Transport Standards Portal User Guide – Search and Search Tips

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1 Transport Standards Search Function

The Transport Standards portal allows you to perform a search for standards and view them.

The Transport Standards portal also provides additional features to personalise your search and search results if you are a registered user. To register and create a Transport Standards portal user account, refer to the *Internal User Guide* for users internal to TfNSW and *External User Guide* for users external to TfNSW.

You can access the user registration user guide from the **User Guide** tab at the top of the screen.

To search for a standard in the Transport Standards Portal:

1. Open a web browser and go to https://standards.transport.nsw.gov.au

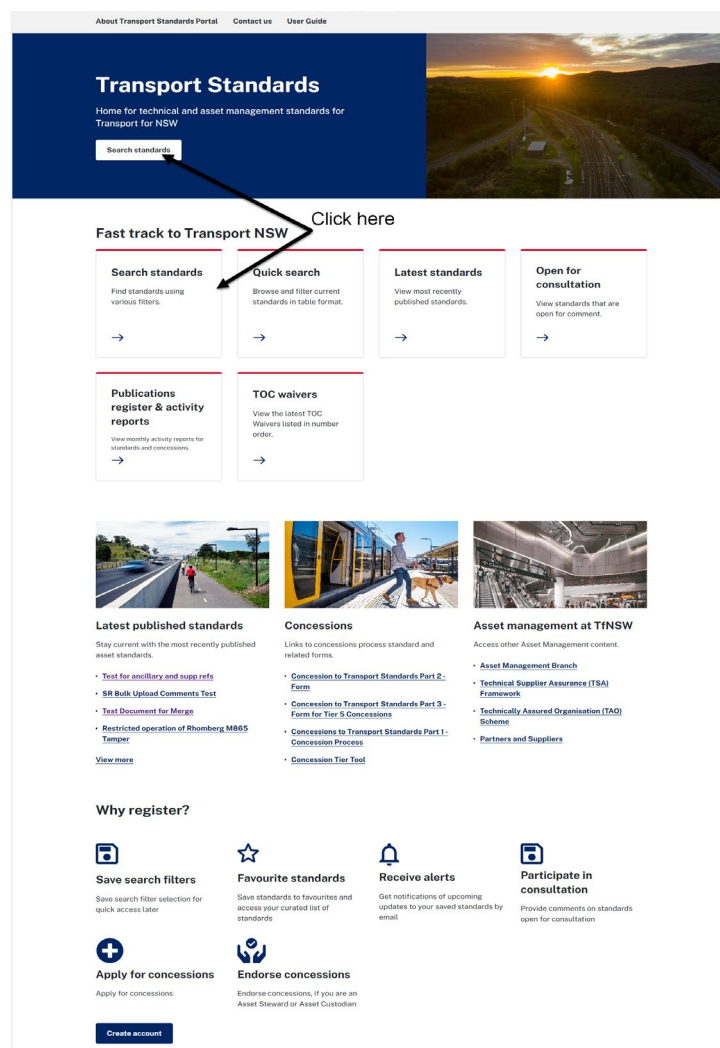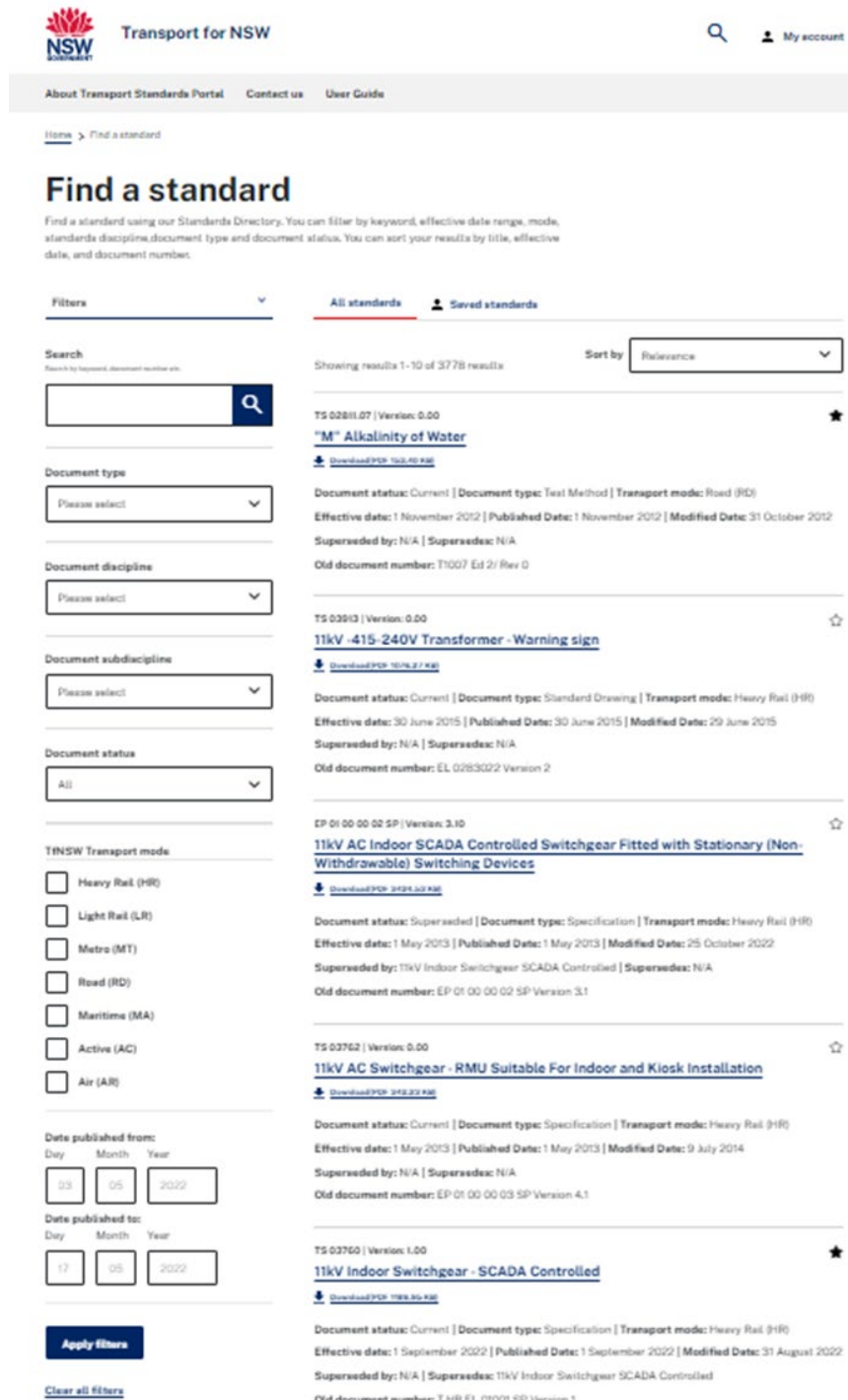The **Transport Standards Home** page displays.

Figure 1 – Search standards

2. Click **Search standards** either at the top of the screen or under **Fast track to** as shown in Figure 1.

The **Find a Standard** screen displays as shown in Figure 2.

Figure 2 – Find a standard screen

The **Find a standard** screen contains the search filters on the left, **Sort by** option on the top right and displays a list of standards on the right. This screen also contains **All standards** and **Saved standards** tabs.

By default, **Current** standards are displayed. The **Saved standards** tab displays all the standards that you have saved.

1.1 Searching a standard

You can perform search by the following in the **Search** field:

- Old document number/designation

  Old document numbers/designations must include any intentional spaces; for example, T MU MD 00001 ST and not TMUMD00001ST.

- New number/designation

  New document numbers/designations can be searched with or without space between TS and the five-digit number; for example, TS 00003 or TS00003.

- Words within the title of the published document

  Notes: The search function looks for exact matches in the new document number, old document number and title of the published document, including spacing, punctuation and brackets (see Section 3.5 for an example).

  Searching for a series such as R0200 or G specs or R specs will not yield any results as these words do not form part of the title of the published document.

By default, **Document status** is set to display all current documents.

You can use the **Document status** search filter to view all versions of the document or narrow down your search to view other document statuses such as withdraw, superseded or obsolete.

For example, you can choose **All** from the **Document status** drop-down to view all versions of a Standard.

You can select relevant values from the drop-down in the **Sort by** field and sort your search results.

See Section 1.3 for more information on applying filters.

See Section 1.4 for information on sorting your search results.

1.2   Search tips

The following tips can make the search function more efficient and yield better search results:

- Search for relevant words, limited to as few as possible to reduce potential of getting word order wrong.

- Words must appear in the order in which they appear in the document title; for example, searching for the words 'fire safety' will return results that contain the exact phrase 'fire safety' and not return results for 'fire life safety'. Similarly, searching for 'fire life safety' will only find titles with that exact phrase and not return results for titles with only fire, life, safety or fire safety.

- Acronyms or commonly used abbreviated forms of document will not return results unless those acronyms have been incorporated into the document title, for example:

  o Train Operating Conditions (TOC) Manual can be found by searching (TOC) Manual, but not TOC Manual

  o Traffic Control at Work Sites can be searched by any of the word or words in the title (in the correct order); a search by TCAWS will not yield any result as the acronym is not included in the title

1.3   Filters

You can use the following filters, as shown in Figure 2, to narrow down the **Search** field results:

- Document type

- Document discipline

- Document subdiscipline

- Document status

- TfNSW Transport mode

- Date published from

- Date published to

1.3.1 Applying and clearing filters

To filter your search results:

1. Select a value from the drop-down list in each filter category.

2. Click **Apply filters**.

Note: Filters will work only when you click **Apply filters**.

To start a new search and apply filters, click **Clear filters**.

1.3.2 Tips to filter search results

The following are some tips for effective filtering of search results:

- Use the filters only if you are sure of the correct values. If you are unsure, the search filter may not yield correct search results.

- Start with broad categories of filters and then drill down to reduce the results.

  For example, start with the document type such as Test Methods, Specifications and so on, and then filter by Mode and potentially followed by discipline and/or subdiscipline.

- Use the **Sort by** option to sort by Document number or date order to help find the relevant result more easily.

- Filter by disciplines and sub-disciplines.

  You can search documents by disciplines and further filter using the sub-discipline values.

- As registered users (internal and external to TfNSW), you can use the following additional features to locate and access standards quicker:

  o Add to favourites

  o Receive alerts

  o Save quick search

1.4 Sort by

You can use the **Sort by** option to display the search results in a particular order.

You can sort your search results by one of the following:
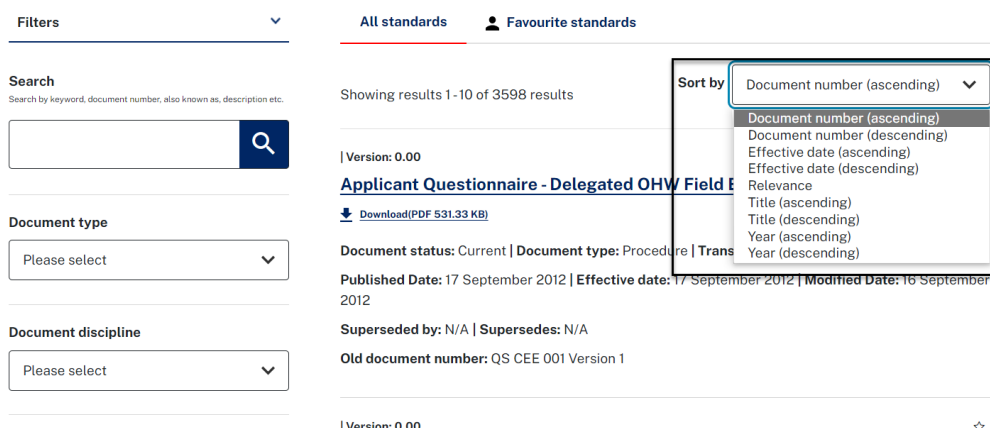
- Document number (ascending)

- Document number (descending)

- Effective date (ascending)

- Effective date (descending)

- Relevance

- Title (ascending)

- Title (descending)

- Year (ascending)

- Year (descending)

Figure 3 shows the different options you can sort your search results by.

Figure 3 – Sort by options

To sort your search results, click the **Sort by** drop-down arrow and select a value.

By default, the search results are sorted by Document number (ascending).

Note: The Year (ascending) and Year (descending) are sorted by the year of published date.

1.5 Restricted standards

Some standards are limited by different level of restrictions. These restrictions limit the user's ability to download a document and view only the details of a standard. Users can request access to the document by request to standards@transport.nsw.gov.au.

Some standards are available only to TfNSW staff who are logged in to their account, for example, content previously available to TfNSW staff via a TfNSW intranet site.

TfNSW staff have to be logged in to the **Transport Standards** Portal to view and download standards that are available to TfNSW staff only.

If you are not logged in while you search for a TfNSW-only restricted standard, your search will not display any results.

1.6 Support

Contact standards@transport.nsw.gov.au if you are unable to find what you are looking for after using these search tips.

2 Quick search

The quick search option provides the ability to browse published standards filtered by sub-discipline.

To view all published standards:

1. Go to **Transport Standards Home** screen.

2. Click **Quick Search** tile under **Fast track to**.

By default, all published standards are displayed, filtered by **Sub-discipline** in alphabetical order and sorted by **Document number** in ascending order in a table format as shown in Figure 4.

Quick search

Perform quick search for current Transport Standards.

For a comprehensive search and view all details of standard, go to **Find a Standard.**

Filters

Mode	Document type	Discipline	Sub-discipline
Any ⌄	Any ⌄	Any ⌄	Any ⌄

Sub-discipline: Aerial lines

Discipline	Sub-discipline	Old document number	Document number	Document title	Ver.
EL - Electrical	Aerial lines	T HR EL 00007 ST Version 1	TS 03769	Management of Activities Within RailCorp Easements and Close to the RailCorp HV Distribution System	0.00
EL - Electrical	Aerial lines	T HR EL 10001 ST Version 2	TS 03770	HV Aerial Line Standards for Design and Construction	0.00
EL - Electrical	Aerial lines	T HR EL 10002 ST Version 1	TS 03771	HV Aerial Lines - Standard Conductors and Current Ratings	0.00
EL - Electrical	Aerial lines	T HR EL 10003 ST Version 2	TS 03772	Wood Pole Serviceability	0.00
EL - Electrical	Aerial lines	T HR EL 10005 ST Version 1	TS 03773	Requirements for Electric Aerials Crossing RailCorp Infrastructure	0.00
EL - Electrical	Aerial lines	T HR EL 10006 ST Version 1	TS 03774	HV Aerial Line Maintenance Standard	0.00
EL - Electrical	Aerial lines	T HR EL 10004 SP Version 1	TS 03775	Timber Poles	0.00
AM - Asset Management	Aerial lines	N/A	TS 12354.02	NN test Tech Info publish v2	2.05

Figure 4 – Quick search – search results

You can filter documents by **Discipline** and then by a **Sub-discipline**.

The sub-discipline drop-down lists only the sub-disciplines pertaining to the discipline you have selected.

This screen also allows you to filter by **Mode** and **Document type**.

3 Examples of search using search filters

3.1 Search by subject

For example, typing 'pavement' or 'pavement technology' in the **Search** field will only find these exact terms in the document title.
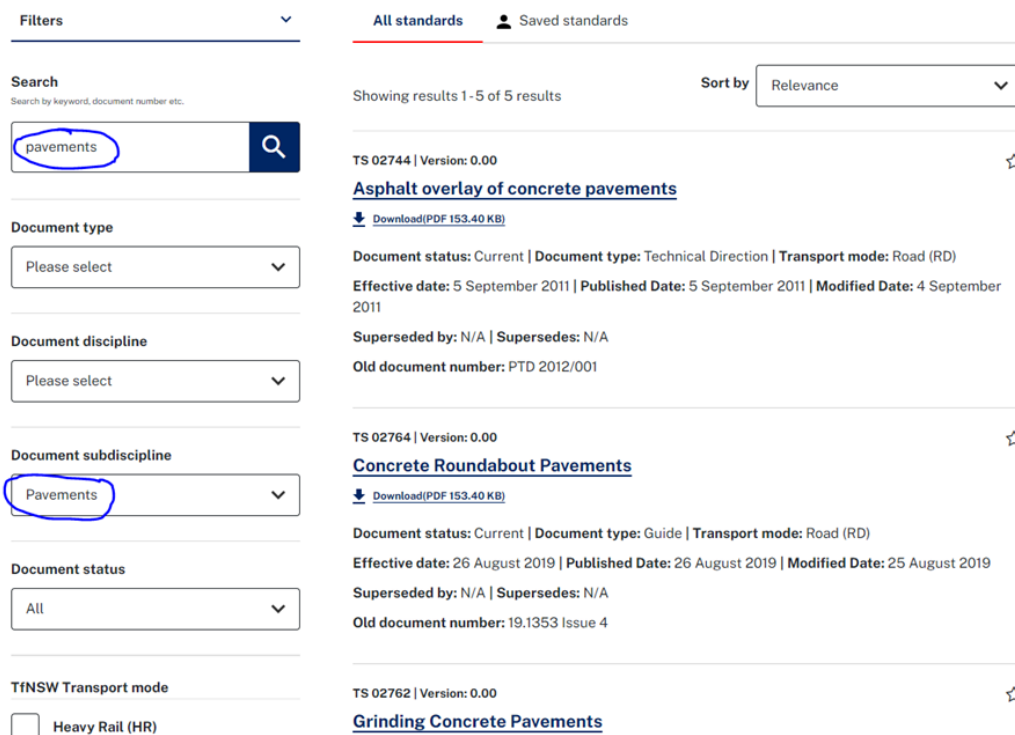
To search at subject level, for example pavements:

1. Select **Pavements** in the **Document subdiscipline** field.

2. select **Road (RD)** under **TfNSW Transport mode**.

3. Click **Apply filters**.

This will bring up a list of different document types all to do with pavements. Narrow it down by filtering by document type or date ranges.

By default, the current version of the documents is displayed.

To view all versions of the document, set the **Document status** to **All** and click **Apply Filters**.

Figure 5 − Search by subject example

3.2   Search by old document number
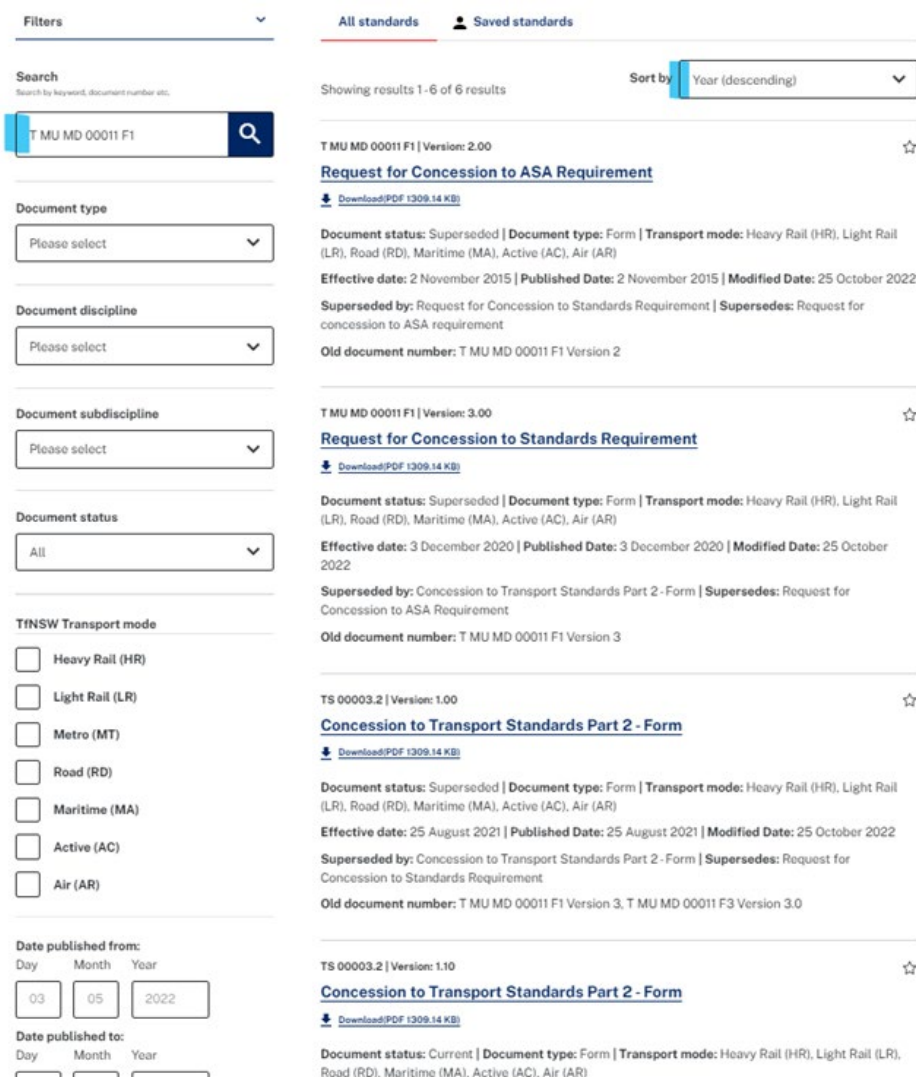
Documents can be searched using their old document number.

To search for an old number, for example T MU MD 00011 F1:

1.   Type T MU MD 00011 F1 in the **Search** field

2.   Press **Enter** or click the magnifying glass icon.

By default, the current version of the document is displayed, sorted by **Relevance**.

To view all versions of the document, select **All** in Document Status field and click **Apply Filters**.

Figure 6 – Search by old document number example

3.3   Search by series

3.3.1   RSU series

To search RSU series of standards - Minimum Operating Standards for Rolling Stock:

1. Type RSU in the **Search** field.

2. Select **Heavy Rail (HR)** under **TfNSW Transport mode**.

3. Click **Apply filters**.

All documents that contain the term RSU in the document title are displayed as shown in Figure 7.

Figure 7 – Search by series example

Alternatively, type minimum operating standards in the **Search** field and select **Heavy Rail (HR)** under **TfNSW Transport mode**. Then click **Apply filters**.
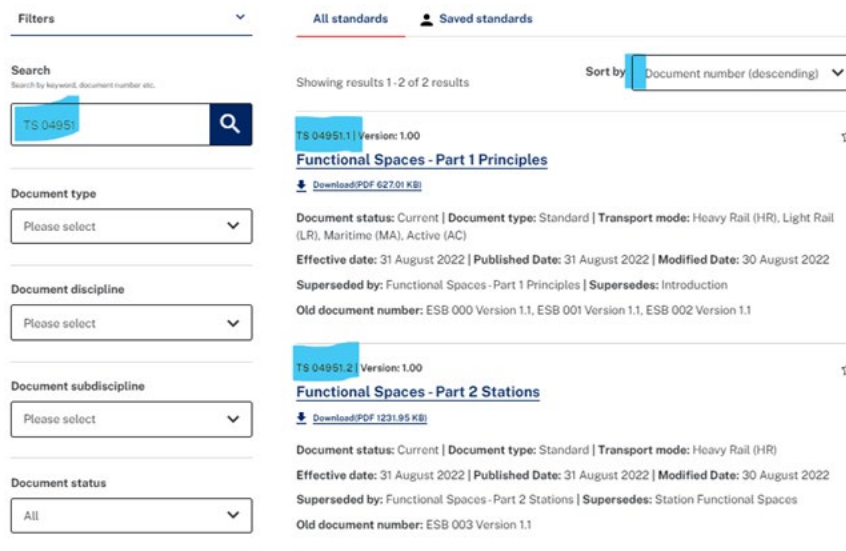
3.3.2   LRU series

Similarly, to search LRU series of standards:

1. Type minimum operating standards or LRU in the **Search** field.

2. Select **Light Rail (LR)** under **TfNSW Transport mode**.

3. Click **Apply filters**.

3.4 Search by related parts to a series

When searching by the TS number up until the decimal point, the search will fetch all parts in a related series of documents, for example TS 04951 currently has two parts, with more scheduled to publish. See Figure 8.

Figure 8 – Search by related parts to a series

3.5   Search by key word or words
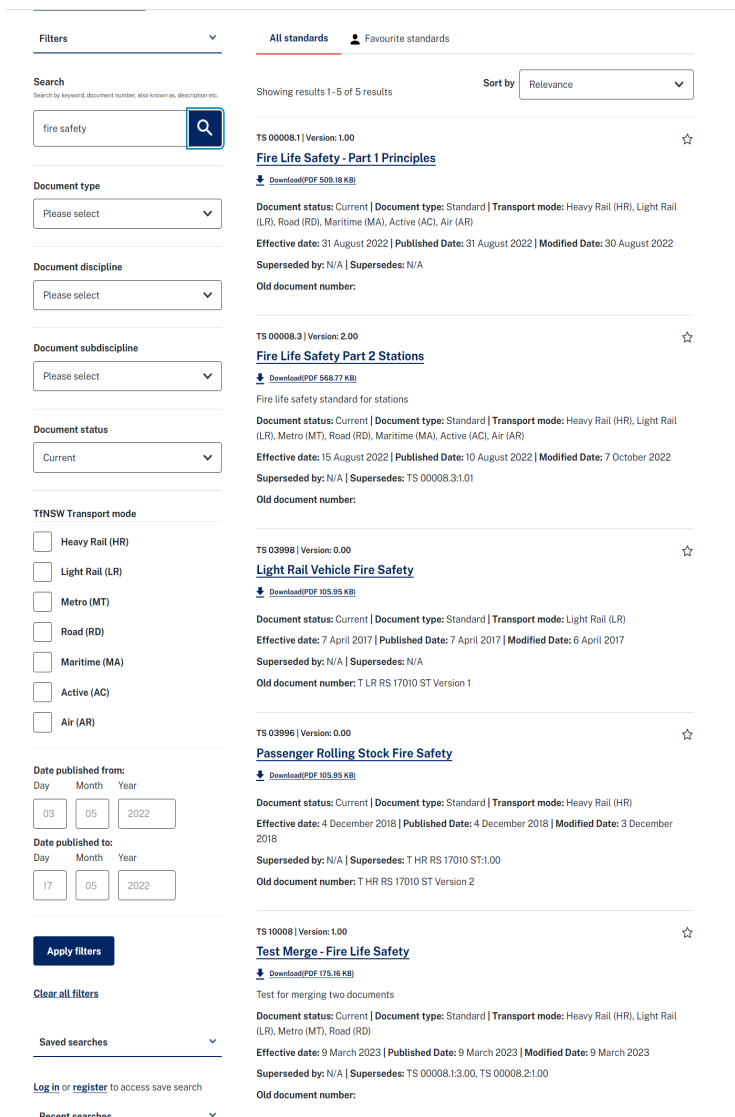
You can search by a word or group of words in a document title. The search will be based on the word or the entire set of words within the document title.

When you search for a phrase or group of words, the search will be based on the order in which the words appear and fetch appropriate results.

To search by key word or words, for example, fire safety:

1.   Enter fire safety in the **Search** field.

2.   Press **Enter** or click the magnifying glass next to the **Search** field.

This search yields all documents that contain the words fire safety in the correct order as shown in Figure 9.

Figure 9 – Search by key words example

If the words are not in the correct order (in the document title), the search will not yield any results as shown in Figure 10.
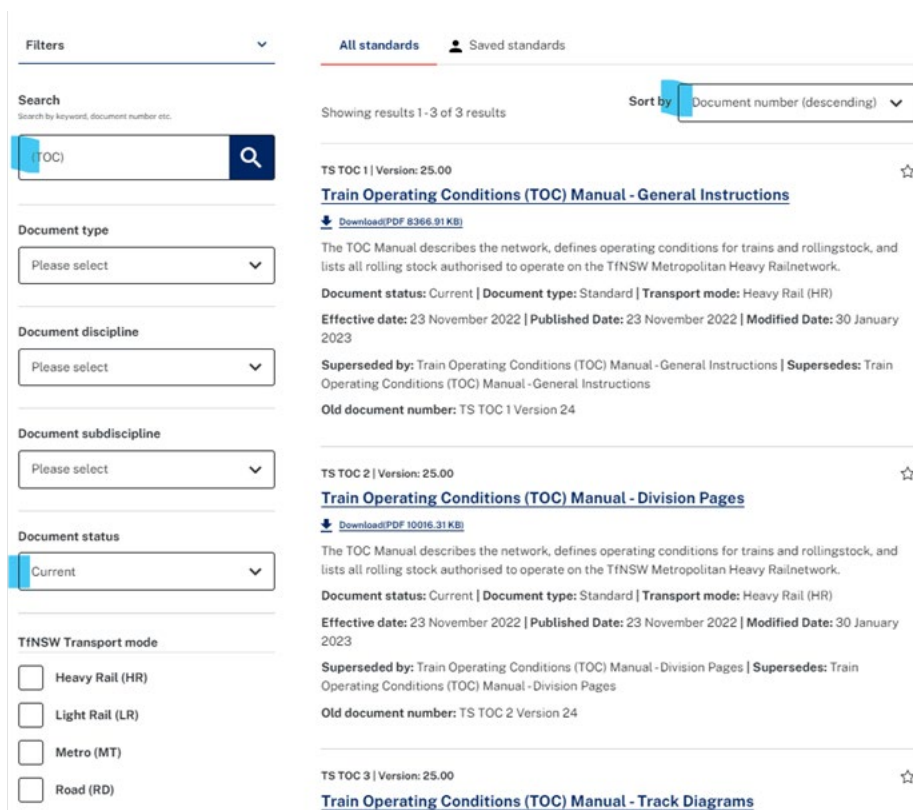
Figure 10 – Search by key words in incorrect order example

3.6　Search by document title

To search by document title, for example Train Operating Conditions (TOC) Manual:

1. Type (TOC) or train operating conditions in the **Search** field.

2. Press **Enter** or click on the magnifying glass next to the **Search** field.

By default, the current version of the document is displayed as shown in Figure 11.

Figure 11 – Search by title example

3.7 Search for Standard drawing

To search a standard drawing for Roads:

1. Select **Standard Drawing** under **Document type**.

2. Select **Road (RD)** under **TfNSW Transport mode**.

3. Click **Apply filters**.

Figure 12 shows the search results of all standards drawings for Roads:

Figure 12 – Search for standard drawing example

3.8 Search by Document type
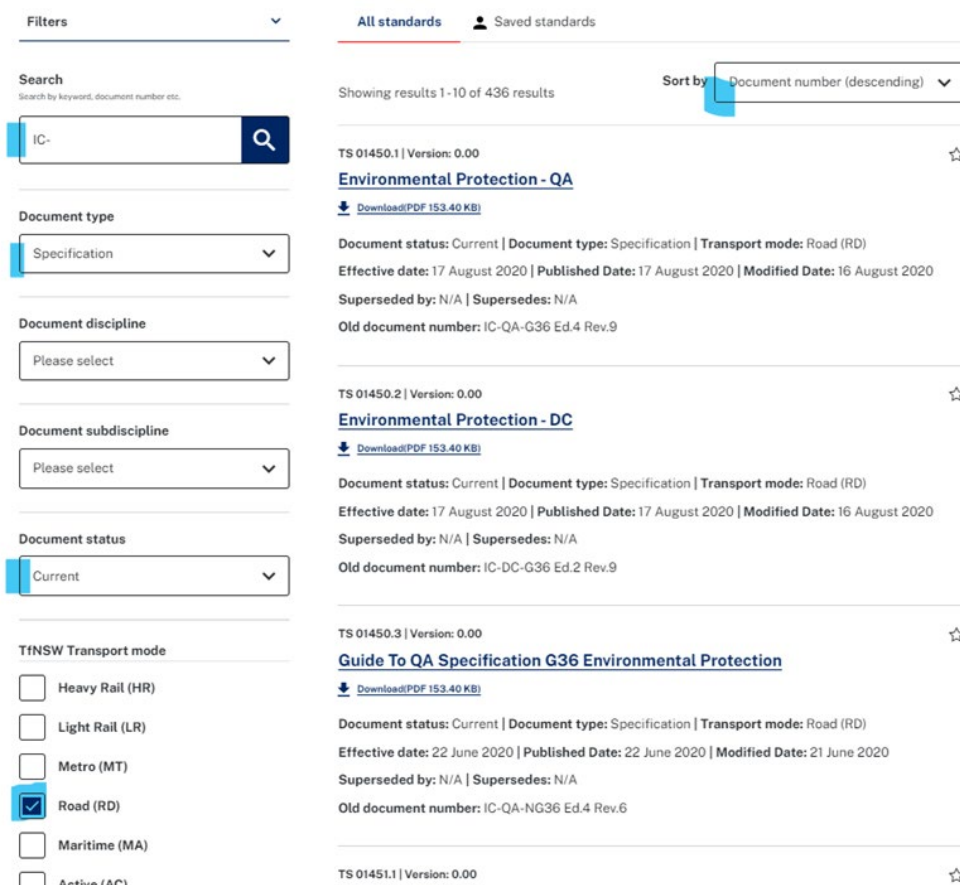
3.8.1 Specifications search

To search for specifications, for example G specs or R specs:

1. Type IC- in the **Search** field.

2. Select **Specification** in the **Document type** field.

3. Click **Apply filters**.

4. Sort the results by selecting **Document number (descending)** in the **Sort by** field.

See Figure 13.

Further, this can be narrowed to road-specific by selecting **Road (RD)** under **TfNSW Transport mode**.

Figure 13 − Search by document type example

3.8.2   Test methods

In the legacy Partners and Suppliers site, test methods were classified and grouped by their subject area/subdiscipline and can be filtered to show a complete list of 427 test methods of filtered further by subdiscipline.
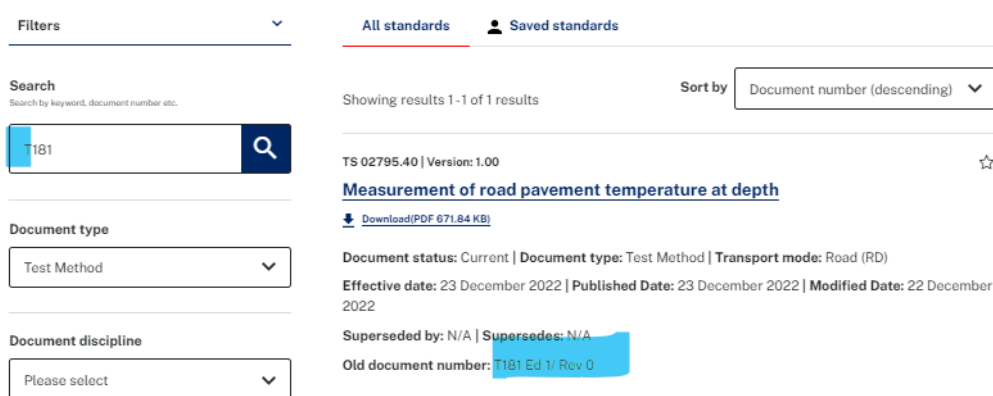
To search for a specific test method (T-number), for example T181:

1.   Type T181 in the **Search** field.

2.   Select **Test Method** under **Document Type**.

3.   Click **Apply filters**.

The search displays only one document that is available as shown in Figure 14.

Figure 14 – Search for specific test method example

Filtering by **Document type** by selecting **Test Method** and selecting **Road (RD)** under **TfNSW Transport mode** displays all the test methods, a total of 427 records. See Figure 15.

Figure 15 − Search for test methods by document type example

To narrow the results to the same level of categorisation as the legacy Partners and Suppliers website, filter by subdiscipline. For example, the subdiscipline of concrete displays 56 results. The new document number/designation groups these documents together as 56 parts to TS 02800. See Figure 16.

Figure 16 − Search for test methods by using filters example
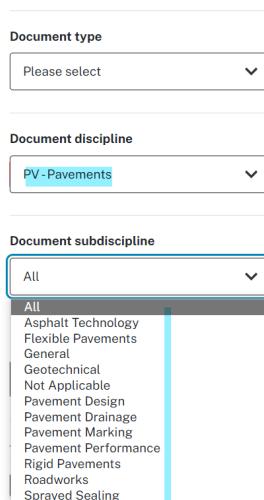
3.9 Search by discipline and subdiscipline

To search by discipline:

1. Select a discipline from the **Document discipline** drop-down.

2. Click **Apply filters**.

To filter by subdiscipline further, select a value from the **Subdiscipline** drop-down.

Note: The subdisciplines pertaining only to the discipline you have selected will be listed in the **Subdiscipline** drop down.

See Figure 17 to Figure 19 for examples of subdiscipline drop down-list specific to a discipline.

Figure 17 – Search by discipline and subdiscipline – example 1
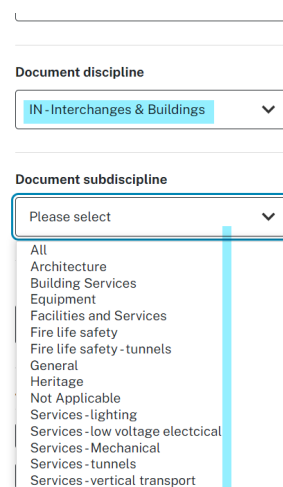

Figure 18 – Search by discipline and subdiscipline – example 2

Figure 19 – Search by discipline and subdiscipline – example 3