

Commissioning Work Package – Track

COR-FM-065

Applicability

ARTC Network Wide

SMS

Publication Requirement

Internal / External

Document Status

Version #	Date Reviewed	Prepared by	Endorsed	Approved
1.0	25/02/2022	Cathy Wilson Configuration Business Analyst	Robert Rath Operational Readiness Manager	Ben Leske General Manager Planning and Development

Amendment Record

Amendment Version #	Date Reviewed	Clause	Description of Amendment

Table of Contents

Glossary4

1 Introduction.....5

 1.1 Authorisation of Commissioning Work Package5

2 Commissioning Work Package Requirements.....6

 2.1 Register of Scope of Commissioning Works.....6

 2.2 Register of Safe Working Forms and Permits.....6

 2.3 Register of Commissioning Program7

 2.4 Register of Commissioning Notices7

 2.5 Register of Commissioning Inspection and Test Plan7

 2.6 Register of Commissioning Meetings8

 2.7 Register of Commissioning Risk Assessments.....8

 2.8 Register of Installation Work Package8

 2.9 Register of Assets9

 2.10 Register of Defects.....9

 2.11 Register of Calibration Records9

 2.12 Register of Non-Conformances.....10

 2.13 Register of Commissioning Test Certificates10

 2.14 Register of Commissioning Redline Mark Up Drawings10

 2.15 Register of Commissioning Logs11

 2.16 Register of Attendance Logs.....11

 2.17 Register of Transmittals11

 2.18 Register of Memorandum of Document Exchange12

List of Tables

Table 1 - Authorisation of Commissioning Work Package	5
Table 2 - Scope of Commissioning Works	6
Table 3 - Safe Working Forms and Permits	6
Table 4 - Commissioning Program	7
Table 5 - Commissioning Notices	7
Table 6 - Commissioning Inspection and Test Plan	7
Table 7 - Commissioning Meetings	8
Table 8 - Commissioning Risk Assessments	8
Table 9 - Installation Work Package	8
Table 10 - Asset List	9
Table 11 - Defects List	9
Table 12 - Calibration Records	9
Table 13 - Non-Conformances (NCRs)	10
Table 14 - Commissioning Test Certificates	10
Table 15 - Commissioning Redline Mark-up Drawings	10
Table 16 - Commissioning Log	11
Table 17 - Attendance Logs	11
Table 18 - Transmittals	11
Table 19 - Memorandum of Document Exchange	12

Glossary

Specific terms and acronyms used throughout this document are listed and described in the table below.

TERM	ACRONYM	DEFINITION
Project	"Project"	For the purpose of this Works Package, the following are considered to be representatives of the Project: <ul style="list-style-type: none"> - Designer / Service Delivery Contractor - Construction Contractor - Environmental Representative.
ARTC Representative	"ARTC Representative"	For the purpose of this Works Package, the ARTC Representative is the Project Manager or Senior Project Manager.
Issued for Construction	IFC	IFC Drawings

1 Introduction

The Commissioning Work Package template shall be used by the Project to record the minimum requirements needed for the Commissioning Phase requirements.

The use of this Commissioning Work Package template applies to all ARTC Projects, including Projects being delivered as part of the Inland Rail Program.

The Commissioning Work Package template is designed to be scalable and tailorable to meet the delivery strategy and completion and handover requirements for individual Projects.

Where documentation has been issued as an Aconex Transmittal, this can be referenced via the tables within this Work Package and include the Aconex Transmittal Number and a description of the purpose and content of the transmittal.

For all details pertaining to this document and the requirements, refer to the Completion and Handover Specification (COR-SP-001).

1.1 Authorisation of Commissioning Work Package

The section below outlines the acknowledgement from the ARTC Representative that this Work Package is accepted.

The Project shall provide all information referenced and ensure it meets the requirements of the Completion and Handover Specification (COR-SP-001).

Table 1 - Authorisation of Commissioning Work Package

Project:	
Stage:	
Work Package No:	
This Work Package is approved by:	
Position:	
Signature:	
Date:	

2 Commissioning Work Package Requirements

The Project shall provide all supporting documentation per the sections below.

All listed documentation and requirements apply to the track discipline.

All commissioning documents shall be accepted prior to any commissioning activities commencing.

2.1 Register of Scope of Commissioning Works

The Project shall provide all scope documentation relating to track commissioning activities which are defined by the Project.

Additional scope documentation issued separately to the Project shall be listed in the table below.

Table 2 - Scope of Commissioning Works

DOCUMENT NUMBER	REV	DESCRIPTION
Example: 02-2601-010-012	0	PSR Scope A – Narrabri to North Start (N2NS) Project
Example: IR2600-GCOR-007378	-	Formal transmittal of N2NS scope documentation issued to Contractor on 31/10/2020.

2.2 Register of Safe Working Forms and Permits

The Project shall provide all safe working forms and permits associated with commissioning activities. ARTC Safe Working forms are available at the following link: <https://www.artc.com.au/customers/operations/rules-procedures/nsw/safe-working-forms/>

Table 3 - Safe Working Forms and Permits

LOT NUMBER	DESCRIPTION	STATUS	DATE WORKS CLOSED
ANRF003	Infrastructure Booking Advice	Approved	31/10/2021

2.3 Register of Commissioning Program

The Project shall provide its Commissioning Program and / or Schedule for the commissioning of track Works.

Table 4 - Commissioning Program

DOCUMENT NUMBER	REV	DESCRIPTION
Example: 05-2600-010-001	0	N2NS Stage 1 Penney’s Rd [625.000km] to Tapscott Rd [658.000km] Commissioning Schedule – 18-19/10/2021

2.4 Register of Commissioning Notices

The Project shall list and provide all commissioning notices associated with the track Works.

Table 5 - Commissioning Notices

DOCUMENT NUMBER	REV	DESCRIPTION
Example: 05-2600-010-001	0	N2NS Stage 1 Penney’s Rd [625.000km] to Tapscott Rd [658.000km] Commissioning Notice 1 - 17/10/2021
Example: IR2600-GCOR-007378	-	Formal transmittal of N2NS Stage 1 Penney’s Rd [625.000km] to Tapscott Rd [658.000km] Commissioning Notices issued.

2.5 Register of Commissioning Inspection and Test Plan

The Project shall list and provide all Commissioning Inspection and Test Plans associated with the track Works.

Table 6 - Commissioning Inspection and Test Plan

DOCUMENT NUMBER	REV	DESCRIPTION
Example: 260-RG-ITP-0001	0	Commissioning Inspection and Test Plan Register – Track
Example: IR2600-GCOR-007378	-	Formal transmittal of Commissioning Inspection and Test Plans for Track Construction Works for N2NS 625.00 km – 630.500 km.

2.6 Register of Commissioning Meetings

The Project shall provide details of Commissioning Meetings, including agendas and minutes.

Table 7 - Commissioning Meetings

COMMISSIONING MEETINGS NO.	STATUS	DESCRIPTION
Example: 05-2600-010-001	Issued for Information	N2NS Stage 1 Penney’s Rd [625.000km] to Tapscott Rd [658.000km] Pre-Commissioning Agenda Meeting 1 - 1/10/2021

2.7 Register of Commissioning Risk Assessments

The Project shall provide a list of all Commissioning Risk Assessments relating to track Works and identify any outstanding risks proposed to be transferred to ARTC or another Project.

Any outstanding risks shall be accepted by the ARTC Representative.

Table 8 - Commissioning Risk Assessments

DOCUMENT NUMBER	REV	DESCRIPTION
Example: 3-0001-240-POS-00-RG-001	0	Risk Assessment Register – Track Commissioning
Example: IR2600-GCOR-007378	0	Formal transmittal of all Risk Assessments conducted during Track Commissioning for N2NS Penney’s Rd [625.000km] to Tapscott Rd [658.000km] – 18-19/10/2021

2.8 Register of Installation Work Package

The Project shall list the relevant accepted Installation Work Package/s.

Table 9 - Installation Work Package

DOCUMENT NUMBER	REV	DESCRIPTION
Example: 5-0018-260-CTP-00-DR-0001	0	Narrabri to North Star Stage 1 – Installation Work Packages
Example: IR2600-GCOR-007378	-	Formal transmittal of Installation Work Packages accepted for N2NS.

2.9 Register of Assets

The Project shall provide a list of all track assets that form part of the commissioning activities.

Any changed, altered or new assets are to be marked up on the issued IFC Asset List in accordance with ARTC’s requirements and submitted to the ARTC Representative via an Aconex transmittal.

Table 10 - Asset List

DOCUMENT NUMBER	REV	DESCRIPTION
Example: 3-0001-260-PEN-00-RG-0009	0.2	Updated IFC Asset List containing assets changed during construction, and from the IFC Asset List issued on the 28/1082021.

2.10 Register of Defects

The Project shall provide the Defect List.

The Project shall ensure the Defect List meets the requirements specified in Section 2.5 of the Completion and Handover Specification (COR-SP-001).

Any Defects identified or closed out during commissioning are to be recorded.

Table 11 - Defects List

DOCUMENT NUMBER	REV	DESCRIPTION
Example: 260-RG-QDS	0.1	Master Defect Register – Commissioning – Track

2.11 Register of Calibration Records

The Project shall provide a list of all calibration records and certificates. This is to include all records and certificates from any works provider, either directly employed or sub-contracted and includes such records as mobile flash butt welding equipment, tampers and other track plant and equipment, laboratories and testing facilities.

Table 12 - Calibration Records

SERIAL NO.	CALIBRATION DATE	EQUIPMENT DESCRIPTION	OWNER

2.12 Register of Non-Conformances

The Project shall list and provide details of all non-conformances.

Any Non-Conformance Reports that are not closed at the time of commissioning are to be identified and provided with justification at time of submission.

Table 13 - Non-Conformances (NCRs)

NCR NO.	STATUS	DESCRIPTION
Example: 260-RG-QDS	Issued at Commissioning	Non-Conformance Register – Commissioning – Track

2.13 Register of Commissioning Test Certificates

The Project shall list and provide all Commissioning Test Certificates.

Table 14 - Commissioning Test Certificates

COMMISSIONING TEST CERTIFICATE NO.	DATE OF ISSUE	DESCRIPTION
Example: 260-RG-ITP-0001	28/10/2021	Test Certificates Register – Track
Example: IR2600-GCOR-007378	28/10/2021	Formal transmittal of Test Certificates for Track Commissioning N2NS Penney’s Rd [625.000km] to Tapscott Rd [658.000km].

2.14 Register of Commissioning Redline Mark Up Drawings

The Project shall list and provide all Redline Mark-up Drawings developed during commissioning activities.

Table 15 - Commissioning Redline Mark-up Drawings

DRAWING NO.	REV	DESCRIPTION
Example: 02-2601-010-012	0.1	Track Alignment – Narrabri North to Moree General Arrangement 616.650 km to 621.150 km
Example: IR2600-GCOR-007378	-	Formal transmittal of N2NS Redline Mark-ups on IFC Drawings issued by Contractor at Commissioning.

2.15 Register of Commissioning Logs

The Project shall list and provide details of all commissioning logs, including any outstanding commissioning logs.

Table 16 - Commissioning Log

COMMISSIONING LOG NO.	DATE OF ISSUE	DESCRIPTION
Example: 260-RG-COMLOG-01	28/10/2021	Track Commissioning Log - N2NS Penney’s Rd [625.000km] to Tapscott Rd [658.000km]

2.16 Register of Attendance Logs

The Project shall list and provide all attendance logs relating to commissioning activities of track infrastructure

Table 17 - Attendance Logs

ATTENDANCE LOGS	DATE OF ISSUE	DESCRIPTION
Example: 260-RG-COMLOG-02	28/10/2021	Track Commissioning Attendance Log - N2NS Penney’s Rd [625.000km] to Tapscott Rd [658.000km]

2.17 Register of Transmittals

The Project shall provide a list of all transmittals relating to commissioning activities.

Table 18 - Transmittals

TRANSMITTALS NO.	DATE OF ISSUE	DESCRIPTION
Example: 260-RG-TRNS-0001	28/10/2021	Transmittal Register – Track Commissioning

2.18 Register of Memorandum of Document Exchange

The Project shall list and provide copies of any memorandum of document exchanges relating to commissioning activities.

Table 19 - Memorandum of Document Exchange

MEMORANDUM OF DOCUMENT EXCHANGE	DATE OF ISSUE	DESCRIPTION
Example: 260-RG-MoD-0001	28/10/2021	Memorandum of Document Exchange Register – Track Commissioning