

The following information is associated with Network Rail Standard:
[NR/L3/CPR/305](#) Issue 1

Additional Content Access

Click the links below to access non PDF related content associated with this standard.

ZIP Documents

- [NR/L3/CPR/305/F001 ISSUE 1](#)
- [NR/L3/CPR/305/F002 ISSUE 1](#)
- [NR/L3/CPR/305/F004 ISSUE 1](#)

Word Documents

- [NR/L3/CPR/305/F003 ISSUE 1](#)
- [NR/L3/CPR/305/F005 ISSUE 1](#)
- [NR/L3/CPR/305/F006 ISSUE 1](#)

If you have any questions, or need assistance, please contact [IHS Support](#)

Information accessed via the links above is the property of the Copyright holder

IHS Additional Content Page

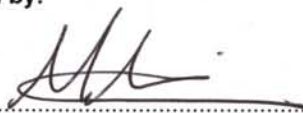
Ref:	NR/L3/CPR/305
Issue:	1
Date:	03 December 2011
Compliance date:	03 March 2012

Level 3

How to change utility supplies

Endorsement and Authorisation

Endorsed by:



Marios Artemi, Process Manager (Utilities)

Authorised by:



Ian Sexton, Director Contracts & Procurement

Accepted for issue by:



Mick McManus, National Standards Manager

This document is the property of Network Rail. It shall not be reproduced in whole or part nor disclosed to a third party without the written permission of Network Rail.

© Copyright 2011 Network Rail.

Uncontrolled copy once printed from its electronic source.

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

Ref:	NR/L3/CPR/305
Issue:	1
Date:	03 December 2011
Compliance date:	03 March 2012

User information

This Network Rail standard contains colour-coding according to the following Red–Amber–Green classification.

Red requirements – *No deviations, could stop the railway*

- **Red requirements shall** always be complied with and achieved.
- Red requirements shall be presented in a red box **with the word “shall” or expressed as a direct instruction**.
- Accountability for the efficacy of red requirements lies with the Professional Head/Standard Owner.
- Red requirements are monitored for compliance.
- Corrective actions shall be enforced if deviations are discovered through functional checks (e.g. engineering verification visits, audit or Operations Self-Assurance).

Amber requirements – *Controlled deviations, approved risk analysis and mitigation*

- **Amber requirements shall** be complied with unless deviation has been approved in advance.
- Amber requirements shall be presented with an amber sidebar **and with the word “shall” or expressed as a direct instruction**.
- Accountability for the efficacy of these requirements lies with the Professional Head/Standard Owner, or their nominated Delegated Authority.
- Amber requirements are monitored for compliance.
- Deviations **may** be permitted. Deviations are approved by the Standard Owner or through existing Delegated Authority arrangements.
- Corrective actions shall be enforced if **non-approved** deviations are discovered through functional checks (e.g. engineering verification visits, audit or Operations Self-Assurance).

Green – *Guidance*

- Guidance is based on good practice. Guidance represents supporting information to help achieve **Red** and **Amber** requirements.
- Guidance shall be presented with a dotted green sidebar **and with the word “should” (usually in notes) or as a direct instruction**.
- Guidance is **not mandatory** and is not monitored for compliance.
- Alternative solutions may be used. Alternative solutions do not need to be formally approved.
- Decisions made by a competent person to use alternative solutions should be backed up by appropriate evidence or documentation.

Ref:	NR/L3/CPR/305
Issue:	1
Date:	03 December 2011
Compliance date:	03 March 2012

Issue record

Issue	Date	Comments
1	December 2011	First issue of this Level 3 standard.

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 3 March 2012.

Reference documentation

GRIP, DEL03 – Safety. *The Delivery Manual – Safety, as contained within GRIP (Guide to Railway Investment Projects). Network Rail Infrastructure Investment.*

CDM Construction (Design and Management) Regulations 2007.

New Roads and Street Works Act 1991.

NR/L1/AMG/1010 Policy on working safely in the vicinity of buried services.

NR/L2/AMG/1020 Buried services data provision.

NR/L2/AMG/1040 Buried services data feedback.

NR/L2/AMG/1030 Working safely in the vicinity of buried services.

NR/L2/INF/02018 Specification for the management of safety related infrastructure records.

NR/L2/INF/02202 Records management of Health and Safety files.

NR/L2/MTC/006 Maintenance and contents of the National Hazard Directory.

GE/RT8000 The Rule Book, modules: AC, DC, HB1, HB6, HB7, HB8, T3, T7, TW8, T10, T11 and S1.

NR/L3/MTC/SE0115 [Issue: 2] Confined Spaces Working and Entry Procedure.

Forms:

NR/L3/CPR/305/F001 Utility New Connection Request.

NR/L3/CPR/305/F002 Utility Connection Upgrade.

NR/L3/CPR/305/F003 Utility Change Request.

NR/L3/CPR/305/F004 Utility Disconnection Request.

NR/L3/CPR/305/F005 Utility Project Handover.

NR/L3/CPR/305/F006 Utility Contact List.

Disclaimer

In issuing this document for its stated purpose, Network Rail makes no warranties, express or implied, that compliance with all or any documents it issues is sufficient on its own to ensure safe systems of work or operation. Users are reminded of their own duties under health and safety legislation.

Copies of documents are available electronically, within Network Rail's organisation. Hard copies of this document may be available to Network Rail people on request to the relevant controlled publication distributor. Other organisations may obtain copies of this document from IHS. Tel: 01344 328039.

Ref:	NR/L3/CPR/305
Issue:	1
Date:	03 December 2011
Compliance date:	03 March 2012

Contents

1 Purpose	5
2 Scope	5
3 Roles and responsibilities	5
4 Definitions	7
5 Site survey and design	8
6 The new connections process	10
7 Temporary connection	15
8 Supply upgrade	16
9 Changing the network	16
10 Disconnecting a supply	17
11 Gas Supplies	18
12 Water supplies	19
Figure 1 – New connections process	11
Table 1 – Network Rail meter cabinet key type	9
Table 2 – iProcurement Category Codes	13
Table 3 – iProcurement Category Codes	18

Ref:	NR/L3/CPR/305
Issue:	1
Date:	03 December 2011
Compliance date:	03 March 2012

1 Purpose

The purpose of this Network Rail standard is to:

1. reduced the likelihood of supply disconnections which would disrupt the operational railway;
2. identify the Network Rail approved supplier for new utility supplies;
3. identify the correct type of metering to minimise Network Rail's utility cost;
4. reduce the lead times in developing and implementing new utility connections;
5. identify available utility capacity for new utility connections and requirements for increased capacity at other locations;
6. improve the accuracy of the asset information held in the Railway Energy Database (RED).

2 Scope

This Network Rail standard specifies how to:

1. appoint the Network Rail approved supplier for new utility supplies;
2. install the correct type of metering to minimise Network Rail's utility cost;
3. upgrade existing supplies;
4. change the use of supplies;
5. disconnect redundant supplies.

This Network Rail standard covers all non-traction supplies where Network Rail pay for the ongoing cost of the utility.

It applies to all Network Rail employees who undertake work on the network, and to those suppliers/contractors whose employees undertake work on the network.

NOTE 1 This standard applies to third party supplies e.g. a Train Operating Company (TOC), with the exception that the third party appoints a preferred supplier.

NOTE 2 The Network Rail Business Space contact holds information about Business Space suppliers as specified on Form NR/L3/CPR/305/F006 Utility Contact List.

3 Roles and responsibilities

contractor

Appoints the delivery engineer who is considered competent to provide the physical connection for the utility supply.

delivery engineer

Provides the physical connection for the utility supply.

Ref:	NR/L3/CPR/305
Issue:	1
Date:	03 December 2011
Compliance date:	03 March 2012

Meter Operator (MOp)

Responsible for installing the meter once instructed by the supplier. Also responsible for fitting the service fuse into the meter and terminating tails.

NOTE The MOp for gas is known as the Meter Asset Manager (MAM).

Property

Responsible for the asset management of Network Rail commercial property assets including Business Space assets.

requestor

Nominated by Network Rail as responsible for a project to add, remove, change, upgrade or disconnect a supply and any associated project costs. Appoints the site contact who is considered competent to provide site access to the delivery engineer.

site contact

Any person nominated by the requestor who is considered competent to provide site access for physical works to add, remove, change, upgrade or disconnect a supply.

supplier (electricity)

Responsible for the, supply of electricity to a meter including the meter and all its component parts (excluding the fuse), billing and account management related to the Meter Point Administration Number (MPAN) and Meter Serial Number (MSN) and/or changes to both.

supplier (gas)

Responsible for the supply of gas to a meter out let pipe including the meter and all its component parts. Also responsible for attaching the Meter Serial Number (MSN) to the Meter Point Reference (MPR). Changes to either MSN or MPR shall be actioned by the supplier or their appointed MOp.

supplier (water)

Responsible for the supply of water to a meter and all its component parts and all pipe work up to the external stop tap including the external stop tap for un-metered supplies. Also responsible for the maintenance of the Meter Serial Number (MSN).

Utilities Department

The Utilities Department own, maintain and administer the Railway Energy Database and the processes associated with Network Rail utilities. Accountable for Network Rail utilities billings, procurement, audit, dispute resolution and other utility management services. Support the delivery of the Network Rail Carbon Reduction Commitment plan by investigating and advising on alternate energy sources and efficiency programmes.

Utilities Specialist (US)

The Utilities Specialist is employed by the Utilities Department as the route contact for utilities advice. Requests for supply changes shall be processed by the Utilities Specialist on behalf of Network Rail.