

Engineering Document Control Implementation Plan

EGH-01-01

Applicability

ARTC Network Wide

Publication Requirement

Internal / External

Primary Source

EGP-01-01

Document Status

Version #	Date Reviewed	Prepared by	Reviewed by	Endorsed	Approved
1.0	13/01/2016	Standards	Standards	Manager Standards	General Manager Technical Standards 22/01/2016

Amendment Record

Amendment Version #	Date Reviewed	Clause	Description of Amendment
1.0	13/01/2016		First issue of guideline. Specifies potential problems, actions, responsibilities and timeframes for implementing the amended EGP-01-01 v2.0 procedure.

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1 Purpose

The purpose of this Implementation Plan is to identify the implementation steps of the new EGP-01-01 Engineering Document Control process.

2 Scope

The Implementation Plan includes:

- (a) Implementation Issues
 - Identification of any implementation issues.
- (b) Action Steps
 - The actions that will address implementation issues.
- (c) Responsibility
 - The persons responsible for implementing each of the action steps.
- (d) Timelines
 - The proposed timelines for completing each of the action steps

3 Affected Documents

Approval of EGP-01-01 Engineering Document Control v2.0 will impact the following Engineering and Executive documents:

- (a) EGP0101F-02 v1.7 to be published
- (b) EGP0101F-01 v1.3 to be withdrawn
- (c) OSERC Charter to be updated

4 Key Changes

These document changes address a series of improvement ideas, suggested as a result of an Effectiveness and Efficiency Review of Technical Standards. This series of improvement ideas and how they have been addressed within the Document Change flowchart; and subsequently within EGP-01-01 and EGP0101F-02 are detailed below:

Improvement Idea: Quality of Submissions

To improve and streamline the document change submissions to Standards, a two-part EDCA has been drafted. This form requires the Change Proposer to fill out the first half of the form - including a brief description of the change and its history, as well as a detailed cost benefit analysis. The nominated resource, chosen by the Manager Standards to perform the document update, will then finish filling out the final segments of the form, prior to approval.

Improvement Idea: Update Priorities for Standards Updates

Manager Standards is to assess the priority level of each document change in relation to an annual prioritisation list. This annual list will be reviewed quarterly, and subsequent change requests will be allocated priority in relation to this.

Improvement Idea: Cost Benefit Check on Standards Changes

An in depth cost/benefit analysis is to be done by the change proposer and then reviewed by the Manager Standards throughout the process. The cost benefit analysis is to be completed in line with FSFS-040 BIC

Submission Procedure, as specified in the revised EDCA. This will show the costs of each document update where resources are impacted by the change. Benefits are to be listed for all change requests.

Improvement Idea: Single Point of Accountability for Consultation

Business Units can nominate a position to act as a Consultation Facilitator. These consultation facilitators will be in charge of ensuring that their corridors are informed of current document consultations. This will assist in ensuring that all appropriate Stakeholders are consulted for proposed document updates.

Improvement Idea: Minimise Approval of Changes by OSERC

General Manager Technical Standards to give final approval to document changes which are low risk and are accepted by the impacted budget holders, and OSERC is to be informed of all document changes.

5 Key Stakeholders

All ARTC staff involved in the process of proposing, preparing, registering, accessing and approving engineering documents and supporting documents.

5.1 Implementation Plan

Implementation Issue	Action Steps	Responsibility	Timeline	Resources	Communication Plan
Corridor Staff not aware of updated procedure	<ul style="list-style-type: none"> Notification to be sent out advising staff of update to document change process – highlighting the main changes 	Standards & Procedures Administrator	Immediately following publication	<ul style="list-style-type: none"> Approved and endorsed copies of the amended procedure 	<ul style="list-style-type: none"> Email relevant distribution lists Publish on intranet and extranet Updated recent changes register
Corridor Staff not aware of withdrawal of EDCR	<ul style="list-style-type: none"> All relevant staff to receive communication to let them know of withdrawal 	Standards & Procedures Administrator	Following publication of updated EDCA	<ul style="list-style-type: none"> Withdrawn Document 	<ul style="list-style-type: none"> Email to all relevant staff advising of withdrawal
Corridor Staff not aware of updated EDCA	<ul style="list-style-type: none"> All relevant staff to receive communication following publication 	Standards & Procedures Administrator	Immediately following publication	<ul style="list-style-type: none"> Approved document 	<ul style="list-style-type: none"> Email relevant distribution lists Publish on intranet and extranet Updated recent changes register
New changes not understood and/or followed properly	<ul style="list-style-type: none"> Available to answer questions 	Standards & Procedures Administrator	Ongoing	<ul style="list-style-type: none"> Document Change Process flowchart published in EGP-01-01 	<ul style="list-style-type: none"> Emails Phone
Revised EDCA not understood and/or completed properly	<ul style="list-style-type: none"> Follow up on incomplete forms to ascertain problems 	Standards & Procedures Administrator / Nominated Resource	Ongoing	<ul style="list-style-type: none"> EDCA 	<ul style="list-style-type: none"> Emails Phone
Not all steps are being followed in new process	<ul style="list-style-type: none"> All boxes in EDCA should be completed before 	Change Proposer / Standards &	Following publication of	<ul style="list-style-type: none"> Approved and endorsed copies of the amended procedures 	<ul style="list-style-type: none"> Emails Phone Published documents

	approval – this acts as a checklist for new process	Procedures Administrator / Nominated Resource	updated EDCA	• EDCA	
Determining who will be a Consultation Facilitator	<ul style="list-style-type: none"> Consult with BU regarding which position they want to nominate to act as Consultation Facilitator 	Standards & Procedures Administrator	January 2016	•	<ul style="list-style-type: none"> Emails SharePoint
Recording who has been informed of consultation	<ul style="list-style-type: none"> Advise all Consultation Facilitators that S&P Admin is to be cc'd into communication 	Standards & Procedures Administrator, Consultation Facilitators	January 2016 following nomination of Consultation Facilitators	•	<ul style="list-style-type: none"> Emails
Review that effectiveness and efficiency in doc change process has been improved	<ul style="list-style-type: none"> The procedures are understood and followed 	Manager Standards	1 year after publication	<ul style="list-style-type: none"> Obtain feedback from corridors regarding effectiveness 	<ul style="list-style-type: none"> Emails Telephone