

# Master Specification

## Part PC-RW60

### Asset Management Handover

July 2025



**Government of South Australia**  
Department for Infrastructure  
and Transport

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## Document Information

Document Information	
K Net Number:	11802664
Document Version:	0
Document Date:	09/07/2025

## Document Amendment Record

Version	Change Description	Date
0	Initial issue	09/07/2025

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# PC-RW60 Asset Management Handover

## 1 General

- a) This Master Specification Part sets out the requirements for the asset management handover of Rail Infrastructure within the AMPRN including:
  - i) the documentation requirements, as set out in section 2;
  - ii) the asset management requirements, as set out in section 3; and
  - iii) the Hold Point requirements, as set out in section 4.
- b) The asset management handover of Rail Infrastructure must comply with the Reference Documents, including:
  - i) AS 7470 Human factors integration in engineering design - General requirements;
  - ii) PR-AM-GE-762 - Punch List Management Procedure for Public Transport Projects;
  - iii) PR-AM-GE-804 - Development and Approval of Engineering Waivers; and
  - iv) PTS-MS-05-AM-PRC-00000091 - Asset Management Technical Data (AMTD) Requirements Specification (PDF - Signed copy) which, for the purposes of this Master Specification Part is defined as the **"AMTD"**.
- c) The Contractor must coordinate asset handover of the Works in accordance with PC-CN2 "Asset Handover".
- d) The gate details in this Master Specification Part are in accordance with PC-RW10 "Railway Management Planning". The gates include:
  - i) Gate 1 - Project Justification;
  - ii) Gate 2 - Final Business Case;
  - iii) Gate 3A - Procurement;
  - iv) Gate 3B - Procurement (if not occurred already);
  - v) Gate 4A - Initial Design;
  - vi) Gate 4B - 70% Design Complete;
  - vii) Gate 4C - Issued for Construction;
  - viii) Gate 4D - Ready for Testing;
  - ix) Gate 4E - Testing Complete;
  - x) Gate 4F - Service Readiness/Handover;
  - xi) Gate 5 - Asset Assurance Review; and
  - xii) Gate 6 - Asset Replacement Strategy.

## 2 Documentation

### 2.1 Asset Completion and Handover Plan

In addition to the requirements of PC-CN2 "Asset Handover", the Asset Completion and Handover Plan must comply with the requirements, be provided in the format and include the content standards of the AMTD.

## 2.2 Asset Handover Report

In addition to the requirements of PC-CN2 “Asset Handover”, the Asset Handover Report must include a deliverables register in accordance with section 3.4.

## 3 Asset management

### 3.1 Asset acceptance

- a) As a condition precedent to Handover, the Contractor must satisfy the Principal that the railway system is ready for the transfer of responsibility and safe for operation pursuant to PC-CN2 “Asset Handover”.
- b) In addition to the requirements of PC-CN2 “Asset Handover”, the activities described in the AMTD and this section 2.2 must be completed as a condition precedent to Handover.
- c) As a condition precedent to Handover, the Contractor must deliver a completed asset handover certificate in the form required by the AMTD.

### 3.2 Asset information

In addition to the requirement of PC-CN2 “Asset Handover”, the following activities must be completed as a condition precedent to Handover:

- a) acceptance of asset data in accordance with section 3.5;
- b) acceptance of technical documentation including drawings in accordance with section 3.6; and
- c) acceptance of technical records in accordance with section 3.7.

### 3.3 Format

The format and content standards for all Rail Infrastructure management asset data, technical documents, drawings and records must comply with the AMTD.

### 3.4 Deliverables

- a) The Contractor must establish and maintain a deliverables register and be included in the Asset Handover Report.
- b) The deliverables register must be provided to the format and content standards prescribed in the AMTD.
- c) The Contractor must submit a preliminary version of the deliverables register to the Principal at the completion of the Detailed Design, and prior to the Issued For Construction at Gate 4C. The submission of the preliminary deliverables register constitutes a **Hold Point** and progression to the Issued for Construction at Gate 4C must not occur until this Hold Point is released.
- d) The Contractor must submit a final deliverables register to the Principal at the completion of testing in accordance with PC-CN1 “Testing and Commissioning” and PC-RW50 “Inspection, Testing and Commissioning” and prior to service readiness/handover at Gate 4F. Submission of the final deliveries registers constitutes a **Hold Point** and service readiness/handover at Gate 4F must not commence until this Hold Point is released.

### 3.5 Asset data

#### 3.5.1 Product Breakdown Structure

- a) The Contractor must provide the Product Breakdown Structure (**PBS**) in accordance with the format and content standards prescribed in the AMTD.

- b) The Contractor must submit a preliminary version of the PBS to the Principal following submission of the Detailed Design and prior to the Issued for Construction at Gate 4C. Submission of the preliminary PBS will constitute a **Hold Point** and no further design can proceed until the Hold Point is released.
- c) The Contractor must progressively update the preliminary PBS during the design and construction of the Works. The Contractor must submit the final PBS to the Principal prior to ready for testing at Gate 4D which will constitute a **Hold Point**. Testing cannot commence until the Hold Point is released.

### 3.5.2 Software

- a) The Contractor must identify and document software required for the Rail Infrastructure in software registers, documentation and in the PBS.
- b) The Contractor must provide software data and documents in accordance with the format and content standards prescribed in the AMTD.
- c) The Contractor must submit software registers and documentation to the Principal prior to ready for testing at Gate 4D which will constitute a **Hold Point**. Testing cannot commence until the Hold Point is released.

### 3.5.3 Third party assets and interface

- a) The Contractor must manage, define and describe the Department and third-party assets and interfaces, including responsibilities and details of processes for safe operating, maintaining and disposal.
- b) Third party assets and interface detail must be provided in accordance with the format and content standards prescribed in the AMTD.
- c) The Contractor must submit third party asset and interfaces data and documents to the Principal prior to ready for testing at Gate 4D which will constitute a **Hold Point**. Testing cannot commence until the Hold Point is released.

### 3.5.4 Special tools/test equipment

- a) The Contractor must provide details of special tools and test equipment in accordance with the format and content standards prescribed in the AMTD.
- b) The Contractor must submit details of special tools and test equipment to the Principal prior to ready for testing at Gate 4D which will constitute a **Hold Point**. Testing cannot commence until the Hold Point is released.

### 3.5.5 Decommissioning/disposal

- a) The Contractor must identify any activities and risks associated with removal of assets and their associated technical documents and drawings.
- b) Documentation for the decommissioning and disposal of assets must be provided in accordance with the format and content standards prescribed in the AMTD.
- c) The Contractor must submit decommissioning and disposal data and documents to the Principal prior to ready for testing at Gate 4D which will constitute a **Hold Point**. Testing cannot commence until the Hold Point is released.

## 3.6 Technical documents and drawings

### 3.6.1 General

- a) Technical documentation and drawings (including as specified in section 3.6.1b)) must be provided in accordance with the format and content standards of the AMTD.
- b) In addition to the technical data requirements in PC-CN2 "Asset Handover", acceptance of the handover supporting technical documents and records is a condition precedent to Handover including:

- i) Management of Change:
  - A. planning documents as required in accordance with section 3.6.2;
  - B. safety, risk and hazards details in accordance with section 3.6.3;
  - C. engineering waivers in accordance with section 3.6.4;
  - D. Design Decisions in accordance with PC-EMD1 “Design Management”;
  - E. safety and safety assurance documentation in accordance with section 3.6.5;
  - F. baseline reports in accordance with section 3.6.6;
  - G. Human factors summary report in accordance with section 3.6.7;
  - H. Defects list in accordance with section 3.6.8;
  - I. punch lists in accordance with section 3.6.9;
  - J. Testing and Commissioning Plans and Procedures in accordance with PC-RW50 “Inspection Testing and Commissioning”;
  - K. residual risk and hazards in accordance with section 3.6.10;
  - L. equipment lists including special tools, test equipment and spare parts; and
  - M. asset PBS including identified decommissioned assets as required in section 3.5.1.

### 3.6.2 Planning

The Contractor must provide the Project Plans:

- a) in accordance with the requirements of PC-RW10 “Railways Management Planning”, PC-PM1 “Project Management and Reporting”; and
- b) in accordance with the format and content standards prescribed in AMTD.

### 3.6.3 Safety, risk and hazard

- a) The Contractor must provide safety, risk and hazard detail in accordance with PC-RW20 “System Safety and Assurance” and in accordance with the format and content standards prescribed in the AMTD.
- b) The Contractor must submit a preliminary version of the safety, risk and hazard documentation to the Principal at the completion of Preliminary Design and prior to Issue For Construction at Gate 4C and, prior to ready for testing at Gate 4D which will constitute a **Hold Point**. No further design can proceed until the Hold Point is released.
- c) The Contractor must submit the final safety, risk and hazard documentation to the Principal prior to testing complete at Gate 4E which will constitute a **Hold Point**. Service readiness/handover at Gate 4F cannot commence until the Hold Point is released.

### 3.6.4 Engineering waivers

The Contractor must provide engineering waivers complying with PC-RW30 “Design” and PR-AM-GE-804 - Development and Approval of Engineering Waivers in accordance with the format and content standards prescribed in the AMTD.

### 3.6.5 Safety assurance documentation

- a) Safety assurance documentation detail must comply with PC-RW20 “System Safety and Assurance” and be provided in accordance with the format and content standards prescribed in the AMTD.



- b) Safety assurance documentation must be submitted to the Principal prior to testing complete at Gate 4E which will constitute a **Hold Point**. Service readiness/handover at Gate 4F cannot commence until the Hold Point is released.

### 3.6.6 Baselines

- a) The IFC and as-built baselines must be documented in accordance with PC-EDM1 "Design Management", PC-QA1 "Quality Management Requirements" and PC-QA2 "Quality Management Requirements for Major Projects" (as applicable).
- b) IFC baselines must include design documents and IFC drawings.
- c) As-built baselines must include asset data for physical assets (including hardware, software and firmware) and associated technical documents and drawings.
- d) Baseline detail must be provided in accordance with the format and content standards prescribed in the AMTD.
- e) The Contractor must submit IFC baselines to the Principal at the completion of Detailed Design and prior to Issued for Construction at Gate 4C which will constitute a **Hold Point**. No further design can proceed until the Hold Point is released.
- f) The Contractor must submit the as-built baseline to the Principal prior to ready for testing at Gate 4D which will constitute a **Hold Point**. Testing cannot commence until the Hold Point is released.
- g) The Contractor must submit the final as-built baseline to the Principal prior to Testing Complete at Gate 4E which will constitute a **Hold Point**. Service readiness/handover at Gate 4F cannot commence until the Hold Point is released.

### 3.6.7 Human factors summary report

The Contractor must prepare and submit a human factors summary report and submit as part of the deliverables at Gate 4E. This summary report must include:

- a) the findings;
- b) a closed out issues register; and
- c) where issues have not been closed out, details of the transfer of risk to the appropriate place in compliance with AS 7470 Human factors integration in engineering design - General requirements.

### 3.6.8 Defects

For the purposes of PC-CN2 "Asset Handover", the list of Defects / Non-Conformances must be provided prior to testing complete at Gate 4E in accordance with the format and content standards prescribed in the AMTD. All requirements of the AMTD as relevant to the closure of Non Conformances and Defects must be included in the Asset Completion and Handover Plan.

### 3.6.9 Punch lists

- a) The Contractor must prepare a punch list in accordance with PR-AM-GE-762 - Punch List Management Procedure for Public Transport Projects to note any deficiencies and must verify that the Works have been completed in accordance with the Contract Documents.
- b) The punch lists must be provided in accordance with the format and content standards prescribed in the AMTD.
- c) The punch list must be submitted to the Principal prior to testing complete at Gate 4E which will constitute a **Hold Point**. Service readiness/handover at Gate 4F cannot commence until the Hold Point is released.

### 3.6.10 Residual risk and hazards

- a) The residual risk and hazards must be transferred to the Principal as part of Commissioning and Handover.



- b) Residual risk and hazards must be recorded in accordance with PC-RW20 "System Safety and Assurance" and provided in accordance with the format and content standards prescribed in the AMTD.
- c) Residual risks and hazard records must be provided to the Principal prior to testing complete at Gate 4E which will constitute a **Hold Point**. Service readiness/handover at Gate 4F cannot commence until the Hold Point is released.

### 3.7 Technical records

- a) In addition to the formatting requirements in PC-CN2 "Asset Handover" the Contractor must provide technical records in accordance with:
  - i) the State Records Act 1997;
  - ii) Department record keeping policies;
  - iii) obligations under the Rail National Safety Law 2012; and
  - iv) the AMTD.
- b) Acceptance of the technical records must be completed as a condition precedent to Handover including:
  - i) test records, results and certificates;
  - ii) installation records;
  - iii) Certificates of Conformance; and
  - iv) Certificates of Compliance.
- c) All accepted technical records must be submitted to the Principal prior to testing complete at Gate 4E which will constitute a **Hold Point**. Service readiness/handover at Gate 4F cannot commence until the Hold Point is released.

## 4 Hold Points

Table PC-RW60 4-1 details the review period or notification period, and type (documentation or construction quality) for each Hold Point referred to in this Master Specification Part.

**Table PC-RW60 4-1 Hold Points**

Section reference	Hold Point	Documentation or construction quality	Review period or notification period
3.4c)	Preliminary deliverables register	Documentation	10 Business Days
3.4d)	Final deliverables register	Documentation	10 Business Days
3.5.1b)	Preliminary PBS	Documentation	10 Business Days
3.5.1c)	Final PBS	Documentation	10 Business Days
3.5.2c)	Software registers and documentation	Documentation	10 Business Days
3.5.3c)	Third party assets and interfaces data and documents	Documentation	10 Business Days
3.5.4b)	Details of special tools and test equipment	Documentation	10 Business Days
3.5.5c)	Decommissioning and disposal data and documents	Documentation	10 Business Days
3.6.3b)	Preliminary safety, risk and hazards documentation	Documentation	10 Business Days
3.6.3c)	Final safety, risk and hazards documentation	Documentation	10 Business Days
3.6.5b)	Safety assurance documentation	Documentation	10 Business Days
3.6.6e)	IFC baselines	Documentation	10 Business Days
3.6.6f)	As-built baselines	Documentation	10 Business Days

Section reference	Hold Point	Documentation or construction quality	Review period or notification period
3.6.6g)	Final as-built baselines	Documentation	10 Business Days
3.6.9c)	Punchlist	Documentation	10 Business Days
3.6.10c)	Residual risks and hazards records	Documentation	10 Business Days
3.7c)	Technical records	Documentation	10 Business Days