



PROCESS
INDUSTRY
PRACTICES

November 2024

Project Engineering

**PIP PEEPJ005
Document Review and Approval**

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PURPOSE AND USE OF PROCESS INDUSTRY PRACTICES

This Practice has been prepared by harmonizing technical requirements from existing standards of major industrial operators, contractors, and standards development organizations. While this Practice is intended to incorporate the majority of requirements, individual applications may have requirements which take precedence over this Practice. Determinations concerning fitness for purpose or application of this Practice to specific project or engineering situations should not be made solely on information contained in this Practice. All Practices are intended to be consistent with applicable laws and regulations. Should this Practice conflict with applicable laws or regulations, such laws or regulations must be followed. Consult an appropriate professional before applying or acting on any material contained in or suggested by this Practice.

Use of trade names should not be viewed as an expression of preference. Other brands having the same specifications are equally correct and may be substituted for those named.

This Practice is subject to revision at any time. For more information refer to PIP ADG001, Specification for Developing Practices.

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1. Scope

Project documentation includes a wide range of internal and external processes, specifications, and drawings, nearly all of which need to be managed throughout all phases of the project lifecycle, because they serve as the basis from which the project should be properly fulfilled. The proper control of documents is critical to ensure the job is performed correctly the first time. The purpose of this Practice is to establish a process to create, revise, review, authorize, approve, access, and use project documentation; and to prevent unintentional use of obsolete documents. This Practice covers project documents under revision control by the project team (both internal and external) for the full lifecycle of the project. Internal and external stakeholder alignment should be established prior to executing the document review and approval process for a given project.

2. References

Applicable parts of the following Practices shall be considered an integral part of this Practice. The edition in effect on the date of contract award shall be used, except as otherwise noted. Short titles are used herein where appropriate.

- **Process Industry Practices (PIP)**
 - PEEPJ002 - *Change Management*
 - PEEPJ004 - *Basic Engineering Design Data*

3. Definitions

Document Control Master Log: Register of all documents for a project

4. Roles & Responsibilities

The following roles and responsibilities are applicable to this Practice only and should not be considered employee job descriptions.