



Title: Real Property Branch Asset Integrity Procedure

1. Effective date: August 12, 2009 (revised May 2010)

2. Authority

This procedure is issued under the authority of the Director General, Professional and Technical Services Management, Real Property Branch (RPB), Public Works and Government Services Canada (PWGSC).

3. Context

This procedure should be read in conjunction with the Real Property Asset Performance Monitoring Policy, due for renewal December 31, 2009.

4. Purpose

In response to the Office of the Auditor General of Canada's Health and Safety Audit, tabled May 12, 2009, there is a requirement for increased diligence with regard to the recognition and implementation of health and safety projects and documentation of mandated maintenance. This procedure will ensure improvements in consistency, accountability, project prioritization, quality control of projects and mandated maintenance in real property assets.

5. Details of the procedure

The procedures detailed below will respond to the findings of the Office of the Auditor General of Canada's audit and ensure increased due diligence and followup documentation with regard to the recognition and implementation of health and safety projects and mandated maintenance.

5.1 Building Condition Reports (BCRs)

- 5.1.1 All BCRs for PWGSC assets will be completed using the Capital Asset Planning System (CAPS), Asset Validation Survey (AVS) tool, and BCR Terms of Reference (TOR) established in June 2006.
- 5.1.2 In the regions, the regional managers, Maintenance Management, asset managers, and/or technical authority shall review the BCRs for quality assurance.
- 5.1.3 All BCRs are managed by PWGSC, including those in Alternative Forms of Delivery (AFD) buildings; therefore there is no impact on AFD.

5.2 Building Performance Reviews (BPRs)

- 5.2.1 All BPRs will be done using CAPS and the AVS tool. Content shall be reviewed by the asset manager, after it is completed by the property and facilities manager, before being submitted to CAPS.
- 5.2.2 Along with the BPR submission to CAPS, an email is to be sent to CAPS from the asset manager confirming review and acceptance of BPR contents.
- 5.2.3 All incomplete events will need to be explained and justified during this process. For example, if a project has been deferred for a valid reason, the risk mitigation strategy will be documented (i.e., increased maintenance).
- 5.2.4 Random audits will be conducted by the National Centre of Expertise (NCOE) on the asset manager's acceptance of BPR contents.
- 5.2.5 All BPRs carried out in AFD buildings are the responsibility of the facility manager and portfolio manager of the AFD contractor. They are responsible for the content and quality assurance of the BPR. The service provider shall ensure that a completed BPR is submitted to CAPS, as directed in the BPR call letter, and that a copy is provided to the technical authority.
- 5.2.6 In AFD managed buildings, BPRs will be reviewed on a random sampling basis as part of PWGSC's quality monitoring evaluation, to ensure conformance to the BPR call letter and the Asset Integrity Directive. This random sampling review will ensure adherence and conformance to the AFD contract, BPR call letter and the Asset Integrity Directive.

5.3 Building Management Plans (BMPs)

- 5.3.1 All projects in the BMP, using the project priority B1, must have the associated reference from the original identifying process or person. For example, the identifying process or person could be the building health and safety committee, a service call, a tenant concern, or a code issue. This reference must be put into both the project comment field in SIGMA, next to the name of the Work Breakdown Structure Element (WBSE), and in the project comment field in the BMP module project workplan. For AFD-managed buildings, the reference is to be put into the AFD Management System (AFDMS), project initiating process code field (Table A14.04) of the proposed project transaction – 0 (PPT0).
- 5.3.2 A project with a priority of B1 is being classified at a level of importance that demands its completion within the year it is planned. If it is not possible to complete a B1 project within a year, it must be justified within the BPR process and the risk mitigation explained. This justification is to go in both the project comment field in SIGMA, next to the name of the Work Breakdown Structure Element (WBSE), and in the project comment field in the BMP module project

workplan. For AFD-managed buildings, the justification is to be put into the Alternative Forms of Delivery Management System (AFDMS), project justification field of the proposed project transaction – 0 (PPT0).

- 5.3.3. A project that is classified as health and safety, but **not critical** to the immediate planning year, (i.e., no immediate risk), should be coded to *C1, Health & Safety*. These projects are needed to avoid risks to health and safety, and should be appropriately funded, even though the requirement is not immediate. For example, due diligence reviews should be coded to C1 and any resulting projects from the review that represent an immediate risk should be coded to B1.
- 5.3.4. All BMP project work plan listings will be reviewed for quality assurance and signed off by respective asset managers or technical authorities for recommendation each December. Copies of the project work plan listing and BMP cover page are to be signed off by the Real Property Team (RPT) directors in the NCA, and the Professional and Technical Services (PTS) regional directors in the regions (with the cover page signed and dated, pages of the work plan listing initialed and dated) and retained by the RPT for audit purposes.
- 5.3.5. In the regions, the asset managers and technical authority shall review the BMPs.
- 5.3.6. All subject matter experts (SMEs) for BMP national programs will ensure audits of BMPs are done using the project group code reports.

The audits of program projects are to be done quarterly – in January, June, September and December. January is the most critical review as it represents the first opportunity to review and analyze BMP projects before they are finalized in the BMP module. It is important to ensure that all coding, project titles and funding are correct and that the goals and objectives of the national call letter are being met. This is the basis for the monitoring that goes on in June, September and December.

“As a subject matter expert (SME) for your particular BMP program, you are responsible to ensure funding allocated to your program is used appropriately. This means you need to review and monitor the BMP projects that fall under your program to ensure that the programs are being completed and the projects coded, as outlined in the BMP Call Letter.”¹

- 5.3.7. A new group responsible for health and safety audits will be put in place in 2009 within the Asset and Facilities Management (AFM) NCOE organization.

¹ Project Review and Analysis Quality Assurance Guide for SMEs.

5.4 Mandated maintenance

5.4.1 All maintenance activities, especially mandated maintenance, for all PWGSC Crown-owned, and -managed assets will be managed using the Real Property Management System (RPMS):

5.4.1.1 Property and facility managers will ensure RPMS inventory information is accurate and complete. Upon completion of maintenance activities, property and facility managers are to update all information and ensure work orders are closed.

5.4.1.2 Automated notices for mandated work orders still open after the scheduled closing date will be issued on a regular basis. Technical Services NCOE will audit open work orders on a quarterly basis.

5.4.1.3 For other government department (OGD) managed buildings, maintenance activities will be managed as prescribed in service level agreements.

5.4.1.4 For AFD-managed buildings, maintenance activities will be managed using the service provider's computerized maintenance management system.

5.4.1.5 For AFD-managed buildings, quarterly quality management evaluations will verify mandated maintenance compliance and compliance with the AFD statement of work.

6. Scope

This procedure applies to property and facilities managers; asset managers; technical authorities; SMEs; the NCOE; regional managers, Maintenance Management; and all PWGSC peal property assets.

7. Definitions

Mandated maintenance: Maintenance that is required under a law, code or policy.

8. Responsibilities

8.1 Property and facilities managers shall:

1. Complete BPRs explaining and justifying incomplete events
2. Ensure all priority B1 projects have an associated reference from the identifying process or person
3. Assign priorities to projects ensuring that health and safety risks are mitigated
4. Assign C1 priority to projects classified as health and safety that are not critical to the immediate planning year

5. Ensure RPMS inventory information is accurate and complete
6. Update work order information and close work orders once completed
7. Update work order information related to Maintenance Management as prescribed in service level agreements for OGDs

8.2 The asset manager or technical authority shall:

1. Review BPR content and provide email notification to CAPS of review and acceptance
2. Ensure that a completed BPR is provided to the technical authorities for their records
3. Ensure work plan listings are signed off, initialed and dated, and retained for audit purposes and review BMPs for quality assurance
4. Review the BCR for quality assurance
 - a) Administrative review must ensure that all the fields have been filled out according to the BCR TOR
 - b) A technical review must be conducted to ensure that all technical information is correct and complete

8.3 RPT directors, NCA, or PTS regional directors, regions, shall:

1. Sign off work plan listings. BMP is to be signed-off with the cover page signed and dated, pages of the work plan listing initialed and dated, and retained by the RPT for audit purposes

8.4 SMEs shall:

1. Review and monitor BMPs for national programs using the project group code reports

8.5 Advisory and Practices AFM NCOE shall:

1. Conduct random audits on asset manager's review and acceptance of BPRs
2. Audit BMP health and safety projects to ensure projects identified as health and safety are not misclassified
3. Monitor health and safety projects to ensure completion or that risk mitigation has been identified

8.6 Engineering and Technical Services NCOE shall:

1. Audit open work orders on a quarterly basis for PWGSC-managed buildings.

8.7 AFD Service Management Coordination shall:

1. Audit open work orders on a quarterly basis for AFD-managed buildings
2. Review BPRs on a random sampling basis as part of PWGSC's quality monitoring evaluation, to ensure conformance to the BPR call letter and the Asset Integrity Procedure

8.8 Regional managers, Maintenance Management shall:

1. Review BCR for quality assurance

9. References

[Real Property Asset Performance Monitoring Policy](#)

[National Building Code](#)

[Canada Labour Code](#)

[National Fire Code](#)

Facility Maintenance Policy

Facility Maintenance Guidelines

Project Review and Analysis Quality Assurance Guide for SMEs

[Integrated Risk Management \(IRM\) Policy](#)

10. Enquiries

For more information on this procedure, please contact the Director, Professional and Technical Services Management, Advisory and Practices, Asset and Facilities Management.