

Project Controls

Master Specification

PC-CN2 Asset Handover

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DEPARTMENT FOR
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PC-CN2 Asset Handover

1 General

- 1.1 The Contractor must handover all assets the Works in accordance with this Part.
- 1.2 The following documents are applicable to this Part:
 - a) ISO 55001 Asset Management – Management System Requirements.
 - b) RAMA-AM-PRC-003 Road & Marine Assets Technical Data Requirements for Projects (KNet#10925806).
 - c) RAMA-AM-APP-001 Asset Handover Report (KNet#10908454).
 - d) RAMA-AM-PRC-005 Road & Marine Assets – Asset Data Collection Manual (KNet#10918839).
 - e) Master Specification Part PC-CN1 “Testing and Commissioning”.
- 1.3 The asset handover shall occur after Testing and Commissioning and before Final Completion.

2 Asset Management Planning

- 2.1 The Contractor must develop an asset handover strategy and plan for asset handover at the beginning of the Contract.
- 2.2 A Preliminary Asset Completion and Handover Plan must be delivered prior to the start of design.
- 2.3 The Final Asset Completion and Handover Plan must be delivered and approved by the Principal’s Representative prior to construction commencing. Approval constitutes a **Hold Point**.

3 Pre-requisites to Asset Handover

- 3.1 The Contractor must submit the following documentation to the Principal for approval 20 working days prior to Asset Handover.
- 3.2 All reports and manuals must be in the Department’s template MSWord format, convertible to Adobe, and be bookmarked electronically for easy navigation and referencing. They must have a formatted style guide and linked table of contents. The Contractor can obtain the Department’s current template from the Principal’s Representative.
- 3.3 The Contractor may add its company logo to the front page of the report or manual provided it is of high resolution quality and of a size no larger than the Department’s logo.
- 3.4 The Contractor must submit a set of final approved As-Construction records.
- 3.5 If the Contract includes a design component, the Contractor must:
 - a) update the Issued For Construction Management Plans and back-draft the red pen “As-constructed” mark-ups into the Department’s format suitable for lodging into the Department’s Plan Room; and
 - b) provide certification from the designer that the design intent has been achieved in the final constructed works.
- 3.6 The Commissioning Report must be prepared in accordance with PC-CN1 “Testing and Commissioning”.
- 3.7 “”Final Training Manual and Records of Training must be in accordance with PC-CN1 “Testing and Commissioning”.
- 3.8 “”Final Operations and Maintenance Manual must be in accordance with PC-CN1 “Testing and Commissioning”.

- 3.9 “The Contractor must prepare an Asset Handover report in the format of RAMA-AM-APP-001 Asset Handover Report (KNet#10908454) and in accordance with RAMA-AM-PRC-005 Road & Marine Assets – Asset Data Collection Manual (KNet#10918839).

4 Asset Handover

- 4.1 The Contractor must provide an Asset Handover Certificate for approval by the Principal once all pre-requisites to Asset Handover have been approved by the Principal. This constitutes a **Hold Point**.
- 4.2 The final Asset Handover Certificate must be signed by the Principal and included in the Final Asset Handover Report to achieve Asset Handover.
- 4.3 At the time of Asset Handover, the Contract must provide to the Principal:
- a) any keys and access cards;
 - b) spare parts and warranties;
 - c) software and electronic project files (e.g. Aconex);
 - d) Third Party Access arrangement and agreements;
 - e) Residual Risk and Hazard Register; and
 - f) final defects register demonstrating all defects have been rectified.
- 4.4 The final Bank Guarantee will not be released until Asset Handover occurs.

5 Hold Points

- 5.1 The following is a summary of Hold Points referenced in this Part:

Document Ref.	Hold Point	Response Time
2.2	Approval of the Final Asset Completion and Handover Plan	10 days
4.1	Provision of an Asset Handover Certificate	