



Process Industry Practices  
Document Management

**PIP DMDDC001**  
**Document Metadata Requirements**

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## PURPOSE AND USE OF PROCESS INDUSTRY PRACTICES

In an effort to minimize the cost of process industry facilities, this Practice has been prepared from the technical requirements in the existing standards of major industrial users, contractors, or standards organizations. By harmonizing these technical requirements into a single set of Practices, administrative, application, and engineering costs to both the purchaser and the manufacturer should be reduced. While this Practice is expected to incorporate the majority of requirements of most users, individual applications may involve requirements that will be appended to and take precedence over this Practice. Determinations concerning fitness for purpose and particular matters or application of the Practice to particular project or engineering situations should not be made solely on information contained in these materials. The use of trade names from time to time should not be viewed as an expression of preference but rather recognized as normal usage in the trade. Other brands having the same specifications are equally correct and may be substituted for those named. All Practices or guidelines are intended to be consistent with applicable laws and regulations including OSHA requirements. To the extent these Practices or guidelines should conflict with OSHA or other applicable laws or regulations, such laws or regulations must be followed. Consult an appropriate professional before applying or acting on any material contained in or suggested by the Practice.

This Practice is subject to revision at any time.

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### Table of Contents

|                                     |          |
|-------------------------------------|----------|
| <b>1. Introduction.....</b>         | <b>2</b> |
| 1.1 Purpose.....                    | 2        |
| 1.2 Scope.....                      | 2        |
| <b>2. References .....</b>          | <b>2</b> |
| Industry Codes and Standards .....  | 2        |
| <b>3. Definitions .....</b>         | <b>2</b> |
| <b>4. Metadata Attributes .....</b> | <b>3</b> |
| 4.1 Date and Time .....             | 3        |
| 4.2 Document ID .....               | 3        |
| 4.3 Document Information.....       | 3        |
| 4.4 Facility Information.....       | 4        |
| 4.5 Organization Information.....   | 4        |
| 4.6 Person.....                     | 4        |
| 4.7 Procurement Information .....   | 5        |
| 4.8 Project Information.....        | 5        |

## 1. Introduction

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### 1.1 Purpose

This Practice provides the minimum metadata requirements for technical documents throughout the document lifecycle.

### 1.2 Scope

This Practice establishes the definitions and interpretations for document metadata attributes.

The metadata set defined in this Practice has been adopted by *ISO 15926*.

## 2. References

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Applicable parts of the following industry codes and standards shall be considered an integral part of this Practice. The edition in effect on the date of contract award shall be used, except as otherwise noted. Short titles are used herein where appropriate.

### Industry Codes and Standards

- ASME Y14.1 - *Decimal Inch Drawing Sheet Size and Format*
- IEC 82045-2:2004 - *Document management – Part 2: Metadata elements and information reference model*
- ISO 639-1:2002 - *Codes for the representation of names of languages – Part 1: Alpha-2 code*
- ISO 8601:2004 - *Data elements and interchange formats – Information interchange – Representation of dates and times*
- ISO 15926 - *Industrial automation systems and integration – Integration of life-cycle data for process plants including oil and gas production facilities*

## 3. Definitions

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*metadata*: Structured data that describes the characteristics of a document. Metadata can answer who, what, when, where, why, and how about a document.

*metadata identifier*: Unambiguous name of the data element composed of a string of characters. See *IEC 82045-2:2004*, paragraph 3.1.7.

*metadata label*: Context-dependent word or phrase associated with a metadata element, intended for visual presentation. See *IEC 82045-2:2004*, paragraph 3.1.6.