

Engineering Document Numbering Scheme

EGP-01-02

Applicability

ARTC Network Wide SMS

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Amendment Record

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1.0	28 Sep 09		First issue
1.1	28 Apr 16	1.2, 1.5 & 1.6	Rebranded and updated document numbers added
1.2	19 Jan 23	2	Updated numbering sequence to align with document type. Removed redundant T&C COP numbers.
1.3	14 Apr 23	2.4.6 & 2.4.7	Updated detail codes for Rollingstock and Plant & Equipment

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1 Introduction

1.1 Purpose

The purpose of this procedure is to describe the numbering scheme for ARTC Network wide Engineering documents.

1.2 Scope

This procedure covers the following categories of Engineering Documents:

- Procedures
- Standards
- Code of Practice
- Notes/Manuals
- Bulletins
- Other supporting Engineering documents

Other legacy documents which do not meet the numbering scheme in this procedure will be updated as and when other changes are made.

This procedure does not cover numbering of Engineering Waivers or New Equipment & System Approvals.

This procedure does not cover operational documents or network rules.

1.3 Procedure Owner

The Head of Engineering Standards is the Procedure Owner and is the initial point of contact for all queries relating to this procedure.

1.4 Responsibilities

The Standards Document Controller is responsible for allocating numbers to Engineering Documents covered by this procedure.

1.5 Reference Documents

The following documents support this procedure:

- EGP-01-01 Engineering Document Control

1.6 Definitions

Definitions are as per EGP-01-01 Engineering Document Control.

2 Numbering Scheme for Engineering Documents

2.1 Introduction

This section details the general structure and numbering scheme for Engineering documents listed in Section 1.2. It uses the identification of "E" for Engineering documents.

Numbering Scheme for Engineering Documents

Forms are numbered in accordance with the document they relate to e.g. the first form from ETE-01-01 will be numbered ETE0101F-01.

2.2 Document Identification and Numbering

Engineering documents are identified and indexed by three Alpha codes, a two digit Serial Code and a two digit Number – ABC-NN-MM.

The “ABC” is the document **Subject Code** (see Section 2.3).

- “A” – the first Alpha Code is “E” for Engineering documents.
- “B” – the second Alpha Code identifies the Asset or Document Discipline.
- “C” – the third Alpha Code identifies the Document Category.

The “NN” is the document **Detail Code** (see Section 2.4). This identifies the section covering the information in the document. The serial code is defined for each ARTC section according to their structure of documents within that section.

The “MM” is the **Sequence Code** (see Section 2.5), which is added on a numeric sequence basis for each document drafted.

2.3 Subject Code

For Engineering documents the second and third Alpha Code define the Asset or Document Discipline and Asset Life Cycle or Document Category.

2.3.1 Asset or Document Discipline

The second Alpha Code identifies the Asset or Document Discipline. Where a document relates to processes common to multiple disciplines it is allocated to G = General, for example New Equipment and Systems Approvals procedure. Where a document relates to more than one discipline, it is allocated to the primary function, for example S = Signals Rollingstock Interface.

G	General
T	Track & Civil
S	Signals
E	Electrical
R	Rollingstock
P	Plant & Equipment

2.3.2 Document Category

The third Alpha Code identifies the Asset Life Cycle or Document Category.

2.3.2.1 Documents approved before 10/02/2023

Documents approved before 10/02/2023 were categorised based on the stage in the asset lifecycle or document type. If a document includes more than one category e.g. Design and Construction content it would be categorised according to the predominant thrust of the document.

D	Design
A	Material

C	Construction
F	Configuration
E	Examination
M	Maintenance
P	Procedure (for General Procedures)
S	Service Schedule
I	Instruction
N	Notes/Manual
B	Bulletin
T	Training
W	Work Instruction

2.3.2.2 Documents Approved after 10/02/2023

Documents approved (including updates) after 10/02/2023 are no longer categorised based asset lifecycle and are instead aligned to their hierarchy as below.

S	Standard
I	Engineering Instruction
A	Specification
P	Procedure
W	Work Instruction
G	Guideline / Information
N	Technical Note

2.4 Detail Code

The Detail Code “NN” identifies the section covering the information for the document. For Track & Civil this is numbered according to Track and Civil Code of Practice segment, as listed in section 2.4.2. For signalling this is numbered according to the type of signalling assets listed in section 2.4.3.

2.4.1 General Documents/Procedures

00	Glossary
01	General Management & Administration
02	Standards Management
03	Configuration Management
04	Document & Drawing Management
05	Engineering Authority
06	Engineering Planning

10	Asset Management
11	Asset Identification
12	Alliance Management
13	Infrastructure Condition Data
14	Asset Defect Management
15	Asset Maintenance Planning
20	Project Management
21	Procurement Management
30	Engineering Interface Management
31	Rollingstock Interface
32	Plant & Equipment Interface
33	Third Party Engineering Interface
34	Engineering Environmental Interfaces
35	Engineering OHS
36	Level Crossing Engineering Interfaces
37	Engineering Train Interfaces
40	Technical Investigations
41	Incident Report Close Out

2.4.2 Track & Civil Assets

00	General
01	Rail
02	Sleepers & Fastenings
03	Points & Crossings
04	Ballast
05	Track Geometry
06	Track Lateral Stability
07	Clearances
08	Earthworks
09	Structures
10	Flooding
11	Railway Signs
12	Level Crossings
13	Corridor Assets (previously Right of Way)

2.4.3 Signalling Assets

- 00 General
- 01 Control System, Indication, Monitors
- 03 Level Crossings (including Predictor design and construction)
- 04 Signals
- 05 Interlockings, CBI Field Equipment
- 06 Points, Release Switches
- 07 Field Equipment: Track Circuits, Trackside Equipment
- 08 Train Authority Systems, Train Order Systems, Token and Tokenless Block
- 09 Power Supply
- 10 Communications for Signalling
- 11 Cable and Line Route
- 12 Enclosures
- 13 Communications based Signalling Systems
- 20 Staff Competency and Training
- 21 Testing and Commissioning
- 25 Design Principles and Practices
- 26 Maintenance Plans
- 31 Signals Interfaces
- 32 Rolling Stock Interface

2.4.4 Electrical

- 00 General
- 01 Electrical Operations
- 02 Electrical Third Party
- 03 Transformers and Switchboards
- 04 Consumer Mains and Connections
- 05 Transmission lines and Earthing

2.4.5 Rollingstock

- 31 General

2.4.6 Plant & Equipment

- 00 General
- 32 Plant and Equipment

2.5 Sequence Code

The “MM” Sequence Code is allocated sequentially for the document within each of the Detail Codes above.

The author contacts the Standards & Procedures Administrator who allocates the number based on the next available and fills in the details on the appropriate document register. The Standards & Procedures Administrator is to ensure that the number has not been allocated to another document which is still in Draft stage.

Track and Civil Code of Practice parent sections are sequenced as “00”

Under this numbering scheme a

- Sleeper Material Standard would be ETA-02-01
- Track Geometry Limits Instruction would be ETI-05-01
- Track and Civil Code of Practice Section 1: Rail would be ETS-01-00
- General Management Procedure would be EGP-01-01
- Signalling Circuit Design Standard would be ESS-07-01

2.6 Forms, Templates, Tools, Registers and Implementation Plans/Commentary

Forms and Templates are labelled using the unhyphenated document number for their parent document with “F”, “T”, “R” or “C” at the end, followed by a sequence number.

Example

A form for ETS-01-00 would be ETS0100F-01, the second form would be ETS0100F-02

A template or tool under ETS-06-08 would be ETS0608T-01

A register under EGP-01-01 would be EGP0101R-01

An implementation plan / commentary under ETS-12-00 would be ETS1200C-01