Technical Information

Asset Tag & Equipment Label Guidance

Document No: CRL1-XRL-Z3-GUI-CR001-50040

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Contents

1 Purpose

This guidance document provides guidance relating to Crossrail's requirements in regards to asset tag and equipment labelling; it supports the Asset Identification Standard (CRL1-XRL-O6-STD-CR001-00031) and AD4 definition documents which already lay out general requirements for asset identification and labelling.

This document explains the general approach to the application of Asset Tag Labels as well as providing some examples of where different labelling approaches may be required due to the type, location and/or circumstance of the asset installation. This document provides examples to further the specific guidance within the existing standard.

Final labelling locations should be determined using Crossrail standards and common sense from the perspective of the future asset maintainer, taking into account line of sight and peripheral vision. This is particularly important for linear assets such as pipework, where it is obvious that only one label is needed to identify - for example, a short pipe run - but strict application of the standard would require two, then common sense should prevail.

Where a degree of uncertainty may arise and immediate identification of a pipe is not possible, then additional labels should be considered.

Where further information or guidance is still required, seek clarification from the Asset Information Team as not all scenarios can be covered within this document. Assumptions should not be made if this guidance note or the Asset Identification Standard does not explicitly provide enough information.

Section 2 is a reminder of the principles of asset tags and asset labelling.

Section 3 gives examples of labelling for point assets whilst section 4 illustrates the key principles of labelling linear assets. This highlights some of the differing approaches between pipes and cable labelling.

Section 5 shows additional illustrations of typical labelling.

N.B. This guidance note will be regularly updated with additional feedback and illustrations from sites during fit-out to aid consistency of approach throughout Crossrail.

2 Principles of Asset Tag Labelling

Whole Life Asset Management requires identification of assets & equipment in the Crossrail Asset Information Management System (AIMS) virtually, as well as on site through physical labelling. This allows for the clear identification of asset tags and equipment. Barcodes on labels also enables the capability to access virtually stored asset information in AIMS via mobile solutions.

Crossrail has over 400 different classes of asset which generally have consistent requirements but in some cases application may vary.

In this principles section, the difference between 'Asset Tag Labels' and 'Equipment Labels' will be explained as well as how each concept relates to one another along with some practical examples where confusion may arise.

Further information on labelling requirements can be found within the below documents:

- Asset Identification Standard - CRL1-XRL-O6-STD-CR001-00031
- Asset Naming and Labelling Convention Document - CRL1-XRL-Z3-ADDSD-CR001-50413
- Public Facing Labelling Guidance - CRL1-XRL-Z3-GUI-CR001-50071

We strongly recommend that for label positioning and installation arrangements a separate 'Label Positioning and Installation Document' is created. This labelling strategy document would typically include images of the assets in question, the position of each label, the appropriate size for each label, any relevant materials and tools to support fixing and a label installation schedule. We would also encourage the sharing of these documents across the programme to help others with their general implementation.

2.1 Asset Tags

Asset Tags represent a specific asset (represented by an Asset Tag ID number), that needs fulfilling for Civils & Structures, MEPA or Systems hardware.

For example: We need "a pump" in a specific room/space. The Asset Tag ID is the virtual representation of the pump within the AIMS, indicating its location and functions. There will be one Asset Tag Label for the asset, but also a label on the pump as this is a specific piece of equipment that can be swapped or taken out; this is called a serialised item. The labels cannot be combined!

2.2 Asset Tag Labels

Asset Labels allow clear identification of assets with sufficient information so that assets can be uniquely identified in systems which support asset management activities. Labels in the public areas should be as small as reasonably practicable to avoid being unsightly, whilst ensuring that safety critical equipment is labelled visibly. A separate guidance note on public facing asset tag labelling has been produced; see CRL1-XRL-Z3-GUI-CR001-50071. Labels used in areas back-of-house areas can be larger to facilitate ease of understanding and recognition.

Bridges and significant structural assets have their own specific nameplates and further guidance can be obtained from the Asset Information Team. Point and linear assets are generally treated differently with regard to asset tag labelling. Sections 4 and 5 explain how these asset types should be treated with regards to labelling.

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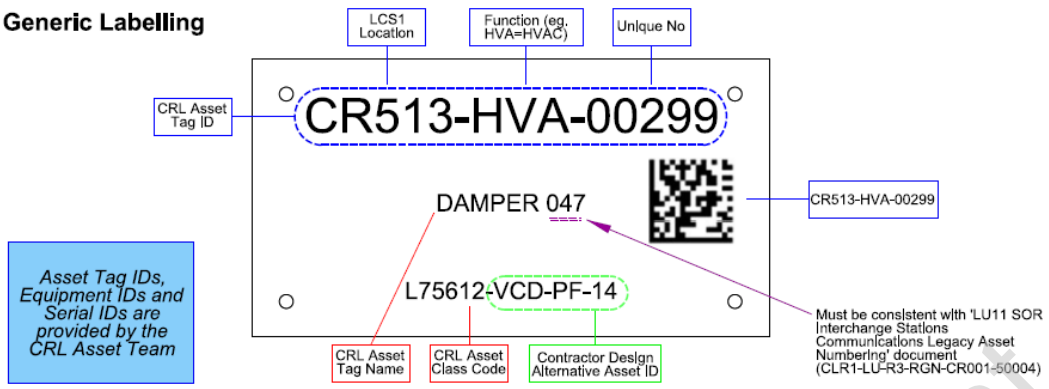

Figure 1: the composition of an Asset Label

There are exceptions as to when labels are not required:

1. Asset Tag Labels are generally not required for Civil & Structural Assets (unless specifically requested by the CRL Employer)
2. Primary Functional Unit (PFU) and Functional Unit (FU) Labels are generally not required (unless specifically requested by the CRL Employer)
3. Alternative formats exist for cable labels

2.3 Equipment and Equipment Labels

Equipment is defined as a particular make and model of an asset which satisfies the duty of an Asset Tag (where it is required). This is identified by a unique Equipment ID plus a Serial ID if traceability is required.

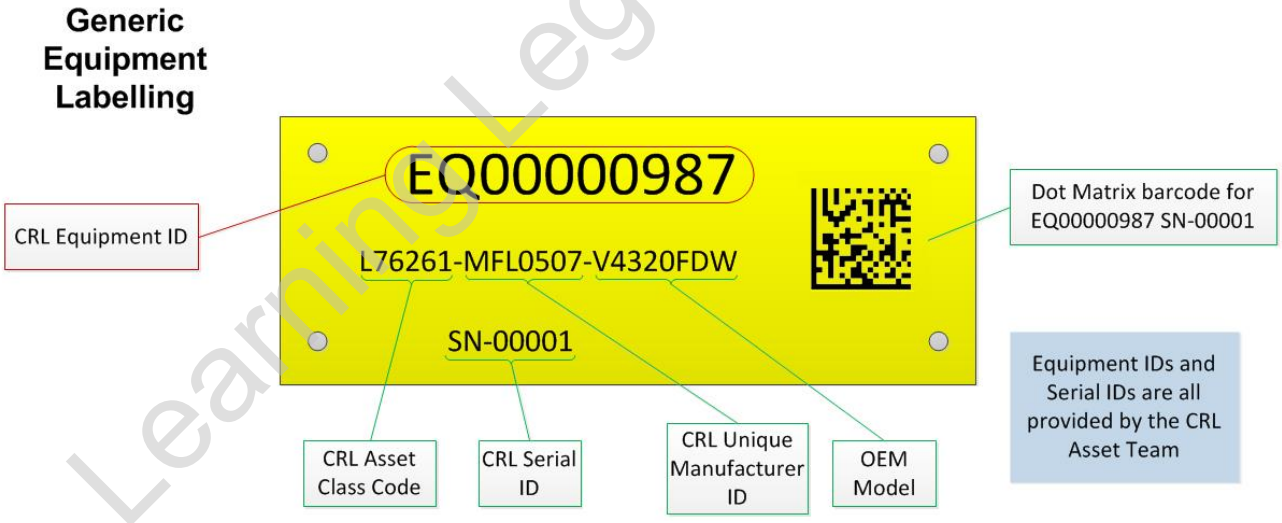

Figure 2: the composition of an Equipment Label

There are exceptions as to when labels are not required:

1. Equipment Labels are not required for Civil & Structural Assets.
2. Equipment Labels are not required for Cables or Pipes.

Figure 3: How Asset tags and equipment relates

3 Asset Tag and Equipment Labels in customer accessible areas

Whilst the Asset Naming and Labelling Convention Document (CRL1-XRL-Z3-ADDSD-CR001-50413) provides instructions as to how these assets are to be treated and whether an Asset Tag Label is required for each item, further consideration must be made as to the physical location the labels are placed. The placing of labels, where they will be visible to customers/members of the public, will need to be considered so that the labelling does not have a detrimental impact to the aesthetic nature of the environment. The general considerations for Asset Tag Labels in customer accessible areas are:-

Public Facing Area and External Envelope Considerations

- Labels in public facing areas or an external envelope of an element of infrastructure shall be out of public sight except where the absence of a clearly visible label will compromise safety
- Labels shall be located by competent designers so that the architecture of public facing areas and external envelopes is not adversely affected
- Labels shall be located unobtrusively and coordinated with adjacent signage where practical
- Labels shall be the smallest practicable size that can be clearly read without visual aids by maintenance personnel standing at the normal point of access
- If it is not practical for a label to be out of public sight the Contractor shall consult the CRL Asset Information Team who will seek advice from a relevant Architect for a derogation before labels are applied
- Asset Tag Labels (white/metallic) should be placed adjacent to the asset or close to it e.g. on the asset fixing bracket
- Serialised Equipment Labels (yellow) shall be placed on the equipment

Equipment labels, where required, can be fixed in accordance to the Asset Naming and Labelling Convention Document (CRL1-XRL-Z3-ADDSD-CR001-50413) as these should be fixed to the actual equipment in a discrete place away from passenger view.

For further guidance regarding the Asset Tag Labelling in customer accessible areas please see CRL1-XRL-Z3-GUI-CR001-50071: Public Facing Labelling Guidance

3.1 Examples of customer accessible areas

Definition of a Public Facing Area

- An area the general public can be expected to access during normal non-emergency circumstance.

The following are typically deemed to be customer accessible areas:-

- Station concourses
- Station Platforms
- Escalators and Lifts and their immediate surrounding areas
- Passages/pedestrian tunnels footbridges and walkways
- Ticket halls

Exceptions to the above may include areas where passengers will only be present in exceptional circumstances, for example:-

- Facilities in place for evacuation purposes e.g. intervention points
- Spaces provided as operational facilities e.g. store rooms, control centres, etc.
- Track side areas between stations

Areas within stations that are occupied by operational staff only are not deemed customer accessible areas.

3.2 Alternative label material

There may be some instances where the placing of an Asset Tag Label out of sight is just not possible. In these instances the Asset Identification Standard - CRL1-XRL-O6-STD-CR001-00031 states:

Where specified, stainless steel labels laser engraved utilising black text can be used. Typically, such labels will be used in passenger facing areas on assets with metallic finishes, a less expensive and encouraged option is metallic coloured rigid multi-layer acrylic sheets, laser engraved to form the characters on each label.

4 Point assets

Point assets are those that are normally found in or making up one location and would not normally start and end in different locations. The general principles of asset tag labels for point assets are:-

- The Asset Naming and Labelling Convention Document (CRL1-XRL-Z3-ADDSD-CR001-50413) provides instructions as to how these assets are to be treated and whether an Asset Tag Label is required for each item
- Where an Asset Tag Label is required, they are fixed adjacent to and not directly to the asset itself. This is because the equipment fulfilling the function of the asset may be replaced.
- Asset Tag Labels should be safely accessible so that code reading apparatus may be used to capture the asset information.
- Where the asset is customer facing the Asset tag label should be placed, wherever possible, in a position that does not spoil the aesthetics or be intrusive to the customers line of sight.
- Civil assets usually have a long design life and are not normally required to be labelled because they are generally hidden from sight
- The use of schematic/drawings containing asset ID and asset tag label information is permitted where a number of assets are co-located and small in space, as it may be impractical or unsightly to place Asset Tag Labels on the physical items themselves.
  For example, a sheet of paper listing the assets, with the Asset Tag Label information, may be provided in the inside of a cabinet door rather than having each Asset Tag Label fixed to various parts of the cabinet. The order of the list should align to the physical layout of the asset.

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- The Asset Identification Standard (CRL1-XRL-O6-STD-CR001-00031) must be complied with regards label size, content, fixing types, materials, etc. and is the master instruction for asset tag and equipment labels.
- Point assets may also require a Yellow Equipment Label.

4.1 Examples of labelling point assets

4.1.1 Cabinets

A cabinet asset (L215611) would normally have an Asset Tag Label via a schematic of the Cabinet and associated Asset Tags and Equipment Tags printed on a sheet of paper. This should be affixed to or adjacent to the Cabinet. The points in section 4.0 should be considered when deciding upon the location of the Asset Tag Label or schematic.

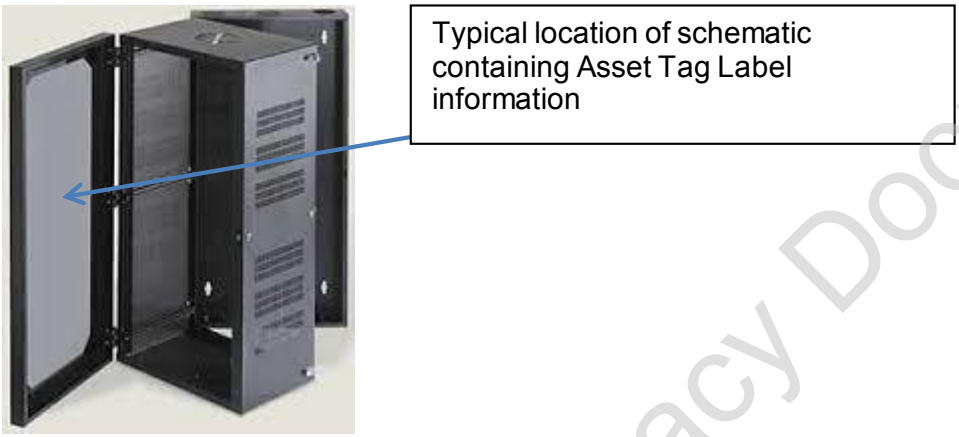


Figure 4: Equipment cabinet showing typical schematic location

Where further information or guidance is still required, clarification is to be sought from the Asset Information Team; assumptions shouldn't be made if this document doesn't provide enough information.

4.1.2 Fire Stopping Insulation

A review was undertaken and the outcome concluded that the asset class 'L681141 – Fire Stopping Installations' shall be deleted and all information and Asset Tag IDs relating to the class.

If the Contractor has already installed Asset Tag Labels then they should be left 'as-is' but from this point forward they should adhere to the aforementioned revised requirement which no longer requires the Contractor to apply Asset Tag Labels for this asset class.

For the avoidance of doubt, any other labels which are required through other non-Asset Management Standards still apply (Including for example labelling which is applied to verify installations of fire stopping).

4.1.3 Doors

Each door set (individual door, one and half or double door) and associated hinging parts performing the same function will constitute an individual asset.

One Asset Tag Label should be affixed to the top left-hand corner of the door (left door; for double doors or the wider part of one and half door sets e.g. one label on each facing side).

Asset Tag Labels should be positioned 164mm from top and 50mm from the left-hand edge of the door, this is to accommodate the typical positioning and size of each 'SID Code' label regardless of whether the room is subject to fire compliance or not.

One label is required on both sides of access (except where the door is in a public facing area or external envelope of an element of infrastructure).

4.1.4 Luminaires on lighting columns

Where luminaires (L74731) are mounted high on lighting columns or posts then the Asset Tag Label for the Luminaire may be positioned, in non-public facing areas only, at or below head height on the column or post. If this is not possible e.g. the lighting column is in a public facing area, the Asset Tag Label may be placed inside the column access chamber, if fitted.

4.1.5 Signage

The below guidance for Signage is to make it clear what are, but importantly, what are not covered by each of the asset classes for the 4 Signage asset types.

Switchable Signage (L7473221)

Includes: Switchable signage relates to an electronic display that provides a choice of messages or information. They must be electronically controlled with either the displayed message being changed or turn off and on when required.

For example: illuminated glass panels that display "Assistance and Tickets" when the office is open and turn plain black when the position is closed.

Does not include: Lineside marker boards aimed at train or maintainer staff, self adhesive labels on equipment, doors & cabinets, Customer Information displays and signage for passenger flow management such as waypoints that are not switchable and electronically switchable.

This Asset Class requires an Asset Tag Label.

Non-Switchable Signage (L7473222)

Includes: Non-Switchable Signage relates to electronic displays or illuminated signs presenting a fixed message that can not be remotely changed.

For example: Fire/evacuation routes that are permanently lit but do not change their message content.

Does not include: Operational track side marker boards, self adhesive labels on equipment, doors & cabinets, Customer Information Display and signage for passengers information, waypoints (unless lit), etc.

This Asset Class requires an Asset Tag Label.

Pedestrian Signs, Finger Posts

Includes: Pedestrian Signs and Finger Posts are intended to instruct or inform pedestrians of ways of passage, places of interest or the provision of general information. Finger posts generally have an arrow or are shaped into the form of an arrow to indicate direction; they are often called guide posts. Signs and posts are generally coloured and follow the Highway Code principles to distinguish between instruction, danger, prohibition or advice. The signage may be mounted in a number of ways such as onto walls, post structures or suspended from ceilings, etc. They will not be back lit, although a nearby luminaire may be directed onto the sign for improved visibility, and the message display will not be changeable.

Does not include: Lineside Marker Boards, self adhesive labels on equipment, doors & cabinets Customer Information Displays and signage for passenger flow management such as waypoints if they are lit and/or electronically switchable.

This Asset Class DOES NOT require an Asset Tag Label.

Marker Boards

Includes: Marker Boards are placed along the railway corridor adjacent to the Track system to inform a train driver and other operational staff of features of the local rail network. These features may include Cant, Maximum permissible speed, distances, breaking points, location chainage, etc. The boards may be of various shape, colour or size and normally visible to the approaching train driver and/or safe walkway.

This classification only relates to trackside signage such as Signalling and Route Marker Boards and not the passenger or station signage generally found in stations/buildings.

Does not include: Signage at stations, self adhesive labels on equipment, doors & cabinets and signage for passengers information, waypoints, etc.

This Asset Class requires an Asset Tag Label.

4.2 Asset Assemblies

Following feedback from Contractors regarding some instances where assets form part of an assembly we have introduced this section to cover significant assemblies that require further explanation. This is not an exhaustive list so if unsure seek advice from the Crossrail Asset Information team.

Switchboard Panel

The main switchboard/panel will carry an Asset Tag ID and be labelled as the asset. All internal components within the asset are to be included within this class (L74613) and WILL NOT be identified, have an Asset Tag ID or be labelled as separate assets i.e. Internal CTs, Watt Hour Meters, Internal Bus bars, Lamps, Relays, MCCBs etc. The exception to this will be the incoming Air Circuit Breaker (ACB) plus the Bus coupler ACB including the N/C bus coupler switch. These are to be captured as sub-assets of the LV switchboard.

External Power Factor Correction Panels, Harmonic Filters, Surge Protective Devices, External Bus bars, &/or Bus Bar Trunking which WILL be identified, have an Asset Tag ID and be labelled, where labelling is appropriate, as individual assets.

Special note: The installed (asset management) Asset Tag Label should be less prominent and smaller than other BS7671 labelling (required for electrical and other safety reasons).

Switchboards contain numerous assets and are unlikely to be moved during its operational use, therefore a printed schematic or table of asset tag labels may be attached to the Switchboard. To protect the schematic/table of assets from wear and tear it must be contained within a protective sleeve or laminated.

Figure 5: Switchboard panel

The schematic/table of tags must be clear as to which asset the information relates and its position in relation to other assets.

Where further information or guidance is still required, clarification is to be sought from the Asset Information Team; assumptions shouldn't be made if this document doesn't provide enough information.

Distribution Units

Distribution Boards (L74612) will be identified as the unique Asset Tag ID and will include all of the installed assets on and within the asset. Internal Circuit Breakers, RCBOs, Watt hour meters etc., within the Distribution Board WILL NOT be identified, have an Asset Tag ID or be labelled as separate assets.

Special note: The installed (asset management) Asset Tag Label should be less prominent and smaller than other BS7671 labelling (required for electrical and other safety reasons).

Air Handling Units

Air Handling Units (L7415) will be identified as the unique Asset Tag ID and will include all of the installed assets on and within the asset. Internal Motors, Coils, Luminaires within and on the Air Handling Units WILL NOT be identified, Asset Tag ID or be labelled as separate assets.

The aforementioned demonstrates some examples but clearly this list is not exhaustive, generally assembly units represent the contents but as above there are exceptions on a case by case basis. For other specific examples not mentioned, please provide each asset class if unsure.

Gaseous or Water Mist Fire Suppression Systems

Where the installed system serves more than one space the system is to be broken down, where L classes are available, into their constituent components.

For small systems and where they serve only one room the following asset classes L7164 (Water mist (fine water Spray) and L7162 (Gaseous fire suppression) should be used. This is where the suppression system is a single stand-alone commercial system designed for a small area such as one room.

Where make and model numbers are required (Cat 1), and the system is recorded as a single L Class, then the make and model information shall relate to the primary Control Panel (L7864). Asset Tag Labels shall be placed adjacent to the primary control panel.

5 Linear assets

Linear assets are those that start and end in differing locations (rooms, levels, facilities, etc.) e.g. cables and pipes and because of their nature, require a different approach to labelling. Linear assets include:

- Cables
- Pipes
- Ducts

The Asset Naming and Labelling Convention Document (CRL1-XRL-Z3-ADDSD-CR001-50413) provides instructions as to how these are to be treated as they will require multiple Asset Tag Labels for each item.

The general principles for Asset Tag Labels for linear assets are:-

- Asset Tag Labels should be safely accessible so that code reading apparatus may be used to capture the asset information.
- Asset Tag Labels should be fixed to the actual asset to avoid confusion with other assets.
- Where the asset is customer facing the Asset Tag Label should be placed, wherever possible, in a position that does not spoil the aesthetics or be intrusive to the customers line of sight.
- The Asset Identification Standard (CRL1-XRL-O6-STD-CR001-00031) must be complied with regards label size, content, fixing types, materials, etc. and is the master instruction for Asset Tag Labels.
- Linear assets do not normally require an additional Equipment Label.
- Cables and Pipes contained within a single room are generally not to be labelled. However, there may be exceptions to this rule. For exceptions, contractors must seek guidance from the Asset Information Team if they believe it is practical to label.

Additionally, further label requirements may be required depending on the actual asset type.

5.1 Examples of linear assets

5.1.1 Cables

Cables are linear assets and as such will require multiple Asset Tag Labels throughout the length of the asset. The labels are asset inventory identifiers, and do not replace additional labelling that may be required to meet specific statutory standards e.g. for safety and operations of electrical power cables.

Cables within a room/panel will generally not be recorded. Cables between rooms/locations will be recorded as Asset Tags. However, there may be exceptions to this rule. For exceptions, contractors must seek guidance from the Asset Information Team if they believe it is practical to label. An example of where labelling is required is HV, LV, and Earthwire cables.

The Guidance Note for Identifying Cable Assets (CRL1-XRL-Z3-GUI-CR001-50029) should be followed for Asset Tag ID and Asset Tag Label requirements. In summary, this guidance note states that:-

- A cable or circuit, which may include any joints, shall be identified by an Asset Tag Label within 500mm of its source and destination
- Labels are to be fixed within 12m intervals (100m intervals for Data, Fire and Control cables) in stations, within 100m intervals in tunnels and either side of penetrations along its route.
- Labels are to be fixed in each space through which it passes, within 500mm of its entry into/exit from a space and within 500mm of each termination.
- Labels shall not be necessary in sections where the cable is buried in walls or within conduit.

The following image shows typical wiring label requirements:-

Multicore cables and single cables need to be carefully considered. For example:

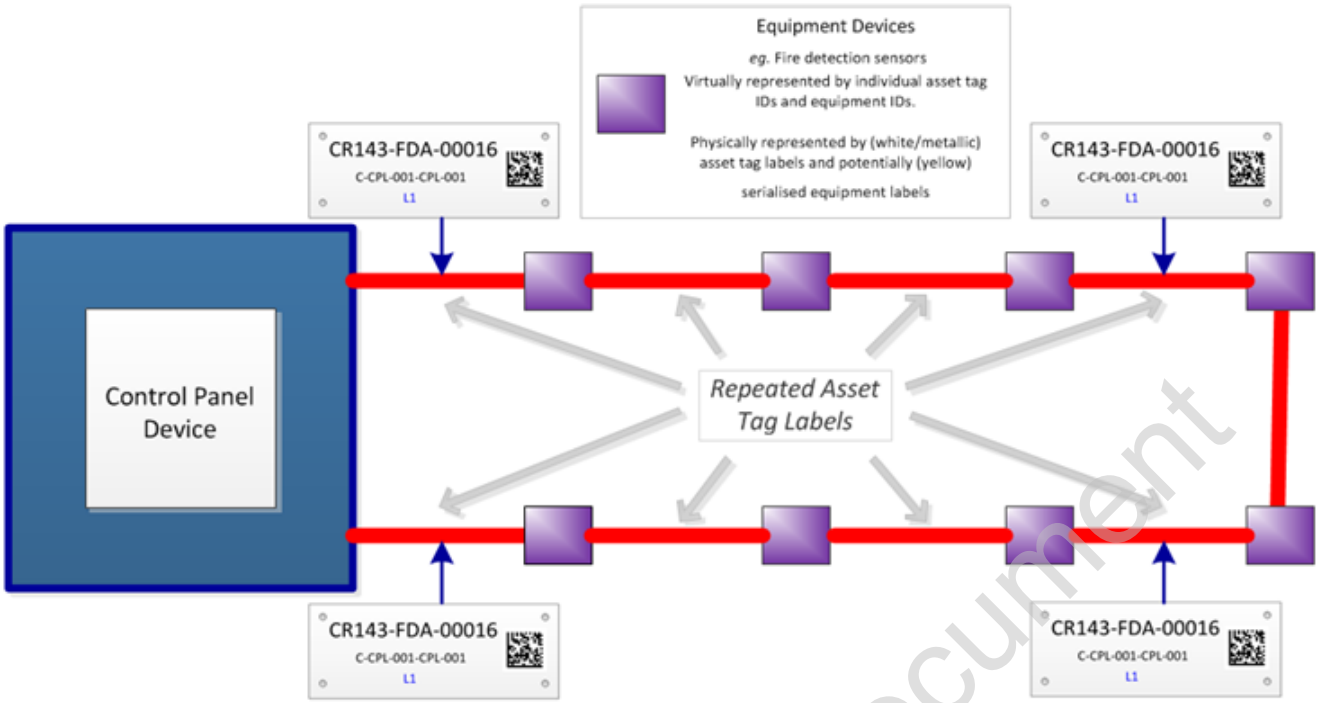
The image below shows which multicore cables are to be treated as one asset.

Figure 6: Multicore cables cable-tied to form one asset

Below, the 3 cables need to be treated as separate entities.

Figure 7: Multicore cables taking different routes, some through penetrations are regarded as separate assets

Below is a typical Fire Alarm or Data / Control Cable installation. Please note that each circuit or loop is a separate Asset Tag. The Asset Tag Labels require the identification of the source and destination Asset Tags, even if they are the same device (as shown below).



Note: *see the section 13 appendices of the Asset Identification Standard (CRL1-XRL-O6-STD-CR001-00031) for details regarding the specific formulation of labels.*

Figure 8: Fire Alarm and Data / Control Cabling forming a loop

Only exposed cables are labelled. Cables fully enclosed within cable containments – and therefore not visible - do not require labelling.

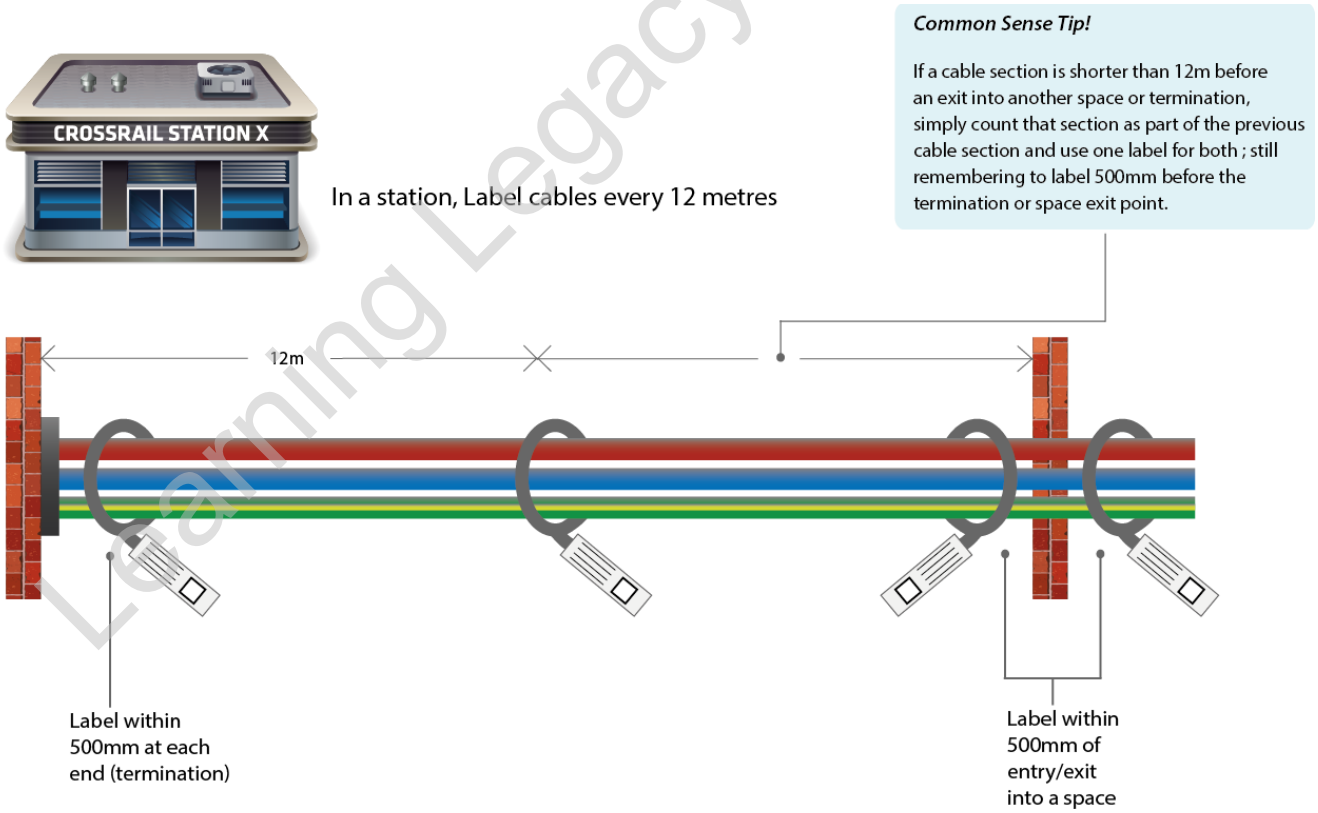


Figure 9: Cable labelling in a station

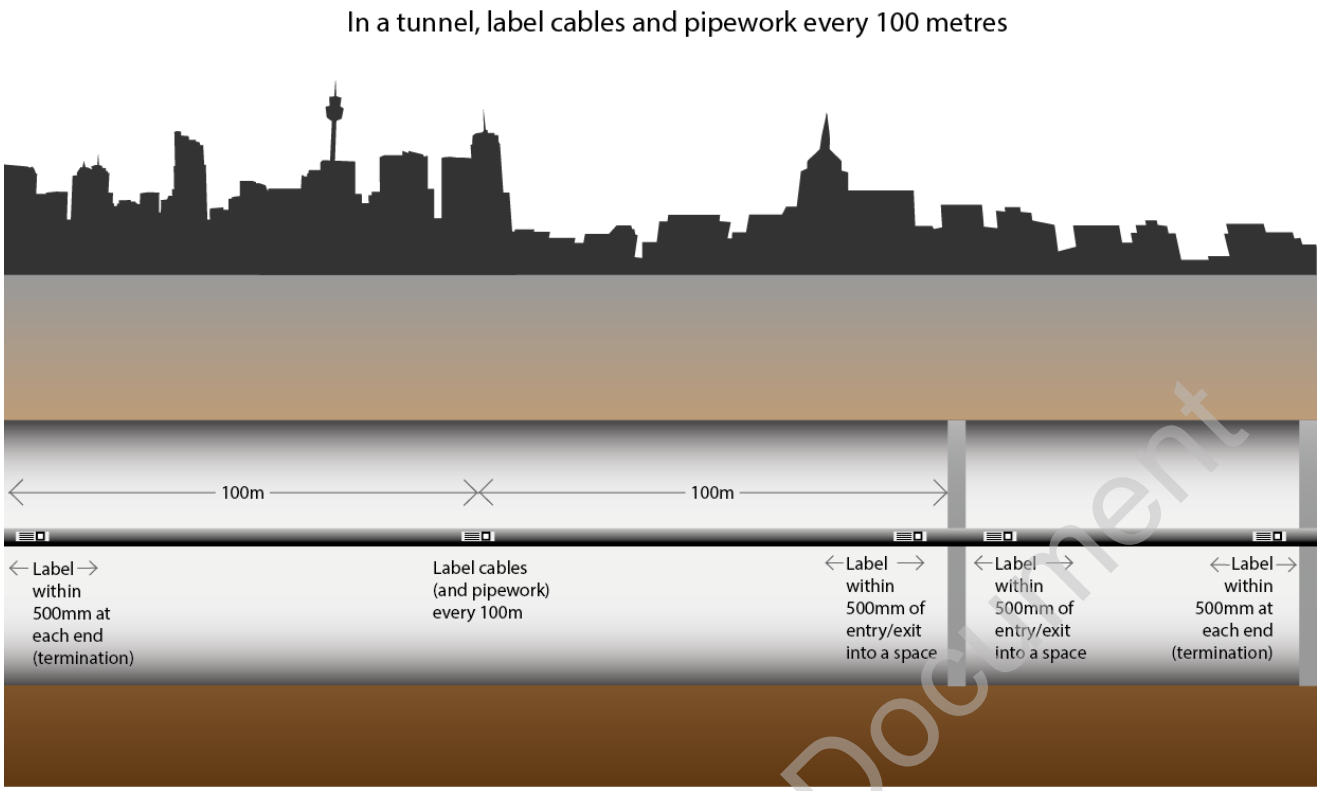


Figure 10: Cable labelling in a tunnel / outside a station

5.1.2 Pipes

Pipes are linear assets and require multiple Asset Tag Labels throughout the length of the asset at 100m intervals and either side of penetrations along its route (in each space through which it passes).

- A pipe, which may include any connectors/couplers, shall be identified by an Asset Tag Label within 500mm of its source and destination.
    - A pipe is a continuous run of an asset until it connects to another asset e.g. sink, valve, pump, etc. or the pipe asset type is significantly different e.g. a different size and so a reducer, for example, is used.
    - Connections of 2 sections of pipes of the same material/diameter are not separate assets put form part of the continuous pipe asset.
- Buried pipes will not be labelled, for example when they are covered by soil/concrete.

Pipes within a room/panel will generally not be recorded. Pipes between rooms/locations will be recorded as Asset Tags. However, there may be exceptions to this rule. For exceptions, contractors must seek guidance from the Asset Information Team if they believe it is practical to label.

The following image shows typical pipe label requirements:-

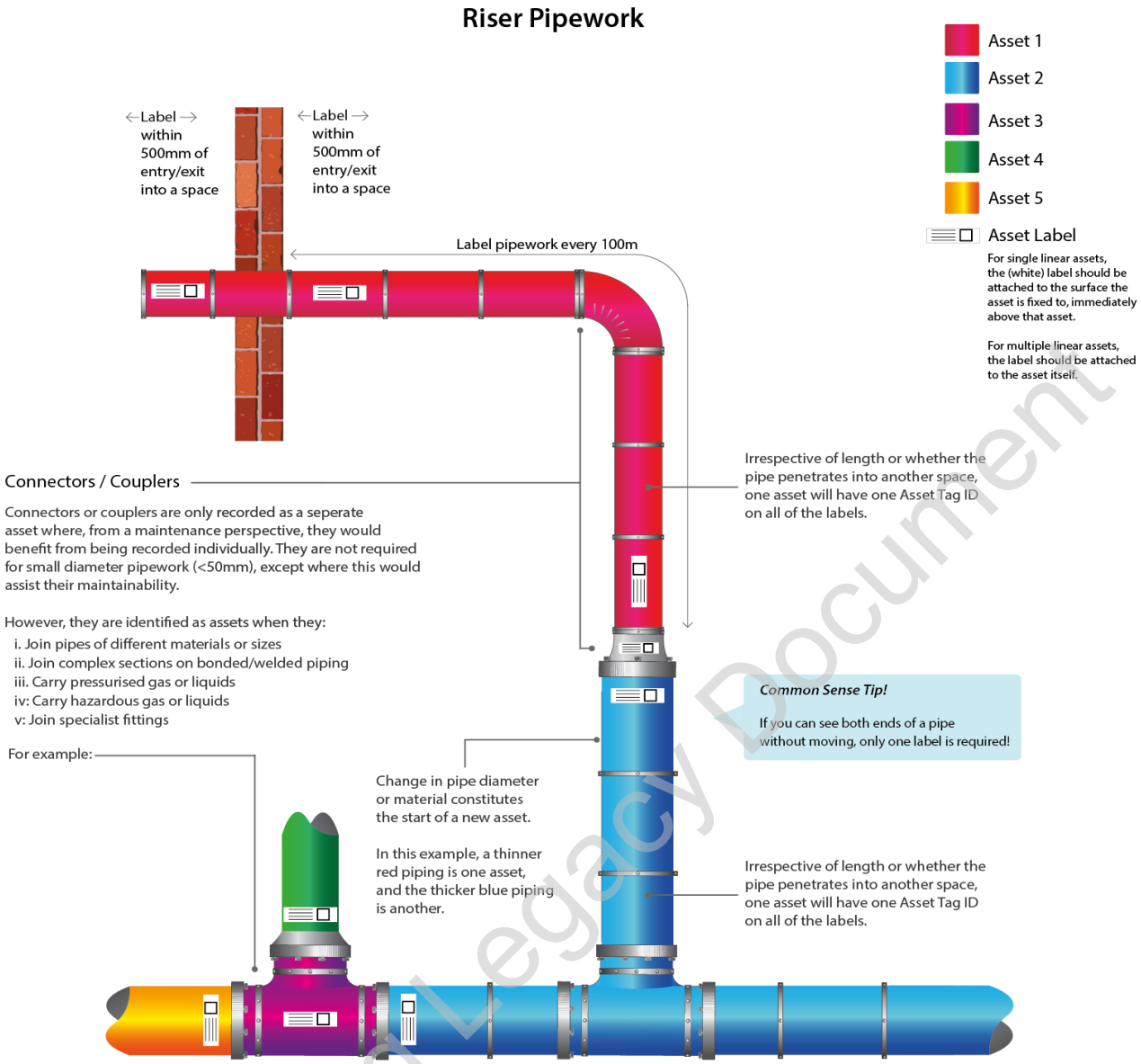


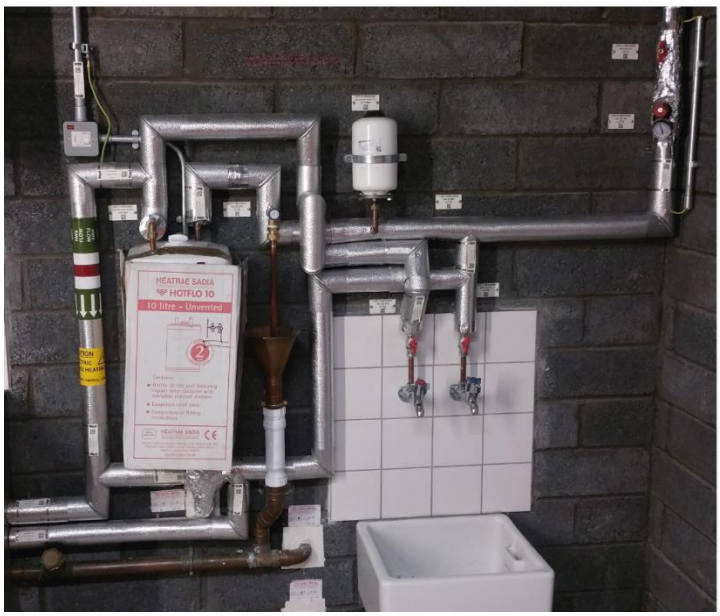
Figure 11: Riser pipework labelling

5.1.3 Supply Pipework

Each pipe's purpose will be identified in accordance with British Standard 1710. The Asset Tag Label shall be fixed adjacent to the BS identification marking. Multiple Asset Tag Labels will be required for pipe assets:

- At each end of the asset.
- Sections of pipe greater than 100m long should have labels spaced at intervals such that the maximum distance between labels is 100m.
- At points where linear assets pass through walls where they will be labelled on each side of the wall.
- Valves at the end of a pipe run and immediately before domestic water taps or sanitary equipment assets, e.g. toilets, do not require an Asset Tag Label.

Water Supply Pipework



Common Sense Tip!

Where there are complicated sections of pipework such as in the image (left), the focus should be on labelling with maintenance in mind.

In the image, the labels are only placed (on the linear assets) at penetration points, such as by the sink.

The point assets e.g. valves have been labelled appropriately.

Figure 12: Water supply pipework

5.1.4 Ducts

Cable Ducts, where forming part of an Undertrack Crossing (UTX) asset will have an Asset Tag Label fixed adjacent to the duct pipe (see Figure 12 below). All other cable ducts will not require an Asset Tag Label. This asset class is out of scope for LU Station Facilities.

Figure 13: Typical ductwork example

5.1.5 Cable Management Systems

Independent reviews of relevant asset classes with RfL and LU have concluded that the requirement to Asset Tag ID and Asset Tag Label CMS (Cable Containment) has now been removed.

6 Label examples

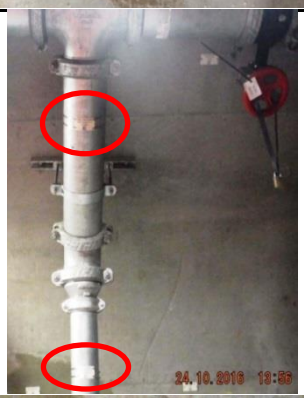
The following collection of images show actual Asset Tag Label and Equipment Label installations considered to be 'successful' i.e. compliant to the standard:

Figure 14: Typical asset tag label position for manhole

Figure 15: Typical asset tag label position for drainage valve

7 Label Verification

As part of the Verification Activity Plan (VAP) for Crossrail, below are indicative observations made by Crossrail (the employer) when conducting Employer verification surveys. This section is to be used as guide on the issues that may occur onsite and the recommendations to prevent it.

Observation	Recommendation	Image
Asset Tag Label L-Class not fully visible due to quality of printing	Remove, reprint/reorder and replace	
Label could have been better positioned	Do nothing other than take note for next time	
Two identical labels are representing two separate assets	Remove, reprint/reorder and replace appropriate number of labels	
These three labels represent assets which have been relocated	Relocate labels to new asset location - it may be better to reorder these labels as they may be damaged upon removal	

8 Reference Documents

Ref:	Document Title	Document Number:
1	Asset Identification Standard	CRL1-XRL-O6-STD-CR001-00031
2	Asset Information Glossary	CRL1-XRL-Z3-GUI-CR001-50012
3	Asset Naming And Labelling Convention Document	CRL1-XRL-Z3-ADDSD-CR001-50413
4	Asset Data Dictionary Definition Documents (AD4's)	Various
5	Guidance Note for Identifying Cable Assets	CRL1-XRL-Z3-GUI-CR001-50029
6	Public Facing Labelling Guidance	CRL1-XRL-Z3-GUI-CR001-50071