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Issue:	2
Date:	3 December 2011
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How to draft Network Rail standards

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Contents

1 Purpose	3
2 Scope	3
3 Drafting the “scope” clause and structuring the standard	3
4 Drafting the title of the standard	3
5 Self-contained clauses with descriptive titles	4
6 Drafting the “introduction” clause of a standard	4
7 Drafting the “purpose” clause of a standard	4
8 Drafting the optional “Roles and responsibilities” clause of a standard	4
9 Drafting the optional “Definitions” clause of a standard	5
10 Drafting requirements and guidance in standards	6
11 Applying the Red–Amber–Green classifications	9
12 Particular words in standards	9
13 Numbering headings and different kinds of referencing	10
14 Include figures and tables	12
15 Appendices	12
16 Other points of style and presentation	13
Figure 1 – A term and its definition should be interchangeable	5
Figure 2 – Example of an up-front choice	7
Figure 3 – Example of a hanging paragraph	10
Table 1 – Summary of the difference between requirements and guidance	6

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1 Purpose

A standardised house style for drafting Network Rail standards provides:

- a) consistent style, because readers know what to expect;
- b) achievable compliance, because requirements are clearly specified and separated from information and guidance;
- c) efficient drafting and updating, because all authors work to the same drafting requirements.

2 Scope

This module of NR/L2/EBM/STP001 specifies a house style and drafting techniques for Network Rail standards and Letters of Instruction.

3 Drafting the “scope” clause and structuring the standard

Confirm:

- a) what the standard covers;
- b) when it applies;
- c) who it applies to.

then draft a short and concise scope.

Modularise the standard into modules if necessary, each with a separate scope and with a self-contained topic.

Do not include requirements or guidance in a scope.

NOTE 1 The scope should be drafted as early as possible. This will help you write requirements that meet the key objectives in the project remit.

NOTE 2 The scope defines the applicability of the requirements. It covers what the standard is about, as well as who it applies to.

NOTE 3 Modular standards can be easier to read, revise and manage.

4 Drafting the title of the standard

Give the standard or module a descriptive title derived from its scope.

NOTE The title of the standard should be drafted later than the scope.

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5 Self-contained clauses with descriptive titles

Write the text under self-contained, modular clause and subclause headings, arranged by theme according to the scope of the standard.

Give each heading a useful title so that its purpose is clear.

NOTE 1 Self-contained clauses do not require the reader to read the whole standard in sequence.

NOTE 2 Useful titles are much more helpful to the reader than complex numbering. Headings help the reader scan the standard. Headings may quote or paraphrase requirements. Good headings are usually sentence fragments.

6 Drafting the “introduction” clause of a standard

Include an introduction statement only where it will add value for the reader.

The introduction shall be a short and concise clause that includes background information to help set the scene or context for the reader.

7 Drafting the “purpose” clause of a standard

Include a purpose statement. Summarise:

- a) what the benefits of the standard are;
- b) risks mitigated;
- c) its relationship with associated regulations and other standards.

Do not include requirements, guidance or scope material in a purpose statement.

NOTE If a standard is modularised, the purpose may be omitted if it is covered by the purpose in the index or main module.

8 Drafting the optional “Roles and responsibilities” clause of a standard

If needed, include a summary list of roles and their responsibilities.

Do not include requirements or guidance in a roles and responsibilities list.

NOTE A roles and responsibilities list gives the reader much more material to read. Consider instead chunking the standard so that each role has its own requirements in clauses or modules, or otherwise just omitting the list.