

ASP General Information GIS Data Maintenance

Alert Number: **GI22_21**

3 SEPTEMBER 2021

Subject: **ASP Field Recording Obligations Advice**

This General Information Notice (GI) is to notify ASP1s that from 1 January 2022, ASP1s will be undertaking all Field Recording of Network Assets (FRNA), **including field recording of commissioning works**, for Level 1 contestable projects.

Background

Since 1 July 2017, ASP1s have been required to complete FRNA for Level 1 contestable projects. Field recording must be performed by an authorised field recorder and according to the standards set out in NS100 Field Recording of Network Assets. During this period, Ausgrid continued to conduct day-of-commissioning field recording as part of the quality assurance process, however the industry has now matured to a point where these functions can be undertaken by ASPs.

Updated FRNA Obligations

From 1 January 2022, ASP1s will be required to complete all FRNA for Level 1 contestable projects (including field recording of commissioning works).

The existing as-built submission process will remain, including the requirement to submit a Certification of As-builts (COA) in conjunction with all pre-commissioning works prior to Ready for Electrification milestone, with the addition that a final submission to include commissioning related as-builts must be made **within two (2) business days** following commissioning works and will be included as part of a revised COA process set to be released later in the year.

Existing FRNA Requirements

The following outlines the existing FRNA requirements and included for information only.

Notification of Project Initiation

The ASP1 must notify Data Maintenance of the planned commencement date of works. Notification must be lodged via email to gis@ausgrid.com.au **four (4) business days prior** to commencement of works.

Email notifications must comply with the following:

- Emails are to be formatted with a standard email subject line including **[Project Number – Region, Address, Suburb]** to enable coordination of the work associated with field recording.
- The body of the email should include details of the site contact person, nominated authorised field recorder, along with any other relevant information regarding the works.

Submission of as-built field recordings

As-built field recordings are submitted incrementally, as each section of works is constructed (staged submission). Upon receipt of the notification email, the responsible Data Maintenance staff member will contact the nominated ASP site contact to establish an expectation of the submission timeframes for staging of as-built recordings. This will be determined on a per project basis and dependant on the project plan.

- A Preliminary Certification of As-builts (PCOA) must accompany all submission of staged as-built recordings, with the “Contractor Request” section completed.
- A Certification of As-builts (COA) must accompany the final submission of as-built recordings, with the “Contractor Request” section completed. This submission must be made **at least two (2) days** prior to practical completion of works.

Failure to appropriately stage submission of as-built recordings may cause delays in processing and subsequently delays in the issuance of final COA.

Failure to submit as-built field recordings

A final COA (endorsed by Data Maintenance) must accompany the ASP milestone paperwork after completion of civil works. Failure to submit the final COA may result in delays and possible cancellation of planned outages.

Data Corrections

Where construction of new assets interacts with existing assets and records for those existing assets are found to be inaccurate, the contractor should raise a Data Correction with Data Maintenance as set out in NS100 - Field Recording of Network Assets. Failure to notify Data Maintenance of such errors may cause delays in processing as built recordings and subsequently delays in the issuance of final (COA).

Authorised Field Recorder List

The ASP1 must engage an authorised recorder to undertake field recording of Ausgrid network assets. Authorised field recorders have met all prerequisites for the FRNA authorisation, permitting them to undertake the work.

To view a list of Authorised field recorders please click on the following link:

<https://www.ausgrid.com.au/ASPs-and-Contractors/List-of-Authorised-Field-Recorders>

Note: this is not a complete list of Authorised field recorders. It is reflective of only those who nominated to be listed on the Ausgrid Website. All Authorised field recorders will possess an authorisation card as issued by Ausgrid.

Future FRNA Developments

Ausgrid is seeking feedback on a proposal to have the COA process handled via a web interface similar to the Notification of Service Works (NOSW) portal. In addition feedback is also being welcomed on a proposal to develop a template GPS schema with a view to digitising the FRNA process. This would make GPS field recording the preferred method.

To provide input on the above proposals, or for any questions relating to the content of this GI, please email gis@ausgrid.com.au with the subject line, *GI22_21 Query: Your Brief detail*

Regards,
GIS Data Maintenance