

Cabinet complying with BS 1192:2007

OPT/DOC/100



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Version History

Version	Version Date	Author	Description
01	15/12/14	J Squires	Document Creation
02	16/12/14	J Squires	Amended as per Mervyn Richards comments
03	14/09/15	J Squires	Updated Images



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Overview

The Government Construction Strategy was published on 31 May 2011. The report announced the Government's intention to require: collaborative 3D BIM (with all project and asset information, documentation and data being electronic) on its projects by 2016. The basis of this is BS 1192:2007, a common data environment and a platform on which to build an effective collaboration environment.

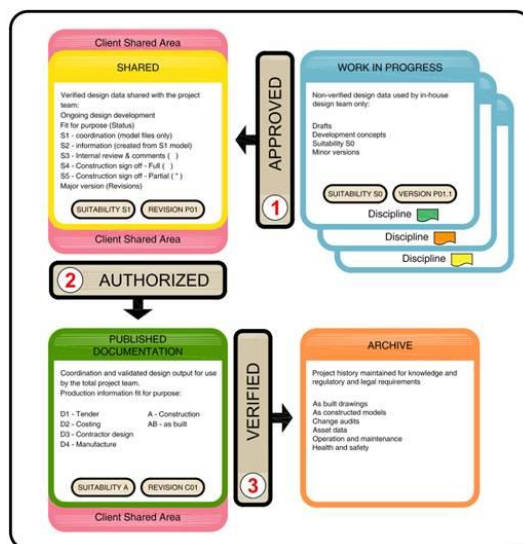


Fig 1. Document and Data management repository

We recognised the value of BS 1192:2007's ability to deliver a structured collaborated environment and set upon creating and sharing a standard structured compliant configuration. Our configuration provides BS 1192:2007 best practices for Folder structure, File (container) naming, Version control, Access control and Workflow control.

Structure and Naming

We used a standard folder structure to separate 'WIP', 'SHARED', 'CLIENT SHARED AREA' and 'PUBLISHED'. These folders contribute to the File (container) naming. All files start their life cycle in WIP. Files are created using the creation wizard, this ensures the correct template is used and automatically generates the next available filename, in line with the standard.

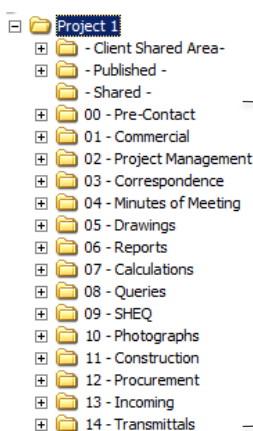


Fig2. Example Folder Structure

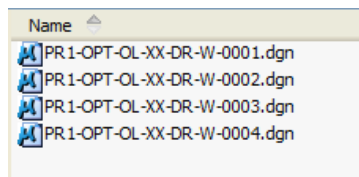


Fig3. Naming Convention



Users can be configured to be members of discipline groups. Users can only access their own discipline's WIP data in their own projects, but can view all other discipline's SHARED and PUBLISHED data in the same project.

Versioning

Versions are generated and automatically updated throughout the life cycle of a document. All Work-In-Progress (WIP) files use the format PXX.X (eg. P06.1). When data is SHARED with other members of the project team, the data is Checked and Approved and the version is updated to PXX (eg.P06). When data has been SHARED and is signed off it is then ready to be PUBLISHED. When a File is PUBLISHED the version is updated to CXX (eg. C01).

eg *FileA* is at **P06.1** in WIP
 It is then SHARED for Construction Sign off at Version **P06** and is signed off
 It is then PUBLISHED for Construction at Version **C01**.
 Both the Native file and the PDF rendition should reflect these changes

Suitability Codes

The Suitability code 'S0' is auto assigned to all files created in WIP. The change of Suitability is an automatic process that occurs during a Workflow Transition. Files within SHARED will become S1; S2; S3 or S4 and Files within PUBLISHED will become D1; D2; D3; D4; A; B; C or AB.

Suitability Code	Suitability	Models	Drawings\ Documents
S0	Initial Stage in WIP	Y	Y
S1	Suitable for Coordination	Y	N
S2	Suitable for Information	N	Y
S3	Suitable for Internal review and comment	Y	Y
S4	Suitable for Construction Approval	N	Y
D1	Suitable for Costing	Y	Y
D2	Suitable for Tender	N	Y
D3	Suitable for Contractor design	Y	Y
D4	Suitable for Manufacture	N	Y
A	Suitable for Construction	N	Y
B	Suitable for Construction but with Comments	N	Y
C	Comprehensive revisions needed	N	Y
CR	Construction Record	Y	Y

Fig4. Standard codes for Suitability

Workflow

The workflow is the driver behind the entire configuration. It forces users to *ONLY* do tasks relevant to their Role and the Stage of the file. It automatically processes files by putting them in SHARED or PUBLISHED as well as updating the versions on both the Native file and the PDF rendition.



A Checked and Approved file in WIP would get the following options:

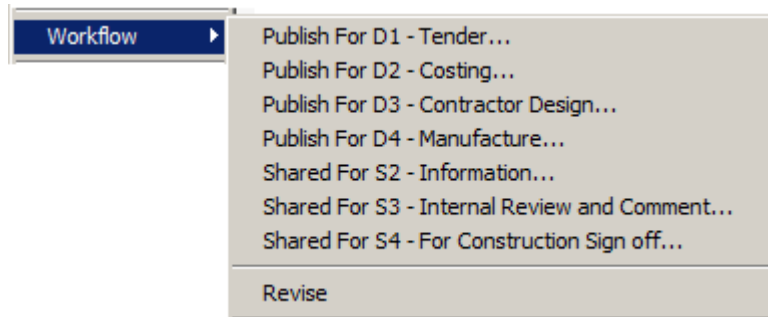


Fig5. Workflow Options

eg *FileA* is Checked and Approved at version **P06.1** in WIP
Using the Workflow Transitions it is then 'Shared for S2 – Information'
This transition supersedes any previous version in SHARED, copies the required file into SHARED, sets the Suitability Code and updates the Version on the Native file and the PDF rendition.
In WIP – The file is still version P06.1 and Suitability code S0
In SHARED – The file is now version P06 and Suitability code S2

Archive

Cabinet's history service keeps a full audit trail through a documents life cycle. It is possible to go back and view all historic versions of a document. This is maintained in WIP, SHARED and PUBLISHED.

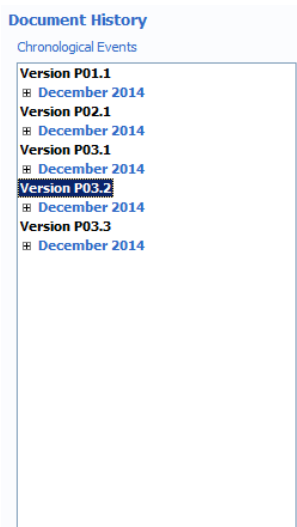


Fig6. WIP History

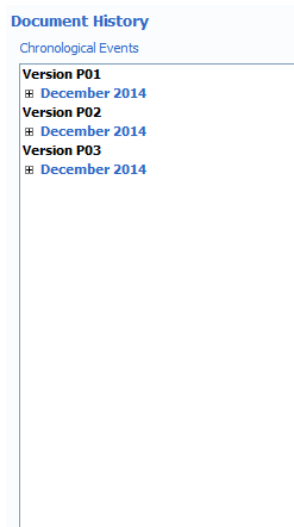


Fig7. SHARED History

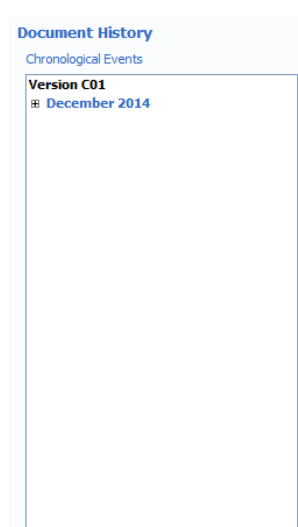


Fig8. PUBLISHED History

Summary

Using Automated Workflows, Auto Generated File Naming and Version Control, Cabinet through configuration complies with BS 1192:2007. Integrating with other standard built-in features such as Reference Manager, Auto Reference Locking, PDF Generation, Transmittal Manager and many others, Cabinet provides a complete solution.

Everything we do is Configuration, NOT Customisation. Therefore, all Cabinet users have this capability through configuration of their existing Cabinet implementation.

