

# Project Controls

## Master Specification

## PC-CN2 Asset Handover

### Document Information

K Net Number:	13738110
Document Version:	1
Document Date:	27/6/2019
Responsible Officer:	

DEPARTMENT OF  
PLANNING, TRANSPORT  
AND INFRASTRUCTURE



Government of South Australia  
Department of Planning,  
Transport and Infrastructure

## Document Amendment Record

Version	Change Description	Date	Endorsement record (KNet ref.)
1	Initial issue (formerly CH80)	27/6/19	

## Document Management

This document is the Property of the Department of Planning Transport and Infrastructure (DPTI) and contains information that is confidential to DPTI. It must not be copied or reproduced in any way without the written consent of DPTI. This is a controlled document and it will be updated and reissued as approved changes are made.

## Contents

Contents	3
PC-CN2 Asset Handover	4
1 General	4
2 Asset Management Planning	4
3 Pre-requisites to Asset Handover	4
4 Asset Handover	5
5 Hold Points	5

---

## PC-CN2 Asset Handover

### 1 General

- 1.1 The Contractor must handover all assets the Works in accordance with this Part.
- 1.2 The following documents are applicable to this Part:
  - a) ISO 55001 Asset Management – Management System Requirements.
  - b) RAMA-AM-PRC-003 Road & Marine Assets Technical Data Requirements for Projects (KNet#10925806).
  - c) RAMA-AM-APP-001 Asset Handover Report (KNet#10908454).
  - d) RAMA-AM-PRC-005 Road & Marine Assets – Asset Data Collection Manual (KNet#10918839).
  - e) Master Specification Part PC-CN1 “Testing and Commissioning”.
- 1.3 The asset handover shall occur after Testing and Commissioning and before Final Completion.

### 2 Asset Management Planning

- 2.1 The Contractor must develop an asset handover strategy and plan for asset handover at the beginning of the Contract.
- 2.2 A Preliminary Asset Completion and Handover Plan must be delivered prior to the start of design **Hold Point**.
- 2.3 The Final Asset Completion and Handover Plan must be delivered and approved by the Principal’s Representative prior to construction commencing **Hold Point**.

### 3 Pre-requisites to Asset Handover

- 3.1 The Contractor must submit the following documentation to the Principal for approval 20 working days prior to Asset Handover **Hold Point**.
- 3.2 All reports and manuals must be in DPTI template MSWord format, convertible to Adobe, and be bookmarked electronically for easy navigation and referencing. They must have a formatted style guide and linked table of contents. The Contractor can obtain the current DPTI template from the Principal’s Representative.
- 3.3 The Contractor may add its company logo to the front page of the report or manual provided it is of high resolution quality and of a size no larger than DPTI’s logo.
- 3.4 The Contractor must submit a set of final approved As-Construction records.
- 3.5 If the Contract includes a design component, the Contractor must:
  - a) update the Issued For Construction Management Plans and back-draft the red pen “As-constructed” mark-ups into DPTI format suitable for lodging into the DPTI Plan Room; and
  - b) provide certification from the designer that the design intent has been achieved in the final constructed works.
- 3.6 Commissioning Report must be in accordance with PC-CN1 “Testing and Commissioning”.
- 3.7 “”Final Training Manual and Records of Training must be in accordance with PC-CN1 “Testing and Commissioning”.
- 3.8 “”Final Operations and Maintenance Manual must be in accordance with PC-CN1 “Testing and Commissioning”.

- 3.9 “The Contractor must prepare an Asset Handover report in the format of RAMA-AM-APP-001 Asset Handover Report (KNet#10908454) and in accordance with RAMA-AM-PRC-005 Road & Marine Assets – Asset Data Collection Manual (KNet#10918839).

## 4 Asset Handover

- 4.1 The Contractor must provide an Asset Handover Certificate for approval by the Principal once the all pre-requisites to Asset Handover have been approved **Hold Point**.
- 4.2 The final Asset Handover Certificate must be signed by the Principal and included in the Final Asset Handover Report to achieve Asset Handover.
- 4.3 At the time of Asset Handover, the Contract must provide to the Principal:
- a) any keys and access cards;
  - b) spare parts and warranties;
  - c) software and electronic project files (e.g. Aconex);
  - d) Third Party Access arrangement and agreements;
  - e) Residual Risk and Hazard Register; and
  - f) final defects register demonstrating all defects have been rectified.
- 4.4 The final Bank Guarantee will not be released until Asset Handover occurs.

## 5 Hold Points

- 5.1 The following is a summary of Hold Points referenced in this Part:

Document Ref.	Hold Point	Response Time
4.1	Provision of an Asset Handover Certificate	