



Project Management Paper No 1.1—Procedures—DPS Standard for Project Documentation

Date:	August 2010	Review:	August 2012
Approved:	Deputy Secretary	File No:	10/1187
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Introduction

1 This Project Management Paper (**PMP**) issues the latest version of the DPS Standard for Project Documentation (**the procedure**) (**Attachment A**).

Purpose

2 The purpose of this procedure is to provide staff, contractors and consultants with project documentation requirements with regard to:

- (a) requirements for drawings;
- (b) requirements for Operation and Maintenance Manual/s;
- (c) timeframes for documentation submissions; and
- (d) the documentation approval processes.

3 In particular, the procedure provides a standard for contractors and consultants to be addressed when documentation is to be supplied as part of a DPS project.

4 The procedure also forms part of the Department of Parliamentary Services (**DPS**) standard conditions of contract.

Responsibilities

5 It is the DPS contract manager's responsibility to ensure that all contractors and consultants, as part of the project briefing, have a copy of the procedure and are informed of the requirements it sets out.

6 The Director Procurement, Contract Management and Logistics, is to ensure that all tender and quotation documents reference the procedure within the contract terms and conditions.

Access to the DPS Standard for Project Documentation

7 A PDF version of the policy and attachments can be accessed and downloaded from the DPS intranet and the Australian Parliament House internet sites.

Review cycle

8 The procedure will be reviewed and updated every two years. In addition to the standing review process, the procedure will be updated in the event of any major DPS policy or legislative changes.

Responsibility for this policy

9 Responsibility for maintaining and updating the procedure and its attachments rest with the Assistant Secretary, Infrastructure Services Branch. However, responsibility for ensuring the details and information contained within the policy rest with the Assistant Director, Maintenance Services, Building Information.

David Kenny
Deputy Secretary



Attachment A

DPS Standard for Project Documentation

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Introduction

- 1 This standard covers the requirements placed upon “Contractors” for the supply of project documentation for DPS Projects during the “Design”, “Construction” and “As Constructed” stages of a DPS project.
- 2 This standard is broken into four sections and two attachments:
 - (a) **Section 1**—sets out DPS requirements with regard to “Design” and “Construction” Project Documentation;
 - (b) **Section 2**—sets out DPS requirements with regard to “As Constructed” Project Documentation;
 - (c) **Section 3**—Sets out requirements when submitting documentation for DPS approval, including timeframes;
 - (d) **Section 4**—sets out requirements and conventions required by DPS in regard to technical drawings;
 - (e) **Attachment A**—Sample Drawing Title Block; and
 - (f) **Attachment B**—*Operation and Maintenance Manual/s Template and Guidelines*

Glossary

- 3 The term “Contractor” is used in this document and means the person or body bound to execute the work under the Contract.
- 4 The term “Head Contractor” is used in this document and means the person or body bound to execute the work under the Contract whom then engages sub-contractors to execute the work.
- 5 The “DPS Project Manager” is the Department of Parliamentary Services (**DPS**) employee who is responsible for the management of the project.
- 6 The term “As Constructed” drawings may also be referred to within the project specification or widely throughout the industry as “Record Drawings”, “Work-as-Executed” or “As Installed” documents, refers to a record of work actually completed.
- 7 The term “Design Drawings” in this document refers to all drawings related to the design phase of a project ie Concept, 80%, 100%, For Tender and For Construction.
- 8 The term “Shop Drawings” in this document refers to detailed drawings showing how building elements will be fabricated and/or installed and are usually prepared by a fabricator or manufacturer.
- 9 The acronym “PMP” in this document refers to the “Project Management Plan”.
- 10 The term “Designation” in this document refers to a name or label given to a component, eg VV8-1 (*a VAV box*), DBS6-1G (*a switchboard*), FS-4-1 (*a supply air fan*).

Section 1—Design and Construction Project Documentation

General

11 This section details the standards and requirements for the provision of project documentation that is to be submitted by the Contractor at the design and construction stages of a project.

Design documentation

12 The design documentation requirement of the project will include (unless otherwise requested by the Project Team or specified in the PMP) the following:

- (a) "80%" documentation such as:
 - (i) preliminary reports;
 - (ii) sketch plans; and
 - (iii) preliminary estimate of cost.
- (b) "100%" documentation such as:
 - (i) developed design, including developed drawings; and
 - (ii) advice on preliminary designs of engineering and other specialist services.
- (c) "Tender" and "For Construction" documentation such as:
 - (i) Technical Specification (including commissioning documents if relevant);
 - (ii) drawings complete with sections and details sufficient for the calling of tenders, including as appropriate coordination and integration of sub contractor's work;
 - (iii) drawings including details of the plant/equipment/fittings that are to be removed or decommissioned;
 - (iv) a pre-tender estimate of cost prepared by a Quantity Surveyor. A full break-up of the estimate is required; and
 - (v) provision of lists identifying items of plant and equipment, including Asset and/or PE number, that are to be retained for use in the installation, or are to be disposed of by the Principal through Board of Survey process.

Equipment designations in documentation

13 At 100% design documentation stage all drawings, plant and equipment, circuits, room locations, etc must be correctly "designated" and shown on all relevant documentation. This includes, but is not limited to:

- (a) Distribution boards
 - (i) Electrical;
 - (ii) Mechanical; and
 - (iii) Fire.

- (b) Electrical—Power and Lighting
 - (i) Circuit numbers;
 - (ii) Control circuits; and
 - (iii) Luminaire types.
- (c) Equipment descriptions
 - (i) AHUs;
 - (ii) VAV-boxes;
 - (iii) Fans;
 - (iv) Pumps;
 - (v) RTUs; and
 - (vi) Fire dampers.
- (d) Devices
 - (i) Security;
 - (ii) Smoke detection;
 - (iii) EWIS;
 - (iv) Data;
 - (v) Communications; and
 - (vi) House monitoring.
- (e) Control gear
 - (i) Power module number and type; and
 - (ii) Control module number and type.
- (f) Locations
 - (i) Rooms;
 - (ii) Spaces;
 - (iii) Pits; and
 - (iv) Areas.
- (g) Drawing numbers
 - (i) As per Section 4—*Drawing Standards*.

14 A written request for any new designations must be forwarded to DPS, Maintenance Services, Planning and be received no later than the 80% design stage. All “designations” are to be shown on the 100% design documentation.

15 The written request is to include:

- (a) the name and contact details of the party requesting the designations;
- (b) what “designations” are required; and

- (c) a copy of any project drawing showing the components location in relation to existing plant and equipment etc.

Consideration of "As Constructed" documentation requirements

16 During the preparation of the design drawings and specifications, the Contractor is to take into consideration the requirements outlined within Section 2—"As Constructed" Project Documentation.

Documents to be supplied

- 17 The Contractor will provide DPS (unless otherwise requested by the Project Team or specified in the PMP) the following:
- (a) two sets (prints) of sketch plans and two copies of any associated reports and one set of each on CD or DVD;
 - (b) two sets of 80% drawings (prints) and two copies of the specification associated documents and one set of each on CD or DVD;
 - (c) "Tender" and "For Construction" stages, the documents to be provided include:
 - (i) one copy of each drawing on good quality bond paper;
 - (ii) a PDF copy and an original CAD format of each drawing;
 - (iii) one unbound copy of each technical specification;
 - (iv) drawings in electronic format as specified; and
 - (v) technical specifications in electronic format as specified.
 - (d) three sets of any "shop drawings" on good quality bond paper.

18 All drawings are to comply with "Section 4—*Drawing Standards*".

Shop drawings

19 The Contractor is to submit any shop drawings to the DPS Project Manager for approval. The drawings are to be dimensioned showing details of the fabrication and installation of services and equipment, including relationship to the building structure and other services.

20 The information from these drawings must also be included in the final "As Constructed" drawings as per paragraph 24(d).

21 Shop drawings are to comply with "Section 4—*Drawing Standards*".

Section 2—"As Constructed" project documentation

General

22 This section details the standards and requirements for the provision of project documentation that is to be submitted by the Contractor at the completion of a project.

23 All documents are to accurately record the “As Constructed” details and location of all building elements, plant and equipment related to the project. All approved variations are to be included as part of the documentation.

24 The “As Constructed” documentation requirement of the project will include (unless otherwise requested by the Project Team or specified in the PMP) the following:

- (a) “As Constructed” drawings;
- (b) Operation and Maintenance Manual/s as per **Attachment B—*Operation and Maintenance Manual/s Template and Guidelines***;
- (c) adequate written information as specified in *Occupational Health and Safety (Commonwealth Employment) Act 1991, Section 19 (1) (c)*; and
- (d) inclusion of any approved “shop drawings” into the “As Constructed” drawing set.

25 The above documents are to be supplied as a complete package, that is, all drawings and manual/s for all disciplines at the same time.

As Constructed drawings

Content

26 The “As Constructed” drawings are to comply with Section 4—*Drawing Standards* and are to include, but not limited to:

- (a) all plans, elevations, sections and details, shop/assembly drawings of major plant and equipment (with appropriate dimensioning to identify all elements and location);
- (b) circuit/wiring diagrams for electrical installations;
- (c) control and logic diagrams for electrical, electronic and pneumatic control systems;
- (d) hydraulic isometric diagrams for hydraulic installations;
- (e) the reticulation of any service; and
- (f) connection details to any existing service.

Format

27 Refer to Section 4—*Drawing Standards*, which covers this requirement in detail.

Operation and Maintenance Manual/s

Content

28 *Operation and Maintenance Manual/s* shall be prepared by the Head Contractor for each installation. For the majority of projects a single manual/s shall be prepared combining all services into one common document.

29 For more complex or larger projects, separate manual/s may be prepared for each service (mechanical, hydraulic, electrical, fire protection, etc) after gaining approval of the DPS Project Manager.

30 Where separate manual/s are supplied it is the Head Contractor's responsibility to coordinate all supplied information so that manual/ss can be read as one cohesive package of information.

31 Each manual/s shall contain all applicable material as per Attachment B —*Operation and Maintenance Manual/s Template and Guidelines*.

Format

32 Where material is being specifically prepared, the text shall be prepared in Microsoft Word format. A footer on each page shall indicate the project number and name. Diagrams shall be prepared on a vector based graphics package in a format acceptable to DPS. If there is any doubt about file compatibility, trial files should be submitted for DPS for testing and approval.

33 An electronic copy of Attachment B—*Operation and Maintenance Manual/s Template and Guidelines* will be provided by DPS to the Contractor. This document is to be used as a template by the Contractor to assist in the production of the required manual/s. All material that has been included in the hardcopy manual/s(s) shall also be supplied electronically on CD/DVD.

34 Electronic copies of the *Operation and Maintenance Manual/s* are to be supplied in PDF as well as in the original native format in which the manual/s was prepared on a CD/DVD. The PDF version must be compiled as per the hardcopy, ie sections and pages in order, correctly indexed in one file. For larger projects with larger amounts of information, with approval of the DPS Project Manager, the PDF file can be split into its relevant sections enabling quicker compiling and viewing.

35 CD/DVD(s) containing project information are to be labelled to indicate the DPS project number; the project title; the contents of the disk; the status of the contents; and as appropriate, the Contractor's name and a contact details.

36 Bound copies of *Operation and Maintenance Manual/s* are to be in A4 size hard cover four ring binders. Binders shall identify the project by name, number and Contractor's name using front cover and spine label inserts. Printed or embossed binders are not necessary. Pages may be single or double sided; fold out drawings up to A3 size may be included. A4 and A3 pages shall not be enclosed in plastic pockets; larger (folded) project drawings shall be enclosed in plastic pockets in a separate nominated part of the manual/s. CD/DVDs shall be enclosed in specially designed CD/DVD plastic pockets (a standard stationery suppliers item is acceptable).

Quality

37 Documentation from any contractor or any other organisation must be of a quality that permits good quality copying and/or scanning. Poor quality or otherwise illegible scans are not acceptable. Electronic versions from the supplier or manufacturer must be included where available.

38 All documentation must be in English, of good contrast, located totally within page margins, not punched or drilled within the image area and must

exclude handwriting. For clarity, coloured presentations are in most instances necessary.

39 Relevant models/options need not be highlighted provided a completed equipment listing is included in the *Operation and Maintenance Manual/s* for the project.

Section 3—Submission and approval requirements

General

40 This section details the submission and approval process for project documentation submitted by the Contractor. All documentation supplied for a project is subject to various approvals by DPS and its?their client(s).

41 The submission and approval process consists of two major submissions: a draft submission for review and a final. These submissions are detailed later in this section.

Transmittals

42 All project documentation delivered by the Contractor to the DPS Project Manager must be accompanied by a correctly completed transmittal. The transmittal is to be checked and signed by both the Contractor and the DPS Project Manager.

43 The transmittal is to include such things as: the person's name and company details of those transmitting the documentation, the project number and name, the date and the details of what is being transmitted including the status of each document.

"As Constructed" documentation

44 "As Constructed" documentation, both at the draft and final submission stage, the Contractor is to certify that all documentation supplied accurately records the "As Constructed" details and location of all building elements, plant and equipment related to the project.

Draft submission

45 The first submission of "As Constructed" documentation is classified as a draft submission. This draft is accepted by DPS for review purposes only. Manual/s which fail to address even the most basic standards as set out in this standard and Attachment B—*Operation and Maintenance Manual/s Template and Guidelines* will be rejected outright and will need to be rectified before being submitted for a draft review.

Operation and Maintenance Manual/s

46 The Contractor is to supply one hardcopy version of the manual/s/, a PDF copy and the original native format in which the manual/s was prepared on a CD/DVD. A sign-off sheet in the front of each manual/s is to be completed stating that the Contractor certifies that the information contained in the *Operation and Maintenance Manual/s* is an accurate record of the "As Constructed" status. See example in Attachment B—*Operation and Maintenance Manual/s Template and Guidelines*.

"As Constructed" drawings

47 The Contractor is to supply one hardcopy version of the drawings, a PDF copy and the original CAD format of the drawings on a CD/DVD. The title block must be completed and signed by the Contractor certifying that the information shown on the drawings is an accurate record of the "As Constructed" status. The hardcopy "As Constructed" drawings must be included in the manual/s to form a complete package of information for review purposes.

Outcome of the DPS review

48 The DPS Project Manager will supply the Contractor with a collated list of defects and/or requests for further information (if any exist) as a result of the DPS review process. If rectification is required, the submitted draft hardcopy *Operation and Maintenance Manual/s* will be returned to the Contractor for rectification to form part of the final submission.

Final submission

49 The final submission of the "As Constructed" documentation is to include all items identified for rectification as reported in the review of the draft submission. Following receipt the DPS Project Manager and the Contractor will conduct a final cross-check of the final submission to ensure all items identified for correction have been incorporated.

50 If items have not been addressed in their entirety, the DPS Project Manager will organise a meeting with the Contractor and the relevant DPS staff involved in the review for resolution of any outstanding issues. Agreed items that still require rectification after this meeting are to be included in the final resubmission.

Operation and Maintenance Manual/s

51 The Contractor is to supply two hardcopy versions of the final manual/s/, a PDF copy and the original native format in which the manual/s was prepared on a CD/DVD. A sign-off sheet in the front of each manual/s is to be completed stating that the Contractor certifies that the information contained in the *Operation and Maintenance Manual/s* is an accurate record of the "As Constructed" status.

"As Constructed" drawings

52 The Contractor is to supply two hardcopy versions of the drawings, a PDF copy and the original CAD format of the drawings on a CD/DVD. The title block must be completed and signed by the Contractor certifying that the information shown on the drawings is an accurate record of the "As Constructed" status. A set of hardcopy "As Constructed" drawings must be included in each manual/s to form a complete record of the project.

Timing of submissions

Shop drawings

53 Shop drawings shall be submitted for approval prior to the commencement of fabrication/construction. Five working days is to be allowed for the DPS approval of any shop drawings.

Operation and Maintenance Manual/s and “As Constructed” drawings

54 Draft *Operation and Maintenance Manual/s*, along with the “As Constructed” drawings, are to be submitted to DPS before the certificate of practical completion/usability can be issued.

55 Final *Operation and Maintenance Manual/s* along with the “As Constructed” drawings are to be submitted within two weeks following DPS’s acceptance of the draft submission.

Section 4—Drawing standards

Drawing format

56 All drawings are to be prepared in CAD format with all required hardcopy drawings produced on good quality bond paper.

57 CAD files are to be in MicroStation .DGN, AutoCAD .DWG (version 2008 or before) or .DXF CAD format. CAD reference files (or X-refs) must be merged or bound at the time of submission to DPS.

58 Drawings are to be either A0 or A1 landscape format using DPS title blocks (see **Attachment A**). An electronic copy of the drawing sheets with DPS title blocks, in the abovementioned formats, are available upon request from DPS.

59 Drawing numbers for the project will be in the following format:

(Project Number)–(Element Number [if applicable])–(Discipline code)(Sequential Number)

60 The following discipline codes are to be used:

- (a) A—Architectural;
- (b) C—Civil;
- (c) COM—Communications (data, telephone, house monitoring);
- (d) E—Electrical;
- (e) F—Fire;
- (f) H—Hydraulic;
- (g) L—Landscape;
- (h) M—Mechanical, including electrical power and control circuits;
- (i) SEC—Security; and
- (j) S—Structural.

61 For example, the first sheet of the mechanical drawings for Project 1234 will be 1234—M01; the second sheet 1234—M02 and so on.

62 If the drawing relates to an element within a package, then the example would be 1234—16—M01 and so on.

63 A separate drawing sheet is to be used for each discipline, there is to be no multi-discipline drawings or CAD files. As an example a "Power Layout" cannot be on the same drawing sheet as a "Fire Sprinkler Layout".

64 The status of the drawings are to be indicated as:

- (a) 80%;
- (b) 100%;
- (c) For Tender;
- (d) For Construction;
- (e) Shop Drawing; or
- (f) As Constructed.

65 All drawings are to include a location key to identify the area of works within the Parliament House site. The location is to be indicated by a hatched circle on the location plan.

66 Orientation of any plans is to be with North towards the top or the left of the drawing sheet as per the standard DPS drawing sheets. Orientation is to be shown on the title block as shown on Attachment A. Variation between true North and site North is also to be indicated on all drawings.

Drafting practice

67 All drawings shall be produced in accordance with Australian Standard 1100 (**AS 1100**) and its parts. The drawings should be composed with a view to achieving clear presentation of all information.

Drawing title blocks

68 The title block on all drawings is to be completed in accordance with this section and as shown on Attachment A.

69 The following initials/signatures are required:

- (a) **Drawn:** This is to be initialled by the Contractor's draftsman.
- (b) **Checked:**
 - (i) For "Design" drawings, this is to be initialled by the responsible person within the design agent's organisation who has professional and technical competencies for verifying the design output and checking the accuracy of the information and material shown on the drawing.
 - (ii) For "As Constructed" drawings, this is to be initialled by the responsible person within (or engaged by) the Contractor's organisation that has professional and technical competencies for checking the accuracy of the information and material shown on the drawing is correct.
- (c) **Certified:**
 - (i) For "Design" drawings, this is to be signed by a professionally qualified and competent person with management

responsibility within the design agent's organisation certifying that the information and material shown on the drawing meets the professional standards required, is correct and fit for purpose.

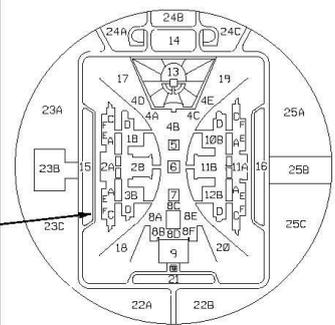
- (ii) For "As Constructed" drawings, this is to be signed by the person with management responsibility within the Contractor's organisation certifying that the information and material shown on the drawing is an accurate record of work actually completed.

(b) **Approved:**

- (i) For "Design" drawings, this is to be signed by a member of the Project Team (or delegate) applicable to the work, that the drawing may be used for Tender and/or Construction purposes.
- (ii) For "Shop" drawings, this is to be signed by the design agent approving the drawing for use.
- (iii) For "As Constructed" drawings, this is to be signed by a member of the Project Team (or delegate) applicable to the work, following acceptance by the DPS Project Manager.

Attachment A

Drawing Title Block Example

Rev. No.	Description	Date
		
PARLIAMENT OF AUSTRALIA PARLIAMENT HOUSE CANBERRA		
Department of Parliamentary Services		
CONSULTANT / CONTRACTOR TRADING NAME		
PROJECT TITLE (TITLE TO BE ADVISED BY DPS PROJECT MANAGER)	AREA OF WORK (TO BE ADVISED BY DPS PROJECT MANAGER) eg. 1C Ground	
SHEET TITLE DESCRIBING THE CONTENTS OF THE SHEET		
SEE SECTION 4 FOR REQUIREMENTS	Drawn _____ Date _____	Checked _____ Date _____
CURRENT STATUS eg. 80%, FOR TENDER, FOR CONSTRUCTION, AS CONSTRUCTED etc	Certified _____ Date _____	Approved _____ Date _____
DRAWING FILE NAME eg. 9999-A01.DGN (AS ON SUPPLIED CD/DVD)	Status _____	Scale _____ eg. 1/100, 1/50, As Shown
PROJECT NUMBER ELEMENT NUMBER (IF APPLICABLE) DISCIPLINE CODE & SHEET NUMBER	File name _____ Drawing No. _____	Revision _____ REVISION TO BE SHOWN AS AN ALPHA CHARACTER

ALL SECTIONS ON TITLE BLOCK ARE TO BE COMPLETED



Parliament of Australia

Department of Parliamentary Services

Attachment B

DPS Standard for Project Documentation

**Operation and Maintenance Manual/s Template and
Guidelines**

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Purpose

- 1 This document has been prepared to assist contractors with the compilation and production of *Operation and Maintenance Manual/s (O&MM)* and should be read in conjunction the *DPS Standard for Project Documentation*.
- 2 O&MM shall be prepared for each and every project conducted within the parliamentary site, and should be focused on providing DPS with an accurate and complete representation of all works, and any changes to the building, landscape, structure and services within.
- 3 Where projects are of a minor nature, all disciplines shall be combined in a single common manual/s. For major fit-outs or complex projects, individual manual/s or parts thereof shall be prepared for each service (mechanical, hydraulic, electrical, fire protection etc).
- 4 It is the Head Contractor’s responsibility, in all cases, to coordinate all supplied information so that all documentation can be read together as one cohesive package of information.
- 5 Beginning with Section One (on the following page)—this guideline acts as a template in terms of both content and layout for O&MM.

Section 1—Table of Contents

6 Below is an example of the Table of Contents to be included in a completed O&MM.

Section 1—Table of Contents.....	XX
Section 2—Certificate of document compliance and document checklist.....	XX
Section 3—General.....	XX
Section 4—Specifications.....	XX
Section 5—Contract information.....	XX
Section 6—Table of figures and drawing schedule.....	XX
Section 7—Project Data.....	XX
Project Data—Equipment/Component Details.....	XX
Project Data—Furniture Details.....	XX
Section 8—Demolitions/Asset disposals.....	XX
Section 9—Technical information.....	XX
9.a Component Description/Make/Model.....	XX
9.a.1 Safety procedures.....	XX
9.a.2 Functional description.....	XX
9.a.3 Brochures and manual/s.....	XX
9.a.4 Fault diagnosis.. ..	XX
9.a.5 Repair procedures.....	XX
9.a.6 Parts list.....	XX
9.a.7 Software.....	XX
9.a.8 Supplementary instructions.....	XX
9.a.9 Environmental implications.....	XX
9.b Pump (make/model).....	XX
9.c Switch (make/model)	XX
9.d Sensor (make/model)	XX
9.e Valve (make/model)	XX
9.f Control module (make/model).....	XX
Section 10—Training record for project handover to DPS Staff.....	XX
Section 11—Commissioning data, certificates and warranties.....	XX
Section 12—Drawings.....	XX

Section 2—Certificate of document compliance and document checklist

7 This “As Constructed Document Checklist” is to be completed and signed-off by the head contractor prior to lodging project documentation with DPS. This sign-off certifies that the information contained in the *Operation and Maintenance Manual/s* complies with requirements set out in the *DPS Standard for Project Documentation* and its attachments.

8 The DPS Project Manager, on receipt of the *Operation and Maintenance Manual/s* package, is to verify that the documentation to support the project or installation has been compiled in accordance with the guidelines set out in the *DPS Standard for Project Documentation* and its attachments.

9 The “As Constructed Document Checklist” is available from the DPS Portal and is attached below for information.



Parliament of Australia
Department of Parliamentary Services

"As Constructed" Document Checklist

Project Details

Project No:.....	Project Title:.....	
Project Manager:	Contractor:	
Documentation Status:	Draft <input type="checkbox"/> Final <input type="checkbox"/>	Date :/...../.....

Drawings

Title Block correctly completed and signed off	Yes	No	N/A
CAD and PDF copies of all drawings on CD/DVD	Yes	No	N/A
Printed (paper) copies of drawings supplied in manual/s	Yes	No	N/A
CD/DVD correctly labelled	Yes	No	N/A
Circuit/wiring diagrams for electrical installations	Yes	No	N/A
Control & logic diagrams for electrical, electronic & pneumatic, HVAC control systems	Yes	No	N/A

Manual/s

An overall description of the installation, defining its role, method and principle of operation and the relationships to interfacing systems	Yes	No	N/A
List of all applicable drawings, standards and specifications	Yes	No	N/A
List of all installed equipment showing type and model number, name, address, phone number, fax numbers and email address of manufacturers, distributors and local agents	Yes	No	N/A
Equipment brochures and manual/s showing technical specifications, applications, installation notes, operating and maintenance instructions, options and accessories	Yes	No	N/A
Operational procedures (start, stop, monitoring, alarm response etc)	Yes	No	N/A
Safety procedures and precautions including environmental what?	Yes	No	N/A
Recommended routine maintenance tasks and their frequency	Yes	No	N/A
Fault diagnosis procedures	Yes	No	N/A
Overhaul and repair procedures including tools, equipment and consumables required	Yes	No	N/A
Full parts lists of all equipment and a list of recommended spares holdings	Yes	No	N/A
Factory, laboratory or site test certificates	Yes	No	N/A
Any supplementary instructions, charts, software, etc to permit a full understanding of the installation to allow correct use, operation and maintenance	Yes	No	N/A
Commissioning data	Yes	No	N/A
Native (MS Word, Publisher, etc) and PDF format on CD/DVD and a bound hard copy of above information supplied	Yes	No	N/A

I certify that all of the above information has been supplied is a true and accurate reflection of the completed works.

Certified by Contractor:.....

Date:...../...../.....

Verified by DPS Project Manager:.....

Date:...../...../.....

Section 3—General

10 This section should provide an overall description of the project, defining its role, method, principle of operation and the relationships to interfacing systems.

11 This information should describe the pre-existing system or condition and how the project achieved the desired outcomes as set out in the statement of requirement (**SOR**).

12 The description should encompass the scope of the project works, indicating the extent, and to which services have been affected, and provide the reader a clear understanding of the whole project.

13 Key dates for the project should also be listed, such as:

- (a) commencement of works onsite;
- (b) date of practical completion; and
- (c) defects liability period expiry.

Section 4—Specifications

14 The “Tender Issue” of the technical specification for the project should be included in this section. It is recommended that the author of the *Operation and Maintenance Manual/s* reads, and has an intricate knowledge and understanding of the project specifications, as they stipulate in no uncertain terms what is required from the contractor in terms of the *Operation and Maintenance Manual/s* content.

15 Reference should also be made to the relevant DPS standards, Australian or International standards, and elements of the Building Code of Australia that the project has been conducted in accordance with.

Section 5—Contact information

This table should list all contractors, suppliers and sub-contractors involved with the project, making reference to the service or aspect of the works that the party is responsible for.

Service	Name	Address	Phone	Fax	e-mail	internet address
eg						
HVAC						
Electrical						

Section 6—Table of figures and drawing schedule

16 A table of figures can be used to provide reference to any diagrams, tables or sketches within the body of the material that may not make up part of the drawing package.

17 For the drawing package, the schedule (an example shown below) should include details such as: the drawing number, drawing title, area and sub-area, paper size and scale, contractors file name and the format of the file. An example is shown below:

Drawing Number	Title	Area and sub-area	Paper size / scale	Contractors file name	Format of electronic file/s	Revision Number	Revision Date
WM1795-A01	Storage Space Refurbishment - Plan	4B Ground	A0/1:100	20915G-APH	.dwg (Ver 2006)	E	21/06/08
Fig 5	Architects Sketch - Handrail	4B Ground	A4/1:1	WSD1795-SK01	.pdf	B	19/08/08
			/				
			/				
			/				
			/				
			/				
			/				
			/				

Section 7—Project Data

18 The *Project Data—Equipment/Component Details Form* and the *Project Data—Furniture Details Form* which are available from the DPS portal must be completed showing all equipment/components and furniture used in the project and included in this section.

19 The forms must list each item installed and its corresponding key reference information. Examples of the form are shown below and include key reference information that is to be completed as a minimum requirement.

Please Note:

- (a) The expiry of the manufacturer’s warranty for each individual item should be recorded here, which may differ considerably from the defects liability period associated with the project itself. (ie where a component may have a three- or ten-year warranty)



Parliament of Australia
Department of Parliamentary Services

Project Data—Equipment/Component Details

Project:	Project No:	
Project Manager:	Phone:	
Contractor / Installer:	Contract No:	File No:
Location:	Room No:(Mandatory)	

EQUIPMENT/COMPONENT DETAILS (see note below)	
Item	Details
Equipment Description	
Manufacturer	
Model	
Serial Number	
Warranty Period	<i>(Note: This date could differ from the project's defect period)</i>
Group / Person Responsible for Warranty Issues	
Quantity Installed	
Type & Class	
Size / Section	
Rating KW / RPM	
Volts / PH / HZ	
Full Load AMPS	
Purchase Cost (current) :	\$
O&M Data supplied	<i>(Reference the O&MM Section\Part No. here)</i>
NOTE: Equipment details are to be provided for each individual item of equipment supplied and / or installed that will require engineering maintenance.	

I....., certify that the details submitted above accurately record the details of the Equipment/Component supplied or installed for this Project.

Certified by Contractor:..... Date:...../...../.....

Verified by the Superintendent:..... Date:...../...../.....



Project Data—Furniture Details

Project:	Project No:	
Project Manager:	Phone:	
Contractor / Installer:	Contract No:	File No:
Location:	Room No:(Mandatory)	

FURNITURE DETAILS (see note below)	
Item	Details
Furniture Description	
Furniture Maker / Manufacturer	
Any special contract terms if item has been commissioned by DPS	
Asset No. / PE No.	
Warranty Period	<i>(Note: This date could differ from the project's defect period)</i>
Group / Person Responsible for Warranty Issues	
Quantity installed in each location	
Purchase Cost (current):	\$ <i>(per item)</i>
O&M Data supplied	<i>(Reference the O&MM Section\Part No. here)</i>

NOTE: Details of all materials used to construct any item of furniture must be supplied by completing the tables on the reverse side of this form. Fields can be expanded to fit in required details.

I....., certify that the details submitted above accurately record the details of all furniture supplied or installed for this Project.

Certified by Contractor:..... Date:...../...../.....

Verified by the Superintendent:..... Date:...../...../.....

TIMBER DETAILS	
Item	Details
Timber species used	
Timber sourced from	
Timber finishes used	<i>(Description and product name, etc)</i>
Additional notes if required	

METAL DETAILS	
Item	Details
Metal type used	<i>(.e 316 grade stainless, brass, mild steel)</i>
Metal finishes used	
Manufacturers Details for custom produced parts	
Additional notes if required	

HARDWARE DETAILS	
Item	Details
Item Description	<i>(ie hinges, handles, drawer runners)</i>
Item Model No.	
Manufacturers Details	
Suppliers Details	
Additional notes if required	

FABRIC DETAILS	
Item	Details
Fabric types used	
Pattern / Texture	
Colour	
Weave Structure	
Composition	
Manufacturers Details	
Additional notes if required	

LEATHER DETAILS	
Item	Details
Leather used	
Pattern or Texture	
Colour	
Manufacturers Details	
Additional notes if required	

Please note that detailed information including maintenance and cleaning instructions, material safety data sheets, etc must be included in the *Operation and Maintenance Manual/s, Section 9—Technical Information*.

Section 8—Demolitions/Asset disposals

20 This section should be used to describe anything that has been removed or decommissioned during the project and associated works.

21 A comprehensive description of the extent of the demolition and removals must be included in this section.

22 Depending on the nature of the project, the demolitions or removals may also be depicted within the drawing package. The form shown below must still be completed for all disposals.

23 Any safety and environmental implications associated with the decommissioning and disposal of any plant or equipment must also be included.

24 The *Equipment Disposal Form* which is available from the DPS portal must be completed showing all equipment disposals and included in this section. An example of the form for information is shown below.



Date:

Reference No

(To be allocated by DPS Support Services)

Line No.	Asset No., PE No or Stock code.	Short Description	Serial No.	Qty	Unit of Measure	Surplus/Damaged/Obsolete	Condition Code	Recommended action					
								Retain:		Dispose of as is:			
								Reuse	Reduce to Components	Sales	Gift	Destroy	
a	b	c	d	e	f	g	h	i	j	k	l	m	
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													

CONDITION CODES:

The listed items are surplus to requirements. I have examined the items and recorded in column h the appropriate condition code for the items. I have recommended an action as shown in columns i to m and, where applicable, additional comments for damage appear overleaf.

Signature: _____ Printed Name: _____ Date: / /

I have examined the computer equipment listed on this form. Where the equipment contains a hard drive or other non-volatile memory it has been erased of all applications and data. I have also reviewed the condition of the equipment and agree with the assessment in column h.

Signature _____ Printed Name _____ Date _____

- N - New
- E - Used Reconditioned
- O - Used Without Repairs
- UR - Unrepairable
- R - Used Repairs Required
- 1 - Excellent
- 2 - Good
- 3 - Fair
- 4 - Poor

Assistant Secretary recommendation

The listed items are surplus damaged or obsolete and are of no further use to my branch. I support the recommended action.

Signature: _____ Printed Name: _____ Date: / /

Disposal Official

Recommended action: Agreed: _____ Not Agreed:

Signature: _____ Printed Name: _____ Date: / /

Complete the following for items listed for destruction:

CERTIFICATE OF DESTRUCTION:

The items listed in column m have been destroyed under my personal supervision,

on: / / .by..... means.

Disposal Officer:

Signature: _____ Printed Name: _____ Date: / /

Witness:

Signature: _____ Printed Name: _____ Date: / /

NOTES

ASSET MANAGER CERTIFICATE:

I certify that the Asset Register has been updated.

Signature: _____ Printed Name: _____ Date: / /

DATA MAINTENANCE OFFICER CERTIFICATE:

I certify that the Equipment Catalogue has been updated

Signature: _____ Printed Name: _____ Date: / /

NOTES

Section 9—Technical information

25 This section should provide a suite of comprehensive information in support of each item of equipment installed that would be required throughout the term of its intended life. The following list should be used by the contractor as a guide for supplying relevant information.

26 It should also be noted that when providing technical material in electronic format, original source versions from the supplier or manufacturer must be included where it is available.

27 Information included in this section must include, but is not limited to:

- (a) safety procedures and precautions, covering installation, operation and all relevant MSDS;
- (b) a detailed functional description including operational procedures for the installed system (start, stop, BMS monitoring, alarm response, modes of operation etc);
- (c) equipment brochures and manual/s, showing technical specifications, applications, installation notes, options and accessories (see note **a**);
- (d) operating and maintenance instructions;
- (e) fault diagnosis/trouble shooting procedures;
- (f) overhaul and repair procedures including the requirement for special tools, equipment and consumables/predictable parts required;
- (g) full parts lists for each piece of equipment, a list of recommended spares holdings, and the manufacturer's predicted Mean Time Between Failures (**MTBF**);
- (h) relevant software (this should be provided on CD or other current electronic media, see note **b**);
- (i) any supplementary instructions, charts, programming information, etc to permit a full understanding of the installation, allowing correct operation and whole-of-life maintenance; and
- (j) environmental implications, during operation, and end of serviceable life decommissioning and disposal.

Notes:

- (a) Where product brochures or catalogues are provided, installed components must be clearly identified to allow accurate reference in the future. (This is best done by clouding with biro or permanent marker as coloured highlighter does not copy well.)
- (b) Although live web links may be available (and referred to) for downloading relevant software, "hardcopy" (version x.x) shall be provided as part of the O&MM package at the time of installation.

28 The following list appears here to provide the contractor with some sample text which represents how material could be presented in this section of a manual/s to satisfy this requirement.

29 The list should indicate the sections and sub-sections relevant to the equipment associated with the project, as identified in the previous list.

30 Sample shown below for illustration purposes only.

9.a Component Description / Make / Model

9.a.1 Safety procedures

9.a.2 Functional description

9.a.3 Brochures and manual/s

9.a.4 Fault diagnosis

9.a.5 Repair procedures

9.a.6 Parts list

9.a.7 Software

9.a.8 Supplementary instructions

9.a.9 Environmental implications

9.b Pump (Make / Model)

9.c Switch (Make / Model)

9.d Sensor (Make / Model)

9.e Valve (Make / Model)

9.f Control module (Make / Model)

Section 10—Training record for project handover to DPS staff

31 A table (as in the example shown below) should be completed where training of DPS staff is required for project handover to DPS for newly installed systems or equipment.

32 A copy of all training material shall also be included in this section, in addition to the information provided in the Section 9—*Technical information*.

Facilitator / Company			Training date	
			Handover date	
Attendees (dept.)	<i>Brian Sparks (DPS Electrical),</i>			
Training Location				
Elements	<i>(describe the elements of the project which were covered by the training)</i>			
Purpose	Operation <input type="checkbox"/>	Maintenance <input type="checkbox"/>	Diagnostic <input type="checkbox"/>	Repair <input type="checkbox"/>
Training Material	Course notes <input type="checkbox"/>	Manual/s <input type="checkbox"/>	Software <input type="checkbox"/>	Other <input type="checkbox"/>
Other, please describe				

Section 11—Commissioning data, certificates and warranties

33 The relevant commissioning documents are to be completed by the Contractor as evidence that the installation has been inspected and/or tested and comply with the specified requirements in the project technical documents.

34 Documents and certification that should be included, but are not limited to:

- (a) Design certificate/Certificate of usability;
- (b) Factory test reports (where specified in the contract);
- (c) On-site commissioning reports;
- (d) Certificate of final/practical completion;
- (e) Fire certification (sprinklers, doors, detectors, penetrations, fans, dampers, evacuation plans);
- (f) Electrical, including revised distribution board schedules;
- (g) Structural;
- (h) Software configuration documentation;
- (i) HVAC flow/balancing report and certification, including allowable \pm margins;
- (j) Plumbing and gas fitting;
- (k) Bore logs for underground services;
- (l) Water temperature—heating, refrigeration, thermo mixing valves, tempering valves;
- (m) Glass;
- (n) Pressure vessels;
- (o) Security;
- (p) Safe Working Loads—hanging points, platforms, mezzanines, floor loading;
- (q) Statutory or legislative requirements; and
- (r) Warranty certificates and details, terms and conditions, extended warranties and period of cover.

Section 12—Drawings

35 The “As Constructed” drawings are to comply with the *DPS Standard for Project Documentation* and is to include, but is not limited to:

- (a) DPS numbering convention and sitemap identification;
- (b) all plans, elevations, sections and details;
- (c) shop/assembly drawings of major plant and equipment (with appropriate dimensioning to identify all elements and location);
- (d) detailed engineering drawings for manufactured items;
- (e) circuit/wiring diagrams for electrical installations;
- (f) control and logic diagrams for electrical, electronic, pneumatic and hydraulic control systems;
- (g) a comprehensive legend representing all items and attributes of each drawing; and
- (h) the drawings are to be dimensioned showing details of the fabrication and installation of services and equipment, including relationship to building structure and other services, cable/pipe work type and size, and marking details.

36 Drawings should identify all components, showing how they are connected to others, how they interface to the building and how they are controlled.

37 Where DPS provide original “As constructed” drawings for tender purposes or as the template for project amendments or alterations, the contractor shall adopt the DPS project numbering convention for all drawings supplied as part of the project. These drawings will be required to reflect the changes to the building and its services as a result of the project.

38 For example:

- (a) DPS may issue a contractor an electrical drawing numbered W34-1640-11-400. If the drawing is to be submitted as an “As Constructed” drawing for the project, the contractor shall re-number the amended drawing to reflect the project package, element number and the relevant service, eg 1234-56-E01.

39 Refer to the *DPS Standard for Project Documentation*, Section 4—*Drawing Standards* for further clarification.