



SAPTA DRAWINGS ACCEPTANCE PROCEDURE

1. Purpose

The purpose of this procedure, is to describe how public transport drawings are requested, accepted as 'Issued for Construction' (IFC) and 'As Built' and finally accepted into the appropriate Technical Library. The document outlines the principles and acceptance criteria to ensure that drawings have been reviewed and approved prior to accepting for use in the various libraries.

2. Scope

This procedure applies to all Train, Tram and Bus drawings that are required to be accepted by the Functional Group Technical Lead/Manager and loaded into the appropriate Technical Library. This procedure is required to be read in conjunction with the related documents listed in section 3.

3. Related documents

DOCUMENT TITLE	DOCUMENT NUMBER
SAPTA Project Drawings Acceptance Form	FO-AM-GE-1014
Asset Operator/Maintainer Drawings Acceptance Form	FO-EM-GE-1495
Internal SAPTA Modified / Reviewed Drawings Acceptance Form	FO-EM-GE-1494
Drafting Requirements for SAPTA Drawings	AM5-DOC-003408
Document/Drawing/Software Changes	FO-RC-MC-943
Identification and Numbering of SAPTA Technical Documents, Records and Drawings	FR-AM-GE-806
Asset Management Technical Data Requirements Specification	PTS-MS-05-AM-PRC-0000091
Road Design CAD Manual	RD1

4. Document Amendment Record

REV	CHANGE DESCRIPTION	DATE	COMMENTS
1	Original Issue	30 May 2017	Supersedes PTS-MS-05-DC-PRC-0000061 <i>Rail Asset Management Technical (Documents and Drawings) Acceptance Procedure.</i>
2	Process update	23-Sep-2019	Updated process to include issue for construction and acceptance forms
3	Update to include organisational change within SAPTA structure and governance arrangements	December 2022	Updated document to reflect new org structure (SAPTA), new operators of the Train and Tram network, inclusion of acceptance of Bus drawings and updated Standard references.
Document Review Schedule:		3 yearly	

5. Technical Library Specifications

Train, Tram and Bus drawings and technical documents are held in separate libraries in accordance with their respective contractual requirements. Therefore, depending on the drawings required, the procedures to obtain them will vary and need to be clarified with each responsible party.

OFFICIAL**5.1. Technical Library Responsibilities**

Public Transport technical libraries are managed as follows;

- **Train** – Keolis Downer Adelaide (KDA)
For Technical Standards visit: www.keolisdowneradelaide.com.au
For KDA Technical Library email: kda-assetmanagement@keolisdowner.com
- **Tram** – Torrens Connect (TC)
Visit: www.torrensconnect.com.au
Enquiries contact: Rail Infrastructure Manager
- **Bus** – SAPTA Asset Management Document Controller (AMDC)
For Technical standards and Technical Library email:
DIT.SAPTAAMDocControl@sa.gov.au

6. Drawing Request

Train Tram, and Bus drawings are held in the Technical Library as described in 5.1.

- To request a Train drawing from KDA please refer to 5.1.
- To request a Tram drawing from TC please refer to 5.1.
- To request a Bus drawing from South Australian Public Transport Authority (SAPTA) the following document will need to be completed;
FO-RC-MC-943 - Draft Document/Drawing/Software Changes.

When this form has been completed, it shall be forwarded to the relevant delegate of either Train, Tram, or Bus Operator for 'Check-Out' of the requested drawings.

The drawings requested will be provided via the relevant Document Controller and a transmittal form and number and together with the drawings will then be uploaded using their allocated document control system and sent to the relevant delegate.

Note. *FO-RC-MC-943 - Draft Document/Drawing/Software Changes* is part of the SAPTA Safety Management System (SMS). The Management of Change (MoC) must be approved for the drawings to be released by Document Control and provided by the relevant Operator/Maintainer:

- **Train** - KDA MoC process required
- **Tram** - TC MoC process required
- **Bus** - Consult with SAPTA

7. Acceptance Methods

As-Built drawings that are to be loaded into the appropriate Technical Library, fall into one of the following categories for the purpose of acceptance:

- Externally Developed Drawings via DIT Project Teams.
- Operator/Maintainer Developed Drawings (e.g: KDA or TC).
- SAPTA Internally Modified / Reviewed Drawings.

The acceptance methods used for each category are described below:

7.1. Externally Developed Drawings via DIT Project Teams

Externally developed drawings are generally produced through capital or maintenance project works. It is the responsibility of the Project Manager (PM) for the work to ensure that the drawings follow all relevant standard specifications policies and procedures.

The PM shall ensure that all externally developed drawings are developed and approved in accordance with *AM5-DOC-003408 Drafting Requirements for SAPTA Drawings, and/or Road Design CAD Manual RD1.*

For externally developed drawings the Designer, Drafter, Checker and Approver are usually not DIT personnel, and their individual credentials are potentially unknown to

OFFICIAL

the relevant Functional Group Technical Lead / Manager. The PM shall ensure that the people undertaking the work have the required competencies and that the Functional Group Technical Lead / Manager is included in the design review process.

There are only two stages formally accepted by SAPTA which are:

7.1.1. Issue for Construction (IFC) Acceptance

All externally developed drawings shall be accepted for IFC by completion of Step A, B and C of the form FO-AM-GE 1014 SAPTA Project Drawings Acceptance Form;

1. The PM shall arrange for a SAPTA Project Drawings Acceptance Form number (AF) to be obtained from the SAPTA AMDC by submitting a word copy of completed Step A.
2. The PM shall arrange for a MoC number to be obtained from the Operator.
3. The AF number and MoC number must be added to the revision panel of the IFC drawings when issued.
4. The PM shall then arrange for the completion of Step B (FO-AM-GE-1014) of the form with appropriate signatures and submit to the SAPTA Delegate to sign Step C.

7.1.2. SAPTA Drawing 'As Built' Acceptance

The PM shall sign Step D and arrange for the form (*FO-AM-GE-1014*) together with all drawings and associated documentation to be forwarded using their allocated document control system to the Functional Group Technical lead / Manager and to the SAPTA AMDC;

1. SAPTA AMDC will spot check the drawings for non-technical conformance.
2. Where the Functional Group Technical lead/Manager is satisfied that the 'As Built' drawing can be used for future design purposes; they shall sign the form at Step E and forward to SAPTA AMDC and to the PM.
3. The PM will forward to the DIT Project Document Controllers.
4. The DIT Project Document Controllers will then forward the AF, the DWG and PDF files via the appropriate system to the Operator/Maintainer's document controller.
5. The Operator's document controller shall then upload the drawings into their Technical Library.

Where the Functional Group Technical Lead/Manager is not satisfied, they shall respond to the PM detailing concerns for rectification and forward to the SAPTA AMDC, to update the status on the project delivery drawing acceptance packages register KNet #14520214.

The PM will then organise for these corrections to be rectified and resubmitted per the process highlighted above, until accepted.

7.2. Operator and/or Maintainer Developed Drawings (e.g., KDA or TC)

The development of drawings by the Operator/Maintainer generally arises through a change in infrastructure, or as a result of a correction to a design, or other minor field works that are within the constraints of their Accreditation. The Operator/Maintainer can during the course of maintenance activities recognise errors in 'As Built' drawings. Accordingly, the Operator/Maintainer has the authority to make alterations to drawings without seeking authority from DIT. It is the responsibility of the Operator/Maintainer to

OFFICIAL

ensure that all drawings follow appropriate specifications, relevant standards, and procedures.

The Asset Operator/Maintainer Manager shall ensure that all externally developed drawings are developed and approved in accordance with *AM5-DOC-003408 Drafting Requirements for SAPTA Drawings or and/or Road Design CAD Manual RD1* using *Asset Operator/Maintainer Drawings Acceptance form FO-EM-GE-1494* (the form).

When the drawings are developed by an Operator/Maintainer, the Designer, Drafter, Checker and Approver will not be SAPTA personnel. It is the responsibility of the Operator/Maintainer to ensure that the SAPTA Functional Group Technical Lead/Manager is included in the design review process as the drawing is developed to the final As Built version as seen in Step B of the form.

The Asset Operator/Maintainer shall arrange for a SAPTA Drawing Acceptance Form (AF) number to be obtained from the SAPTA AMDC by submitting a word copy of completed Step A of the form.

The AF number and MoC number shall be added to drawings in accordance with *AM5-DOC-003408 Drafting Requirements for SAPTA Drawings*.

The Asset Operator/Maintainer Manager shall then arrange for the completion of Step B of the form with appropriate signatures including the SAPTA Functional Group Technical Lead/Manager.

Step C of the form must be signed by the Asset Operator/Maintainer Manager or Representative before it can be loaded into the appropriate technical library.

Once loaded into the technical library, a digital copy of the fully signed AF form must be sent to the SAPTA AMDC for their records.

7.3. SAPTA Internally Modified / Reviewed Drawings

Internal drawing changes are required where there is recognition of an error or minor change identified between a drawing and the actual arrangement in the field. It is the responsibility of the relevant Functional Group Technical Lead/Manager to ensure that all internally developed drawings are validated, accepted, and approved in accordance with this procedure and that the Operator/Maintainer is aware of the change.

All SAPTA internally developed drawings are to be undertaken in accordance with *AM5-DOC-003408 Drafting Requirements for SAPTA Drawings* and this procedure.

The AF number and MoC number shall be added to drawings as shown in accordance with *AM5-DOC-003408 Drafting Requirements for SAPTA Drawings*.

Internally developed drawings are to be approved using internal form part of *FO-EM-GE-1494 Internal Drawings Acceptance Form*.

Note: Digital signatures are accepted/encouraged as we move further towards a digital environment.

8. Legacy Drawing Acceptance

The Rail Plan room contains approximately 35,000 hardcopy drawings which are being progressively loaded into the SAPTA Technical library. While many of these drawings have 3 signatures the provenance of the drawing content cannot be guaranteed.

OFFICIAL

Accordingly, these drawings will be loaded into the Technical Library without using the Drawings Acceptance Form and will be marked in the Asset Management Archive Drawing Database as 'Information only'. Where a legacy drawing is considered as 'As Built' and therefore current the Drawing Acceptance Form may be used by the relevant Functional Group Technical Lead / Manager to accept that drawing thus enabling it to be used for design purposes.