

Reference Document

G1137 Guidance to Structural Maintenance Work Flows

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MAYOR OF LONDON



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1 Purpose

- 1.1 The purpose of this document is
- To describe the key activities under which Structural Maintenance delivers its works
 - To provide guidance on the work flow of these activities as well as the roles and responsibilities for each key activity
 - To describe the approval process for changes to the Annual Asset Maintenance Programme.

2 Scope

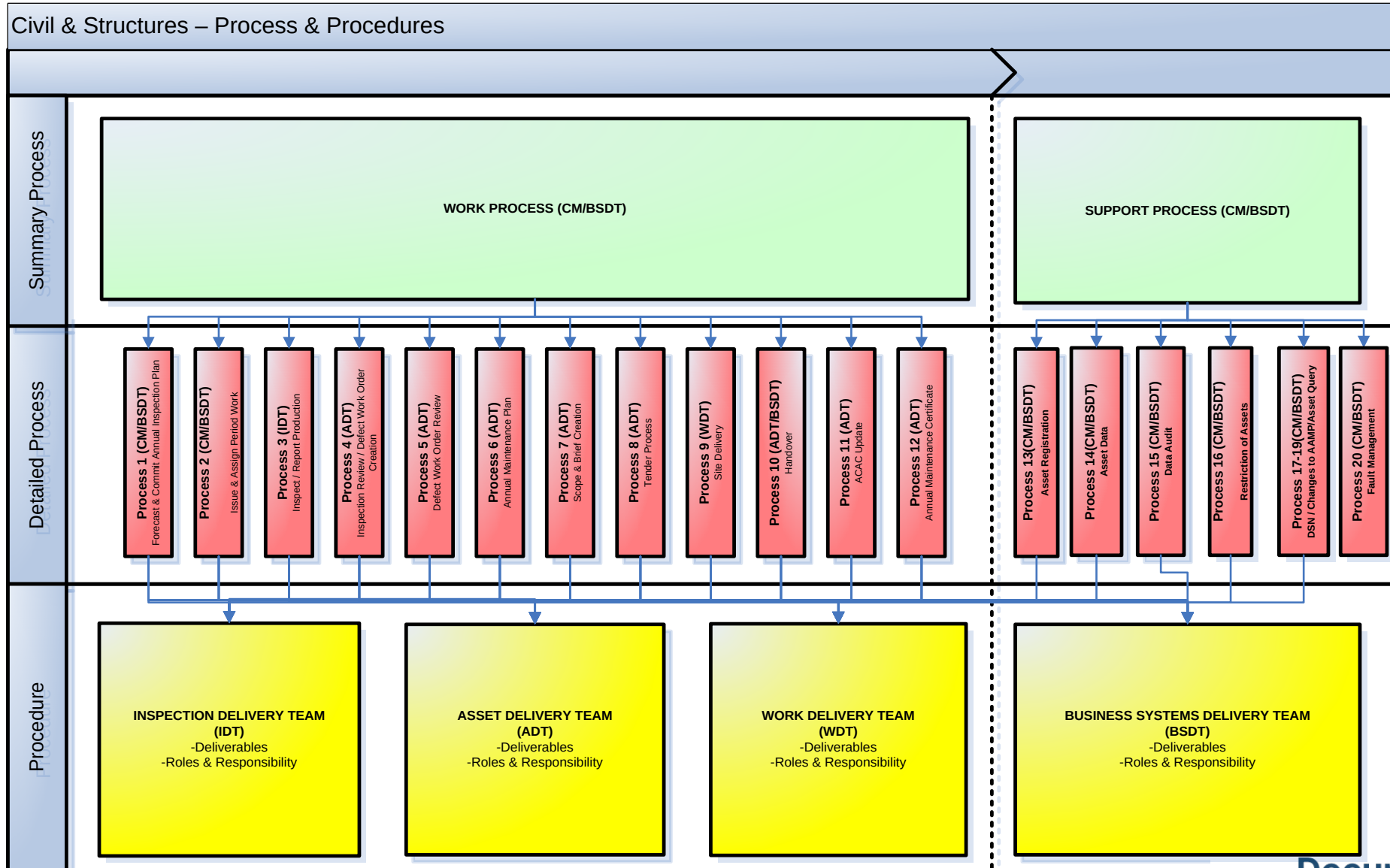
- 2.1 This Guidance is for internal use and it applies to all departments that fall within Structural Maintenance. These include the Inspection Delivery Team (IDT), Asset Delivery Team (ADT), Works Delivery Team (WDT) and Business Delivery Team (BDT).

3 Information

The areas responsible for delivering the Structural Maintenance works are the Inspection Delivery Team, the Asset Delivery Team and the Works Delivery Team. The Business Systems Delivery Team provides support to the three areas above through data management and reporting (see next page).



3.1 Overview of Processes and Procedures for Structural Maintenance





3.2 Detailed processes for CM, BSDT, IDT, ADT and WDT

Note that the various detailed process for CM, BSDT, IDT, ADT and WDT are covered under following in the Appendices in Section 7.

1. Forecast & Commit Annual Inspection Plan
2. Issue & Assign Period Work
3. Inspect/Report Production
 - Inspect/Report Production
 - NIR Process
4. Inspection Review/Defect Work Order Creation
 - DTT Inspection Review-Defect Work Order Creation
5. Defect Work Order Review
6. Annual Maintenance Plan
 - Change to Annual Maintenance Plan
7. Scope & Brief Creation
8. Tender Process
9. Site Delivery
10. Handover
11. ACAC Update
12. Annual Maintenance Certificate

3.3 Detailed processes for CM, BSDT

Note that the various detailed process for CM, BSDT are covered under following in the Appendices Section 7.

- 13 Asset Registration
- 14 Asset Data
- 15 Data Audit- ACAC Audit Function
 - Data Audit- Work Orders Raised
- 16 Restriction of Assets
- 17 Dangerous Structures (Do Not Use)
- 18 Approval Process for Changes to AAMP
- 19 Asset Query
- 20 Fault Management Centre
 - Fault Management Centre Direct

4 Abbreviations

The following abbreviations are created:

- a) Within London Underground's Glossary of Terms (S1622) (a Category 1 Standard);
- b) From published sources that are clearly identified.

Abbreviation	Definition	Source
CM	Civil Maintenance	a
IDT	Inspection Delivery Team	a
ADT	Asset Delivery Team	a
WDT	Work Delivery Team	a
BSDT	Business Systems Delivery Team	a
ACAC	Asset Condition Assessment and Certification	a
DSN	Dangerous Structure Notice	a
EDN	Early Defect Notification	a
ROA	Restriction on Asset	a
AAMP	Annual Asset Maintenance Programme	a
NIR	Non Inspection Record	a
SABRE	Site Access Booking for Railway Engineering	a
CCF	Change Control Form	a
RN	Regulatory Notice	a

5. Person accountable for the document

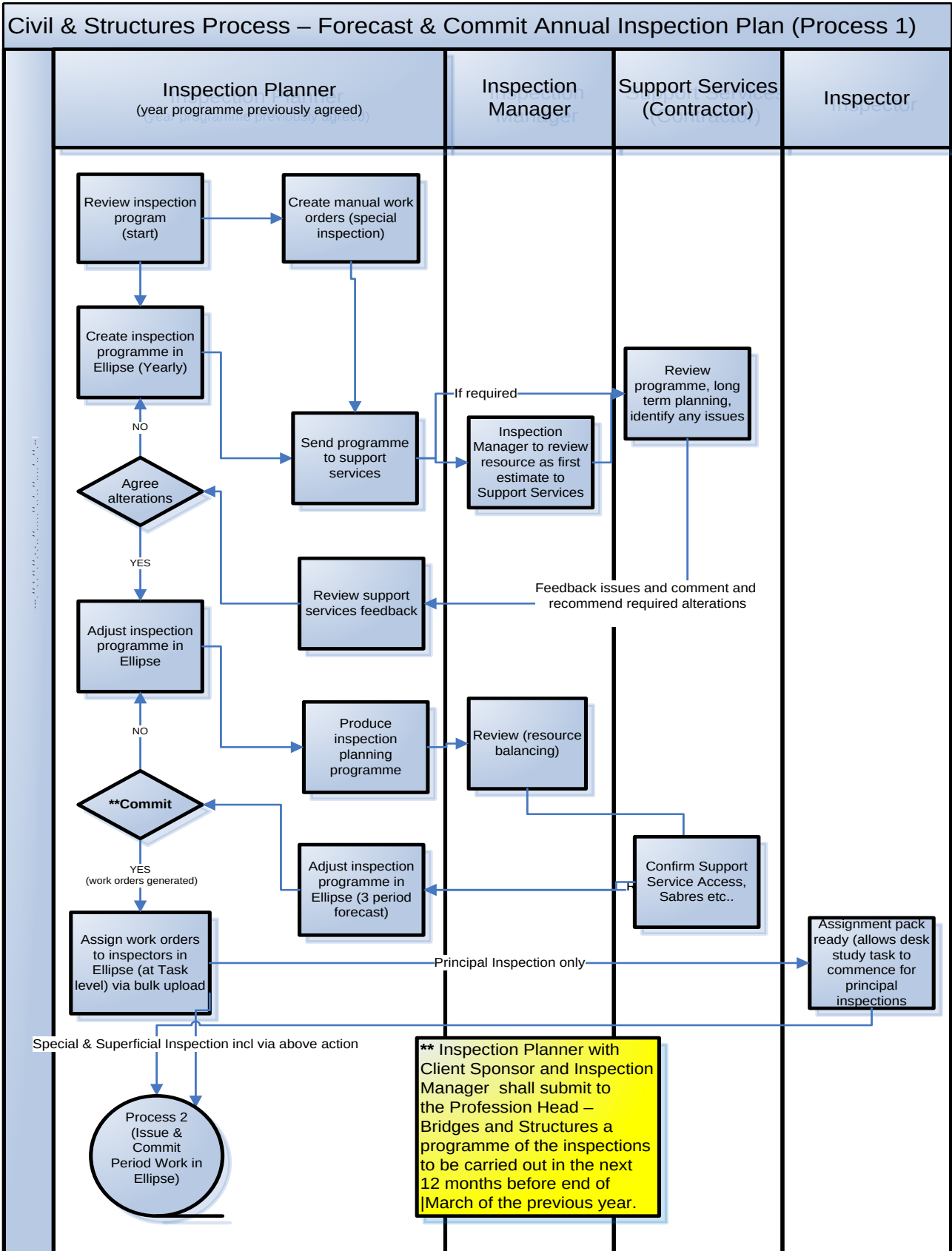
Person accountable for the document
Raj Sidhpura Structures Engineering Operations Manager

6. Document history

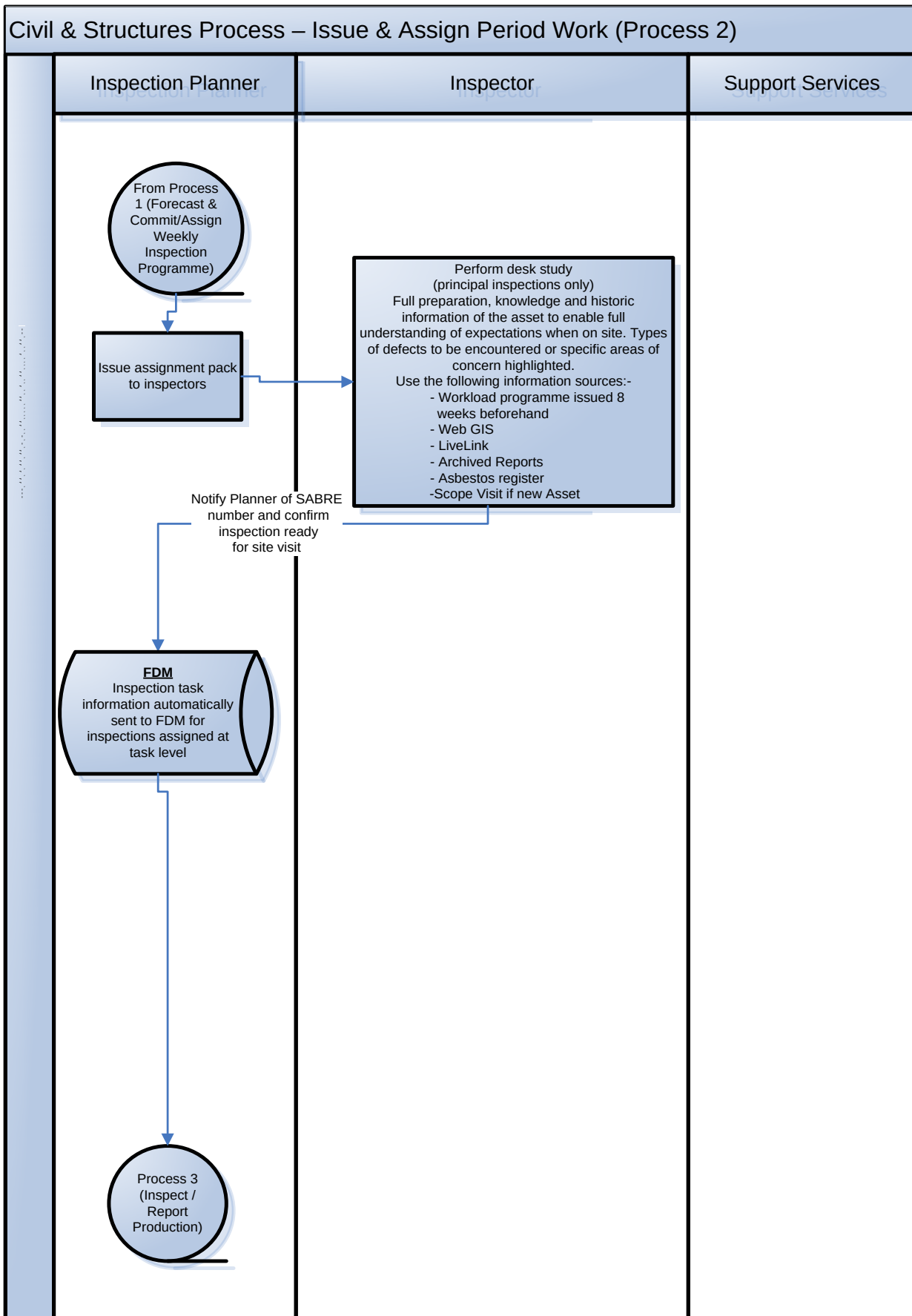
Issue no	Date	Changes	Author
A1	July 2011	New Guidance document authorised for issue	Flo Xhelilaj
A2	Dec 2014	Document updated to reflect the changes to organisation and BCV/SSL split as per DRACCT No. 03239.	R Sidhpura
A3	Jan 2015	Document updated to reflect the changes as agreed with Head of Profession to sections 7 DRACCT No. 03239.	R Sidhpura

7. Appendices

7.1 Forecast & Commit Annual Inspection Plan

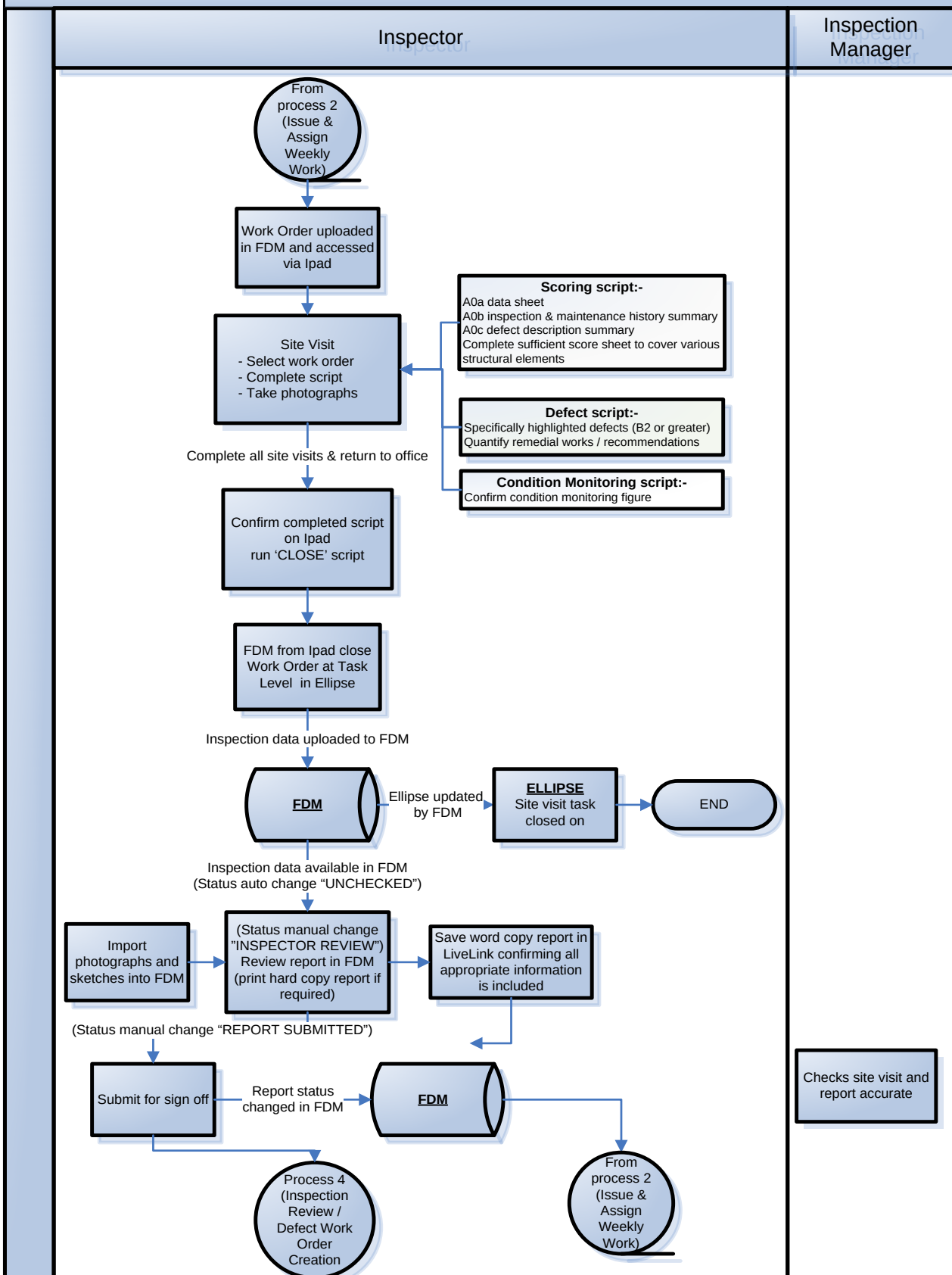


7.2 Issue & Assign Period Work



7.3 Inspection Report Production

Civil & Structures Process – Inspect / Report Production (Process 3)



7.3.1

Inspect/Report Production

