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## 1 Scope

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This recommended practice covers the type, content, and extent of documentation required as record data and information particular to a control center and control center facility. It is written to provide guidelines covering various types of documentation and to promote uniformity of document terminology.

This recommended practice covers the technical documentation associated *only* with control centers and control center facility design and fabrication. It does not cover documentation requirements for associated procedures such as process design or plant or unit operations, nor does it cover commercial considerations such as purchasing, contracting, and shipping. The wide variety of industries using control centers has made it necessary that this recommended practice be general in its coverage. The reader is cautioned to consult the specific codes, laws, and practices that apply to the actual industrial applications.

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## 2 Definitions

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**As built**—A document revision that includes all modifications performed as a result of actual fabrication or installation. Various issues of "as built" documents may exist that reflect various milestones such as "as purchased," "as manufactured," "as insured," and "as commissioned."

**Control center**—An equipment structure, or group of structures, from which a system is measured, controlled, and/or monitored.

**Control center facility**—A combination of the services, protective enclosures, and environmental treatment necessary for the proper functioning of the control center.

**Drawings**—Graphic representations of the control center, which also may include bills of material, hard copies of video display tube (VDT) displays, photographs, and tables (e.g., wire and cable lists).

**Manuals**—A compilation of electrical and mechanical specifications, parts lists, operating or service instructions, calibration procedures, test logs, performance requirements, and pertinent technical data required for the specific project.

**Specifications**—Written data, drawings and instructions that form the complete requirements the system must meet. This may include equipment lists, approved vendor lists, applicable company standards, and references to published standards (e.g., the National Electric Code and ISA Standards).

**Tagged item**—An item that has been assigned a unique identification. Items appearing on piping and instrument diagrams (P&IDs) are usually tagged in accordance with ISA-S5.1, Instrumentation Symbols and Identification. Items that do not appear on a P&ID may be assigned unique identifications that do not conflict with previously assigned tag numbers.

**Untagged item**—Any system, equipment item, or accessory that may be initially specified, listed, or referenced in quantity by model number, catalog number, part number, etc., for general identification and for ordering or handling purposes. These items are completely