

	ProjectTeam Process Guide: Specifications	Revision	01
		Approval Date	04/07/2025
		Implementation Date	04/07/2025

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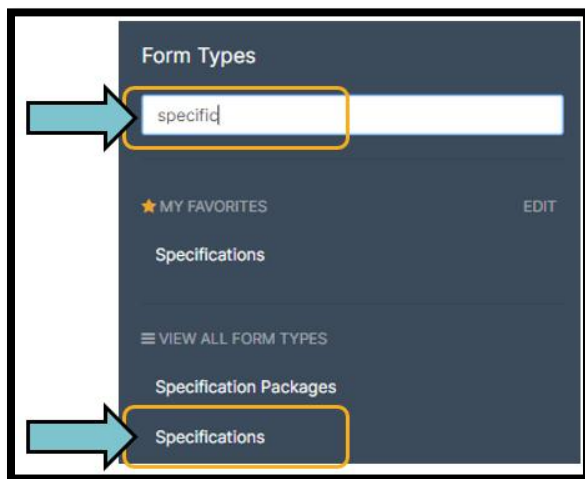
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Specifications

Purpose: The Specifications form contains formal documents that define the required properties, performance criteria, and quality standards that a material must meet for use in construction. Specifications serve as a directive for how materials are selected and ensure they align with the project's engineering and design requirements. Specifications are prepared prior to construction and help ensure compliance, consistency, and quality throughout execution. The engineering management form is generally used to transfer development specifications, but this form can be used as a tool for reviewing specifications throughout construction with 3rd parties as needed

Initiators: Contractors, Consultants, Invenergy (Internal Review).

1. Navigate to the Specifications form.



2. Users have the option to select: "Show Latest Revision I have access to," which updates the view to the most recent revision of each specification.

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Specifications shared with me

☐ Show Latest revision I have access to

☐	Subject	Version #	Revision #	Revision Date	Created On	Related	Shared	
No Division defined								
☐	Test	1	0		3/24/23 2:27 PM	0 0	189	Edit
Division Collection Equipment								
☐	TEST	V1	0		5/16/24 10:32 AM	0 0	189	Edit
☐	TEST	V1	1	5/16/24	5/16/24 10:32 AM	0 0	189	Edit
Division Substation Equipment								
☐	HV Circuit Breaker	A	0		11/9/23 9:40 AM	1 0	189	Edit
Division Z- Submittal Organization								

Note: There is a division of called "Division Z – Submittal Organization". This section is used to organize the submittal page and **SHOULD NOT BE USED TO STORE SPECIFICATION DOCUMENTATION WITHIN**.

Creating a New Specification

- To create a new specification, click "New," then enter details.
- Fill out fields up to the "Use for Revision Requests" Section. Further Field Clarification is listed below:
 - Division:** Used as the primary organizer of the Specification Form. Select a Scope of Work division to organize the specifications in the log view.
 - Version:** Driven by source document, this number will stay the same if revisions are completed. Only reason this number may change, is if we update our base-line template spec.
 - Revision:** Specific iteration of the revised working document for the project.
 - Status:** Used to keep the document up to date and used for documentation identification for Document Controls. When a document is first uploaded, the status should be set to "Submitted & Reviewing." These statuses are outlined further in the review section.

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New Specification



 DETAILS

Subject * Required

Division

Version # * Required

Revision #

Revision Date

Discipline

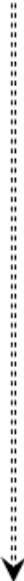
Design Business

Design Contact

General Notes

Status

Status Updated By



3. Once finished with entering this information, you will start a workflow corresponding to the scope of work of the documents submitted.



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4. Upload specification documentation attachments to the “Attachments” section.

REVISION HISTORY

Subject	Number	Revision #	Revision Date
HV Circuit Breaker	A	0	

WORKFLOWS Start New

ATTACHMENTS Download All New

Name	Last Updated
Wind Project Drawing Review.pdf 118 KB	Alex Golden (Invenergy LLC) 11/9/23 at 9:40 AM

5. If editing to the Detail of the Form is required or an additional page(s) or document needs to be uploaded into the Attachments but does not affect the integrity of the entry iteration and approval process, edit and update within that submittal’s iteration as opposed to making a revision. Add any reference links and comments as necessary.

Specification Items Process

Reviewing Specification items

1. Utilize the “Use for Revision Requests” Section to log comments for Specification reviews/revisions.

DETAILS Edit

Subject
HV Breaker (345 kV Standard Spec)

Division
Substation

Version #
V1

Revision #
0

Revision Date
7/27/23

Design Business
Invenergy LLC

Design Contact
Ryan Weiper

General Notes
Standard 345 kV specification used for procurement of both Hitachi and Siemens breakers. No comments are to be made on this spec, only on approval drawings directly.

Status
Submitted & Reviewing

Status Updated By
Ryan Weiper

Closed
☐

Use for Revision Requests

Revision/Review Requested by Company

Action Notes

Revision Reviewer

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- “Action Notes” should be used to articulate the action required of the submitter of the document(s). This could be having them include a missing document, resubmitting a document, or calling for them to initiate a revision of the document.
 - “Revision/Review Requested by Company” should be the primary company who is reviewing/requesting revisions for the submittal document(s). If Invenergy and multiple parties are reviewing at the same time, put Invenergy as the primary reviewer.
 - “Revision Reviewer” should be the primary contact from the primary party reviewing the document. The Revision Reviewer should be the general owner of the document and is the party involve in adjusting the document into the next revision.
2. Download and markup document(s) with a markup tool and then upload the marked-up document(s) into the attachment section.
 3. If needed, a Specification should utilize the “Action Notes” section with a workflow to summarize review and next steps.
 4. Status field should be utilized to track the condition of the document.
 - **Submitted & Reviewing:** Specification has been submitted and is under initial review.
 - **Revise & Resubmit:** Specification requires modifications or additional information before further review or approval.
 - **Rejected:** Submitted document is not of an acceptable quality and document needs to be resubmitted.
 - **Accepted:** Invenergy is satisfied with the document without any comments.
 - **Accepted With Comments:** Invenergy has minor comments on documents submitted but ultimately the document is accepted.

Creating a Revision

A Specification Item may need to be revised based on the outcome of the review process. To maintain historical information, a new revision should be used rather than modifying the previous Specification Item revision’s information and/or attachments.

Please note: A revision is NOT warranted when uploading attachments that were missed/omitted from a Specification Item.

1. Open the Specification Item that needs to be revised.
2. Click the “Create Revision” button on the top right of the window

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- The revision number automatically updates to the next revision number in the sequence. Update all fields that need to be changed, then hit save & add any attachments to the Attachments section.

Specifications and Document Controls

When a project reaches Substantial and Mechanical completion, the Document Controls team will assess the status fields within the Specifications Form. Once assessed that the forms have been officially completed, the Document Controls team will assign a Document ID and transfer all form attachments to the appropriate folder location within the “Files” section of Project Team. Please reach out to your Document Controls team representative for further questions regarding the final location of Specification files. The file location will differ in project NTP dates, due to updated Job Books structures.

Document Controls is responsible for retrieving and archiving all final deliverables that fall under the following statuses:

- Accepted
- Accepted with Comments

Additionally, the “Closed?” box will need to be marked to ensure the Submittals has been fully completed.

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Specifications – Processed in Form & Document Storage:

(A) Specifications Processed in Form:

Division

Public Roads

Civil

Collection

Substation

Transmission

SCADA

Testing & Commissioning

Engineering SOW

Studies SOW

O&M Building

Pile & Racking

Module Install

MET Tower

Construction SOW

Submittal Organization

(A) Specifications Classification – will be included in naming convention once stored upon Status Update is Approved with Comments OR Final and Approved.

(B) Naming Convention:

Project Name_Contractor_Specification Type_Approved Status_Approved Date

Example: Wagon Wheel_Blattner_Spec-Public Roads_Approved_23July2023

(B) Document Storage:

Project Files / 03 CONSTRUCTION / 02 ENG

2.00 ENG ONBOARD

2.01 FEED or Schematic Design

2.02 IFC

2.03 As Built

2.04 Eng Studies

2.05 Specifications

Team	Reviewed and Added Comments	Reviewed and Accepted
Electrical Engineering		
Solar Engineering	RS	SZ
Wind Engineering		
BESS Engineering	RG	
Civil Engineering		
SCADA Engineering		
Transmission Engineering	EJB	
Project Management		
Document Controls		

Confidential & Proprietary

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