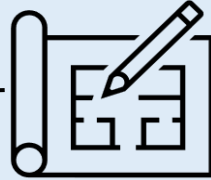




A Kleinfelder Company

# CRITICAL SYSTEMS OF RECORDS (SORs) FOR OPERATING COMPANIES

Engineering Issued for Construction (IFC) Package



Data for Engineering

IFC Package

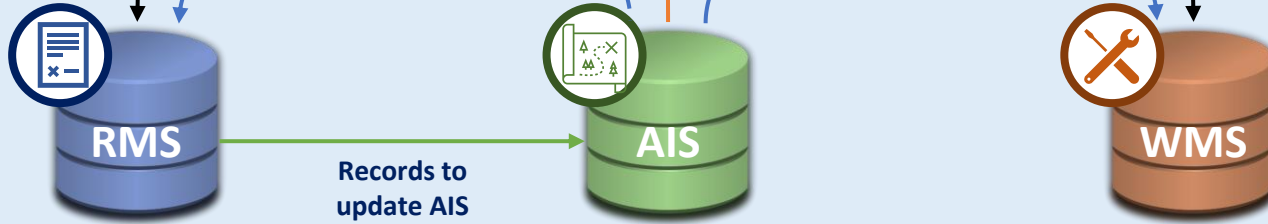
IFC Package

Linkage to records reference asset data

Asset Register structure

Records to update AIS

As-Built and Maintenance Records



A **System of Record (SOR)** is the source of truth for a given data element or information. In today’s fast moving, data-driven and precision desired operating environment, operators must be able to rely on the following SORs:

- **Records Management System (RMS)** – RMS houses all records reflective of the assets that are in operation. Records should be “typed” and “attributed” to ensure association with the assets, ease of access and usability by users. The RMS should facilitate the activities outlined in the organization’s Records Management Policy.
- **Asset Information System (AIS)** – Typically GIS is employed to house the master data for assets. The AIS is the system of truth for select details for assets that are in operation. The details in the AIS should ideally be linked to the source record in the RMS.
- **Work Management System (WMS)** – The WMS facilitates and documents work transactions on assets. Transactions are comprehensive of all work performed on a system, including asset replacements and maintenance.

Data/information for risk management can come from any and all systems.

### Three Common Errors in SORs Usage:

1. Using a system outside of its intended/defined use. Both the RMS and AIS should be holders of master data and only the WMS should store transactional data/information. Operations or transactional data should not be housed in GIS.
2. Duplication of data/information in multiple systems. This is a trap that will create contradictions and system credibility loss in being the source of truth.
3. Lack of the use of a singular asset naming convention/configuration amongst all SORs. As an example, *5<sup>th</sup> Street Regulator Station* should be called the same in all systems.

GTS can help you set up your Systems of Records for sustained success. For more information, contact Joe Medina at: [joemedina@gtsinc.us](mailto:joemedina@gtsinc.us)