

# Uisce Éireann

# Standards and Specifications Development Procedure

# S&S Development Procedure

Document No. AMS-AMT-PR- 05

Revision: 1.0

Approved by: Mark Macaulay

Effective Date: 06/09/2023



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0.1	Draft for Discussion	Paul Keane	Mark Macaulay	20/06/23
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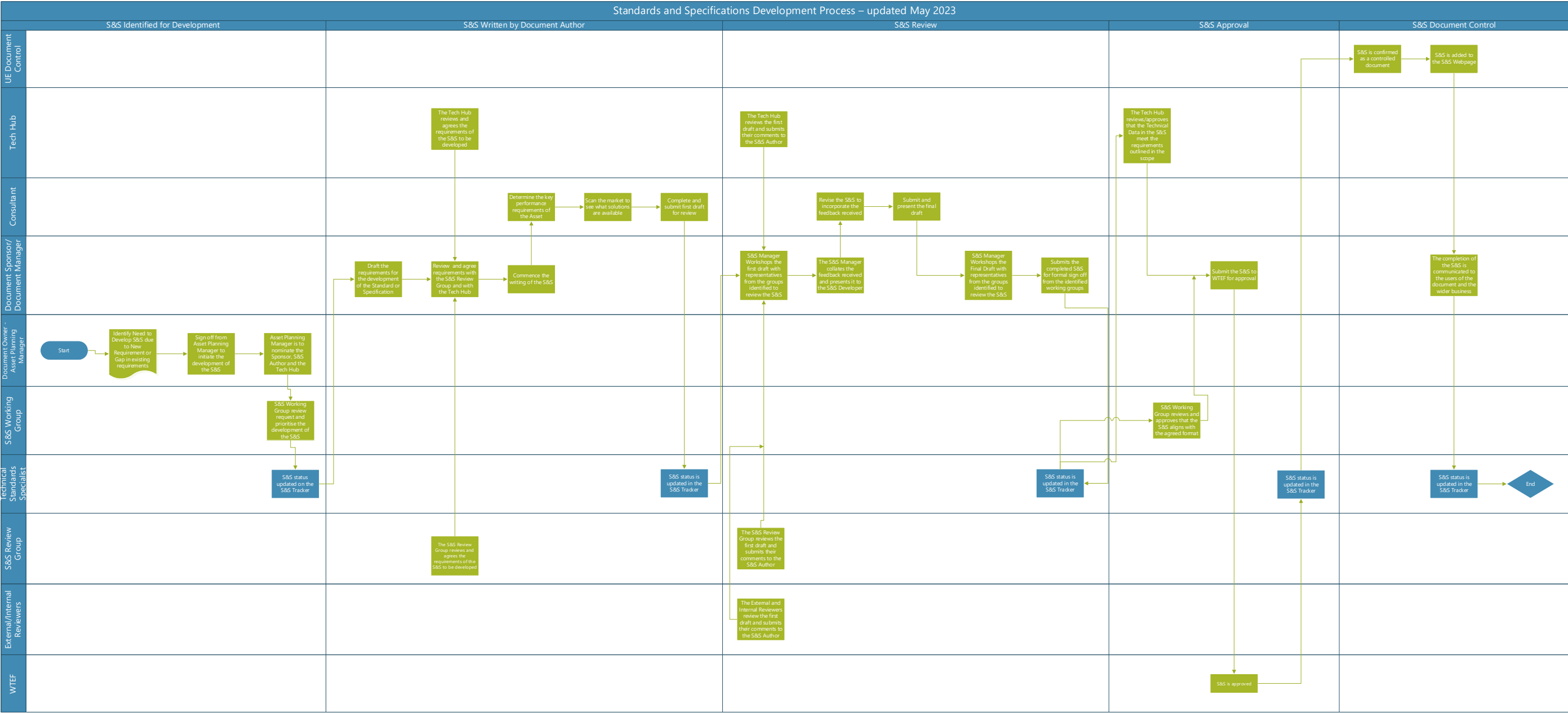
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1 STANDARDS AND SPECIFICATIONS PROCESS MAP (AMS-AMT-PR-05-PRO-01)



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## 2 PURPOSE

In order to facilitate the development of Uisce Éireann standards and specifications there is a need to support their development through a defined process with clear roles and responsibilities at every step of the process. There is also a need to consolidate the information being gathered from the various users to facilitate continuous improvement of the standards documents. This will be done through the derogation process, which is outlined in AD-EDS-SOP-005, and through feedback from the supply chain.

In all cases it is proposed to:

- Ensure the appropriate governance processes are in place and followed in developing standards and specifications
- Identify emerging needs or gaps in our existing suite of standards and specifications
- Plan, monitor, review and report on a prioritised programme of standards and specifications
- Have a single document owner who is accountable for the initiation, development and approval of Standards and Specifications
- Have a role identified as the Document Sponsor who will be responsible for the Standard or Specification
- Put in place mechanisms to allow for early identification of need to allow adequate time to develop documentation
- Facilitate continuous improvement of standards through the derogations process and feedback on the performance of our assets and the performance of our standards

## 3 SCOPE

This procedure applies to all Uisce Éireann Standards and Specifications.

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## 4 DEFINITIONS

Term	Definition
<b>Controlled Document</b>	A <b>controlled document</b> is a document that must undergo formal review, formal approval, controlled distribution, controlled modification and controlled storage and access.
<b>Derogation</b>	This is where permission is sought to depart from a standard. This may or may not result in a later change to one or more standards documents
<b>Independent Review</b>	Either an internal or external expert outside of the S&S Steering Group that will challenge the content of the Standard or Specification
<b>Document Control</b>	Is the management of documents through a document life cycle to a much higher degree of security, version control, review cycle visibility and availability.
<b>Process Map</b>	Type 1- Business processes comprise a set of sequential activities (or sub-processes) performed to achieve a given objective or produce given outputs. All process maps must be designed in compliance with the UÉ process standards and process hierarchy. Published process maps are located in Uisce Éireann Target Process Model stored in the Blueworks Live process repository. Type 2- Sequence and interactions of related process steps, activities or tasks that make up an individual process, from beginning to end.
<b>Standard</b>	A Standard outlines requirements and/or guidance in regard to a particular (management/asset) system. It establishes uniform engineering or technical criteria, methods, processes and practices that are required by Uisce Éireann.
<b>Specification</b>	A Specification outlines a set of detailed requirements that a product/process or (management/asset) system must meet or exceed. It may include reference to one or more internal and/or external standards.
<b>Standard Operating Procedure (SOP)</b>	A Standard Operating Procedure outlines a series of tasks required to complete a specific process.

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## 5 ROLES AND RESPONSIBILITIES

The following groups and individuals will be engaged:

- **Asset Planning Team** - The need to develop or revise a Standard or Specification is identified by the Asset Planning Team.
- **Document Owner** – The Asset Planning Managers will be the Document Owner for all Standards and Specifications and will approve the initiation of a Standard or Specification and appoint a Document Sponsor for the Standard or Specification
- **Standards & Specifications Working Group** – This is a current S&S Working Group that meet monthly to discuss the development and updating of Standards and Specifications. Once the initiation of the development of a standard or specification is approved then a priority list can be developed by the S&S Working Group and a programme of works set out to develop Standards and Specifications.
- **Technical Standards Specialist** – Chairs the S&S Working Group. The Technical Standards Specialist coordinates and tracks the development and updating of Standards and Specifications.
- **Document Sponsor** - This person will have an ongoing responsibility of the document, to ensure the document is fit for purpose, that it conforms with processes/structures associated with Standards and Specifications and ensure the Technical Requirements within the document reflect best industry practice. The Document Sponsor will be the main contact in assessing derogations against the Standard or Specification
- **Document Manager** – Will Project Manage the development of the Standard or Specification.
- **Standard and Specification Review Group** – This group will be set up by the Document Manager with the assistance of the relevant Tech Hub. The group will have representatives from the each of the different functions across UÉ and will review the scope of the Standard or Specification, carry out comprehensive reviews and sign off on the final draft Standard or Specification.
- **Tech Hubs** – The relevant Tech Hub will review and provide feedback on the Standard or Specification being developed. The Tech Hub will approve that the Technical data detailed in the Standard or Specification meets the requirements set out in the scope
- **WTEF** – Gives formal approval on the completion of a Standard or Specification

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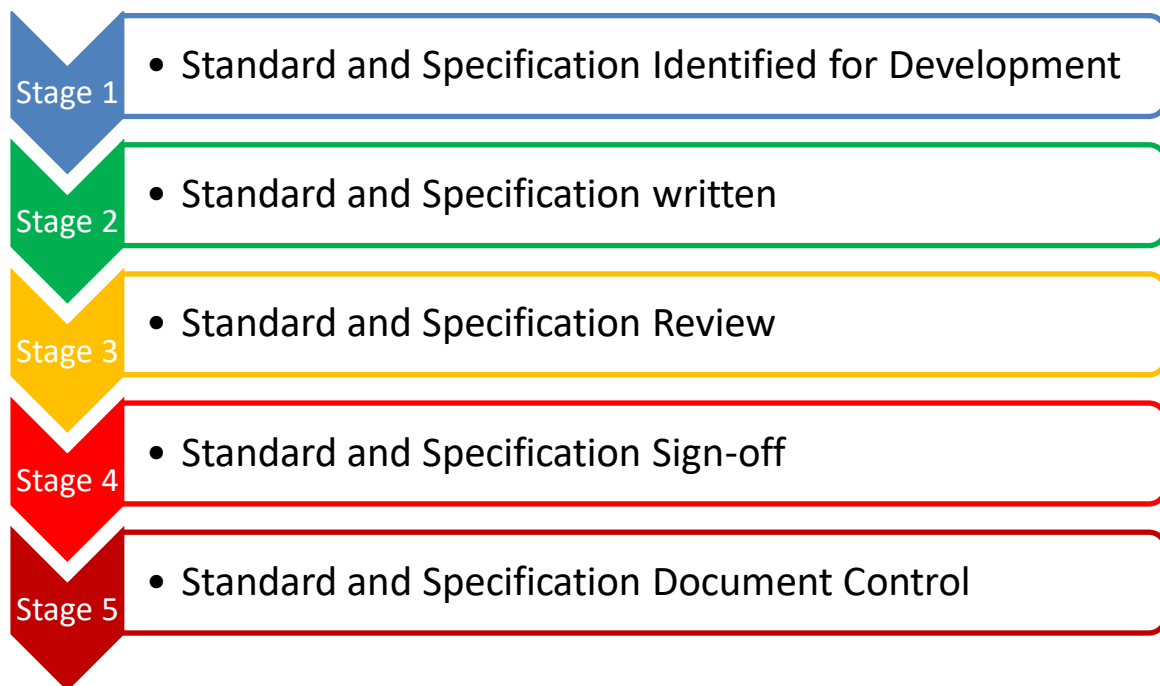
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### 6 STANDARDS AND SPECIFICATIONS DEVELOPMENT PROCEDURE

The following is a summary of the proposed Standards and Specifications Development Procedure. The procedure is broken up into 5 stages from the identification of the need for a Standard or Specification to be developed or revised through to the uploading of the Standard or Specification on Document Control. Below is a description of each stage and the steps that must be undertaken during each stage. After each stage the Technical Standards Specialist will update the status of the development of the Standard or Specification on the Standards and Specification Tracker.



#### Standard and Specification Identified for Development:

A need is identified by the Asset Planning team due to a requirement arising from a new programme/project or to eliminate a gap in our existing requirements. Where a new Standard or Specification is to be developed or a large revision is required external support will be procured to undertake the work. Minor revisions to a Standard or Specification will be undertaken internally.

- The need to develop or revise a Standard or Specification is identified by the Asset Planning

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Team.

- The Asset Planning Manager either approves or rejects the initiation of the development or revision of a standard or specification and submits the request to the S&S Working Group.
- The Asset Planning Manager nominates the Document Sponsor and the Document Manager
- A request to develop a Standard or Specification is then submitted to the S&S Working Group. This request must be supported with a plan, developed by the Document Manager, on how the document is going to be developed, the timescale for developing the document and the communication plan that will support the development of the document.
- Priority list developed by the S&S Working Group and a programme of works set out to develop Standards and Specifications.

## Standard and Specification written:

The key requirements of the Standard or Specification is to be developed to define what is required during the development of the Standard or Specification. The Document Manager is required to project manage the development a Standard or Specification that will ensure we deliver the best asset solution to the business for that asset.

- The Document Manager drafts the key requirements for the development of the Standard or Specification
- The relevant Tech Hub and the S&S Review Group review the key requirements and provide feedback to the Document Manager
- The Consultant determines the performance requirements for the asset, scans the market for the best available solutions, uses the information gathered and completes the first draft of the Standard or Specification

## Standard and Specification Review:

A S&S Review Group will be setup by the Document Manager to review the Standard or Specification. This working group will contain subject matter experts from the relevant functions across Uisce Éireann. The draft Standard or Specification will also be circulated to the relevant Tech Hub and to Independent reviewers for feedback. The Document Manager and the S&S Review Group will workshop the draft Standard or Specification including the feedback received from the Tech Hub and independent reviewers and present the relevant



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feedback to be used by the Consultant in revising the draft Standard or Specification.

- The first draft is reviewed by the Tech Hub and the independent reviewers
- The Document Manager and the S&S Review Group workshop the draft Standard and Specification
- The relevant feedback identified by the Document Manager and the S&S Review Group is used to revise the Standard or Specification
- The final draft is workshopped by the Document Manager and the S&S Review Group

### **Standard and Specification Sign-off:**

The completed Standard or Specification will be presented to the WTEF for sign off. Prior to being presented to the WTEF it needs to be approved by the relevant Tech Hub and the S&S Working Group to ensure that the Standard or Specification meets the requirements identified at the initiation stage. The pre WTEF checklist must be completed prior to being presented to WTEF.

- The Tech Hub approves the Technical Data contained within the Standard or Specification
- The S&S Working Group approves the layout of the Standard and Specification
- Once approval is received from the Tech Hub and the S&S Working Group the standard or specification is brought to WTEF for sign off

### **Standard and Specification Document Control:**

Before the Standard and Specification can be issued for use it has to be made a controlled document and be listed on the Uisce Éireann Standards webpage (At no stage can a Standard or Specification be circulated without being made a controlled document). The Document Manager communicates to all the potential users of its existence and provides any guidance or training necessary in using the Standard or Specification.

- Made a controlled document and listed on the Uisce Eireann Standards webpage
- The Document Manager follows the approved communication plan and training workshops if necessary

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### 7 REFERENCED DOCUMENTS

<i>Document Name</i>	<i>Document Number</i>	<i>Location</i>
<i>Derogation Standard Operating Procedure</i>	AD-EDS-SOP-005	<a href="http://well/share/page/site/kbase/document-details?nodeRef=workspace://SpacesStore/eedc1263-ea5e-4556-964d-424cb0e0aa5a">http://well/share/page/site/kbase/document-details?nodeRef=workspace://SpacesStore/eedc1263-ea5e-4556-964d-424cb0e0aa5a</a>

### 8 GENERATED DOCUMENTS

<i>Document Name</i>	<i>Document Number</i>	<i>Location</i>
<i>Standards and Specifications Development Process Map</i>	AMS-AMT-PR-05-PRO-01	<a href="http://well/share/page/site/kbase/document-details?nodeRef=workspace://SpacesStore/1ed140ad-d5be-4c2f-a7d3-eed0676996c7">http://well/share/page/site/kbase/document-details?nodeRef=workspace://SpacesStore/1ed140ad-d5be-4c2f-a7d3-eed0676996c7</a>