

Category 2 Standard

S2300 Change to Stations Assets CSA

Issue No.: A2

Issue date: January 2013
Review date: January 2018

MAYOR OF LONDON

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1 Purpose

- 1.1 The purpose of this Standard is to define the accountabilities, responsibilities and activities of the “Change to Stations Assets” (change control) process. Encompassing Asset changes within Lifts & Escalators, Communications & Electrical Systems, Pumps, Premises Equipment, Fire Systems & Mechanical Systems. This Standard is to ensure that all changes falling within the terms of reference of this process are managed, recorded and approved in a consistent and systematic manner.

2 Scope

- 2.1 This Standard applies to all proposed changes to Stations Assets within the APD Stations Directorate, which may have a material effect on the physical form, function or performance of the Asset, or an impact on the whole life management of that Asset.
- 2.2 Within the terms of this scope a change may include, but is not limited to:
- a) A physical modification to a station asset.
 - b) A change to asset maintenance or engineering standard, process, practice, test, schedules or periodicities.
 - c) A change to a station asset maintenance stock system, stock holding, equipment standard or setting, or procurement arrangement.
 - d) A change to an equipment overhaul or spare part specification or standard.
 - e) A temporary change to a station asset for authorised trials, test or R&D purposes.
 - f) A change of the supplier of a safety critical part or services associated with a safety critical part i.e.: repair, overhaul or manufacture.
 - g) Provision of a component or part for which the original design details are not available. (a process commonly known as reverse engineering as defined in LU Standard 1-180).
- 2.3 Incorporated within this scope is the provision of engineering support for minor works, arising from scheduled maintenance work, inspection and condition monitoring. That may entail minor changes to asset design arrangements to facilitate completion of such work. This type of issue will be a one off arrangement but may affect a number of assets or the design and maintenance of assets types across Stations.

3 Requirements

3.1 Process

- 3.1.1 The CSA process is designed to provide technical assurance of engineering changes to station assets. Where the change may have an effect on either the whole life asset management of station infrastructure, or the operational environment of the Station.
- 3.1.2 It may require acceptance by other parties i.e. track, signals or COO. Involving consultation and the application of change control processes within the affected disciplines. These requirements are detailed in LU Assurance standard S1538.

- 3.1.2 Certain changes may require the issue of a Certificate of Technical Conformance as defined in section 3.21 of LU cat 1 standard S1538 Assurance
- 3.1.3 A change may be initiated from any source if it provides a benefit to LUL. The Change Manager (Requester) shall ensure that all aspects of the change are fully considered, including (but not limited to) the effect on function, performance, service life, reliability, maintainability, interchangeability, cost and programme, whole life asset management, including impact on supporting management processes and systems.

Several templates are provided to facilitate progress through the following process:-

- (a) A form (Template F0536) - Provides a clear description and scope of the required change to aid the design process and is the reference document for the scope of the change.
- (b) B form (Template F0537) - Identifies the description and scope of the change that has been authorised at the time the CSA is issued.
- (c) C form (Template F0538) - Provides confirmation that the change has been implemented and all the requirements of the CSA have been completed.

Note: Two check lists have been included: F0535, to aid design consultation, and F0534, a maintenance checklist.

- 3.1.4 All CSAs must contain a prioritisation code to determine its urgency with an agreed timescale for completion before being issued. The prioritisation allocation shall be based on the risk prior to the proposed change and where the CSA is supporting a case for continued safe operation, it shall be referenced on the CSA form (F0533). (via the Local Risk Register) – evaluating Asset Performance and Budget Implications.

The prioritisation levels are as follows:

a) A1 High safety risk:

Potential to cause top ten event, CSA is providing either mitigation or a final solution to a serious safety risk.

b) A2 Medium Safety risk:

A low safety risk but the consequences of failure may have associated operational safety risks either due to the affect of the failure mode on operation of the train or the current level of occurrences may impose an unacceptable risk to the operational railway.

c) A3 Low Safety Risk:

Supporting an engineering improvement

- 3.1.5 In all cases where the change includes the installation of new equipment, software or alterations to existing arrangements the installation and testing instructions shall be included in the reference documentation. This also applies to any additional maintenance requirements or changes to existing maintenance documentation.

- 3.1.6 Where the CSA is supporting a trial or test it shall clearly identify the reasons for the test/trial, the assessment criteria to be used and the success criteria. Reference documentation shall include:

- a) Installation and removal instructions for test equipment or software (including any test requirements to confirm integrity of the installation).
- b) A test plan detailing how the test will be conducted, measurements to be taken and how these will be recorded.

- c) A final report and conclusions from the test.

3.1.7 In cases where the CSA identifies procurement or logistical requirements the following shall be included:

- a) Part description, specification and where appropriate drawing details including a safety critical parts rating where appropriate, to provide an unambiguous engineering description in support of an application for a part number.
- b) Supplier details if there is a preferred sole supplier including justification for choice.
- c) Where parts or equipment are specifically manufactured for a change, consideration shall be given to any requirements for technical, engineering or inspection verification as part of the supplier approval process.
- d) Identification of any parts made redundant by the change including any specific disposal arrangements.

3.1.8 To address the demands of maintaining and repairing failed assets within the constraints of the operational railway – ensuring passenger safety and asset performance is paramount. Emergency Asset changes are authorised by the Delegated Authority and controlled via the Ellipse Work Order Minor Works Process and its associated forms F0539 & F0540

3.1.9 When an asset maintenance or engineering Standard cannot be achieved, or is subject of a temporary non-compliance or mitigation regime – the variance from Standard shall be subject to the “Concession for Lift & Escalator Inspections”. W0167

3.2 Records

A CSA register shall be maintained within the CAI Document Management System for each Station Asset area, to provide a unique number for each CSA and will record:

- a) Allocated number
- b) Date CSA Number Allocated
- c) CSA Title
- d) Date CSA Approved
- e) Date CSA change was completed
- f) Date CSA Form received
- g) Change Manager (requestor)

3.2.1 The approved CSA document and all referenced documentation including approved drawings, A, B and C forms, shall be forwarded to the CSA Facilitator (CAI Administrator) and filed electronically in the CAI Document Management System provided within LiveLink for this purpose. (process to be referenced within the Managers Handbook).

3.2.2 Where documents were not available at the time of issue, such as updated maintenance documents or a final report for a trial or test, they will be recorded on the B form and a copy which shall be retained for reference by the Change Manager (Requestor) within the CAI Document Management System with Livelink - .

3.2.3 On completion of the change a signed C form and all outstanding documentation recorded on the B form shall be forwarded to the CSA Facilitator (CAI Administrator) and filed electronically within the CAI Document Management System. ECR Engineering Change Request W0304 and Ellipse Asset Register changes being subject to Asset Data Register Change procedure W0808.

3.2.4 All drawings associated with the CSA will be added or updated within the CAI Document Management System by the CSA Facilitator (CAI Administrator).