

Engineering Standard X-PRO-STD-008 Asset Standards Management and Application

Document number: PRO-02205

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(Refer Controlled Document in REX for Author, SME, Owner and Approver details)

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1. Purpose

This document is part of a suite of Seqwater Asset Standards which are in alignment with the Seqwater Quality Management System. Their purpose is to provide a consistent approach to the development, modification, and management of Seqwater infrastructure that is fit for purpose, economic over the life of the asset, and meets Seqwaters Work Health and Safety obligations.

The purpose of this Procedure is to describe the procedure for management and application of Seqwater Asset Standards to ensure they are managed, stored, distributed, and applied effectively across the Seqwater infrastructure asset lifecycle. Asset Standards includes both Engineering Standards and Asset Information Standards.

Seqwater Asset Standards evolve to enable Seqwater to manage infrastructure related risk while meeting the standards, regulations, directives and legislation required for maintaining, renewing and growing Seqwaters infrastructure. It is imperative, therefore, that Seqwater Asset Standards are managed, stored, distributed and applied effectively.

2. Scope

This Procedure applies to all Seqwater employees, contractors, suppliers and consultants working for, or on behalf of, Seqwater unless otherwise stated. Deviation from the requirements in this Procedure requires written agreement from Seqwater as per the deviation process detailed in Section 4.4 of this Standard i.e. X-PRO-STD-008 Asset Standards Management and Application ([PRO-02205](#)).

Seqwater undertakes regular updates of its Asset Standards. Before utilising this Procedure, the complete list of Seqwater Asset Standards should be reviewed to ensure currency and applicability of standards to be applied to the works. These can be accessed on the Waternet "[Seqwater Engineering Standards & Framework](#)" page.

Further advice regarding application of this procedure, or to clarify any ambiguities, must be sought from the Seqwater Document Owner as referenced below, via the Engineering Mailbox (engineering@seqwater.com.au).

3. Application of Asset Standards

3.1. Access to Standards

Seqwater Asset Standards are Controlled Documents managed and stored in the Seqwater Electronic Document and Records Management System, REX, in accordance with [PRO-01583](#) Controlled Document Procedure. All Seqwater employees have access to current Asset Standards via REX. In addition, the Waternet "[Seqwater Engineering Standards & Framework](#)" page provides a catalogue of Asset Standards grouped by discipline, with links to each Controlled Document in REX for further ease of access.

When accessing Asset Standards in REX users must use a Document Number search using the Controlled Document Number (in the form AAA-NNNNN where A is a letter and N is a number) to ensure they find the current Controlled Document.

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Relevant Standards suitable for external distribution can also be accessed and downloaded from REX using the REX Saved Search “*Engineering Standards for External Distribution*”. This search tool is useful for downloading multiple documents for providing to external consultants, contractors and suppliers. A link to this REX Saved Search is also available on the Waternet “[Seqwater Engineering Standards & Framework](#)” page. In the future external entities will be able to access current standards via an external Seqwater Internet page (currently under development).

Seqwater Standard Drawings are also managed in REX, however Drawings are not part of the Controlled Document Management Procedure and are therefore managed in accordance with X-PRO-STD-014 Drawings Management Procedure ([PRO-02253](#)). Seqwater Standard Drawings are located in REX Container INO/DRA/507.

3.2. Compliance with Asset Standards

It is the responsibility of the responsible Seqwater Design Manager (where appointed), Project Manager and/or Engaging Officer for an infrastructure project or an infrastructure technical change to ensure compliance with Seqwater Asset Standards. Ensuring consultants, contractors and suppliers have access to the latest approved Asset Standards upon engagement and ensuring compliance to those Asset Standards is part of the Design Manager, Project Manager or Engaging Officers’ role. The contractor shall be responsible for applying the requirements of the contracted Seqwater Asset Standards.

Seqwater infrastructure shall be designed, constructed and documented to meet the requirements of the Seqwater Asset Standards as referenced in the project documents. Project documents will reference the appropriate standards within the technical requirements of the contracted works, for example, the project specification or scope of works.

The designer or contractor shall not deviate from the provisions of the relevant standard without first obtaining agreement in writing from the Seqwater Engineering team following the deviation process detailed in Section 4.4 “Deviation from Asset Standards” of this procedure. Deviations from supporting documents such as industry codes and standards that are referenced in a standard, as outlined in Section 3.3, shall also be considered a deviation to the over-arching Asset Standard which references the relevant supporting document.

3.3. Supporting Documents

Many Seqwater Asset Standards reference external documentation (e.g. Industry Codes or Australian Standards) which are deemed to form part of that Standard. It shall be the responsibility of designers and contractors to obtain copies of all referenced external documentation where this is necessary to ensure compliance with an Seqwater Asset Standard. Seqwater employees can access Australian Standards via the Waternet page [Australian and International Standards Web Service](#).

All equipment and workmanship shall conform to the most recent and agreed Seqwater requirements as well as any relevant local, state and commonwealth statutory requirements and current applicable industry standards, codes, guidelines and best practice. Where a document hierarchy is not specified in project documentation, the following document hierarchy shall be adopted:

1. Acts and Regulations
2. Seqwater Standards
3. National and international codes, standards and guidelines.

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Where conflict exists between scopes of work, specifications, codes, standards or regulations, the higher requirement shall generally apply, subject to clarification by Seqwater.

4. Management of Asset Standards

4.1. Document Control

To ensure appropriate quality management is implemented, Seqwater Asset Standards are required to be registered and maintained as Controlled Documents in REX in accordance with [PRO-01583](#) Controlled Document Procedure. This ensures appropriate document and version control, and that regular reviews are undertaken to ensure they remain current and fit for purpose.

4.2. Document Numbering

Each Controlled Document shall be issued with a Controlled Document Number by the Controlled Documents Team in accordance with [PRO-01583](#) Controlled Document Procedure. These can be requested from the Controlled Documents team mailbox via the [CMS Mailbox](#).

In addition, all Asset Standards must have an Asset Standard Document Number assigned. The Asset Standard Document Number is to be included at the start of the document title. This assists in classifying Asset Standards according to discipline for ease of cataloguing, and referencing.

The Principal Engineering Standards and Assurance is responsible for assigning Asset Standard Document Numbers in accordance with procedure X-PRO-STD-001 Asset Standards Document Classification and Naming Structure ([PRO-01873](#)). Requests for Asset Standards Document Numbers shall be sent to the Engineering Mailbox (engineering@seqwater.com.au).

4.3. Development and Revision of Asset Standards

Asset Standards are developed and revised as documented in Procedure X-PRO-STD-004 Development and Review of Asset Standards ([PRO-01874](#)), including compliance with the requirements of [PRO-01583](#) Controlled Document Procedure. This includes the ability for all Seqwater Workers to submit requests for new Standards to be developed and/or requests for revisions to existing Standards, plus how these requests are assessed, prioritised and implemented.

4.4. Deviations from Asset Standards

This section details the formal approval process where a Deviation from an Seqwater Asset Standard is proposed. A Deviation Request is required to be submitted where there is a specific need identified for non-compliance to a requirement in a Seqwater Asset Standard. This can often be the case on brownfield sites where it is not practicable or possible to meet the requirements in a Standard.

The aim of a Deviation Request is to submit for consideration an alternative engineering solution against a requirement contained in a Seqwater Asset Standard, which will meet functional requirements while not compromising safety, lifecycle cost, or other enterprise risks.

Review of Deviation Requests is undertaken by the Seqwater engineering team who own the relevant Standard. This review represents a technical assessment of the proposed alternative engineering solution and will result in either an engineering approval, often including engineering conditions of approval, or engineering rejection of the

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Deviation Request. Deviation Requests are not a means for approval of a scope change on a project, as that is a project management function, but may support a proposed scope change by providing engineering review and acceptance of a proposed scope change, or engineering rejection of a proposed scope change.

Seqwater engineering teams aim to review and respond to Deviation Requests within 10 business days of receiving all required documentation for review, however, this may take longer for complex issues, issues involving multiple engineering disciplines, or where consultation with other internal stakeholders is required.

This procedure does not provide for permanent changes to Seqwater Asset Standards which are managed through the procedure X-PRO-STD-004 Development and Review of Asset Standards ([PRO-01874](#)).

Retrospective Deviation Requests associated with an identified non-conformance during project delivery may be submitted but will be assessed on their merits on the same basis as a pre-emptive Deviation Request and may be rejected.

Seqwater's Workplace Health and Safety standards and procedures are subject to separate deviation management procedures, which are not covered here.

4.4.1. Raising a Deviation Request

The Deviation Requestor is responsible for raising a Deviation Request using X-TMP-STD-022 Asset Standards Deviation Request Template ([TEM-00224](#)) and submitting it to Engineering via the Engineering Mailbox (engineering@seqwater.com.au). Deviation Requests shall be project specific only. A single deviation in a specific project does not automatically constitute a need to alter a Seqwater Asset Standard, or approval to implement the same Deviation on another project.

Each Deviation Request should only relate to a single requirement in a single Standard. Where there are multiple items being requested for deviation against a Standard it is preferable to raise a separate Deviation Request for each item rather than grouping numerous items into a single Deviation Request as rejection of one item in a Deviation Request covering multiple items would result in the whole Deviation Request being rejected.

The Deviation Request form X-TMP-STD-022 Asset Standards Deviation Request Template ([TEM-00224](#)) outlines the requirements for raising a Deviation Request. The Deviation Request submission should consist of the completed form (Part A completed) accompanied by any supporting documentation necessary to support the request.

4.4.2. Deviation Request Engineering Requirements

A Deviation Request against a requirement in an Engineering Standard Specification (Controlled Document Number commencing with "SPE") represents an alternative engineering solution to be used as the basis of design in lieu of the requirement in the Standard. As detailed in Procedure X-PRO-STD-009 Engineering Design, Construction, Operation and Maintenance ([PRO-01617](#)) preparing a basis of design is a Professional Engineering Service as defined in the *Professional Engineers Act 2002* (The Act) and its preparation must therefore be undertaken by, or directly supervised by an RPEQ to comply with the requirements of The Act.

For Deviation Requests relating to infrastructure changes being delivered internally as part of the Management of Change (Technical) procedure and for minor projects being delivered internally using internal Seqwater resources the Deviation Request process serves to provide RPEQ engineering supervision of the development, review and approval of proposed alternative engineering solution.

For infrastructure projects and infrastructure changes being delivered using external engineering teams (usually by consultants and/or contractors engaged by a Seqwater project team) Seqwater requires the Deviation Request to

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be supported by evidence of compliance with the *Professional Engineers Act 2002* by provision of the responsible RPEQs details and signature on the Deviation Request form.

All requests shall be supported by sufficient engineering documentation to demonstrate that the proposed alternative engineering solution will be fit for purpose, mitigate risks so far as reasonably practicable, meets Safety in Design requirements, and represents value for money over the life of the infrastructure. This may include, for example, calculations, drawings, risk assessments, hazard study records, Safety in Design records, lifecycle cost comparisons etc..

4.4.3. Deviation Review and Approval

On receipt of a Deviation Request the Engineering Mailbox Coordinator saves the form in REX container [F17/2646 Asset Standards Deviation Request Forms](#) and assigns the task to the Discipline Lead for the relevant engineering discipline as detailed in X-PRO-STD-016 Engineering Mailbox Procedure, including details of or a link to the form in REX.

On receipt of the Deviation Request the nominated Discipline Lead shall log the deviation request in the *X-REG-STD-004 Asset Standards Deviation Request Register* [D17/128179](#). The Discipline Lead, or their SME delegate, shall then review the request and provide their recommendation, including any recommended conditions of approval or reasons for rejection on the form and provide it to the relevant Standards Lead. If required, the reviewer may request further information from the requestor to support their review of the Deviation Request.

On receipt of the recommendation, the relevant Standards Lead shall review the recommendation and either approve or reject the Deviation Request, or may refer it back to the reviewer for additional information or clarification.

Once approved or rejected the relevant Standards Lead shall update the *X-REG-STD-004 Asset Standards Deviation Request Register* [D17/128179](#), save the finalised form to REX as a new version of the Deviation Request, then return the Deviation Request to the responsible Discipline Lead/SME reviewer who shall advise the Deviation Requestor of the decision by emailing a copy of the finalised Deviation Request form, and close out the task in the Engineering Mailbox.

If a Deviation Requestor is not satisfied with the decision of the Standards Lead they may refer the matter to the Document Approver of the relevant Standard or, if the Document Approver is the Standards Lead, to the relevant Standards Manager, who shall review the decision and either confirm or amend the decision after appropriate consultation with the relevant Standards Lead and Discipline Lead.

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5. Definitions & Abbreviations

The following definitions and abbreviations (Table 1) apply to this procedure.

Table 1 Definitions and Abbreviations

Term	Definitions
Alternative Engineering Solution	An alternative basis of design proposed to replace a requirement in an Seqwater Engineering Standard Specification.
Asset Information Standards	For the purpose of this procedure covers information associated with the assets (e.g. asset information systems and performance or spatial information).
Asset Standard	For the purpose of this procedure consists of both Engineering Standards, Drawings Standards and Asset Information Standards.
CMS	Central Management System
Contractor	An entity engaged by Seqwater to undertake work in accordance with an agreed contract with a defined scope of work.
Deviation	A deviation is non-compliance to a specific requirement contained in an Seqwater Asset Standard.
Deviation Request	A proposal for an alternative solution to address a proposed or actual non-compliance to a requirement in a Seqwater Asset Standard.
Deviation Requestor	Seqwater employee who prepared a Deviation Request and submits to the Engineering Mailbox.
Discipline Lead	Level 5 Leader responsible for a specific discipline of engineering, asset management, or asset information management.
Employees	Means persons employed directly by Seqwater in a permanent, temporary or casual capacity.
Engineering	The Engineering team in the Seqwater Infrastructure Planning and Capital Delivery Group.
Engineering Mailbox	Common Outlook mailbox for the Engineering team. (engineering@seqwater.com.au).
Engineering Standard	For the purpose of this procedure includes standard engineering drawings, specifications, procedures, guidelines, lists, and templates which provide Seqwater employees, consultants, contractors and suppliers with a central reference for all phases of design, development, modification and management of Seqwater infrastructure.
ESA	Engineering Standards and Assurance Unit
Leader	Means any Level 1, 2, 3 and 4 Leader with responsibility for managing a functional area of the business, including people management responsibilities within their functional area.
Manufacturer / Supplier / Vendor / Original Equipment Manufacturer (OEM)	The entity that manufacturers or supplies equipment to meet the specifications of the Contractor.

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Term	Definitions
Owner / Principal / Seqwater	The entity that engages the Contractor to undertake the work and takes custody of the outcome. The Owner may delegate responsibilities to other entities to act on its behalf (e.g. a consultant).
REX	Seqwater Electronic Document and Records Management System.
RPEQ	Registered Professional Engineer of Queensland
Seqwater Approval / Agreement / Acceptance	Written sign-off gained via the deviation process, as detailed in this procedure X-PRO-STD-008 Asset Standards Management and Application Procedure (PRO-02205).
shall / must	Indicates a mandatory requirement.
should	Indicates a recommendation.
SME	Subject Matter Expert (For engineering this is an RPEQ in a relevant discipline)
Standard Drawing	Standards related information set-out in drawing format e.g. standard symbols, standard arrangements, standard Piping & Instrumentation Diagrams, standard drawing borders, etc. Standard drawings do not include asset drawings (which describe the constructed status of assets).
Standards Lead	Level 4 Leader (e.g. Principal/Coordinator/Team Leader) responsible for development, review and management of Asset Standards which are relevant to their role in Seqwater.
Standards Manager	Level 3 Manager of the Discipline Lead and Standards Lead.
Worker(s)	Includes all permanent, temporary, and casual employees of Seqwater, and: • vocational and work experience placements • volunteers • suppliers, contractors, and consultants temporarily engaged to do work for or on behalf of Seqwater.

6. Roles and Responsibilities

The following roles and responsibilities (Table 2) are applicable in the context of this procedure.

Table 2 Roles and Responsibilities

Role	Responsibility
Controlled Documents Team	Seqwater team responsible for managing the Controlled Document Management system in REX (Contact via CMS Mailbox).
Engineering Mailbox Coordinator	Responsible receiving, logging, filing and assigning Deviation Requests to the relevant discipline lead.
General Manager Engineering	Accountable for having a procedure for application and management of Asset Standards (this procedure). Accountable for implementation and management of this procedure.
Lead Engineer / SME	Responsible for review and recommendation of Deviation Requests relevant to their discipline.

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Role	Responsibility
Leaders	In addition to the responsibilities of a worker, ensure compliance with this Procedure by those they lead.
Principal Engineering Standards and Assurance (ESA)	Responsible for development of this procedure and implementation in relation to their Standards
Principal Engineers/Asset Standards Document Owners	Responsible for implementation of this procedure for their Standards. Responsible for approving/rejecting Deviation Request against owned Asset Standard.
Project Managers / Engaging Officers	Responsible for application of Seqwater Asset Standard in compliance with this documents on all infrastructure projects or technical changes, and ensuring all consultants, contractors and suppliers are provide with the current version of all relevant Asset Standard.
Workers / Employees	Be aware of and comply with this Procedure.

7. Training and Competency

Training requirements in relation to this procedure are documented in Table 3 below. Table 3 Training Requirements

Table 3 Training Requirements

Requirement	Description	Refresher Timeframe	Target Audience
Application of Asset Standards at Seqwater	Provides an overview of Seqwater Asset Standards, how to access them, and their application across design, construction and maintenance of Seqwater infrastructure.	Nil	All employees engaged in planning, design, construction and/or maintenance of Seqwater infrastructure.

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8. References and Related Materials

The documents listed in Table 4 below, and the requirements therein, are relevant to this Procedure. In their latest versions, these documents form a part of this document. Note that this is not an exhaustive list of documents relevant to the works.

Seqwater undertakes regular updates of its Asset Standards. Before utilising this document, the complete list of Seqwater Asset Standards should be reviewed to ensure currency and applicability for the proposed works.

Table 4 References and Related Material

Description	Location
PRO-01583 Controlled Document Procedure	REX
PRO-01617 X-PRO-STD-009 Engineering Design, Construction, Operation and Maintenance Procedure	REX
PRO-01872 X-PRO-STD-002 Engineering Drawing Numbers Procedure	REX
PRO-01873 X-PRO-STD-001 Asset Standards Documentation Classification and Naming Structure Procedure	REX
PRO-01874 X-PRO-STD-004 Development and Review of Asset Standards Procedure	REX
PRO-02253 X-PRO-STD-014 Drawings Management Procedure	REX
TEM-00224 X-TMP-STD-022 Asset Standards Deviation Request Template	REX

9. Changes from previous version

This Procedure will be regularly reviewed in accordance with the requirements of the Seqwater Controlled Document Management Procedure. Reviews will include consideration of suggestions for alteration or improvement made in accordance with Seqwater Procedure X-PRO-STD-004 Development and Review of Asset Standards ([PRO-01874](#)). Changes made from the previous version are summarised in Table 5 below.

Table 5 Changes from previous version

Section Number	Change
All	Reformatted to meet new Seqwater style guide requirements and wording clarifications.
3.1	Additional information provided on searching for and accessing Standards and on management of Drawings including Standard Drawings.
3 and 4	Updated to align with new Controlled Document Management Procedure and remove detailed information in relation to development and review of Asset Standards as that is covered in X-PRO-STD-004 Development and Review of Asset Standards (PRO-01874).

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Section Number	Change
4.4	Provided additional information explaining Deviation Review is a technical engineering review, not a scope change process. Provided additional information on expected response times. Added option for Deviation Requestor to escalate Deviation Request to Document Approver if not satisfied with the original decision.
4.4.1	Inclusion of requirement for an ES1 – Design Engineering Statement to be provided to support a Deviation Request for deviation to a requirement in an Engineering Standard Specification for projects being delivered using external engineering consultants.

10. Verification

Compliance with this documentation may be verified by internal audit.

11. Further Information

For further information please contact the owner of this document.

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