PETRONAS Engineering Data Management System (P-EDMS)
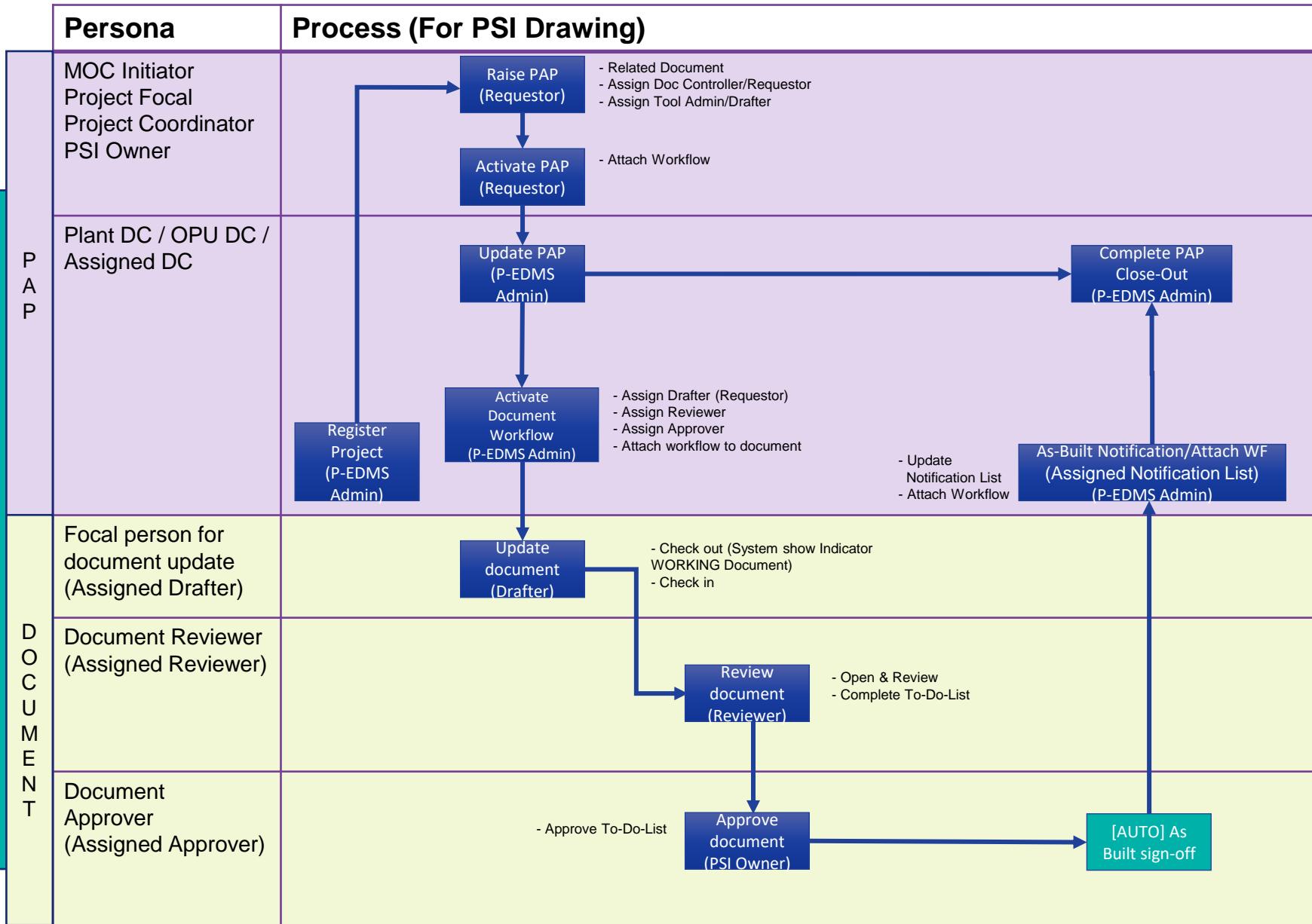
NESTED ENGINEERING MODULE

PETRONAS

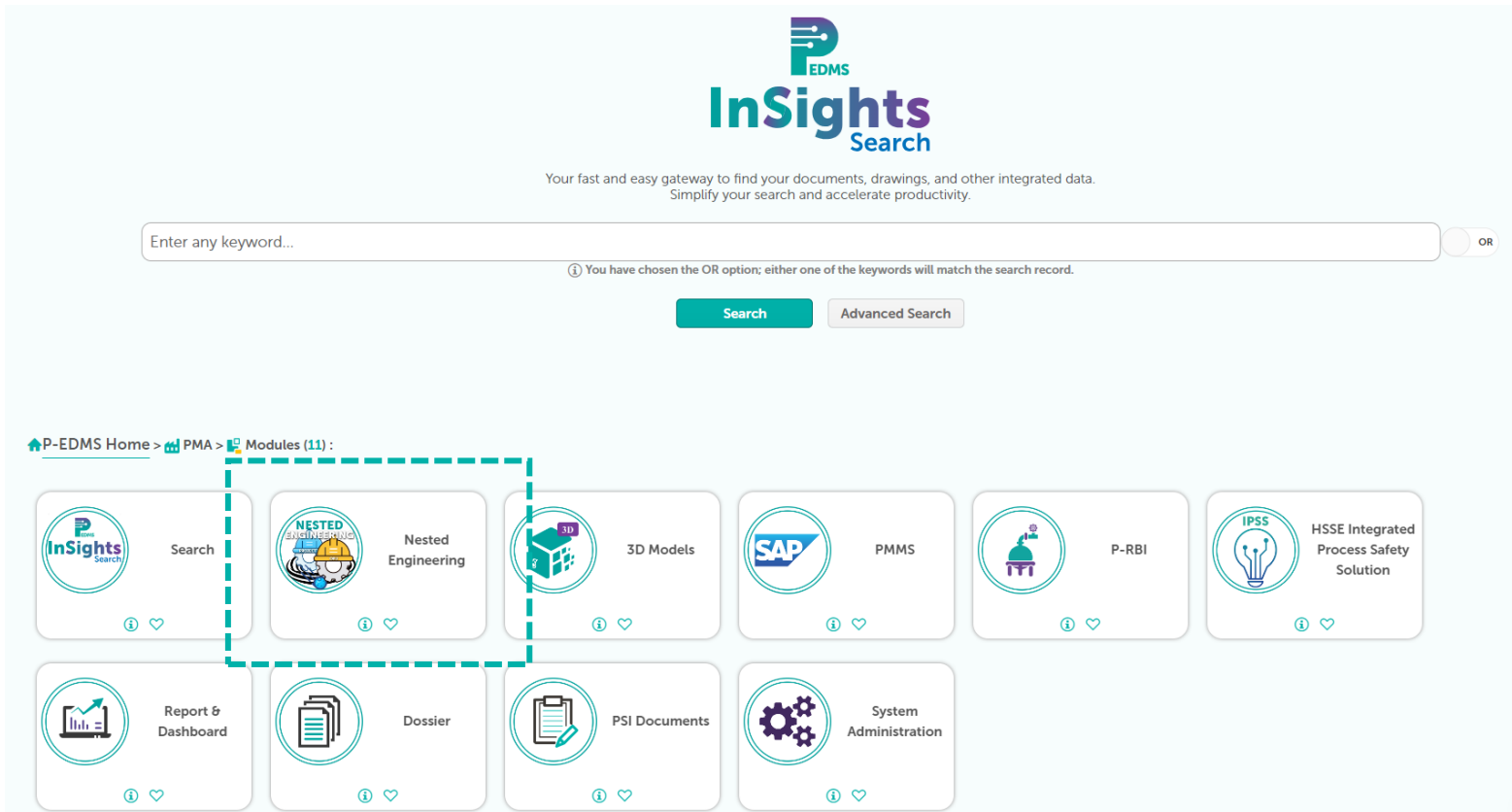# NESTED ENGINEERING WORKFLOW

PETRONAS

Persona	Process (For PSI Document Only)

Capital Project Handover

Plant Change Project/DOSR

Internal Change/MOC

PSI update

PAP

MOC Initiator / Project Focal / Project Coordinator / PSI Owner

- Raise PAP (Requestor)
  - Related Document
  - Assign Doc Controller/Requestor
  - Assign Tool Admin/Drafter
- Activate PAP (Requestor)
  - Attach Workflow

Plant DC / OPU DC / Assigned DC

- Update PAP (P-EDMS Admin)
- Complete PAP Close-Out (P-EDMS Admin)
- Register Project (P-EDMS Admin)
- Activate Document Workflow (P-EDMS Admin)
  - Assign Drafter (Requestor)
  - Assign Reviewer
  - Assign Approver
  - Attach workflow to document
- As-Built Notification/Attach WF (Assigned Notification List) (P-EDMS Admin)
  - Update Notification List
  - Attach Workflow

DOCUMENT

Focal person for document update (Assigned Drafter)

- Update document (Requestor)
  - Check out (System show Indicator WORKING Document)
  - Check in

Document Reviewer (Assigned Reviewer)

- Review document (Reviewer)
  - Open & Review
  - Complete To-Do-List

Document Approver (Assigned Approver)

- Approve document (PSI Owner)
  - Approve To-Do-List
- [AUTO] As Built sign-off

[Open]

Persona	Process (For PSI Drawing)

PAP

MOC Initiator / Project Focal / Project Coordinator / PSI Owner

- Raise PAP (Requestor)
  - Related Document
  - Assign Doc Controller/Requestor
  - Assign Tool Admin/Drafter
- Activate PAP (Requestor)
  - Attach Workflow

Plant DC / OPU DC / Assigned DC

- Update PAP (P-EDMS Admin)
- Complete PAP Close-Out (P-EDMS Admin)
- Register Project (P-EDMS Admin)
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  - Assign Drafter (Requestor)
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  - Assign Approver
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  - Update Notification List
  - Attach Workflow

DOCUMENT

Focal person for document update (Assigned Drafter)

- Update document (Drafter)
  - Check out (System show Indicator WORKING Document)
  - Check in

Document Reviewer (Assigned Reviewer)

- Review document (Reviewer)
  - Open & Review
  - Complete To-Do-List

Document Approver (Assigned Approver)

- Approve document (PSI Owner)
  - Approve To-Do-List
- [AUTO] As Built sign-off

Capital Project Handover / Plant Change Project/DOSR / Internal Change/ MOC / PSI update

ACCESSING P-EDMS NESTED ENGINEERING

PETRONAS

ACCESSING P-EDMS NESTED ENGINEERING

P-EDMS NESTED ENGINEERING ROLES

- **System_NestedEnginering** – Can Access Nested Engineering Basic Module.

- **System_NestedEngineeringAdmin** – Can Register Project Code/ Database.

ACCESSING P-EDMS NESTED ENGINEERING

P-EDMS NESTED ENGINEERING PAGE FOR ROLE – System_NestedEngineering

ACCESSING P-EDMS NESTED ENGINEERING

P-EDMS NESTED ENGINEERING PAGE FOR ROLE – System_NestedEngineeringAdmin

REGISTER PROJECT CODE (NESTED ADMIN)

REGISTER PROJECT CODE

1. Select Register Project Code in Nested Engineering module.
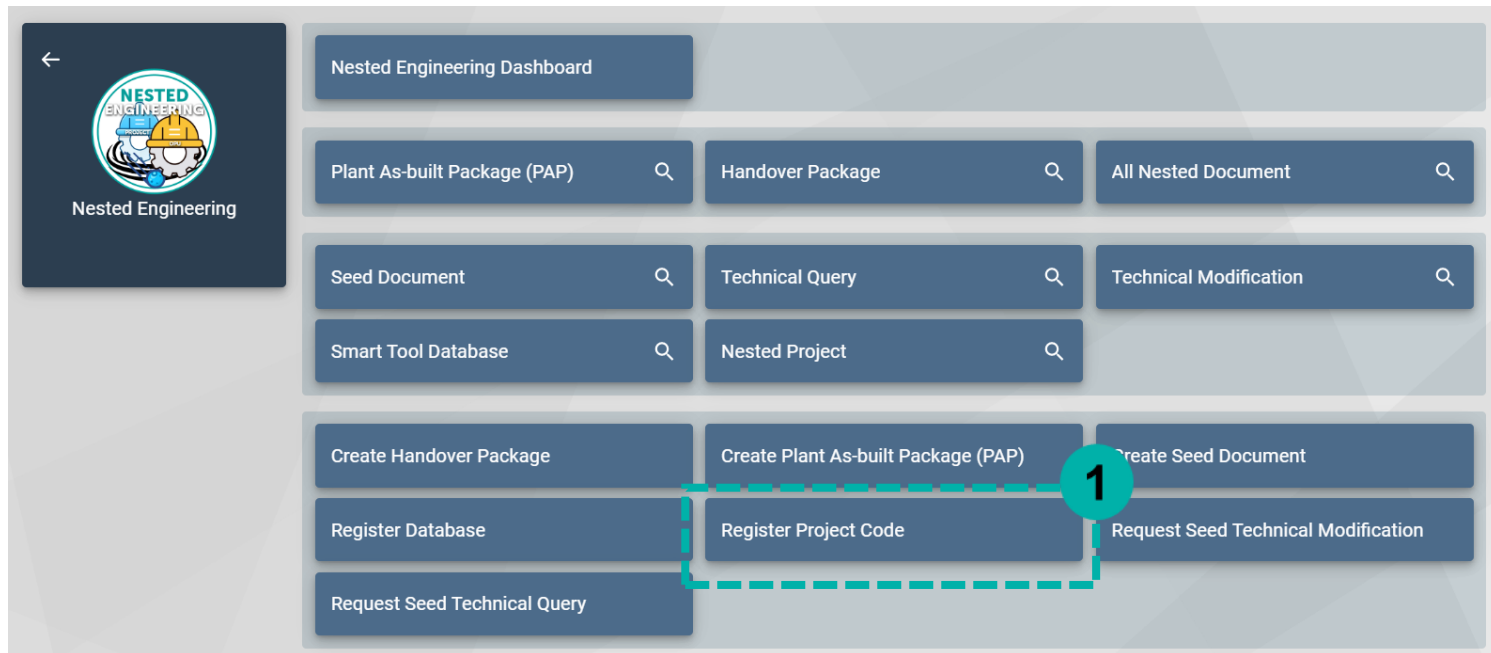
REGISTER PROJECT CODE

1. Fill in compulsory (*) information in Register New Project form
2. Click FINISH

CREATE PLANT AS-BUILT PACKAGE (PAP)

PETRONAS

CREATING PAP

1. Select Create Plant As-built Package (PAP) in Nested Engineering module.
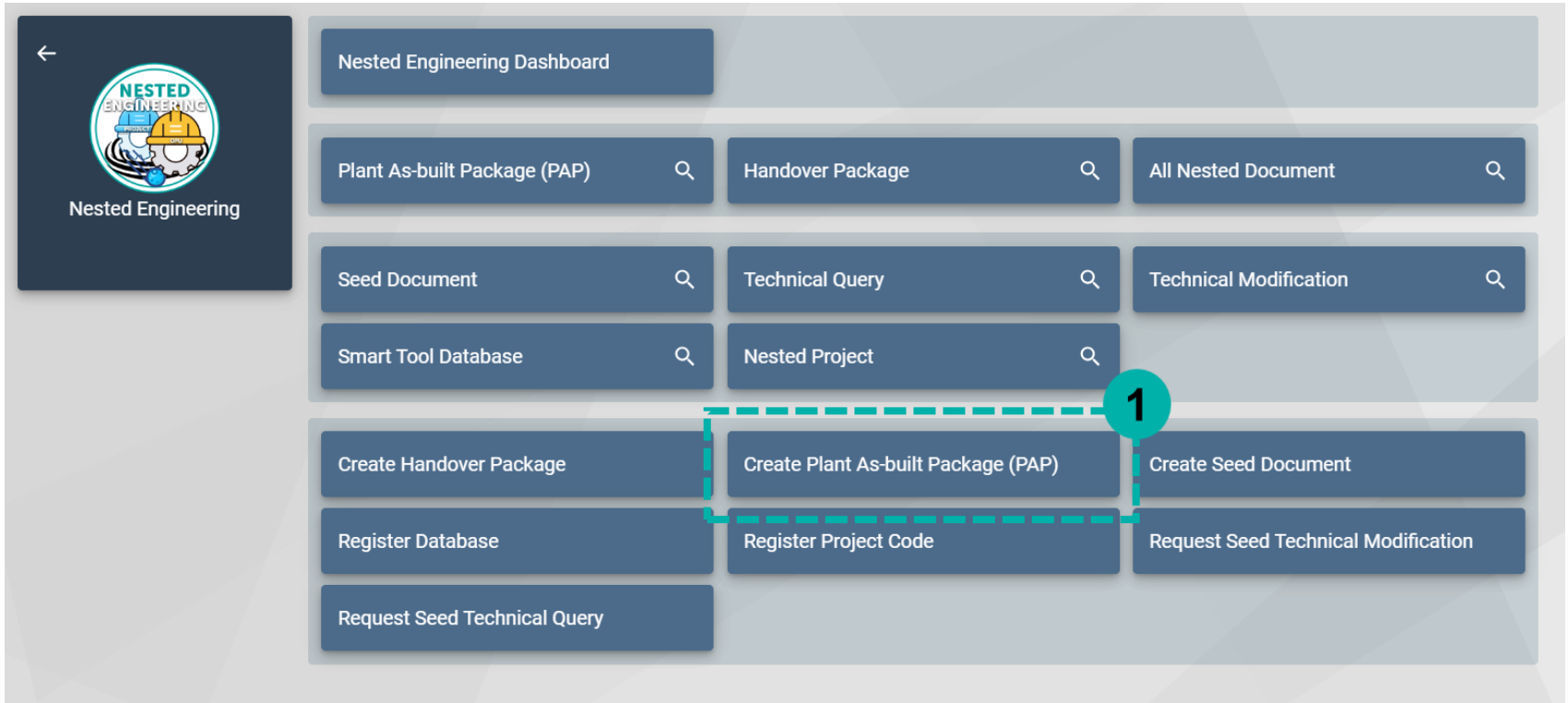
CREATING PAP

1. Select PAP Type
2. click > to proceed to next page.
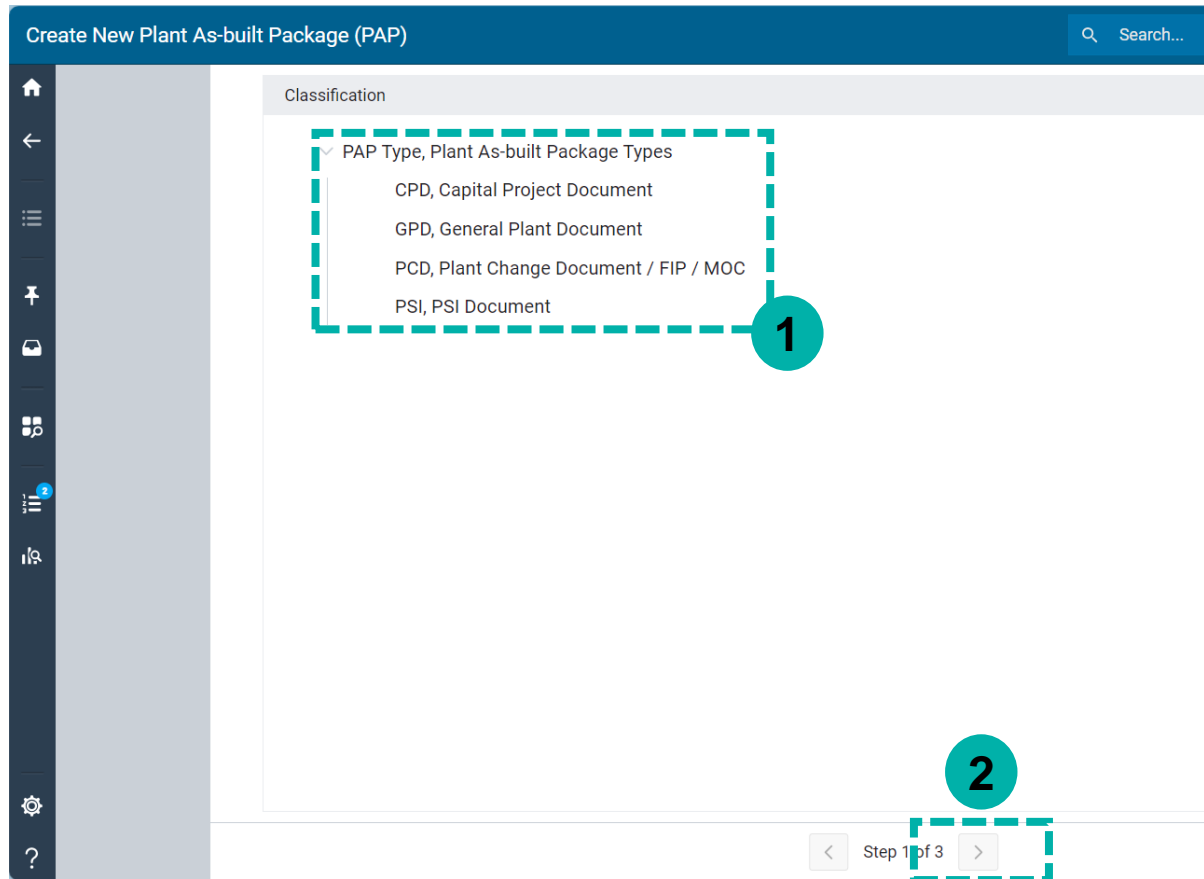
CREATING PAP

1. Fill in all compulsory information (FIP/Project, Changed Doc,etc.).

CREATING PAP

1. Click search to pop up the search engine.
2. Check project
3. Click ADD to proceed. (Repeat the same step for other items.)

CREATING PAP

1. (OPTIONAL) Click CHOOSE FILES to attach file
2. Click FINISH.
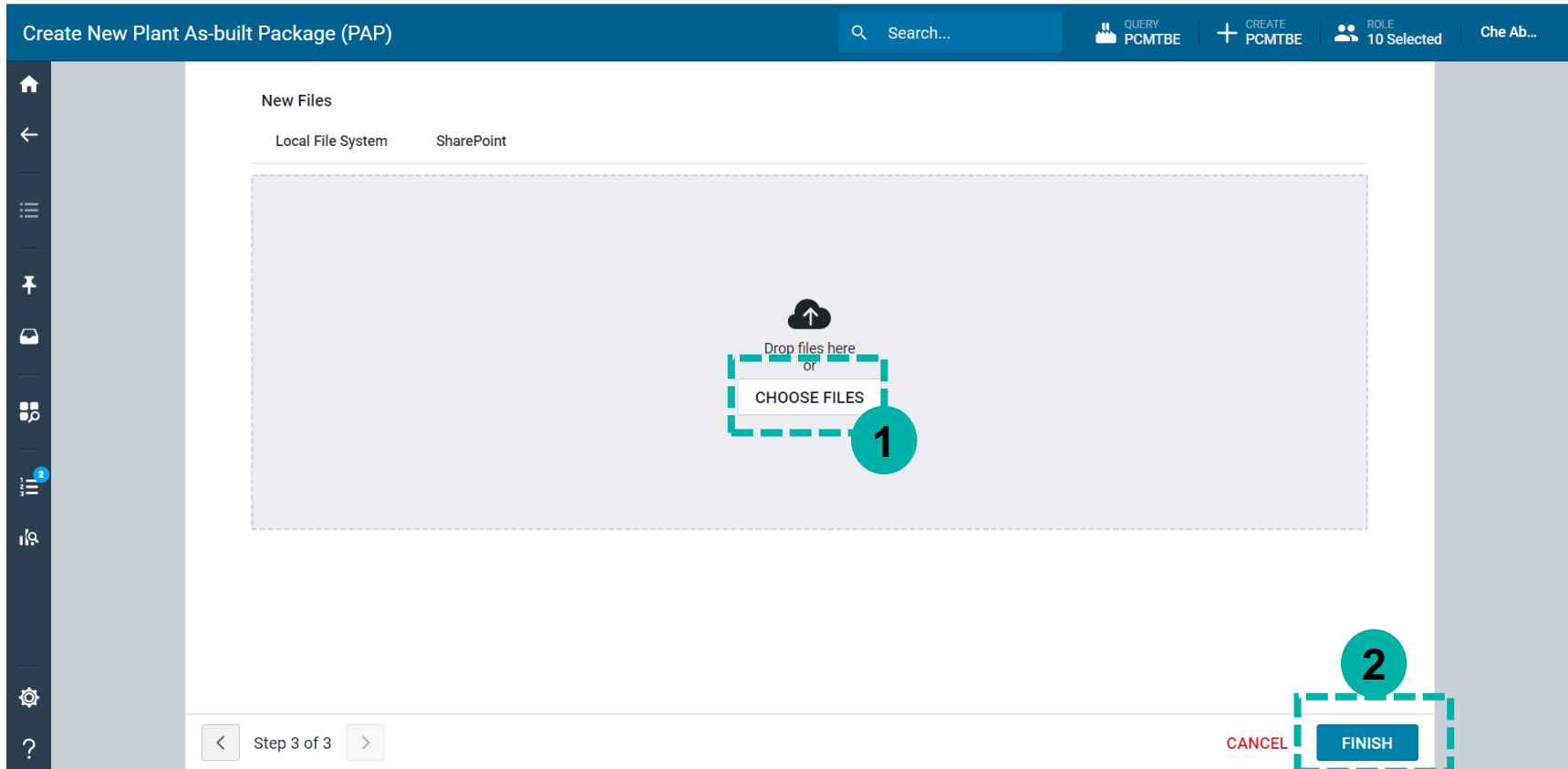
CREATING PAP

1. Click PIN icon
2. Click view in grid to show PAP listing.

ASSIGN DC/SMART TOOLS/DRAUGHTMAN FOCAL

1. Click ACTION ICON
2. Dropdown Nested Engineering and click Update PAP to assign DC/Tool Admin/Draughtman.

ASSIGN DC/TOOLS ADMIN/DRAUGHTMAN FOCAL

1. Click **WF - Doc Controller** tab
2. Click Search icon to search users.
3. Check the user list
4. click ADD to assign. (Repeat for **Tools Admin** tab)
5. Click UPDATE to proceed.

ACTIVE & ATTACHING WORKFLOW TO PAP

1. Click ACTION ICON,
2. Dropdown Nested Engineering and click Attach Workflow.
3. Click OK to proceed.
4. Error will pop up if DC/Smart tool admin not been assigned. Please make sure to assign DC/Tools Admin.

DOCUMENT CONTROLLER

PETRONAS

DOCUMENT CONTROLLER NOTIFICATION

1. Document controller will receive email notification for PAP preparation.

FYA: 1/5 - PAP Preparation for Cat 3, PMA-2024-PAP-CAT3-0002

PS PEDMS Support
To Afiq Azri Zainudin (EXT/DIGITAL)

1

P-EDMS Nested Engineering Workflow Notification

Dear AFIQ AZRI B. ZAINUDIN,

A Plant As-built Package (PAP) is submitted to P-EDMS for your action **1/5 - PAP Preparation for Cat 3**:

Plant As-built Package (PAP)					
PAP Details					
PAP Number	:	PMA-2024-PAP-CAT3-0002	Title	:	
Status	:	Ongoing	Type	:	
Project Details					
Project Name	:	Nested Proj	Description	:	
Phase	:	O&M	Contractor Name	:	Contractor X
Planned Started	:		Planned Finished	:	
Nested Category					
Nested Category	:	Category 3			
Description	:	- Used for Nested OPU Internal Update (without PRO) - Category 3 allows direct updating to the Plant's master database, ensuring documents and drawings as-built updated upon project completion.			

Note: This task is due on 3/18/2024.
Click here to review the PAP InfoMap.
Click here to review the To Do List.

Thank you

PETRONAS Engineering Data Management System (P-EDMS™)

[THIS IS SYSTEM AUTO-GENERATED NOTIFICATION]
Do not reply to this email as it is a system generated notification.
Should you encounter any issues or requests, please contact ICT Service Desk at ict.servicedesk@petronas.com.

DOCUMENT CONTROLLER

1. Select PAP
2. Click on to do list item to view the checklist
3. Checklist item

Please follow the instruction in **Checklist Description** and update/complete Compliance* listing.

DOCUMENT CONTROLLER

1. You may dropdown the compliance item and select N/A, No or Yes
2. Click save after updating the compliance item
3. Click completed after all the compliance item has been updated

DRAFTER

DRAFTER

1. Drafter will receive email notification
2. Follow the instruction in Checklist Description and updated the compliance item
3. Click completed after all the compliance item has been updated

REVIEWER

PETRONAS

REVIEWER

FYA: 3/5 - Review, DLA-PCSB-ADM-PID-01-9999

PS PEDMS Support
To 🌐 Afiq Azri Zainudin (EXT/DIGITAL)

P-EDMS Nested Engineering Workflow Notification

Dear AFIQ AZRI B. ZAINUDIN,

A nested document is submitted to P-EDMS for your action **3/5 - Review:**

Document Number	Title	PAP Type / Purpose	FIP / Project
DLA-PCSB-ADM-PID-01-9999	TEST DOCUMENT	PSI Document	Nested Proj

Note: This task is due on 3/8/2024.
Click here to review the document InfoMap.
Click here to review the To Do List.

Thank you

PETRONAS Engineering Data Management System (P-EDMS™)

[THIS IS SYSTEM AUTO-GENERATED NOTIFICATION]
Do not reply to this email as it is a system generated notification.
Should you encounter any issues or requests, please contact ICT Service Desk at ict.servicedesk@petronas.com.

(1)

1. Reviewer will receive notification email
2. Follow the instruction in Checklist Description and updated the compliance item
3. Under document tab, click eye icon for view the document
4. Click completed after all the compliance item has been updated

APPROVER

PETRONAS

APPROVER

FYA: 4/5 - Approve, DLA-PCSB-ADM-PID-01-9999

PS PEDMS Support
To ⏱ Afiq Azri Zainudin (EXT/DIGITAL)

P-EDMS Nested Engineering Workflow Notification

Dear AFIQ AZRI B. ZAINUDIN,

A nested document is submitted to P-EDMS for your action **4/5 - Approve**:

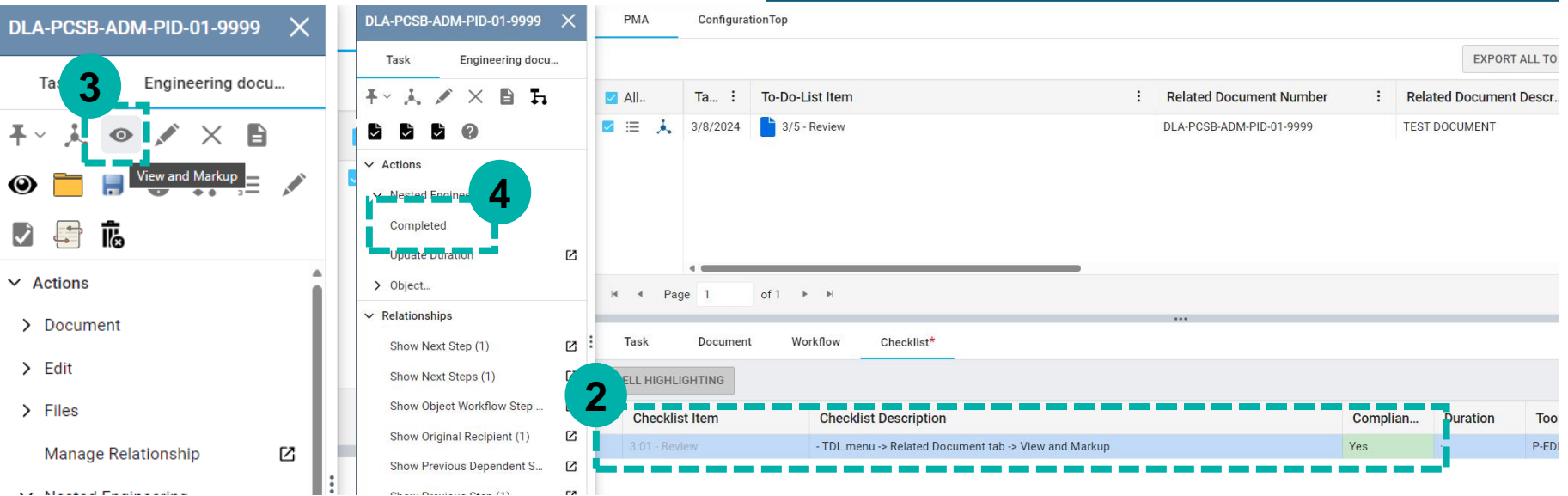| Document Number	Title	PAP Type / Purpose	FIP / Project
DLA-PCSB-ADM-PID-01-9999	TEST DOCUMENT	PSI Document	Nested Proj

Note: This task is due on 3/8/2024.
Click here to review the document InfoMap.
Click here to review the To Do List.

Thank you

PETRONAS Engineering Data Management System (P-EDMS™)

1

1. Approver will receive notification email
2. Follow the instruction in Checklist Description and updated the compliance item
3. Under document tab, click eye icon for view the document
4. Click completed after all the compliance item has been updated

DLA-PCSB-ADM-PID-01-9999 ✕

Tas... | Engineering docu...

3

View and Markup

Actions
> Document
> Edit
> Files
  Manage Relationship

DLA-PCSB-ADM-PID-01-9999 ✕

Task | Engineering docu...

∨ Actions
  ∨ Nested Engine...
    Completed **4**
    Update Duration
  > Object...

∨ Relationships
  Show Next Step (1)
  Show Next Steps (1)
  Show Object Workflow Step ...
  Show Original Recipient (1)
  Show Previous Dependent S...

PMA | ConfigurationTop

EXPORT ALL

☑ All...	Ta... ⋮	To-Do-List Item	⋮	Related Document Number	⋮	Related Document De...
☑	3/8/2024	4/5 - Approve		DLA-PCSB-ADM-PID-01-9999		TEST DOCUMENT

|◁ ◁ Page 1 of 1 ▷ ▷|

Task | Document | Workflow | Checklist*

CELL HIGHLIGHTING

2

Checklist Item	Checklist Description	Complian...	Duration
4.01 - Review & Approve	- TDL menu -> Related Document tab -> View and Markup	Yes	-

Thank You

Any issues/request, kindly lodge ticket by email to :

ict.servicedesk@petronas.com.my

Do not forget to include in the email CC'ed our team :

p.edmssupport@petronas.com.my

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