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Level 2

Process for Management of Signal Engineering Technical Instructions and Notice Boards

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Issue Record

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1	June 2003	New Document – NB001, NB002 & NB003 published
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3	December 2003	NB006, NB007, NB008, NB009, NB010 & TI002 Issue 1 published
4	February 2004	NB011 published
5	April 2004	NB012, NB013, NB014, TI003 & TI004 published
6	August 2004	NB016, NB017, NB018 & NB019 published
7	October 2004	NB020, NB021 & TI005 published
8	December 2004	NB022, NB023, NB024, NB025, NB026, NB027 NB028, NB029, NB030, NB031, NB032, NB033, & TI006 published
9	February 2005	Modification to facilitate issue of 'Emergency TIs' following a freeze on the issue of 'Territory' instructions.; NB000, NB023, NB029, NB034, TI000, TI005 & TI007 published. Deletion of Appendix D& E
10	Aug 2008	Updated to reflect Phase 2A / Engineering reorganisation responsibility change. No change side bars have been added as changes have been made throughout the standard.

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 26 August 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

See section 4.

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the relevant controlled publication distributor and to other organisations from IHS (Technical Indexes Ltd) tel: 01344 328039.

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1 Introduction

There are occasions where it is necessary to publish additional information appertaining to signal engineering specifications, procedures and practice. Under normal circumstances, the means of publication of such additional material could be the creation of a new company standard, or the revision of an existing one. However, this process can take time. Additionally, the signal industry occasionally needs to be made aware of details of incidents, new products, traps for the unwary and plain common sense.

Briefing chains are necessarily slow, and the message does not necessarily reach the real intended recipient(s) for example:-

- installers
- maintenance technicians
- designers
- testers

This standard sets out a method of reacting quickly to new issues as they emerge, producing adequate information to allow Network Rail to deal with these issues and quickly getting this information to the responsible Signal Engineers and their teams, as well as signal designers, testers, installers and maintainers.

2 Purpose

2.1

This standard details the process for managing the production of information that is specific to signal engineering and needs to be published quickly to facilitate safe working and good practice.

2.2

The process is a truncated version of that required by company standard NR/L2/STP/001.

3 Scope

3.1

This procedure only applies to Technical Instructions and Notice Boards produced on behalf of the Head of Signal Engineering.

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4 Reference documents

NR/L2/STP/001 - Network Rail Standards Management - Process requirements

5 Definitions

Technical Instruction

A document that details a mandatory specific additional requirement or amplification of a requirement(s) in an existing Company Standard.

Technical Instructions are a formal document, that are intended to draw the attention of staff to emerging errors, weaknesses and problems; giving advice on future practice and the need for any retrospective action. The content of any Technical Instruction will eventually be incorporated into an appropriate Company Standard. A Technical Instruction is intended to give early advice, while the content of the eventual Standard is formally produced and issued. Technical Instructions shall be authorised by the Head of Signal Engineer, under whose name they shall be published.

Notice Board

A document that provides guidance in respect of a particular situation or issue that will help in the safe application of signal engineering practice.

Notice Boards are briefing documents, intended to improve the circulation of information on signalling and associated topics. It enables quick briefing of information on incidents, new products, traps for the unwary and plain common sense. The content of Notice Board is supported by the Head of Signal Engineering, but is not formally approved or authorised. The content is produced by the author, and issued under the author's own name. Notice Boards are intended to give early advice, free of copyright, so that the information is provided to staff as quickly as possible.

6 Abbreviations

TI	Technical Instruction
NB	Notice Board
SSG	Signal Steering Group