SFT Standard Information Management Plan

Disclaimer

The Standard information management plan resources consisting of the Standard information management workbook (Project Information Requirements), appendices, templates and supporting guidance, have been developed by Scottish Futures Trust (SFT) (authors). The workbook is used to outline the Client *(appointing party: ISO 19650-1)* information requirements at a project level, and to inform the detailed information deliverables for each project delivery team *(lead appointed party: ISO19650-1)* at each project information delivery milestone according to BS EN ISO 19650 parts 1 and 2. The resources are not intended and should not be used as the sole basis for the appointment of project delivery teams *(lead appointed parties)* and should be developed in parallel with other appointment documents.
SFT have prepared the Standard information management plan as a resource available to Scottish public authorities in procuring the delivery and handover of infrastructure facilities. The resource(s) are issued so as to be consistent with applicable standards and guidance current as at the date of publication.

SFT does not owe any duty of care to users of the Standard information management plan resource(s), and in particular (but without limiting that general exclusion of liability), SFT will not accept any liability arising from any provision, recommendation, template, guidance or action as set out in the Standard information management plan resources, nor for any part of it being incorrect or misleading, either generally or in respect of its application to a given set of circumstances.

Master workbook reference:	SIMP-SFT-XX-XX-WB-Z-0003_P01		
Date:	Mar-26	*Contact:*	bimdeliverygroup@scottishfuturestrust.org.uk

STANDARD INFORMATION MANAGEMENT PLAN
[Minor projects]

Information Requirements Workbook
between

[Client]

and

[Architect]

[Other]

[Principal Contractor]

on

[Project]

This SIMP (Minor) workbook sets out the client's Project Information Standard, including production methods, procedures, shared resources, information management responsibilities, and information exchange requirements. It is fully aligned with the UK National Annex to BS EN ISO 19650-2:2018 and adopts the NBS Uniclass classification tables throughout.

The following role definitions are applied within this workbook:

- **'Client'** refers to the [Authority Name].
- **'project delivery team members'** refers collectively to the XXXXX *[e.g. lead consultant, cost consultant, and contractor.]*

Specific tasks relating to workbook population and project delivery have been assigned to both the Client and project delivery team members. These tasks are supported by a colour-coded system, explained below. Further detail is provided in the accompanying Task Matrix document [see Shared Resources, link in Section 5.2].

All	All Party review/ task
Client - Project Manager	Client - PM review/ task
Lead Consultant	Lead Consultant review/ task
Principal Contractor	Contractor review/ task
Client & Contractor	Client & Contractor review/ task
Client Asset / Doc management team	Authority asset/ document management team task

Contents

ℹ **Project document control** (Workbook and Appendices)

Author:	xx
Reviewer:	xx
Document reference:	xx
Status Code: [drop down]	S3 [for review & comment]
Date of 1st issue to Lead Consultant:	xx
Uniclass table versions:	Project Management (PM) V xx
	Systems (Ss) V xx
	Products (Pr) V xx
Client Master Asset List version:	xx-xx-xx

Revision ref & date	Author	Reviewer	Status [drop down]	Description of changes

1.0 Project information

1.1	Project Name (auto-fill)	[Project]
1.2	Project works address	xx
1.3	Project description	xx
1.4	Client name (auto-fill)	[Client]
1.5	Client Project Manager	xx
1.6	Project Lead Consultant (auto-fill)	[Architect]
1.7	Project Cost Consultant (auto-fill)	[Other]
1.7	Principal Contractor (auto-fill)	[Principal Contractor]
1.8	Contract type [drop down from picklist]	TBC
1.9	Project delivery approach [drop down from picklist]	TBC

## Project stages & key decision points

					Date	Notes
Project Delivery Stage (RIBA)	1	Other Project stages	x	Key Decision Points	1	x	x
	2		x		2	x	x
	3		x		3	x	x
	4		x		4	x	x
	5		x		5	x	x
	6		x		6	x	x
						NA	

Please review and populate the above table for this project. The **Key Decision Points** are set dates established <u>before</u> the end of specific project stages. The purpose of the Key Decision Point dates are to provide the project delivery team advance notice of when information needs to be issued to the client for review, comment or approval ahead of project stage end dates. e.g. On this project the Key Decision Points are [TBC] weeks before each project stage end date.

2.0 Document Scope & Purpose

This Standard Information Management Plan workbook establishes the client's exchange information requirements (EIR) for each project delivery team member, including the stages for information planning and delivery. The workbook structure adopts the principles outlined within BS EN ISO 19650-2, namely the setting out of the project's information standard and production methods and procedures which shall be adopted by all principle project delivery team members and any of their sub-appointed consultants or supply chain partners.
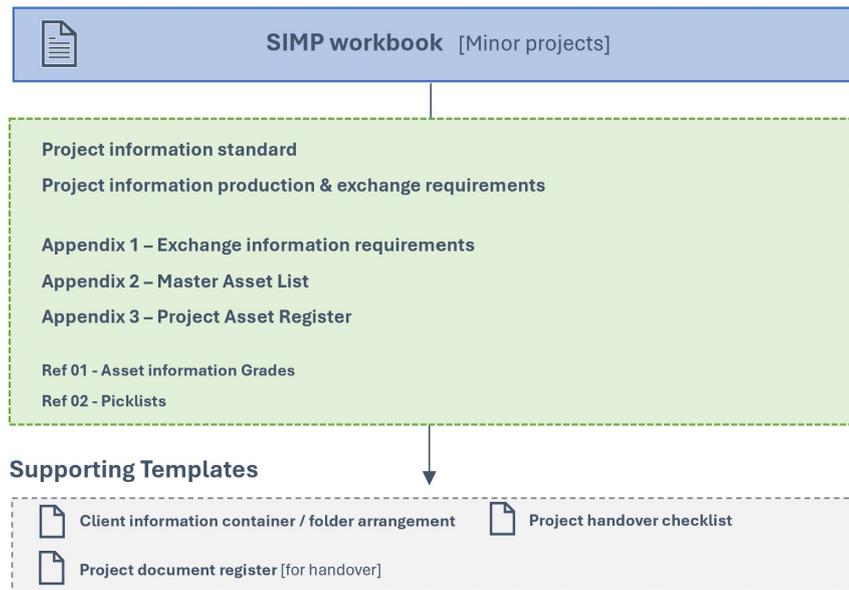
The Standard Information Management Plan workbook and their requirements do not relieve or reduce in any way the extent in which each project team member (e.g. contractor, consultant, designer) or each of their delivery partners (e.g. sub-consultants, sub-contractors) shall provide professional services and duties in accordance with their contract agreements. The duty of care and level of skill associated with quality design and information delivery should be overarching and firmly established by the contractual provisions within each appointment.

Prior to the commencement of contractual duties, each project team member shall confirm to the client their acceptance and outline proposal for delivering the SIMP - Exchange information requirements (EIRs) using a project information delivery plan.

2.1 Applicable standards & guidance	Below are a list of industry standards relating to information management across the whole building lifecycle. The standards have been adopted to form the structure and content of this workbook. Organization and digitization of information about buildings and civil engineering works, including building information modelling (BIM) – Information management using building information modelling, Parts 1-5: • BS EN ISO 19650-1:2018 – Part 1: Concepts and Principles. • BS EN ISO 19650-2:2018 – Part 2: Delivery phase of the assets, incorporating corrigendum February 2021. • BS EN ISO 19650-3:2020 – Part 3: Operational phase of the assets. • BS EN ISO 19650-4:2022 – Part 4: Information exchange. • BS EN ISO 19650-5:2020 – Part 5: Security-mined approach to information management. • BS EN ISO 19650-6:2025 – Part 6: Health and safety information. Refer to section 5.2 for links to any resources or client's documentation to assist in the adoption and use of this project workbook.
2.2 Project Information Protocol	An information protocol supports the implementation of information management on projects adopting BS EN ISO 19650 standards. It is project specific and incorporated into the project delivery team's contracts at the project outset. As a minimum, this includes appointments between the client and the project delivery team members. For this project type and scale, the information protocol requirements are [included within each project delivery team members schedule of duties, which forms part of their appointment and contractual requirements.]

2.3 Roles & Responsibilities	Project roles and responsibilities shall be assigned to relevant parties to ensure the effective management of design coordination and project information production and delivery. This covers two specific areas: **Information Deliverables:** Appendix A1 - EIR, sets out the project team responsibilities for the delivery of each information requirement at the relevant project stage and key decision point. **Information Management Assignment:** Specific project information management roles, tasks and responsibilities are included within each project delivery team members schedule of duties, which form part of their appointment and contractual requirements.
(i)	> The information deliverables in Appendix A1- EIR should be initially reviewed and populated by the client/ PM prior to the initial workbook release to the lead consultants. The deliverables should then be reviewed and updated as necessary before issuing to the contractor. The lead consultant can provide client support for the contractor focused update. > Project information management related roles, tasks and responsibilities [are included within the consultant's schedule of duties and contractors T&Cs.] These should be reviewed by the client/ PM before appointments are agreed. A reference list of BS EN ISO 19650-2 related information management tasks are listed in sheet Ref 02 - Picklists.

2.3 Roles & Responsibilities Project roles and responsibilities shall be assigned to relevant parties to ensure the effective management of design coordination and project information production and delivery. This covers two specific areas:

Information Deliverables: Appendix A1 - EIR, sets out the project team responsibilities for the delivery of each information requirement at the relevant project stage and key decision point.

Information Management Assignment: Specific project information management roles, tasks and responsibilities are included within each project delivery team members schedule of duties, which form part of their appointment and contractual requirements.

3.0 Project Information Standard

This section outlines the information standards to be adopted by all project delivery team members.

Item	Description
3.1 Naming conventions	The following naming conventions shall be adopted from the project outset. Relevant guidance is located X [add any documentation in section 5.2 or detailed below] • Space / Room Naming. Refer to xxxx which outlines the requirements based upon the project type and any existing property naming strategy. • Asset Naming. Refer to xxxx which aligns with the clients CAFM and SAMS requirements [if required] • Document naming. Refer to xxxx which outlines the clients requirements in alignment with BS EN ISO 19650-2: 2018, National Annex. This includes any requirements for the adoption of specific metadata attributes. • 2D drawing layer /3D model element naming. (add any client requirements below. e.g. wall, windows, doors, HVAC naming) [Delete if not required] Regular test exchanges of documentation [types and formats] should be carried out between the clients and project delivery team's document management platforms. This will ensure any document sharing issues are identified and resolved ahead of each project stage and key decision point noted in section 1.0.
	> The project naming conventions should be confirmed and provided to the project delivery team at the project outset. > The requirement to adopt the project naming conventions is mandatory and should be included within the project delivery teams [lead consultant, cost advisor, principal contractor] schedule of duties and/ or T&Cs. > In lieu of no client naming conventions being available for assets and spaces, a standardised approach is available from the Scottish Futures Trust BIM Portal.
3.2 Classification assignment	Classification of project information should be in accordance with the Uniclass industry classification system. (Reference BS EN ISO 19650-2 NA.4.4) NBS Uniclass Classification tables can be accessed via: https://www.thenbs.com/our-tools/uniclass. Links to the relevant guidance is located X [section 5.2 or detailed below]. As a minimum, the following classification tables shall be adopted in addition to the section 3.1 naming conventions: • Information folder / document containers: Named using relevant Uniclass Project Management (PM) codes and descriptions. *e.g. Main folder as: PM_70 Testing, commissioning and completion information, sub folder as: PM_70_85 Completion information.* • Documentation: 3.1 naming + matched Uniclass Project Management (PM) code & description. *e.g. PM_70_90_28 Fire compartmentation record drawings.* • Space / Room: 3.1 naming + matched Uniclass Space/ Location (SL) code & description. *e.g. SL_35_10_42 Intensive care units.* • Asset: 3.1 naming + matched Uniclass System (Ss) and Product (Pr) code & description. *e.g. Ss_65_40_33 General space ventilation systems and Pr_75_50_51 Medical gases controls or, Pr_75_50_51_52 Medical gas area alarm panels.*
	> The adoption and use of the construction industry classification system Uniclass is mandatory on all projects. This is to ensure alignment with the clients document management system and master asset register arrangement.

3.3 Project co-ordinates

Project coordinates should be established to ensure 2D / 3D design information produced by the project delivery team can be coordinated, used for site setting-out and integrated into any current or future client database. The project coordinate system should align with the Ordnance Survey National Grid reference system, utilising standard easting and northing grid digits.

Project co-ordinates	Existing or new site survey point	Project grid point 01	Project grid point 02
Easting (m)			
Northing (m)			
Grid intersection reference	NA		
Angle to true north (deg)	NA		
Ordnance Datum (m)		NA	NA
Above Ordnance Datum (m)	NA		

> Ensure the lead design consultant establishes the project co-ordinates and populates the green coloured cells. Apply NA to any unknown cell values, or to all cells if not necessary for this project type.

3.4 Health & safety information

The client and project utilises BS EN ISO 19650-6:2025 to support the specification and delivery of Health & Safety (H&S) / CDM information as required under the Construction (Design and Management) Regulations 2015.

A risk management strategy document shall be established for the project lifecycle, and be included within the Health & Safety File. The below guidance box points should be considered when developing the strategy, and where adopted, include associated delivery team tasks and assigned responsibilities. All health and safety information requirements are scheduled within appendix A1 of this workbook.

The Principal Designer is:	[Name]	[Company/ organisation]	[add email address]

[**TEMP NOTE**: The below guidance points are to be reviewed against the existing project design team scopes to establish any gaps and to ensure there is overall alignment.]

> Add the Project CDM coordinator details in the above boxes. Repeat the details, even if they have already been noted elsewhere within this workbook.

> The following should be considered for inclusion within the aforementioned project risk management strategy document:

• A schedule of project stages and overview of key H&S deliverables and responsibilities against each stage.

• Confirmation of how H&S/ CDM information shall be captured, shared, and stored during and post project delivery.

• Approach to coordinated H&S design and construction risk management including identification, communication, mitigation and recording of related risks. (for example, a requirement to indicate H&S risk locations on a 2D plan drawing(s), which corresponds back to the project risk register.)

• The agreed approach for H&S commissioning and operational risk management including the information requirements relating to legislation compliance and emergency planning.

3.5 Asset information requirements

A master asset list, associated gradings and baseline information requirements have been developed by the [clients asset management team] for delivery on this project.

All project asset information requirements are scheduled within Appendix A1 of this workbook, which also establishes each team's responsibilities for the production and delivery of information requirements at each project stage and key decision point.

Asset grading has been adopted by the client to enable earlier specification and consistent delivery of known information requirements, as set out in sheet 'Ref 01 – Asset Information Grades'. Grading values are based on the determined level of asset criticality and the extent of dat and documentation required from the project delivery team. For example, a heating pump is a more critical asset than a standard control switch or item of sanitaryware, and will typically require more information to manage and maintain.

The key asset information requirements for this project are listed below. The adopted delivery format is digital by default — no paper copies.

• Operation & Maintenance Manual(s)

• Health and safety file.

• As-built/ installed 2D record drawings. 3D models, if available.

• An asset register of all installed, maintainable assets including data attributes for populating the [clients] asset management system and/or CAFM [refer to A3 - Project Asset Register]

• A final handover document register. [refer to template T3, section 5.2]

	> Review the above list items and adjust to suit any project variations. > Ensure all information handover requirements are included with appendix A1. > Review the default asset grading criteria in sheet Ref 01 and adjust to suits any project variations. > Consider if there is a project requirement to digitally record any of the construction works at key stages. e.g. *the use of videos, or 360 photos to record existing spaces before or after a strip-out, or to record the location of newly installed services or fire barriers ahead of being concealed by new walls or ceilings.* Add any such requirements in the main section above. > Repeat the above steps prior to the appointment of the contractor. Update any deliverables as required.
3.6 Information security	Dependant on the project type, some or all of the information may be sensitive or classified, and therefore restricted for general or public distribution. This clients project information is typically restricted from any public distribution. In line with BS EN ISO 19650-5:2020 – Part 5: Security-mined approach to information management, a security triage process has been followed for this project and the following overall classification determined: *ST1: protect sensitive information regarding initiative, project, asset, product or service as well as third-party sensitive information.* *ST2: protect sensitive information regarding initiative, project, asset, product or service.* ST3: protect third-party sensitive information. Protect any sensitive commercial and personal information. *ST4: protect any sensitive commercial and personal information within the CDE and models as required.*
(i)	> Consider and select an overall project security triage classification code [ST1-S4] and delete the others. *As an example, ST1 might be a prison project. ST4 might be a new school requiring information to be stored on a CDE.* > Any information folder / document containers containing sensitive information and requiring restricted access should be identified and recorded within a project security management plan. > There is a dedicated column in Appendix A1 to identify and record any unique security classification values for individual information requirements.
3.7 CDE and collaboration	The roles and responsibilities for sharing and managing project information is included within the project delivery teams [lead consultant, cost advisor, principal contractor] schedule of duties and/ or T&Cs. This includes the requirement for collaborative working and sharing information within a dedicated project Common data environment (CDE) or general document management system (DMS). The type, use and ownership of the CDE / DMS may vary according to the project stage and principle responsibilities. On this project, the agreed CDE / DMS is outlined below:

Platform / Project Stage	Design	Construction	Operations
Platform	*TBC*	*TBC*	*TBC*
Version *(Add NA, if not applicable)*	*TBC*	*TBC*	*TBC*
Owner	*e.g. Architects DMS*	*e.g. Contractor*	*e.g. council SharePoint*

[add additional rows as required]

(i)	> With reference to BS EN ISO 19650-2, clause 5.1.7, it is important that a project common data environment (CDE) strategy and requirements are defined by the client prior to the project commencement and project delivery team appointments. This should include the strategic and technical requirements for quality information management and exchange for all project stages. Example considerations are: *does the client intend to host and manage their own project CDE, or appoint a third-party to establish one of their behalf? , Will the contractor use their own platform and transfer information to the client at key project delivery stages?* > The client should ensure there is a provision and agreement on how the project handover information will be stored, managed and updated during the operational phase. > Ensure the project platforms identified in the above table are setup to adopt the Template 2: Information folder / document containers structure [refer to Contents page] and the relevant Uniclass Project Management (PM) codes and descriptions [refer to Section 3.2 above]

4.0 Project Information Production Methods and Procedures

This section outlines specific information production methods and procedures to be adopted by all project delivery team members.

Item	Description
4.1 Information coordination and exchange	The below table indicates the range of information delivery exchange formats for each project stage and the key decision points noted in section 1.0. Specific delivery formats for each individual information requirement is outlined in appendix A1.

RIBA POW Stage	Key Decision Points	Unstructured information				Structured information		
		JPEG (or other)	.PDF (2.0+)	MS word (.doc)	2D DWG	3D Model (Native)	3D Model (IFC)	MS Excel (.xlsx)
1	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC
2	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC
3	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC
4	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC
5	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC
6	NA	NA	NA	NA	NA	NA	NA	NA

> The client should initially populate the table prior to project commencement [using the drop down cell options], and then ensure it is updated by the Lead Consultant for release to the contractor.
> The top row information format text can be altered to suit any project specific variants, including project stage naming.

4.2 Information handover strategy	In alignment with the clients handover strategy [add any documentation in section 5.2 or detailed below] and early preparation for the project completion and handover, the following tasks should be reviewed, assigned and completed: • Confirmation of all record and asset information deliverables, including their exchange requirements and the project delivery team member responsibilities. [per section 3.5 and appendix A1] • Schedule and dates for the initial and pre-handover site visits and meetings. • Schedule and dates for any client pre-handover training or demonstration requirements of the new building systems or installed assets. • Schedule and dates for the delivery of the draft and final information handover and exchange requirements [refer to sections 3.5, 3.7, 4.1 and appendix A1] • Final confirmation from the lead consultant and contractor that the project information handover deliverables are in accordance with the client's information handover strategy and agreed project exchange requirements. • Confirmed roles and responsibilities for providing any O&M, H&S information and asset register updates during the defects liability phase. On this project, the client's post -handover asset management system(s) are outlined below:

Platform(s)	e.g. EAMS	e.g. CAFM
Version	TBC	TBC

[add additional rows as required]

	> Ensure the project information handover strategy has been determined at the earliest stage and the above tasks are aligned with any clients project handover strategy guidance [add any document reference in section 5.2] > Ensure any respective tasks and responsibilities are included within the project delivery teams [lead consultant, cost advisor, principal contractor] schedule of duties and/ or T&Cs. > Ensure there is adequate resources for the following: 1. checking of the draft and final project handover information. 2. transfer of the final information handover into the clients CDE/ document management system. [refer to section 3.7] 3. transfer the final asset register and data into the clients asset management system(s). [refer to above table]

5.0 Project Reference Information and Shared Resources

This section outlines any existing project information and shared resources to be adopted by all project delivery team members. All information shall be centrally located and accessible from the agreed project CDE platform *[section 3.7]*

Item	Description
5.1 Existing project information	The following existing project information shall be adopted by the project delivery team members. *[e.g. site plan, risk register, asset register, CAD drawings, client brief]*

Document Name	Document Description	Revision Code	CDE/ DMS Link

[add additional rows as required]

	> List any existing project information and resources to be shared with the delivery team to assist them with the development of their own information deliverables. > The document naming convention and CDE/ DMS platform shall align with the completed sections 3.1 and 3.7.

5.2 Shared resources	The following shared resources shall be adopted by the project delivery team members to support their information production, delivery and exchange. *[e.g. naming conventions, object libraries, classification standard, metrics library, project templates]*

Document Name	Document Description	Revision Code	CDE/ DMS Link
TBC	Client asset naming guidance	PXX	
TBC	Client handover strategy document	Pxx	
TBC	Client space_ room naming guidance	PXX	
TBC	Client document naming conventions guidance	PXX	
TBC	Template 2 - Folder Container Structure	PXX	
TBC	Template 3 - Project Document Register	PXX	
TBC	Resource 1 - Client SIMP minor workbook task matrix	PXX	

[add additional rows as required]

A1 - Exchange Information Requirements

[Project]

	1	2	3	4	5	6	7
RIBA Project work stage >							
Other stages > [add other if reqd]	x	x	x	x	x	x	xx/xx/xxxx
Stage completion date >	xx/xx/xxxx	xx/xx/xxxx	xx/xx/xxxx	xx/xx/xxxx	xx/xx/xxxx	xx/xx/xxxx	xx/xx/xxxx
Key decision point date >	x	x	x	x	x	x	NA

Unique Client Ref	Project Reqd ? (Y/N)	Information Requirement	Uniclass (PM) code & description	File format [drop down]	Scale / Size [drop down]	Client asset code [if applicable]	Unique security code [drop down, if applicable]	Responsible Team Member [drop down select]						
			PM_10 : Project information											
TBC	TBC			TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC
TBC	TBC			TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC
			PM_30 : Site, ground and environmental information											
TBC	TBC			TBC	TBC	TBC	TBC	NA	NA	NA	NA	NA	TBC	TBC
TBC	TBC			TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC
			PM_35 : Project performance requirements											
TBC	TBC			TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC
TBC	TBC			TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC
			PM_40 : Design and approvals information											
TBC	TBC			TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC
TBC	TBC			TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC
			PM_60 : Construction management information											
TBC	TBC			TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC
TBC	TBC			TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC
			PM_70 : Testing, commissioning and completion information											
TBC	TBC			TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC
TBC	TBC			TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC
			PM_80_10 : Asset strategy, planning and management information											
TBC	TBC			TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC
TBC	TBC			TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC

A2 - Master Asset List

> This table outlines the client's master asset list, used as an initial reference for developing a project-specific asset list, and may reference any existing asset references held within the client's FM/CAFM systems.

> The table should be reviewed and updated by the client at the contractor pre-tender stage, with lead and cost consultant support, and further updated to reflect the as-constructed/ installed asset list prepared by the contractor at project completion.

> Each asset has been assigned a grade value corresponding to prescribed document and data deliverables in sheet 'A1-EIR' and 'Ref 01-Asset Information Grades' within this workbook.

> Where no asset code exists for an known project asset, the client should be contacted to provide a new code for the lead consultant or contractor to assign.

> At project completion this completed table can be used by the client asset team to review and update their central master asset list for use on future projects. Provision for controlled access to this is available in section 5.2; Shared Resources.

Included within this project? (Y/N)	CAFM asset code [TBC]	Asset Type Name	Asset Description	System Classification (Ss)	Asset Type Classification (Pr)	Asset Grade [drop select]
Y	TBC or NA	e.g. FDP	Fire Dampers	Ss_65_40: Ventilation Systems	Pr_20_29_10_21 : Dampers	GR01- Critical
TBC	TBC or NA	TBC	TBC	TBC	TBC	TBC
TBC	TBC or NA	TBC	TBC	TBC	TBC	TBC
TBC	TBC or NA	TBC	TBC	TBC	TBC	TBC
TBC	TBC or NA	TBC	TBC	TBC	TBC	TBC
TBC	TBC or NA	TBC	TBC	TBC	TBC	TBC
TBC	TBC or NA	TBC	TBC	TBC	TBC	TBC
TBC	TBC or NA	TBC	TBC	TBC	TBC	TBC
TBC	TBC or NA	TBC	TBC	TBC	TBC	TBC
TBC	TBC or NA	TBC	TBC	TBC	TBC	TBC
TBC	TBC or NA	TBC	TBC	TBC	TBC	TBC
TBC	TBC or NA	TBC	TBC	TBC	TBC	TBC
TBC	TBC or NA	TBC	TBC	TBC	TBC	TBC
TBC	TBC or NA	TBC	TBC	TBC	TBC	TBC
TBC	TBC or NA	TBC	TBC	TBC	TBC	TBC
TBC	TBC or NA	TBC	TBC	TBC	TBC	TBC
TBC	TBC or NA	TBC	TBC	TBC	TBC	TBC
TBC	TBC or NA	TBC	TBC	TBC	TBC	TBC
TBC	TBC or NA	TBC	TBC	TBC	TBC	TBC
TBC	TBC or NA	TBC	TBC	TBC	TBC	TBC
TBC	TBC or NA	TBC	TBC	TBC	TBC	TBC

Information deliverables key:	Data
	Documents

When using this template, refer to Section 3.5 – Asset Information Requirements and the accompanying task matrix table (Section 5.2 – Shared Resources). The codes 'LC' (Lead Consultant) and 'PC' (Principal Contractor) in Row 6 correspond to the information requirements applicable to each asset grade, as defined in Reference 01 – Asset Information Grades.
Each project delivery team member is responsible for entering the relevant asset data and information deliverables in the sections below. Entries must be completed and submitted by the principal contractor to the client at project handover. Assets with grades 1–3 should be listed individually; all other grades should be recorded by total quantity only.

					Lead Consultant & Designers						Document handover checklist (Y/N)			**Principal Contractor & Installer**								Document handover checklist (Y/N)							
	LCD1	na	LCD2	LCD3	LCD4	LCD5	LCD6	LCD7	na	LC08	LC09	LC10	PC01	PC02	PC03	PC04	PC05	PC06	PC07	PC08	PC09	PC10	PC11	PC12	PC13	PC14	PC15	PC16
List no.	Asset Type Name	Asset Grade	Asset Description	Asset Type Classification (Pr)	Asset Sub Type Name (Instance)	System Name	System Classification (Ss)	Installed Room / Space Code (use new row if more than one instance)	Number of asset types per space. (Assets with grades 1–3 should be listed individually; all other grades should be recorded by total quantity only. Use new rows as needed)	Record Drawings (2D)	Record Model (3D)	Health & Safety (e.g. related hazards and risks)	Manufacturer (Type)	Model number (Type)	Serial number (Instance)	Installation date (Instance)	Expected Life Cycle (years)	Warranty Start Date	Warranty Period (months)	Asset Identifier/ ID code	As-fitted documentation (e.g. 2D layouts/ drawings)	Health & Safety (e.g. related hazards and risks)	Product literature/ manuals	Warranty & Guarantees	Commissioning inc certificates	Maintenance instructions	Operating Instructions/ Control Procedures	Inspection & Test Records
e.g. 1	FDP01	GR01- Critical	Fire Dampers	Pr_20_29_10_21 : Dampers	FDP01-001	HVAC	Ss_65_40: Ventilation Systems	01-112	1	YES	NA	YES	Trok	FK2-EU	200900.11	03/09/2025	10	xx/xx/xxxx	24	AWS-HVAC-FDP01-01-01-112	YES	YES	YES	YES	YES	YES	YES	YES
e.g. 1	FDP01	GR01- Critical	Fire Dampers	Pr_20_29_10_21 : Dampers	FDP01-002	HVAC	Ss_65_40: Ventilation Systems	01-112	1	YES	NA	YES	Trok	FK2-EU	200911.32	05/09/2025	10	xx/xx/xxxx	24	AWS-HVAC-FDP01-02-01-112	YES	YES	YES	YES	YES	YES	YES	YES
e.g. 2	DNL01	GR05-MEP Generic	Downlights	Pr_70_70_48_24 : Downlights	NA	NA	NA	00-065	12 total	YES	NA	NA	Osram	NA	NA	02/10/2025	15	NA	NA	NA	YES	YES	YES	NA	NA	YES	NA	NA
		TBC								TBC	TBC	TBC									TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC
	<ADD NEW ROW>																											

Ref 01 - Asset Information Grades [Project]

> This appendix outlines prescribed document and data deliverables against predetermined asset grades and the corresponding asset types listed in Appendix A2 – Master Asset List.
> There are seven asset grades, each representing a common type of asset that typically requires consistent handover information and data for operation and maintenance. A definition and examples of each asset type are listed in rows 5–11 below. *[Use the sidebar +/– button to expand and collapse this range.]*
> Default 'Y' (required) and 'N' (not required) values have been pre-assigned in the main table below and should be reviewed and adjusted by the client to suit their organisation's or project-specific requirements using the drop-down cells. Any unknown values should be recorded as 'TBC' and agreed with the client's asset management team.

Grade	Definition	Typical Examples
GR01 ->	Critical to the function and use of the building, or safety of its occupants and users. Damage or operational failure of the asset may result in building evacuation, loss of productivity, or a threat to life. This would typically relate to major plant & equipment, and critical assets central to life-safety systems.	Boilers, Sprinklers, Fire and Smoke Detectors, equipment for safe access and egress etc.
GR02 ->	A service asset that is not critical as failures will not result in building evacuation or loss of productivity but is a specific asset that may be under a manufacturer guarantee and / or cannot be replaced or maintained without product manufacturer information and performance specifications.	Intelligent devices for non-critical or lifesaving systems. Products included within manufacture specified systems or with specific performance criteria.
GR03 ->	A specific fabric asset that may be under a manufacturer guarantee and / or cannot be replaced or maintained without product manufacturer information and performance specifications.	Manufacturer specified products with specific performance criteria.
GR04 ->	An asset that is neither critical to building occupation or complex to replace and maintain, but information for future replacement needs to be known. Typically, a high value or specialist asset of significant investment where records relating to specification and replacement costs are desirable.	Specialist Equipment, IT Equipment, Electronic Consumables etc…
GR05 ->	A non-critical and non-specific service asset that can be easily replaced and at low cost. A general fixture that is not dependant on manufacturer or performance specific information to procure, but may still be included as part of a broader planned and preventative maintenance regime.	Switches, sockets, gully and grating covers, downlights.
GR06 ->	A part of the building fabric that may require records relating to Manufacturer, Location, Cleaning, Construction Inspection & Test, CoSHH etc	Structural elements, fixed partitions/ ceilings with no performance criteria, FF&E, sanitaryware
GR07 ->	No requirement for information.	Pipe, duct, and cable tray segments

Information deliverables key

Data	Specific items of asset data used to generate the asset register and to populate the client database / CAFM system.
Documents	Document files that will form part of the project O&M Manual and Health & Safety file.

Ref	Information Requirements	GR01-Critical	GR02-MEP Specific	GR03-Fabric Specific	GR04-Valued	GR05-MEP Generic	GR06-Fabric Generic	GR07-N/A
	Lead Consultant & Designers							
LC01	Asset Type Name	Y	Y	Y	Y	Y	Y	Y
LC02	Asset Description	Y	Y	Y	Y	Y	Y	Y
LC03	Asset Type Classification (Uniclass Product code)	Y	Y	Y	Y	Y	N	Y
LC04	Asset Sub Type Name (Instance level)	Y	Y	Y	Y	N	N	N
LC05	System Name	Y	Y	Y	Y	N	N	N
LC06	System Classification (Uniclass System code)	Y	Y	Y	TBC	TBC	N	N
LC07	Installed Room/ Space Code	Y	Y	Y	Y	Y	N	N
LC08	Record Drawings (2D)	Y	Y	Y	Y	Y	Y	Y
LC09	Record Model (3D - if available)	Y	Y	N	N	N	TBC	TBC
LC10	Health & Safety (e.g. related hazards and risks)	Y	Y	Y	N	N	N	N
	Principal Contractor & Installer							
PC01	Asset Instance Manufacturer	Y	Y	Y	Y	TBC	N	N
PC02	Asset Instance Model Number	Y	Y	Y	Y	N	N	N
PC03	Asset Instance Serial Number	Y	Y	N	N	N	N	N
PC04	Asset Instance Installation Date	Y	Y	Y	Y	Y	Y	Y
PC05	Asset Instance Expected Life	Y	Y	Y	Y	TBC	N	N
PC06	Asset Warranty Start Date	Y	Y	Y	Y	N	N	N
PC07	Asset Warranty Period	Y	Y	Y	Y	N	N	N
PC08	Asset Identifier / ID code	Y	Y	Y	Y	N	N	N
PC09	As-fitted documentation (e.g. 2D layouts/ drawing)	Y	Y	Y	Y	Y	N	N
PC10	Health & Safety (e.g. related hazards and risks)	Y	Y	Y	Y	Y	Y	Y
PC11	Product literature/ manuals	Y	Y	Y	Y	Y	Y	N
PC12	Warranty & Guarantee	Y	Y	Y	Y	N	Y	Y
PC13	Commissioning inc certificates	Y	Y	Y	Y	N	N	N
PC14	Maintenance instructions	Y	Y	Y	Y	Y	Y	N
PC15	Operating instructions/ Control Procedures	Y	Y	Y	Y	N	N	N
PC16	Inspection & Test Records	Y	Y	Y	Y	N	N	N