

## SFT Standard Information Management Plan

### Disclaimer

The Standard information management plan (consisting of a Standard information management workbook, appendices, templates and supporting guidance) ("SIMP") has been developed by Scottish Futures Trust (SFT) (authors). The workbook is used to outline the appointing party (*ISO 19650-1*) (*Client- NEC4*) information requirements at a project level, and to inform the detailed information deliverables for each lead appointed party (*ISO19650-1*) (*Information Provider – NEC4*) at each project information delivery milestone according to BS EN ISO 19650 parts 1 and 2. The workbook is not intended and should not be used as the sole basis for the appointment of lead appointed parties and should be developed in parallel with other appointment documents.

The SIMP is issued so as to be consistent with applicable standards and guidance current as at the date of publication of the SIMP.

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**<Project Name>**

**Standard information management workbook**

**between**

**<Appointing Party>**

**and**

**<Lead appointed party>**

**<Date> xx/xx/xxxx**

**Master document control**

(Workbook and Appendices)

SFT master workbook reference: SIMP-SFT-XX-XX-WB-Z-0001-S2-P02

Date: June 2020

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**Project document control**

(Workbook and Appendices)

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Reviewer:	xx
Approver:	xx
Unique ID (name):	per BS EN ISO 19650-2, National Annex
Status Code:	per BS EN ISO 19650-2, National Annex
Date of 1st issue:	xx

**Project document revision**

(Codes &amp; Initials)

Status	Revision	Originator	Reviewer	Approver	Date	Description of changes
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**Templates**

Adopted on project ?

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T2	Appointing party information container hierarchy	Y/N
T3	Operational and maintenance manual	Y/N
T4	FM data mapping requirement	Y/N
T5	Asset Register	Y/N
T6	Task Information Delivery Plan	Y/N
T7	Master Information Delivery Plan	Y/N

## 1.0 Project information

(Partial cell auto-fill from front cover)

Project Name	<Project Name>
Appointing party (client)	<Appointing Party>
Appointing party Information Manager	xx e.g. 3rd party xxx
Lead appointed party (LAP)	<Lead appointed party>
LAP Information Manager	xx
Description	xx
Address	xx
Contract type	xx
Adopted Plan of works	<drop down select>
Project stage commencement	xx e.g. Strategic Business Case/RIBA 0
Project stage end	xx e.g. Operation & Maintenance/RIBA 7

Appointing party (client) key project decision points		Date
RIBA stage 1	1	xx/xx/xxxx
RIBA stage 2	2	xx/xx/xxxx
RIBA stage 3	3	xx/xx/xxxx
RIBA stage 4	4	xx/xx/xxxx
RIBA stage 6	5	xx/xx/xxxx
RIBA stage 7	6	NA

## 2.0 Glossary of Acronyms

AIM	Asset information model
AIR	Asset information requirements
AMS	Asset management system
BASIR	Built asset security information requirements
BASMP	Built asset security management plan
BEP	BIM execution plan
BIM	Building information modelling
CAFM	Computer-aided facilities management
CDE	Common data environment
COBie	Construction operations building information exchange
EAMS	Estates asset management system
EDMS	Electronic document management system
EIR	Exchange information requirements
FM	Facilities management
IFC	Industry foundation classes
LOD	Level of detail
LOI	Level of information
MIDP	Master information delivery plan
OIR	Organisational information requirements
PIM	Project information model
PIR	Project information requirements
TIDP	Task information delivery plan

## 3.0 Document scope & purpose

<Project Name>

<Date> xx/xx/xxxx

This workbook establishes the appointing party's (client) exchange information requirements (EIR) for each lead appointed party, the project delivery milestones for information planning and delivery, and the project's information standard, production methods and procedures to be adopted by all delivery teams. Refer to BS EN ISO 19650-2, figure 2 which illustrates the relationships and interfaces between project teams and various parties.

This Standard information management plan (SIMP) workbook defines the basis for a lead appointed party to respond to the appointing party with their delivery team BIM execution plan (BEP). A pre-appointment BEP should be developed in accordance with BS EN ISO 19650-2, clause 5.3.2, and updated at appointment stage in accordance with BS EN ISO 19650-2, clause 5.4.1.

The SIMP workbook and its requirements do not relieve or reduce in any way the extent in which each lead appointed party (*e.g. contractor, consultant, designer*) or each appointed party (*e.g. sub-consultants, sub-contractors*) shall provide professional services and duties in accordance with their contract agreements. The duty of care and level of skill associated with quality design and information delivery should be overarching and firmly established by the contractual provisions within each appointment.

Other specific project requirements to be incorporated within all appointments are listed below:

[Any exceptions or exclusions must be agreed and contractually documented between the appointing party and each respective lead appointed party]

### 3.1 Applicable standards & guidance

#### **BIM according to the UK BIM Framework. Baseline standards to be adopted are:**

[Any exclusion or deviance from the baseline list should be agreed in advance with the appointing party (client) and documented within lead/ appointed party contracts]

- **BS EN ISO 19650-1:2018** – Organization and digitization of information about buildings and civil engineering works, including building information modelling (BIM) – Information management using building information modelling, Part 1: Concepts and Principles.
- **BS EN ISO 19650-2:2018** – Organization and digitization of information about buildings and civil engineering works, including building information modelling (BIM) – Information management using building information modelling, Part 2: Delivery phase of the assets. Including National Annex NA.
- **BS 8536-1:2015** - Briefing for design and construction – Part 1: Code of practice for facilities management (Buildings infrastructure)
- **BS 8536-2:2016** - Briefing for design and construction – Part 2: Code of practice for asset management (Linear and geographical infrastructure)
- **PAS 1192-3:2014** - Specification for information management for the operational phase of construction projects using building information management.
- **BS 1192-4:2014** - Collaborative production of information. Fulfilling employer's information exchange requirements using COBie.
- **PAS 1192-5:2015** - A specification for security-minded building information, modelling, digital built environments and smart asset management.

Reference Standards and Guidance: [review and amend to suit project requirements]

- **BS 8541-1:2012** - Library objects for architecture, engineering and construction. Part 1: Identification and classification – Code of Practice
- **BS 8541-2:2001** - Library objects for architecture, engineering and construction. Recommended 2D symbols of building elements for use in building information modelling
- **BS 8541-3:2012** - Library objects for architecture, engineering and construction. Shape and measurement. Code of practice
- **BS 8541-4:2012** - Library objects for architecture, engineering and construction. Attributes for specification and assessment. Code of practice.
- **BS 7000-4:2013** - Design management systems. Part 4. Guide to managing design in construction.
- **PAS 1192-6:2018** – Specification for collaborative sharing and use of structured Health and Safety information using BIM
- **UK BIM Framework, Guidance** - <https://ukbimframework.org/standards-guidance/>
- **NBS BIM Toolkit - Levels of Definition**- <https://toolkit.thenbs.com/definitions>
- **NBS BIM Toolkit - Uniclass 2015** - <https://www.thenbs.com/our-tools/uniclass-2015>
- **SIMP Guidance for workbook population** - <https://bimportal.scottishfuturetrust.org.uk/guidance>

**3.2 Project Information Protocol**

In accordance with BS EN ISO 19650-2, clause 5.1.8 an information protocol should be established at the project outset and subsequently and appropriately incorporated into all project appointments. This includes appointments between the:

- Appointing party (client) and each lead appointed party (e.g. Architect, engineer, PM, or tier one contractor )
- Each lead appointed party and their own appointed parties (e.g. sub-consultant, sub-contractor and any onward supply chain parties )

On this project the below information protocol has been developed for this appointment:

Document name/ reference	Status	Revision
e.g. SchoolB-LA-XX-XX-IP-K-0001	e.g. S2	e.g. P01

[An information protocol template to support the BS EN ISO 19650-2 delivery phase has been published by the UK BIM Framework and available as an optional resource for development into an information protocol for this project. (Refer to SIMP Template T1)  
If adopted, appropriate legal and professional advice should be sought to ensure the project information protocol meets the needs of the parties concerned, and their appointments to which English / Scots law applies.]

**3.3 Roles & Responsibilities**

Project roles and responsibilities shall be assigned to ensure effective management of project information and design coordination.

**Information Deliverables:** Refer to **Appendix A1** for the appointing party information deliverables for each information exchange point.  
[This should be completed by the appointing party prior to issue]

Information Management Assignment: Refer to section **7.0** matrix which sets out the project information management functions and party responsibilities.  
This is derived from BS EN ISO 19650-2, Annex A.

[The matrix should be reviewed and agreed by all parties before commencement of information management activities for each appointment]

The lead appointed party shall also confirm the names of the individual(s) who will undertake the information management function within the delivery team's BIM Execution Plan.

## 4.0 Project information standard

&lt;Project Name&gt;

&lt;Date&gt; xx/xx/xxxx

Reference BS EN ISO 19650-2, 5.1.4 this section outlines information standards to be adopted by project delivery team(s)

Item	Description																												
<b>4.1 Exchange of Information</b>	<p>The exchange of information requirements for this project include:</p> <ul style="list-style-type: none"> <li>• Formats (refer to section 5.2)</li> <li>• Nomenclature: Information container naming, status and revisions codes should be in accordance with BS EN ISO 19650-2: 2018, National Annex. <b>[specific and unique identifier codes should be added below where known at the project outset. A full set of project identifiers and codes should be listed with the BEP and updated as required e.g. when new organisations join the project]</b></li> <li>• Space / room naming <b>[add naming (or numbering) conventions to be adopted on this project and included within all associated information deliverables]</b></li> <li>• Element / component naming <b>[add naming (or numbering) conventions to be adopted on this project and included within all associated information deliverables. e.g. maintainable assets, doors ]</b></li> </ul> <p><b>[Add any additional information exchange standards required by the appointing party on this project]</b></p>																												
<b>4.2 Project co-ordinate system</b>	<p>The project coordinate system should be in accordance with the Ordnance Survey National Grid reference system, utilising standard easting and northing grid digits.</p> <p>Before the commencement of any 3D modelling site survey co-ordinates, project co-ordinates and an ordnance datum (OD) should be agreed by the delivery team(s) for use within all software applications. A record should be within the project BIM Execution Plan. The following or similar table format should be considered.</p> <p><b>[If existing site survey co-ordinates, project co-ordinates and OD/ AOD values are known include in the below table]</b></p> <table border="1" data-bbox="472 1111 1281 1406"> <thead> <tr> <th></th> <th>Site survey</th> <th>Project 01</th> <th>Project 02</th> </tr> </thead> <tbody> <tr> <td>Easting (m)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Northing (m)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Grid intersection reference</td> <td>NA</td> <td></td> <td></td> </tr> <tr> <td>Angle to true north (deg)</td> <td>NA</td> <td></td> <td></td> </tr> <tr> <td>OD (m)</td> <td></td> <td>NA</td> <td>NA</td> </tr> <tr> <td>AOD (m) (Above)</td> <td>NA</td> <td></td> <td></td> </tr> </tbody> </table>		Site survey	Project 01	Project 02	Easting (m)				Northing (m)				Grid intersection reference	NA			Angle to true north (deg)	NA			OD (m)		NA	NA	AOD (m) (Above)	NA		
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AOD (m) (Above)	NA																												
<b>4.3 Structuring and classification of information</b>	<p>Classification of information within information containers should be in accordance with Uniclass 2015 (Reference BS EN ISO 19650-2 NA.4.4). As a minimum Uniclass 2015 classification is to be applied to each information container (ideally as metadata) to define container content as appropriate and included / embedded in the contents of 3D model objects.</p> <p><b>Uniclass 2015 for COBie delivery:</b> Codes should be adopted for COBie delivery per BS 1192-4:2014, and as noted in appendix <b>A3</b> - AIR (COBie), 'Comment' column.</p> <p><b>Uniclass 2015 Project Management (PM):</b> Codes should be adopted for classification of information container types. PM codes are used in:</p> <ul style="list-style-type: none"> <li>• appendix <b>A1</b></li> <li>• templates <b>T2, T3, T6, T7</b></li> </ul> <p><b>Uniclass 2015 Systems (Ss) and Products (Pr):</b> Codes should be adopted and added for assets identified in appendix <b>A2</b> - Asset Information Requirements.</p> <p><b>New Rules of Measurement (NRM):</b></p> <p>With reference to appendix <b>A2</b>: Asset Information Requirements, 3D model geometry associated with project work packages will require NRM 3 elemental reference assignment to facilitate cost estimating and cost planning for capital building works:</p>																												

	<p>[list all known work packages that apply]</p> <p>It is expected that the appointed members of the project team will take appropriate measures to ensure reasonable accuracy of modelled information for quantification purposes.</p>
<p><b>4.4 Level of information need framework</b></p>	<p>The <b>level of information need</b> for project information deliverables (containers) are specified by the appointing party (client) in appendix <b>A1</b>. The lead appointed party shall adopt these when establishing the exchange information requirements for each appointed party, and when defining the federation strategy and information container breakdown structure. The agreed level of information need for each information container should be recorded in the Task Information Delivery Plan's (TIDP).</p> <p>On this project the level of information need framework is specified as follows:</p> <p><b>Geometrical information</b> - e.g. 3D model geometry with embedded data, or 2D drawings cut from 3D models. Level of detail (LOD) and level of information (LOI) expressed as a combined value. LOD 5 + LOI 6 (expressed as 5:6) are the maximum combined values that can be specified for any one information container at RIBA stage 6. Further definition on the requirements and industry examples are available on the NBS toolkit website. (Refer to link in section 3.1)</p> <p>Unless indicated otherwise by the appointing party in appendix <b>A1</b> the default position for geometrical information deliverables is to contain the level of detail (LOD) and level of information (LOI) equivalent to the plan of work stage when the deliverable takes place. e.g. Stage 3 deliverable = LOD 3 + LOI 3, expressed as 3:3. For COBie delivery, the data requirements set out in appendix <b>A3</b> shall be included within the LOI value for associated assets and model geometry at RIBA Stages 3, 4 and 6.</p> <p><b>Non-geometrical information</b>- e.g. reports, schedules, cost plan. Level of information (LOI) expressed as a single value. e.g. Stage 3 deliverable = LOI 3, expressed as 3.</p> <p>Unless indicated otherwise by the appointing party in appendix <b>A1</b> the default LOI metric for non-geometrical information deliverable is the plan of work stage number when the deliverable takes place. e.g. cost plan at stage 2 = LOI 2, at stage 3 = LOI 3.</p> <p>[Appointing parties should consider both the purpose of each geometrical and non-geometrical information deliverable, and their information requirements to satisfy the corresponding Project Information Requirement (PIR) (refer to appendix A1) at each exchange stage point]</p>
<p><b>4.5 CDE and collaboration</b></p>	<p>The platform to manage the appointing parties project's common data environment (CDE) is noted in section 4.9 below. The project CDE solution and workflow requirements for parties is included within the Project Information Protocol, noted in section 3.2 of this workbook.</p> <p>[With reference to BS EN ISO 19650-2, 5.1.7, it is highly recommended the project CDE is in place prior to issuing any invitation to tender. This is also applicable if the appointing party (client) intends to appoint a third-party to host, manage or support the project's CDE on their behalf. A functional and non-function specification should be established which includes a strategy for any information transfer(s) between a lead appointed party CDE platform to the appointing party EDMS at project information exchange points. The specification should also include any 3rd party requirements for a period of aftercare, or the archiving of information post project handover.]</p> <p>[Many public sector organisations do not have established CDE platforms and may need to archive information exchange deliverables on their own internal servers or central hard drives pending future procurement of a web-based CDE platform. If the case, there will be a reliance to use the 'client shared area' of a lead appointed party (e.g. a Tier 1 contractor) managed CDE platform, to approve information before hard- transferring information packages to the appointing party (client) for archiving at each project information exchange point. To ensure such information is delivered in a way that is structured, searchable and indexable, each delivery team(s) shall as a minimum adopt the classification and information container hierarchy outlined in template T2. The baseline template T2 should be updated to represent a information container hierarchy required for this project at each information exchange point.]</p>



	<p>Details of the collaboration process must be provided in the BEP, including:</p> <ul style="list-style-type: none"> <li>• Process of sharing information between delivery team/ task team members</li> <li>• Quality assurance process and publishing information to the appointing party</li> <li>• How the EIR and AIR deliverables will be met and tracked</li> <li>• Process of model coordination and federation strategy</li> <li>• Frequency of information exchanges for coordination exercises and/or meetings</li> <li>• Details of information model review workshops and other collaborative working practices e.g. utilisation of 3D model(s) at design team and/or site meetings</li> </ul> <p>The following meeting types, frequencies and dates aligned to key project stages, should be outlined in the BEP:</p> <ul style="list-style-type: none"> <li>• Mobilisation/ kick-off</li> <li>• Federation strategy reviews</li> <li>• Model coordination reviews</li> <li>• Look ahead, handover and project close out</li> </ul>
<p><b>4.6 Co-ordination and clash avoidance</b></p>	<p>The delivery teams shall provide details of the spatial coordination process in order to meet the project information standard. The following should be detailed in the BIM Execution Plan:</p> <ul style="list-style-type: none"> <li>• Clash avoidance process including: <ul style="list-style-type: none"> <li>o Software</li> <li>o Process overview</li> <li>o Responsibilities</li> <li>o Outputs</li> </ul> </li> <li>• Technical query workflow</li> <li>• Tolerance strategy</li> <li>• Coordination resolution process</li> <li>• How the spatial coordination process aligns with periodical design/ technical reviews, the established federation strategy and the information model(s) review and acceptance process.</li> </ul>
<p><b>4.7 Health &amp; Safety and CDM</b></p>	<p>[Appointing party should review and amend the following text as required]</p> <p>The Appointing party expects the utilisation of PAS 1192-6:2018 to support the project H&amp;S/ CDM management process as required under the Construction (Design and Management) Regulations 2015.</p> <p>[The following is related to PAS1192-6; an optional standard – delete if not applicable]</p> <p>With reference to PAS1192-6:2018 a H&amp;S risk management strategy will be established across the project lifecycle, with required tasks, responsibilities and information requirements clearly identified and recorded within the BEP for delivery via the project information exchanges. Utilising PAS1192-6:2018, Section 5 guidelines, the supply team shall adopt the 4-element Risk Information Cycle approach to ‘Identify, Use, Share and Generalise’ project risk and associated information.</p> <p>[The following is related to integrating H&amp;S information within 3d model geometry – delete if not applicable]</p>

	<p>Project H&amp;S information should be integrated in the models, BIM process and applications, thus enabling wider stakeholder engagement and collaboration in relation to optimum design and operational risk identification, mitigation and management.</p> <p>The integration of H&amp;S and BIM shall enable the output of the Health &amp; Safety file (HSF) as part of the Asset Information Model (AIM) transferred to the Employer or Operator pre project handover. It is recommended H&amp;S risk information is exchanged across the project using COBie, an non-proprietary data format. When using COBie to capture and exchange H&amp;S Issues, it should be in accordance with PAS1192-6:2018, Clause 9 and the requirements set out in the SIMP appendix <b>A3</b> - AIR COBie, ISSUE sheet.</p> <p>The BEP shall include the following to demonstrate an agreed approach for the project:</p> <ul style="list-style-type: none"> <li>• Schedule of work stages and overview of key H&amp;S deliverables and responsibilities against each stage.</li> <li>• Confirmation of how H&amp;S information shall be captured, shared, and stored.</li> <li>• Approach to coordinated H&amp;S design and construction risk management including identification, communication, mitigation and recording of related information.</li> <li>• Strategy for H&amp;S commissioning and operational risk management including the information requirements relating to legislation and emergency planning (reference PAS 1192-6:2018, Clause 7.4)</li> </ul>
<p><b>4.8 Operational and asset information delivery</b></p>	<p>Asset Information should be delivered in accordance with appendix <b>A2</b>: Asset Information Requirements, appendix <b>A3</b>: AIR COBie, and relevant templates as listed below-:  <span style="color: red;">[select templates required on this project]</span></p> <ul style="list-style-type: none"> <li>- <b>T3</b> Operation &amp; Maintenance Manual</li> <li>- <b>T4</b> FM data mapping</li> <li>- <b>T5</b> Asset Register</li> </ul> <p><span style="color: red;">[Appendix <b>A2</b>, <b>A3</b> and templates <b>T3</b> and <b>T4</b> must be pre-populated to specify the project asset information requirements for each lead appointed party. <b>T5</b> is populated by the Contractor (Lead appointed party) for pre-handover delivery to the Appointing party]</span></p> <p>COBie data shall be embedded within native 3D models and verified and validated against BS1192-4:2014, Code of Practice and appendix <b>A2</b> deliverables. Non native model exchanges shall be via Industry Foundation Class (IFC) 2x3 schema. COBie data shall also be directly exported from 3D models to relevant COBie (excel) spreadsheets for handover to the appointing party at exchange points defined in appendix <b>A2</b>. Reference should be made to template <b>T4</b> which outlines onward mapping requirements for existing appointing party (client) EAMS and CAFM systems. (refer to 4.9 below)</p> <p>A project information model (PIM) will be delivered at the final information exchange point by the relevant lead appointed party, with support from the project delivery team(s) and Information Manager. The BEP should set out a clear, detailed methodology to deliver the required asset information for every project information exchange point.</p>

<p><b>4.9 Software requirements</b></p>	<p>The appointing party (client) requires the delivery team(s) to utilise the following software applications:</p> <ul style="list-style-type: none"> <li>• [State required design and analysis software if applicable]</li> <li>• [State any other specific software the delivery team will be required to utilise]</li> <li>• [State any model viewers used for internal federation or visualisation of 3D models, drawings etc]</li> <li>• [State N/A if not applicable]</li> </ul> <p>The following software applications and versions are currently utilised by the appointing party (client):</p> <table border="1" data-bbox="311 380 1284 582"> <thead> <tr> <th style="background-color: #2c5e8c; color: white;">EXISTING</th> <th style="background-color: #2c5e8c; color: white;">Software Application</th> <th style="background-color: #2c5e8c; color: white;">Version</th> </tr> </thead> <tbody> <tr> <td style="background-color: #2c5e8c; color: white;">e.g. CAFM</td> <td style="background-color: #f8d7da;"></td> <td style="background-color: #f8d7da;"></td> </tr> <tr> <td style="background-color: #2c5e8c; color: white;">e.g. EDMS / CDE</td> <td style="background-color: #f8d7da;"></td> <td style="background-color: #f8d7da;"></td> </tr> <tr> <td style="background-color: #2c5e8c; color: white;">e.g. Model Viewer</td> <td style="background-color: #f8d7da;"></td> <td style="background-color: #f8d7da;"></td> </tr> <tr> <td style="background-color: #2c5e8c; color: white;">[other]</td> <td style="background-color: #f8d7da;"></td> <td style="background-color: #f8d7da;"></td> </tr> </tbody> </table>	EXISTING	Software Application	Version	e.g. CAFM			e.g. EDMS / CDE			e.g. Model Viewer			[other]		
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[other]																
<p><b>4.10 System Performance</b></p>	<p>To support the appointing party internal IT system and / or policy requirements and limitations, the following shall to be considered when developing the BIM Execution Plan:</p> <ul style="list-style-type: none"> <li>• <i>Individual model size: Practically native models should typically not exceed [200mb is the recommended limit]</i></li> <li>• <i>Federated model: The federated model(s) should be regularly purged of old information and should typically not exceed [500mb is the recommended limit]</i></li> <li>• <i>Drawing documentation: The stipulated 2D drawing formats to be delivered on this project is .dwg and .pdf. Typically, these files should not exceed [20mb]</i></li> <li>• <i>Software uses: The Project Information Model (PIM) should be accessible by the appointing party using free model viewing platforms.</i></li> <li>• <i>Access to free viewers: The appointing party should be able to view models, reports etc on portable handheld device e.g. iPad, tablets,</i></li> <li>• <i>Security considerations: refer to section 5.3 herein.</i></li> </ul>															

## 5.0 Project information production methods and procedures

&lt;Project Name&gt;

&lt;Date&gt; xx/xx/xxxx

Reference BS EN ISO 19650-2, 5.1.5 this section outlines specific information production methods and procedures to be adopted by project delivery team(s)

Item	Description
<b>5.1 Information delivery - generation, review or approval</b>	<p>Each prospective lead appointed party shall establish their team(s) information delivery approach and include the following within their tender response:</p> <ul style="list-style-type: none"> <li>• A pre appointment BIM execution plan, which will include a high-level responsibility matrix and proposed information delivery and federation strategies.</li> <li>• Capability and capacity assessment summary.</li> <li>• Mobilisation Plan.</li> <li>• Information delivery risk assessment.</li> </ul> <p>At appointment stage the lead appointed party shall refine and update the above documentation and include agreed exchange information requirements for each appointed party. Information delivery plans should be developed and shared to ensure all information is provided by the right party at the right time for the required needs. Each task team shall establish and maintain their own task information delivery plan (TIDP) which the lead appointed party shall aggregate with other task team TIDP's to establish the delivery team master information delivery plan (MIDP). TIDP's and MIDP's should be kept up to date throughout the appointment period. Information delivery plan templates <b>T6</b> and <b>T7</b> are available for adoption on this project.</p> <p>[The following outlines BS EN ISO 19650 part 2 activities to be undertaken at various stages of the information delivery and approval process. Any appointing party (client) project specific information delivery requirements should be added to the most appropriate section below]</p> <p><b>Generate information</b></p> <p>Each task team shall generate information in accordance with their respective TIDP and the requirements outlined in BS EN ISO 19650-2:2018 clause 5.6.2. Native model production and associated data delivery should enable the creation of an IFC 2x3 models and COBie data exports where applicable.</p> <p>Required non-geometric and geometric information exchange formats are noted in section 5.2 below and scheduled across each project delivery stage in appendix <b>A1</b> - Project and exchange information requirements.</p> <p><b>Undertake quality assurance check</b></p> <p>In accordance with BS EN ISO 19650-2:2018 clause 5.6.3 each task team shall undertake a quality assurance check of <u>each information container</u>, prior to undertaking a review of the information within it. The check should be in accordance with the project information standard. Based on the check outcome the appropriate action in clause 5.6.3, a) or b) should be undertaken.</p> <p><b>Review information and approve for sharing</b></p> <p>In accordance with BS EN ISO 19650-2:2018 clause 5.6.4 each task team shall undertake a review of the information <u>within each information container</u> prior to sharing within the project common data environment. In doing so the task team needs to consider:</p> <ul style="list-style-type: none"> <li>• the lead appointed party's information requirements.</li> <li>• the level of information need.</li> <li>• information needed for coordination with other task teams.</li> </ul> <p>Based on the review outcome the appropriate action in clause 5.6.4, a) or b) should be undertaken.</p> <p><b>Information model review</b></p> <p>In accordance with BS EN ISO 19650-2:2018 clause 5.6.5 the delivery team shall undertake timely information model reviews to ensure continual coordination of information across each model element. The review should be repeated as necessary until the information model is ready for authorisation by the lead appointing party and should therefore also check against the exchange information requirements, acceptance criteria and the MIDP. Only compliant information containers will be accepted by the appointing party.</p>

**5.2 Information Exchange Formats** Refer to appendix **A1**: EIR, **A2**: AIR, **A3**: AIR- COBie, templates **T3**: Operation & Maintenance Manual for detailed information deliverables, **T5**: Asset Register  
 [select all or specific appendix and templates required on this project]  
 Information container formats shall be delivered per the 'Information Type' columns in appendix **A1** at each information exchange point. An overview table is outlined below.  
 [table to be populated to reflect project requirements]

RIBA stage	Info Exchange	Non-geometric			Geometric			
		.PDF (2.0)	MS word (.doc) v15+ windows	MS Excel (.xls) v15+ windows	2D .dwg 2013+	3D native model	IFC 2x3	COBie data
1 – Preparation & Brief (end)	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> N
2 – Concept Design (mid)	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> N
3 - Spatial Coordination (early)	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y
4 – Technical Design (end)	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y
5 – Manufacturing & Construction	N/A							
6 – Handover (start)	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y
7 – Use	6							

**5.3 Security considerations** The security triage process outlined in PAS 1192-5, figure 5 has determined the following classification for this project:  
 [Assess and determine suitable security classification with reference to PAS 1192-5. Select from the following]

S1: protect information regarding the asset. Take appropriate steps to protect data/information about neighbouring built asset(s). Use PAS 1192-5 and seek security advice.

S2: protect data/information regarding the asset. Use PAS 1192-5 and seek security advice.

S3: protect commercially and/or personally sensitive data/information regarding the asset. Take appropriate steps to protect data/ information about neighbouring built asset(s)

S4: Protection of commercially sensitive and/or personal data/information in the CDE and models is required  
 [On a typical new build school designed without sensitive or security related zones, systems or departments baseline security measures may only be required. The appointing party should seek specialist advice if any triage outcome other than S4 has been determined]

## 6.0 Project reference information and shared resources

<Project Name>

<Date> xx/xx/xxxx

Reference BS EN ISO 19650-2, 5.1.6 this section establishes the reference information and shared resources to be adopted by project delivery team(s)

Item	Description																																																																						
<b>6.1 Existing Asset information</b>	<p>The following existing asset information shall be adopted by the delivery team(s):                      [Reference BS EN ISO 19650-2, 5.1.6, list information container unique ID's for any existing asset information to be shared with the delivery team(s). This information should be accessible via an existing CDE platform / EDMS. Any relevant security classification and sharing protocols should be identified in section 5.3 of this workbook]</p> <table border="1" data-bbox="314 528 1437 981"> <thead> <tr> <th colspan="7" data-bbox="314 528 1437 607">Information container unique ID (per BS EN ISO 19650-2 National Annex)</th> </tr> <tr> <th data-bbox="314 613 474 745">Project Code</th> <th data-bbox="474 613 633 745">Originator Code</th> <th data-bbox="633 613 793 745">Volume/ System</th> <th data-bbox="793 613 952 745">Level/ Location</th> <th data-bbox="952 613 1112 745">File Type</th> <th data-bbox="1112 613 1272 745">Role</th> <th data-bbox="1272 613 1437 745">Number (4 to 6 digit)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>[add additional rows as required]</p>	Information container unique ID (per BS EN ISO 19650-2 National Annex)							Project Code	Originator Code	Volume/ System	Level/ Location	File Type	Role	Number (4 to 6 digit)																																																								
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Project Code	Originator Code	Volume/ System	Level/ Location	File Type	Role	Number (4 to 6 digit)																																																																	
<b>6.2 Shared Resources</b>	<p>The following shared resources shall be adopted by the delivery team(s) for information production and delivery: [Reference BS EN ISO 19650-2, 5.1.6, list information container unique ID's for each item of shared resources including templates, style libraries, object libraries etc. ]</p> <table border="1" data-bbox="314 1160 1437 1693"> <thead> <tr> <th colspan="7" data-bbox="314 1160 1437 1238">Information container unique ID (per BS EN ISO 19650-2 National Annex)</th> </tr> <tr> <th data-bbox="314 1245 474 1377">Project Code</th> <th data-bbox="474 1245 633 1377">Originator Code</th> <th data-bbox="633 1245 793 1377">Volume/ System</th> <th data-bbox="793 1245 952 1377">Level/ Location</th> <th data-bbox="952 1245 1112 1377">File Type</th> <th data-bbox="1112 1245 1272 1377">Role</th> <th data-bbox="1272 1245 1437 1377">Number (4 to 6 digit)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>[add additional rows as required]</p>	Information container unique ID (per BS EN ISO 19650-2 National Annex)							Project Code	Originator Code	Volume/ System	Level/ Location	File Type	Role	Number (4 to 6 digit)																																																								
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### Master document control

SFT master workbook reference: SIMP-SFT-XX-XX-WB-Z-0001-S2-P02

Date: June 2020



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## 7.0 Information management assignment matrix

&lt;Project Name&gt;

&lt;Date&gt; xx/xx/xxxx

This matrix sets out project information management tasks and party responsibilities

**Appointing Party** - <Appointing Party>**Third Party** - xx e.g. 3rd party xxx**Lead Appointed Party** - <Lead appointed party>**Appointed Party** - e.g. Sub-consultant or Sub-contractor

R - Responsible for undertaking activity

A - Accountable for activity completion

C - Consulted during activity

I - Informed following activity completion

BS EN ISO 19650-2 clause:	Delivery Phase	Insert R, A, C, I as required			
	Task	Appointing party	Third party	Lead appointed party	Appointed party
5.1.1	Appoint individuals to undertake the information management function	R - A			
5.1.2	Establish the project information requirements	R - A			
5.1.3	Establish the project's information delivery milestones	R - A			
5.1.4	Establish the project's information standard	R - A			
5.1.5	Establish the project's information production methods and procedures	R - A			
5.1.6	Establish the project's reference information and shared resources	R - A			
Note	<i>Consider existing asset information</i>				
Note	<i>Consider shared templates, object, style libraries</i>				
5.1.7	Establish the project's common data environment	R - A			
Note	<i>Establish CDE strategy for project</i>				
Note	<i>Provide system details of Appointing Parties information management/CDE system.</i>				
Note	<i>Provide system details of Lead Appointing Parties information storage/management/CDE system.</i>				
5.1.8	Establish the project's information protocol	R - A			
5.2.1	Establish the appointing party's exchange information requirements	R - A			
Note	<i>Include data requirements and inputs for existing estate management system</i>				
Note	<i>Include data requirements and inputs for existing Computer Aided Facilities Management system</i>				
5.2.2	Assemble reference information and shared resources	R - A			
Note	<i>Assemble/collate existing asset drawings and associated information.</i>				
Note	<i>Assemble and collate existing design and all performance/briefing information.</i>				
5.2.3	Establish tender response requirements and evaluation criteria	R - A			
5.2.4	Compile invitation to tender information	R - A			
5.3.1	Nominate individuals to undertake the information management function			R - A	
5.3.2	Establish the delivery team's (pre-appointment) BIM execution plan			R - A	I
5.3.3	Assess each task team's capability and capacity			I	R - A
5.3.4	Establish the delivery team's capability and capacity			R - A	
5.3.5	Establish the delivery team's mobilization plan			R - A	
5.3.6	Establish the delivery team's risk register			R - A	
5.3.7	Compile the delivery team's tender response			R - A	
5.4.1	Confirm the delivery team's BIM execution plan	I		R - A	I
5.4.2	Establish the delivery team's detailed responsibility matrix			R - A	I
5.4.3	Establish the lead appointed party's exchange information requirements			R - A	
5.4.4	Establish the task information delivery plan(s)			I	R - A
5.4.5	Establish the master information delivery plan	I		R - A	I
5.4.6	Complete lead appointed party's appointment documents	R - A			
5.4.7	Complete appointed party's appointment documents			R - A	
5.5.1	Mobilize resources			R - A	I
5.5.2	Mobilize information technology	I		R - A	I
5.5.3	Test the project's information production methods and procedures			R - A	I
5.6.1	Check availability of reference information and shared resources			I	R - A
5.6.2	Generate information			I	R - A
5.6.3	Undertake quality assurance check				R - A
5.6.4	Review information and approve for sharing				R - A
5.6.5	Information model review			R - A	R - A
5.7.1	Submit information model for lead appointed party authorization			I	R - A
5.7.2	Review and authorize the information model			R - A	
5.7.3	Submit information model for appointing party acceptance			I	R - A
5.7.4	Review and accept the information model	R - A			
5.8.1	Archive the project information model	R - A			
5.8.2	Capture lessons learned for future projects	R - A		R - A	

A1 - Project and Exchange information requirements (example)

<Project Name>  
<Date> xx/xx/xxxx

This table identifies the master project information requirements and associated exchange information requirements which is filtered to determine the deliverables for each lead appointed party. Refer to the SIMP Guidance document section 3.3.5 for additional details on how to evolve.

Main data table with columns for Project Level, Appointment Level, and various information exchange stages (Preparation & Brief, Concept Design, Outline Business Case, Spatial Coordination, Full Business Case, Technical Design, Contract Close, Handover, Use, Operation and Maintenance). Each stage includes sub-columns for Delivery Stage, RIBA stage, Key decision point date, Information Exchange, and Information Delivery Date. The table contains multiple rows of data with status indicators (e.g., YES, TBC, NA) and checkboxes.







### A3 - AIR (COBie) (example)

<Project Name>

<Date> xx/xx/xxxx

This table identifies the required project COBie data requirements, responsibilities and exchange points which is filtered to determine the deliverables for each lead appointed party. COBie parameter values should align with BS 1192-4 examples, unless noted otherwise in 'comments' column. Refer to the SIMP Guidance document section 3.3.7 for additional details on how to evolve.

Key		Required
		Reference to other sheet
		External Reference
		If specified as required
		Not required

= Grey fill cells indicate no COBie data deliverable for that information exchange

Information Exchange 03	Information Exchange 04	Information Exchange 05
RIBA stage 3	RIBA stage 4	RIBA stage 6

Sheet Name	Cell Colour	COBie Parameter	Date Rqd (Y/N)	Use the cell drop down to assign a Lead Appointed Party for each Information Exchange. Add new rows where necessary to assign the same COBie parameter to multiple LAP's.	Comment
------------	-------------	-----------------	----------------	---	---------

			Filter	Filter	Filter	Filter	Note: update LAP list via Picklist sheet
CONTACT	Email	YES	e.g. LAP01 AceArchitect	e.g. LAP01 AceArchitect	e.g. LAP01 AceArchitect	e.g. LAP01 AceArchitect	
	e.g. Email	YES	e.g. LAP02 AceContractor	e.g. LAP02 AceContractor	e.g. LAP02 AceContractor	e.g. LAP02 AceContractor	
	CreatedBy	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	CreatedOn	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	Category	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	use Uniclass 2015 - Ro table
	Company	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	Phone	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	ExternalSystem	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	ExternalObject	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	ExternalIdentifier	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
FACILITY	Name	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	CreatedBy	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	CreatedOn	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	Category	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	use Uniclass 2015 - En table
	ProjectName	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	SiteName	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	LinearUnits	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	AreaUnits	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	VolumeUnits	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	CurrencyUnit	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	AreaMeasurement	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	ExternalSystem	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	ExternalProjectObject	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	ExternalProjectIdentifier	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
ExternalSiteObject	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>		
ExternalSiteIdentifier	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>		
ExternalFacilityObject	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>		
ExternalFacilityIdentifier	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>		
FLOOR	Name	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	CreatedBy	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	CreatedOn	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	Category	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	ExtSystem	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
SPACE	ExtObject	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	ExtIdentifier	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	Name	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	CreatedBy	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	CreatedOn	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
ZONE	Category	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	use Uniclass 2015 - SL table
	FloorName	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	Description	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	ExtSystem	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	ExtObject	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	ExtIdentifier	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	Name	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
TYPE	CreatedBy	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	CreatedOn	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	Category	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	use Uniclass 2015 - Pr table
	Description	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	AssetType	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	Manufacturer	YES		LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	ModelNumber	YES			LAPxx <add org name>	LAPxx <add org name>	
	WarrantyGuarantorParts	YES			LAPxx <add org name>	LAPxx <add org name>	
	WarrantyDurationParts	YES			LAPxx <add org name>	LAPxx <add org name>	
	WarrantyGuarantorLabor	YES			LAPxx <add org name>	LAPxx <add org name>	
	WarrantyDurationLabor	YES			LAPxx <add org name>	LAPxx <add org name>	
	WarrantyDurationUnit	YES			LAPxx <add org name>	LAPxx <add org name>	
	ExtSystem	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	ExtObject	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	ExtIdentifier	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	DurationUnit	YES			LAPxx <add org name>	LAPxx <add org name>	
	NominalLength	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
NominalWidth	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>		
NominalHeight	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>		

COMPONENT	Name	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	CreatedBy	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	CreatedOn	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	TypeName	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	Space	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	Description	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	ExtSystem	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	ExtObject	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
SYSTEM	ExtIdentifier	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	Name	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	CreatedBy	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	CreatedOn	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
ISSUE	Category	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	use Uniclass 2015 - Ss table
	Name	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	COBie.Issue used to capture, document and exchange H&S risks as advised in the SIMP workbook, Section 4.8 and in accordance with PAS 1192-6:2018, Clause 9.
	CreatedBy	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	CreatedOn	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	Type	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	Risk	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	Chance	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	Impact	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	Description	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
	Owner	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>	
Mitigation	YES	LAPxx <add org name>	LAPxx <add org name>	LAPxx <add org name>		



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