



INPEX Document Management

STD - Standard

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RECORD OF AMENDMENT

Revision	Section	Amendment
1	All	General Update to bring into line with current processes, terminology and systems used. Update Template Removed reference to INPEX Global Glossary Removed reference to old Document Management Systems (DMS and IPMS)
1	Appendix	Removed Document Filing Decision Tree – no longer relevant

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1 PURPOSE

This Standard defines the business principles and business rules for the base-level requirements for all documents created and received within the Company. It mandates the minimum, common requirements needed to ensure proper document control and management.

Managing documents according to this Standard will ensure:

- The Company is compliant and accountable in all areas of its business activities.
- Documents can be monitored and audited for compliance.
- All staff will understand their roles and responsibilities with regards to document management.

2 SCOPE

The scope of application of this Standard is as follows:

- All documents that are generated or received while conducting the Company's business through the full asset lifecycle (from permit acquisition, exploration, appraisal, development, production operations, abandonment through to divestment) to all supporting corporate functions.
- Documents created, received, or acquired by the Company irrespective of origin, media, format, storage location or creation date that are stored in a controlled environment.
- All people who work with or for the Company, including Company employees, contractors, consultants, INPEX Tokyo Inpatriates, and Secondees.

This Standard does not apply to documents related to a transactional activity and that are stored in that transactional system, e.g. SAP, ProCon, Ariba.

3 POLICIES AND GOVERNANCE

This Standard shall be read in conjunction with the following documents:

- Information Management Policy – 0000-A9-POL-60001
- Sensitive Information Protection Standard - 0000-A9-STD-60008
- Electronic Approvals Standard - 0000-A9-STD-60011
- Records Management and Disposition Standard - 0000-A9-STD-60015

4 BUSINESS RULES

4.1 Definition of a Document

4.1.1 Business Principle: Not Applicable

Business Rules:

- a) A document is paper or electronic recorded information that is input or captured in a human readable format e.g. created in MS Office Suite, scanned PDF version or a digital asset. Documents may contain text, images, charts, and other types of data (excluding proprietary technical data, large ASCII or text files, database files or executable files).

- b) Many documents are relied on to complete business processes or provide evidence as a record of a business activity, transaction or decision. Document examples include, but are not limited to:
 - Correspondence.
 - Project related documentation.
 - Externally published material (i.e. not published by the Company), such as ISO Standards
- c) The Company creates and receives documents (including digital assets) in the normal course of business activities and thus documents are also records. Documents are used across all domains and across all business processes.
- d) Within the Company all documents captured in approved document management systems are records, regardless of version or revision numbers.
- e) Documents in the repository need to be maintained as records in accordance with the Records Management and Disposition Standard.

4.2 Controlled Documents

4.2.1 Business Principle: Not Applicable

Business Rules:

- a) A controlled document is formally managed throughout its lifecycle. A document prepared, numbered, registered, reviewed, approved, submitted, distributed and subject to revision and distribution control via Document Controllers and are created and stored in a Document Management System.
- b) Controlled Documents are used for managing the change of documentation related to building and operating LNG assets and building assets including technical specifications, engineering documentation, etc.
- c) Controlled Documents include management systems content such as:
 - i. Policies.
 - ii. Standards.
 - iii. Procedures.
 - iv. Guidelines.
 - v. Work Instructions.
- d) Controlled Documents are controlled in accordance with the Ichthys Project Document Control Procedure and the Controlled Document Procedure.
- e) All Controlled Documents have the following characteristics:
 - i. Assigned a unique identifier according to an approved document numbering scheme.
 - ii. Managed by a Document Controller throughout its lifecycle.
 - iii. Subject to formal review, approval and distribution processes as specified in approved INPEX management system documentation, e.g. INPEX Policies, Standards and Procedures.

- iv. Formally issued for use using a distribution matrix.
- v. Reviewed and updated as necessary (time or event-based review).
- vi. Clearly shows the current revision and status on the document.
- vii. Subject to revision control, including the management of obsolete revisions.
- viii. Requires authorisation to update the document content and/or metadata.
- ix. Contractual or statutory obligations to use specific revision (further description if required).

4.3 Managed Documents

4.3.1 Business Principle: Not Applicable

Business Rules:

- a) All documents that are not controlled document are 'Managed Documents'
- b) Managed Documents are to be captured within the managed environment of a Document Management System.
- c) Managed Documents are not subject to the strict controls as outlined for Controlled Documents.
- d) When a document is managed within a Document Management System the following actions occur on every document:
 - i. Metadata is assigned at creation to describe the content, context and format of the document.
 - ii. Access permissions can be inherited from the folder the document is saved within, or applied to the individual document.
 - iii. Every document is version controlled (i.e. historic copies retained for future reference) as new versions are created.
 - iv. All actions on the document are audited, e.g. creation, access, editing, reviewing and approvals.
- e) Those with sufficient permissions can complete the following actions:
 - i. Edit the document.
 - ii. Copy the document.
 - iii. Move the document.
 - iv. Delete the document (if not declared a record).

4.4 Document Management Systems

4.4.1 Business Principle: not applicable

Business Rules:

- a) Within the Company, all documents (including digital assets) stored in the Document Management System are Managed Documents and/or Controlled Documents.
- b) Controlled Documents shall be created, managed and stored within the Controlled Document System (CDS). CDS provides a source of truth for documents.
- c) Managed Documents may be created, managed and stored within an MS Teams folder structure (SharePoint) that maintains automated versioning and can have security levels applied at folder or document levels.
- d) A document management system is a managed environment which permits authorised users to create, access, amend and distribute information. Each action is captured in an audit trail to provide the history of the document's creation and use outcome)
- e) File shares (or shared drives) should not be used as a repository for documents. The use of file shares should be limited to information formats that are not suitable for the Company's document management systems such as proprietary technical data, large ASCII or text files, database files or executable files. That are too large to be stored in MS Teams folders (SharePoint).
- f) All Company staff, contractors and consultants must use either CDS or MS Teams (SharePoint) to ensure that:
 - i. Documents (including digital assets) which need to be retained as a record are captured and subject to the relevant retention and disposal authority.
 - ii. Access to documents is managed according to authorised access.
 - iii. Data about documents can be entered by the user and generated by the system to assist in classification and retrieval.
 - iv. Documents are protected from unauthorised access, alteration or deletion.
 - v. Documents are managed and controlled as required.
 - vi. There is one authoritative and primary source of information for documenting the Company's decisions and actions.
 - vii. Links to documents, rather than copies of documents, can be sent within the Company.
 - viii. Audit information can be captured and maintained.
 - ix. Workflows can be used to control creation, review, approval and publishing of Controlled Documents.

4.5 Document Filing Business Rules

4.5.1 Business Principle: not applicable

Business Rules:

- a) This standard outlines which document management systems are applicable for controlled and managed documents:
 - i. CDS is the document management system for controlled documents required for Ichthys Asset Operations and during the Ichthys Phase 2 Project phases (i.e. design and construction of Ichthys Phase 2 onshore and offshore facilities) including the formal control/issue of documents to/from EPC(M) contractors and vendors.
 - ii. CDS is to be used for the Company's Corporate and Business Management System documents.
 - iii. CDS contains both controlled documents and is also the long-term archival repository for documents, and rich media such as photographs, drawings and audio-visual information.
 - iv. CDS is also used as the repository for Correspondence, Technical Queries and Deviations and Project Management of Change and Interface Management documents.
 - v. Documents created by INPEX personnel should be created and stored within CDS.
 - vi. All Controlled Documents required to be issued externally, shall be done so via Transmittal generated in CDS by the INPEX Document Control team.
 - vii. Approval and issue of Controlled Documents shall be via workflow in CDS where a PDF Rendition containing an appended Approvals page or watermark identifying the Approval state.
- b) Managed documents that do not fall into the categories described above may be stored in MS Teams folders (SharePoint) where they can be shared and used for collaboration. At any point that a Managed document is required to become Controlled, it must be assigned a Controlled Document Number and relocated to CDS.
- c) The exception to this standard is documents related to a transaction and that are stored in that transactional systems, e.g. SAP or ProCon. These systems are not formally document management systems and meet the requirements outlined in the Records Management and Disposition Standard as a controlled environment.

4.6 Roles & Responsibilities

All information created or received by the Company, its staff or an individual acting on the Company's behalf is the property of the Company and subject to its control.

4.6.1 Business Principle: not applicable

Business Rules:

a) General Manager Technology

As the process owner for the Information Management domain, the GM Technology has the responsibility to ensure this Document Management Standard complies with the Company's legal obligations. The GM Technology is responsible for the Company management's endorsement of this Document Management Standard.

b) Information (Process) Owner

At the time of creation all documents will have an Information Owner and by default this is the Process Owner. The Information Owner is responsible for ensuring that the documents under their control are managed in accordance with this Standard. The Information Owner may delegate ownership responsibilities within their domain area.

c) Subject Matter Experts (Content)

- i. Define information governance Standards or Procedures relating to content management and advise Information Owners on their implementation.
- ii. Define performance measures to help determine how well the information governance effort is working.
- iii. Work with the Information Manager, Information Owners and the user community to continually improve data flows and information delivery.

d) Principal Information Management

The Principal Information Management has the ongoing responsibility to ensure that the Company's document management systems and governance complies with regulatory requirements and joint venture and other applicable agreements. This includes the following:

- i. Providing standards and governance for electronic systems which hold documents.
- ii. Providing advice, training and support for the use and development of systems for creating and maintaining documents.
- iii. Implementing monitoring and auditing of document management systems and activities.

e) Information Management Advisor

- i. Manage documents for the Company to ensure a high degree of reliability for security, version, visibility, availability and, most importantly, a controlled reliable audit trail.

- ii. Implement Document Control processes, procedures, and specifications to ensure accurate records of all official project documentation generated by the Company.
 - iii. Prepare process and status reports; apply metrics to analyse and assess efficiencies of current Document Control processes.
 - iv. Interact with the business on the redesign of document control processes with a clear understanding of the functions and the business areas that will be impacted.
 - v. Perform quality control checks to ensure Company generated documents comply with the document management system and Standard.
- f) Document Control
- i. Manage all controlled documentation generated by business area to ensure a high degree of reliability for security, version, visibility, availability and, most importantly, a controlled reliable audit trail.
 - ii. Input document metadata into the document management system and ensure the information is accurate and up to date.
 - iii. Ensure controlled copies of the latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers, as applicable.
 - iv. Maintain updated records of all approved documents and drawings and their distribution.
 - v. Maintain the files, reports and control logs as required by the business area.
- g) BMS Team
- i. Create and own the BMS Corporate templates for Policy, Standards and processes.
 - ii. Monitor, assist and review the development of BMS content for domains within INPEX.
 - iii. Own and manage the BMS Team DRB process (governance of the Domain Framework and BMS governance documents).
- h) Producers / Consumers (Content)
- i. All Company employees, contractors and consultants, must ensure that Company documents are created, used and managed in accordance with this Standard.
 - ii. All Company contractors must ensure that Company documents are created, used and managed and destroyed in accordance with this Standard where compliance with this Standard is an agreed contractual term.
 - iii. All Company employees, contractors and consultants could be required to either review and/or approve documents specific to their process area using a nominated review and approval process.

i) System Administrators (Content)

- i. Employ appropriate security mechanisms to achieve and ensure compliance with security policies.
- ii. Maintain user privileges.
- iii. Liaise with services management providers to ensure data is backed up on a regular basis.
- iv. Contribute to and maintain system Standards and procedures.
- v. Develop and maintain installation and configuration procedures.
- vi. Administer the functional & technical components of the related systems.

5 MONITOR AND IMPROVE

The Technology Domain Sponsor, General Manager Technology is accountable for the content and ongoing review of this Standard at a minimum frequency as required by the Business Management System Standard (0000-A0-STD-60015).

Deviations from this Standard must be approved by General Manager Technology.

6 ABBREVIATIONS AND DEFINITIONS

Table 1: Abbreviations and Definitions

Abbreviation / Term	Definition
Access	Right, opportunity, means of finding, using, or retrieving information. AS ISO 30300
Approved Controlled Environment	Controlled environment as set out in the Information Asset Catalogue.
Asset	Anything that has value to the organisation. AS ISO 30300
CDS	Controlled Document System – SmartPlant Foundation
Company/The Company	Any operation or business under the control of INPEX Executive Management in Australia, whether located in Australia or another location (as a branch office), is deemed to be the company.
Consultant	A person engaged by an external consultant company.
Content	The intellectual substance of a document, including text, data, symbols, numerals, images, and sound. Along with context and structure, content is one of the three fundamental aspects of a record.
Contractor	A person employed via one of the Company's preferred third party agents to deliver a scope of work at the Company. The relevant agency/company will manage all remuneration and associated tax and superannuation obligations as required by the employer. There is no guarantee of continuous work beyond the contract period.
Controlled Document	Controlled Documents are documents that are subject to strict, formal control procedures to regulate and control the preparation, review, approval, release, distribution, withdrawal and disposition of the document. This formal control process is managed by a Document Controller. Controlled Documents are used for managing the change of documentation related to building and operating LNG assets and building assets including technical specifications, engineering documentation, etc. Controlled Documents include BMS content such as policies, Standards, procedures, guidelines and work instructions. Controlled Documents are controlled in accordance with the Project Document Control Procedure and the Controlled Document Procedure. All Controlled Documents have the following

	characteristics: • Administered by a Document Controller. • Allocated a formal document number (either manually or automatically). • Formally reviewed and approved prior to use. • Formally issued for use using a distribution matrix. • Reviewed and updated as necessary (time or event based review). • Clearly shows the current version and status on the document. • Can be reported on to show the number of documents in review and approval. • Unintended use of obsolete documents is prevented. Controlled Documents include, but are not limited to: • Policies. • Standards. • Procedures. • Manuals. • Guidelines.
Criticality	Metadata applied to delineate the importance of the record which should be aligned to the criticality of the business process they document, e.g. to protect the status of INPEX's license to Operate, the reliance of the records for safe, daily operations, the protection of assets and compliance requirements. The identification and protection of such records is required for business continuity and disaster recovery activities.
Digital Asset	Digital Assets include electronic objects and data such as images, audio, videos, podcasts and other multimedia content, created and stored in a digital format and detailed by metadata.
Distribution Matrix	A controlled list of relationships between roles, responsibilities to objects requiring distribution internally and externally.
Document	A document is paper or electronic recorded information that is input or captured in a human readable format e.g. created in MS Office Suite, scanned PDF version or a digital asset. Documents may contain text, images, charts, and other types of data (excluding proprietary technical data, large ASCII or text files, database files or executable files).
DMS	Document Management System.
Employee	A person employed directly either full-time or part-time on a continuous or fixed term basis by the Company or casually on an hour by hour bases.

Format	The arrangement of data for storage or display, e.g. MS Excel, MS Word, ASCII, PDF
Ichthys Project	Covers the full life cycle of exploiting (i) the Ichthys upstream assets owned by the participants to the upstream unincorporated joint venture and (ii) the downstream assets owned by Ichthys LNG Pty Ltd. (For the purpose of clarity this includes all activities, operations and decisions through to identify, assess, select, define, execute, operate and abandonment stages required to exploit the Ichthys assets.)
Inpatriate	An INPEX Employee from a foreign/overseas INPEX entity assigned to work in Australia.
Managed Document	Managed Documents are captured within the managed environment of a Document Management system. When a document is managed within a Document Management System the following actions occur on every document: • Metadata is assigned about the document and content. • Access permission can be inherited from the folder the document is saved within, or applied to the individual document. • Every document is version controlled (i.e. historic copies retained for future reference) as new versions are created. • The document creator can: ◦ Edit the document. ◦ Move the document. ◦ Delete the document. Managed Documents may sometimes need to be approved and locked. Managed Documents include but are not limited to the following: • Presentations. • Project schedules. • Correspondence & Emails. • Agendas. Managed Documents are not subject to the strict controls as outlined for Controlled Documents and do not indicate the document status.
Metadata	Data describing context, content and structure of records and their management through time. AS ISO 30300
Obsolete Document	A document that has been superseded and will never be used again.

Record(s)	Information created, received, and maintained as evidence and as an asset by an organisation or person, in pursuance of legal obligations or in the transaction of business. AS ISO 30300
Registration	Act of giving a record a unique identifier on its entry into a system. AS ISO 30300
Revision	Revisions are used to track and identify when a document is amended and published.
Seconded	An external joint venture employee assigned to work at INPEX but pay rolled by the joint venture partner.
Version	Versions are used to maintain a full history of all changes that are made to document content.

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Name	Title
Toshiki Tanaka	General Manager Technology
Tsuneo Tatsumi	Global Technology Officer

Electronic Endorsement and Approval

Electronic approval of this document complies with the issued INPEX Electronic Approval Standard (0000-A9-STD-60011) and records evidence that the applicable person has either endorsed and/or approved the content contained within this document. The reviewers of this document are recorded in the CDS.

Name	Title	Date and Time	Action
Angela Erasmus	Manager Technology Sp	17/12/24 14:39	Endorser
Donna Wheeldon	Principal Information Ma	13/01/25 14:12	Endorser
Toshiki Tanaka	General Manager Techn	14/01/25 08:27	Approver