**Equipment Registration Form- Guidance Notes**

**Introduction**

This document assists on how to complete the *Equipment Registration Form* and explains the data required. This *Equipment Registration Form* is provided in a spreadsheet format with a multi-entry layout which will facilitate the registration of multiple maintainable plant or equipment. There is also a single-entry layout where data for a one-off equipment item can be filled out and be used as a printed hard copy template, if necessary.

In the **Project Details** section of the *Equipment Registration Form,* it is required to outline the associated DPS Project Name and Number, Project Manager, Branch responsible. In addition, the Contractor/Supplier and person responsible for creating the list with the date it was provided to DPS.

In the **Equipment Data** section of the *Equipment Registration Form,* it is primarily used for registering new equipment that requires maintenance or inspections to be scheduled via the Plant Maintenance Management System (SAP PM). The form may also be used to correct and update the details of existing registered equipment and retain the integrity of the maintenance database. For example, the equipment has changed in location, the equipment has been removed from service and/or disposed of.

**Explanatory Notes**

**Project Details**

*Project Name*

Name or title of the DPS project, responsible for the acquisition and installation of the equipment. If the item is not part of a project, complete N/A.

e.g. Security Upgrade Stage 1

*Project Number*

The project number associated with the acquisition of the equipment. Alternatively, a purchase order number may be provided. If the item is not part of a project, complete N/A.

e.g. WM-1840-G1

*Project Manager*

The DPS employee responsible for delivering the project. Alternatively, when equipment is not part of a project, note the person responsible for the work.

*Branch/Section*

The Branch or Section of DPS responsible for the work.

e.g. Capital Works.

*Contractor/Supplier*

The company undertaking work on behalf of DPS or the organisation who is responsible for the commissioning of the equipment supplied and/ or installed.

*List Created By*

The person who has created the equipment list provided for DPS. This would provide us a contact person if there were any discrepancies.

*Date Created*

The date on which the equipment list was created and provided to DPS.

**Equipment Data Entry**

**General Section**

*Equipment Number*

The SAP PM Identification Number assigned to equipment. This is the unique identification number for the maintenance database master record. The equipment number may not always be available for new equipment but must be included if a number was allocated during the project design stage.

If the form is being used to modify the details on an existing item of equipment, the SAP PM Identification Number (or the old BOMMS system *PE number*) needs to be provided.

*Equipment Description*

The technical description name as per the manufacturer or current DPS naming convention for identical existing items.

*Replaces Equipment Number*

Identifies the new equipment replaces an existing item of equipment. The existing SAP PM Identification or PE number should be provided concurrently with a copy of the asset disposal form.

*Technical Identification Number*

Some items of equipment are assigned a unique Engineering System related equipment number e.g. FS-4-9 (HVAC- Fan Supply Air), DB8.1G/2.1.4 (Electrical- Distribution Board). This number needs to be provided where it was assigned during the design stage of a project or exists on the item of equipment.

**Installation Location Section**

*Room Number*

Provide the location details of where the equipment is physically installed. For mobile equipment and spare parts this should be the notional storage location.

The room number is the construction room number that appears on the architectural plans. e.g. 1A.1.008. The room number is often found on the entrance door jamb to a room.

**Acquisition Details Section**

*Acquisition Date*

The date the equipment was purchased or supplied. i.e. Tax invoice date.

*Commissioning Date*

The agreed date on which the equipment is ready to commence operations after successfully completing the testing and has supporting certification by the supplier or installer.

*Acquisition Value ex GST*

The GST exclusive purchase price of the equipment.

**Replacement Details Section**

*Installation Date*

Date the equipment was installed.

*Refurbished Date*

Date the equipment received a significant refurbishment that extends its life. This should be completed when part or assembly upgrades occur only.

*Replacement Cost*

Estimated total replacement cost including parts and labour assuming a one-off replacement of the equipment.

**Specific Equipment Identification Details Section**

*Vendor*

The supplier of the equipment.

*Manufacturer, Model, Serial Number*

The specific make, model, and serial number of the equipment as per the compliance label

*Part Identification Number*

If available, the manufacturer part number of the installed part or equipment is to be provided. This may be listed on the tax invoice from the supplier.

**Equipment Manual Details Section**

*Manual/Brochure*

Title of the provided document e.g. technical specification book, product description brochure, operations and maintenance manual.

For maintenance requirements for **project equipment** installations.

see **Appendix A.**

*Manual Attached*

Complete Yes or No if a copy of the manual/brochure has been attached. It is preferred that it is provided as a soft copy in the form of a **pdf** (portable document format**)** or in some cases a **docx** (text document).

**Defect Liability Period (DLP)**

*Responsibility*

The contractor who is responsible for returning to repair any defects during this period. Dates and responsibility may change during different stages of a project.

*Start Date*

The date of which the DLP for the installed or supplied equipment begins. This is specified in the DLP certification provided by the contractor.

*End Date*

The date of which the DLP for the installed or supplied equipment ends. This is specified in the DLP certification provided by the contractor.

**Warranty – Labour**

*Responsibility*

The contractor who is responsible for providing the labour required to undertake repairs for any faults or malfunctioning equipment during the specified warranty period.

*Start Date*

The date of which the warranty labour component for the installed or supplied equipment begins. This is specified in the warranty documentation provided by the contractor or supplier.

*End Date*

The date of which the warranty labour component for the installed or supplied equipment ends. This is specified in the warranty documentation provided by the contractor or supplier.

**Warranty –Parts/ Material**

*Responsibility*

The contractor who is responsible for providing replacement parts or material required to undertake repairs for any faults or malfunctioning equipment during the specified warranty period.

*Start Date*

The date of which the warranty parts and material component for the installed or supplied equipment begins. This is specified in the warranty documentation provided by the contractor or supplier.

*End Date*

The date of which the warranty parts and material component for the installed or supplied equipment ends. This is specified in the warranty documentation provided by the contractor or supplier.

**Maintenance Contract**

*Responsibility*

The contractor who is responsible for providing the maintenance after installation. This would be specified in the negotiated maintenance arrangements that may apply to the equipment. Dates and responsibility may differ during different stages of a project.

*Start Date*

The date of which the Maintenance Contract period begins for the installed or supplied equipment as specified in the negotiated maintenance arrangements that may apply to the equipment.

*End Date*

The date of which the Maintenance Contract period ends for the installed or supplied equipment as specified in the negotiated maintenance arrangements that may apply to the equipment.

**Additional Comment**

Any additional notes that are not covered in the form that are important in the maintenance of the installed or supplied item.

**Hyperlink**

Provide any useful hyperlinks to websites where additional information on the equipment can be sourced from.

**e.g.** [**www.fansinc.com.au**](file:///\\home6\Kapnopoulosp$\My%20Documents\All%20Saved%20Equipment\ESCR\www.fansinc.com.au)

**Completed Forms**

*Submit completed form to:*

**The DPS Project Manager** and [***MaintenancePlanningReporting@aph.gov.au***](mailto:MaintenancePlanningReporting@aph.gov.a#u)

**Appendix A**

**Project Equipment Maintenance Requirements**

The items provided in the *Equipment Registration Form* should be for objects that require scheduled maintenance, including inspections, adjustments, lubrication etc.

The maintenance instructions should be provided in the arrangement of a Contractor Operating and Maintenance (O&M) Manuals and/ or Manufacturer Operating Manuals.

They should describe comprehensively all procedures necessary to undertake the preventive and corrective maintenance of all items of equipment installed. These procedures must incorporate exploded diagrams of the components of each equipment item where appropriate, and details of any treatment or servicing (where provided), equipment inspection and cleaning of items, including relevant schedules. The maintenance procedures must be based on the manufacturer’s recommendations and industry best practice (whichever is more stringent).

Based on the manufacturer’s recommendations, distinction must be made between planned tasks (preventative maintenance) and work done on a corrective basis. Instructions must include the following:

* The isolation and return to service of plant and equipment
* Adjustments, calibration, and testing
* Dismantling and re-assembly
* The exchange of components and assemblies
* Dealing with hazards that may arise during maintenance
* The nature of deterioration and checks for defects
* Special tools, test equipment and ancillary services.

Maintenance Schedules must be provided for all preventive maintenance tasks based on both the manufacturers' recommendations, statutory and mandatory requirements. The schedules must include:

* Inspections
* Examinations
* Tests
* Information to be recorded together with the normal operating parameters
* Adjustments
* Calibration
* Lubrication
* Periodic overhaul.

A maintenance program schedule detailing the frequency of each task. The frequency of each task may be expressed as specific time intervals, running hours, or completed operations, as appropriate. Collectively, the schedules will form a complete maintenance cycle, repeated throughout the working life of the installation.