

Guidance Document

G1227 Signals - Overview of assurance of signal works

Issue No.: A1

Issue date: April 2012
Review date: April 2014

MAYOR OF LONDON

 **Documents**
Document Sharing Hub



Contents

1	Purpose	3
2	Scope	3
3	Guidance	3
3.1	Defining accountabilities and responsibilities	3
3.2	Licensing and competency – Directly employed LU staff	3
3.3	Licensing and competency – LU contractors and suppliers	4
3.4	Authority to work certificates (AWC) – LU staff	4
3.5	Authority to work certificates (AWC) – LU contractors	4
3.6	Planning of works	4
3.7	Provision, publication and availability of documents outlining asset specific maintenance methods	5
3.8	Communication of documentation updates	5
3.9	Technician sign-off of works completed	5
3.10	First line manager review and validation of works completed	5
3.11	Temporary Approval Non Conformance (TANCs)	5
3.12	Signal maintenance quality checks (SMQCs)	6
3.13	Submission of weekly maintenance reports	6
3.14	Assurance and asset performance report – Independent validation	6
3.15	Signal Maintenance Assurance Performance Meeting	6
3.16	ISO 9001 style Annual Management System Review	6
4	Supporting information	7
4.1	Safety considerations	7
4.2	Environmental considerations	7
5	References	7
5.1	Subject Matter Expert	7
5.2	Document history	7

This document must not form part of Contractual terms and conditions between London Underground and Suppliers.

Neither London Underground nor Suppliers are bound to provide any of the items or services or follow any processes described in this document unless they are also required to provide them explicitly by other, Contractually binding, documents.

The information within this document must not be used by London Underground or Suppliers to raise or moderate expectations of delivery by Suppliers or London Underground over and above Contractual requirements.

1 Purpose

- 1.1 The purpose of this guidance is to provide parties, both internal and external, with an overview in very broad terms of how Track and Signalling (Signals) delivers and covers assurance of work on its assets.

2 Scope

- 2.1 This guidance applies to the overall structure of assurance activities related to work on signalling assets for Track and Signalling, (Signals) within Asset Performance Directorate (APD).

This document applies to any works undertaken by the internal Maintenance workforce on Signals assets.

3 Guidance

3.1 Defining accountabilities and responsibilities

- 3.1.1 A full review of responsibilities and accountabilities within the signalling discipline, is recorded on a matrix and available on the Management system. The matrix is subject to control and review as per the requirements of work instruction produced to manage this tool.

[MR-WI-30450](#) Track and Signals – Overview of Accountabilities and Responsibilities
[MR-F-30503](#) Signals – Accountabilities and Responsibilities Matrix

3.2 Licensing and competency – Directly employed LU staff

- 3.2.1 All technicians who undertake work which impacts on the integrity of signalling assets are covered by the IRSE licensing scheme. As such, clear and documented evidence will be available to demonstrate:

- That they hold all the necessary licences to undertake their roles or
- That the appropriate controls are in place to continue in their roles whilst working towards holding the applicable licences or
- That a risk assessment has been undertaken and recorded to allow them to continue in their roles (Note : This does not include IRSE or Safety Critical competencies which cannot be extended) have expired or
- That if they have been restricted in terms of the works they can undertake that the nature of these restrictions has been communicated to all applicable managers