



Transport
for NSW

T MU AM 02001 GU

Guide

Developing Configuration Information Delivery Plans

Version 2.0

Issued date: 06 June 2017

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Standard governance

Owner: Manager Asset Configuration Systems, Asset Standards Authority
Authoriser: Principal Manager Network and Asset Strategy, Asset Standards Authority
Approver: Director, Asset Standards Authority on behalf of ASA Configuration Control Board

Document history

Version	Summary of changes
1.0	First release. Issued 04 December 2014.
2.0	Second issue. Template change.

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Preface

The Asset Standards Authority (ASA) is a key strategic branch of Transport for NSW (TfNSW). As the network design and standards authority for NSW Transport Assets, as specified in the ASA Charter, the ASA identifies, selects, develops, publishes, maintains and controls a suite of requirements documents on behalf of TfNSW, the asset owner.

The ASA deploys TfNSW requirements for asset and safety assurance by creating and managing TfNSW's governance models, documents and processes. To achieve this, the ASA focuses on four primary tasks:

- publishing and managing TfNSW's process and requirements documents including TfNSW plans, standards, manuals and guides
- deploying TfNSW's Authorised Engineering Organisation (AEO) framework
- continuously improving TfNSW's Asset Management Framework
- collaborating with the Transport cluster and industry through open engagement

The AEO framework authorises engineering organisations to supply and provide asset related products and services to TfNSW. It works to assure the safety, quality and fitness for purpose of those products and services over the asset's whole-of-life. AEOs are expected to demonstrate how they have applied the requirements of ASA documents, including TfNSW plans, standards and guides, when delivering assets and related services for TfNSW.

Compliance with ASA requirements by itself is not sufficient to ensure satisfactory outcomes for NSW Transport Assets. The ASA expects that professional judgement be used by competent personnel when using ASA requirements to produce those outcomes.

About this document

This document aims to provide guidance on acquiring accurate and consistent configuration information in order to meet ASA requirements for maintaining assets. It has been developed by Asset Standard Authority in consultation with ASA and Transport for NSW stakeholders.

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1. Introduction

Transport for New South Wales (TfNSW) requires that any activity related to a network level configuration change is appropriately managed to meet the requirements of its configuration management framework.

The Asset Standards Authority (ASA) seeks to achieve a high level of confidence that accurate and up to date configuration information is maintained and available for Transport for New South Wales (TfNSW) transport assets.

A configuration information delivery plan identifies and describes the management and handover of configuration information. It helps the transparent and complete transfer of configuration information between parties who deliver new and altered assets and those who manage the resulting assets and their configuration information.

2. Purpose

This document provides guidance on how to establish a configuration information delivery plan and how to identify and manage the handover of configuration information through such a plan.

The document also supports the prompt delivery of consistent configuration information as required under T MU AM 04001 PL *TfNSW Configuration Management Plan*. It should provide the confidence that configuration change managers are aware of their deliverables related to network-level configuration change.

2.1. Scope

This document provides a description of a configuration information delivery plan, the information that should be contained in such a plan, and how configuration information should be delivered to TfNSW configuration information custodians.

This document does not contain descriptions of the configuration information types and formats.

2.2. Application

This document is intended to be used by parties implementing configuration changes to the configuration of the transport network or its configuration information. Parties maintaining the configuration of the transport asset or its configuration information may use this guide when delivering or receiving all necessary configuration information for new or altered assets.

The guidelines in this document apply to all TfNSW transport assets and associated configuration information that is within the scope of the T MU AM 04001 PL *TfNSW Configuration Management Plan*.

3. Reference documents

The following documents are cited in the text. For dated references, only the cited edition applies. For undated references, the latest edition of the referenced document applies.

Transport for NSW standards

T MU AM 04001 PL TfNSW Configuration Management Plan

T MU AM 02001 ST Asset Information Management

TS 10752 Railway Asset Product Configuration Information Requirements

4. Terms and definitions

The following terms and definitions apply in this document:

AEO Authorised Engineering Organisation

AFC approved for construction

ASA the Asset Standards Authority

CCB configuration control board

CCP configuration change plan

CIDP configuration information delivery plan

configuration the interrelated functional and physical characteristics of a product defined in product configuration information

CCM configuration change manager

change control activities for control of the product after formal approval of its product configuration information

configuration change manager the person who has primary responsibility for a configuration change. For projects, the project manager is the configuration change manager.

configuration change request a formal request to add or change an asset that is subject to configuration control

configuration documents product configuration information and its supporting medium

configuration information the combined set of data (graphical and non-graphical) and documents (drawings, manuals, plans) required to support the management of assets over the life cycle

configuration information custodian a person who has responsibility for managing configuration information

configuration information system custodian a person responsible for managing a configuration information repository and the processes related to the maintenance of the information in the repository

TfNSW Transport for New South Wales

5. Configuration information delivery plan

Accurate and comprehensive product configuration information allows TfNSW to understand the assets it owns. This helps it make informed business decisions about the use, maintenance, or changes to its transport assets.

An appropriate way to demonstrate good management of the delivery of accurate and complete configuration information data is by developing a project configuration information delivery plan. A configuration information delivery plan can be tailored and titled to suit the information and organisations involved in the information delivery.

A plan is used as a tool to assist configuration change managers and maintainers identify configuration information affected by a proposed change. A plan helps in identifying and providing affected configuration information at the completion of a detailed design or the construction stage of a configuration change. A properly completed plan demonstrates that a project has appropriately managed a configuration change.

Configuration change managers should develop configuration information delivery plans as part of a handover strategy. The detailing of configuration information delivery plan will assist configuration change managers to be fully aware of the configuration information deliverables and promptly prepare the configuration information for delivery to the configuration information custodian.

6. Development of configuration information delivery plan

When providing configuration information affected by the configuration change, configuration change managers shall comply with the requirements of T MU AM 04001 PL *TfNSW Configuration Management Plan* and T MU AM 02001 ST *Asset Information Management*. Configuration change managers should provide configuration information to the configuration information custodian when it is available so that the information custodian can update the configuration information systems.

Configuration change managers should develop the configuration information delivery plan in consultation with configuration information custodians and other parties that require configuration information such as operators and maintainers. The configuration information affected by the configuration change should be clearly communicated and recorded between

the configuration change manager and the custodian of the configuration information. The plan should contain a schedule for delivery of each configuration information element.

If the configuration change is complex, then a number of configuration information delivery plans could improve the identification, management and delivery of the configuration information. For example, if there is a complex project which has more than one sub-project in it with different delivery dates, then configuration information to be delivered should be identified and the relevant configuration information should be delivered after the completion of each configuration change. Figure 1 illustrates an example of configuration information delivery for multiple sub-projects of a complex project.

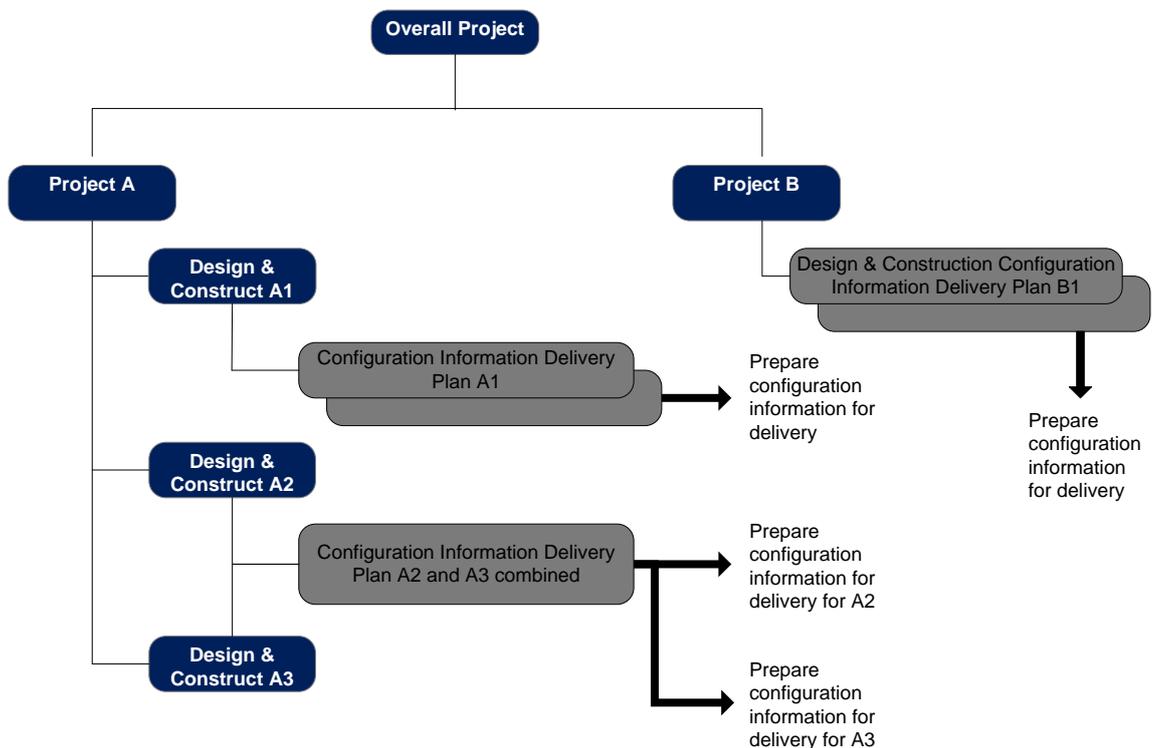


Figure 1 - Development of configuration information delivery plan

A configuration information delivery plan should be developed at an early stage of the project life cycle. It should detail the configuration information affected by the change. The identified configuration information and dates in the plan should be reviewed at key stages of the project. Figure 2 in Appendix A illustrates the progressive review of a configuration information delivery plan across project stages. Suggested key stages for review are just prior to detailed design and construction stage of the configuration change.

The configuration information delivery plan should be part of evidence presented at appropriate stages to relevant configuration control boards, along with evidence that the required parties have been consulted.

The configuration information delivery plan for the detailed design stage is described in Section 6.1 and for the approved for construction stage in Section 6.2.

Details of the review process are described in Section 8.

6.1. Configuration delivery plan at detailed design stage

Configuration change managers should review the plan to ensure that that all configuration information is identified before the detailed design configuration change is presented to the relevant configuration control board. The review should be done in consultation with the configuration information custodian and other relevant parties that require the information such as operators and maintainers.

After the configuration information delivery plan is approved by the relevant configuration control board, it forms the baseline for the delivery of configuration information by the configuration change managers. The acceptance of the plan as part of a submission to a configuration control board should be recorded to provide a traceable history of that particular configuration change.

6.1.1. Configuration information at detail design stage

When preparing a configuration information delivery plan at detailed design stage, configuration change managers should identify the following information:

- configuration information for the proposed change – identify configuration information for all types of changes that are significant, moderate or minor; the volume of configuration information could vary with type of changes
- procedures and templates relevant to the delivery of each set of configuration information
- correct format of configuration information required for delivery for each type of configuration information system
- dates for delivery of configuration information

After the detailed design is completed and approved, configuration change managers should provide relevant configuration information to the configuration information custodian. The relevant configuration control board should seek assurance that the configuration information is delivered to the configuration information custodians and recorded to provide traceability. Configuration information at the completion of detailed design stage includes approved-for-construction (AFC) drawings.

After the agreed configuration information is submitted, the configuration information custodians should provide the configuration change manager with confirmation of its receipt. The configuration information custodian is responsible for placing the information in the repositories.

6.2. Configuration information delivery plan at construction stage

Configuration change managers should review to confirm all the configuration information is identified in the configuration information delivery plan before the construction stage configuration change is presented to the relevant configuration control board. Reviews should be done in consultation with the configuration information custodian and other parties requiring the information.

The configuration information delivery plan developed at an early stage of the project should be progressively reviewed through to the construction stage as described in Figure 2. If the configuration change is complex, the configuration information should be broken down and delivered progressively. This can make the quantity of configuration information more easily managed when delivered. Delivery of post-commissioning configuration information should be clearly identified in the configuration information delivery plan. Delivery dates for configuration information should be developed with consideration of stakeholder needs.

The configuration information delivery plan should be again presented to the relevant configuration control board as part of the configuration change submission before asset handover.

6.2.1. Configuration information at construction stage

When preparing a configuration information delivery plan for a proposed configuration change at the construction stage, configuration change managers should identify the following information:

- appropriate configuration information for the proposed change
- procedures and templates relevant to delivery of each configuration information type
- correct format of configuration information delivery to meet the requirements for each configuration information type
- dates for the delivery of pre-commissioning and post-commissioning configuration information
- details of any temporary configuration change such as enabling works, or services relocation that will require the delivery of updated configuration information
- a schedule of consultation about configuration information handover with the asset owner representatives, the configuration information system custodian and future or existing operators and maintainers

After construction, the configuration change manager should provide information to the configuration information custodian. The configuration information custodian should provide the configuration change manager with confirmation of receipt of configuration information.

Relevant configuration control boards could seek evidence of configuration information delivery. The timing of the handover of configuration information can vary with the nature of the configuration change. The configuration information custodian is responsible for updating the relevant configuration information repositories.

Typical examples of configuration information at the completion of construction stage include the following:

- as-built drawings including PDF, CAD and TIFF files
- asset registers
- maintenance manuals
- other asset information necessary for operating and maintaining the asset including:
 - safety assurance plans and safety assurance reports
 - test certificates

7. Associating a configuration information delivery plan with configuration change activities

A configuration information delivery plan should be easily associated with at least one relevant configuration change request. The following information should be included in the plan for easy identification as applicable to design and construction stages:

- details of the configuration change
- the associated configuration change request (CCR) number
- configuration change manager's contact details
- commissioning date of the project
- date of delivery of any pre-commissioning and post-commissioning configuration information

8. Review process

Configuration information delivery plans should be reviewed by the configuration information custodian and parties requiring configuration information such as operators and maintainers. The authorised engineering organisation configuration control board should ensure that an effective review has occurred before it is accepted. This will ensure that changes to configuration information resulting from a configuration change are covered at both the detailed design and the construction stage.

The configuration change manager should assure that all configuration information identified in the configuration information delivery plan is correct and provide confirmation of delivery of post-commissioning data to the asset owner representatives on request.

9. Handover issues to operator and maintainer

Configuration information handover should be incorporated into the asset handover planning process.

The configuration change managers should disclose as early as possible, to the future operator and maintainer, any issues that may impact the planned transfer of configuration information as defined in the configuration information delivery plan.

Appendix A Configuration information delivery plan development process

Figure 2 shows the configuration information delivery plan development process.

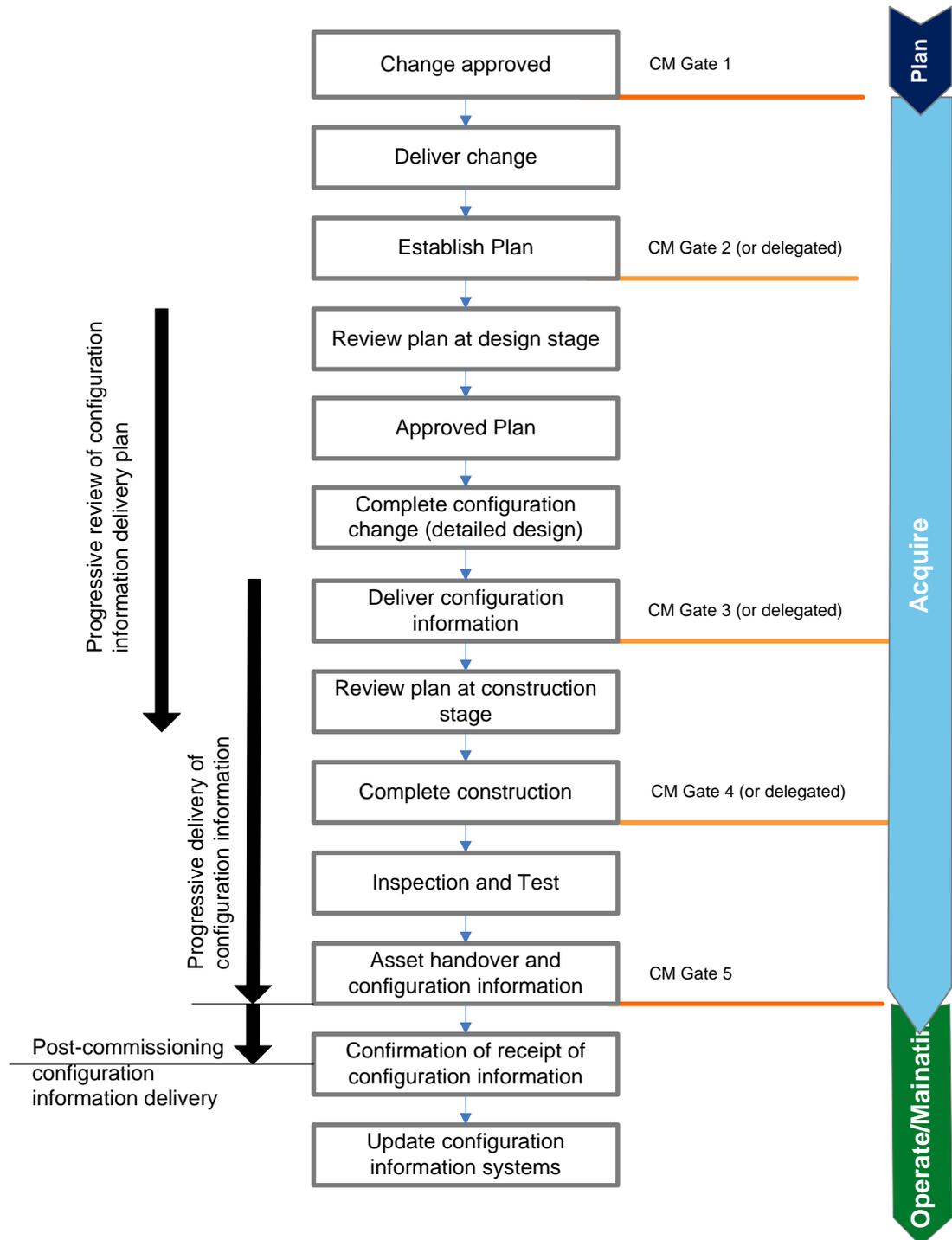


Figure 2 - Configuration information delivery plan development flowchart