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Function: Engineering (General)
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Engineering Document Numbering Scheme

EGP-01-02

Applicability

ARTC Network Wide SMS

Publication Requirement

Internal / External

Primary Source

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1.1	28 Apr 16	Standards & Procedures Administrator	Standards Engineers	Manager Standards	GM Technical Standards

Amendment Record

Amendment Version #	Date Reviewed	Clause	Description of Amendment
1.0	28 Sep 09		First issue
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Document Distribution List

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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.

1.3 Procedure Owner

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

1.4 Responsibilities

The Standards & Procedures Administrator 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.

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 Asset Life Cycle or 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
C	Communications
R	Rollingstock
P	Plant & Equipment

2.3.2 Asset Life Cycle or Document Category

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

2.4 Detail Code

The Detail Code “NN” identifies the section covering the information for the document. For Track & Civil this is numbered according to the Sections that make up the National Code of Practice for the Defined Interstate Rail Network. For Signalling it relates to Service Schedule numbering.

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 Access Control and Protection
13 Fire Prevention and Control/Fire and Life
14 Electrical Infrastructure
15 Line of Sight
16 Grade Crossings
17 Right of Way

2.4.3 Signalling Assets

00 General
01 Control, Indication, Monitors, Wayside Systems
02 Remote Control, Control Systems
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
14 Communications based Signalling – Train Borne equipment

20 Staff Competency and Training
21 Commissioning
22 Testing
24 In Service
25 Design Practices
26 Maintenance Plans

30 Signal Principles
31 Signals Interfaces
32 Rolling Stock Interface

2.4.4 Electrical

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

2.4.5 Communications

00 General
01 Telephone Systems
02 Radio Systems
03 Data Systems

2.4.6 Rollingstock

00 General
01 Locomotives
02 Freight Rollingstock
03 Interfaces
04 Train Braking Systems

2.4.7 Plant & Equipment

00	General
01	Track Based Plant

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.

Under this numbering scheme a

- Sleeper Material Standard would be ETA-02-01
- Track Geometry Limits Instruction would be ETI-05-01
- General Management Procedure would be EGP-01-01
- Signalling Circuit Design Standard would be ESD-07-01