

Information for users

At the present time, the specific Trackwork Information Sheets referenced in this Index are **only** available within Network Rail.

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For further information, please contact:

IHS Customer Support

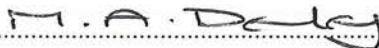
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Guidance Note

Index of track work information sheets (TWI)

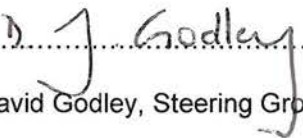
Endorsement and Authorisation

Endorsed by:



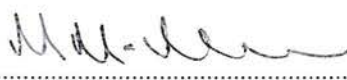
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User information

This Network Rail standard contains colour-coding according to the following Red–Amber–Green classification.

Red requirements – no variations permitted

- Red requirements are to be complied with and achieved at all times.
- Red requirements are presented in a red box.
- Red requirements are monitored for compliance.
- Non-compliances will be investigated and corrective actions enforced.

Amber requirements – variations permitted subject to approved risk analysis and mitigation

- Amber requirements are to be complied with unless an approved variation is in place.
- Amber requirements are presented with an amber sidebar.
- Amber requirements are monitored for compliance.
- Variations can only be approved through the national non-compliance process.
- Non-approved variations will be investigated and corrective actions enforced.

Green guidance – to be used unless alternative solutions are followed

- Guidance should be followed unless an alternative solution produces a better result.
- Guidance is presented with a dotted green sidebar.
- Guidance is not monitored for compliance.
- Alternative solutions should be documented to demonstrate effective control.

Amendment marks

- First document amendments are presented with a single black line to the right of the affected text.
- Second document amendments are presented with a double black line to the right of the affected text.

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Issue record

Issue	Date	Comments
1	February 2007	First issue of the index
2	March 2012	3S106 - new 2C040; 2G036; 2T007; 2T010 and 2T012 reissued
3	June 2014	New TWIs 2S082, 2S083, 2T010a, 3G129, 3S107 and 3T046. Up-issue of TWIs 2B004, 2B006, 2C027, 2C037, 2G022, 2G044, 2P003, 2P012, 2P036, 2P043a, 2P048, 2S033, 2S052, 2S081 and 2T007. TWIs withdrawn: 2G032, 2G089, 2P043, 2S020, 2S039, 2S053, 2S054, 2T025, 3G052, 3L001, 3S074, 3S075, 3S078, 4B001 – 003 incl, 4G001 – 4G005 incl, 4G009, 4G011, 4G015, 4G016, 4L001, 4L002 and 4P001. Level 4 documents removed from scope. Minor amendments to the text to reflect organisational changes and correct errors and typos.
4	September 2014	Up-issue of TWIs 2G036, 2P040 and 2S083
5	December 2014	Up-issue of TWIs 2L003 and 2L004
6	June 2015	New TWI 2P043b Up-issue of TWIs 2C037, 2G018 and 2G020 Minor amendments to the text to reflect organisational change and correct typographical errors.
7	December 2015	New TWIs 3S108 and 3S109 Up-issue of TWI 2P003 Minor amendment to the text to reflect organisational change.

Compliance

This a Network Rail guidance note and index of track work information sheets.

Reference documentation

The documents contained in this index are cross referenced from the following documents.

NR/L3/TRK/002	Track Maintenance Handbook
NR/L2/CTM/011	Competence and Training in Track Engineering
TTF1-20	Track Training Framework modules 1-20

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1 Purpose

This document indexes the track work information sheets (TWIs) to be used in connection with Standard Maintenance Procedures, Method Statements, Work Instructions and Track Training Framework training documentation.

The index forms the document by which version control is maintained.

2 Scope

The TWIs may be applied by anyone who has been assessed and is deemed competent under the Network Rail competency management programme and is working on the track asset controlled by either

a standard maintenance document (e.g. SMP, Method Statement, Work Instruction)

or

an approved Method Statement on a renewals or project site.

The details within the TWIs may be used as the basis for “tool-box talks” provided that the briefer meets the competency assessment criteria.

The TWIs shall under no circumstances be applied or interpreted in stand-alone mode.

3 Definitions

For the purpose of this guidance note, the following terms and definitions apply.

Track work information sheet

A short self contained document which defines a track-related issue and provides guidance on how to achieve cost-effective, compliant infrastructure.

Competency management scheme

The company process for the assessment and development of staff to achieve pre-determined skill sets according to the requirements of their tasks. Details are defined in NR/L2/CTM/011 Competence and Training in Track Engineering.

4 Introduction to TWIs

4.1 Reference system

Each TWI is individually referenced; a typical reference is 2B004.

- The first number refers to the level of technical complexity.
- The letter refers to the work type
- The last numbers are the index reference

The full suite of TWIs comprises over 400 documents and is structured to be easily accessed by the general activity.

Level 2 documents

- cover descriptions of components and basic maintenance activities

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- are designed to be very practical step by step guides

Level 3 documents cover

- more complex work
- the factors to be taken into account when resolving track quality issues
- the issues which need to be assessed and quantified when scoping work and prior to implementation of the works

For ease of reference the work types are categorised as follows:-

Ballast	B
Components	C
General	G
Lineside	L
Plain Line	P
S&C	S
Track Geometry	T

4.2 Layout of TWIs

TWIs follow a general format:-

- Introduction and scope
- Cross referenced documents
- Statements about competence, risks, materials and equipment
- A step by step methodology which forms the core of the document
- Problem-solving prompts

4.3 Frequently asked questions

Appendix B lists a series of the frequently asked questions about TWIs.

4.4 Future developments of TWIs

The need for further TWIs and development of the existing set will be reviewed regularly by the STE Chief Track and Lineside Engineer's team. Any recommendations for alterations should be progressed through the local Track Maintenance Engineer.

4.5 Associated material

Issue numbers with an asterisk (eg 2T007, version 2*) indicate that there is a DVD and / or video available via Connect or "How To" mobile device application, to support the TWI and demonstrate the work.

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Appendix A Index to TWIs

* Video available

Reference No.	Description	Current issue version	Valid from (date)
TWI 2B001	How to open out and box in	1	March 05
TWI 2B002	How to recognise wet bed formation	1	March 05
TWI 2B003	How to prepare trial holes	1	March 05
TWI 2B004	How to regulate ballast by hand	2*	Feb 13
TWI 2B005	How to prevent wet bed formation	1	March 05
TWI 2B006	How to treat wet beds manually	3*	Sept 13
TWI 2B007	How to dig out contaminated ballast	1	March 05
TWI 2B008	How to recognise ballast type	1	March 05
TWI 2B009	How to maintain catchpits	1	March 05
TWI 2B011	How to recognise a drain failure	1	March 05
TWI 2B012	How to maintain drains	1	March 05
TWI 2B013	How to inspect drainage	1	March 05
TWI 2B014	How to carry out flood warning inspections	1	March 05
TWI 2B016	How to maintain ash ballasted track	1	March 05
TWI 2B017	How to maintain open drains, watercourses and ditches	1	March 05
TWI 2C001	How to change fishplates	1	March 05
TWI 2C002	How to replace a baseplate plain line	1	March 05
TWI 2C003	How to remove and fit screw type fastenings	1	March 05
TWI 2C004	How to remove and fit spike fastenings	1	March 05
TWI 2C007	How to remove seized fastenings	1	March 05
TWI 2C008	How to install maintenance fastenings	1	March 05
TWI 2C009	How to fit an Insulator	1	March 05
TWI 2C010	How to install and maintain bullhead keys	1.1	April 05
TWI 2C012	How to replace pads	1.1	April 05
TWI 2C013	How to install a standard AS chairscrew	1.1	April 05
TWI 2C014	How to referrule	1	March 05
TWI 2C015	How to install long chairscrews	1.1	April 05