

PART G05
INFORMATION MANAGEMENT SYSTEM

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1. GENERAL

- .1 This part specifies the requirements for the transmission, storage and retrieval of Documents.
- .2 The following definitions apply:

“**Document**” means all information that the Contractor and Principal are required to provide to the other party under this Contract, including the Contractor’s Documents, conformance / verification records, reports, notices, claims, certificates, requests and any other correspondence between the parties.

“**Information Management System**” (IMS) means a common data environment for the transmission, storage and retrieval of electronic documents.

“**IMS Provider**” means the party providing the IMS.
- .3 The following document is referenced in this Part:

DPTI 5.1.4 “K-Net and email naming standards and practices”

2. INFORMATION MANAGEMENT SYSTEM

- .1 The Principal and Contractor agree to use an Information Management System (IMS) for the storage and retrieval of all Documents and the transmission of Documents between the parties.
- .2 Both parties shall use the IMS to fulfil their obligations under Clause 11 “Notices and instructions” and Clause 40 “Submitting Contractor’s Documents” of the General Conditions of Contract.
- .3 The Contractor shall provide a fit-for-purpose Information Management System (IMS) to manage, store and retrieve Documents. The Contractor will establish, manage and maintain the IMS in good working order at the commencement of the project through until closure. The IMS is to be the sole source for all Documents pertaining to the management and works under this contract. It is also the sole conduit for the exchange of Documents between the Contractor and Principal.
- .4 Delivery of all Defined Content and Documents shall be provided at the end of the project, prior to final payment.
- .5 Provision and acceptance of the Contractor’s IMS and standard operating processes shall constitute a **HOLD POINT**.

3. IMS PROVIDED BY THE CONTRACTOR

- .1 This clause applies if the Contractor is responsible for the provision of the IMS.
- .2 The Contractor shall submit details of the proposed IMS software to the Principal at least 28 days prior to the commencement of work under the Contract (if not provided with the tender). The software shall have a proven track record of managing documents in an infrastructure construction environment.
- .3 The following IMS software has previously been reviewed and accepted as satisfactory by the Principal:
 - (a) Aconex;
 - (b) Asite; and
 - (c) TeamBinder.

4. REQUIREMENTS OF THE IMS

- .1 The IMS shall:

- (a) be accessible for use by each party's employees and agents when reasonably necessary for the management of this Contract;
- (b) be accessible the Contract Verifier (if any);
- (c) provide secure access via the Internet using the current or previous major versions of Internet Explorer, Chrome and FireFox;
- (d) store all metadata and documents securely;
- (e) have a secure off-site backup regime in place for the entire system and its content;
- (f) ensure all users of the IMS have their own unique and secure login credentials;
- (g) maintain a full audit log of:
 - i) all access to Documents including additions, deletions, edits and views;
 - ii) all additions, changes and deletions to the security access of all IMS users;
- (h) manage version control of all Documents;
- (i) be accessible using the standard desktop and mobile technology in use by the Principal;
- (j) use a secure Internet communication protocol.
- (k) Allow new staff to be included on the IMS within 1 business of notification and staff to be removed within 1 hour of notification to the Contractor from the Principal;
- (l) Allow all nominated staff from the Principal simultaneous access within 10 days of notification by the Principal;

Training and Support

- .2 The Contractor, or their agent, shall provide sufficient training via a qualified trainer in the use of the IMS to all of the nominated Principal's staff to allow for confident practical use of the IMS.
- .3 The Contractor will ensure that support in the use of the IMS is available to the Principal's trained staff. A single contact point for the raising and follow-up of operational issues relating to the IMS will be provided by the Contractor.

Naming and Version Control

- .4 All Documents added to the IMS shall have a comprehensive, descriptive and meaningful title. Details of titling requirements are found in the DPTI referenced Project Document Naming Standards.
- .5 The IMS shall manage version control of all Documents. All entries for multiple versions of a Document shall have the same title. A single version of each Document, being the latest version, is to be presented to all users. The IMS may permit those suitably trained and authorised to access previous versions of the Document.

Content Ownership and Right of Access

- .6 This Part does not impact the ownership of intellectual property rights.
- .7 While daily operation and management of the IMS is the sole responsibility of the Contractor, the Principal has the right of access to all Documents, contained material, metadata and configuration within and for the IMS without notice at any time. This right of access extends to any reasonable third party specified by the Principal from time to time, such as internal or external auditors, related to the execution of the Principal's business and execution of this contract.

Delivery of IMS Defined Content to the Principal

- .8 A copy of the current version of all Documents that are Defined Content and associated metadata in the IMS since start-up, or the last provision of Documents and metadata, will be provided to the Principal at each Actual Completion Date for the Works and each Milestone (if any).
- .9 The Contractor shall:
 - (a) Load all Documents and Metadata into the Principal's Electronic Document and Records Management System;
 - (b) Comply with the technical specifications detailed in <referenced document detailed in the references section here>
 - (c) Ensure Document metadata is, at a minimum;
 - (d) Document unique identifier
 - i) Document disk file name, size, date and time

- ii) Title
 - iii) Date and time of creation
 - iv) Date and time registered into the IMS
 - v) Author's name
 - vi) Name of the IMS user who registered the document
 - vii) Comments regarding the Document
- (e) Ensure all Documents are in one of the following electronic formats;
- viii) Portable Document Format type A (PDF/A)
 - ix) AutoCAD
 - x) AutoDesk
 - xi) Bitmap (bmp)
 - xii) Graphics Interchange Format (gif)
 - xiii) Windows Media Player
 - xiv) Microsoft Excel 2016 (xlsx)
 - xv) Microsoft Outlook 2016 (msg)
 - xvi) Microsoft Power Point 2016 (pptx)
 - xvii) Microsoft Publisher
 - xviii) Microsoft Visio 2016 (vsdx)
 - xix) Microsoft Word 2016 (docx)
 - xx) Windows Notepad
 - xxi) Windows Wordpad
- .10 Once provided to the Principal, the electronic copy of the Document is now considered the original Document.
- .11 The provision of all Documents required under the Contract is a condition precedent to Completion from the IMS is required before Final Payment is eligible to be made.
- .12 Delivery to, and acceptance by the Principal of all material contained within the IMS shall constitute a **HOLD POINT**.

5. LEAD DOCUMENT CONTROLLER

- .1 The Contractor shall nominate a Lead Document Controller who:
- (a) Is appropriately qualified and possesses a demonstrated understanding of the principles and practices of document control on major construction projects;
 - (b) Has at least 5 years previous experience in document control on projects of similar nature, size and complexity using electronic IMS;
 - (c) If required, leads and manages other document controllers;
 - (d) Until the Date of Completion, is not permitted to have any other duties that take precedence over their duties related to document control, unless approved prior by the Principal;
 - (e) Audits the meta-data within the IMS at least once per month to ensure that the IMS meta-data is being entered accurately, consistently and in accordance with the Principal's requirements; and
 - (f) Remains dedicated to the role until all Documents have been provided to the Principal.

6. HOLD POINTS

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

CLAUSE REF.	HOLD POINT	RESPONSE TIME
4.6	Provision of Documents	10 working days