



**Standard**

# **Asset Handover Requirements**

Version 3.0

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## Standard governance

**Owner:** Manager, Asset Configuration Systems, Network Asset and Strategy, ASA  
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**Approver:** Executive Director, Asset Standards Authority on behalf of the ASA Configuration Control Board

## Document history

Version	Summary of changes
1.0	First issue 05 February 2015.
2.0	Second issue 28 June 2018. Changes as a result of the TfNSW Configuration Management and Asset Assurance Committee being replaced by the Transport Network Assurance Committee, updates to maintain consistency with terminology in referenced documents and editorial updates
3.0	Third issue. Changes as a result of further consultation within Transport cluster and its stakeholders.

## Preface

The Asset Standards Authority (ASA) is a key strategic branch of Transport for NSW (TfNSW). As the network design and standards authority for NSW Transport Assets, as specified in the *ASA Charter*, the ASA identifies, selects, develops, publishes, maintains and controls a suite of requirements documents on behalf of TfNSW, the asset owner.

The ASA deploys TfNSW requirements for asset and safety assurance by creating and managing TfNSW's governance models, documents and processes. To achieve this, the ASA focuses on four primary tasks:

- publishing and managing TfNSW's process and requirements documents including TfNSW plans, standards, manuals and guides
- deploying TfNSW's Authorised Engineering Organisation (AEO) framework
- continuously improving TfNSW's Asset Management Framework
- collaborating with the Transport cluster and industry through open engagement

The AEO framework authorises engineering organisations to supply and provide asset related products and services to TfNSW. It works to assure the safety, quality and fitness for purpose of those products and services over the asset's whole-of-life. AEOs are expected to demonstrate how they have applied the requirements of ASA documents, including TfNSW plans, standards and guides, when delivering assets and related services for TfNSW.

Compliance with ASA requirements by itself is not sufficient to ensure satisfactory outcomes for NSW Transport Assets. The ASA expects that professional judgement be used by competent personnel when using ASA requirements to produce those outcomes.

## About this document

This standard provides the requirements for asset handover. The organisations involved in the asset handover process are expected to have their own procedures for asset handover that provide detailed information specific to their situations.

This standard is a third issue.

The changes from the previous version include the following:

- updates as a result of further consultation with stakeholders
- minor updates for clarity

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# 1. Introduction

Asset handover within the context of this standard refers to the handover of control of TfNSW transport assets for operational or maintenance management. It does not necessarily need to coincide with a change of ownership, contract closure or other administrative process.

Asset handover is an important milestone in the asset life cycle that requires careful planning by all parties involved. It can take place at any time in the asset life cycle; however, it often occurs on completion of a new or altered transport asset.

This document provides the requirements for the handover of TfNSW transport assets. The handover process can vary depending on the organisations involved and the contractual obligations that apply to each handover.

# 2. Purpose

The purpose of this document is to achieve appropriate handover of TfNSW transport assets and to prevent or minimise additional costs, delays and safety risks arising from the asset handover.

## 2.1. Scope

This document establishes the standard requirements for the handover of TfNSW transport assets, including all types of physical and intangible assets from one party to another.

As the scope varies for each handover, the requirements of this standard are expected to be defined in further detail for specific circumstances by organisations implementing the requirements of this document.

## 2.2. Application

This document applies to the Transport cluster, Authorised Engineering Organisations (AEOs), operators and maintainers and other organisations undertaking work for TfNSW which are involved in the development, implementation, finalisation and transfer of maintenance and operation of new or altered assets.

Parties involved in asset handover are expected to have their own detailed procedures tailored to their situation.

The principles and requirements outlined in this document apply to asset handover at any time in the asset life cycle including where staged handover occurs.

### 3. Reference documents

The following documents are cited in the text. For dated references, only the cited edition applies. For undated references, the latest edition of the referenced document applies.

#### Transport for NSW standards

T MU AM 01001 ST Life Cycle Costing

T MU AM 02001 GU Developing Configuration Information Delivery Plans

T MU AM 02001 ST Asset Information and Register Requirements

T MU AM 02004 ST Management of Asset Information

T MU AM 04001 PL TfNSW Configuration Management Plan

T MU AM 01014 ST Asset Information Handover Requirements

#### Other reference documents

Notice of Forthcoming Asset Handover

Technical Handover Certificate

Contractual Handover Certificate

*Note: These templates can be accessed from the ASA website, in the Reference material section.*

### 4. Terms and definitions

The following terms and definitions apply in this document:

**AEO** Authorised Engineering Organisation

**ASA** Asset Standards Authority

**asset information** the combined set of data (graphical and non-graphical) and documents (drawings, manuals, plans, certificates) required to support the management of assets over the life cycle

**asset register** record of asset inventory considered worthy of separate identification including associated historical, condition, construction, technical and financial information about each asset

**client representative** division of TfNSW that represents the client, the Secretary TfNSW.

Note: For the purposes of this document, the client representative is the branch of TfNSW that manages the operations and maintenance contracts.

**CM** configuration management

**life cycle** the scope of the system or product evolution beginning with the identification of a perceived customer need, addressing development, test, manufacturing, operation, support and training activities, continuing through various upgrades or evolutions, until the product and its related processes are disposed of

**TfNSW** Transport for NSW

**TfNSW transport assets** means transport assets vested in or owned, managed, controlled, commissioned or funded by TfNSW or a subsidiary NSW Government Transport Agency

**TNAC** Transport Network Assurance Committee

**transport assets** means assets used for or in connection with or to facilitate the movement of persons and freight by road, rail, sea, air or other mode of transport, and includes transport infrastructure (Transport Administration Act 1988)

## 5. Overview of asset handover

Asset handover is the process of transferring responsibility of a TfNSW transport asset from one party to another. The two parties involved are the delivering party and the receiving party. Parties involved may be from different organisations or from different parts of the same organisation.

Asset handover includes the following:

- handover of new or altered assets to new contracted maintenance service providers
- handover of new or altered assets to existing maintenance service providers
- handover of existing assets when transferring between contracted maintenance service providers

Several handover instances can occur consecutively. For example, due to contractual arrangements, several parties may be involved between the initial delivering party and the final receiving party. Each handover instance has its own defined delivering party and receiving party.

Determining whether the asset handover requirements have been complied with or not is part of the asset acceptance process. The asset handover process flowchart in Appendix A provides an overview of the process.

The asset handover requirements confirm the nature and configuration of the assets to be handed over and are accompanied with the following information:

- description of the assets that will be handed over including the condition of the assets and safety and operational arrangements that are in place at the time of handover
- statements confirming that the delivering party considers the assets ready to be handed over

- assurance that necessary asset information including maintenance manuals, financial information and certifications have already been provided to the appropriate party  
*Note: Often the appropriate party is the future asset operator or maintainer.*
- assurance that any additional information or clarification pertinent to the handover have been provided, such as conditions related to approvals to operate
- clarifications on any asset matters that the delivering party continues to manage, such as rectifying construction defects post asset handover, defect risk assessments or other risk mitigation activities
- clarifications on any asset matters that the receiving party needs to manage post asset handover such as outstanding construction related approval conditions

The delivering party is responsible for the technical assurance of the assets and associated deliverables being handed over. Additional responsibilities and accountabilities may exist depending on the relationship with the receiving party. This responsibility, subject to any other agreements, usually includes the production of all documentation required for the ongoing operations and maintenance of assets or services as detailed in Section 6.2.1 and Section 6.2.3.

For new or altered assets, the asset handover is usually associated with configuration management (CM) gate 5, as described in T MU AM 04001 PL *TfNSW Configuration Management Plan*.

The receiving party in a series of handovers is often an operator and maintainer and is responsible for the ongoing technical assurance of the assets after asset handover.

## 5.1. Expected handover outcomes

Effective exercise of responsibilities supports the handover of assets in a state that is suitable for its intended purpose.

When assets are handed over from a project delivering new or altered transport assets, either directly or indirectly to an operator or maintainer, or in any other asset handover circumstances, the following outcomes shall be achieved:

- assets are accepted in an appropriate condition and conform to design and specification requirements
- potential issues concerning future maintenance or operation are suitably addressed
- compliance with regulatory requirements or standards is achieved
- identified defects, maintenance issues and operation issues are suitably addressed
- identified funding required for the operations and maintenance of the asset or assets is established, revised or both

- appropriate asset information, documentation and data are received by the responsible party as defined in T MU AM 01014 ST *Asset Information Handover Requirements*
- assets handed over conform to TfNSW standards, or other applicable requirements such as contract requirements, type approvals, accreditations, concessions or waivers
- assets are appropriately safe to operate and maintain
- the required configuration management gateways have been met as described in T MU AM 04001 PL
- assets are operated and maintained as soon as possible
- necessary insurance arrangements are made without delay
- the operator and maintainer is consulted throughout the project life cycle and made aware of the scope and schedule
- any training and documentation necessary for the immediate operations and maintenances of the asset have been provided to the operator and maintainer
- the receiving operations and maintenance organisation is made aware of any impact to cost, risk and performance of network due to the change in asset or services

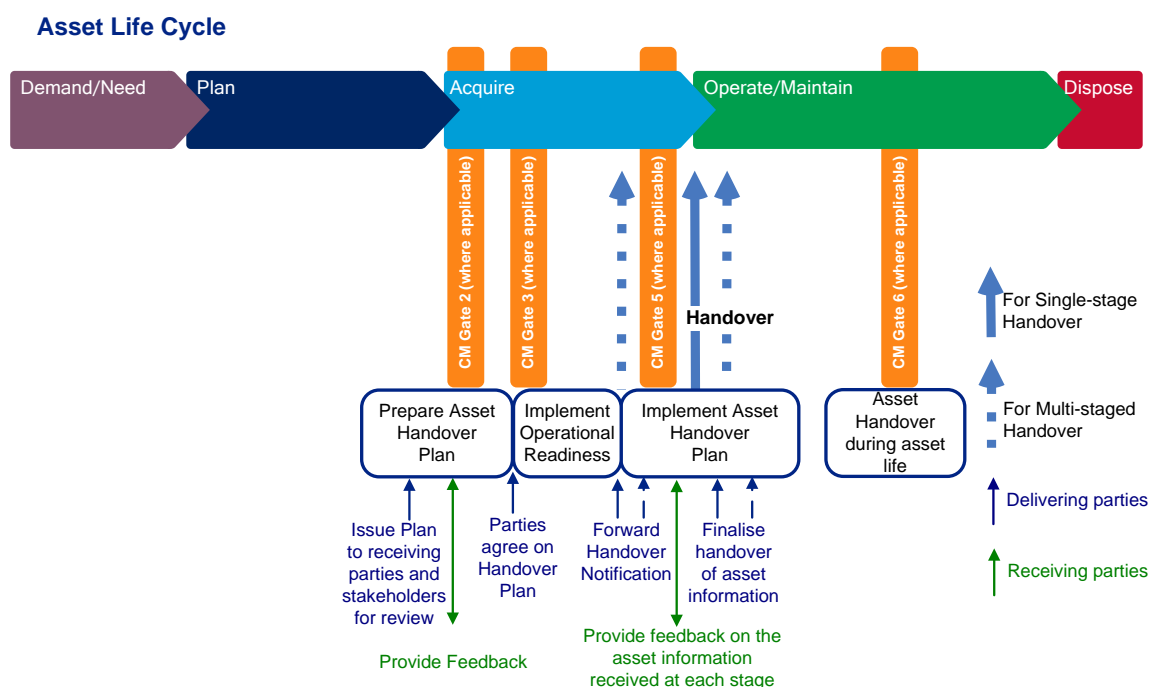
## 6. Asset handover plan for new or altered assets

A project to deliver new or altered assets shall include a handover plan for the overall delivery of a project. The handover plan shall be initiated early in a project life cycle, during the plan stage. The handover plan shall be approved prior to finalising a proposed solution. This is CM gate 3 within the context of configuration management gates, related to the scope of the assets to be handed over. The delivering and receiving parties shall review the plan for any substantial interdependencies and shall communicate and address the interdependencies to the other parties.

The asset handover plan is prepared by the delivering party and forwarded to the receiving parties and other relevant stakeholders for review and agreement. The following factors shall be taken into account in preparing the asset handover plan:

- appropriateness to the complexity of the assets to be handed over
- risk
- cost
- effects on the Transport Network and customers
- delivery schedule of asset information
- other impacts on stakeholders
- other requirements of the receiving party

Figure 1 shows a typical timeline for planning asset handover for new or altered assets or services.



**Figure 1 - Typical timeline for asset handover planning for new or altered asset**

For a planned handover of new or altered assets, an initial asset handover plan shall be prepared early in the acquire stage. The asset handover plan at this point should provide an indicative scope, timing and identify affected parties. The initial asset handover plan shall be completed at a time that corresponds to CM gate 2 as shown in Table 1 in Appendix B.

Asset handover approval mechanisms shall be identified in the asset handover plan approved prior to CM gate 3. The delivering and receiving parties shall agree on the handover plan and the agreed plan shall be available for submissions to CCB at CM gate 3.

The delivering party shall keep the asset handover plan to reflect any changes to the project that affect asset handover. Any changes to the asset handover plan shall be forwarded to the receiving parties.

For the handover of existing assets during the operate/maintain stage, similar principles shall be followed as shown in Table 2 unless otherwise defined in applicable contract requirements.

## 6.1. Scope of asset handover plan

The asset handover plan outlines the strategy, processes and responsibilities for the handover of assets and associated information from the delivering party to the receiving party. The plan, process and procedures facilitate an outcome that enables the receiving party to accept the asset for its intended purpose which is usually the operational service of the asset.

An asset handover plan shall establish the following:

- identification and engagement of key stakeholders in the asset handover process
- description of assurance including configuration change approval requirements related to each asset handover event
- timing and sequence of the asset handover events, including timeframes for the delivery of notifications or any other material from the delivering party to the receiving party
- scope of each asset handover including assets or services that will be handed over
- asset information delivery plan in accordance with T MU AM 01014 ST
- roles and responsibilities of personnel and parties involved in the asset handover
- expectations of any notifications or other information from the receiving party to the delivering party including provisional items outlined in Section 7.1
- stating or providing references to the following:
  - the process and means of communicating the requirements for maintenance and operational readiness and if needed, the management program to maintain operational readiness
  - testing and commissioning events related to each asset handover event
  - necessary training for personnel
  - arrangements for communicating concessions to standards between delivery and receiving parties
  - identified funding needs for the design life of the assets
- any other prerequisite requirements associated with asset handover

The amount of detail in the asset handover plan should suit the complexity and risk of the handover events covered.

## 6.2. Responsibilities

Asset handover planning consists of both preparing to deliver assets and preparing to receive assets. For this reason, all parties delivering or receiving assets shall contribute to the development of plans for asset handover.

The delivering party shall be responsible for the development of the handover plan with the receiving party providing its review and comments. Agreed amendments shall be incorporated into the plan. The person from the delivery party who is responsible for the applicable assets shall sign-off the asset handover notification and certificate. See Section 7.1 for further information.

*Note: Multiple organisations may be involved in the process as specified in the contract.*

Depending on the type of the project, the receiving party may change; for new assets the receiving party shall be the client representative. For asset handover, the client representative is a branch of TfNSW that manages the operations and maintenance contract on behalf of TfNSW. For renewed or altered assets, the receiving party may vary depending on the whole-of-life impact of the change. The approval mechanisms are agreed to in the asset handover plan.

### **6.2.1. Delivering parties**

Each delivering party shall be responsible for the following:

- identifying the receiving party or parties
- initiating engagement with the receiving party or parties
- negotiating project specific handover arrangements with the receiving party or parties
- addressing handover issues raised by the receiving party or parties where practical and reasonable
- preparing a handover plan that describes the timing, scope and activities for asset handover that supports one or multiple staged handovers
- updating the handover plan throughout the course of the project when changes are required
- providing the receiving party or parties with the relevant parts of the handover plan
- providing the handover plan to TfNSW on request
- obtaining agreement on the asset handover plan, and on any updates, from the receiving party or parties
- identifying funding requirements for the design life of assets including stakeholder involvement and corresponding documentation
- notifying the client representative

### **6.2.2. Maintenance assurance**

Maintenance assurance relates to responsibilities for delivering asset information and the technical handover certificate as described in Section 7.3.

The delivering party shall assure that assets that are delivered during the acquire stage or maintained during the operations and maintenance stage are fit for maintenance to applicable requirements including TfNSW standards and specifications. This includes, for example, when part of the assets is delivered during acquire stage prior to handover, then the maintenance requirements of those assets shall be adhered to in accordance with the relevant technical maintenance plans and works program.

The delivering party shall provide suitable maintenance requirements and asset information necessary to maintain the asset at asset handover.

Maintenance requirements include technical maintenance plans (TMPs), works programs, critical spares (logistical support), and competency management.

### **6.2.3. Receiving party or parties**

Each receiving party shall be responsible for the following:

- engaging with the delivering party when approached
- facilitating the handover of assets by making arrangements to accept the assets
- facilitating the handover of assets by making staff available for training in accordance with the agreed schedule
- reviewing and providing feedback on proposed handover arrangements to the delivering party in a timely manner
- documenting the asset receiving arrangements that the receiving party will undertake in preparing for and receiving the assets
- planning for funding and maintenance required for the operation and maintenance of the asset or assets (that is, for an existing operator or maintainer include the planning for funding and maintenance in the asset management plan)
- updating the asset receiving arrangements as required
- providing the asset receiving arrangements to TfNSW on request

### **6.3. Interface with configuration change request submissions**

The assurance process for CM gate 5 and CM gate 6 by the Transport Network Assurance Committee (TNAC) occurs prior to asset handover as set out in T MU AM 04001.

The submission for CM gate 5 asset acceptance shall occur sufficiently in advance of the planned handover to allow for any issues raised to be addressed. If the TNAC imposes conditions for acceptance, then unless specified otherwise, the conditions shall be closed prior to asset handover.

## 6.4. Existing assets being transferred

Existing assets being transferred are those that have been previously acquired, that is, existing assets in the operate/maintain stage and are being transferred to another party.

During the operate/maintain stage of the asset life cycle, maturing of the asset configuration, information, documentation and data being managed is ongoing. These data sets are essential for informing future or potential operators and maintainers.

The following items shall therefore be made available to the client representative in preparation for and at the asset handover of the existing assets:

- asset management plans
- works program delivery
- asset register (as-maintained), in accordance with T MU AM 01014 ST
- defects register
- work order register (including measurement and service records)
- spares register (required as defined at handover and actual)
- whole-of-life maintenance records
- asset condition, and assessment criteria and methodology used
- updated documents and drawings to be provided at handover
- technical maintenance manuals
- training material

## 6.5. Asset handover internal to the organisation

A typical example of an internal handover is transferring an asset from acquire stage to operate/maintain stage. The organisation managing the acquire stage is from the same organisation as the party managing the operate/maintain stage. The requirements to provide assurance at the asset handover shall be applied in accordance with the asset handover plan in Section 6.

## 6.6. Business requirements and safety argument

Section 6.6.1 and Section 6.6.2 provide items to be taken into account while planning the asset handover.

### 6.6.1. Requirements specifications

The asset handover plan shall take into account that assurances are required for fulfilment of the specifications and requirements, including the following:

- stakeholder agreement to meeting the business requirements specification and systems requirements specification
- verification and validation checks
- pre-commissioning tests

### 6.6.2. Safety argument

For projects in which safety risks have been identified, the delivering party shall prepare a safety argument or similar, to describe the risks and the plan to control so far as is reasonably practical (SFAIRP) for the receiving party. Agreement on the risk controls shall be made with the receiving parties and this shall be included in the submission to TNAC or CCB as appropriate.

## 7. Asset information

The delivering party shall check and verify the accuracy, completeness and correct formatting of the asset information prior to handover.

The delivering party is responsible for providing asset information for inclusion in asset information repositories. The scope and delivery of the asset information shall meet the requirements of the specification, defined and managed in collaboration with all of the relevant parties receiving the information and in accordance with T MU AM 01014 ST.

Each time the asset information is handed over, the receiving party shall provide feedback to the delivering party for issues related to the asset information, and any opportunity for improvement.

*Note: A record of the checking and verification of the asset information should be kept by both the receiving and delivering parties.*

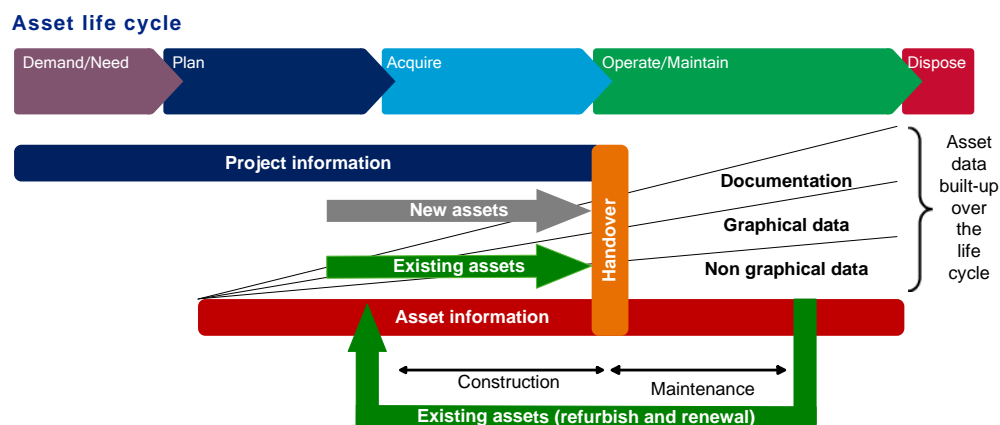
The delivering party shall correct issues raised by the receiving party and advise the receiving party on the action taken. The delivering party shall conduct early consultation with the receiving party on relevant asset information in accordance with T MU AM 01014 ST.

The asset information shall be handed over at any point during the asset life cycle. Where assets are deployed into immediate operation and maintenance, the asset information required for deployment shall be provided prior to handover of the assets at agreed points in accordance with the asset handover plan.

The asset information shall be delivered to the asset information custodian and to relevant receiving parties.

The asset information shall be provided progressively over the life of the asset. An example is shown in Figure 2.

At asset handover, asset information shall be provided in accordance with T MU AM 02001 ST *Asset Information and Register Requirements*.



**Figure 2 - Example of asset data built-up across the life cycle including transition at handover**

## 7.1. Asset handover documentation

In the course of preparing for asset handover and during the asset handover event, several standard documents may need to be exchanged between parties. In addition, the following notification and certificates shall be issued where applicable:

- notification of forthcoming asset handover
- technical handover certificate
- contractual handover certificate

These notification and certificates facilitate a clear understanding of the assets being handed over and identify the party responsible for the assurance of the asset before and after handover. Timing and specifics for the exchange of these documents should be detailed in the asset handover plan.

## 7.2. Notification of forthcoming asset handover

The delivering party shall notify the receiving party of each handover event of a forthcoming asset handover. In determining the lead time for the notification, factors including the operator or maintainer's minimum requirements for notification, complexity of the handover and associated risks should be taken into account.

The timing for notification shall be agreed between the delivering party and the receiving party when developing the handover plan. The lead time for the notification shall be documented in the asset handover plan.

The delivering party shall assure itself that the receiving party is ready for the handover and keep records of any confirmation requested.

The delivering party shall formally notify the receiving party as soon as it is aware of a possible delay to the intended handover.

The notification of forthcoming asset handover shall include the following:

- planned date and time of asset handover
- a description of the assets to be handed over that is existing, new or altered or disposed as a result
- any conditions or outstanding matters that require agreement or action by the receiving party
- any events or conditions required before asset handover, such as training of personnel
- contact information of the person from the delivering party responsible for the asset handover

A *Notification of Forthcoming Asset Handover* template is available for use by the delivering party and can be accessed from the ASA website.

### 7.3. Technical handover certificate

The technical handover certificate is intended to provide confirmation to the receiving party of the assets handed over to them and that the assets are safe and fit for purpose to operate and maintain.

Fit for purpose includes conformance to any relevant standards and specification, approved for construction drawings and any other client requirements where applicable.

The technical handover certificate is issued by the delivering party at the time where their responsibility for the operations or maintenance of the assets, unless specified otherwise, is transferred to the receiving party.

A technical handover certificate shall include the following:

- confirmation that the delivering party considers the assets are ready to be handed over
- a description of the assets being handed over
- contact information of the delivering party if further information is required
- description of defects and construction related conditions of approval
- date that defects liability period ends
- lists of relevant asset information, including the following:
  - the physical asset register and financial fixed asset register

- data and documents including manuals, drawings, certificates and the like
- asset certifications being provided to the receiving party
- associated configuration change request numbers
- asset register data
- list of information previously provided
- reference to the safety argument, see Section 6.6.2
- lists of any information and documents to be provided at a later time, such as post-commissioning or post-handover asset information and as-built drawings, and the date of delivery of those items
- any conditions of the asset handover agreed to by all parties (delivering and receiving parties and client representatives) including minor incomplete items that may be provisionally accepted
- endorsement by operator or maintainer or both that the assets are safe to operate and maintain
- the signatory from the delivering party that provides assurance that the assets are suitable for operation and that project has completed the necessary requirements for handover

A *Technical Handover Certificate* template is available for use and can be accessed from the ASA website.

## 7.4. Contractual handover certificate

The contractual handover certificate is issued by the client representative to the operator and maintainer. It is issued when the client representative hands over the responsibility for operating and maintaining the asset to the operator and maintainer.

The certificate denotes that a change in asset or service to the relevant contract is required due to the handover of assets and financial obligations.

A contractual handover certificate shall include the following:

- time and date of asset handover
- the technical handover certificate previously received by the client representative and relevant documentation attached
- confirmation that its signatory considers the assets ready to be handed over

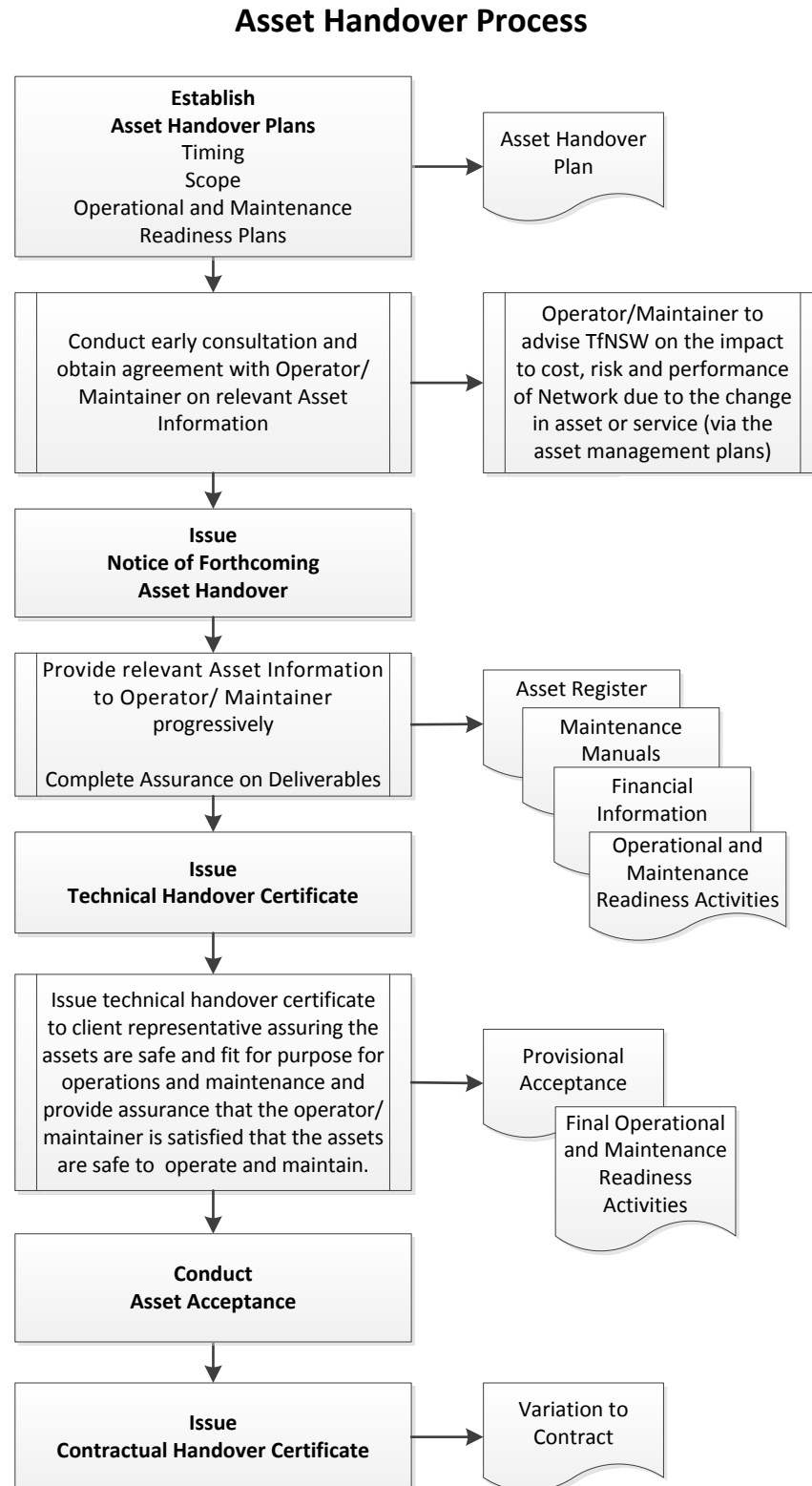
The delivering party shall note the impact of the following as part of the technical handover certificate:

- legal and financial considerations
- any third party involvement
- defect period and warranty considerations

A *Contractual Handover Certificate* template is available for use and can be accessed from the ASA website.

## Appendix A Asset handover flow chart

Figure 3 depicts the asset handover process.



**Figure 3 – Asset handover process flowchart**

## Appendix B Handover responsibilities

Table 1 shows the responsibilities that normally apply to parties involved in the process of handing over new or altered assets to an operator and maintainer. This situation typically occurs where a project delivers asset changes to the TfNSW transport network. Table 1 shows roles and responsibilities in the handover process relative to CM gates that are defined in T MU AM 04001 PL.

Table 2 shows roles and responsibilities that normally apply to the handover of assets where TfNSW transport network is not impacted by a change. This situation typically applies at the end of an operations or maintenance contract.

**Table 1– Handover responsibilities for new and altered assets**

<b>CM gate</b>	<b>Deliverable</b>	<b>Delivering party (example, project director)</b>	<b>Receiving party (example, client representative)</b>	<b>Operator and maintainer</b>	<b>Description</b>
Gate 2	Establish asset handover plan	R	C	C	Includes timing, scope and delivery schedule for asset information
Gate 3	Agreement on asset information deliverables	R	I	C	<ul style="list-style-type: none"> <li>delivering party shall conduct early consultation and obtain agreement with operator and maintainer on relevant asset information in accordance with relevant TfNSW standards</li> <li>operator and maintainer shall update TfNSW on the impact to cost, risk and performance of network due to the change in asset or services (included in the asset management plan)</li> </ul>
Gate 3	Review and approval of asset handover plan	R	I	C	<ul style="list-style-type: none"> <li>identification of funding requirements for design life of asset</li> <li>plan for maintenance readiness and operational readiness</li> </ul>
Gate 3	Provide relevant asset information to receiving organisation progressively from gate 3 to completion in accordance with agreed handover plan	R	I	C	Delivering party shall complete assurance on deliverables
Gate 5	Notice of the forthcoming asset handover	R	I	C	

CM gate	Deliverable	Delivering party (example, project director)	Receiving party (example, client representative)	Operator and maintainer	Description
Gate 5	Provide relevant asset information received from AEO, contractor or supplier to operator and maintainer progressively from gate 3 to completion in accordance with agreed handover plan or contractual arrangements	R		C	Complete assurance on deliverables including completion of maintenance manuals, financial information and operational and maintenance readiness activities
Gate 5	Technical handover certificate	R	C		<ul style="list-style-type: none"> <li>delivering party issues technical handover certificate to receiving party assuring the assets are safe and fit for purpose for operations and maintenance and provides assurance that the operator or maintainer is satisfied that the assets are safe to operate and maintain</li> <li>provisional acceptance</li> <li>operations and maintenance readiness activities finalised</li> </ul>
Gate 5	Asset acceptance by receiving organisation		R		
Gate 5	Issue contractual handover certificate to operator and maintainer (variation to contract)		R	C	<ul style="list-style-type: none"> <li>organisations to agree to variation of contract including assets handed over and the associated costs</li> <li>operator and maintainer to update TfNSW on the impact to cost, risk and performance of network due to the change in asset or services</li> </ul>

**R: Responsible C: Consulted I: Informed**

**Table 2 – Handover responsibilities where no asset change to the network**

<b>Deliverable</b>	<b>Operator and maintainer as the delivering party</b>	<b>Receiving party e.g. client representative</b>	<b>Description</b>
Establish asset handover plan	R	C	Includes timing, scope, asset information including recurrent and capital maintenance plans, condition reports, asset management plans and whole-of-life costing
Agreement on asset information	R	C	Conduct early consultation and obtain agreement with TfNSW on relevant asset information applying relevant TfNSW standards in accordance with deed requirements
Provide relevant asset information to TfNSW	R	C	Operator and maintainer shall complete assurance on deliverables
Sign handover certificate to confirm assets are ready to be handed over	R	C	In accordance with deed requirements, confirming that the asset conforms to TfNSW requirements and all other applicable contractual requirements and are safe to operate and maintain. Ensure contractual requirements are met.
Asset acceptance by receiving party	I	R	

**R: Responsible C: Consulted I: Informed**