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Level 3

Asset data management for Ellipse and GEOGIS

Endorsement and Authorisation

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Issue record

Issue	Date	Comments
1	04 September 2010	Replaces NR/L3/EBM/MG0027 issue 2 <i>Asset Data Management for Maintenance</i> and NR/L3/EBM/AM0001 issue 2 <i>Asset Data Management for Telecoms</i> . Substantial updates made to reflect expanded business requirements and a new reference scheme has been applied.

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.

Reference documentation

NR/L2/AIF/001	Asset Data Management
NR/L2/MTC/088	Arrangements for maintenance of new and changed assets
NR/L3/MTC/089	Asset Management Plan
NR/L3/INF/02226	Corporate Records Retention Schedule

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1 Purpose

This standard specifies the processes to be used to manage changes to data concerning the infrastructure assets of Network Rail.

2 Scope

This standard implements the requirements of *NR/L2/AIF/001 Asset data management* and applies only to data for those assets maintained within Ellipse and GEOGIS, when:

- adding, removing, or changing assets and maintenance regimes in accordance with *NR/L2/MTC/088 Arrangements for maintenance of new and changed assets* and *NR/L3/MTC/089 Asset Management Plan*;
- adding, removing, and changing assets and maintenance regimes during Maintenance activities;
- reviewing the maintenance plan;
- undertaking data quality improvement activities.

This standard does not apply to correcting typing errors or minor omissions that do not affect any maintenance activities.

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3 Roles and responsibilities

Asset Engineer	A generic term, not reflecting a post title, for the discipline specific Network Rail person with responsibility for the delivery of the maintenance of assets, in a geographical area or at a specific location.
Data Change Originator	Anyone requesting a change to be made to an asset data record for the purposes of improved data accuracy.
Project Manager	A generic term, not reflecting a post title, for the person appointed by Network Rail to manage a project.
Section Planner	The individual responsible for the day-to-day management of the scheduling of maintenance works.
Systems Support Manager	Network Rail role accountable for the update of asset data and asset maintenance regime data within Ellipse and GEOGIS and local management of related change requests.

Table 1 – Roles and responsibilities

RACI DETAILS	KEY CONTROL ACTIVITY	Resources				
		Project Manager	Systems Support Manager	Asset Engineer	Section Planner	Data Change Originator
Process Task						
5 Changes from project or CAPEX work						
5.1 Initiate ADM process		RA	CI			
5.2 Request worksite report		RA	C			
5.3 Supply worksite report		C	RA			
5.4 Data transmittal		RA	I			
5.5 Data receipt			RA			
5.6 Update system			RA			
5.7 Notification of system update			RA	I		
5.8 Authorise a maintenance regime			I	RA		
5.9 Assign maintenance regime			RA	I		
6 Changes from Maintenance OPEX work						
6.1 Requirement to change data					RA	
6.2 Prepare change request				I	RA	
6.3 Authorise			I	RA		
6.4 Data receipt			RA			
6.5 Update system			RA			
6.6 Notification of system update			RA	I	I	