

VM-WORK PACK

Training



Innovative solution that increase productivity and reduces costs

VM-WORK PACK

Web based Work Pack creation,
linked directly to all VM Modules,
removing system interfaces

VM-JOINT INTEGRITY

Bar Code / RFID driven
management system delivering
control and traceability

VM-SIMOPS

4D scheduling linking your existing
3D model directly to your plan

VIRTUAL MANAGER ENTERPRISE

Seamless data
Interface

VM-COMPLETIONS

4D Systems completions
and preservation using
Hand Held technology

VM-MATERIALS MANAGER

Material tracking at Job Card level
using barcode technology

VM-PROGRESS TRACKER

Visible tracking of progress for all phases
of projects, Turnarounds and operations






VM-WORK PACK

What you need for this training course:

- **VM user account details**
- **Sample Job Card Steps for import**
- **Sample PDF documents for upload**

VM-WORK PACK

Important icons to remember:

- Refresh 
- Go / Enter 
- Add 
- Edit 
- Delete 

VM-WORK PACK – Login Screen


Welcome to **VIRTUAL MANAGER** ENTERPRISE

User E-Mail Address

Sign In New...

[Forgot Password](#)

Status: Ready...

- Login with details provided.
-  Google Chrome is the optimised browser

MODS
Drive A MODS Management Ltd Product
Server:fe80:8d0b:1ed1:a2b:2b96%3

Work Pack & Job Pack Structure

Work
Packs

JOB
Packs

VMEnterprise

Search to Start Please Select...

Total Work Packs 0 IFC 0

Work Pack No.	REV	IFC	
CHE-AN-F02951-G-WPK-0001	B 4		
ITH-FP1-P00227-G-WPK-0001	C 22		
ITH-FP1-P00227-G-WPK-0001	0		
ITH-FP1-P00227-G-WPK-0003	C 7		
ITH-FP1-P00227-G-WPK-0036	1		
ITH-FP1-P00227-S-WPK-0001	C 25		

JOB Packs

Total Job Cards 4

Job Card No.	Scope
CHE-AN-F02951-G-WPK-0001-001	Please Complete Scope for Job Card 001
CHE-AN-F02951-G-WPK-0001-002	Please Complete Scope for Job Card 002
CHE-AN-F02951-G-WPK-0001-003	Please Complete Scope for Job Card 003
CHE-AN-F02951-G-WPK-0001-004	Please Complete Scope for Job Card 004

Petrofac VORLICH TIEBACK
CHE-AN-F02951-G-WPK-0001

Work Pack Creation

Edit Job Cards Duplicate Work Pack Import Steps Documents Revision Control Overview

Early Start ***Not Set*** late Finish **Not Set*** Total Man Hours 11.3900003433228 Actual Man Hours Expended 0

Work Pack No.	Job Card No.	Early Start	Late Finish	TMH	AMH	System	Sub System	Area	Discipline	Work Order No.	Scope
CHE-AN-F02951-G-WPK-0001	CHE-AN-F02951-G-WPK-0001-001	Not Set	Not Set	11.39	0	VH		HELIDECK	S		Please Complete Scope for Job Card 001
CHE-AN-F02951-G-WPK-0001	CHE-AN-F02951-G-WPK-0001-002	Not Set	Not Set	11.39	0	VH		HELIDECK	S		Please Complete Scope for Job Card 002
CHE-AN-F02951-G-WPK-0001	CHE-AN-F02951-G-WPK-0001-003	Not Set	Not Set	11.39	0	VH		HELIDECK	S		Please Complete Scope for Job Card 003
CHE-AN-F02951-G-WPK-0001	CHE-AN-F02951-G-WPK-0001-004	Not Set	Not Set	11.39	0	VH		HELIDECK	S		Please Complete Scope for Job Card 004

Creating Workpack

1. Click JOBSETTING

The screenshot displays the VIRTUAL MANAGER ENTERPRISE web application. On the left, a sidebar lists various modules: JOBSETTING, COMPLETIONS, PROGRESSTRACKING, MATERIALSMANAGER, ACTIVITYMANAGER, JOINTINTEGRITY, FABRICATION, REPORTER, D2CADHUB, and ADMINISTRATION. A callout points to the 'JOBSETTING' module. In the top right corner, the user is logged in as 'Greg Smithers' with the role 'Asset' and 'Project' set to 'FPF1' and 'VORLICH TIEBACK'. A 'MODS VM Journal' logo is also present. A 'JOBSETTING' pop-up menu is open, showing several options: 'Work Pack Creation', 'Activity Register', 'Permit Tracker', 'Work Pack Tracker', 'Work Pack Review', 'Reporter', and 'Administration'. A second callout points to the 'Work Pack Creation' option. At the bottom of the pop-up is the 'VMHub' logo. Below the sidebar, there is a section for 'VME User Group' with a table of members.

Last 20 Members	Company	Joined
Andrew Mackenzie	BP	Mon/07/Oct/2019
AMHD Team	JGC	Fri/20/Sep/2019
Nicholas Lega	Chevron	Wed/18/Sep/2019
Thal Nguyen	BP	Tue/17/Sep/2019
Philip 'Stu' Farrow	Chevron	Tue/17/Sep/2019
Abdoumoumane Ahmed	Chevron	Fri/13/Sep/2019
Dupluchian Brennan	Chevron	Thu/12/Sep/2019
David Anderson	Chevron	Wed/11/Sep/2019
Zack Fontenot	Chevron	Wed/11/Sep/2019
Oliver Miller	Chevron	Sat/07/Sep/2019
Kenneth Granger	Chevron	Wed/04/Sep/2019
Javier Sepulveda	BP	Tue/03/Sep/2019
David Dornough	BP	Tue/03/Sep/2019
Donny Gauthreaux	Chevron	Tue/03/Sep/2019
Mal Bradley	BP	Wed/21/Aug/2019
James Long	EPC	Tue/20/Aug/2019
Louis Trejo	EPC	Sat/17/Aug/2019
Jorge Campos	EPC	Fri/16/Aug/2019
Rick Janssek	BP	Thu/15/Aug/2019
Ken Winter	BP	Wed/14/Aug/2019

VMNews

Creating Workpack

1. Click (+) Plus icon

The screenshot shows the 'VM Enterprise' interface for 'Petrofac' and 'VORLICH TIEBACK'. The 'Work Pack Creation' window is open, showing a form with fields for 'Work Pack No.', 'Work Pack', 'Work Order', 'Construction Goals', 'Additional Doc No.', and 'MOC No.'. A table below the form has columns for 'Work Pack No.', 'Scope', 'Construction Goals', 'Work Order', 'Additional Doc No.', and 'MOC No.'. Buttons for 'Hide Results', 'Empty Data', 'Publish Data', and 'Import Data' are visible. A callout '3' points to the 'Create Work Pack' button, and a callout '4' points to the 'Publish Data' button. A large cyan callout box contains the following instructions:

- 2. Populate WP details.
- 3. Create Work Pack
- 4. Review details, if happy 'Publish data'

At the bottom of the form, there is a text area with the instruction: 'Copy and Paste from Excel , Work Pack No.|System|Additional Doc No.|MOC No.|Work Pack Title|Work Order|Construction Goals'.

Adding Job Pack

2. Click (+) Plus icon

1. Choose your new WP from list

VMEnterprise Petrofac VORLICH TIEBACK

Work Pack Creation

Search to Start Please Select. +

Total Job Cards 0

Work Pack No.	REV	IFC	Job Card No.	Scope
CHE-AN-F02951-G-WPK-0001	B 4			
ITH-FP1-P00227-G-WPK-0001	C 22			
ITH-FP1-P00227-G-WPK-0021	0			
ITH-FP1-P00227-G-WPK-0023	C 7			

Man Hour Status Total Man Hours 1088.8 Actual Man Hours

Work Pack No.	REV	IFC	Early Start	Late Finish	TMH	AMH	System	Sub System	Area	Discipline	Work Order No.	Scope
CHE-AN-F02951-G-WPK-0001	B 4		Not Set	Not Set	11.4		VH	Not Set	HELIDECK	S		TAMPNET LOS TO SCOTT REPLACEMENT
ITH-FP1-P00227-G-WPK-0001	C 22		Not Set	Not Set			VAR	Not Set	VAR	EL, IN, MI, PI		2ND STAGE COMPRESSOR SCRUBBER A&B DISCHARGE PIPING, VALVES & SUPPORTS DESTRUCT AND
ITH-FP1-P00227-G-WPK-0021	0		Not Set	Not Set				Not Set				PIPING WP
ITH-FP1-P00227-G-WPK-0023	C 7		Not Set	Not Set	80.2		VAR, VH	Not Set	NGL MODULE, VAR	CM, K, P		Hook-up Flare Pipework, Supports and Valves
ITH-FP1-P00227-G-WPK-0036	1		Not Set	Not Set			PG	Not Set	VAR	P		PIPING WP
ITH-FP1-P00227-S-WPK-0001	C 25		Not Set	Not Set	997.2		VAR	Not Set	VAR	EL, MD, ST		INSTALLATION OF MODULE SUPPORT FRAME

Available Discipline Codes for Job Packs

B	Painting & Coating
C	Construction Support
E	Electrical
I	Instruments
K	Scaffolding
L	Insulation
O	Ops/Platform Core Crew
P	Piping
S	Structural
X	Vendor

Job Pack Creation

VMEnterprise Petrofac **P** VORLICH TIEBACK

Search to Start Please Select. Total Job Cards 0

Work Pack Creation New - Excel

1. Enter Area, System & Sub System if known.

2. Choose required number of Job Pack from drop down menu

3. Click Arrow icon to create the Job Pack

4. Click the pencil icon to edit if needed

5. Once happy with details publish data

Work Pack No. Unassigned Job Cards

Area

System 1 Filter List Please Select... System 2 Filter List Please Select...

Sub System 1 Filter List Please Select... Sub System 2 Filter List Please Select...

Hide Results Empty Data Publish Data

System 1	System 2	Sub System 1	Sub System 2	Activity No.	Area	Discipline	Work Pack	WBS	VM Reference	Scope	JC No.	PI	ME	ST	EL	IC
VAR				Unassigned Job Cards-001	VAR	L	Unassigned Job Cards	NA	VAR-Unassigned Job Cards-001-VAR-L-Unassigned Job Cards-NA	Please Complete Scope for Job Card 001	001					X
VAR				Unassigned Job Cards-002	VAR	L	Unassigned Job Cards	NA								X

QTY	Acronym	
0	B	Painting & Coating
0	C	Construction Support
0	E	Electrical
0	I	Instruments
0	K	Scaffolding
2	L	Installation
0	O	Ops/Platform Co.
0	P	Piping
0	S	Structural
0	X	Vendor

Start Job Pack Population

VMEnterprise Petrofac **VORLICH TIEBACK** ITH-FP1-P00227-G-WPK-0036

Work Pack Creation

Search to Start Please Select

Total Job Cards 1

Work Pack No.	REV	IFC	Job Card No.	Scope
CHE-AN-F02951-G-WPK-0001	B	4		
ITH-FP1-P00227-G-WPK-0001	C	22	ITH-FP1-P00227-G-WPK-0036-001	Please Complete Scope for Job Card 001
ITH-FP1-P00227-G-WPK-0021	0			
ITH-FP1-P00227-G-WPK-0023	C	7		
ITH-FP1-P00227-G-WPK-0036	1			
ITH-FP1-P00227-S-WPK-0001	C	25		

Work Pack No. ITH-FP1-P00227-G-WPK-0036 29247

Primary System Secondary System Job Card No. Area Discipline Work Pack No. WBS Primary Sub System Secondary Sub System JC No. 001

PG ITH-FP1-P00227-G-WPK-0036-001 VAR P ITH-FP1-P00227-G-WPK-0036 NA Please Select Please Select

New P Job Card
Please Complete Scope for Job Card 001

Steps Documents Requirements Tag List Bill of Materials Completions Tree Bolted Connections Structural Connections

Job Card Signatures
Signed By On Client Approved By On

Show PDF View Include Documents in PDF View

1. Click Arrow icon to load Job Pack for population.

2. Option to maximize Job Pack Screen

Petrofac **VM-WORK PACK** 001 Disc Rev P ITH-FP1-P00227-G-WPK-0036 PG

Work Permits Installation

Step	Work Description	ITP Point	Verification Type	Info
No Records Found				

MAN POWER REQUIREMENTS

#	Task Description	Craft ID	Crew	Dur. Hrs	Mhrs	Actual
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Job Pack Population

Multiple options to populate each section of a Job Card

Job Card	Steps	Requirements	Bill of Materials	Bolted Connections	Structural Connections
Punch List	Documents	Tag List	Completions Tree		

◀ ▶

Save Record

Clone Job Card

☒ Show PDF View ☒ Include Documents in PDF View

Job Card Signatures		
Sign Off	Signed By On	Client Approved By On

Rendered View of Job Card, this will be updated as we progress

VMLive.Net Job Card 1 / 4

Petrofac

W-M-WORK PACK

Job Card #

002

Disc

P

Rev

C

Document #

ITH-FP1-P00227-G-WPK-0023

Work Order

TAR Phase

System

VH

OFFSHORE JOB CARD

HP Flare Construct Hook-up Pipework

Area: NGL MODULE

JOB CARD PREDECESSOR

#	Job Card Number	Description
1	ITH-FP1-P00227-G-WPK-0023-001	LOLER Lift Plan Creation

TASK REQUIREMENTS

Work Permits

Installation

COLD WORK

SCAFFOLD

WORK STEPS

Step	Work Description	ITP Point	Verification Type/Info
1	Raise a permit to work and carry out a Toolbox Talk prior to commencing scope of work.		
2	Liaise with platform operations to ensure all required isolations / inhibits are		

Available Menus in Job Setting

Job Card	Steps	Requirements	Bill of Materials	Bolted Connections	Structural Connections
Punch List	Documents	Tag List	Completions Tree		

- **Job Pack** General info, update Revision, Job Description etc
- **Steps** – Insert Detailed Job Steps
- **Requirement** – permit requirements, installation , Operations
- **Bill of Materials** – sub menu – Material Items
- **Bolted Connections** – insert flange joint details
- **Structural Connections**– Insert Details
- **Punchlist** – Manually add Punch items
- **Documents** – Link of Documents for each Job Pack
- **Tag List** – to Link the ITRs to required TAGs
- **Completions Tree** – List the associated ITR's for any approved tags

Job Steps

- Can be added individually
- Can be imported from a pre-populated excel template

Adding Job Step – Single Step

Job Card Steps Requirements Bill of Materials Bolted Connections Structural Connections

Punch List Documents Tag List Completions Tree

* Date Input Format is dd/MMM/yyyy HH:mm For Example 01/Jan/2016 15:45

Save Record Clone Job Card

Phase	Plan Link	Work Order	STEP	Work Description	ITP Point	Verification Type / Info	Early Start	Late Finish	CR	CN	BC	HW	CW

VMEditor

Cancel Apply Changes

Step No. Phase Work Description Work Order ITP Point Verification Type

1 2 3 4

* QTY 1 Import Data Add Step

Trade Mix * Select Step(s) To Attach Man Hours

Sequence	Step No.	Trade	Item Description	Company	Qty	MHs	Hours	AMH

Step

Info

1

Select Phase (TAR, Pre-TAR)

2, 3

Work Description this will open a pop-up window where you type in free text for job steps. Apply changes once you are done.

4

Click Add Step Button to insert the single job step. (repeat the same process for all other steps.

Adding Job Step from Template (Bulk Import)

Current Work Pack TRG-B1-MM-RBI-01, Current Job Pack JP01-MEC-001

Paste from Excel (*Step No.)|Work Description|Work Order|Phase|ITP Point|Verification Type/Info

2. Excel icon will pop-up, click at Excel icon to open the template

2



Add Step

* Date Input Format is dd/MMM/yyyy HH:mm For Example 01/Jan/2016 15:45

Phase	Category	Plan Link	Work Order	STEP	Work Description	ITP Point	Verification Type / Info	Early Start	Late Finish	CR	CN	BC	HW	CW
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1. Click 'Import Data' Button

1

Import Data

Add Step

Step No.	Phase	Category	Work Description	Work Order	ITP Point	Verification Type
----------	-------	----------	------------------	------------	-----------	-------------------

Trade Mix * Select Step(s) To Attach Man Hours

Sequence	Step No.	Trade	Item Description	Company	Qty	MHs	Hours	AMH
----------	----------	-------	------------------	---------	-----	-----	-------	-----

Job Step Template

3. Click at Enable Editing to populate the required steps

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing					
A	B	C	D	E	F
VIRTUALMANAGER			MODS		
STEP's Import Template					
Please Only Paste Green Areas					
STEP No.	WORK DESCRIPTION	WORK ORDER	PHASE	ITP POINT	VERIFICATION TYPE

4. Add steps here as required.
Note the following:
Step No, Work Description, Phase, etc
5. Copy and paste all step details including blank cells in green highlighted area.

Job Steps

7. CTRL V to paste the clipboard from Excel

8. Click Add Step Button to continue

9. All the required steps will be populated in table shown here

10. You can edit the steps further (if required by clicking the pencil icon)

The screenshot displays the 'Work Pack Creation' interface in VM Enterprise. At the top, there's a 'Work Pack Creation' header with a 'Save Record' and 'Clone Job Pack' button. Below this, a list of job steps is shown, with a red box highlighting the first six steps. A red box also highlights the 'Add Step' button. Below the list, a table shows the details of the steps. A red box highlights the table, and a red box highlights the 'Add Step' button. A red box also highlights the pencil icon in the table header.

Step No.	Phase	Category	Work Order	Verification Type
1	TAR	Setup	332281	Setup
2	TAR	Setup	332281	Setup
3	TAR	Setup	332281	Setup
4	TAR	Execution	332281	Execution
5	TAR	Execution	332281	Execution
6	TAR	Execution	332281	Execution

Allowed Man-Hours can be populated (Summary)

equipment

Step No.	Phase	Category	Work Description	Work Order	ITP Point	Verification Type

* QTY

Trade Mix * Select Step(s) To Attach Man Hours

Sequence	Step No.	Trade	Item Description	Company	Qty	MHs	Hours	AMH
1	1	SCAFFOLDER	erect scaffold	UGL	1	2	2	

Please Select...

- WORKSHOP COORDINATOR
- WAREHOUSE SUPERVISOR
- VEHICLE MECHANIC
- VENDOR-GENERAL
- TA PSV MECHANICAL TECHNICIAN
- TA WORKSHOP MECHANICAL
- TA WORKSHOP MACHINIST
- TA FABRICATOR
- TA WELDER
- TA VALVE TECHNICIAN
- TA VAC TRUCK OPERATOR
- TA SPECIALIST
- TA SCAFFOLDER
- TA CSE WATCH / FIRE WATCH
- TA ROPE ACCESS
- TA RIGGER
- TA PROCESS CONTROL TECHNICIAN
- TA PIPE FITTER
- TA PAINTER

* If No Step(s) Are Selected

Sequence	StepNo	Item Description	Qty	MHs
	2	TA FABRICATOR		

Man Hour Matrix

Trade Mix

Trade Code	Trade Description	Hours
MS-SCAFFLD	SCAFFOLDER	2.00

Adding of Materials

1. Click Bill of Material

3. Enter material type to search warehouse

2. Select material Warehouse

4. Select material item

6. Click '+' icon to add

5. Enter QTY, Size, Tag No and Tag Type as required

7. Click Pencil icon to edit (if required)

Job Card Steps Requirements Bill of Materials Bolt

Punch List Documents Tag List Completions Tree

Current Work Pack ITH-FP1-P00227-G-WPK-0036, Current Job Card ITH-FP1-P00227-G-WPK-0036-001

Material Item Description (Enter Partial Material Followed by Return for Lookup)

Petrofac Vorlich bolt

Material List Lookup

1 1/8 95 LONG MACHINE BOLT THREADED FULL LENGTH AS BOLT ASTM A320-L7

1" 200 LONG STUDBOLT THREADED FULL LENGTH AS BOLTS ASTM A320-L7 NUTS ASTM A194-7

1 1/8" 175MM LONG STUDBOLT THREADED FULL LENGTH AS BOLTS ASTM A320-L7 NUTS ASTM A194-7

3/4" x 110MM LONG STUDBOLT THREADED FULL LENGTH AS BOLT ASTM A320-L7 NUTS ASTM A194-7

3/4" x 125MM LONG STUDBOLT THREADED FULL LENGTH AS BOLTS ASTM A320-L7 NUTS ASTM A194-7

5/8" x 110MM LONG STUDBOLT THREADED FULL LENGTH AS BOLTS ASTM A320-L7 NUTS ASTM A194-7

5/8" x 175MM LONG STUDBOLT THREADED FULL LENGTH AS BOLTS ASTM A320-L7 NUTS ASTM A194-7

5/8" x 85MM LONG STUDBOLT THREADED FULL LENGTH AS BOLTS ASTM A320-L7 NUTS ASTM A194-7

5/8" x 95MM LONG STUDBOLT THREADED FULL LENGTH AS BOLTS ASTM A320-L7 NUTS ASTM A194-7

7/8 80 LONG MACHINE BOLT THREADED FULL LENGTH AS BOLT ASTM A320-L7

7/8" 150MM LONG STUDBOLT THREADED FULL LENGTH AS BOLTS ASTM A320-L7 NUTS ASTM A194-7

7/8" 190 LONG STUDBOLT THREADED FULL LENGTH AS BOLTS ASTM A320-L7 NUTS ASTM A194-7

7/8" 80 LONG MACHINE BOLT THREADED FULL LENGTH AS BOLT ASTM A320-L7

7/8" x 145MM LONG STUDBOLT THREADED FULL LENGTH AS BOLT ASTM A320-L7 NUTS ASTM A194-7

BEAM CLAMP INCLUDED TAPERED BOLT M12-M16

BEAM CLAMP WITH 1 U-BOLT INCLUDED S-UNO BC-30-1 SS OGLAEND 1304498

HEXAGONAL BOLT (PACK OF 100) S-M HE-M10W35 SS OGLAEND PART No. 1371328

JACKSCREWS TO SUIT 3" NB FLANGE - AS BOLTS ASTM A320-L7 3/4" DIA * 125.0MM LG

JACKSCREWS TO SUIT 6" NB FLANGE - AS BOLTS ASTM A320-L7 1" DIA * 120.0MM LG

JACKSCREWS TO SUIT 6" NB FLANGE - AS BOLTS ASTM A320-L7 1" DIA * 155.0MM LG

M12 LINDIBOLT - LBST12, M12 x 85mm, STAINLESS STEEL GRADE 316

M20 x 65 LG Bolts c/w 2 Pairs of Nord-Lock Washers & Plain Nut

M30 X 110 LG ROTABOLT RB2 TYPE 1, 55MM THREAD LENGTH, C/W NUT & 2 PAIRS OF NORD-LOCK WASHERS (NL30SP)

M30 x 80 LG Bolts c/w 2 Pairs of Nord-Lock Washers & Plain Nut

M30 x 90 LG Bolts c/w Nut & 2 Pairs of Nord-Lock Washers

Qty	Size	Tag No.	Drawing No.	Supplier	Purchase Order No.	Unit No.	Select Step (If Required)	Category

Select Tag Type Show Non Approved Materials

	Size	Tag	Tag Type	Drawing No.	Supplier	Unit No.	Purchase Order No.	Step	Category	Material Item Description	Location	Received	Shipped	Rec. For Install	Staged
X						KA593(03_Oct_2019)		ITH-FP1-P00227-G-WPK-0036-001	Consumable	5/4" 115MM LONG STUDBOLT THREADED FULL LENGTH AS BOLTS ASTM A320-L7 NUTS ASTM A194-7	In Transit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						KA593(03_Oct_2019)		ITH-FP1-P00227-G-WPK-0036-001	Consumable	3/4" x 125MM LONG STUDBOLT THREADED FULL LENGTH AS BOLTS	In Transit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

example for Bill of Materials




WM-WORK PACK

Job Card #	002	Disc	Rev
		P	C
Document #	ITH-FP1-P00227-G-WPK-0023		
Work Order			
TAR Phase			
System	VH		

BILL OF MATERIALS				
#	Tag	Quantity	Material Item Description	Material Type
1	VH-01805-501-1	1	FABRICATE PIPE SPOOL VH-01805-501-1 AS PER ISOMETRIC 0750-FMBG-VH-01805-501	-
2		2	4" GASKET 4.5MM THICK SPWD CL150 SS-316 WINDING GRAPHITE FILLED SS-316 INNER RING SS-316 CENT. RING	Consumable
3		16	5/8" x 95MM LONG STUDBOLT THREADED FULL LENGTH. AS BOLTS ASTM A320-L7 NUTS ASTM A194-7	Consumable
4	VH-01808-501-1	1	FABRICATE PIPE SPOOL VH-01808-501-1 AS PER ISOMETRIC 0750-FMBG-VH-01808-501	-
5	VH-01808-501-2	1	FABRICATE PIPE SPOOL VH-01808-501-2 AS PER ISOMETRIC 0750-FMBG-VH-01808-501	-
6		3	2" GASKET 4.5MM THICK SPWD CL150 SS-316 WINDING GRAPHITE FILLED SS-316 INNER RING SS-316 CENT. RING	Consumable
7		12	5/8" x 85MM LONG STUDBOLT THREADED FULL LENGTH. AS BOLTS ASTM A320-L7 NUTS ASTM A194-7	Consumable
8	VH-01810-501-1	1	FABRICATE PIPE SPOOL VH-01810-501-1 AS PER ISOMETRIC 0750-FMBG-VH-01810-501	-
9		2	8" GASKET 4.5MM THICK SPWD CL150 SS-316 WINDING GRAPHITE FILLED SS-316 INNER RING SS-316 CENT. RING	-
10		16	3/4" x 110MM LONG STUDBOLT THREADED FULL LENGTH. AS BOLTS ASTM A320-L7 NUTS ASTM A194-7	Consumable
11	VH-01814-501-1	1	FABRICATE PIPE SPOOL VH-01814-501-1 AS PER ISOMETRIC 0750-FMBG-VH-01814-501	-
12	VH-01814-501-2	1	FABRICATE PIPE SPOOL VH-01814-501-2 AS PER ISOMETRIC 0750-FMBG-VH-01814-501	-
13		1	3/4" Flange Blind CL150 RF. SS ASTM A182 F316/316L	-
14		3	6" Gasket 4.5mm thick SPWD CL150 SS-316 Winding GRAPHITE FILLED SS-316 Inner Ring SS-316 Cent. Ring	Consumable
15		1	3" Gasket 4.5mm thick SPWD CL150 SS-316 Winding GRAPHITE FILLED SS-316 Inner Ring SS-316 Cent. Ring	Consumable
16		2	3/4" GASKET 4.5MM THICK SPWD CL150 SS-316 WINDING GRAPHITE FILLED SS-316 INNER RING SS-316 CENT. RING	Consumable
17		4	5/8" x 95MM LONG STUDBOLT THREADED FULL LENGTH. AS BOLTS ASTM A320-L7 NUTS ASTM A194-7	Consumable
18		8	1/2" x 65MM LONG STUDBOLT THREADED FULL LENGTH. AS BOLTS ASTM A320-L7 NUTS ASTM A194-7	Consumable
19	MIV-018510	1	6" VALVE BALL FB, FLANGED, CL150, RF. SS 316/316L	-
20	MVV-018510	1	6" VALVE GLOBE FB, FLANGED, CL150, RF. SS 316/316L	-

Adding Documents- Doc Upload

Petrofac  VORLICH TIEBACK
ITH-FP1-P00227-G-WPK-0023

Work Pack No. ITH-FP1-P00227-G-WPK-0023 29228

Primary System: VH Secondary System: Secondary Job Card No. ITH-FP1-P00227-G-WPK-0023-002 Area: NGL MC Discipline: P Work Pack No. ITH-FP1-P00227-G-WPK-0023 WBS: NA

Work Pack Scope: Hook-up Flare Pipework, Supports

Revision Control: 002 Plan Link

1. Select Documents Tab

Exit Documents

New Doc

4

Upload Documents (PDF Only)

Choose Files No file chosen

Add Reference

Save Grid Changes

Document Type	Document No.	Status	Order	File	Date Uploaded	Upload New
Related Docum			1			
Drawings	iso 1	A1	2	01-GS-999-01.pdf	16/Jan/2018	01-GS-999-01.pdf
Drawings	iso 2	A3	3	iso.pdf	16/Jan/2018	iso.pdf

5

NOTE: All Documents are uploaded at WP level.

2. Select Choose Files and navigate to PDF files on PC
3. Select go
- 4/5. Edit Document details
6. Save
- 7 Add a placeholder for a new document

Adding Documents – Link Doc to Job Pack

Job Pack Steps Requirements Bill of Materials Bolted Connections Contacts List

Documents Tag List

Current Work Pack GS-TEST 3, Current Job Pack JPTEST 3-STR-001

Document List

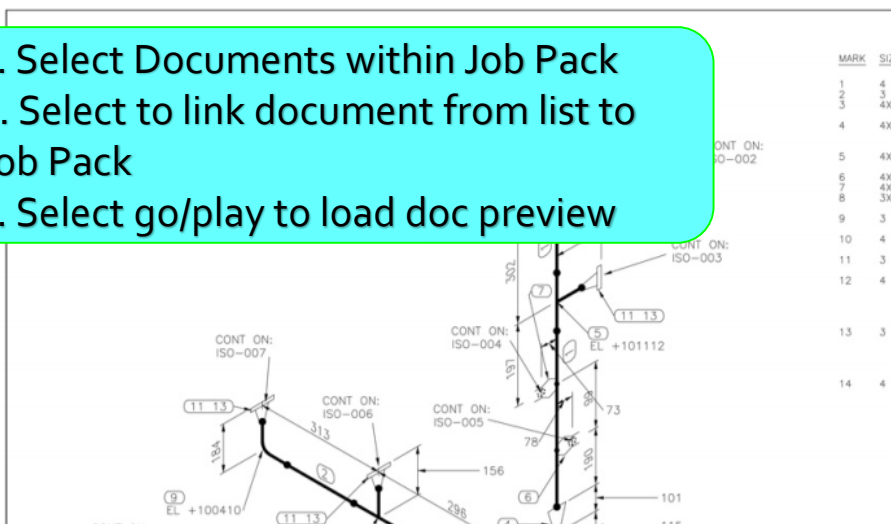
Document Type	Document No.	Description		
Related Documents (Not Included)			▷	✓
Drawings	iso 1		▷	✓
Drawings	iso 2		▷	8

Document Preview

1. Select Documents within Job Pack

2. Select to link document from list to Job Pack

3. Select go/play to load doc preview



MARK SIZE

1	4
2	3
3	4X
4	4X
5	4X
6	4X
7	4X
8	3X
9	3
10	4
11	3
12	4
13	3
14	4

NOTE: All Documents are linked at JP level.

VM-WORK PACK

Additional Features

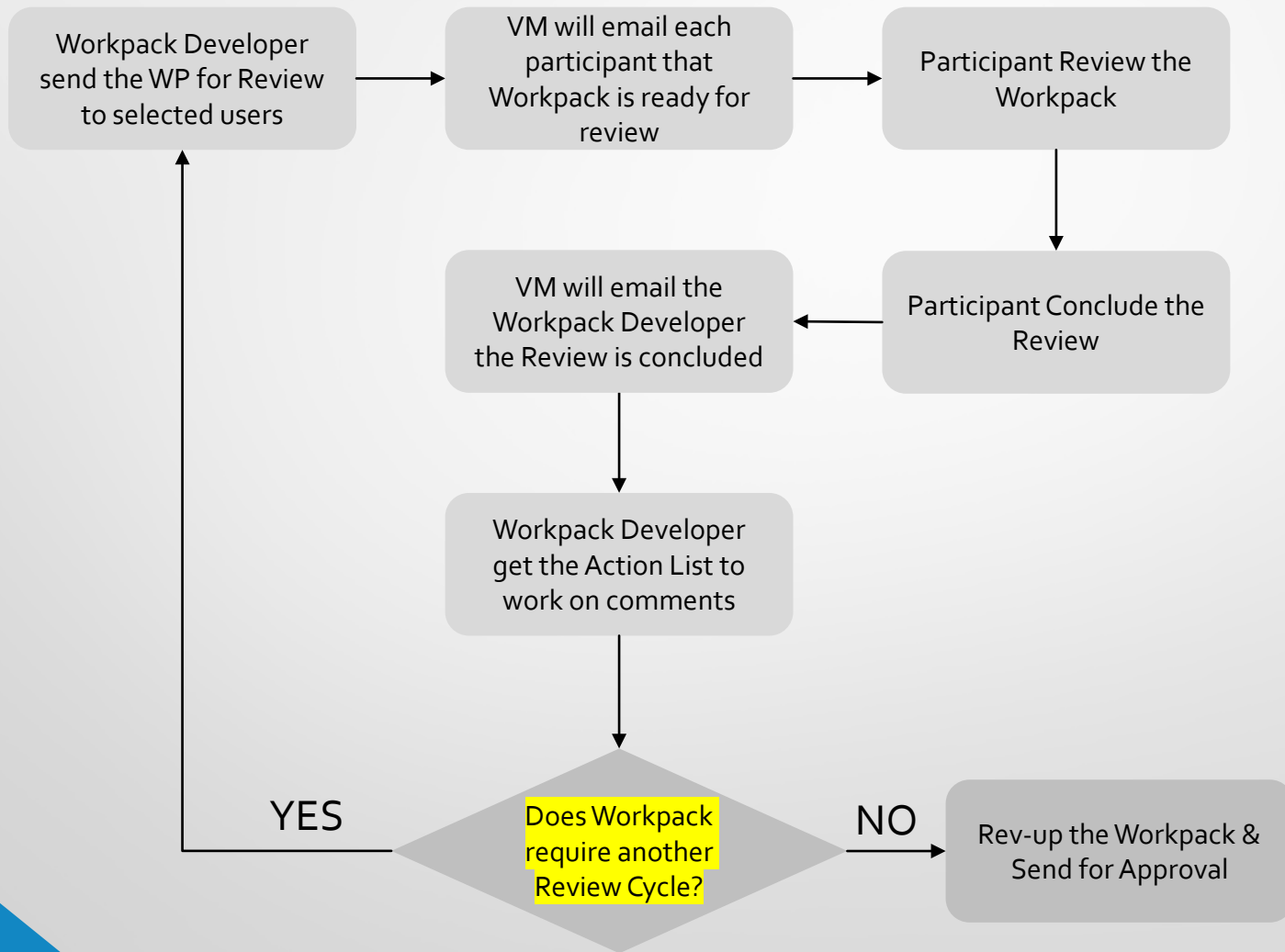
- **Job Packs Clone**
- **PDF View of Job Packs**
- **Requirements**
 - ❖ tracking the Permit to Work requirements
 - ❖ Heavy Lifting / Crane Requirements
 - ❖ Simops



VM-WORK PACK

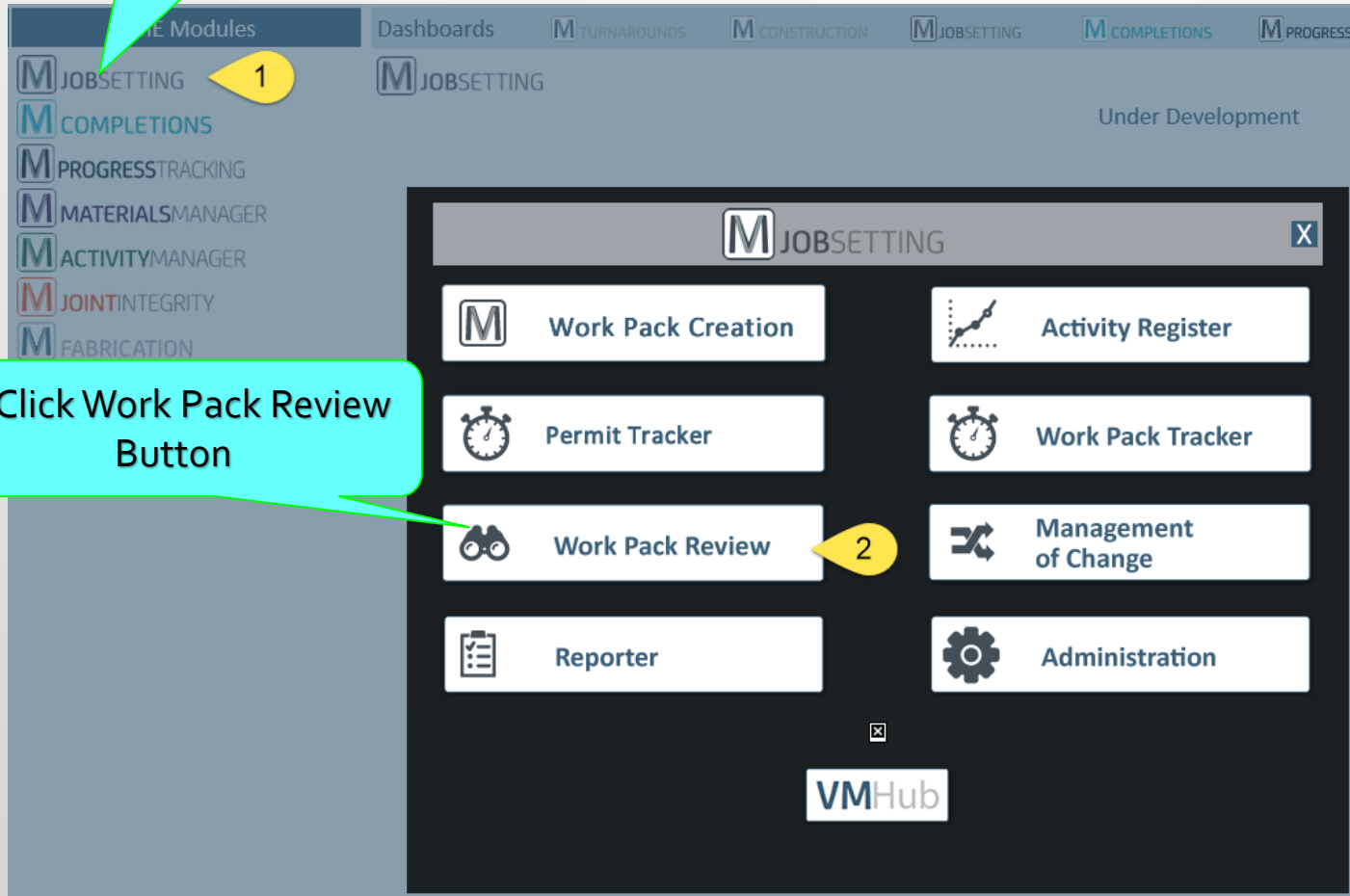
Work Pack Review

Workpack Review



Workpack Review

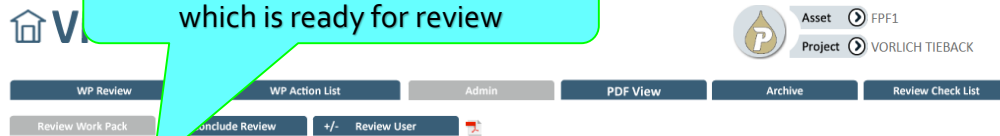
1. Go to Main Screen to Job Setting



2. Click Work Pack Review Button

Send WP for Review

1. In Admin, search for the Workpack which is ready for review



2. Select the Workpack which you want to send for review

Work Pack No.	Description	WP Writer	SPA	Rev.
TRG-B1-MM-RBI-01	INTERNAL INSPECTION OF VESSEL 01			
TRG-B1-MM-RBI-05	INTERNAL INSPECTION OF VESSEL 05			
TRG-B1-MM-RBI-06	INTERNAL INSPECTION OF VESSEL 06			
TRG-B1-MM-RBI-08	INTERNAL INSPECTION OF VESSEL 08			
TRG-B1-MM-RBI-09	INTERNAL INSPECTION OF VESSEL 09			
TRG-B1-MM-RBI-10	INTERNAL INSPECTION OF VESSEL 09A			

5. Select the team member to include for Review

Current Work Pack TRG-B1-MM-RBI-10 Revision

1. Publish Work Pack
2. Generate Review Document
3. Invite Members To Review

3. Click at Publish Work Pack
4. Generate Review Document

6. Review Completion Date

7. Click invite team members to complete review set up.

6. You can also set time line for review to be completed by

Full Name	Title	Company
<input type="checkbox"/> Andy Burnett		
<input checked="" type="checkbox"/> Bill Karuppliah		
<input type="checkbox"/> bob Jane	pipng SV	
<input type="checkbox"/> Damien Gallagher	Software Developer	
<input type="checkbox"/> Danny Jamieson		
<input type="checkbox"/> Danny Schmidt	Workpack Developer	
<input type="checkbox"/> David Green		
<input type="checkbox"/> Donald Paterson		
<input type="checkbox"/> Glen Cunningham		
<input type="checkbox"/> Greg Jefferson	Planner & Scheduler - ABU Turnarounds	
<input type="checkbox"/> Greg Smithers		
<input type="checkbox"/> Hammad Butt	Planner Scheduler	
<input type="checkbox"/> Jack Sher	Process Engineer	
<input type="checkbox"/> Jeff Ng	Chevron	

IFI Members

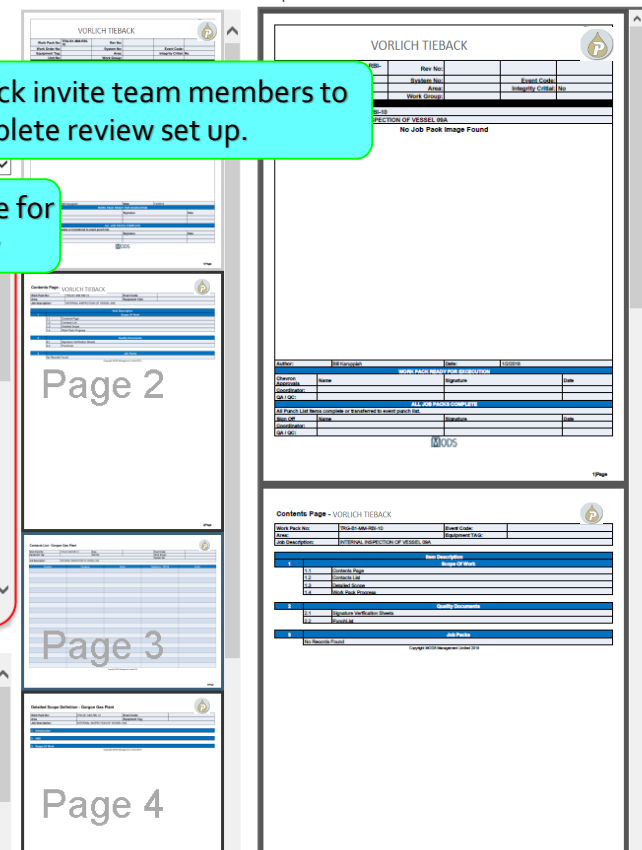
Full Name	Title	Company
<input type="checkbox"/> Andy Burnett	Turnaround Team Lead	
<input type="checkbox"/> Bill Karuppliah		
<input type="checkbox"/> bob Jane	pipng SV	
<input type="checkbox"/> Damien Gallagher	Software Developer	
<input type="checkbox"/> Danny Jamieson		
<input type="checkbox"/> Danny Schmidt	Workpack Developer	
<input type="checkbox"/> David Green		

Page 2

Page 3

Page 4

Work Pack Review



Select WP for Review

WP Review WP Action List Admin PDF View Check List

Work Pack(s) Available for review

gs

	Work Pack No.	Description	Rev.			Date Of Review		
	GS-WP-001-TEST	TEST WP GS	B			15/Jan/2018		
	GS-WP-001-TEST 4	TEST WP GS				15/Jan/2018		
	GS-WP-001-TEST 3	TEST WP GS				16/Jan/2018		
	GS-WP-001-TEST2	GREG TEST AUS				16/Jan/2018		

INDICATES READ ONLY OR READ/WRITE ACCESS

2

INDICATES STATUS OF USER REVIEW:

- NOT STARTED
- IN PROGRESS
- COMPLETE

WHEN REVIEWING
ANOTHER USERS JP CLICK
ON FLAG TO INDICATE
REVIEW FINISHED

1. Select WP Review
2. Load WP doc for review

Reviewing a WP

WP Review

WP Action List

Admin

PDF View

Archive

Review Check List

GS-WP-001-TEST2

Show/Hide
Available
Work
Packs In
Review

Show/Hide
Page
Previews

Page 1

Page 2

Page 3

VORLICH TIEBACK



Work Pack No: GS-WP-001-TEST2

Rev No:

Work Order No:

System No:

Event Code:

Equipment Tag:

Area:

Integrity Critical: No

Unit No:

Work Group:

Job Title: GS-WP-001-TEST2

Job Description: GREG TEST AUS

No Job Pack Image Found

test comment

VM Review Tools

Page 1 of 7

Draw Rectangle

Color Red

1st Corner 445 348

2nd Corner Y Pos Y Pos

Line Weight 1

Font Size 9 Arial

Notes

Notes Here....

Blank Out

Create Rectangle

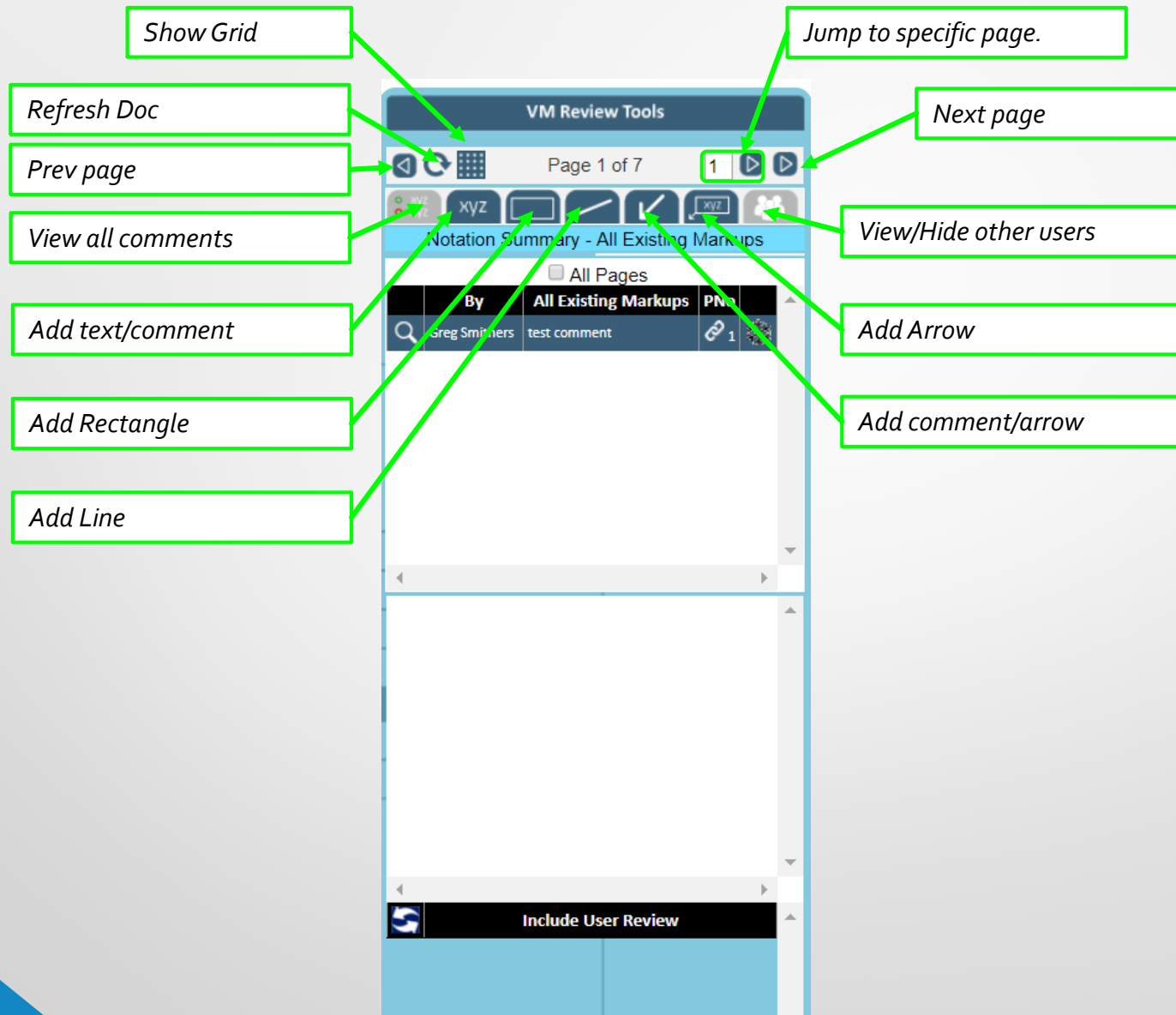
My Markups

Scroll to view/select page to review

Selected page under review for marking up with comments

Toolbox for marking up WP/JP

Reviewing WP - Toolbox



Reviewing WP – Conclude a Review

WP Review WP Action List Admin PDF View Archive Review Check List

Review Work Pack Conclude Review +/- Review User

Work Pack(s) Ready To Conclude

No.	Description	WP Writer	SPA	Rev.	Date Of Review
GGP-101-WP	CHANGEOUT OF INSTRUMENT VALVE 111FCV-0012				18/Dec/2017
GGP-012-WP-321174	RECYCLE VALVE 115UCV-0541 AIR SUPPLY MODIFICATIONS				20/Dec/2017
RH-WP-002-TEST	RUSSELL TEST				20/Dec/2017
TEST123	JEFFS TEST			B	20/Dec/2017
WP123ABC	TESTING MODS				20/Dec/2017
GGP-CTO-WP-123456	CTO TEST AC PROJECT				08/Jan/2018
TRG-B1-MM-RBI-10	INTERNAL INSPECTION OF VESSEL 09A				08/Jan/2018
TRG-B1-MM-RBI-07	INTERNAL INSPECTION OF VESSEL 07				09/Jan/2018
GS-WP-001-TEST	TEST WP GS			B	15/Jan/2018
GS-WP-001-TEST 4	TEST WP GS				15/Jan/2018
TRG-D1-CM-04	CAMPAIGN WORK FOR LNG EXPANDER SCOPE04				15/Jan/2018
GS-WP-001-TEST 3	TEST WP GS				16/Jan/2018
GS-WP-001-TEST2	GREG TEST AUS				16/Jan/2018
TRG-B1-MM-RBI-03	INTERNAL INSPECTION OF VESSEL 03				17/Jan/2018
TRG-E1-SP-09	SAMPLE POINT UPGRADE WORKS STATION 09			A	17/Jan/2018
GGP-013-WP403240	WHRU MODIFICATIONS				22/Jan/2018
TRG-F1-SP-03	SAMPLE POINT UPGRADE WORKS STATION 03				22/Jan/2018

Invites Completed Review

Current Work Pack GS-WP-001-TEST2

Full Name

Greg Smithers

1. Generate Conclusion Document
1. Conclude Work Pack Review
3. Send Conclusion eMail

All WP reviewers displayed with current review status.

Option to send user prompt reminder email

1. Select admin
2. Conclude Review
3. Optional search for WP title
4. Load WP
5. Three stage WP close out with email sent to all users.

WP Review – see WP action list.

1. Click WP Action List

2. Select your chosen WP.

3. Green Tick shows you have completed the action

4. Click pencil icon to enter your comments if required.

5. Grey icon shows remaining work.

VMEnterprise

Asset FPF1

Project VORLICH TIEBACK

Work Pack Review

WP Review 1 WP Action List Admin PDF View Archive Review Check List

Work Pack

MW01 Rev 100 Review Total comments 3 completed 1 outstanding 2

Outstanding Comments All Revisions 2 Rev 100 Outstanding 2 Hide Completed

Regenerate Preview

Work Pack No.	No	Rev	Page	Created By	Created On	notes	Comments	Completed By	Completed On	
1GGP-101-WP-MULTI-009	1	100	Page_1.png	Jeff Ng	12/20/2017					
CTO-TEST-AC-PROJECT-01	2	100	Page_1.png	steve bettencourt	12/20/2017	stop marking up my sheet		Bill Karuppiiah	01/	
GGP-012-332281	3	100	Page_1.png	steve bettencourt	12/20/2017	look down here				
GGP-012-WP-330269										
GGP-012-WP-332863										
GS-WP-001-TEST										
MW01										
MW02										
TRG-B1-MM-RBI-05										
TRG-B1-MM-RBI-06										
TRG-B1-MM-RBI-09										

WP Action list is generated upon the conclusion of the WP Review.