

Schedule 18  
Appendix 18H – Asset Registry

## **SECTION A. DEFINITIONS**

### **A.1 Definitions**

- A.1.1 Capitalized terms used in this Appendix 18H have the meanings set out in Schedule 18 – Technical Requirements or the Design Build Agreement.

## **SECTION B. ASSET REGISTRY**

### **B.1 General Requirements**

- B.1.1 Design Builder shall provide to the City detailed information for all Project Assets and decommissioned Assets (the “**Asset Registry**”) to allow the City to upload and maintain current Asset information in the City’s OWAM system.
- B.1.2 The Asset Registry shall be provided in Microsoft Excel format, in accordance with Appendix 18H Attachment 1 - Guideline to Document Asset Registry. The Asset Registry shall incorporate all equipment listed in the Master Equipment Schedule submitted with the As-Built Submittal.
- B.1.3 The City will maintain the OWAM system and upload the Asset Registry provided by Design Builder.
- B.1.4 The Asset Registry requirements in this Appendix 18H are subject to revision based upon the City’s continuous improvement of the OWAM system. Design Builder shall coordinate with the City to ensure that the Asset Registry requirements are current and provide the Asset Registry in accordance with the direction provided by the City.

### **B.2 Asset Registry Format and Deliverables**

- B.2.1 Asset Specification Templates for each Asset Type associated with a project are provided in Appendix 18H Attachment 1 – Guideline to Document Asset Registry.
- (a) the Asset Specification Templates identify the typical level of attributes required.
  - (b) Design Builder shall request Asset Specification Templates required by the Design Builder and not included in this Appendix 18H.
- B.2.2 The City will provide a Microsoft Excel file of existing Assets within the NEWPCC facility that relates to the Project upon request.
- (a) Design Builder shall review the existing Asset list and use it to include decommissioned Assets into the Asset Registry.
- B.2.3 Design Builder shall prepare and deliver to the City, in accordance with Schedule 5 – Review Procedure, the Asset Registry utilizing the specific Microsoft Excel based Asset Specification Template.
- B.2.4 Each Asset Specification Template shall include both:
- (a) common Asset Registry record fields, as detailed in Appendix 18H Attachment 1 – Guideline to Document Asset Registry; and

- (b) Asset Type specific attributes, with samples indicated in Appendix 18H Attachment 1 – Guideline to Document Asset Registry.
- B.2.5 Design Builder shall complete all fields in the Asset Registry as indicated in Appendix 18H Attachment 1 – Guideline to Document Asset Registry.
- B.2.6 Design Builder shall utilize the codes indicated in Table 1 to complete the *BUILDING* field within the Asset Registry record.
- B.2.7 In the event an appropriate code is not indicated in Table 1, the Design Builder shall issue an RFI in accordance with Schedule 18 – Technical Requirements.

**Table 1: Building Codes**

<b>Building Code</b>	<b>Building Description</b>
NEWPCC ADMIN	NEWPCC Main Administration
NEWPCC DEWATERING	NEWPCC Dewatering (existing building)
NEWPCC DIGESTER	NEWPCC Digester
NEWPCC ELECTRICAL	NEWPCC Electrical Building and Substation.
NEWPCC GARAGE	NEWPCC Main Garage
NEWPCC GAS TREATMENT	NEWPCC Gas Treatment
NEWPCC HEADWORKS	NEWPCC Headworks
NEWPCC HAULED WASTE	NEWPCC Hauled Waste
NEWPCC LAB	NEWPCC Main Lab
NEWPCC LEACHATE	NEWPCC Leachate
NEWPCC CENTRATE	NEWPCC Centrate Treatment
NEWPCC FERRIC	NEWPCC Ferric Receiving and Dosing
NEWPCC PRIMARY	NEWPCC Primary Clarifiers
NEWPCC BLOWER	NEWPCC Blowers and Primary Effluent Pumping
NEWPCC RAS	NEWPCC RAS Pumping Stations
NEWPCC UV	NEWPCC Ultra Violet/Tertiary
NEWPCC WWF	NEWPCC Wet Weather Flow Sludge Storage
NEWPCC FERMENTER	NEWPCC Fermenter and Phosphorus Release
NEWPCC PREDIGESTION	NEWPCC Predigestion Treatment
NEWPCC BIOSOLIDS	NEWPCC Biosolids Processing and Loading
NEWPCC STANDBY	NEWPCC Standby Power
NEWPCC HAULED SLUDGE	NEWPCC Hauled Sludge Receiving

- B.2.8 Design Builder shall ensure that the Asset Registry is error-free and based upon actual equipment installed. In no instance shall the equipment nameplate data deviate from the Asset Registry.

### **B.3 Phasing of Asset Registry**

- B.3.1 The Asset Registry shall be prepared and submitted to the City in 2 phases.
- B.3.2 The first phase of Asset Registry (the “**Phase 1 Asset Registry**”) shall be comprised of all Assets that are to be incorporated into the Works by Substantial Completion.
- (a) the Phase 1 Asset Registry shall be submitted in accordance with Schedule 5 – Review Procedure and shall receive a “Received” endorsement a minimum of 60 Calendar Days prior to Substantial Completion.
- B.3.3 The second phase of Asset Registry (the “**Phase 2 Asset Registry**”) shall include updates to the Phase 1 Asset Registry as required.
- (a) the Phase 2 Asset Registry shall be submitted in accordance with Schedule 5 – Review Procedure prior to Final Completion and shall receive a “Received” endorsement.
  - (b) for clarity, the Phase 2 Asset Registry should be similar to the Phase 1 Asset Registry; however, it shall include any assets added or modified, or new information that becomes available subsequent to the issuance of the Phase 1 Asset Registry.

**Attachment 1**  
**Guideline to Document Asset Registry**



Water and Waste Department  
Wastewater Services Division

## **Guideline to Document Asset Registry for New/Upgrade Project**

**Document Number: OSB-AM-GUI-0001**

### **Revision History**

<b>Revision</b>	<b>Date</b>	<b>Revision Made</b>	<b>Revised By</b>
(4)	2020-01-20	Version update	Operational Systems Branch



Water and Waste Department  
Wastewater Services Division

<b>Document No:</b> OSB-AM-GUI-0002	<b>Date Created:</b> April 4, 2018	<b>Document Owner:</b> OSB
<b>Revision No:</b> 3	<b>Modified:</b> May 16, 2019	<b>Page:</b> 1 of 41

## WWS Asset Classification and Specification Guideline

---

### 1 INTRODUCTION

Asset registry is the fundamental building block for asset management and it is a document that has assets organized by a unique identification number against which certain attributes are recorded. A registry organized in hierarchical order is the vehicle that enables the assessment of assets as individual components, composite assets, or groups of assets. It is important to emphasize that an efficient asset registry is built around four main concepts: asset hierarchy, asset classification, asset criticality information and asset specification record.

The purpose of the asset registry guideline is to create a set of instructions to ensure project consultants and contractors document asset information in a way that is OWAM-ready. Other benefits of a standardized asset registry framework are:

- Improved financial planning and integrated asset management planning for operations and maintenance.
- Structured asset visibility in OWAM
- Eliminate the complexity that arises with asset setup in OWAM
- Optimize management decision-making processes

Wastewater Services Division uses Oracle Work Asset Management (OWAM) Software for asset management. Therefore, adherence to these guideline instructions will simplify asset information update in OWAM post commissioning of any project.

#### 1.1 Asset Hierarchy

Asset hierarchy is a representation of the relationships between infrastructure assets; and it is arranged in a family tree describing the parent-child relation of an asset or component of an asset. Asset hierarchy is required to organize assets such that they are aggregated or rolled up to the higher level from lower level, but can never be disaggregated lower than the lowest threshold level. Properly documented asset hierarchy will organise assets by:

- System;
- Sub-system;
- Facility segments;
- Process area;
- Sub-process area;
- Parent asset;
- Child asset and;
- Components.



<b>Document No:</b> OSB-AM-GUI-0002	<b>Date Created:</b> April 4, 2018	<b>Document Owner:</b> OSB
<b>Revision No:</b> 3	<b>Modified:</b> May 16, 2019	<b>Page:</b> 2 of 41

## WWS Asset Classification and Specification Guideline

### 1.2 Asset Classification

Asset classification is a system for assigning assets into groups based on a number of common characteristics. The asset classification system is essential to effectively manage OWAM. Well documented asset classification will provide the following asset information:

- Asset Class Type;
- CODE Asset Class Type;
- Asset Class Description;
- Asset Class;
- Asset Type and;
- CODE Asset Type.

### 1.3 Asset Criticality information

Asset criticality identifies the worst case of asset's availability to perform its function. It is a measure of the asset's capability to impact the business drivers of the organization by impacting the goals of the Process Department/Area to which it belongs. Accurately documented asset criticality will capture information on the asset risk using the total consequence of failure (impact/severity) of the following business drivers (impact areas):

Business Drivers	Consequences of Failure
Environmental Stewardship	Based on the assets ability to discharge potential pollutants including Wastewater & Effluent; Air Emissions: odour, dust, fumes, gases, smoke; Chemicals: process additives, lubes, cleaners, degreasers, chemicals etc.
Occupational Safety	Measures the ability of the asset to create an unsafe condition that leads to the injury or loss of limb/life.
Operational Consequences	
(3a) Level of Service Reduction	Measures how the failure will affect the Process Department/Area's ability to meet its mission requirements. It considers plant configuration that could mitigate the impact of an asset failure, chiefly through redundant plant or storage/buffer capacity after the asset.
(3b) Cost of Repair / Replacement	Measures the approximate cost to repair the asset following a debilitating failure or, in extreme cases, to replace it if repair is not appropriate.
(3c) Maintainability	Based on serviceability and supportability of assets
(3d) Detectability	Measures the ease with which a failure can be identified.
Total Scoring for Consequence of Failure	Total Consequence of Failure

Table 1: Criticality Business Driver and their Impacts





<b>Document No:</b> OSB-AM-GUI-0002	<b>Date Created:</b> April 4, 2018	<b>Document Owner:</b> OSB
<b>Revision No:</b> 3	<b>Modified:</b> May 16, 2019	<b>Page:</b> 3 of 41

## WWS Asset Classification and Specification Guideline

---

### 1.4 Asset Specification record

Asset specification is the asset information that is required to provide input for preventative maintenance and asset reliability to support operational efficiency. Properly documented asset record and specification will provide the following asset information: Asset data record and specification data record.

## 2 ASSET REGISTRY DOCUMENTATION EXPECTATION

This Guideline should be used to document asset hierarchy, classification, criticality and specification. Consultants or contractors are expected to provide asset information to the City’s representative in the format below:


- A complete hierarchical list of all assets, child assets and components showing the parent-child assets relationship on the first page of each of the embedded template and;
- Listing of asset classification and specifications according to the templates provided.

## 3 METHODOLOGY TO DOCUMENT INFORMATION

To ensure consultants or contractors use the guideline successfully, it is important to explain that there are four parts to this guide and they include:

- Part A: It provides instructions to develop asset hierarchy using the asset hierarchy framework.
- Part B: It provides instructions to classify assets such that assets identified within a project are structured using Wastewater Services Division’s standardized format.
- Part C: It provides instruction to document assets and components as well as their criticality
- Part D: It provides instructions to document asset specifications.

### 3.1 Part A: Asset Hierarchy (First Sheet of the Spreadsheet)

In order to provide detailed information for all project assets, consultants or contractors shall provide hierarchical structure that shows all assets from process area through to child asset and components. The asset hierarchy for all the assets identified during the project should be provided on the “First sheet” of all the eleven spreadsheets listed below (This means that the first sheet of the eleven spreadsheets will have same information). In the same first sheet, there is an empty hierarchy structure chart that can help to document the asset hierarchy in the appropriate format. This can be copied and pasted to complete the required asset hierarchy. Locate this logo  on the left hand side of this document to retrieve the attachments of the eleven asset class type spreadsheets:

1. Ancillary & Accessory Plant Equipment (1-AAPE) Spreadsheet;
2. Information and Communication Equipment (2-(COBE) Spreadsheet;



Water and Waste Department  
Wastewater Services Division

<b>Document No:</b> OSB-AM-GUI-0002	<b>Date Created:</b> April 4, 2018	<b>Document Owner:</b> OSB
<b>Revision No:</b> 3	<b>Modified:</b> May 16, 2019	<b>Page:</b> 4 of 41

## WWS Asset Classification and Specification Guideline

3. Minor Mechanical Equipment (3-MIME) Spreadsheet;
4. Automation & Control Equipment (4-ACEQ) Spreadsheet;
5. Major Mechanical Equipment (5-MAME) Spreadsheet;
6. All Electrical Equipment (6-AEEQ) Spreadsheet;
7. Outdoor Metal Structures (7-OMST) Spreadsheet;
8. Major Process Equipment (8-MPEQ) Spreadsheet;
9. Indoor Metal Structures (9-IMST) Spreadsheet;
10. Concrete Structures & Underground Piping (10-CUSP) Spreadsheet and;
11. Green Landscape (11-GRLA) Spreadsheet.

**Note:**

- i. **If the embedded templates cannot be retrieved, please request for electronic versions from the City representative.**
- ii. **All the first sheets (tabs) of each of the eleven spreadsheets shall have the asset hierarchy images for all assets identified from the project.**

3.1.1 **Asset Hierarchy Framework:** Use the asset hierarchy level below to organise all project assets that will be handed over to the city post commissioning. In order to complete the Asset Hierarchy structure, please familiarize yourself with the definitions below:

	Hierarchy Level	Definition
1	Department <i>(Water &amp; Waste)</i>	Accounting Department
2	Division <i>(WWSD)</i>	Lowest-level GL bin. All Assets below this roll costs up to the Area.
3	System <i>(Treatment or Collections)</i>	Highest Asset Level. This is a functional group of assets delivering a primary service, such as wastewater system or water system
4	Sub-System <i>(NEWPCC OR SEWPCC OR WEWPCC)</i>	A sub-group of assets in a system that perform a specific function, such as Treatment Plant or Water Mains.
5	Process <i>(Secondary Treatment)</i>	A sub-group of assets that further categorizes a complex sub-system. This level is used primarily in Treatment Plants (Primary Clarification, Digestion, etc.) and Pumping Stations (Pumping, Reservoir).
7	Asset	The physical asset on which work is performed on.
8	Child Asset	If an asset is complex, it may have child assets or components. A child asset will be used if it is worked on separately from the parent, and if costs are required to be tracked against it.
9	Component	Repairable and track-able parts used on an asset. Spare parts that are replaced when broken should not be included.

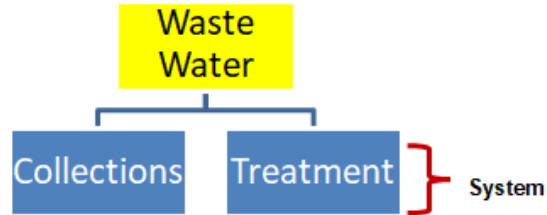
Table 2: Asset Hierarchy Framework

Note: Asset definition can be found in appendix 1.

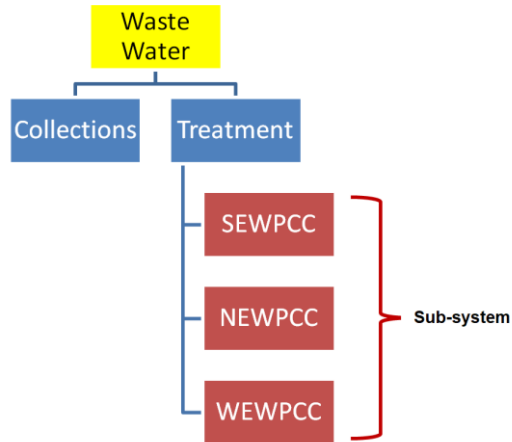
<b>Document No:</b> OSB-AM-GUI-0002	<b>Date Created:</b> April 4, 2018	<b>Document Owner:</b> OSB
<b>Revision No:</b> 3	<b>Modified:</b> May 16, 2019	<b>Page:</b> 5 of 41

## WWS Asset Classification and Specification Guideline

3.1.2 **System:** The first level of the asset hierarchy is the systems level. Please identify the system level for all project assets as shown in the image below:



3.1.3 **Sub-system:** The next level after the system is the sub-system. Please identify the sub-system level as shown in the image below:



3.1.4 **Process Area (Also known as Areas):** Subsequent to identifying the sub-system in 3.1.3 above, please identify the process area for all the projects. Process area ideas are illustrated within the red highlighted oval field in the example below. Existing area code descriptions are included in the WWD Identification Standard. The existing areas should also be verified with the City Representative prior to the consultant/ contractor determining new process area.

**Note:** Each treatment plant has different process areas so be sure to verify the process area where the project is implemented. The list below and the image on the next page will guide you to identify the correct process level.



Water and Waste Department  
Wastewater Services Division

<b>Document No:</b> OSB-AM-GUI-0002	<b>Date Created:</b> April 4, 2018	<b>Document Owner:</b> OSB
<b>Revision No:</b> 3	<b>Modified:</b> May 16, 2019	<b>Page:</b> 6 of 41

## WWS Asset Classification and Specification Guideline

FACILITY	PROCESS	SUB-PROCESS
<b>SEWPPCC</b>	Power Supply System	<ul style="list-style-type: none"> <li>• Main Power Supply;</li> <li>• Standby Power Supply and;</li> <li>• Instrumentation</li> </ul>
	Process Control System	No sub-process
	Fire & Security	No sub-process
	Administrative Building	<ul style="list-style-type: none"> <li>• Main Admin Building;</li> <li>• Mechanical Workshop;</li> <li>• Electrical Workshop and;</li> <li>• Instrumentation Workshop</li> </ul>
	Pre-Treatment	<ul style="list-style-type: none"> <li>• Influent Pumping;</li> <li>• Influent Screening;</li> <li>• Grit System;</li> <li>• Odour Control and Ventilation;</li> <li>• Electrical Power Supply;</li> <li>• Process Building and Concrete Structures;</li> <li>• Instrumentation</li> </ul>
	Primary Treatment	<ul style="list-style-type: none"> <li>• Primary Clarification;</li> <li>• High Rate Clarification;</li> <li>• Buildings and Concrete Structures;</li> <li>• Odour Control;</li> <li>• Electrical Power Supply and;</li> <li>• Instrumentation</li> </ul>
	Sludge Treatment	<ul style="list-style-type: none"> <li>• Sludge Fermentation;</li> <li>• Primary Sludge Thickening;</li> <li>• Waste Activated Sludge Thickening;</li> <li>• Sludge Storage &amp; Transportation;</li> <li>• Buildings and Concrete Structures;</li> <li>• Odour Control and ;</li> <li>• Electrical Power Supply</li> <li>• Instrumentation</li> </ul>
	Secondary Treatment	<ul style="list-style-type: none"> <li>• BNR Bioreactors;</li> <li>• Secondary Clarification;</li> <li>• Buildings and Concrete Structures;</li> <li>• Odour Control</li> <li>• Compressed Air System;</li> <li>• Electrical Power Supply and;</li> <li>• Instrumentation</li> </ul>
	Disinfection & Outfall	<ul style="list-style-type: none"> <li>• UV Disinfection;</li> <li>• Outfall;</li> <li>• Buildings and Concrete Structures</li> <li>• Odour Control and;</li> <li>• Electrical Power Supply</li> </ul>
	Foul Air Treatment	<ul style="list-style-type: none"> <li>• Bio-Filtration;</li> </ul>



Water and Waste Department  
Wastewater Services Division

<b>Document No:</b> OSB-AM-GUI-0002	<b>Date Created:</b> April 4, 2018	<b>Document Owner:</b> OSB
<b>Revision No:</b> 3	<b>Modified:</b> May 16, 2019	<b>Page:</b> 7 of 41

## WWS Asset Classification and Specification Guideline

		<ul style="list-style-type: none"> <li>• Ventilation System 1;</li> <li>• Ventilation System 2;</li> <li>• Buildings and Concrete Structures;</li> <li>• Odour Control;</li> <li>• Electrical Power Supply</li> </ul>
	Piping	<ul style="list-style-type: none"> <li>• Flushing water;</li> <li>• RAS;</li> <li>• WAS;</li> <li>• Instrument Air;</li> <li>• Process Air and;</li> <li>• Potable Water</li> </ul>
	Chemical Dosing System	<ul style="list-style-type: none"> <li>• Ferric Chloride;</li> <li>• Polymer;</li> <li>• Glycol;</li> <li>• Sodium Hypochlorite;</li> <li>• Sodium Hydroxide</li> <li>• Sodium Bisulphite and;</li> <li>• Instrumentation</li> </ul>
	Testing and Verification	<ul style="list-style-type: none"> <li>• Process Sampling and ;</li> <li>• Process Testing</li> </ul>

Table 3: SEWPCC Process Areas and Sub-Processes

FACILITY	PROCESS	SUB-PROCESS
<b>NEWPCC</b>	Power Supply System	<ul style="list-style-type: none"> <li>• Main Power Supply;</li> <li>• Standby Power Supply and;</li> <li>• Instrumentation</li> </ul>
	Process Control System	No sub-process
	Fire & Security	No sub-process
	Administrative Buildings & Services	<ul style="list-style-type: none"> <li>• Main Admin Building;</li> <li>• Mechanical Workshop;</li> <li>• Electrical Workshop and;</li> <li>• Instrumentation Workshop</li> </ul>
	Headworks	<b>To be updated</b>
	Primary Treatment	<ul style="list-style-type: none"> <li>• Primary Clarification;</li> <li>• High Rate Clarification;</li> <li>• Buildings and Concrete Structures;</li> <li>• Odour Control;</li> <li>• Electrical Power Supply and;</li> <li>• Instrumentation</li> </ul>
	Secondary Treatment	<ul style="list-style-type: none"> <li>• BNR Bioreactors;</li> <li>• Secondary Clarification;</li> <li>• Buildings and Concrete Structures;</li> <li>• Odour Control</li> <li>• Compressed Air System;</li> <li>• Electrical Power Supply and;</li> </ul>



Water and Waste Department  
Wastewater Services Division

<b>Document No:</b> OSB-AM-GUI-0002	<b>Date Created:</b> April 4, 2018	<b>Document Owner:</b> OSB
<b>Revision No:</b> 3	<b>Modified:</b> May 16, 2019	<b>Page:</b> 8 of 41

## WWS Asset Classification and Specification Guideline

		<ul style="list-style-type: none"> <li>• Instrumentation</li> </ul>
	Disinfection & Outfall	<ul style="list-style-type: none"> <li>• UV Disinfection;</li> <li>• Outfall;</li> <li>• Buildings and Concrete Structures</li> <li>• Odour Control and;</li> <li>• Electrical Power Supply</li> </ul>
	Sludge Digestion	<b>To be update</b>
	Dewatering	<b>To be update</b>
	SBR	<b>To be update</b>
	Foul Air Treatment <b>(Tentative)</b>	<b>To be decided</b>
	Piping	<ul style="list-style-type: none"> <li>• Flushing water;</li> <li>• RAS;</li> <li>• WAS;</li> <li>• Instrument Air;</li> <li>• Process Air and;</li> <li>• Potable Water</li> </ul>
	Testing and Verification	<ul style="list-style-type: none"> <li>• Process Sampling and;</li> <li>• Process Testing</li> </ul>

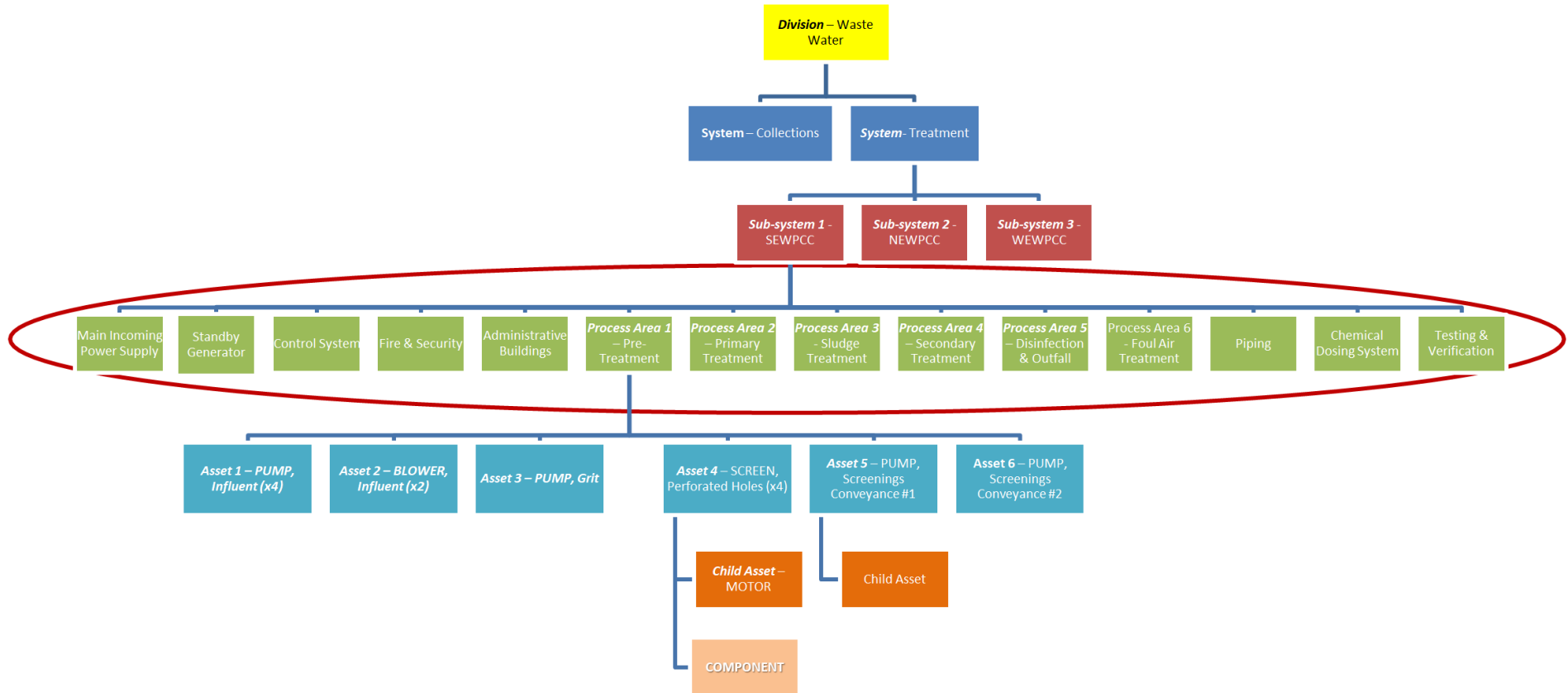
Table 4: NEWPCC Process Areas and Sub-Processes

**Note:** Electrical Power Supply sub-process and instrumentation are almost a constant for all the processes. These two sub-processes are totally different from the general plant Power Supply Process as they speak to the electrical assets in that process rather than the general electrical assets in the entire facility's power supply building. The difference helps to distinguish between sub-process power supply assets and general facility's power supply assets.

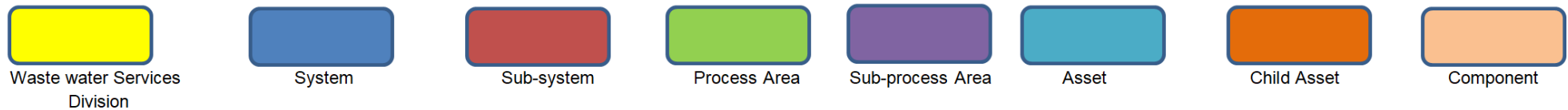


<b>Document No:</b> OSB-AM-GUI-0002	<b>Date Created:</b> April 4, 2018	<b>Document Owner:</b> OSB
<b>Revision No:</b> 3	<b>Modified:</b> May 16, 2019	<b>Page:</b> 9 of 41

## WWS Asset Classification and Specification Guideline



Colour codes for completing all asset hierarchy in Visio or Excel

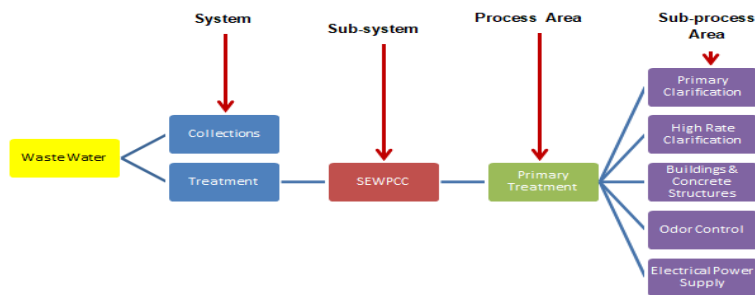


<b>Document No:</b> OSB-AM-GUI-0002	<b>Date Created:</b> April 4, 2018	<b>Document Owner:</b> OSB
<b>Revision No:</b> 3	<b>Modified:</b> May16, 2019	<b>Page:</b> 10 of 41

## WWS Asset Classification and Specification Guideline

3.1.5 **Sub-process area:** After identifying the process area, please identify the sub-process area (if any) as demonstrated below. Tables 3 and 4 are resource to identify sub-process areas.

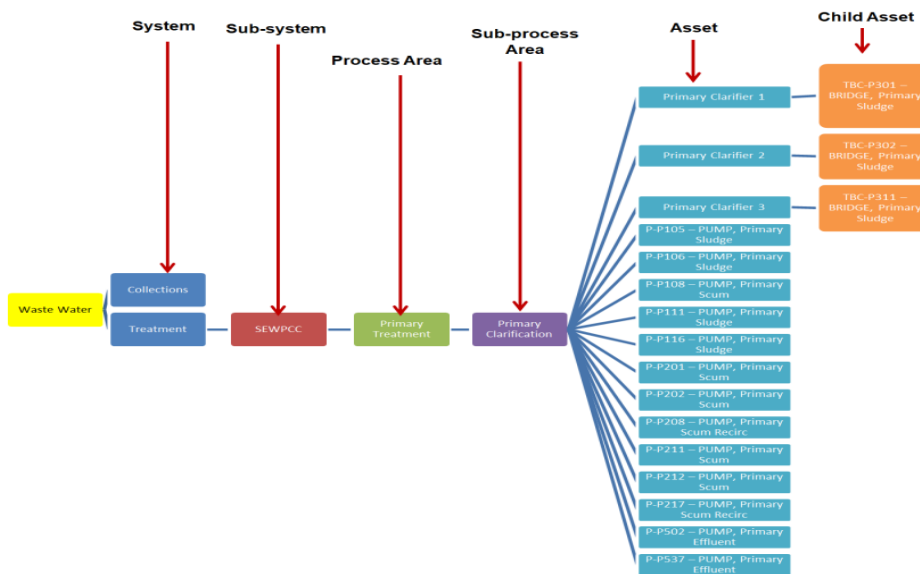
**Note: There may be more than one category of sub-process area as the case may be for proper grouping of project assets post commissioning.**



3.1.6 **Asset and Child Asset:** Asset is the physical equipment on which work is performed on. The complexity of the asset will determine if the asset has a child asset and/or a sub-child asset. Please identify the assets, child assets and component.

**Note:**

- i. **It is important to keep the child asset structure at one asset level for the most part.**
- ii. **Components of an asset should not be described as a child or sub-child asset.**



Appendices 7 and 8 are examples of asset hierarchy in one of the facilities that could give you a better understanding of what the asset hierarchy expectations are.



<b>Document No:</b> OSB-AM-GUI-0002	<b>Date Created:</b> April 4, 2018	<b>Document Owner:</b> OSB
<b>Revision No:</b> 3	<b>Modified:</b> May16, 2019	<b>Page:</b> 11 of 41

## WWS Asset Classification and Specification Guideline

### 3.2 Part B: Asset Classification (Second Sheet of the Spreadsheet)

**Note that contractors or consultants are not required to document any asset information in part B. This part only provides you with the prerequisite knowledge required to understand how to populate column 'E' and 'F' of the third sheet- data sheet (tab) as required in part C.**


Contractors or consultants are expected to use the Asset Classification System sheet as seen on the second sheet of each Asset Class Type spreadsheet to identify the project assets. All asset types delivered to the city in the case of a new project or that were worked on in the case of a maintenance project are expected to be documented. Within each spreadsheet provided in 4.1 (Part A), locate the second sheet (tab) labelled per asset class type e. g. (1-AAPE) to identify the following fields:

- Asset Class Type;
- CODE, Asset Class Type;
- Asset Class Description
- Asset Class
- Asset Type
- CODE, Asset Type

#### 3.2.1 Asset Class Type

ASSET CLASS TYPE is a group of Asset classes that share some common characteristics. It is the highest level of the asset classification in OWAM.

The arrow below shows the column for asset class type for all assets.




Asset Class Type	CODE, Asset Class Type	Asset Class Description	Asset Class	Asset Type	CODE, Asset Type	Useful Life (years) for Depreciation		
Ancillary & Accessory Plant Equipment	1-AAPE	Actuator	WW-ACTUATOR	ACTUATOR, Electric	WW-ACTU_EL	5		
				ACTUATOR, Hydraulic	WW-ACTU_HY			
				ACTUATOR, Pneumatic	WW-ACTU_PN			
		Analytical Instruments	WW-INSTR ANALYTIC				SAMPLER, Refrigerated	WW-SMPR_RE
							ANALYZER, Gas	WW-ANAL_GA
							TRANSMITTER, Analytic	WW-XMTR_AN
							DETECTOR, Gas	WW-DETR_GA
				PROBE	WW-PROBE			
		Fire Alarm System	WW-FIRE ALARM SYSTEM	ALARM, FIRE	WW-ALRM_FI			
		CCTV	WW-CCTV	CCTV	WW-CCTV			
		Security System	WW-SECURITY SYSTEM	ACCESS CONTROL	WW-CTRL_AC			
		Ultrasonic Cleaner	WW-ULTRASONIC CLEANR	CLEANER, Ultrasonic	WW-CLNR_UT			
		Brake System	WW-BRAKE SYSTEM	SYSTEM, Brake	WW-SYS_BRA			
		Dehumidifier	WW-DEHUMIDIFIER	DEHUMIDIFIER	WW-DEHUMID			
		Smoke Detector	WW-SMOKE DETECTOR	DETECTOR, Smoke	WW-DETR_SM			
		Filter System	WW-FILTER SYSTEM	SYSTEM, Filter	WW-SYS_FTR			
		Fire Extinguisher	WW-FIRE EXTINGUISHER	EXTINGUISHER, Fire	WW-EXTR_FI			
				HEATER, Electric Space	WW-HTR_ESP			
		Heater	WW-HEATER	HEATER, Electric Water	WW-HTR_EWT			
				HEATER, Glycol	WW-HTR_GLY			
Humidifier	WW-HUMIDIFIER	HUMIDIFIER	WW-HUMID					
Lighting System	WW-LIGHTING SYSTEM	LIGHTING, FIXTURES	WW-FIXT_LI					
		BEACON, Alarm	WW-BEAC_AL					

<b>Document No:</b> OSB-AM-GUI-0002	<b>Date Created:</b> April 4, 2018	<b>Document Owner:</b> OSB
<b>Revision No:</b> 3	<b>Modified:</b> May16, 2019	<b>Page:</b> 12 of 41

## WWS Asset Classification and Specification Guideline

### 3.2.2 CODE, Asset Class Type


The arrow below shows the column for the CODE of asset class type for all assets.



Asset Class Type	CODE, Asset Class Type	Asset Class Description	Asset Class	Asset Type	CODE, Asset Type	Useful Life (years) for Depreciation	
Ancillary & Accessory Plant Equipment	1-AAPE	Actuator	WW-ACTUATOR	ACTUATOR, Electric	WW-ACTU_EL	5	
				ACTUATOR, Hydraulic	WW-ACTU_HY		
				ACTUATOR, Pneumatic	WW-ACTU_PN		
		Analytical Instruments	WW-INSTR ANALYTIC	WW-INSTR ANALYTIC	SAMPLER, Refrigerated		WW-SMPR_RE
					ANALYZER, Gas		WW-ANAL_GA
					TRANSMITTER, Analytic		WW-XMTR_AN
					DETECTOR, Gas		WW-DETR_GA
					PROBE		WW-PROBE
		Fire Alarm System	WW-FIRE ALARM SYSTEM	ALARM, FIRE	WW-ALRM_FI		
		CCTV	WW-CCTV	CCTV	WW-CCTV		
		Security System	WW-SECURITY SYSTEM	ACCESS CONTROL	WW-CTRL_AC		
		Ultrasonic Cleaner	WW-ULTRASONIC CLEANR	CLEANER, Ultrasonic	WW-CLNR_UT		
		Brake System	WW-BRAKE SYSTEM	SYSTEM, Brake	WW-SYS_BRA		
		Dehumidifier	WW-DEHUMIDIFIER	DEHUMIDIFIER	WW-DEHUMID		
		Smoke Detector	WW-SMOKE DETECTOR	DETECTOR, Smoke	WW-DETR_SM		
		Filter System	WW-FILTER SYSTEM	SYSTEM, Filter	WW-SYS_FTR		
		Fire Extinguisher	WW-FIRE EXTINGUISHER	EXTINGUISHER, Fire	WW-EXTR_FI		
		Heater	WW-HEATER	HEATER, Electric Space	WW-HTR_ESP		
				HEATER, Electric Water	WW-HTR_EWT		
				HEATER, Glycol	WW-HTR_GLY		
Humidifier	WW-HUMIDIFIER	HUMIDIFIER	WW-HUMID				
Lighting System	WW-LIGHTING SYSTEM	LIGHTING, FIXTURES	WW-FIXT_LI				
		BEACON, Alarm	WW-BEAC_AL				

### 3.2.3 Asset Class Description

The arrow below shows the column for asset class description for all assets.




Asset Class Type	CODE, Asset Class Type	Asset Class Description	Asset Class	Asset Type	CODE, Asset Type	Useful Life (years) for Depreciation	
Ancillary & Accessory Plant Equipment	1-AAPE	Actuator	WW-ACTUATOR	ACTUATOR, Electric	WW-ACTU_EL	5	
				ACTUATOR, Hydraulic	WW-ACTU_HY		
				ACTUATOR, Pneumatic	WW-ACTU_PN		
		Analytical Instruments	WW-INSTR ANALYTIC	WW-INSTR ANALYTIC	SAMPLER, Refrigerated		WW-SMPR_RE
					ANALYZER, Gas		WW-ANAL_GA
					TRANSMITTER, Analytic		WW-XMTR_AN
					DETECTOR, Gas		WW-DETR_GA
					PROBE		WW-PROBE
		Fire Alarm System	WW-FIRE ALARM SYSTEM	ALARM, FIRE	WW-ALRM_FI		
		CCTV	WW-CCTV	CCTV	WW-CCTV		
		Security System	WW-SECURITY SYSTEM	ACCESS CONTROL	WW-CTRL_AC		
		Ultrasonic Cleaner	WW-ULTRASONIC CLEANR	CLEANER, Ultrasonic	WW-CLNR_UT		
		Brake System	WW-BRAKE SYSTEM	SYSTEM, Brake	WW-SYS_BRA		
		Dehumidifier	WW-DEHUMIDIFIER	DEHUMIDIFIER	WW-DEHUMID		
		Smoke Detector	WW-SMOKE DETECTOR	DETECTOR, Smoke	WW-DETR_SM		
		Filter System	WW-FILTER SYSTEM	SYSTEM, Filter	WW-SYS_FTR		
		Fire Extinguisher	WW-FIRE EXTINGUISHER	EXTINGUISHER, Fire	WW-EXTR_FI		
		Heater	WW-HEATER	HEATER, Electric Space	WW-HTR_ESP		
				HEATER, Electric Water	WW-HTR_EWT		
				HEATER, Glycol	WW-HTR_GLY		
Humidifier	WW-HUMIDIFIER	HUMIDIFIER	WW-HUMID				
Lighting System	WW-LIGHTING SYSTEM	LIGHTING, FIXTURES	WW-FIXT_LI				
		BEACON, Alarm	WW-BEAC_AL				

<b>Document No:</b> OSB-AM-GUI-0002	<b>Date Created:</b> April 4, 2018	<b>Document Owner:</b> OSB
<b>Revision No:</b> 3	<b>Modified:</b> May16, 2019	<b>Page:</b> 13 of 41

## WWS Asset Classification and Specification Guideline

### 3.2.4 Asset Class


ASSET CLASS is a sub-grouping of Asset Class Type. An asset Class is a group of assets which have a common operational philosophy and share a common purpose. The arrow below shows the column for asset class for all assets.



Asset Class Type	CODE, Asset Class Type	Asset Class Description	Asset Class	Asset Type	CODE, Asset Type	Useful Life (years) for Depreciation
Ancillary & Accessory Plant Equipment	1-AAPE	Actuator	WW-ACTUATOR	ACTUATOR, Electric	WW-ACTU_EL	5
				ACTUATOR, Hydraulic	WW-ACTU_HY	
				ACTUATOR, Pneumatic	WW-ACTU_PN	
		Analytical Instruments	WW-INSTR ANALYTIC	SAMPLER, Refrigerated	WW-SMPR_RE	
				ANALYZER, Gas	WW-ANAL_GA	
				TRANSMITTER, Analytic	WW-XMTR_AN	
				DETECTOR, Gas	WW-DETR_GA	
				PROBE	WW-PROBE	
		Fire Alarm System	WW-FIRE ALARM SYSTEM	ALARM, FIRE	WW-ALRM_FI	
		CCTV	WW-CCTV	CCTV	WW-CCTV	
		Security System	WW-SECURITY SYSTEM	ACCESS CONTROL	WW-CTRL_AC	
		Ultrasonic Cleaner	WW-ULTRASONIC CLEANR	CLEANER, Ultrasonic	WW-CLNR_UT	
		Brake System	WW-BRAKE SYSTEM	SYSTEM, Brake	WW-SYS_BRA	
		Dehumidifier	WW-DEHUMIDIFIER	DEHUMIDIFIER	WW-DEHUMID	
		Smoke Detector	WW-SMOKE DETECTOR	DETECTOR, Smoke	WW-DETR_SM	
		Filter System	WW-FILTER SYSTEM	SYSTEM, Filter	WW-SYS_FTR	
		Fire Extinguisher	WW-FIRE EXTINGUISHER	EXTINGUISHER, Fire	WW-EXTR_FI	
		Heater	WW-HEATER	HEATER, Electric Space	WW-HTR_ESP	
				HEATER, Electric Water	WW-HTR_EWT	
				HEATER, Glycol	WW-HTR_GLY	
Humidifier	WW-HUMIDIFIER	HUMIDIFIER	WW-HUMID			
Lighting System	WW-LIGHTING SYSTEM	LIGHTING, FIXTURES	WW-FIXT_LI			
		BEACON, Alarm	WW-BEAC_AL			

### 3.2.5 Asset Type

ASSET TYPE is a sub-category within the Asset Class category. Asset type describes an asset based on the principle of operation and assembly. The arrow below shows the column for asset type for all assets



Asset Class Type	CODE, Asset Class Type	Asset Class Description	Asset Class	Asset Type	CODE, Asset Type	Useful Life (years) for Depreciation
Ancillary & Accessory Plant Equipment	1-AAPE	Actuator	WW-ACTUATOR	ACTUATOR, Electric	WW-ACTU_EL	5
				ACTUATOR, Hydraulic	WW-CTU_HY	
				ACTUATOR, Pneumatic	WW-ACTU_PN	
		Analytical Instruments	WW-INSTR ANALYTIC	SAMPLER, Refrigerated	WW-SMPR_RE	
				ANALYZER, Gas	WW-ANAL_GA	
				TRANSMITTER, Analytic	WW-XMTR_AN	
				DETECTOR, Gas	WW-DETR_GA	
				PROBE	WW-PROBE	
		Fire Alarm System	WW-FIRE ALARM SYSTEM	ALARM, FIRE	WW-ALRM_FI	
		CCTV	WW-CCTV	CCTV	WW-CCTV	
		Security System	WW-SECURITY SYSTEM	ACCESS CONTROL	WW-CTRL_AC	
		Ultrasonic Cleaner	WW-ULTRASONIC CLEANR	CLEANER, Ultrasonic	WW-CLNR_UT	
		Brake System	WW-BRAKE SYSTEM	SYSTEM, Brake	WW-SYS_BRA	
		Dehumidifier	WW-DEHUMIDIFIER	DEHUMIDIFIER	WW-DEHUMID	
		Smoke Detector	WW-SMOKE DETECTOR	DETECTOR, Smoke	WW-DETR_SM	
		Filter System	WW-FILTER SYSTEM	SYSTEM, Filter	WW-SYS_FTR	
		Fire Extinguisher	WW-FIRE EXTINGUISHER	EXTINGUISHER, Fire	WW-EXTR_FI	
		Heater	WW-HEATER	HEATER, Electric Space	WW-HTR_ESP	
				HEATER, Electric Water	WW-HTR_EWT	
				HEATER, Glycol	WW-HTR_GLY	
Humidifier	WW-HUMIDIFIER	HUMIDIFIER	WW-HUMID			
Lighting System	WW-LIGHTING SYSTEM	LIGHTING, FIXTURES	WW-FIXT_LI			
		BEACON, Alarm	WW-BEAC_AL			




<b>Document No:</b> OSB-AM-GUI-0002	<b>Date Created:</b> April 4, 2018	<b>Document Owner:</b> OSB
<b>Revision No:</b> 3	<b>Modified:</b> May16, 2019	<b>Page:</b> 14 of 41

## WWS Asset Classification and Specification Guideline

### 3.2.6 CODE, Asset Type

The arrow below shows the column for the CODE of asset type for all assets.



Asset Class Type	CODE, Asset Class Type	Asset Class Description	Asset Class	Asset Type	CODE, Asset Type	Useful Life (years) for Depreciation
Ancillary & Accessory Plant Equipment	1-AAPE	Actuator	WW-ACTUATOR	ACTUATOR, Electric	WW-ACTU_EL	5
				ACTUATOR, Hydraulic	WW-ACTU_HY	
				ACTUATOR, Pneumatic	WW-ACTU_PN	
		Analytical Instruments	WW-INSTR ANALYTIC	SAMPLER, Refrigerated	WW-SMPR_RE	
				ANALYZER, Gas	WW-ANAL_GA	
				TRANSMITTER, Analytic	WW-XMTR_AN	
				DETECTOR, Gas	WW-DETR_GA	
				PROBE	WW-PROBE	
		Fire Alarm System	WW-FIRE ALARM SYSTEM	ALARM, FIRE	WW-ALRM_FI	
		CCTV	WW-CCTV	CCTV	WW-CCTV	
		Security System	WW-SECURITY SYSTEM	ACCESS CONTROL	WW-CTRL_AC	
		Ultrasonic Cleaner	WW-ULTRASONIC CLEANR	CLEANER, Ultrasonic	WW-CLNR_UT	
		Brake System	WW-BRAKE SYSTEM	SYSTEM, Brake	WW-SYS_BRA	
		Dehumidifier	WW-DEHUMIDIFIER	DEHUMIDIFIER	WW-DEHUMID	
		Smoke Detector	WW-SMOKE DETECTOR	DETECTOR, Smoke	WW-DETR_SM	
		Filter System	WW-FILTER SYSTEM	SYSTEM, Filter	WW-SYS_FTR	
		Fire Extinguisher	WW-FIRE EXTINGUISHER	EXTINGUISHER, Fire	WW-EXTR_FI	
		Heater	WW-HEATER	HEATER, Electric Space	WW-HTR_ESP	
				HEATER, Electric Water	WW-HTR_EWT	
				HEATER, Glycol	WW-HTR_GLY	
Humidifier	WW-HUMIDIFIER	HUMIDIFIER	WW-HUMID			
Lighting System	WW-LIGHTING SYSTEM	LIGHTING, FIXTURES	WW-FIXT_LI			
		BEACON, Alarm	WW-BEAC_AL			

### 3.2.7 How to address missing fields in part B

If an asset type cannot be found in the “Asset Type” field (colour coded purple), please contact the City Representative prior to proceeding to completing part C of this guideline.

## 3.3 Part C: Asset Data and Asset Criticality (Third Sheet of the Spreadsheet)

This section is divided into two which includes:

**Phase I:** Documentation of asset data in the column that is colour coded pink, blue and yellow.

**Phase II:** Documentation of asset criticality in the column that is colour coded light brown

### 3.3.1 PHASE I: ASSET DATA

Consultants or contractors are expected to populate the “Data” sheet (Third Tab) in each of the eleven asset class type spreadsheet provided in Part B above. In this case, ensure the correct asset class type spreadsheet is used to document all the asset types identified from the project. Fill each cell based on the comments that are included in each title cell. Continue to populate all the columns within the “Data” sheet and ensure all the significant assets from the project are capture by the data sheet of the respective asset class type.

**Notable facts below helps with populating the “Data” Sheet (Third Sheet)**



Water and Waste Department  
Wastewater Services Division

<b>Document No:</b> OSB-AM-GUI-0002	<b>Date Created:</b> April 4, 2018	<b>Document Owner:</b> OSB
<b>Revision No:</b> 3	<b>Modified:</b> May16, 2019	<b>Page:</b> 15 of 41

## WWS Asset Classification and Specification Guideline

**Asset Type Attribute Description:** For cases of multiple assets, use numbers to differentiate them within the key column as they have different tag ID. An example is WW-GEN\_DSL1, WW-GEN\_DSL2. This example can also be seen in the spreadsheet for better understanding.

### Parent Asset:

- i. The process area or sub-process area may be the virtual parent asset for all assets (equipments) that fall within an identified process or sub-process area.
- ii. Some identified equipment may be the parent asset for some child assets (equipments) that is a subsidiary of the asset.

**Process Area:** See tables 3 and 4 to identify the process area of an asset

**Sub-process Area:** See tables 3 and 4 to identify the sub-process area of an asset

**Name plate:** Appendix 5 shows examples of asset name plates

**Tag ID:** Each asset has its unique identifier number as seen on the name tag images in appendix 6

**Plant OWAM:** "01" should be populated for all assets for Plant OWAM.

**Asset Record types:** This describes the asset record as required by the Wastewater Services Division OWAM system. If the asset is identified as a process or a sub-process, then it is "A" Asset. If the asset is a building then it is "B" Asset. If the asset is equipment, then it is "E" Asset.

**Asset Description:** All assets description should be written in the standardized format used in WWD. This format is:

Plant where Asset is located: **NE-**;

Process building where Asset is located: **LHW #1;**

Asset Type Name: **SAMPLER, Refrigerated;**

Actual location of Asset: **Lane #1;**

Asset Tag: **S-Y910**

The above will be put together to make the example below:

Example: **NE- LHW #1 SAMPLER, Refrigerated, Lane #1, S-Y910,**

*Note: Actual location could be the closet land mark to the asset, which floor or level the asset resides or the room the asset is located.*

**Asset Status:** Asset delivered during the project will have "ACTIVE" status and Assets to be decommissioned will have "INACTIVE" status.

**Administrative Department:** All Assets are under the administration of WWD.

**Administrative Area:** All Assets are under the administrative area "WASTE"



Water and Waste Department  
Wastewater Services Division

<b>Document No:</b> OSB-AM-GUI-0002	<b>Date Created:</b> April 4, 2018	<b>Document Owner:</b> OSB
<b>Revision No:</b> 3	<b>Modified:</b> May16, 2019	<b>Page:</b> 16 of 41

## WWS Asset Classification and Specification Guideline

**Breaker Number:** The source breaker identification number is the same as the tag ID for any asset and the maximum data length should not be more 12 characters.

**Control Panel ID Number:** This is required only if applicable to the asset.

**Building Segment:** This is the facility segment where the asset can be found. Identify the correct building segment below:

### NEWPCC BUILDING SEGMENTS

CODE TABLE 25	BUILDING DESCRIPTION
NEWPCC ADMIN	NEWPCC MAIN ADMINISTRATION
NEWPCC BLDG LEACHATE	NEWPCC LEACHATE BUILDING
NEWPCC BLDG LHW #1	NEWPCC LIQUID HAULED WASTEWATER BUILDING #1
NEWPCC BLDG LHW #2	NEWPCC LIQUID HAULED WASTEWATER BUILDING #2
NEWPCC BOILER	NEWPCC BOILER
NEWPCC DEWATERING	NEWPCC DEWATERING
NEWPCC DIGESTER	NEWPCC DIGESTER
NEWPCC DRYING BEDS	NEWPCC DRYING BEDS BLDG #3
NEWPCC GARAGE	NEWPCC MAIN GARAGE
NEWPCC GAS BURNER	NEWPCC GAS BURNER
NEWPCC GAS SPHERE	NEWPCC GAS SPHERE
NEWPCC GRIT	NEWPCC GRIT
NEWPCC HAULED WASTE	NEWPCC HAULED WASTEWATER
NEWPCC LAB	NEWPCC MAIN LAB
NEWPCC LEACHATE	NEWPCC LEACHATE
NEWPCC MAIN	NEWPCC MAIN PUMPING
NEWPCC N-REMOVAL	NEWPCC NITROGEN REMOVAL
NEWPCC P-REMOVAL	NEWPCC PHOSPHORUS REMOVAL
NEWPCC PRIMARY	NEWPCC PRIMARY
NEWPCC REACTOR	NEWPCC REACTOR
NEWPCC SECONDARY	NEWPCC SECONDARY
NEWPCC UV	NEWPCC ULTRA VIOLET / TERTIARY

Table 5: NEWPCC Building Segment

### SEWPCC BUILDING SEGMENTS

Code Table 25	Building Description
SEWPCC ADMIN	SEWPCC ADMINISTRATION
SEWPCC GENERATOR	SEWPCC GENERATOR
SEWPCC GRIT	SEWPCC GRIT
SEWPCC MAINT	SEWPCC MAINTENANCE



<b>Document No:</b> OSB-AM-GUI-0002	<b>Date Created:</b> April 4, 2018	<b>Document Owner:</b> OSB
<b>Revision No:</b> 3	<b>Modified:</b> May16, 2019	<b>Page:</b> 17 of 41

## WWS Asset Classification and Specification Guideline

SEWPCC OIL STORAGE	SEWPCC OIL STORAGE
SEWPCC OUTFALL	SEWPCC OUTFALL
SEWPCC PRIMARY	SEWPCC PRIMARY
SEWPCC REACTOR	SEWPCC REACTOR
SEWPCC SECONDARY	SEWPCC SECONDARY
SEWPCC SEPTAGE	SEWPCC SEPTAGE
SEWPCC UV	SEWPCC ULTRA VIOLET / TERTIARY

Table 6: SEWPCC Building Segment

### WEWPCC BUILDING SEGMENTS

Code Table 25	Building Description
WEWPCC ADMIN	WEWPCC ADMINISTRATION
WEWPCC DAF	WEWPCC DAF & CHEMICAL FEED
WEWPCC FERMENTER	WEWPCC FERMENTER
WEWPCC HEADWORKS	WEWPCC HEADWORKS
WEWPCC MONITORING	WEWPCC EFFLUENT MONITORING STATION
WEWPCC OUTFALL	WEWPCC OUTFALL
WEWPCC PRIMARY	WEWPCC PRIMARY
WEWPCC PRPS	WEWPCC PERIMETER ROAD PUMP STAION
WEWPCC SECONDARY	WEWPCC SECONDARY
WEWPCC UTILITY	WEWPCC UTILITY

Table 7: WEWPCC Building Segment

**Note: Please contact the City representative if the applicable project building segment cannot be found.**

**Physical location of Asset:** This is the physical location of the asset, where it was installed e.g. Gallery XX, Tunnel XX, Basement, Upper Level, Lower Level, Mezzanine, West Wall etc. The maximum data length is 30 characters.

**Room Location:** This is the room where the asset is located if applicable. The maximum data length is 20 characters.

**Drawing number:** This is either the PPID or P&ID number for the most recent drawing where the asset can be found

### 3.3.2 PHASE II: ASSET CRITICALITY

Consultants or contractors are expected to document the asset criticality by using criticality ranking exercise. It is recommended that the ranking exercise takes place in a facilitated workshop that comprises of multi-disciplinary, multi-hierarchal group with wide-ranging experience on the assets to be ranked. Consultants or contractors may notify the City representative of the schedule of the facilitated workshop



<b>Document No:</b> OSB-AM-GUI-0002	<b>Date Created:</b> April 4, 2018	<b>Document Owner:</b> OSB
<b>Revision No:</b> 3	<b>Modified:</b> May16, 2019	<b>Page:</b> 18 of 41

## WWS Asset Classification and Specification Guideline

so the City can delegate a senior operator from the plant to attend the workshop. During the workshop, assets should be individually ranked, but the exercise should be done for all identified assets. The "granularity" or spread of the criticality scores is a function of the number of questions asked and the range of each question. The actual sum is not important, only the actual range which provides the ranking of equipment is important. Note that there may be multiple pieces of equipment with the same criticality.

Criticality is done per asset and as such, every single asset must be analysed. The supporting documents required to analyse asset criticality include: P&ID, PFDs & Electrical Distribution Single Line Diagrams.

### Steps to determine the asset criticality:

**Step 1:** In determining the asset criticality, appendix 4 may be helpful to facilitate the workshop to assess the criticality ranking using a standard risk severity rating scale to determine the consequences of failure (impacts/severity) of the business drivers below:

**1. Environmental Stewardship** - Release of effluent/chemicals/gaseous pollutants to surface/ground water/soil/air

- 00 = No Environmental Impact
- 35 = Low Impact - Minor environmental impact. Not reportable.
- 60 = Moderate Impact - Reversible effect. Reportable licence violation.
- 175 = Significant Impact - Major spill or release. Reportable licence violation.
- 275 = Severe Impact - Catastrophic environmental impact. Reportable licence violation.

**2. Occupational Safety**- Loss / injury of life / limb

- 00 = No Impact on safety of personnel.
- 30 = Low Impact - Minor injury. Report only.
- 50 = Moderate Impact - Injuring requiring first aid/medical treatment.
- 175 = Significant Impact - Lost Time Injury.
- 325 = Severe Impact - Fatality possible.

**3. Operational Consequence of Failure**

**3 (a) Level of Service Reduction**

- 00 = No Impact - Complete redundancy, auto-switching available if required or 2 - 4 Weeks of buffer capacity available. A failure of this asset does not impact other assets.
- 75 = Low Impact - Complete redundancy, manual switching required or 1 - 2 Weeks of buffer capacity available. A failure of this asset does not impact other assets.
- 125 = Moderate Impact - Some redundancy available, 1 - 33% of process capacity lost. Lost capacity can be recovered through excess plant capacity or 24 Hours of buffer capacity. This asset may cause other assets to trip due to interlocks.
- 175 = Significant Impact - Minimal redundancy available, 34 - 66% of process capacity lost. May recover some of the lost capacity through excess plant capacity. This asset may cause other assets to trip due to interlocks or fail.
- 250 = Severe Impact - No redundancy, Immediate loss of >67% of process capacity lost with no recovery potential. No buffer capacity available. This asset may cause other assets to trip due to interlocks or fail.

**3 (b) Cost of Repair/Replacement**





<b>Document No:</b> OSB-AM-GUI-0002	<b>Date Created:</b> April 4, 2018	<b>Document Owner:</b> OSB
<b>Revision No:</b> 3	<b>Modified:</b> May16, 2019	<b>Page:</b> 19 of 41

## WWS Asset Classification and Specification Guideline

- 00 = No Impact - Minor costs < \$4,999
- 50 = Low Impact - \$5,000 - \$79,999
- 80 = Moderate Impact - \$80,000 - \$159,999
- 120 = Significant Impact - \$160,000 - \$249,999
- 200 = Severe Impact - ≥ \$250K

### 3 (c) Maintainability

- 00 = No Impact - Serviceability high (asset accessible, no special tools required, Low Impact maintenance effort) and Supportability is high (in-house resources required, spares are accessible)
- 80 = Moderate Impact - Serviceability Low Impact (asset accessible only with special tools, high maintenance effort) or vice versa Supportability high (only in-house resources required and spares are accessible)
- 130 = Significant Impact - Serviceability Low Impact (asset accessible with only special tools, high maintenance effort) or vice versa Supportability Low Impact (special (external) resources required and spares are un-accessible or need to be fabricated)
- 200 = Severe Impact - Serviceability is Low Impact (asset accessible with special tools, high maintenance effort) and Supportability is Low Impact (external resources required, spares are un-accessible or need to be fabricated, asset needs to be shipped to special workshop)

### 3 (d) Detectability

- 00 = No Impact - Failure is detectable before occurrence based on high levels of equipment instrumentation.
- 50 = Severe Impact - Failure is only detectable after occurrence based on department performance or output.

**Step 2:** For every asset identified in the data sheet (Third tab of each embedded spreadsheet), populate column “W through column AB” with the risk score obtained from the analysis of each business driver during the workshop (Step 1); Environmental stewardship; Safety; Level of Service Reduction; Cost of repair/repairmen; Maintainability; Detectability

**Step 3:** Once you have populated column “W through column AB”, column “AC” will automatically calculate the total consequence of failure.

**Step 4:** Populate column “AD” with the asset criticality by mapping the total consequences of failure to the OWAM criticality code outlined below:

TOTAL CONSEQUENCE OF FAILURE NUMBER	OWAM Criticality Code
00 - 80	1
81 - 160	2
161 - 240	3
241 - 340	4
341 - 440	5
441 - 590	6
591 - 790	7
791 - 1040	8
1041 - 1300	9

**Table 8 – Mapping the Total Consequence of Failure to the OWAM Criticality Code**



Water and Waste Department  
Wastewater Services Division

<b>Document No:</b> OSB-AM-GUI-0002	<b>Date Created:</b> April 4, 2018	<b>Document Owner:</b> OSB
<b>Revision No:</b> 3	<b>Modified:</b> May16, 2019	<b>Page:</b> 20 of 41

## WWS Asset Classification and Specification Guideline

---

### 3.4 Part D: Asset Specification and Data (Fourth sheet and the rest of the sheets)

#### 3.4.1 Asset Specification Fields

For each asset type identified in part C above, consultants or contractors are expected to populate the asset data record (colour coded blue) and specification data record (colour coded gray) in each of the eleven asset class type spreadsheet provided in Part A above. From the fourth sheet of each of the eleven spreadsheets, each sheet is named by the asset type code of all asset type listed in the classification sheet (Second sheet); for ease of understanding and accuracy of requirement documentation **e.g WW-PUMP\_DI** as in the case of asset type- PUMP. Ensure the correct asset class type spreadsheet is used to document all the asset types identified from the project. Fill each cell based on the comments that are included in each title cell. Continue to populate all the columns within asset specification data and specification. The image of a typical asset type specification and data sheet is shown below.

**Note: If an asset type sheet is missing in any of the eleven spreadsheets, please contact the City Representative to retrieve it.**



Document No:	Date Created: April 4, 2018	Document Owner: OSB
Revision No: 3	Modified: May 16, 2019	Page: 22 of 41

## WWS Asset Classification and Specification Guideline

### GUIDELINE APPENDICES

#### APPENDIX 1: DEFINITION OF AN ASSET

Assets shall be created in the asset registry under any of the following conditions:

1. An asset may be tangible such as physical assets or intangible such as software systems and information.
2. The asset is a high-value asset against which useful life, maintenance work, costs and history should be recorded and analyzed;
3. The asset is expected to have a high criticality reflecting significant environmental, safety, operational and maintenance impact;
4. The asset is required for parent hierarchy grouping purposes. These are artificial systems that will not incur any costs, work or schedule but will facilitate roll up for reporting purposes;
5. There are operational or maintenance requirements to record statistical details;
6. There are requirements to record and manage warranty details against the asset;
7. There is a need to identify total cost of ownership or life cycle costs;
8. There is a need to assess condition over its service life.

If an asset does not fall within any of the above categories, it is unlikely to be needed for entry into the asset registry. There is a change request process to include an asset in the asset registry or to change any of the asset's attributes.

#### APPENDIX 2: ASSET HIERARCHY STANDARDS

The standards for the asset hierarchy are as follows:

1. The asset hierarchy is a logical reflection of how the assets physically relate with other assets.
2. All managed assets must belong to a hierarchy.
3. Assets from within one asset class may form part of a hierarchy with assets from another asset class.
4. All effort should be made to limit the asset layers to a single layer of assets and child-assets where needed.
5. **Child Assets** are assets within a parent asset system. They are assets in their own rights so they may also consume labor, materials and services. Criteria for designating a child asset are that the asset:
  - a. Must be of significant value compared to the value of the asset
  - b. Must have a need to track cost independent of the parent asset
  - c. Be most likely to have different depreciation time periods than that of the parent asset
6. **Components** are repairable sub-assemblies of an asset system which may be used on multiple assets. A Component could be: an after-cooler; a gearbox or a motor. They may be held in inventory or as shop spares.

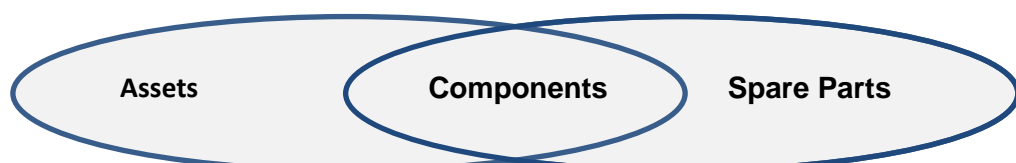


Figure 2: Asset, Component, and Spare Part Relationship



Water and Waste Department  
Wastewater Services Division

<b>Document No:</b> OSB-AM-GUI-0002	<b>Date Created:</b> April 4, 2018	<b>Document Owner:</b> OSB
<b>Revision No:</b> 3	<b>Modified:</b> May 16, 2019	<b>Page:</b> 0 of 41

## WWS Asset Classification and Specification Guideline

---

7. **Specific Rules for Child Assets:** Where one asset is serving another. E.g. BNR Mixers 100% dedicated to mixing the individual reactors. Child assets could include the following:
- **Mo tors / Size Driven Assets e.g:** Motors and VFDs / starters > 30KW
  - **Safety Driven Assets e.g.** Gas detectors
  - **Process Driven Assets**

**Note: This rule is not to be applied without critical thinking**

### APPENDIX 3: HELPFUL HINTS FOR ASSET IDENTIFICATION

#### Louvers/Dampers:

- Dampers should not be specifically identified since they are part of either the exhaust fan or AHU. If Preventative Maintenance (PM) Schedule is required for these dampers they could be initiated with their respective associated asset with a clear description of the maintenance task that needs to be done on the damper.
- Point out exhaust fan and AHU which have dampers by including the dampers in parenthesis within the description of each of the identified exhaust fan or AHU to help maintenance planner identify the associated asset to initiate damper PM.

**Heat Exchanger:** Identify all liquid to liquid heat exchanger and glycol heat exchanger as asset. Other heat exchangers e.g. liquid to air should not be specifically identified.

**Valve:** Identify all “backflow preventer valve” and “automatic valve that get a control signal” (actuated) as asset. Manual or non-actuated valves should not be specifically identified

**Filter:** All filters should be identified as components.

**Unit Heater:** All Unit heaters should be specifically identified as asset

**AHU:** All Air Handling Units (AHU) should be identified as parent assets and Air Conditioning Units (ACU) should be identified as the child asset of AHU.

<b>Document No:</b>	<b>Date Created:</b> April 4, 2018	<b>Document Owner:</b> OSB
<b>Revision No:</b> 3	<b>Modified:</b> May 16, 2019	<b>Page:</b> 1 of 41

## WWS Asset Classification and Specification Guideline

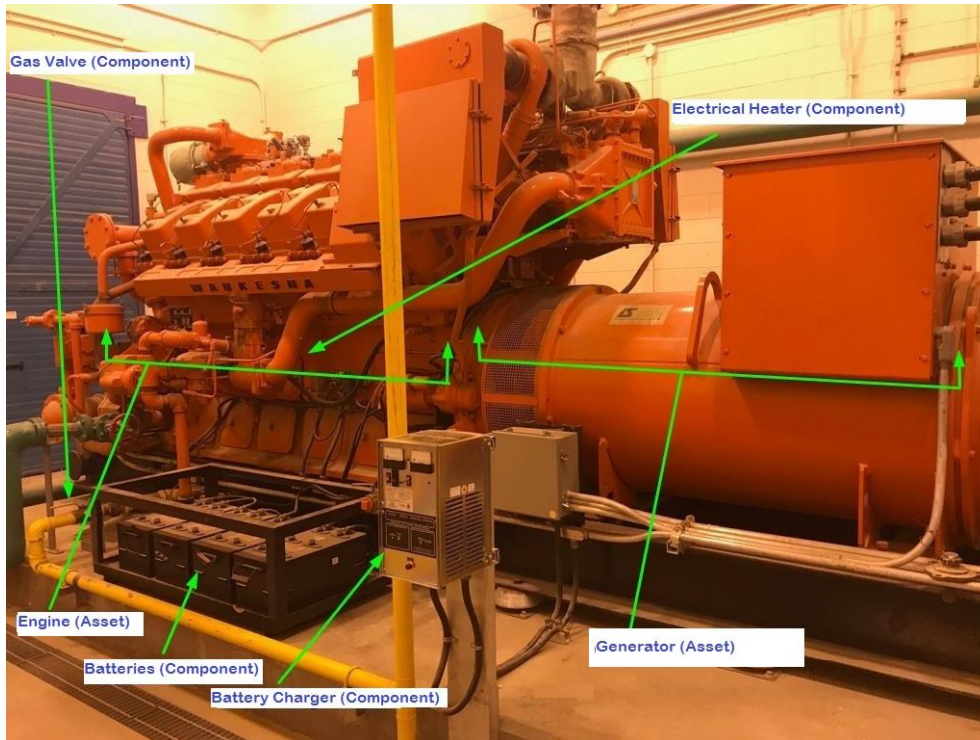


Figure: Image of Asset, Component, and Spare Part for an Engine

### APPENDIX 4: FACILITATION HINTS FOR ASSET CRITICALITY WORKSHOP

#### 4.1 Environmental Stewardship - Release of effluent/chemicals/gaseous pollutants to surface/ground water/soil/air

Based on impact of plant's potential pollutants including Wastewater & Effluent; Air Emissions: odor, dust, fumes, gases, smoke; Chemicals: process additives, lubes, cleaners, degreasers, chemicals etc.

**Facilitation question:**

- Does asset impact the release of Wastewater to surface/ground water/soil; Air Emissions or chemical spills?

**Note:** Rate 0 for all assets that do not directly impact the release of Wastewater to surface/ground water/soil; Air Emissions or chemical spills.

#### 4.2 Occupational Safety- Loss / injury of life / limb

Based on personnel safety evaluation

**Facilitation question:**



<b>Document No:</b>	<b>Date Created:</b> April 4, 2018	<b>Document Owner:</b> OSB
<b>Revision No:</b> 3	<b>Modified:</b> May 16, 2019	<b>Page:</b> 2 of 41

## WWS Asset Classification and Specification Guideline

---

- What is impact of asset on the safety of personnel during failure and during repairs/maintenance?

### 4.3 Operational Consequence of Failure

#### 3 (a) Level of Service Reduction

Based upon throughput reduction and whether plant configuration allows for redundancy or single point of failure. Based upon design or Best Demonstrated Capacity not schedule requirements.

**Facilitation question:**

- How will failure affect the Process Department/Area's ability to meet mission requirements?
- Is there redundant plant or storage/buffer capacity after the asset that could minimize impact of failure?
- Does a failure of this asset cause other assets to fail or trip out of service?

#### 4 (b) Cost of Repair/Replacement

Based upon most recent repairs or best estimates.

**Facilitation question:**

- What will it cost to repair/replace the asset?

#### 4 (c) Maintainability

Based on Serviceability (ease of access, level of maintenance effort required to understand the nature of the failure (RCA) and the repair and to restore asset) and Supportability (internal and external resources available to support repairs, includes access to spares.)

**Facilitation question:**

- What is the ease of access of the assets
- What is the level of maintenance effort required to understand the nature of the failure (RCA) and the repair and to restore asset

#### 4 (d) Detectability

Based upon appropriate levels of instrumentation or the failure being evident before it has impacted the process or other equipment.

**Facilitation question:**

- How will it be known that the asset has failed occurred?

Document No:	Date Created: April 4, 2018	Document Owner: OSB
Revision No: 3	Modified: May 16, 2019	Page: 3 of 41

## WWS Asset Classification and Specification Guideline

### APPENDIX 5: EXAMPLES OF ASSET NAME PLATES (A-D)

A

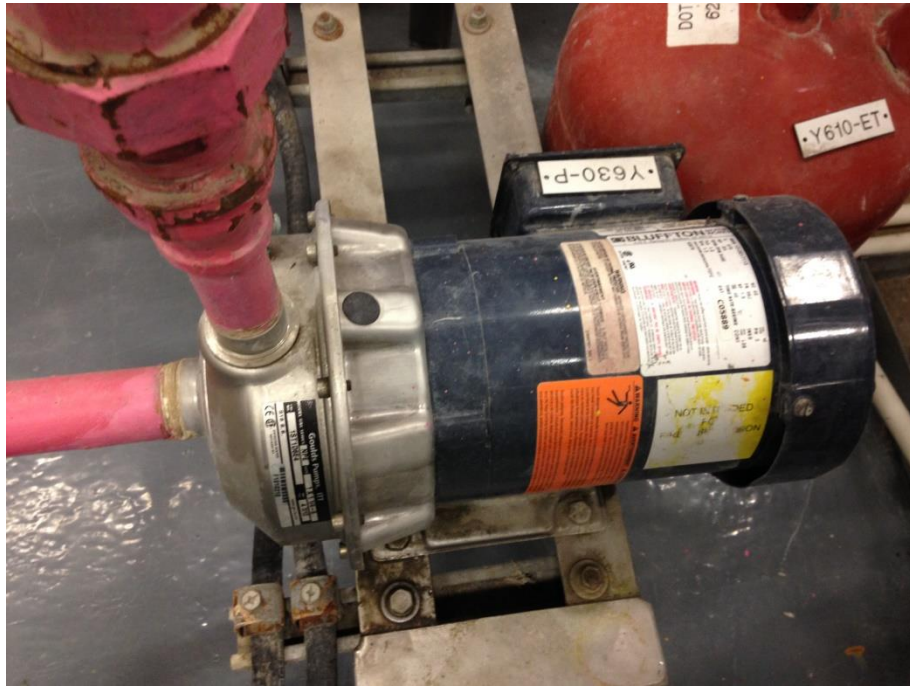




<b>Document No:</b>	<b>Date Created:</b> April 4, 2018	<b>Document Owner:</b> OSB
<b>Revision No:</b> 3	<b>Modified:</b> May 16, 2019	<b>Page:</b> 4 of 41

## WWS Asset Classification and Specification Guideline

B



C



Document No:	Date Created: April 4, 2018	Document Owner: OSB
Revision No: 3	Modified: May 16, 2019	Page: 5 of 41

## WWS Asset Classification and Specification Guideline

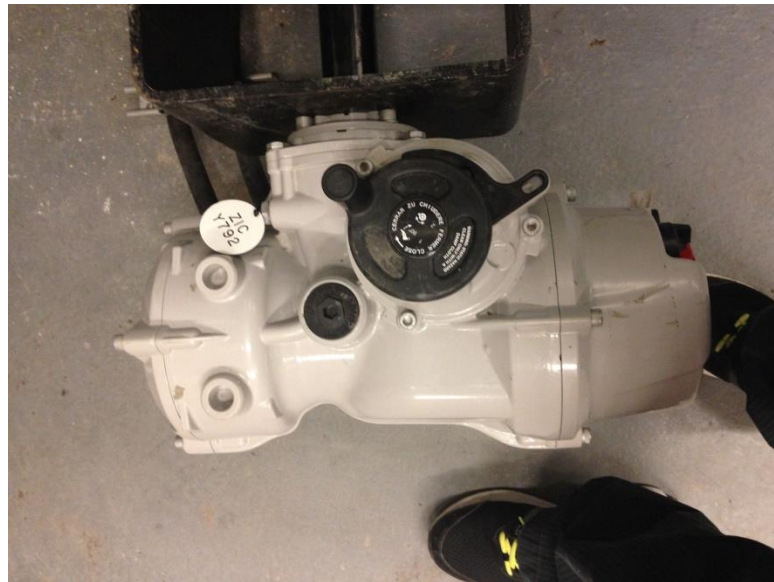
D



<b>Document No:</b>	<b>Date Created:</b> April 4, 2018	<b>Document Owner:</b> OSB
<b>Revision No:</b> 3	<b>Modified:</b> May 16, 2019	<b>Page:</b> 6 of 41

## WWS Asset Classification and Specification Guideline

### APPENDIX 6: EXAMPLES OF ASSET TAG ID(S)

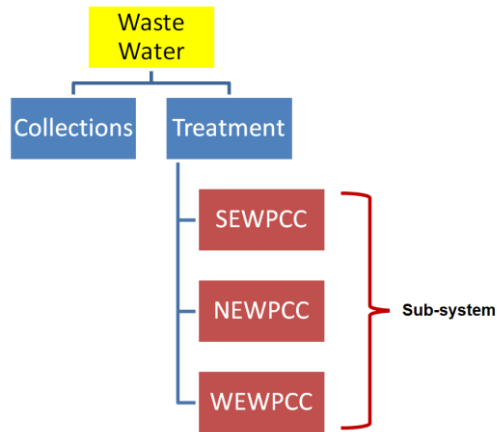


<b>Document No:</b>	<b>Date Created:</b> April 4, 2018	<b>Document Owner:</b> OSB
<b>Revision No:</b> 3	<b>Modified:</b> May 16, 2019	<b>Page:</b> 7 of 41

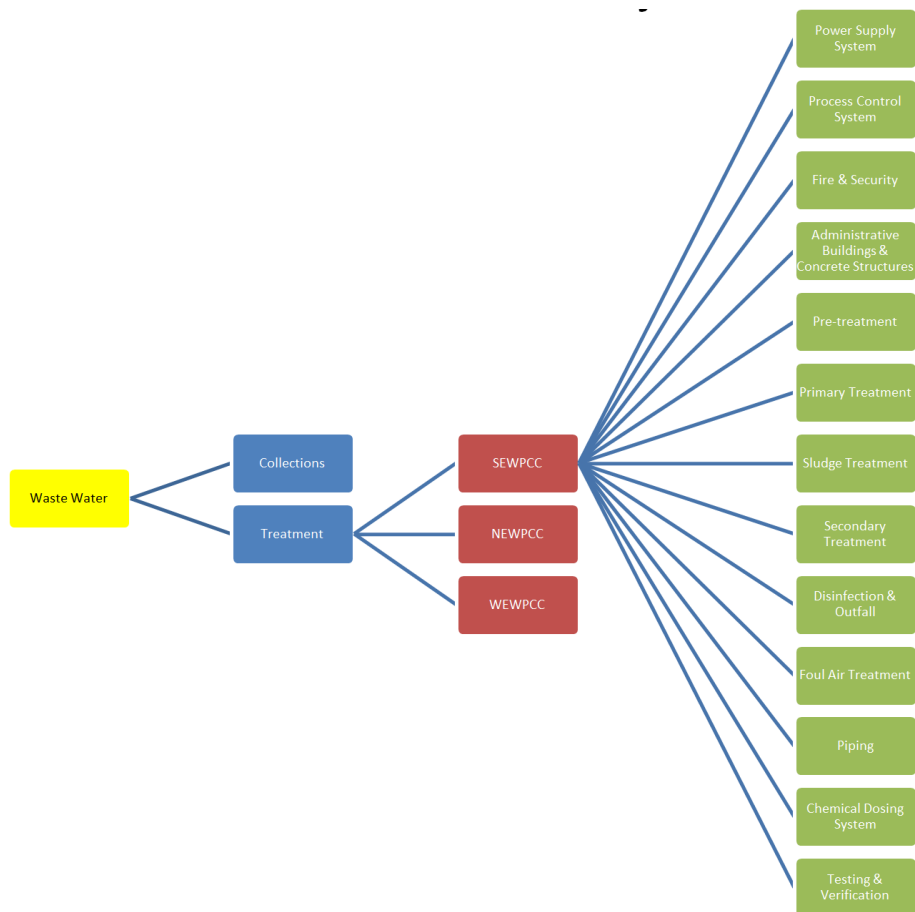
## WWS Asset Classification and Specification Guideline

### APPENDIX 7: EXAMPLE OF SEWPCC ASSET HIERARCHY

#### 7.1 SEWPCC Asset Hierarchy – Main Administrative Level



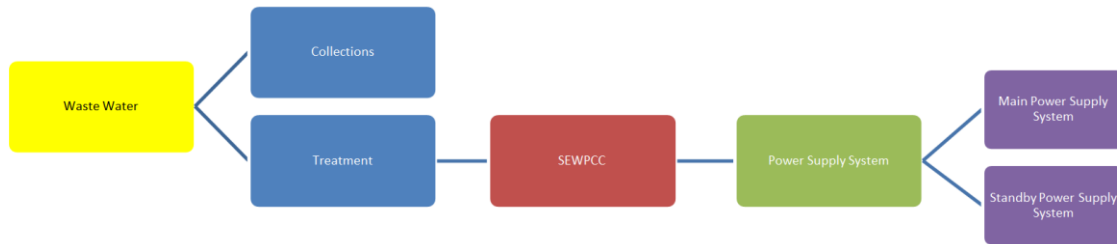
#### 7.2 SEWPCC Asset Hierarchy – Main Processes



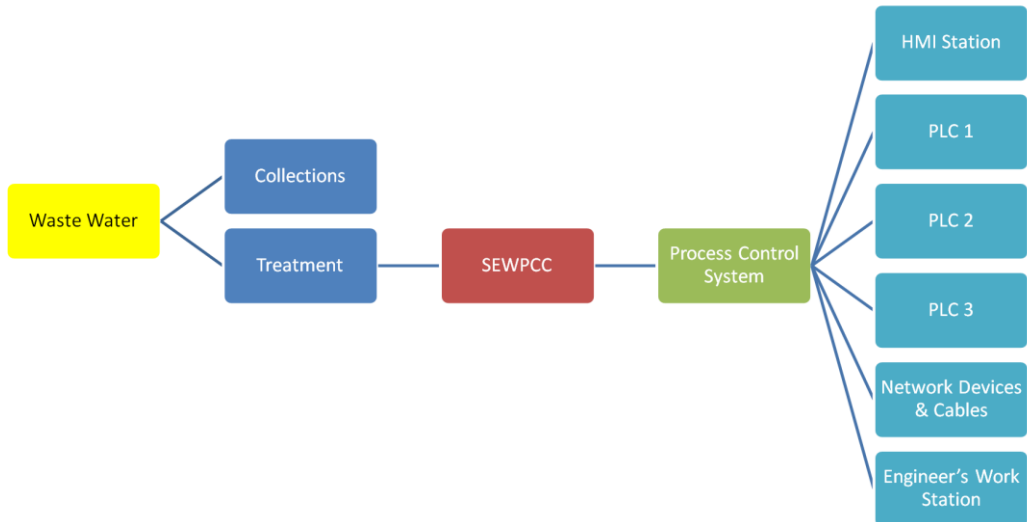
<b>Document No:</b>	<b>Date Created:</b> April 4, 2018	<b>Document Owner:</b> OSB
<b>Revision No:</b> 3	<b>Modified:</b> May 16, 2019	<b>Page:</b> 8 of 41

## WWS Asset Classification and Specification Guideline

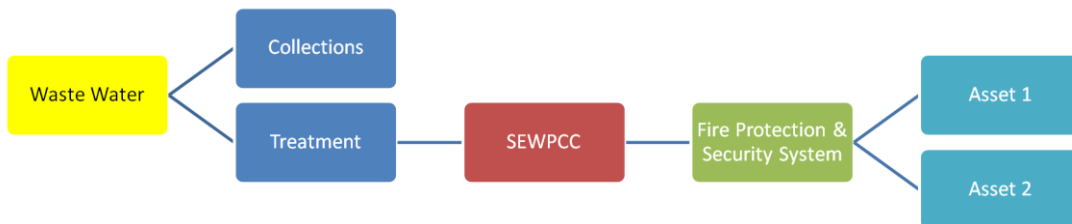
### 7.3 SEWPCC Asset Hierarchy – Power Supply System



### 7.4 SEWPCC Asset Hierarchy – Process Control System



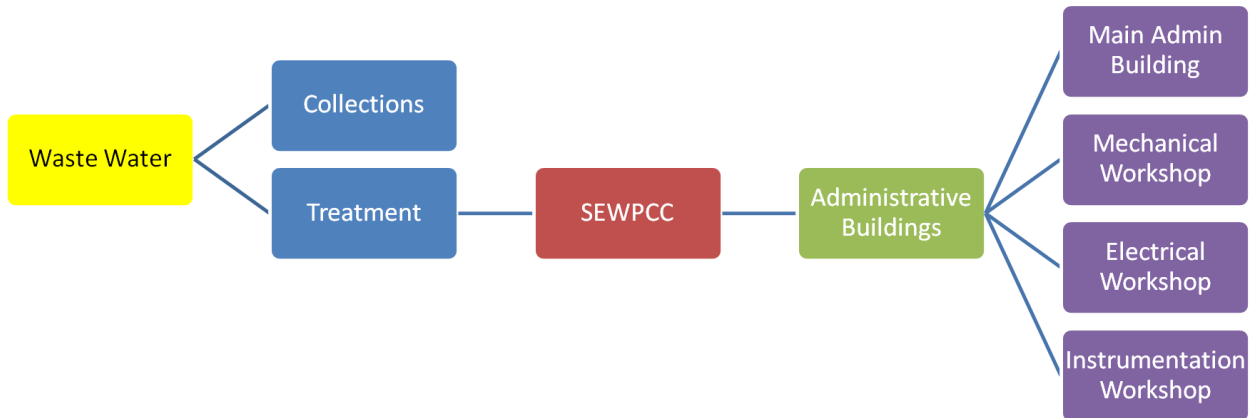
### 7.5 SEWPCC Asset Hierarchy – Fire Protection & Security System



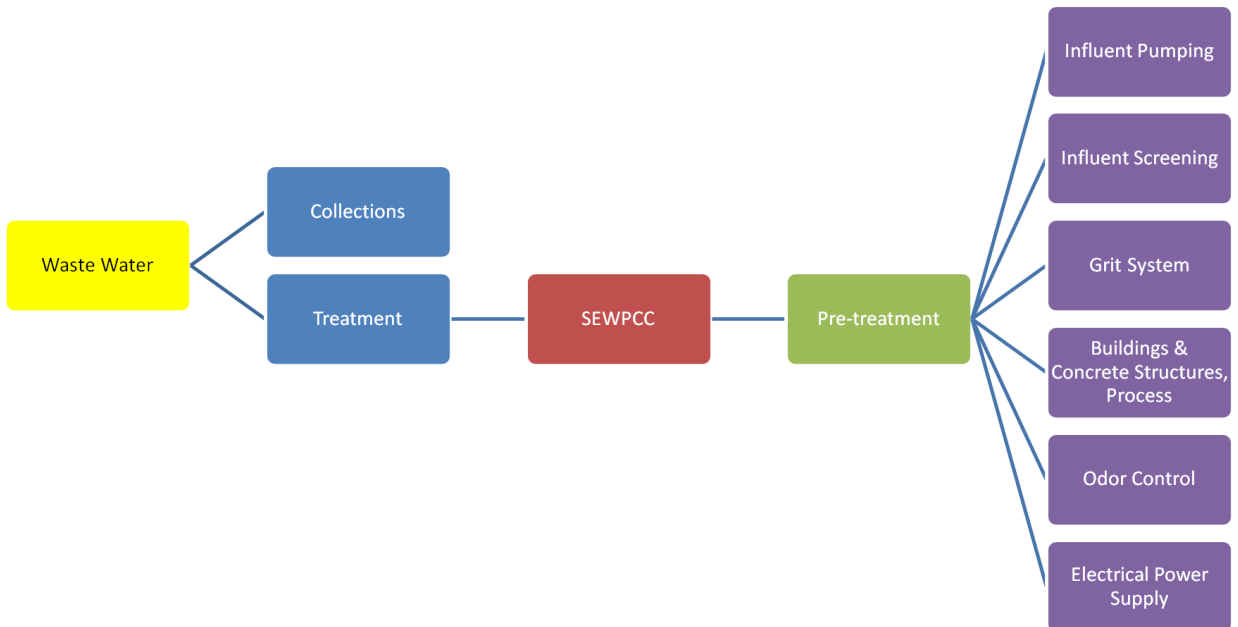
<b>Document No:</b>	<b>Date Created:</b> April 4, 2018	<b>Document Owner:</b> OSB
<b>Revision No:</b> 3	<b>Modified:</b> May 16, 2019	<b>Page:</b> 9 of 41

## WWS Asset Classification and Specification Guideline

### 7.6 SEWPCC Asset Hierarchy – Administrative Building and Concrete Structure



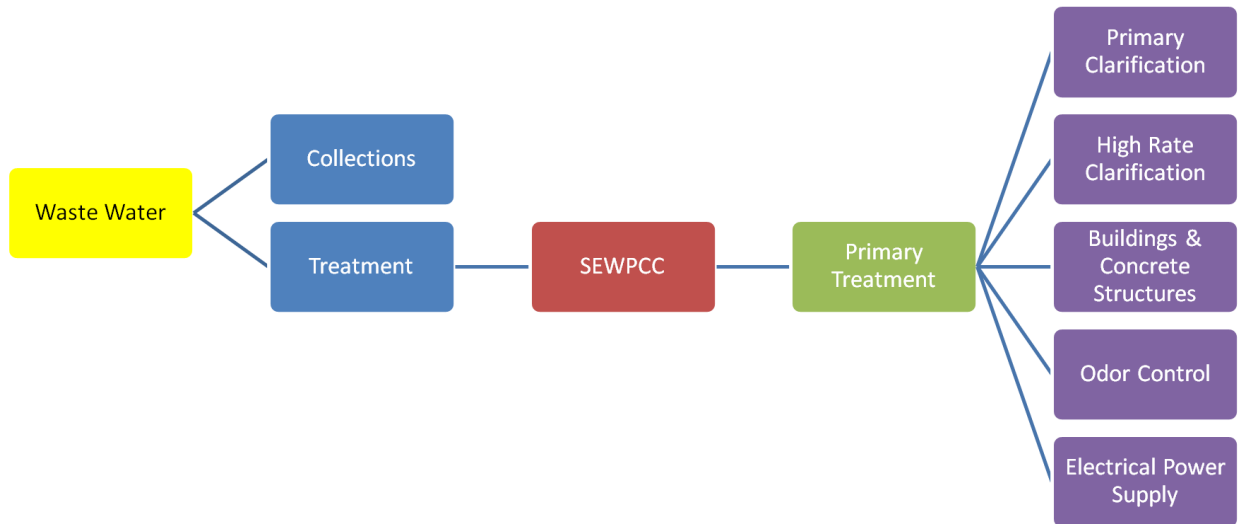
### 7.7 SEWPCC Asset Hierarchy – Pre-treatment Process



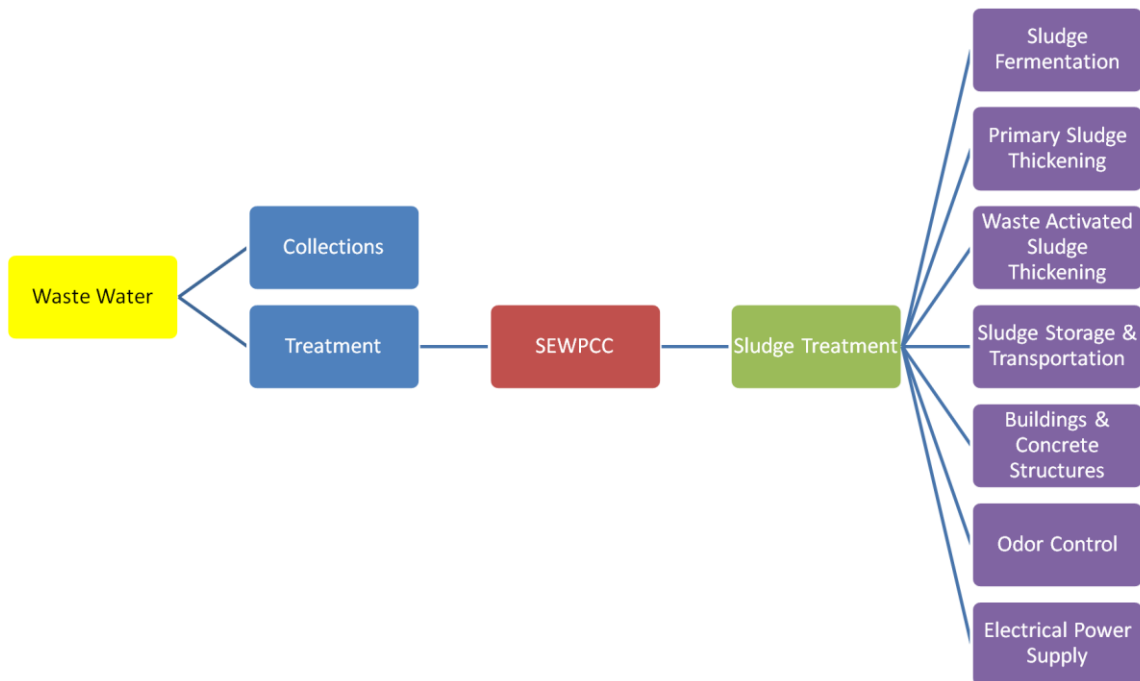
<b>Document No:</b>	<b>Date Created:</b> April 4, 2018	<b>Document Owner:</b> OSB
<b>Revision No:</b> 3	<b>Modified:</b> May 16, 2019	<b>Page:</b> 10 of 41

## WWS Asset Classification and Specification Guideline

### 7.8 SEWPCC Asset Hierarchy – Primary Treatment Process



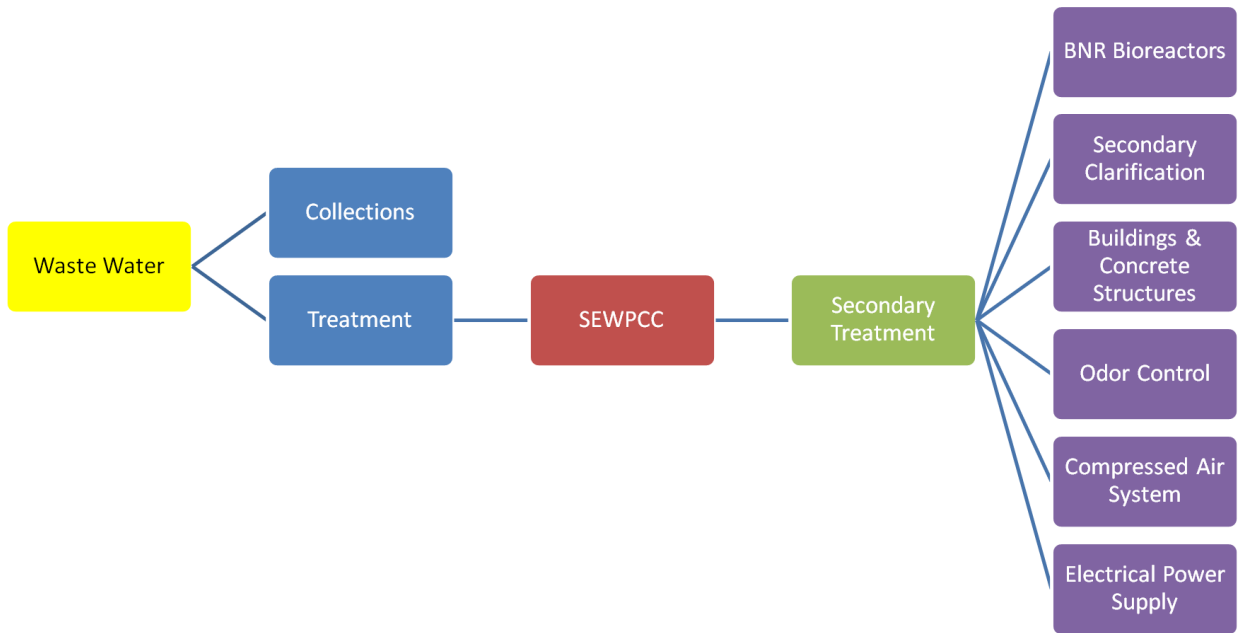
### 7.9 SEWPCC Asset Hierarchy – Sludge Treatment Process



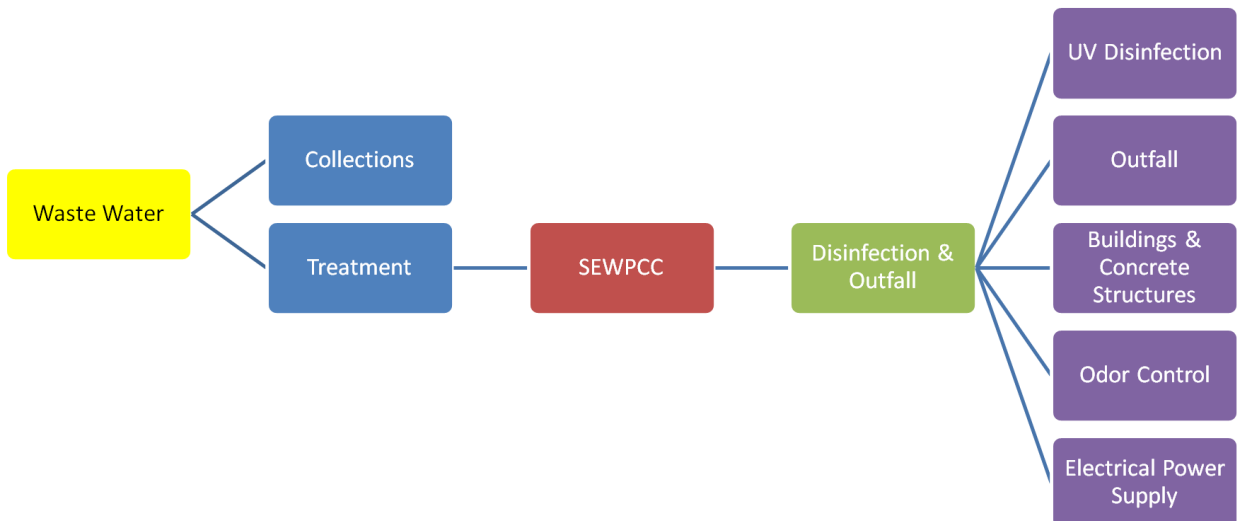
<b>Document No:</b>	<b>Date Created:</b> April 4, 2018	<b>Document Owner:</b> OSB
<b>Revision No:</b> 3	<b>Modified:</b> May 16, 2019	<b>Page:</b> 11 of 41

## WWS Asset Classification and Specification Guideline

### 7.10 SEWPCC Asset Hierarchy – Secondary Treatment Process



### 7.11 SEWPCC Asset Hierarchy – Disinfection and Outfall Process





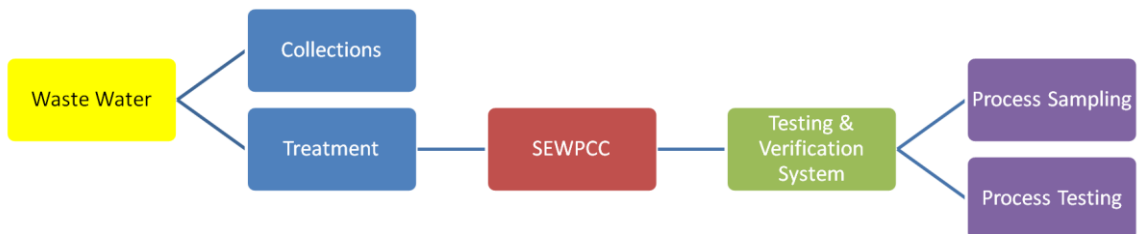
<b>Document No:</b>	<b>Date Created:</b> April 4, 2018	<b>Document Owner:</b> OSB
<b>Revision No:</b> 3	<b>Modified:</b> May 16, 2019	<b>Page:</b> 12 of 41

## WWS Asset Classification and Specification Guideline

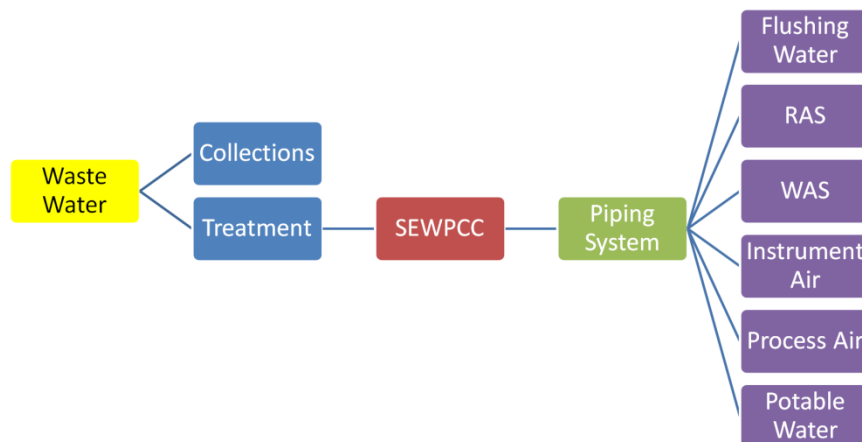
### 7.12 SEWPCC Asset Hierarchy – Foul Air Treatment Process



### 7.13 SEWPCC Asset Hierarchy – Testing and Verification System



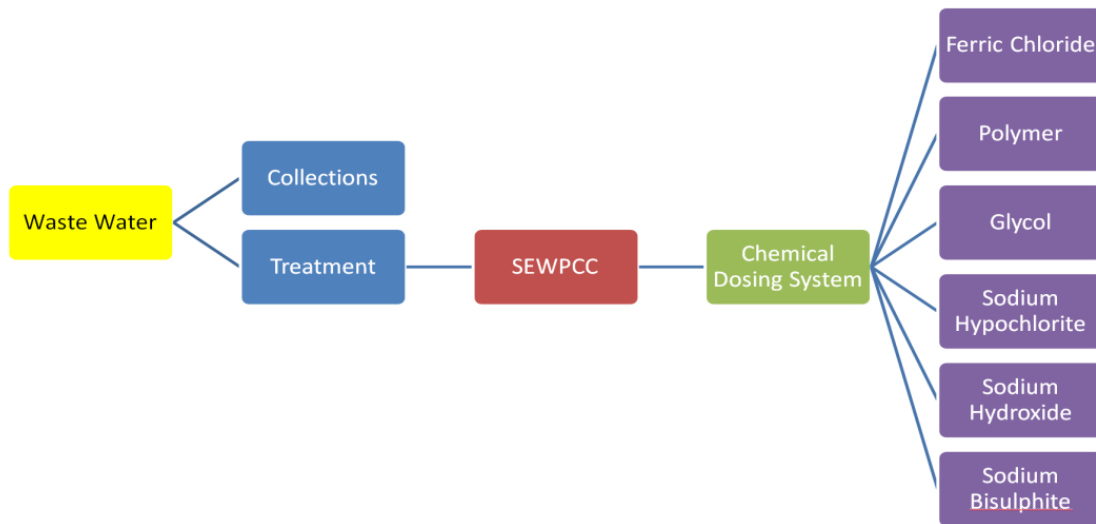
### 7.14 SEWPCC Asset Hierarchy – Piping System



<b>Document No:</b>	<b>Date Created:</b> April 4, 2018	<b>Document Owner:</b> OSB
<b>Revision No:</b> 3	<b>Modified:</b> May 16, 2019	<b>Page:</b> 13 of 41

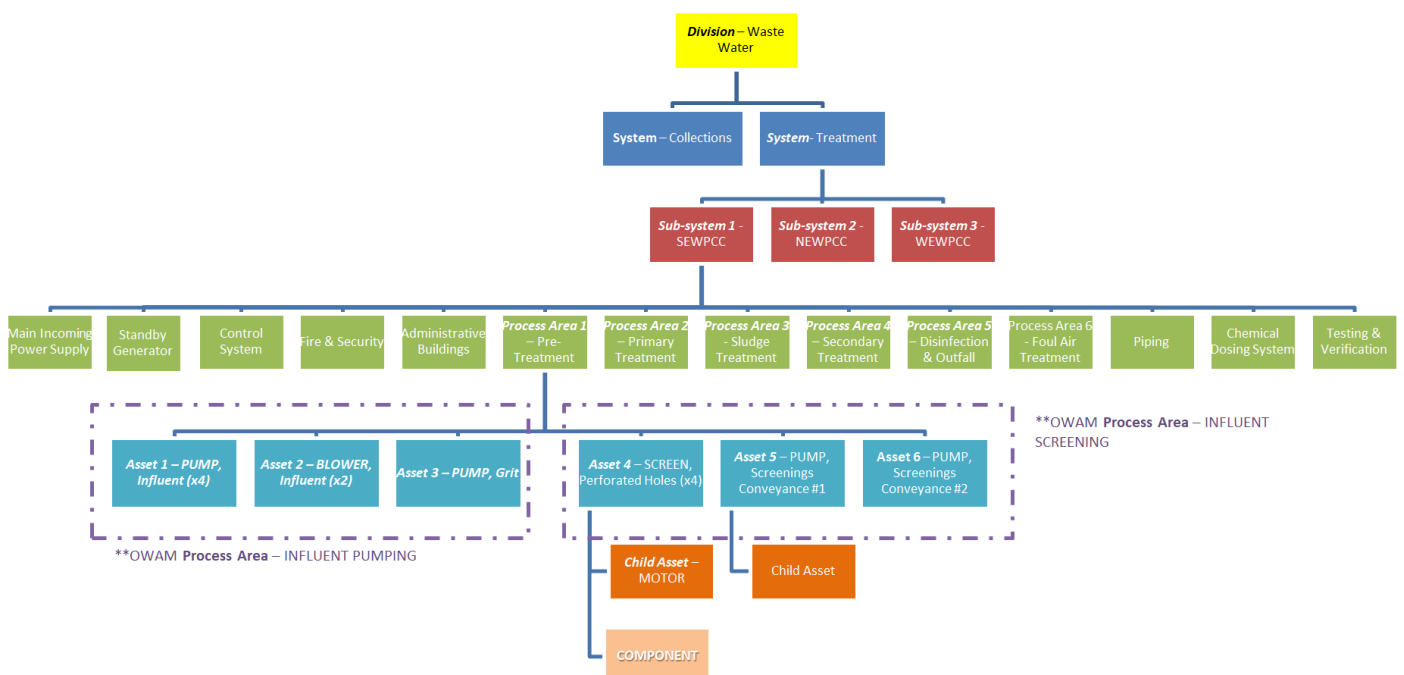
## WWS Asset Classification and Specification Guideline

### 7.15 SEWPCC Asset Hierarchy – Chemical Dosing System



## APPENDIX 8: EXAMPLE OF ASSET HIERARCHY FOR COMPLETE DEPARTMENT IN SEWPCC (PRIMARY TREATMENT)

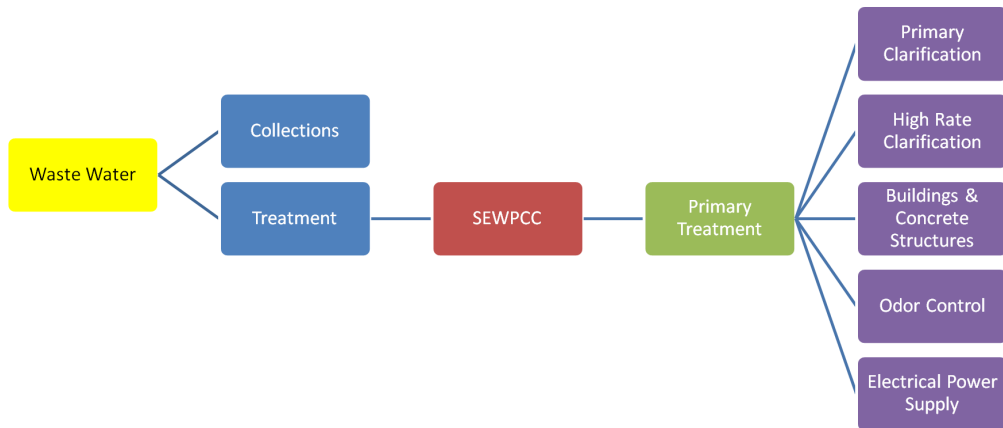
8.1 SEWPCC Asset Hierarchy Template identifying the subsystem (SEWPCC), process area (Pre-treatment), Child asset (Motor) and component.



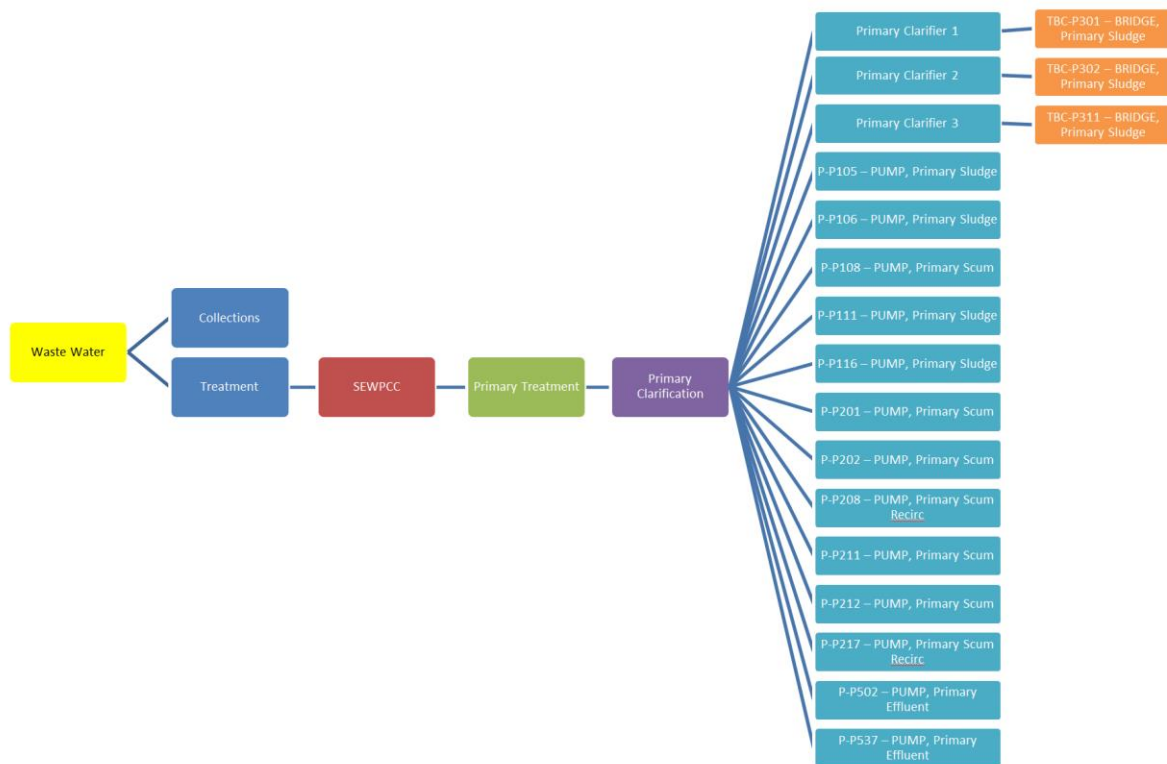
<b>Document No:</b>	<b>Date Created:</b> April 4, 2018	<b>Document Owner:</b> OSB
<b>Revision No:</b> 3	<b>Modified:</b> May 16, 2019	<b>Page:</b> 14 of 41

## WWS Asset Classification and Specification Guideline

### 8.1.1 SEWPCC Primary Treatment Process



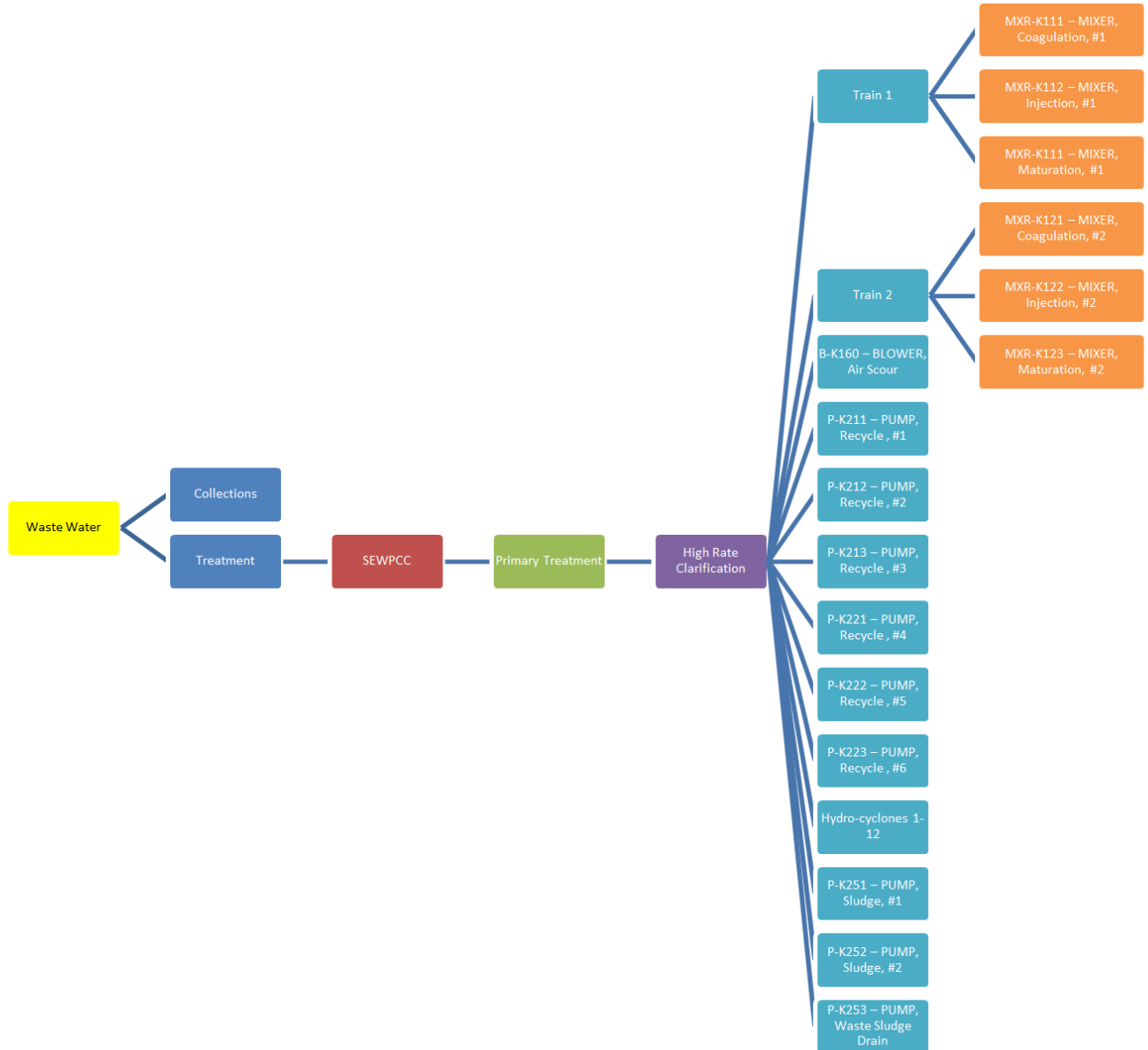
### 8.1.2 SEWPCC Primary Treatment Process (*Primary Clarification Sub-Process*)



<b>Document No:</b>	<b>Date Created:</b> April 4, 2018	<b>Document Owner:</b> OSB
<b>Revision No:</b> 3	<b>Modified:</b> May 16, 2019	<b>Page:</b> 15 of 41

## WWS Asset Classification and Specification Guideline

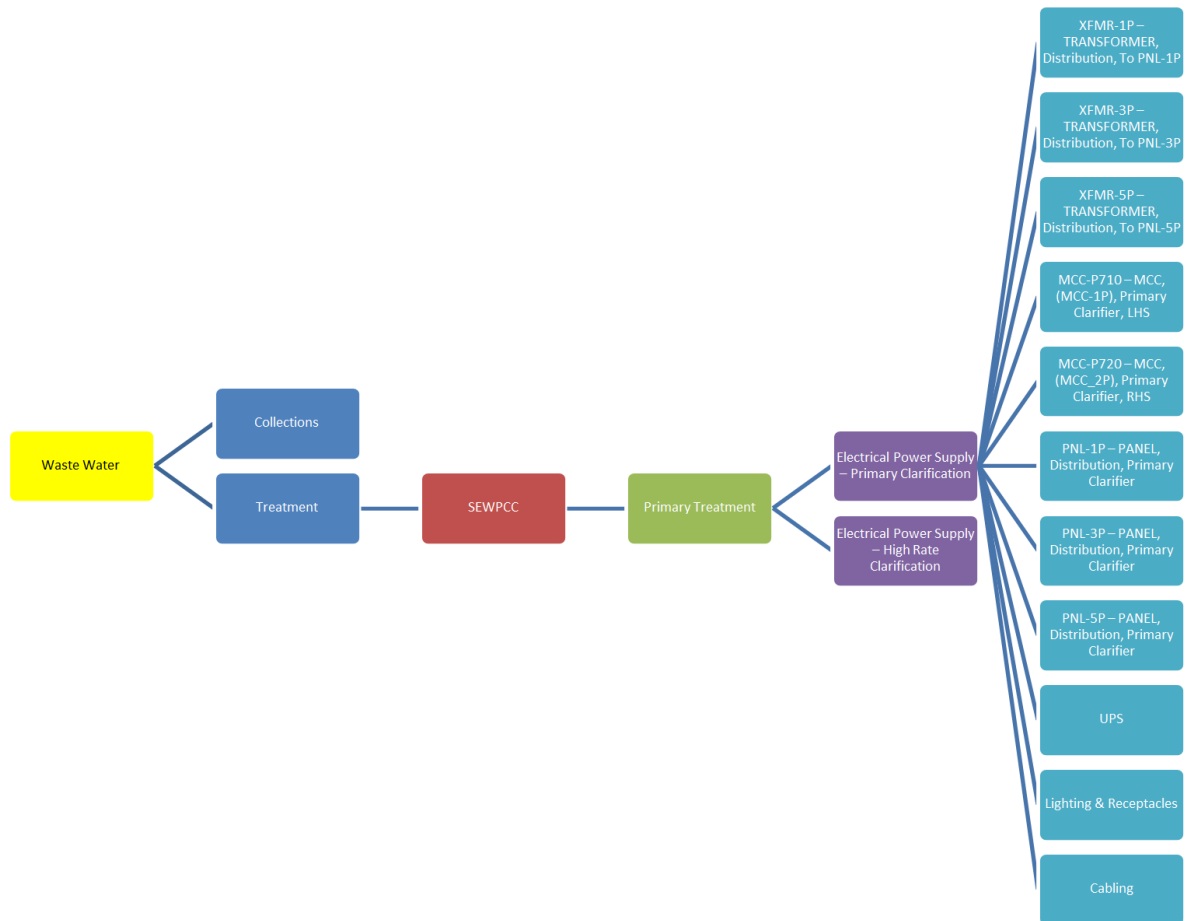
### 8.1.3 SEWPCC Primary Treatment Process (*High Rate Clarification Sub-Process*)



<b>Document No:</b>	<b>Date Created:</b> April 4, 2018	<b>Document Owner:</b> OSB
<b>Revision No:</b> 3	<b>Modified:</b> May 16, 2019	<b>Page:</b> 16 of 41

## WWS Asset Classification and Specification Guideline

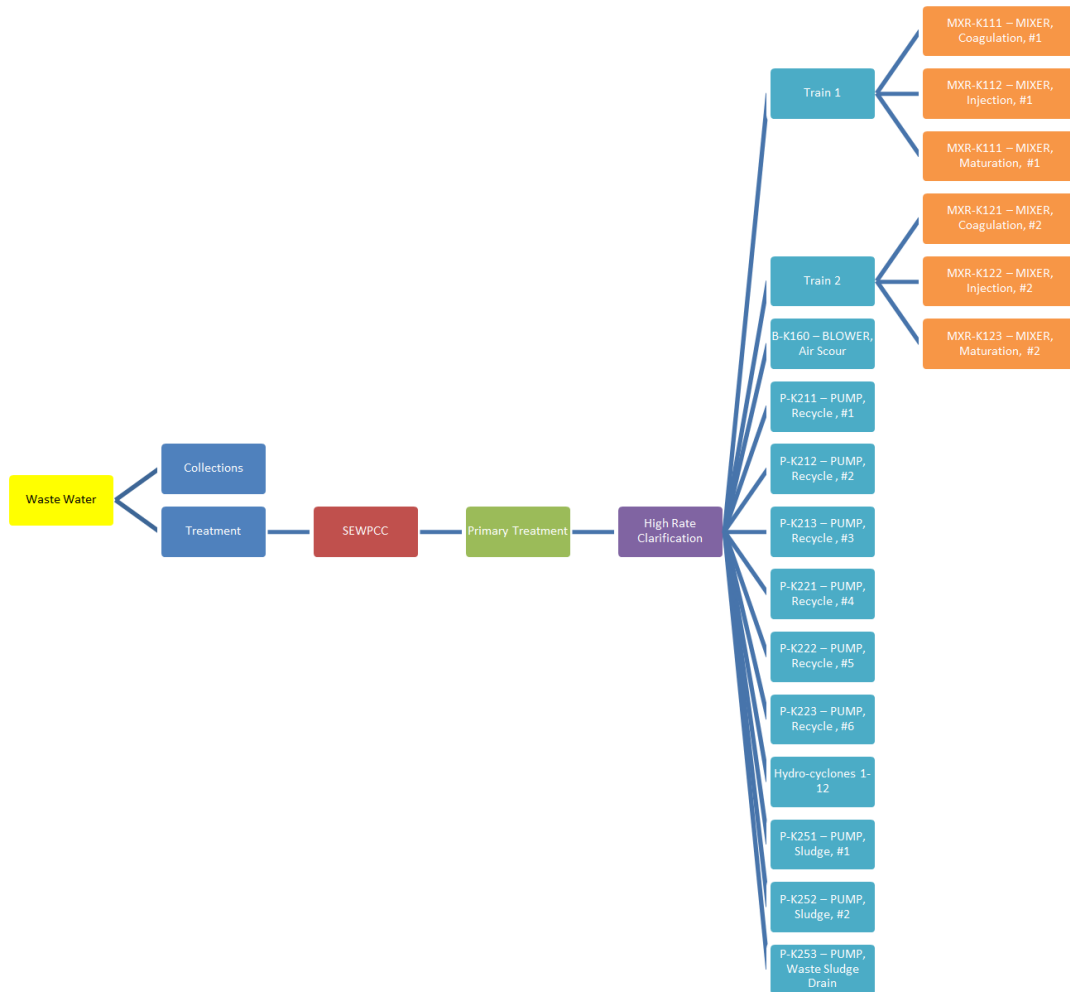
### 8.1.4 SEWPCC Primary Treatment Process (Electrical Power Supply Sub-system- Primary Clarification)



<b>Document No:</b>	<b>Date Created:</b> April 4, 2018	<b>Document Owner:</b> OSB
<b>Revision No:</b> 3	<b>Modified:</b> May 16, 2019	<b>Page:</b> 17 of 41

## WWS Asset Classification and Specification Guideline

### 8.1.5 SEWPCC Primary Treatment Process (Electrical Power Supply Sub-system- High Rate Clarification)



<b>Document No:</b>	<b>Date Created:</b> April 4, 2018	<b>Document Owner:</b> OSB
<b>Revision No:</b> 3	<b>Modified:</b> May 16, 2019	<b>Page:</b> 18 of 41

## WWS Asset Classification and Specification Guideline

### 8.1.6 SEWPCC Primary Treatment Process- Buildings & Concrete Structures

