



Engineering Information Management and Digital Handover Training Course



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Introduction:

Engineering Information Management and Digital Handover is a five-day course for project document control, engineering information and operations readiness staff on capital projects, ending with an Information Handover Plan and Data Quality Checklist for a case project. Operators often receive incomplete tag data, unverified vendor documents and unstructured files at start-up, so maintenance systems go live with gaps and engineers rebuild data by hand. Participants already manage project documents or asset data and work through case study exercises on real registers, specifications and vendor submissions. CoreConcept Training Center delivers this engineering information management course.

Course Objectives:

- Define an EIM strategy and asset information requirements that state what operations needs from a capital project
- Specify an information handover specification using CFIHOS-style classes and ISO 15926 reference data principles
- Build and maintain a master tag register and equipment hierarchy linked to engineering documents
- Control vendor and supplier documents and data through review codes, schedules and an engineering document management system
- Apply data quality rules and completeness tracking to handover data sets and maintenance system load sheets
- Prepare an Information Handover Plan and Data Quality Checklist for a case project

Target Audience:

- Professionals responsible for controlling project documents, transmittals and vendor submissions on capital projects
 - Specialists responsible for engineering data, tag registers and class libraries during design and construction
 - Staff responsible for preparing operations and maintenance teams to receive a new or expanded facility
 - Planners responsible for loading asset hierarchies and maintenance data into computerised maintenance systems
 - Owner-side representatives responsible for accepting contractor and supplier information deliverables
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Course Outline:

Day 1: Engineering Information Foundations and Current-State Assessment

- Engineering Information Lifecycle from Design to Operations Handover
- Documents Versus Structured Data in Capital Project Deliverables
- Owner, Contractor and Supplier Information Roles and Interfaces
- Root Causes of Failed Handovers in Operating Facilities
- EIM Maturity Self-Assessment Checklist for a Current Project

Day 2: Information Standards, Class Libraries and Handover Specifications

- EIM Strategy and Asset Information Requirements Definition
- CFIHOS Reference Data Library Tag, Equipment and Document Classes
- ISO 15926 Reference Data and Lifecycle Integration Principles
- Information Handover Specification Structure and Contract Data Schedules
- Tag Numbering Rules and Equipment Hierarchy Design

Day 3: Tag Registers, Vendor Data and Engineering Document Systems

- Master Tag Register Build from P&IDs and Datasheets
- Supplier Document Requirements List and Vendor Data Schedules
- Vendor Document Review Codes and Resubmission Tracking
- Engineering Document Management System Metadata and Approval Workflows
- Projects Technical Library Indexing and As-Built Records Control

Day 4: Data Quality, Operations Handover and Maintenance System Loading

- Data Quality Rules for Completeness, Validity and Consistency
- Completeness Tracking Dashboards by Tag Class and System
- CMMS Load Sheets for Functional Locations and Maintainable Items
- Spare Parts Interchangeability Data and Bill of Materials Links
- Digital Twin Readiness Criteria for Handover Data Sets

Day 5: Case Study Practice and the Information Handover Plan

- Case Study Review of a Delayed Gas Plant Handover
 - Water Treatment Facility Case on Missing Vendor Data
 - Handover Data Audit Using Sample Tag Register Extracts
 - Data Quality Checklist Drafting for Each Handover Milestone
 - Information Handover Plan Completion and Peer Review
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Skills You Will Gain:

- Asset Information Requirements Definition
- Handover Specification Drafting
- Tag Register Management
- Equipment Hierarchy Design
- Vendor Data Control
- Engineering Document System Administration
- Data Quality Rule Design
- Maintenance System Data Loading

Why Attend This Course:

- Deliver an Information Handover Plan and Data Quality Checklist to the project director and operations readiness manager for adoption in the next project phase
- Decide which contractor and supplier deliverables are fit to accept and which must be returned with defined data gaps
- Avoid start-up delays, rework and maintenance blind spots caused by missing tag data and late vendor documents
- Coach document control and engineering colleagues on tag rules, class requirements and completeness reporting

Conclusion:

Once participants return, the project and operations teams have a shared basis for specifying, checking and accepting engineering information. The project director and operations readiness manager use the Information Handover Plan to fix handover milestones and contract data requirements, while document control and engineering leads apply the Data Quality Checklist when contractor and supplier submissions arrive. After the first handover milestone, the unit should review completeness scores, rejected submissions and the maintenance system load result, then adjust class requirements, tag rules and review responsibilities before the next phase begins.

Frequently Asked Questions FAQ:

What should participants know before the engineering information management and digital handover course?

Participants should already work with project documents, engineering deliverables or asset data on a capital project. Familiarity with P&IDs, datasheets and a document management system helps. No programming or database skills are required.

How does engineering information management and digital handover differ from a BIM or commissioning course?

This course centres on tag data, class libraries, vendor information and maintenance system loading for process, energy and infrastructure facilities. BIM courses focus on model-based design coordination, and commissioning courses focus on system completion and start-up, which this course touches only briefly.

Why does engineering information management matter for digital handover to operations?

Operations depend on accurate tag, equipment and document data from the first day. Without managed engineering information, maintenance plans, spare parts and safety records start incomplete, and operators spend months rebuilding data that contractors and suppliers already produced.

What do participants take back from the engineering information management and digital handover course?

Participants take back an Information Handover Plan and a Data Quality Checklist built on a case project, plus tag, vendor data and completeness templates they can adapt to their own facility's handover milestones.
