



Engineers and Project Managers

PRODUCT IDENTIFICATION FOR PROJECT OPERATIONS

Each document must have a serial number per the following format:

TLS16-01TP-A-INC-REP-001-01

The following is a breakdown of the serial number:

TLS16 - 01TP - A - INC - REP - 001 - A

- TLS = Company / brand
- 16 = Calendar year of project award
- 01 = project number in the particular calendar year. This resets back to 01 every beginning of a new year. It is based on the unlikelihood of being awarded more than 99 projects per calendar year.
- TP = Responsible company department / project type based on major component of scope of work; hence:
 - PM = Project/Programme management
 - TP = Transportation
 - WS = Water and sanitation
 - ST = Structural
 - MD = Multi-disciplinary projects
- A = Work Package. Should a project be implemented in phase; next phase will be B, C, D etc.
- INC = Project stage and in line with filing system; hence:
 - INC = **INC**eption
 - PRD = **PR**eliminary **D**esign stage
 - DED = **DE**tailed **D**esign stage
 - DOC = **DOC**umentation
 - TEP = **TE**ndering **P**rocess
 - COS = **CO**nstruction **S**upervision
 - CLO = **CL**ose **O**ut



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- REP = file type; hence:
 - COR = correspondence
 - DWG = drawing
 - REP = report
 - IPC = Interim Payment Certificate

- 001 = Document type number. It starts at 001 for each document type; at each project stage; for each new project.

- A = Revision number based on external submissions e.g. to Client

PRODUCT IDENTIFICATION FOR BUSINESS DEVELOPMENT OPERATIONS

To be developed

PRODUCT IDENTIFICATION FOR SUPPORT PROCESSES

To be developed