

# Equipment & MST Register - Updating and Maintenance

EGP-03-02

## Applicability

ARTC Network Wide
SMS

## Publication Requirement

Internal / External
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2.0	08 Sep 23	Configuration Manager	Stakeholders	Configuration Manager	Head of Operations Standards 28/09/2023

## Amendment Record

Amendment Version #	Date Reviewed	Clause	Description of Amendment
2.0	08 Sept 23	All	Major re-write of procedure. Process improvement streamlining the two-person approver requirement of the Change Authorisation Form (CAF) to a single approver.

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## 1 Introduction

### 1.1 Purpose

The purpose of this procedure is to detail requirements for updating the *Equipment Register* and *Maintenance Schedule Tasks (MSTs)* in ARTC's Enterprise Asset Management System, (EAMS).

### 1.2 Scope

This procedure covers recording of configuration changes to ARTC infrastructure and the routine inspection scheduling in the EAMS.

### 1.3 Procedure Owner

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

### 1.4 Reference Documents

The following documents support this procedure:

- ARTC Data Classification Guides:
  - AMT-WI-020 Data Classification - Universal
  - AMT-WI-021 Data Classification – Structures
  - AMT-WI-022 Data Classification – Signal Systems
  - AMT-WI-023 Data Classification - Track & Civil Equipment
- EGP-03-01 Rail Network Configuration Management
- ETP-00-03 Civil Technical Maintenance Plan
- ESM-26-02 Signals Technical Maintenance Plan
- ETS-09-01 Structures Inspection Standard

### 1.5 Responsibilities

- **Requestor** - responsible for initiating the change request and completing the *Change Authorisation Form (CAF) EGP0302F-01*.  
**Approver** - responsible for ensuring recommended changes to infrastructure equipment and MSTs are appropriate, correct, align with the asset strategies, Technical Maintenance Plans (TMP).
- **Equipment & MST Register Updater** - responsible for ensuring required changes to the asset management system are correctly implemented as per the CAF.

## 1.6 Definitions

The following terms and acronyms are used within this document:

Term or acronym	Description
ADA	Asset Data Administrator
AMMSA	Asset Maintenance Management Systems Administrator
Approver	The person responsible for ensuring that the information provided by the Change Request Initiator is appropriate, correct, and aligned with the Technical Maintenance Plan.
ASO	Area Support Officer
ASSO	Asset Systems Support Officer
CAF	Change Authorisation Form is used to record the required changes, obtain a review and approval, and forward to asset management support for the updating of Ellipse.
CCL	Configuration Change List for identifying configurable items in the configuration change management process as per <i>EGP-03-01 Rail Network Configuration Management</i>
Discipline	Infrastructure is grouped into disciplines, the main disciplines being civil, track, structures, signals and electrical.
EAMS	The Enterprise Asset Management System, Ellipse used in ARTC for the management of Works the Assets.
Equipment Number	A unique system generated number used to relate equipment in certain modules.
Equipment Register	Is a module in the EAMS used to record details of ARTC network infrastructure.
Inspection	Is the regular and scheduled examination and checking of infrastructure for the purposes of ensuring the infrastructure is operating safely and to the specified standard.
Maintenance Schedule Task (MST)	Is a record in the Equipment Register to link a standard job from the Technical Maintenance Plan to an item of equipment with the inspection frequency and the last date maintained to create a Work Order for the next Preventative Maintenance.
NAN	Network Alteration Notice
PC	Provisioning Centre
Requestor	The person initiating the change. For example, this may be the ARTC Project Manager, Major Works Alliance Partner, Area Manager, Signal Electrician, Work Group Leader, qualified Infrastructure Maintainer.
Standards	Are defined on the ARTC Intranet and amended from time to time.

Term or acronym	Description
Standard Job	Is a record in the EAMS that defines what work is required on an item of equipment including inspections related to the relevant Technical Maintenance Plan (TMP)
Technical Maintenance Plan (TMP)	Is a document that references ARTC Engineering Standards and sets out the maintenance policy for infrastructure in terms of mandatory preventative maintenance and minimum service frequency by asset type. Refer to <i>ETP-00-03 Civil Technical Maintenance Plan</i> or <i>ESM-26-02 Signals Technical Maintenance Plan</i>

## 2 Changes in Equipment and MSTs

### 2.1 Equipment Register Data

- The creation, modification and disposal of asset records in the Equipment Register is the responsibility of asset management support (AMMSA / ASSO).
- For bulk updating of asset records, *Data Load Templates* are available upon request from the ASSO / AMMSA to assist in obtaining a standardised and structured data format for maintenance / project staff.
- A security profile of *Maintenance Planner* within the EAMS is available to a limited number of expert users who may make minor edits to Equipment records. Users of the *Maintenance Planner* profile should maintain a copy of a fully approved CAF form in accordance with this procedure.
- Nameplate attribute details may be edited and updated by users with all security profiles other than Read Only. *No CAF is required for Nameplate edits.*
- Minor asset data modifications / corrections (eg. nameplate details) may be performed directly by the local ADA / ASO.
- For new assets, particularly from projects, the new assets should be up-loaded into Ellipse prior to the completion of the project with an equipment service status of "*new project*" so that they're ready for the completion of commissioning where the status may be changed to "*in-service*".

### 2.2 Maintenance Schedule Tasks (MSTs)

- Deployment of TMP maintenance strategies as MST's and minor changes to existing MST's may be done by users with a *Maintenance Planner* profile. Users of the *Maintenance Planner* profile should maintain a copy of a fully approved CAF form in accordance with this instruction.
- For bulk updating of MST records, *Data Load Templates* are available upon request from the ASSO / AMMSA to assist in obtaining a standardised and structured data format.

### 3 Change Request Process

#### 3.1 Identify Current Assets / MSTs

1. To assist the Requestor in identifying the assets / MSTs required to be updated they may request a *list of current assets / MSTs* located within the project / maintenance works boundaries from the ASSO / AMMSA.
2. The ASSO / AMMSA will provide the listing of equipment / MSTs in a spreadsheet in the *Data Load Template* format. This will highlight the mandatory fields required in order to successfully update the asset management system.

#### 3.2 Identify Work Orders / Known Conditions to Update

1. The Requestor shall review the Work Orders / Known Conditions that are to be closed or amended. The following information is required to be forwarded to the local area ADA / ASO for any changes required:
  - Work Order / Known Condition Number
  - Asset Number
  - Required Change, or Closed Text
  - Closed By
  - Closed Date
2. The ADA / ASO is to ensure that changes to the Work Orders / Known Conditions are performed in the asset management system and that the NAN number is recorded against these Work Orders / Known Conditions in the completion comments.

#### 3.3 Compile the CAF

1. The Requestor is to compile a *Change Authorisation Form, CAF (EGP0302F-01)* for any asset record / MST change required.
2. When *bulk updates* of asset records / MSTs are required, *only one CAF is required to be completed*. The *Data Load Template* spreadsheet with the bulk update data is to be included in addition to the CAF.
3. If applicable, the configuration management *Network Alteration Notice (NAN)* number is to be recorded onto the CAF and shall be recorded against each asset requiring change.
4. When completing the Data Load Templates for the addition of new assets, the relevant Data Classification Guidelines as per *Section 1.4 Reference Documents* must be complied with.
5. When changes to the infrastructure result in a change to the Equipment Service Status of an asset the new Status is to be included in the CAF. Depending on the Status MST's will either need to make inactive where Disposed or where Booked Out / Service Withdrawn consideration of alternate MST's for maintenance controls.

### 3.4 Approval of the CAF

1. **Selecting the Approver:** The role selected for the review and approval is very important to ensure that a level of governance is maintained, and the asset management system continues to be aligned to the strategies it supports.

The role selected will depend upon the discipline of the change (e.g. track, civil, signalling, electrical, structures), the scale of the change, and the implications / consequences of the change:

- **Changes to asset information (Km data, spelling errors), asset disposal, asset creation, MST information (Km data, spelling mistakes), MST schedule dates, the following roles are suitable:**
  - *Track & Civil Maintenance Engineer / Manager*
  - *Signal Maintenance Engineer / Manager*
  - *Structures Engineer / Manager*
  - *Area Manager*
- **Where there are significant changes which impacts an individual PCs budget / resources (e.g. MST creation, MST frequency, or a new asset strategy) the following roles are suitable :**
  - *Area Manager*
  - *Maintenance Manager*
- **Where the change impacts multiple PCs (e.g. asset boundary changes) then the following roles are suitable :**
  - *Maintenance Manager*

**NOTE:**

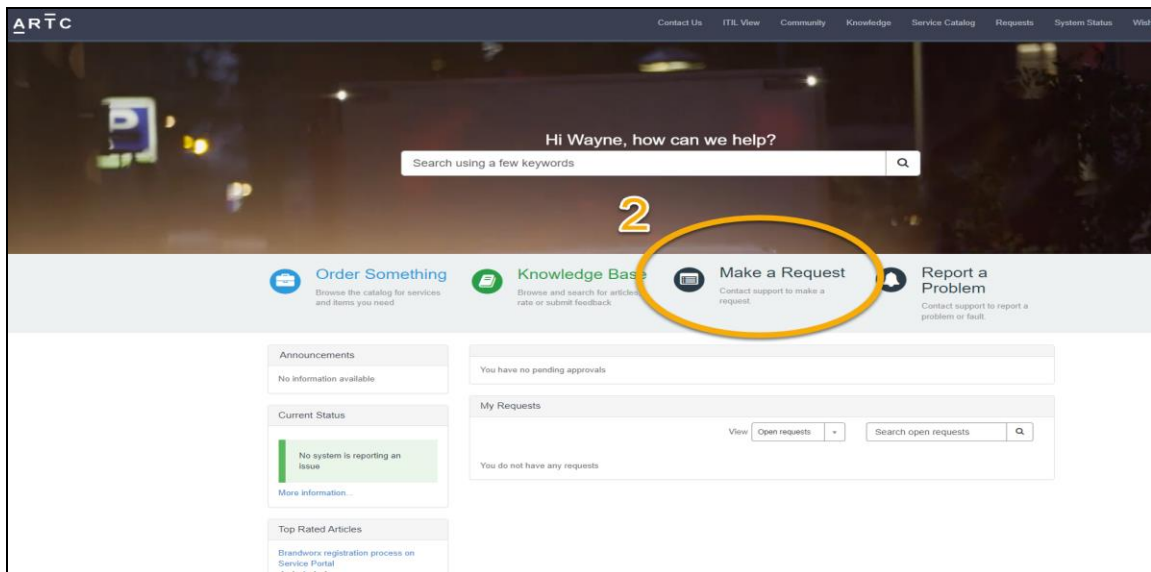
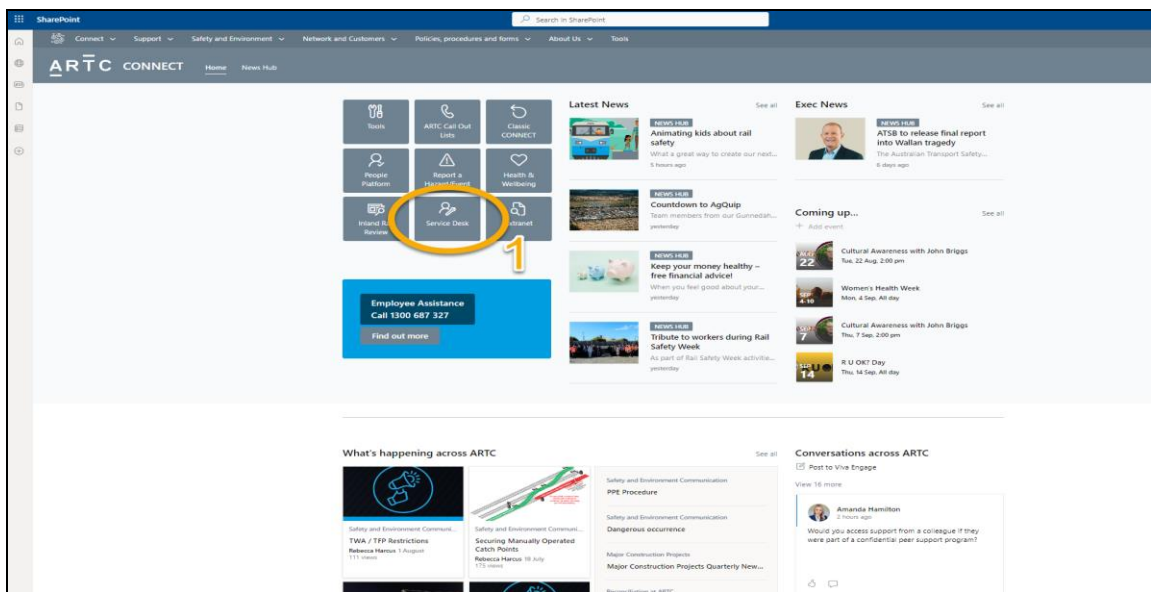
- *If an engineer compiles the CAF, then the next level of management should review and approve the CAF (e.g.. if a Track & Civil Maintenance Engineer compiles the CAF, then the Track & Civil Engineering Manager or Area Manager or Maintenance Manager should review and approve).*
  - *Different business units may have slightly different role titles; however the functions should remain similar.*
2. Once the CAF, Data Load Template spreadsheet (if applicable) and Work Order / Known Condition changes have been compiled by the Requestor, the proposed changes are to be forwarded to the appropriate approver (as per above).
  3. **Inform Area Manager** – *If the local Area Manager is not the Approver, then they should be informed of the changes by being cc'ed into the email sent to the Approver (together with the CAF) so they're aware of the changes being proposed within their area of maintenance responsibility. This is for their information only and does not require any sign-off from the Area Manager.*
  4. The Approver will ensure that the information provided by the Requestor is appropriate, correct, and in alignment with the asset strategies and Technical Maintenance Plan.

5. Once the Approver is satisfied the change information is correct, they're to sign and date the CAF and return it to the Requestor.

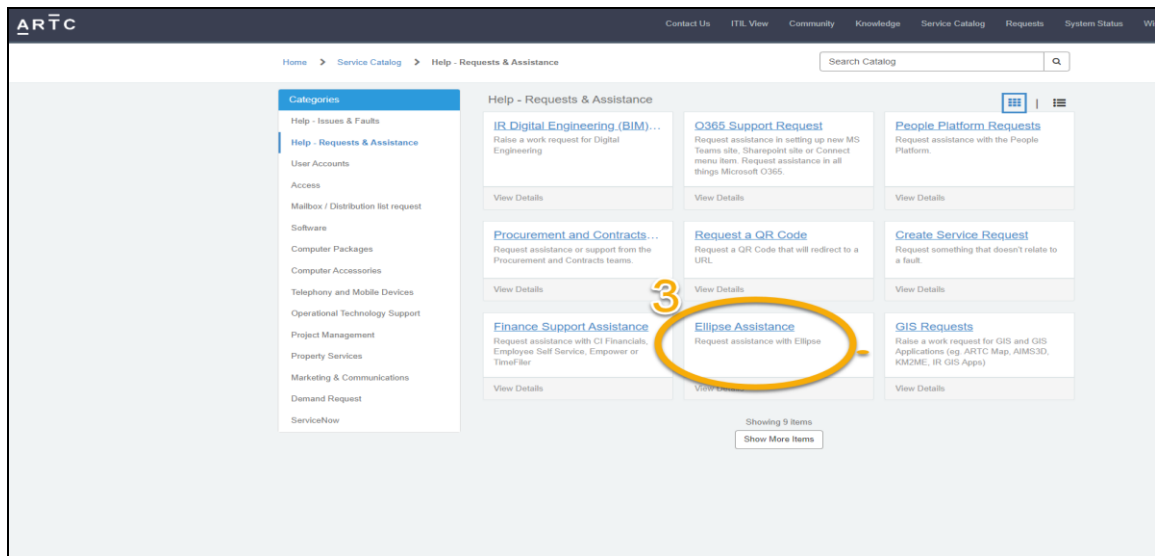
### 3.5 Submit a Service Desk Request

1. Once the signed and approved CAF is received back from the Approver, the Requestor is to lodge a [Service Desk Request](#) (ServiceNow) for *Ellipse Assistance* via *CONNECT* to have the change implemented in the asset management system.

The CAF, Data Load Template spreadsheet (if applicable) and Work Order / Known Condition changes are to be attached to the Service Desk Request.







### 3.6 Update the Asset Management System

1. The *Service Desk Request* will be automatically sent to the ASSO / AAMSA to update the asset management system.
2. All change requests are to be checked by the ASSO / AMMSA prior to data being loaded into the asset management system.
3. The ASSO / AMMSA is to make the requested changes initially in a Non-Production instance of the EAMS for checking by the Requestor.
4. The Requestor is to check that the requested changes have been updated correctly in the Non-Production EAMS instance and advise the ASSO / AAMSA of the review results.
5. If the updates are advised as correct then the ASSO / AMMSA is to make the changes in the Production EAMS system.

### 3.7 Close Out the CAF

1. The ASSO / AMMSA closes the Service Desk Request “ticket” (in ServiceNow) and the system automatically advises the Requestor that the EAMS has been updated and the request is completed / closed.
2. Once the Requestor receives advice that the Service Desk Request “ticket” has been completed / closed they may close out that item on the *Configuration Change List (CCL)* of the relevant *Network Alteration Notice (NAN)*.

**4 Appendix 1: Cross Functional Flowchart**

