

Doc Codes vs Cards

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The Document Codes are types of documents that clients use as standard in all their projects. They do not represent "each" document.

Some of the most common Document Codes are:

Document Code	Document Code Description
LST	Lists
ITP	Inspection and Test Plans
DWG	General Arrangement Drawings
CAL	Calculations
PRO	Test Procedures
IOM	Installation, Operation and Maintenance Manual
RPT	Test Reports
CER	Certificates
MDR	Manufacturing Data Record

From above example you can use "LST" document code for the Vendor Document List and for the Spare Parts List. Same for "PRO" doc code, that can be used for all kind of Test Procedures like the Hydrostatic Test Procedure, PMI Procedure, Painting Procedure, etc.

With this Code List we build the Card List, which will show "each" document:

Doc Code	Title	Customer Document Number
LST	Vendor Document List	P7564-PO018-400-30-LST-0001
LST	2YO Spare Parts	P7564-PO018-400-30-LST-0002
ITP	Inspection and Test Plans	P7564-PO018-400-30-ITP-0001
DWG	General Arrangement Drawings	P7564-PO018-400-30-DWG-0001
DWG	Overall Drawings with Principal Dimension and Weights	P7564-PO018-400-30-DWG-0002
CAL	Calculations	P7564-PO018-400-30-CAL-0001
PRO	Hydrostatic Test Procedure	P7564-PO018-400-30-PRO-0001
PRO	PMI Procedure	P7564-PO018-400-30-PRO-0002
PRO	Heat Treatment Procedure	P7564-PO018-400-30-PRO-0003
PRO	Painting Procedure	P7564-PO018-400-30-PRO-0004
IOM	Ball Valve Installation, Operation and Maintenance Manual	P7564-PO018-400-30-IOM-0001
IOM	Actuator Installation, Operation and Maintenance Manual	P7564-PO018-400-30-IOM-0002
RPT	Test Reports	P7564-PO018-400-30-RPT-0001
CER	Material Test Certificates	P7564-PO018-400-30-CER-0001
CER	Conformity Certificate	P7564-PO018-400-30-CER-0002
MDR	Manufacturing Data Record	P7564-PO018-400-30-MDR-0001

In the Card List (same as in an Excel file), has to be indicated the Title of each document and the document numbers. DocBoss supports several document number columns, which include internal number, customer number, end user number and sub-supplier number.

If you only have a list of documents from your customer without any code list, [click here](#) to see the best options to set up your Card List.

Check out the steps to upload a Code List in our video [Add Doc Codes](#) to a project. And to easily create a Card List, check out our article about [levels](#).

