AIRPORTS COMPANY SOUTH AFRICA

CAD and GIS Asset Information Procedure Document

AREA OF APPLICABILITY

ALL AIRPORTS

Division

Enterprise Asset Management

Next Revision Date:

September 2024

Control Disclosure:

Confidential

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1. Scope

This procedure details the standards to be followed by all Project Managers, CAD and GIS Operators, Co-ordinators and Administrators at all Airports Company sites when developing, updating, and submitting asset spatial and drawing information.

2. Objective

The goal of Asset Information Management is to enable substantively qualified and quantified decision making through appropriate perspectives of asset information that is timeous and ubiquitous. This is achieved through asset data maintenance, analysis and visualization, and governance. A source of spatial data is the computer aided design drawings that are produced during planning, design, and construction activities amongst others. This procedure enables the CAD-to-GIS conversion process.

3. Definitions and Abbreviations

3.1 Definitions

Business Unit
The airport sites and the corporate office.

Company / ACSA
Airports Company South Africa SOC Limited.

Project Manager
The person designated to execute the responsibilities and activities that result in any change to the shape and fabric of the Company's infrastructure wherever they may be located.

ISO 13567
An International CAD layer standard used during the development of drawing information submitted as part of building developments.

3.2 Abbreviations

Abbreviation	Description
CAD	Computer Aided Design
GIS	Geographical Information System
PDF	Portable Document Format
AutoCAD	CAD software application for 2D and 3D design and drafting
DWG	Drawing format for a file; it is a binary file format for storing two-and-three-dimensional design data and metadata.

Abbreviation	Description
FIPDM	Framework for Infrastructure Delivery and Procurement

4. Procedure General

The Project Manager shall ensure that the following are applied when managing CAD and GIS data.

1. The Project Manager ensures that this procedure is included in documentation communicated to the service providers prior to commencement and upon any revisions of this procedure and related documents. The asset information developed through the project execution shall comply with the requirements of the Enterprise Project Management Office, the Project Portfolio Management and the FIPDM.

2. Technical documentation is made available to authorized individuals for each business unit through the Company cloud solution. Access may be requested as required on the platform. Technical documents include design drawings, operating manuals, technical specification, floor plans, maintenance manuals et cetera.

3. New revisions and additional technical documentation are added throughout the project lifecycle and specifically during the Close and Handover processes. Technical drawing documentation shall be issued and received in .pdf and native formats from the developers. The standard for CAD and GIS document is in the manual CAD GIS Specification W011.

5. Process for monitoring

The project management stage milestones are points for asset information transfer like drawings, design documentation and similar documentation as part of the deliverables for each phase.

5.1 The FIPDM framework milestones

a) Initiation
b) Concept
c) Design Development
d) Works
e) Close Project
f) Handover

5.2 Portable document format (pdf) electronic hard copies

Each submission must include a PDF electronic hard copy of each drawing set up in paper or viewport space. Naming of the PDF electronic hard copies shall be the project number, drawing number and the revision number. The electronic hard copies must be printed as close to full size as possible; minimum paper size is A3. To record the transfer a submission document with the minimum information tabled below is required.

DOCUMENT TRANSMITTAL FOR PROJECT	*Project number, Project description, Site(s)*			
From		To		
Name & Surname:		Name & Surname:		
Designation:		Designation:		
Address:		Address:		
Contact Number.:		Contact Number.:		
Mobile Number.		Mobile Number.		
Email:		Email:		
Document Title	Description	Rev	Date	Format

The effective implementation and monitoring of this procedure will be done as part of the project execution and asset maintenance.

MONITORING CONTROLS	PURPOSE	RESPONSIBLE	FREQUENCY
Project Execution according to EPMO frameworks	Execute the project	Project Manager	Monthly
Asset Maintenance	Maintenance that requires changes to the asset configuration	Senior Manager Maintenance Engineering	Monthly

Note: This procedure will be review in three-years circle and if there is a need to review the procedure before three-years circle laps due to any circumstances being legal requirements, changes in the businesses, the need to reflect current practices or activities, the procedure will be unlocked for review accordingly.

Disclaimer: In instances where document links are not accessible, directly access the documents on the Policy Management Document Store on the Airports Company South Africa SOC Limited intranet.

6. Accountabilities and Responsibilities

Standardised

6.1 Accountabilities

This describes the overall accountability and responsibility of adherence and may describe responsibilities of other personnel.

Authorities	Employees	Managers	Group Manager	Group Executive	Board Committee
Has overall accountability for development and implementation of this procedure	-	*Responsible*	*Responsible*	*Accountable*	-
Has overall responsibility for implementation and adherence of this procedure	*Responsible*	*Responsible*	*Responsible*	*Responsible*	-
Consulted at the time of an exception and adherence of this procedure.	*Consulted*	*Consulted*	*Consulted*	*Consulted*	-
Has overall responsibility for adherence, implementation and performance of a given task.	*Informed*	*Informed*	*Informed*	*Informed*	-
Has responsibility for approval and authorization	-	-	-	*Responsible*	*Accountable*

Authorities	Employees	Managers	Group Manager	Group Executive	Board Committee
Communicate the policy to all impacted stakeholders or employees.	-	*Responsible*	*Responsible*	*Accountable*	-

6.2 Roles and Responsibilities

IAM Management Committee (IAM MANCO)

- Accountable for the approval and authorization of this procedure

Group Executive: Infrastructure Asset Management

- Accountable to communicate the policy to all impacted stakeholders or employees.
- Consulted at the time of an exception and adherence of this procedure.
- Informed about the adherence, implementation and performance of this procedure.
- Responsible for the implementation and adherence of this procedure.
- Responsible for approval and authorization of this procedure.

Group Managers: Enterprise Asset Management, Technical Services and Solutions, Project Portfolio Management

- Consulted at the time of an exception and adherence of this procedure.
- Informed about the adherence, implementation, and performance of this procedure.
- Responsible for the implementation and adherence of this procedure.
- Responsible for the communication to all impacted stakeholders and employees.

Group Managers: Enterprise Asset Management

- Responsible for the development and implementation of this procedure.

Managers: Project Managers

- Consulted at the time of an exception and adherence of this procedure.
- Informed about the adherence, implementation, and performance of this procedure.
- Responsible for the implementation and adherence of this procedure.

- Responsible for the communication to all impacted stakeholders and employees.

Manager: Asset Information Management Specialist

- Accountable for development and implementation of this procedure.

Employees

- Consulted at the time of an exception and adherence of this procedure.
- Informed about the adherence, implementation, and performance of this procedure.
- Responsible for the implementation and adherence of this procedure.

7. Verification

This procedure shall be verified in accordance with Verification Procedure Document - Z001 002M.

8. Non-Conformance

Any deviation from this procedure shall be identified and registered with corrective and preventative measures for continual improvement in accordance with Non - Conformance Procedure Documents Z001 001M.

9. Related Policy Documents

Document Control Procedure – Z001 006M

10. Related Legislation and Standard

Public Finance and Audit Act 1983
Minimum Information Security Standards Act 1996

11. Change Control

This procedure shall only be changed with the authorisation of the Chief Executive Officer for Policy and Group Executive: Division if Procedure and in accordance with Change Control Policy Document - Z001 003M.

12. Revision History

Provide a history of review

Date last revised	Revision Status	Compiler	Summary of changes
31 March 2017	Version: 3	Head: Technical Services	Issue 03
September 2021	Version: 4	Asset Information Management Specialist	Definitions Abbreviations Procedure general

13. Records

**Each Process Owner as identified is responsible for maintaining, storage and protection of their respective documents. Records must be identifiable, easily retrievable and must follow retention times as regulated or required by the organisation, statutory or regulatory requirements.* Refer Record Keeping Requirements Procedure - Z001 008M.

Record Name	Storage Location	Record Number	Responsible Person	Retention Time
CAD GIS Data Management	Master in Corporate Policy Document Store	W010 001M	Policy Assurance Officer	Three (3) years

14. Endorsement (See Master in Corporate Policy Document Store)

Activity	Name	Signature	Date
Compiled by	**Specialist:** Asset Information Management **Name and Surname** Penelope Kinsman		
Quality Assurance: Policy Documents	**Manager:** Policy & Assurance **Name and Surname** Thabana Mahlo		
Supported by	**Group Manager:** Enterprise Asset Management **Name and Surname** Mohamed Riaaz Essack		
Approved by	**Group Executive:** Infrastructure Asset Management **Name and Surname** Badisa Matshego		
Authorised by	**Chief Executive Officer** **Name and Surname** Mpumi Mpofu		