

Ref:	NR/L2/NR/TEL/30132
Issue:	1
Date:	4 June 2011
Compliance date:	1 Sept 2011

Level 2 Company Procedure

Asset Management of Station Information & Surveillance Systems (SISS)

Endorsement and Authorisation

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Issue record

Issue	Date	Comments
1	4 th June 2011	Issue of New standard

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 3 September 2011, or earlier where practicable.

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

SISS Process Review Briefing v5.doc	Station Asset Change Management. <i>Paper to stakeholders summarising outputs from cross business process review, 9 July 2010</i>
NR/L2/TEL/30150	Telecom infrastructure Decision Support Tool Handbook
NR/L2/TEL/30094	Installation of Telecommunications Equipment and Systems
NR/L1/TEL/30093	Telecoms Maintenance
NR/L2/TEL/30112	Maintenance of Customer Information System Monitors
NR/L2/TEL/30130	Electronic Visual Customer Information Systems - Minimum Requirements
NR/L2/MTC/088	Arrangements for maintenance of new and changed assets
NR/L3/AIF/003	Asset data management for Ellipse and GEOGIS
NR/L3/EBM/089/AMP012	Notification of Asset Change
NR/L2/ELP/27238	Maintenance Specification for fixed plant equipment
NR/L2/TEL/30081	Specification for the maintenance of Telecommunications Power Plant, Batteries, Invertors, and Uninterruptable Power Supplies
NR/L2/TEL/30090	Specification for the maintenance of Telecoms Equipment Rooms.
NR/L2/TEL/30110	Specification for the Maintenance of CCTV Cameras
NR/L2/TEL/30111	Specification for the Maintenance of CCTV Monitoring Equipment
NR/L2/TEL/30112	Specification for the Maintenance of CRT Customer Information Sytem Monitors

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NR/L2/TEL/30113	Specification for the Maintenance of Clocks
NR/L2/TEL/30114	Specification for the Maintenance of CIS Control Equipment
NR/L2/TEL/30115	Specification for the Maintenance of CCTV Video recorders
NR/L2/TEL/30117	Specification for the Maintenance of Help Points
NR/L2/TEL/30118	Specification for the Maintenance of LCD, LED and TFT Displays
NR/L2/TEL/30119	Specification for the Maintenance of Public Address PCs
NR/L2/TEL/30120	Specification for the Maintenance of Public Address Systems
NR/L2/TEL/30121	Specification for the Maintenance of Recorded Announcement Equipment
NR/L2/TEL/31002	Specifications for the Maintenance of Telecommunications Equipment.
NR/SP/TEL/30133	Asset Condition Assessments for Telecommunications Equipment
TOC Franchise Agreement for NR SISS (Out-sourced Template).doc	Agreement regarding out-sourced management of Network Rail owned SISS. <i>Draft Formal Agreement to regularise deliverables from Station Facility Owners</i>

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1 Purpose

This document seeks to help bring about a joined up 'end-to-end' cross-functional process, to provide better visibility of station SISS work through Station Change, Landlord's Consent and subsequent delivery by Station Facility Owners, their agents or Network Rail. Consequently Network Rail will be in a stronger position to assess the scale of the companies financial liability to deliver contractual obligations with regards to SISS, and to enable effective management of SISS assets.

2 Scope

This document applies to all Network Rail owned SISS assets, irrespective of who actually maintains or repairs them. The main target groups are Planning, Investment Projects, Asset Management, Telecoms Engineers (Maintenance), Operations & Customer Services and Property.

3 Roles and Responsibilities

Primary roles are outlined below and a RACI matrix is attached as Appendix B.

The Telecoms Engineer is the SISS Asset Steward, which includes accountability for:

- Confirming robust maintenance and spares replacement arrangements are in place;
- Monitoring technical compliance to Network Rail Standards and contracts with Station Facility Owners responsible for maintenance and/or repair of Network Rail owned SISS assets. This includes all of the managed stations owned by Network Rail;
- Maintaining accurate asset information;
- Reviewing asset performance and renewals needs;
- Evaluating repair cost submissions;
- Maintaining dialogue with Station Facility Owners following the approach agreed between the Station Portfolio Surveyor and Asset Steward;
- Manage the hand over to operational use process in line with NR/L2/MTC/088 and NR/L3/EBM/089;

The Renewals & Enhancement Engineer [Telecoms] is the Asset Owner's representative, which includes accountability for:

- Building and maintaining SISS asset renewals plans utilising the Decision Support Tool and other supporting data available;
- Provide up to date information to support the Integrated Station Plans;
- Maintain suitable funding arrangements for both long term and short term renewals;

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- Verify that ELLIPSE, DST and RAB are consistent with each other (in conjunction with both the Station Portfolio Surveyor and Telecoms Engineer).

For franchised stations the Station Portfolio Surveyor manages Network Rail's relationships (on behalf of the Customer Relationship Executive) with Station Facility Owners with respect to station issues, which includes accountability for:

- Maintaining accurate records on who is responsible for maintaining, repairing and renewing SISS assets at each franchised station, and Network Rail's obligations under Station Access Conditions.
- Initiating station changes on behalf of Network Rail where a scheme will deliver changes to physical assets or contractual terms.
- Reviewing and responding proposed station changes submitted by Station Facility Owners (or Users) for changes to station assets.
- Making required changes to Franchised Station Facility Charges, and closing out financial aspects of change projects with the Sponsor, with respect to flagging up incremental funding required for maintenance and renewals via our regulatory asset base. This includes keeping note of schemes individually requiring incremental maintenance & renewal below the £50K threshold for additional ORR funding.

For managed stations the Station Change Co-ordinator supports sponsors and project managers in:

- Maintaining accurate records on who is responsible for maintaining, repairing and renewing SISS assets at each managed station and Network Rail's obligations under Independent Station Access Conditions.
- Initiating station changes on behalf of Network Rail where a scheme will deliver changes to physical assets or contractual terms.
- Reviewing and responding to proposed station changes submitted by Users for changes to station assets.

The Building Surveyor (on behalf of the Route Buildings Engineer) co-ordinates plans for infrastructure work at each station, which includes accountability for:

- Maintaining accuracy and completeness of Integrated Station Plans for renewals and enhancement of assets, for each franchised station.
- Capturing telecoms input where required for proposed changes to station assets, including assessment of Network Rail's view on formal requests for Landlord's Consent.