

# Technical Data Schedules

This guidance note is provided for use by all stakeholders of the Across Government Facilities Management Arrangements (AGFMA) in South Australia. Specifically, the information relates to the Technical Data Schedules (TDS) which are published by the AGFMA Directorate of the Department of Planning, Transport and Infrastructure (DPTI).

## WHAT IS A TDS?

TDSs are intended to be generic to an Asset Class and should not be relied upon as a comprehensive and definitive list of tasks, type or frequency of services; as such, they should be used as a guide for Facilities Management Service Providers (FMSP) to deliver Facilities Maintenance Services, specifically Preventative Maintenance in accordance with the DPTI [Agency Work Procedure Manual](#).

FMSPs and sub-contractors should not rely on any TDS to the exclusion of other sources of information; and are responsible for meeting their obligations under the [Work Health and Safety Act 2012](#). Users should also familiarise themselves with the [Conditions of Use](#) published by DPTI.

## APPLICATION OF A TDS

### Generic TDS

TDSs are drawn from sources such as regulatory documentation, Australian and International Standards, Codes of Practice, guidelines and maintenance manuals and other similar references.

### Unique / Site Specific TDS

During the development of a Preventative Maintenance Plan (PMP) it may become necessary to review the 'generic' TDS to accommodate unique conditions (climatic, geographic, site conditions, etc.) and/or some user-specific requirements. In such cases, the FMSP is responsible for adjusting the tasks and frequencies. To satisfy AGFMA and FMSP scheduling systems, the AGFMA Directorate will produce a TDS document but the activities section will refer to the FMSP for the actual list of tasks, type and frequency.

### Duplication of a TDS

A TDS may be duplicated to deal with service work on large sites such as hospitals or schools, where more than one sub-contractor is engaged to deliver preventative maintenance. Typically, a duplicate TDS will have a different reference to its Primary TDS, but will always refer to the generic activities listed on the Primary TDS.

### Service TDS

The majority of TDSs are designed to schedule an instruction for a maintenance activity, however, some TDSs instruct a service and are more ancillary in nature. For example, a Service TDS may provide a **reminder** to undertake:

- An inspection or certification process
- A registration process
- A general site inspection, safety walk or observation process.

### Split TDS

In some cases, such as those listed below, it is necessary to 'split' the TDS into sub-sets of tasks.

#### 1. Maintenance responsibility is split between the FMSP & Agency Staff

It is sometimes more cost effective and efficient to split maintenance tasks listed in a TDS between an in-house 'competent person' and a qualified tradesperson. Visual inspections are an example. For moderate to more complex services such as work associated with critical plant and equipment, this is not recommended.

## 2. Responsibility for maintenance is split according to trade type

Some plant and equipment should be serviced by different tradespersons, thus requiring separate TDS for each trade discipline.

## 3. Frequency Type splits

It may be more efficient to separate general, more frequent tasks e.g. daily, weekly, from the more complex, sometimes highly specialised services which have longer intervals e.g. monthly, quarterly, yearly etc. This requires a separate TDS for each task group.

### Retired TDS

A TDS will be retired in the following circumstances:

- when the service can be incorporated into another TDS; or
- when an asset type becomes redundant; or
- when a Regulator or industry body does not recommend the asset be maintained; or
- when an asset type is no longer in scope.

## ALLOCATION OF TDS

TDSs involve servicing that is either **Regulatory or Recommended**.

**Regulatory** Where an Act, Regulation, Code of Practice or Australian Standard requires a task to be undertaken.

**Recommended** Where a task is to be undertaken at the discretion of the responsible Agency, which may meet a service task or support a Work Health and Safety activity or Australian Standard which is not regulated.

## TDS REVIEW PROGRAM

The AGFMA Directorate of DPTI manages the TDS Library and will undertake reviews (internally or outsourced) as follows:

| Review Trigger                                    | Frequency   | Trigger   |
|---|-------------|---|
| Periodic reviews                                  | 5 yearly    | A risk based assessment which determine if the frequency of an individual TDS review is more or less often. The reasoning for such a decision will be determined by the AGFMA unit and undertaken in accordance with the AGFMA SAMIS Asset Data Standards default consequence of failure. |
| Regulation changes                                | As required | Research and subscription to on-line alert sites identify changes to applicable legislation and regulations.  |
| Changes to, or emergence of new Codes of Practice | As required | Research and subscription to on-line industry alert sites identify new or changing Codes of Practice.   |
| Changes to, or emergence of new Standards         | As required | Where notification of revisions to Australian or International Standards is received by the AGFMA Unit.   |
| Technical obsolescence                            | As required | Research into technological changes which may affect servicing.   |
| Service requests                                  | As required | Requests by a FMSP will be considered by DPTI.  |
| Ad-hoc risk reviews                               | As required | Emerging risks due to industry, world or political events.  |

## ADMINISTRATION OF A TDS

TDSs are administered giving consideration to the following:

1. Classification per the AGFMA TDS library.
2. Requests to AGFMA for generation of a new TDS.
3. Requests to AGFMA to modify an existing TDS.
4. DPTI AGFMA Directorate Consultation process.

### TDS Library

The AGFMA Directorate publishes all TDSs [online](#). Registered stakeholders are notified by email of any new or amended TDSs. The TDS library is based around high-level functional asset groups. In general, these groups allow maintenance activities to be grouped generically as an aid to planning, and to facilitate asset activity based reporting.

### Request to generate new TDS

A new TDS may be requested as a result of:

- a) a unique site situation; or
- b) a new item of plant and equipment not previously documented has been installed; or
- c) one of the more administrative reasons outlined in the [TDS Application](#) section.

All requests for generation of a new TDS, or to modify an existing TDS must be referred to the FMSP, who is then responsible for undertaking consultation with the relevant Agency and with sub-contractor staff if required. Alternatively, the AGFMA Senior Asset Engineer may determine a need for a new TDS.

### Request to modify an existing TDS

A TDS will only be modified in response to a change identified as part of the [Review Program](#) or when the AGFMA Senior Asset Engineer deems it appropriate.

## ROLES AND RESPONSIBILITIES

The roles and responsibilities of each stakeholder in regards to TDS are outlined in the following table.

| Stakeholder  | Roles and Responsibilities   |
|--------------|--|
| AGFMA (DPTI) | <ul style="list-style-type: none"><li>• Management, administration, generation and publication of TDSs.</li><li>• Give consideration to requests by a FMSP for new TDSs or amendments to a TDS.</li></ul>  |
| Agencies     | <ul style="list-style-type: none"><li>• The Agency is the asset owner and is therefore responsible for the maintenance of assets.</li><li>• Liaise with their FMSP for the selection of TDSs.</li><li>• Review and approve the level of asset maintenance at their sites.</li><li>• For split TDSs, record and file activities which they are responsible for.</li></ul> |

| Stakeholder     | Roles and Responsibilities   |
|-----------------|--|
| FMSP            | <ul style="list-style-type: none"> <li>• Where a new TDS is requested, or amendments to an existing TDS is requested, consider and provide subject matter expertise.</li> <li>• Administer and maintain its own internal / site specific TDSs.</li> <li>• Monitor its sub-contractor activities, in regards to the generic TDS, to ensure appropriate preventative maintenance is applied and recorded.</li> <li>• Ensure responsiveness to changes in statutory requirements and update preventative maintenance schedules accordingly.</li> <li>• Select the applicable TDS as part of the annual service delivery planning process.</li> <li>• Communicate changes to TDSs with stakeholder to facilitate an understanding of impacts to service delivery and budget.</li> </ul>        |
| Sub-Contractors | <ul style="list-style-type: none"> <li>• Maintain the required training, skills, knowledge and relevant qualifications / licences and insurances necessary to undertake assigned preventative maintenance activities.</li> <li>• Refer to the TDSs published by DPTI as a guide only, not as a comprehensive list of tasks and frequencies for undertaking preventative maintenance activities.</li> <li>• Provide subject matter expertise to support the creation or review of TDSs, when requested.</li> <li>• Notify the appropriate FMSP of issues relating to the performance of plant and equipment, and make recommendations with regards possible site specific TDS..</li> <li>• Use a TDS published by DPTI in accordance with the <a href="#">Conditions of Use</a>.</li> </ul> |

## For more information

Visit the DPTI [Across Government Facilities Management Arrangements](#) site.