



PROJECT & TECHNICAL DOCUMENT NUMBERING & NAMING REQUIREMENTS

TMS1654 - STANDARD

REVISION TABLE

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6	21/01/2020	Issued for Use	Laura	Haslam, Process Design Business Analyst	Sarah Bauer, Senior Asset Handover Coordinator	John Thomson, Business Improvement Lead		
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8	09/10/2020	Issued for Use	Sarah Bauer, Senior Handover Coordinator		Kathleen Thatcher, Portfolio Controls Manager	Gavin Sharp, Asset Information Manager		
9	26/08/2021	Issued for Use	Sarah Bauer, Senior Handover Coordinator		Kathern Defesche, Asset Handover Officer	Gavin Sharp, Asset Information Manager		
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REVISION CONTROL

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8.0	20/08/2020	Added drawing number allocation and added specific site location codes to appendices. Ownership transferred to Asset Information Management.	Sarah Bauer
9.0	26/08/2021	Update discipline codes and descriptions, added reference to FOR1063	Sarah Bauer
10	13/10/2021	Corrected references to section 11 and changed the location identifier codes for the suburbs.	Sarah Bauer
11	04/07/2023	Added standard/typical drawings as new category with drawing number allocation and ID codes	Elena Fomenko

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1. PURPOSE

The purpose of this document is to define the naming and numbering requirements, including format and data identifiers, for all infrastructure project and technical documentation and associated data that are produced for Urban Utilities (UU) assets and their associated technical standard drawings.

The requirements outlined in this Standard apply to:

- all deliverable documentation produced for Urban Utilities and extended from the planning and development through to the implementation, improvement, and retirement of all assets.
- Standard/Typical Design Drawings and Design Templates produced by Urban Utilities

2. SCOPE

This Standard defines the numbering and naming conventions for all controlled deliverable documentation produced, sent or received during the lifecycle of all infrastructure projects delivered to Urban Utilities and is to be read in conjunction with *PRO395 Urban Utilities Addendum to SEQ Water Supply & Sewage Design & Construction Code*, *PRO307 Engineering drawing and document management requirements for capital delivery*, *PRO697 Drawing Number and Template Allocator Procedures* and *STD156 Project Document Control Standard*.

This Standard defines the numbering and naming conventions for all Standard/Typical Design Drawings and Design Templates produced by Urban Utilities in accordance with PRO307.

The scope of this Standard applies to all persons within Urban Utilities, Service Provider, Contractor, Consultant and Delivery Partner (DP) teams undertaking works to create, review, approve or publish controlled documentation to support Urban Utilities in the delivery of infrastructure Works Under Contract (WUC). Documentation and subsequent revisions are subject to a formal review and acceptance process before publication to the applicable Urban Utilities digital repository.

IMPORTANT NOTE: Drawing numbering method is now described in this standard. However, the drawing numbers and CAD templates are managed within the RedEye Data Management System (RedEye DMS) by the Urban Utilities representative, project manager or document controller. The technical drafting requirements and management of drawings are detailed in *PRO307 Engineering drawing and document management requirements for capital delivery*. The drawing numbering and template allocation tool step by step procedure is in *PRO697 Drawing Number and Template Allocation Procedure*.

3. RESPONSIBILITIES

The below table outlines the roles and responsibilities required to implement this Standard:

Role	Responsibility
Portfolio Controls Manager	Takes ownership of this Standard and assure compliance of relevant controlled documents managed via Document Control processes.
Document Control	Ensures relevant documents are registered in an electronic Document and Records Management Systems (eDRMS) with unique document numbers and processed in accordance with this Standard.
Document Author	Responsible for creating documents and content of appropriate quality in accordance with this Standard.
Document Owner	Ensures documents will be delivered with relevant numbering and naming conventions in accordance with the Standard.
Project Team	Responsible for managing controlled documentation in accordance with this Standard. Comprised of people contributing to project outcomes (including the Document Author, Document Owner and others)
Delivery Partner	Responsible for ensuring all controlled documents including Vendor documentation are named, numbered and transmitted in accordance with this Standard.

4. TERMS AND DEFINITIONS AND REFERENCE DOCUMENTS

4.1 Terms and Definitions

The below table outlines common terms and definitions used throughout this Standard:

Term	Definition
Asset Classifications	
Site Identifier	Site (Facility) Assets: These are facilities or sites of varying complexity (simple – tier 2, moderate – tier 3 or complex – tier 4) identified at the highest asset level and are listed in Appendix B of PRO395. These sites are signified with unique alpha numeric Site Identifier, and each has a defined site perimeter/boundary and an address. See also appendix 13.2.1 of this document for application details.
Location Identifier	Network (Linear) Assets: Refers to other infrastructure located outside of site boundaries in the water, recycled water, and sewer networks, including pipelines, valves, etc. Assets in this category are often referred to as both linear and network assets and make up much of Urban Utilities' civil infrastructure. Project documentation and drawings are to reference the local government area in which WUC are located or where they span more than one local government area /pertain to multiple linear assets/multiple sites across one or more local government area with the same design requirements, are to use reference URBAN or UU applied as per appendix 13.2.2 of this Standard. Where drawings refer to WUC on linear assets within a specific suburb, their locations are to be incorporated into the drawing number as per section 9.1.1 and use the suburb identifier codes supplied in appendix 13.2.3 of this Standard.
Contract, Service Agreement or Framework Agreement	The agreement between Urban Utilities and Delivery Partners to which this Standard pertains.
Contractor/Delivery Partner/Service Provider / Consultant	The Delivery Partner Framework contracts the Contractor/Delivery Partner/Service Provider/Consultant is the party engaged by Urban Utilities as the Principal to provide services under contract.

Term	Definition
Controlled Document / Deliverable	Any document requiring approval/acceptance for implementation and revision or identified as a deliverable in accordance with the terms and conditions of an awarded Contract or Agreement. All controlled documents are required to be recorded and managed within a formal Electronic Document and Records Management System (eDRMS).
Document and Record Management System (eDRMS)	An electronic system used to store, manage, and track controlled documents and the document review and approval processes.
Document Placeholder	A number reserved for an intended submission of a controlled document that will be stored electronically in future.
Identifier	The individual code elements which come together in various orders, specified in this standard, depending on the document or drawing required to be identified.
Plant (Equipment Tag) Number	Used interchangeably with the term Plant Number, it is a unique alphanumeric tag that is assigned to an equipment item.
Revision	An incremental indicator of each published controlled document to distinguish major changes of a document at various states and stages.
Version	The incremental output from a review and update process where the output produced is different from the earlier product. Versions do not result in a new issue / publication.
WUC	Works Under Contract
Vendor	An entity engaged by a Contractor/Delivery Partner/Service Provider to supply goods, services and / or works to the Contractor/Delivery Partner/Service Provider.

4.2 Documents as Deliverables - Common Terminology

4.2.1 Specified Deliverables

Terminology	Definition
Equipment Tag Specific Deliverables	Deliverables that are specific to a piece of equipment should be managed by their associated equipment tag i.e. Inspection and Test, Certificates, Loops, etc for that specific equipment only.
Equipment Type Specific	Deliverables that are specific to the same type of equipment should not be duplicated but linked to the various identical equipment types ie. Manuals, drawings, spare parts lists, etc. In this way any revisions/changes can be managed across all the equipment.
External/Reference Documents	Documents not owned by Urban Utilities or the Partners eg. manuals, standards, Certificates of Conformance, etc received from a manufacturer or vendor. These documents are usually PDF and cannot be altered except to add a Document Number for tracking purposes. Where possible, the existing naming and revision within the document should be upheld. Some of these documents will be deliverables.

4.2.2 Supporting Documents

Documents that are not specified as contractual Deliverables are still managed as per Document Management standards but are reviewed and retained differently depending on the ownership:

Terminology	Definition
Urban Utilities / Delivery Partner Documents	Have an owner, approver, version and may warrant review through the workflow system during a WUC. This review may be either directly related to the works or simultaneously impacting WUC, but reviewed for other reasons
Standard/Typical drawings and design templates	Controlled document with owner, approver, version that establishes engineering or technical criteria, to be followed for design, construction and/or modification of Urban Utilities assets.
Records	Project documents that are finalised and not expected to change. Some examples include Agenda, Minutes, Site Meetings, Letters, etc.

4.3 Related Documents

Document Number	Document Title
FOR1063	Document and Drawing Number Request Form
CHE486	Deliverables Requirements List (DRL)
PRO307	Engineering drawing and document management requirements for capital delivery
PRO395	QUU Addendum to SEQ Water Supply and Sewerage Design and Construction Code (SEQ WS&S D&C Code – Employers Information Requirements)
SEQ Code	SEQ Water Supply Code
TMS1647	Equipment Tag Naming Standard Technical Specification

5. DOCUMENT NUMBERING

All deliverable and supporting documents produced during an infrastructure project must be identified by a unique number to facilitate identification of assets, processes, disciplines and document types.

Urban Utilities Document Control will verify submitted document numbering codes to ensure they comply with this standard for each WUC. Where document numbering codes do not comply, submissions will be rejected and returned to the Contractor/Delivery Partner/ Service Provider to allow for correction and resubmission. Urban Utilities Document Control will forward any requirements or process updates to the Contractor/Delivery Partner/ Service Partner. This will include but is not limited to:

- STD156 Project Document Control Standard
- CHE486 Deliverables Requirements List (DRL)
- PRO395 Urban Utilities Addendum to SEQ Water Supply and Sewage Design and Construction Code specifically Appendix B Site Identifier and Appendix C Process Identifier codes

5.1 Special Cases: Program Management Documentation (Program-wide)

Program Management Documentation provides information relevant to project development and implementation across many projects and is used to manage both projects and the associated processes.

5.1.1 Special Case 1 Q: When to use URBAN** as the location identifier?

- A. Use URBAN as the location identifier where a document is a program-wide management document and would have multiple region attributes and more than one infrastructure type/product attribute (see [Appendix 13.2.2](#)).

5.1.2 Special Case 2 Q: When do I use UU as the region/council attribute in the location identifier?

- A. Use UU in place of a specific region/council attribute where a document is a program-wide management document for multiple areas, but for a specific infrastructure type/product attribute (see [Appendix 13.2.2](#))

5.1.3 Special Case 3 Q: When should I use the Establishment identifier code?

- A. These alphabetic establishment identifier codes only apply to Program Establishment documentation for long-term Strategic Partners and typically supersede General or Regional Location identifiers only (they are not for use with Site-Based or Suburb Identifiers (see [Appendix 13.2.3](#)).

6. DELIVERABLE DOCUMENT NUMBERING CONVENTION (After July 2020)

All deliverable documents shall be uniquely numbered with a document number and are to be revision controlled in accordance with this Standard. All stakeholders should make use of the document number as the unique identifier for each deliverable (document) so that all parties can uniquely refer to each deliverable.

EXTREMELY IMPORTANT: The composition of identifiers as outlined in this Standard is to be displayed in all representations of the document file number and/or its title.

The following table provides a definition and usage rationale for each of the identifier codes that are available for generating unique document numbers for all deliverable documentation:

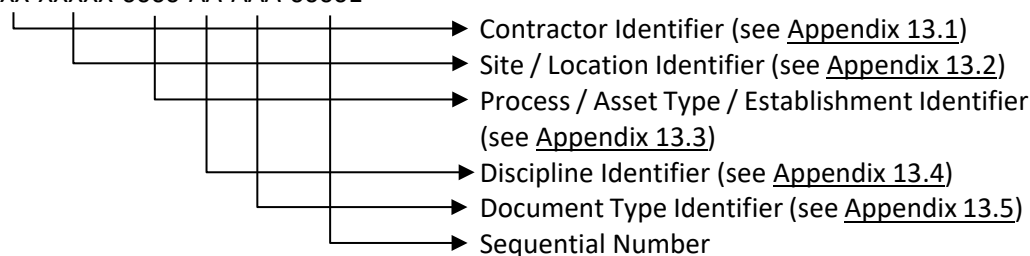
Identifier Code	Definition
Contractor Identifier	A two (2) alphabetic character identifier that refers to the organisation authoring the document deliverable. This will include Delivery Partners, Service Providers, Suppliers or other Contracted entities (see Appendix 13.1).
Site / Location Identifier	<p>A site or location identifier will be used for site-based assets and network (linear) assets respectively</p> <p>SITE IDENTIFIER <i>Site-based (facility) assets:</i> These assets will use the Site Identifier code associated with the site of the asset(s) relevant to the WUC specified by Urban Utilities at commencement of Contract and will be a five (5) alpha-numeric character identifier.</p> <p>LOCATION IDENTIFIER <i>Network (linear) assets:</i> Assets that are in the Urban Utilities network will use a Location Identifier to specify the local government region or project management identifier, being a five (5) alpha-numeric character identifier or a four (4) number code suburb identifier, from the Dept Natural Resources, Mines and Energy (DNRME) Digital Cadastral Database (DCD) relevant to the location of the WUC specified by Urban Utilities at the commencement of Contract.</p>

Process / Asset Type / Establishment Identifier	<p>A process or asset type identifier will depend on whether WUC are at site-based assets or network (linear) assets respectively.</p> <p>Establishment identifiers are limited for use by long term Strategic Partners.</p> <p>PROCESS IDENTIFIER</p> <p>Site-based (facility) assets: Will use a process identifier code which will specify the process (or the sub-process) within the broader facility or site where WUC are specified by Urban Utilities at the commencement of Contract and will be a four (4) number identifier (see Appendix C of PRO395).</p> <p>Note 1: <i>Every effort should be made to identify the process/sub process the document or process the drawing applies to – the more mature a project the less likely 0000 for multiple process will be appropriate.</i></p> <p>Note 2: <i>Where a single document relates to <u>multiple processes</u> four zeros (0000) will be used.</i></p> <p>Note 3: <i>Drawings will always be numbered at the parent process level.</i></p> <p>ASSET TYPE IDENTIFIER</p> <p>Network (linear) assets: Will use an asset type identifier code to describe the type of asset that the WUC are designing and constructing in a specific region or suburb location. These asset types are specified by Urban Utilities at commencement of Contract and will be a four (4) numeric character identifier (<u>see Appendix 13.3.2</u>).</p> <p>Note 4: <i>Every effort should be made to identify the asset type the document or drawing applies to – the more mature a project the less likely 0000 for multiple asset types will be appropriate. May not apply to an ICP or certain IES documents or drawing maturation.</i></p> <p>Note 5: <i>Where a single document relates to multiple asset types within different sub processes then the parent process will be used.</i></p> <p>Note 6: <i>Where a single document relates to multiple asset types in a location four zeros (0000) will be used.</i></p> <p>ESTABLISHMENT IDENTIFIER</p> <p>Establishment Identifier: <i>When a document relates to pre-delivery and a process/asset type is not yet defined, project management identifiers will be used – generally an establishment identifier will succeed General or Regional Location Identifiers (see Appendix 13.3.3).</i></p>
Discipline Identifier	A two (2) alphabetic character identifier that refers to the originating discipline group of the document produced (<u>see Appendix 13.4</u>).
Document Type Identifier	A three (3) alphabetic character identifier that refers to the type of document produced (<u>refer Appendix 13.5</u>).
Sequential Number	<p>Sequential numbers are a unique identifier for each deliverable and contain five (5) numeric characters starting from 00001.</p> <p>Special Note for Drawings <i>document type is the only type that are numbered and managed by the RedEye DMS system (not self-generated by Contractor/Delivery Partner/Service Manager).</i></p>
Revision	Revision codes refer to the current document status (<u>see Section 12</u>) and will be alphabetic or numeric characters as applicable.

The following document numbering convention will be used across Urban Utilities' infrastructure projects for Project Management and Technical Deliverable documentation to ensure traceability and consistency:

Contractor Identifier	Site / Location Identifier	Process / Asset Type / Establishment Identifier	Discipline Identifier	Document Type Identifier	Sequential Number
XX	XXXXX	0000	AA	AAA	00001

XX-XXXXX-0000-AA-AAA-00001



6.1 Document Numbering Types

The document content and applicability determine the code parameters. There are several categories of numbering:

- Single Site and Single Process or Single Location and Single Asset Type
- Single Site and Multiple Processes and Assets or Single Location and Multiple Asset Types
- Multiple Asset
- Multiple Location
- Project / Program Management
- Establishment Documents

6.1.1 Numbering Type 1 Single Site and Single Process or Single location and Single Asset Type

Document Number Example 1: FH-ST018-0900-ME-REP-00015

Example 1 in words: FH =Fulton Hogan (Contractor Identifier) –ST018 =Luggage Point STP (Site Identifier) –0900 =Energy Recovery (Process Identifier) –ME =Mechanical (Discipline Identifier) –REP =Report (Document Type Identifier) –00015 =Counter (Sequential Number Identifier)

Example 1 Notes: Site identifiers will usually be combined with a process identifier to provide information about the site at which the WUC described in the document are located.

Document Number Example 2: DI-0011-0046-DE-SOW-00244

Example 2 in words: DI =Diona (Contractor Identifier) –0011 =Acacia Ridge, Brisbane City (Location Identifier) –0046 =Water Trunk Main (Asset Type) –DE =Design (Discipline Identifier) –SOW =Scope of Work (Document Type Identifier) –00244 =Counter (Sequential Number Identifier)

Example 2 Notes: Location identifiers will always be combined with an asset type identifier and never with a process.

6.1.2 Numbering Type 2 Single Site and Multiple Processes and Assets or Single Location and Multiple Asset Types

Document Number Example 3: JH-ST048-0000-PM-PLN-00002

Example 3 in words: **JH**=John Holland (Contractor Identifier) –**ST048** =Fernvale STP (Site Identifier) –**0000** =Multi (Process Identifier) –**PM** =Project Management (Discipline Identifier) –**PLN** =Plan (Document Type Identifier) –**00002** =Counter (Sequential Number Identifier)

Example 3 Notes: As this project management plan covers more than one process 0000

Document Number Example 4: DI-3625-PM-SCP-01457

Example 4 in words: **DI** =Diona (Contractor Identifier) –**3625** =Willowbank, Ipswich City (Location Identifier) –**PM** =Project Management (Discipline Identifier) –**SCP** =Scope Change Proposal (Document Type Identifier) –**01457** =Counter (Sequential Number Identifier)

6.1.3 Numbering Type 3 Multiple Assets

Document Number Example 5: DW-UUNES-0000-CV-MDR-00100

Example 5 in words: **DW**=Downer (Contractor Identifier) –**UUNES** =Urban Utilities Network Sewer (Location – General Identifier) –**0000** =Generic (Asset Type Identifier) –**CV** =Civil (Discipline Identifier) –**MDR** =Manufacturer Data Report (Document Type Identifier) –**00100** =Counter (Sequential Number Identifier)

6.1.4 Numbering Type 4 Multiple Location

Document Number Example 6: DW-UUNEW-0049-CV-SUR-01001

Example 6 in words: **DW** =Downer (contractor Identifier) –**UUNEW** =Urban Utilities-wide Network Water (Location – General Identifier) –**0049** =Water Reticulation (Asset Type Identifier) –**CV** =Civil (Discipline Identifier) –**SUR** =Survey (Document Type Identifier) –**01001** =Counter (Sequential Number Identifier)

6.1.5 Numbering Type 5 Program / Project Management

Document Number Example 7: DW-UUTMS-0000-PM-MDR-00012

Example 7 in words: **DW** =Downer (Contractor Identifier) –**UUTMS** =Urban Utilities-wide Treatment Sewer (Location – General Identifier) –**0000** =Multiple Processes (Process Identifier) –**PM** =Project Management (Discipline Identifier) –**MDR** =Manufacturer Data Report (Document Type Identifier) –**00012** =Counter (Sequential Number Identifier)

6.1.6 Numbering Type 6 Establishment

Document Number Example 8: AJ-UUTMS-UEST-PM-RFC-51234

Example 8 in words: **AJ** =Ajile (Contractor Identifier) –**UUTMS** =Urban Utilities Wide Treatment Sewer (Location – General Identifier) –**UEST** =Integrated Engineering Service Treatment (Establishment Identifier) –**PM** =Project Management (Discipline Identifier) –**RFC** =Recommendation (Document Type Identifier) –**51234** =Counter (Sequential Number Identifier)

7. NUMBER ALLOCATIONS

From Revision 7 of this Standard, provisions are made for Delivery Partners on Infrastructure Projects to self-issue document numbers if appropriately configured in a Partner instance of InEight Document (previously known as TeamBinder).

For Delivery Partner self-issued document numbers, the Auto Numbering module of InEight Document must be configured in accordance with the requirements of this Standard.

For Urban Utilities authored documentation, number allocations will be issued by Urban Utilities Document Control using the numbering and coding convention described in this Standard. It is important that document number requests are complete and accurate using the *FOR1063 Document Number Request Form* supplied to Urban Utilities Document Control for correct document numbers to be issued in a timely manner.

7.1 Format Requirements

The Contractor/Delivery Partner/Service Provider will allocate the appropriate Urban Utilities document control number to each of their respective deliverable documents in accordance with the requirements of their Contract and this Standard. Electronic files must be named consistently using Urban Utilities numbering and naming convention and the appropriate file extension.

8. DOCUMENT NAMING CONVENTION (Before July 2020)

Documents must be assigned a document number and meaningful document name. Document naming is key to ensuring that information critical to identifying the document, is available for both immediate and future use once the Project has been completed. Descriptive and consistent titles and file names are essential to assist in the filtering, searching, retrieval, identification and use of documents.

8.1 Document File Naming

Document file names must be formed using the following principles:

- Document file names must be short, descriptive, unambiguous, understandable, and always include the document type in the description;
- Abbreviations and acronyms are to be avoided unless they are commonly used within the project;
- Must include the document revision¹.

8.2 Document Titling Types

Standard naming must be included in the document content (when utilising Urban Utilities templates, this should be in the standard header) so that uncontrolled or printed versions are identifiable as uncontrolled versions and are traceable to their antecedent documents. The document number used for the document must be included in the footer of each page and in the title block at the front of the document.

Document titling is not dependent in any way on the asset type, and is always to be comprised of the following attributes where they exist:

DRL Code	Project ID Code / Plant (Equipment Tag) Number	Doc Type Description	Location	Sub-Location (if applicable)	Free Text	Revision
A00	AAAAAA00(A00)/ where a document belongs to a specific equipment tag	Various character lengths	Best known address or geo- graphic indicator	Location within a site	As required to better identify document content	Revision will be alphabetic or numeric characters as applicable.

¹ Not required for Delivery Partners using InEight Document.

8.2.1 Specified Deliverable Document Titling Examples

- G20 TTMR211 Construction Methodology Luggage Point STP - Final Settling Tanks 9-12 Rev 2
- M20 ST018-0481-BLR-10001 Vendor document title and revision (if applicable) Rev 0
- E46 TTMR088 Engineer's Data Sheet Luggage Point STP Switchboard Renewal Rev B
- C07 WRNR039 Site Survey 4170 Windermere, Britannia and Blackwood Avenues Rev 1
- G22 TTMR117 Monthly Progress Report Luggage Point STP Flare Blower

8.2.2 Supporting Document Titling Examples

- FH MTP Safety Meeting Agenda 03102020
- DW WSZP Site Daily Briefing 20082020

9. DRAWING NUMBER CONVENTION

Deliverable Drawings must have numbers allocated by the Urban Utilities asset Data Management System Platform RedEye DMS (Note: these **cannot be self-generated** by the Contractor/Delivery Partner/ Service Partner due to the deep integration which drawings have with other digital asset management systems at Urban Utilities).

Drawing numbers and the drawing templates are issued by Urban Utilities Document Controllers Project Managers or Engineers through RedEye DMS and may be extracted from the RedEye DMS portal by the Contractor/Delivery Partner/Service Partner using workflows. The **RedEye DMS portal has 24/7 cloud based global access, controlled via logins**, to create minimal inconvenience to all parties.

All instructions for the allocation of numbers is contained within the *Drawing Number Procedure PRO697*, with the use of workflows outlined in *Drawing Management System Workflows PRO687* for the use of both Urban Utilities and Contractor/Delivery Partner/Service Partner personnel.

NOTE: Drawings become directly linked to Urban Utilities Asset Management Equipment Register and are integrated into the Geographic Information System when they reach As Constructed status in RedEye DMS, hence the drawing numbering convention differs slightly from the document numbering convention.

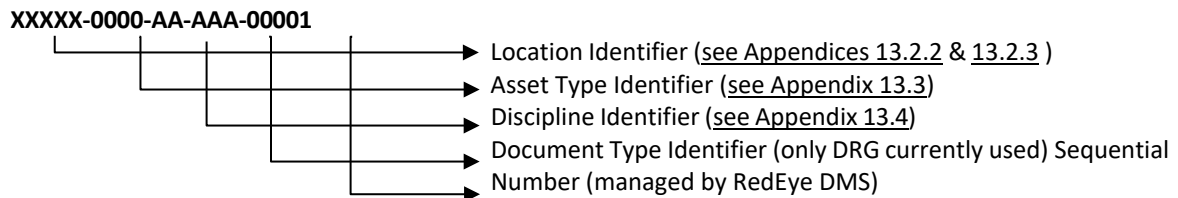
9.1 Drawing Number Formats

Drawing numbers are allocated based on the type of assets being designed and constructed by WUC or assets being donated.

9.1.1 Drawing Numbers for Location Based Network (Linear) Assets

Urban Utilities' asset hierarchy currently defines location based or network (linear) assets as those assets belonging to its water and sewer network and includes pipes, valves, and currently includes pressure regulating valves, flow meters and pressure gauges, etc.

Creation of numbers and templates are detailed in section **6.1 Number and Template Generation for Linear Assets** within *Drawing Number and Template Allocation Procedure PRO697*.



Network (Linear) Asset Drawing Numbers

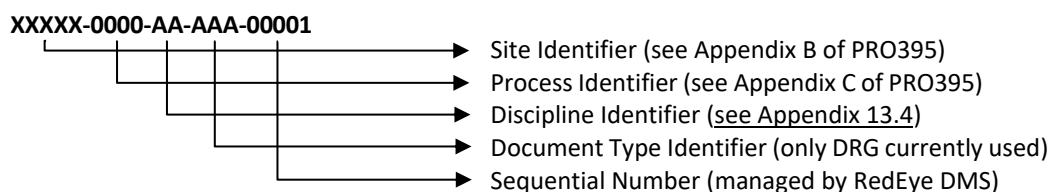
Network (linear) assets drawing numbers are comprised of the following identifiers (also termed prefixes in the RedEye system):

LOCATION-ASSET TYPE-ENGINEERING DISCIPLINE-DOCUMENT TYPE-SEQUENTIAL NUMBER

9.1.2 Drawing Numbers for Site-based Assets (Facilities or Active Assets)

Urban Utilities' asset management framework also refers to site-based assets as facilities or active assets. Site-based assets include Urban Utilities' treatment plants, sewer pump stations, water pump stations, water boosters and reservoirs (as Moderate-Tier 3) and Complex-Tier 4 sites are those currently listed in the Site Identifiers list in Appendix B of PRO395).

Creation of numbers and templates are detailed in section **6.2 Number and Template Generation for Site Assets** within *Drawing Number and Template Allocation Procedure PRO697*.



Site-based Asset Drawing Numbers

Site-based asset drawing numbers are comprised of the following identifiers (also termed prefixes in the RedEye system):

SITE-PROCESS-DISCIPLINE-DOCUMENT TYPE-SEQUENTIAL NUMBER

9.2 Drawing naming convention

The drawing naming convention is referenced in section 5.8 Drawing Title Block Template within the PRO307 *Engineering drawing and document management requirements for capital delivery*. All the naming requirements ensure that critical asset information is available for both immediate and future use on a 24/7 basis.

10. DRAWING NUMBER CONVENTION – STANDARD & TYPICAL DRAWINGS

Urban Utilities maintains Standard and Typical drawings for commonly used infrastructure in RedEye DMS.

Standard drawings inform the designer of Urban Utilities requirements for the construction of Urban Utilities infrastructure and assets.

Typical drawings inform the designer of an acceptable method, or the Urban Utilities preferred method, of complying with Urban Utilities requirements for the construction of infrastructure and assets.

Standard and typical drawings may be used over and over for different projects / maintenance as they describe the same plant, equipment or system being used repeatedly within Urban Utilities asset base.

Standard and Typical Drawing numbers are issued through RedEye DMS.

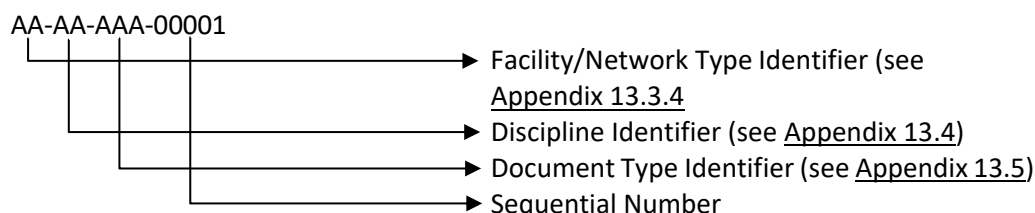
Standard and Typical drawings pdf may be extracted from the RedEye DMS portal by the authorised engineering partner using Print Function or ask for a cad file via asset.drawings@urbanutilities.com.au.

The following table provides a definition and usage rationale for each of the identifier codes that are available for generating unique document numbers for all deliverable documentation:

Identifier Code	Definition
Facility/Network Type Identifier	Will use a type identifier code to describe the type of facility/network asset that the drawing is describing and will be a two (2) alphabetic character identifier (refer to Appendix 13.3.4)
Discipline Identifier	A two (2) alphabetic character identifier that refers to the originating discipline group of the document produced (see Appendix 13.4).
Document Type Identifier	A three (3) alphabetic character identifier that refers to the type of document produced (refer Appendix 13.5).
Sequential Number	Sequential numbers are a unique identifier for each deliverable and contain five (5) numeric characters starting from 00001.
Revision	Revision codes refer to the current document status (see Section 10) and will be alphabetic or numeric characters as applicable.

The following document numbering convention will be used for Standard and Typical drawings to ensure traceability and consistency:

Type Identifier	Discipline Identifier	Document Type Identifier	Sequential Number
AA	AA	AAA	00001



11 DRAWING NUMBER CONVENTION – STANDARD DESIGN TEMPLATES

Urban Utilities maintains standard design drawing templates for common infrastructure such as Switchboards. These templates are CAD drawings that are prepopulated with Urban Utilities design requirements and may be used by designers as a base to develop their own designs.

Where requested by a designer, a preliminary design drawing will be generated from the standard design template and must be reviewed and modified, as required, by designers to produce project specific design drawing for construction.

Standard design templates are revision controlled within RedEye DMS using the standard drawing number conventions set out in section 10. This template number will display on the template under the title block, left hand side.

Once a preliminary design drawing is generated from the standard design template then it will be allocated a unique deliverable drawing number from RedEye DMS and shown in the URBAN UTILITIES DRAWING No. location on the title block.

12. REVISIONS AND THEIR STATUS

The revision status must be identified in the cover title block on documents as well as the revision history and change summary table, showing the latest revision and brief description of changes. Electronic files must be named using this naming convention which includes the application of a document revision status. Document revisions are subject to the formalised revision convention in accordance with this Standard. Document revisions shall progress as follows:

Alphabetic Character Revisions (A)*	Document Status	Preliminary Issue
	Concept	
	Market Ready Design	
	Issued for Review	
	Issued for Approval	
	Issued for Information	
	Issued for Tender	
	Document Status	

Numeric Character Revisions (0)	Issued for Construction Use	Final Issue
	Re-Issued for Approval	
	As Built	

**Do not use the letters "I" or "O"*

13. APPENDICES

13.1 Contractor Identifier

Code	Supplier
FH	Fulton Hogan – Metro Treatment and Sewer
DI	Diona – Northern Water Network
DW	Downer – Southern Water Network and Regional Sewer
AJ	Ajile – IES
ST	Stantec - IES
JH	John Holland – Regional Treatment
JHG	John Holland – SCADA
UT	Utilita
VE	Veolia
UU	Urban Utilities

13.2 Site, General, Region or Location Identifier

13.2.1 Single Site Identifier Codes

Site level asset identifier codes are used for documentation relating to WUC within a single site location only. These codes are five (5) alphanumeric characters and have a 1:1 relationship to identify an Urban Utilities site such as pumping stations, treatment plants, water boosters, reservoirs, etc *Site identifiers are specified in Appendix B of PRO395.*

13.2.2 General or Region Identifiers

Local government area region identifiers are specified below. Local government areas (also known as region identifiers) relate to documents and drawings for projects spanning multiple network (linear) assets or where a project has a single linear asset alignment crossing suburb boundaries within a single local government area.

The last two rows of the table include two exceptions where a General Identifier should be applied instead of the regional identifier codes:

- UU is used where a document describes works across multiple locations but with the same infrastructure and product types
- URBAN** is used as a five (5) character string for documents describing works across multiple infrastructure or product types.

NOTE: Both UU and URBAN are most likely to be used for Project/Program Management and early-stage project documentation.

General and region identifiers are built from 3 attribute codes which are combined to give a five (5) character string (except for URBAN see ** above). These attributes are:

Region/Council Area	Code	Infrastructure Type	Code	Product Type	Code
Brisbane City	BC	Network	NE	Sewage	S
Ipswich City	IC	Treatment	TM	Water	W
Lockyer Valley Region	LV	Recycled	RE	Information Technology	I

Scenic Rim Region	SR		
Somerset Region	SC		
Urban Utilities	UU		

Multiple regions / types / products: URBAN**

Examples:

- Single region project in Brisbane for Network Water assets would use identifier BCNEW
- Single region project in Somerset for Treatment Sewage assets would use identifier SCTMS
- Management plan for IES Treatment Service Provider would use code UUTMS
- Scope of works covering multiple regions for Network Water assets would use code UUNEW
- **Management plan for IES Networks Service Provider (due to covering two product types) would use code URBAN

13.2.3 Specific Suburb / Locations Identifier

Suburb / locations identifiers are specified below and relate to drawings only for a single project or work page from the WUC, potentially across single or multiple trunk or reticulation alignments, where the assets are within a single suburb's boundaries and their local government area. Specific suburb location identifiers are primarily for use with drawings, although they can be applied in other situations should the needs of the WUC require it.

Identifiers are a four-number code that identifies each suburb uniquely and geographically utilising the Dept Natural Resources, Mines and Energy (DNRME) Digital Cadastral Database (DCD).

0011	ACACIA RIDGE, BRISBANE CITY
4613	ADARE, LOCKYER VALLEY REGIONAL
0030	ALBION, BRISBANE CITY
0033	ALDERLEY, BRISBANE CITY
0040	ALGESTER, BRISBANE CITY
4060	ALLANDALE, SCENIC RIM REGIONAL
3919	ALLENVIEW, SCENIC RIM REGIONAL
3587	AMBERLEY, IPSWICH CITY
0078	ANNERLEY, BRISBANE CITY
0079	ANSTEAD, BRISBANE CITY
4061	ANTHONY, SCENIC RIM REGIONAL
4062	ARATULA, SCENIC RIM REGIONAL
0093	ARCHERFIELD, BRISBANE CITY
0103	ASCOT, BRISBANE CITY
0104	ASHGROVE, BRISBANE CITY
5193	ASHWELL, IPSWICH CITY
0106	ASPLEY, BRISBANE CITY
0111	ATKINSONS DAM, SOMERSET REGIONAL
3541	AUCHENFLOWER, BRISBANE CITY
5680	AUGUSTINE HEIGHTS, IPSWICH CITY
4430	AVOCA VALE, SOMERSET REGIONAL
0140	BALD HILLS, BRISBANE CITY
4025	BALLARD, LOCKYER VALLEY REGIONAL
0145	BALMORAL, BRISBANE CITY
4660	BANKS CREEK, BRISBANE CITY
4028	BANKS CREEK, SOMERSET REGIONAL
0158	BANYO, BRISBANE CITY

0169	BARDON, BRISBANE CITY	TMS1654 - STANDARD
3634	BARELLAN POINT, IPSWICH CITY	
3920	BARNEY VIEW, SCENIC RIM REGIONAL	
3574	BASIN POCKET, IPSWICH CITY	
0191	BEAUDESERT, SCENIC RIM REGIONAL	
0198	BEECHMONT, SCENIC RIM REGIONAL	
3633	BELLBIRD PARK, IPSWICH CITY	
0212	BELLBOWRIE, BRISBANE CITY	
0218	BELMONT, BRISBANE CITY	
3921	BENOBLE, SCENIC RIM REGIONAL	
0241	BIARRA, SOMERSET REGIONAL	
3922	BIDDADDABA, SCENIC RIM REGIONAL	
5671	BINNA BURRA, SCENIC RIM REGIONAL	
3923	BIRNAM, SCENIC RIM REGIONAL	
4614	BLACK DUCK CREEK, LOCKYER VALLEY REGIONAL	
3627	BLACKSOIL, IPSWICH CITY	
3570	BLACKSTONE, IPSWICH CITY	
4615	BLANCHVIEW, LOCKYER VALLEY REGIONAL	
4063	BLANTYRE, SCENIC RIM REGIONAL	
3504	BLENHEIM, LOCKYER VALLEY REGIONAL	
0333	BOONAH, SCENIC RIM REGIONAL	
0335	BOONDALL, BRISBANE CITY	
3569	BOOVAL, IPSWICH CITY	
4431	BORALLON, SOMERSET REGIONAL	
0354	BOWEN HILLS, BRISBANE CITY	
3925	BOYLAND, SCENIC RIM REGIONAL	
0368	BRACKEN RIDGE, BRISBANE CITY	
0369	BRAEMORE, SOMERSET REGIONAL	
0375	BRASSALL, IPSWICH CITY	
0381	BRIDGEMAN DOWNS, BRISBANE CITY	
0382	BRIGHTON, BRISBANE CITY	
3964	BRIGHTVIEW, LOCKYER VALLEY REGIONAL	
0385	BRIGHTVIEW, SOMERSET REGIONAL	
5770	BRISBANE AIRPORT, BRISBANE CITY	
5753	BRISBANE CITY, BRISBANE CITY	
0395	BROMELTON, SCENIC RIM REGIONAL	
0396	BROOKFIELD, BRISBANE CITY	
5681	BROOKWATER, IPSWICH CITY	
0409	BRYDEN, SOMERSET REGIONAL	
4616	BUARABA SOUTH, LOCKYER VALLEY REGIONAL	
0412	BUARABA, SOMERSET REGIONAL	
0425	BULIMBA, BRISBANE CITY	
0433	BULWER, BRISBANE CITY	
4064	BUNBURRA, SCENIC RIM REGIONAL	
3562	BUNDAMBA, IPSWICH CITY	
4065	BUNJURGEN, SCENIC RIM REGIONAL	
0450	BURBANK, BRISBANE CITY	
4066	BURNETT CREEK, SCENIC RIM REGIONAL	
4432	CABOONBAH, SOMERSET REGIONAL	
4617	CAFFEY, LOCKYER VALLEY REGIONAL	

3926	CAINBABLE, SCENIC RIM REGIONAL	TMS1654 - STANDARD
0483	CALAMVALE, BRISBANE CITY	
3434	CALVERT, IPSWICH CITY	
3640	CAMIRA, IPSWICH CITY	
0501	CAMP HILL, BRISBANE CITY	
0719	CANNON CREEK, SCENIC RIM REGIONAL	
0510	CANNON HILL, BRISBANE CITY	
0514	CANUNGRA, SCENIC RIM REGIONAL	
0534	CARINA HEIGHTS, BRISBANE CITY	
0533	CARINA, BRISBANE CITY	
0535	CARINDALE, BRISBANE CITY	
0753	CARNEYS CREEK, SCENIC RIM REGIONAL	
4101	CAROLE PARK, IPSWICH CITY	
4618	CARPENDALE, LOCKYER VALLEY REGIONAL	
0543	CARSELDINE, BRISBANE CITY	
0571	CHANDLER, BRISBANE CITY	
0572	CHAPEL HILL, BRISBANE CITY	
4067	CHARLWOOD, SCENIC RIM REGIONAL	
0588	CHELMER, BRISBANE CITY	
0592	CHERMSIDE WEST, BRISBANE CITY	
0591	CHERMSIDE, BRISBANE CITY	
3930	CHINGHEE CREEK, SCENIC RIM REGIONAL	
0601	CHRISTMAS CREEK, SCENIC RIM REGIONAL	
3994	CHURCHABLE, LOCKYER VALLEY REGIONAL	
3134	CHURCHILL, IPSWICH CITY	
4665	CHUWAR, BRISBANE CITY	
3632	CHUWAR, IPSWICH CITY	
0608	CLARENDON, SOMERSET REGIONAL	
0610	CLAYFIELD, BRISBANE CITY	
4068	CLUMBER, SCENIC RIM REGIONAL	
4433	COAL CREEK, SOMERSET REGIONAL	
3582	COALFALLS, IPSWICH CITY	
5105	COLEYVILLE, SCENIC RIM REGIONAL	
0639	COLINTON, SOMERSET REGIONAL	
3996	COLLEGE VIEW, LOCKYER VALLEY REGIONAL	
3566	COLLINGWOOD PARK, IPSWICH CITY	
0993	COOCHIN, SCENIC RIM REGIONAL	
0664	COOEEIMBARDI, SOMERSET REGIONAL	
0674	COOLANA, SOMERSET REGIONAL	
0682	COOMINYA, SOMERSET REGIONAL	
0692	COOPERS PLAINS, BRISBANE CITY	
0698	COORPAROO, BRISBANE CITY	
0710	CORINDA, BRISBANE CITY	
4069	COULSON, SCENIC RIM REGIONAL	
0724	COWAN COWAN, BRISBANE CITY	
0735	CRESSBROOK, SOMERSET REGIONAL	
4070	CROFTBY, SCENIC RIM REGIONAL	
0738	CROSSDALE, SOMERSET REGIONAL	
3997	CROWLEY VALE, LOCKYER VALLEY REGIONAL	
3931	CRYNA, SCENIC RIM REGIONAL	

3932	DARLINGTON, SCENIC RIM REGIONAL	TMS1654 - STANDARD
0796	DARRA, BRISBANE CITY	
0802	DEAGON, BRISBANE CITY	
5185	DEEBING HEIGHTS, IPSWICH CITY	
4619	DERRYMORE, LOCKYER VALLEY REGIONAL	
3565	DINMORE, IPSWICH CITY	
0834	DOOLANDELLA, BRISBANE CITY	
0847	DREWVALE, BRISBANE CITY	
4071	DUGANDAN, SCENIC RIM REGIONAL	
4434	DUNDAS, SOMERSET REGIONAL	
0876	DURACK, BRISBANE CITY	
0880	DUTTON PARK, BRISBANE CITY	
0883	EAGLE FARM, BRISBANE CITY	
0891	EAST BRISBANE, BRISBANE CITY	
4620	EAST HALDON, LOCKYER VALLEY REGIONAL	
3572	EAST IPSWICH, IPSWICH CITY	
3131	EASTERN HEIGHTS, IPSWICH CITY	
4100	EBBW VALE, IPSWICH CITY	
5188	EBENEZER, IPSWICH CITY	
4621	EGYPT, LOCKYER VALLEY REGIONAL	
0912	EIGHT MILE PLAINS, BRISBANE CITY	
0925	ELLEN GROVE, BRISBANE CITY	
4659	ENGLAND CREEK, BRISBANE CITY	
4435	ENGLAND CREEK, SOMERSET REGIONAL	
3543	ENOGGERA RESERVOIR, BRISBANE CITY	
0947	ENOGGERA, BRISBANE CITY	
0951	ESK, SOMERSET REGIONAL	
0952	ESKDALE, SOMERSET REGIONAL	
0977	EVERTON PARK, BRISBANE CITY	
0981	FAIRFIELD, BRISBANE CITY	
4436	FAIRNEY VIEW, SOMERSET REGIONAL	
4072	FASSIFERN VALLEY, SCENIC RIM REGIONAL	
0992	FASSIFERN, SCENIC RIM REGIONAL	
1000	FERNVALE, SOMERSET REGIONAL	
1001	FERNY GLEN, SCENIC RIM REGIONAL	
1002	FERNY GROVE, BRISBANE CITY	
4622	FIFTEEN MILE, LOCKYER VALLEY REGIONAL	
1005	FIG TREE POCKET, BRISBANE CITY	
1009	FITZGIBBON, BRISBANE CITY	
4623	FLAGSTONE CREEK, LOCKYER VALLEY REGIONAL	
3643	FLINDERS VIEW, IPSWICH CITY	
3933	FLYING FOX, SCENIC RIM REGIONAL	
4624	FORDSDALE, LOCKYER VALLEY REGIONAL	
3129	FOREST HILL, LOCKYER VALLEY REGIONAL	
3544	FOREST LAKE, BRISBANE CITY	
1030	FORTITUDE VALLEY, BRISBANE CITY	
4073	FRAZERVUE, SCENIC RIM REGIONAL	
4074	FRENCHES CREEK, SCENIC RIM REGIONAL	
4437	FULHAM, SOMERSET REGIONAL	
3583	GAILES, IPSWICH CITY	

1051	GATTON, LOCKYER VALLEY REGIONAL	TMS1654 - STANDARD
4666	GAYTHORNE, BRISBANE CITY	
1058	GEEBUNG, BRISBANE CITY	
3437	GLAMORGAN VALE, SOMERSET REGIONAL	
3998	GLEN CAIRN, LOCKYER VALLEY REGIONAL	
4438	GLEN ESK, SOMERSET REGIONAL	
3934	GLENEAGLE, SCENIC RIM REGIONAL	
4956	GLENFERN, SOMERSET REGIONAL	
3510	GLENORE GROVE, LOCKYER VALLEY REGIONAL	
3580	GOODNA, IPSWICH CITY	
3113	GOOLMAN, IPSWICH CITY	
3755	GORDON PARK, BRISBANE CITY	
1155	GRACEVILLE, BRISBANE CITY	
3650	GRANDCHESTER, IPSWICH CITY	
1157	GRANGE, BRISBANE CITY	
1161	GRANTHAM, LOCKYER VALLEY REGIONAL	
1177	GREENSLOPES, BRISBANE CITY	
1179	GREGORS CREEK, SOMERSET REGIONAL	
1193	GUMDALE, BRISBANE CITY	
3629	HAIGSLEA, IPSWICH CITY	
4439	HAIGSLEA, SOMERSET REGIONAL	
1214	HAMILTON, BRISBANE CITY	
1226	HARLIN, SOMERSET REGIONAL	
3177	HARRISVILLE, SCENIC RIM REGIONAL	
3508	HATTON VALE, LOCKYER VALLEY REGIONAL	
1231	HAWTHORNE, BRISBANE CITY	
3365	HAZELDEAN, SOMERSET REGIONAL	
1239	HEATHWOOD, BRISBANE CITY	
4625	HELIDON SPA, LOCKYER VALLEY REGIONAL	
1247	HELIDON, LOCKYER VALLEY REGIONAL	
1248	HEMMANT, BRISBANE CITY	
1250	HENDRA, BRISBANE CITY	
1259	HERSTON, BRISBANE CITY	
1265	HIGHGATE HILL, BRISBANE CITY	
1267	HILLVIEW, SCENIC RIM REGIONAL	
1276	HOLLAND PARK WEST, BRISBANE CITY	
1275	HOLLAND PARK, BRISBANE CITY	
4075	HOYA, SCENIC RIM REGIONAL	
3936	ILLINBAH, SCENIC RIM REGIONAL	
1314	INALA, BRISBANE CITY	
1316	INDOOROOPILLY, BRISBANE CITY	
4626	INGOLDSBY, LOCKYER VALLEY REGIONAL	
3937	INNISPLAIN, SCENIC RIM REGIONAL	
3136	IPSWICH, IPSWICH CITY	
4627	IREDALE, LOCKYER VALLEY REGIONAL	
5181	IRONBARK, IPSWICH CITY	
1339	IVORY CREEK, SOMERSET REGIONAL	
1343	JAMBOREE HEIGHTS, BRISBANE CITY	
5189	JEEBROPILLY, IPSWICH CITY	
4103	JIMNA, SOMERSET REGIONAL	

1354	JINDALEE, BRISBANE CITY	TMS1654 - STANDARD
3938	JOSEPHVILLE, SCENIC RIM REGIONAL	
1368	JUNCTION VIEW, LOCKYER VALLEY REGIONAL	
3939	KAGARU, SCENIC RIM REGIONAL	
4076	KALBAR, SCENIC RIM REGIONAL	
5789	KALINGA, BRISBANE CITY	
1390	KANGAROO POINT, BRISBANE CITY	
3645	KARALEE, IPSWICH CITY	
4664	KARANA DOWNS, BRISBANE CITY	
1394	KARAWATHA, BRISBANE CITY	
3636	KARRABIN, IPSWICH CITY	
1401	KEDRON, BRISBANE CITY	
1407	KELVIN GROVE, BRISBANE CITY	
1412	KENMORE HILLS, BRISBANE CITY	
1411	KENMORE, BRISBANE CITY	
3965	KENSINGTON GROVE, LOCKYER VALLEY REGIONAL	
4077	KENTS LAGOON, SCENIC RIM REGIONAL	
4078	KENTS POCKET, SCENIC RIM REGIONAL	
3256	KENTVILLE, LOCKYER VALLEY REGIONAL	
1417	KEPERRA, BRISBANE CITY	
1422	KERRY, SCENIC RIM REGIONAL	
4662	KHOLO, BRISBANE CITY	
1428	KILCOY, SOMERSET REGIONAL	
5658	KINGAHAM, SOMERSET REGIONAL	
3940	KNAPP CREEK, SCENIC RIM REGIONAL	
1473	KOORALBYN, SCENIC RIM REGIONAL	
1475	KOORINGAL, BRISBANE CITY	
4079	KULGUN, SCENIC RIM REGIONAL	
1497	KURABY, BRISBANE CITY	
4000	LAIDLEY CREEK WEST, LOCKYER VALLEY REGIONAL	
3999	LAIDLEY HEIGHTS, LOCKYER VALLEY REGIONAL	
4003	LAIDLEY NORTH, LOCKYER VALLEY REGIONAL	
4002	LAIDLEY SOUTH, LOCKYER VALLEY REGIONAL	
1511	LAIDLEY, LOCKYER VALLEY REGIONAL	
4628	LAKE CLARENDON, LOCKYER VALLEY REGIONAL	
4661	LAKE MANCHESTER, BRISBANE CITY	
4027	LAKE MANCHESTER, SOMERSET REGIONAL	
4440	LAKE WIVENHOE, SOMERSET REGIONAL	
1532	LAMINGTON, SCENIC RIM REGIONAL	
5194	LANEFIELD, IPSWICH CITY	
1543	LARAPINTA, BRISBANE CITY	
3942	LARAVALE, SCENIC RIM REGIONAL	
3440	LARK HILL, SOMERSET REGIONAL	
3992	LAWES, LOCKYER VALLEY REGIONAL	
4630	LEFTHAND BRANCH, LOCKYER VALLEY REGIONAL	
3586	LEICHHARDT, IPSWICH CITY	
4631	LILYDALE, LOCKYER VALLEY REGIONAL	
5100	LIMESTONE RIDGES, SCENIC RIM REGIONAL	
1559	LINVILLE, SOMERSET REGIONAL	
3512	LOCKROSE, LOCKYER VALLEY REGIONAL	

1568	LOCKROSE, SOMERSET REGIONAL	TMS1654 - STANDARD
3623	LOCKYER WATERS, LOCKYER VALLEY REGIONAL	
4029	LOCKYER, LOCKYER VALLEY REGIONAL	
1578	LOTA, BRISBANE CITY	
1586	LOWER CRESSBROOK, SOMERSET REGIONAL	
5196	LOWER MOUNT WALKER, IPSWICH CITY	
5107	LOWER MOUNT WALKER, SCENIC RIM REGIONAL	
4632	LOWER TENTHILL, LOCKYER VALLEY REGIONAL	
1591	LOWOOD, SOMERSET REGIONAL	
1595	LUTWYCHE, BRISBANE CITY	
3993	LYNFORD, LOCKYER VALLEY REGIONAL	
1597	LYTTON, BRISBANE CITY	
4633	MA MA CREEK, LOCKYER VALLEY REGIONAL	
1600	MACGREGOR, BRISBANE CITY	
1604	MACKENZIE, BRISBANE CITY	
1630	MANLY WEST, BRISBANE CITY	
1629	MANLY, BRISBANE CITY	
1636	MANSFIELD, BRISBANE CITY	
1644	MARBURG, IPSWICH CITY	
4441	MARBURG, SOMERSET REGIONAL	
1661	MAROON, SCENIC RIM REGIONAL	
1676	MCDOWALL, BRISBANE CITY	
5104	MERRYVALE, SCENIC RIM REGIONAL	
1711	MIDDLE PARK, BRISBANE CITY	
4080	MILBONG, SCENIC RIM REGIONAL	
4081	MILFORD, SCENIC RIM REGIONAL	
4082	MILORA, SCENIC RIM REGIONAL	
1728	MILTON, BRISBANE CITY	
1730	MINDEN, SOMERSET REGIONAL	
1747	MITCHELTON, BRISBANE CITY	
1749	MOGGILL, BRISBANE CITY	
3364	MONSILDALE, SOMERSET REGIONAL	
1808	MOGERAH, SCENIC RIM REGIONAL	
1775	MOOMBRA, SOMERSET REGIONAL	
5103	MOORANG, SCENIC RIM REGIONAL	
1782	MOORE, SOMERSET REGIONAL	
3575	MOORES POCKET, IPSWICH CITY	
1788	MOOROOKA, BRISBANE CITY	
5788	MORETON BAY, BRISBANE CITY	
1796	MORETON ISLAND, BRISBANE CITY	
1800	MORNINGSIDE, BRISBANE CITY	
3509	MORTON VALE, LOCKYER VALLEY REGIONAL	
4083	MORWINCHA, SCENIC RIM REGIONAL	
4084	MOUNT ALFORD, SCENIC RIM REGIONAL	
4957	MOUNT ARCHER, SOMERSET REGIONAL	
3943	MOUNT BARNEY, SCENIC RIM REGIONAL	
1819	MOUNT BEPPO, SOMERSET REGIONAL	
3257	MOUNT BERRYMAN, LOCKYER VALLEY REGIONAL	
1832	MOUNT BYRON, SOMERSET REGIONAL	
1847	MOUNT COOT-THA, BRISBANE CITY	

4663	MOUNT CROSBY, BRISBANE CITY	TMS1654 - STANDARD
4085	MOUNT EDWARDS, SCENIC RIM REGIONAL	
5195	MOUNT FORBES, IPSWICH CITY	
5106	MOUNT FORBES, SCENIC RIM REGIONAL	
4086	MOUNT FRENCH, SCENIC RIM REGIONAL	
3961	MOUNT GIPPS, SCENIC RIM REGIONAL	
1882	MOUNT GRAVATT EAST, BRISBANE CITY	
1881	MOUNT GRAVATT, BRISBANE CITY	
1885	MOUNT HALLEN, SOMERSET REGIONAL	
3363	MOUNT KILCOY, SOMERSET REGIONAL	
1907	MOUNT LINDESAY, SCENIC RIM REGIONAL	
3646	MOUNT MARROW, IPSWICH CITY	
5198	MOUNT MORT, IPSWICH CITY	
1947	MOUNT OMMANEY, BRISBANE CITY	
1965	MOUNT STANLEY, SOMERSET REGIONAL	
1971	MOUNT SYLVIA, LOCKYER VALLEY REGIONAL	
1974	MOUNT TARAMPA, SOMERSET REGIONAL	
5197	MOUNT WALKER WEST, IPSWICH CITY	
5108	MOUNT WALKER WEST, SCENIC RIM REGIONAL	
4671	MOUNT WALKER, SCENIC RIM REGIONAL	
4634	MOUNT WHITESTONE, LOCKYER VALLEY REGIONAL	
5180	MUIRLEA, IPSWICH CITY	
2025	MULGOWIE, LOCKYER VALLEY REGIONAL	
4087	MUNBILLA, SCENIC RIM REGIONAL	
2039	MURARRIE, BRISBANE CITY	
2042	MURPHYS CREEK, LOCKYER VALLEY REGIONAL	
4443	MURRUMBA, SOMERSET REGIONAL	
5737	MUTDAPILLY, IPSWICH CITY	
3179	MUTDAPILLY, SCENIC RIM REGIONAL	
2080	NATHAN, BRISBANE CITY	
3567	NEW CHUM, IPSWICH CITY	
2098	NEW FARM, BRISBANE CITY	
2103	NEWMARKET, BRISBANE CITY	
2104	NEWSTEAD, BRISBANE CITY	
3573	NEWTOWN, IPSWICH CITY	
2114	NINDOONBAH, SCENIC RIM REGIONAL	
2125	NORMAN PARK, BRISBANE CITY	
3571	NORTH BOOVAL, IPSWICH CITY	
3581	NORTH IPSWICH, IPSWICH CITY	
5178	NORTH TIVOLI, IPSWICH CITY	
2152	NORTHGATE, BRISBANE CITY	
2159	NUDGE BEACH, BRISBANE CITY	
2158	NUDGE, BRISBANE CITY	
2163	NUNDAH, BRISBANE CITY	
3946	OAKY CREEK, SCENIC RIM REGIONAL	
4088	OBUM OBUM, SCENIC RIM REGIONAL	
5182	ONE MILE, IPSWICH CITY	
5670	O'REILLY, SCENIC RIM REGIONAL	
2192	OTTABA, SOMERSET REGIONAL	
2197	OXLEY, BRISBANE CITY	

2202	PADDINGTON, BRISBANE CITY	TMS1654 - STANDARD
2204	PALEN CREEK, SCENIC RIM REGIONAL	
2207	PALLARA, BRISBANE CITY	
2227	PARKINSON, BRISBANE CITY	
2231	PATRICK ESTATE, SOMERSET REGIONAL	
5738	PEAK CROSSING, IPSWICH CITY	
3635	PEAK CROSSING, SCENIC RIM REGIONAL	
5754	PETRIE TERRACE, BRISBANE CITY	
3644	PINE MOUNTAIN, IPSWICH CITY	
2268	PINJARRA HILLS, BRISBANE CITY	
2270	PINKENBA, BRISBANE CITY	
4635	PLACID HILLS, LOCKYER VALLEY REGIONAL	
3511	PLAINLAND, LOCKYER VALLEY REGIONAL	
5699	PORT OF BRISBANE, BRISBANE CITY	
4636	POSTMANS RIDGE, LOCKYER VALLEY REGIONAL	
2314	PRENZLAU, SOMERSET REGIONAL	
4637	PRESTON, LOCKYER VALLEY REGIONAL	
2321	PULLENVALE, BRISBANE CITY	
3178	PURGA, IPSWICH CITY	
3132	RACEVIEW, IPSWICH CITY	
5102	RADFORD, SCENIC RIM REGIONAL	
2335	RANSOME, BRISBANE CITY	
2338	RATHDOWNEY, SCENIC RIM REGIONAL	
2346	RED HILL, BRISBANE CITY	
2349	REDBANK CREEK, SOMERSET REGIONAL	
3631	REDBANK PLAINS, IPSWICH CITY	
3563	REDBANK, IPSWICH CITY	
4004	REGENCY DOWNS, LOCKYER VALLEY REGIONAL	
2364	RICHLANDS, BRISBANE CITY	
2368	RIFLE RANGE, SOMERSET REGIONAL	
4638	RINGWOOD, LOCKYER VALLEY REGIONAL	
3112	RIPLEY, IPSWICH CITY	
2371	RIVERHILLS, BRISBANE CITY	
3564	RIVERVIEW, IPSWICH CITY	
2374	ROADVALE, SCENIC RIM REGIONAL	
2375	ROBERTSON, BRISBANE CITY	
2379	ROCHEDALE, BRISBANE CITY	
2387	ROCKLEA, BRISBANE CITY	
4639	ROCKMOUNT, LOCKYER VALLEY REGIONAL	
4640	ROCKSIDE, LOCKYER VALLEY REGIONAL	
4641	ROPELEY, LOCKYER VALLEY REGIONAL	
4668	ROSEVALE, SCENIC RIM REGIONAL	
3435	ROSEWOOD, IPSWICH CITY	
4955	ROYSTON, SOMERSET REGIONAL	
2429	RUNCORN, BRISBANE CITY	
3950	RUNNING CREEK, SCENIC RIM REGIONAL	
3584	SADLIERS CROSSING, IPSWICH CITY	
2449	SALISBURY, BRISBANE CITY	
2457	SANDGATE, BRISBANE CITY	
4105	SANDY CREEK, SOMERSET REGIONAL	

3951	SARABAH, SCENIC RIM REGIONAL	TMS1654 - STANDARD
2474	SCRUB CREEK, SOMERSET REGIONAL	
5360	SEVEN HILLS, BRISBANE CITY	
2482	SEVENTEEN MILE ROCKS, BRISBANE CITY	
4642	SEVENTEEN MILE, LOCKYER VALLEY REGIONAL	
3361	SHEEP STATION CREEK, SOMERSET REGIONAL	
2488	SHERWOOD, BRISBANE CITY	
3545	SHORNCLIFFE, BRISBANE CITY	
3135	SILKSTONE, IPSWICH CITY	
4643	SILVER RIDGE, LOCKYER VALLEY REGIONAL	
4089	SILVERDALE, SCENIC RIM REGIONAL	
3546	SINNAMON PARK, BRISBANE CITY	
2510	SOMERSET DAM, SOMERSET REGIONAL	
2511	SOUTH BRISBANE, BRISBANE CITY	
5187	SOUTH RIPLEY, IPSWICH CITY	
5672	SOUTHERN LAMINGTON, SCENIC RIM REGIONAL	
4444	SPLIT YARD CREEK, SOMERSET REGIONAL	
3995	SPRING CREEK, LOCKYER VALLEY REGIONAL	
2536	SPRING HILL, BRISBANE CITY	
3175	SPRING MOUNTAIN, IPSWICH CITY	
5726	SPRINGFIELD CENTRAL, IPSWICH CITY	
5184	SPRINGFIELD LAKES, IPSWICH CITY	
5183	SPRINGFIELD, IPSWICH CITY	
2443	ST LUCIA, BRISBANE CITY	
2551	STAFFORD HEIGHTS, BRISBANE CITY	
2550	STAFFORD, BRISBANE CITY	
4677	STOCKYARD, LOCKYER VALLEY REGIONAL	
5798	STONES CORNER, BRISBANE CITY	
2585	STRETTON, BRISBANE CITY	
3513	SUMMERHOLM, LOCKYER VALLEY REGIONAL	
2591	SUMNER, BRISBANE CITY	
2600	SUNNYBANK HILLS, BRISBANE CITY	
2597	SUNNYBANK, BRISBANE CITY	
3192	SWANBANK, IPSWICH CITY	
3953	TABOoba, SCENIC RIM REGIONAL	
2620	TABRAGALBA, SCENIC RIM REGIONAL	
2622	TAIGUM, BRISBANE CITY	
5190	TALLEGALLA, IPSWICH CITY	
3960	TAMBORINE MOUNTAIN, SCENIC RIM REGIONAL	
2631	TAMBORINE, SCENIC RIM REGIONAL	
3954	TAMROOKUM CREEK, SCENIC RIM REGIONAL	
2632	TAMROOKUM, SCENIC RIM REGIONAL	
2646	TARAMPA, SOMERSET REGIONAL	
2649	TARINGA, BRISBANE CITY	
2666	TAROME, SCENIC RIM REGIONAL	
2653	TARRAGINDI, BRISBANE CITY	
4090	TEMPLIN, SCENIC RIM REGIONAL	
5752	TENERIFFE, BRISBANE CITY	
2662	TENNYSON, BRISBANE CITY	
4091	TEVIOTVILLE, SCENIC RIM REGIONAL	

3647	THAGOONA, IPSWICH CITY	TMS1654 - STANDARD
5192	THE BLUFF, IPSWICH CITY	
2680	THE GAP, BRISBANE CITY	
3506	THORNTON, LOCKYER VALLEY REGIONAL	
2726	TINGALPA, BRISBANE CITY	
3576	TIVOLI, IPSWICH CITY	
2738	TOOGOO LAWAH, SOMERSET REGIONAL	
2748	TOOWONG, BRISBANE CITY	
3507	TOWNSON, LOCKYER VALLEY REGIONAL	
3917	UNDULLAH, SCENIC RIM REGIONAL	
2808	UPPER BROOKFIELD, BRISBANE CITY	
4646	UPPER FLAGSTONE, LOCKYER VALLEY REGIONAL	
2812	UPPER KEDRON, BRISBANE CITY	
4647	UPPER LOCKYER, LOCKYER VALLEY REGIONAL	
2814	UPPER MOUNT GRAVATT, BRISBANE CITY	
4648	UPPER TENTHILL, LOCKYER VALLEY REGIONAL	
4649	VERADILLA, LOCKYER VALLEY REGIONAL	
4048	VERESDALE SCRUB, SCENIC RIM REGIONAL	
3956	VERESDALE, SCENIC RIM REGIONAL	
2830	VERNOR, SOMERSET REGIONAL	
3362	VILLENEUVE, SOMERSET REGIONAL	
4650	VINEGAR HILL, LOCKYER VALLEY REGIONAL	
2835	VIRGINIA, BRISBANE CITY	
2839	WACOL, BRISBANE CITY	
2843	WAKERLEY, BRISBANE CITY	
4092	WALLACES CREEK, SCENIC RIM REGIONAL	
3626	WALLOON, IPSWICH CITY	
4445	WANORA, SOMERSET REGIONAL	
4674	WARRILL VIEW, SCENIC RIM REGIONAL	
5099	WASHPOOL, SCENIC RIM REGIONAL	
2898	WAVELL HEIGHTS, BRISBANE CITY	
2916	WEST END, BRISBANE CITY	
4651	WEST HALDON, LOCKYER VALLEY REGIONAL	
3133	WEST IPSWICH, IPSWICH CITY	
2930	WESTLAKE, BRISBANE CITY	
4958	WESTVALE, SOMERSET REGIONAL	
4652	WHITE MOUNTAIN, LOCKYER VALLEY REGIONAL	
5186	WHITE ROCK, IPSWICH CITY	
2959	WILLAWONG, BRISBANE CITY	
3625	WILLOWBANK, IPSWICH CITY	
5101	WILSONS PLAINS, SCENIC RIM REGIONAL	
2968	WILSTON, BRISBANE CITY	
2975	WINDSOR, BRISBANE CITY	
4653	WINWILL, LOCKYER VALLEY REGIONAL	
4106	WINYA, SOMERSET REGIONAL	
2981	WISHART, BRISBANE CITY	
2982	WITHCOTT, LOCKYER VALLEY REGIONAL	
3957	WITHEREN, SCENIC RIM REGIONAL	
4446	WIVENHOE HILL, SOMERSET REGIONAL	
2986	WIVENHOE POCKET, SOMERSET REGIONAL	

3958	WONGLEPONG, SCENIC RIM REGIONAL	TMS1654 - STANDARD
4654	WOODBINE, LOCKYER VALLEY REGIONAL	
3577	WOODEND, IPSWICH CITY	
4655	WOODLANDS, LOCKYER VALLEY REGIONAL	
3017	WOOLLOONGABBA, BRISBANE CITY	
4959	WOOLMAR, SOMERSET REGIONAL	
4093	WOOLOOMAN, SCENIC RIM REGIONAL	
3018	WOOLOOWIN, BRISBANE CITY	
5191	WOOLSHED, IPSWICH CITY	
3585	WULKURAKA, IPSWICH CITY	
3049	WYARALONG, SCENIC RIM REGIONAL	
3055	WYNNUM WEST, BRISBANE CITY	
3054	WYNNUM, BRISBANE CITY	
3656	YAMANTO, IPSWICH CITY	
3086	YEERONGPILLY, BRISBANE CITY	
3094	YERONGA, BRISBANE CITY	
3096	YIMBUN, SOMERSET REGIONAL	
3111	ZILLMERE, BRISBANE CITY	

13.3 Process Identifier / Asset Type Identifier or Establishment Identifiers

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13.3.1 Process Identifier (for site-based assets)

Site-based assets use a process identifier code to specify the process (or the sub-process) within the broader facility or site where WUC are located. These codes are four (4) numeric characters and depend on the site type (based on the level of complexity for that site type: simple – tier 2, moderate – tier 3 or complex – tier 4) and are listed in [Appendix C of PRO395](#).

Note 1: Every effort should be made to identify the process/sub process the document or process the drawing applies to – the more mature a project the less likely 0000 for multiple process will be appropriate.

Note 2: Where a single document relates to multiple processes four zeros (0000) will be used.

Note 3: Drawings will always be numbered at the parent process level.

13.3.2 Asset Type identifier (for Network/Linear assets)

These asset type identifier codes are utilised for documentation relating to WUC on network (linear) assets that have a location identifier preceding them in the document or drawing number.

Note 4: Every effort should be made to identify the asset type the document or drawing applies to – the more mature a project the less likely 0000 for multiple asset types will be appropriate. May not apply to ICP or certain IES documents or drawing maturation.

Note 5: Where a single document relates to multiple asset types within different sub processes then the parent process will be used.

Note 6: Where a single document relates to multiple asset types in a location four zeros (0000) will be used.

Code	Description
0000	Generic – for use in early project stages where design is not mature enough to identify a sub-classification of asset type, typically by Integrated Engineering Services or for Integrated Catchment Plans.
0011	General – QUU Standards
0012	General – Miscellaneous
0013	General – Recycled Drinking Water
0014	General – Survey
0041	Water – QUU Standards
0042	Water – Miscellaneous
0046	Water – Trunk Mains
0049	Water – Reticulations
0051	Sewer – QUU Standards
0052	Sewer – Miscellaneous
0056	Sewer – Branch & Trunk Mains
058	Sewer – Rising Mains
0059	Sewer – Reticulation
0515	Sewer – Overflow Structures

13.3.3 Establishment Identifier

Code	Description
These alphabetic establishment identifier codes only apply to Program Establishment documentation for long-term Strategic Partners and typically succeed General or Regional Location identifiers only (they are not for use with Site-Based or Suburb Identifiers).	
IES	Integrated Engineering Services
IENT	Integrated Engineering Services Treatment
IESN	Integrated Engineering Services Network
NETP	Network Partner
TMTTP	Treatment Partner

13.3.4 Facility/Network/System Type Identifier

These type identifier codes are utilised for Standards & Typical Drawings followed by PRO395 Appendix C.

Note: Where the standard or typical drawing relates to Facility/Network Type Identifier types then the dominant identifier type in the drawing will be used.

Code	Description
ST	Sewage Treatment facility
SP	Sewage Pumping station
WB	Water Booster station
WP	Water Pumping station
WR	Drinking Water Reservoirs and Tanks
CP	Cathodic Protection System
CD	Chemical Dosing System
PID	Process & Instrumentation
TF	Tanker Filling
PR	Pressure Reducing System
WN	Water Network
SN	Sewerage Network

13.4 Discipline Identifiers

⁺⁺ denotes disciplines that are only applicable for the document type of drawings (DRG) see **Important Note** below this table.

Identifier	Discipline	Description
AA ⁺⁺	Architectural	Drawings relating to the discipline of architectural engineering – currently limited for use with drawings only.
CL	Commercial	Documentation related to the management of contractual or commercial arrangements including management of contractual incentives, payments, contractual disputes.
CV ⁺⁺	Civil	Documentation related to the discipline of Civil engineering including design specifications, calculations, reports, Terms of Reference, clarifications, etc. <u>Examples</u> – Set-Out, Earthworks, Architectural, Below Ground Pipelines, Road & Pavement, Drainage etc.

CT⁺⁺	Control Systems (& Instrumentation)	Drawing related to the discipline of control systems engineering and instrument engineering - currently limited for use with drawings only. <u>Examples</u> – Communications and Control System Architecture etc.
Identifier	Discipline	Description
CS	Commissioning	Documentation related to the function of Commissioning assets, generally mechanical or electrical but also associated with charging of new network infrastructure.
DE	Design (general or non-discipline specific)	Documentation related to design documentation which incorporates multiple disciplines of engineering, or which is general / non-discipline specific.
EE⁺⁺	Electrical	Documentation related to the discipline of Electrical engineering including design specifications, calculations, reports, Terms of Reference, clarifications, etc. <u>Examples</u> – Schematic Diagrams, power system analysis, Hazardous Area classification, Cable List etc.
ES	Estimating & Cost Control	Documentation related to the processes of cost estimation and cost control including Estimates, Cost Sheets, Target Cost Estimates, etc.
EV	Environment	Documentation related to the discipline of environmental management including environmental approvals, environmental plans, environmental assessments, etc.
EX	External Affairs & Communities	Documentation related to the community engagement function of a project including Community engagement plans, communications plans, etc.
GV	Governance & Approvals	Documentation related to project approvals and governance committees or approval delegates. This will include minutes, agendas and actions arising from meetings of project or technical approval groups.
HS	Health & Safety	Documentation related to the health and safety functions of a project including Health and Safety Plan, Safety Incident Reports, etc.
IT⁺⁺	Information Services & Technology (IS&T)	Documentation related to the delivery of required software and hardware associated with a given asset. May include software requirements, Know Your Application, Configuration Guide, Business Rules, etc. NOTE: This is NOT Control Systems.
ME⁺⁺	Mechanical (& Piping)	Documentation related to the discipline of mechanical engineering and piping engineering including design specifications, calculations, reports, Terms of Reference, clarifications, etc. <u>Examples</u> –General Arrangement, Assembly, Pressure Vessel, Piping, Valve etc. NOTE: P&ID's and PFD's are not mechanical discipline documents/drawings – see Process.
OM	Operations & Maintenance	Documentation related to the operation and maintenance functions associated with an asset. May include Operations & Maintenance Manuals, Operating philosophies, Maintenance Schedules, etc.

PC	Project Controls	Documentation related to the project controls for the delivery of the asset. Includes Project Schedule, Project earned value reporting, etc.
PM	Project Management	Documentation related to the Project Management for the delivery of an asset. Includes the Project Management Plan, Scope control documentation (e.g. project changes), etc.
PR	Procurement	Documentation related to the procurement of the asset or associated plant and equipment. Includes Purchase Orders, Quotes, Tender documentation, etc.
Identifier	Discipline	Description
QA	Quality Assurance	Documentation related to the Quality assurance functions of delivery of an asset. Includes Quality Management Plan, site audit reports, corrective and preventative actions, etc.
QP++	Process	Documentation related to the discipline of Process engineering including design specifications, calculations, reports, Terms of Reference, clarifications, P&ID's and PFD's, functional specifications, control narratives, etc.
RM	Risk Management	Documentation related to the risk management functions of delivering and operating the asset. This includes any Risk Management Plans, Risk Registers, etc.
SS++	Structural	Documentation related to the discipline of Structural engineering including design specifications, calculations, reports, Terms of Reference, clarifications, etc. <u>Examples</u> – Geotechnical, Structural Design, Reinforcement, Structure Fabrication, Structural Repair etc.
VN	Vendor	Documentation delivered from original equipment manufacturers or vendors. Includes data sheets, technical brochures, parts lists, etc.

****IMPORTANT NOTE:** While **drawings** do have a Discipline Identifier and Document Type Identifier listed here, they **are numbered and managed by the RedEye DMS system** (not self-generated by Contractor/Delivery Partner/Service Partner) in accordance with *PRO697 Drawing Numbering Procedure* and titled in accordance with *PRO307 Engineering drawing and document management requirements for capital delivery*. Drawing numbers and templates are to be requested from Document Control/Project Managers/Engineers and can be accessed 24/7 via the RedEye DMS portal.

13.5 Document Type Identifiers

++ denotes disciplines that are only applicable for the document type of drawings (DRG) see

****Important Note** below this table.

Identifier	Type of Document
AGN	Agenda
APR	Approval
ASS	Assessment
BGT	Budget
BKG	Bank Guarantee
BOD	Basis of Design
BOQ	Bill of Quantities
CAL	Calculation
CAR	Corrective Action Request

CAT	Catalogue	TMS1654 - STANDARD
CER	Certificates	
CHN	Change Notice	
CHT	Charts/Maps	
CKL	Checklist	
CMA	Commitment Authorisations	
CMH	Completion Handover	
CMS	Construction Method Statement	
CON	Contract	
Identifier	Type of Document	
CTN	Contract Notice	
DFN	Defect Notification	
DRG⁺⁺	Drawing – for use in RedEye DMS only	
DSC	Design Criteria	
DSH	Data Sheet	
ECO	Engineering Change Order	
ECR	Engineering Change Request	
EML	Email	
EST	Estimate	
FCS	Forecast	
FRM	Form	
GDL	Guideline	
HAZ	HAZOP/CHAZOP	
HOD	Handover Dossier	
IFS	Information Sheets / Fact Sheet	
INS	Insurance	
ITC	Instruction to Contractor/Delivery Partner/Service Provider	
ITP	Inspection and Test Plan	
IVN	Invoice	
JHA	Job Hazard Analysis	
LGL	Legal Document	
LIC	License	
LST	List	
LTR	Letter	
MAN	Manual	
MDR	Manufacturer Data Report	
MEM	Memo	
MOD	Model	
MOM	Meeting Minutes	
MTO	Material Take-off	
MTX	Matrix	
NCR	Non-Conformance Report	
NTC	Notice / Notification	
OMM	Operating and Maintenance Manual	
PCO	Purchase Order	
PCR	Project Change Request	
PER	Permits & Approvals	

PFD	Process Flow Diagram / Chart	TMS1654 - STANDARD
PHO	Photo	
PLN	Plan (Note: these are not drawings; this is used for Management Plans)	
PMC	Payment Claim	
POL	Policy	
PPL	Proposal	
PRO	Procedure	
PRQ	Pre-Qualification	
PRS	Presentation	
Identifier	Type of Document	
QTE	Quote	
REC	Record	
REF	Reference Document	
REG	Register	
REP	Report	
REQ	Request (for Quote, Tender, Proposal, Approval, Variation, etc.)	
RFC	Recommendation	
RFI	Request for Information	
RSK	Risk Assessment	
SCH	Schedule	
SCP	Scope Change Proposal	
SHP	Shop Drawing	
SIN	Site Instruction	
SKT	Sketch	
SOF	Software	
SOW	Scope of Work	
SPC	Specification	
SPN	Supplementary Notes	
STD	Standard	
SUR	Survey	
TCQ	Technical Queries	
TCR	Tender Clarification Request	
TCS	Terms & Conditions	
TEM	Template	
TEN	Tender	
TEV	Tender Evaluation	
TIN	Tender Invitation	
TOR	Terms of Reference	
TRN	Transmittal	
TST	Test Results	
TYP	Typical	
VAR	Variation	
VID	Video	
WIN	Work Instruction	
WKO	Work Order	

****IMPORTANT NOTE:** While drawings do have a Discipline Identifier and Document Type

Identifier listed here, they are numbered and managed by the RedEye DMS system (**not self-generated by Contractor/Delivery Partner/Service Partner**) in accordance with *PRO697 Drawing Numbering Procedure* and titled in accordance with *PRO307 Drafting And Drawing Management Guideline For Capital Project Delivery*. Drawing numbers and templates are to be requested from Document Control/Project Managers/Engineers and can be accessed 24/7 via the RedEye DMS portal.

14. MANAGING DOCUMENTS ON PARALLEL WORKS TMS1654 - STANDARD

Where works are being undertaken on a site/asset by multiple groups (internal, external, contracted) simultaneously, a single Principal must be appointed and is required to manage the development and dissemination of documentation. Whether this is Urban Utilities, or a contracting partner is at the discretion of the project manager.

If no one entity is appointed, this responsibility defaults to the Urban Utilities Project Manager.

15. MODIFYING EXISTING DOCUMENTS

At times, existing documents will require modification to reflect the current asset's data. When modifying existing document numbers, the drafter shall maintain the existing document number, and the revision shall reflect the next character in the sequence, i.e. D, E, F, etc, OR 12, 13, 14, etc.

If new Urban Utilities branding or document control formatting applies, it shall replace the existing formatting, and fields are to be updated to reflect current requirements. Any unknown non-matching fields are to be confirmed with the Project Manager.

16. DOCUMENT CODE UPDATES AND TRANSITION

16.1 Major Change at Revision 4

Prior to Revision 4 of this Standard TMS1654, the components of the document number were different. Previous document numbers were comprised of:

Location	Process/Element	DRL Code	Sequential Number
XXXXX	0000	A00	00001

From 16 March 2020 all newly initiated Project Documents utilise revised coding. Documents with existing numbering from the previous system retained their numbering through development and to finalisation.

Note: The new Document Number and Title requirements preserve the DRL Coding in the Title rather than the Document Number. This maintains searchability on this attribute.

16.2 Major Change at Revision 7

Prior to Revision 7 of TMS1654, the [Contractor Identifier] attribute was not included in the Document Number. Previous document numbers were comprised of:

Location	Process/Element	Discipline	Document Type	Sequential Number	Revision
XXXXX	0000	AA	AAA	00001	A

From July 2020 all newly initiated Project Documents utilise the additional Contractor Identifier attribute.

Previous document numbers are preserved from issue through finalisation for documents initiated prior to July 2020.

16.3 Major Change at Revision 11

Added standard/typical drawings as new category with drawing number allocation and ID codes.