

**NSAI**

## **Building Information Modelling Self-Assessment Questionnaire (Checklist)**

Applicable to

**I.S. EN ISO 19650-2:2018 Delivery phase of the assets**

**Please complete the response / evidence requirements and email the completed questionnaire to [certification@nsai.ie](mailto:certification@nsai.ie) prior to audit**

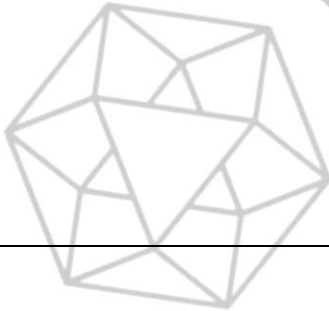
**Section A - GENERAL INFORMATION**

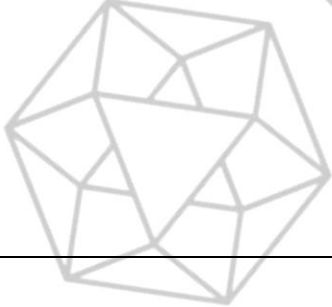
Company name:	
Address:	
Contact name:	
Telephone no.:	
Email address:	
Website URL:	
Organisational function:	<input type="checkbox"/> Appointing party <input type="checkbox"/> Lead appointed party <input type="checkbox"/> Appointed party
Role:	<input type="checkbox"/> Planning <input type="checkbox"/> Design <input type="checkbox"/> Construction <input type="checkbox"/> Facilities <input type="checkbox"/> Asset management

**Section B – ISO 9001 CERTIFICATION**

Is your company certified to ISO 9001:2015?	<input type="checkbox"/> Yes	Certificate expiry date:  Certification body:  <b><i>Please proceed to Section D</i></b>
	<input type="checkbox"/> No	<b><i>Please continue from Section C</i></b>

**Section C – QUALITY MANAGEMENT SYSTEM**

Requirement	Response/Evidence	Auditor verification	Compliant (Y/N)
<b>Risks and Opportunities</b> What risks and opportunities related to the BIM management for the project have been identified by the organisation, and what are the actions which have been planned to address the risks and opportunities?			
<b>Competence</b> Describe how the organisation determines the necessary competence of person(s) carrying out work under its control, ensures that these persons are competent based on appropriate education, training or experience and evaluates the effectiveness of the actions taken to acquire the necessary competence.			

Requirement	Response/Evidence	Auditor verification	Compliant (Y/N)
<p><b>Documented Information</b> Describe the process for controlling documented information with regard to distribution, access, retrieval &amp; use, storage &amp; preservation including preservation of legibility, control of changes (e.g. version control) and retention and disposition.</p>			
<p><b>Control of externally provided processes, products and services</b> Does the organisation utilise externally provided processes and services in relation to the management of BIM for the project, and if so, what are the controls which need to be applied to externally provided processes and services and how does the organisation determine and apply criteria for the evaluation, selection, monitoring of performance, and re-evaluation of external providers?</p>			
<p><b>Internal Audit</b> Does the organisation conduct internal audits of its BIM management processes and retain documented information as evidence of audit results?</p>			



## ISO 19650-2:2018 Self-Assessment Questionnaire (Checklist)

Requirement	Response/Evidence	Auditor verification	Compliant (Y/N)
<b>Nonconformity and Corrective Action</b> Describe the process implemented by the organisation for addressing nonconformities in relation to taking action to control and correct it, determining the causes of the nonconformity, implementing any action needed and reviewing the effectiveness of any corrective action taken.			

### Section D – 5 INFORMATION MANAGEMENT PROCESS DURING THE DELIVERY PHASE OF THE ASSETS

#### 5.1 Information management process – assessment and need

ISO 19650-1	ISO 19650-2	Requirement	Response/Evidence	Auditor Verification	Compliant (Y/N)	Responsibility
	5.1.1	Outline which nominated individuals from within the appointing party's organisation have been appointed to undertake the information management function on behalf of the appointing party?				Appointing Party
5.1	5.1.2	What are the purposes for requiring information deliverables which have been defined, including the aspects of the asset that are intended to be managed?				Appointing Party

ISO 19650-1	ISO 19650-2	Requirement	Response/Evidence	Auditor Verification	Compliant (Y/N)	Responsibility
	5.1.3	Has the appointing party established the project's information delivery milestones in accordance with the project's plan of work? Where have these milestones been documented?				Appointing Party
	5.1.4	Has the appointing party established any specific information standards required by the appointing party's organisation within the project's information standard? What are the specific information standards?				Appointing Party
	5.1.5	What specific information production methods and procedures required have been established by the appointing party within the project's information production methods and procedures?				Appointing Party
	5.1.6	What reference information and shared resources has been established by the appointing party that they intend to share with the prospective lead appointed parties during the tender process or appointment, using open data standards whenever possible to avoid duplication of effort and interoperability issues?				Appointing Party

ISO 19650-1	ISO 19650-2	Requirement	Response/Evidence	Auditor Verification	Compliant (Y/N)	Responsibility
	5.1.7	Has the appointing party established (i.e. implemented, configured and supported) the project's common data environment (CDE) to serve the overall requirements of the project and to support the collaborative production of information? Please provide details on the CDE.				Appointing Party
	5.1.8	How has the appointing party established the project's information protocol, including any associated license agreements, which will, subsequently and appropriately, be incorporated into all appointments?				Appointing Party
<b>5.2 Information management process – invitation to tender</b>						
ISO 19650-1	ISO 19650-2	Requirement	Response/Evidence	Auditor Verification	Compliant (Y/N)	Responsibility
5.2		Where have the Organisational information requirements (OIR) been defined?				Appointing Party
5.3		Where have the Asset information requirements (AIR) been defined including: <ul style="list-style-type: none"> <li>• the information standard</li> <li>• the production methods and procedures to be implemented by the delivery team.</li> <li>• the detailed pieces of information needed to answer the asset-related OIR.</li> </ul>				Appointing Party

ISO 19650-1	ISO 19650-2	Requirement	Response/Evidence	Auditor Verification	Compliant (Y/N)	Responsibility
5.4		How have Project information requirements (PIR) been defined for each of the appointing party's key decision points during the project?				Appointing Party
5.5	5.2.1	What exchange information requirements (EIR) has the appointing party established which need to be met by the prospective lead appointed party during the appointment?				Appointing Party
5.6		Has the Asset information model (AIM) been developed? Please provide a reference to the AIM.				Appointing Party
5.7		Has the Project information model (PIM) been developed? Please provide a reference to the PIM.				Appointing Party
	5.2.2	Has the appointing party assembled the reference information or shared resources that they intend to provide to the prospective lead appointed party during the tender process or appointment? Please provide details on the reference information or shared resources to be provided to the prospective lead appointed party.				Appointing Party





## ISO 19650-2:2018 Self-Assessment Questionnaire (Checklist)

ISO 19650-1	ISO 19650-2	Requirement	Response/Evidence	Auditor Verification	Compliant (Y/N)	Responsibility
	5.2.3	What are the tender response requirements and evaluation criteria established by the appointing party?				Appointing Party
	5.2.4	What information has the appointing party compiled to be included within the invitation to tender package?				Appointing Party
<b>5.3 Information management process – Tender response</b>						
ISO 19650-1	ISO 19650-2	Requirement	Response/Evidence	Auditor Verification	Compliant (Y/N)	Responsibility
	5.3.1	How has the prospective lead appointed party nominated individuals from within its own organisation to undertake the information management function on behalf of the lead appointed party? <b>OR</b> How has the prospective lead appointed party appointed a prospective appointed party or third party to undertake all or part of the information management function, and if so, has the lead appointed party established a scope of services?				Appointed Party
	5.3.2	Describe the delivery team's (pre-appointment) BIM execution plan which has been established by the prospective lead appointed party which is to be included within the prospective lead appointed party's tender response?				Appointed Party

ISO 19650-1	ISO 19650-2	Requirement	Response/Evidence	Auditor Verification	Compliant (Y/N)	Responsibility
	5.3.3	How has each task team undertaken an assessment of their capability and capacity to deliver information in accordance with the appointing party's exchange information requirements and the delivery team's proposed (pre-appointment) BIM execution plan.				Each Task Team
	5.3.4	Has the prospective lead appointed party established the delivery team's capability and capacity by aggregating the assessments undertaken by each task team to produce a summary of the delivery team's capability to manage and produce information and its capacity for timely delivery of the information? Where has the summary of the delivery team's capability been documented?				Appointed Party
	5.3.5	Has the prospective lead appointed party established the delivery team's proposed mobilisation plan and how will it be initiated and implemented during mobilisation?				Appointed Party

ISO 19650-1	ISO 19650-2	Requirement	Response/Evidence	Auditor Verification	Compliant (Y/N)	Responsibility
	5.3.6	Has the prospective lead appointed party established the delivery team's risk register containing the risks associated with the timely delivery of information, in accordance with the appointing party's exchange information requirements, and how the delivery team intends to manage these risks? Please provide a reference to the delivery team's risk register.				Appointed Party
	5.3.7	Has the prospective lead appointed party compiled (where available) the following items for inclusion within delivery team's tender response: <ul style="list-style-type: none"> <li>• (pre-appointment) BIM execution plan;</li> <li>• capability and capacity assessment summary;</li> <li>• mobilisation plan; and</li> <li>• information delivery risk assessment</li> </ul> Please provide a reference to where these have been documented.				Appointed Party

<b>5.4 Information management process - Appointment</b>						
<b>ISO 19650-1</b>	<b>ISO 19650-2</b>	<b>Requirement</b>	<b>Response/Evidence</b>	<b>Auditor Verification</b>	<b>Compliant (Y/N)</b>	<b>Responsibility</b>
	5.4.1	Has the lead appointed party confirmed the delivery team's BIM execution plan in agreement with each appointed party and where are the agreements filed?				Appointed Party
	5.4.2	Has the lead appointed party further refined the high-level responsibility matrix to establish the detailed responsibility matrix, which identifies: <ul style="list-style-type: none"> <li>• what information is to be produced;</li> <li>• when the information is to be exchanged and with whom; and</li> <li>• which task team is responsible for its production. Please provide a reference to the high-level responsibility matrix.</li> </ul>				Appointed Party
	5.4.3	Has the lead appointed party established their exchange information requirements for each appointed party and where have these been documented?				Appointed Party
	5.4.4	How will each task team establish and maintain a task information delivery plan (TIDP) throughout its appointment?				Each Task Team

ISO 19650-1	ISO 19650-2	Requirement	Response/Evidence	Auditor Verification	Compliant (Y/N)	Responsibility
	5.4.5	Has the lead appointed party aggregated the TIDP from each task team to establish the delivery team's master information delivery plan (MIDP)? Please provide a reference to the MIDP which has included the TIDP from each task team.				Appointed Party
	5.4.6	Has the appointing party taken into account of the following, in that they are included within the completed appointment documents for the lead appointed party and managed via change control throughout the duration of the appointment: <ul style="list-style-type: none"> <li>• the appointing party's exchange information requirements;</li> <li>• the project's information standard (including any agreed additions or amendments);</li> <li>• the project's information protocol (including any agreed additions or amendments);</li> <li>• the delivery team's BIM Execution plan; and</li> <li>• the delivery team's MIDP.</li> </ul> Please provide a reference to the completed appointment documents.				Appointing Party

ISO 19650-1	ISO 19650-2	Requirement	Response/Evidence	Auditor Verification	Compliant (Y/N)	Responsibility
	5.4.7	Has the lead appointed party taken account of the following, in that they are included within the appointment documents for each appointed party and managed via change control throughout the duration of the appointment: <ul style="list-style-type: none"> <li>• the lead appointed party's exchange information requirements;</li> <li>• the project's information standard (including any agreed additions or amendments);</li> <li>• the project's information protocol (including any agreed additions or amendments);</li> <li>• the delivery team's BIM Execution plan; and</li> <li>• the agreed TIDP.</li> </ul> Please provide a reference to the appointment documents for each appointed party.				Appointed Party
<b>5.5 Information management process – Mobilisation</b>						
ISO 19650-1	ISO 19650-2	Requirement	Response/Evidence	Auditor Verification	Compliant (Y/N)	Responsibility
	5.5.1	How has the lead appointed party mobilised the resources, as defined within the delivery team's mobilisation plan?				Appointed Party
	5.5.2	How has the lead appointed party mobilised the information technology, as defined within the delivery team's mobilisation plan?				Appointed Party



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ISO 19650-1	ISO 19650-2	Requirement	Response/Evidence	Auditor Verification	Compliant (Y/N)	Responsibility
	5.5.3	How has the lead appointed party tested the project's information production methods and procedures, as defined within the delivery team's mobilisation plan?				Appointed Party
<b>5.6 Information management process – Collaborative production of information</b>						
ISO 19650-1	ISO 19650-2	Requirement	Response/Evidence	Auditor Verification	Compliant (Y/N)	Responsibility
	5.6.1	Has each task team checked that they have access to the relevant reference information and shared resources within the project's common data environment.				Each Task Team
	5.6.2	Where has each task team documented the information generated in accordance with their respective TIDP?				Each Task Team
	5.6.3	Outline how a quality assurance check of each information container has been undertaken by each task team, in accordance with the project's information production methods and procedures, prior to undertaking a review of the information within it				Each Task Team
	5.6.4	How did each task team undertake a review of the information within the information container prior to sharing within the project's common data environment?				Each Task Team

ISO 19650-1	ISO 19650-2	Requirement	Response/Evidence	Auditor Verification	Compliant (Y/N)	Responsibility
	5.6.5	Has the delivery team undertaken a review of the information model, in accordance with the project's information production methods and procedures, to facilitate the continuous coordination of information across each element of the information model. Please provide details on this review of the information model.				Delivery Team
<b>5.7 Information management process – Information model delivery</b>						
ISO 19650-1	ISO 19650-2	Requirement	Response/Evidence	Auditor Verification	Compliant (Y/N)	Responsibility
	5.7.1	Has each task team submitted their information to the lead appointed party for authorisation within the project's common data environment? What information has been submitted?				Each Task Team
	5.7.2	How has the lead appointed party undertaken a review of the information model in accordance with the project's information production methods and procedures?				Appointed Party



ISO 19650-1	ISO 19650-2	Requirement	Response/Evidence	Auditor Verification	Compliant (Y/N)	Responsibility
	5.7.3	Has each task team submitted their information for appointing party review and acceptance within the project's common data environment? What information has been submitted?				Each Task Team
	5.7.4	Has the appointing party undertaken a review of the information model in accordance with the project's information production methods and procedures? Please provide details on the review of the information model.				Appointing Party
<b>5.8 Information management process – Project close-out</b>						
ISO 19650-1	ISO 19650-2	Requirement	Response/Evidence	Auditor Verification	Compliant (Y/N)	Responsibility
	5.8.1	What information containers within the project's common data environment has the appointing party archived in accordance with the project's information production methods and procedures?				Appointing Party
	5.8.2	What lessons learned has the appointing party captured during the project and recorded them in a suitable knowledge store, to be called upon by future projects?				Appointing Party