

Project Name
P22-01

Project Code-P22-XX-XX-SP-K-EIR

Employer’s Information Requirements (EIR)

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Endorsed by



Employers Information Requirements (EIR)

Employer's Information Requirement Overview

This Employer's Information Requirement (EIR) template has been prepared by the PSCP to enable the NHS Trusts to specify their Building Information Modelling (BIM) requirements in line with PAS1192-2:2013 and associated standards.

This document shall be read in conjunction with the:

- P22 Client Guide
- Organisational Information Requirements (OIR)
- MPDT
- Asset Information Requirements (AIR)
- Government Soft Landings requirements (GSL)
- what is level 2

Document Ownership

This document should be compiled and completed by the [Lead Consultant, BIM Client Advisor, Client Representative], reviewed with all key project stakeholders and approved (and instructed for use) by the Client.- see BIM roadmap for timescales of development

This document requires the completion of the Model Production Delivery Table (Appendix 1) and the Asset Information Requirements (Appendix 2), which are to be developed and completed with the assistance and input from the Design Team, FM Team, Clinicians and other key stakeholders with an interest in or benefiting from the implementation of BIM on the scheme after handover.

MPDT and (AIR) templates for development and completion as described above. Please refer to the ProCure22 BIM Document Suite for worked examples of the same. These tables need to be made project specific. The MPDT is to be developed and completed for all BIM projects. AIR is to be completed and developed where data for support of FM (or other BIM uses) is required on the project.

Document Authority

Once completed, this document will define the requirements of different stakeholders that will become part of the project delivery team at different stages of the development of project. In first instance, the requirements made within this document are to be reviewed by the Client appointed consultants and included in their appointments.

The document should also be issued as part of the Employer's Requirements or Client's tender information pack when the works are tendered to PCSPs. At such stage, this document shall be agreed by all the representatives of the project team, with the authority of their contracting organisation to accept this document as the Employer's Information Requirement (EIR) as referenced in the Terms of Engagement or subcontracts. This acceptance also confirms that the relevant supply chains personnel have read and understood its requirements.

The document will provide a structure and specification for the development of the BIM Execution Plan and associated documents and the delivery of the Project Information Model (PIM) in accordance with the client's requirements and subsequent handback of Information to client team; this is in addition to any required compliance to PAS and British Standards.

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Employers Information Requirements (EIR)

1 General Project Information

Table 1: Project Information

INSERT IMAGE HERE

Client Name	
Project Name	
Project Address	
Type of asset	
Form of Contract	
Project Number	
Design Start:	
Site Construction Start:	
Site Completion / Handover:	
Project EIRs:	
Project Description:	
Project Deliverables as defined in the EIR and COBie project templates (see the CIPx Protocol)	
Project Design Management Plan:	
Project Management Plan:	
Procurement Route:	
Phasing:	
Approximate Value:	
Approximate Gross Internal Floor Area:	
CIC BIM Protocol in use	

Employers Information Requirements (EIR)

2 BIM PROCUREMENT AND EMPLOYER ENGAGEMENT

2.1 Document Purpose

This document confirms the NHS Trust Employer's Information Requirements (EIRs) in line with PAS1192-2:2013 as a subset of the Employer's Requirements or equivalent contract documentation. These EIRs introduce information requirements, reasons and purpose to the Project Team or Supplier, along with software and commercial particulars that need to be addressed to support the implementation of Building Information Modelling (BIM) and Soft Landings.

The EIR is an important element of Project BIM Implementation and is used to set out clearly to the Project Team or Suppliers what information (models, documents and data) is required at each stage of the project.

In first instance, during the design stage, the project BEP will provide a detailed account of how the deliverables stated in the EIR are to be achieved, each team member's responsibility and allocation of said deliverables according to discipline and specialism.

During the tender stage the PCSP is to review what has been delivered by the design team against the EIR requirements and confirm how they are proposing to meet the EIR requirements in a further revision of the project BEP, extended to include additional contributors that come into play during construction. The Project Information Model and data-set is the end product to be delivered by the supply chain in addition to the physical asset itself.

2.2 Document Structure

NHS TRUST have defined their Information Requirements using the following:

- Project code-P22-XX-XX-SP-K-EIR-001 Employer's Information Requirements (EIRs)
- Project code-P22-XX-XX-SP-K-OIR-001 Organisational Information Requirements (OIRs)
- Project code-P22-XX-XX-SP-K-AIR-001 Asset Information Requirements (AIRs)

The EIRs, OIRs and AIRs set out all information deliverables (models, documents and data) including traditional project documents, surveys, reports and appraisals.

2.3 Responding to this document

This EIR should be responded via the project BIM Execution Plan (BEP). The BEP sections will constitute a direct response to the EIR, and reference numbers for each section of the response should correspond those of the EIR.

The BIM Execution Plan (BEP) should include the following sections in line with PAS1192-2:2013:

- BIM Delivery & Response to the EIRs
- Management processes
- Planning & Documentation processes
- Standard Method and Procedure (SMP)

2.4 BIM Vision and Objectives

BIM as a concept is 'the adoption of information rich Building Information Modelling (BIM) technologies, process and collaborative behaviours that will unlock new more efficient ways of working at all stages of the project life-cycle'. The Government Construction Strategy has mandated the implementation of BIM to Level 2 maturity for Government Departments by 2016.

To drive a more effective solution to collating the O&Ms, generating Asset Registers, create commissioning schedules, populate data to a Computer Aided Facilities Management (CAFM) systems etc. and working with a collaborative approach driven through Soft Landings.

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NHS Trust have set out their BIM Vision and Objectives to enable:

BIM Vision and Objectives	Required
Visualisation & Stakeholder engagement	
Improved design coordination	
Cost & risk reduction	
Space and facilities management	
Asset management	
Task management	
Plan preventative maintenance	
Efficiently execute reactive maintenance	
Standardise services and streamline processes	
Improve long-term planning of service requirements against budgets to ensure alignment with core business needs	
Other	

NHS Trust have set out the benefits of BIM as follows:

Benefits of BIM	Required
Every maintainable asset listed, per space, per building of each type and instance	
All Product specific maintenance and warranty information fed into the CAFM system	
Full PPM and Lifecycle capability	
Knowledge of specific equipment per room for replacements	
Avoidance of additional site visits to ascertain equipment required	
Spares management	
Structured data to enable the population of the CAFM software	
Barcode tagging per asset for tracking and management	
Other	

Employers Information Requirements (EIR)

3 INFORMATION MANAGEMENT

3.1 Levels of Definition

Level of Definition is used to determine both the level of geometry detail (LOD), and level of associated information (LOI) for any given model element at an agreed project work stage. Defining LOD and LOI informs suppliers of the degree of information reliability when using the model.

Further guidelines on Level of Definition are available at <https://toolkit.thenbs.com/definitions>.

The project Level of Definition requirements, delivery work stages, and model originators are as outlined in the Model Production and Delivery Table (MPDT) and post contract Model Information Delivery Plan (MIDP)

The project information requirements are as outlined in the Asset Information Requirements (AIR) appended to this document. The LOI requirement for each asset element will be delivered using the COBie UK – 2012 (Construction Operations Building information exchange) schema in accordance with BS 1192-4:2014.

	Definitions – See appendix 1
LOD	Level of Definition
LOI	Level of Information
MPDT	Model Production and Delivery Table
MIDP	Model Information Delivery Plan
AIR	Asset Information Requirements
BEP	BIM Execution Plan
PIM	Project Information Model

3.2 Training Requirements

The purpose of this section is to provide the supplier (PSCP through ProCure22) with the details of training to be provided in connection with project systems, or training requirements to be delivered by the ProCure22 PSCP as part of their appointment/ contract.

Training for access and operation of the Employer's CDE shall be provided by the Employer to suppliers as required. Employer security or induction requirements will be highlighted to the suppliers on a project specific basis.

Training and education needs of the project delivery team involved in the production, analysis and review of the Project Information Model shall be assessed and recorded in the BIM Execution Plan (BEP). Unless noted below as a specific Employer training requirement(s), project delivery training will remain the responsibility of the relevant PSCP supplier members.

3.3 Planning of Work and Data Segregation

The purpose of this section is to set out management and modelling process requirements for the PSCP supplier.

Data segregation planning and information management responsibilities shall be in accordance with the processes described inside of PAS1192-2:2013+A1, clause 5.3 A) 3) and BS1192:2007+A2:2016. The following are required as a minimum and shall be documented inside the project BIM Execution Plan:

- Model management
- Volumes, zones and areas

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- Naming Conventions
- Publishing Processes

The Employer expects all suppliers to work in a collaborative manner utilising intelligent 3D geometry models. Supplier's 3D model will be the originating source for drawing production. Object standards shall align with BS 8541:1, 3,4 and BS 8541-2 for project 2D symbols.

Technical limitations of production hardware and software systems should be identified and recorded in the BEP during the initial planning of work and data segregation phase.

3.4 Co-Ordination and Clash Detection

Project quality and de-risking through model and information co-ordination is a key employer's objective and requirement. The purpose of this section is to define the project coordination process including quality control requirements.

The project clash detection and avoidance process will be detailed in the project BEP (BIM Execution Plan). This will include but not limited to software utilisation, responsibility assignment, outputs, technical query workflow, tolerance strategy and clash resolution process.

Delivery will be undertaken through regular sharing of model data as outlined in the BEP in the form of native files and other agreed exchange formats. Prior to sharing all data shall be checked, approved and validated as 'Issued for coordination' in the CDE in line with the BS1192:2007+A2:2016 and PAS1192-2:2013+A1 status codes.

Model federation, coordination and reporting responsibilities shall align with information exchange activities and roles outlined in PAS1192-2:2013+A1, Table 2.

3.5 Collaboration Process

This section defines how, when and where project information will be shared. The CDE for the project will be provided on (.....) to be confirmed by client

Details of the project collaboration process shall be fully outlined in the project BEP (BIM Execution Plan) and should be sufficient to demonstrate competence and capability.

All processes must follow BS1192:2007+A2:2016 & PAS 1192-2:2013+A1, utilising the described four Common Data Environment (CDE) phases; Work In Progress, Shared, Published and Archive during all project work stages.

The project CDE set up and management shall align with activities, roles and responsibilities as outlined in PAS1192-2:2013+A1, Table 2.

The BEP response should include as a minimum detail of:

- Frequency and formats of information exchanges
- Format and extent of model sharing at every stage of the project
- Frequency and details of model review workshops and other collaborative working practices
- Frequency and details of design / employer team reviews using the federated model/ data

3.6 Health & Safety and Construction Design Management

The Employer expects the BIM process to support the project Health & Safety and CDM monitoring aligned to the project work stages. This includes the utilisation of BIM to identify and reduce H&S hazards/ risks in design, construction and operational phases through early identification and mitigation. Residual hazards/ risks should be communicated through the CDE and where possible within the model environment.

The BEP shall include the following to demonstrate capability and competency:

- Schedule of work stages and overview of key H&S deliverables against each stage
- Confirmation of how information shall be stored and shared
- Requirements for disaster planning
- Approach to design authoring and model interrogation

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The model development and structured delivery of information should enable the following uses under CDM2015: MAKE A TABLE

- Design to construction coordination
- Site logistics and site safety, plant and pedestrian segregation, traffic and delivery management
- Programme and logistics
- Installation management checklists – mobile devices
- Visual method statements
- Access to the BIM model by all subcontractors and visitors on site
- Completion of the H&S File and asset information for soft landings, training etc.
- [UPDATE AS APPLICABLE]

3.7 Security

The project BIM Execution Plan will set out the process for monitoring, managing and complying with the Employers security mandate, including adherence to any standard or processes for data sharing.

All supply chain organisations are required to adopt the security requirements as detailed in the project BIM execution plan.

The following security standards should be followed in respect of the proposed BIM project, defined in accordance with the business impact levels as prescribed in the HMG Security Policy Framework

Security Status	Description	Requirement
IL1	Not Protectively Marked	
IL2	Protect	
IL3	Restricted	
IL4	Confidential	

- All project information must be shared via the project CDE
- The use of CDs, USB drives is not permitted
- The use of other online document exchange tools is not permitted
- Project documents must not be shared via email
- All CDE users must have their own user name and password – please contact the project administrator
- The project team have confirmed their company security standards as part of the BIM Capability Assessment.

3.8 Delivery of Information Requirements

This section defines the information exchange standard for the information deliverables, and enables the employer to obtain proposals in relation to asset information delivery for the FM environment.

The proposed methodology and process for best delivery of the Employers required asset information should be outlined in the BIM Execution Plan (BEP) and associated Master Information Delivery Plan post contract award.

3.9 System Performance

This section communicates any constraints in the Employer's systems or specific IT requirements, which may need additional resources or non-standard solutions.

The following needs to be taken into account when developing the BIM Execution Plan:

Model size – no size limitation but practically 200Mb max

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Software Uses – It is essential native file formats delivered can be openly shared, and software platform systems can export to IFC (2x3) for information extraction, verification, archive and free model viewing purposes. Inherent model data must be extractable in a format exchangeable with Microsoft Excel for information exchange purposes.

Security issues – as noted in 3.7 herein.

The following software platforms and versions will be utilised by the Employer on this project and should be considered in response to this EIR.

Table 1: Purpose Of Use	Software Platform	Version
COLLABORATION		
FACILITIES MANAGEMENT		
CAD software		
BIM Software		
Viewers		
Other platforms (To be advised)		

3.10 Compliance Plan

The purpose of this section is to enable the supplier to communicate how the integrity and quality of the model and other data sources will be maintained.

All published information exchanges will be validated to COBie UK -2012 in accordance with BS 1192-4:2014 guidance and recommendations, and to the delivery requirements as outlined in the Asset Information Requirements appendix documentation.

COBie Statement to be provided – this requires and extra process to convert or map the information to required Facilities Management

A methodology for model delivery and data compliance procedures including references to standards and compliance software should be outlined in the BIM Execution Plan response. As a minimum, reference should be made to:

- Quality assurance/ control procedures
- Associated software
- Period of Aftercare - the number of years the model should be managed for (IF APPLICABLE)
- Security requirement assurances

The Employer / Employers Information Manager shall be granted access to the project CDE to enable regular compliance monitoring and audits.

3.11 Levels & Coordinates

This section defines the requirements for the common coordinate system for all BIM data, with consistent adoption on all project models.

The following is a minimum spatial coordination requirement:

- Intersections of grids XX and YY – xxxxxx.xxxE and xxxxxx.xxxN
- Intersections of grids AA and BB – xxxxxx.xxxE and xxxxxx.xxxN

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- Ground Floor FFL = xxx.xxx

Other coordination standards defined in the BEP should include:

- Origin rotation
- Offsets
- Datum Information

3.12 Software Platforms

This section defines the platform for the Building Information Model as well as other software platforms to be used. It also communicates software platforms and versions where known, and where these might influence the preparation of a bid.

Platforms and versions used by the Employer on this project are outlined in the below table:

Table 2: Software formats	
Method of Data Exchange:	NHS Trust CDE
Format of 3D Graphical Data Exchange:	.IFC, native and .NWC (all required)
Format of 2D Graphical Data Exchange:	PDF, DWG
Documentation	PDF, DOC
Non Graphical Asset Data	IFC2x3, XLSX (COBie UK 2012)

The ability of the supplier to use these platforms should be identified in the BEP.

Suppliers with asset data deliverables should align their model attributes consistent with the data exchange format outlined in BS 1192-4:2014. The BEP should outline the process of model data compilation to COBie.

4 COMMERCIAL MANAGEMENT

4.1 Information Exchange

This section communicates the timing and content of information exchanges between the Project Team / Supplier and the Employer and how information exchanges are aligned to work stages. Information may flow both ways.

The NHS Trust work to the RIBA Plan of Work 2013. At a project level, the frequency of required information exchanges will be defined in further detail within the project MIDP. Whilst information can be shared at any time during the course of a stage, formal published information deliverables should be exchanged prior to the end of a stage to advise the decision gateways, as indicated by the project MIDP.

Information deliverables required at each information exchange will be as defined by the project MIDP. In general, those information deliverables range from files that may consist of any of the following:

- COBie as a transmittal sheet (project directory, facility, docs and component tabs as a minimum).
- Native and PDF documents (reports, schedules)
- 3D Models – in their native discipline (un-federated) and in open standard IFC format.
- Drawings – cut from the models, and other documents, in PDF and DWG format
- Structured data – manual input or from models, in BS1192-4: 2014 format, all exchanged as files and referenced in the COBie transmittal sheet, to be issued in both IFC and XLS format.

COBie-BS1192-4:2014 excel sheet data structure shall be used as the default exchange format for all project related information whether 3D modelling is involved or otherwise. For all mandated projects the expectation shall be for the following COBie-BS1192-4 tabs to be completed as a minimum:

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Information Type	Tab	Field	Responsibility	Workstage Deliverable
Spatial		SiteName	Lead Consultant	6
		ProjectName	Lead Consultant	6
		Name	Lead Consultant	6
		SiteDescription	Lead Consultant	6
		Name	Lead Consultant	6
		Description	Lead Consultant	6
	Space		Name	Lead Consultant
Asset		Name	Task Team - Design	6
		Description	Task Team - Design	6
		Manufacturer	Task Team - Design	6
		ModelNumber	Task Team – Supply Chain	6
		WarrantyGuarantorParts	Task Team – Supply Chain	6
		WarrantyDurationUnit	Task Team – Supply Chain	6
		ModelReference	Task Team – Supply Chain	6
		SerialNumber	Task Team – Supply Chain	6
		InstallationDate	Task Team – Supply Chain	6
		WarrantyStartDate	Task Team – Supply Chain	6
		Name	Task Team - Design	6
		Description	Task Team - Design	6
	O&M Information		Name	Task Team - Design
		Description	Task Team - Design	6
		Duration	Task Team – Supply Chain	6
		Frequency	Task Team – Supply Chain	6

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		Frequency Unit	Task Team – Supply Chain	6
	Impact	Value	FM Team	6

Employers Information Requirements (EIR)

4.2 Strategic Information Purposes

The Project Information Model (PIM) and Asset Information Model (AIM) will be used for the following purposes:

Stage 0 – 2 Definition & Brief	Stage 3 – 4 Design	Stage 5 Construct	Stage 6 Handover	Stage 7 Operation
Site evaluation				
Feasibility Study				
Visualisation	Visualisation	Visualisation		
Stakeholder engagement	Stakeholder engagement		Stakeholder engagement	
	Design Authoring			
	Coordination			
	Structural Analysis			
	Lighting Analysis			
	Energy Analysis			
	Sustainability Assessment			
	Statutory Compliance			
	Site Logistics	Site Logistics		
	H&S Planning	H&S Planning		
Cost Management	Cost	Cost		
CDM2015	CDM2015	CDM2015	CDM2015	CDM2015
		Off Site manufacture		
			As-Built Asset data	
			Soft Landings	Soft Landings
			Planned Maintenance Scheduling	Planned Maintenance Scheduling
Lifecycle Analysis	Lifecycle Analysis	Lifecycle Analysis	Lifecycle Analysis	Lifecycle Analysis
				Asset Management
				Facilities Management
				Space Management
				Post Occupancy Evaluation (POE)

Employers Information Requirements (EIR)

4.3 Responsibilities Matrix

The purpose of this section is to bring to the attention of the project team the allocation of roles associated with the management of the model and project information.

The assignment of roles should be noted within the project BEP, derived from PAS1192-2:2013 7.5 Table 2. The Information Management role is additionally defined in CIC/INF MAN/S 2013. The roles are not new appointments, rather roles that are applied to named individuals working on the project to assign task ownership. These roles may be transferred and migrate to different individuals as the project progresses.

The following roles will be applied to the project in line with PAS1192-2:2013. The PSCP should confirm who will carry out these roles and tasks.

Role	Responsibilities/Tasks	Carried out by
Employer Representative / PIM (receiver) (refer also to BS8536-1)	• Define the EIRs, OIRs and AIRs, including structured data requirements (COBie)	EMP PIM
	• Define the IDP, including PLQs	EMP PIM
	• Establish the Employer AIM CDE and/or CAFM	EMP PIM
	• Authorise information from Shared to Published	EMP PIM
	• Ensure information exchanges from PIM to AIM	EMP PIM
	• Accept / reject information exchanges to AIM	EMP PIM
	• Validation of AIM information	EMP PIM
	• Enable data integration to the employer AIM CDE	EMP PIM
	• Ensure information exchanges to the Employer CAFM	EMP PIM
	• Validation of CAFM information	EMP PIM
Project Delivery Manager (PDM)	• Assure delivery of information exchanges	TBC
	• Confirm suppliers ability to deliver information requirements	TBC
	• Accept / reject information exchanges within the common data environment	TBC
Project Information Manager (PIM)	• Enable reliable information exchange through the CDE	TBC
	• Maintain and receive information into the Information Model	TBC
	• Enable integration and co-ordination of information within Information Model	TBC
	• Configure information for Project Outputs	TBC
	• Populate the information exchange format for the Information Model	TBC
	• Accept / reject information exchanges within the common data environment	TBC
	• No design responsibility or right to issue instructions	Note
Lead Designer	• Co-ordinated delivery of all design information	LD
	• Manage information development and information approvals	LD
	• Confirm design deliverables	LD
	• Overall lead for configuration management	LD

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	<ul style="list-style-type: none"> Confirm status and approve information for issue within the CDE 	LD
Task Team Manager(s) (TTM)	<ul style="list-style-type: none"> Production of design outputs related to a discipline specific, package based or time-based task 	TTM(s)
	<ul style="list-style-type: none"> Approval of Task Team Information prior to Sharing to the CDE 	TTM(s)
	<ul style="list-style-type: none"> Issue approved information within the CDE 	TTM(s)
Task Information Manager(s) (TIM)	<ul style="list-style-type: none"> Direct the production of task information in compliance with standards and methods Direct the production of task information using agreed systems Confirm that information is suitable for issue within the CDE 	TIM(s)
Information Author(s)	<ul style="list-style-type: none"> Develop constituent parts of the information model in connection with specific tasks Production of project outputs 	Information Author(s)
Interface Manager(s)	<ul style="list-style-type: none"> Manage spatial co-ordination on behalf of a task team Propose resolutions to co-ordination clashes Ownership of model information 	Interface Manager(s)

4.4 Applicable Standards

The purpose of this section is to define the BIM Standards and protocols that are incorporated into the Information Requirements on the project. The following standards will be applied to the project.

Standard	Applicable
BS1192:2007	<input type="checkbox"/>
PAS1192-2:2013	<input type="checkbox"/>
PAS1192-3:2014 Lifecycle	<input type="checkbox"/>
BS1192-4:2014: COBie	<input type="checkbox"/>
PAS1192-5:2015 Security	<input type="checkbox"/>
BS8536-1:2015 Facilities Management	<input type="checkbox"/>
BS8541-1, 2, 3, 4, 5, 6 Library management	<input type="checkbox"/>
BS7000-4:2013 Design Management	<input type="checkbox"/>
Uniclass 2015 Classification*	<input type="checkbox"/>
RIBA Plan of Works 2013	<input type="checkbox"/>
Other – State here	<input type="checkbox"/>
* Under development	

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4.5 Schedule of Contract Delivery Changes

The purpose of this section is to outline any changes to the standard roles, responsibilities and competences set out in the contract.

Confirm that all BIM requirements, roles and responsibilities are included in appointment scope of services and the Supply Chain BIM deliverables will be included in applicable Subcontractor orders.

5 COMPETENCE ASSESSMENT

5.1 Project Implementation Plan (PIP)

The PSCP Supplier should confirm the Project Implementation Plan within the BEP (BIM Execution Plan) and should include the following:

- BIM Competency Assessment
- BIM Specific Capability Summary
- Details of BIM Workload and Resourcing

5.2 Capability Assessments

The PSCP Supplier has been pre-approved through the ProCure22 selection process and will ensure the capability of the PSCM and SCM supply chain are checked for BIM delivery as part of their internal verification process to provide the level of expertise as identified in:

- PAS1192-2:2013

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7 Glossary of Abbreviations and Terms

BEP	BIM Execution Plan
BIM	Building Information Modelling
BSRIA	Building Services Research and Information Association
BWM	BIM workgroup meeting
CIC	Construction Industry Council
CDE	Common Data Environment
EIR	Employer Information Requirement
IFC	Industry Foundation Class
LOD	Level of Detail
LOI	Level of Information
MPDT	Model Production Delivery Table
NBS	National Building Specification
WIP	Work In Progress
4D	3D representation of an asset with the element of time included to enable simulations.
5D	3D representation of an asset with the element of time and cost included to enable simulations, commercial management and earned value tracking to take place.
BEP	Plan prepared by the suppliers, facilitated by the Employer or the Employer's BIM representative to explain how the information modelling aspects of a project will be carried out
BIM	Process of designing, constructing or operating a building or infrastructure asset using electronic object-oriented information
CIC Scope of Services	Multi-disciplinary scope of services published by the Construction Industry Council (CIC) for use by members of the project team on major projects
COBie	Construction Operation Building information exchange. Structured facility information for the commissioning, operation and maintenance of a project often in a neutral spread sheet format that will be used to supply data to the employer or operator to populate decision-making tools, facilities management and asset management systems
CDE	Common data environment - Single source of information for any given project, used to collect, manage and disseminate all relevant approved project documents for multi-disciplinary teams in a managed process. This is commonly a cloud based SaaS solution synchronised with party servers to host the information model
Data	Information stored but not yet interpreted or analysed
Design intent model	Initial version of the project information model (PIM) developed by the design suppliers
Document	Information for use in the briefing, design, construction, operation, maintenance or decommissioning of a construction project, including but not limited to correspondence, drawings, schedules, specifications, calculations, spread sheets
Drawing	Static, printed, graphical representation of part or all have a project or asset
Employer	Individual or organization named in an appointment or building contract as the employer

Employers Information Requirements (EIR)

EIR	Employer's information requirements - Pre-tender document setting out the information to be delivered, and the standards and processes to be adopted by the supplier as part of the project delivery process
Federated model	A federated model is an assembly of distinct models or design disciplines, to create a single complete model of the building. E.g. Architectural, Structural and Mechanical models may be viewed in a single 'federated' model.
Graphical data	Data conveyed using shape and arrangement in space
Level of Definition	Collective term used for and including "level of model detail" and the "level of model information"
MIDP	Master information delivery plan - Primary plan for when project information is to be prepared, by whom and using what protocols and procedures, incorporating all relevant task information delivery plans
Pre-contract BEP	The pre-contract BEP is to demonstrate the supplier's proposed approach, capability, capacity and competence to meet the EIR. It is utilised prior to the appointment of any stakeholder.
Post-contract BEP	The post-contract BEP is the document defining standard methods and procedures adopted during the contract in order to meet the objectives and requirements set forth in the EIR. It is utilised following the appointment of project stakeholders and in particular the main contractor.
PIP	Project implementation plan - Statement relating to the suppliers' IT and human resources capability to deliver the EIR
SMP	Standard method and procedure - Set of standard methods and procedures covering the way information is named, expressed and referenced.
Volume	Manageable spatial subdivision of a project, defined by the project team as a subdivision of the overall project that allows more than one person to work on the project models simultaneously and consistent with the analysis and design process