
Procedure to Update the Condition of an Asset in the Registry

Date Approved: **DRAFT**

Section: Capital Asset Management

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Lead: Director, Operations

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Implements: **By-law #5300 – City of Selkirk Capital Asset Management**

OBJECTIVES

Establish a method used to update an assets condition in the City of Selkirk capital asset registry, due to a scheduled evaluation or lifecycle activity.

SUPPORTING POLICY, PROCEDURES, AND TOOLS.

Policy

CAM-001 Capital Asset Registry Policy

CAM-002 Capital Asset Evaluation Policy

Procedures

CAM-003-003 Procedure to Update the Maintenance and Renewal Predictor

CAM-006-001 Procedure to Update the City of Selkirk Risk Registry

Tools

CAM-001-000-01 City of Selkirk Asset Registry

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Section 1: New Condition Due to Scheduled Evaluation

1 COMPLETE SCHEDULED EVALUATION

Who: Appropriate Manager

- 1.1 As per the City's *Capital Asset Evaluation Policy*, all assets in the Asset Registry shall be evaluated on a routine basis. The manager of each department is responsible for ensuring these evaluations get carried out.

2 COMPLETE EVALUATION FORM FOR EACH ASSET

Who: Appropriate Manager

- 2.1 Follow the evaluation procedure for the specific asset class in question.
- 2.2 Submit to GIS/Survey Technician once completed.

3 LOCATE THE ASSET TO BE UPDATED IN THE ASSET REGISTRY

- 3.1 Navigate to the City of Selkirk Asset Registry.
- 3.2 Isolate the specific asset being updated using the Asset Unique Identifier.
 - 3.2.1 Navigate to the Asset Unique Identifier Column.
 - 3.2.2 Use the dropdown arrow to isolate the asset being updated.
 - 3.2.3 In the search bar, type the Asset Unique Identifier for the asset you are updating.
 - 3.2.4 Once the search has provided the correct search results, select ok from the bottom right corner of the window. The only asset that shall be displayed now is the one that is to be updated.

4 ARCHIVE THE ASSETS CURRENT CONDITION

- 4.1 Navigate to the Asset Condition Tracking Table tab along the bottom of the Asset Registry. This tab will hold the history of all condition changes for each asset in the registry.
- 4.2 Navigate to the bottom of the list, and in the first available row, record the date in the "Date" column.
- 4.3 Complete each of the fields required to track the condition of the asset:
 - 4.3.1 **Unique Identifier:** record the asset unique identifier.
 - 4.3.2 **Year Inspected:** Record the year that the most recent evaluation occurred.

4.3.3 Type of Condition Assessment Number: Record the number associated with the type of condition evaluation that was used to determine the current condition of the asset. Use the following table, or the Condition Assessment used to determine the condition of the asset. Use the following table, or the Condition assessment Type Table found in the Registry.

4.3.4 Type of Condition Assessment Name: Record the type of condition evaluation that was used to determine the condition of the asset. Use the following table or the Condition Assessment Type Table tab found in the registry.

<u>Asset Condition Assessment Type Unique Identifier</u>	Assessment Type
1	Predictive Model
2	Visual Inspection
3	Facility Condition Index
4	Fleet & Equipment Condition Index (FECI)
5	N/A

4.3.5 General Condition Number: Record the condition number that was determined in Step 5 of this procedure.

4.3.6 General Condition Description: Record the condition name that was determined in Step 5 of this procedure.

5 UPDATE THE CONDITION IN THE REGISTRY

Now that you have archived the previous condition, you can update the current condition of the asset in the asset registry tab.

5.1 Navigate back to the Asset Registry tab.

5.2 Update the evaluation columns based on the evaluation worksheet received from the Manager.

5.3 Fields that require updating:

5.3.1 Year Inspection

5.3.2 General Condition Number

5.3.3 General Condition Name

5.3.4 Weighted Condition and volume

5.3.5 Type of Condition Assessment

6 SAVE THE UPDATED REGISTRY

Who: GIS/Survey Technician

Section 2: Updated Condition due to Lifecycle Activity

1 COMPLETE REGISTRY CHANGE FORM

Who: GIS/ Survey Technician

- 1.1 As per the City's *Asset Registry Policy* a change form will be completed when an asset from the City of Selkirk Asset Registry is being added, or after a major life cycle event has occurred. After a major lifecycle activity has been complete and the form is complete, the condition in the registry must be updated.

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5 UPDATE THE O&M TRACKER TAB IN THE REGISTRY

Continue to the Procedure to *Update the Maintenance and Renewal Predictor*.

6 UPDATE THE MAINTENANCE AND RENEWAL PREDICTOR TOOL

Continue to the *Procedure to Update the Maintenance and Renewal Predictor*.

7 SAVE THE UPDATED REGISTRY

Who: GIS/Survey Technician