

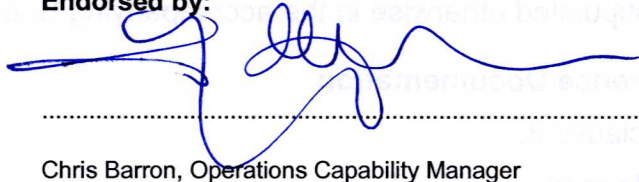
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Level 2

Management of Short-term Network Change

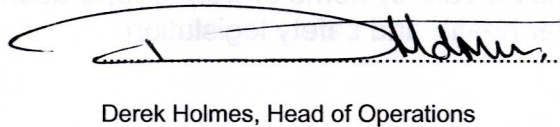
Endorsement & Authorisation

Endorsed by:



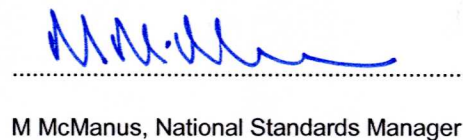
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Issue record

Issue	Date	Comments
1	December 2007	1 st issue
2	June 2009	Amended to reflect changes due to AOM re-organisation

Compliance

This Network Rail Specification is mandatory and must be complied with by Network Rail from 1 January 2007.

When this Specification is implemented, it is permissible for all projects, which have formally completed GRIP Level 4, to continue to comply with the Issue of any relevant Network Rail Standards current when GRIP Level 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

See clause 3.

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1 Purpose

To define the process and responsibilities for management of Short-term Network Change (SNC) thus ensuring a consistent approach with appropriate consultation.

This SNC process is to be used when it is proposed to maintain a part of the Network at less than the current Published Capability, (as shown in the relevant Sectional Appendix) for a limited period, in response to potentially short-term reductions in traffic requirements. At the same time, train operators have the ability to request the reversal of this change should they require it to run traffic.

The SNC process is only to be applied where;

1. There is no effect on existing traffic (including ancillary movements) and hence compensation to Train Operations Companies (TOCs) shall not be appropriate and
2. There is evidence of strong prospects that traffic levels are forecast within a specified time period (normally not more than 2 years), to return to a level that shall require a return of capability to the current published level, and/or the route in question is of strategic importance as evidenced in the published Route Utilisation Strategy (RUS) and route plans.

2 Scope

This procedure applies to all instances where there is an intent to reduce the capability of any part of the infrastructure for a defined period of time as a consequence of reduced traffic levels. This includes loops and sidings. Proposals to reduce the capability permanently shall be managed by the normal Network Change process.

If a prospective SNC does affect existing traffic, so that compensation may be required, or the other conditions apply, then the full Network Change process shall be implemented.

SNCs shall fall into two categories:

- a) Where traffic has ceased or is to cease over a section of the network and it is proposed to cease maintenance (except absolute minimum), or
- b) Where traffic has or could have reduced infrastructure capability requirements such as route availability, speed, tonnage and train length and it is proposed to reduce maintenance.

If presented with a "Fragile Route" issue, this should be raised by the Territory Maintenance Manager (TMM), with the support of the Principal Route Planner (PRP), at the appropriate Route Strategy Planning Group.

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3 Reference documentation

The following documents are available from the Network Rail intranet site.

The Network Code

Business Justification Template

Standard Form (b) G1 Short Term Network Change notice

Standard SNC Withdrawal Template (*to be supplied from January 2008*)

Maintenance Regime Agreement Form

Standard Form (p) – Establishment of Network Change advice letter

4 Definitions and abbreviations

4.1 Abbreviations

R/AGM	Route / Area General Manager
CRE	Customer Relationship Executive
MDUM	Maintenance Delivery Unit Manager
NCC	Network Change Co-ordinator
OPS	Operations Standards & Business Systems Manager
PON	Periodic Operating Notice
PRP	Principal Route Planner
RUS	Route Utilisation Strategy
SRFM	Senior Route Freight Manager
SNC	Short-term Network Change
TFE	Territory Functional Engineer
TMM	Territory Maintenance Manager
TNC	Temporary Non Compliance
TOC	Train Operating Company (see definitions below)
WON	Weekly Operating Notice

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4.2 Definitions

Ancillary movements	Empty coaching stock moves (which form part of the Working Timetable), driver training services, or the movement of locomotives and / or rolling stock to a Light Maintenance Depot beyond their normal operations area. Train Operator have rights to make reasonably necessary Ancillary Movements over routes which are listed in their Track Access Agreement. A contractual definition can be found in Part D of the Network Code.
Effective Date	The date specified in a notice of proposal of a Short-term Network Change upon which the change is proposed to become effective.
Established Date	The date upon which a Short-term Network Change can be implemented.
Expiry Date	The date specified in a notice of proposal in relation to a Short-term Network Change which shall not be more than two years, or such longer period as is agreed between Network Rail and each Train Operator that may be affected by the implementation of the proposed change, from the later of the Effective Date and the Establishment Date.
Ellipse	An integrated asset management system and associated set of processes which facilitates key planning and work management activities performed on assets and includes a register of maintenance and track renewal assets and their attributes.
Fragile Routes	Routes where at least one train can operate at the published capability but where incremental increases in traffic shall have significant impact upon the residual life of track and/or structures
Maintenance Area	Part of Network Rail responsible for the maintenance of the infrastructure within defined geographical boundaries
Maintenance Function	Part of Network Rail responsible for the maintenance of the infrastructure.

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Maintenance Regime Agreement	Document describing the maintenance activities to be undertaken for the duration of the SNC and the activities necessary for reinstatement.
MIMS	See Ellipse
Network Change process	Process in Part G of the Network Code for changes likely to have a material change on the operation of the Network or of trans on the Network
Network Closure	The Department for Transport or Transport Scotland's (whichever is appropriate) procedure for sanctioning the discontinuance of network and associated installations
Network Code	Formal Document describing how issues are managed between TOCs and Network Rail
Out Of Use	A term used in the Signalling & Remarks column of 'Table A' in the Sectional Appendix to indicate train movements are suspended over the section of route concerned
Published Capability	Data and information about infrastructure capability published in Sectional Appendix and other documentation.
Reasonable expectations as to future use	Request with evidence of commitment, consistent with future use criteria and of sufficient detail to enable Network Rail to assess the request
Restriction SNC	Short-term Network Change where the intention is to reduce Infrastructure Capability, category b under Purpose
Short-term Network Change (SNC)	A Network Change which Network Rail specifies as such in any proposal made under Condition G.1 of the Network Code, being a Network Change which involves only a temporary reduction in the capability for a defined period of time during which there is no reasonable expectation of a requirement for the capability being temporarily withdrawn.

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SNC criteria	1. On a route where existing traffic has declined or ceased, the operator request for reinstatement should be for traffic levels consistent with that running up to 12 months prior to the SNC. 2. On a route which has been unused for more than 12 months prior to the SNC, reinstatement shall be subject to whole industry business case criteria
Temporary closure SNC	Short-term Network Change where intention is to close temporarily the line to all traffic, category a under Purpose. This will be shown as 'Out Of Use' in the Sectional Appendix.
Temporary Non Compliance	Non compliance authority issued by Standard Owner
Timescale 1	The period between the date the SNC is proposed to become effective (Effective Date) and a predetermined date when the SNC ceases to have effect (Expiry Date)
Timescale 2	The estimated timescale in which the change could reasonably be reversed if so requested by a train operator based on it's reasonable expectations as to the future use of the Network.
Train Operating Company	Any party with a Track Access Agreement who has permission to use track pursuant to that agreement e.g. passenger operators, freight operators etc.