



Form

Metadata Spreadsheet for Engineering Documents

Version 2.0

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Superseded

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Standard governance

Owner: Manager Asset Information, Asset Standards Authority
Authoriser: Director, Network and Asset Strategy, Asset Standards Authority
Approver: Executive Director, Asset Standards Authority on behalf of the ASA Configuration Board

Document history

Version	Summary of changes
1.0	First issue 15 September 2016
2.0	Additional fields defined to capture organisation, network, asset function, asset type, alternate document number, security classification and area data requirements. Combined Description 1 and Description 2 fields into one field named Document Title.

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1. About this document

Transport for NSW (TfNSW) and the Asset Standards Authority (ASA) are committed to effective and efficient management of engineering documents submitted to TfNSW. The ASA seeks to achieve a high level of confidence that accurate and up-to-date information is maintained and available for the life cycle of TfNSW assets.

T MU AM 01012 ST *Engineering Document Requirements* identifies and sets out the requirements for engineering document deliverables over the full asset life cycle.

This form captures the attributes of engineering document files in Microsoft Excel format.

This spreadsheet applies to all TfNSW owned assets.

This spreadsheet is to be completed in accordance with the requirements of T MU AM 01012 ST *Engineering Document Requirements*

2. Related documents

The following documents provide supporting information and requirements.

Transport for NSW standards

T MU AM 01007 TI Asset Reference Codes Register

T MU AM 01012 ST Engineering Document Requirements

T MU AM 02002 TI Asset Classification System

3. Terms and definitions

Terms and definitions used in this form are contained in T MU AM 01012 ST.

4. Metadata fields for engineering documents

The below table identifies the seventeen fields with sample information and the source of data codes where applicable.

Field number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Field status	Mandatory	Mandatory	Optional (Mandatory where relevant)	Mandatory	Mandatory	Mandatory	Optional (Mandatory where relevant)	Mandatory	Optional	Mandatory	Optional (Mandatory where relevant)	Mandatory	Mandatory	Mandatory	Mandatory	Optional (Mandatory where relevant)	Mandatory
Format	Engineering discipline code sourced from T MU AM 02002 TI Asset Classification System - 2 chars XX	Asset class code sourced from T MU AM 02002 TI - 2 chars XX	Program code sourced from T MU AM 01007 TI Asset Reference Codes Register - 5 chars XXXXX	Document number, free text up to 40 characters (alphanumeric - upper case)	Revision number, free text up to 2 characters (numeric) from 01 - 99	Network code sourced from T MU AM 01007 TI - 3 chars XXX	Corridor code sourced from T MU AM 01007 TI - 3 chars XXX	Location code sourced from T MU AM 01007 TI - 5 chars XXXXX	Area, free text up to 40 characters (alphanumeric - upper case)	Asset function code sourced from T MU AM 02002 TI - 4 chars XXXX	Asset type code sourced from T MU AM 02002 TI - 2 chars XX	Document title, free text up to 40 characters (alphanumeric - upper case)	Document type code sourced from T MU AM 01012 ST Engineering Document Requirements - 3 chars XXX	Document subtype code sourced from T MU AM 01012 ST - 5 chars XXXXX	Organisation code sourced from T MU AM 01007 TI - 5 chars XXXXX	Alternate document number, free text up to 40 characters (alphanumeric - upper case)	Security classification, sourced from NSW Government Information Classification, Labelling and Handling Standard
Sample data	AR - ARCHITECTURE & SERVICES CV - CIVIL & STRUCTURES EL - ELECTRICAL FL - FLEET PP - PROPERTY SG - SIGNALLING & CONTROL TE - TECHNOLOGY & TELECOMMUNICATIONS TR - TRACK (only)	BR - BRIDGES & DRAINAGE & CULVERTS EE - ELECTRICAL SUBSTATION EQUIPMENT FI - FIRE & LIFE SAFETY SYSTEMS VT - VERTICAL TRANSPORTATION TN - TRAINS TU - TUNNELS and so forth	DSP - DIGITAL SYSTEMS PROGRAM MTMS - MORE TRAINS MORE SERVICES NIF - NEW INTERCITY FLEET NLR - NEWCASTLE LIGHT RAIL TAP - TRANSPORT ACCESS PROGRAM and so forth	NLR-ABC123-XYZ-CV-000001	01	HRS - HEAVY RAIL SYDNEY LRN - LIGHT RAIL NEWCASTLE MAS - MARITIME SYDNEY MRS - METRO RAIL SYDNEY RDS - ROAD SYDNEY and so forth	I00 - ILLAWARA LINE M00 - MAIN SUBURBAN LINE M23 - EASTERN SUBURBS LINE M24 - BANKSTOWN LINE M25 - TEMPE TO GLENFIELD LINE N30 - NORTH SHORE LINE W00 - MAIN WEST LINE and so forth	JNL - JANNALI EHL - EAST HILLS EPG - EPPING STR - STRATHFIELD and so forth	CVRN0004 STAT0003 TSRV0002 TUNL0001	Corridor function (RWAY, CWAY, WWAY, YARD) Interchange function (BSTP, LSTP, STAT, WHRF) Facility function (BDPT, HDPT, TSUB, OCCS, TSRV, WHSE) Passenger Fleet function (BUSV, FERY, LSET, MSET, TSET) and so forth	FE - FERRY EMERALD CLASS LU - LIGHT RAIL VEHICLE USET-URBOS MM - METRO TRAIN MSET-METROPOLIS TD - TRAIN DSET-NIF and so forth	STRATHFIELD STN LIFT NO.1 UPGRADE	CER - CERTIFICATE DRG - DRAWING MAN - MANUAL MOD - MODEL PLN - PLAN PRO - PROCEDURE REC - RECORD REG - REGISTER RPT - REPORT SCH - SCHEDULE SPC - SPECIFICATION STD - STANDARD (only)	CER01 - DESIGN COMPLIANCE CERTIFICATE MAN01 - ENGINEERING MANUAL PLN01 - ASSET HANDOVER PLAN REG01 - ASSET REGISTER RPT01 - AUDIT REPORT and so forth	SYDT - SYDNEY TRAINS and so forth		Unclassified Sensitive: Personal Sensitive: Legal Sensitive: Cabinet Sensitive: NSW Government Sensitive: NSW Cabinet Sensitive: Law Enforcement Sensitive: Health Information
Reference document	See T MU AM 02002 TI	See T MU AM 02002 TI	See T MU AM 01007 TI			See T MU AM 01007 TI	See T MU AM 01007 TI	See T MU AM 01007 TI		See T MU AM 02002 TI	See T MU AM 02002 TI		See T MU AM 01012 ST	See T MU AM 01012 ST	See T MU AM 01007 TI		

Note: Mapping exists between the asset class and engineering discipline

Note: Mapping exists between the asset function and asset type

Note: Mapping exists between the document type and document subtype

Enter data in the following fields:

	Engineering discipline	Asset class	Program	Document number	Revision number	Network	Corridor	Location	Area	Asset function	Asset type	Document title	Document type	Document subtype	Organisation	Alternate document number	Security classification
Data																	