Publish Date

ASSET INFORMATION REQUIREMENTS (AIR)

Company Name

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| 8068-ORG-XX-XX-SP-X-5140 |

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| Project Information | |
| Lead Appointed Party Name | Lead Appointed Party Name |
| Company Name | Company Name |
| Company Address | Company Address |
| Originator Code | ORG |
| Client Name | Client Name |

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| Project Details | |
| Project Name | Project Name |
| Project Address | Project Address |
| Project Number | Project Number |
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TABLE OF CONTENTS

[1. Introduction 5](#_Toc168567007)

[1.2 Asset Information Delivery Strategy 5](#_Toc168567008)

[2. Asset Information Requirements framework 6](#_Toc168567009)

[2.1 Information Requirements Overview 6](#_Toc168567010)

[2.2 Asset Information Model (AIM) 6](#_Toc168567011)

[2.3 Operational Information Requirements (OIR) 6](#_Toc168567012)

[2.4 Project Information Requirements (PIR) 7](#_Toc168567013)

[2.5 Exchange Information Requirements (EIR) 7](#_Toc168567014)

[2.6 Information Management Process 7](#_Toc168567015)

[2.7 COBie Information Requirements 8](#_Toc168567016)

[2.8 Asset Information Requirement Schedule 8](#_Toc168567017)

[2.9 Appendices 8](#_Toc168567018)

# Introduction

### Purpose

This document outlines the Asset Information Requirements (AIR) for Client Name. It sets out the information that is needed to manage and operate the assets effectively throughout their lifecycle.

### Scope

The AIR applies to **all** assets managed by Client Name and covers information needed during the design, construction, handover, operation, and maintenance phases.

### Objectives

* Ensure the availability of accurate and complete information for asset management.
* Facilitate efficient operation and maintenance of assets.
* Support decision-making processes related to asset management.

## Asset Information Delivery Strategy

Stage 6 Level of Information Need (RIBA Plan of Works 2020) defined in 0000-XXX-XX-XX-SP-X-XXXX\_BEP Post-Appointment Section 8.6 specify what metadata is expected at handover. Further definitions of naming conventions for asset tags are to be developed by the project team and agreed by the Client for future use.

The Asset Information Delivery Strategy defines the process and timelines for delivering asset information throughout the asset lifecycle. This strategy ensures that the right information is available at the right time to support asset management activities.

**Information Delivery Milestones**

* Initial design phase
* Construction phase
* Handover phase
* Operational phase
* Maintenance phase

**Roles and Responsibilities**

* Asset Information Manager: Oversee the information delivery process.
* Project Manager: Ensure information is delivered according to the plan.
* Data Coordinator: Validate and verify information quality.

**Information Delivery Methods**

* Digital submission through Common Data Environment (CDE)
* Regular information delivery reviews and audits
* Use of standardized templates and formats

# Asset Information Requirements framework

## Information Requirements Overview

Information requirements are categorized into three main types:

* Operational Information Requirements (OIR)
* Project Information Requirements (PIR)
* Exchange Information Requirements (EIR)

## Asset Information Model (AIM)

The AIM will be developed and maintained to store and manage all information related to the asset.

## Operational Information Requirements (OIR)

### Asset Register

* Unique identifier
* Asset type and classification
* Location data
* Manufacturer details
* Installation date
* Expected lifespan

### Maintenance Information

* Maintenance schedules
* Maintenance procedures
* Warranty information
* Spare parts list

### Performance Information

* Performance metrics
* Energy consumption data
* Operational status

## Project Information Requirements (PIR)

Digital Plan of Work Link

### Design Information

* Design drawings and models
* Specifications
* Design calculations

**Construction Information**

* Construction schedules
* As-built drawings and models
* Quality assurance records

**Handover Information**

* Handover documentation
* Training manuals
* Commissioning reports

## Exchange Information Requirements (EIR)

### Data Formats

* Acceptable data formats (e.g., IFC, COBie)
* Data exchange protocols

### Information Delivery Plan

* Schedule for information delivery
* Roles and responsibilities
* Data validation and verification procedures

## Information Management Process

### Information Governance

* Roles and responsibilities for information management
* Information security and access control

### Data Quality Management

* Data quality standards
* Data validation procedures
* Data audit processes

### Information Delivery

* Information delivery milestones
* Information handover procedures

## COBie Information Requirements

The Main Contractor Subcontractor shall enter all handover information, i.e. O&M information, H&S information, Asset schedules, PPM schedule, Commissioning data etc., into Dalux cloud-based Asset Information Model (AIM) system. The COBie Information Requirements are outlined in the following schedule and outlined in further detail in the BEP[[1]](#footnote-2).

## Asset Information Requirement Schedule

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## Appendices

**Appendix A: Glossary:** Definitions of terms used in this document.

**Appendix B: Reference Documents:** List of documents referenced in the AIR.

**Appendix C: Templates and Forms:** Templates and forms for data collection and submission.

### Appendix A: Glossary

* **Asset Information Model (AIM):** A data model containing all necessary information about an asset for its management.
* **Operational Information Requirements (OIR):** Information needed to support the operation of an asset.
* **Project Information Requirements (PIR):** Information needed to deliver a project successfully.
* **Exchange Information Requirements (EIR):** Information requirements for data exchange between parties.

### Appendix B: Reference Documents

* ISO 19650-1: Organization and digitization of information about buildings and civil engineering works, including building information modelling (BIM) – Information management using building information modelling – Part 1: Concepts and principles.
* ISO 19650-2: Organization and digitization of information about buildings and civil engineering works, including building information modelling (BIM) – Information management using building information modelling – Part 2: Delivery phase of the assets.
* [Your Company Name] BIM Execution Plan (BEP)
* [Your Company Name] Asset Management Policy

### Appendix C: Templates and Forms

* Asset Data Collection Template
* Maintenance Schedule Template
* Information Delivery Plan Template

1. BEP Appendix: COBie Delivery and Requirements [↑](#footnote-ref-2)