

Guidance Document

G-008

Manual of Good Practice

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Verification Activity Plan - Guide & Template

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A Manual of Good Practice is defined as:

A document which provides guidance on how to apply, interpret or achieve the requirements of engineering standards.

Authorised by:	_____	Date:	_____
Approved by:	_____	Date:	_____
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1 Purpose

- 1.1** LU has determined that a Verification Activity Plan (VAP) will be produced documenting LU's intended verification activities to gain assurance throughout the lifecycle of a proposed change, contract or maintenance activity.
- 1.2** This document aims to provide guidance on the identification of verification requirements and the contents of a VAP for a particular work activity.

2 Scope

- 2.1** This document provides guidance on the production of a VAP to manage LU Directorates' assurance requirements throughout the lifecycle of a proposed change, contract or maintenance activity including, should it be determined necessary, requirements for a safety verification scheme under the Railways and Other Guided Transport Systems (Safety) Regulations 2006.
- 2.2** This Manual replaces 5-01002-016 A1. The Manual has been re formatted and re-numbered. There were no technical changes.

Note: In a number of areas of this guide it is indicated that the content and amount of detail that a VAP will need to cover is expected to vary dependant upon the complexity of an activity and the risks involved i.e. a low risk activity should require minimal verification and therefore a simple 'one-page' VAP may be appropriate. In all instances the VAP being developed should be commensurate with the scale and associated risks of the activity.

3 Guidance

3.1 Introduction to VAP Development

3.1.1 What is a VAP and why is it needed?

A VAP is the means by which LU documents the verification activities it intends to carry out to gain assurance about a particular work activity. The main aim of the VAP is to document 'what' we need to verify (those things that we need to be assured that the supplier is doing correctly) and 'why' (because those things identified under 'what' are of concern and if not done correctly will impact on LU operations). It should cover all the known verification requirements across all the LU Directorates at any given point in the work activity life cycle and be reviewed and updated as determined necessary. The plan brings together all the Directorates' requirements for verification in one place to enable them to be effectively implemented, monitored, reviewed and revised i.e. managed. It should be approved by appropriate authorities within LU and, if necessary, approved by DART.

3.1.2 Who is responsible for producing a VAP?

Note: At the time of issue of this Manual of Good Practice, the LU ED Head of Technical Assurance is taking the lead role to ensure the development of VAPs is coordinated across LU. In due course this responsibility will transfer to CPO.

The development of the plan should be managed and coordinated by the relevant CPO Project Manager or LU Change Owner with inputs provided by identified lead managers from LU Directorates (e.g. ED's input to the plan will be the responsibility of the Lead Engineer for the work activity and SQE's will be the relevant Safety Assurance Manager).