

Framework

Lifecycle Management of Technical Documents and Drawings

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1. Introduction

The PTS Asset Management Group is responsible for managing technical documents, drawings, records and information which describe the assets used to provide public transport services within the Adelaide metropolitan area. A document management system is used for this purpose to:

- Provide an on-going centralized system to support planning, design, construction, and maintenance of assets,
- Manage and control documents through their life cycle from conception to disposal¹,
- Manage master document indexes (lists) of approved and released documentation to reflect their current status,
- Ensure that the process of updating of technical documents and drawings is controlled,
- Manage both controlled and uncontrolled documents to ensure only current versions are being distributed, used and superseded copies are removed.

2. Purpose

The purpose of this document is to describe how technical documents and drawings are managed and controlled from conception to disposal.

3. Scope

This document is applicable to all PTS technical documents and drawings.

The scope of this document does not include System Procedure Documents or Work Instructions.

4. Related Documents

DOCUMENT NAME	DOCUMENT NUMBER
Identification and Numbering of Technical Documents and Drawings (KNet #6048936)	FR-AM-GE-806
Rail Asset Management Technical Data (Documents & Drawings) Acceptance Procedure	PTS-MS-05-DC-PRC-0000061
System Document Management Procedure	PR-SR-DM-003
Drafting Standard for AutoCAD Drawings(KNet # 7636432)	AM-DOC-000364
Asset Management Technical Data Requirements for Projects	PTS-MS-05-AM-PRC-0000091

5. References

- *State Records Act 1997*
- *Rail Safety Act 2007*
- DP 009 Record Keeping Policy

6. Acronyms

ACRONYM	FULL NAME
AMPRN	Adelaide Metropolitan Passenger Rail Network
CD	Compact Disk
DPTI	Department of Planning Transport and Infrastructure
DVD	Digital Versatile Disk
ISO	International Organisation for Standardisation
EDRMS	Electronic Document and Record Management System
PTS	Public Transport Division

7. Definition

TERM	DEFINITION
Disposal	Process for the retention, destruction or transfer of documents.
PTS Functional Group	PTS Groups involved with the design, construction, maintenance, modification or removal of AMPRN assets as defined in FR-AM-GE-806 – <i>Identification and Numbering of Technical Documents and Drawings</i> (KNet #6078936).
KNet	DPTI/PTS Electronic Record and Document Management System.
Asset Document Database	Database comprising registers, indexes, etc. that contain metadata and information relating to technical documents and drawings.
Media	Electronic files loaded on CDs, DVDs, Memory Sticks, Portable Hard-drives, tapes etc.
System Document Database	Overarching reference document with application across PTS including policies, procedures/work instructions, program documents.
Technical Document	A controlled, uniquely identified, reference document that describes or relates to the technical characteristics of an asset and which is subject to a review and approval process prior to acceptance. It must be version controlled to enable it, where necessary, to be subsequently reviewed, updated, re-approved and accepted.
Technical Record	A uniquely identified reference document that relates to the technical characteristics of an asset and which may be subject to a review and approval process. It is not version controlled and once entered into the KNet cannot be updated.

¹ "disposal" means archiving, transferring or destroying in accordance with State Records Act 1997.

8. Overview

8.1. Technical Documents and Drawings

Technical documents and drawings describe the planning, design, construction, manufacture, testing or maintenance of an asset.

Technical documents include but are not limited to:

- Technical specifications
- Standards and engineering Instructions
- Operation and maintenance manuals
- Drawings

The sources of technical documents and drawings include but are not limited to:

Internal sources including:

- PTS Functional Groups
- PTS Projects

External sources including:

- Other Government departments
- External organisations
- Contractors

Legacy sources including:

- PTS Plan Room
- Other Government departments.

8.2. Lifecycle of Technical Documents and Drawings

The typical phases of the lifecycle of technical documents and drawings are as follows:

- a. Development and Approval,
- b. Acceptance and Formal Control
- c. Use and Distribution
- d. Updating and
- e. Disposal.

Appendix A shows in flow chart form the overall life cycle of technical documents and drawings from concept to disposal.

8.2.1. Development and Approval

This is the creation phase where a technical document or drawing starts as a concept or outline and is then further developed. As it matures it is managed using “development version control” and may be reviewed and updated several times until mature enough to be approved and accepted for control and use.

Note: Not all technical documents or drawings will be developed within PTS and the development, review and approval process may be performed by an external organisation using their own document control processes. Once reviewed, approved and accepted externally developed technical documents and drawings are managed and controlled by the PTS Asset Management Group in accordance with this document.

8.2.2. Acceptance and Formal Control

On completion of the development phase technical documents and drawing undergo a review and approval process and are submitted for “acceptance” by the PTS Asset Management Group followed by formal control and distribution. At this point the version control becomes formal e.g. 1. 2 etc and the technical documents and drawings are centrally managed and controlled.

8.2.3. Use and Distribution

During this phase, formally controlled technical documents and drawings are available for use by PTS Functional Groups or Projects in either controlled or uncontrolled form. In many cases technical documents and drawings can be viewed by all KNet users as PDF files simply by profile searching in the KNet Technical Library. Requests for technical documents and drawings in other formats can be made to the PTS Asset Management Group who will assess the request and distribute to the requestor using a transmittal form.

8.2.4. Updating

Over time it may be necessary to alter technical documents and drawings to reflect changes in the function or operation of an asset. The *Document Update Form* (KNet No #6989552) is to be used by PTS Functional Groups or Projects to authorise the release of controlled technical documents and drawings by the PTS Asset Management Group to enable updating to proceed. Alterations to assets may have operational, financial or safety implications and it is the responsibility of the PTS Functional Group or Project initiating the update to ensure that a comprehensive change management process is followed. This process shall be in accordance with the *PTS Management of Change Procedure* (TARDIS #22413)

8.2.5. Disposal

A technical document or drawing will reach the end of its lifecycle when it is superseded or no longer required or relevant. It is then withdrawn from circulation and disposed of either by transfer to another agency, archived or destroyed in accordance with the State Records Act or Departmental Policy.

8.3. Technical Records

Technical records support the integrity and traceability of technical documents and drawings and shall be filed in K-net.

9. Development and Approval

Technical documents and drawings can be developed in the following ways:

- Externally by a consultant, contractor, or other government agency
- Internally by a PTS Functional Group or Project

9.1. External Development

It is not always possible to enforce PTS processes on externally developed technical documents and drawings since a consultant or contractor may have their own format, templates, naming, numbering, and versioning system. The external organisation shall provide details of its document control methodology to the PTS Functional Group or Project directing the work for approval.

9.1.1. Identification

Technical documents and drawings developed externally can be allocated a PTS unique identifier by the PTS Asset Management Group, on request, at any time during development. Technical documents and drawings that do not have either a PTS or external organisation unique identifier will be allocated a PTS document or drawing number by the PTS Asset Management Group after acceptance and at the point when being registered and added to the KNet Technical Library.

Externally developed technical documents and drawings with an external organisation unique identifier will retain that number at acceptance and will not have a PTS document or drawing number added.

9.1.2. Versioning

If externally developed technical documents or drawings are submitted without a version number then the technical document or drawing will be allocated version 1. Alternatively the issue date may be used as the version.

This version type will be determined on registration depending on the type of document.

9.1.3. Format

Native drawing files shall be in a format in accordance with AM-DOC-000364 *Drafting Standard for AutoCAD Drawings (KNet#7636432)*. Technical documents must be in PTS approved compatible format.

Portable Document Format (PDF) files for technical documents should be “printed” copies of native files where possible and not “scanned” PDFs as these are larger files and not searchable.

Note: Where possible the International Organisation for Standardisation (ISO) standardised version of PDF (PDF/A) should be used for digital preservation.

9.2. Internal Development

Where technical documents and drawings are developed internally, they need to be uniquely identified during development and presented in a standard format, reviewed, and approved.

9.2.1. Identification

Technical documents and drawing numbers will be allocated from a centralised register maintained by the PTS Asset Management Group. When creating a new technical document or drawing a request for a number can be made by sending an email to the Asset Management mailbox DTEI.PTSAAssetConfigurationManagement@sa.gov.au. Sufficient details about the proposed new technical document or drawing should be provided including the PTS Functional Group or Project responsible, mode applicable e.g. train, tram, bus or combination, proposed title and the person requesting the number.

The method to be used for the numbering of technical documents and drawings is detailed in *FR-AM-GE-806 - Identification and Numbering of Technical Documents and Drawings (Knet # 6048936)*.

9.2.2. Versioning

The versioning of new drawings shall be in accordance with *AM-DOC-000364 Drafting Standard for AutoCAD Drawings (KNet#7636432)*.

The large number of legacy drawings contained in the PTS Plan Room at Mile End dictates that the older, existing, versioning convention shall be retained and used for the remainder of the legacy drawing lifecycle.

9.2.3. Format and Templates

New technical documents shall be developed in a format that contains the following minimum requirements:

- Document title and unique identifier on every page
- Page numbering
- Revision
- Document Status
- Issue date
- Document owner / originator

For internally developed documents the PTS Asset Management Group document template should be used.

New drawings shall be developed in accordance with *AM-DOC-000364 Drafting Standard for AutoCAD Drawings (KNet#7636432)*.

10. Filenames

Internally and externally developed electronic technical documents and drawings shall have filenames consisting of the technical document or drawing number and version. This filename will be changed by the PTS Asset Management Group when being registered and added into the KNet Technical Library.

11. Review and Approval

It is the responsibility of the PTS Functional Group or Project to ensure that all technical documents and drawings are reviewed and approved for use prior to submission to the PTS Asset Management Group for acceptance, registration, formal control, distribution, and use. This includes ensuring that they are in the correct format, complete and readable.

12. Acceptance and Formal Control

12.1. Acceptance of Technical Documents and Drawings

After technical documents and drawings have completed the development phase they are to be submitted to the PTS Asset Management Group for acceptance.

Document acceptance methods are detailed in PTS-MS-05-DC-PRC-00000061 – *Rail Asset Management Technical Data (Documents and Drawings) Acceptance Procedure*.

It is the responsibility of the PTS Functional Group or Project to ensure that the record of acceptance accompanies the relevant technical documents and drawings being submitted. These records will be stored in KNet and the reference number recorded in Asset Document Database as part of the document history record.

Technical documents and drawings cannot be accepted if they are not complete, readable or are corrupt. They will be returned to the PTS Functional Group or Project with a document transmittal detailing the reason for non-acceptance.

Note: Legacy drawings may not comply with this requirement and will be accepted into PTS KNet Technical Library on a case by case basis.

12.2. Formal Control

The PTS Asset Management Group has been set up with defined responsibilities, specialised tools, and processes to manage technical documents and drawings following acceptance.

The PTS Asset Management Group maintains the document management system using four main tools:

- KNet – this is the DPTI/PTS endorsed Electronic Document and Record Management System (EDRMS) used for the storage of electronic records and documents.
- KNet Technical Library – this is a sub-library within KNet used to manage technical documents and drawings.
- DocsToKNet - this is the document uploader used to automate the adding of large volumes of electronic documents into the KNet Technical Library
- Asset Document Database – this is the database set up to manage technical document and drawing indexes, distribution details, controlled copy management and version history. It is accessed, managed and controlled by the PTS Asset Management Group and is located on the PTS_Tech_Lib¹ server. The PTS Asset Management Group can be contacted for assistance by sending an email to: DPTI.PTSAAssetConfigurationManagement@sa.gov.au mailbox

12.3. Registration

Technical documents and drawings that have been accepted by the PTS Asset Management group are registered in an index within the Asset Document Database and added to KNet Technical Library.

12.3.1. Indexes

¹ This server has been set up on the DPTI network for the use of the Asset Management Document Group as a temporary environment and/or backup to the Technical Library.

The PTS Asset Management Group creates and maintains master document and drawing Indexes for technical documents and drawings that have been accepted and registered. The indexes are maintained within the Asset Document Database.

12.3.2. Technical Documents and Drawing Status

All technical documents and drawings, following registration, have an ongoing status of 'current' unless they are withdrawn from use because they are no longer required or have been superseded by another document.

12.3.3. Legacy Technical Documents and Drawings

Legacy technical documents and drawings already allocated a unique identifier will retain this number as the primary identifier but may also have a PTS Document Number added. Both numbers will be recorded in the Asset Document Database.

12.3.4. Media Identification

Any CDs or DVDs submitted, accepted and registered by the PTS Asset Management Group will be allocated a unique identifier from the Media Number Register within Asset Document Database.

An allocated number will not be reallocated for other media even if not used.

CDs and DVDs will be labelled and as a minimum contain the identifier, title/description, version number, date of creation, number of media e.g. 1 of 1, copy number.

12.4. Overview – KNet Technical Library

The KNet Technical Library is a "virtual" sub-library of KNet that has been set up as a repository for PTS Technical Documents and Drawings to ensure appropriate management and control.

12.4.1. Structure

The KNet Technical Library is a structured, hierarchical set of "Public Folders" broken down by functional group.

Each functional group folder is further broken down into lower levels, as necessary, depending on the control required.

12.4.2. Adding Documents

Technical documents and drawings will be added to the KNet Technical Library once they have been accepted and registered. They will be filed in the relevant Public Folders set up by the PTS Asset Management Group.

Technical documents and drawings may be added to more than one Public Folder if they are applicable to more than one PTS Functional Group².

12.4.3. Security and Access

The PTS Asset Management Group has been allocated special security permission in the KNet Technical Library which allows them to control the structure, set-up, adding and updating of technical documents and drawings.

²Filing in more than one Public Folder in KNet does not mean duplication as these are only "short-cuts" to the same source document.

This special security permission also allows full access to, and control of, all “native” files within the KNet Technical Library

All KNet users have View Profile, View Document, Retrieve Document and Copy for any PDF Technical Documents and Drawings within the KNet Technical Library but do not have permission to view native files.

12.4.4. Contingency Planning

Contingency planning for the KNet Technical Library in the event of major emergency, disruption or disaster is the responsibility of the DPTI Corporate Record-keeping System which ensures that KNet is backed up.

Back-up copies of technical documents and drawings are maintained on the PTS_Tech_Lib server in the event of a KNet outage. These are only accessible by the PTS Asset Management Group and will only be referred to if the system is not available in an emergency.

Legacy drawings located in the PTS Mile End Plan Room are progressively being scanned and uploaded into the KNet Technical Library. Until this process is completed the security of these documents will be included in the contingency arrangements for Mile End Depot.

12.5. Uploading Technical Documents and Drawings into the KNet Technical Library

The PTS Asset Management Group has two methods for adding technical documents and drawings to the KNet Technical Library:

- manual uploading
- bulk uploading

12.5.1. Manual uploading

Technical documents and drawings are added to the KNet Technical Library manually by “dragging and dropping” into the appropriate Public Folder. Individual files e.g. native drawings and their associated PDF files may be uploaded together by ticking the “Apply To All” box when being added to the KNet Technical Library. Using this method the metadata for each file will be the same however the titles must be individually updated.

Security settings will be manually applied depending on the file type e.g. native files or PDF.

Once added to the KNet Technical Library the native and their PDF files are “related” for future traceability and reference.

12.5.2. Bulk Uploading

Technical documents and drawings can also be added to the KNet Technical Library by using a bulk document uploader which can be run automatically every evening.

Technical document and drawing metadata is collected as part of the registration process and put into the Asset Document Database. The metadata is then exported to an Excel spreadsheet template file and with the associated files is added to the designated drive.

Providing the metadata is correct and complete the tool will run overnight and the technical documents and drawings will be added to the KNet Technical Library.

Technical documents or drawings will not upload into KNet if the corresponding Excel spreadsheet contains errors. Following correction the bulk uploading tool can re-run using the updated spreadsheet the following night.

12.6. KNet Technical Library Documents Profile Form

Controlled technical documents and drawings added to the KNet Technical Library will be entered using the PTS Document Profile form. This Profile form has a different appearance to the normal KNet profile form and has additional metadata fields.

Only the PTS Asset Management Group can add documents into the Technical Library using the Profile form.

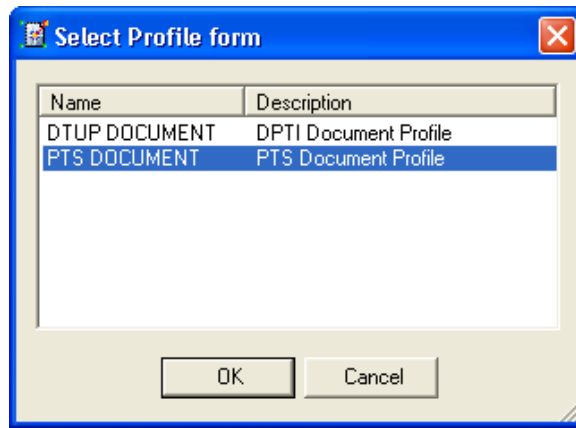


Figure 1 KNet “Select Profile Form” when adding new documents

Figure 2 PTS Document Profile Form

Refer to Appendix B for metadata details and descriptions.

13. Use and Distribution

Once technical documents and drawings are uploaded into the KNet Technical Library they are available for viewing and copying by PTS Functional Groups and Projects and other KNet users.

Technical documents and drawings can also be distributed to other users by the PTS Asset Management Group as hardcopy, electronically or via media such as CD or DVD.

13.1. Use By PTS Functional Groups & Projects/Other KNet Users

PDF files can be accessed through the PTS KNet Technical library and viewed or copied without referral to the PTS Asset Management Group. Any copies obtained in this way will be uncontrolled.

13.2. Link to the Maximo System

The field maintenance crews engaged on construction and maintenance work on PTS assets often need to view technical documents and drawings either in the office or in the field. The crews receive work orders through the Maximo System specifying the particular asset requiring attention.

To avoid the necessity for the crew members to return to a terminal to access the KNet Technical library an index of relevant technical documents and drawings applicable to each asset will be linked to Maximo. Each technical document and drawing in the index has a direct link to the PTS KNet Technical Library which enables the crew member to directly view the document.

13.3. Distribution To Other Users

Technical documents and drawings may be distributed to other users in the following ways:

- As hardcopy (controlled or uncontrolled)
- Electronically (controlled or uncontrolled)

Distribution must be carefully managed to ensure traceability of the requestor, the document requested and the date of transmittal. Distribution is managed through documented records of distribution (document transmittals)

The PTS Asset Management Group and PTS Functional Groups and Projects must ensure that no sensitive proprietary information is compromised by the distribution of any technical document or drawing.

13.4. Hard Copy Distribution (Controlled)

The nature of some of the PTS Functional Groups maintenance responsibilities, in particular signalling, require that hardcopy drawings be kept at locations in the field such as signal location boxes for ready reference by maintenance crews.

The need to ensure that the hardcopy drawings can be relied upon as correct for the location and are current and up to date requires that a strict management regime is followed.

This form of distribution is minimised to the greatest extent possible because of the costly and time consuming nature of document management

13.4.1. Field Hardcopy Locations

It is the responsibility of the PTS Functional Group to provide the PTS Asset Management Group with a list of field locations requiring controlled hard copy technical documents and drawings and also nominate a responsible person for each location.

It is also the responsibility of the PTS Functional Group to advise the PTS Asset Management Group of the technical documents or drawings required at each field location. The PTS Asset Management Group must also be

advised of any additions or deletions to the distribution list so those documents can be added or removed from the location distribution lists.

The PTS Asset Management Group will maintain a register in the Asset Document Database of all field hardcopy locations by allocating a unique identifier to each location and recording the details of the nominated responsible person.

13.4.2. Field Hardcopy Indexes

Once locations and associated technical documents or drawings have been identified they will be distributed to the location with an accompanying index. This index will be updated when any technical documents or drawings are updated or withdrawn

13.4.3. Field Hardcopy Identification

Field hardcopy technical documents and drawings will be uniquely identified by a colour label adhered to the technical document or drawing.

Each label will contain the document title, version, location, and its own unique identifier regardless of whether the same document and version has been distributed to the same location previously e.g. if it is being re-issued as a controlled copy when the original has been lost or destroyed.

13.4.4. Field Hardcopy Recall

Once technical documents or drawings have been registered against a location any updates to those drawings will be distributed to the identified locations.

It is the responsibility of the PTS Functional Group to ensure that superseded technical documents or drawings (including the label) are returned to the PTS Asset Management Group as soon as possible to minimise the risk of maintenance crews using incorrect information. The distribution register will be updated by the PTS Asset Management Group to reflect the date the document was returned.

From time to time field documents will be deemed as no longer applicable. These will be recalled in the same way as superseded technical documents and drawings.

13.5. Hard Copy Distribution (Uncontrolled)

If there is a requirement for hard copies to be sent outside the department by PTS Functional Groups or Projects as uncontrolled copies or as information the PTS Functional Group or Project must ensure that appropriate records are kept of the transmittals. This must include the date, the sender, the recipient of the document and the document details i.e. document number, version and title.

13.6. Electronic Distribution (Controlled)

The electronic distribution of controlled native files is only undertaken for the purpose of updating technical documents and drawings and the distribution can only be carried out by the PTS Asset Management Group.

Technical documents and drawings released for updating will be “checked” out of the KNet Technical Library to a folder on the PTS_Tech_Lib server. A copy will be distributed to the requestor by the PTS Asset Management Group with an accompanying document transmittal.

13.7. Electronic Distribution (Uncontrolled)

If there is a requirement for electronic PDF copies to be sent outside the department as uncontrolled copies for information they may be sent directly by the PTS Functional Group or Project without a document transmittal. In this case appropriate records, as for uncontrolled hardcopy distribution, must be retained of the transmittal i.e. if an e-mail is used then it must be filed in KNet.

When technical documents and drawings are sent via media a unique identifier will be allocated by the PTS Asset Management Group to the media from the Media Number Register in the Asset Document Database. A list of the contents of the media must also be recorded either as an index or alternatively a back-up master copy can be made as a record of the distribution. A document transmittal form is required.

If there is a requirement for electronic native copies to be sent outside the department as uncontrolled copies a document transmittal form must be used. In this case the native file is not "checked" out of the KNet Technical Library. Distribution of uncontrolled native files can only be carried out by the PTS Asset Management Group.

13.8. Document Transmittals

When the PTS Asset Management Group use a Document Transmittal Form for distributing technical documents and drawings the following shall apply.

13.8.1. Transmittal Templates

The transmittal template KNet #6441364 is to be used to create PTS Asset Management Group document transmittals.

13.8.2. Transmittal Numbering

Every transmittal will have a unique identifier allocated from the Document Transmittal register located in the Asset Document Database.

Once a number is allocated it is not to be re-used even if the transmittal is not sent.

13.8.3. Transmittal details

Transmittal details should include:

- a title or description,
- the sender, including title and department,
- the date of the transmittal,
- the recipient,
- the destination,
- the document or drawing number,
- the title,
- the version,
- the issue date and,
- the reason for distribution

The form details must be completed in full to ensure future traceability even if sending technical documents and drawings internally.

Note: If technical documents and drawings are being distributed for update then the KNet reference number may also be added for easier cross reference to the file name.

13.8.4. Transmittal Distribution

Document transmittals can be sent either electronically for small files via email or for larger files sent as media (CD/DVD); either type of delivery must have the accompanying document transmittal included.

Note: It is acknowledged that with the large number of major projects currently being delivered there is a significant backlog of technical documents and drawings awaiting registration. Given current resources it will be some considerable time before this backlog is cleared. The PTS Asset Management Group is, however, prepared to distribute uncontrolled copies of unregistered technical documents and drawings as required. When a request for updating of unregistered technical documents and drawings is received the PTS Asset Management Group will prioritise registration of these documents and then arrange for their release.

13.8.5. Transmittal Acknowledgements

The recipient of the document transmittal is requested to sign and date the transmittal form to provide a record of receiving the delivery. This can be done either by signing the document transmittal and returning it, or signing and scanning the transmittal as a PDF then returning it electronically.

14. Use & Distribution – PTS Plan Room – Mile End

The PTS Plan Room is a secured area located at Mile End and is the repository for master hardcopy technical documents and drawings and also master media files.

The PTS Plan Room contains many historical drawings and until they are “disposed” to State Records access to this area is restricted.

Any requests for technical documents or drawings from the PTS Plan Room can be made through the PTS Asset Management Group.

15. Updating

From time to time it may be necessary to update technical documents or drawings where assets are modified, removed or defects are found following audits or reviews.

15.1. Request for Release

The PTS Functional Group or Project responsible for the assets shall submit a Document Update Form detailing any proposed updates to technical documents and drawings to the PTS Asset Management Group. The Document Update Form must be approved by the PTS Functional Group delegated authority before the PTS Asset Management Group can release the technical documents and drawings from the PTS KNet Technical Library.

Prior to release, the PTS Asset Management Group must identify any conflicts where it is evident that a technical document or drawing has already been released to another Functional Group or Project for update.

If a technical document or drawing has already been checked out for updating the new requester will be given details of the original requestor in order that they can liaise directly to coordinate their updating activities.

Where there are no conflicts the PTS Asset Management Group will register the details of the requestor, the date of the request and a brief reason for the update. This will be recorded in the Document Update Register in the Asset Document Database

15.2. Update

During the updating phase, all changes or summary of changes made to the document should be recorded by PTS Functional Group or Project.

During this phase development versioning is to be used e.g. if the technical document or drawing being updated is currently Version 1 then the update / developmental versioning is to be 1a, 1b, 1c etc.

15.3. Re-Submission

All updated technical documents and drawings must be accompanied by the Document Update Form when re-submitted to the PTS Asset Management Group for re-acceptance.

15.4. Re-Acceptance

The re-acceptance process for the uploading of updated technical documents and drawings into the KNet Technical Library is the same as the acceptance process for new documents.

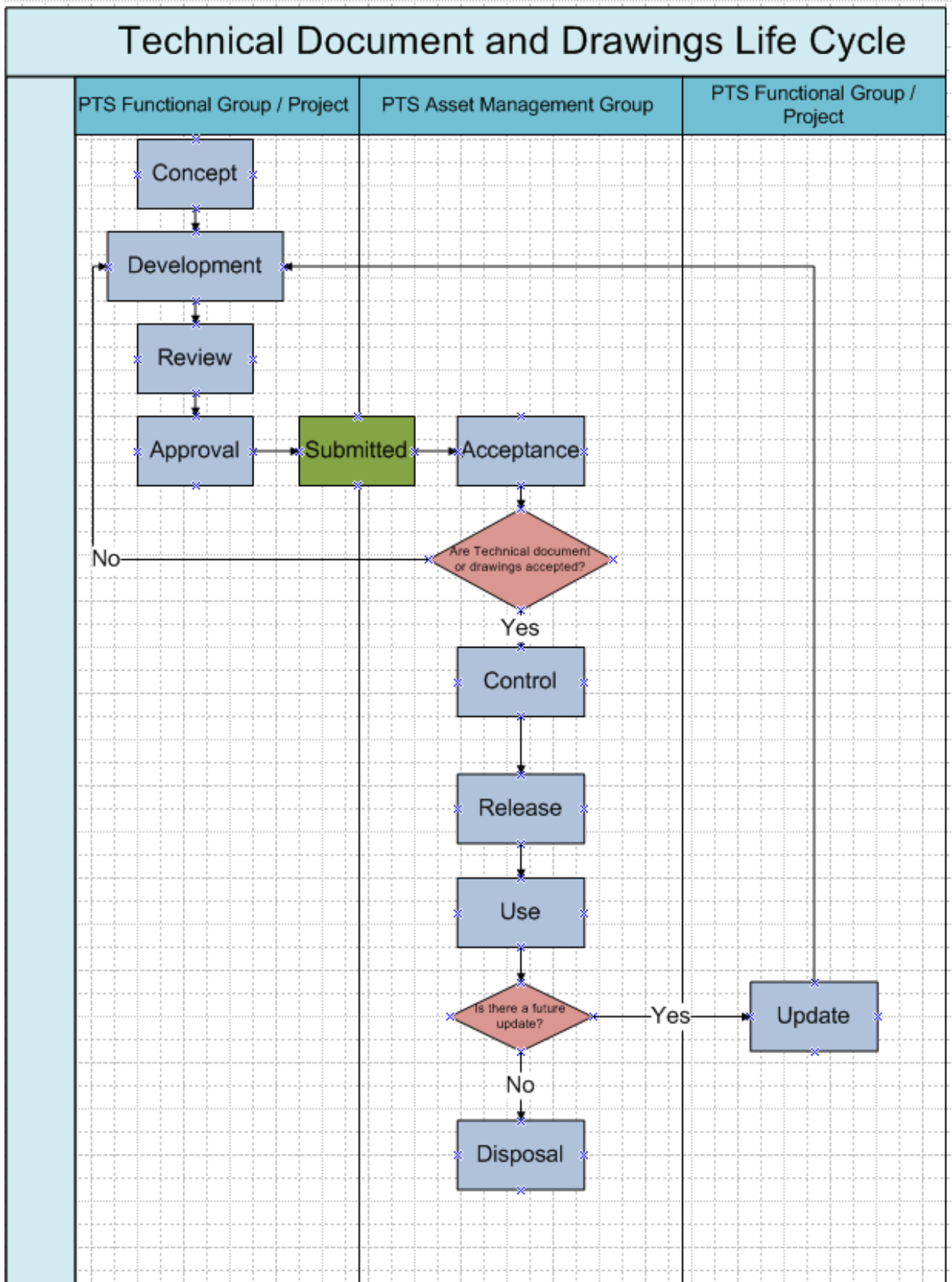
When the updated technical document or drawing has completed the review, approval and acceptance process the PTS Asset Management Group will update the index as version 2 in the Asset Document Database before adding it back to the KNet Technical Library.

16. Disposal

Disposal of technical documents and drawings shall be carried out in accordance with the State Records Act or DPTI/PTS policies and procedures.

Use of flow charts within procedures is accepted (Word or Visio) if a separate Word or Visio document is used indicate the relevant KNet reference. (PTS Level 1 Body Text)

17. Appendix A



18. Appendix B

Field Name	Description	Example/Comments
Title/Description	The technical document or drawing title	No abbreviations or acronyms should be used unless it is part of the title.
PTS Doc Number	The PTS technical document or drawing number allocated by the Asset Management Group.	For legacy documents use "TBD" in the field until a number is allocated.
Doc Revision Number	The issue, revision and version as written on the technical document or drawing.	This is <i>not</i> the KNet version number.
Original Doc Number	For legacy or externally acquired documents where a unique identifier has already been allocated.	This includes original TransAdelaide technical document or drawing numbers.
Additional Reference #	Used to record any additional reference numbers on the technical document of drawing.	This field is used for signalling book number references e.g. AD-266.
Document Type	A pre-determined list of document types set up in KNet.	e.g. DRAWING, SPECIFICATION, REPORT
Doc Status	A pre-determined list of Doc Status.	e.g. As Built, For Construction
Doc Review Date	A date is entered if the document is required to be reviewed by a certain date.	This is not generally used for technical documents and drawings.
Print Size	This defines the paper size of the technical document or drawing.	This is more useful when paper profiling hard copy technical documents and drawing e.g. hardcopy cataloguing of drawings in the Plan Room.
Originator	The originator of the technical document or drawing.	If developed within the department then this would be DPTI or PTS, if an external technical document or drawing then this will be the company.
Asset Location	This is a pre-determined list of locations.	Because technical documents and drawings are asset based the location will be a rail corridor or depot. Where asset locations are applicable to more than one location then "Adelaide Rail" should be used.
Asset Type	This is a pre-determined list of asset types	
Discipline	This is a pre-determined list of discipline types.	
Asset Classification	The asset classification is the breakdown code according to the PTS KNet Technical Library public folder structure.	If the code has not been defined in the PTS Technical Library then the next highest asset classification code should be used within the functional area applicable.

Field Name	Description	Example/Comments
Revision/Acceptance Date	This is the date on the technical document or drawing when signed off as complete.	e.g. This is generally the date in the revision history table.
Acceptance Reference	The reference details when technical documents or drawings are received for uploading into the technical library.	If the record does not have a reference number then after adding the record into KNet, the KNet reference number should be entered.
Comments	This is free text to add any additional information to assist in searching for technical documents or drawings or to add additional context to the record.	The title may not always make it clear the technical document or drawing scope and purpose. The comments field allows for additional information e.g. some drawings may contain specifications, tables of information/parts lists etc which the title would not indicate.
File Part #	The default for all technical documents and drawings is: 2011/17315/01.	This ensures all technical documents and drawings within KNet can be grouped together because the disposal schedule will be the same for all of them and they are considered as vital records and to be kept. This field can be updated at a later date for any technical documents or drawings where this no longer applies.
Currently With	This field is automatically associated with the File Part# and File Name fields.	This field is auto generated by the system unless metadata is being uploaded as a bulk upload.
File Name	The File Part # default 2011/17315/01 will automatically populate this field with "ASSET Configuration Management".	This is a default field and will be automatically generated depending on the File Part #.
Agency	The default for this field is "PTS"	
Source Application	This is automatically generated when the technical document or drawing is added to the technical library.	The exception is that this needs to be added when using the bulk uploader.
Section	The default for this field is "PTS:ASSET MGMT"	