**NOTE:**

This form is to be completed by organisations applying for Authorised Engineering Organisation (AEO) assessment.

Please see the User instruction at the end of this form.

Applicant use

| **Organisation** |  |
| --- | --- |
| **Sub-discipline** |  |
| **Prepared by** |  |
| **Date** |  |

TFNSW use only

| **Assessor’s comment (optional):** <assessor to delete this text and replace with required information if applicable> | |
| --- | --- |
| **1st round initial check date** |  |
| **2nd round initial check date** |  |
| **Assessor name and assessment date** |  |

Applicant and TFNSW use

| **Version no** | **Details** |
| --- | --- |
|  |  |
|  |  |
|  |  |

*Add rows as required*

1 – Demand, need, plan

**Transport needs analysis, model or plan**

Applicant use

|  |
| --- |
| **Supporting comments and evidence:** <applicant to delete this text and replace with required information> |

TFNSW use only

|  |
| --- |
| **1st round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **2nd round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **Assessment findings:** <assessor to delete this text and replace with required information> |
| **Authorised N/A ☐ yes ☐ no ☐** |

**Operations concept development**

Applicant use

|  |
| --- |
| **Supporting comments and evidence:** <applicant to delete this text and replace with required information> |

TFNSW use only

|  |
| --- |
| **1st round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **2nd round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **Assessment findings:** <assessor to delete this text and replace with required information> |
| **Authorised N/A ☐ yes ☐ no ☐** |

**Maintenance concept development**

Applicant use

|  |
| --- |
| **Supporting comments and evidence:** <applicant to delete this text and replace with required information> |

TFNSW use only

|  |
| --- |
| **1st round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **2nd round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **Assessment findings:** <assessor to delete this text and replace with required information> |
| **Authorised N/A ☐ yes ☐ no ☐** |

**Optioneering**

Applicant use

|  |
| --- |
| **Supporting comments and evidence:** <applicant to delete this text and replace with required information> |

TFNSW use only

|  |
| --- |
| **1st round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **2nd round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **Assessment findings:** <assessor to delete this text and replace with required information> |
| **Authorised N/A ☐ yes ☐ no ☐** |

**Business requirement specifications or user requirements**

Applicant use

|  |
| --- |
| **Supporting comments and evidence:** <applicant to delete this text and replace with required information> |

TFNSW use only

|  |
| --- |
| **1st round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **2nd round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **Assessment findings:** <assessor to delete this text and replace with required information> |
| **Authorised N/A ☐ yes ☐ no ☐** |

**Single option development**

Applicant use

|  |
| --- |
| **Supporting comments and evidence:** <applicant to delete this text and replace with required information> |

TFNSW use only

|  |
| --- |
| **1st round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **2nd round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **Assessment findings:** <assessor to delete this text and replace with required information> |
| **Authorised N/A ☐ yes ☐ no ☐** |

**System requirement specification development**

Applicant use

|  |
| --- |
| **Supporting comments and evidence:** <applicant to delete this text and replace with required information> |

TFNSW use only

|  |
| --- |
| **1st round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **2nd round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **Assessment findings:** <assessor to delete this text and replace with required information> |
| **Authorised N/A ☐ yes ☐ no ☐** |

**Concept or reference design**

Applicant use

|  |
| --- |
| **Supporting comments and evidence:** <applicant to delete this text and replace with required information> |

TFNSW use only

|  |
| --- |
| **1st round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **2nd round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **Assessment findings:** <assessor to delete this text and replace with required information> |
| **Authorised N/A ☐ yes ☐ no ☐** |

2 – Acquire

**Design**

Applicant use

|  |
| --- |
| **Supporting comments and evidence:** <applicant to delete this text and replace with required information> |

TFNSW use only

|  |
| --- |
| **1st round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **2nd round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **Assessment findings:** <assessor to delete this text and replace with required information> |
| **Authorised N/A ☐ yes ☐ no ☐** |

**Material procurement**

Applicant use

|  |
| --- |
| **Supporting comments and evidence:** <applicant to delete this text and replace with required information> |

TFNSW use only

|  |
| --- |
| **1st round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **2nd round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **Assessment findings:** <assessor to delete this text and replace with required information> |
| **Authorised N/A ☐ yes ☐ no ☐** |

**Manufacturing or fabrication**

Applicant use

|  |
| --- |
| **Supporting comments and evidence:** <applicant to delete this text and replace with required information> |

TFNSW use only

|  |
| --- |
| **1st round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **2nd round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **Assessment findings:** <assessor to delete this text and replace with required information> |
| **Authorised N/A ☐ yes ☐ no ☐** |

**Construction or installation**

Applicant use

|  |
| --- |
| **Supporting comments and evidence:** <applicant to delete this text and replace with required information> |

TFNSW use only

|  |
| --- |
| **1st round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **2nd round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **Assessment findings:** <assessor to delete this text and replace with required information> |
| **Authorised N/A ☐ yes ☐ no ☐** |

**Subsystem integration**

Applicant use

|  |
| --- |
| **Supporting comments and evidence:** <applicant to delete this text and replace with required information> |

TFNSW use only

|  |
| --- |
| **1st round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **2nd round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **Assessment findings:** <assessor to delete this text and replace with required information> |
| **Authorised N/A ☐ yes ☐ no ☐** |

**Testing and commissioning**

Applicant use

|  |
| --- |
| **Supporting comments and evidence:** <applicant to delete this text and replace with required information> |

TFNSW use only

|  |
| --- |
| **1st round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **2nd round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **Assessment findings:** <assessor to delete this text and replace with required information> |
| **Authorised N/A ☐ yes ☐ no ☐** |

**Condition criticality establishment and documentation** (applicable to maritime matrix only)

Applicant use

|  |
| --- |
| **Supporting comments and evidence:** <applicant to delete this text and replace with required information> |

TFNSW use only

|  |
| --- |
| **1st round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **2nd round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **Assessment findings:** <assessor to delete this text and replace with required information> |
| **Authorised N/A ☐ yes ☐ no ☐** |

**Survey or class registration** (applicable to maritime matrix only)

Applicant use

|  |
| --- |
| **Supporting comments and evidence:** <applicant to delete this text and replace with required information> |

TFNSW use only

|  |
| --- |
| **1st round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **2nd round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **Assessment findings:** <assessor to delete this text and replace with required information> |
| **Authorised N/A ☐ yes ☐ no ☐** |

**Acceptance services**

Applicant use

|  |
| --- |
| **Supporting comments and evidence:** <applicant to delete this text and replace with required information> |

TFNSW use only

|  |
| --- |
| **1st round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **2nd round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **Assessment findings:** <assessor to delete this text and replace with required information> |
| **Authorised N/A ☐ yes ☐ no ☐** |

3 – Operate and maintain

**Plan asset maintenance**

Applicant use

|  |
| --- |
| **Supporting comments and evidence:** <applicant to delete this text and replace with required information> |

TFNSW use only

|  |
| --- |
| **1st round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **2nd round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **Assessment findings:** <assessor to delete this text and replace with required information> |
| **Authorised N/A ☐ yes ☐ no ☐** |

**Survey or class compliance** (applicable to maritime matrix only)

Applicant use

|  |
| --- |
| **Supporting comments and evidence:** <applicant to delete this text and replace with required information> |

TFNSW use only

|  |
| --- |
| **1st round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **2nd round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **Assessment findings:** <assessor to delete this text and replace with required information> |
| **Authorised N/A ☐ yes ☐ no ☐** |

**Maintain or upgrade assets**

Applicant use

|  |
| --- |
| **Supporting comments and evidence:** <applicant to delete this text and replace with required information> |

TFNSW use only

|  |
| --- |
| **1st round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **2nd round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **Assessment findings:** <assessor to delete this text and replace with required information> |
| **Authorised N/A ☐ yes ☐ no ☐** |

**Conduct asset condition surveys**

Applicant use

|  |
| --- |
| **Supporting comments and evidence:** <applicant to delete this text and replace with required information> |

TFNSW use only

|  |
| --- |
| **1st round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **2nd round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **Assessment findings:** <assessor to delete this text and replace with required information> |
| **Authorised N/A ☐ yes ☐ no ☐** |

4 – Dispose

**Plan decommissioning or disposal**

Applicant use

|  |
| --- |
| **Supporting comments and evidence:** <applicant to delete this text and replace with required information> |

TFNSW use only

|  |
| --- |
| **1st round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **2nd round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **Assessment findings:** <assessor to delete this text and replace with required information> |
| **Authorised N/A ☐ yes ☐ no ☐** |

**Conduct decommissioning or disposal**

Applicant use

|  |
| --- |
| **Supporting comments and evidence:** <applicant to delete this text and replace with required information> |

TFNSW use only

|  |
| --- |
| **1st round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **2nd round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **Assessment findings:** <assessor to delete this text and replace with required information> |
| **Authorised N/A ☐ yes ☐ no ☐** |

5 – Non-asset specific engineering services

**Complete asset lifecycle activities**

Applicant use

|  |
| --- |
| **Supporting comments and evidence:** <applicant to delete this text and replace with required information> |

TFNSW use only

|  |
| --- |
| **1st round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **2nd round initial check acceptable  resubmit** |
| **Comments:** <assessor to delete this text and replace with required information> |
| **Assessment findings:** <assessor to delete this text and replace with required information> |
| **Authorised N/A ☐ yes ☐ no ☐** |

**User instruction**

This form is completed after the initial meeting with the Asset Standards Authority (TFNSW) authorisation facilitator as part of the application for the formal AEO assessment process.

Refer to T MU MD 00009 SP AEO Authorisation Model for definitions and guidance in completing the form. T MU MD 00009 SP provides definitions of asset lifecycle and specialist engineering sub-disciplines including non-asset specific engineering services.

A separate form is required to be completed for each specialist engineering sub discipline or non asset specific engineering services.

This form is to be completed in conjunction with T MU MD 00009 F1 AEO Engineering Services Matrix.

To complete the form firstly enter the name of the organisation in the organisation, sub-discipline, prepared by and date cells. Then for each cell with a cross in T MU MD 00009 F1 complete the corresponding “Supporting comments and evidence” cell as follows:

1. Explain how the organisation undertakes the sub-discipline in this asset lifecycle activity. It must be applicable, concise and specific to the asset lifecycle activity.
2. Provide a list of the evidence that will be supplied to demonstrate the sub-discipline asset lifecycle activity capability. Wherever possible, include references to specific sections or pages within a document. The evidence must relate to the sub-discipline however as a minimum, deployed project evidence demonstrating the sub-discipline technical capability must be provided.

Please note that for non-asset specific engineering services (i.e. those that are grouped in the four areas as shown on the matrix), only the last row of the scope assessment form is applicable and to be completed.

A preliminary review will be conducted on the self-assessment toolkit. If satisfactory, the TFNSW will request the evidence cited on both the self-assessment checklist and scope assessment forms be submitted before becoming qualified for an assessment.

When a preliminary review is undertaken, assessors will select the relevant checkbox:

• Acceptable – the evidence listed is satisfactory and can proceed to the evidence submission.

• Resubmit – the evidence listed is unsatisfactory to proceed to the next stage. Feedback comments are provided in either the first or second round sections for the applicant to address and resubmit for another review. On resubmission, the applicant makes the necessary changes to the comment and/or evidence by enabling track changes in the document