



AGFMA • FACT SHEET

Site Inspection Program

Audience

Participating Agencies AGFMA FMSP Sub-Contractors

Purpose

This Fact Sheet provides information to Agencies regarding the Site Inspection Program required to be undertaken by the Facilities Management Service Provider (FMSP) under the AGFMA Agreement.

The Site Inspection Program is important as it has a direct relationship to Asset management including Asset¹ data quality, service delivery standards, the maintenance strategy, risk management planning and the Annual & Long Term Service Delivery Plans.

Site Inspection Program

The FMSP is responsible for management of an annual Site Inspection Program, whereby each AGFMA Site is inspected on an agreed cycle, with the frequency being dependent on-site priority.

Intention of the Program

The intent of the Inspection Program (Regular Inspection of Assets) is for the FMSP to regularly inspect each asset, and to:

- i. ensure the data in respect of Assets and each Site is accurate and up to date;
- ii. transfer to the FMSP the responsibility for managing and maintaining Assets that may have been installed without the FMSP's prior knowledge by a Participating Agency. This management and maintenance responsibility will transfer from the date of inspection;
- iii. confirm that the condition rating of Assets at each Site has not changed or deteriorated when compared with the condition rating of Assets in the original records; and
- iv. confirm that Assets are:
 - being maintained appropriately and are not either over-serviced or under-serviced;
 - fit for purpose and are operating correctly; and
 - compliant with all Laws and otherwise in a condition required by the Agreement.

Site Inspection Cycles

The Site Inspection cycles are continuous and require the close working relationship between Agencies and the FMSP.

Annual Approval of Inspection Plan

The FMSP is required to finalise the Inspection Plan by the end of April each year and Participating Agencies can expect to be presented with a draft plan for consideration and approval prior to that date. This approval is an acknowledgement by each Participating Agency that they are aware of the Sites to be visited that financial year. The FMSP is responsible to achieve the relevant cyclic requirements.

¹ Asset means each Core Asset and each Agency Nominated Asset and includes all items of plant requiring registration under Work Health and Safety legislation.



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Inspection Cycles

All Sites have been assigned a 3 yearly inspection cycle, based on the initial rating of all Sites as 'medium' priority and complexity. Changes to this cycle may be proposed by Agencies or by the FMSP and are to be negotiated between each party on a site-by-site basis. Any changes are likely to attract Management Fee increases or decreases.

The relevant Participating Agency may amend the inspection cycle by written agreement, in which case the FMSP must update the Inspection Program to reflect the new inspection cycle. Agencies should consider individual sites and their priority and complexity in discussion with the FMSP.

Responsibilities

Accessibility

The FMSP must provide Sites with reasonable notice of their intention to carry out an inspection on the agreed date(s), noting that the inspection may take place over a number of days, depending on the size and complexity of the Site.

Local site management should ensure reasonable access for inspectors. In order to expedite the inspection, site management should consider whether a senior site representative (e.g., the Site Manager) is required to initially brief, and then accompany the inspector(s) during the inspection.

Site Inspection Data

The FMSP is responsible for Asset management including updating the Asset register and submission for any approved changes to Preventive Maintenance schedules and budgets following an inspection so that data is accurate and complete. This will be completed within the FMSP envelope of services.

Where a Participating Agency has commissioned Projects outside of the AGFMA Agreement, (i.e., new building or new addition/wing) with complex multiple Assets the FMSP is required to discuss any associated cost including the need to engage a suitably qualified Contractor to attend and gather the new site Data and any required Plan/Drawing updates so as to update the Asset register and Preventative Maintenance schedules.

Site Inspection Outcomes

Inspectors may identify aspects of service delivery that may require attention or issues that may require immediate attention at a local breakdown maintenance or hazard level - for example, failed essential safety provisions such as agency storing items blocking a fire exit, or service standards such as missing fire extinguishers and or failed exit lights.

Findings from the inspections will be reviewed by the FMSP and may result in flow on effects to other key documents and processes, including:



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Documents and Processes	FMSP Action	Participating Agency Action
Changes to the Asset register (new or removed assets)	Seek Agency approval and then update the register and inform Participating Agency of changes	Review and approve or reject changes to Asset register
New or removed assets require changes to Preventative Maintenance Plans	Prepare recommendation, supported with justification for changes to Long Term Service and/or Annual Service Delivery Plans	Agency to approve changes to ASDP and LTSDP based on data changes
Recommended changes to the Maintenance Strategy, such as changing from Preventive Maintenance to Breakdown only	Prepare recommendation, supported with justification for changes to Asset Standards, Long Term and/or Annual Service Delivery Plans	Approve or reject recommended changes to each document
Recommended changes to Service Levels, e.g. by altering the frequency of Preventative Maintenance	Prepare recommendation, supported with justification for changes to Asset Standards, Asset Service Standards	Approve or reject recommended changes to each document
Recommendations for Replacement/Refurbishment	Potential business case for each Replacement/Refurbishment. Adjustments to Long Term and Annual Service Delivery Plans.	Approve or reject each business case, and changes to service delivery plans.

Within the 10 Business Day period immediately following an inspection, the FMSP must:

- notify DIT and the relevant Participating Agency of any critical risks identified in relation to the Assets that may need immediate attention;
- complete an observations template and prepare appropriate reports in relation to the inspection, actions or issues; and,
- seek to amend the relevant Participating Agency's Annual Service Delivery Plan if it is necessary to provide additional Services or Deliverables in respect of an Asset as a result of the inspection.

For More Information

Contact the AGFMA Team - DIT.AGFMA@sa.gov.au