

- f) Construction works, no. of damaged reports completed for 3rd parties and for which repairs were commissioned

17.13 Data Maintenance

Records and all operation and maintenance information and data from activities for uploading onto CMMS shall be undertaken using the following methodology:

- a) Undertake review of existing record keeping ensuring completeness and validity of data identifying any gaps in record keeping and data collection.
- b) Review all data and information requirements required for the service delivery and performance of the Contract utilizing good industry practice, e.g.
 - All KPI measurements.
 - Trends and analysis against contract KPIs.
 - Review of grading of assets.
 - Asset performance data.
 - Accident statistics.
 - Personnel records and training records.
 - Interstage process analysis data including RW/TSE.
 - Electricity usage of pumping facilities.
 - Pump running hours.
 - Number and location of problems.
 - Tanker movements and volumes /loads per day.
 - Flows and loads at all pumping facilities.
- c) Review all data requirements covering Contract area and prepare a schedule to cover ownership of data collection and analysis.
- d) Introduce regular audit trails for validation of data and quality control.
- e) Ensure prompt action taken to remove any gaps in required reporting and data collection.
- f) Confirm CMMS software capabilities and check the system continues to log work orders, received from the DMAT relating to complaints, flooding incidents, etc.
- g) Contractor staff will record information received from DMAT onto CMMS.
- h) Undertake regular audits of the CMMS to ensure it is being fully utilized and that all required information to be logged onto the system is being uploaded.

The quality and validity of collected data and record keeping will be the subject of regular audits throughout the year, by the appropriate key personnel to ensure accuracy and completeness in complying fully with the contract data requirements.

Any identified gaps or shortfall in performance will be quickly addressed to rectify any anomalies and address the gaps. All record keeping will be managed in accordance with good industry practice. All reporting and documentation will be in compliance with the 9001 quality management system.

17.14 Plant & Materials

Tools and material data files typically contain the inventory of centrally managed spares, tools and material for use in support of facilities maintenance. The material data file aids in assigning material to work orders, supports the preparation of material requisitions, tracks the receipt of material on order, and documents related information. Also, these data files record accountability data for shop tools and equipment.