

Each certificate shall be accompanied with a supporting record package listing as given in Appendix 29H. The package listing is a live document and shall be updated for a given Elementary System at each stage of the testing certification process.

#### 29.2.10 Asset Management & Traceability

The *Employer* will develop and manage asset information provision processes which should provide assurance that asset information is of suitable quality and to minimise the overall cost of asset information provision to both the *Contractor* and the *Employer*. These processes may be refined over the life of the contract to improve the effectiveness of asset information provision.

The *Contractor* shall be responsible for the provision of asset labels; the *Contractor* shall complete and submit to the *Project Manager* the Asset Data Collection forms in a timely manner thus allowing the *Employer* to issue the required asset label information.

The *Employer* shall operate managed processes to ensure consistent asset information is provided for each contract. In order to ensure consistent approaches to asset hierarchies and asset classification, the development and population of the asset hierarchies shall be undertaken by the *Employer*. Classification of assets will be based upon the Uniclass Standard and shall be undertaken by the *Employer*.

*Contractors* shall be issued by the *Employer* with Asset Data Collection Forms relevant to their contract with the required attributes specified. *Contractors* shall populate the Asset Information Provision with all requested details and within the timescales specified in the information request.

The *Employer* will provide suitable briefing and training sessions to *Contractors* to ensure that they are aware of their responsibilities within the overall process.

An example data collection form is included in Appendix 13L.

All asset data shall conform to the *Employer's* standards as specified in the Standards Baseline and the *Employer's* Asset Information Management Plan – CRL1-XRL-O8-XTC-CR001-00007.

At an appropriate time the *Contractor* shall be provided with extracts of the *Employer's* Asset Information Management System (AIMS) database by the *Project Manager* containing planned assets to be constructed/ modified/ demolished/preserved/ interfaced by the *Contractor* as detailed in the Asset Information Management Plan CRL1-XRL-O8-XTC-CR001-00007. These extracts will contain assets adjacent to the Site which the *Contractor* may need to be aware of.

Throughout the contract, the *Contractor* shall be responsible for the safe storage and management of the extracts of the *Employer's* Asset Information Management System (AIMS) supplied to them. They shall maintain suitable controls to prevent the loss, deletion, corruption or degradation of the Asset Register consistent with current industry good practice.

The *Contractor* shall populate the extracts of the *Employer's* Asset Information Management System (AIMS) to support future operational, maintenance and asset management activities. The Asset Information Management System (AIMS) extracts shall be updated to contain the complete asset listing covering the contracted works.

AIMS shall enable storage and access of the following information to *Employer's* standards:

- Asset identification
- Asset location
- Asset classification to the classification standards of the relevant infrastructure manager
- Asset status
- Asset criticality
- Asset attributes specific to the relevant class of asset
- The capability to store identifiers to allow linkage to other information systems

AIMS extracts shall be populated by the *Contractor* with all specified data updates to comply with *Employer* requirements and shall be fully populated no later than four weeks after the relevant asset has been installed/ set to work. The *Contractor* shall maintain at all times traceability of all assets and line wide replaceable units, including failure during testing and commissioning and product swap-out.

All assets, down to the line replaceable unit, shall have a unique identification number that is capable of being used to consistently identify the asset electronically and manually. Unique identification shall be compliant with the *Employer's* Asset Identification Standard (CRL1-XRL-O6-STD-CR001-00031).

All assets installed or supplied by the *Contractor* shall have a durable label or name plate appropriate to the environment either securely fixed to the asset, or securely fixed adjacent to the asset. These labels shall be compliant with the *Employer's* Asset Identification Standard (CRL1-XRL-O6-STD-CR001-00031).

The *Contractor* shall be accountable for the management, storage and population of the Asset Register data and shall attend, and contribute to *Employer* data governance meetings when required.

If changes are required to the *Employer's* standard reference data, then the *Contractor* shall notify the *Project Manager*.

The *Contractor* shall ensure that all data population and updates are consistent with the *Employer's* quality requirements. This shall include ensuring that the accuracy, validity, precision, completeness and timeliness of asset information comply with the *Employer's* standards – listed as:

- Asset Identification Standard CRL1-XRL-O6-STD-CR001-00031
- Asset Information Management Plan CRL1-XRL-O8-XTC-CR001-00007.

The *Contractor* shall instigate suitable checks and audits of data quality to demonstrate that *Employer's* standards are being complied with and shall demonstrate the effectiveness and outputs of these processes to the *Project Manager*, when requested.

Requirements for the coding and numbering of *Employer* assets shall be compliant with the *Employer's* Asset Identification Standard (CRL1-XRL-O6-STD-CR001-00031).

The *Contractor* shall nominate a relevant senior employee as Data Owner who shall be accountable for the management, storage and population of the Asset Register data. The Data Owner shall attend, and contribute to *Employer* data governance meetings when required.

#### 29.2.11 Software Development

The requirements for software development to be applied by the *Contractor* in supplying software based systems shall comply with EN50128, EN 50126 and EN50129 unless agreed otherwise with the *Project Manager*.