

AGFMA – Annual Inspection, Testing and Audit Plan Guidance Note



PURPOSE

The purpose of this note is to provide guidance to the FM Provider and the Agency in regard to preparing the Annual Inspection, Testing and Audit Plan (Annual Plan), in particular in determining which Designated Locations and Nominated Assets are subject to a physical inspection as an input into the Annual Plan.

A structured condition assessment process must be part of any condition-based maintenance strategy which should be incorporated into the maintenance planning process. This guideline describes the methodology that should be used in the inspection and assessment of building assets.

The inspection is required to be undertaken by a competent assessor to evaluate the physical state of building elements and services and to assess the maintenance needs of the facility. The assessment should provide sufficient information on the condition of the building to support informed asset management decisions.

Condition assessment generally comprises:

- a physical inspection of site and buildings
- assessment of the actual condition of individual elements, services and buildings
- identification of maintenance works required to bring the condition of the site and building up to the specified condition standard
- ranking of maintenance works in order of priority
- determining actions deemed necessary by the assessor to mitigate any immediate risk until remedial works (or other actions) can be taken to address problems.

ROLES AND RESPONSIBILITIES

The FM Provider is responsible for

- no later than 60 days before the start of each year, preparing an Annual Inspection, Testing and Audit Plan (Annual Plan) for the following year.
- Engaging with the Agencies to discuss risk issues in developing the plan.
- Undertaking the Inspections.

The Agency is responsible for:

- Establishing their Levels of Service and Risk profile for each designated location.
- Engaging with the FM Provider to discuss risk issues in developing the plan.

The AGFMA Section is responsible for:

- Liaising with both Agency and FM Provider as required.
- Undertaking appropriate checks and audits.

THE PROCESS

Site inspections should be conducted at all designated location at least once every three years, depending on the nature of the building, its building elements and the services at that location.

All buildings that have been adversely impacted by a major incident or natural disaster should be fully inspected as soon as practical after the event.

Agencies should decide on the appropriate interval in terms of risk, asset criticality to service delivery and complexity of the building asset.

The more critical and complex an asset is, the more likely that an inspection is required and the more likely that the frequency between inspections is shorter ie at least once a year. Dynamic elements such as electrical and mechanical building services and fire services may require more frequent assessments than more stable elements such as building fabric and structural elements.

The FM Provider in establishing the Annual Plan must engage collaboratively with the Agency to determine which Designated Locations buildings and assets are to be physically inspected and assessed in any particular year.

Some asset inspections may be undertaken as part of preventative maintenance routines or other tasks and the results integrated into the overall Annual Program for other building elements.

In developing the Annual Plan the FM Provider will engage with agencies to determine the frequency and level of assessments by considering the following risk factors:

- likelihood of workplace health and safety risks to occupants and others
- nature of the building and its associated engineering services
- criticality and volatility of the assessment information required
- age of the building and its essential components
- actual state and rate of deterioration of the building and the associated risks
- operating environment and its impact on the rate of deterioration
- Agency level of service requirements
- Agency risk appetite
- cost and value to the Agency of more frequent assessments.

FURTHER INFORMATION

For further information contact the AGFMA Section on (08) 8343 2850 or email DPTI.BusinessSystemsServiceDesk@sa.gov.au