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Asset management informatization - Requirements for data quality management

资产管理信息化 数据质量管理要求

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4 Overall requirements

4 An organization that carries out asset management informatization work is to implement data quality management according to the requirements of this document and to achieve continual improvement, so as to secure the effectiveness of its asset management informatization work. Data quality management for asset management informatization has to meet the following overall requirements.

4 a) The data produced throughout the asset management informatization process is to be identified effectively, and the stages and flows of data quality management are to be determined for the whole data life cycle.

4 b) The principles and methods to be adopted are to be determined, so that the running and the control of the data quality management stages and flows are effective.

4 c) Management responsibilities are to be kept clear and the safeguard mechanism sound, so as to support the running and the monitoring of the data quality management stages and flows.

4 d) The data quality management stages and flows are to be analysed, supervised and appraised.

5 Organizational requirements

5.1 Organizational leadership. The main leader of the organization is the top manager of its asset management informatization data quality management work; that person allocates the responsibilities connected with data quality management within the organization, arranges the corresponding tasks and supervises their execution. The content and requirements include at least: organizing the drawing up of a data quality management policy and objectives for asset management informatization and supervising their implementation; organizing the setting up and completion of the organizational management system and the resource safeguard mechanism that go with data quality management; communicating within the organization the importance of the work and strengthening data quality awareness among the staff concerned with asset management and asset management informatization; setting up rules relating to data quality management activities, drawing up the relevant standards, making the corresponding requirements clear and putting them into practice across the organization; and making sure that the departments concerned communicate, coordinate, analyse and decide in good time on the effectiveness of the data quality management.

5.2 Person responsible for data quality. The person responsible for asset management informatization data quality is to be a member of the organization's own leadership who is in charge of asset management work. The duties include at least: making sure that data quality management work is established, implemented and continually improved according to the requirements of this document; reporting to the top manager on the performance of the data quality management and on the needs for improvement; and taking charge of the internal and external liaison connected with the work.

5.3 Data quality management team. 5.3.1 The organization is to designate an internal asset management informatization data quality management team, which under the leadership of the person responsible for data quality carries out the day-to-day data quality management work. 5.3.2 The team is to carry the corresponding quality management responsibility for the data of the asset management system and is to organize the running of data quality monitoring and of periodic verification.

6 Planning

6.1 Data quality management objectives. The organization is to set clear, achievable data quality management objectives suited to its own development, on the basis of the asset management business and of the internal needs and external requirements of data quality management; their content is to include at least all the requirements of asset management informatization data quality management dealt with in this document.

6.2 Data quality management plan. The organization is to plan its asset management informatization data quality management work so as to meet the data quality objectives and the requirements of Clause 4. The content and requirements include at least: drawing up an overall plan for the work and designing the management flows, methods and measures; drawing up plans for the collection, integration, quality improvement and sharing of data and information according to the asset management business and the data quality objectives; and, when the stages and content of the work are adjusted, planning and carrying out the adjustment so that the completeness of the data quality management is preserved.

6.3 Data quality control scheme and its review. The organization is to draw up an asset management informatization control scheme that makes the necessary technical and managerial measures clear. The scheme is to be argued through and reviewed. The content and requirements include at least: that the data quality control scheme complies with GB/T 33172, GB/T 33173, GB/T 33174, GB/T 31360 and other relevant standards; that the scheme is reviewed by a reasonable and compliant procedure so that it is scientifically complete; and that, for the special-purpose software products for asset management informatization data collection and quality evaluation included in the scheme, an evaluation is organized according to the security evaluation needs in order to verify their security.

6.4 Safeguard mechanism. The organization is to provide the corresponding personnel, materials and other resources for implementing, maintaining and continually improving the data quality management work, and is to set up a safeguard mechanism. The content and requirements include at least: staffing with people who have the professional knowledge and ability relating to asset management, informatization and data quality management; providing the software systems and the hardware equipment and facilities needed, and creating or improving the corresponding environmental conditions; giving job-specific professional skill training to the people engaged in asset management, in building the informatization system, in data reporting and collection and in data auditing; and setting up and completing the internal rule documents relating to each stage of the work, those stages including organizational management, implementation, process control, communication and feedback, monitoring and appraisal, and improvement schemes.

7 Implementation and process control

7.1 Document and record control. 7.1.1 The documents of asset management informatization data quality management are to include at least the documents and records required by this document, the documents and records needed for the effective planning, running and control of the data quality management stages and flows, and the documents and records describing the main requirements of the data quality management and their mutual relations. 7.1.2 The organization is to form the corresponding institutional requirements for controlling the documents needed, including at least: approval of a document before release by the person responsible for data quality and by the top leader; timely review and updating of the documents when the asset management policy, the relevant standards or the internal management needs change; making sure that documents external to the organization are identified and that their distribution inside the organization is controlled; and making clear in good time which policy documents, standards and internal rule documents relating to asset management and to data quality management have been abolished, so as to prevent their misuse.

7.1.3 Record control. 7.1.3.1 The organization is to establish and keep, as needed, the records relating to asset management operations, in order to demonstrate that the work complies with the requirements of asset management informatization data quality management and to show its connection with the quality management results obtained. 7.1.3.2 The organization is to draw up management specification documents for the identification, storage, protection, retrieval and disposal of the records of asset management operations. 7.1.3.3 Records are to be easy to identify and their retention period is to be fixed according to the requirement for the data traceability period.

7.2 Data flow control. 7.2.1 Basic requirements. According to the requirements of data quality management, the organization is to identify the data flows that affect data quality in asset management informatization work, draw up management measures and carry out flow control. The content and requirements include at least: combing the data flow direction starting from the source of data collection and identifying the factors and flows that affect data quality, including at least data collection, data audit, data marking and data correction; establishing a responsibility system for asset management informatization data while carrying out flow control; and forming the corresponding records of the flow control.

7.2.2 Data collection. The procedure and the content of data collection are to comply with the requirements of the relevant policy documents and standards; the organization is to set up job responsibilities and draw up procedures and work instruction documents. The content and requirements include at least: the data quality management team draws up the business rules for data collection, makes the collection means and methods clear and supervises their implementation; the operators charged with data collection take up their post after training and assessment by the data quality management team; the asset data in the asset management informatization system is kept consistent with the requirements of GB/T 14885, GB/T 31360, GB/T 35416, GB/T 37973 and the relevant standards of the industry the organization belongs to; and anomalies that arise are dealt with accordingly, the data quality management team forming documents and records.

7.2.3 Data quality audit. The organization is to make clear the procedure, the content and the job responsibilities of the data quality audit flow and to draw up procedure documents and the corresponding work instruction documents. The content and requirements include at least: the data quality management team sets up an audit procedure and audits the completeness, the consistency and other aspects of the data entered into and produced by the asset management information system, carrying out standard compliance testing according to the relevant standards; the team carries out automatic or manual inspection of the quality of the data entered, according to the data quality objectives and plan; the quality of the data is verified and confirmed during the annual asset stocktaking; and all the evidential documents and records of the audit are kept.

7.2.4 Data quality marking. The organization is to make clear the flow and the content of data quality marking and, according to the relevant policy documents and standards, to