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Level 2

Buried services data provision (formerly NR/L2/AMG/1020)

CHANGE OF OWNERSHIP

This temporary front sheet facilitates change of ownership.

The reference above will be formally allocated to this standard when it is next changed. In the meantime the contents, date and issue number of this Network Rail Standard are **UNCHANGED**.

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Level 2

Buried services data provision

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Issue record

Issue	Date	Comments
1	1 December 2008	New issue

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its Contractors from 1 March 2009.

When this standard is implemented, it is permissible for all projects that have formally completed GRIP Stage 4 to continue to comply with the Issue of any relevant Network Rail Standards current when GRIP Stage 4 was reached and not to comply with requirements contained herein, unless the designated Standard Owner has stipulated otherwise in the accompanying briefing note.

Reference documentation

CDM *Construction (Design and Management) Regulations 2007.*

GRIP, DEL03 – *The Delivery Manual – Safety, as contained within GRIP (Guide to Railway Investment Projects). Network Rail Infrastructure Investment.*

New Roads and Street Works Act 1991.

NR/L1/AMG/1010 *Policy on working safely in the vicinity of buried services.*

NR/L2/AMG/1030 *Working safely in the vicinity of buried services.*

NR/L2/AMG/1040 *Buried services data feedback.*

NR/L2/MTC/006 *Requirements for the Safety Management of Third Party Works*

OP.04 *Civil Engineering: Outside Party Process Guidance Note. Version 1.0, July 2005.*

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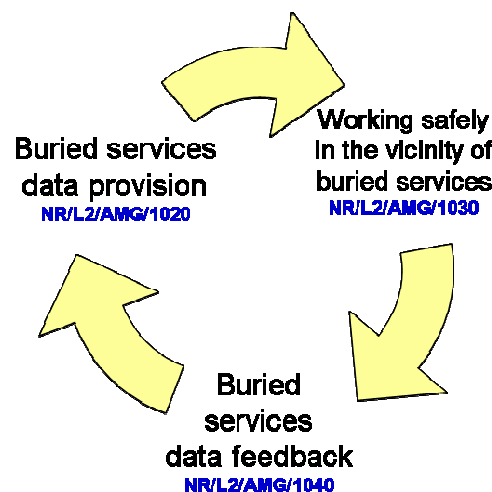
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1 Purpose

Buried services are widespread on Network Rail owned infrastructure. These services can pose a danger to personnel and also suffer damage if disturbed inadvertently.

To mitigate the risk of damage to and danger from buried services a standard and consistent method for obtaining search information on such services is necessary before any work is started on site.

This standard is one of a suite that support the policy specified in NR/L1/AMG/1010, *Policy on working safely in the vicinity of buried services*. Other standards in the suite are NR/L2/AMG/1030 and NR/L2/AMG/1040.



2 Scope

This standard applies to all persons who plan or carry out ground disturbance work on Network Rail infrastructure or work that interfaces with that infrastructure.

This standard delivers the complete process for the supply of buried services information from original search request through to despatch to the End User. The intention is that:

- the full process is open and transparent;
- a recognised process is followed by each End User requiring buried services search information;
- Network Rail, Outside Party and Third Party requests are correctly processed;
- there is clarity of roles and responsibilities within the Network Rail Buried Services National Specialist Team (NST);
- the limitations of the data supplied are clearly understood;
- sufficient lead time is designed into every work plan to enable buried services search information to be obtained.

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3 Roles and responsibilities

Buried Service Investigator A competent Network Rail person who works in the Buried Services National Specialist Team.

Buried Services National Specialist Team (NST) The organisation within Network Rail that responds to internal requests from Network Rail for information on buried services.

End User An Outside Party, a Requestor or a Third Party.

Hazard Editor A generic term, not necessarily reflecting a post title, for the person who is responsible for updating the National Hazard directory.

Integrated management team A joint Network Rail/Third Party project management team.

Network Rail representative A generic term, not reflecting a post title, for a person within Network Rail who is the single point of contact for requests either for a buried services search from Third Party organisations, or for a work site they are managing themselves.

NOTE A member of the Buried Services NST is not classified as a Network Rail representative.

National Records Group (NRG) The organisation within Network Rail responsible for the management of safety related infrastructure records and engineering records.

NOTE 1 To enable Network Rail to comply with the New Roads and Street Works Act (NR&SWA), enquiries to the Buried Services NST originating from the Outside Party Engineer and placed upon NRG, are subject to a five working day turnaround of the search.

NOTE 2 For a buried services search, the Buried Services NST has set up a service level agreement with NRG for information request turnaround times.

Outside Party An organisation or person intending to undertake works that will not physically change the design of the railway infrastructure but will interface with the railway (e.g. at a structure).

NOTE Examples of an Outside Party include local authorities, statutory undertakers (Utility companies), Highways Authorities, builders/developers and private property owners.

Outside Party Engineer (OPE) A Network Rail person who provides advice to an Outside Party.

Requestor A generic term, not reflecting a post title, for a person within

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Network Rail requiring buried services information.

Third Party

An organisation other than Network Rail that intends to undertake works which will physically change the operation, have an affect on the assets, design or other functionality of Network Rail's controlled infrastructure.

NOTE A Third Party may be a Train Operating Company (TOC), a Freight Operating Company (FOC), or a local Passenger Transport Executive (PTE) etc.

Examples of Third Party works include:

- *small localised schemes (eg, new siding connected to an existing line and undertaken by a TOC/FOC);*
- *medium sized schemes (eg new station) funded by a PTE or County Council.*

Reference NR/L2/MTC/006, Requirements for the Safety Management of Third Party Works.

4 Definitions

For the purposes of this standard, the following terms and definitions apply.

as-built drawing

drawing or plan reflecting the completed works.

buried service

service, either:

- intentionally laid below the ground and not directly visible by site inspection, even though indirect signs of its presence, e.g. access chambers and markers, might be visible;
- laid on the surface but, which with time, might have become partially covered over with material or vegetation.

NOTE 1 The as built drawing or plan, might not show the service in the covered state.

NOTE 2 A service does not include the presence of adjacent tunnels.

buried services search

search for buried services information for the works scope area derived from Network Rail nationally owned records and plans additionally supported with information from all known Utility companies operating within the work scope area.

NOTE 1 The search does not include records and plans held by Network Rail local maintenance depots.

NOTE 2 Schematic Signal and Telecom (S&T) cables plans are not provided as part of the search results. When working on site always assume S&T cables are present until proven otherwise. Further

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requirements are specified in NR/L2/AMG/1030.

buried services works scope

area of land required to be covered by a buried services search as identified by the End User

emergency work

ground disturbance work, or reactive works to prevent an incident, carried out at short notice to restore fitness for purpose of the railway infrastructure in response to failure, accident or incident.

ground disturbance

penetration or disturbance of the ground by manual or mechanical means

NOTE Ground disturbance includes, but is not limited to:

- *forming routes for vehicle and plant access and egress;*
- *excavation by the use of hand tools, mechanical diggers or surface skimming;*
- *the insertion into the ground of any device such as emergency/temporary speed restriction boards, temporary lighting, spikes, bars, thrust bores, piles, moles, augers, sheet pins, earth rods, and fence posts.*

Health and Safety file

mandatory document for work that has to comply with CDM regulations

NOTE 1 The CDM regulations apply to most common building, civil engineering and engineering construction work.

NOTE 2 Network Rail requires an as-built buried services drawing/plan to be contained within the Health and Safety file as part of GRIP, DEL03 – Safety.

NOTE 3 The file should contain a record of information for the client or End User. The information will alert those who are responsible for the managing key health and safety risks that will need to be dealt with during subsequent maintenance, repair and construction work. This includes buried services information.

National Hazard Directory

list of health, safety and environmental conditions that could lead to an unintended event or series of events that results in harm at a specific site on or near Network Rail infrastructure

near miss

event at a work site that almost resulted in a buried service strike incident. The event had the potential to cause harm and/or damage but did not. No damage was caused to any buried services and their ability to continue to function was not affected

NOTE This undesired outcome can be the result of a deviation from a planned and controlled activity at a work site.

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OPE search search for buried services information for the works scope area derived only from Network Rail nationally owned records and plans

NOTE The search does not include records and plans held by Network Rail local maintenance depots or Utility companies.

service live, dormant or disused cable or pipeline owned by Network Rail or another party

NOTE A cable does not include mechanical signalling cable used in connection with semaphore signals.

strike incident event resulting in unintentional damage to a buried service

NOTE This undesired outcome can be the result of a deviation from a planned and controlled activity at a work site. The incident might or might not lead to fatal or serious injury.

Utility company organisation, not associated with Network Rail, that maintains an infrastructure supply system to provide electricity, gas, water, petro-chemicals or telecommunications services to consumers across a geographic area.

5 Buried services search

5.1 Planned or Emergency work

Work activity can be either:

- planned, in which case the full process as specified in clauses **6** to **13** shall be followed.
- planned maintenance type work that involves ground disturbance activity only within the ballast box zone, in which case the process specified in clause **15** may be followed instead;
- emergency, that is where it is necessary to undertake, work on Network Rail infrastructure at short notice, the process specified in clause **14** shall be followed. The emergency work process shall only be used in exceptional circumstances.

Refer to Figure 1.

Before requesting a buried services search the End User shall read and understand the guidance notes concerning the Network Rail buried services search service.

Refer to Appendix A.