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Issue:	1.0
Date:	01 June 2008
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Level 2

E&P Records Management Process

Endorsement and Authorisation

Endorsed by:



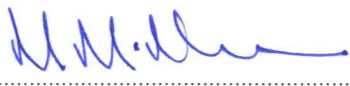
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Documents

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Issue record

Issue	Date	Comments
1.0	01/06/08	Initial issue

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 01 December 2008.

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

NR/SP/ELP/27300	Specification for Computer Aided Design Formats for Electrification and Plant Documentation
NR/SP/MTC/088	Responsibility for Maintenance of Changed Assets
SMF/EP/0313	Issues / Returns Template
SMF/EP/0314	Transfer of Source records
SMF/EP/0315	Acceptance / Rejection of Returned Records
SMF/EP/0316	E&P Business Critical Documents Metadata Requirements
SMF/EP/0317	E & P Asset Stewardship Classes

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1 Purpose

This document describes the management of new and altered Electrification and Plant Business Critical records for which the Network Records Group are custodians

2 Scope

Document classes as described below:-

- Negative Bonding Plans
- OLE Cross Section Plans & Layouts
- OLE Track Possession Diagram
- AC/DC Electrification Configuration Diagrams & Instructions
- Electrification Major Feeding Diagram
- Electrification Safe Feeding Diagrams
- Electrification 1st & 2nd Emergency Feeding Diagrams
- Distribution Network Operator/National Grid Transco Supply Point Configuration Diagrams & associated Operation & Maintenance responsibility schedules
- HV Non Traction Major Feeding Diagrams
- Signal Power Supplies - HV and LV Distribution Drawings
- Lighting Power Supplies - HV and LV Distribution Drawings
- Non Traction Power Supplies - HV Distribution Drawings (Feeder Route Drawings)
- System Capability Feeding Arrangements (Diagrams etc.)
- General Layout Diagrams
- Buried Services (Showing actual dimensions not a schematic)
- Points Heating General Arrangements
- Conductor rail layouts

3 Roles and responsibilities

3.1 Network Rail Project Managers are responsible for

- Coordinating the listing of records required for projects to check that appropriate records are requested.
- Specifying which viewing and copying facilities the Contractor is to use in determining the Records needed to execute the design.
- Specifying that the Contractor shall be responsible for making certain that E&P design alterations are derived only from Records as issued by the Records Custodian.
- Specifying the document control system to be used by the Contractor for transmittal of documents.
- Specifying that records are produced using approved CAD software, media, format and metadata conventions.