

## Editing the templates

Templates are provided as Word documents that are meant to be edited by users to document their project-specific requirements.

### Text formatting used in templates

The boxed green text is 'Hidden text' which serves as guidance for the template user. This is how it should appear:

Guidance text is not intended to be seen by the final recipients of the document and is turned off or deleted prior to the issue of the completed Template.

To show Guidance text in the document:

- **Word 2003 users:** Go to the **Tools** menu, choose **Options** (last item), click on the **View** tab and make sure that **Hidden text** is ticked (under the Formatting marks heading).
- **Word 2007 users:** Click on the **Office** button, choose **Word options** (last item), click on **Display** and make sure that **Hidden text** is ticked.
- **Word 2010 users:** Go to **File** menu, choose **Options** (last item), click on **Display** and make sure that **Hidden text** is ticked.

If you still have problems viewing Guidance, please contact NATSPEC on 1300 797 142.

Dark red text followed by: **[complete/delete]** (known as prompts) indicates that information prompted by the text should be entered after the colon. If the wording of the prompt is not appropriate for the project, it can be edited to suit. If the item is not relevant, simply delete it.

Normal italicised text, e.g. *NATSPEC National BIM Guide* indicates the name of a document or standard.

Bold text other than headings, e.g. **BIM meeting schedule** indicates a cross reference to a section, clause or schedule elsewhere in the document.

### Instructions for use

**Step 1:** Save the template to the required location on your system.

**Step 2:** Make sure the Guidance text is visible: If you cannot see any green boxed text when you open the document, then the Guidance text needs to be turned on by adjusting the settings in Word.

**Figures 2.4.2a and 2.4.2b** show a page with Guidance text turned off and on.

**Step 3:** Edit project identification items: Edit the cover page, headers and footers to suit the project and remove the word 'Template'.

**Step 4:** Delete items not required for the project including text, prompts and schedules/matrices. To cover a wide range of project requirements, templates include a comprehensive set of items. Few projects will use all of them. Retaining items 'just in case they might be needed' creates confusion and makes it more difficult to find relevant information when required.

**Step 5:** Complete prompts. Enter text at the prompt by placing your cursor anywhere between the square brackets [ ].

**Step 6:** Edit schedules/matrices by adding and deleting columns and rows as required and entering text in cells.

**Step 7:** Add any additional material that is required but not in the Template.

**Step 8:** Delete all pages before the Table of Contents except the cover.

**Step 9:** Add your organisation's logo to the cover if you wish. The version number and date on the cover are those of the Template. Edit them to apply to the project and to conform to your organisation's standards and practices.

**Step 10:** Delete Guidance text.

**Step 11:** Final proof: Check spelling, grammar, internal cross references, cross references to other documents, drawings, models, etc.

**Step 12:** Update the Table of Contents.

**Asset Information Requirements (AIR)**

**Asset information requirements (AIR)**  
AIR are the pieces of information required by the appointing party to support their decision making during the operational phase of assets. The information provided by the delivery team led by the lead appointed party in response to the AIR constitutes the asset information model (AIM).  
AIR are prepared by the appointing party. For Appointing Parties with limited experience of construction projects, it is recommended that they engage a design professional with sole experience in the particular project type to assist them. AIR should be expressed in a way that enables them to be readily incorporated into the exchange information requirements (EIR) for asset management appointments, e.g. grouped by discipline and/or trade.  
Refer to AS ISO 19650-1, Section 5, and AS ISO 19650-2, Clause 5.1.3.  
**Using this Template**  
While project information requirements (PIR) share similar requirements as AIR, this AIR Template is designed specifically for developing AIR, so is recommended for this purpose.  
This Template includes prompts for eliciting AIR and provides a structure for organising them effectively.  
Refer to the Commentary at the front of this document for an explanation of its structure and instructions for its use.

**1 THIS AIR DOCUMENT**

**1.1 AS ISO 19650 alignment**  
This document is aligned with the requirements of the AS ISO 19650 series of standards and uses the terminology from them throughout. Refer to them for details of the requirements and definitions of terms. Definitions of terms can also be found on the ISO Online Browsing Platform (OBP): <https://www.iso.org/obp/ui>

**1.2 Purpose**  
This document defines the asset information requirements (AIR) for the project described on the cover.

**1.3 Application**  
This AIR document is to provide inputs to the project information requirements and exchange information requirements (EIR) which forms part of the invitation to tender documentation.  
[Applicable project phases: \[complete/delete\]](#)

**Examples of options – adjust wording to suit project:**

- This AIR document applies to the design phases only of the project, up to and including the handover of AIM and/or PIM from the Design team to the Construction team.
- This AIR document applies to the construction phases only of the project, from the handover of AIM and/or PIM from the Design team to the Construction team and up to and including the handover of models from the Construction team to the operators of the completed built asset.
- This AIR document applies to the design and construction phases of the project, up to and including the handover of models from the Design and Construction teams to the operators of the completed built asset.

The last option offers the most opportunities to realise the potential benefits of BIM.  
Coordinate with **COMMERCIAL**. Project design scope.

**2 PROJECT DETAILS**

**2.1 Project description**  
[Outline description: \[complete/delete\]](#)

Insert a brief description of the project including its purpose and/or refer to documents that describe it in more detail.

Figure 2.4.2a Guidance text displayed

**Asset Information Requirements (AIR)**

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[Applicable project phases: \[complete/delete\]](#)

**2 PROJECT DETAILS**

**2.1 Project description**  
[Outline description: \[complete/delete\]](#)

**2.2 Project goals**  
The appointing party's goals for the project are shown in the Project goals table.

**Project goals table**

Priority	Goal description

**3 COMMERCIAL**

**3.1 Project design status**  
[Design development status: \[complete/delete\]](#)

**3.2 Procurement strategy**  
The project procurement strategy is shown in the Project procurement strategy table.

**Project procurement strategy table**

Project procurement strategy:	
Contractor engagement: indicative date:	

[Appointing Party's asset management approach: \[complete/delete\]](#)

**3.3 Project team members**  
The contact details for key stakeholders who have contributed to the development of the AIR are shown in the Project team members table.

**Project team members table**

Figure 2.4.2b Guidance text not displayed