



# FINAL DRAFT International Standard

## ISO/FDIS 55013

### Asset management — Guidance on the management of data assets

*Gestion d'actifs — Orientation sur la gestion d'actifs de données*

ISO/TC 251

Secretariat: **BSI**

Voting begins on:  
**2024-04-01**

Voting terminates on:  
**2024-05-27**

iTeh Standards  
(<https://standards.itih.ai>)  
Document Preview

[ISO/FDIS 55013](https://standards.itih.ai/catalog/standards/iso/30423e95-4320-468a-b455-c27f385d0af1/iso-fdis-55013)

<https://standards.itih.ai/catalog/standards/iso/30423e95-4320-468a-b455-c27f385d0af1/iso-fdis-55013>

RECIPIENTS OF THIS DRAFT ARE INVITED TO SUBMIT, WITH THEIR COMMENTS, NOTIFICATION OF ANY RELEVANT PATENT RIGHTS OF WHICH THEY ARE AWARE AND TO PROVIDE SUPPORTING DOCUMENTATION.

IN ADDITION TO THEIR EVALUATION AS BEING ACCEPTABLE FOR INDUSTRIAL, TECHNOLOGICAL, COMMERCIAL AND USER PURPOSES, DRAFT INTERNATIONAL STANDARDS MAY ON OCCASION HAVE TO BE CONSIDERED IN THE LIGHT OF THEIR POTENTIAL TO BECOME STANDARDS TO WHICH REFERENCE MAY BE MADE IN NATIONAL REGULATIONS.

iTeh Standards  
(<https://standards.iteh.ai>)  
Document Preview

[ISO/FDIS 55013](https://standards.iteh.ai/catalog/standards/iso/30423e95-4320-468a-b455-c27f385d0af1/iso-fdis-55013)

<https://standards.iteh.ai/catalog/standards/iso/30423e95-4320-468a-b455-c27f385d0af1/iso-fdis-55013>



**COPYRIGHT PROTECTED DOCUMENT**

© ISO 2024

All rights reserved. Unless otherwise specified, or required in the context of its implementation, no part of this publication may be reproduced or utilized otherwise in any form or by any means, electronic or mechanical, including photocopying, or posting on the internet or an intranet, without prior written permission. Permission can be requested from either ISO at the address below or ISO's member body in the country of the requester.

ISO copyright office  
CP 401 • Ch. de Blandonnet 8  
CH-1214 Vernier, Geneva  
Phone: +41 22 749 01 11  
Email: [copyright@iso.org](mailto:copyright@iso.org)  
Website: [www.iso.org](http://www.iso.org)

Published in Switzerland

# Contents

	Page
<b>Foreword</b> .....	<b>v</b>
<b>Introduction</b> .....	<b>vi</b>
<b>1 Scope</b> .....	<b>1</b>
<b>2 Normative references</b> .....	<b>1</b>
<b>3 Terms and definitions</b> .....	<b>1</b>
<b>4 Managing asset data</b> .....	<b>2</b>
4.1 General.....	2
4.2 Asset data.....	3
4.2.1 Data requirements.....	3
4.2.2 Processes for collection, analysis and evaluation.....	4
4.2.3 Processes for management.....	4
4.2.4 Alignment of terminology.....	4
4.2.5 Consistency and traceability.....	4
4.3 Documented information.....	4
4.3.1 General.....	4
4.3.2 Identification and description.....	4
4.3.3 Format.....	5
4.3.4 Suitability and adequacy.....	5
4.3.5 Ensuring availability.....	5
4.3.6 Protection of documented information.....	5
4.4 Data life cycle stages.....	6
4.4.1 General.....	6
4.4.2 Define.....	6
4.4.3 Collect.....	6
4.4.4 Store.....	6
4.4.5 Reporting.....	7
4.4.6 Decide.....	7
4.4.7 Distribute.....	8
4.4.8 Dispose/archiving.....	8
<b>5 Delivering value from asset data</b> .....	<b>8</b>
5.1 Asset data's role in decision-making.....	8
5.2 Usefulness of asset data.....	9
5.3 Align with prevailing data standards.....	9
5.4 Acquisition, storage and disposal of asset data.....	9
5.5 Costs and benefits of the usefulness of asset data.....	10
<b>6 Identifying data assets</b> .....	<b>10</b>
6.1 General.....	10
6.2 Key considerations for recognizing data assets.....	10
<b>7 Managing data assets</b> .....	<b>11</b>
7.1 General.....	11
7.1.1 Benefits provided by management of data assets.....	11
7.1.2 Support for organizational objectives.....	11
7.2 Identify data related to each organizational objective and strategy.....	11
7.3 Assess data availability.....	12
7.4 Applying asset management to data assets.....	12
7.5 Interoperability of the data asset.....	13
7.6 Digital preservation.....	13
7.7 Culture.....	13
<b>8 Governance</b> .....	<b>14</b>
<b>Annex A (informative) Data asset examples</b> .....	<b>15</b>
<b>Annex B (informative) Data activities</b> .....	<b>17</b>

**iTeh Standards**  
**(<https://standards.itih.ai>)**  
**Document Preview**

[ISO/FDIS 55013](https://standards.itih.ai/catalog/standards/iso/30423e95-4320-468a-b455-c27f385d0af1/iso-fdis-55013)

<https://standards.itih.ai/catalog/standards/iso/30423e95-4320-468a-b455-c27f385d0af1/iso-fdis-55013>

## Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of ISO document should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see [www.iso.org/directives](http://www.iso.org/directives)).

ISO draws attention to the possibility that the implementation of this document may involve the use of (a) patent(s). ISO takes no position concerning the evidence, validity or applicability of any claimed patent rights in respect thereof. As of the date of publication of this document, ISO had not received notice of (a) patent(s) which may be required to implement this document. However, implementers are cautioned that this may not represent the latest information, which may be obtained from the patent database available at [www.iso.org/patents](http://www.iso.org/patents). ISO shall not be held responsible for identifying any or all such patent rights.

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT), see [www.iso.org/iso/foreword.html](http://www.iso.org/iso/foreword.html).

This document was prepared by Technical Committee ISO/TC 251, *Asset management*.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at [www.iso.org/members.html](http://www.iso.org/members.html).

ISO/FDIS 55013

<https://standards.iteh.ai/catalog/standards/iso/30423e95-4320-468a-b455-c27f385d0af1/iso-fdis-55013>

## Introduction

### 0.1 General

This document gives guidance on the management of data when applying asset management principles or requirements for an asset management system. These principles and requirements are described in ISO 55000 and ISO 55001, respectively. Much of asset management involves decision-making with decisions being reliant on data, particularly for larger and more complex contexts.

This document is intended to facilitate organizations in their management of data in the context of asset management. Effective asset management typically relies on the proper management of data that is pertinent to the assets. Organizations can manage the data as an asset to support their organizational management. This document covers management of data both for supporting the practice of asset management and for handling the data as an asset.

NOTE For the purposes of this document, the term “asset data” is used to refer to data that lists and describes an asset and the term “data asset” is used to refer to collections of asset data that has the properties of an asset.

This document gives guidance for those who:

- a) are identifying the usefulness or fitness for purpose of data for achieving the asset management objectives of the organization, including fulfilling its accountability;
- b) are involved in the establishment, implementation, maintenance, stewardship and improvement of data in the context of asset management;
- c) are involved in the planning, designing, implementation and reviewing of data-based asset management activities along with service providers;
- d) are asset owners, asset managers, information managers, service providers, maintainers, partners, auditors, regulators and investors;
- e) are the internal and external stakeholders, including internal and external personnel, that affect, or are affected (positively or negatively) by, the management of data in the context of asset management.

Management of data can play a critical role in other management systems as well as in an asset management system. Meanwhile, there can be many benefits for organizations to integrate and implement multiple management systems. The achievement of mutual alignments to other management systems requires an approach based on an appropriate cross-functional data exchange and analysis within the organization.

### 0.2 Context of this document

Against a background of advances in information technology (IT) and diversifying stakeholder demands, how data should be managed in the context of asset management is now seen as a pressing issue for many organizations. As organizations get larger and tend to become more complex, the need for reliable data to support sound decision-making becomes increasingly important. Data acquisition and maintenance is a cost to an organization, while data’s potential value is realized when it is used or can be used in the future. The value of data is diminished if it is unreliable, out of date and/or applied incorrectly.

Accordingly, the role of data is changing from being a resource that supports management activities to a non-physical asset from which value is generated by being managed in a coordinated way, just like any other tangible or intangible asset.

Data in the context of asset management has its own characteristics as follows:

- a) like physical assets, asset data follows a sequence of life cycle stages; it can be used many times although the usefulness of data can change as they move along their life cycle;
- b) data can be stolen if not protected appropriately; such data theft does not bring data loss and can therefore not be immediately evident to an organization yet create sustained negative impacts;

## ISO/FDIS 55013:2024(en)

- c) data are easy to copy, transport and even corrupt, but they can be difficult or impossible to reproduce if they are lost, destroyed or corrupted;
- d) data can be used for multiple purposes: the same data can even be used by multiple people at the same time; similarly, many people and processes can be adding or updating data simultaneously;
- e) data can generate new value when combined with other assets;
- f) many uses of data often lead to more data to handle as a result; most organizations manage increasing volumes of data and the relationships between data sets;
- g) data and information are essential in conducting business within an organization and/or between two functions or divisions; most business decisions from the strategic to the operational level generally involve the sharing of data.

While some of these characteristics are similar to other assets, as a whole, they differ in nature from those of other asset types. This requires different approaches to ensure that the management of data supports its objectives in the context of asset management.

Different data sets may be treated as assets which can be critical to the success of the organization. In such situations, organizations may treat such collections of data as data assets. The principles of asset management described in ISO 55000 should be applied to the management of data assets.

### 0.3 Relationship to ISO 55000 and ISO 55001

ISO 55000 is the foundation for implementing asset management, and therefore the prerequisite to understand this document.

ISO 55001 can be applied by organizations to establish and implement an asset management system. This also applies to an asset management system for data assets. On the other hand, since an organization's asset management system is supported by decision-making based on information or data and its analysis, the process of determining decision-making criteria in an asset management system that meets the requirements of ISO 55001 generally includes the process of managing data. As such, this document facilitates organizations to include data assets within their asset management system.

[ISO/FDIS 55013](https://standards.iteh.ai/catalog/standards/iso/30423e95-4320-468a-b455-c27f385d0af1/iso-fdis-55013)

<https://standards.iteh.ai/catalog/standards/iso/30423e95-4320-468a-b455-c27f385d0af1/iso-fdis-55013>





# Asset management — Guidance on the management of data assets

## 1 Scope

This document gives guidance on managing data to support an organization in meeting its asset management objectives and by extension its organizational objectives.

This document is applicable to any organization, regardless of its type or size.

This document does not provide methodologies to derive or appraise value for data assets.

This document does not provide methodologies to derive financial values for data assets.

This document does not provide direction to organizations on the need (or not) for calculating financial values for asset data.

## 2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 55000, *Asset management — Vocabulary, overview and principles*

## 3 Terms and definitions

For the purposes of this document, the terms and definitions given in ISO 55000 and the following apply.

ISO and IEC maintain terminology databases for use in standardization at the following addresses:

- ISO Online browsing platform: available at <https://www.iso.org/obp>
- IEC Electropedia: available at <https://www.electropedia.org/>

### 3.1

#### **asset data**

data that lists and describes an asset

Note 1 to entry: Asset data can exist in a number of formats such as structured data, documented information, sensor data, etc. requiring different approaches to their management.

Note 2 to entry: Data supporting asset management decision-making can be considered as asset data.

### 3.2

#### **data asset**

data that has the properties of an asset

Note 1 to entry: Data assets can be managed as an asset in accordance with ISO 55001.

Note 2 to entry: *Asset data* (3.1) can be part of more than one data asset. Data assets can have relationships between each other.

### 3.3

#### **type**

data type

named category of data characterized by a set of values, a syntax for denoting these values, and a set of operations that interpret, manipulate or store the values

[SOURCE: ISO/IEC 1539-1:2023, 3.144, modified — “or store” added.]

### 3.4

#### **metadata**

data that defines and describes other data

[SOURCE: ISO 24531:2013, 4.32]

### 3.5

#### **data quality**

degree to which a set of inherent characteristics of data fulfils requirements

[SOURCE: ISO 8000-2:2022, 3.8.1, modified — Note to entry deleted.]

### 3.6

#### **interoperability**

capability of two or more entities to exchange items in accordance with a set of rules and mechanisms implemented by an interface in each entity, in order to perform their specified tasks

Note 1 to entry: Examples of entities include devices, equipment, machines, people, processes, applications, computer firmware and application software units, data exchange systems and enterprises.

Note 2 to entry: Examples of items include services, information, material in standards, design documents and drawings, improvement projects, energy reduction programs, control activities, asset description and ideas.

Note 3 to entry: In this context, entities provide items to, and accept items from, other entities, and they use the items exchanged in this way to enable them to operate effectively together.

[SOURCE: ISO 18435-1:2009, 3.12, modified — “specified” replaced “respective” in the definition. Notes 1 and 2 to entry expanded. Note 3 to entry added.]

### 3.7

#### **governing function**

function responsible for the strategic guidance of the data governance programme

Note 1 to entry: The governing function is responsible for the prioritization of data governance projects and initiatives, and the approval of organization-wide data policies and standards, as well as enabling ongoing support, understanding and awareness of the data governance programme.

Note 2 to entry: Depending on the culture of the organization, a governing body can be known by other names such as the data governance committee, data governance steering council/committee/group, data governance advisory council/committee/group, data stewardship council/committee, data owners' council/committee.

## 4 Managing asset data

### 4.1 General

Asset management enables an organization to realize value from its assets in the achievement of its asset management objectives and by extension its organizational objectives. What constitutes value depends on these objectives, the nature and purpose of the organization, and the needs and expectations of its stakeholders (see ISO 55000).

Many asset management activities rely on effective decision-making which in turn relies on data and documented information. The asset data used by an organization to inform decision-making in turn requires effective management to ensure usefulness to the organization within the required timescales. Suitable accountability and management of these asset data is required to ensure and maintain usefulness.

Asset data can be created, acquired or generated at all stages of the asset life cycle. Asset data supporting asset management activities is generally required for at least as long as the asset itself exists. Asset data that conformed with the requirements of the organization at the time it was acquired does not necessarily conform to current organizational requirements.

The configuration or nature of the asset can constrain or prevent data acquisition activities and also make it difficult to check or improve incorrect or missing asset data. Asset interventions occur at a discrete period; therefore, subsequent checking or improvement of asset data arising from these interventions requires additional data sources.

## 4.2 Asset data

### 4.2.1 Data requirements

The organization should determine its data requirements and manage its data across its life cycle to support the scope of its asset management system to achieve both its asset management and organizational objectives (see ISO 55001:—, 7.6, which also deals with requirements related both to the data themselves and to their alignment across the organization's functions).

In addition, the organization should determine the following:

- a) Legal requirements: The legal requirements of holding, managing and transferring asset data.
- b) Data dictionaries: Data specifications and requirements by the organization's management system to enable consistent definition of attributes, units of measurement, criticality, quality and source for the different types of asset data.
- c) Data frequency: The frequency for updating data. While some asset data can remain static across all life cycle stages, others can be updated in pre-defined intervals of time.
- d) Data volume: The volume of data can determine which tools and storage environments are most appropriate to be used.
- e) Data security: Ensuring that data are protected from inappropriate access (e.g. from loss of confidentiality, improper use or improper modification including improper additions, alterations and deletions).
- f) Data availability: Ensuring the availability of data at critical times is defined and it is accessible by the asset management team when required.
- g) Data responsibility: Determining roles and responsibilities related to the management of asset data.

Where it is not possible for the organization to achieve these data requirements, it is important for the organization to provide direction as appropriate.

Before data can be published or used to make asset management decisions, its quality should be understood. Making decision-makers aware of what data are available and how their quality enables informed decision-making, mitigates risks related to confidence in the accuracy and effectiveness of the decisions being made.

By deriving meaning from data and by managing data to ensure that they are of sufficient quality to meet asset management objectives, they increase in usefulness to the organization.

Quality requirements for asset data closely relate to asset data requirements. Quality requirements are determined and managed alongside the data requirements to ensure an adequate balance of cost, risk and performance. Data quality can be assessed using a confidence scale similar to that of the condition scale of the underlying asset.

NOTE The ISO 8000 series provides guidance on assessing and managing data quality.

The identification of data requirements and associated quality requirements ensures that data are fit for purpose and provides support to decision-making processes as expected.