

REOS - SECTION 6.0

Document Management System (DMS)

Standardized Project Document Coding Structure & Quality Governance Rules

CONTROLLED DOCUMENT CODING | LIFECYCLE STATUS | QUALITY GOVERNANCE

PURPOSE	Provide a consistent project-document identification and control structure across RIVKSON engineering activities.
APPLICATION	Project reports, calculations, drawings, matrices, registers, forms, letters, minutes and other controlled engineering records.
REOS PRINCIPLE	One code = one controlled record family. Revision identifies content change; status identifies lifecycle state.

RIVKSON ENGINEERING CONSULTANTS

Engineering, Systemized.

6.1 Standardized Coding Structure

The DMS uses ten controlled code segments to identify each project document family.

ORG RIV Organization	DISC FLS Discipline	CTR KSA Contract / Client Type	LOC RUH Location	PRJ PRJ001 Project Code
DOC RPT Document Class	TYP CRS Type / Subtype	SEQ 001 Sequence	REV 00 Revision	STAT IFC Status

QUICK REFERENCE EXAMPLE

RIV-FLS-KSA-RUH-PRJ001-RPT-CRS-00-001-IFC

6.2 Segment Logic

01 ORG	RIV	RIVKSON
02 DISC	GOV / PMO / TEC / FLS / HSE / COM	Governance; Project/PMO; Technical Engineering; Fire & Life Safety; Health & Safety; Commercial/Contracts
03 CTR	KSA / approved client abbreviation	Saudi operations or approved client category / abbreviation
04 LOC	RUH / JED / DMM / NEOM / OTH	Riyadh; Jeddah; Dammam; Neom; Other
05 PRJ	PRJ001	Client project code or RIV internal project code

6.3 Key Definitions

06 DOC - Document Class	MNL Manual PRC Procedure PLN Plan RPT Report CAL Calculation DRW Drawing MAT Matrix REG Register FRM Form LTR Letter MIN Minutes
07 TYP - Type / Subtype	COMP Compliance RISK Risk GATE Gate RFI RFI CRS CRS NCR NCR CAPA CAPA SUBM Submission
08 SEQ - Sequence	3-digit incremental number: 001, 002, 003 ...
09 REV - Revision	00, 01, 02 ... Revision changes when content changes.
10 STAT - Status	WIP Work In Progress IFR Issued For Review IFA Issued For Approval IFC Issued For Construction ASB As-Built FIN Final

Quick Reference Breakdown

RIV	Organization (RIVKSON)
FLS	Discipline (Fire & Life Safety)
KSA	Contract / Client Type (Saudi Operations)
RUH	Location (Riyadh)
PRJ001	Project Code
RPT	Document Class (Report)
CRS	Type / Subtype (CRS Report)
001	Sequence Number
00	Revision Number
IFC	Status (Issued For Construction)

6.4 Coding & Quality Governance Rules

- 01 One code = one controlled record family (never reuse).
- 02 Revision changes when content changes.
- 03 Status changes do not replace revision; status is the lifecycle state.
- 04 External issue is allowed only at IFA / IFC / ASB / FIN in accordance with the defined rules.
- 05 Safety-critical documents require a Verified By field before IFC.

Document Lifecycle

WIP	IFR	IFA	IFC	ASB	FIN
Work In Progress	Issued For Review	Issued For Approval	Issued For Construction	As-Built	Final

External Issue Permission

WIP	IFR	IFA	IFC	ASB	FIN
NO	NO	YES	YES	YES	YES

REOS DMS

Structured Records. Controlled Revisions. Verifiable Engineering Delivery.

RIVKSON Engineering Consultants | REOS - RIVKSON Engineering Operating System