

Category 1 Standard

S1761 Project Documents

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MAYOR OF LONDON

 **Documents**
Document Sharing Hub



Contents

1	Purpose	3
2	Scope	3
3	Requirements	3
3.1	General requirements	3
3.2	Project Document file requirements	3
3.3	Field codes	6
4	Responsibilities	12
4.1	Author	12
4.2	Approver	12
4.3	Authoriser	12
4.4	Procurement Agent	12
5	Supporting information	12
5.1	Background	12
6	References	13
6.1	References	13
6.2	Abbreviations	13
6.3	Definitions	13
6.4	Technical content manager	14
6.5	Document history	14
7	Annexes	15
7.1	Annex A – London Underground	15
7.2	Annex B – London Overground	23
7.3	Annex C – Docklands Light Railway	23
7.4	Annex D – Tramlink	23

1 Purpose

- 1.1 This standard defines the minimum requirements for the management of Project Documents and their associated meta-data.

2 Scope

- 2.1 This standard applies to all Project Documents and their associated meta-data captured, created or generated by the Rail and Underground Group (RUG), or on behalf of RUG by its Suppliers. This standard aligns with BS1192:2007.

3 Requirements

3.1 General requirements

- 3.1.1 Project Documents shall be delivered in an agreed file format and in an immutable format (such as PDF).

Notes: i. File formats shall be agreed and documented at the start of a project, prior to the production of Project Documents.

- 3.1.2 Ownership of the Project Document files content shall be clear (see 3.3.7).
- 3.1.3 Project Document's meta-data, defined within 3.2.8 shall be displayed in both electronic and printed form.
- 3.1.4 Each owner, including contracted organisation is responsible for the entire content of their Project Documents.
- 3.1.5 Each owner, including contracted organisation is responsible for ensuring their Project Documents are compliant with this standard.

3.2 Project Document file requirements

- 3.2.1 Project Document file requirements shall apply to all electronic files, both native format and renditions (i.e. immutable format such as PDF), used to inform or create Production Information and / or Handover Information; CAD files are excluded (for CAD data requirements refer to [S1037](#) – Computer Aided Design (CAD) Standard).
- 3.2.2 All Project Documents shall be assigned unique file identification (file ID) (see 3.3.4) captured as file meta-data (see 3.2.8).
- 3.2.3 All Project Document files shall be named and numbered as per the assigned unique file identification (see 3.2.2).

- 3.2.4 All Project Document files shall be given a title to identify the contents, captured as file meta-data (see 3.2.8).
- 3.2.5 Project Document files shall carry the meta-data, 'Created by', to identify the author at each revision (see 3.2.8).
- 3.2.6 Project Document files shall carry the meta-data, 'Approved by', to identify the approver at each revision (see 3.2.8).
- 3.2.7 Project Document files shall carry the meta-data, 'Authorised', to identify who has accepted each revision, on behalf of the Employer / Client (see 3.2.8).
- 3.2.8 The following mandatory file meta-data shall be placed within all

	Field	Clause
a)	Suitability	3.3.1
b)	Revision	3.3.2
c)	TfL Security Classification	3.3.3
d)	Unique File Identification (File ID)	3.3.4
e)	Created (Author)	3.2.5/ 4.1
f)	Approved	3.2.6 / 4.2
g)	Authorised	3.2.7 / 4.3
h)	Title	3.2.4
i)	Life-cycle Stage	3.3.5

Project Document files:

Table content taken from, [H-072](#).

- 3.2.9 Additional mandatory meta-data shall be captured against the Project Document file, but not placed within the file, as shown in the table

	Field	Clause
a)	Project	3.3.6
b)	Owner Organisation	3.3.7
c)	Zone	3.3.8
d)	Location / Level	0
a)	Type (of information)	3.3.12
b)	Organisational Role	3.3.13
c)	Number	3.3.14
d)	Pathway Project Code (supplied by the Employer / Client)	Annexes

below:

Table content taken from, [H-072](#).

Should Project Document files pass through an environment that cannot track meta-data (MS Windows, CD, email etc) then the

Documents

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mandatory file meta-data shall be delivered with the associated Project Document files, in an editable format.



3.3 Field codes

3.3.1 Suitability

3.3.1.1 Project Document files shall carry the meta-data of 'suitability' (see 3.2.8), to indicate the approved use of the contained information.

3.3.1.2 Suitability codes shall be one or two alpha-numeric characters and shall be reserved for use within each area of the Common Data

	Code	Description	Model Files	Drawing Renditions
Task Team Work in Progress Area (non-contractual)				
a)	S0	Non-verified design Work in Progress, file has not been checked, reviewed or approved. Not to be shared with others.	YES	YES
Project Shared Area (non-contractual)				
b)	S1	Coordination (for use) Files that have been verified against data and information standards and the technical content has been checked, reviewed and approved. Can be used for the purpose of coordination and / or Employer acceptance.	YES	YES
c)	S3	For Comment Files that have been verified against data and information standards. Only to be used for the purpose of commenting (e.g. review impact of design change, negotiating space allocation).	YES	YES
d)	AM	As Maintained (LU use only) Files that have been verified against data and information standards and the technical content has been checked, reviewed and approved. The file content has been maintained throughout the lifecycle of the asset.	YES	NO
Published (contractual)				
e)	AD	As Designed The files content has been accepted, by the Employer / Client (see 3.2.7), as meeting the requirements at a particular project stage.	YES	YES
f)	AS	As Surveyed The files content has been accepted, by the Employer / Client (see 3.2.7), as meeting the survey scope requirements and those defined in RUG standards.	YES	YES
g)	AB	As Built The files content has been accepted, by the Employer / Client (see 3.2.7), as being verified as to what has been built / installed.	YES	YES

Environment (CDE), as defined in the table below:

Table content taken from, [H-072](#).

3.3.1.3 Files with the suitability 'For Comment' shall not be issued, to LU, as a final deliverable.

Note: i. 'As Surveyed' and 'As Designed' are additional to the requirements of BS1192. 'For Information' has been removed to prevent ambiguity around the suitability of use of that data / information.

3.3.2 Revision

3.3.2.1 Project Document files shall carry the meta-data of 'revision' (see 3.2.8), indicating the issue sequence of the contained information.

3.3.2.2 Within 'Task Team Work in Progress Area', preliminary revisions shall be P01.1, P01.2, or P02.1, P02.2, etc. The suffix (.1, .2 etc) is known as a 'minor version' and shall be used to track the iterative progress of the file prior to being approved and published to the Project Shared Area.

3.3.2.3 Project Document files approved and published to the Project Shared Area shall carry a preliminary revision, P01, P02, P03, etc.

3.3.2.4 Project Document files accepted on behalf of RUG shall carry a contractual revision, C01, C02, C03, etc.

Notes: i. The "C" notation indicates that the file has been accepted, as a deliverable, by (or on behalf of) the Employer / Client.

3.3.3 TfL Security classification

3.3.3.1 Project Document files shall carry the meta-data of 'TfL Security Classification', to indicate the integrity, availability and confidentiality of the contained information.

3.3.3.2 TfL Security Classification shall correspond with the TfL Security Classification Standard.

3.3.4 Unique file identification (File ID)

3.3.4.1 Unique file identification (File ID) shall be assigned to Project Document files, created by joining together codes in the specified fields, in the specified order, using only the "-" hyphen character, which is therefore not allowed in any code.

3.3.4.2 The only exceptions to 3.3.4.1 shall be the code for 'level' which is appended following an underscore "_".