

Ref:	NR/L2/SIG/30014/C410
Issue:	03
Date:	2 June 2012
Compliance date:	1 December 2012

Level 2

Error Reporting

Endorsement and Authorisation

For endorsement, authorisation and issue record of this document, please refer to NR/L2/SIG/30014

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Published and Issued by Network Rail, Kings Place, 90 York Way, London. N1 9AG.



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Issue record

Issue	Date	Comments
1	Dec 09	Initial Issue, partially supersedes NR/GN/SIG/11722
2	Mar 2011	Content of NR/GN/SIG/11722 included and NR/GN/SIG/11722 withdrawn.
03	Jun 2012	Deferred Test Logs at Entry Into Operational Service clarified when Tester in Charge acts as Infrastructure Manager.

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 1 December 2012.

When this standard is implemented, it is permissible for all projects that have formally completed GRIP Stage 3 (Option Selection) to continue to comply with the issue of any relevant Network Rail standards current when GRIP Stage 3 was completed and not to comply with requirements contained herein, unless stipulated otherwise in the scope of this standard.

Reference documentation

NR/L2/SIG/30014	Signalling Works Testing Handbook
NR/L2/SIG/30014/A100	Selection of Standards for Signalling Testing
NR/L2/SIG/30014/A110	Signalling Works Testing
NR/L2/SIG/30014/A210	Design and Testing Processes for Minor or Repetitive Alterations
NR/L2/SIG/30014/C210	Acceptance of Testing Planning Documentation
NR/L2/SIG/30014/C410/TL01	Test Log form
NR/L2/SIG/30014/C410/TL02	Test Log Index form
NR/L2/SIG/30014/C410/TL03	Deferred Test Log Closure Plan form
NR/L2/SIG/30014/E110	Signalling Works Testing Glossary

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1 Purpose

This document is part of the suite of documents contained within the Signalling Works Testing Handbook, [NR/L2/SIG/30014](#), which together detail the requirements for signalling works testing activities.

This Level 2 document defines the requirements for reporting of errors identified during signalling works testing.

2 Scope

This level 2 standard applies to work that meets the selection criteria for [NR/L2/SIG/30014/A110](#) or [NR/L2/SIG/30014/A210](#) as defined in [NR/L2/SIG/30014/A100](#).

3 Flowchart

See Appendix A and Appendix B

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4 Procedure

4.1 Error Reporting

Reporting of system safety and operation errors and technical errors identified during signal works testing shall use the Test Log process, as defined in §4.2 of this Standard. A Test Log is a uniquely numbered report of an error found during the signal works testing process.

Although assurance of the quality of construction work is not one of the objectives of signal works testing, whilst carrying out their work testing staff may identify quality deficiencies. Construction quality deficiencies are those activities that are deemed by the Tester in Charge not to require a Tester to attend the rectification of such deficiencies. Such deficiencies shall be recorded using a Construction quality deficiencies system that meets the requirements stated in §4.3 of this standard. However, if the preparatory testing work indicates there is a significant quantity of construction quality deficiencies relating to non-safety issues, the Tester in Charge may reject the construction as not fit for testing, withdraw testing staff and elevate the matter to the Project Team.

4.2 Test Logs

4.2.1 Introduction

A Test Log shall be generated to report any system safety and operation errors and technical errors found during the testing process, and each Test Log shall follow the sequence shown in the flowchart in Appendix A. Test Logs may also be used to raise queries and record the response, in a manner that is traceable and allows the outcome to be referred back to in the future.

A formal Test Log Index, which may be sub-divided, shall be prepared in support of every Master Test Certificate, and each Test Log shall have a unique identity number in a continuous sequence taken from the index, or applicable sub-index. This enables tracking of Test Logs by the Tester in Charge.

The Tester in Charge shall be responsible for the Test Log Index and specify in the Test Plan where the index / indices shall be located. Where the Test Log Index is subdivided the divisions shall also be described in the Test Plan.

Each organisation responsible for delivering elements of a project, including Network Rail, shall nominate a role / position responsible for receiving and responding to Test Logs, referred to in this standard as the Test Log Recipient. Each recipient shall be recorded in the Test Plan. The Test Log Recipient for Network Rail shall normally be the nominated Network Rail Test and Commissioning Engineer for the Project.

The Tester in Charge shall retain a copy of each Test Log throughout the life of the project, and it shall also be possible for a copy of each Test Log to be retained by the recipient.

The Tester in Charge may delegate the day to day processing of Test Logs and updating of the index to other competent staff, however the ultimate responsibility the Test Log Index remains with the Tester in Charge.

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The Tester in Charge shall consider whether the rectification of a construction Test Log has any implications on other disciplines, and, if so, shall re-log the issue to those other disciplines for their consideration. (e.g. construction logs may affect the design.)

4.2.2 Test Log Recording Systems

The method of recording Test Logs may be by using a paper based system, or an electronic system, provided the chosen system meets all the requirements of this standard. The chosen Test Log system shall be documented in the Test Plan and thus accepted in accordance with [NR/L2/SIG/30014/C210](#).

4.2.2.1 Paper Based Systems

A typical standard paper system is for Test Logs to be recorded on triplicate copies; this is not mandated and an equivalent system may be specified in the Test Plan.

Where this typical paper system is used the top copy shall be the “Master Copy” (may be coloured Green), the middle copy the “Recipient Copy” (may be coloured Yellow) and the bottom copy the “Tester in Charge Copy” (may be coloured Pink). After a Test Log is filled in, the Master and Recipient copies shall be passed forward to the relevant recipient, and the Tester in Charge copy filed with the index. The recipient shall enter a response, return the Master top copy to the Tester in Charge, and retain the Recipient copy for their records. Once the error is satisfactorily retested, or a new Test Log generated, then the Master copy of the Test Log shall replace the Tester in Charge copy with the index.

Electronic or faxable versions of the triplicate copies are permitted provided the method chosen makes a self-evident distinction between the equivalent of the Tester in Charge copies and the Master copies kept with the Test Log Index.

4.2.2.2 Electronic Systems

Any electronic Test Log system shall be documented in a specification that describes how the electronic systems’ qualities are no less than an equivalent paper based system in terms of information loss, traceability and resilience. In the event of a system failure that causes the system to halt then it shall be possible to revert to a paper based system. The speed at which this reversion is possible is especially important during commissioning periods. Where the electronic system provides secure digital signatures then wet signatures are not required. Emails are evidence of a digital signature.

4.2.3 Test Log, Test Log Index and Deferred Test Log Closure Plan Format

A typical Test Log with guidance notes is given in Appendix C, and a typical format is published as [NR/L2/SIG/30014/C410/TL01](#).

A typical format for a Test Log Index **Error! Reference source not found.** is published as [NR/L2/SIG/30014/C410/TL02](#).

A typical format for a Deferred Test Log Closure Plan **Error! Reference source not found.** is published as [NR/L2/SIG/30014/C410/TL03](#).

Although the formats are not mandated, any alternative format shall, as a minimum, contain the information shown in the published forms.