



FUTURE AGFMA • FACT SHEET

Data Validation

Audience

Participating Agencies Future AGFMA FMSP Sub-Contractors

Purpose

This Fact Sheet provides information regarding the Data Validation process Ventia (as the government appointed Facilities Management Service Provider (FMSP)) is undertaking from late 2021.

What is a Data Validation process?

Ventia is the FMSP for the Future Across Government Facilities Management Arrangements (AGFMA) contract.

As one of the commencement responsibilities of the Future AGFMA contract, Ventia must undertake a one-off audit of all AGFMA In-Scope sites and those assets which are defined as Core or Agency Nominated assets.

Accurate and complete asset information is critical to ensure that assets under Ventia's management are maintained appropriately, are safe and are operationally efficient. This one-off Data Validation program will facilitate these outcomes, by assisting to deliver accurate Annual and Long-Term Service Delivery Plans for maintenance and minor works, and assisting Participating Agencies in their long-term strategic planning and funding forecasts.

Communication Plan

During the 18-month data validation period¹, Ventia will communicate with the Participating Agencies to:

- a) ensure all site representatives and local site managers understand the requirements and purpose of the Data Validation process;
- b) plan and confirm access arrangements to each facility so as to ensure:
 - minimal delays caused by local staff being unaware of the audits;
 - the audit teams are able to attend and access all areas of the facility; and
 - in-house escorts are provided when needed.
- c) undertake visits to all sites under management, and validate the asset data at each site; and
- d) update the asset database as needed.

On-site Validation Process

The following will take place when Ventia arrive at a Participating Agency site to perform a Data Validation activity:

- a) upon arrival to site, sign in, meet the site contact (if applicable), arrange for necessary keys and building plan/s, and any other site induction or familiarisation required
- b) conduct a Job Hazard Assessment

¹ The 18 month validation period commences from contract award on 6 July 2021 and will be completed by 5 January 2023.



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- c) determine the building inspection order – standard procedure is to work clockwise around the building, from the lowest level up to the highest, with consideration given to weather conditions, and minimising impact on site operations
- d) conduct the audit, following checklist requirements, capturing detailed asset attributes
- e) place QR codes on relevant assets and systems, thereby allowing Participating Agencies to scan the QR code to raise service requests via their 'Panorama Lite' app
- f) complete notes as observed against checklist items (notes to include priority, timeframe and cost/quantity data) and attach photographic documentation
- g) immediate, serious hazards or hazardous materials will be reported to the Data Validation Lead or using a protocol yet to be determined
- h) upon completion of the inspection, verify that all checklist items have been completed and all information required has been recorded, and immediately re-visit areas / assets for clarification if required
- i) report back to the site contact and sign out.

Is this Data Validation program their only data related responsibility?

No.

Ventia has an ongoing responsibility to conduct regular inspection program of assets throughout the term of the contract to ensure data accuracy is maintained, and that the maintenance strategy is delivering the required outcomes for each site.

Ventia's Data Validation and Service delivery responsibilities will be detailed in the updated Memorandum of Administrative Arrangement (MoAA) which will be available on the AGFMA website from late 2021.

Wasn't a similar task done already for some sites?

This process differs from the recent Accelerated Site Inspection and Asset Data Collection process managed by the Department for Infrastructure and Transport (DIT) Facilities Services. That program occurred at approximately 620 sites that were managed by DIT Facilities Services, whereas the Ventia Data Validation program must occur on all In-Scope Sites.

Whilst the outcomes of the Accelerated Site Inspection and Asset Data Collection process will be incorporated into Ventia's Data Validation Process, this will not result in those sites being excluded from the Data Validation program.

For More Information

Contact the Future AGFMA Reform Team - DIT.FutureAGFMA@sa.gov.au