



BOSCH

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Documentation Guideline GR/PPR- projects 2023



Applicable for

Vendors
Site management
Design consultants
Surveyors
Site HSE



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Revision History

Issue	Date	Editor	Description of amendment
2013	28.04.13	Kerber	Original
2019	12.07.18	Kastner	Amendment 1: General revision of content
2023	15.06.23	Corette	Department name amended

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1 Preamble

Goal of this guideline is the handover of a complete and uniform documentation to the user/Facility Management (FCM).

Local site management ensures the correct content as well as the completeness of the documentation.

Although this guideline provides a frame for structure and content, project handover documentation still needs to be coordinated between the site management and the user to define and conclude local and/or project specific details, such as document formats, additional documents, date of handover etc. .

2 Content and folder structure

The final project documentation aggregates information in following order:

- 1 General project information
- 2 Construction management documentation
- 3 Contractor documentation
- 4 Purchase documentation
- 5 Design documentation

Content/Structure of each trade is defined in [Appendix 1](#).

Subfolders are flexible to be defined. [Appendix 2](#) shall be considered as a helpful guideline for content.

For the overall table of content [Appendix 3](#) should be used.

Not applicable documents should remain in the table of content using the placeholder “No documentation required” ([Appendix 4](#)) .

Later changes in the documentation shall be recorded in the change log ([Appendix 5](#)) by FCM.

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3 Documentation in paper form

3.1 General

Even though GR/PPR approaches a paperless project handling, the documentation will be fully handed over as hard (and soft) copy. In the pre-discussion with the user some of the content might be identified not to be needed as hard copy and can be replaced with a place holder in this chapter: “Chapter x , see digital documentation”.

One hard copy of the project documentation will be handed over to the user in order of Chapter 2.

The documents at the folders are handed over in a format that can be copied and must allow the use of single sheet document feeding scanners (no stapling/binding).

The design documents and drawings are handed over in original format (blue prints).

Deliveries from manufacturers (manuals, test books, etc.) retain their original format and are placed at the related documentation folders.

Folders shall be filled with max. 80% for future added documents.

3.2 Folder materials

The following materials have to be used:

- Black plastic folders with edge protection and a slot pocket for back labels Dividing tabs, numbered with 1-12, plastic, grey (for main chapters according table of contents)
- Dividing stripes, carton, size 11cm*23cm, stapled, white (for subsections in order to separate several documents from each other)
- Dividing stripes, carton, size 11cm*23cm, punched, black (for sub-subsections in order to separate several documents from each other)
- Transparent pocket for folder back label (according chapter 3.3). Sticky labels are not recommended (durability)

The dividing tabs and stripes must be print labelled with the numbering and document name according to the table of content.

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3.3 Folder back label

Each folder back must be labelled in accordance with the structure of [Appendix 6](#).

4 Documentation in digital form

4.1 General

One soft copy of the documentation shall be handed over to the user.

The documents must be available in digital form as following:

- All documents must be compiled in one PDF document. Keyword search enabled
- Calculation data, especially technical calculations, shall be provided in the used specific software- data format. Transfer into protected formats such as PDF is only permitted for documents that were not originally created in digital format (e.g. scanned documents with signatures, inspection reports with hand-written entries)
- Used BIM software files in their original format
- Text documents also as DOC files (MS Word)
- Spreadsheet documents also as XLS files (Microsoft Office Excel)
- CAD drawings always as DWG and PDF file (AutoCAD)

4.2 Exchange formats/Versions

Current version of Bosch standard software. Bosch site manager agrees required version together with User/FCM.

PDF Versions have to match with their origin format (Word, Excel, etc).

4.3 Format and structure of the digital documentation

Project documentation will be handed over by the site management via a Bosch certified/approved exchange platform such as “AdHoc data exchange”.

If required Bosch site manager provides an instruction regarding the data exchange tool to the project team and partners.

Table of contents of documentation M+E general information*




























	Tab	Title		Folders
	1	Contact Information		
	2	Final Acceptance Contractor, OPL		
	3	Test Reports Construction Phase		
	4	Test & Commissioning Reports		
	5	Training Records		
	6	Manufacturer List		
	7	Spare Part List		
	8			
	9			
	10			
	11			
	12			

*) delete points that do not apply

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Subfolders are flexible to be defined and this Appendix is to be considered as a useful guideline for content.

Some examples of folders and subfolder are as follows:

-  1- General project information
 -  01 – Table of content overall
 -  02 – Project participant list
 -  05 – Constructions approvals
 -  06 – Government approvals
 -  07 – Fire approval
 -  08 – Third party approvals
-  2- Site management documentation
 -  04 – Site instructions
 -  06 – Tests reports
-  3- Contractor documentation
 -  1 – Civil documentation
 -  2 – MEP documentation
 -  3 – XYZ documentation
-  4- Commercial documents
 -  01 – Contracts
 -  02 – Additional costs
 -  03 – Change orders
 -  04 – Final settlement
-  5- Design documents
 -  01 – Architecture
 -  02 – Structure
 -  03 – HVAC
 -  04 – Plumbing
 -  01 – Electrical
 -  02 – Decoration
 -  03 – Landscaping

Overall overview of documentation

"Project name"

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[illegible]

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16.3 Insert sheet

**No documentation
components required
for this subdirectory**




Company:
Trade:
Edition/date:

[illegible]

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16.8 Folder back label

 BOSCH
Project name
WujXXX
As built documents
Company name: XXXXXXXXXX XXXX
Trade: XXXXXXXXXX XXXX
Equipment: XXXXXX
Folder: XX – YY/ZZ
MM/YYYY
For internal use only

00_ Client

01_ Project name
(e.g. new production plant)

02_ Project Number (e.g. Wuj201)

03_ Documentation version
(e.g. as built documents, revision documents)

04_ Company name of Contractor or Supplier






05_ Trade designation
(e.g. M+E, Civil, Decoration, etc.)

06_ Equipment name if applicable
(e.g. AHU, Chiller, Elevator, etc.)

07_ Folder number
(e.g. 01/25 - for Trade 5 (M+E), Folder 1 of 25)

08_ Blank field

09_ Validity date
(e.g. 02/2013)

 BOSCH	 BOSCH	 BOSCH	 BOSCH	 BOSCH
Project name	Project name	Project name	Project name	Project name
WujXXX	WujXXX	WujXXX	WujXXX	WujXXX
As built documents	As built documents	As built documents	As built documents	As built documents
Company name: XXXXXXXXXX XXXX	Company name: XXXXXXXXXX XXXX	Company name: XXXXXXXXXX XXXX	Company name: XXXXXXXXXX XXXX	Company name: XXXXXXXXXX XXXX
Trade: XXXXXXXXXX XXXX	Trade: XXXXXXXXXX XXXX	Trade: XXXXXXXXXX XXXX	Trade: XXXXXXXXXX XXXX	Trade: XXXXXXXXXX XXXX
Equipment: XXXXXX	Equipment: XXXXXX	Equipment: XXXXXX	Equipment: XXXXXX	Equipment: XXXXXX
Folder: XX – YY/ZZ	Folder: XX – YY/ZZ	Folder: XX – YY/ZZ	Folder: XX – YY/ZZ	Folder: XX – YY/ZZ
MM/YYYY	MM/YYYY	MM/YYYY	MM/YYYY	MM/YYYY
For internal use only	For internal use only	For internal use only	For internal use only	For internal use only