



Asset Information

Submission and Acceptance Guide

Version 1.0



Document Details	Asset Information Submission and Acceptance Guide
Document Owner	Development Services
Document Author	Operational Readiness Coordinator – Development Services
Version	1.0
Issue Date	September 2026

Revision History

Version	Date	Author	Description
1.0	September 2026	Operational Readiness Coordinator	Initial Issue

Reference Document	Description
South East Queensland Water Supply and Sewerage Design and Construction Code	Regional design and construction requirements for water and sewerage infrastructure.
Asset Information Specification (AIS)	Requirements relating to asset information, drawings, ADAC XML and submission deliverables.
ADAC Schema	Asset Design As Constructed data specification.
ADAC Data Dictionary	Definitions and allowable values associated with the ADAC Schema.
Unitywater ADAC XML Data Capture Guidelines	Unitywater guidance relating to the capture and representation of ADAC asset information.
Unitywater Specification for Asset Information (Pr8701)	Unitywater requirements for asset information deliverables and certifications.
Applicable Unitywater Standards and Specifications	Additional Unitywater requirements relevant to the infrastructure being delivered.

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Foreword

The quality of asset information submitted to Unitywater is critical to the successful operation, maintenance, planning and management of water and sewerage infrastructure throughout its lifecycle.

Asset information is relied upon by a broad range of business functions including operational teams, asset managers, planners, project delivery personnel, maintenance providers, field crews and enterprise information systems. The value of that information is linked to its accuracy, completeness, consistency and suitability for operational use.

As infrastructure assets are constructed, modified, rehabilitated or transferred to Unitywater, supporting asset information and associated documentation must also be transferred in a consistent and reliable manner. Incomplete, inaccurate or poorly coordinated asset information can result in avoidable operational risks, increased review effort, delays to asset acceptance and reduced confidence in enterprise asset records.

This Guide has been developed to provide clear direction regarding the preparation, submission, review and acceptance of asset information associated with donated, constructed and modified infrastructure.

The Guide complements the Unitywater ADAC XML Data Capture Guidelines and other applicable requirements by establishing expectations relating to submission content, information quality, supporting documentation and acceptance activities.

The objective is not simply to facilitate the transfer of information between organisations, but to ensure that asset information entering Unitywater systems is complete, accurate, verified and suitable to support ongoing operational and asset management activities.

Through the consistent application of this Guide, Unitywater seeks to improve asset information quality, streamline review processes, reduce rework and support the long-term management of infrastructure assets on behalf of the communities we serve.

1. Introduction

The delivery of new, modified and rehabilitated infrastructure generates a significant amount of asset information and associated documentation that must be transferred to Unitywater prior to acceptance of donated or constructed assets.

Asset information submissions typically include ADAC XML files, asset templates, as constructed drawings, operational and maintenance manuals, asset schedules, commissioning documentation, certification records and other supporting information.

These submissions form a vital component of the asset handover process and support the establishment and maintenance of asset records within our Geographic Information System, Enterprise Asset Management System, financial systems and other enterprise information platforms.

While industry standards and specifications provide requirements relating to asset information capture, there has historically been limited guidance regarding the quality, completeness and acceptance expectations associated with asset information submissions.

This Guide has been developed to address that need and establish a consistent framework for the submission, review and acceptance of asset information across Unitywater.

1.1 Purpose of this Guide

The purpose of this Guide is to establish Unitywater's requirements and expectations for the preparation, submission, review and acceptance of asset information associated with donated, constructed, modified and rehabilitated infrastructure.

The Guide seeks to improve the quality, completeness, consistency and operational suitability of asset information entering Unitywater systems and provides transparency regarding the information required to support asset acceptance activities.

This Guide should be read in conjunction with:

- The South East Queensland Water Supply and Sewerage Design and Construction Code;
- The Asset Information Specification (AIS);
- The ADAC Schema and associated Data Dictionary;
- The Unitywater ADAC XML Data Capture Guidelines; and
- Other applicable Unitywater standards, specifications and procedures.

The Guide does not replace any of these documents or other applicable industry requirements.

Rather, it supplements the documents by providing additional guidance relating to the information required to support Unitywater asset acceptance activities.

Where inconsistencies are identified between documents, the most stringent requirement or the requirement specifically nominated by Unitywater shall apply.

1.2 Desired Outcomes

This Guide aims to:

- Improve the quality and consistency of asset information submissions.
- Improve the completeness and accuracy of asset records entering Unitywater systems.
- Reduce rework associated with incomplete or incorrect submissions.
- Improve transparency regarding submission and acceptance requirements.
- Support operational readiness and asset management outcomes.
- Establish clear acceptance expectations for asset information submissions.
- Promote a consistent approach to asset information submission and review activities.

This Guide applies to asset information associated with:

- New infrastructure assets;
- Modified infrastructure assets;
- Rehabilitated infrastructure assets;
- Replaced infrastructure assets;

- Assets subject to donation or transfer to Unitywater; and
- Other infrastructure assets as determined by Unitywater.

The Guide may apply to:

- Water supply infrastructure;
- Sewerage infrastructure;
- Recycled water infrastructure;
- Mechanical infrastructure;
- Electrical infrastructure;
- Communication infrastructure;
- Control system infrastructure; and
- Associated supporting assets and operational infrastructure

1.3 Scope

This Guide applies to the preparation, submission, review and acceptance of asset information associated with infrastructure that is to be accepted, operated, maintained or managed by Unitywater.

The Guide applies to asset information associated with:

- New infrastructure assets;
- Modified infrastructure assets;
- Rehabilitated infrastructure assets;
- Replaced infrastructure assets;
- Donated assets;
- Assets transferred to Unitywater ownership; and
- Other asset information submissions as determined by Unitywater.

Infrastructure to which this Guide may apply includes:

- Water supply infrastructure;
- Sewerage infrastructure;
- Recycled water infrastructure;
- Mechanical infrastructure;
- Electrical infrastructure;
- Instrumentation and control infrastructure;
- Communications infrastructure; and
- Associated operational and supporting assets.

This Guide applies to asset information deliverables including, but not limited to:

- ADAC XML files;
- Asset Templates;
- Drawings;
- Survey information;
- Operations and Maintenance Manuals;
- Asset Manuals;
- Commissioning documentation;
- Testing records;
- Certifications; and
- Other supporting documentation required by Unitywater.

This Guide does not replace the Asset Information Specification (AIS), the ADAC Schema, the ADAC Data Dictionary, the South East Queensland Water Supply and Sewerage Design and Construction Code, or other applicable Unitywater requirements. Rather, it supplements these documents by providing additional guidance regarding asset information quality, submission expectations, review activities and acceptance considerations.

2. Glossary of Terms

Term	Definition
Acceptance	Confirmation by Unitywater that submitted asset information is considered suitable to support operational, maintenance, asset management and associated business activities.
Asset Assembly	A logical grouping of physically or operationally related assets that collectively perform a defined network or operational function. Individual assets remain separate assets for ADAC and asset management purposes.
Asset Information	Information relating to infrastructure assets, including asset records, drawings, ADAC XML files, Asset Templates and supporting documentation.
Asset Information Submission	The package of asset information and supporting documentation submitted to Unitywater for review and acceptance.
Asset Relationship	The operational, physical or functional relationship between two or more assets within an infrastructure network.
Asset Template	A Unitywater asset data capture template used to record operational, electrical, mechanical,

Term	Definition
	instrumentation and communications asset information.
As Constructed Drawing	A drawing prepared following construction that records the infrastructure delivered and associated survey information.
Certification	Documentation provided by an appropriately qualified person to verify compliance with specified requirements.
Commissioning Documentation	Documentation demonstrating that infrastructure has been tested, commissioned and verified for operation.
Conditional Acceptance	Acceptance subject to the completion of agreed minor corrective actions or provision of outstanding information.
Connectivity	The representation of operational relationships between assets within a network to support asset management, GIS and operational activities.
Connectivity Node	An asset that provides a defined connection point between two or more connected assets within a network.
Final Operational Asset Environment	The infrastructure environment associated with the completed project scope that will ultimately be operated, maintained and managed by Unitywater following handover.
Operational Readiness	Activities undertaken to prepare Unitywater to safely operate, maintain and manage infrastructure assets following handover.
Operational Suitability	The degree to which submitted asset information supports future operation, maintenance and management activities.
Redline Markup Drawing	A drawing showing modifications, additions, removals or other changes between the approved design and the infrastructure delivered.
Submission Provider	The organisation or individual responsible for preparing and submitting asset information and supporting documentation to Unitywater.
Verification	Activities undertaken to confirm the completeness, accuracy and consistency of submitted asset information.

3. Abbreviations

Abbreviation	Description
ADAC	Asset Design As Constructed

Abbreviation	Description
ADM	Asset Data Management
AHD	Australian Height Datum
AIS	Asset Information Specification
ATL	Asset Technical Library
CAD	Computer Aided Design
CCTV	Closed Circuit Television
CRM	Customer Relationship Management
DS	Development Services
DWG	AutoCAD Drawing File Format
FAT	Factory Acceptance Test
FME	Feature Manipulation Engine
GIS	Geographic Information System
GPS	Global Positioning System
IPAM	Infrastructure Products and Materials
MGA	Map Grid of Australia
O&M	Operations and Maintenance
OR	Operational Readiness
PDF	Portable Document Format
P&ID	Piping and Instrumentation Diagram
QA	Quality Assurance
QC	Quality Control
RPEQ	Registered Professional Engineer of Queensland
SAT	Site Acceptance Test
SEQ	South East Queensland
SEQ Code	South East Queensland Water Supply and Sewerage Design and Construction Code
SPS	Sewage Pumping Station
UTM	Universal Transverse Mercator
UW	Unitywater
XML	Extensible Markup Language

4. Asset Information Principles

4.1 General

Asset information submitted to Unitywater shall be complete, accurate, consistent and suitable to support the ongoing operation, maintenance, management and planning of infrastructure assets.

The submission of asset information should not be viewed solely as a project completion activity. Asset information forms part of the long-term record of infrastructure assets and will continue to support operational, maintenance, financial, regulatory and asset management activities throughout the asset lifecycle.

Asset information submitted to Unitywater should accurately represent the infrastructure associated with the completed project scope and be supported by appropriate documentation, certifications, commissioning information and asset records.

The principles contained within this section establish the foundation for the preparation, submission, review and acceptance of asset information under this Guide.

4.2 Completeness

Asset information submissions shall include all information, documentation and supporting records required to allow Unitywater to understand, assess, operate, maintain and manage the infrastructure associated with the completed project.

Asset information should not be limited to primary infrastructure assets alone.

Submissions should include all relevant supporting assets, operational assets, associated infrastructure and supporting documentation necessary to accurately represent the infrastructure environment associated with the completed project scope.

Examples may include:

- Civil infrastructure assets;
- Mechanical infrastructure assets;
- Electrical infrastructure assets;
- Control and communication assets;
- Operational infrastructure;
- Asset templates;
- Commissioning information;
- Operations and Maintenance Manuals;
- Drawings;
- Certifications; and
- Other supporting records required by Unitywater.

Incomplete submissions may result in delays to review, acceptance and operational handover activities.

4.3 Accuracy

Asset information shall accurately represent the infrastructure installed, modified, rehabilitated or transferred to Unitywater.

Information submitted to Unitywater should be verified against:

- Site observations;
- Construction records;
- Survey information;
- Commissioning records;
- Equipment schedules;
- Testing results;
- Manufacturer information; and
- Other applicable project documentation.

Examples of information requiring verification may include:

- Asset identifiers;
- Asset status;
- Manufacturer information;
- Model numbers;
- Serial numbers;
- Dimensions;
- Asset attributes;
- Commissioning dates; and
- Drawing references.

Asset information that does not accurately reflect the infrastructure installed on site may be considered unsuitable for acceptance.

4.4 Consistency

Information provided across all submitted documentation shall be internally consistent.

Asset information recorded within asset templates, ADAC XML files, drawings, commissioning records, operations manuals and supporting documentation should align unless an approved justification exists.

Examples of inconsistency may include:

- Conflicting asset identifiers;
- Conflicting commissioning dates;

- Different equipment descriptions between documents;
- Conflicting model or serial numbers;
- Mismatched asset quantities; and
- Inconsistent asset statuses.

Where inconsistencies are identified, Unitywater may require clarification or correction before asset information is accepted.

4.5 Verification

Submission providers are responsible for verifying the quality and completeness of information prior to submission.

The submission of asset information to Unitywater does not imply that the information is complete, accurate or suitable for acceptance.

Unitywater review activities are intended to assess submitted information against applicable requirements and do not remove the responsibility of the submission provider to ensure that asset information has been appropriately verified.

Submission providers should undertake reasonable quality assurance activities prior to submission to minimise errors, inconsistencies and omissions.

4.6 Submission Does Not Constitute Acceptance

The submission of asset information to Unitywater does not constitute acceptance of that information.

Asset information submitted to Unitywater may be:

- Accepted;
- Conditionally accepted;
- Returned for clarification;
- Returned for correction; or
- Rejected.

Acceptance will be based on the quality, completeness, accuracy and suitability of the submitted information together with compliance with applicable Unitywater and industry requirements.

Successful completion of validation processes, provision of required documentation or achievement of project milestones does not automatically result in acceptance of asset information.

5. Asset Information Submission Requirements

5.1 General

Asset information submissions shall include all information, documentation and supporting records required by Unitywater to assess, review, accept and manage the infrastructure associated with the completed project.

5.2 Submission Components

A complete asset information submission may include one or more of the components shown in table 5.1 below, depending on the nature and complexity of the project.

Table 5.1 – Typical Asset Information Submission Components

Component	Purpose
ADAC XML File	Structured asset information and asset geometry
Asset Templates	Equipment, mechanical, electrical and operational asset information
As Constructed Drawings	Record of the infrastructure constructed
Redline Markup Drawings	Identification of changes from approved design
Survey Information	Verification of asset location and associated survey information
Operations and Maintenance Manuals	Ongoing operation and maintenance requirements
Asset Manuals	Asset-specific technical information
Electrical Drawings	Electrical infrastructure representation
Mechanical Drawings	Mechanical infrastructure representation
Commissioning Records	Verification of commissioning activities
Testing Records	Verification of asset performance and compliance
Certifications	Professional certifications where required
Product Information	Manufacturer data and product information

5.3 ADAC XML Files

ADAC XML files provide a structured representation of infrastructure assets and associated asset attributes.

Where required by Unitywater, ADAC XML files shall be prepared in accordance with:

- The Asset Information Specification (AIS);
- The current ADAC Schema;
- The ADAC Data Dictionary; and
- The Unitywater ADAC XML Data Capture Guidelines.

ADAC XML files should accurately represent the infrastructure assets associated with the project and be supported by relevant drawings, supporting documentation and asset records.

Successful completion of ADAC validation activities does not automatically constitute acceptance of submitted asset information.

5.4 Asset Templates

Asset Templates provide detailed information relating to operational, mechanical, electrical, communication and control system assets.

Asset Templates should accurately reflect the assets installed on site and should be verified against:

- Commissioning documentation;
- Equipment schedules;
- Manufacturer information;
- Asset nameplates;
- Electrical drawings;
- Mechanical drawings; and
- Site verification activities.

Examples of information commonly contained within Asset Templates include:

- Asset descriptions;
- Asset identifiers;
- Manufacturer details;
- Model numbers;
- Serial numbers;
- Asset capacities;
- Commissioning dates;
- Warranty information; and
- Maintenance requirements.

Asset Templates shall be internally consistent and align with associated project documentation.

5.5 Drawings

Drawings provide important visual context regarding the infrastructure delivered under a project.

Depending on project requirements, drawings may include:

- As Constructed Drawings;
- Redline Markup Drawings;
- Mechanical Drawings;
- Electrical Drawings;
- Control System Drawings;

- Site Layout Drawings; and
- Other project-specific drawings.

Drawings should be consistent with submitted asset information and accurately represent the infrastructure installed under the project.

5.6 Survey Information

Survey information supports the verification of asset locations, asset geometry and associated spatial information.

Where applicable, survey information should support:

- ADAC XML submissions;
- Drawing preparation;
- Asset verification activities; and
- Infrastructure location requirements.

Survey information shall accurately represent the infrastructure surveyed and be prepared in accordance with applicable survey requirements.

5.7 Operations and Maintenance Manuals

Operations and Maintenance Manuals provide information necessary to safely operate, inspect, maintain and manage infrastructure assets.

Where required, manuals should include:

- Operational procedures;
- Maintenance requirements;
- Manufacturer recommendations;
- Equipment specifications;
- Troubleshooting information;
- Spare parts information; and
- Warranty information.

Manuals should be complete and clearly identify the assets to which they apply.

5.8 Commissioning and Testing Documentation

Commissioning and testing documentation provides evidence that infrastructure assets have been tested and commissioned in accordance with project requirements.

Examples may include:

- Commissioning reports;

- Functional testing records;
- Factory Acceptance Test (FAT) documentation;
- Site Acceptance Test (SAT) documentation;
- Electrical test results;
- Mechanical test results;
- Pressure testing records;
- Flushing and disinfection records; and
- Other project-specific testing documentation.

Commissioning documentation should align with submitted asset information and associated project records.

5.9 Certifications

Where required, certifications shall be provided to confirm compliance with applicable design, construction, commissioning or handover requirements.

Certifications may include:

- Registered Surveyor certifications;
- RPEQ certifications;
- Electrical certifications;
- Mechanical certifications;
- Compliance declarations; and
- Other project-specific certifications.

Certifications shall clearly identify the documentation, drawings or infrastructure to which they apply.

5.10 Product and Equipment Information

Unitywater may require supporting manufacturer information to verify asset details recorded within asset information submissions.

Examples may include:

- Product datasheets;
- Equipment schedules;
- Manufacturer specifications;
- Product approvals;
- Warranty certificates; and
- Asset photographs.

Supporting information should accurately correspond with the assets installed under the project.

5.11 Supporting Documentation

Additional project-specific information may be required to support asset acceptance activities.

Examples may include:

- Asset schedules;
- Operational procedures;
- Site photographs;
- Installation records;
- Construction records;
- Inspection records;
- Compliance reports; and
- Other information requested by Unitywater.

Supporting documentation assists Unitywater in assessing the completeness, accuracy and suitability of submitted asset information.

5.12 Submission Responsibility

The organisation responsible for submitting asset information to Unitywater shall ensure that:

- Required information has been prepared and reviewed;
- Information has been verified prior to submission;
- Supporting documentation is included where required;
- Submitted information is complete and internally consistent; and
- Information accurately represents the infrastructure associated with the completed project.

The submission of information to Unitywater constitutes confirmation that the submission provider has undertaken reasonable quality assurance activities.

5.13 Common Asset Information Quality Issues

The following issues are commonly identified during asset information reviews:

- Missing assets;
- Missing supporting infrastructure;
- Incomplete asset attributes;
- Incorrect asset identifiers;
- Incorrect manufacturer information;

- Incorrect model numbers;
- Incorrect serial numbers;
- Conflicting dates between deliverables;
- Inconsistent asset descriptions;
- Missing supporting documentation;
- Incomplete Asset Templates;
- Inaccurate ADAC representation; and
- Discrepancies between submitted information and installed infrastructure.

Identification of these issues during review may result in additional information requests, clarification requests or resubmission requirements.

5.14 Unitywater Quality Review Considerations

When assessing asset information submissions, Unitywater may consider whether:

- The submission is complete;
- The submitted information accurately reflects the completed works;
- Supporting documentation has been provided;
- Asset information is internally consistent;
- Asset information is suitable for operational use;
- Asset records can be established within Unitywater systems;
- Submitted information supports future operational and maintenance activities; and
- Outstanding information gaps or discrepancies have been addressed.

Successful completion of these reviews forms a vital component of the overall asset acceptance process.

6. Asset Information Review and Acceptance Process

6.1 General

Asset information submissions received by Unitywater may be subject to review to determine whether the information provided is complete, accurate, consistent and suitable for operational use.

Review activities may be undertaken by one or more Unitywater business units depending upon the nature of the infrastructure, project complexity and information submitted.

The objective of the review process is to establish whether the submitted information is suitable to support asset acceptance, operational readiness and the creation or maintenance of asset records within Unitywater systems.

6.2 Review Objectives

Asset information reviews are intended to:

- Assess compliance with applicable submission requirements;
- Confirm completeness of submitted information;
- Verify consistency between submission deliverables;
- Confirm suitability of information for operational use;
- Identify errors, omissions and discrepancies;
- Support operational readiness activities; and
- Support asset acceptance decisions.

Review activities do not remove the responsibility of the submission provider to ensure the quality and completeness of submitted information.

6.3 Unitywater Review Considerations

When reviewing asset information submissions, Unitywater may consider whether:

- Required submission components have been provided;
- Asset information accurately reflects the infrastructure delivered;
- Supporting documentation is complete;
- Information is internally consistent;
- Asset information can be readily understood and verified;
- Asset records can be established within Unitywater systems;
- Information supports operational and maintenance activities; and
- Outstanding issues have been satisfactorily resolved.

6.4 Requests for Clarification

Where information is incomplete, inconsistent or unclear, Unitywater may request clarification from the submission provider.

Requests for clarification may include:

- Additional information;
- Supporting documentation;
- Corrections to submitted information;
- Resubmission of documentation; or
- Confirmation of asset details.

The review process may be suspended until the requested information has been provided.

6.5 Review Outcomes

Following review, asset information submissions may be:

Accepted

The submitted information is considered suitable to support asset acceptance and associated business activities.

Conditionally Accepted

The submitted information is acceptable but minor issues, corrections or outstanding information remain to be addressed.

Returned for Clarification

Additional information or clarification is required before acceptance can occur.

Returned for Correction

Material errors or inconsistencies have been identified, and corrective action is required.

Rejected

The submission is considered unsuitable for acceptance due to significant deficiencies, errors or omissions.

6.6 Submission Does Not Constitute Acceptance

The submission of asset information to Unitywater does not constitute acceptance of that information.

Similarly, the completion of validation activities, endorsement of drawings, issue of certifications or achievement of project milestones does not automatically result in asset information acceptance.

Acceptance will only occur when Unitywater is satisfied that the submitted information meets applicable requirements and is suitable to support future operational and asset management activities.

7. Drawing Requirements

7.1 General

Drawings form a vital component of the asset information submission package and provide visual context to support the review, understanding and acceptance of infrastructure assets.

Drawings assist Unitywater in:

- Understanding the infrastructure delivered under a project;
- Verifying asset information submissions;
- Reviewing ADAC XML content;
- Assessing operational infrastructure arrangements;

- Reviewing commissioning and acceptance activities; and
- Supporting future operational and asset management activities.

Drawings submitted to Unitywater shall accurately represent the infrastructure associated with the completed project scope and be consistent with other submitted asset information deliverables.

7.2 Purpose of Drawings

Drawings are intended to provide a visual representation of infrastructure assets and associated project outcomes.

Drawings should support:

- Review of submitted asset information;
- Identification of infrastructure assets;
- Understanding of asset relationships;
- Verification of configuration and arrangement;
- Interpretation of commissioning and operational information; and
- Clarification of matters not readily apparent from structured asset information.

While asset information may be recorded within ADAC XML files, asset templates and associated records, drawings continue to provide valuable context that cannot always be readily understood from tabular or structured information alone.

7.3 Drawing Submission Requirements

Drawing submissions shall be provided in formats suitable to support review, acceptance, operational readiness and long-term record management activities.

Unless otherwise approved by Unitywater, the following requirements apply:

- As Constructed Civil Survey Drawings shall be submitted in both DWG and PDF format;
- Redline Markup Drawings shall be submitted in PDF format;
- Mechanical Drawings shall be submitted in DWG and PDF format where required;
- Electrical General Arrangement Drawings shall be submitted in DWG and PDF format where required;
- Electrical Schematic Drawings shall be submitted in DWG and PDF format where required; and
- Control system and communication drawings shall be submitted in DWG and PDF format where required.

Where multiple sheets are required, drawings should be compiled into a single drawing file wherever practical using multiple tabs, layouts or sheets rather than many separate files.

7.4 Unitywater Drawing Standards

Where Unitywater drawing templates have been issued for project use, submitted drawings shall use the applicable Unitywater standard drawing templates.

This includes:

- Civil As Constructed Drawings;
- Mechanical Drawings;
- Electrical Drawings; and
- Other project-specific drawings where templates have been provided by Unitywater.

Drawings should comply with the current Unitywater CAD Standards and associated submission requirements.

7.5 Drawing Quality Requirements

Drawings submitted to Unitywater shall be:

- Complete;
- Accurate;
- Legible;
- Consistent;
- Clearly referenced;
- Suitable for review purposes; and
- Representative of the infrastructure delivered.

Drawings should include sufficient information to enable reviewers to understand the infrastructure arrangement without requiring excessive interpretation or assumptions.

Where multiple drawing types are submitted, information should be consistent across all drawings and supporting asset information.

7.6 Redline Markup Drawings

Redline Markup Drawings provide a record of differences between the approved design and the infrastructure delivered under the project.

Redline Markup Drawings should clearly identify:

- Changes in asset location;
- Changes in asset configuration;
- Changes in levels or grades;
- Changes in dimensions;
- Changes in materials or asset types;
- Added assets;

- Removed assets; and
- Other deviations from the approved design.

Redline Markup Drawings should be prepared in a manner that enables reviewers to readily identify modifications without requiring detailed comparison against the approved design drawings.

Redline Markup Drawings should be consolidated into a single PDF document containing all relevant project drawings and markups. Where multiple drawing sheets are required, they should be provided as individual pages within the same document wherever practical.

Redline Markup Drawings form a vital component of the asset information review process and are typically considered the primary engineering record of project changes.

7.7 As Constructed Drawings

Where required, As Constructed Drawings provide a record of the infrastructure constructed and associated survey information.

As Constructed Drawings should accurately represent:

- Asset locations;
- Dimensions;
- Levels;
- Grades;
- Survey information; and
- Other infrastructure information necessary to describe the completed works.

Where As Constructed Drawings are generated from the same source information used to create the ADAC XML, the drawings should remain consistent with the submitted ADAC information.

As Constructed Drawings should be provided as a single DWG file and a corresponding PDF file containing all relevant drawing sheets associated with the project. Multi-sheet submissions should use layouts or drawing tabs where appropriate to minimise the number of individual files requiring management and review.

The existence of an As Constructed Drawing does not remove the requirement for ADAC XML submissions, Asset Templates or other supporting documentation where required by Unitywater.

7.8 Drawing Consistency Requirements

Drawings shall be consistent with other submitted asset information.

Particular attention should be given to consistency between:

- Drawings and ADAC XML files;
- Drawings and Asset Templates;
- Drawings and commissioning documentation;
- Drawings and survey information;

- Drawings and equipment schedules; and
- Drawings and supporting manuals.

Examples of inconsistencies that may result in additional review activities include:

- Different asset locations;
- Missing assets;
- Different asset descriptions;
- Different asset quantities;
- Different dimensions or levels;
- Different commissioning dates; and
- Conflicting infrastructure representation.

7.9 Drawing Review Considerations

During review activities, Unitywater may consider whether drawings:

- Accurately represent the completed project scope;
- Are consistent with submitted asset information;
- Clearly identify design changes;
- Support verification of ADAC XML content;
- Adequately describe operational infrastructure;
- Include all required assets; and
- Are suitable to support asset acceptance activities.

Drawings may also be reviewed in conjunction with supporting documentation, commissioning information and asset records.

7.10 Typical Drawing Types

Depending on project scope and infrastructure complexity, Unitywater may require one or more of the following drawing types:

- Redline Markup Drawings;
- As Constructed Drawings;
- Mechanical Drawings;
- Electrical Drawings;
- Control System Drawings;
- Site Layout Drawings;
- General Arrangement Drawings;

- Single Line Diagrams;
- Piping and Instrumentation Diagrams (P&IDs); and
- Other project-specific drawings.

The specific drawing requirements applicable to a project should be determined by the infrastructure being delivered and associated Unitywater requirements.

8. Asset Templates

8.1 General

Asset Templates provide detailed information relating to operational, mechanical, electrical, instrumentation, communication and control system assets associated with infrastructure delivered to Unitywater.

Asset Templates support the establishment and maintenance of asset records within Unitywater systems and assist operational, maintenance and asset management teams in understanding the assets delivered under a project.

Asset Templates shall accurately represent the infrastructure installed on site and should be completed using information obtained from verified project records and commissioning activities.

8.2 Asset Template Requirements

Asset Templates shall:

- Be completed in the format nominated by Unitywater;
- Be complete and internally consistent;
- Be based upon the infrastructure installed on site;
- Align with associated project documentation;
- Be suitable for loading into Unitywater asset systems; and
- Be subject to appropriate verification activities prior to submission.

Asset Templates should not contain placeholder information, copied information from unrelated projects or information that has not been verified.

8.3 Asset Information Verification

Information recorded within Asset Templates shall be verified against appropriate source information.

Verification sources may include:

- Equipment nameplates;
- Commissioning records;
- Site Acceptance Test (SAT) records;
- Factory Acceptance Test (FAT) records;

- Manufacturer documentation;
- Asset schedules;
- Electrical drawings;
- Mechanical drawings;
- Control system documentation; and
- Site inspections.

Submission providers should ensure that information entered into Asset Templates accurately reflects the infrastructure installed under the project.

8.4 Asset Identification Information

Asset identification information recorded within Asset Templates should be complete, accurate and consistent across all submission deliverables.

Particular attention should be given to:

- Asset names;
- Asset identifiers;
- Equipment references;
- Manufacturer names;
- Model numbers;
- Serial numbers;
- Asset ratings;
- Equipment capacities; and
- Asset status information.

This information should align with associated drawings, commissioning documentation and supporting project records.

8.5 Consistency with Other Deliverables

Asset Templates shall be consistent with:

- ADAC XML files;
- Drawings;
- Commissioning records;
- Equipment schedules;
- Operations and Maintenance Manuals;
- Manufacturer information; and

- Supporting documentation.

Where discrepancies exist between submitted information sources, clarification or correction may be required prior to acceptance.

8.6 Common Asset Template Issues

The following issues are commonly identified during review activities:

- Incomplete Asset Templates;
- Missing asset information;
- Incorrect equipment descriptions;
- Incorrect model numbers;
- Incorrect serial numbers;
- Incorrect manufacturer information;
- Use of information copied from unrelated projects;
- Inconsistent commissioning dates;
- Inconsistent asset identifiers;
- Missing operational assets;
- Missing electrical assets;
- Missing mechanical assets; and
- Asset information inconsistent with installed infrastructure.

Identification of these issues during review may result in clarification requests, correction requests or resubmission requirements.

8.7 Unitywater Review Considerations

When reviewing Asset Templates, Unitywater may consider whether:

- Required templates have been provided;
- Information is complete;
- Information is accurate;
- Information is internally consistent;
- Asset identification information is suitable for operational use;
- Information aligns with supporting documentation;
- Assets delivered under the project have been appropriately represented; and
- The information is suitable for loading into Unitywater systems.

8.8 Asset Template Acceptance

Asset Templates may be considered acceptable when Unitywater is satisfied that:

- The information is complete;
- The information accurately reflects installed infrastructure;
- Supporting records are available where required;
- Information is consistent across submission deliverables; and
- The asset information is suitable to support ongoing operational, maintenance and asset management activities.

Asset Template acceptance forms a vital component of the overall asset information acceptance process.

9. Operations, Maintenance and Supporting Documentation

9.1 General

Operations, Maintenance and Supporting Documentation forms a vital component of the asset information submission package and assists Unitywater in understanding, operating, maintaining and managing infrastructure assets throughout their lifecycle.

Supporting documentation shall accurately reflect the infrastructure installed under the project and be consistent with submitted asset information, drawings, commissioning records and Asset Templates.

Where required, supporting documentation shall be provided prior to asset acceptance.

9.2 Purpose of Supporting Documentation

Supporting documentation provides information that may not be fully represented within:

- ADAC XML files;
- Asset Templates;
- Drawings; or
- Commissioning Records.

Supporting documentation assists Unitywater to:

- Understand asset functionality;
- Operate infrastructure safely;
- Maintain assets throughout their lifecycle;
- Identify asset limitations and design intent;
- Verify submitted asset information; and
- Support future operational and renewal activities.

9.3 Operations and Maintenance Manuals

Operations and Maintenance Manuals shall be provided where required by the project scope or asset type.

Operations and Maintenance Manuals should provide sufficient information to enable the safe and effective operation and maintenance of infrastructure assets.

Information may include:

- Asset descriptions;
- Operating procedures;
- Maintenance requirements;
- Preventative maintenance schedules;
- Manufacturer recommendations;
- Troubleshooting information;
- Safety requirements;
- Spare parts information; and
- Warranty information.

Where multiple assets are covered by a single manual, the relevant assets should be clearly identified.

9.4 Asset Manuals

Asset Manuals provide detailed technical information relating to specific assets or groups of assets.

Asset Manuals should align with the infrastructure installed under the project and may include:

- Technical specifications;
- Product information;
- Equipment schedules;
- Installation information;
- Operating limitations;
- Maintenance requirements;
- Calibration requirements; and
- Manufacturer documentation.

Asset Manuals should be current and relevant to the installed asset configuration.

9.5 Manufacturer Documentation

Where applicable, manufacturer documentation shall be provided to support the asset information submission.

Examples include:

- Product datasheets;
- Technical specifications;
- Product approvals;
- Factory documentation;
- Equipment schedules;
- Certificates of conformity; and
- Warranty information.

Manufacturer information should correspond to the actual assets installed under the project.

9.6 Electrical Documentation

Where electrical infrastructure forms part of the project scope, supporting electrical documentation shall be provided.

Documentation may include:

- General Arrangement Drawings;
- Electrical Schematics;
- Single Line Diagrams;
- Switchboard Schedules;
- Cable Schedules;
- Protection Settings;
- Equipment Data Sheets; and
- Other electrical documentation relevant to the installed infrastructure.

Where required by project scope, electrical documentation should also include:

- Power System Analysis reports;
- Arc Flash Assessment reports;
- Protection coordination studies;
- Protection setting schedules; and
- Other electrical compliance documentation relevant to the installed infrastructure.

These documents should reflect the final installed electrical configuration and be suitable for ongoing operational and maintenance activities.

Electrical documentation should accurately represent the final installed configuration.

9.7 Mechanical Documentation

Where mechanical infrastructure forms part of the project scope, supporting mechanical documentation shall be provided.

Documentation may include:

- Mechanical General Arrangement Drawings;
- Equipment Layout Drawings;
- Equipment Schedules;
- Piping and Instrumentation Diagrams (P&IDs);
- Mechanical Datasheets;
- Valve Schedules; and
- Other project-specific documentation.

Mechanical documentation should accurately represent the final installed configuration.

9.8 Control System and Communications Documentation

Where control systems, telemetry, instrumentation or communications infrastructure forms part of the project scope, supporting documentation shall be provided.

Documentation may include:

- Control System Architecture Drawings;
- Telemetry Configuration Information;
- Instrument Schedules;
- Network Diagrams;
- Input / Output Schedules;
- Communication System Information; and
- Other project-specific documentation.

Where telecommunications or telemetry infrastructure forms part of the project scope, supporting documentation may include:

- Radio coverage surveys;
- Communications performance testing;
- Telemetry commissioning records;
- Signal strength assessments; and
- Other communications verification documentation.

Documentation should be sufficient to support ongoing operational and maintenance activities.

9.9 Commissioning Documentation

Commissioning documentation provides evidence that infrastructure has been installed, tested and commissioned in accordance with project requirements.

Documentation may include:

- Site Acceptance Test (SAT) records;
- Factory Acceptance Test (FAT) records;
- Commissioning Reports;
- Functional Test Results;
- Performance Test Results;
- Electrical Test Certificates;
- Mechanical Test Records; and
- Other project-specific commissioning records.

Asset-specific commissioning documentation may also be required where commissioning check sheets, worksheets or similar verification records are used by Unitywater to demonstrate successful completion of commissioning activities.

Examples may include:

- Pressure Reducing Valve commissioning check sheets;
- Sewage Pump Station commissioning check sheets;
- Overflow and Emergency Storage commissioning check sheets;
- Reservoir commissioning records; and
- Other asset-specific commissioning documentation.

For water supply infrastructure, commissioning documentation may include:

- Pressure testing records;
- Flushing records;
- Disinfection records;
- Bacteriological testing results;
- Water quality compliance records; and
- Other documentation required to demonstrate readiness for connection to the operational network.

Where performance monitoring, operational trials or reliability trials form part of a project's commissioning requirements, associated records and outcomes should be included within the asset information submission where required.

Commissioning documentation should demonstrate that applicable commissioning and water quality requirements have been successfully achieved prior to connection or operational use.

9.10 CCTV Inspection Reports and Footage

Where required by Unitywater, CCTV inspection reports and associated footage shall be provided for gravity sewerage infrastructure.

CCTV inspections provide supporting evidence regarding the condition, integrity and serviceability of newly constructed or modified sewerage infrastructure and may be used to support asset acceptance activities.

Where applicable, CCTV submissions should:

- Cover the full extent of inspected infrastructure;
- Be consistent with submitted asset information;
- Clearly identify inspected assets;
- Include associated inspection reports; and
- Be suitable for review by Unitywater.

The provision of CCTV footage does not automatically constitute acceptance of the inspected infrastructure and may be subject to further review or clarification.

9.11 Asset Photographs

Asset photographs may be required to assist with asset identification, verification and future operational activities.

Where provided, photographs should:

- Clearly identify the asset;
- Be of suitable quality;
- Correspond with submitted asset information; and
- Assist in verifying installed infrastructure.

Examples may include photographs of:

- Asset nameplates;
- Pumps;
- Motors;
- Switchboards;
- Control Panels;
- Telemetry Equipment;
- Flow Meters; and
- Other significant operational assets.

9.12 Consistency of Supporting Documentation

Supporting documentation shall be consistent with:

- ADAC XML files;
- Asset Templates;
- Drawings;
- Commissioning Records;
- Equipment Schedules; and
- Other submitted project documentation.

Examples of inconsistencies that may require clarification include:

- Different model numbers;
- Different serial numbers;
- Different asset descriptions;
- Different commissioning dates;
- Different equipment ratings; and
- Documentation relating to assets not installed under the project.

9.13 Common Documentation Issues

The following issues are commonly identified during review activities:

- Missing manuals;
- Missing drawings;
- Incomplete documentation;
- Outdated manufacturer information;
- Documentation relating to superseded equipment;
- Incorrect model numbers;
- Incorrect serial numbers;
- Missing commissioning information;
- Documentation not aligned with installed assets;
- Duplicated information from unrelated projects; and
- Inconsistencies between supporting documentation and Asset Templates.

Such issues may result in additional review activities, clarification requests or resubmission requirements.

9.14 Unitywater Review Considerations

When reviewing supporting documentation, Unitywater may consider whether:

- All required documentation has been provided;
- Documentation accurately reflects the installed infrastructure;
- Documentation is complete and legible;
- Documentation is internally consistent;
- Information supports operational and maintenance activities;
- Documentation aligns with submitted asset information; and
- The information is suitable for ongoing operational use.

9.15 Documentation Acceptance

Supporting documentation may be considered acceptable when Unitywater is satisfied that:

- The documentation is complete;
- The documentation is relevant to the installed infrastructure;
- Information is accurate and consistent;
- Operational and maintenance requirements can be understood;
- Supporting records are available where required; and
- The information is suitable for future operational, maintenance and asset management activities.

10. Roles and Responsibilities

10.1 General

The successful preparation, submission, review and acceptance of asset information relies upon the coordinated involvement of multiple parties throughout the project lifecycle.

The responsibilities identified within this section are intended to provide general guidance regarding the typical roles associated with asset information activities.

Project-specific contractual, legislative, accreditation and regulatory obligations remain the responsibility of the relevant parties.

10.2 Submission Providers

Submission Providers are responsible for preparing and submitting asset information and supporting documentation in accordance with applicable requirements.

Submission Providers may include:

- Developers;
- Contractors;

- Consulting Engineers;
- Surveyors;
- ADAC Generators;
- Accredited Entities; and
- Other organisations responsible for preparing asset information.

Submission Providers should ensure that:

- Required asset information is provided;
- Submitted information is complete;
- Submitted information is accurate;
- Submitted information is internally consistent;
- Appropriate verification activities have been undertaken; and
- Supporting documentation has been included where required.

Submission Providers remain responsible for the quality of submitted information.

10.3 Registered Surveyors

Registered Surveyors are typically responsible for the capture, preparation and certification of survey information associated with completed works.

Responsibilities may include:

- Survey data capture;
- Spatial verification of infrastructure assets;
- Survey certification activities;
- Preparation of survey information;
- Support for ADAC XML generation; and
- Other activities associated with survey deliverables.

Survey information should accurately represent infrastructure observed and surveyed on site.

10.4 ADAC Generators

ADAC Generators are responsible for preparing ADAC XML files in accordance with applicable requirements.

Responsibilities may include:

- Asset attribution;
- Asset representation;
- Asset relationships;

- Connectivity representation;
- ADAC validation activities; and
- Preparation of associated ADAC deliverables.

ADAC XML files should accurately represent the infrastructure associated with the completed project scope.

10.5 Designers and Certifiers

Designers and Certifiers play a significant role in verifying that submitted information accurately reflects the infrastructure delivered under a project.

Responsibilities may include:

- Preparation of design documentation;
- Review of Redline Markup Drawings;
- Certification activities;
- Engineering verification;
- Review of infrastructure changes; and
- Support for asset information activities.

Designers and Certifiers should ensure that submitted information is consistent with the infrastructure delivered and associated project requirements.

10.6 Asset Information Reviewers

Unitywater reviewers may assess submitted asset information and supporting documentation to determine whether information is suitable to support asset acceptance activities.

Review activities may include:

- Completeness reviews;
- Quality reviews;
- Consistency reviews;
- ADAC reviews;
- Asset Template reviews;
- Drawing reviews;
- Documentation reviews; and
- Other project-specific review activities.

Review activities do not remove the responsibility of Submission Providers to verify submitted information prior to submission.

10.7 Operational and Asset Management Stakeholders

Operational, maintenance and asset management stakeholders may participate in the review of asset information where specialist operational knowledge or asset-specific expertise is required.

Their involvement may assist with:

- Verification of operational suitability;
- Asset management requirements;
- Maintenance considerations;
- Operational readiness activities;
- Asset identification requirements; and
- Review of specialist documentation.

Operational review activities may vary depending upon project scope and infrastructure type.

10.8 Unitywater Acceptance Authority

Asset information acceptance is undertaken by Unitywater in accordance with applicable business processes and asset acceptance requirements.

Acceptance activities consider:

- Submission completeness;
- Information quality;
- Supporting documentation;
- Operational suitability;
- Resolution of outstanding issues; and
- Compliance with applicable requirements.

Acceptance should be viewed as a confirmation that the asset information is considered suitable to support Unitywater business activities rather than a simple administrative process.

10.9 Shared Responsibility for Information Quality

The preparation, submission, review and acceptance of asset information is a shared responsibility involving multiple parties.

The quality of asset information is improved when asset information requirements are considered throughout the project lifecycle rather than solely at the point of submission.

All parties involved in the preparation and review of asset information should contribute to achieving the principles identified within this Guide, including:

- Completeness;
- Accuracy;

- Consistency;
- Verification; and
- Operational suitability.

11. Common Submission Issues and Leading Practices

11.1 General

Asset information submissions are generally reviewed against the principles outlined within this Guide, including completeness, accuracy, consistency and operational suitability.

While submission providers are often successful in delivering most of the required information, recurring issues continue to be identified during review and acceptance activities.

This section provides examples of common submission issues together with leading practices that may assist submission providers in improving the quality and completeness of submitted asset information.

11.2 Asset Information Quality

Common Issues

- Incomplete asset information.
- Incorrect asset descriptions.
- Missing asset attributes.
- Incorrect asset identifiers.
- Incorrect manufacturer information.
- Incorrect model numbers.
- Incorrect serial numbers.
- Inconsistent asset information across submission deliverables.
- Asset information copied from unrelated projects without adequate verification.

Leading Practices

- Verify asset information against installed infrastructure.
- Verify equipment details against asset nameplates.
- Review asset information against commissioning documentation.
- Undertake quality assurance reviews prior to submission.
- Ensure consistency between all submission deliverables.

11.3 ADAC XML Submissions

Common Issues

- Missing assets.
- Missing supporting infrastructure.
- Incorrect asset attribution.
- Connectivity errors.
- Incomplete asset representation.
- Validation errors and warnings not addressed prior to submission.
- ADAC information inconsistent with supporting drawings.

Leading Practices

- Validate ADAC XML files prior to submission.
- Review XML outputs using available viewing tools.
- Verify connectivity and asset relationships.
- Ensure all applicable assets are represented.
- Confirm consistency between ADAC XML files and supporting documentation.

11.4 Asset Templates

Common Issues

- Incomplete Asset Templates.
- Missing operational assets.
- Incorrect model numbers.
- Incorrect serial numbers.
- Incorrect equipment ratings.
- Inconsistent commissioning dates.
- Inconsistent asset identifiers.
- Asset information that does not match installed infrastructure.

Leading Practices

- Verify asset details during commissioning activities.
- Review Asset Templates against equipment schedules.
- Confirm manufacturer information directly from installed equipment.
- Verify operational assets have been included.
- Undertake final verification before submission.

11.5 Drawings

Common Issues

- Drawings inconsistent with submitted asset information.
- Missing drawing revisions.
- Redline Markup Drawings not reflecting completed works.
- Missing drawing sheets.
- Incorrect drawing references.
- Drawings that do not adequately identify project changes.
- Missing electrical, mechanical or control system drawings.

Leading Practices

- Verify drawing content against completed works.
- Ensure all revisions are current.
- Review Drawings against ADAC XML files and Asset Templates.
- Clearly identify all changes from approved design documentation.
- Undertake multidisciplinary reviews prior to submission.

11.6 Supporting Documentation

Common Issues

- Missing manuals.
- Missing commissioning documentation.
- Missing test results.
- Missing certifications.
- Outdated manufacturer information.
- Documentation relating to superseded equipment.
- Inconsistencies between documentation and Asset Templates.

Leading Practices

- Prepare supporting documentation throughout project delivery.
- Verify manuals correspond with installed assets.
- Confirm commissioning documentation is complete.
- Review all supporting documentation prior to submission.
- Ensure supporting information aligns with installed infrastructure.

11.7 Commissioning and Verification Information

Common Issues

- Missing commissioning records.
- Missing Site Acceptance Test documentation.
- Missing Factory Acceptance Test documentation.
- Missing pressure testing records.
- Missing water quality results.
- Missing CCTV inspection reports.
- Missing supporting evidence required to demonstrate readiness for operation.

Leading Practices

- Collect commissioning records progressively throughout the project.
- Ensure all testing activities are recorded and retained.
- Verify project-specific commissioning requirements have been satisfied.
- Confirm supporting evidence is included within the submission package.
- Review commissioning documentation for completeness prior to submission.

11.8 Operational Infrastructure

Common Issues

- Submissions focusing on primary assets only.
- Supporting operational assets omitted from submissions.
- Incomplete representation of facilities.
- Assets represented differently across submission deliverables.
- Missing infrastructure required to understand operational functionality.

Leading Practices

- Consider the complete infrastructure environment.
- Review infrastructure from an operational perspective.
- Confirm supporting assets have been represented.
- Verify consistency between drawings, ADAC XML files and Asset Templates.
- Consider how infrastructure will be operated and maintained following handover.

11.9 Submission Readiness Checklist

Prior to submission, submission providers should consider the following questions:

Asset Information

- Have all required assets been included?
- Has asset information been verified?
- Are asset identifiers consistent?

ADAC XML

- Has the XML been validated?
- Have validation issues been addressed?
- Is the XML consistent with supporting documentation?

Drawings

- Have all required drawings been provided?
- Are drawings consistent with installed infrastructure?
- Have Redline Markup Drawings been updated?

Asset Templates

- Have Asset Templates been completed?
- Have model numbers and serial numbers been verified?
- Have commissioning dates been confirmed?

Supporting Documentation

- Have all required manuals been provided?
- Have commissioning records been included?
- Are supporting documents complete and current?

Final Review

- Is the submission complete?
- Is the information internally consistent?
- Is the information suitable to support operational use?

11.10 Benefits of High-Quality Asset Information

High-quality asset information can assist in:

- Reducing review comments.
- Reducing rework and resubmissions.
- Improving operational readiness.
- Improving GIS and asset management outcomes.
- Improving confidence in asset records.

- Reducing handover delays.
- Supporting future maintenance activities.
- Supporting long-term asset management objectives.

Submission providers who invest time in preparing complete, accurate and consistent asset information are more likely to achieve efficient review and acceptance outcomes.
