't consider revised connections.</td> </tr> <tr> <td style="font-size: x-small;">Review (17.12.18/17.12.18)</td> <td style="font-size: x-small;">Completed 11.04.19</td> <td style="font-size: x-small;">Robert Skar</td> <td style="font-size: x-small;">V1556-D1176-E0202: NC</td> </tr> <tr> <td style="font-size: x-small;">Approval (19.12.18/15.04.19)</td> <td style="font-size: x-small;">Completed 11.04.19</td> <td style="font-size: x-small;">Robert Skar</td> <td></td> </tr> <tr> <td style="font-size: x-small;">DCC (25.12.18/17.04.19)</td> <td style="font-size: x-small;">Completed 29.04.19 (To Approval)</td> <td style="font-size: x-small;">Ingvald Aarstein</td> <td></td> </tr> <tr> <td style="font-size: x-small;">Approval (19.12.18/01.05.19)</td> <td style="font-size: x-small;">Overdue (13)</td> <td style="font-size: x-small;">Evan Telling West</td> <td></td> </tr> <tr> <td style="font-size: x-small;">Approval (19.12.18/01.05.19)</td> <td style="font-size: x-small;">Completed 29.04.19</td> <td style="font-size: x-small;">Robert Skar</td> <td></td> </tr> </tbody> </table> </div> |                                  |                   |  |       | Review (17.12.18/17.12.18) | Completed 02.01.19 | Alle Larsen | V1556-D1176-E0202: E&I tegninger. M&I opplysninger som de som var involvert for (Shedding Watermark) M&I tegninger, event Data) | Review (17.12.18/17.12.18) | Completed 13.12.18 | Jack Bremer | V1556-D1176-E0202: All these documents should be in its built revision and not for construction, as they not been part of this project I can't consider revised connections. | Review (17.12.18/17.12.18) | Completed 11.04.19 | Robert Skar | V1556-D1176-E0202: NC | Approval (19.12.18/15.04.19) | Completed 11.04.19 | Robert Skar |  | DCC (25.12.18/17.04.19) | Completed 29.04.19 (To Approval) | Ingvald Aarstein |  | Approval (19.12.18/01.05.19) | Overdue (13) | Evan Telling West |  | Approval (19.12.18/01.05.19) | Completed 29.04.19 | Robert Skar |  |
| Review (17.12.18/17.12.18)  | Completed 02.01.19               | Alle Larsen       | V1556-D1176-E0202: E&I tegninger. M&I opplysninger som de som var involvert for (Shedding Watermark) M&I tegninger, event Data)  |       |                            |                    |             |   |                            |                    |             |  |                            |                    |             |                       |                              |                    |             |  |                         |                                  |                  |  |                              |              |                   |  |                              |                    |             |  |
| Review (17.12.18/17.12.18)  | Completed 13.12.18               | Jack Bremer       | V1556-D1176-E0202: All these documents should be in its built revision and not for construction, as they not been part of this project I can't consider revised connections. |       |                            |                    |             |   |                            |                    |             |  |                            |                    |             |                       |                              |                    |             |  |                         |                                  |                  |  |                              |              |                   |  |                              |                    |             |  |
| Review (17.12.18/17.12.18)  | Completed 11.04.19               | Robert Skar       | V1556-D1176-E0202: NC  |       |                            |                    |             |   |                            |                    |             |  |                            |                    |             |                       |                              |                    |             |  |                         |                                  |                  |  |                              |              |                   |  |                              |                    |             |  |
| Approval (19.12.18/15.04.19)  | Completed 11.04.19               | Robert Skar       |  |       |                            |                    |             |   |                            |                    |             |  |                            |                    |             |                       |                              |                    |             |  |                         |                                  |                  |  |                              |              |                   |  |                              |                    |             |  |
| DCC (25.12.18/17.04.19)   | Completed 29.04.19 (To Approval) | Ingvald Aarstein  |  |       |                            |                    |             |   |                            |                    |             |  |                            |                    |             |                       |                              |                    |             |  |                         |                                  |                  |  |                              |              |                   |  |                              |                    |             |  |
| Approval (19.12.18/01.05.19)  | Overdue (13)                     | Evan Telling West |  |       |                            |                    |             |   |                            |                    |             |  |                            |                    |             |                       |                              |                    |             |  |                         |                                  |                  |  |                              |              |                   |  |                              |                    |             |  |
| Approval (19.12.18/01.05.19)  | Completed 29.04.19               | Robert Skar       |  |       |                            |                    |             |   |                            |                    |             |  |                            |                    |             |                       |                              |                    |             |  |                         |                                  |                  |  |                              |              |                   |  |                              |                    |             |  |

WF Descript: 500032 (500083): OPPDATERING AV EKSISTERENDE NOV DOKUMENTASJON FOR SJEKK OG GODKJENNING



**Supplier**

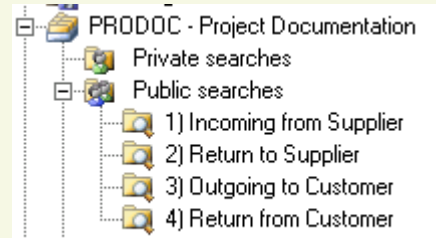
Supplier  ▼

PO/Contract  ▼

Contact  ▼

Supp Doc No


Notes





Functionality for follow-up Supplier and Customer documents

All relevant supplier data is stored for each revision of the document  
 Planned Received, Actual Received, Planned Returned, Actual Returned


**Supplier - Document Flow**


First Pl. Received  

Next Pl. Received  

Actual Received  


Trans. from Sup.


Planned Returned  


Actual Returned  

Trans. to Sup.


**Customer - Document Flow**


First Pl. Issued  

Next Pl. Issued  

Actual Issued  

Trans. to Cust.

Planned Returned  

Actual Returned  

Trans. from Cust.

All relevant customer data is stored for each revision of the document  
 Planned Issued, Actual Issued, Planned Returned, Actual Returned



### Document Distribution Report



Status Description:  
 1: Accepted  
 2: Accepted with Comments, Revise and Resubmit  
 3: Not Accepted, Revise and Resubmit  
 4: For Information

| Doc No<br>Supplier Doc No       | Title          | Rev | Issue<br>Status | Planned<br>Issued | Issued     | Transmittal No      | Planned<br>Returned | Returned   | Transmittal No | St |
|---------------------------------|----------------|-----|-----------------|-------------------|------------|---------------------|---------------------|------------|----------------|----|
| 34-K8734-E-DS-001<br>AA--CC-001 | Data Sheet     | 03  | R-IFA           | 08.05.2009        | 23.04.2009 | T-34-K8734-EDOC-004 | 08.05.2009          | 23.04.2009 | IN-CJST-002    | 1  |
|                                 |                | 02  | IFA             | 03.06.2009        | 23.04.2009 | T-34-K8734-EDOC-003 | 08.05.2009          | 23.04.2009 | CJST-IN-001    | 3  |
| 34-K8734-E-KA-002               | Test Procedure | 02  | R-IFA           | 08.05.2009        | 23.04.2009 | T-34-K8734-EDOC-004 | 08.05.2009          | 23.04.2009 | IN-CJST-002    | 1  |
|                                 |                | 01  | IFA             | 23.04.2009        | 23.04.2009 | T-34-K8734-EDOC-003 | 08.05.2009          | 23.04.2009 | CJST-IN-001    | 3  |

View all transmittal history including planned/actual issue dates, transmittal number and document status codes

If the document is received with an Not Accepted Code, the report will show the «Next Plan Issued» date for the new revision to be created

Limit by Project, Customer or a specific Doc No



## Overdue and Look Ahead reports - Documents to be issued/returned from Customer

Project: [Redacted]  
 Client: [Redacted]  
 Within Date: 04.06.2019

**Planned Returned from Client**

| Doc No<br>Client Doc No   | Title                           | Rev | Status         | Planned Returned | Overdue Days (-)<br>Look Ahead Days (+) |
|---------------------------|---------------------------------|-----|----------------|------------------|---|
| 10063354843-007-R-RA-0002 | Flushing & Pressure Test Report | 01  | Sent To Client | 16.05.2019       | -13                                     |
| 10063354843-007-R-VA-0004 | MRB Index                       | 02  | Sent To Client | 22.05.2019       | -9                                      |

Selection criteria

| Field                  | Operator | Value                        |
|------------------------|----------|------------------------------|
| Project                | =        |                              |
| Client                 |          |                              |
| Within date            |          | 04.06.2019                   |
| Report Title           |          | Planned Returned from Client |
| Send Mail Notification |          | Yes                          |

When running the report, it's possible to select Yes to receive mail notifications you can use for forwarding to the customer

# Example of Mail Notification which automatically can be sent to Customer or Supplier



tir. 04.06.2019 14:00

Documents for your action

To: David Log

eMail Address for Notification:

**Overdue documents to be returned in project**

**Please check these documents and return to us as soon as possible**

| Doc No                    | Title                           | Revision | Status         | Due Date   | Days Overdue |
|---------------------------|---------------------------------|----------|----------------|------------|--------------|
| 100633S4843-007-R-RA-0002 | Flushing & Pressure Test Report | 01       | Sent To Client | 16.05.2019 | -13          |
| 100633S4843-007-R-VA-0004 | MRB Index                       | 02       | Sent To Client | 22.05.2019 | -9           |

Yours faithfully,  
ProArc Administrator  
Document Control

# Example of automatic generated Transmittal Mail to be sent to customer or 3<sup>rd</sup> party

To [Redacted]  
Cc [Redacted]

**i** This is the most recent version, but you made changes to another copy. [Click here to see the other versions.](#)

500064-E-XT-0004-001\_Z\_002.PDF  
163 KB

500064-E-XT-0010-001\_Z\_002.PDF  
151 KB

500064-E-XD-0002-001\_01\_002.PDF  
8 MB

500064-E-XT-0008-001\_Z\_002.PDF  
155 KB

500064-E-XT-0009-001\_Z\_002.PDF  
153 KB

**TRANSMITTAL**

[Redacted]

5863 Bergen  
Norge

**Reason for issue:**  
Approval to [Redacted]

Issue Date: 24.05.2019  
**Return Date: 07.06.2019**

**Transmittal No: 500064-T-ODT-MOD-1002**

Please find attached the following documents.

| Internal Doc No      | Rev | Title      | Client Doc No |
|----------------------|-----|------------|---------------|
| 500064-E-XT-0004-001 | Z   | [Redacted] | 3033DA375E001 |
| 500064-E-XT-0008-001 | Z   | [Redacted] | 3033DA375E005 |
| 500064-E-XT-0009-001 | Z   | [Redacted] | 3033DA812E117 |
| 500064-E-XT-0010-001 | Z   | [Redacted] | 3033DA874E001 |
| 500064-E-XD-0002-001 | 01  | [Redacted] | 3033DA375E002 |

Total number of documents: 5

Yours faithfully,  
For [Redacted]  
ProArc Administrator  
Doc Control

File attachments from Proarc

To company and address

Logo

The customers mail address

Client Doc No



## Summarized information of each Purchase Order

### PO Documentation Status Report

Project: ~~18825 - Roskudal Fire Water pump package, FI-RSH-167~~

| PO Number            | Supplier                      | PRE   | Pl. Rec       | Docs Required | Docs Received | Docs Accepted | Percentage Completed |
|----------------------|-------------------------------|---|---------------|---------------|---------------|---------------|----------------------|
| PO0012282            | Stål AB                       | ADNAN.HODZIC Adnan Hodzic                     |               | 19            | 19            | 19            | 100%                 |
| PO0012281            | Stål AB                       | ADNAN.HODZIC Adnan Hodzic                     |               | 17            | 16            | 16            | 94%                  |
| PO0012261            | INDUSTRI Marin AS             | SVEIN.ERIK.HEIEBRAATEN Svein Erik Heiebraaten |               | 16            | 16            | 16            | 100%                 |
| PO0012178            | Unique Transmission India Ltd | ADNAN.HODZIC Adnan Hodzic                     |               | 1             | 1             | 1             | 100%                 |
| PO0012178            | Unique Transmission India Ltd | SVEIN.ERIK.HEIEBRAATEN Svein Erik Heiebraaten |               | 4             | 4             | 4             | 100%                 |
| PO0012092            | H.BUTTING GmbH &Co.KG         | STEINAR.HENNUM Steinar Hennum                 |               | 8             | 8             | 8             | 100%                 |
| PO0011718            | FONDINOX S.p.A                | STEINAR.HENNUM Steinar Hennum                 |               | 11            | 10            | 10            | 90%                  |
| PO0011582            | Scana Wikow AS                | JAS1  |               | 1             | 1             | 1             | 100%                 |
| PO0011582            | Scana Wikow AS                | KJELL.HAUGSTAD Kjell Haugstad                 |               | 2             | 2             | 0             | 0%                   |
| PO0011582            | Scana Wikow AS                | STEINAR.HENNUM Steinar Hennum                 |               | 37            | 36            | 35            | 94%                  |
| PO0011396            | Pon Power AS                  | SVEIN.ERIK.HEIEBRAATEN Svein Erik Heiebraaten |               | 32            | 29            | 29            | 90%                  |
| <b>No of POs: 32</b> |                               |   | <b>Total:</b> | <b>235</b>    | <b>229</b>    | <b>225</b>    | <b>95%</b>           |





Proarc Progress Report grouped by CTR with information about each document with the corresponding dates for Planned, Forecast and Actual for each Milestone

Aggregated progress per CTR based on every document in the package, calculated based on progress and weight (planned hours)

## Document Planning

| Doc No   | Rev      | Chain | Weight   | START                                  | DC                               | IFC                              | APPROVED          |
|--|----------|-------|----------|--|----------------------------------|----------------------------------|-------------------|
| Title  | Status   |       | Progress |  |                                  |                                  |                   |
| D-130092-BQ-105<br>CIRCUIT DIAGRAM SERVER CABINET 10-BP40 POWER DISTRIBUTION 240 VAC               | A2-KCA01 | 1     | 2<br>75% | P 31.01.17<br>F 31.01.17<br>A 23.01.17 | 02.05.17<br>02.05.17<br>17.02.17 | 30.05.17<br>30.05.17<br>30.05.17 | N/A<br>N/A<br>N/A |
| D-130092-BQ-107<br>CIRCUIT DIAGRAM SERVER CABINET 10-BP40 CYBERBASE B SERVER                       | A2-KCA01 | 1     | 2<br>50% | P 31.01.17<br>F 31.01.17<br>A 15.02.17 | 02.05.17<br>02.05.17<br>02.05.17 | 30.05.17<br>30.05.17<br>30.05.17 | N/A<br>N/A<br>N/A |
| D-130092-BQ-109<br>CIRCUIT DIAGRAM SERVER CABINET 10-BP40 ETHERNET SWITCH                          | A4-KCA01 | 1     | 2<br>50% | P 31.01.17<br>F 31.01.17<br>A 15.02.17 | 02.05.17<br>02.05.17<br>02.05.17 | 30.05.17<br>30.05.17<br>30.05.17 | N/A<br>N/A<br>N/A |
| D-156487-BE-001<br>SYSTEM TOPOLOGY DIAGRAM DRILLING CONTROL AND MONITORING SYSTEM TAG NO.: 10-BA15 | A3-KCA01 | 1     | 2<br>50% | P 31.01.17<br>F 31.01.17<br>A 23.01.17 | 02.05.17<br>02.05.17<br>02.05.17 | 30.05.17<br>30.05.17<br>30.05.17 | N/A<br>N/A<br>N/A |
| I-RA-002<br>Befaringsrapport 2   | -        | 1     | 2<br>0%  | P 13.03.17<br>F 13.03.17<br>A          | 16.03.17<br>16.03.17<br>16.03.17 | 30.05.17<br>30.05.17<br>30.05.17 | N/A<br>N/A<br>N/A |

Qty of Docs: 73

CTR Progress: 18%

P = Planned Dates, F = Forecast Dates, A = Actual Dates



## Document Reporting by Discipline

Project:  

Task:  

Mod Pack:  

| Discipline                               | Total       | On IDC Workflow | In CTR      | Started in CTR | Compl in CTR or Status is IFC or INF | % Completed  |
|--|-------------|-----------------|-------------|----------------|--------------------------------------|--------------|
| A - Administration                       | 21          | 0               | 1           | 0              | 3                                    | 14.29%       |
| B - Procurement                          | 1           | 0               | 0           | 0              | 1                                    | 100%         |
| C - Civil/architect                      | 12          | 0               | 12          | 9              | 5                                    | 41.67%       |
| D - Drilling                             | 498         | 0               | 404         | 295            | 151                                  | 30.32%       |
| I - Instrumentation/metering             | 959         | 0               | 866         | 759            | 28                                   | 2.92%        |
| L - Piping/layout                        | 5           | 0               | 5           | 5              | 2                                    | 40%          |
| O - Operation                            | 27          | 0               | 12          | 9              | 3                                    | 11.11%       |
| P - Process                              | 22          | 0               | 20          | 9              | 2                                    | 9.09%        |
| R - Mechanical                           | 66          | 0               | 61          | 41             | 2                                    | 3.03%        |
| S - Health, safety and environment (HSE) | 35          | 0               | 27          | 10             | 3                                    | 8.57%        |
| T - Telecommunication                    | 11          | 0               | 11          | 6              | 6                                    | 54.55%       |
| Z - Multidiscipline                      | 44          | 0               | 22          | 7              | 4                                    | 9.09%        |
| <b>Sub Total:</b>                        | <b>2123</b> | <b>0</b>        | <b>1779</b> | <b>1323</b>    | <b>211</b>                           | <b>9.94%</b> |



# proarc

Please contact us for a presentation and quotation

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