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NR/L2/SIG/10072 Issue 6

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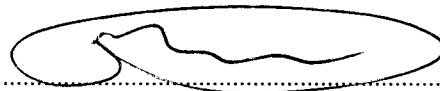
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Issue:	6
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Level 2

Special Inspection Notices

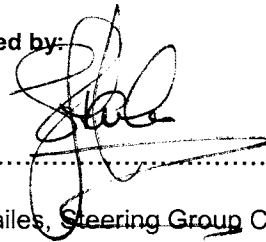
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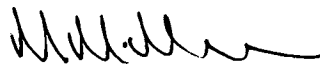
Pardip Basran, Working Group Chair

Authorised by:



Steve Hailes, Steering Group Chair

Accepted for issue by:



Mick McManus, National Standards Manager

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Issue Record

Issue	Date	Comments
1	Feb 1998	RT/E/P/10072 issued to clarify GK/RT0114
2	Dec 1998	RT/E/P/10072 updated to cover whole rapid response process following cancellation of GK/RT0114
3	Oct 1997	RT/E/P re-badged as NR/SP/SIG/10072 & issued to amalgamate requirements of RT/E/P/10072 (issue 2) & RT/E/S/10172 (issue 9 – re-badged NR/SP/SIG/10172) & updated to reflect current organisation.
4	June 2008	Re-issue to reflect Phase 2A/Engineering re-organisation responsibility change
5	Sept 2009	Re-issued to reflect expanded role (all Engineering assets) & revised Clause 6 to reflect consultation & approved control process.

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 04 December 2010.

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.

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Contents

1	Purpose.....	4
2	Scope.....	4
3	Roles and responsibilities	4
4	Definitions	5
5	The Need for SINS	5
6	Production and Issue of SINS.....	6
7	SIN Implementation.....	8
8	Monitoring	10
	Appendix A - SIN Monitoring SINMON Form	13
	Appendix B - SIN Action Complete SINAC Form	14
	Appendix C - SIN Closure Form (NR HQ Only).....	15
	Appendix D - Creation of SINS Flowchart.....	16
	Appendix E - Application of SINS Flowchart	17

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1 Purpose

This standard specifies a process where defects in infrastructure and equipment that can present a hazard can be identified, and where mitigating measures and actions can be put in place in a timescale commensurate with the risk to obviate similar defects elsewhere on the network.

2 Scope

This Network Rail standard specifies the application of Special Inspection Notices (SINs) for Network Rail's infrastructure and equipment.

It specifies the processes by which new SINs are proposed, authorised, issued, implemented and closed, and specifies processes to seek dispensation or change of scope against existing SINs.

It also specifies the process for monitoring the progress of SINs throughout Network Rail.

It applies to all SINs currently in force and to any issued in the future.

3 Roles and responsibilities

3.1 Professional Head [Discipline] shall:

- a) Arrange for the appropriate funding to be put in place to provide for the required actions for each SIN.
- b) Arrange for a national standard job numbers to be created in the work management system if required.
- c) Brief the Maintenance and Infrastructure Projects organisations if required on the requirements of each SIN.
- d) If necessary, make external organisations e.g. Service Centres and equipment manufacturers aware of the contents of the SIN and arrange for them to take action that may be required.

3.2 [Discipline] Maintenance Engineer shall:

- a) Produce implementation Action Plans to achieve compliance with the requirements of the SIN within the stated timescales.
- b) Arrange that necessary resources are made available to fulfil Action Plans.
- c) Onward brief SINs to appropriate Maintenance staff.
- d) Instruct Project Managers as required in their Delivery Unit to carry out the requirements of each SIN.

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e) Monitor the progress to completion by the Maintenance organisation (including the project group if required), reporting progress to the Professional Head [Discipline] (see clause 8). Progress reports to be prepared at a maximum interval of three months, although more frequent reports are recommended until the SIN is completed.

3.3 Project Group (e.g. Infrastructure Projects)

The Project Group shall onward brief SINs to appropriate staff and are also required to:

- a) Produce and implement a local Action Plan to achieve compliance with the requirements of the SIN within the stated timescales.
- b) Arrange that necessary resources are made available to fulfil Action Plans.
- c) Monitor and report progress of the SIN to the [Discipline] Engineer, or directly to the Professional Head [Discipline] Engineering if so required by the SIN (see clause 8). Progress reports to be prepared at a maximum interval of three months, although more frequent reports are recommended until the SIN is completed.

4 Definitions

Special Inspection Notice (SIN)

A rapid response document, produced in accordance with this specification to rapid action throughout the railway industry to identify and obviate defects which may present a hazard.

Operational Equipment

Equipment associated with or specifically provided for the direct operation of the railway.

Identifier

Any person who identifies a problem or issue leading to the generation of a SIN.

Action Plan

A plan for implementation of the requirements of the SIN, including a date if not already specified by the SIN.

5 The Need for SINs

5.1

Any person may suggest the need for a SIN.

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