



Australian Government
Department of Defence
Estate and Infrastructure Group

ESTATE & INFRASTRUCTURE GROUP
DEFENCE SIGNAGE AND LABELLING STANDARD

Issued by

DIRECTORATE ESTATE PLANNING & UPKEEP

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| October 2020 | Greg Willis | 4.2 | Included size specification for building signs |
| June 2020 | Ashlee Smith | 4.1 | Amended SLS policy. |
| April 2019 | Patricia Phillips | 3 | Added EBI reference to align with GEMS. Added new ECIDs. Updated Labelling Instructions. |
| April 2018 | Mark Peacock | 2 | Amend reference hyperlinks. |

Approvals

| Name | Title | Signature | Date |
|----------------|--------------|------------------|-------------|
| Marcus Jeffery | DEPU | | 7 July 2020 |

References:

| Source | Title | Author |
|--------------------------|--|--------------------------------------|
| DEQMS | Estate & Equipment Data Management Handbook | GEMS Master Data Team |
| Service Definition Table | EU12 - Maintain Estate Identifier Labelling and Signage | Directorate Estate Planning & Upkeep |
| DEQMS | Spatial Data Management Plan | Manager Spatial Systems |
| DEQMS | FLOC ID and EBI Naming Conventions | GEMS Master Data Team |
| DEQMS | Manual of Infrastructure Engineering – Electrical (MIEE) | Estate Engineering Policy (DEEP) |
| DEQMS | Chapter K – Physical Requirements of the Defence Technical Publication for Management of Registrable Plant | Estate Engineering Policy (DEEP) |

Introduction

1. The Estate & Infrastructure Group (E&IG) Signage and Labelling Standard (SLS) provides guidance and instruction for the production and application of signs and labels as they apply to buildings, spaces, infrastructure, equipment systems and equipment across the Defence estate.
2. The SLS has been developed with reference to the Estate & Equipment Data Management Handbook and the Spatial Data Management Plan (SDMP). Use of the SLS for mandatory labelling of items on the Defence estate will benefit Defence by:
 - a. ensuring a consistent quality and format for all signs and labels installed on the Defence estate;
 - b. improving data integrity within the Defence Estate Information System (DEIS); and
 - c. providing a means for asset identification and verification for maintenance and asset stocktake purposes.

Intended Audience

3. All Defence Groups, Services, maintenance agents, delivery organisations and contractors installing signage and labelling to buildings, spaces, infrastructure, equipment systems and equipment on the Defence estate.
4. The key audience for the SLS are:
 - a. Estate construction and refurbishment delivery contractors;
 - b. Estate construction and refurbishment project directors / project managers;
 - c. Estate Maintenance and Operations Services (EMOS) contractors;
 - d. Directorate Estate Planning & Upkeep (DEPU);
 - e. GEMS Master Data Team (MDT);
 - f. Defence Groups and Services;
 - g. Infrastructure Division (ID); and
 - h. Base Managers.

Asbestos Signage & Labelling

5. The SLS does not cover the Signage or labelling of asbestos on the Defence estate. Asbestos labelling requirement must comply with the [E&IG Asbestos Management Plan as published on DEQMS](#).

Hazardous Area Labelling

6. When labelling equipment systems and equipment within a hazardous area, the user is to consider dissimilar metals, chemical interactions and electrostatic discharge that could potentially compromise the equipment's explosion protection technique employed, as highlighted in the Australian Standards Hazardous Area 60079 series.
7. The SLS does not negate the labelling requirements outlined in the [Manual of Infrastructure Engineering – Electrical \(MIEE\) or other applicable Defence policy and Australian Standards](#).

Estate Business Identifiers

8. EBI are assigned to buildings, building levels, building spaces, infrastructure, infrastructure systems, equipment systems, equipment and land space for business reference and geospatial recording. Key information on signage and labels is obtained from the EBI.
9. EBIs are issued by the various parties including GEMS MDT and EMOS contractors, refer to [DEQMS \(GEMS Data Management Handbook – Estate and Equipment\)](#) for details of the responsible party for each asset type. Production and application of compliant labels are the responsibility of the Entity making changes to the estate.
10. The EBI is a unique number used to identify an asset and provide a common link within different information systems. Where a physical sign or label is required, the corresponding EBI shall be used and applied to identify the asset.

Building and Infrastructure Signage

11. The physical identification of buildings and infrastructure is essential for the effective management of the estate and provides Defence with a way to identify assets for repair and maintenance, upgrading, enhancement, demolition and disposal. It is also required for the analysis and reporting functions of estate items within the Defence Estate Information Systems (DEIS).
12. All buildings shall be fitted with a unique identifying sign attached and clearly displayed on or near the front entrance of the building, refer to Paragraph 14a of the SLS.
13. Infrastructure will require either an identifying sign or where a sign is not practical; an identifying label is to be affixed to the asset. Refer to Attachment 1 – Labelling Instructions for the list of infrastructure requiring signage or labels including guidance on where these should be located.
14. EBI information will be reflected in the building and infrastructure signage in a reduced manner, i.e. no property code as outlined in the following format:
 - a. for buildings 'Site' code' and 'Building' number, e.g. A0163
 - b. for existing infrastructure – 'Site' code and 'Infrastructure' number e.g. D2578;
 - c. for new infrastructure 'Site/Infrastructure Type/Number'; e.g. A/INRP/0001.

15. The following are examples of building signage and infrastructure labelling:

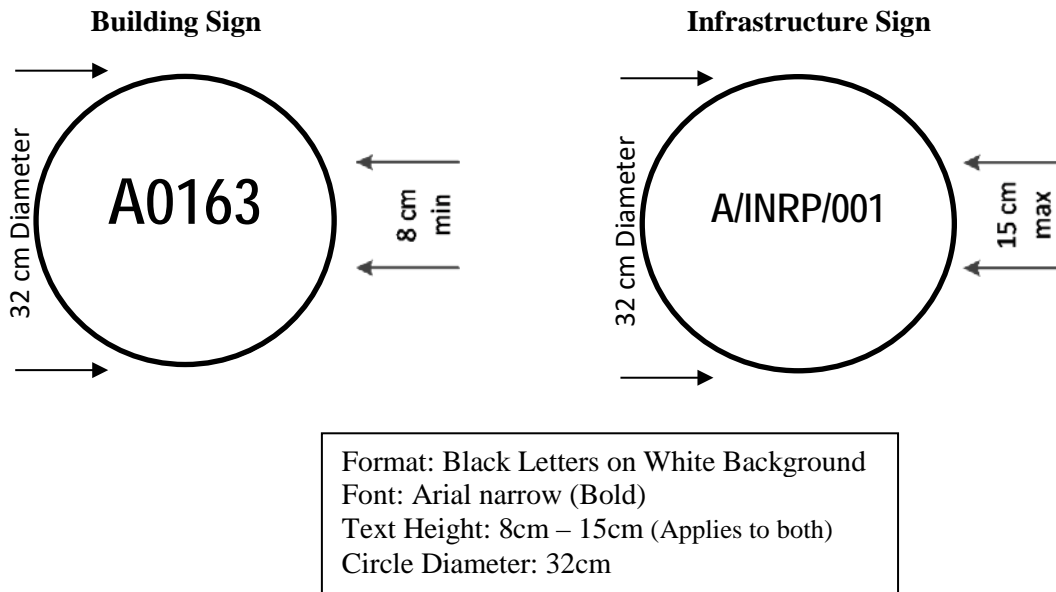


Figure 1: Building & Infrastructure Signage

Note: Where an existing building or infrastructure sign requires replacement due to poor condition, the replacement sign must conform to the SLS standard as detailed above. All new signage on the Defence Estate must adhere to this standard ensuring high contrast and visibility to suit conditions.

16. There is no requirement to label an infrastructure system as this is considered impractical. Infrastructure systems generally consist of individual estate items that shall be labelled and are functionally linked to the infrastructure system, e.g. IS.El.D (no label required) I.El.01.01 – Maintenance Pit (label required). Refer to Attachment 1 – Labelling Instructions for Infrastructure requiring signage or labelling including guidance on where these should be located.



Figure 2: Example of Infrastructure Label Format

Space Labelling

17. All building spaces shall be physically labelled and include the space EBI and barcode on the label to provide for easy identification of spaces, see **Figure 3**.

18. Spaces within a building shall be identified using the following format:

‘Building No’ – ‘Level Id’ – ‘Space Id’ followed by the same information in the barcode format. Example: 018 - 03 - 38



Figure 3: Example of Space (Room) Label Format

19. **The print on the Space label shall be permanent and fade resistant onto grey metallic adhesive labels.**
20. Lettering shall be no less than 5 mm in height.
21. The barcode shall be of either type 3 of 9 (compatible with PDA hardware) or Base Code 128 type (compatible with pocket PC).
22. The label shall be adhered to a surface, either horizontally or vertically (reading bottom to top) as appropriate and above eye level. The surface shall preferably not be concrete, rendered cement, bricks or any other surface which will hinder adherence.
23. The label shall be placed on the door handle side of the architrave for the space about to be entered (Figure 5), on the inside where the door is an external door, or in a clearly visible place if those options are not practical.
24. The label shall be placed in a protected location, and must be accessible to a barcode scanner.

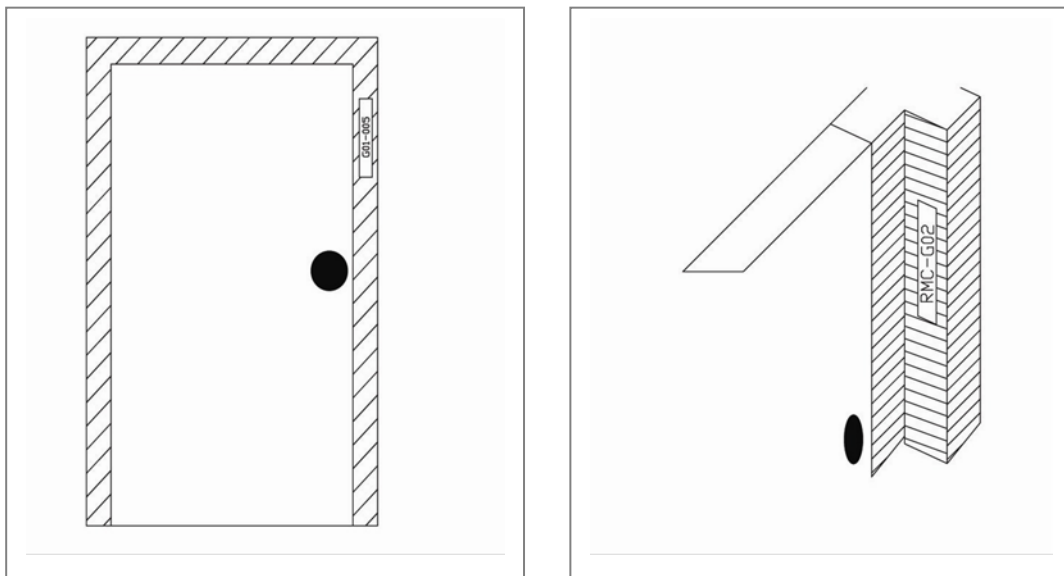


Figure 4: Space Label Placement

25. In passageways, the label shall be placed horizontally and one label shall be placed at each end of long passageways.

26. In large areas the label shall be easily identified at the main entrance. Where possible a label should also be placed at all entry points.

27. Where a space is a workstation (e.g. in open plan office space) the workstation will be labelled. The preferred location is on the vertical edge of the desk surface to the extreme left or right of the desk (to minimise wear) such that the label is visible from a corridor/passageway (if possible).

Equipment System Labelling

28. Where an equipment system requires a physical label, the label shall include the equipment system EBI and barcode. Refer to Attachment 1 – Labelling Instructions for Equipment System including guidance on where these should be located.

- a. for Equipment Systems on a property ‘Property/Site/Equipment System’ – e.g. 0908/A/ES0001: See Figure 5; and



Figure 5 – Example of Equipment System Label on property

- b. for Equipment Systems in buildings ‘Site/Building/Equipment System’ - e.g. A/0163/ES0001: See Figure 6



Figure 6 – Example of Equipment System Label on buildings

29. **Equipment System with No Child Equipment.** Equipment systems with no children, e.g. Earthing and Bonding (ES.El.EB) and where Attachment 1 identifies that a label is required shall be physically labelled at the inspection access point where planned maintenance or inspections occur. Ensure to review for appropriateness of label used for certain conditions i.e. use metal rather than plastic.

30. **Equipment Systems with Children.** Equipment systems with children shall be physically labelled where required, as per Attachment 1 – Labelling Instructions. For example, it would be appropriate to apply a label to a fire sprinkler system because there is

child equipment related. It is beneficial to uniquely identify the system and it is possible to physically apply a label in the fire sprinkler system control room.

Equipment Labelling

31. Equipment items shall be physically labelled with an equipment label that includes the equipment EBI and barcode. Labels are not to be removed unless being replaced immediately. If the label is required to be replaced as a result of poor condition or missing label, the same equipment number must be printed on the replacement label.



Figure 7 – Example of Equipment Label Format

Label Production Requirements

32. All Infrastructure, Equipment System and Equipment labels shall be made of a durable adhesive nature, suitable for the environmental and equipment conditions e.g. for internal or external use and conform to Australian Standards where applicable. Refer to Attachment 1 - Labelling Instructions (Application Matrix Tab) for examples of label types. Space Labels shall be permanent and fade resistant onto grey metallic adhesive labels as described in Paragraph 21 of this instruction.

33. All labels must conform with these Labelling Standards and specifically:

- a. **The printing process shall be permanent, fade resistant and onto durable adhesive labels, suitable for the conditions e.g. internal or external placement. This printing standard is to be consistent across Australia on all Defence estate.**
- b. Lettering shall be no less than 5 mm in height.
- c. “Department of Defence” at the top of the label.
- d. The relevant EBI (or reduced EBI as applicable) underneath the “Department of Defence”.
- e. A barcode in the centre of the label: the barcode shall represent the EBI (or reduced EBI as applicable). The barcode shall be of either the ‘3 of 9’ type (compatible with PDA hardware) or Code 128 type (compatible with pocket PC).
- f. **“DO NOT REMOVE”** at the bottom of the label. See Figures 2, 3, 5, 6 & 7.

34. The label shall be adhered to a surface on the equipment or adjacent to, using discretion regarding the temperature and texture of the surface. The label shall be placed in a location

that is accessible for a barcode scanner as recommended in Attachment 1 – Labelling Instructions.

Existing Equipment Item and Equipment System Labels

35. It is not envisaged that the contractor changes the existing labels to comply with the above equipment and equipment system label standard as a separate exercise.
36. Existing equipment systems or equipment without a label, and where a record exists in GEMS, shall have a label produced with the allocated EBI, IAW this SLS.
37. Replacement equipment or equipment systems are to be labelled IAW this SLS.

Equipment Labelling of Registered Plant

38. The Defence Plant Joint Special Licence (JSL) identification and labelling requirements are contained in Schedule 1 – Licence Conditions (e-f) at Attachment 1. The Schedule requires Defence to ensure that each item of registrable plant (RP) operated under the licence is identified with a unique identifying number and that the unique identifying number is displayed on or near the item of plant. The change in terminology by Defence to EBI continues to satisfy the Schedule 1 licence conditions and the statutory requirement to link the item of plant to the statutorily required RP record (RP Register in GEMS). The requirement for tagging or labelling JSL equipment is also found on DEQMS [Chapter K – Physical Requirements of the Defence Technical Publication for Management of Registrable Plant](#).

Attachment:

1. [Labelling Instructions](#).