

SPECIFICATION FOR AGS FORMAT

1.0 GENERAL

Unless otherwise stated in the Contract, the Contractor is to provide field and laboratory data in digital form, as well as in paper format. The contractor shall submit the digital data in Compact Disc format (2 sets).

The definitive copy of the field and laboratory data shall be the paper copy.

2.0 FORMAT

The format of the digital data files shall comply with the Association of Geotechnical and Geoenvironmental Specialists (AGS) publication 'Electronic transfer of geotechnical and geoenvironmental data' 3rd edition or later version (electronic format of this edition can be downloaded from <http://www.ags.org.uk/datatransfer/download.cfm>).

Any new groups or fields shall only be created with the Engineer's approval.

3.0 SECURITY

All disks, or other agreed transmission media, shall be securely labelled and clearly marked with:

- (a) The title 'AGS Format Data'
- (b) The project identification (PROJ-ID) (to be obtained from the Engineer)
- (c) The date of issue to the Engineer
- (d) The name of the Contractor
- (e) The name of the Consulting Firm
- (f) The name of the Client
- (g) The unique issue sequence number
- (h) The volume no (if more than one disc)

If more than one disk, or other agreed transmission medium, is required, then each shall be clearly labelled to indicate the order in which the Engineer should read the data. The split of the data into separate files shall be decided by the Contractor. The unique sequence number shall run sequentially from the start of the contract. Where more than one disk is required for a particular issue of digital data, this fact shall be clearly identified on the labels in that issue. The format of label shall be approved by the Engineer.

The general maintenance period for the data in AGS format shall be 12 months after submitting the final factual report to the Consultant, unless otherwise instructed by the Consultant. Until the completion of the maintenance period, the Contractor shall keep an index detailing:

- (a) The heading 'AGS Format Data'
- (b) The title 'Media Index Record'
- (c) The project identification (PROJ_ID)
- (d) The unique issue sequence number
- (e) The date of Issue to the Engineer
- (f) The name of the Contractor issuing the transmission media
- (g) The name of the Consulting Firm to whom the transmission media was issued
- (h) The name of the client
- (i) A general description of the data transferred and/or a file listing for associated files

For each AGS Format data set, including all associated files, the index will detail:

- (a) The file name including the extension

- (b) The date the file was created
- (c) The time the file was created
- (d) The file size in bytes
- (e) A general description of the data contained in each file and/or a file listing for associated files

The Contractor shall retain one copy of the index sheet and shall issue to the Engineer a copy of the completed index sheet with the disk(s), or other agreed transmission medium.

All data files shall be checked for viruses before issue using a recent proprietary anti-virus program.

4.0 Preliminary Data

The Contractor shall issue digital copies of all preliminary data whenever required by the Engineer. At the completion of each field test location (e.g. borehole, piezocone, vane shear, Mackintosh Probe, etc), the digital data shall be submitted to and received by the Engineer within 48 hours. Emailing of data is allowed if the data and label are in the format approved by the Engineer

The preliminary data may be subjected to update as necessary in the light of laboratory testing and the further examination of samples and cores. When available, laboratory data shall also be submitted.

In addition to the labelling as stated in Item 3.0 of this specification, the disks shall be labelled 'PRELIM' and a unique sequence number given to the disk for each issue of digital data to the Engineer.

A list of data items not included in the digital data but included in the paper copy shall be provided.

All preliminary data in digital form shall be able to be presented in the same form as it is to be used for the Factual Report. The digital data must be produced from the same source/program as that used to produce the factual report.

5.0 Factual Report

In addition to the labelling as stated in Item 3.0 of this specification, the disk(s), or other agreed transmission media, submitted with the Factual Report shall be labelled 'FINAL'.

The digital data provided by the Contractor with the Factual Report is required to be complete and a total replacement of any previous preliminary data.

In addition to the paper copies of the Factual Report, the Contractor shall provide a Report with a digital copy of those field and laboratory data and associated files specified in the Contract to be in digital form. This report shall consist of a disk(s), or other agreed transmission medium, containing the digital data and associated files, paper copies of any data or drawings not included in digital form. The file format for associated files shall be agreed in advance between the Contractor and the Engineer. The paper copies shall be firmly bound within proper covers.

6.0 Dummy Set of Data

Prior to the start of work on the Contract the Contractor shall submit to the Engineer a dummy set of data in the required format for the approval of the Engineer.

7.0 Submitting Data

Updated disks, or other agreed media and format, shall be provided as required by the Engineer as work proceeds. The Contractor shall make two identical copies of each disk, whether preliminary or final. The first copy shall be retained by the Contractor until the expiry of the contract maintenance period. The second copy will be issued to the Engineer.

8.0 Units of Measurement

The preferred units of measurement shall be in Metric and those given in the AGS publication 'Electronic transfer of geotechnical and geo-environmental data' unless other units of measurement for digital data are stated in the Contract. The units of measurement must be given in the AGS Format files, and must be the same as those used in the paper version of the report.



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