

Guidance document

G1054 AP Stations Project Acceptance

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MAYOR OF LONDON

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This document must not form part of contractual terms and conditions between London Underground (LU) and suppliers.

Neither LU nor suppliers are bound to provide any of the items or services or follow any processes described in this document unless they are also required to provide them explicitly by other contractually binding documents.

The information within this document must not be used by LU or suppliers to raise or moderate expectations of delivery by suppliers or LU over and above contractual requirements.

1 Purpose

- 1.1 The purpose of this guidance is to define the process and deliverables required to enable acceptance by maintenance {Stations and Structural Maintenance (S&SM)} of new or altered assets.

2 Scope

- 2.1 This guidance covers projects delivered by the Capital Programmes Directorate, Direct Labour Organisation (DLO), or other approved project delivery organisation. It does not apply to minor works which are covered by a separate document.
- 2.2 Unless explicitly agreed otherwise with the process owner, this guidance applies to all maintenance (S&SM) staff and to other staff involved with the delivery of projects and with the subsequent management of the assets.

3 Introduction

This document describes the process and deliverables required to enable project completion and formal transfer of the assets to maintenance (S&SM). This is Stage 5 (Delivery) of the Project Lifecycle – see [Manage gates, governance and reviews PMF handbook](#).

The key outputs and deliverables of this stage are:

- assets delivered into use and maintenance
- handover certification signed off
- updated asset data.

This guidance is based on, and aligned with [Project Management Framework \(PMF\)](#). In some cases reference to PMF has been made rather than repeating a great deal of detailed information.

4 Requirements

Acceptance of assets by maintenance (S&SM) is conditional on the completion of stages 1-5 of the project (see [Manage gates, governance and reviews PMF handbook](#)).

Evidence is required that

- the [Mandatory Asset Information Deliverables \(MAID\)](#) has sufficient information to allow APD to maintain the asset
- a [Maintenance Readiness Plan \(MRP\)](#), detailing the arrangements for maintenance before hand-back to Asset Performance Directorate (APD), has been produced

- discipline engineers have completed formal notification of works ready for inspection (NOWRI) or equivalent inspections and signed off the asset as safe and fit for purpose
- a maintenance ((S&SM) representative (MSR) has been consulted
- testing and commissioning have being completed as detailed in the MRP
- building control has issued BC7/8
- all the required information (see 4.1 below) is available, and has been verified to be complete and accurate
- any lifts, escalators and moving walks have undergone passenger safety inspection, a satisfactory period of trial running and any identified defects rectified to the satisfaction of the MSR – see 4.4
- all critical items on the Snagging Register have been completed and addressed before livening or powering up of equipment.
- maintenance contracts have either been put in place or passed to maintenance (S&SM) to put in place and are in line with asset strategies; these must be shown in MRP
- the temporary enabling works are compliant with legal and contractual requirements as well as with BS and LU's standards
- all new assets and asset changes to Ellipse and new or temporary maintenance arrangements have been identified, validated and loaded in Ellipse
- a full “as installed” asset list has been supplied and loaded into Ellipse to the satisfaction of the asset data custodian and maintenance representative
- Ellipse has been updated to reflect interim maintenance arrangements and asset status.

It is important that the MSR is afforded regular communication with the project manager **from the outset of the project**. This will ensure that these requirements are understood, agreed and planned for at the earliest opportunity.

4.1 Minimum information requirements

4.1.1 Maid template

MAID is a set of documents describing the new or altered assets delivered by a project. The information is required by maintenance (S&SM) to enable them to maintain assets handed over from projects. MAID is agreed between APD and the project engineer.

MAID includes documents such as asbestos information, asset register, as-built drawings, O&M manuals, evidence of compliance with building control processes if applicable and so on – see template [LU-F-10709](#) for list of required information and documents. All the required documentation must be approved and uploaded to the engineering department's Core Asset Information (CAI) repository.

MAID must be produced for all railway projects that introduce new assets or alter existing assets, regardless of the CDM status of the project.

MAID is used to collate and handover asset specific information that must be retained by the business under the **health and safety file** provisions of the CDM Regulations.