**Handover of Electrical and ITS Assets**

Policy

ELECTRICAL ASSET MANAGEMENT BRANCH

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Amendments

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| Revision Number | Revision Date | Description of Key Changes | Section / Page No. |
| A | 5/11/2018 | Initial issue – SWEIC commence | Various |
| B | 16/11/2018 | Standards Team Comments | Various |
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# objective

The objective of this policy is to define the framework for the conveyance and handover of electrical and intelligent transport system (ITS) assets from the construction phase into maintenance and asset management.

# SCOPE

This policy applies to the handover and acceptance of all electrical and ITS assets by Main Roads Western Australia Electrical Asset Management (EAM).

As the functional owner of all electrical and ITS assets for Main Roads, EAM has the responsibility of ensuring that new assets are constructed to acceptable levels of quality and performance.

This responsibility is met by achieving the following policy outcomes:

## Compliance with Main Roads Technical Specifications and Standards

All new assets will be required to meet Main Roads technical specifications and standards prior to being accepted by EAM into maintenance.

All planned deviations from requirements must be approved by EAM using the Technical Query/Request for Information Procedure. Approval may also be obtained at handover under the Request to Handover Electrical Asset form.

Please note that verbal or other forms of informal written communication from EAM do **not** constitute approval.

## Provision of Supplier and Project Technical Data

EAM is required to maintain electrical and ITS assets in order to achieve acceptable levels of quality and performance.

This requires the transfer of comprehensive technical information in a timely manner as part of an Installation, Operation and Maintenance Manual and a Manufacturer’s Data Report.

Suppliers to larger Main Roads projects may be required provide information in accordance with the Asset Data Requirements List (ADRL) process. Project drawings shall be provided in accordance with the Main Roads As Constructed Drawings Guidelines Document 67-08-1 available from the Main Roads website.

# Roles & Responsibilites

| **Role** | **Responsibility** |
| --- | --- |
| **MEAM** | Owner |
| **PESE** | Authorised to Approve |
|  |  |

# Definitions

| **Term** | **Definition** |
| --- | --- |
| **MEAM** | Manager Electrical Asset Management |
| **PESE** | Principal Electrical Standards Engineer |
| **TQ** | Technical Query |
| **RFI** | Request for Information |
| **ITS** | Intelligent Transport Systems |
| **Main Roads** | Main Roads Western Australia |
| **EAM** | Electrical Asset Management |
| **ADRL** | Asset Data Requirements List |

# Process

The process for conveyance and handover is included within the ‘Handover of Electrical Assets Procedure’. Key principles of this process are included below:

## Maintenance and Defect Responsibility Prior to Handover

The response to faults and any required maintenance of new or modified electrical and ITS assets will remain the responsibility of the party that arranged for their installation, until Main Roads has formally accepted the asset.

Main Roads reserves the right to intervene and respond to emergency or safety related faults. Such intervention may be undertaken on a cost recovery basis from the contractor responsible for the construction of the asset.

## Construction and Installation

Prior to commencing any work to install a new or modify an existing Main Roads asset, written approval shall be obtained from Main Roads. A copy of this approval shall be held on site should evidence of approval be required.

Asset numbers are to be requested as per the Electrical and ITS Asset number request process and the [ElectricalAssetRequest@mainroads.wa.gov.au](mailto:ElectricalAssetRequest@mainroads.wa.gov.au?subject=https%3A%2F%2Fwww.mainroads.wa.gov.au%2FBuildingRoads%2FStandardsTechnical%2Felectricalits%2Fhandover%2FPages%2FElectrical-and-ITS-Asset-Number-Request.aspx) inbox.

All works shall be undertaken in accordance with Main Roads technical specifications and standards. All deviations from requirements must be approved by EAM using the Technical Query/Request for Information Procedure referenced at the end of this document.

## Commissioning of Assets

Approval from Main Roads shall be obtained prior to commissioning any asset.

The request to commission the asset should be made using the Request to Commission Electrical Asset form, referenced at the end of this document. A separate form is required for each asset that has been modified or constructed unless otherwise approved.

The following information is required as part of the request:

* “Red Line” construction drawings;
* Test results as required by AS/NZS 3000:2007;
* Detail of specifications used during the construction, including revision dates; and
* Any other documents and/or tests required by Main Roads specification(s) relevant to the commissioning.

A completed Request to Commission form and the above listed supporting information must be submitted at least five working days prior to the time commissioning is required to occur. It can be emailed to [ElectHandover@mainroads.wa.gov.au](mailto:ElectHandover@mainroads.wa.gov.au)

Assets shall not be commissioned until written approval has been received from the Electrical Compliance Manager. Approval to Commission being given will not alter the duties and responsibilities of the contractor undertaking the works.

## Decommissioning of Electrical Assets

The party responsible for decommissioning of an Electrical Asset shall complete and submit the Asset Removal Request Form to [ElectHandover@mainroads.wa.gov.au](mailto:ElectHandover@mainroads.wa.gov.au)

## Handover of Assets

The contractor responsible for the works or their nominee shall arrange handover to Main Roads within 30 days of completion. The request to handover the asset should be made using the Request to Handover Electrical Asset Form, referenced at the end of this document. A separate form is required for each asset that has been modified or constructed unless approved.

Comprehensive technical information to enable ongoing operation and maintenance shall be provided as part of an Installation, Operation and Maintenance Manual and a Manufacturer’s Data Report. Suppliers to larger Main Roads projects may be required provide information in accordance with the Asset Data Requirements List (ADRL) process.

The completed Request to Handover the Asset form and the above listed supporting information should be submitted to [ElectHandover@mainroads.wa.gov.au](mailto:ElectHandover@mainroads.wa.gov.au)

Final “as constructed” drawings must comply with Main Roads’ Drawings Guidelines and must be provided in both PDF & AutoCAD file type before handover can be finalised.

Successful handover of each asset will be confirmed in writing by the respective Inspector.

# References and related Documents

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| --- | --- |
| **Document Number** | **Description** |
| D17#748571 | Handover of Electrical and ITS Assets Procedure |
| D17#584546 | EAM Technical Query/Request for Information Form |
| D17#731818 | EAM Technical Query/Request for Information Procedure |
| 67-08-1 | As Constructed Drawings Guidelines Document |
| D17#641495 | Request to Commission Electrical Asset |
| D17#641494 | Asset Removal Request |
| D17#281588 | Request to Handover Electrical Asset |
| D16#358075 | Electrical Asset Number Request |
| D17#786208 | Electrical and ITS Asset Drawing and Data Requirements Policy |
| D17#877844 | Electrical and ITS Asset Drawing and Data Requirements Procedure |
| D17#708814 | Asset Data Requirements List |