

PAS 55 alignment mapping - DWFRS Assets Department

Asset Management objectives and plans	Conformance by DWFRS
1. Asset management strategy	The Assets strategy, objectives and plans are set out in the Service Delivery Plan.
2. Asset management objectives	
3. Asset management plans	
4. Contingency planning	The Assets Department has full Business Continuity Plans.
Asset management enablers and controls	
1. Structure, authority and responsibilities	<p>The Assets Department has a fully developed team structure with all senior managers in place.</p> <p>All job role descriptions are in place.</p> <p>There is a reporting line into the Strategic Leadership Team.</p>
2. Training awareness and competence	<p>All department members have Performance Review and Monthly 1-1s that elicit the training needs of the individual.</p> <p>For example in April 2018 two team members will receive formal project management training.</p>
3. Communication, participation and consultation	Following an Assets Department Customer Service survey across key Service stakeholders there is a greater communication emphasis between Assets and other areas. For example, via all three delivery teams of People, Community Safety and Service Support.
4. Asset management system documentation	<p>We now have up to date systems in:</p> <ul style="list-style-type: none"> • Estates • Supplies • Fleet • Water & Foam and • Equipment – currently being specified via Procurement
5. Information management	Assets now have Policies and Procedures for technical documentation with dedicated team members working on updating and harmonising information. BS 18001 is being rolled across the Service and we are compliant in the south and will be compliant in the north by March 2019.
6. Risk Management	<p>The Assets Department use the SYCLE management tool to monitor all risks.</p> <p>This is discussed and reviewed at all management meetings.</p>

7. Legal requirements	Where appropriate all team members are qualified to carry out tasks where there is a legal requirement – such as *PUWER & *LOLER (a technical standard for our equipment). All legal requirements are audited through BS 18001. The Estates team also carry out legal duties in Asbestos and Legionella across the Service properties. All team members receive appropriate H&S training.
8. Management of change	The Eyes & Ears Survey identified areas of improvement and Asset Managers are using the Personal Review, Respect booklet and 1-1s to create an environment that seeks to listen and act on feedback.
Implementation of Asset Management plan(s)	
1. Life cycle activities	There are replacement programmes in place across all Assets teams, these look at a risk based approach to replacement, fully engaging with our stakeholders through the appropriate forums such as Delivery teams.
2. Tools, facilities and equipment	All Assets equipment is regularly checked and maintained in accordance with all legal and servicing needs and is compliant with BS 18001.
Performance assessment and improvement	
1. Performance and condition monitoring	The Assets Department use SYCLE management tool for all actions and tasks. Performance is also monitored through Personal Reviews and 1-1s.
2. Investigation of asset related failures, incidents and non-conformities	The Service records all accidents through the Adverse Occurrence Report (AOR) procedure which are investigated in a time measured framework. Corrective actions are created from the investigative process. The Asset Department is also audited via the BS 18001 system.
3. Evaluation of compliance	The Asset Department is audited via the BS 18001 system. All corrective actions are evaluated post implementation to ensure their effectiveness.
4. Audit	The Asset Department is subject to internal audits and some members of the team are qualified to carry out audits.
5. Improvement actions	This would be in compliance with BS 18001.
6. Records	This would be in compliance with BS 18001, furthermore all the Asset teams' new software systems are auditable for records of compliance and any projects/actions/tasks.
Management Review	
1. Review	The methods used to review the Assets Department: <ul style="list-style-type: none"> • SYCLE management tool • Personal Reviews with team members • 1-1s with team members • BS 18001 auditing • Internal KPIs

* The Provision and use of Work Equipment Regulations 1998 (**PUWER** 1998); and The Lifting Operations and Lifting Equipment Regulations 1998 (**LOLER** 1998)