

Template and description for a

Interface Register

Definitions

Interface	The point or boundary where two Contractor's / Project Parties, subjects, systems, plans, etc. meet and affect each other
High-Level interface Number	This is the number that is allocated to all interface issues that may be present at any specific location within the overall Field including remote locations
Sub-Level Interface Number	This is a unique number that is allocated to each sub-level interface that exist within the associated High-Level interface number
Hard Interface	Physical interfaces between systems and components that are deployed, designed, constructed and operated on/by the project
Soft Interface	Interfaces between people, organisational entities, processes and activities
Internal Interface	Interface within the scope of one Project Stakeholder contracted to Company, which affect another party
Interface Area	A sub-division of the Project that contains interfaces within the control of a common Project Stakeholder Group.
Interface Data Sheet	A detailed description of an interface, for use where more information is required than can be accommodated on the Interface Register
Interface Register	A detailed breakdown of interfaces within each Interface Area indicating requirements and closure status of each interface
Single Point of Contact (SPOC)	<p>The function or person within every Stakeholder which is party to the Interface Resolution Process through which all Interface issues and documents shall be channelled.</p> <p>The identification of an Interface SPOC is a requirement included in every contract or working arrangement in the Project.</p>

OBJECTIVE & SCOPE

1.1 Objective

The objective of the Master Interface Register is to record, manage and report to COMPANY management the completion status of all identified interfaces on a project-wide basis.

The Master Interface Register shall be a “live” document maintained throughout the PROJECT Life Cycle and will be transferred to all Contractors for ongoing management and reporting of those interfaces requiring completion during the execution phase of the PROJECT.

It should be noted that for each “high-level” interface there may well be several “sub-level” interfaces, which will also require recording and managed. These will be listed on the Master Interface Register under their respective high-level interface and according to their individual “discipline” e.g. Piping, Civil, Electrical, etc. as per the PROJECT disciplines listing.

The Master Interface Register has been developed to enable reporting by the various different fields, including discipline, area, responsible persons, completion status, etc.

1.2 Scope

The Master Interface Register will record all interfaces identified from all areas and locations across the entire PROJECT. It shall further identify both the Hard and Soft Interface issues that are associated with each interface (see Specific Glossary for definition)

The PROJECT interface management process has to be implemented in order to minimise potential conflicts among the various project interfaces throughout the PROJECT life cycle, and ensure that Client Contracting Strategy aspirations are maintained.

It is incumbent upon individual contractors who have “Internal” interfaces, to produce their own internal Interface Register and to make this available to the Project Engineer - Interface Management for transfer / inclusion of the noted interfaces onto the Master Interface Register.

The Master Interface Register shall also indicate the agreed priority of each identified interface based on the principal PROJECT milestones (e.g. Pre-Sanction, Post-Sanction, Early Works, Etc.).

2.0 INTERFACE MANAGEMENT PROCESSES:

2.1 Allocation of High-Level Interface Numbers

This will be the responsibility of the Project Engineer - Interface Manager, who will also maintain the Master Interface Register.

Pre-allocated blocks of High-Level Interface Numbers have to be generated; usually this is responsibility of the Information Manager.

It is good practice to give different numbering ranges for Process Facilities interfaces, Utilities Interfaces, External Interfaces, and ICSS Interfaces. For example:

- **Process Facilities** Interfaces (# 0001 to # 699)
- **Utilities Facilities** Interfaces (# 700 to # 899)
- **External or Remote** Interfaces (# 900 to 999)
- **ICSS** Interfaces (# 1000 and above)

When an interface has been identified the person raising the issue shall contact the Project Engineer - Interface Management who will confirm the allocated Interface Number and enter this new interface onto the Master Interface Register within the block allocation above depending on the type of interface (e.g. Process or Utilities etc.).

Note that the number allocation convention to be used will always allocate the Interface Number as being FROM one facility to another; so for example an interface from a **Separator** to a **Stabilization Column** would be allocated its interface number from within the number block 0001 to 699. In this way there will be no duplication of the same interface by adopting this numbering convention.

2.2 Allocation of Sub-Level Interface Numbers

For most High-Level interfaces, there will be a number of “Sub-Level” interfaces raised which shall be numbered using the following coding structure to ensure that each of these sub-level interfaces has a unique identification number.

The convention adopted will be that the Area FROM will take precedence as indicated below:

(High-Level) Interface Number - Area Code (FROM) - Area Code (TO) - Discipline Code - Sequential Number

- **INTERFACE NUMBER** - this is the allocated “high-level” interface number.
- **AREA (FROM)** - e.g for the Processing Plant areas 210, 350, etc
- **AREA (TO)** - e.g for the Processing Plant areas 210, 350, etc
- **DISCIPLINE CODE** - the identifier here will follow a coding previously defined. An example of coding system is:

A - ARCHITECTURAL

B - PROCESS

C - CIVIL

D - PIPELINES

E - ELECTRICAL

F - PROJECT SUPPORT

H - HVAC

J - INSTRUMENTS (INCLUDING CONTROL SYSTEMS)

K - MATERIALS MANAGEMENT (PROCUREMENT & CONTRACTS)

L - PROJECT MANAGEMENT (INCLUDING CONSTRUCTION)

M - MECHANICAL

P - PIPING/LAYOUT

Q - QUALITY

S - STRUCTURAL

T - TELECOMMS

U - HSSE/RELIABILITY

V - GEOTECHNICAL ENGINEERING SERVICES

W - MATERIALS

Z - LOGISTIC/OFFSHORE SUPPORT

- **SEQUENTIAL NUMBER** - this identifier number will commence at 001 through to 999 for each separate discipline within each “high-level” interface. Each individual sub-level interface will thus be uniquely identified.

2.3 Reporting

The above coding method will enable the details that are input to the Master Interface Register to be sorted and will thus allow reporting by selection of **any** of the following category Fields:

- High-Level Interface Number that has been assigned, to give an overall completion status
- Area (FROM) e.g. by indicating all interfaces coming FROM any one Area, allowing all interfaces to be identified by that particular Area
- Area (TO) e.g. by indicating all interfaces going TO any one Area, allowing all interfaces to be identified by that particular Area
- Individual Discipline e.g. all electrical discipline interfaces or all piping discipline interfaces or all instrument discipline interfaces across the PROJECT
- Priority,
- Type (Hard or Soft),
- Contractor contact details,
- SPOC for each relevant party, COMPANY and CONTRACTOR the latter being split into Area (From) and Area (To) SPOC,
- Dates for when interface was Raised, its Target Completion and its Actual Completion,
- Status of the interface - this will record whether the interface detail and/or close-out action plan is:
 - Open (i.e. the Interface detail or information is preliminary only or the interface is only partially agreed)
 - Approved (i.e. agreement of Interface detail and/or Close-out plan)
 - Closed (i.e. agreed actions for interface completed to Close-out plan)
 - Transferred (i.e. agreement is made to transfer the interface and its actions to another interface; or to a different CONTRACTOR)

The Master Interface Register will also be capable of being sorted by any of the above four status codes.

2.4 Maintenance and Access to Master Interface Register

The responsibility for maintaining the Master Interface Register will be that of the Project Engineer - Interface Manager.

The register will be available and accessed via the PROJECT Electronic Document Management System and “Read-Only” access will be given to project personnel including client. Only designated personnel will be issued with “Read-Write” access to allow them to input / update data or add new interfaces to the register.

2.5 Example of the Master Interface Register

See attachment 1 - this (unpopulated) example sheet shows two High Level interfaces (200) and (910) which have several different Sub-Level interfaces split by the various discipline codes.

