

# GE Oil & Gas – Nuovo Pignone S.r.l.

## Innovation Now



How to manage document Title Blocks for  
Nuovo Pignone S.r.l.



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- Title block for Nuovo Pignone Intellectual Property owned documents (STD)  
(typical for Engineering Supplier docs)
- Title block for documents to be sent to Nuovo Pignone, having Intellectual Property owned by supplier. (VENDOR SUPPLIED)  
(typical for Material Supplier docs)
- Engineering document revision



# Nuovo Pignone IP owned documents

## New issue (rev.0)


# Nuovo Pignone IP owned documents

The following Title Block shall be used to issue all new technical documents.

1<sup>st</sup> sheet

 GE Oil & Gas	TITLE:			DOCUMENT CODE		REVISION
	REVISION DESCRIPTION:			DATE	APPROVED	SECURITY CODE
				CHECKED		
				EXECUTED		
	SCALE	REPLACES/DERIVED FROM	1 <sup>st</sup> ISSUE	ORIGINAL JOB	SIZE	LANGUAGE
<small>THIS DOCUMENT IS AND CONTAINS CONFIDENTIAL AND PROPRIETARY INFORMATION OF &lt;LEGAL ENTITY&gt; WHICH SHALL NOT BE USED OR DISCLOSED TO OTHERS, EXCEPT WITH THE WRITTEN PERMISSION OF &lt;LEGAL ENTITY&gt;. UNPUBLISHED WORK @&lt;CURRENT YEAR&gt; &lt;LEGAL ENTITY&gt; ALL RIGHTS RESERVED.</small>						SHEET <b>1 of 2</b>

Sheet 2...N

 GE Oil & Gas	TITLE:			DOCUMENT CODE		REVISION
	REVISION DESCRIPTION:			PAGE MARKER		SECURITY CODE
			ORIGINAL JOB	SIZE	LANGUAGE	
<small>THIS DOCUMENT IS AND CONTAINS CONFIDENTIAL AND PROPRIETARY INFORMATION OF &lt;LEGAL ENTITY&gt; WHICH SHALL NOT BE USED OR DISCLOSED TO OTHERS, EXCEPT WITH THE WRITTEN PERMISSION OF &lt;LEGAL ENTITY&gt;. UNPUBLISHED WORK @&lt;CURRENT YEAR&gt; &lt;LEGAL ENTITY&gt; ALL RIGHTS RESERVED.</small>						SHEET <b>2 of 2</b>

- Info on how to fill in Title Block is available on next slide

# Nuovo Pignone IP owned documents

## Details on Title Block filling in @ rev.0

- **Copyrights:** the <YEAR>, next to copyrights symbol (©) need to be filled with actual year of document revision (same as the year indicated within field “date”)
- **Title:** Title of the whole doc.
- **Document Code:** code of the doc (ex: SOM12345, without “/N”)
- **Revision:** current rev index of the doc under issuing. When issuing a new doc, rev number is 0
- **Revision description:** purpose of the current rev. When issuing a new doc, rev description field shall be “Issued” on the first page and shall be blank on other pages
- **Date:** in this field there will be indicated the date relevant to the starting of signature process. For rev 0 doc this will be the same of field “1<sup>st</sup> issue”
- **Drawn:** in this field there will be indicated the name of the engineering supplier company which executed the document
- **Scale:** scale of mechanical drawing, if applicable. When is not used, it shall be left blank or indicated as N/A (not applicable)
- **1<sup>st</sup> issue:** in this field there will be indicated the date relevant to the issuing of the doc (rev.0 date). For rev 0 doc, this will be the same of field “Date”
- **Original job:** job number for which the doc has been issued
- **Size:** in this field there will be indicated the size of the doc (ex: 4, 3, 2, 1 or 0)
- **Language:** letter corresponding to doc language/s (A= English, I=Italian, F=French...)
- **Sheet:** sheet number (preferred “1 of N, 2 of N” where N is total number of doc sheets)

# Docs with Supplier/Customer owned IP

## New issue (rev.0)

# Title Block for Suppliers IP owned documents

The following Title Block shall be used to archive documents with Intellectual Proprietary of others than GE Oil & Gas legal entities (ex: material suppliers ...)

 GE Oil & Gas	TITLE:		DOCUMENT CODE	REVISION	
REVISION DESCRIPTION:		DATE	APPROVED	SECURITY CODE	
			CHECKED		
	SCALE	REPLACES/DERIVED FROM	1 <sup>st</sup> ISSUE	<b>VENDOR SUPPLIED DRAWING</b>	LANGUAGE
THIS DOCUMENT IS FILED UNDER <LEGAL ENTITY> DRAWING NUMBER. THIS DOCUMENT WILL BE REVISED IN ITS ENTIRETY ONLY BY ORIGINATOR. <LEGAL ENTITY> REVISION NUMBER MAY DIFFER FROM ORIGINAL TITLE BLOCK.					SHEET 1 of 2

- Info on how to fill in Title Block is available on next slide

# Title Block for Customers/Suppliers IP owned documents

## Details on Title Block filling in @ rev.0

- **Copyrights:** the <YEAR>, next to copyrights symbol (©) need to be filled with actual year of document revision (same as the year indicated within field “date”)
- **Title:** Title of the whole doc.
- **Document Code:** code of the doc (ex: SOM12345, without “/N”)
- **Revision:** current rev index of the doc under issuing. When issuing a new doc, rev number is 0
- **Revision description:** purpose of the current rev. When issuing a new doc, rev description field shall be “Issued” on the first page and shall be blank on other pages
- **Date:** in this field there will be indicated the date relevant to the starting of signature process. For rev 0 doc this will be the same of field “1<sup>st</sup> issue”
- **Drawn:** in this field there will be indicated the name of the engineering supplier company which executed the document
- **Scale:** scale of mechanical drawing, if applicable. When is not used, it shall be left blank or indicated as N/A (not applicable)
- **1<sup>st</sup> issue:** in this field there will be indicated the date relevant to the issuing of the doc (rev.0 date). For rev 0 doc, this will be the same of field “Date”
- **Original job:** job number for which the doc has been issued
- **Size:** in this field there will be indicated the size of the doc (ex: 4, 3, 2, 1 or 0)
- **Language:** letter corresponding to doc language/s (A= English, I=Italian, F=French...)
- **Sheet:** sheet number (preferred “1 of N, 2 of N” where N is total number of doc sheets)

# Engineering Document Revision (rev.≥1)

# Engineering Document Revision

When a document need to be revised (rev. no. >0), the following shall be applied:

- **General note**: Information not provided here below, shall be considered as the same as indicated on document first issue
- **Revision**: in this field there will be indicated the current revision index of the document under issuing. Documents “are revised in their entirety”; it means that every page will report the last revision index
- **Revision description**: in this field there will be indicated the purpose of the current revision. Documents “are revised in their entirety”; it means that every page will report the last revision index and will require a dedicated revision description. If no revision is introduced in the page, it is suggests to indicate “No revision introduced in this page”
- **Date**: in this field there will be indicated the date relevant to the starting of signature of the revision
- **1st issue**: during revision this field shall not be modified and shall maintain the date relevant to the first issuing of the document (rev.0 date)
- **Copyrights**: where applicable, is the <YEAR>, next to copyrights symbol (©) filled with actual year of document revision (same as the year indicated within field “date”)

Thank You !