



London Underground

Guidance Document:

G1040 A2: Products Register User Guide 25 March 2011



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Purpose

The purpose of the products register is to:

- provide an accessible catalogue of products which are accepted as suitable for purpose for use on the LU network
- promote innovation and shared learning across LU and suppliers
- reduce / eliminate duplication of assurance approvals
- provide a consistent approvals workflow and records retention
- obtain consent to test / trial products
- support LU Standard 1-011 Registration of Products



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Scope

The scope of the products register is:

- **Corporate:** London Underground and its suppliers.
 - **Asset type:** Any.
 - **Product types:** Any, including for example ...
- | | |
|---|--|
| • Items, parts / components | • Drawings |
| • Assemblies of parts | • Requirements / specifications |
| • Proprietary materials & products | • Processes |
| • Custom made materials & products | • User / operation manuals |

Applicability Note:

All products must be used in accordance with any current Standards that apply to the particular circumstances of the application (including LU; BS; EN; ISO; Network Rail and Rail Group Standards).



User Access and Enquiries

Request Logon

New users can request access to the register online at :

<http://www.lu-apr.co.uk>

Logon

Go to the web site <http://www.lu-apr.co.uk> and logon.

Note: You will be prompted to change your password the first time you logon and following any password re-set.

Enquires

Please see the frequently asked questions (FAQs) at the end of this user guide. If your question has not been answered there contact the LU Standards team by email with LU-APR in the subject line:

sqe.standardssecretariat@tube.tfl.gov.uk



Roles & Responsibilities

Role	Description
General User	A person with read-only access to the products register. General Users can search the register and view products that are at any stage in the workflow, view or print product registration certificates and any 'evidence' documents that are available to general users (i.e. those marked as 'public').
Proposer	A person who is associated with a specific organisation and has the correct user permissions can propose new products for registration. The Proposer of a product cannot also be its Sponsor or Acceptance Manager. A proposer must work with Sponsor and other interested parties to build the case for acceptance including understanding and meeting technical, performance and safety requirements.
Sponsor	An LU manager, or their nominated representative, who is familiar with the subject matter concerned and, acting as the LU contact / advisor to the proposer, is able to confirm that: - the product has a genuine application on the London Underground network, and - requirements to be met are clear, the proposal is robust and appropriate to submit for acceptance.
Requirement Approver	A person, agreed by the Acceptance Manager, who has the appropriate competence to verify that one or more requirement(s) are satisfied prior to acceptance of the product.
Acceptance Manager	An LUL responsible manager or their accredited representative who has the competence and authority for overall acceptance that a product is suitable for purpose. Where requirements are set, the Acceptance Manager also agrees the appropriateness of these and manages their approval.
HSQE Standards Manager	Responsible for the overall management of the system and specifically for user access, assigning proposals to the appropriate Acceptance Manager and authorising products for use.

